

REQUIREMENTS FOR JOINT APPOINTMENT REQUEST

Please submit the following materials via email or interoffice mail:

- Letter from each Department Chair, or joint letter, addressed to Vice Provost for Faculty Affairs, requesting joint appointment. Letters should describe the scope of the faculty member's involvement with the secondary department.

- Current Curriculum Vitae (dated within 90 days of submission of request):
 - 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.