Checklist for Faculty Appointment Proposal
Emory University School of Medicine

____ Chair’s request for appointment (cover letter to Dean/TEC Director)
____ CV
____ Faculty Proposal Form (FPF), signed by Department Chair
____ Pro-forma (if TEC is providing salary)
____ Administrative Decision, if appropriate (with additional CV, job description, and
   Health and Safety Questionnaire)
____ Other authorizations for salary (VAMC, Grady, other)
____ Draft recruitment letter
____ Physician Candidate Liability Questionnaire

Candidate Name: _______________________________________________________________

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Degree(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Department: __________________________________ Division: ________________________

University title: ______________________ Track: ______ Part-Time ______

If temporary, start and end dates, up to 12 months: _____________________________

Non-GME Trainee: _____ Yes _____ No
Hospitalist (w/special appointment): _____ Yes _____ No
Funding from Grady/EMCF _____ Yes _____ No Funding from CHOA _____ Yes _____ No

Faculty-Equivalent Title (not faculty): __________________________________________

The Emory Clinic Title: ____________ Physician Member
                        ____________ Professional Member
                        ____________ Associate Status
                        ____________ Affiliate Status

Primary Worksite:
____ SOM Building  ____ TEC  ____ Midtown  ____ VAMC____
____ Grady  Other ________________________________

Specialty Board Status _____ Certified _____ Eligible

Verification of Highest Degree _____ (for all who will not be credentialed by EHC)

EOP Procedure: _____ Open Search (SAR, route separately to EOP), Include Req.# here: __________
                _____ Administrative Decision (route to Dean’s office w/FPF)

Secondary/Joint Appointment(s) to be proposed: (requires written request from secondary
Department chair(s) along with other required paperwork):

____________________________________________________________

Endowed Chair/Professorship to be proposed: _____ Yes _____ No
   (requires separate letter and CV for formal request to Dean’s office)