ADJUNCT CLINICAL FACULTY INITIAL APPOINTMENT

Adjunct Clinical Faculty appointments are granted to those who serve in a clinical environment (i.e. clinical preceptors hosting TCOM or PA students). Clinical credentialing is mandatory and must be completed before teaching students.

Details and templates/forms can be found on the "Adjunct Clinical Faculty" webpage at:
http://web.unthsc.edu/info/200129/faculty_affairs/1738/adjunct_clinical_faculty_appointment

PACKET CHECKLIST

*All packets must be received in Faculty Affairs **at least 10 business days** prior to appointment date.*

Please **email** this checklist and complete packet to chris.mason@unthsc.edu. The packet will be reviewed and routed by Faculty Affairs to the Dean and Provost for approval. Questions, please contact Chris at 817-735-2623.

Faculty Name/Credentials: _____

Department/School: _____

Requested Rank: **Adjunct Clinical**_____
(i.e. Adjunct Clinical Instructor, Assistant Professor, Associate Professor, or Professor

Affiliation: _____

Start Date: _____

Paid* or Non-Paid Position: _____
***If paid,** an adjunct position must be posted and left open for 5 business days before closing position. HR will send Adjunct Faculty Recruitment Approval to the department and Faculty Affairs. Completion of background check and drug screen must also be verified by HR. Contact Misty.Haskins@unthsc.edu or 817-735-5458.*

		Initial & Date
1.	Adjunct Clinical Appointment Request Memo from Department Chair to Dean	_____
2.	Current CV (updated within the last 3 months)	_____
3.	Current and unrestricted license to practice in Texas that shows absence of major disciplinary actions within the last 5 years from the Texas Medical Board or appropriate licensing board (copy of online verification is acceptable)	_____
4.	Verification of current medical/professional liability insurance coverage (provide copy of current face sheet)	_____