

University of Louisville School of Medicine
Material Required for Full-Time Appointment Triptych

Name _____ Department _____

Before offer is extended to candidate, deliver or email following items to cathyschaffer@louisville.edu in Office of Faculty Affairs

- | | |
|---|--|
| _____ HR email with approval to proceed with hiring | _____ Letter of Offer Approval Form.xls |
| _____ Letter of Offer signed by department chair | _____ Extend offer from Recruiting Solutions |
| _____ Copy of Letter of Intent, if applicable | _____ Current CV - if advanced rank, send electronic copy to |
| _____ Ballot form(s), one for rank and one for tenure | _____ beth.williams@louisville.edu |

Instructor in or Assistant, Associate, Professor of _____

(Circle title, write department name and use appropriate list)

For Instructor or Assistant Professor:

- _____ HR email with approval to proceed with hiring process
- _____ Copy of CBC email authorizing hire
- _____ Copy of **Accept** offer from Recruiting Solutions
- _____ Letter of Offer (*If B12 contract, indicate in the letter of offer*)
- _____ Letter of Offer Approval Form *with initials of approvers*
- _____ Copy of Letter of Intent, *if applicable*
- _____ P102 (Biographical Data Sheet) (*must be signed by faculty member*)
- _____ P103
- _____ Official transcript (*Terminal degree only – MD, PhD, DO, PharmD, etc*)
- _____ Letter of recommendation from Chair to Dean including major responsibilities and leadership roles for first year
- _____ At least **4** letters of recommendation - *4 from outside or 2 from outside and 2 from within the university*
- _____ **2** Curriculum Vitae
- _____ Ballot form (s)
- _____ Liability Questionnaire (*Clinical Appointments only*) or copy of UofL Physicians Practitioner Questionnaire and Professional Liability Claims History

For Associate Professor or Professor: *Advanced rank CVs must be reviewed by Faculty Affairs prior to PAT, which meets monthly. PAT needs only the items below with asterisk. These are due to Beth Williams by the 1st of the month, if not earlier.*

- _____ HR email with approval to proceed with hiring process
- _____ Advanced rank review by Office of Faculty Affairs
- _____ Provost's preapproval for immediate tenure (*if applicable*)
- _____ Copy of CBC email authorizing hire
- _____ Copy of **Accept** offer from Recruiting Solutions
- _____ Letter of Offer (*If B12 contract, indicate in the letter of offer*)
- _____ Letter of Offer Approval Form *with initials of approvers*
- _____ Copy of Letter of Intent, if applicable
- _____ P102 (Biographical Data Sheet) (*must be signed by faculty member*)
- _____ P103
- _____ Official transcript (*Terminal degree only – MD, PhD, DO, PharmD, etc*)
- _____ *Letter of recommendation from Chair to Dean including major responsibilities and leadership roles for first year
- _____ *At least **4 letters of recommendation** – *all letters from outside the University*
- _____ ***2** Curriculum Vitae and email PDF copy to beth.williams@louisville.edu, include initial work assignment and area of excellence in email
- _____ *Ballot form (s) – one for rank and one for tenure (if applicable)
- _____ Liability Questionnaire (*Clinical Appointments Only*) or copy of UofL Physicians Practitioner Questionnaire and Professional Liability Claims History

October 2017