GEORGETOWN UNIVERSITY SCHOOL OF MEDICINE
Adjunct Faculty (Part-time or Voluntary)
Appointment Process
(Ranks: Instructor, Assistant Professor, Associate Professor or Professor)

Pre-Approval of Appointment

Prior to Committee on Appointments and Promotions Review, these steps must be completed.

- Department generates a Faculty Appointment Offer letter addressed to the applicant which must be pre-approved by the Senior Associate Dean for Faculty and Academic Affairs and later signed by the applicant.
- Department submits FA-7 Confidential Information Form and Verification of Employment Form (Medstar only) to Human Resource Contact (HRC).
- HRC creates a seat in Georgetown Management System (GMS) for the position.

Checklist for the Applicant

Applicant Responsibilities
- Obtain offer letter from Academic Chair.
- Sign FA-1NU Form.
- Provide Department Administrator with names and addresses of potential evaluators for Letters of Support.
- Prepare Curriculum Vitae in the GUMC prescribed format.
- Complete the FA-7, Confidential Information Sheet.
- Complete the Verification of Employment Form.
- Submit the above items to the Department Administrator.

Checklist for the Department

Departmental Responsibilities
- Complete the FA-1NU Form, requesting type of action and academic rank.
- Obtain Chair’s and Applicant’s signatures on the completed FA-1NU Form.
- Prepare Chair’s letter of recommendation according to the CAP format.
- Send requests for letters of evaluation and support on behalf of the Applicant.
- Compile letters of support (See chart below).
- Submit completed appointment packet to Human Resource Contact (HRC).

Completed Appointment/Promotion packet contains:
- Faculty Action Request Form: FA-1NU (Attachment #1).
- Chair’s letter of recommendation to include a statement of Applicant’s strengths, responsibilities and plan for her/his academic development (Attachment #2).
- Appropriate number of letters of support – See footnotes in Table below for instructions. (Attachment #3)
- Systematic teaching evaluations, if Adjunct activities will involve teaching (Attachment #4).
- Verification of Degree(s), Post-graduate training and Board Certification as evidence by a notarized copy of the M.D. or highest degree or letter from the Medical School Registrar, or letter from the certifying board (Attachment #5).
- Curriculum vitae and bibliography in the GUMC prescribed format (Attachment #6).

<table>
<thead>
<tr>
<th>Rank</th>
<th>Number of evaluation letters to be submitted with the application</th>
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<tbody>
<tr>
<td>Instructor</td>
<td>2 letters (Either Inside or Outside)</td>
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<tr>
<td>Assistant Professor</td>
<td>2 letters (Either Inside or Outside)</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>2 Inside plus 1 Outside</td>
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1. The Chair’s letter should be addressed to the Chair of the Committee on Appointments and Promotions, Dr. Leena Hilakivi-Clarke.

2. All letters of evaluation should be addressed to the Chair of the sponsoring Department. All letters must be at or above the requested rank (or equivalent) of the applicant.

3. Outside letters should be obtained from individuals outside the Department who are familiar with the Applicant’s qualifications in the areas of education, scholarship and service, where applicable. Revised by CAP 11/14/14