

**THE UNIVERSITY OF TEXAS
DENTAL BRANCH at HOUSTON
CHECKLIST FOR FACULTY APPOINTMENT**

Faculty Name: _____ **Department:** _____

FTE: _____

Following completion of each step, the individual indicated should initial and date in space provided.

I. DEPARTMENT CHAIR

Position approved by Dean

_____ Date _____ Dean

Position reviewed by Office of Professional Development

_____ Date _____ Assoc. Dean

Position advertised:

0.4 FTE in DB by e-mail

0.5 FTE > in regional/national publication

(Copy attached)

2. Search Committee

Search Committee sends Credentials packet to top candidates selected for interviews

Search Committee recommends to Dept. Chair

(0.5 FTE or greater)

Credentials and CV sent to Assoc Dean for Ed Research and Prof Dev by Search Committee Chair

_____ Date _____ Search Committee Chair

3. Office of Professional Development

Clinical and Academic Credentials and CV reviewed approved by OPD and sent to FAPTC

_____ Date _____ Assoc. Dean

4. Faculty Appointment, Promotion, & Tenure Committee

FAPTC Recommendation to Dean and Chair

_____ Date _____ Chair, FAPTC

5. Office of Patient Care (Clinical Faculty Only)

Professional Liability Insurance (completed by applicant)

Completed Clinical Credentials Application forwarded to Office of Patient Care

Request for temporary privileges sent to the Office of Patient Care

_____ Date _____ Department Chair

6. Request and submit official academic transcripts To the Office of Ed Research and Prof Develop

Completed by all faculty applicants

_____ Date _____ Assoc. Dean

7. Department Chair

Sends offer letter to candidate

Date

Department Chair

8. Office of Patient Care

Notification of credentialing to faculty member and
Dept. Chair & Office of Professional Development)
(Clinical faculty only)

Date

Chair, Credentials