

Online Personal Profile Form Process

Updated January 2022



SCHOOL OF MEDICINE

INDIANA UNIVERSITY

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

Application Information

1 Demographics ▾

Personal Info
Ethnicity
Contact Information
Department

2 Experience ▾

Prior Work Experience
Teaching Experience

3 Education ▾

Professional Education
Graduate Medical
Education

4 Boards / Licensure ▾

Board Certifications
Professional Licenses
Questions

5 Honors / Awards ▾

Honors / Awards

6 Policy ▾

Policy Questions
Honor Code

7 Complete ▾

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

Application Information

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- Graduate Medical Education

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- Questions

5 Honors / Awards ▾

- Honors / Awards

6 Policy ▾

- Policy Questions
- Honor Code

7 Complete ▾

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

mm/dd/yyyy



Date Expected

mm/dd/yyyy



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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 of 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

1 **Demographics** ▾

- Personal Info
- Ethnicity
- Contact Information
- Department

2 **Experience** ▾

- Prior Work Experience
- Teaching Experience

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- Graduate Medical Education

4 **Boards / Licensure** ▾

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- Questions

5 **Honors / Awards** ▾

- Honors / Awards

6 **Policy** ▾

- Policy Questions
- Honor Code

7 **Complete** ▾

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

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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.

Personal Profile Form

Welcome! To be appointed as faculty, Indiana University requires identifying information as well as information about your educational background, prior work history, teaching experience, and licenses and certifications.

I am ready to fill out the form for the first time

[Click here to begin filling out the form »](#)

I am returning to the form

Email

Password

[Sign In »](#)

Routing

HR Unit Admin will check the [Manage Profile Forms dashboard](#) regularly for new applications

The screenshot shows the 'Manage Profile Forms' dashboard. At the top left is the Indiana University School of Medicine logo. The top right navigation bar includes links for 'Manage Profile Forms', 'External PPF', 'Search', 'Security', and a user profile for Jill Greenwood. The main heading is 'Manage Profile Forms'. Below this is a search and filter section with dropdown menus for 'Campus', 'Department', and 'PPF Status', and text input fields for 'Last Name' and 'First Name'. There are 'Filter »' and 'Clear Parameters »' buttons. A green 'Add a New PPF »' button is also present. The main content is a table with the following columns: Id, View PPF, Department, Campus, Status, City, Zip Code, HR Approval Date, Chair Approval Date, PPF Completed Date, and Thread. The table contains 10 rows of data.

Id	View PPF	Department	Campus	Status	City	Zip Code	HR Approval Date »	Chair Approval Date »	PPF Completed Date	Thread
72	Atkuri, Neelakanta	Medicine	IUSM-Muncie	Completed Personal Profile Forms	Muncie	47303	11/15/2021	10/29/2021	10/29/2021	Comments
66	Chang, Eduardo	Medicine	IUSM-Terre Haute	Still Working On - Not Submitted	Spring	77386	11/02/2021	11/02/2021	11/16/2021	Comments
73	Chu, Chun	Neurology	IUSM-West Lafayette	Still Working On - Not Submitted	Lafayette	47904	11/01/2021	10/29/2021	11/16/2021	Comments
71	deAngeli, Katherine	Surgery	IUSM-Fort Wayne	Completed Personal Profile Forms	Fort Wayne	46804	11/02/2021	11/01/2021	10/29/2021	Comments
60	Gallegos, Julian	Family Medicine	IUSM-West Lafayette	Awaiting Chair Approval	West Lafayette	47906			11/15/2021	Comments
67	Hillhouse, David	Emergency Medicine	IUSM-Indianapolis	Still Working On - Not Submitted	Indianapolis	46219	11/02/2021	11/02/2021	11/16/2021	Comments
68	Houser, Blake	Medicine	IUSM-Evansville	Completed Personal Profile Forms	Evansville	47747	11/02/2021	11/02/2021	11/01/2021	Comments
85	Ibekie, Oranu	Family Medicine	IUSM-Northwest-Gary	Completed Personal Profile Forms	Merrillville	46410	11/02/2021	11/01/2021	10/29/2021	Comments

Routing

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

HR Routing

Please review PPF required fields and responses are populated, Campus and Department selections.

*IUSM Campus

*IUSM Department

Route for Chair Approval?

 Yes

Save and Route PPF »

This will send an automated email to the Chair Approver

- 1 Demographics ▾
 - ✓ Personal Info
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 - ✗ Department
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 - ✗ Teaching Experience
- 3 Education ▾
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 - ✓ Professional Licenses
 - ✗ Questions
- 5 Honors / Awards ▾
 - ✓ Honors / Awards
- 6 Policy ▾
 - ✗ Policy Questions
 - ✓ Honor Code
- 7 Complete ▾
 - Complete
- 8 Approval Process ▾
 - HR Routing
 - Chair Approval
 - Update UID and eDoc

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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

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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

University Id

Save »

Print PPF »

- Click Print PPF and save the PDF
- Email the PPF and [eDoc checklist](#) to acadadm@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>