

MATERIALS TO BE SUBMITTED TO FACULTY PROMOTIONS COMMITTEE

FOR APPOINTMENTS AND PROMOTIONS TO ASSOCIATE PROFESSOR AND PROFESSOR AND AWARDS OF TENURE

- For appointment or promotion to Associate Professor and Professor or Tenure Award, submit:
 - **Original dossier** (with FRF and CFAC cover sheet)
 - **PDF version of dossier**, either on DVD or sent to Cheryl Welch through email. **Do not include the FRF and CFAC cover sheet in the PDF version of the dossier.**
 - **Please see the [Dossier Building Guide](#) and the [Step-by-Step Guide for preparing PDF dossiers for more information on dossier preparation.](#)**
- Dossiers submitted for a **new appointment with tenure must also include the final item in the checklist**, which is a tenure justification letter prepared by the Chair of the Department. All four points that are listed in Tab 10 are required to be addressed within the letter.
- When preparing original dossier, separate materials by tabs in the order listed below.
- Make copies of all important documents (for example, certificates), as we do not return the original dossier.
- Do not submit any materials until the dossier is complete.
- Letters from grateful patients may be submitted in the clinician's portfolio, but do not submit any other confidential patient information (e.g., patient names, addresses, dates of birth, medical record #s).

TAB		
	Chancellor's Faculty Action Committee Cover Sheet – Included in original dossier (not PDF version)	
	FRF (Faculty Recommendation Form) – Included in the original dossier only (not PDF version)	
1	CV Abstract. The template is located at CV Abstract .	
2	Current Curriculum Vitae. A template CV format is located at CV Format .	
3	Chair's letter of recommendation	
4	Letter from departmental evaluation committee, including the vote and an explicit statement explaining how the candidate meets the criteria for the proposed rank.	
5	Three to six letters of reference, at least 3 of which must be from outside the University.	
6	Teacher's Portfolio (Required for all promotions and tenure awards, except for promotions in the Research Professor Series). The format for the Teacher's Portfolio is located in the Dossier Building Guide). The Teacher's Portfolio includes a teacher's statement, descriptions of teaching and mentoring activities, learner and peer evaluations, teaching awards and evidence of accomplishments in curriculum design, teaching innovations and leadership.	
7	Documentation of clinical activity and effectiveness. An organized Clinician's Portfolio is required for faculty members engaged in clinical work. (See the suggested format in the Dossier Building Guide). The Clinician's Portfolio includes descriptions of the candidate's clinical work, evaluative data regarding effectiveness and outcomes, information from referring clinicians or professional colleagues, evidence of a regional or national reputation, evidence of clinical practice leadership, and information about administrative service, clinical scholarship, awards and honors. The Clinician's Portfolio may be very brief if the candidate has only limited clinical duties.	
8	Documentation of research and scholarship, which may include narrative statements, annotated bibliographies, reprints of recent, significant publications or other "products" of scholarship (e.g., CDs, videos or training manuals).	
9	Documentation of service, including service to the department, SOM, University, profession or community.	

Continued on next page . . .

10	<p><i>For candidates seeking a new faculty appointment with tenure</i>, a narrative statement by the Department Chair describing how the appointment complements the academic and financial plans of the department. <i>This letter is in addition the chair's letter which is included in Tab 3.</i> The letter should include, in order, each of the following elements:</p> <p>1) A description of the fiscal and academic plans for the department in terms of long-range planning. Describe the department's plans with respect to strengthening a particular discipline, replacing a faculty member who has retired or left the department, acquiring new resources or developing a new focus for the department or other strategic goals;</p> <p>2) An explanation of how this personnel action fits into the unit's plan;</p> <p>3) A statement regarding the specific merit of the candidate. This statement indicates how this particular candidate meets the needs that have been identified above. It should be brief and need not repeat information in the candidate's C.V. The statement should just hit highlights --- for example: Dr. X is one of the leading specialists in the field of Y; her list of publications is long and distinguished; she has left a clear mark in her field and is an experienced mentor of junior faculty; she has an extensive record of competitive funding --- whatever is appropriate.</p> <p>4) The unit's tenure ratio --- that is, provide the total number of faculty members in the department and the total number with tenured, assuming this appointment is approved. If one or more tenured faculty members are expected to retire soon, provide this information as well.</p>	
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PLEASE SUBMIT PROMOTION DOSSIERS NO LATER THAN DECEMBER 31ST FOR PROMOTIONS AND AWARDS OF TENURE ANTICIPATED FOR JULY 1.

[Revised 7/25/2011]