Checklist

Academic Clinician Part-time Track

Internal Candidate (Not applicable to external candidates)
At Rank Higher than Current Rank
(Tenure, C-E, Academic Clinician, Clinical Track Faculty)

Appointment as Professor
Non-Tenure Track

Name:

Department:

☐ 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
☐ Academic Plan
☐ 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 (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  
(from Standing Faculty)
☐ 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 has been identified.

Please forward completed nomination to:
Faculty Affairs & Professional Development
292 John Morgan Building

FAPD Document: EXT00218