

UNIVERSITY OF LOUISVILLE
MATERIAL REQUIRED FOR APPOINTMENTS IN MULTIPLE UNITS

Name _____

Title and Department _____

Adjunct or Clinical Appointment: (Gratis – No pay involved)

- _____ Gratis Faculty Application signed by candidate
- _____ Letter of recommendation from Chair to Dean or Dean to VPHA
- _____ 4 letters of recommendation required for SOM appointments as **Associate Professor** or **Professor**
- _____ 1 curriculum vitae for **Instructor** or **Assistant Professor** rank
- _____ 1 curriculum vitae and electron copy to Christina Halcomb c0marq01@louisville.edu for **Associate Professor** or **Professor** rank in School of Medicine
- _____ Ballot form

Joint Appointment: Use joint appointment only if tenure is being granted or pay is involved. If neither tenure nor pay is involved use an associate or gratis/adjunct appointment. Joint appointments require review for promotion and/or tenure and Periodic Career Review in all departments and units involved.

- _____ P-102 (Biographical Data Sheet)
- _____ P-103 (must have signatures of both deans) – On Remarks line, include PAR and/or JDC numbers for each PCN affected by current action
- _____ Additional Pay forms, to begin or end an x-pay, if applicable
- _____ Letter of offer is required for tenure or pay in both units:
 - Signed by both Chairs and/or Deans
 - Indicate the percentage of time, salary, activity, etc.
- _____ Letter from Chair to Dean or from Dean to EVPHA with concurrence signature of primary appointment Chair and/or Dean
- _____ Ballot form(s) – 1 for appointment and 1 for tenure (*if applicable*)
- _____ 2 curriculum vitae for **Instructor** or **Assistant Professor** rank
- _____ 2 curriculum vitae and electronic copy to Christina Halcomb c0marq01@louisville.edu for **Associate Professor** or **Professor** rank in School of Medicine

Additional Administrative Appointment or Dual Academic Appointment (FTE and tenure in 2 units – except HSC which can have Only one tenure): If FTE is split between two units, both units must review for promotion and/or tenure and Periodic Career Review

- _____ P-102 (Biographical Date Sheet)
 - _____ P-103 (must have signature of both units/deans) – On Remarks line, include PAR and/or JDC numbers for each PCN affected by current action
 - _____ Additional Pay forms, to begin or end an x-pay, if applicable
 - _____ Letter of offer
 - _____ Dean's letter to EVPHA or EVPHA letter to Provost
 - _____ 2 curriculum vitae
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