

REQUIREMENTS FOR APPOINTMENT TO THE FACULTY

The following documents should be included in the original file (unless otherwise noted) in the order listed. Please note that the faculty appointment process must be completed within 12 months from date of hire.

- Faculty Status Form*: <http://www.umassmed.edu/uploadedFiles/FacStatusForm.xls>
- Original *Faculty Authorization Form* or *Clinical Hiring Report*
- Submit the *Participation Agreement* and *Conflict of Interest* forms (available through the Office of Research) to the Office of Research.
- Letter of recommendation from the Departmental Personnel Action Committee (DPAC) for appointments **at or above** the level of Assistant Professor. Letter should include: date reviewed, individual's name, proposed rank, tenure status, and brief paragraph outlining the basis for the recommendation.
- Letter from Department Chair addressed to the Dean, except in cases of Appointment with Tenure, where they are addressed to the Chancellor. Letter should include: individual's name, proposed rank, tenure status, salary type, detailed statement outlining the basis for the recommendation.
- Current Curriculum Vitae (with a revision date within **90 days** of submission of the packet):
<http://www.umassmed.edu/ofa/academic/cv.aspx>
 - education, degrees, licensure and board certification (if relevant);
 - professional experience including research, teaching and service;
 - complete summary year by year of educational activities including courses taught, number of students trained or mentored, grand rounds, among others;
 - complete summary of service on committees, task forces, etc;
 - complete bibliography with citations clearly separated and distinguished as original peer reviewed articles, abstracts, books or chapters, case reports and technical manuals;
 - invited presentations at national and international meetings;
 - service on editorial boards and study sections;
 - grant award information, including grant agencies, award periods of total funds awarded;
 - list of past post-docs and graduate students and their current positions, if applicable.
- Letters of reference (individuals who know the qualifications of the candidate first-hand, or can otherwise evaluate the candidate's accomplishments in all applicable areas of the academic mission rather than merely restating the contents of the CV). Letters must state the faculty member's proposed title and track (tenure/non-tenure)
 - minimum of three letters required for all appointments at the level of Affiliate, Senior Affiliate, Lecturer, Instructor, or Assistant Professor.
 - minimum of five (at least three of which must be from individuals not associated with UMMS and not former mentors or current collaborators), for all appointments at the level of Associate Professor or Professor.