

Department of Medicine Mid-Course Review

Process Overview

[Page 1](#)

Dossier Requirements

[Page 2](#)

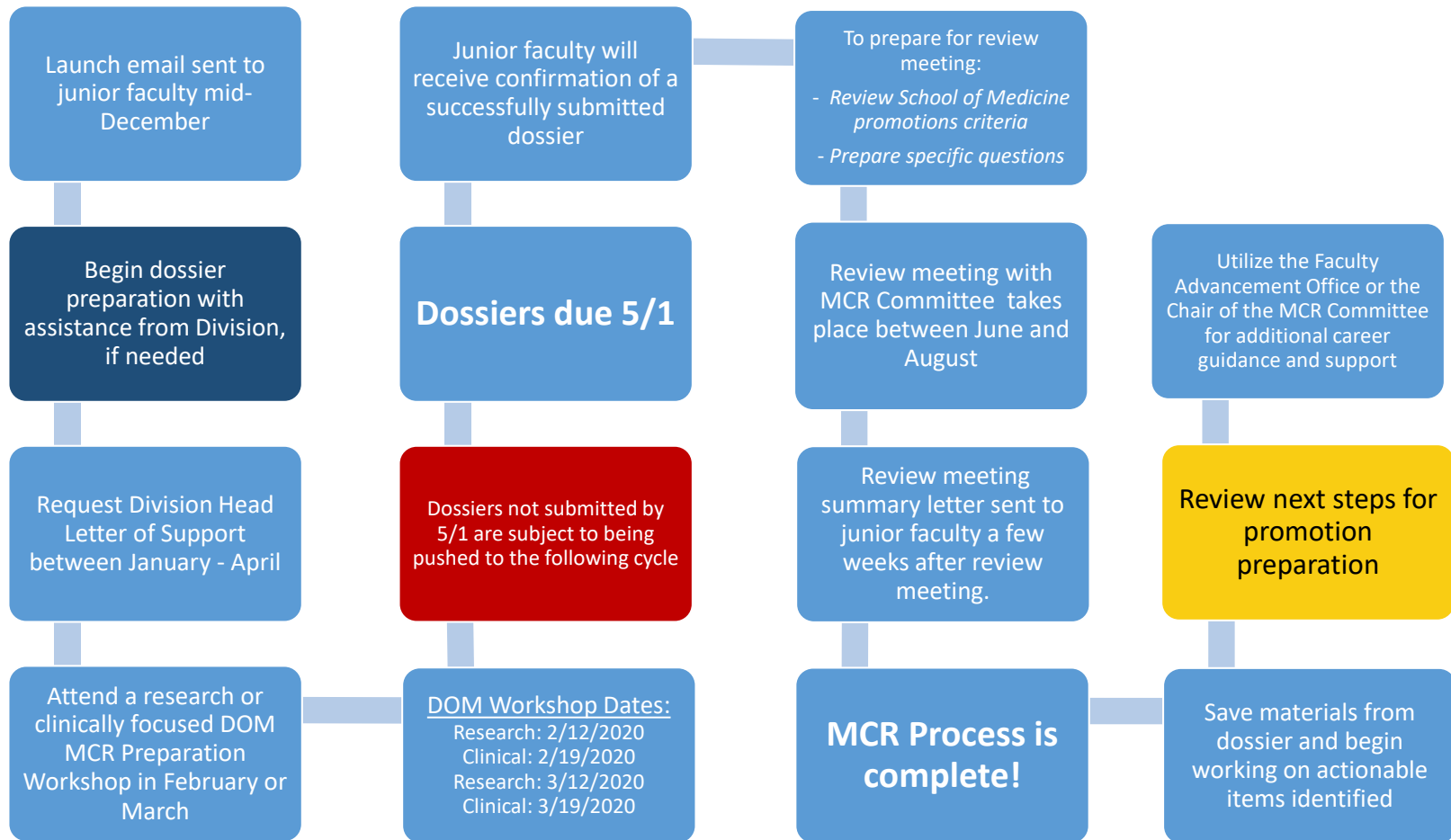
[Page 3](#)

Next Steps After Completing MCR

[Page 4](#)

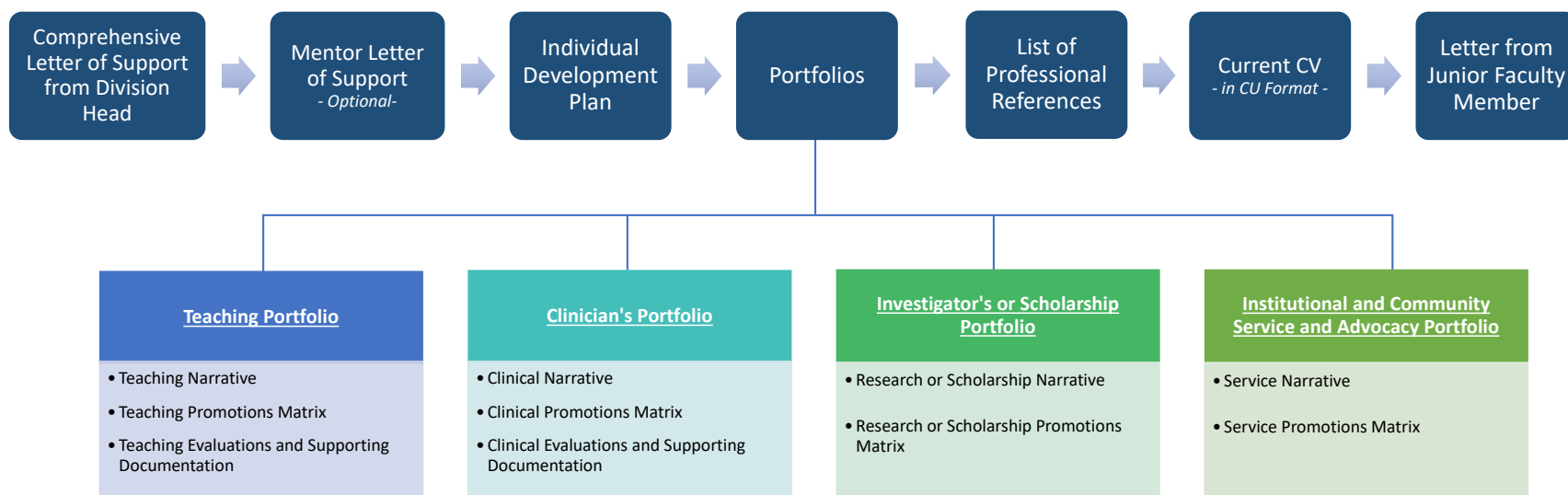


Department of Medicine Mid-Course Review Process Overview



[Return to Table of Contents](#)

Department of Medicine Mid-Course Review Dossier Requirements



All elements must be organized in this order

[Return to Table of Contents](#)

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

[Editable IDP](#)

Completed Individual Development Plan (IDP)

- Editable

[Editable Promotions Matrix](#)

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

[Guide to Preparing a Dossier for Promotion and Tenure](#)

[University of Colorado CV Format](#)

Mentor Letter of Support

- Optional

[Return to Table of Contents](#)

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

Resource	Why and How to Use it	Link/Location
<i>School of Medicine Promotions and Tenure Website</i>	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.	Promotions and Tenure
<i>Faculty Promotion Series FAQ</i>	This FAQ document helps answer common questions pertaining to each promotion series: Regular Faculty, Clinical Practice, or Research Professor.	FAQ
<i>Interfolio</i>	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.	Interfolio Login
<i>Interfolio Faculty Resource Document</i>	Review this document in its entirety to understand more about uploading documents to interfolio, preparing a dossier, and submitting.	Faculty Guide to Interfolio

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.

[Return to Table of Contents](#)