



# Faculty Affairs Information Sheets

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Office of Faculty Affairs and Advancement  
School of Medicine

# Faculty Action Important Dates

## Items Due to Faculty Affairs

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January 31	Annual Work Plans
February 15	Periodic Career Reviews
March 10	Nominations for SOM Committees or as notified
March 31	Annual Merit Reviews
April 15	Spring Cycle Promotion/Tenure Reviews (Tenure dates Dec. 1 – April 30)
June 15	Executive Faculty Nominations (Part-time, Gratis and Emeritus)
June 30	Promotion list for Spring Cycle and Fall Cycle
July 15	Fall Cycle Promotion/Tenure Reviews (Tenure dates May 1 – Nov. 30) and all Promotions (Tenured, Term, Part-time)
September 1	Sabbaticals
As Notified:	Reappointment Contracts
	Mid-Tenure Reviews
	Endowed Chair Reviews
	Scholar Reviews

# Types of Appointments

## FULL-TIME AND PART-TIME

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### Full-time

1.0 FTE = 82%-100% time in School of Medicine

- 100% = A12 Contract
- 82%-99% = B12 Contract
- Can maintain tenure/tenure track status on B12 contract
- Full-time university benefits apply from 80% to 100%

### Part-time

Less than 82% in School of Medicine

- Do not participate in Practice Plan
- Part-time university benefits apply at less than 80%
- Handled the same as full-time appointments



# Faculty Titles

## Full-time, Part-time and Gratis

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### Full-time and Part-time

- Instructor
- Assistant Professor
- Associate Professor
- Professor

### Gratis Clinical Faculty\*

- Clinical Faculty
- Clinical Associate Professor
- Clinical Professor

### Gratis Basic Science Faculty\*

- Adjunct Faculty
- Adjunct Associate Professor
- Adjunct Professor

\* Please note: The modifiers adjunct to be used for basic science departments and clinical to be used for clinical science departments.

Clinical faculty in basic science departments may use the “clinical” description if appropriate, and, basic science faculty in clinical departments may use the “adjunct” description if appropriate.



# FACULTY TITLES

## OTHER TITLES THAT MIGHT BE USED

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### **Emeritus**

Emeritus (male)/Emerita (female) are honorary titles that may be conferred on full time faculty members at retirement or gratis faculty (Associate or Professor) upon retirement from private practice. This title is placed in front of the rank attained at retirement.

### **Working titles that are not official**

Visiting Faculty - If the appointment is a temporary Visiting position, Visiting is used in front of the proper title. Ex. Visiting Professor of Pediatrics

# Gratis Faculty

## Gratis Guidelines

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When processing promotion of Gratis use our Gratis Guidelines located on [our website](#): titled Gratis Appointment and Promotion Guidelines

The guidelines provide explanation, criteria, and process for the following:

- Gratis titles
- Appointment
- Reappointment
- Promotion
- Termination of appointment



# Appointment Tracks

## Tenure vs. Term

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### Tenure Track = Probationary

- Probationary faculty receive an initial contract of 1 year from the Provost's Office
- continued on an annual basis through probationary period
- In case of non-continuation of contact Faculty Affairs for process.
- Mid-tenure review required after 2 years
- Full tenure review will begin after 5 years

### Term Track – Term Contract – No tenure

- Initial 1-3 year contract
- contract is binding unless faculty member is willing to accept a change
- Non-renewal of contract needs to follow non-renewal procedures listed on our website under [expiration of appointment](#)



# Additional Appointments

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## Joint Appointment

- Time and pay is shared with another department or school
- Must be reviewed in each department when there is a promotion and/or tenure request or a Periodic Career Review.
- Joint appointments for Term faculty should have the same end date as the faculty member's primary department's term end date.
- Joint appointments accompanying an immediate tenure appointment must be included with the action taken by the Board of Trustees.

## Associate Appointment

- Association with a department or another school
- Full-time faculty members are eligible
- No rank with an associate appointment
- No review for promotions or PCRs





# TRIPTYCH DEADLINE SCHEDULE

## Faculty Action Deadlines

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### New Appointment (Full-time or Part-time)

Effective Date of Action	Term or Tenure Track				Tenure		
	LOO	Due to OFA (Months)	PAT		LOO	Due to OFA (Months)	PAT
Instructor	3	2	No		NA	NA	NA
Assistant Professor	3	2	No		NA	NA	NA
Associate Professor	3	2	Yes		5	4	Yes
Professor	3	2	Yes		5	4	Yes

Please note: LOO = Letter of Offer  
 OFA = Office of Faculty Affairs,  
 Due to OFA = # of months prior to the effective date that items are due,  
 PAT = Promotion, Appointment and Tenure Committee, which reviews advanced rank.

## OTHER TRIPTYCH INFO

### FYI...

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### **Faculty Actions Requiring Board Of Trustees Approval**

- Initial faculty appointments with tenure
- Faculty appointments to Endowed Chairs
- Promotions of faculty above the rank of Assistant Professor
- Award of tenure
- Early termination of faculty or administrators

Contact Beth Williams at 852-6165 for any actions that require Board of Trustees action.



# Interfolio

## **Faculty Action Processing and Faculty Activity Reports**

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### **University informational websites for Interfolio modules**

#### [Review, Promotion & Tenure \(RPT\):](#)

Online module used to process faculty actions such as, appointment, promotion, tenure, leaves, etc.

#### [UofL Folio:](#)

Online tool to help faculty keep a record of their activities and accomplishments as it relates to teaching, research, service, and community engagement.

### **Interfolio informational websites for modules**

#### [Review, Promotion, & Tenure \(RPT\)](#)

#### [UofL Folio \(Faculty180\)](#)

#### [UofL Folio \(Faculty180\) help videos](#)

# Assigning Work for Faculty

## Annual Work Plan

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- Due: January 31<sup>st</sup> for each calendar year
- Provides percentage effort in each category (teaching, service, and/or research) that totals 100%
- Basis for the faculty member's annual performance evaluation.
- Probationary (tenure track) faculty are required to have a work assignment in all three categories and MUST have a minimum research work assignment of 20%.
- Area of Excellence for promotion and/or tenure must be specified on each work plan.
- Area of Excellence can be assigned to any area as long as it is over 20% of their work plan.
- If and when revised, must submit to Faculty Affairs



# Faculty Reviews

## Annual Performance Reviews/SIBUP

- Due to Faculty Affairs March 31<sup>st</sup> for previous calendar year
- Must discuss progress towards promotion or satisfactory periodic career review

### [School of Medicine SIBUP Policy](#)

- Each department has their own SIBUP
- In order to change the department SIBUP you will need to provide to the [Performance Criteria and Policy Committee](#) via Faculty Affairs
- All annual reviews evaluate work performed from January 1<sup>st</sup> – December 31<sup>st</sup>
- Reviews must be provided to faculty by March 15<sup>th</sup>
- If faculty is disputing they need to provide in writing to Chair by March 22<sup>nd</sup>
- All disputes must be resolved by Chair by April 7<sup>th</sup>
- If faculty is not satisfied they can forward concerns to the [Performance Criteria and Policy Committee](#) by May 7<sup>th</sup>



# Promotion and Tenure



## Criteria

Use the annual work plans, faculty rank and action to choose the correct criteria. For more information visit our [Promotion and Tenure website](#).

For the following documents use the below provided links:

### Summary Criteria

- **Summary of Criteria for Promotion, Appointment, Tenure and Periodic Career Review**

### PAT document

- **Policy for Promotion, Appointment and Tenure and for Periodic Career Review**

# Promotion and Tenure Letter

## Chair's Recommendations

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Pointers for a good letter:

- Discuss work only done within the review period
- Discuss how all criteria was met
- Note how external reviewers are not bias, if questionable get a new review
- List the average work assignment for the review period
  - Area of excellence needs to be at least 20% assigned
- Use templates from [our website](#)

\*The Chair and Division Chief may have a concurring letter, if both parties are in agreement. Division Chief's letter, when written separately, cannot replace the Chair's letter.

# PERIODIC CAREER REVIEW (PCR)

## Tenured Faculty Only

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- Performed on tenured faculty after every 5<sup>th</sup> year of service
- The Office of Faculty Affairs notifies the departments in advance which faculty members are due for review.
- Due: February 15<sup>th</sup>
- Submit through Interfolio RPT

### **Criteria for Satisfactory PCR\***

- Excellence in the major or designated area of the annual work plan
- Proficiency in all additional areas of the work plan
- On average annual scholarly activity

\*For more specific information on our criteria, please see our [summary criteria](#)



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