

**UNIVERSITY OF LOUISVILLE SCHOOL OF MEDICINE ENDOWED CHAIR  
REAPPOINTMENT/REVIEW MATERIALS REQUIRED**

Name \_\_\_\_\_

Department \_\_\_\_\_

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The following are required documents for an Endowed Chair **REAPPOINTMENT/REVIEW**:

- P-103
- Copy of endowed chair contract being reviewed
- Review from the endowed chair faculty addressing how they met each criterion in endowed chair contract
- Curriculum Vitae identifying publications within endowed chair contract period
- Proof of funding – copies of Award Summary from UBM-13A for all awards as PI and Co-PI for the contract period
- Departmental PAT Committee review
- Department chair review of criterion
- Endowed chair rebuttal, if applicable: the endowed chair should have the opportunity to review all materials and to respond to them in writing

Each required document will need to be uploaded as a separate PDF in Interfolio. They will need to be titled by name of document.

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If you have questions regarding the review/reappointment, please contact Beth Williams,  
[beth.williams@louisville.edu](mailto:beth.williams@louisville.edu) in the Office of Faculty Affairs at 852-6165

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January 2020