**Candidate Sections**

[ ]  **Review the** [**IUSM Affiliate Faculty Policy**](https://policies.medicine.iu.edu/policies/fap-adm-0010/index.html?_gl=1*grq2mu*_gcl_au*MTA3OTQ2NjYyOC4xNzI3Nzk5MjI1*_ga*Nzc3OTc3NDgzLjE3Mjc3OTkxODE.*_ga_61CH0D2DQW*MTcyNzg3OTU3Ny4zLjEuMTcyNzg4MTU4Ny41My4wLjA.) **for promotion criteria**

[ ]  **Curriculum vitae** *use* [*Adjunct & Affiliate Faculty CV Template*](https://fapdadmindashboard.iusm.iu.edu/online/fapd_private_documents/download?data=7888ba0d-3c5c-4857-7c34-08dc2c9e516e)

* List of career accomplishments in teaching, leadership roles, committees, societies, research, etc.

[ ]  **Candidate’s personal statement**

* Brief Bio
* Summary of teaching, support of the academic mission, and improvement, innovation and leadership contributions.

[**eDossier**](https://one.iu.edu/task/iu/edossier)*university-wide system for dossier submissions* **All uploaded documents must be PDFs.**

|  |  |  |
| --- | --- | --- |
| **Folders** | **Required?** | **Description** |
| **📂Dossier** |  |  |
| Candidate |  | Pre-populated with candidate name |
| Department |  | Pre-populated with candidate department |
| School |  | Pre-populated with School of Medicine |
| Dossier Type |  | Pre-populated based on candidate appointment type |
| Dossier Status |  | Pre-populated based on last completed status |
| Rank Sought |  | Pre-populated |
| Area of Excellence | **REQUIRED** | All IUHMG affiliate faculty must select Service |
| Dossier Status | **REQUIRED** | **Submit** - Candidate will see this button once the required documents have been uploaded to the candidate folders.**Route** - Administrative staff will see this button once the required admin documents have been uploaded.**Not ready for submission** - This message will appear when the required documents are not uploaded.  |
| **📂Supplemental – Post Submission** |  | Once your dossier is routed and under review, it is essentially frozen. However, additional materials (e.g., new publications, awards, etc.) may be added using the "Supplemental" folder. This folder is activated and becomes visible once your department designee has routed your dossier for review to the primary committee.  |
| **📂General** |  |  |
| Department & School Criteria | **REQUIRED** | Upload [Affiliate Faculty Policy](https://policies.medicine.iu.edu/policies/fap-adm-0010/index.html?_gl=1*grq2mu*_gcl_au*MTA3OTQ2NjYyOC4xNzI3Nzk5MjI1*_ga*Nzc3OTc3NDgzLjE3Mjc3OTkxODE.*_ga_61CH0D2DQW*MTcyNzg3OTU3Ny4zLjEuMTcyNzg4MTU4Ny41My4wLjA.) as a PDF document |
| CV | **REQUIRED** | Upload CV as a PDF  |
| Candidate Statement | **REQUIRED** | Upload the candidate’s personal statement as a PDF |
|  Department (School) List of… | **| Disregard |** Do not upload anything into this folder |
|  Candidate's List of Prospective… | **| Disregard |** Do not upload anything into this folder |
| **📂Research/Creative Activity** | **| Disregard |** Do not upload anything into this folder |
| **📂Teaching** | **| Disregard |** Do not upload anything into this folder |
| **📂Service/Engagement** | **| Disregard |** Do not upload anything into this folder |

**Administrative Sections** *(not to be completed by the candidate):*

[ ]  **Solicited letters** *required*

* Regional campus candidates: Letter from the regional campus dean or principal academic office.
* Indianapolis or surrounding suburban area candidates: Letter from the Senior Associate Dean for Educational Affairs or another education leader.
* Candidate seeking promotion to full professor: 2 letters from full-time, part-time, or adjunct faculty, faculty external to the institution, or some combination thereof. *(Department or regional campus staff will solicit letters; candidates do not solicit)*

[ ]  **Internal letters**

[ ]  Primary Committee evaluation

Committee must have at least four voting members, not including abstentions, and voting members must be tenured with a higher rank than the candidate holds. Letter must be signed by the committee chair, include all committee members names (even absent/abstain), vote record, abstention reason.

 [ ]  Department Chair evaluation

Chair must be at or above the rank the candidate is seeking and be tenured if the candidate is on the tenure track. If a candidate has a joint (not adjunct) appointment in other department(s) or school, a letter from that department chair must be included here.

 [ ]  Regional Campus Dean evaluation (if applicable)

The same letter written by the regional campus dean and uploaded in the Solicited letters folder will be used here.

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|  |  |  |
| --- | --- | --- |
| **Folders** | **Required?** | **Description** |
| **📂Dossier** |  |  |
| Vote Record | **REQUIRED** | Enter the yes, no, abstain and absent votes that are recorded in the primary committee letter.Enter yes, no or abstain vote based on the recommendation in the chair and regional campus dean (if applicable) letter. |
| Internal Review Letters | **REQUIRED** | Upload primary committee, chair and regional campus dean (if applicable) letters as PDF |
|  External Review Letters | **| Disregard |** Do not upload anything into this folder |
|  List of Referees Contacted | **| Disregard |** Do not upload anything into this folder |
| **📂Solicited Letters** | **REQUIRED** | Upload one PDF document that contains all letters solicited by the department/campus. |

***\**** *All Protected Health Information (PHI), student names, initials, or other identifiers must be redacted from all documents—especially letters in the appendix folders.*