



Pre-select appointments can be made to fill the unexpected departure of faculty, an urgent clinical or teaching need, or to develop a new program. Please review the pre-select process on our [website](#) for detailed information regarding the information required for your pre-select appointment.

**Step 1:** Submit the following to our office at [BMFASearches@brown.edu](mailto:BMFASearches@brown.edu):

- This pre-select request form
- Faculty Position Authorization (FPA) form
- Candidate's CV (ideally in Brown format)

**Step 2:** Once the pre-select appointment has been approved by the Dean and Brown University, please submit the following required documents to the email above to request the official appointment:

- Chair letter requesting appointment
- Chief's letter (if applicable)
- Hospital support letter (if applicable)
- Job description
- Candidate's DOB and Gender (for building their Workday profile)
- Three (3) Letters of Recommendation
- Faculty Recruitment Information Form (if applicable)

*Please note: these documents can be submitted at the same time as Step 1 if you already have the documents ready.*

**Name of Candidate:** \_\_\_\_\_

**Department:**

**Visa Required?**

**Appointment Requested:**

**Track Requested:**

**Please describe the purpose of this pre-select appointment:**

**Please answer the following questions to justify your request for this pre-select appointment:**

**If you were to do a search to fill this position how would you describe the required qualifications?**

**What unique expertise/qualifications does this candidate possess that may make them more desirable for this position than any other candidate that would emerge in a pool of candidates responding to a national search?**

**How will the candidate contribute specifically to the academic mission and programs across the department, medical school, and university?**

**How does the recruitment of this individual further the diversity, equity, and inclusion goals of the division of BioMed?**

**Please explain your reasoning for opting to request a pre-select appointment vs. including the individual as a candidate in an approved search?**

**Please include any additional information you think will be helpful to our review process.**