

Guide to Supplemental Materials for your Promotion Dossier

Basics:

- The purpose of supplemental materials is to provide additional information in support of your accomplishments that is not available elsewhere in your dossier (i.e. cover letter or C.V.).
- Everything that you submit as part of your supplemental materials should be referenced in your Personalized Promotions Matrix (*only include materials that provide evidence you have met one of the Promotion Criteria*).
- Supplemental materials may be submitted to document your accomplishments in any domain, but are most important for domain(s) in which you rate yourself as Excellent.
- All faculty who are required to demonstrate at least Meritorious teaching must include teaching evaluations or, if unavailable, other evidence of teaching accomplishments.
- You should try to submit no more than 25 pages worth of Supplemental Materials, excluding teaching evaluations.

Consider Submitting, as applicable:

- Charts or graphs of RVUs or other measures of clinical productivity (particularly when in comparison to others in your division/department or published standards). *These may fit better into the relevant section of your cover letter; it's a personal choice where they make the most sense to include.*
- Charts or tables demonstrating the outcome of work you have done, whether in the realms of quality, clinical activity, education, or others.
- Charts or tables summarizing your teaching roles and accomplishments. *These may fit better into the relevant section of your cover letter; it's a personal choice where they make the most sense to include.*
- If not included in your C.V., a table of mentees, including information such as: their position/rank during your mentorship, their current position, your role in their training or type of mentorship you provided (e.g., career, clinical, research), the title or nature of projects you worked on, and measures of scholarly productivity (presentations, publications, grants, and awards).

- Evaluations, including those from students, CME or other courses, patient satisfaction surveys, etc. Summary tables are preferable to numerous individual evaluations of the same teaching or clinical activity.
- Links to podcasts, electronic materials, course curricula, patient care guidelines or pathways, or other scholarly products (*only include these if they are not provided in your C.V. or cover letter*). Note that to be considered scholarship, there must be a tangible, reviewable product which a review committee can access. All products should be available without the requirement for special access or a password.
- Summaries of letters of appreciation or thanks from colleagues or grateful patients/families (isolated quotes from letters are appropriate for your cover letter). You must de-identify all information, including quotes, from patients. Summaries are preferred to individual cards and notes.
- Annotated bibliography (see below).

Do NOT Submit (may lead to your dossier being returned to your department):

- Reprints of publications or clinical guidelines (PubMed or other links should be incorporated into your C.V. or cover letter).
- Lecture notes or PowerPoint presentations. If there is something, such as a course syllabus, that you are submitting as evidence of scholarly activity, a link to the complete product should be provided in your C.V. or cover letter.
- Copies of agendas from meetings you led or conferences at which you presented.
- Information from annual performance evaluations (e.g. PRISM documents).
- Copies of CME certificates.
- Copies of awards.
- Copies of letters from grateful patients (instead include de-identified key quotes in your cover letter, or create a chart to summarize them).
- Copies of letters of praise or “thanks” from colleagues (selected quotes should be excerpted in your cover letter as evidence of your impact).
- Photographs of yourself.

An annotated bibliography is a concise way to highlight your contributions to the most impactful scholarly products. For each publication or creative product, provide a brief summary of the nature and importance of the issue (including pre-existing gaps), your specific contributions to the project, and the most important results. Include PubMed or other links so that committee members can review the full work. This is critical if you seek a

rating of Excellent in Research or Other Scholarly Activity. It is also highly recommended to demonstrate the scholarship of application, integration, or teaching, all of which may also support Excellence in Teaching or Clinical Activity. While there is no absolute numerical requirement for the number of products to include, in general, there should be fewer than 10.