

Initial Appointment for Faculty-Intermittent (Paid Voluntary) Checklist Revised 10/16

Antic. Start Date:	
Employee Name:	
Proposed Rank:	
SSN# :	
Supervisory Org:	
Dept. Contact:	
Emp. Personal Email:	

When proposing a start date, please submit paperwork at least (3-4) weeks in advance. Once onboarding begins, start dates cannot be changed and faculty **must** complete I9 within 3 business days.

* *These appointments are renewed on a yearly basis, and must go through a reappointment process. Please see link below for process.*

http://facultyaffairs.med.miami.edu/documents/Faculty_Intermittent_Reappointment_checklist_REV_10.16.pdf

Required for ALL Faculty – intermittent appointments:

- Appointment, Reappointment and Promotion Form (ARP) or DF15 -**
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
- 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)
- Personnel Data Form (PDF)** http://facultyaffairs.med.miami.edu/documents/Personal_Data_Form.pdf this must be filled completely in order for proper onboarding.
- 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)
- Official Transcripts of highest terminal degree**
- Copy of Social Security Card** (or any government issued document showing Social Security Number; Appointment will not be processed until this document is obtained.)

Paid Voluntary undergo onboarding via workday similar to employees. I9 work authorization must be completed fully, before any payments can be processed.