

# Promotion and Tenure Dossier Preparation Checklist

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## 1. Title Page with Table of Contents

### 2. 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 activities showing **Excellence** in Education
    - Teaching - examples of quality, innovations
    - Educational Leadership: roles & accomplishments
    - Innovations in Curriculum Development, Learner Assessment or Mentoring Programs
    - Special Training in Medical Education
      - ie. MES Scholar, educational fellowships, etc.
    - Development of REGIONAL or NATIONAL reputation as educator
    - Dissemination of projects: abstracts, presentations, publications, etc.
  - SUMMARY of activities showing excellence in Clinical Care
    - Summary of degree of clinical activity
    - Highlight areas of clinical expertise and regional/national reputation
    - RVUs and national benchmarks
    - Clinical Administrative positions
    - Clinical Committee work
    - Clinical Quality Improvement Efforts
  - SUMMARY of Service
    - University Committee work
    - Special projects, administrative roles
  - SUMMARY of Research Activities
    - Description of Research Interests, expertise
    - Description of publications, journal review activities
    - Regional and National Research Committee Work
    - Description of Grants
    - Description of 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

### 3. SECTION B: PROMOTION/TENURE RECOMMENDATION FORM

### 4. SECTION C: CURRICULUM VITAE

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

**5. SECTION D: TEACHING/EDUCATIONAL PRODUCTIVITY  
(EXCELLENCE IN EDUCATION)**

- Table of Contents, (Place Color 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 - 1 page description per innovation
  - 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
- Summary** of FAD reports for **several** years
- 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.

**6. SECTION E: RESEARCH/SCHOLARSHIP/CREATIVE WORKS**

- Table of Contents, (Place Color Divider pages between each category)**
- Narrative description of research interests and expertise
  - Continuity of scholarly/research activities around particular field of interest
  - Attempts to secure extramural funding
- List of all publications
- 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 – in 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

## 7. 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

## 8. 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

## 9. SECTION H: CONFIDENTIAL LETTERS OF EVALUATION (Associate or Professor level) (Faculty member is responsible for submitting names for each category. Dept will submit requests for the letters for you.)

- H1: INTERNAL PEERS:** WITHIN department and HSC attesting to clinical/educational/scholarly excellence

- **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!)
- **H3.**From Medical Students,
- **H4:** Residents, Fellows, and /or Graduate students
- **H5:** Junior Faculty letters **specifically** addressing mentorship