

CLINICAL APPOINTMENTS AND PROMOTIONS

Dossier Checklist for Appointments and Promotions to:

ASSOCIATE CLINICAL PROFESSOR, CLINICAL PROFESSOR, DISTINGUISHED CLINICAL PROFESSOR OR CLINICAL PROFESSOR EMERITA(US)

Please submit the **original and ten copies** of all the materials requested below (except the FRF). Collate all materials into 11 sets. Do not submit originals of important documents (e.g., diplomas or certificates). We are not able to copy or return any dossier materials. Also, please ensure that the proposed rank is stated clearly and consistently in all documents.

1. Include this checklist (with the original copy of the dossier)
2. One Faculty Recommendation Form with the original copy of the dossier....
3. Curriculum Vitae Abstract – Filled out **accurately** and **completely**
4. **Current** Curriculum Vitae. Make sure that the CV is current and that all pages of the CV are numbered
5. Letter of recommendation from the department chair which addresses the length of service and contributions of candidate recommended for promotion, and the proposed role of new appointees. The quality as well as the quantity of teaching should be addressed. The letter should specifically address *how the candidate meets the SOM and departmental criteria for the proposed rank*
6. At least two additional letters of support which may be from students, community physicians, other regular or clinical faculty or other trainees or peers
7. For **Distinguished Clinical Professors**, at least 3 letters of reference from appropriate peers outside the University addressing the scholarly achievements and national or international reputation of the candidate
8. Copies of *current* teaching evaluations
9. Copies of one or more significant articles published – mandatory for Distinguished Clinical Professor; optional for others