Department of Medicine Mid-Course Review

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Launch email sent to junior faculty mid-December

Begin dossier preparation with assistance from Division, if needed

Request Division Head Letter of Support between January - April

Attend a research or clinically focused DOM MCR Preparation Workshop in February or March

Dom Workshop Dates: Research: 2/12/2020
Clinical: 2/19/2020
Research: 3/12/2020
Clinical: 3/19/2020

Junior faculty will receive confirmation of a successfully submitted dossier

Dossiers due 5/1

Dossiers not submitted by 5/1 are subject to being pushed to the following cycle

To prepare for review meeting:
- Review School of Medicine promotions criteria
- Prepare specific questions

Review meeting with MCR Committee takes place between June and August

Review meeting summary letter sent to junior faculty a few weeks after review meeting.

MCR Process is complete!

Utilize the Faculty Advancement Office or the Chair of the MCR Committee for additional career guidance and support

Review next steps for promotion preparation

Save materials from dossier and begin working on actionable items identified

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Department of Medicine Mid-Course Review Dossier Requirements

- Comprehensive Letter of Support from Division Head
- Mentor Letter of Support - Optional -
- Individual Development Plan
- Portfolios
- List of Professional References
- Current CV - in CU Format -
- Letter from Junior Faculty Member

**Teaching Portfolio**
- Teaching Narrative
- Teaching Promotions Matrix
- Teaching Evaluations and Supporting Documentation

**Clinician’s Portfolio**
- Clinical Narrative
- Clinical Promotions Matrix
- Clinical Evaluations and Supporting Documentation

**Investigator’s or Scholarship Portfolio**
- Research or Scholarship Narrative
- Research or Scholarship Promotions Matrix

**Institutional and Community Service and Advocacy Portfolio**
- Service Narrative
- Service Promotions Matrix

*All elements must be organized in this order*

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Department of Medicine Mid-Course Review Dossier Requirements

Comprehensive Letter of Support from Division Head

- A formal meeting with your Division Head to discuss the details of this letter is encouraged, but not required
- If applicable, this letter should have concurrence of the faculty member’s mentor
- **Division Head letter must outline:**
  - Junior faculty member’s achievements to date
  - Which promotion series the junior faculty member is likely to take (Regular, Clinical, or Research)
  - A progress plan to address any deficits in teaching, research/scholarship, and/or service before their promotion to an associate professor can be considered favorably
  - Annual performance rating from PRISM

Completed Individual Development Plan (IDP)

- Editable

Portfolios

- See School of Medicine "Guide to Preparing a Dossier for Promotion or Tenure" for assistance and examples
- Teaching Portfolio - Required if part of the Regular Faculty Series or Clinical Practice Series
- Clinician’s Portfolio - Required for clinicians
- Investigator’s or Scholarship Portfolio - Research Intensive faculty should complete the investigator's portfolio and clinician-educators should complete the scholarship portfolio
- Institutional and Community Service and Advocacy - Recommended

Mentor Letter of Support

- Optional

List of Professional References

- The list should ideally show the junior faculty member has a wide-range of influence and/or demonstration of a "national reputation"
- Reference letters are not required

Current CV

- Within the University of Colorado School of Medicine format

Letter from Junior Faculty Member

- As it is likely your reviewers will not know you directly, this letter is a space for you to highlight your achievements in progress for promotion
- Detail personal insight regarding your work and provide context on your interests, passions, and career plans
# Completed Mid-Course Review - Next Steps

*Please review the following resources as you prepare for promotion*

<table>
<thead>
<tr>
<th>Resource</th>
<th>Why and How to Use it</th>
<th>Link/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School of Medicine Promotions and Tenure Website</strong></td>
<td>This website has the location of all the information you need to prepare yourself for promotion. This includes tabs for the promotion process, criteria, dossier preparation, submission and tenure awards.</td>
<td>Promotions and Tenure</td>
</tr>
<tr>
<td><strong>Faculty Promotion Series FAQ</strong></td>
<td>This FAQ document helps answer common questions pertaining to each promotion series: Regular Faculty, Clinical Practice, or Research Professor.</td>
<td>FAQ</td>
</tr>
<tr>
<td><strong>Interfolio</strong></td>
<td>Interfolio is the platform used by the School of Medicine for promotion dossier submission. After your mid-course review, we encourage and recommend you save your dossier materials and update them annually at the minimum. You may upload documents into interfolio to store while you prepare your materials.</td>
<td>Interfolio Login</td>
</tr>
<tr>
<td><strong>Interfolio Faculty Resource Document</strong></td>
<td>Review this document in its entirety to understand more about uploading documents to interfolio, preparing a dossier, and submitting.</td>
<td>Faculty Guide to Interfolio</td>
</tr>
</tbody>
</table>

*The Department of Medicine (DOM) supports you in your efforts. Please utilize your Division leadership, DOM Faculty Advancement Office, or the Chair of the Mid-Course Review Committee for assistance and guidance in using these resources and preparing for promotion.*

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