

**University of Louisville School of Medicine**  
**Material Required for Part-time Appointment Triptych**

Name \_\_\_\_\_ Department \_\_\_\_\_

<b>Before offer is extended to candidate, deliver or email following items to <a href="mailto:cathyschaffer@louisville.edu">cathyschaffer@louisville.edu</a> in Office of Faculty Affairs</b>	
_____ HR email with approval to proceed with hiring	_____ Letter of Offer Approval Form.xls
_____ Letter of Offer signed by department chair	_____ <b>Extend</b> 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	_____ <a href="mailto:beth.williams@louisville.edu">beth.williams@louisville.edu</a>

(Check One) \_\_\_\_\_ Adjunct (Basic Science department) \_\_\_\_\_ Clinical (Clinical department)

Instructor in or Assistant, Associate, Professor of \_\_\_\_\_ (Part-time)  
 (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
- \_\_\_\_\_ 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 work assignment 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
- \_\_\_\_\_ 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 an asterisk. These are due to Beth Williams by the 1<sup>st</sup> of the month.***

- \_\_\_\_\_ HR email with approval to proceed with hiring process
- \_\_\_\_\_ Advanced rank review by Office of Faculty Affairs
- \_\_\_\_\_ Copy of CBC email authorizing hire
- \_\_\_\_\_ Copy of **Accept** offer from Recruiting Solutions
- \_\_\_\_\_ 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 work assignment for first year
- \_\_\_\_\_ \* At least **4** letters of recommendation – *all letters from outside the University*
- \_\_\_\_\_ \* **2** Curriculum Vitae and electronic copy to [beth.williams@louisville.edu](mailto:beth.williams@louisville.edu)
- \_\_\_\_\_ \* Ballot form
- \_\_\_\_\_ Liability Questionnaire (*Clinical Appointments Only*) or copy of UofL Physicians Practitioner Questionnaire and Professional Liability Claims History