



## VOLUNTARY FACULTY APPOINTMENT CHECKLIST

### Series IV: (Salaried at another accredited institution)

**Please complete and submit checklist with (1) original package to the Office of Faculty Affairs and Development. Please do not double-side, bind or staple and please retain a copy for your files.**

- Letter of nomination for initial appointment from the chairperson to the President and Dean. Please include duties applicant will be performing as a member of the department. Must specify area of academic endeavor in which candidate has substantial accomplishment (Associate Professor) or has achieved authoritative expertise (Professor).
- Current Curriculum Vitae.
- Report of Peer Review of Credentials (Department Appointment Committee)
- Letter of Reference from Academic Chairperson of home institution. A request from a SACS or similar (regional) accredited institution must be fully vetted to teach at the graduate level. Additional documentation must be provided if serving as course director.
- Letters of Recommendation and Reference (if the letter written is from another academic institution, the writer's rank should be at least as high as the rank sought by the candidate). **Original** documents required and should address candidate's qualifications and indicate specific rank sought). Additional documentation must be provided for if serving as Course Director.
  - Professor Three (3) letters with at least one (1) from sources outside
  - Associate Professor Three (3) letters with at least one (1) from sources outside
  - Assistant Professor One (1) letter from a non-MSM source or Residence Director
  - Instructor One (1) letter from a non-MSM source or Residence Director
- Professional Liability declarations page that covers responsibility for private patients with limits not less than \$1,000,000 per occurrence. (Carrier must be approved by the State of Georgia), if applicable.
- Copy of State Medical License (if applicable)