

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

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.