

University of Louisville School of Medicine
Ballot – Department Approval Form

Date: _____

Faculty Member	Department/Division
----------------	---------------------

Action (if action is for a combined promotion and tenure, use separate forms for each action)

Departmental Faculty Voting

1. Eligible Executive Faculty*
 - a. Total number _____
 - b. Number voting _____
 - c. Vote recorded _____

Yes	No	Abstain
-----	----	---------

2. All other Executive Faculty
 - a. Total number _____
 - b. Number voting _____
 - c. Votes recorded _____

A member of the Executive Faculty* of the School of Medicine holds a full-time, academic appointment in the University of Louisville with a primary appointment in the School of Medicine; or are part-time or gratis general faculty who have been elected to the Executive Faculty; or are Emeritus Faculty who have chosen to be on the Executive Faculty. In all considerations of appointment, promotion, tenure and periodic career reviews, the personnel documents pertaining to the faculty member under consideration including a current curriculum vitae, personal statement, letters of recommendation, teaching evaluations, reprints or articles, and documentation of other forms of scholarship when appropriate, must be available for review by the voting faculty at least 48 hours preceding the vote on the personnel action.

*Executive Faculty eligible to vote for:

- | | |
|------------------|--|
| New appointment: | All Faculty |
| Promotion: | Faculty at or above the rank of the promotion action |
| Tenure: | All tenured departmental faculty |
| PCR: | Faculty at or above the rank of candidate undergoing PCR |

Per PAT document Appendix B. III A. 2. The decision of the appropriate committee as specified above, made by anonymous secret ballot, shall be the departmental recommendation. Similar consideration shall be sought from other departmental executive faculty with their opinion also obtained by anonymous secret ballot. If vote not taken by ballots collected at departmental meeting, an electronic ballot or anonymous mail ballot may be used with responses collected over a minimum of one week.