

# Faculty-Intermittent Reappointment (Paid Voluntary) Checklist

Revised 10/16

<b>Effective Date:</b>	
<b>Employee Name:</b>	
<b>Proposed Rank:</b>	
<b>Dept. Contact:</b>	

## Required for all paid reappointments:

- Appointment, Reappointment and Promotion Form (ARP) or DF15 -**  
[http://facultyaffairs.med.miami.edu/documents/Voluntary\\_Faculty\\_ARP\\_Form\\_and\\_checklist.pdf](http://facultyaffairs.med.miami.edu/documents/Voluntary_Faculty_ARP_Form_and_checklist.pdf)  
*If the candidate is being considered for appointment at the rank of Voluntary Professor, then (2) outside recommendation letters are needed. Candidate will be scheduled for the next Initial APT Meeting as outlined in the Voluntary Faculty Manual.*  
[http://facultyaffairs.med.miami.edu/documents/Voluntary\\_Faculty\\_Manual\\_rev11.pdf](http://facultyaffairs.med.miami.edu/documents/Voluntary_Faculty_Manual_rev11.pdf)
- Recommendation Letter from Chair** – Please include in the letter if the individual **will** have access to patients and/or patient information (charts or systems). The Letter must state if the individual will be paid on a salary or per diem rate.
- Curriculum Vitae** (must be current)
- Copy of Florida Medical License** <http://ww2.doh.state.fl.us/irm00praes/praslist.asp> (if applicable i.e. will have clinical duties and/or seeing patients)