



Dear Interested Volunteer:

Thank you for your interest in becoming a volunteer faculty member within the Department of Family and Preventive Medicine. Adjunct faculty members are essential to the educational, research, and service missions of the School of Medicine. They make vital contributions through a wide variety of activities while employed outside of Emory University. With a projected shortage of Primary Care providers, we need dedicated volunteer faculty to influence the next generation of physicians.

Please review the attached policy as described by the Primary Care Consortium (PCC) Programs and submit the following documentation if you meet the required criteria for a volunteer appointment:

1. **Cover letter** providing synopsis of credentials of candidate, current email address, and an outline of planned activities.
2. **Updated CV**
3. **Two letters of support** from peers or colleagues who can attest to candidate's aptitude to advance the clinical, educational, research, or administrative missions of the department. Letter should be mailed, emailed, or faxed by the writer directly to the department/academic unit.
4. **Data Form – Attachment A**. This form includes a stated agreement to perform at least 25 hours of service such as those in the activities listed. For some clerkship/fellowship/elective teaching roles, the minimum number of hours required may be higher (volunteer faculty would need to meet policies of the clerkship/fellowship/elective).

PLEASE RETURN COMPLETED DOCUMENTATION TO FACULTY SPONSOR/COORDINATOR OR SEND DIRECTLY TO THE DEPARTMENT BUSINESS MANAGER:

Patricia Woodard (pdwooda@emory.edu), Business Manager, Programs
Emory Department of Family and Preventive Medicine, O: 404-727-1360; F: 404-727-4156

Sincerely,

Theodore (Ted) M. Johnson, II, MD, MPH
Paul W. Seavey Chair in Medicine
Chair, Department of Family and Preventive Medicine



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