

Faculty New Hire Checklist

Antic. Start Date:	
Emp. Legal Name:	
Title:	
SSN# :	
Supervisory Org:	
Position #:	P#
Dept. Contact:	
Manager:	
Cost Center Manager:	
Proposed Salary:	
Emp. Personal Email:	

Following is required for all New Faculty Hires

- Original Letter of Offer and Non-Compete Agreement (if applicable)**
- PAS-35 (Faculty Recruitment Summary)**
http://facultyaffairs.med.miami.edu/documents/RECRUITMENT_ACTIVITY_SUMMARY.pdf
- DF-15 indicating departmental faculty vote and recommendation of the chair.**
 - *Initial appointments of Associate Professor or Professor Level, Please contact our office for additional requirements.*
- Curriculum Vitae** – UM Format <http://facultyaffairs.med.miami.edu/faculty-development-apt/cv-format>
- Personal Data Form (PDF)** – This must be completely filled in it's entirely for proper onboarding, including work space. http://facultyaffairs.med.miami.edu/documents/Personal_Data_Form.pdf
- Copy of a valid unrestricted Florida Medical License (if applicable)** – Clinical based faculty must have FL Med Lic. & credentialed before hiring.
<https://appsmqa.doh.state.fl.us/irm00praes/praslist.asp>
- Official transcripts of highest terminal degree** – Candidate must request these at point of offer letter.
- Copy of Social Security Card** – Or any government issued document that clearly shows their legal name and US SSN#
 - *If Faculty is on a Visa – For I9, they **must** present their Foreign Passport and I-94 approval to Faculty Affairs.*

Form is to be filled by the department and used as a cover sheet for new faculty packets when submitted to Faculty Affairs for Processing.

Revised 10/01/2016