

Mid-Course Review Dossier Preparation – Recommendations for Success

Dossier Requirements

- Comprehensive Letter of Support from Division Head
- Mentor Letter of Support – *optional*
- Individual Development Plan
- Portfolios
 - Teaching – Required if part of regular or clinical series
 - Clinical – Required for all clinicians
 - Investigator/Scholarship – Research intensive faculty complete investigators portfolio, clinician educators complete scholarship portfolio
 - Service – Optional, but recommended
- List of Professional References
- Current CV – *in CU format*

Recommendations for Preparation

1. General Recommendations
 - a. This is not your promotion dossier so it is ok if it is not perfect
 - b. Pay attention to formatting
 - c. Begin soliciting Division Head and mentor (optional) letters of support early
 - d. Ensure accuracy with Division Head letter
 - e. Do not exceed more than 100 pages
2. Individual Development Plan
 - a. Place to inform yourself and committee members of your:
 - i. Vision for career path
 - ii. Perceived % effort (not formal)
 - iii. Strengths, weaknesses, opportunities, and threats to career goals
 - iv. Internal and external references
3. Portfolios – Recommendations for All 4 Types of Portfolios
 - a. **Narrative Recommendations**
 - i. Opportunity to tell your story – specifically regarding teaching, clinical, research/scholarship, and service career goals/path
 - ii. Explain career trajectory
 - iii. Highlight your passions
 - iv. Explain perceived gaps in productivity
 - b. **Matrix Recommendations**
 - i. Space to support a compelling argument for how you meet excellence/meritorious criteria
 - ii. Redundancy is allowed – the same information may be included in several matrix areas
 - iii. Remember who your learners are – they don't have to be just medical students or residents
 - iv. Document ALL of your accomplishments
 - v. Can fill out meritorious sections even if claiming excellence
 - vi. Highlight your role, impact, and outcomes for all clinical, educational, and scholarly activity
 - vii. All scholarly products need to have a clear product with demonstrable outcomes/impact

- viii. Be sure to include all forms of scholarly product – discovery, education, innovation and application
- ix. Utilize bullet points

c. *Evaluations and/or supporting documentation*

- i. Optional for Investigator/Scholarship and Service portfolios
- ii. Begin saving evaluations now – this is especially important for promotion
- iii. Retroactively request written evaluations from prior learners – can be proactive in doing so

4. CV

- a. Must be in CU format
- b. Ensure all dates are included
- c. Information is laid out in chronologic consistency
- d. Information is consistent with what is in the matrix
- e. Include all committees
- f. Include a mentee table

Where to Compile Your Dossier

A. Dossier Builder within Interfolio – preferred method

- Interfolio is the preferred Mid-Course Review submission platform, and is also used for SOM Promotion Dossiers
- Has a dossier preparation function to organize and store materials
- May [log in](#) and compile dossier materials

B. Computer Hard-Drive

- Save all documents, evaluations, etc. in a designated folder
- Upload all dossier documents directly to your individual case in Interfolio

Contacts for Support

- Division Head
- Mentor(s)
- Faculty Advancement Office

Resources and Templates

- A. [DOM Mid-Course Review Process Manual](#)
- B. [Individual Development Plan](#)
- C. [SOM Promotions Matrix](#)
- D. [CU CV Format](#)
- E. [SOM Dossier Preparation Guide](#)
- F. [Interfolio](#)

***Dossiers are due for
submission 6/1/2021!***