**Dossier Requirements 2022-2023 Pilot**

**Dossier to include**

* Updated CV (AAMC template)
* Letters (see below)
* Personal Statement (no page limit)
  + Describe major contributions in detail in 1st person narrative form (since date of hire or last promotion)
* Evidence of Educational Activities (summarized/aggregate) (no page limit)
  + Should include all evaluations of teaching (since last promotion) in aggregated tabular form -- with departmental comparators if possible
  + Should include all comments (since last promotion)
* If applicable, standardized graph or table highlighting RVUs per year
* Chair’s letter
* Position descriptions (no page limit)

**Promotion and Tenure Dossier Letters of Support and Letters of Evaluation**

NOTE: Letters must be requested by the applicant’s Chair. For letters of support, it is acceptable for the applicant to reach out in advance to the letter writers if they wish to. However, for letters of independent evaluation, it is essential that the requests come only from the applicant’s Chair. The applicant should not contact these letter writers at any time regarding the letters. IN ADDITION: the applicant can give their Chair a list of names for people in their field to consider for the independent evaluation –those who are not collaborators or ones who do not know the applicant well.

**Letters of Support**

1. From people who have worked directly with the candidate for promotion and know the candidate and the candidate’s work well.
2. They may be from internal or external sources
3. Examples include colleagues, students, mentees, mentors, etc.
4. Such letters should provide specific examples of the positive effect that the candidate has had on the writer’s career or institution.
5. A comment on national or international reputation may be made, especially for promotion to professor.

**Letters of Independent Evaluation**

1. From people who do not have a personal relationship with the candidate
2. From sources external to the institution. On rare occasion, an internal evaluation may meet this definition.
3. Examples are people who do not know the candidate at all (read the dossier cold), people who worked with the candidate on committees together but did not collaborate, people who know the candidate from brief meetings at conferences and may have heard presentations by the candidate, etc.
4. Such letters should provide a brief analysis of each of the candidate’s performance in each of the promotion areas and a statement about standing among peers.
5. A comment on national or international impact or reputation may be made, and is essential for evaluation for promotion to the professor level.

**Minimum Number of Letters Needed**

Support Independent Evaluation

Promotion to Associate Professor 3 2 non-tenure-track

3 tenure-track

Promotion to Professor 3 3 non-tenure-track

5-6 tenure-track

NOTE: It is recommended that you not exceed the minimum number of “support” letters by more than necessary. Feel free to include more letters if they will make a unique point about the applicant, but many letters all attesting to the same thing are less helpful.

REMINDER: As per SIU Promotion Policies and Procedures Section III A: “As a general rule, all solicited letters of review should be included in the dossier, but the department Promotion and Tenure Guidelines may contain specific criteria under which certain solicited letters of review should be excluded."

April 15, 2022

**CV Template**

**(areas in red are suggestions and not mandatory)**

**First Name Last Name, M.D., Ph.D.**

Professional Street Address  
City, State zip code   
(Area code) phone number  
[email@address.com](mailto:email@address.com)

*If you prefer not to include your professional address, you may include your personal email address and telephone number*

Last updated: include today’s date

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**Current Position(s)**

Academic Rank, department

Director, Center for Whatever

Your medical school or university

City, State

**Education** *[Note: in reverse chronological order]*

Fellowship, Your University, City, State Years  
Residency, Your University, City, State Years  
M.D., Your University, City, State

Ph.D., Your University, City, State Years  
B.S. in Discipline (magna cum laude), Your University, City, State Years

# Academic Appointments [*Note: in reverse chronological order]*

Associate Professor (Tenure or Tenure track status should be indicated) Year - Present  
Department of  
Name of University  
City, State

Assistant Professor Years  
Department of  
Name of University  
City, State

**Professional Positions and Experience** *[Note: List academic and non-academic employment and experience in reverse chronological order]*

Director, Center for Whatever

Name of Medical School or University

City, State

Chief Resident

Department of

Name of University

City, State

Invitations to serve on study sections of national funding agencies (NIH, DoD) should be included here

Role: member, chair

Agency: NIH

Study section or reviewing committee:

Dates:

**Certification and Licensure** Years

Diplomate, Your ABMS Board  
Subspecialty Certification, Your Subspecialty Board  
State Medical License (active and inactive, without numbers)

Interpretation Certification

**Professional Development** *[Note: List in reverse chronological order, include year]*

**Professional Memberships and Activities**

*[List these, in groupings by professional organization, in reverse chronological order, noting leadership positions and other positions held]* Years

**Editorial Board Appointments**

*[List in reverse chronological order]* Include relevant dates

Include ad-hoc review of manuscripts with name of journals and dates

Identity (authors or titles) of the reviewed manuscripts should NOT be included.  There can be some confidentiality issues depending on the journal.

The journal should be identified and dates (i.e. year in which review was done) should be included.  The number of manuscripts that the candidate reviewed for each journal could also be included, if that information is available.

**Committee Assignments and Administrative Services**

*[List in reverse chronological order, noting leadership positions held. Include university and non-university activities (e.g., work with NIH study groups).]*

Years

Consider categorizing by local, regional, and national

**Clinical / Quality Improvement Activities**

*(List clinical responsibilities and other clinical activities that include number of weeks, and percentage/time effort)*

Consider categorizing by local, regional, and national

**Educational Activities (Can include summary/aggregate data in chart/table form just below this section) Consider categorizing by local, regional, and national involvement**

* *List in reverse chronological order, noting your role (course developer, course director, lecturer)*
* *Categorize educational activities as follows: Educational Administration (Director, Dean, etc.), Training Program Committees, Course and Curriculum Development, Courses Directed, Didactic Sessions, Clinical Teaching, Laboratory Teaching, Small Group Teaching, Graduate Student Committees, more below:* Consider breaking down didactic sessions into types of learners.
  + Advances/innovations in assessment
  + Creation of enduring educational materials
  + Mentoring/coaching
    - *Include advising and mentoring responsibilities (only list those with a significant time investment that are outside of “normal” teaching duties, list project mentored and result)*
    - *Include mentee name, institution, mentee level/ rank, role, project mentored, next position/accomplishment*
  + Curriculum design/implementation/QI
  + Teaching
    - *Identify your teaching activities here or write “See attached Teaching Portfolio.”*
  + Leadership of a course/clerkship

*[Note: Reflect the years you undertake each activity]*

**Honors and Awards (Include year, title, presenting organization. Department Chair should discuss selection process/standards for notable awards in the chair’s letter)**

*[Receipt of competitive scholarships, fellowships, and assistantships; names of scholastic honors, and teaching or research awards. Note: you may also list selective fellowship programs, those to which you were accepted as a competitive, as opposed to first-come, first-serve, application process.]* Years

**Grants and Contract Awards**

* *List under sections of pending, current, and past in reverse chronological order using NIH format, even for non-NIH grants.*
* *Include the title of grant, the granting agency, grant number, award total, demarcating total direct and indirect costs*
* *State your role, also identifying the PI (principal investigator) if you are not the PI, and percent of effort*
* *If you include contracts use two subheadings, separating contracts from grant awards*
* *If voluminous, truncate this listing to the most recent decade (or past five years) and note the limitation in the heading.*

*[Note: Include the years of each award]*

It would be helpful to have grants submitted but not funded indicated as well to show effort in obtaining grants listed as a separate category

Internal grants and external grants should be listed in subcategories

NIH format to list grants for CVs

Title of grant:  
Role on grant: (PI vs Co-PI vs collaborator vs consultant vs other roles)  
PI name: (if the person is not the PI)  
Calendar months of effort:  
Source of funding: (full name of agency and agency number, if available)  
Time span of the funding: (start to finish; including month and year)  
Total dollar amount:  (broken down to direct dollars vs indirect dollars)  
Scope/purpose of the grant:  (just a brief line or two about the grant)

Suggested format for Contracts

Sponsor:

Title:

Project Period:

PI, Laboratory Coordinating Center:

Scope:  1-2 sentences

Award total =

**Peer-Reviewed Publications**

* Publications and presentations authored by trainees should have name of the trainee underlined.
* Corresponding author for each publication and presentation should be denoted by asterisk.

Include relevant Dates

* *List your publications in chronological order for easy updating*
* *Number these and highlight your name in bold*
* *Follow this order with appropriate subheadings- peer-reviewed, non-peer-reviewed publications, articles accepted for publication, books and monographs, evidence of works in progress (complete articles published in conference proceedings, book chapters, review*

*articles, editorials as indicated), development and/or publication of educational materials, development of major curricular offerings or innovative educational programs, non-print materials*

*[Note: if you are not listed as first author on publications for which your mentored student is listed, note that role with an asterisk or other indicator]*

**Non-Peer-Reviewed Publications**

* Publications and presentations authored by trainees should have name of the trainee underlined.
* Corresponding author for each publication and presentation should be denoted by asterisk.

Include relevant Dates

* *List your publications in chronological order for easy updating*
* *Number these and highlight your name in bold*
* *Follow this order with appropriate subheadings- peer-reviewed, non-peer-reviewed publications, articles accepted for publication, books and monographs, evidence of works in progress (complete articles published in conference proceedings, book chapters, review*

*articles, editorials as indicated), development and/or publication of educational materials, development of major curricular offerings or innovative educational programs, non-print materials*

*[Note: if you are not listed as first author on publications for which your mentored student is listed, note that role with an asterisk or other indicator]*

**Published Abstracts and Presentations**

* Publications and presentations authored by trainees should have name of the trainee underlined.
* Corresponding author for each publication and presentation should be denoted by asterisk.

*[List these in reverse chronological order, use an asterisk or other explained notation to demarcate invited talks and meetings that you helped to organize.]*

**Oral Presentations** *[Note: this section is for presentations given where you are an author]*

* Publications and presentations authored by trainees should have name of the trainee underlined.
* Corresponding author for each publication and presentation should be denoted by asterisk.
* Include the title of the presentation, location, meeting name, and a sub-category of invited presentations to external institutions or other academic entities

Invited Presentations Date

National/International Meetings *(designate if invited)* Date

Local/Regional Meetings Date

Peer-reviewed Presentations *(including Workshops)* Date

Grand Rounds Presentations Date

**Poster Presentations**

National/International Meetings Date

Local/Regional MeetingsDate

**Social Media**

*(List professional activities utilizing social media)*

**Other Creative Products**

*[List CDs, interviews, simulations, films, websites, webinars, case vignettes you authored and are in use, and any other creative work products. Indicate your role in the creation of the product – creator, author, co-author, webmaster, etc.]* Date

**Other Scholarly Products**

*(Include activities in which you have participated but did not result in authorship e.g. member of a practice network, participated in an expert panel, etc.)* Date

**Patents and Technology Transfer**

*[List in chronological order to permit easy updating. Include and patent pending or patent applications, with dates of filing. List any technologies licensed to industry or others (military, etc.) with dates of licensure or filing]* Date

**Professional Community Activities** Date

*(Service to the community, outreach presentations, etc.)*