As requested, I am enclosing copies of the presentation materials from the Standing Committee meeting of April 27, 2000. These materials provide a general description of the faculty appointment process. A detailed description of the process is available on the Faculty Affairs website (www.med.upenn.edu/facaffrs). You will find resources on the website that may be helpful to you in other policy-related matters as well.

Additionally, we discussed the need to identify a means to record an academic appointment on the University's personnel/payroll system in order to initiate the credentialing process for those individuals who will have clinical responsibilities and are being recommended for faculty appointments in the standing faculty or standing faculty-clinician-educator tracks. Currently, an academic appointment must be in place for the credentialing process to begin. I am very pleased to report that the Office of the Associate Provost has approved the use of the clinical associate title for this purpose. Specifically, when you have identified an individual for whom you wish to recommend a faculty appointment, your departmental administrator may enter the data for clinical associate on the University's personnel/payroll system for the period during which the recommended faculty appointment is being processed. It is important to note that, although the clinical associate title can be entered on the system, no salary can be paid or benefits offered through the University or CPUP payroll systems until the faculty appointment has been approved and minuted by the Office of the Provost. This is consistent with the changes in the appointment process as described in Dr. Traber's memo of April 13, 2000 (attached).

We will continue to pursue opportunities for efficiencies in the system. If you have any questions or suggestions, please contact me.