



REQUIRED DOCUMENTS FROM CANDIDATE/AFFILIATE

Voluntary Faculty Appointment

From Affiliate:

- 1) Completed Checklist as Cover Page
- 2) Letter of Support from the Chair of the Candidate's Department.
 - Address dates (years) and scope of candidate's teaching and specify if candidate's teaching was for students, trainees and/or faculty from WSU and/or from other institutions
 - Provide Chair's assessment of the quality of the candidate's teaching
 - Comment on other teaching evaluations if available (for example: "Students repeatedly rate the faculty's teaching as excellent.")

Note: Appointment to the rank of Clinical/Adjunct Associate or Clinical/Adjunct (Full) Professor requires documentation of the duration and scope of teaching, and, ideally, some evaluation of the quality.

From Affiliate or Faculty Candidate:

- 1) "Voluntary Faculty Assignment" form with first four lines completed (name and primary office address and phone number)
- 2) Photo copy of Michigan State License (where applicable)
- 3) Photo copy of Board Certification(s) (where applicable)

From Faculty Candidate (*prior to initiation of appointment process at WSU OFA*):

- 1) **Signed and dated** CV (prefer in WSU SOM format) including **educational history, all professional license(s) and certification(s) with expiration date(s), primary affiliation (usually a hospital system) and all other affiliations.**

If the CV does not describe the following, then provide separately

- Documentation of teaching
Address dates (years) and type of teaching at other institutions & separately for WSU
 - Identify current primary affiliation (for WSU data entry) and list all other Hospital and University affiliations, current and past
- 2) Official transcript (ONLY for candidates without a MI professional license) or notarized transcript copies (foreign grads only)
 - 3) Voluntary Faculty Data Sheet (Allows OFA/HR Staff to enter appointment into WSU faculty data records)

From Candidate following the offer of appointment:

- 1) Signed letter of offer
- 2) The new faculty member may also wish to complete an online WSU CME form that can be found at <http://cme.med.wayne.edu/index.php>

* In 2013, the University changed its policy for background checks for voluntary faculty appointments. As a condition of faculty appointment for all tracks and ranks, at all University locations, applicants are now required to complete a background check.