University of Colorado School of Medicine  
Appointment, Promotion and Tenure   
Dossier Checklist

Tenure Awards, and Appointments and Promotions to:  
 *Associate Professor, Professor  
 Associate Research Professor, Research Professor  
 Associate Professor of Clinical Practice, Professor of Clinical Practice*

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.
* Please see the [Dossier Building Guide](https://medschool.cuanschutz.edu/docs/librariesprovider173/default-document-library/dossierbuildingguidemay2016697840e5302864d9a5bfff0a001ce385.pdf?sfvrsn=8c5024b9_2) for more information on dossier preparation and formatting and proposed length of Teacher’s, Clinician’s and Researcher’s Portfolios.
* External letters of reference and letters outside of the faculty member’s department must be kept confidential and may not be shared with the candidate. For promotions to professor or award of tenure, external letter writers “should be professors, but exceptions may be made when external reviewers have specialized expertise. Ideally, departments will include a note about the “specialized expertise.”

Each external letter writer must include, in the first paragraph of the letter, a short description of their academic position and area(s) of focus and expertise. The external letter writer must also include, in the first paragraph, a sentence describing any relationships with the candidate (e.g., former training director or mentor, research co-investigator, or other). ***Note: for tenure requests, the external letter writer must also include a biosketch or CV.***

Updated External Reference Request Letters are available at [Link]. There are three letters available, one for each faculty series, along with documents outlining the standards and criteria for each faculty series, which can be included with the letters requesting the external references.

* Letters from grateful patients may be included in the clinician’s portfolio, but do not submit any other confidential patient information (e.g., patient names, addresses, dates of birth, medical record #s). ***Please redact this information from these documents.***
* Dossiers submitted for a ***new appointment with tenure must also include the final item in the checklist***, which is a tenure justification letter prepared by the Chair of the Department.    
  ***Go to*** [***Tenure Justification Letter Guidelines***](https://medschool.cuanschutz.edu/docs/librariesprovider173/default-document-library/tenurejustificationletter.docx?sfvrsn=835f24b9_2) ***for the information that must be included in this letter. This letter is not needed for promotions with tenure (only appointments with tenure).***
* The deadline for ALL appointment, promotion, and tenure dossiers to be received in the Office of Faculty Affairs is **October 31st**. This deadline was recently changed to allow the SOM Faculty Promotions Committee to review all dossiers, which continuously increased in numbers each year, in a timely manner. Please note that departmental deadlines for dossiers to be submitted are always much earlier than the Office of Faculty Affairs deadlines to allow for review by Departmental Advisory Committees.
* ***Dossier Page Limit Recommendation:*** ***The dossier should not exceed 100 pages, excluding the candidate’s CV, CV Abstract and Letters of Reference***. ***The dossier should only exceed 100 pages if the faculty member feels that a more extensive dossier is necessary to ensure adequate consideration and evaluation of your accomplishments.*** Do not include reprints of original articles or course syllabi. Instead, you may include links to these documents.

|  | | **Regular Faculty Series** | **Research Professor Series** | **Clinical Practice Series** | **Tenure** |
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|  | | **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 appointment or promotion to Assoc Prof or Prof in the Regular Series) |
| **SECTION** | **DOSSIER CONTENTS**  (See [***Dossier Building Guide***](https://medschool.cuanschutz.edu/docs/librariesprovider173/default-document-library/dossierbuildingguidemay2016697840e5302864d9a5bfff0a001ce385.pdf?sfvrsn=8c5024b9_2) for more detailed information, if needed.) | | | | |
| **1** | **CV Abstract** The template is located at [CV Abstract](https://medschool.cuanschutz.edu/docs/librariesprovider173/default-document-library/cv-abstract---revised-9-2021.doc?sfvrsn=11ec9ba_0). | ✓ | ✓ | ✓ | ✓ |
| **2** | **Current Curriculum Vitae**  If faculty member does not already have a CV, a template CV format is located at [CV Format](https://medschool.cuanschutz.edu/docs/librariesprovider173/default-document-library/cvformat.doc?sfvrsn=8c5e24b9_2). | ✓ | ✓ | ✓ | ✓ |
| **3** | **Chair’s letter of recommendation** | ✓ | ✓ | ✓ | ✓ |
| **4** | **Departmental Evaluation Committee Letter**  Must include the vote (e.g., 8-0) and an explicit statement explaining how the candidate meets the criteria for the proposed rank. | ✓ | ✓ | ✓ | ✓ |
| **5** | **Letters of Reference** Three to six letters of reference, at least 3 of which must be from outside the University. | ✓ | ✓ | ✓ | ✓ (External letters must specifically address whether the candidate meets the School of Medicine’s standard for tenure.) |
| **6** | **Teacher’s Portfolio** *Narrative and matrix table required.* | ✓ |  | ✓ | ✓ |
| **7** | **Clinician’s Portfolio** *Narrative and matrix table required.* | ✓  (include if engaged in clinical activities) |  | ✓ | ✓  (include if engaged in clinical activities) |
| **8** | **Documentation of Scholarship** *Include for clinicians and teachers not focused on research. Narrative and matrix table required.* | ✓ (include if career is not focused on research) |  |  | ✓ (include if career is not focused on research) |

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| **9** | **Investigator’s Portfolio** *Include for faculty focused on research. Narrative and matrix table required.* | ✓ (include if career focused on research) | ✓ |  | ✓ (include if career focused on research) |
| **10** | **Documentation of Service** | ✓ (include if engaged in service activities) | ✓ (include if engaged in service activities) | ✓ (include if engaged in service activities) | ✓ (include if engaged in service activities) |
| **11** | **Tenure Justification Letter *Only required for candidates seeking a new faculty appt with tenure. Go to*** [***Tenure Justification Letter Guidelines***](https://medschool.cuanschutz.edu/docs/librariesprovider173/default-document-library/tenurejustificationletter.docx?sfvrsn=835f24b9_2) ***for more info.*** |  |  |  | ✓ (include only with ***new appointments*** with tenure, not for promotions with tenure) |