

Name: _____

Effective Date _____ Position # _____

Dept. Contact _____ Dept. Name/ID _____

Augusta University

Clinical or Adjunct Faculty Appointment Checklist (non-paid)

Clinical or Adjunct faculty are non-compensated. The clinical classification is based on their terminal degree and the expectation of clinical type responsibilities (appointed in a clinical department and hold the appropriate doctoral degree); the adjunct classification is available for all others. Academic rank is based on the qualifications of the proposed faculty member. This packet does not include paperwork needed for onboarding.

To be completed by Hiring Department: Section A(required) and B (if applicable) To be completed by Human Resources: Section C

Section A- Required for all faculty appointments:

	Request for Packet and SmartHR Transaction- Department must submit faculty member's name and email address to HR so that an Equifax packet can be created. Department must also submit SmartHR transaction to add USG Affiliate.
	Appointment Letter with acceptance describing the expectation of this honorary/voluntary appointment
	Curriculum Vitae (CV)
	Proof of Highest Degree (PhD) A notarized copy of the highest degree is required. If a foreign degree, a notarized English translation/evaluation (MD/DO) Active licensure confirms that the licensure board has secured an original transcript and/or evaluation.

Section B- Required for faculty being appointed with clinical/patient care responsibilities (in addition to Section A):

	Professional GA Licensure –printed copy of Georgia Composite Medical Board/GA Professional Licensure website verification (primary source verification)
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Section C- For HR use only Recruiter name _____ Coordinator name _____

Position Management

- Official title matches offer letter
- Job Code has correct characters
- Paygroup is 12N

Onboarding (if applicable)

- All applicable sections of checklist complete
- Equifax packet sent to faculty
- Verify Equifax packet completed by faculty
- Verify SmartHR transaction has been submitted

Notes: