University of Colorado School of Medicine  
Appointment, Promotion and Tenure   
Dossier Checklist (2014-2015)

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 as PDF files. ***Only dossiers for awards of tenure will require one copy of a paper dossier to be submitted, in addition to a PDF of the dossier. Since most dossiers will be submitted only as PDFs, FRFs for the actions can be submitted separately.***
* When preparing original dossier, separate materials in the order listed below. ***Please see the*** [***Dossier Building Guide***](http://www.ucdenver.edu/academics/colleges/medicalschool/facultyAffairs/Documents/DossierBuildingGuide2014.pdf) ***and the*** [***Step-by-Step Guide for preparing PDF dossiers***](http://www.ucdenver.edu/academics/colleges/medicalschool/facultyAffairs/Documents/Step-by-Step%20Guide%20to%20Preparing%20PDF%20of%20Dossier.pdf) ***for more information on dossier preparation and formatting of Teacher’s, Clinician’s and Researcher’s Portfolios.***
* Do not submit any materials until the dossier is complete, including all letters of reference. Note: 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 submitted 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***](http://som.ucdenver.edu/faculty/TenureJustificationLetter.docx) ***for the information that must be included in this letter.***
* Please submit all dossiers no later than December 31st. If possible, please submit ***tenure*** dossiers by October 31st. Please note that departmental committee deadlines are always much earlier.
* ***Dossier Page and Size Limit:*** ***The dossier must not exceed 300 pages, excluding the candidate’s CV, CV Abstract and Letters of Reference***. ***Dossiers must not exceed 25 MB in size***. Do not include reprints of original articles, course syllabi, or presentations. 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) |
|  | **Chancellor’s Faculty Action Committee Cover Sheet** | ✓ | ✓ | ✓ | ✓ |
|  | **PDF of Dossier** | ✓ | ✓ | ✓ | ✓ |
|  | **One copy of paper dossier** |  |  |  | ✓ |
| **SECTION** | **DOSSIER CONTENTS**  (See [***Dossier Building Guide***](http://www.ucdenver.edu/academics/colleges/medicalschool/facultyAffairs/Documents/DossierBuildingGuide2014.pdf)for more detailed information, if needed.) | | | | |
| **1** | **CV Abstract** The template is located at [CV Abstract](http://som.ucdenver.edu/faculty/CVAbstract2010.doc). | ✓ | ✓ | ✓ | ✓ |
| **2** | **Current Curriculum Vitae**  A template CV format is located at [CV Format](http://som.ucdenver.edu/faculty/CVFormat.doc). | ✓ | ✓ | ✓ | ✓ |
| **3** | **Chair’s letter of recommendation** | ✓ | ✓ | ✓ | ✓ |
| **4** | **Departmental Evaluation Committee Letter**  Must include the vote 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. | ✓ | ✓ | ✓ | ✓ |
| **6** | **Teacher’s Portfolio** | ✓ |  | ✓ | ✓ |
| **7** | **Clinician’s Portfolio** | ✓  (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.* | ✓ (include if career is not focused on research) |  |  | ✓ (include if career is not focused on research) |
| **9** | **Investigator’s Portfolio** *Include for faculty focused on research.* | ✓ (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*** [***http://som.ucdenver.edu/faculty/TenureJustificationLetter.docx***](http://som.ucdenver.edu/faculty/TenureJustificationLetter.docx) ***for the more info.*** |  |  |  | ✓ (include only with ***new appointments*** with tenure) |