**UNIVERSITY OF LOUISVILLE SCHOOL OF MEDICINE**

**MATERIAL REQUIRED FORPROMOTION/PROMOTION AND TENURE –**

**USE INTERFOLIO-ADVANED RANK PROMOTION ONLY FOR PROMOTION TO ASSOCIATE PROFESSOR OR PROFESSOR. USE TENURE WITH PROMTION OR TENURE ONLY TEMPLATE IF ACTION INCLUDES AWARD OF TENURE.**

**Candidate Requirements**

Extramural Evaluator List

Curriculum vitae (*Provide letters of acceptance for any “in press” publications*)

P-102 (Biographical Data Sheet)

Personal statement (*required, use the templates on the faculty affairs website*)

# Other Supporting Documents/Rebuttals

5 most significant journal articles during the period of review (Required if research work assignment is >20%, <20% will require at least one journal article)

Other Letters of support from faculty, students, community leaders, etc. *(optional)*

**Internal Case Sections**

 **4** extramural evaluation letters (*Intramural evaluators can be used IF action is a promotion to Associate Professor, term and the area of excellence is in clinical service or teaching using the faculty affairs guidelines posted online)*

External Reviews - Redacted

 Personnel Recommendation Form: P-103 (include income from all sources and joint information if applicable)

* *If promotion effective date is July 1 – include current salary*
* *If promotion effective date is January 1 – On Remarks line, include PAR and/or JDC numbers for each PCN affected by current promotion action – include salary effective January 1 (if known)*
* *Tenure only actions do not require payroll changes*

 Promotion and Tenure Salary Worksheet (*Located on faculty affairs website, include joint information if*

*applicable*)

# Annual Work Plans

Copies of annual work assignments for period under review (*last 5 years*) Summary of annual work plans

**Annual Performance Reviews**

Copies of annual merit evaluations for period under review (SIBUP) (*last 5 years*)

# Teaching Evaluations

Summative Teaching Evaluation Form (optional – can be substituted by peer review letters)

Summary of formal teaching evaluations from student and residents (*last 5 years*)

Department Personnel committee’s recommendation

Ballot –1 for promotion and 1 for tenure

Letter from Chair to Dean

Ballot –1 for promotion and 1 for tenure

Letter of recommendation from Division Chief (*if applicable*)

Joint appointment (*if applicable*) – include annual work plans, annual performance reviews, chair’s letter and faculty

ballot for each joint department

 Copy of Associate Dean’s mid-tenure review of candidate (*if tenure action*)

**Other Support Documents**

Notification of awards

Letters, evaluations, etc. from recipients of service

Proof of funding – copies of Award Summary for all awards as PI or Co-PI for the period of review (*last 5 years*). Obtain Award Summary from University Reports UBM-13A, with assistance of GR-02 Grant Proposals/Award by Empid.

February 2021