New Appointment or Promotion

**Junior Rank & Adjunct or Visiting Appointments:** Instructor, Assistant Professor (regardless of modifier), Lecturer, Visiting faculty (even when used as a placeholder for new senior rank appointments), and Adjunct faculty appointments require the following:

- Non-compensated Faculty Appointment Form completed and signed by TUSM chair and affiliated representative (Chair/Chief/Academic Officer)
- Proposing letter from TUSM Chair to Dean OR
- Proposing letter from affiliate Chair, Chief, and/or Academic Officer addressed to TUSM Chair with sign-off/approval by TUSM Chair
- Updated CV in Tufts format, indicating an effective date

**Senior Rank Appointments:** Associate Professor and Professorial rank on the unmodified, clinical or research tracks - please keep a copy for your files and submit 1 single-sided original set of the following documents to the OFA, in the following order:

- Non-compensated Faculty Appointment Form completed and signed by TUSM chair and affiliated representative (Chair/Chief/Academic Officer)
- Proposing letter from TUSM Chair to Dean
- Proposing letter from affiliate Chair, Chief, and/or Academic Officer addressed to TUSM Chair
- Updated CV in Tufts format, indicating an effective date
- Teaching Portfolio in Tufts format (vital for Clinician/Educator prototype, preferred for all unmodified appointments, may be requested for modified appointments) detailed summary of teaching responsibilities should be included in the CV and Chair’s or affiliated hospital’s proposing letter (will likely soon be required for all)

**Referee Tracking Spreadsheet:** of solicited reference letters - completed dossiers require:

- 6 or more referee letters from Associate Professors or higher for Associate Professor proposals OR
- 8 or more referee letters from Professors for Professorial proposals, regardless of rank or track
- 2 to 4 trainee letters, regardless of rank or track

**Referee letters received:** majority should be from external disinterested “arm’s length” peers (grouped by category: external peers, internal peers/colleagues, and students/trainees)

**Reprints of 4-5 peer-reviewed publications** that are representative of best or most significant work within past 5 years (required for Clinician/Scholar, Clinician/Investigator and Investigator/Educator prototypes)

Note: forms and templates are available at http://medicine.tufts.edu/Faculty-and-Research/Office-of-Faculty-Affairs/Forms-Templates
## Modify Current Appointment

### Change in Department (at same rank):

**Note:** contact OFA for senior rank appointments with the titles Associate Professor and Professor on the unmodified, clinical or research tracks, as CLINPAC and other University approval are required.

- [ ] Non-compensated Faculty Appointment Form completed and signed by TUSM chair and affiliated representative (Chair/Chief/Academic Officer)
- [ ] Proposing letter from new primary appointment TUSM Chair to Dean explaining the faculty member’s activity in the new department
- [ ] Proposing letter from new affiliate Chair, Chief, and/or Academic Officer addressed to TUSM Chair (if applicable)
- [ ] Updated CV in Tufts format, indicating an effective date

### Switching Primary & Secondary Department:

**Note:** contact OFA for senior rank appointments with the titles Associate Professor and Professor on the unmodified, clinical or research tracks, as CLINPAC and other University approval are required.

- [ ] Non-compensated Faculty Appointment Form completed and signed by both TUSM chairs and affiliated representative (Chair/Chief/Academic Officer)
- [ ] Proposing letter from both the primary and secondary TUSM Chairs to Dean, explaining the reason for switching departments and detailing the faculty member’s activity
- [ ] Proposing letter from affiliate Chair, Chief, and/or Academic Officer addressed to TUSM Chair (if applicable)
- [ ] Updated CV in Tufts format, indicating an effective date

### Change in Track (modified or unmodified) or Prototype:

**Note:** contact OFA for senior rank appointments with the titles Associate Professor and Professor on the unmodified, clinical or research tracks, as CLINPAC approval, other University approval, and a full dossier may be required.

- [ ] Non-compensated Faculty Appointment Form completed and signed by TUSM chair and affiliated representative (Chair/Chief/Academic Officer)
- [ ] Proposing letter from the primary TUSM Chair to Dean, explaining the reason for the requested track change
- [ ] Proposing letter from affiliate Chair, Chief, and/or Academic Officer addressed to TUSM Chair (if applicable)
- [ ] Updated CV in Tufts format, indicating an effective date

### Reactivate Prior Appointment:

**Note:** contact OFA for senior rank appointments with the titles Associate Professor and Professor on the unmodified, clinical or research tracks, as CLINPAC approval, other University approval, or additional documentation may be required. A full dossier may also be required, depending upon the length of time that has passed.

- [ ] Non-compensated Faculty Appointment Form completed and signed by TUSM chair and affiliated representative (Chair/Chief/Academic Officer)
- [ ] Proposing letter from the primary TUSM Chair to Dean, explaining the faculty member’s activity during the time away from Tufts and the planned activity upon return
- [ ] Proposing letter from affiliate Chair, Chief, and/or Academic Officer addressed to TUSM Chair (if applicable)
- [ ] Updated CV in Tufts format, indicating an effective date
### Change to Adjunct Faculty:
- **Non-compensated Faculty Appointment Form** completed and signed by TUSM chair and affiliated representative (Chair/Chief/Academic Officer)
- **Updated CV** is preferred, but not required
- **Proposing letter from TUSM Chair** to Dean, explaining the faculty member’s role or collaboration as adjunct faculty OR
- **Proposing letter from affiliate Chair, Chief, and/or Academic Officer** addressed to TUSM Chair explaining the faculty member’s role or collaboration as adjunct faculty, with sign-off/approval by TUSM Chair

### Transfer to Another Tufts-affiliated Hospital:
- **Non-compensated Faculty Appointment Form** completed and signed by TUSM chair and affiliated representative (Chair/Chief/Academic Officer) with updated affiliate and contact information

### Deactivate Appointment
- **Faculty Appointment Deactivation Form**: completed and signed by TUSM Chair and affiliated representative (Chair/Chief/Academic Officer) *including the effective date, reason for deactivation, and forwarding contact information;* OFA will send a letter to former faculty members, indicating that their appointment is deactivated

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**TUSM Chairs will submit the completed documentation directly to the:**
- **Office of Faculty Affairs**
- Tufts University School of Medicine
- 136 Harrison Avenue, Posner 4th Floor
- Boston, MA 02111

*Please note that the Office of Faculty Affairs is located in Posner Hall-4th Floor, 200 Harrison Avenue*

*Phone: (617) 636-6631; Fax: (617) 636-6879*

*Email: Med-oafa@tufts.edu*

*Website: [http://medicine.tufts.edu/oafa](http://medicine.tufts.edu/oafa)*