



# Checklist

*Internal Candidate*

(Tenure, C-E, Clinical Track Faculty, HSC)

**Appointment** as Professor

Non-Tenure Track

Name:

Department:

[See all related documents](#) ORIGINAL + 10 SETS (COLLATED AND STAPLED IN THE ORDER LISTED BELOW) Request for Approval - Part I Request for Approval - Part II - Chair's Recommendation Letter Six (6) to Eight (8) Recommendation Letters attached (with 1 sample letter)  
*(The Department will solicit the letters. No more than half of the letters may come from the home department)* Educational Database (EDB) returned from the Academic Programs Office Clinical Evaluation Statement will be inserted by FAPD. Personal Statement Curriculum Vitae with Grants Pages (SOM standardized form only)  
*Number each page*Log in to Faculty Expertise Database (FEDS) - [www.med.upenn.edu/apps/my](http://www.med.upenn.edu/apps/my) Resignation Letter – For transition of Internal Faculty Candidate to Academic Clinician Appointment (from Standing Faculty) Affirmative Action Termination Form (SALMON) – With all enclosures**With Resignation Letter attached (Original + 1 copy)** The original must be signed by one of the School's Affirmative Action Officers. Affirmative Action Appointment Form\* (BLUE) – With all enclosures **(Original + 1 copy)**The original must be signed by one of the School's Affirmative Action Officers. (*Login to Faculty Appointments (FADS) - [www.med.upenn.edu/apps/my](http://www.med.upenn.edu/apps/my) and choose 'Data Entry' to access AA Forms*)

\*Refer to Academic Clinician Guidelines to determine if Limited Search is required or if search is waived.

The Affirmative Action Appointment Form should be submitted as soon as the preferred candidate has been identified.

**Please forward completed nomination to:**Faculty Affairs & Professional Development  
328 Anatomy -Chemistry / 6015

FAPD Document: CK-ACA3000i 1