ADJUNCT CLINICAL FACULTY

RE-APPOINTMENT

Adjunct clinical faculty appointments are granted up to three (3) years, and they will automatically terminate if not renewed. TCOM and SHP Adjunct clinical faculty appointments will expire at the same time as the professional license and will require reappointment. If the Dean and/or the department chair elects to renew the appointment, please **upload** this checklist and the required documents into the ***Adjunct Faculty Management System*** at least10 days before the expiration date. Faculty Affairs will review the appointment request. For questions, please contact Deliz Olivo at 817-735-2623 or Deliz.Olivoreyes@unthsc.edu

**CHECKLIST**

Reappointment Date:       Faculty Name/Credentials:       Department:

School:       Adjunct Faculty Rank:       Affiliation:

If the adjunct is not registered into the “Adjunct Faculty Management System” the following is **required**: **DOB (month and day only), email, address, phone number, and role.** If the adjunct is already registered, please search their record and upload the following documents:

1. Current CV (**updated within the last 3 months**)
2. **\***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**)
3. **\***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**)
4. **\***Verification of current medical/professional liability insurance coverage (**provide copy of current face sheet**)
5. Adjunct Faculty Evaluation – Current UNTHSC adjunct faculty who have been appointed for one or more year within the institution will need a formal evaluation at the time of re-appointment.

**Note**: \* if the document is still active at the time of the renewal, there is no need to upload it again. The system will send a reminder email to upload the new one before it expires

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Dean/Chair Signature Approval Packet submitted by (Print Name) Date

Rev. 04/2023