



**Pre-Select Request Form  
For Clinical Depts.**

Pre-Select Appointments can be made to fill the unexpected departure of faculty, an urgent clinical need, or to develop a new program. **Please complete this form and send it to [bmfsearches@brown.edu](mailto:bmfsearches@brown.edu).**

Once the pre-select appointment has been approved by the Dean and Brown University, the following will be required to process the appointment:

- Chair’s Letter
- Chief’s Letter (if applicable)
- FPA Form
- Hospital Support Letter (if applicable)
- Job Description
- Resignation Letter (if applicable)
- CV
- Teaching Evaluations( if available)
- 3 Letters of Reference

<b>Name of Candidate:</b>		<b>Department:</b>	
<b>Type of Appointment Requested:</b>	Check box	<b>Track Requested:</b>	Check box
Instructor	<input type="checkbox"/>	Teaching Scholar	<input type="checkbox"/>
Assistant Professor	<input type="checkbox"/>	Research Scholar	<input type="checkbox"/>
Associate Professor	<input type="checkbox"/>	Pre Track	<input type="checkbox"/>
Professor	<input type="checkbox"/>	(Research)	<input type="checkbox"/>
<b>Please describe the purpose of the pre-select appointment. Please attach CV.</b>			
<b>Please answer the following questions below to justify your request for this pre-select appointment</b>			
<b>If you were to do a search to fill this position how would you describe the required qualifications?</b>			



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

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



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**How can this individual contribute to the diversity, equity and inclusion goals of the division of BioMed?**

Empty response area for diversity, equity and inclusion goals.

**What is the specific reason that you have opted to request a pre-select appointment vs. including this individual as a candidate in an approved search?**

Empty response area for specific reason for pre-select appointment.