

Courtesy Faculty Hire Checklist

Name of Hire: _____ UFID: _____ Hire Date: _____

Dept. & Contact Name: _____ Supervisor: _____

Dept.	Dean's	Empl	Required Steps and Forms
			Department to provide detailed written justification for courtesy request (activities this person will be working on, courses taught in, etc).
			CV
			Confirmation of References Checked or Reference Letters (minimum of 2)
			Confirmation of Interview
			Confirmation of Active Florida Dental License* and checked for any Discipline/Admin Actions (further justification needed if any discipline/Admin Actions on file) Provider lookup , click on Discipline/Admin Action Tab *N/A if the faculty member will not have any clinical responsibilities. For example, if the faculty member is only providing didactic instruction or research mentoring, a dental license is not required.
			Submit College HR Request for Courtesy Appointment
			Letter of Offer (Reviewed and Approved by Dean's Office)
			Employment of relatives at UFCD petition process **Dean's signature/approval required prior to offer**
			Background Clearance: First Advantage through myUFL and/or the Background Check Request Form Date submitted: _____ Date cleared: _____
			Emergency Contact Form
			Copy of CPR/BLS or ACLS card (if clinical)
			Copy of Dental License/or submit application for Teaching Permit
			NPI Number/DEA Number for Clinical Faculty
			Copy of board certificate (if board certified in specialty)
			Copy of Sedation Certificate (Oral Surgery, Pedo, Perio only)
			ePAF initiated in PeopleSoft. Attach Offer Letter.
			Set up GatorLink Account (N/A only if UF transfer)
			Health Assessment Requirement: Job Duty Forms , Payment Authorization Form Detailed Information: Department Administrators and New Hires Date cleared: _____ (clearance one day prior to start date)
			Patient Contact, Contact with Human Blood – See Forms
			Bloodborne Pathogen Training in myUFL (Course #EHS850D)
			Animal Contact Form (Renewal exam every three years)
			Request Access: Contact IT for email set up, distribution lists, appropriate UFCD shared drive folder access and software/applications – Axiom, eRX
			Request Gator 1/UFID online, call 273-5044 or visit here for HSC schedule
			Once hired, update UFCD Database: credentials, Visa, DEA, NPI, Teaching permit or license
			Complete Required Training Courses: HIPAA Compliance General Awareness Training: PRV800 Protecting Social Security Numbers & Identity Theft Prevention: PRV804 Protecting UF: Information Security Training: ITT102v FERPA for Faculty: PRV803

			<p>The Law: Your Responsibility in Accommodating Students with Disabilities: GET807 Compliance and Ethics: Doing your part for the Gator Good! – search title At-Risk for Faculty & Staff Kognito Training: KOG100 Physicians Billing Compliance: PBC809v Maintaining a Safe and Respectful Campus: GET803 Embracing Our Service Culture at UF Health: Search by Course Title Code of Conduct: DEN003 Billing Compliance for Clinical Providers, Residents, Students: PBC809v UFCD 2020 Infection Prevention UF Health Masking and Hand Hygiene Guidelines: DEN005 Donning and Doffing Personal Protection Equipment (PPE): DEN006</p>
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