

**UNIVERSITY OF LOUISVILLE SCHOOL OF MEDICINE
ENDOWED CHAIR REVIEW PROCESS AND MATERIAL REQUIRED**

Name _____

Department _____

Endowed Contract Review Process:

- 1) Endowed faculty member provides the following to the departmental Promotion, Appointment and Tenure Committee:
 - _____ Copy of endowed chair contract being reviewed
 - _____ Document addressing each criterion in endowed chair contract
 - _____ Curriculum Vitae identifying publications within endowed chair contract period
 - _____ Proof of funding – copies of Award Summary from UBM-13A for all awards as PI and Co-PI for the contract period
- 2) Departmental PAT Committee reviews submitted materials and reports evaluation to department chair and copies the endowed chair
- 3) Department chair reviews criterion, makes recommendation and copies the endowed chair
- 4) Endowed chair will have the opportunity to review all materials and to respond to them in writing
- 5) Department prepares P103 and indicates Endowed Chair Review on the Other Action line
- 6) All materials, including any responses from endowed chair are delivered to Office of Faculty Affairs
- 7) Recommendations and responses are forwarded to the Dean
- 8) Department is notified of Dean's decision by Office of Faculty Affairs
- 9) Office of Faculty Affairs prepares renewed endowed chair contracts

If you have questions regarding the review, please contact Beth Williams, beth.williams@louisville.edu

in the Office of Faculty Affairs at 852-6165

February 2018