UF UNIVERSITY of FLORIDA
College of Dentistry

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:** HireRight through myUFL and/or the Level 2 Background Check Request Form Date submitted: _____ Date cleared: _____
	■		Emergency Contact Form
	■		Copy of current BLS certification card
	■		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 Date cleared: _ **(clearance one day prior to start date)**
■			Patient Contact, Contact with Human Blood – See Forms
■			Clinical Dentistry Bloodborne Pathogens and Biomedical Waste Training in myUFL (Course # EHS855)
■			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 – Axium, 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

			The Law: Your Responsibility in Accommodating Students with Disabilities: GET807
			Compliance and Ethics: Doing your part for the Gator Good! – search title
			Supporting Students in Distress: GET811
			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