

UNIVERSITY OF LOUISVILLE SCHOOL OF MEDICINE
MATERIAL REQUIRED FOR
PROMOTION/PROMOTION AND TENURE/TENURE BINDER

Name _____ Department _____

Proposed Title _____

(Check one) _____ Promotion Only _____ Tenure Only _____ Promotion with Tenure

Important: See PAT Manual provided by Office of Faculty Affairs for detailed instructions on promotion process.

Before Tab 1

- _____ Checklist
- _____ Log Sheet for Promotion

Tab 1 Forms

- _____ P-103
 - *If promotion effective date is July 1 – include current salary*
 - *If promotion effective date is January 1 – On Remarks line, include PAR and/or JDC numbers for each PCN affected by current promotion action – include salary effective January 1*
 - *Tenure only actions do not require payroll changes*
- _____ P-102 (Biographical Data Sheet) – *(must be signed by faculty member)*
- _____ Promotion and Tenure Salary Worksheet
- _____ Departmental Assurance Form *(must be signed by faculty member)*
- _____ Validity Statement from Departmental PAT

Tab 2 Intramural Recommendations

- _____ Letter from Chair to Dean
- _____ Ballot – Departmental Approval Form - 1 for promotion and 1 for tenure *(if requested)*
- _____ Letter of recommendation from Division Chief *(if applicable)*
- _____ Department committee's review
- _____ Joint appointment *(if applicable)* – include chair's letter and faculty ballot for each joint department
- _____ Copy of Associate Dean's mid-tenure review of candidate

Tab 3 Extramural Evaluations

- _____ List of **ALL** individuals requested to provide an extramural evaluation
- _____ **4** extramural evaluation letters (Reviewers that are close colleagues, co-authors, former mentors, collaborators, etc., are not considered objective evaluators.) **Intramural letters can be used IF action is clinical service or teaching term promotion to Associate Professor**

Tab 4 CV

- _____ **2** Curriculum vitae in binder and electronic copy to c0marq01@louisville.edu
 - Provide letters of acceptance for any "in press" publications
- _____ 5 most significant journal articles during the period of review submitted electronically in **one** pdf file to c0marq01@louisville.edu
- _____ Personal statement *(required)*

Tab 5 Criteria

- _____ Appropriate page/s of Summary of PAT Criteria

Tab 6 Other Letters of Support

- _____ Letters of support from faculty, students, community leaders, etc.

Tab 7 Annual Work Plans

- _____ Copies of annual work assignments for period under review *(last 5 years)*
- _____ Summary of annual work plans

Tab 8 Annual Performance Reviews

- _____ Copies of annual merit evaluations for period under review (SIBUP) *(last 5 years)*

Tab 9 Teaching Evaluations

- _____ Summative Teaching Evaluation Form
- _____ Summary of formal teaching evaluations from student and residents *(last 5 years)*

Tab 10 Other Support Documents

- _____ Notification of awards
- _____ Letters, evaluations, etc. from recipients of service
- _____ Proof of funding – copies of Award Summary for all awards as PI or Co-PI for the period of review *(last 5 years)*. Obtain Award Summary from University Reports UBM-13A, with assistance of GR-02 Grant Proposals/Award by EmpID.

Initial Date of Current Rank _____

Early Promotion Yes _____ No _____

March 2018