

Associated Faculty Reappointment Checklist

Revised 04/15

Effective Date:	
Employee Name:	
Proposed Rank:	
Dept. Contact:	

Required for ALL Associated Faculty reappointments:

The first 2 Items are provided by the home department.

- Appointment, Reappointment, and Promotion Form or DF15** - *If the candidate is being considered for Appointment/Promotion 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*
- 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 nonpaid.*
- Recommendation Letter from Regional Medical Campus Department Chair** – *Applicable for Regional Campus requests only*
- 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)

*Voluntary Appointment Only

If Reappointment contains conversion to a "Paid" Appointment, Please use the Initial (Paid Voluntary) Faculty Intermittent Appointment Checklist.

http://facultyaffairs.med.miami.edu/documents/faculty_intermittent_initial_checklist_REV_10.16.pdf