

**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.**

**If changing from term or part-time position to tenure track position, use the term/part-time to tenure track 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"/> 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

**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

**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

**Change in FTE**

- P-103
- Letter of Offer, noting change
- Letter from faculty member, if applicable

**Tenure Extension**

- P103
- Letter from Chair/s in support of extension of tenure clock
- Letter from faculty member requesting extension
- 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