University of Medicine and Dentistry of New Jersey

School of Health Related Professions

Checklist—(Volunteer & Joint)

The following forms must be completed by you, the perspective employee and submitted to the hiring department with the supporting documents.

For Volunteer Appointment

Please Print:

Faculty Name: _____ **Date:** _____

Department: _____ **Program:** _____

Forms to complete:

- ❑ UMDNJ Paid & Volunteer Faculty Personal Data Form (3 pages – sign bottom of page 2)
- ❑ Disclosure and Authorization Form (required for background check)
- ❑ Compliance Attestation Form
- ❑ Code of Ethics Form: To view policy: http://shrp.umdnj.edu/faculty/documents/paid_faculty_new_hire_forms.pdf
- ❑ IS&T Electronic Mail Subscription Form and UMDnet Account Holder Use Agreement forms

Supporting documents to be submitted:

- ❑ Curriculum Vitae (Do **not** include proposed UMDNJ academic/administrative appointments or address)
- ❑ Highest Degree (original must be brought in or a notarized copy mailed in)
  NOTE: If highest degree is from a foreign school, an external evaluation by World Education Services must be notarized and presented.
- ❑ Copies of Licenses/Certificates
- ❑ Recommendation Letter(s) - (2)
- ❑ Compliance Forms: (To be completed within 30 days of hire date; print certificate and submit)
  - Compliance Education (http://www.umdnj.edu/webctweb/) – annual training
  - HIPAA Privacy and Security (http://www.umdnj.edu/webctweb/) – one-time training
  - State Ethics Training (www.state.nj.us/lps/ethics) – annual training

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For Joint Appointment

- ❑ UMDNJ Paid & Volunteer Faculty Personal Data Form (2 pages – sign bottom of page 2)
- ❑ Curriculum Vitae (Do **not** include proposed UMDNJ academic/administrative appointments or address)
- ❑ Highest Degree (original must be brought in or a notarized copy mailed in)
- ❑ Copies of Licenses/Certificates