

Without Salary Process (WOS) Online Request Checklist

1. Complete WOS Online request through portal <https://apps.uth.edu/wos/>
 - a. Online forms include: **Criteria Form online**, **Chair Letter**, **TMB screenshot**, **CBC** (*if applicable*), **Current CV** ... if *Associate Prof.* or *Prof* rank also includes **2 reference letters**
2. Online forms: **Compliance training ONYL required for Non-UTH or MDA employees**
 - a. **WOS Form online**: Fill out General Information. E-mail address is required
 - i. **Non-employee or MDA****: (non GME residents/fellows)
 1. Title: always match MDA titles and include correct modifier preceding title (ex: clinical or adjunct)
 - ii. **Cross appointment**: (UTHSC- GME residents/fellows, Staff Physicians)
 1. Title: double check correct modified is used preceding title (ex: clinical or adjunct), note “staff physician” when applicable
 - b. **Criteria Form**: To be completed by faculty online
 - c. **Chair Letter**: Requesting department chair writes a letter to the medical school interim Dean (Richard Andrassy) recommending the appointment and includes the educational/academic background of the appointee as well as the reason for the appointment.
 - i. Letter must include specific duties and contributions along with requesting title rank.
 - d. **2 Reference Letters**: required for Associate Professor and Professor rank **only**.
 - i. Cross appointments: internal letters, outside the appointees department, at the same rank or higher than that proposed for the appointee.
 - ii. Non-employee or MDA: letters at the same rank or higher than that proposed for the appointee.
 - e. **CBC** (criminal background check): upload email from HR with clearance or explanation of CBC not required. Contact: **UTHealth: Elena Cumpian, 713-500-3364, Elena.Cumpian@uth.tmc.edu**
 - i. Cross appointments: required if appointee has not had one within the past 12 months.
 - ii. Non-employee: required, request submitted to HR by department.
 - iii. MDA: contact Debbie Brown, 713-745-0965, debbrown@mdanderson.org.
 - f. **TMB** (Texas Medical Board) **Review Completed**: If faculty has a TMB license, upload the screenshot to the documents section https://public.tmb.state.tx.us/HCP_Search/searchinput.aspx
 - g. **CV** (curriculum vitae): current required
3. **Submit Packet to Faculty Affairs online**

Additional Information:

- **Clinical** vs. **Adjunct** modifiers before rank (all appointments must include a modifier)
 - Clinical is used if the appointee will be involved in patient care
 - Adjunct is used if the appointee will be doing research and will not be involved in patient care
- Appointment letters are sent directly to appointees via e-mail from the system once Dean’s approval has been issued.
- Cross appointments receive a revised MOA (memorandum of appointment), from SDR (sent directly to their DMOs), once their WOS appointment is approved by Dean’s office, an automated e-mail is sent to SDR with the cross appointment details.

(Incomplete submissions will be sent back to department for corrections)