**Medicine Without Salary Appointment Request**

**Faculty Information**

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| **Name:**  | **Department(s):** *Medicine* |
| **Type:** *Affiliate or adjunct faculty* | **Site:**  |
| **Rank:** *Instructor, Assistant,*  | **Track:** *Master Clinician, Academic, or Adjunct (no track)* |
| **Effective Date:****Division:**  | **Mentor:**  |

**Candidate Summary Information:**

**Responsibilities Involving University of Minnesota:**

*Please include only activities that directly benefit the University of Minnesota Department of Medicine. Be as specific as possible.*

**Approval Routing**

**Please complete this document, obtain signatures, and submit this form along with a copy of the faculty member’s CV to the Department of Medicine via** [**this Qualtrics Form**](https://umn.qualtrics.com/jfe/form/SV_6FgNgQFhDiHXuqV)**. For faculty at affiliate locations, please also include an academic development plan.**

**For Advanced Rank Faculty at Affiliate Locations (DELETE FOR ASST. PROFESSORS OR ADJUNCT):** Our offer at the rank of [Associate Professor or Professor] is contingent upon completing an abbreviated dossier per the Medical School standards and receiving a positive recommendation at the Department and Medical School review levels. The conferral of rank is contingent upon the approval and recommendation of the Dean of the Medical School. Until successful completion of the review process in its entirety, you will be considered a Temporary faculty member. If the rank is not approved by the Medical School Promotion and Tenure Committee, additional options (including but not limited to appointment at a lower rank) will be discussed with your Department Head and the Associate Dean for Faculty Affairs. Abbreviated dossiers must be submitted to the Office of Faculty Affairs for review 30 days BEFORE the proposed effective date. If the dossier is not received by [INSERT DATE HERE], the appointment will be entered into the system as an Assistant Professor, and the faculty member will be required to go through the standard promotion process to achieve an advanced rank.

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| **Affiliate Site Chief** *(for affiliate appts only)* |  | **UMN Division Director**  |
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| **Peter Igarashi, MD***Nesbitt Chair and Head**Department of Medicine* |  |