



REGULAR FACULTY APPOINTMENT SUBMISSION AND APPROVAL PROCESS

This document outlines the process to complete a new regular faculty appointment with the Dell Medical School

1. Once a decision is made by the Department Chair or designee to nominate an individual to apply for a regular faculty appointment, the department sends a faculty appointment packet to the candidate for completion.
 - a. Appointment packet includes
 - i. Invitation Email
 1. Regular Appointment Policy
 2. Regular Appointment Process
 3. CV Template
 4. Biographical Data form
 5. Information how to set up an EID
 6. Reference Request Form
2. The faculty applicant submits a complete faculty appointment packet to the Dell Medical School Department Chair for review and approval.
 - a. A complete faculty appointment packet includes:
 - i. Candidate's CV using the Dell Medical School CV Template-Attachment A
 - ii. Candidate's Biographic form - Attachment B
 1. Which includes an EID – Candidates may use the link below to create an EID, if they do not know their EID or do not have one.
https://idmanager.its.utexas.edu/eid_self_help/?geid
 - a. All candidates that create an EID will be emailed an electronic acceptable use form from the university. If you receive this form via email, please read and accept the terms.
 - iii. Reference Request form. References must be at Arm's Length, and should be able to speak to the individual's contributions to the field, as well as to the appropriateness and merit of the faculty appointment within a medical school. <http://www.dictionary.com/browse/arms-length>
 1. Letters must be signed and on institutional letterhead
 2. References should not be from current medical students, residents, fellows or other learners. (Must be M.D., D.O., or Ph.D.)
 3. References should not be family members or personal friends
 4. The department will solicit for 3 letters of reference from the list of 5 submitted names.
 - v. Any other documents required by the Department Chair
 - b. Departments are responsible for tracking the status of their candidates' submission.

3. Department Chairs, and their respective Executive Committee or designee, will review the completed faculty appointment packet. Once the department reviews and assigns a rank for review, the department must submit a complete faculty appointment dossier to Faculty Affairs via UT Box and must notify Faculty Affairs via email.
 - a. A complete faculty appointment dossier includes (Must be in the following order when submitted):
 - i. Chair's Memorandum for the faculty appointment request
 - ii. Candidate's Biographic form - Attachment B
 - iii. Candidate's CV using the Dell Medical School CV Template-Attachment A
 - iv. Three letters of reference
 - v. Language Proficiency Form – Attachment C (Internal Use Only)
 - vi. Any other documents required by the Department Chair
4. The Appointment, Promotion, & Tenure Committee will review materials, approve or recommend the faculty track and rank based on individual's credentials and medical school criteria. If there are discrepancies between the chair recommendation and the packet materials, the APT committee will review and provide input.
5. Once approved, Faculty Affairs will generate a letter of regular appointment to the faculty applicant which, requires the faculty candidate's signature accepting the terms of appointment and must be returned to Faculty Affairs and, if applicable, Personnel Services.
6. Faculty Affairs will then create an electronic appointment record (PAR). The entire dossier, including the signed appointment letter will be sent along with the PAR to be approved by the provost.
7. Once the PAR is approved by the provost office, faculty affairs will notify HR to issue a background check to the candidate via the email that was provided on the candidate's CV. The candidate will be responsible for completing & clearing the background check to complete the appointment.
8. Once the candidate completes the background check, HR will notify the candidate it was complete and will give them information regarding library access and how they can get a UT ID. Once the background check is clear, the appointment is complete. Faculty affairs will notify the Communications team to add them to the Dell Medical School Directory.
9. The candidate will also be responsible for completing compliance trainings for the University and will be sent information to do this at the time the background check is completed.