

**University of Louisville School of Medicine Material Required for Change
from Term/Part-Time to Tenure Track Checklist**

Name_____Department_____

Title_____Check one:_____Full-time _____ Part-time

This action will be processed by following the hire process in which you will open and post a new tenure track position to begin a search. The faculty candidate will need to apply for this position. After the search, if the primary candidate is a faculty member as a term or part-time faculty member, you will need to process the action as a new hire and submit the following documents through Interfolio RPT.

Use Interfolio RPT - Change of Appointment template

- _____ HR email with approval to proceed with hiring process
- _____ Search waiver approval, if applicable
- _____ Copy of **Accept** offer from Recruiting Solutions
- _____ P103 If appointment includes a division/section chief appointment include with rank
- _____ Minimum of 1 letter of recommendation – internal letters can be used
- _____ Curriculum Vitae
- _____ Ballot form
- _____ Letter of Offer (*if B12 contract, indicate in the letter of offer*)
- _____ Letter of Offer Approval Form and approval documentation
- _____ Letter of Recommendation from Chair to Dean including major responsibilities and leadership roles for first year
- _____ BOT worksheet for - probationary, advanced rank, immediate tenure, endowed chairs (on initial appointment), and division/section chief
- _____ Memorandum of understanding (MOU) between center/institute and department or department and other unit (if applicable)