NYU DENTISTRY

FACULTY CANDIDATE DOCKET
For Submission to Appointments & Promotions

(Codes 102 & 112)
(FORM 2013-1)

Date received by OHRFS:

To be completed by the Department Chair as part of the docket when recommending a candidate for new full- or part-time appointment to the faculty.
Must be accompanied by all other docket items listed below and received in the ***Office of Human Resources & Faculty Services***
by deadline on the Faculty Docket Submission Schedule.

Name: _____
First M.I. Last

Primary Department #/Name: _____/_____

Secondary Department #/Name: _____/_____

Appointment to Special Service, if Applicable:
☐ CDE ☐ Hospital Affiliation
☐ Administrative Duties ☐ Off-Site Responsibilities
☐ Courtesy Appointment ☐ Other: _____

NYUCD Phone: (_____) _____ - _____ NYUCD Room Location: _____

Requested Start Date: _____ Recommended Rank: _____
(Please indicate if visiting)

Time Commitment: ☐ Full-Time (102):
☐ Part-Time (112): Work Hours Per Week: _____ ☐ Day or ☐ Evening Months: _____

Please note that mandatory training and credentialing compliance will be based on the following information (please check): (Please refer to Appendix B.1: Definition of Employee Compliance Categories and Requirements)

☐ **Administrative/Office/ Didactic/Non-Clinical** Definition: Administrative/ lecture	☐ **Research/Non-Clinical** Definition: Research involvement on some level (actual or handling research data)	☐ **Laboratory/Non-Clinical** Definition: Involvement in Laboratory	☐ **Preclinical** (Sim Lab)	☐ **Clinical** Definition: Clinical involvement on some level (or housed in a clinical setting)

Full-Time Faculty Track:

Tenure Track	**Appointment with Tenure**	**Non-Tenure Track**	
☐ **Research Scholar**	☐ **Research Scholar**	☐ **Research Track**	☐ **Clinical Educator Track**
☐ **Clinical Scholar**	☐ **Clinical Scholar**	☐ **Clinical Track**	

Briefly describe duties of appointee: _____

CHECKLIST FOR DOCKET ATTACHMENTS
(CONTENTS OF THIS DOCKET MUST INCLUDE:)

PLEASE NOTE: This docket will not be logged in by Human Resources & Faculty Services and will be returned to the department if submitted without complete attachments or submitted with some information missing.

□ This form □ Candidate's curriculum vitae □ Faculty Offer Letter
□ Chair's recommendation letter, validating rank, and explaining candidate's contribution to department if appointed.
□ Recommendation letters:
~ PT appointment – One professional reference letter or
Two professional reference letters, if candidate graduated fewer than five years from dental school (can include professional reference from residency program and/or private practice).
~ FT appointment, non-tenure -- Three professional reference letters (can include internal letters).
~ FT on track -- Three letters for Assistants/Instructors; Five letters for Associates/Professors.
~ FT appointment with tenure -- Seven letters of evaluation from external independent referees; please follow tenure guidelines posted on HR website at www.nyu.edu/dental/intranet/hr under "Faculty".
□ *Request for Faculty Recruitment & Hiring* Form signed by the Department Chair and Senior Vice Dean for Research Development and Academic Affairs Brian Schmidt.

_____ _____/_____/_____
Signature of Department Chair Date (MM/DD/YYYY)