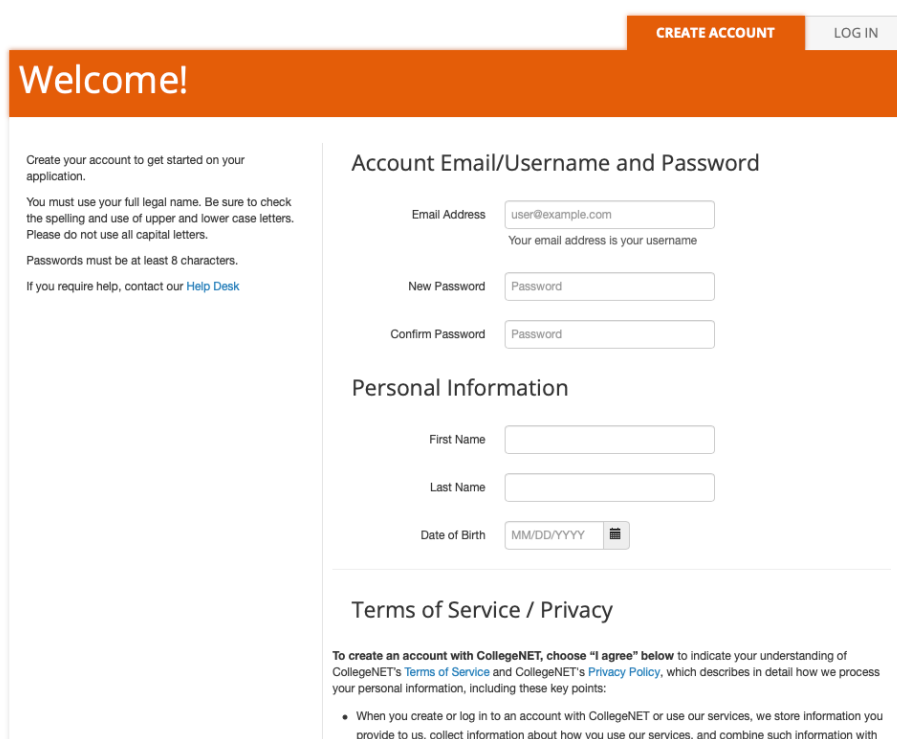


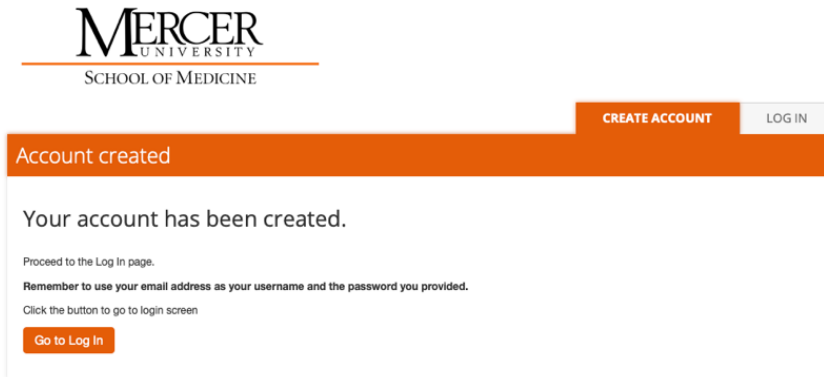
## Faculty Appointment Instructions

1. From any browser, migrate to: <https://www.applyweb.com/mercerfa/index.ftl>  
Click the **“Create Your Account”** link (top right corner), which will send you to the page shown below. Enter an email address (be sure this is the email address from which you wish to receive faculty/school of medicine emails), enter a password (must be at least 8 characters, and contain at least one capital letter and a number), your name, date of birth, and read and agree to the terms of service at the bottom of the page. Note that your email address will become your username. Click the orange **“create your account”** button when you have completed this step.

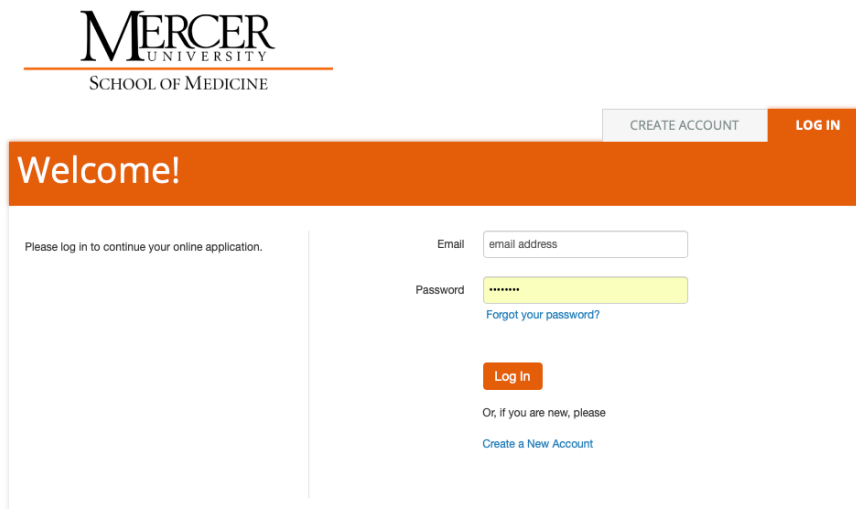
A screenshot of the account creation page. At the top right, there are two buttons: "CREATE ACCOUNT" (highlighted in orange) and "LOG IN". Below this is a large orange banner with the text "Welcome!". The main content area is divided into two columns. The left column contains instructions: "Create your account to get started on your application.", "You must use your full legal name. Be sure to check the spelling and use of upper and lower case letters. Please do not use all capital letters.", "Passwords must be at least 8 characters.", and "If you require help, contact our [Help Desk](#)". The right column is titled "Account Email/Username and Password" and contains three input fields: "Email Address" (with the placeholder "user@example.com" and a note "Your email address is your username"), "New Password", and "Confirm Password". Below this is the "Personal Information" section with three input fields: "First Name", "Last Name", and "Date of Birth" (with a date picker icon). At the bottom, there is a "Terms of Service / Privacy" section with a paragraph of text and a bullet point: "When you create or log in to an account with CollegeNET or use our services, we store information you provide to us, collect information about how you use our services, and combine such information with".

2. **Check your email** for a message from **“Accounts”** with the title: **“Please verify your account”**. Open the email and click the first link to verify your email address. **BE SURE TO CHECK YOUR SPAM OR JUNK FOLDER IF YOU DO NOT SEE THE EMAIL**. You will then see a new page open up that verifies that your account has been created. Click the orange

“Go to Log In” button that appears in the lower left of the page:



3. Select the “Log In” button to the right of “Getting Started” and that will lead you to the page below where you can log in. Enter the same email and password you created:



4. The first page of the application asks for your **Personal Information**. Note that you can save and exit and return to the application at any time. Also note that your first and last name and email address are already filled in for you. Please help the School of Medicine in its commitment to a diverse faculty by selecting the race in which you identify (optional field). For the question about having a record under another name select “No”. We will only text your cell phone to provide important faculty information. Most communications from School of Medicine will be via email. The office phone is important and allows us to reach you when our records require updating. When you are

finished with this section, select “Next Page” at the bottom right corner:

**MERCER UNIVERSITY**  
SCHOOL OF MEDICINE

**Application Sections**

- Personal Info
- Practice & Insurance Info
- Education
- Appointment
- FERPA Form
- Attestation

Locked pages will open as requirements are met in the form.

### Faculty Appointment Application

An asterisk \* indicates a required field

#### Personal Information

Name

\* First (Given) Name  Just

\* Last (Family) Name  Testing

Middle Name

Mercer University School of Medicine is committed to recruiting and retaining a diverse faculty. To help us track faculty diversity, please indicate your race from the following diversity categories:

-- select one --

\* Do you have records under another name? Yes

\* Alternative First Name

\* Alternative Last Name

#### Permanent Residential Address

\* Street Line 1

Street Line 2

\* City

\* Zip/Postal Code

\* State/Province -- select one --

\* County

- The next page asks for your **Practice and Insurance Information**. If you have hospital privileges and malpractice insurance, you will be directed to the next page.

**MERCER UNIVERSITY**  
SCHOOL OF MEDICINE

**Application Sections**

- Personal Info
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Locked pages will open as requirements are met in the form.

### Faculty Appointment Application

An asterisk \* indicates a required field

#### Practice and Insurance Information

#### Practice

\* Please list your board certifications and specialties, if any.

\* Do you have hospital privileges? -- select one --

\* Name of Your Practice

\* Name of Office Manager   
if applicable

\* Phone Number of Office Manager

\* Street Line 1

Street Line 2

\* City

\* Zip/Postal Code

\* State/Province -- select one --

\* County

#### Malpractice Insurance

\* Do you have malpractice insurance? -- select one --

6. Note that if you have neither hospital privileges nor malpractice insurance, you'll be asked to provide the names and contact information for two references:

The screenshot shows the 'Faculty Appointment Application' form, Page 3 of 7. The left sidebar lists 'Application Sections' with 'Recommendations' selected. The main content area is titled 'Recommendations' and includes a note: 'Please complete the below only if you DO NOT have hospital privileges or malpractice insurance. Please provide contact information for two colleagues who are not family members to complete a Professional Reference Form on your behalf. Please make sure these professional references are currently practicing physicians (MD or DO).' There are two sections for 'Recommender 1' and 'Recommender 2', each with fields for 'First (Given) Name', 'Last (Family) Name', 'Phone', and 'Email Address', all marked with an asterisk as required. Below each set of fields is a 'Submit Recommendation Request' button. At the bottom, there are 'Previous Page', 'Save', 'Save & Exit', and 'Next Page' buttons.

7. The next page asks for your **Education History**.

The screenshot shows the 'Faculty Appointment Application' form, Page 3 of 6. The left sidebar lists 'Application Sections' with 'Education' selected. The main content area is titled 'Educational History' and includes a note: 'An asterisk \* indicates a required field'. There are five required fields: 'At what institution did you complete your medical degree?', 'What degree did you earn? (MD, DO, etc.)', 'What year did you graduate?', 'Have you completed your residency training?' (with a dropdown menu), and 'Do you hold any additional degrees? (PhD, MPH, MBA, etc.)' (with a dropdown menu). At the bottom, there are 'Previous Page', 'Save', 'Save & Exit', and 'Next Page' buttons.

8. Next, please enter any faculty appointment at another school of medicine on the **Appointment Information** page. If you intend to include/upload a CV, just indicate this in the text box. Otherwise, please provide information in the text box. This helps us

determine an appropriate academic rank for your Mercer appointment:



**Application Sections**

- Personal Info
- Practice & Insurance Info
- Education
- Appointment**
- FERPA Form
- Attestation

### Faculty Appointment Application

An asterisk \* indicates a required field

#### Appointment Information

\* Do you have a current or previous faculty appointment at a School of Medicine?

(e.g., clinical faculty or clinical preceptor)

\* Would you like to receive additional preceptor information?

List any postgraduate work, internships or fellowships not previously cited in the application.

Page 4 of 6

9. The **Family Education Rights and Privacy Act of 1974 (FERPA)** page is important. Please read carefully. At the bottom, please make a selection. **Most clinical faculty select “instructional faculty”**. If you are unsure, contact the Office of Faculty Affairs (478-301-2541; [musm\\_faculty\\_affairs@mercer.edu](mailto:musm_faculty_affairs@mercer.edu)). Your supervisor/chair name will be entered by Faculty Affairs at a subsequent step. On this page, you may also upload a CV (encouraged, but optional):

Persons who violate the confidentiality of student records may be subject to disciplinary action.

#### FERPA Acknowledgement

\* Please check all that apply.  I DO NOT require access (provide name and signature ONLY).

- Instructional Faculty
- Academic Advisor
- Administrator/Staff
- Student Employee

Name: Just Testing

I have read the above statements and understand my responsibility to maintain the confidentiality of student records information.

\*  Signature

\* Date:  /  /   (mm/dd/yyyy)

College/Department: School of Medicine

Supervisor or Department Chair Name

To be entered by Supervisor/Chair

#### CV (Optional)

Upload CV Accepted File Types: txt, pdf, rtf, doc, docx

no file selected

Page 5 of 6

10. The last page asks that you **attest to the content of the application**. When you have completed the application, select “Submit”.

The screenshot shows the 'Faculty Appointment Application' page. On the left is a sidebar with 'Application Sections' including Personal Info, Practice & Insurance Info, Education, Appointment, FERPA Form, and Attestation (which is highlighted). The main content area is titled 'Attestation' and contains the text: 'An asterisk \* indicates a required field. I confirm that the content of this application is true and accurate to the best of my knowledge.' Below this is a required field for a signature, indicated by an asterisk and a checkbox labeled 'Signature'. There is also a required date field, indicated by an asterisk, with a date picker showing '05 / 20 / 2022' and a calendar icon. The date format is '(mm/dd/yyyy)'. At the bottom of the page, there are buttons for 'Previous Page', 'Save', 'Save & Exit', and 'Submit'. The page number 'Page 6 of 6' is also visible.

11. At any time, you can migrate back to the **Main Menu** (bottom left link) and log back in at any time to manage your account or view your activity:

The screenshot shows the 'Online Application Menu' page. At the top is the Mercer University School of Medicine logo. The menu is organized into three main sections: 'Getting Started', 'Apply Online', and 'Manage Your Account'. Each section has a brief description and a list of links. 'Getting Started' includes links for 'Create Your Account', 'Log In', and 'Account Directions & Information'. 'Apply Online' includes a link for 'Online Application'. 'Manage Your Account' includes links for 'Your Activity', 'Change Your Password', and 'Forgot Your Log In Information?'. The 'Getting Started' section is highlighted with a person icon, 'Apply Online' with a pencil icon, and 'Manage Your Account' with a gear icon.

12. Next, **check your email**. You will find an email from “**ApplyWeb On-Line Ap.**” It may take about 5 min for a second email from “**Helpdesk**” with the title “Your on-line form” to appear. This email confirms receipt of your application and provides a link where you can check your personal activity page.
13. Once your application is submitted, it will automatically be directed to the Office of Faculty Affairs and processed through the relevant Department Chair, Campus Dean, and Dean of the School of Medicine. This may take a week or two. If your appointment is approved, you will receive an email through CollegeNet on behalf of the Dean of the School of Medicine.