



Voluntary Faculty Appointment Checklist-Series V

Series V (appointments are reserved for individuals who have no paid faculty appointments at other institutions and who contribute in one or more areas of academic endeavor (teaching, scholarly activity, and service).

Please complete and electronically submit the following documents with this completed checklist to ofad@msm.edu. Please retain a copy for your files.

- letter of nomination for initial appointment from the department chairperson to the President and Dean (letter to include proposed rank, description of duties and responsibilities)
- curriculum vitae
- report of review by department appointment & promotion committee
- letter of recommendation from either an external source or department's residency director
- MHC Checklist and Location (s) where patients will be seen (if applicable)

- Professional Liability declarations page that covers responsibility for private patients with limits not less than \$1,000,000 per occurrence. (Carrier must be approved by the State of Georgia), if applicable.
- Will physician require an MSM email address? _____**yes** _____**no**