



April 26, 2024

HR Process Unpaid Faculty/Staff Appointments

- Department submits selection paperwork to HR:
 - UP1/UP2 and resume must be included for everyone
 - Justification letter should also be provided for observership requests and emeritus status
 - UP1/UP2 must indicate whether selection will need clinical privileges
 - If clinical privileges required, the department should arrange the following (and include any complete portions in package):
 - Candidate be credentialed through Medical Board
 - EHS Clearance
 - HIPAA Compliance
 - AME
- HR will notify the individual that we received submission for unpaid appointment and ask them to complete the following paperwork:
 - Pre-Appointment Data Form
 - Statement in Lieu of Oath
 - Fair Credit Reporting Act Consumer Disclosure and Authorization
- Once the paperwork returned from the candidate, HR will run criminal and excluder provider checks
- HR will send out the appointment letter with effective date
 - Effective dates will not be backdated