University of Colorado School of Medicine  
Appointment, Promotion and Tenure   
Dossier Checklist

Appointments and Promotions to:  
 *Associate Professor, Professor (Tenured and Tenure-Eligible track)  
 Associate Research Professor, Research Professor (Research Professor track)  
 Associate Professor of Clinical Practice, Professor of Clinical Practice (Clinical Practice track)*

Important Information:

* All dossiers must be submitted using *Interfolio®,* an electronic submission and routing platform.Faculty will be provided with a link to *Interfolio®* by their department for submission of their dossier.
* See the ((DBG link)) for more information on dossier preparation, formatting, and recommended length.
* External referee letters and letters from outside of the faculty member’s department must be kept confidential and may not be shared with the candidate. The letter-writer should hold an academic rank at or above that being applied for, however exceptions may be made when external reviewers have specialized expertise, which should be explained.

Departments must request external referee letters using the ((template)) provided by the OFA. There are three templates available, one for each track, along with documents outlining the standards and criteria, which can be included with the request.

The external letter writer must include a description of any relationship with the candidate (e.g., former training director or mentor, research co-investigator, or other). ***For tenure requests, the external letter writer must also include a biosketch or CV.***

* Do not submit any confidential patient information (e.g., patient names, addresses, dates of birth, medical record #s). ***Please redact this information from any documents, such as letters from grateful patients, that you include as Supplemental Material.***
* The deadline for all appointment, promotion, and tenure dossiers to be received by the Office for Faculty Affairs is **October 31st**. Departmental deadlines for dossiers to be submitted are much earlier to allow for review by Departmental Evaluation Committees and the department chair.
* ***Dossier Page Limit Recommendation:*** ***The cover letter should not exceed 5 pages except in rare circumstances. Supplemental Materials are only submitted for domain(s) of excellence and a maximum length of 25 pages is recommended. Teaching evaluations will be submitted for all applications in which at least Meritorious teaching is required and do not count toward this page limit.*** See ((link)) for additional details about Supplemental Materials submission.
* Dossiers submitted for a ***new appointment with tenure must also include a*** [***Tenure Justification Letter***](https://medschool.cuanschutz.edu/docs/librariesprovider173/default-document-library/tenurejustificationletter.docx?sfvrsn=835f24b9_2)prepared by the Chair of the Department. *This letter is not needed for promotions with tenure (only appointments).*

|  | | **Tenured and Tenure-Eligible Track** | **Research Professor Track** | **Clinical Practice Track** | **Tenure** |
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|  | | **Appointment or Promotion to Associate Professor or Professor** | **Appointment or Promotion to Associate Research Professor or Research Professor** | **Appointment or Promotion to Associate Professor of Clinical Practice or  Professor of Clinical Practice** | **Award of Tenure**  (with or without concurrent appointment or promotion) |
| **SECTION** | **DOSSIER CONTENTS**  (See ((DBG link)) for more detailed information and examples) | | | | |
| **1** | **Current Curriculum Vitae**  Template at [CV Format](https://medschool.cuanschutz.edu/docs/librariesprovider173/default-document-library/cvformat.doc?sfvrsn=8c5e24b9_2). | ✓ | ✓ | ✓ | ✓ |
| **2** | **Chair’s letter of recommendation** | ✓ | ✓ | ✓ | ✓ |
| **3** | **Departmental Evaluation Committee Letter**  Must include the vote (e.g., 8-0) and rating (E vs M) in each applicable domain, with explanation. | ✓ | ✓ | ✓ | ✓ |
| **4** | **External Referee Letters**  At least three letters must be from individuals without a University of Colorado affiliation. | ✓ | ✓ | ✓ | ✓ (Must specifically address how the candidate meets SOM tenure standards) |
| **5** | **Cover Letter** Suggested length 3-5 pages, to describe key areas of excellence and impact. | ✓ | ✓ | ✓ | ✓ |
| **6** | **Personalized Promotions Matrix** *Template and instructions at ((link))* | ✓ | ✓ | ✓ | ✓ |
| **7** | **Supplemental Materials** *More information at ((link)).* | ✓ | ✓ | ✓ | ✓ |
| **8** | **CV Abstract** Template at [CV Abstract](https://medschool.cuanschutz.edu/docs/librariesprovider173/default-document-library/cv-abstract---revised-9-2021.doc?sfvrsn=11ec9ba_0). |  |  |  | ✓ |
| **9** | **Tenure Justification Letter *Go to*** [***Tenure Justification Letter Guidelines***](https://medschool.cuanschutz.edu/docs/librariesprovider173/default-document-library/tenurejustificationletter.docx?sfvrsn=835f24b9_2) ***for more info.*** |  |  |  | ✓ (only ***new appointments*** with tenure, not for promotions with tenure) |