

Pre & Post Appointment Checklist OFA Requirements

Faculty Name: _____

Initial Request for Appointment to OFA

	Ej ckt'hwgt "CE" f tch'ht "HJ +"								
aaaaaaaa	<p>Cm'Ej ckt'hwgtu'tgeqo o gpf lpi "pgy "cr r qlpvo gpv'uj qwf "dg'cf f tguugf "cu'hqmuy u'cpf "</p> <p>uwo kwg' "v'j g'Qhleg"qh'Hcewn{ "Chcku<</p> <p style="padding-left: 40px;">Lghtg{ "T0Dcngt."O (F 0'Rj (F 0'</p> <p style="padding-left: 40px;">Xleg'Ej cpegmt'ht"J gcnj "Chcku"</p> <p style="padding-left: 40px;">F gcp."Uej qqn'qh'O gf kelpg"</p> <p style="padding-left: 40px;">F/5522'O EP "</p> <p>*****4326"</p>								
aaaaaaaa	<p>Ewtgvp'EX"cpf "j tgg'hwgtu'qh'tgeqo o gpf c'kqp"</p> <p>P gy "cr r qlpvo gpv'Ej cpi g'qh'ucwu'hto "</p>								
aaaaaaaa	<p>Ghgevxg'Ugr v'422; .y j gp'uwo kwpi "Ej ckt'hwgtu'cnuq'uwr r n' "j g'hqmuy lpi "kphqto c'kqp"vq"</p> <p>QHC"uq'v'j g{ "ecp"cf f "pgy "hcewn{ "v'j g'f cvdcug"</p> <p><i>NOTE: do not send electronically!</i></p>								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Uqelcn'Ugewtk{ "P wo dgt"</td> <td style="width: 50%;">F cvg"qh'Dk'j "</td> </tr> <tr> <td>J qo g'Cf f tguu"</td> <td>O cttkgf "q /P +"</td> </tr> <tr> <td>Uk ph'ecpv'Qvj gt'q /P +"</td> <td>Kf{ gu'v'g'kjt. "r tqxkf g'pco g"</td> </tr> <tr> <td>" Hwm'NGI CNP co g"O kf f rg+"</td> <td>"</td> </tr> </table>	Uqelcn'Ugewtk{ "P wo dgt"	F cvg"qh'Dk'j "	J qo g'Cf f tguu"	O cttkgf "q /P +"	Uk ph'ecpv'Qvj gt'q /P +"	Kf{ gu'v'g'kjt. "r tqxkf g'pco g"	" Hwm'NGI CNP co g"O kf f rg+"	"
Uqelcn'Ugewtk{ "P wo dgt"	F cvg"qh'Dk'j "								
J qo g'Cf f tguu"	O cttkgf "q /P +"								
Uk ph'ecpv'Qvj gt'q /P +"	Kf{ gu'v'g'kjt. "r tqxkf g'pco g"								
" Hwm'NGI CNP co g"O kf f rg+"	"								
aaaaaaaa	O gpvt'hwgt "h'tgs wktgf . "CE" f tch'ht "HJ +"								
aaaaaaaa	Chkto c'kxg'Cevkqp"tgetwko gpv'Hqto "Ugg'QHC"Hqto u" +"								

Upon Receipt of Appointment Letter from OFA

aaaaaaaa	Ucrt { "Ngwt "v'F gr ctvo gpv'Rgtuqppgn'ht "RCH" /'tgs wktgu'UUpwo dgt."equ'egpvt."cpf "c'eqr { "qh'cr r qlpvo gpv'hwgt ""
aaaaaaaa	Ucrt { l'Ur ceg'hwgt "v'j g'F gcp"
aaaaaaaa	"Hqy ctf "QHC"j ctf "eqr { +tgrxcpv'r gtupcn'lphqto c'kqp'ht'pgy "j ktg"Q0"UU%'F QD."ur qwug" q' IP +."gve0"o'ugg'Eqphk' gpv'cn'P gy "J ktg"lphqto c'kqp"vgo r r'vg0"
aaaaaaaa	"Eqpcev'c'w'c'J wq'ht'pgz'v'uej gf wgf "f cvg'ht'P gy "Hcewn{ "Qt'kpv'kqp0"Vj ku'gxgpv'eqxgtu" ko r qt'cpv'lphqto c'kqp'uwej "cu'Hcewn{ "F gxgnr o gpv."Rtqo q'kqp"cpf "Vgpwg."Eqo r r'kepeg." Tgugctej "Nqi k'k'leu."Rcp'gn'r t'gugp'v'kqp'u'ht'gf wecvtu'cpf "dgpej "uelgp'k'ku'cu'y gni'cu'o cp{ " qy gt "qr leu0"gpwt'g'pgy "j ktg"lphqto c'kqp"ku'uwo kwg' "uq'pgy "hcewn{ "y kn'dg'eqpcev'gf "ht'j g" pgz'v'hcml'q"Ur t'kpi "gxgp0"