

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.
2. Department chair will review the CV and may meet with the applicant to determine any opportunities that would match with the applicant's interest and specialty.
3. If approved by the chair, department coordinator will inform applicant to complete the portal application.
 - If there are no opportunities available, chair will inform applicant to try again in the future.
4. Application will be forwarded to the faculty appointment, promotion and tenure (FAPT) committee for approval.
5. Applicant will be sent the background check link for completion after FAPT 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, receive a certificate, and 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 committee for approval.
5. Applicant will be sent the background check link for completion after FAPT approval.
6. 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 (if pending), receive a certificate, and welcome letter.