

**DEPARTMENT OF MEDICINE
PAPERWORK REQUIREMENTS FROM DIVISIONS
FOR FACULTY APPOINTMENTS**

APPOINTMENT OR PROMOTION TO PROFESSOR*

17 copies of letter from Division Chief to Department Chair recommending appointment
17 copies of <i>curriculum vitae</i> in Institutional format (see attached)
Affirmative Action Report form for candidates recruited from outside School of Medicine.
17 copies of list of ten Referees. It must include full name, degrees, academic rank, name of institution, full address, phone number, fax number and email address. All referees must be at the rank of professor. The candidate may choose to provide all external referees, though it is not mandatory. Some should be international.
17 sets of four to six reprints of peer-reviewed articles in peer-reviewed journals, preferably with candidate as first or last author
For new faculty, demographic information (social security number, date of birth, visa status, ethnicity, home and office addresses, phone numbers, fax numbers)

APPOINTMENT OR PROMOTION TO ASSOCIATE PROFESSOR*

17 copies of letter from Division Chief to Department Chair recommending appointment
17 copies of <i>curriculum vitae</i> in Institutional format (see attached)
Affirmative Action Report form for candidates recruited from outside School of Medicine.
17 copies of list of ten Referees. It must include full name, degrees, academic rank, name of institution, full address, phone number, fax number and email address. All referees must be at the rank of associate professor or above. The candidate must provide at least two internal referees. The remainder may be external.
17 sets of four to six reprints of peer-reviewed articles in peer-reviewed journals, preferably with candidate as first or last author
For new faculty, demographic information (social security number, date of birth, visa status, ethnicity, home and office addresses, phone numbers, fax numbers)

APPOINTMENT OR PROMOTION TO ASSISTANT PROFESSOR

Letter from Division Chief to Department Chair recommending appointment
<i>Curriculum vitae</i> in Institutional format (see attached)
Affirmative Action Report form for candidates recruited from outside School of Medicine.
For new faculty, demographic information (social security number, date of birth, visa status, ethnicity, home and office addresses, phone numbers, fax numbers)

*The departmental Appointments and Promotions Committee reviews recommendations for faculty appointments and promotions to full Professor and Associate Professor, full time and part time, prior to submission to the School of Medicine.

APPOINTMENT OR PROMOTION TO INSTRUCTOR

Letter from Division Chief to Department Chair recommending appointment
<i>Curriculum vitae</i> in Institutional format (see attached)
Affirmative Action Report form for candidates recruited from outside School of Medicine.
For new faculty, demographic information (social security number, date of birth, visa status, ethnicity, home and office addresses, phone numbers, fax numbers)

APPOINTMENT AS ASSISTANT IN MEDICINE, LECTURER OR RESEARCH ASSOCIATE

Letter from Division Chief to Department Chair recommending appointment
<i>Curriculum vitae</i> in Institutional format (see attached)
Affirmative Action Report form for candidates recruited from outside School of Medicine.
For new faculty, demographic information (social security number, date of birth, visa status, ethnicity, home and office addresses, phone numbers, fax numbers)

APPOINTMENT OF VISITING FACULTY**

Letter from Division Chief to Department Chair recommending appointment
<i>Curriculum vitae</i> in Institutional format (see attached)
Demographic information (social security number, date of birth, visa status, ethnicity, home and office addresses, phone numbers, fax numbers)

**If your visitor is not a citizen of the U.S., please contact the Office of International Services before initiating faculty appointment paperwork.

1/12/2005