

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 *ByCommittee*®, an electronic submission and routing platform. Faculty will be provided with a link to *ByCommittee*® by their department for submission of their dossier.
- Please see the [Dossier Building Guide](#) 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.
- 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 <http://som.ucdenver.edu/faculty/TenureJustificationLetter.docx> for the information that must be included in this letter. This letter is not needed for promotions with tenure.
- The deadline for appointment and promotion dossiers to be received in the Office of Faculty Affairs is December 31st. Dossiers that include the award of tenure have an earlier deadline of October 31st in order to allow for deadlines to be met for submission to the Regents. 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
	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 for more detailed information, if needed.)			
1	CV Abstract The template is located at CV Abstract .	✓	✓	✓
2	Current Curriculum Vitae If faculty member does not already have a CV, a template CV format is located at CV Format .	✓	✓	✓
3	Chair’s letter of recommendation	✓	✓	✓

		Regular Faculty Series	Research Professor Series	Clinical Practice Series	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 appointment or promotion to Assoc Prof or Prof in the Regular Series)
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 <i>Narrative and matrix table required.</i>	✓		✓	✓
7	Clinician's Portfolio <i>Narrative and matrix table required.</i>	✓ (include if engaged in clinical activities)		✓	✓ (include if engaged in clinical activities)
8	Documentation of Scholarship <i>Include for clinicians and teachers not focused on research. Narrative and matrix table required.</i>	✓ (include if career is <u>not</u> focused on research)			✓ (include if career is <u>not</u> focused on research)
9	Investigator's Portfolio <i>Include for faculty focused on research. Narrative and matrix table required.</i>	✓ (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 <u>Only required for candidates seeking a new faculty appt with tenure. Go to http://som.ucdenver.edu/faculty/TenureJustificationLetter.docx for the more info.</u>				✓ (include only with new appointments with tenure, <u>not</u> for promotions with tenure)

