**Candidate Sections:**

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| [ ]  **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** [*IUI format*](https://medicine.iu.edu/faculty/career-planning/promotion-and-tenure/documents) *not required but recommended* |
| * list career accomplishments
* teaching, leadership roles, committees, societies, research, etc.
 |
| [ ]  **Candidate’s personal statement**  |
| * brief bio
* summary of candidate’s support of the academic mission and improvement, innovation and leadership contributions
 |
| **eDossier** |  |  **| All electronic documents must be submitted as PDFs.** |

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| **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** – Appears when the required documents are not uploaded.  |
| **📂Supplemental – Post Submission** |  | Additional materials may be added by using the "Supplemental" folder. This folder will be visible to you once your dossier is routed.  |
| **📂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 candidate 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):*

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| [ ]  **Solicited letters** *required*  |
| * Letters of recommendation from local faculty colleagues who can speak to the candidate’s support of the academic mission and improvement, innovation and leadership contributions
* Department or Regional Campus staff will solicit letters; *candidates do not solicit*
* 2 letters from full-time faculty (as defined in [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.))
* 2 external letters if candidate seeking promotion to full professor
 |
| [ ]  **Internal letters** |
| [ ] **Primary Committee evaluation –** Committee must have at least four voting members, not including abstentions. Letter must be signed by the committee chair, include all committee members names (even absent/abstain), vote record, abstention reason. [ ] **Department Chair evaluation** [ ] **Regional Campus Dean evaluation** (if applicable)  |

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| **eDossier** |  |  **| All electronic documents must be submitted as PDFs.** |

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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. |