

Last Name: _____

Department: _____

Proposed Rank: Associate Professor Professor

Check the relevant proposed categories below:

Appointment Promotion

Clinical Research Educational Scholar

DOSSIER CHECKLIST

FOR SENIOR RANKS (ASSOCIATE PROFESSOR & PROFESSOR)
FOR CLINICAL, RESEARCH & CLINICAL EDUCATOR
FOR APPOINTMENTS & PROMOTIONS

FORMS

- Recommendation for Appointment/Promotion Form

ADMINISTRATIVE AND FACULTY ASSESSMENTS

- Statement of Area of Excellence (1pg)**
 Letter from the Chair
 Statement from the Department's Screening Committee
 Division Chief's Recommendation (if applicable)
 Profile of Activities (**Teaching activities: 20% minimum**)

QUANTITATIVE DATA

- Quantitative Data (for Research Faculty only)
- Publication Count (**include subtotals of first, second and senior authors**) Citation count (**ensure totals match other sections of dossier – e.g., Chair's letter, CV, etc.**) Impact factors
 - Grants (**past five years, including begin/end dates, percent effort, role, NIH grant #s, and direct costs**)

CURRICULUM VITAE

- Curriculum Vitae –(in new KSOM CV template)

CANDIDATE'S STATEMENT

- Candidate's Statement of Academic Contributions, Goals and Plans (**minimum 2 pages, signed if candidate has already signed his/her offer letter**)

TEACHING RECORD

- Descriptions of principal courses taught and developed
 List of students mentored
 Sample solicitation letter
 Resident Director/Fellowship Director letter
 Student Evaluations

SERVICE RECORD

- Service Record

LETTERS OF REFERENCE

- Sample solicitation letter
 Chart of referees with who suggested names and relationship
 External referee qualifications (**each one on a separate page, placed before their letter**)
 Letters
- 5 letters (**if the candidate's area of excellence is research and scholarship, we would recommend 3-4 of the letters be from "arm's length" referees. For those whose area of excellence is teaching/education/mentoring we would recommend 1-2 "arm's length" referee letters. If you are going to do anything differently, please contact Dr. Garner in Faculty Affairs.**)
 - Updates (**if original letter is over 1 year old**)

SELECTED EVIDENCE OF SCHOLARSHIP (if applicable)