UTHSCSA School of Medicine: Faculty Appointment Process

**APPOINTMENT Process:** See [Appointment Checklist](#).

Academic home department representative (in conjunction with administrative home and others, when applicable) submits to the Associate Dean of Faculty a complete SOM faculty appointment packet **30-60 days prior to the start/effective date.**

A faculty appointment cannot be processed **without an approved RARF.**

The Faculty Appointment Form (FAF) and other supporting documents are available at [www.uthscsa.edu/business/forms.shtml](http://www.uthscsa.edu/business/forms.shtml)

Complete SOM faculty appointment packet includes:
- Faculty Appointment Form or FAF (Original)
  - Must ensure recommended rank, faculty name and payment method are consistent on all forms.
- Biographical Data Sheet (Original + 1 copy)
- CV (original + 2 copies) Does not need to be an eCV.
- Departmental Chair Letter (original + 1 copy)
  - If 75% or greater FTE and Associate Professor or greater rank include:
    - 3 letters of support for rank and track (tenure)
    - Departmental PTAC recommendation for rank and track (tenure)
- EEO Recruitment Packet-Attachment 4 (Original)
- Approved RARF/Waiver and copy of signed offer letter
- Transcript of highest degree(s) conferred (Copy) - Include all doctoral level degrees, when applicable.
  - Include brief explanation in department Chair letter when candidate will not use one or more doctoral level degrees.
    - If Foreign transcript, must translated & verified by an approved agency
    - Transcript exception memo, when applicable
- Sanction Check (copy of email confirmation)
- If military, letter from commanding officer (Original)

*Ideal appointment packet processing:*
- Academic home department (AHD) (in conjunction with other applicable entities) prepares the faculty appointment packet and delivers it to the SOM Faculty Life Office (SOM-FL).
- SOM-FL reviews for completeness: Occurs within three days of receipt.
- AHD receives email notification about any discrepancies found.
- SOM-FL receives remediations within 2 days or packet is returned to AHD. When updates are received, SOM-FL delivers complete faculty appointment packet to the UTHSCSA EEO Office for processing, review and approval, so please allow 1-3 days.
- SOM-FL receives packet from EEO for SOM Finance and SOM Dean review and approval. Allow up to 10 days even with no financial or other concerns/discrepancies. Once approved, SOM-FL submits complete materials to VP AFSA.
- VP AFSA conducts reviews and final verifications in an order, prioritized by effective date and/or University Health System Committee meeting deadline for hospital privileges.

*The timeline above does not account for seasonal hiring volume fluctuations or any personnel leave.*