Checklist

Appointment to Professor with Tenure

Name:

Department:

☐ ORIGINAL + 10 SETS IN LABELED POCKET FOLDERS (CANDIDATE’S NAME AND DEGREE ON EACH LABEL)
  ☐ (COLLATED AND STAPLED IN THE ORDER LISTED BELOW)
  ☐ Request for Approval - Part I
  ☐ Extramural Consultants List (approved)*
  ☐ Request for Approval - Part II - Chair’s Recommendation Letter
  ☐ Academic Plan
  ☐ Secondary Appointment - Chair’s Recommendation is Required (if applicable)
  ☐ Teaching Documentation - Current Institution
  ☐ Personal Statement
  ☐ Curriculum Vitae with Grant pages (PSOM standardized form only)
    Number each page
    Log in to Faculty Expertise Database (FEDS) - www.med.upenn.edu/apps/my

☐ REFERENCES PACKET *(Should be emailed to FAPD when consultant list is approved)
   Curriculum Vitae with Grants Pages, Personal Statement, and up to 4 reprints

☐ 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

*Reference Packets for extramural consultants should be submitted using the Extramural Consultant Application after notification of list approval has been received.
**The Affirmative Action Appointment Form should be submitted as soon as the preferred candidate has been identified.