

**UNIVERSITY OF LOUISVILLE SCHOOL OF MEDICINE
MATERIAL REQUIRED FOR
PROMOTION TO ASSISTANT PROFESSOR TRIPTYCH
USE INTERFOLIO - "SOM PERSONNEL TRIPTYCH" TEMPLATE**

Name _____

Title and Department _____

Promotion based on passing boards or obtaining post-doctoral experience. Triptych may be submitted at any time.

- _____ Additional Pay forms, to begin or end an x-pay, if applicable
- _____ P-102 (Biographical Data Sheet)
- _____ P-103 – On Remarks line, include PAR and/or JDC numbers for each PCN affected by current action (if known)
- _____ Letter from Chair to Dean
- _____ Letter of recommendation from Division Chief (*if applicable*)
- _____ Letter of offer if salary is changing or reappointment is coinciding with promotion
- _____ Proof of Board Certification
- _____ Curriculum vitae
 - *All CVs must be updated and in the format required by PAT Committee*
- _____ Ballot form

Note: If promotion and reappointment date occur at the same time, use this checklist

January 2021