**FACULTY APPOINTMENT CHECKLIST**

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| **Name of Faculty:**       | **Department:**       |
| **Requested Rank:**       | **Division:**       |
| **Appointment Type:**       | **Effective Date:**       |
| **Position # for (Paid Appt Only):**       | **TALEO Tracking # (Paid Appt Only):**       |

**REQUIRED DOCUMENTS:**

1. Faculty Appointment Agreement (FAA) signed by Chair & Faculty \_\_\_\_\_\_
2. Appointment letter signed by Chair & Faculty (Not the same as Offer Letter) \_\_\_\_\_\_
3. Initial Hire/Rehire Form (Paid Appt Only) \_\_\_\_\_\_
4. Certification of English Competency (Required if not a US citizen or native language is not English) \_\_\_\_\_\_
5. Offer letter w/signatures (Paid Appt Only) \_\_\_\_\_\_
6. Letter from Chair to Dean requesting appointment (Waived if Offer letter submitted) \_\_\_\_\_\_
7. Letters of recommendation (2) \_\_\_\_\_\_
8. Official transcript from US Institution, ECFMG for foreign MD, or credential evaluation for foreign PhD \_\_\_\_\_\_
9. TN License verification; printout of profile (<http://apps.health.tn.gov/Licensure/>) \_\_\_\_\_\_

1. Documentation of training: Post-doctoral (PhD) / Residency or Fellowship (MD) \_\_\_\_\_\_
2. Documentation of Board Certification (MD’s @ rank of Assist Prof or higher) \_\_\_\_\_\_
3. Curriculum Vitae \_\_\_\_\_\_
4. Fair Credit Reporting Act Form for background checks (FCRA) \_\_\_\_\_\_
5. Personal Data Form (Completed with local addresses and Signed) \_\_\_\_\_\_

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**JOINT APPOINTMENTS:**

1. FAA signed by BOTH Chairs \_\_\_\_\_\_
2. Appointment letter clearly stating responsibilities and signed by BOTH Chairs \_\_\_\_\_\_
3. Current CV \_\_\_\_\_\_

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**\*\*REVISED APPOINTMENTS:**

1. FAA \_\_\_\_\_\_
2. Appointment letter clearly stating the change of their status \_\_\_\_\_\_
3. Current CV \_\_\_\_\_\_

**\*\*If revising appointment from friend to paid status, items 5, 8, 9, 12, 14 (above) are required**