

University of Colorado School of Medicine

Adjoint Associate Professor and Professor Appointments and Promotions - Dossier Checklist

Updated June 2025

Important Information:

- The checklist and processes below are for adjoint faculty appointments and promotions at the Adjoint Associate Professor, Adjoint Professor, Adjoint Professor with Distinction, or Adjoint Professor Emeriti level.
- Dossiers should be submitted in the department or HRSS Faculty Action Smartsheet.

Dossier Contents	New Appointment	Promotion	Emeriti Adjoint Faculty
	Adjoint Associate Professor, Adjoint Professor, or Adjoint Professor with Distinction	Promotion to Adjoint Associate Professor, Adjoint Professor, or Adjoint Professor with Distinction	Adjoint Associate Professor Emeriti, or Adjoint Professor Emeriti
Current Curriculum Vitae If helpful, you may use our suggested CV format .	✓	✓	✓
Letter of Recommendation (Written or co-signed by Department Chair or Division/Section Head) *Can be written by educational or clinical program leadership (Branch Campus, LIC, DOCS, Clinical Supervisor, etc.) Must address length of service, significant teaching or other academic contributions, and the proposed role of candidate. Quality of teaching should be addressed, along with how the candidate meets the SOM criteria for the proposed rank.	✓	✓	✓
Letters of Reference At least two additional letters of support which can be from students or other trainees, community physicians, community leaders, regular or adjoint faculty members, other peers who are familiar with the candidate's accomplishments in service or teaching.	✓	✓	
Recent Teaching Evaluations (If applicable)	✓	✓	
Additional Letters of Reference Only required for new appointments at the Adjoint Professor with Distinction level. Should be from appropriate peers outside the University to address scholarly achievements and national/international reputation.	✓	(optional)	
Significant Published Articles (one or more) Mandatory for Adjoint Professor with Distinction , optional for others	✓ (Mandatory for Adjoint Professors with Distinction, optional for others)	✓ (Mandatory for Adjoint Professors with Distinction, optional for others)	