

**UNIVERSITY OF LOUISVILLE SCHOOL OF MEDICINE  
MATERIAL REQUIRED FOR  
PROMOTION TO ASSISTANT PROFESSOR TRIPTYCH**

Name \_\_\_\_\_

Title and Department \_\_\_\_\_

---

**Promotion based on passing boards or obtaining post-doctoral experience. Triptych may be submitted at any time.  
*Use red folder***

- \_\_\_\_\_ Additional Pay forms, to begin or end an x-pay, if applicable
- \_\_\_\_\_ P-102 (Biographical Data Sheet)
- \_\_\_\_\_ P-103 – On Remarks line, include PAR and/or JDC numbers for each PCN affected by current action
- \_\_\_\_\_ Letter from Chair to Dean
- \_\_\_\_\_ Letter of recommendation from Division Chief (*if applicable*)
- \_\_\_\_\_ Letter of offer if salary is changing or reappointment is coinciding with promotion
- \_\_\_\_\_ Proof of Board Certification
- \_\_\_\_\_ **2** curriculum vitae
  - *All CVs must be updated and in the format required by PAT Committee*
- \_\_\_\_\_ Ballot form

***Note: If promotion and reappointment date occur at the same time, use this checklist***

---

August 2013