

Packet Checklist – Full-time **Appointments** to the ranks of:

Instructor, non-tenure track
Research Associate, non-tenure track

1. ___ Chair's Recommendation Letter
2. ___ **CV Verification Form ***
3. ___ Curriculum Vitae
4. Letters of recommendation (at least 2 required, up to 4) *LOR form for clinical appointments*
___ **Letter 1** ___ **Letter 2** ___ Letter 3 ___ Letter 4
5. ___ SOM **Salary Sheet ***
6. ___ SOM **Faculty Appointment Information Sheet *** (FAIS)
7. ___ **VA Memorandum of Understanding *** (If applicable)
8. ___ Licensure verification (if a clinician)
9. ___ Transcript(s)
10. ___ **Demographic Form ***
11. ___ Offer letter signed by candidate
12. ___ Background check confirmation email from HR
13. ___ **FRCS *** and published ads OR Waiver approval Memo (optional at these ranks)

FINAL REMINDERS:

- *Forms and templates referenced in the above can be found here:
<https://www.medschool.umaryland.edu/AcademicAdmin/Forms-Letters--Templates/>
- Submit documents through Interfolio: <https://account.interfolio.com/login>
 - If you have not yet had Interfolio training, submit packet by email to Ruth Bassford (rbassford@som.umaryland.edu), Rose Drayton (rdrayton@som.umaryland.edu) and Hannah Andrews (handrews@som.umaryland.edu)