

**UNIVERSITY OF LOUISVILLE**  
**MATERIAL REQUIRED FOR APPOINTMENTS IN MULTIPLE UNITS**  
**USE INTERFOLIO - "SOM PERSONNEL TRIPTYCH" TEMPLATE**

Name \_\_\_\_\_

Title and Department \_\_\_\_\_

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**Adjunct or Clinical Appointment: (Gratis – No pay involved)**

- \_\_\_\_\_ Gratis Faculty Application signed by candidate
- \_\_\_\_\_ Letter of recommendation from Chair to Dean or Dean to VPHA
- \_\_\_\_\_ 4 letters of recommendation required for SOM appointments as **Associate Professor** or **Professor**
- \_\_\_\_\_ Curriculum vitae for **Instructor** or **Assistant Professor** rank
- \_\_\_\_\_ Curriculum vitae and electron copy to Christina Halcomb [c0marq01@louisville.edu](mailto:c0marq01@louisville.edu) for **Associate Professor** or **Professor** rank in School of Medicine
- \_\_\_\_\_ Ballot form

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**Joint Appointment:** Use joint appointment only if tenure is being granted or pay is involved. If neither tenure nor pay is involved use an associate or gratis/adjunct appointment. Joint appointments require review for promotion and/or tenure and Periodic Career Review in all departments and units involved.

- \_\_\_\_\_ P-102 (Biographical Data Sheet)
- \_\_\_\_\_ P-103 (must have signatures of both deans) – On Remarks line, include PAR and/or JDC numbers for each PCN affected by current (if known)
- \_\_\_\_\_ Additional Pay forms, to begin or end an x-pay, if applicable
- \_\_\_\_\_ Letter of offer is required for tenure or pay in both units:
  - Signed by both Chairs and/or Deans
  - Indicate the percentage of time, salary, activity, etc.
- \_\_\_\_\_ Letter from Chair to Dean or from Dean to EVPHA with concurrence signature of primary appointment Chair and/or Dean
- \_\_\_\_\_ Ballot form(s) – 1 for appointment and 1 for tenure (*if applicable*)
- \_\_\_\_\_ Curriculum vitae for **Instructor** or **Assistant Professor** rank
- \_\_\_\_\_ Curriculum vitae and electronic copy to Christina Halcomb [c0marq01@louisville.edu](mailto:c0marq01@louisville.edu) for **Associate Professor** or **Professor** rank in School of Medicine

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**Additional Administrative Appointment or Dual Academic Appointment (FTE and tenure in 2 units – except HSC which can have Only one tenure):** If FTE is split between two units, both units must review for promotion and/or tenure and Periodic Career Review

- \_\_\_\_\_ P-102 (Biographical Date Sheet)
- \_\_\_\_\_ P-103 (must have signature of both units/deans) – On Remarks line, include PAR and/or JDC numbers for each PCN affected by current action (if known)
- \_\_\_\_\_ Additional Pay forms, to begin or end an x-pay, if applicable
- \_\_\_\_\_ Letter of offer
- \_\_\_\_\_ Dean's letter to EVPHA or EVPHA letter to Provost
- \_\_\_\_\_ Curriculum vitae