### Overview of New Faculty Appointments

**Updated 7/30/2019**

**Meridian**

<table>
<thead>
<tr>
<th>Step</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>1. Select Planned position (yellow) within roster or Initiate Hiring and request position.</td>
<td>2. Job Posting: Posted in e-recruit, but tracked in Meridian</td>
</tr>
<tr>
<td>3. Offer Letter Approval: drafted off-line, Uploaded into Meridian with AAR for OFA Approval</td>
<td>4. Offer Letter Extended/Accepted: Handled off-line, tracked in Meridian</td>
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</tbody>
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**Start Pre-Hire**

<table>
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<tr>
<th>Step</th>
<th>Details</th>
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<tbody>
<tr>
<td>Immigration</td>
<td>Authorization, Release and Immunity</td>
</tr>
<tr>
<td>Background and Education Verification</td>
<td>Drug Screening</td>
</tr>
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**Import into M-ACE**

**M-ACE**

**Faculty Appointment (Department)**

- **Solicitation Packet**: CV, Bibliographic Notes, Recent/Significant Publications
- **Academic Evaluations**: Requested and Uploaded into M-ACE: Arm's Length or Non-Arm’s length based on appointment type
- **Other documents** required based on appointment: Teaching Evals, Form B, Chair Transmittal, Educator’s Portfolio, Research Portfolio, Talking Points
- **Submit Packet** to OFA
- **Appointment Approval Handled by Office of Faculty Affairs**: (30-90 Days: Varies by title)
- **Once Approved, Department submits** PAR through MPathways

**Credentialing (Medical Staff Services)**

- If a faculty will require Credentialing, that work will be completed in M-ACE. See MSS Website [http://www.med.umich.edu/i/oca/mss/iaForms.htm](http://www.med.umich.edu/i/oca/mss/iaForms.htm)
- **Forms**: Service and Rank, Delineation of Privileges, PICCA, FPPE, Clinical Assessments, Education Verification, DEA and Michigan Licenses, Specialty Diplomas, Medcare/Tricare, Professional Liability
- **MSS PROCESS**: ECCA Approval

**Provider Enrollment (Revenue Cycle)**

- If a faculty will require enrolling, that work will be completed in M-ACE.
- **Forms**: Provider Change Form, NPI Info, Mini Packet