

Instructions for preparing the chair's letter and "packet" for newly hired faculty seeking initial appointments at an advanced rank:

1. Provide a breakdown of the % of time the newly hired faculty member will spend in the following endeavors once appointed: Clinical/patient care, Research/Scholarly, Education, and Leadership/Administration.
2. Provide a summary of the clinical services the new faculty member is expected to provide once they are hired/appointed at said advanced rank. Also explain the role this new faculty member will play in providing excellent clinical.
3. Provide a summary of role this new faculty member will play in enhancing UAMS teaching efforts. Also include any teaching awards or honors. (This teaching information is critical for clinical educators.)
4. Provide a summary of the new faculty members research interest and how their interest will support departmental goals. This can be done by highlighting their present and past research grant funding.
5. Provide a brief summary of the leadership and administrative services.
6. Provide any summarized evidence of the new faculty members reputation at the national and/or international level (e.g., national offices held or board or editorial appointments). This is usually included in the CV.
7. Provide an updated C.V.
8. Provide three letters of recommendation. Each letter should be from people who hold an appointment in an academic department with rank *at or above* the rank to which the new faculty member is aspiring to be appointed.
These letter writers should also be people whom have *not* previously been the candidate's direct teacher or mentor, nor direct employer. In other words, persons with a more objective viewpoint is desired.
People at other institutions with whom you have collaborated with on research projects or have worked with on national committees are ok to be letter writers.
These letters must be signed and on letterhead once upload into the appropriate JFR.
9. All of this information should ideally be received by the Department Chair *no later than* 90 days prior to the desired date to start to work. The sooner it is received, however, the better.
10. In situations in which the process has not been completed prior to the start date, the faculty member may be appointed at the rank of Assistant Professor and changed to the appropriate rank when the process has been completed.