

Faculty Recruitment System	Edit Date: 10/2/2006	
College of Medicine		
Workflow for Justification for Faculty Recruitment		
Target DB:	Rev: 19	Creator: LaneCherylF
Filename:	Company: UAMS	
Sign Off (Olan Nugent):		
Sign Off (Dr. Jan Shorey):		
Sign Off (Connie Albert):		

"P&T Packet"

1. Offer Letter (for Candidate)
3. Candidate's CV
4. Approved JFR
5. Candidate Information Form
6. Outside letters (2 for AP, 3 for P)
7. Ballot Vote (for Rank)
8. Tenure Vote (if applicable)

"Packet"

1. Approved Offer Letter (for Candidate)
2. Candidate's CV
3. Approved JFR
4. Completed Candidate Information Form
5. P&T Approval/Denial Letter (if applicable)
6. Appointment Letter to Dean
7. Dept Appeal Letter (if applicable)

"P&T Letters"

1. Approve Rank/Approve Tenure
2. Approve Rank/Deny Tenure
3. Deny Rank/Deny Tenure

Upload to FacFacts
All approved appointments including conversion and upload of all associated .docs to .pdfs

