

Instructions to Request a Tenure-Track Line

All requests to recruit faculty into a tenure line must be approved by the provost. Below are the steps to do so:

1. Complete the tenure line request form available at: <http://louisville.edu/provost/faculty-personnel/tenure-line-request-form-pdf>
2. Log in to OnBase and complete the form, uploading requested documents, including the tenure line request form:
<https://onbase.louisville.edu/onbase/UnityForm.aspx?d1=AVd5T9BLzQyJ34%2bmBXT%2fybxVoPewXUEw%2bJtW9rXT0A6%2fj6ufS99iFAzWvPPQFfy5qZK20Mz6mTCOiXKccMvws9Pd5SQR0yZ7XKleXnuUubn3F%2bCCPAYnLgxRWe1eUM%2bpHJhJ74UzeoMjfmY%2fNBJVSORoq1UxE0TOwQp9z8Z9%2fyB>
 - a. Notes:
 - i. Best browser is Google Chrome. When you log on you should see a colored background and the UofL logo. If you do not see any colors then there is a browser issue.
 - ii. Anyone with the link can complete the form.
 - iii. Have all documents ready to upload as the system will “time out” after a certain amount of time of inactivity. If you are locked out, you will need to start the process over again
3. Once completed the form will be sent to both the unit contact and the UBM.
4. The unit contact and the UBM each have the capability to move the form forward to the dean.
5. The dean will review. If the dean approves, the form is forwarded to the Budget Office.
6. If Budget Office approves, the request goes to the Provost and Vice Provost for Faculty Affairs for final provost review and approval.
7. Unit is notified through e-mail that the request is approved.