

Name: _____

Dept: _____

Check relevant proposed category below:

- Appointment Promotion
 Practitioner Clinician Educator

- Rank: Clinical Associate Professor
 Clinical Professor

DOSSIER CHECKLIST

CLINICAL (ASSOCIATE & PROFESSOR) OF [DEPT] (PRACTITIONER)
CLINICAL (ASSOCIATE & PROFESSOR) OF [DEPT] (CLINICIAN EDUCATOR)
FOR APPOINTMENTS & PROMOTIONS

I. ADMINISTRATIVE ASSESSMENTS

- Recommendation for Appointment/Promotion form
- Letter from Direct Supervisor/ Division Chief, co-signed by the Chair
- Statement from the Department's Appointments and Promotions Committee. **Including the number of votes.** (Only Full Professor can vote for Professor rank recommendations and both Associate Professors and Professors vote for all other recommendations)
- Profile of Activities- (How exactly will they spend their time?)
 - Practitioners >85% of time performing clinical practice. May count Administration towards 85% if it is directly related to practice work
 - Clinician Educator >85% of their time performing a combination of clinical practice and educational duties (teaching and mentoring), and no more than 5-10% research. May count Administration towards 85% if it is directly related to practice or educational work in their field.

II. CURRICULUM VITAE

- Curriculum Vitae
In New KSOM CV format.

III. PERSONAL STATEMENTS

- Candidate's Statement of, Academic Contributions, Goals and Plans

IV. TEACHING, EDUCATION, and MENTORING (Each category required for Clinician Educator, all items optional for Practitioner)

- Letter from residency or fellowship director, or course supervisor, addressing teaching effectiveness (or provide name and email address for Residency/Fellowship Director Qualtrics Questionnaire)
- Description of principal courses taught and developed
- Total list of Students/Trainees/Mentees with current position if known
- Student/Trainee Letters (5-6 Letters) (or provide student/trainee names & Email address for Survey)
- Student/Trainee Evaluations (Including most recent 3 years)
- For senior promotions, evidence supporting junior faculty mentoring (letters from Mentees)

V. CLINICAL

The following information should be included in this section, if applicable

- Description of Clinical Service Activities, including clinics staffed, surgery block time, on call services, wRVUs etc.

- Development and management of specific clinical programs
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- Board certifications,
- Participation on hospital committees
- Membership in national societies in their field
- Presentations at local and regional grand rounds or conferences
- Community activity
- Visiting professor activities at other medical centers
- Other activities relating to clinical work specific to the candidate.

➤ **Clinical Evaluation Report**

- Results from Clinical Skills Survey evaluating candidate in four distinct areas (General Clinical Proficiency, Communication, Professionalism and Health Care System)
 - Prior to or during dossier assembly, administrators should provide email addresses of 4-5 faculty, administrators, and/or staff to Faculty Affairs who are in EACH of the following three categories 1) supervisors of the candidate, 2) peers of the candidate, and 3) supervisees of candidate. The latter may be staff (Nurses, administrators), trainees (medical students, residents, fellows), or faculty supervised by the candidate. Faculty Affairs will administer the survey and provide the results to the department for committee review. If there are insufficient individuals in the three categories, please contact Faculty Affairs for guidance.**
- ALTERNATIVE TO SURVEY: Provide letters from three faculty of higher rank and two supervisors (at least five total) that specifically address the four distinct areas described above for the candidate in practice settings. Referees may add information summarizing their overall evaluation. If the candidate is particularly noteworthy for some clinical or educational excellence, this information should be solicited.
- For appointments at senior rank, if not already included, provide letters of recommendation.

V. **RESEARCH** (Starred items **required** for Clinician Educator and Practitioner, all others optional)

- * Clinical Trials for which patients have been enrolled by the candidate, OR examples of mentoring of Medical Student RSP projects or Resident research.
 - If there are no activities like this, a statement should be provided in explanation.**
- Research Interests
- Publications (Peer reviewed, abstracts, on-line, as per CV)
- Research Funding
- Invited lectures on research topics
- Reviews of manuscripts or grants