

Volunteer and Affiliate Faculty Appointment Process

IUSM now uses an online process to appoint volunteer faculty. This new system provides more consistent information to department chairs and campus directors, eases the administrative burden, and reduces the length of time it takes to process these appointments.

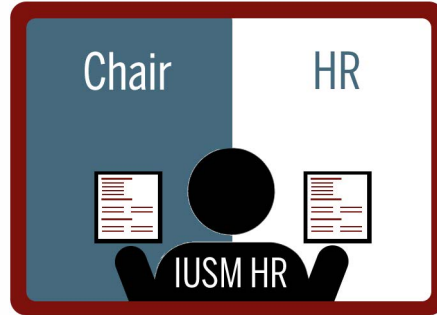


Step 1: Recruit & Submit

Applicants are invited by their clerkship or campus to submit an online Personal Profile Form (PPF) where the applicant provides their practice address and choose an appropriate department affiliation.

Typical Delays:

- Incomplete information



Step 2: Routing

Academic Administration confirms the department relationship based on board certification, residencies, and/or research area. The applicant's office or practice address will determine the geographic catchment area. The PPF is routed to the department for approval.

Typical Delays:

- Incomplete information
- Volunteer fails to hit submit button



Step 3: Department Approval

The department chair or designee reviews the PPF and approves or disapproves the appointment. A disapproval requires a note of explanation. The department has up to 30 days to approve.

Typical Delays:

- Chair/designee is reviewing credentials
- Missed e-mail



Step 5: Upon Approval

Once the department approves, an email notification alerts the HR representative to begin the eDoc process necessary to appoint volunteer faculty. The representative will contact the applicant if additional information is needed.

Typical Delays:

- Difficulty contacting applicant
- Processing eDoc can take time due to priority processing system.



Step 6: IUSM Approval

Administration approves and routes the eDoc to the university for final approval. A welcome letter is sent to the new faculty member within about a month of appointment.



Email sent through
Automated IUSM system



Email sent through
Automated eDoc system

Questions? Contact Melody Darnall
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