Courtesy Faculty Process & Requirements

Process:

1. Review Courtesy Hire Checklist
2. Department Admin submits HR Request with required documents attached
3. Attachments:
   - CV
   - Detailed written justification for courtesy request (activities this person will be working on, courses taught in, etc)
   - 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)
     - Visit https://mqa-internet.doh.state.fl.us/MQASearchServices/HealthCareProviders - Provider lookup, click on Discipline/Admin Action Tab
   - Required items (if you have received):
     - Emergency Contact Form
     - CPR/BLS or ACLS card
     - Copy of FL dental license
     - Copy of DEA, if applicable
     - Board certification, if applicable
   - If you are an admin with access, please assign the UFID, affiliation and network managed by
4. Dean's office drafts offer for Chair's signature, the dean's approval/signature is obtained and the requirements are sent to courtesy faculty
5. Department Admin coordinates with the faculty to arrange health assessment and submits payment authorization
6. Department Admin requests any access needed, follows up with faculty on completing training requirements and confirms clearance prior to start date

*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.

Important Notes:

- The dean's approval is required before any offer is given
- A health assessment must be completed before any clinical privileges can be given

Email with Courtesy Offer Example:

Hi Dr. NAME,

I have attached your letter of appointment as Courtesy TITLE Professor in the Department of DEPT at the University of Florida, College of Dentistry. Please sign and return a copy of this letter. In addition to the letter, we will also need the items listed below in order to process your courtesy appointment.

- A copy of your CPR/BLS or ACLS card
- A copy of your Florida dental license
- A copy of your DEA License (if applicable)
- If you are board-certified, we will need a copy of your certificate
- **Health Assessment (HAMS)**: Please contact the department administrator, NAME by email at EMAIL, *prior to your start date* for assistance with scheduling/completing this requirement.
- **Background Check:** once the signed offer is received and you will receive an email from First Advantage that you will need to respond to in order for this to be completed.

If they have a GatorLink: We will also need you to complete the trainings listed below. Before accessing the trainings you will need to sign into your Gatorlink account at my.ufl.edu. Your username of **GATORLNK.** If you currently do not have an active password you will need to reset your password on https://account.it.ufl.edu/ (your UFID is **XXXXXXX**) or call the UF Helpdesk for assistance at 352-392-HELP (4357) for password reset. Please let me know if you cannot access the trainings below.

If they do not have a GatorLink: We will also need you to complete the trainings listed below. Before accessing the trainings you will need to create a GatorLink account. This link will take you to the website to create an account. Your UFID number is **XXXXXXX**. It will ask for an invitation code in order to set up your account. You should have received a system-generated email or text with an invite code to enter. If for some reason you did not receive this code, please visit this website to resend it or call the helpdesk at 352-392-HELP (4357). Please let me know if you cannot access the trainings below once you have set up your GatorLink account.

The navigation for all of the trainings after you login to myUFL with your GatorLink and password is: Main Menu > My Self Service > Training and Development > myTraining > then search by the course number or course title.

- HIPAA Compliance General Awareness Training: PRV800
- Protecting Social Security Numbers & Identity Theft Prevention - PRV804
- Protecting UF: Information Security Training - ITT102v
- FERPA Basics (for student records): PRV802
- The Law: Your Responsibility in Accommodating Students with Disabilities: GET807
- Compliance and Ethics: Doing your part for the Gator Good! Search by Course 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
- Billing Compliance for Clinical Providers, Residents, Students: PBC809v
- UFCD 2020 Infection Prevention
- Code of Conduct: DEN003
- UF Health Masking and Hand Hygiene Guidelines: DEN005

We truly appreciate your patience through this process. If you should have any questions, please do not hesitate to contact me.