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