

**UNIVERSITY OF LOUISVILLE SCHOOL OF MEDICINE
MATERIAL REQUIRED FOR UNIVERSITY OR DISTINGUISHED SCHOLAR REVIEW**

Name_____

Title and Department_____

Place in a red folder and deliver to Beth Williams in Office of Faculty Affairs, Abell Adm., Rm 408 or email scanned documents to beth.williams@louisville.edu

- _____ P103 – Recommendations, check Endowed Chair/Scholar Review. Include all salary sources and current scholar supplement
- _____ Copy of current scholar contract
- _____ Chair's letter to the Dean that includes the following:
 - Assessment of how well contract criteria has been met
 - A reappointment recommendation
 - A concurrence signature line for the Dean
- _____ Statement from Scholar highlighting accomplishments during period of review (no more than 5 pages)
- _____ Proof of funding – copies of Award Summary from UBM-13A for all awards as PI and Co-PI for the period of review
- _____ Letters of recommendation – 2 additional internal and 2 external letters
- _____ 1 current Curriculum Vitae and electronic copy to beth.williams@louisville.edu
- _____ A citation analysis for the period of review plus two previous years
- _____ Impact factors listed for 4-5 journals with highest impact factor during period of review

If you have questions, please contact Beth Williams at 852-6165.

February 2018