**Checklist**

**Internal Candidate (Not applicable to external candidates)**
(Tenure, C-E, Academic Clinician, Clinical Track Faculty, HSC)

**Appointment** as Professor
Non-Tenure Track

Name:

Department:

☐ ORIGINAL + 5 SETS
☐ (COLLATED AND STAPLED IN THE ORDER LISTED BELOW)
  ☐ Request for Approval - Part I
  ☐ Request for Approval - Part II - Chair's Recommendation Letter
  ☐ Academic Plan
  ☐ Teaching Documentation - Education Officer Report
  ☐ Curriculum Vitae with Grants Pages (PSOM standardized form only)
    Number each page
    Log in to Faculty Expertise Database (FEDS) - www.med.upenn.edu/apps/my

☐ Resignation Letter – For transition of Internal Faculty Candidate to Academic Clinician - Part-time Appointment

☐ Affirmative Action Termination Form
  Log in to Faculty Appointments Database (FADS) - www.med.upenn.edu/apps/my
  and choose 'Appointment Data Entry' to create AA Forms

☐ Associated Faculty Termination Form (For Academic Clinician and Clinical Track Faculty)

☐ AFFIRMATIVE ACTION APPOINTMENT FORM *
  Initial step is the selection of the preferred candidate in Faculty Ad Applicant Review -
  www.med.upenn.edu/apps/my
  Log in to Faculty Appointments Database (FADS) - www.med.upenn.edu/apps/my
  and choose 'Appointment Data Entry' to create 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 is identified.

Please forward completed nomination to:

Faculty Affairs & Professional Development
328 Anatomy - Chemistry / 6015

FAPD Document: CK-PACA3000