

**UNIVERSITY OF LOUISVILLE SCHOOL OF MEDICINE
MATERIAL REQUIRED FOR CHANGE IN STATUS TRIPTYCHS**

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
- Authorization to hire if on general funds
- Letter from Chair to Dean
- Ballot
- Full-time Letter of Offer
- Curriculum Vitae

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