

**Request for Initial Placement of Adjunct Faculty onto Clinical Track**

Full-time adjunct faculty who are interested in being appointed to the clinical track should do the following:

1. Update your “Long CV” using / following the long CV template referenced in policy A-25 (<http://www.montana.edu/nursing/pdf/A25.pdf>) and posted on the CON faculty resources webpage at <http://www.montana.edu/nursing/facstaff/forms/long_cv.doc>.

The CV should clearly reflect any and all activities in the past 5-7 years that could become important evidence for meeting clinical track criteria. Please use the clinical track “grid” to ensure the relevant criteria are adequately addressed on the CV.

1. Communicate your intent to request placement on the Clinical Track to your Campus Director by using the Letter of Intent form below:

Date:  (M/D/YYYY)

I,  (Name & credential) am requesting placement on the Clinical track as a . My CV is attached.

Applicant signature:

I **recommend** / **do not recommend** (circle one) that the above applicant be considered for a \_\_\_\_ year appointment as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (rank) on the clinical track.

Supporting rationale:

Campus Director Signature:

Date:

1. Use the annual review process as a time for having your request completed/ready to go.