

Volunteer/Affiliate/Visiting (Non-Salaried) New Appointment/Promotion – School of Medicine

Academic Titles	Term	Required Documents for Review					Required Approvals
		Chair Letter	Letter from Home Institution	Letter of Understanding*	Minimum Letters	Current CV	Admin Approvals
Volunteer							
Clinical Professor	1-3	✓		✓	3	✓	✓
Associate Clinical Professor	1-3	✓		✓	3	✓	✓
Assistant Clinical Professor	1-3	✓		✓	3	✓	✓
Clinical Instructor	1	✓		✓	3	✓	✓
Adjunct							
Adjunct/Adjoint Professor	1-3	✓		✓	3	✓	✓
Adjunct/Adjoint Associate Professor	1-3	✓		✓	3	✓	✓
Adjunct/Adjoint Assistant Professor	1-3	✓		✓	3	✓	✓
Adjunct/Adjoint Instructor	1	✓		✓	3	✓	✓
Visiting**							
Visiting Professor	1-3	✓	✓		3	✓	✓
Visiting Associate Professor	1-3	✓	✓		3	✓	✓
Visiting Assistant Professor	1-3	✓	✓		3	✓	✓
Visiting Instructor	1	✓	✓		3	✓	✓
Other**							
Visiting Scholar – not faculty	1	✓	✓		3	✓	✓

* For those Departments that require a Letter of Understanding, it should be included with the new appointment packet.

** For international Visiting Faculty and Visiting Scholars, a copy of their Visa and verification of insurance coverage (including all accompanying family members) should be submitted with the packet.