

UNIVERSITY OF LOUISVILLE SCHOOL OF MEDICINE MATERIAL REQUIRED
FOR LECTURER TRIPTYCH

USE INTERFOLIO - "SOM PERSONNEL TRIPTYCH" TEMPLATE

Name _____

Title and Department _____

A Lecturer is a temporary faculty position that is not approved by Board of Trustees. Business Ops processes all lecturer appointments. Please provide the following items for informational purposes:

Lecturer:

- _____ Copy of CBC email authorizing hire
 - _____ Additional Pay forms, to begin or end an x-pay, if applicable
 - _____ P103 – On Remarks line, include PAR and/or JDC numbers for each PCN affected by current action
 - _____ Letter from Chair to Dean
 - _____ Curriculum Vitae
 - _____ Ballot form for Lecturer position
 - _____ Signed Terms of Employment and Assignment For Part-Time Lecturers found on the Provost's website
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July 2020