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 Faculty Affairs webpage.

CHECKLIST

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

Please **upload** this checklist and required documents into the ***Adjunct Faculty Management System***. Each document must be uploaded separately. The appointment request will be reviewed and routed by Faculty Affairs to the Provost for approval. For questions, please contact Deliz Olivo at 817-735-2623 or Deliz.Olivoreyes@unthsc.edu

FacultyName/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. Refer to the Adjunct Paid Faculty Checklist.*

> In addition to the checklist information, the following is **required** to register the adjunct into the "Adjunct Faculty Management System": DOB (month and day only), email, address, phone number, and role.

Document	Initial & Date
1. Adjunct Clinical Appointment Request Memo from Department Chair to Dean (signed)	_____
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. Specialty Board Certification – COCA requires proof of specialty board certifications. Provide copy of certification or FSMB verification (MDs only) in addition to licensing verification. **(Required for TCOM adjunct faculty)**	_____
5. Verification of current medical/professional liability insurance coverage **(provide copy of current face sheet)**	_____

Note for TCOM: Please email the scanned checklist and complete packet to Joanna.Baksh@unthsc.edu. The Dean will review the packet and sign the memo. When the packet is completed (including the signed memo), you will upload it into the Adjunct Faculty Management System for processing and Provost approval.

Office of Faculty Affairs- Rev. 07.13.21