



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:

- 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
- 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.