Online Personal Profile Form Process

Updated January 2022
Purpose

The purpose of the Online Personal Profile Form (PPF) is to streamline the adjunct faculty appointment process and create standardization of the information obtained from new adjuncts. It also provides a way to route the online application to department chairs for approval. This will provide more consistent information, ease the administrative burden for the applicant, and reduce the length of time it takes to process adjunct faculty appointments.
Application Information

**Standard PPF**
- First & Last Name
- Non-IU Email Address
- Sex, Birthdate, Ethnicity
- Citizenship Status
- Personal & Work Phone
- Employer Information
- Home Address
- Prior Work Experience
- Professional Education
- Board Certification
- Professional Licenses

**Specific to Online PPF**
- IUSM Campus & Department
- What will you be doing for IUSM?
- Who Referred you to this position?
- Teaching Experience
- Graduate Medical Education
- Licensure and policy questions
In What Capacity Will You be Serving IUSM? *

Please check all that apply

- [ ] 1st or 2nd year Medical Student Teaching
- [ ] 3rd or 4th year Clerkship Teaching
- [ ] Medical Student Electives Teaching
- [ ] Resident/Fellow Teaching
- [ ] Other

Other Explanation

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Application Information

Teaching Experience

Note: List in reverse chronological order. Max description: 500 characters

Teaching Dates

Institution

Course/Clerkship

Description (500 character max)
Application Information

Graduate Medical Education
List residency and fellowship training. Please include full institutional names, NOT abbreviations.

GME Type
Select

Specialty

Institution

Country

State

Date Completed

Date Expected

mm/dd/yyyy
Application Information

Board Certification / Licensure Questions

Has your license, registration or certification to practice in your profession, ever been voluntarily or involuntarily relinquished, denied, suspended, revoked, restricted, or have you ever been subject to a fine, reprimand, consent order, probation or any conditions or limitations by any state of professional licensing, registration or certification board? *

☐ Yes  ☐ No

Has there been any challenge to your licensure, registration or certification? *  ☐ Yes  ☐ No

Have you ever chosen not to re-certify or voluntarily surrendered your board certification(s) while under investigation? *  ☐ Yes  ☐ No

IU School of Medicine Honor Code

Click here to review the IUSM Honor Code. By checking this box, I declare under penalties of perjury that I have examined the IU School of Medicine Honor Code. Furthermore, by clicking the “I agree” checkbox below I am validating it with an electronic signature. When this box is checked, it takes the place of a hard copy of the signed Honor Code.

I agree
Application Information

Policy Questions*

Have you ever been the subject of a claim involving harassment, discrimination or retaliation?  ○ No  ○ Yes

Are you currently the subject of an investigation by any hospital, licensing authority, DEA or CDS authorizing entities, education or training program, Medicare or Medicaid program, or any other private, federal or state health program or a defendant in any civil action that is reasonably related to your qualifications, competence, functions, or duties as a medical professional for alleged fraud, an act of violence, child abuse or a sexual offense or sexual misconduct?

○ No  ○ Yes

Have you ever been convicted of, pled guilty to, pled nolo contendere to, sanctioned, reprimanded, restricted, disciplined or resigned in exchange for no investigation or adverse action within the last ten years for sexual harassment or other illegal misconduct?

○ No  ○ Yes

Have you ever been convicted of, pled guilty to, or pled nolo contendere to any felony?  ○ No  ○ Yes

In the past ten years have you been convicted of, pled guilty to, or pled nolo contendere to any misdemeanor (excluding minor traffic violations) or been found liable or responsible for any civil offense that is reasonably related to your qualifications, competence, functions, or duties as a medical professional, or for fraud, an act of violence, child abuse or a sexual offense or sexual misconduct?

○ No  ○ Yes

Felony Conviction

Have you ever been convicted of a felony?  ○ No  ○ Yes
Application Information

• An applicant may complete the form in one setting or save it and return to complete it at another time.

Complete Profile Form

☐ I hereby certify that all information and answers on this form are true and correct to the best of my knowledge and understanding.

Submit Personal Profile Form » Previous

• If the applicant saves an incomplete form, they will receive an email message giving them a link and password to access their form later.
Routing

HR Unit Admin will check the Manage Profile Forms dashboard regularly for new applications.
Routing

HR Unit Admin will review the application for completeness and route for chair approval.

This will send an automated email to the Chair Approver
Chair Approval

Chair Approver will review the application and approve or disapprove.

Chair Approval
Please review PPF and Submit your approval.

Approve?

☐ Yes, I approve this PPF

☐ No, I do not approve this PPF

Comments

Save and Approve PPF »

This will send an automated email to the HR unit admin
Faculty Appointment

• The HR unit admin will initiate the appropriate Person eDoc in HRMS to obtain the University ID then initiate the Hire eDoc.
• The University ID and Hire eDoc numbers are entered in section 8 Approval Process

   Update University Information
   Please enter university data that helps synchronize data sources.

   eDoc ID
   8562159

   University ID
   0000142962

   [Save] [Print PPF]

• Click Print PPF and save the PDF
• Email the PPF and eDoc checklist to acadadmn@iu.edu
Faculty Appointment

• Once the eDoc has been approved by IUSM Faculty Affairs, a copy of the PPF is sent to the academic department (for regional campus appointments)

• A welcome letter from the Dean is emailed to the new adjunct faculty
Additional Resources

Find the following resources here
https://faculty.medicine.iu.edu/let-us-help/faculty-policies/

• Adjunct Faculty Policy
• Adjunct Faculty Benefits and Resources
• IUSM Campuses Catchment Map
• Department Chair & Campus Director Partnership
Additional Resources

Find the following resources here
https://faculty.medicine.iu.edu/join-us/recruitment-appointment/

- Academic Appointment Type & Titles Guide
- IUSM Academic Appointee Guide
- Academic eDoc Processing Checklist
- HRMS (eDoc) System Online Support (SOS)
- https://hr.iu.edu/SOS/index.html