

UNIVERSITY OF LOUISVILLE SCHOOL OF MEDICINE
MATERIAL REQUIRED FOR PERIODIC CAREER REVIEW-
USE INTERFOLIO- PERIODIC CAREER REVIEW TEMPLATE

- _____ P-102 (Biographical Data Sheet) (*must be signed by faculty member*)
 - _____ Chair's letter to the Dean containing:
 - Recommendation of Satisfactory or Unsatisfactory
 - Statements citing PCR criteria and whether the criteria are met for excellence in the major area of the work assignment and proficiency in all areas of the faculty member's work assignment during the period of review and evidence of scholarly activity
 - Summary of the department ballot
 - _____ Ballot – Departmental Approval Form
 - _____ Letter of recommendation from Division Chief (*if applicable*)
 - _____ Departmental committee evaluation
 - _____ Joint appointment (*if applicable*)
 - Chair's letter from joint department
 - Faculty ballot from joint department
 - _____ **1 Curriculum Vitae**
 - Place most recent revision date in top right corner of CV
 - Provide letters of acceptance for any "in press" publications
 - _____ Copies of publications during period of review submitted in Interfolio. Candidates with six or more publications should mark with an * the five most significant articles and include only those in the pdf.
 - _____ Personal Statement (*required, use the templates on faculty affairs website*)
 - _____ Other letters of support (optional)
 - _____ Copies of annual work assignments for period under review (last **5** years)
 - _____ Copies of annual merit evaluations for period under review (SIBUP) (last **5** years)
 - _____ Summative Teaching Evaluation form – Peer Observation (optional – can be substituted by peer review letters)
 - _____ 1-2 page summary of formal teaching evaluations from students and residents (last 5 years)
 - _____ Proof of funding – copies of Award Summary for all awards as PI and 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/Awards by EmpID.
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