Without Salary (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 ONLY required for Non-UTH employees (MDA** employees are exempt)
   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, do NOT include a modifier
         2. Title: non-employees MUST include adjunct modifier (ex: Adjunct Instructor)
      ii. Cross appointment: (UTHSC- GME residents/fellows, Staff Physicians)
         1. Title: double check that adjunct modifier is used preceding title, 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 Executive Dean (John F. Hancock) 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: UTHHealth: 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:

- **Adjunct** modifier before rank (all appointments must include the adjunct modifier, except MDA**)
- Appointment letters are sent directly to appointees via e-mail from the system once Dean’s approves.
- Cross appointments receive a revised MOA (memorandum of appointment), from SDR (sent directly to their DMO’s), 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)