

## 1. Credentialing Process

- **Adjunct Clinical Faculty:** If the clinical provider is in private practice or employed by some other clinical organization, the following process should be followed:
  - The provider requesting Adjunct Clinical Appointment will need to provide the Department Chair with:
    - A current CV (updated within the last 3 months)
    - Current and unrestricted license to practice in Texas that shows absence of major disciplinary actions within the last 5 years from Texas Medical Board or appropriate licensing board (copy of online verification is acceptable)
    - Verification of medical malpractice insurance – provide copy of current face sheet
    - Specialty Board Certification (if apply)
    - Signed appointment request memo
    - Once these documents are collected by the requesting department, the Department Admin will submit them through the [Adjunct Faculty Management System](#) (AFMS)
- **Adjunct Faculty (Non-clinical):** Department contacts prospective adjunct faculty member to request original transcripts from the terminal degree university be sent directly to the Office of Faculty Affairs. Faculty Affairs will notify department when transcripts are received and will include in the adjunct appointment electronic packet.

## 2. Prepare [Adjunct Faculty Packet](#) for Processing

- New Appointment Packet Checklist (with items listed above)
- Adjunct Appointment Request Memo from Department Chair to Dean
- CV

## 3. Department upload all the required documents into the AFMS.

## 4. Faculty Affairs routes Adjunct Faculty Electronic Packet to the Provost for appointment approval

## 5. Faculty Affairs upload Adjunct Appointment Letter into the system and Department admin “complete appointment process” in the system and send the appointment letter to faculty (if need it).

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### REAPPOINTMENT PROCESS FOR ADJUNCT CLINICAL FACULTY

- A current CV (updated within the last 3 months)
- Current and unrestricted license to practice in Texas that shows absence of major disciplinary actions within the last 5 years from Texas Medical Board – can be verified online
- Specialty Board Certification (if apply)
- Verification of medical malpractice insurance – provide copy of current face sheet (with the exception of Physical Therapists)

Once these documents are collected by the department, the reappointment can requested through the Adjunct Faculty Management System.

**Note:** Department is responsible to send adjunct reappointment letters to adjunct faculty