



## Voluntary Faculty Application Instructions

Dear

Thank you for your interest in applying for a voluntary faculty appointment at Wayne State University School of Medicine (**WSUSOM**). These instructions are intended to clarify the procedure for processing your application and finalizing your appointment. The WSUSOM Office of Faculty Affairs and Professional Development (**OFAPD**) will communicate with you and your administrative staff to make sure that the documents listed in the steps below are completed. If at any time you have questions, please feel free to contact the OFAPD at 313-577-9877 or by email at the following email address: [OFAPD@wayne.edu](mailto:OFAPD@wayne.edu).

Step	Item	Responsible Party
1 Curriculum Vitae	Please submit an updated and signed Curriculum Vitae.	Applicant or Designee
	Applicants for the rank of voluntary instructor or assistant professor should submit a <a href="#">Biographical Data Form</a> <sup>1</sup>	
2 Two Letters of Recommendation	Please contact two qualified professionals and request letters of recommendation to be submitted on professional letterhead.	Applicant or Designee
	Applicants for clinical instructor or clinical assistant professor should request <a href="#">Letters of Professional Reference Form</a> <sup>1</sup>	
3 Letter from Affiliate Chair	Request a letter from the Chair of the Department where you currently practice.	Applicant or Designee
	For applicants not linked to departments, our <a href="#">Medical Education Service</a> will generate a letter on your behalf.	OFDPD
4 Policy Acknowledgement Form	All faculty involved in teaching must conform to the highest ethical and professionalism standards and are required to attest that they have read and will follow the following policies available online at: <a href="https://www.med.wayne.edu/policies/faculty-affairs">https://www.med.wayne.edu/policies/faculty-affairs</a> <ul style="list-style-type: none"> <li>• <a href="#">Student Confidentiality Policy (p. 27)</a></li> <li>• <a href="#">Student Mistreatment Policy (p. 37)</a></li> <li>• <a href="#">Code of Professional Conduct Policy</a></li> <li>• <a href="#">Research Integrity Policy</a></li> </ul> After reviewing these policies, please sign and submit the <a href="#">Policy Acknowledgment Form</a> . <sup>1</sup>	Applicant
5 Professional License	We must have evidence that you are currently licensed in your specialty in the state of Michigan. Please submit a copy of your license with your application.	Applicant or Designee
	Non-clinical faculty may submit equivalent credentials if applicable	

6 <b>Board Certification</b>	All faculty members at the rank of assistant professor or higher are expected to be Board Certified in their specialty. Please provide evidence of this certification. Non-clinical faculty may submit equivalent credentials if applicable	Applicant or Designee
7 <b>Faculty Data Sheet</b>	Please complete and submit the <a href="#">Faculty Data Sheet Form</a> <sup>1</sup> with your application.	Applicant or Designee
8 <b>WSUSOM Chair's Letter</b>	Obtained by the OFAPD from the respective <b>WSUSOM</b> chairs. Alternatively, the <b>WSUSOM</b> chair may countersign the <b>Letter from Affiliate Chair or MedEd.</b>	OFAPD
9 <b>Background Check</b>	University policy requires a background check on all new faculty. Once OFADP initiates one on your behalf, you will receive an email from A - Check Global that must be answered within 72 hours. Please keep an eye out for that email and complete the survey in a timely manner.	OFAPD then Applicant
10 <b>Executive Committee Review</b>	<b>Your application will be reviewed for approval by the Executive Committee of the Faculty Senate.</b>	OFAPD
11 <b>Letter of Offer</b>	Next, the WSUSOM academic department will prepare a letter of offer signed by the <b>WSUSOM</b> Academic Chair and the Dean or designee and delivered to the applicant.	OFAPD
12 <b>Return Letter of Offer</b>	<b>Offer accepted and signed letter returned or emailed back to the OFAPD.</b>	Applicant
13 <b>New Faculty Orientation</b>	Once the above steps are completed, you may be involved in our academic programs. You will also be invited to participate in a New Faculty Orientation program.	Applicant
14 <b>Required Training</b>	As a new member of the teaching faculty, you are expected to receive training in areas applicable to your area of practice including "implicit Bias" and "Title IX". You will receive notifications as appropriate.	OFAPD then Applicant

1. All forms are available at <https://facaffairs.med.wayne.edu/affiliateappointments>

Congratulations! We look forward to working closely with you.

Sincerely,



Basim A. Dubaybo, MD  
Professor and Vice Dean for Faculty Affairs  
and Professional Development  
Wayne State University School of Medicine