

University of Colorado School of Medicine

Appointment, Promotion and Tenure

Dossier Checklist

Appointments and Promotions to:

Associate Professor, Professor (Tenured and Tenure-Eligible track)

Associate Research Professor, Research Professor (Research Professor track)

Associate Professor of Clinical Practice, Professor of Clinical Practice (Clinical Practice track)

Important Information:

- All dossiers must be submitted using *Interfolio*®, an electronic submission and routing platform. Faculty will be provided with a link to *Interfolio*® by their department for submission of their dossier.
- Do not submit any confidential patient information (e.g., patient names, addresses, dates of birth, medical record #, etc). ***Please redact this information from any and all materials.***
- The deadline for all appointment, promotion, and tenure dossiers to be received by the Office for Faculty Affairs is **October 31st**. Departmental deadlines for dossiers to be submitted are much earlier to allow for review by Departmental Evaluation Committees and the department chair.
- ***Dossier Page Limit Recommendation: The cover letter should not exceed 5 pages except in rare circumstances. Supplemental Materials should be limited to 25 pages, excluding teaching evaluations. Teaching evaluations will be submitted for all applications in which at least Meritorious teaching is required.*** Additional details about Supplemental Materials submission are available on the [Dossier Preparation](#) website.
- Dossiers submitted for a ***new appointment with tenure must also include a [Tenure Justification Letter](#)*** prepared by the Chair of the Department. *This letter is not needed for promotions with tenure (only appointments).*
- External referee letters can only be requested by the department – candidates for promotion may not solicit these. All letters from outside of the faculty member's department must be kept confidential and may not be shared with the candidate. The letter-writer should hold an academic rank at or above that being applied for, however exceptions can be made when external reviewers have specialized expertise, which should be explained. Departments must request external referee letters using the template provided by the OFA, available on the [Dossier Preparation](#) website. There are three templates available, one for each track; these templates include the SOM Promotion Criteria.

The external referee must include a description of any relationship with the candidate (e.g., former training director or mentor, research co-investigator, or other). ***For tenure requests, the external letter writer must also include a biosketch or CV.***

		Tenured and Tenure-Eligible Track	Research Professor Track	Clinical Practice Track	Tenure
		Appointment or Promotion to Associate Professor or Professor	Appointment or Promotion to Associate Research Professor or Research Professor	Appointment or Promotion to Associate Professor of Clinical Practice or Professor of Clinical Practice	Award of Tenure (with or without concurrent appointment or promotion)
Prepared by:	DOSSIER CONTENTS				
Applicant	Current Curriculum Vitae Template on OFA website.	✓	✓	✓	✓
Applicant	Cover Letter Suggested length 3-5 pages, to describe key areas of excellence and impact.	✓	✓	✓	✓
Applicant	Personalized Promotions Matrix Template and instructions	✓	✓	✓	✓
Applicant	Supplemental Materials	✓	✓	✓	✓
Department	Chair's letter of recommendation	✓	✓	✓	✓
Department	Departmental Evaluation Committee Letter Must include the vote (e.g., 8-0) and rating (E vs M) in each applicable domain, with explanation.	✓	✓	✓	✓
Department	External Referee Letters At least three letters must be from individuals without a University of Colorado affiliation.	✓	✓	✓	✓ (Must specifically address how the candidate meets SOM tenure standards)
Applicant	CV Abstract Template at CV Abstract .				✓