

CMS Faculty Appointment Process

- i. In the Foundational Science and Humanities (FSH) and Clinical Science (CS) departments, a discipline or executive chair may initiate a faculty appointment by informing the Faculty Appointment and Recognition Coordinator, Laurie Lonicki. Laurie will contact the appropriate individual (Dima Arbach or Judy Potashkin) in the Office of Faculty Affairs and Equity to begin the faculty engagement process. Then, Laurie will contact the candidate and request a signed application, current CV, copy of diploma, and transcript from the school that awarded the highest degree. In addition, if applicable, medical license, board certification, and information on name change is requested. Once a rank is assigned by the chair, recommendation letters are requested by the chair.
- ii. Alternatively, in the CS department, a quarterly email will be sent from the Faculty Appointment and Recognition Coordinator to the clinical site and education directors and administrators with a list of the current faculty at that site. The current list of clinical site and education directors and administrators will be obtained from Executive Chair of the CS department. The email will be sent on the dates listed in the table below.

List sent to site director/site coordinator	Quarter	Months
May 1	Q1	July-Sept
Aug 1	Q2	Oct-Dec
Nov 1	Q3	Jan-Mar
Feb 1	Q4	Apr-Jun

- a. The email will request that CMS students are only assigned to faculty on the list. In addition, the message will request the names of any individuals who are expected to teach or evaluate CMS students in the near future be sent to the Faculty Appointment and Recognition Coordinator. Once the Faculty Appointment and Recognition Coordinator receives the names of individual who need a faculty appointment, she will contact Judy Potashkin (for core faculty) or Dima Arbach (for faculty at our affiliates) so that they can send an engagement email. The Faculty Appointment and Recognition Coordinator will then contact the candidate to obtain a signed application, current CV, copy of diploma, transcript, and letter of recommendations. In addition, if applicable, medical license, board certification, and information on name change is requested.
- iii. The Faculty Appointment and Recognition Coordinator will load all of the appropriate material for the faculty appointment on InSite and sign off on the package when it is complete.
- iv. The appropriate Executive Chair of the FSH or CS department will review the package and sign off on the package when they approve.
- v. The Faculty Appointment and Recognition Coordinator will then review the packet, sign off and forward to the appropriate people.
- vi. Packages of faculty candidates for Instructors, Assistant, Associate, or Professors will be forwarded to the members of the CMS FAPT committee, which meets once per month to evaluate candidates.
- vii. Packages for candidates for Lecturers, Clinical Instructors (Adjunct Track), and Research Track appointments will be forwarded directly to the CMS Dean. After approval from the Dean, the packages go the RFU Vice President of Faculty Affairs for review and approval.

- viii. Packages of faculty candidates that have been approved by the FAPT committee will be approved by the Chair of the FAPT committee on InSite.
- ix. Packages of faculty candidates will then be reviewed and approved by the CMS Assistant Dean of Faculty Appointments and Recognition.
- x. Packages of faculty candidates will then be reviewed by the members of the Faculty Executive Council. Packages of faculty candidates approved by the FEC will be signed off on by the Executive Committee Chairperson, the CMS Dean.
- xi. Packages of faculty candidates will then be reviewed and approved by RFU Vice President of Faculty Affairs. The RFU Vice President of Faculty Affairs forwards the packages to the Board of Trustees (BOT). After BOT approval, an official letter will be sent from the RFU Vice President of Faculty Affairs to the candidate informing them that their appointment has been approved.
- xii. The CMS Assistant Dean of Faculty Appointments and Recognition will then send a welcome letter to the new faculty member informing them of where they may find information regarding RFU and CMS Bylaws and their other information useful for their new role.

***Please note:** This process may be modified after RFU bylaw changes.