

**UNIVERSITY OF LOUISVILLE SCHOOL OF MEDICINE MATERIAL  
REQUIRED FOR ADDITIONAL APPOINTMENTS  
(Joint or Associate Appointments and Endowed Chair Appointments)**

Name \_\_\_\_\_

Department \_\_\_\_\_

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**Use checklist to fit the action. To end joint or associate appointment, use Change of Status Checklist, see Change Appointment**

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**Joint Appointment: *Requires pay in joint department and review for promotion and/or tenure and PCR***

- \_\_\_\_\_ P-102 (Biographical Data Sheet) *(must be signed by faculty member)*
- \_\_\_\_\_ P103
- \_\_\_\_\_ Letter from Chair to Dean (with concurrence signature of primary appointment and Chair)
- \_\_\_\_\_ Letter of offer
- \_\_\_\_\_ Ballot form
- \_\_\_\_\_ 2 Curriculum vitae

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**Associate Appointment: *No pay involved and no review for promotion, tenure or PCR. Associate appointments end on June 30 and can be up to five years.***

- \_\_\_\_\_ P-103A **(No triptych required, no checklist required – just send completed P-103A)**

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**Endowed Chair Appointment**

**Department Responsibilities:**

- \_\_\_\_\_ Chair sends letter to Dean recommending endowed chair appointment and copies Office of Faculty Affairs.
- \_\_\_\_\_ P-102 (Biographical Data Sheet) *(must be signed by faculty member)*
- \_\_\_\_\_ P-103 – Obtain correct title from gift agreement
- \_\_\_\_\_ **Accept** offer from Recruiting Solutions, if new employee
- \_\_\_\_\_ 2 Curriculum Vitae
- \_\_\_\_\_ BOT action- info sheet at I:\Medical\Faculty Affairs\BOT\BOT supplemental info template.docx

**Office of Faculty Affairs Responsibilities:**

- \_\_\_\_\_ Obtains Dean's approval of recommendation for endowed chair appointment
- \_\_\_\_\_ Drafts endowed chair contract and gets approval of criteria and obtains signatures
- \_\_\_\_\_ Provides department with copy of gift agreement