

College of Medicine Appendix A
Exhibit 3

NON-TENURE TRACK PROMOTION DOSSIER

NEOMED-Employed Non-tenure Track Faculty

The dossier must be complete at the time of submission. It is the responsibility of the faculty member to present his/her case. The candidate should not assume that the committee knows the scope and quality of his/her involvement in the curriculum, his/her scholarship or service. The dossier shall include the following:

1. Cover page (page 1) -- see sample below

- a. Full name
- b. Current rank
- c. Current department
- d. Application for Promotion
- e. Date submitted

2. Table of contents (page 2) -- see sample below

All pages of the dossier must be numbered. All sections must be referenced by page number in the table of contents.

3. Contributions to the Educational Program

- a. List all lecture, seminar and tutorials in which you were involved. Specify course name, dates taught, sponsoring institution, role in the activity and whether the activity was at the medical, graduate or other level.
- b. Document your involvement in the preparation of syllabi, course and examination materials. Specify the course name, sponsoring institution and your role in the activity.
- c. Describe your involvement in remediation. (Do not use student names.)
- d. Describe the extent of your academic advising. List any graduate students you have advised and their current status (degree candidate or recipient, recipients of awards, other special recognition).
- e. Describe any career guidance activities. (Do not use student names.)
- f. List any external funding you received for educational activities. Include source, title, period and amount of award. List any grant proposals currently pending.

4. Research and Scholarly Accomplishments

- a. List all publications. Separate them into the following categories: journals, books, chapters, monographs, case reports, literature reviews, annotated bibliographies,

abstracts and technical reports. Note whether the publication was refereed, invited or otherwise outstanding.

- b. List all your lectures, invited addresses, poster presentations or educational displays at professional meetings, colloquia, workshops, seminars and conference presentations.
- c. List all your professional consultations in study design, data analysis, measurement and evaluation.
- d. List your active research interests. Include any collaboration with other faculty, graduate or medical students.
- e. List any support generated through grants, contracts and other sources. List the source, title, period and amount of award. You may also list priority scores of any proposals approved but not funded. List any grant proposals currently pending.

5. Service

- a. List memberships on NEOMED/consortium committees, boards, councils, etc.
- b. List professional service activities such as service on research review committees, ad hoc research reviews, editorial board membership, editorship, editorial reviews, etc.
- c. Document service to the community on biomedical topics.
- d. Document service to governmental bodies on biomedical topics.
- e. Describe your role in planning, organizing and implementing service projects.
- f. List support for service activities generated through grants, contracts and other sources. Include the source, title, period and amount of award. You may also list priority scores of approved but not funded proposals. List any grant proposals currently pending.

6. Professional Standing

- a. List all degrees earned. List the complete name and address of the institution granting the degree and dates of attendance.
- b. List all professional licenses or certificates.
- c. List all honorary degrees. List the complete name and address of the institution granting the degree and date of award.
- d. List all fellowships and post-doctoral experiences. List the complete name and address of the institution where you worked, your supervisor(s) name(s) and the dates of your appointment.
- e. List all honors and awards.

- f. List all offices held in professional societies.
- g. List all invited memberships in honorary societies.

7. References/Letters of Recommendation

- a. For promotion to full professor level, the complete names, addresses, telephone numbers and email addresses of the two individuals providing letters of recommendation.

8. You may provide any other information or materials which you feel support your application.

9. Attestation

This statement must appear as the final entry of the dossier (before copies of your publications, if applicable).

"I hereby submit this dossier to the Faculty Appointments and Promotions Committee as evidence in support of my candidacy for promotion.

I attest that the information provided herein is true and accurate to the best of my ability. I further certify that this dossier was complete when submitted and contains pages."

Signature

Date

SAMPLE COVER PAGE

Name of Faculty Member
Current Rank
Department
Application for Promotion

Date Submitted _____
Date Received _____

SAMPLE TABLE OF CONTENTS

TABLE OF CONTENTS

	<u>Page</u>
Contributions to the Educational Program	
Research and Scholarly Accomplishments	
Service	
Professional Standing	
References/Recommenders	
Other Materials.....	
Attestation	