

APPLICATION FOR COMMUNITY FACULTY APPOINTMENT

NEW APPOINTMENT PROCESS

1. Interested applicants will contact the department of their specialty and submit their curriculum vitae (CV) to the community faculty department coordinator. If there are no opportunities available at the time of application, the applicant will be notified again in the future.
4. Application will be forwarded to the faculty appointment (FAPT) committee for approval.
5. Applicant will be sent the background check link for approval.
6. Terms of appointment (TOA) and other documents will be sent to the applicant for signature, after successfully passing a background check.
7. TOA will be forwarded to the chair and dean for signature.
8. Applicant will complete onboarding task in Workday and receive a welcome letter.

REAPPOINTMENT PROCESS

1. Community faculty actively involved in the department and whose appointment will be expiring June 30, will be given the link to the annual community faculty report.
2. Chair will review achievements reported on the annual community faculty report and decide on reappointment. If denied for reappointment, chair will send a letter on non-renewal.
3. If approved for renewal, department coordinator will provide the community faculty the link to the portal application.
4. Application will be forwarded to the FAPT coordinator.