University of Colorado School of Medicine  
Sr. Clinical Appointments and Promotions  
Dossier Checklist  
Updated June 2017

Important Information:

* The checklist and processes described here are only for senior clinical faculty appointments and promotions (Associate Professor or Professor level).
* All documents in the checklist below are submitted using webforms, which are available on your department’s Sr. Clinical Appointments and Promotions Dashboard. Contact Cheryl Welch ([Cheryl.welch@ucdenver](mailto:Cheryl.welch@ucdenver)) for access to your department’s dashboard.
* Once the documents have been submitted via the web form, administrative staff with access to the department’s Sr. Clinical Appointments and Promotions Dashboard can follow the approval progress by viewing the report that is included on the dashboard.
* If you have any questions about the items that are required for each category below, please contact Nikki Bost ([Nicole.Bost@ucdenver.edu](mailto:Nicole.Bost@ucdenver.edu); 303-724-0044). More information can also be found on the OCBME website: [www.medschool.ucdenver.edu/ocbme](http://www.medschool.ucdenver.edu/ocbme).

| **Dossier Contents Note: Boxes that are blank are not required for that category.** | | | | |
| --- | --- | --- | --- | --- |
|  | | **New Appointment** | **Promotion** | **Change from Regular to Sr. Clinical** |
|  | | **Appointment as Associate Clinical Professor or Clinical Professor** | **Promotion to Associate Clinical Professor, Distinguished Associate Clinical Professor, Associate Clinical Professor Emeritus/Emerita, Clinical Professor, Distinguished Clinical Professor, Clinical Professor Emeritus** | **Change from Regular Faculty to Associate Clinical Professor or  Clinical Professor** |
| **1** | **CV Abstract** The template is located at [CV Abstract](http://som.ucdenver.edu/faculty/CVAbstract2010.doc). | ✓ | ✓ |  |
| **2** | **Current Curriculum Vitae**  For those who do not already have a CV, an optional template CV format is located at [CV Format](http://som.ucdenver.edu/faculty/CVFormat.doc). | ✓ | ✓ | ✓ |
| **3** | **Chair’s letter of recommendation (or letter of offer)** Must address length of service and contributions of candidate and the proposed role of new appointee. Quality and quantity of teaching should be addressed, along with how the candidate meets the SOM and departmental criteria for the proposed rank. | ✓ | ✓ | ✓ |
| **4** | **Letters of Reference** At least two additional letters of support which can be from students, community physicians, other regular or clinical faculty or other trainees or peers. | ✓ | ✓ |  |
| **5** | **Current Teaching Evaluations** | ✓ | ✓ |  |
| **6** | **Additional Letters of Reference** Only required for ***Distinguished Clinical Professors***. Should be from appropriate peers outside the University addressing the scholarly achievements and national or international reputation. | ✓ | ✓ (mandatory for Distinguished Clinical Professors, optional for others) |  |
| **7** | **Significant Published Articles (one or more)** Mandatory for ***Distinguished Clinical Professor***, optional for others | ✓  (optional) | ✓ (mandatory for Distinguished Clinical Professors, optional for others) |  |