Affiliate/Volunteer Faculty Request Form and Appointment Application

External User Guide

UCF

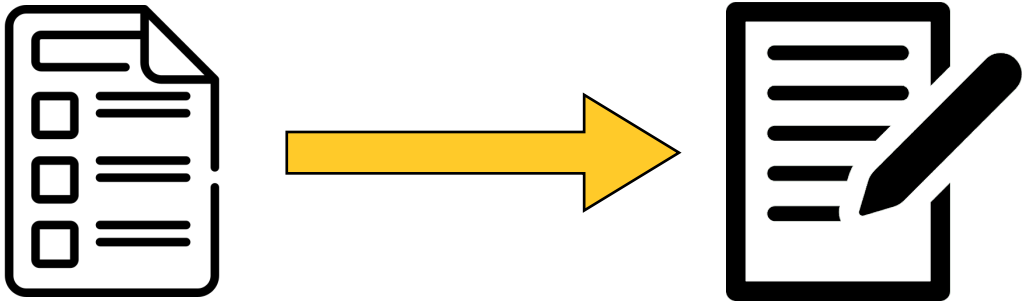
Request & Application Process

The A/V Faculty Appointment process for new applicants is divided into two parts: the **request form** and the **application** itself.

The request form is public, while the application is invite-only. Once your request form is submitted and approved, you will receive a link to complete the application.

Request Form

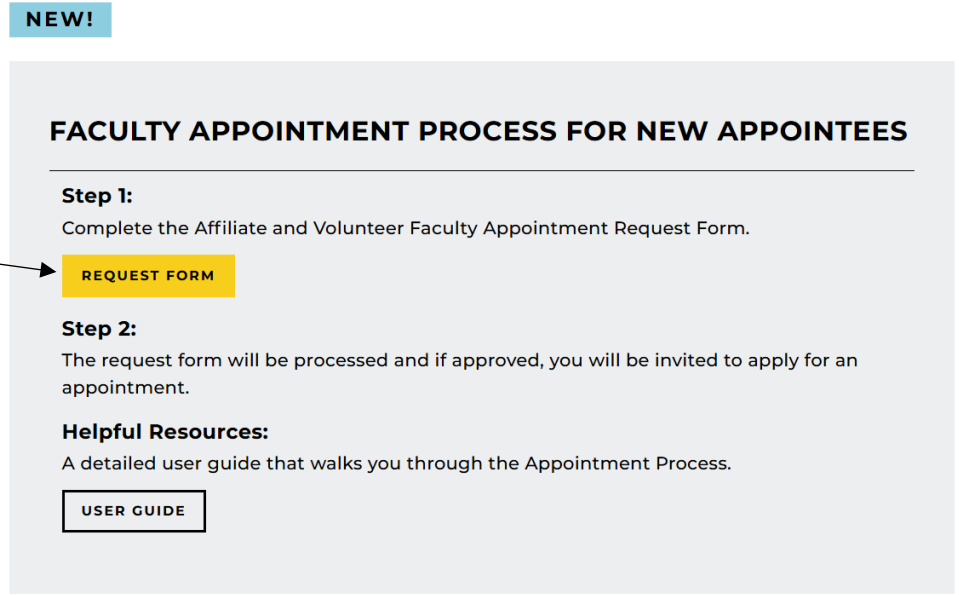
Application



To get started, go to the Faculty Affairs, Division of Faculty Appointments and Engagement website: https://med.ucf.edu/faculty-affairs/affiliated-and-volunteer-faculty/

On the Faculty Appointments and Engagement site, you will find the new appointment process instructions including the request form link and this user guide.

Select the “Request Form” button to take you to the form in a new window.



UNIVERSITY OF CENTRAL FLORIDA

UCF College of Medicine

Affiliate & Volunteer Faculty Appointment Request Form

New Appointees Only

To request a faculty appointment with UCF College of Medicine, please indicate your UCF faculty sponsor or UCF program sponsor, as well as the rationale for the appointment.

A sponsorship is required.

Additional instructions will be emailed if your request is approved.

If you have any questions or concerns, please contact our office at 407-266-1104 or email us at College of Medicine Faculty Affairs Appointments comfaa@ucf.edu.

Who Is Sponsoring this Appointment?

Please select one option.

UCF COM Faculty Sponsor

UCF COM Program Sponsor

Request Form

It is important to note that a sponsorship **is required** to complete this form.

UCF College of Medicine
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Who Is Sponsoring this Appointment?
Please select one option.

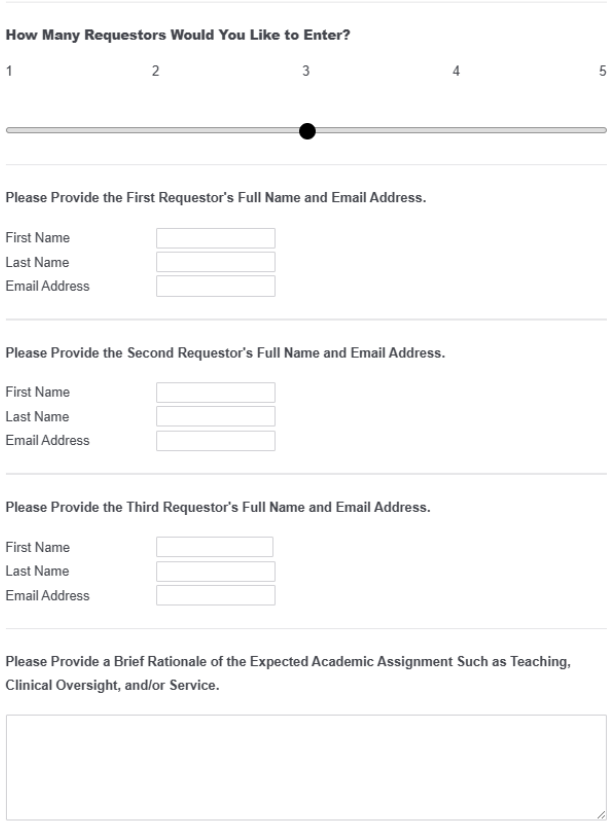
- UCF COM Faculty Sponsor
- UCF COM Program Sponsor

Are You Requesting an Appointment for Yourself, Others, or Both?

- Self
- Others
- Both

Although you may pause the request form and continue later, we recommend you complete this in **one session**.

You can request an appointment for up to 5 applicants on this form. Please provide rational for all applicants.



All questions on this form **require** an answer.

UNIVERSITY OF CENTRAL FLORIDA

Application

Primary Contact Information

Please enter your preferred contact information. **Mark EACH as either personal or business.** (Required)

	Type	
	Personal	Business
Enter the address, city, state and zip code (home or affiliation/practice)	○	○
Enter the preferred phone number (cell or business type)	○	○
Enter email address (business or personal type)	○	○

Are You Board Certified?

(Required)

After submitting the request form, you will receive an invitation to apply for an appointment through an application link in your email.

NOTE:
ONLY APPROVED REQUESTS WILL RECEIVE AN INVITATION TO APPLY FOR AN APPOINTMENT

Thank you for your interest in joining the affiliate or volunteer faculty at the UCF College of Medicine. Faculty appointments are extended to individuals who actively participate in qualifying teaching activities within one or more of our educational programs. A UCF faculty or program sponsor is required to support the appointment process.

The application consists of the following required information:
- **Personal Data**
- **Academic Assignment**
- **Current CV (Word or PDF Format)**

Once the application is submitted, medical credentials will be verified and a faculty agreement letter will be sent for your review and signature. **The agreement letter is contingent upon successful review and final approval from the College of Medicine, Office of the Dean and UCF Vice Present for Health Affairs.** UCF faculty benefits and privileges will be activated upon final approval.

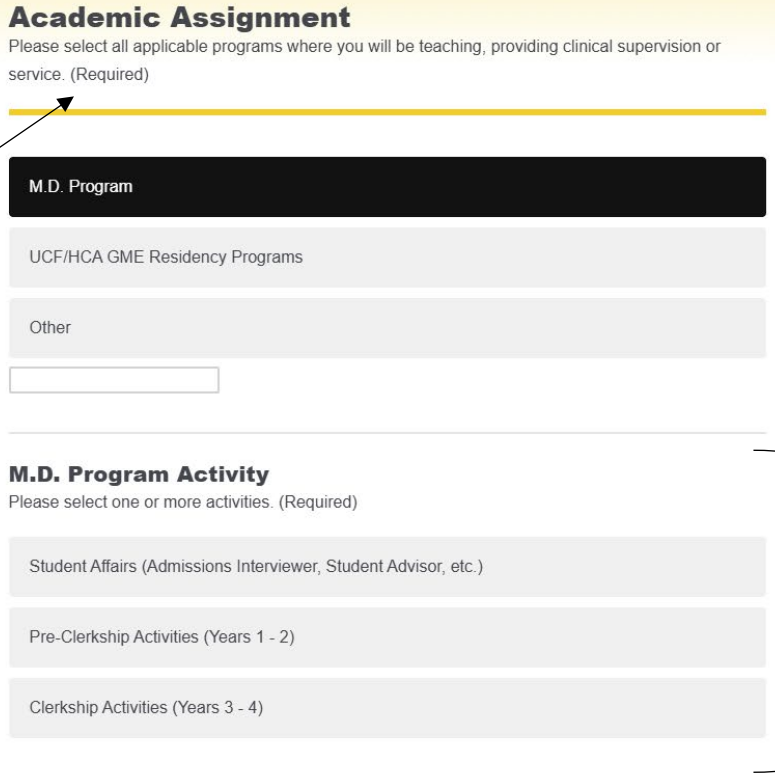
Please allow up to 30 days for processing, pending all documents and appointment requirements are met.

If you have any questions or concerns regarding the appointment process, please contact our office at **407-266-1104** or email us at College of Medicine Faculty Affairs Appointments comfaa@ucf.edu.

Welcome to our academic community!

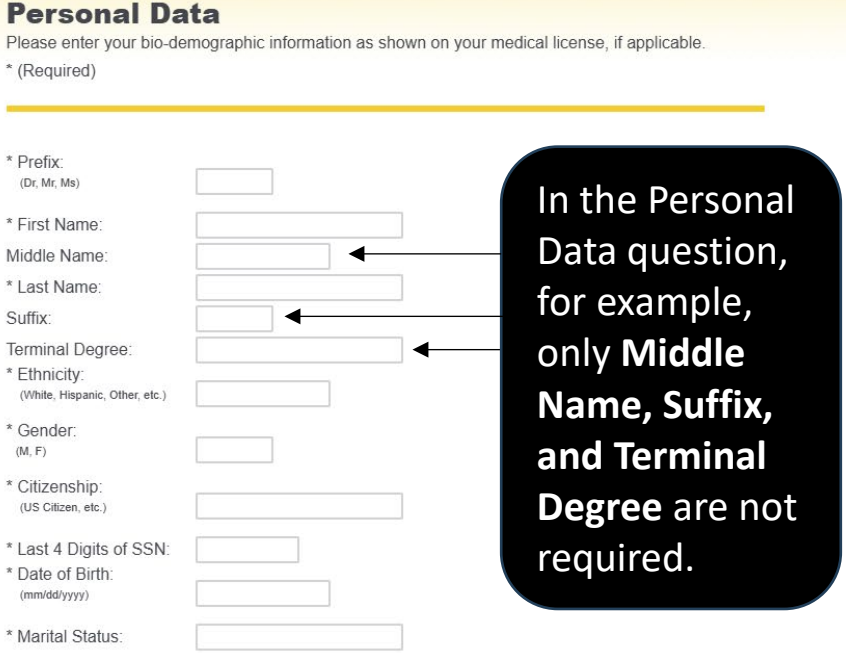
The application is broken down into three sections: **Personal Data, Academic Assignment,** and **CV Upload**.

Academic assignment requires responses related to your **active** teaching/sponsored engagement in our programs. Select all that apply.



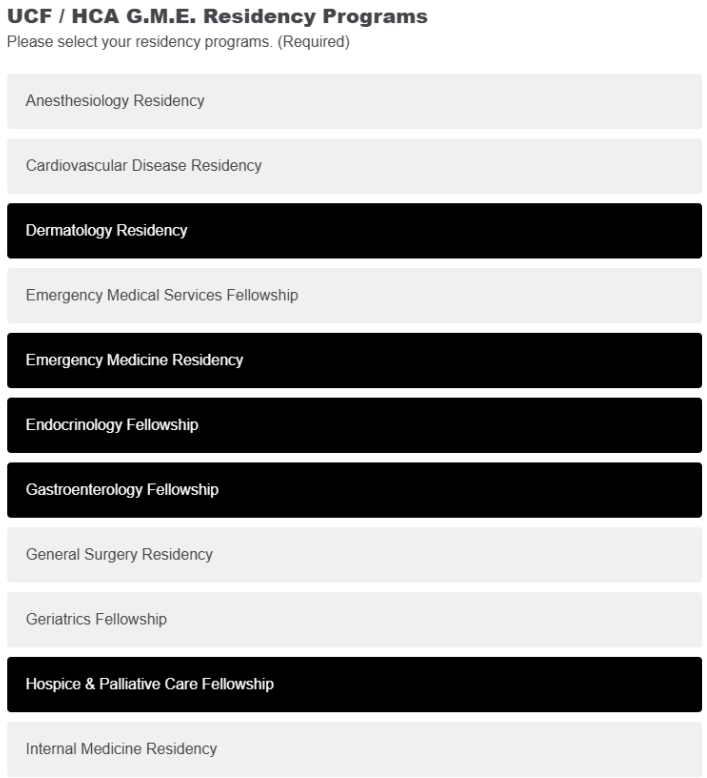
Some responses will display additional questions. For example, selecting M.D. Program displays an additional M.D. Program Activity question.

Some personal data questions will require responses in certain fields, as evident by the ***(Required)*** tag

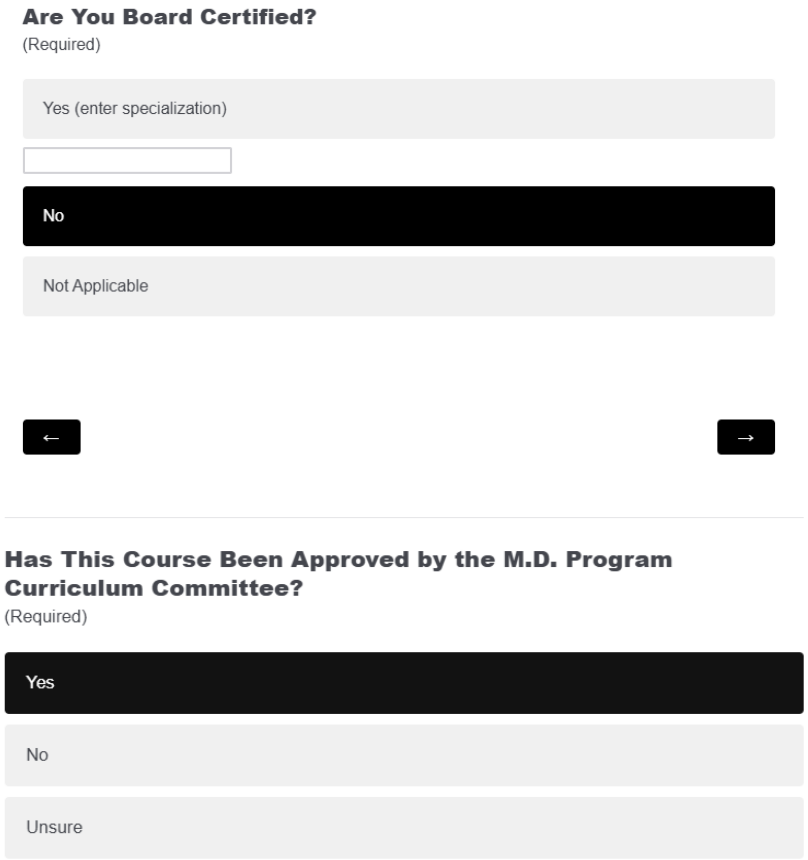


In the Personal Data question, for example, only **Middle Name, Suffix, and Terminal Degree** are not required.

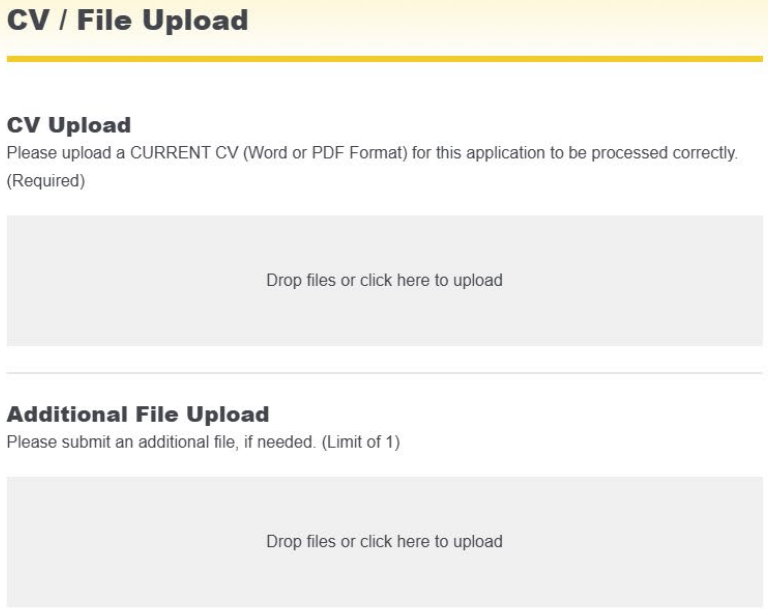
Most questions allow for multiple answers, please select all that apply.



In contrast, some questions can only have one answer out of many - **Yes, No, Not Applicable,** or **Unsure**.



A CV is required for this application, either in Word or PDF format.



If needed, another file can be uploaded here.

Any remaining files you deem necessary must be emailed to us at comfaa@ucf.edu.

UCF College of Medicine
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Helpful Information

- The Application Process is broken down into a public Request Form and an invite-only Application.
- After filling out the Request Form, if applicable, you will receive an invitation to apply for a faculty appointment.
- Do not worry if you miss a required question – both the Request Form and the Application will let you know and will prevent you from moving forward.
- If you have any questions, feel free to reach out to us at comfaa@ucf.edu.