

Promotion and Tenure Dossier Preparation Checklist

1. TITLE PAGE

2. TABLE OF CONTENTS

3. SECTION A: Chair's Letter Draft

- Candidates prepare first draft which is submitted to Division Chief and/or Chair
Chiefs and chairs will modify and include confidential information
- Length – 3-5 pages - should focus on **HIGHLIGHTS** of each area of accomplishment
 - SUMMARY of **Excellence** in Education
 1. Educational innovations
 2. Leadership in Education
 3. National/Regional reputation in Education
 - SUMMARY of excellence in Clinical Care
 - Highlight areas of clinical expertise and regional/national reputation
 - Productivity compared with peers
 - Clinical Administrative positions
 - Committee work
 - Quality Improvement Efforts
 - Clinical Care Scholarly products
 - SUMMARY of Service
 - University Committee work
 - Special projects, administrative roles
 - SUMMARY of Research Activities
 - Research interests, expertise
 - Key publications, grants
 - Development of Regional/ National Reputation
 - SUMMARY of key mentorship roles
 - JUNIOR FACULTY** – REQUIRED for Promotion to Professor
 - GME/Residents and Fellows/Medical Students
 - Cross Disciplinary /Regional/National mentorships

4. SECTION B: PROMOTION/TENURE RECOMMENDATION FORM

5. SECTION C: CURRICULUM VITAE

- Standardized SOM format
- <http://hsc.unm.edu/som/academicaffairs/cv.shtml>

**6. SECTION D: TEACHING/EDUCATIONAL PRODUCTIVITY
(TO DEMONSTRATE EXCELLENCE IN EDUCATION)**

- Table of Contents, (Place Divider pages between each category)**
- Narrative description of educational philosophy, interests and expertise
- Description of VARIETY of teaching venues in UME, GME, CME, Grad students, etc. and QUANTITY OF TEACHING effort compared to peers
- Summary** of Teaching Evaluations from ALL levels of learners (Undergraduate, UME, GME, Graduate Students, CME, community) for several years
- Descriptions of Innovations in Education -(Use “ Educational Narrative Form”)
 - New or modified course development
 - Implementation of new teaching technique and results
 - New or modified assessment tool developed
 - New or improved mentoring/advising method
- Teaching Awards
- Educational Committee work with descriptions of roles, responsibilities and outputs
- Documentation of Professional Development Activities in Education – Certificates, etc.
- Mentorship in Education
- Publications in Educational Scholarship (not required, but demonstrates excellence)

SUB-SECTION D:

- Non-confidential Thank you notes from colleagues, students, course directors, etc. for educational efforts.

7. SECTION E: RESEARCH/SCHOLARSHIP/CREATIVE WORKS

- Table of Contents** (Place Divider pages between each category)
- Narrative description of research interests and expertise
 - Describe continuity of scholarly/research activities in particular field of interest
- Describe continuity of scholarly/research activities in particular field of interest
- Attempts to secure extramural funding
- List of all publications (can refer to CV)
- Grant s- copies of face sheet with name of agency, dates of support, amount of money by year and faculty support, description of role, outcomes, and articles produced
- 3 examples of best research publications from high quality journals
- Documentation of other scholarly/research activities – i.e. service as journal reviewer, grant peer reviewer, etc.

- Regional and National invitations to speak on area of expertise
- Demonstration of outstanding significance of work to biomedical science or the missions of the Health Sciences Center
- Mentorship in research

SUBSECTION E:

Non-confidential letters of support, appreciation

8. SECTION F: CLINICAL CARE/SERVICE/ADMINISTRATION

- **Table of Contents, (Place Color Divider pages between each category)**
- Narrative description of clinical service, administrative positions, special expertise
- RVU reports and benchmarks, UNM Medical Group reports
- Patient thank you letters, special recognition by peers for excellence in clinical work
- Concrete outputs from clinical committee involvement to enhance clinical practice, quality and/or patient health and safety.
- Innovations in quality, systems improvement, dissemination of medical care to those who lack it, etc.
- Role as clinical consultant regionally/nationally
- Specialty certification maintained and other professional development in clinical expertise or administration

SUB-SECTION F:

Non-confidential letters of appreciation

9. SECTION G: EXCELLENCE IN MENTORSHIP

- For Professor: Description of mentoring activities – number of **junior faculty** mentored documentation of assistance with career development, feedback about scholarly work, assistance with promotion, and advocacy. Can mentor in any of the three areas.
- Description of fellows/residents/students mentored, include #, frequency of contact, outcomes

10. SECTION H: CONFIDENTIAL LETTERS OF EVALUATION

- **H1: INTERNAL PEERS:** WITHIN Department **and** UNM Health Sciences Center
- **H2: EXTERNAL PEERS** in REGION or NATIONAL/INTERNATIONAL LEVEL - important for promotion to professor (more valuable if peer knows your work and doesn't know you!)
******DO NOT USE ANYONE YOU KNEW FROM EXPERIENCE AT UNM ONLY AS EXTERNAL PEER!!!!**
- **H3:** From Medical Students,
- **H4:** Residents, Fellows, and /or Graduate students
- **H5:** Junior Faculty letters **specifically** addressing mentorship