Checklist for New Faculty Appointments/Hires (all ranks/tracks), Secondary/Joint Appointments, Volunteer Appointments, Emeritus Appointments, and Junior Rank Promotions

Emory University School of Medicine

Name________________________________________________

Date rec’d in Dean’s office ______________

Proposed Rank and Track

Effective Date

Department/Division

Regular (compensated) Faculty

1. _____Letter from Chair to Dean (submit revised faculty proposal form if any changes occurred subsequent to approval of preliminary recruitment packet)
2. _____eHRAF, or paper HRAF for faculty appointments that are a change in status from current Emory employment (e.g. secondary appointment, GME or postdoctoral fellow transitioning to faculty) rather than a new hire to the University
3. _____Copy of recruitment letter from department chair to candidate, with signatures of chair and candidate (required for Dean’s appointment letter to be issued)
5. _____Certified copy of transcript; this is required for faculty members not credentialed by Emory Healthcare (EHC) AND for faculty members credentialed by EHC who will be the “instructor of record” for any SOM course that will be listed in the School Bulletin
6. _____Brief bio-sketch introducing the new faculty member; this should be a brief narrative description providing name, rank, educational credentials, previous academic appointments and career accomplishments at other institutions, and 2-3 sentences about what they will be doing at Emory. This should be provided electronically as a separate Word document, noting this has been done on this checklist. We must provide this information to the Provost’s office for their use in preparing a publication that, each year, introduces the new faculty to the Board of Trustees and is also used in printed material provided at an annual reception for new faculty. Sample provided upon request. Please not this is different from a NIH biosketch.

Secondary/Joint Appointments (joint appointments are secondary appointments with compensation from the second department)

1. _____Letter from chair of the secondary department; a signature line should be included for the chair of the primary department, indicating her/his agreement for the second appointment, unless a separate letter has been provided by the chair of the primary department
2. _____current CV
3. _____eHRAF for the “new hire” in the secondary department

Volunteer Faculty (WOC Appointment/Re-appointment)

These actions are to be submitted electronically to: SOMVFac@emory.edu (placing name of candidate in the subject line of the email)

1. _____Letter from Chair (stating the credentials of candidate, current professional affiliation, services the faculty member will provide to department/SOM, start/end dates of the 2 yr appointment/reappointment, and proposed adjunct rank designation)
2. _____eHRAF
3. _____current CV

Proposals for reappointments and promotions for volunteer faculty follow the same process as for new hires, though for reappointments at same rank, updates to “future term dates” on job records can be processed online rather than by submitting a HRAF.

Promotions within the junior ranks (to Sr Associate, Instructor, or Assistant Professor)

1. _____Letter from Chair requesting and justifying the promotion
2. _____HRAF (Action/Reason Codes = PRO/FAC)
3. _____current CV

Emeritus Appointment (These actions should be sent along with the letter and HRAF for retirement.)

1. _____Letter from Chair, including date of initial faculty appointment, date of retirement
2. _____eHRAF coded for the “rehire/retiree” for the new Professor Emeritus job record
3. current CV

Revised: 2/28/2012