



Faculty Affairs Information

Office of Faculty Affairs and Advancement
School of Medicine

Faculty Titles

Full-time, Part-time and Gratis

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.

Gratis Faculty

Gratis Guidelines

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



Types of Appointments

FULL-TIME AND PART-TIME

Full-time

- 1.0 FTE = 80%-100% time in School of Medicine
- Full-time university benefits apply from 80% to 100%*

Part-time

Less than 80% 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



*Please note that in Workday the time type will be listed as part time for any appointment less than 1.0 FTE, but the benefits will remain full time for any FTE at or above .80.

Appointment Tracks

Tenure vs. Term

Tenure Track – Probationary – Tenure Eligible

- 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 – Non-tenurable

- 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](#)





FACULTY TITLES

OTHER TITLES THAT MIGHT BE USED

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

Additional Appointments

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



Faculty Action Important Dates

Items Due to Faculty Affairs



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

HIRE DEADLINES

NEW FACULTY HIRE (Full-time or Part-time)

Rank	Track Type			
	Term or Tenure Track		Immediate Tenure	
	LOO due (in months)	PAT Review Required	LOO due (in months)	PAT Review Required
Instructor	2	No	N/A	N/A
Assistant Professor	2	No	N/A	N/A
Associate Professor	2	Yes*	5	Yes*
Professor	2	Yes*	5	Yes*

***Needs to be reviewed by the PAT committee prior to the LOO submission**

LOO = Letter of Offer

PAT = Promotion, Appointment and Tenure Committee, which reviews advanced rank and award of tenure.



FACULTY ACTION DEADLINE SCHEDULE

Faculty Actions

Action	Action Due*
Change in Status	1
Gratis (New junior rank)	1
Gratis (New advanced rank)	2
Gratis Promotion (Junior rank)	1
Gratis Promotion (Senior rank)	2
Joint/Associate appointment	1
Joint/Associate reappointment	1
Leaves (all types)	1
Expiration of Appointment (Term or TT)	4
Reappointment (FT, PT, Gratis)	1
Resign/Retire/Terminate	1

Promotion/Tenure Reviews, PCRs, etc.

Action	Action Due*
Junior Rank Promotion:	
Instructor to Assistant	1
Advanced Rank Promotions/Tenure:	
Effective January 1 (Spring Cycle Tenure Only)	April 15th of previous year
Effective July 1	July 15th of previous year
Periodic Career Review	As Notified
Mid-Tenure Review	As Notified
Endowed Chair Review	3 months prior to the end of contract or as specified on notification of review
Scholar Review	3 months prior to the end of contract or as specified on notification of review

***Action due in months prior to effective date**

OTHER TRIPTYCH INFO

FYI...

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.



TRIPTYCH FORMS

WHAT FORM TO USE WHEN

P-103 - If a new faculty member is already employed at the university in some capacity, please list this position in the Present Rank and Position at U of L, even if it is not a faculty position. If someone attended U of L as a student or was previously on faculty or staff, the same EMPLID should be used.

P-102 – A new faculty member must complete the date of birth, social security number, race/ethnicity and gender and sign the P102.

Always include the person's ID on the P-103 if it is known. A criminal background check (CBC) is required for all new employees. All titles (including joint or associate appointments) should be listed on the line Present Rank and Position at U of L. Only the actions that are continuing should be on the Recommended Rank and Position line.





Interfolio

Faculty Action Processing and Faculty Activity Reports

Workday

Used for faculty personnel actions

[Workday Home](#)

[Workday FAQ](#)

University informational websites for Interfolio modules

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

Online module used to process faculty actions such as promotion, tenure, advanced rank appointment review, etc.

[University website: UofL Folio](#)

[SOM website: 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 \(Faculty180\)](#)

Assigning Work for Faculty

Annual Work Plan

- Due: January 31st 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

- Due to Faculty Affairs March 31st for previous calendar year
- Must discuss progress towards promotion or satisfactory periodic career review
- For more about the Annual Performance Reviews, please visit our website at:

<https://louisville.edu/medicine/facultyaffairs/annual-work-plans-and-performance-reviews>



Transition from School of Medicine SIBUP Policy to the [SOM Personnel Document](#) (Appendix C)

- 2022 annual performance reviews will be the last year each department will use their own review document (referred to as the SIBUP document) to review faculty performance.
- After 2022 annual performance reviews will follow the SOM Personnel Document

Important Dates:

- All annual reviews evaluate work performed from January 1st – December 31st
- Reviews must be provided to faculty by March 1st

Faculty Promotion, Appointment, Tenure and other reviews



Criteria

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

You can find these two documents on the website:

Summary Criteria

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

SOM Personnel Document

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

Promotion and Tenure Letter

Chair's Recommendations

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

- Performed on tenured faculty after every 5th year of service
- The Office of Faculty Affairs notifies the departments in advance which faculty members are due for review.
- Due: February 15th
- 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 linked on our [Promotion and Tenure webpage](#).



University Offices

Important Websites

President: <https://louisville.edu/president/>

Provost: <https://louisville.edu/provost/>

Diversity & Equity: <http://louisville.edu/diversity/>

Integrity and Compliance: <http://louisville.edu/compliance>

Research and Innovation: <https://louisville.edu/research/>

School of Medicine – Dean’s Office:

<http://louisville.edu/medicine/dean>

University Policies

Policies to know

[University Code of Conduct](#)

[Conflict of Interest Program](#)

[Entrepreneurial Leave \(E-Leave\)](#)

[Family and Medical Leave \(FMLA\)](#)

[Parental Leave](#)

[Sabbatical Leave](#)

[Nepotism](#)

[Phased Retirement](#)

[Faculty Grievances and Disputes](#)

[Institutional Base Salary Policy](#)

[Redbook](#)

[Title IX](#)



School of Medicine Policies

Policies to know

[Bylaws and Rules of the School of Medicine](#)

[Policy on Professional Conduct](#)

[Policy for Promotion, Appointment, Tenure and Periodic Career Review](#)

[Professional Practice Plan](#)

[Faculty Search Policy](#)

[Special Types of Faculty Appointments](#)

[International Travel Policy](#)



Redbook

Chapter 4: Faculty Personnel Policies

University rules regarding faculty:

- Appointments
- Promotion
- Tenure
- Career reviews
- Leaves
- Annual work plans
- Faculty disputes and resolution
- Etc.



This can be found on Provost's [Redbook Chapter Four](#) website.



Office of Faculty Affairs Contact Info:

Toni Corbett, Faculty Affairs Coordinator, at 852-0829 or tkell03@louisville.edu for all gratis, term reappointments, joint and associate actions, resignations, executive faculty questions, mid-tenure reviews, new appointments, faculty changes, leaves, annual work plans, annual performance reviews and general information on triptych processing.

Christina Halcomb, Coordinator Faculty Committee Office, at 852-2175 or christina.marquardt@louisville.edu for all advanced rank promotion, appointment, and tenure actions, Periodic Career Review (PCR), faculty committee elections, and School of Medicine committees.

Phyllis Harris, Program Coordinator, Sr., at 852-6266 or pdharr11@louisville.edu for international travel, faculty mentoring, new faculty orientation, nominations and awards, and appointments with Dr. Paul.

Ronald I. Paul, MD, Vice Dean for Faculty Affairs and Advancement can be reached at 852-6266 or ron.paul@louisville.edu, for questions regarding faculty career progression, PAT process, UofL Folio, Redbook and School of Medicine Bylaws, faculty personnel matters and other questions.

Jerry Rabalais, MD, Associate Dean of Faculty Affairs and Advancement can be reached at Gerard.rabalais@louisville.edu, for questions regarding faculty development.

Christopher Seals, PhD, Assistant Dean of Faculty Affairs and Advancement can be reached at christopher.seals@louisville.edu, for questions regarding initiatives supporting diversity and inclusion, positive faculty climate, faculty wellness, and recruitment and retention of a diverse faculty in the School of Medicine.

Beth Williams, MBA, Director, HSC Faculty Affairs, at 852-6165 or beth.williams@louisville.edu for UofL Folio, letters of offer, new chair orientation, endowed chair and university scholar reviews, Board of Trustees actions, Redbook and School of Medicine Bylaws and other questions.

Hao Zhang, Faculty Affairs Database Analyst, at 852-9215 or hao.zhang@louisville.edu for general information on annual work plan processes and faculty data.