

**UNIVERSITY OF LOUISVILLE SCHOOL OF MEDICINE MATERIAL
REQUIRED FOR ADDITIONAL APPOINTMENTS
(Joint or Associate Appointments and Endowed Chair Appointments)**

Name _____

Department _____

Use checklist to fit the action. To end joint or associate appointment, use Change of Status Checklist, see Change Appointment

Joint Appointment: *Requires pay in joint department and review for promotion and/or tenure and PCR*

- _____ P-102 (Biographical Data Sheet) *(must be signed by faculty member)*
- _____ P103
- _____ Letter from Chair to Dean (with concurrence signature of primary appointment and Chair)
- _____ Letter of offer
- _____ Ballot form
- _____ Curriculum vitae

Associate Appointment: *No pay involved and no review for promotion, tenure or PCR. Associate appointments end on June 30 and can be up to five years.*

- _____ P-103A **(No triptych required, no checklist required – just send completed P-103A)**

Endowed Chair Appointment

Department Responsibilities:

- _____ Chair sends letter to Dean recommending endowed chair appointment and copies Office of Faculty Affairs.
- _____ P-102 (Biographical Data Sheet) *(must be signed by faculty member)*
- _____ P-103 – Obtain correct title from gift agreement
- _____ **Accept** offer from Recruiting Solutions, if new employee
- _____ Curriculum Vitae
- _____ BOT action- info sheet at I:\Medical\Faculty Affairs\BOT\BOT supplemental info template.docx
- _____ Contract criteria suggestions: the criteria needs to meet gift agreement requirements
 - you can reach out to the Director of Faculty Affairs if you would like a list of common criteria

Office of Faculty Affairs Responsibilities:

- _____ Obtains Dean's approval of recommendation for endowed chair appointment
- _____ Drafts endowed chair contract and gets approval of criteria and obtains signatures
- _____ Provides department with copy of gift agreement