AFFILIATE FACULTY CHECKLIST

Use this checklist when assembling Affiliate Faculty documentation.

Affiliate Faculty: Individual has an appointment at an affiliated institution (Long Beach VA, San Bernardino, Long Beach Memorial/Miller) and a part-time faculty appointment at UCI at 43% or less)

☐ New Appointment    or    ☐ Renewal

A. Complete and send to School of Medicine Dean’s Office, Academic Affairs, Irvine Hall

   1. Checklist
   2. Signed combined Verification of Affiliate Faculty Appointment Status and Health Sciences Compensation Plan Statement of Agreement
   3. Memo with description of responsibilities – Include % of appointment at UCI and detailed salary information
   4. Academic Appointment Dossier (New Appointments only)
   5. AP 21
   6. Account/Fund Information ____________________________________________
   7. Percentage of Work (in eighths) of employment at Affiliate Site: __________

Send this form to Jackie Smith, SOM Dean’s Office, Rm. 252, Irvine Hall, Zot 3950

Reminder: If Medical Staff Privileges needed please be sure to submit Medical Staff paperwork in a timely manner.

For Dean’s Office Use Only:

Date Received ____________________________________________
CPPC Reviewed/Approved ___________________________________
Comments __________________________________________________

Recommendation ____________________________________________
CPAC Reviewed/Approved ___________________________________
Comments __________________________________________________