

**CHECKLIST FOR NEW FACULTY APPOINTMENT (New Hire, All Ranks)
Emory University School of Medicine**

Name _____ Date Packet Receive _____

Rank (including track) _____

Effective Date _____

Dept _____

Regular Faculty

1. _____ Letter from Chair to Dean (submitted to allow processing before candidate's arrival)
 2. _____ A separate memo precisely stating how much and where each new faculty member will be providing clinical service (e.g., TEC, Grady, VAMC, CHOA, etc.).
 3. _____ HRAF (signed; all sections completed)
 4. _____ Federal W-4 Tax Form
 5. _____ State G-4 Tax Form
 6. _____ I-9 Form (Employment Eligibility)
 7. _____ Faculty Proposal Form (FPF) with appropriate signatures (signed by Dr. Caughman if Emory Clinic pays;
 8. _____ Copy of current CV, on paper and electronically
 9. _____ Search Activity Report (completed and signed by department and EOP)
- OR**
- _____ Administrative Decision form (required when there is not an open process for filling the position; signed by Dean's office and EOP)
(Notes regarding EOP requirements: transition from staff, fellow, or resident status to faculty status is treated as a new appointment, not a promotion and a SAR or Administrative Decision form is required. No SAR required if position is to be no longer than 6 months full-time or 9 months part-time.)
10. _____ If SAR, Affirmative Action Faculty Recruitment Checklist
 11. _____ Copy of (edited) recruitment letter to candidate, with signatures
 12. _____ A certified copy of the transcript from highest-degree granting institution; *this is required only for faculty not going through the Emory Healthcare credentialing process.*
 13. _____ Brief biosketch introducing new faculty member—this should be a very brief narrative description providing name, rank, naming institutions where they received their graduate-level degrees, and one sentence about what they will be doing at Emory. In total this should be 4-5 sentences at most. This can be provided electronically to us, making this notation on the appointment when it is delivered to Dean's office. *Sample provided upon request. This is different from a NIH biosketch.*

Reminder: FPF packet and administrative decision request (if there is one) should be routed through Dean's office for preliminary approval and prior to the actual official appointment packet outlined above.

Secondary (WOC) or Joint Appointment (paid)

1. _____ Letter of approval from both department chairs (primary and secondary, including approval of salary distribution if joint)
2. _____ CV
3. _____ HRAF

Visiting Faculty Appointment (Titles are Visiting Prof, Visiting Assistant Prof, etc., or Visiting Scholar)
(Requirements are the same as Checklist for Faculty Appointment Proposal)

Volunteer Faculty (WOC Appointment)

1. _____ Letter from Chair (stating credentials of candidate, what they do and what they will do for SOM/Dept)
2. _____ HRAF
3. _____ Copy of current CV

Reappointment of an “auto-term” appointment (to be effective immediately upon end of original term)

(Requirements are the same as Checklist for Faculty Appointment Proposal)

Promotion (junior rank)

1. _____ Letter from Chair requesting and justifying the promotion
2. _____ HRAF (Action/Reason Codes = Pro/Mgt)
3. _____ current CV

Emeritus Appointment (These actions usually accompany the letter and HRAF for retirement)

1. _____ Letter from Chair, including date of original faculty appointment, date of retirement
2. _____ HRAF
3. _____ current CV