University of Louisville School of Medicine Material Required for
Gratis Appointment/Promotion/Reappointment/Non-Renewal

Name_____

(Circle title, write department name and use appropriate list)

Clinical Faculty, Clinical Associate Professor, Clinical Professor of_____

Adjunct Faculty, Adjunct Associate Professor, Adjunct Professor of_____

Instructor appointments are limited to 3 years and others can be up to 5 years

For Appointment of All Ranks:

_____ Gratis Faculty Application – *signed by candidate and chair*

_____ Letter of recommendation from Chair to Dean – *letter must include how the faculty member will contribute to the School's teaching, clinical and/or research mission. For advanced rank appointments, the chair's letter must attest to the requirements of this rank listed in the gratis guidelines.*

_____ Ballot

_____ CV (for only Associate Professor and Professor)

For Associate Professor of Professor Promotion: *Allow extra time for these actions due to them needing to be reviewed by the Office of Faculty Affairs, See Gratis guidelines for promotion and appointment criteria*

_____ Gratis Faculty Application – *signed by candidate and chair*

_____ Letter of recommendation from Chair to Dean – *letter must include how the faculty member has contributed to the School's teaching, clinical and/or research mission. This needs to include examples of recent teaching, clinical and/or research activities of the candidate. The letter must also provide a summary of peer/collaborator and student/resident teaching evaluations.*

_____ Ballot

_____ 1 Curriculum Vitae and electronic copy emailed to c0marq01@louisville.edu

For Reappointment of any rank: Request gratis faculty list from Toni Corbett, tlkell03@louisville.edu

(Reappointments must be submitted within 6 months of expiration, otherwise new appointment will be required.)

_____ Gratis Faculty Application for each reappointment – *signed by candidate and chair*

For Non-Renewal of any rank: Request gratis faculty list from Toni Corbett, tlkell03@louisville.edu

(Gratis appointments are allowed to expire unless gratis faculty member resigns.)

_____ Gratis faculty list with expiration indicated – *signed by chair*

January 2021