Launch email sent to junior faculty in early January → Begin dossier preparation with assistance from Division, if needed → Request Division Head Letter of Support between January and April → Attend a research or clinically focused DOM MCR Preparation Workshop

DOM Workshop Dates: TBA

Submit dossier via Interfolio* by 6/1

Dossiers not submitted by 6/1 are subject to being pushed to the following cycle → Junior faculty will receive confirmation of a successfully submitted dossier

To prepare for review meeting:
- Review School of Medicine promotions criteria
- Prepare specific questions

Review meeting with MCR Committee takes place between June and September → Review meeting summary letter sent to junior faculty a few weeks after review meeting → MCR Process is complete!

Save materials from dossier and begin working on actionable items identified → Review next steps for promotion preparation → Utilize the Faculty Advancement Office or the MCR Committee Chair for additional career guidance and support

*Interfolio is the platform used by the School of Medicine for promotion dossier submission. We recommend that you submit your mid-course review dossier via Interfolio. Review the Faculty Guide to Interfolio to learn more about uploading documents to Interfolio, preparing a dossier, and submitting.

Accessing Interfolio
Faculty Guide to Interfolio
Department of Medicine Mid-Course Review Dossier Requirements

Comprehensive Letter of Support from Division Head → Mentor Letter of Support - Optional - → Individual Development Plan → Portfolios → List of Professional References → Current CV - in CU Format -

Teaching Portfolio
• Teaching Narrative
• Teaching Promotions Matrix
• Teaching Evaluations and Supporting Documentation

Clinician's Portfolio
• Clinical Narrative
• Clinical Promotions Matrix
• Clinical Evaluations and Supporting Documentation

Investigator’s or Scholarship Portfolio
• Research or Scholarship Narrative
• Research or Scholarship Promotions Matrix

Institutional and Community Service and Advocacy Portfolio
• Service Narrative
• Service Promotions Matrix

All elements must be organized in this order
Department of Medicine Mid-Course Review Dossier Requirements

### Comprehensive Letter of Support from Division Head

- A formal meeting with your Division Head to discuss the details of this letter is encouraged, but not required
- If applicable, this letter should have concurrence of the faculty member’s mentor
- **Division Head letter must outline:**
  - Junior faculty member’s achievements to date
  - Which promotion series the junior faculty member is likely to take (Regular, Clinical, or Research)
  - A progress plan to address any deficits in teaching, research/scholarship, and/or service before their promotion to an associate professor can be considered favorably

### Mentor Letter of Support

- Optional

### Completed Individual Development Plan (IDP)

- Editable

### Portfolios

- See School of Medicine "Guide to Preparing a Dossier for Promotion or Tenure" for assistance and examples
- **Teaching Portfolio** - Required if part of the Regular Faculty Series or Clinical Practice Series
- **Clinician’s Portfolio** - Required for clinicians
- **Investigator’s or Scholarship Portfolio** - Research Intensive faculty should complete the investigator's portfolio and clinician-educators should complete the scholarship portfolio
- **Institutional and Community Service and Advocacy** - Recommended

### List of Professional References

- The list should ideally show the junior faculty member has a wide-range of influence and/or demonstration of a "national reputation"
- Reference letters are not required

### Current CV

- Within the University of Colorado School of Medicine format
# Completed Mid-Course Review - Next Steps

*Please review the following resources as you prepare for promotion*

<table>
<thead>
<tr>
<th>Resource</th>
<th>Why and How to Use it</th>
<th>Link/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Medicine Promotions and Tenure Website</td>
<td>This website has the location of all the information you need to prepare yourself for promotion. This includes tabs for the promotion process, criteria, dossier preparation, submission and tenure awards.</td>
<td>Promotions and Tenure</td>
</tr>
<tr>
<td>Faculty Promotion Series FAQ</td>
<td>This FAQ document helps answer common questions pertaining to each promotion series: Regular Faculty, Clinical Practice, or Research Professor.</td>
<td>FAQ</td>
</tr>
<tr>
<td>Interfolio</td>
<td>Interfolio is the platform used by the School of Medicine for promotion dossier submission. After your mid-course review, we encourage and recommend you update your dossier materials at least annually.</td>
<td>Interfolio Login</td>
</tr>
</tbody>
</table>

*The Department of Medicine (DOM) supports you in your efforts. Please utilize your Division leadership, DOM Faculty Advancement Office, or the Chair of the Mid-Course Review Committee for assistance and guidance in using these resources and preparing for promotion.*