

**UNIVERSITY OF LOUISVILLE SCHOOL OF MEDICINE**  
**MATERIAL REQUIRED FOR CHANGE IN STATUS TRIPTYCHS (USE INTERFOLIO – “SOM PERSONNEL TRIPTYCH” TEMPLATE)**

Name \_\_\_\_\_ Title/Department \_\_\_\_\_

**If changing from gratis to a paid status use either the full-time or part-time appointment checklist.**  
**If resigning and requesting a gratis appointment, use the termination/retirement checklist**

<input type="checkbox"/> Full-time to part-time	<input type="checkbox"/> Change appointment	<input type="checkbox"/> Recision of Appointment	<input type="checkbox"/> Tenured to Term	<input type="checkbox"/> Joint to Associate
<input type="checkbox"/> Part-Time to Full-Time	<input type="checkbox"/> Change leave dates	<input type="checkbox"/> Tenure Track to Term	<input type="checkbox"/> Tenure Extension	<input type="checkbox"/> FTE change
<input type="checkbox"/> A12 to B12/B12 to A12	<input type="checkbox"/> Change to Term/Rolling	<input type="checkbox"/> Term to Tenure Track	<input type="checkbox"/> Change Department/School	

**Full-time to part-time**

☐ P-103 – On Remarks line, include PAR and/or JDC numbers for each PCN affected by current action

☐ Letter from Chair to Dean

☐ Letter from faculty member to Chair requesting the change

☐ Part-time Letter of Offer

☐ Curriculum Vitae

**Part-time to Full-time**

☐ P-103 – On Remarks line, include PAR and/or JDC numbers for each PCN affected by current action

☐ P-102

☐ Letter from Chair to Dean

☐ Ballot

☐ Full-time Letter of Offer

**A12 to B12/B12 to A12**

☐ P-103 – On Remarks line, include PAR and/or JDC numbers for each PCN affected by current action

☐ A12 to B12 or B12 to A12 contract (see templates)

☐ Curriculum Vitae

**Change Appointment (Start date or end Joint appointment)**

☐ P-103 – On Remarks line, include PAR and/or JDC numbers for each PCN affected by current action

☐ Letter from Chair/s to Dean

☐ Letter of Offer

**Change Leave Dates**

☐ P-103 – On Remarks line, include JDC numbers for each PCN affected by current action

☐ Letter from Chair/s to Dean

☐ Letter from faculty member for leave date changes

☐ Letter of Offer for appointment date changes

**Change to Term/Rolling**

☐ P-103

☐ Letter from Chair to Dean – include performance based justification for rolling contract appointment

☐ Rolling contract Letter of Offer

☐ Curriculum Vitae

**Recision of Appointment**

☐ P-103 – On Remarks line, include JDC numbers for each PCN affected by current action

☐ Letter from Chair to Dean

☐ Appointee's letter of explanation

**Tenure Track to Term**

☐ P103 - On Remarks line, include PAR and/or JDC numbers for each PCN affected by current action

☐ Letter from Chair/s to Dean

☐ Letter from faculty requesting change

☐ Letter of Offer (*transfer template*)

☐ Curriculum Vitae

**Full-time Term or Part-time to Full-time Tenure Track**

☐ P-103 - On Remarks line, include PAR and/or JDC numbers for each PCN affected by current action

☐ Letter from Chair/s to Dean

☐ Letter from faculty requesting change

☐ Letter of Offer (*transfer template*)

☐ Supplemental Data Sheet

☐ Ballot

☐ Proof of open tenure line

☐ Curriculum Vitae

**Tenured to Term**

☐ P-103 – On Remarks line, include PAR and/or JDC numbers for each PCN affected by current action

☐ Letter from Chair/s to Dean

☐ Letter from faculty requesting change

☐ Letter of Offer (*transfer template*)

☐ Curriculum Vitae

**Tenure Extension**

☐ P103

☐ Letter from Chair/s in support of extension of tenure clock

☐ Letter from faculty member requesting extension

☐ Curriculum Vitae

**Change Department/School**

☐ P-103 – On Remarks line, include PAR and/or JDC numbers for each PCN affected by current action

☐ Letter from Chair to Dean

☐ Letter from faculty member to Chair/Dean

☐ Letter of Offer (Change Department Template)

☐ Ballot from new department/unit

☐ Curriculum Vitae

**Change Joint Appointment to Associate Appointment**

☐ P103 – On Remarks line, include PAR and/or JDC numbers for each PCN affected by current action

☐ Letter to Dean – Letter or email from primary and joint departments acknowledging the change

☐ Letter or email from faculty member

**Change in FTE**

☐ P-103

☐ Letter of Offer, noting change

☐ Letter from faculty member, if applicable