**Procedures for appointment of courtesy faculty**

1. The department chair completes the Chair Clinical/Adjunct Faculty Appointment Form
2. The applicant completes both sides of the Applicant Clinical/Adjunct Faculty Appointment Form
3. Complete the Employee Information Form in hard copy
4. The WVU New Hire Form must be completed online on the MAP site and printed
5. Send a copy of the printed version of the MAP New Hire Form, the hard copy of the Employee Information Form, the Chair Clinical/Adjunct Faculty Appointment Form, the Appointee Clinical/Adjunct Faculty Appointment Form, CV, copy of the Social Security Card, unrestricted medical license and proof of liability insurance, if applicable to finance at P.O. Box 9108.
6. Finance will review for completeness and submit the request to the dean’s office for circulation.
7. The dean’s office circulates these requests the beginning of each month. Once approved a certificate, letter and notice of appointment is sent to the appointee.