

University of Louisville School of Medicine
Material Required for Full-Time/Part-Time
Appointment Triptych

Name _____ Department _____

Title _____ Check one: _____ Full-time _____ Part-time

- 1. Advanced rank CVs must be reviewed by Faculty Affairs prior to PAT, which meets monthly. (If junior rank, go to step 2)**
email CV to c0marq01@louisville.edu, in the email include initial work assignment and area of excellence in email

Use Interfolio - "Advanced Rank Appointment/Immediate Tenure Pre-approval" by the 1st of the month, if not earlier to submit the following items

- _____ Letter of recommendation from Chair to Dean including major responsibilities and leadership roles for first year
- _____ At least **4 letters of recommendation** – Intramural letters can be used if appointment is Associate Professor (Term) for clinical service or teaching – **all others need letters from outside the University**
- _____ Curriculum Vitae
- _____ Ballot form (s) – one for rank and one for tenure (if applicable)

- 2. Junior Rank or Advanced Rank after SOM PAT review : Use Interfolio - "Letter of Offer Approval" template for highlighted area**

Before offer is extended to candidate, submit these items via Interfolio RPT for review/approval

- | | |
|--|--|
| _____ HR email with approval to proceed with hiring | _____ Letter of Offer Approval Form |
| _____ Letter of Offer signed by department chair | _____ Extend offer screenshot from Recruiting Solutions |
| _____ Ballot form(s), one for rank and one for tenure | _____ Current CV |
| _____ Draft of the Annual Work Plan without signatures | |

Use Interfolio - "Appointment FT/PT" template

- _____ HR email with approval to proceed with hiring process
- _____ Copy of CBC email authorizing hire
- _____ Search waiver approval, if applicable
- _____ Copy of **Accept** offer from Recruiting Solutions
- _____ P103 If appointment includes a division/section chief appointment include with rank
- _____ P102 (Biographical Data Sheet) (*must be signed by faculty member*)
- _____ Official transcript (*Terminal degree only – MD, PhD, DO, PharmD, etc*)
- _____ At least **4 letters of recommendation** – intramural letters can be used if junior rank or if appointment is Associate Professor (Term) for clinical service or teaching – **all others need letters from outside the University**
- _____ Curriculum Vitae
- _____ Liability Questionnaire (*Clinical Appointments Only*) or copy of UofL Physicians Practitioner Questionnaire & Professional Liability Claims History
- _____ Ballot form(s) – one for rank and one for tenure (if applicable)
- _____ Letter of Offer (*if B12 contract, indicate in the letter of offer*)
- _____ Letter of Offer Approval Form and approval documentation
- _____ Letter of Recommendation from Chair to Dean including major responsibilities and leadership roles for first year
- _____ Advanced rank review by SOM PAT Committee (if applicable)
- _____ BOT worksheet for - all new appointments; new/changed administrative appointments (including division/section chief); new endowed chair appointments
- _____ Provost's preapproval for immediate tenure (*if applicable*)
- _____ Memorandum of understanding (MOU) between center/institute and department or department and other unit (if applicable)