

**University of Louisville School of Medicine Material Required for  
Gratis Appointment/Promotion/Reappointment/Non-Renewal**

Name \_\_\_\_\_

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

Clinical Instructor in or Clinical Assistant, Clinical Associate, Clinical Professor of \_\_\_\_\_

Adjunct Instructor in or Adjunct Assistant, Adjunct Associate, Adjunct Professor of \_\_\_\_\_

**Instructor appointments are limited to 3 years and others can be up to 5 years**

**For Instructor or Assistant Professor Appointment:**

- \_\_\_\_\_ Gratis Faculty Application – *signed by candidate and chair*
- \_\_\_\_\_ Letter of recommendation from Chair to Dean – *letter must include how the faculty member will contribute to the School's teaching, clinical and/or research mission*
- \_\_\_\_\_ Ballot
- \_\_\_\_\_ 1 Curriculum Vitae

**For Associate Professor of Professor Appointment or Promotion: *Allow extra time for these actions due to them needing to be reviewed by the Office of Faculty Affairs, See Gratis guidelines for promotion and appointment criteria***

- \_\_\_\_\_ Gratis Faculty Application – *signed by candidate and chair*
- \_\_\_\_\_ Letter of recommendation from Chair to Dean – *letter must include how the faculty member will contribute to the School's teaching, clinical and/or research mission*
- \_\_\_\_\_ Ballot
- \_\_\_\_\_ 4 Letters of recommendation **(For Appointment or Promotion)**
  - 2 internal letters from the department stating how candidate will contribute/or Has contributed to the teaching/clinical/research mission of the department
  - 2 external letters that attest to candidate's local, regional, or national Reputation and his/her field of expertise
- \_\_\_\_\_ **For Promotion** – Summary of the specific teaching and/or research activities of the candidate
- \_\_\_\_\_ **For Promotion** – Peer/collaborator and Student/Resident teaching evaluations
- \_\_\_\_\_ 1 Curriculum Vitae and electronic copy emailed to [c0marq01@louisville.edu](mailto:c0marq01@louisville.edu)

**For Reappointment of any rank: Request gratis faculty list from Toni Corbett, [tlkell03@louisville.edu](mailto:tlkell03@louisville.edu)**

(Reappointments must be submitted within 6 months of expiration, otherwise new appointment will be required.)

- \_\_\_\_\_ Gratis Faculty Application for each reappointment – *signed by candidate and chair*

**For Non-Renewal of any rank: Request gratis faculty list from Toni Corbett, [tlkell03@louisville.edu](mailto:tlkell03@louisville.edu)**

(Gratis appointments are allowed to expire unless gratis faculty member resigns.)

- \_\_\_\_\_ Gratis faculty list with expiration indicated – *signed by chair*