DATE: April 14, 2022

TO: School of Medicine Department Chairs

# FROM: Susan Hingle, MD Associate Dean for Human and Organizational Potential

Lisabeth DiLalla, PhD, Chair, SIU School of Medicine Promotion and Tenure Committee

RE: Preparation of Promotion and Tenure Dossiers

Dossiers supporting the promotion and/or tenure of faculty in your department are due in the Office of the Dean and Provost by the close of business on **Friday, October 28, 2022.**  Please submit three (3) paper copies of the dossiers (one original and two copies). The dossier should also include a copy of your departmental Promotion and Tenure operating paper and a copy of the letter of solicitation for letters of support. Guidelines on faculty appointments, and promotion and tenure can be found at <https://www.siumed.edu/hop/policies/promotion-tenure-guidelines-2018.html>

The simplified pilot process will be piloted again this year. Faculty can complete the full dossier as outlined in the 2018 guidelines or the simplified dossier piloted last year which is included as an attachment to this e-mail. The SIU School of Medicine Promotion and Tenure Committee has created a document that outlines and clarifies the types of letters and the number of letters of different types that should be included. It is included in the attachment and will be added to the Hive.

Dossiers will be scanned to produce a complete file on flash drive for committee members to access. As a result, we ask that you adhere to the following guidelines in preparing the dossiers:

1. There should be no extra (blank) pages in the dossier. Please do not place tab pages in the document.
2. All material must be single sided. If you wish to submit support documentation that is double-sided, it must be copied to conform to this rule.
3. Cards and notes from patients must not be included. Similarly, individual evaluations by students should not be included. Summary data from student evaluations can be included.
4. Each dossier must include a comprehensive index. This will allow the reviewers to easily navigate the dossier online.
5. Every page must be numbered sequentially and the index should refer to these page numbers.
6. No highlighting
7. No paper clips or staples should be used in assembling the dossier.
8. Dossiers may be submitted using large binder clips, rubber banded or in expandable folders; three-ring binders are not acceptable.

If you have questions, please contact Susan Hingle at 217-545-6915 or [shingle@siumed.edu](mailto:shingle@siumed.edu) or Lisabeth DiLalla at 618-453-1855 or [ldilalla@siumed.edu](mailto:ldilalla@siumed.edu) or Cathy Canham at 217-545-6908 or [ccanham@siumed.edu](mailto:ccanham@siumed.edu)

Copies to: Promotion and Tenure Committee

Department Chairs’ Assistants