[ ]  **Review the following resources**

 [ ]  [IUSM Promotion & Tenure website](https://faculty.medicine.iu.edu/pt/) [ ]  [Standards of Excellence in Service](https://medicine.iu.edu/faculty/career-planning/promotion-and-tenure/documents)

[ ]  [Promotion & Tenure Guidelines](https://medicine.iu.edu/faculty/career-planning/promotion-and-tenure/documents) [ ]  [Standards of Excellence in Teaching](https://medicine.iu.edu/faculty/career-planning/promotion-and-tenure/documents)

[ ]  [Promotion & Tenure Charts/Templates](https://medicine.iu.edu/faculty/career-planning/promotion-and-tenure/documents) [ ]  [Standards of Excellence in Research](https://medicine.iu.edu/faculty/career-planning/promotion-and-tenure/documents)

[ ]  **Curriculum vitae** [*IUI format*](https://medicine.iu.edu/faculty/career-planning/promotion-and-tenure/documents) *required*

* list items under the appropriate category (teaching, research, service).
* most scholarly activity will be placed in the category that is also the declared area of excellence.
* minimize use of abbreviations, jargon, and acronyms.
* annotate exceptional and/or collaborative entries to explain the nature and extent of contribution.
* annotate with the following markings *(confirm in a footnote what each symbol indicates)*
	+ Asterisk (\*) to indicate work in rank or use a grey font for not-in-rank work.
	+ Dagger (†) to indicate student/mentee co-authors.
* list preferred pronouns at the top of the CV, with other contact information
* see [P&T Guidelines](https://medicine.iu.edu/faculty/career-planning/promotion-and-tenure/documents) p. 36-37 for additional information.

[ ]  **Candidate** **statement** *required, 5-7 pages in length*

* narrative case for excellence in the chosen area and satisfactory performance in the other area(s)
* provide clear and sufficient information about individual roles in collaborative projects, publications, presentations, or grants.
* include a section on future plans.
* explain in lay terms since faculty from other disciplines will review the case.
* minimize the use of abbreviations, jargon, and acronyms.
* see [P&T Guidelines](https://medicine.iu.edu/faculty/career-planning/promotion-and-tenure/documents) p. 34-36 for additional information.

[ ]  **Teaching evidence***: This section is required for all tenure, clinical, and lecturer tracks; it is not required for the scientist track, but if needed, include teaching activities in the service folder.*

* statement summarizing teaching philosophy, load, goals, [peer evaluations of teaching](https://medicine.iu.edu/faculty/professional-development/peer-review-of-teaching) & reflections on learner evaluations
* additional evidence is required if teaching is the area of excellence.
* see [P&T Guidelines](https://medicine.iu.edu/faculty/career-planning/promotion-and-tenure/documents) p. 40-45; [P&T Charts/Templates](https://medicine.iu.edu/faculty/career-planning/promotion-and-tenure/documents) p. 2 for additional information

[ ]  **Research evidence** *clinical and lecturer track do not use this section; instead include scholarly activity in the area of excellence folder.*

When research is the area of excellence, the candidate statement should present a clear, reflective, and evidence-based discussion of research accomplishments and plans; the research evidence section will contain details, explanations, and documentation that support the candidate statement or satisfactory accomplishments. ([P&T Guidelines](https://medicine.iu.edu/faculty/career-planning/promotion-and-tenure/documents) p. 37-39; [P&T Charts/Templates](https://medicine.iu.edu/faculty/career-planning/promotion-and-tenure/documents) p. 4)

[ ]  **Service evidence**

When service is the area of excellence, the candidate statement should describe how work exceeds normative levels of activity and quality and is excellent because it represents exceptional outcomes that result in the faculty member being recognized as an expert in their field and brings prestige to the candidate, the department, and the school. The service evidence section will contain additional details and explanations of excellence or evidence of satisfactory contributions to the institution or profession. ([P&T Guidelines](https://medicine.iu.edu/faculty/career-planning/promotion-and-tenure/documents) p. 46-49; [P&T Charts/Templates](https://medicine.iu.edu/faculty/career-planning/promotion-and-tenure/documents) p. 6)

**eDossier** *university-wide system for dossier submissions*

 **All electronic documents must be submitted as** [**accessible PDFs**](https://www.adobe.com/acrobat/hub/what-is-an-accessible-pdf.html#:~:text=Accessible%20PDFs%20ensure%20the%20text,descriptive%20hyperlinks%20for%20easy%20navigation.)**.**

|  |  |  |
| --- | --- | --- |
| **Folders** | **Required?** | **Description** |
| **Dossier** |  |  |
| Candidate |  | Pre-populated |
| Department |  | Pre-populated |
| School |  | Pre-populated |
| Dossier Type |  | Pre-populated |
| Dossier Status |  | Pre-populated |
| Rank Sought |  | Pre-populated |
| Area of Excellence | Required | Select the applicable area of excellence from the drop-down menu\*Balanced Case is not to be used for School of Medicine candidates |
| 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 eDossier is routed and under review, it is essentially frozen. However, additional materials (e.g., new publications, awards etc.) may be added by using the "Supplemental" folder. This folder is activated and becomes visible to you once your department designee has routed your dossier for review by the primary committee.  |
| **General** |  |  |
| Department & School Criteria | Required | Upload the Standards of Excellence document for declared Area of Excellence |
| CV | Required | Upload CV as a PDF document |
| Candidate Statement | Required | Upload candidate statement as a PDF document |
| Department (School) List of Prospective Referees | Disregard | Do not upload anything into this folder |
| Candidate's List of Prospective Referees | Disregard | Do not upload anything into this folder |
| **Research/Creative Activity** | Tenure and scientist faculty *will use* this folder if there is additional evidence. Clinical and lecturer faculty *do not use* this folder | Compile all research evidence into one PDF document and uploaded in first subfolder. See [P&T Guidelines](https://medicine.iu.edu/faculty/career-planning/promotion-and-tenure/documents) pg. 37-39 Add appendix documents in appropriate appendix subfolders.  |
| **Teaching** | Tenure, clinical and lecturer faculty *will use* this folder.Scientist faculty *do not use* this folder. | Compile all teaching evidence into one PDF document and uploaded in first subfolder. See [P&T Guidelines](https://medicine.iu.edu/faculty/career-planning/promotion-and-tenure/documents) pg. 40-45 Add appendix documents in appropriate appendix subfolders. |
| **Service/Engagement** | Tenure, scientist, clinical and lecturer faculty *will use* this folder if there is additional evidence. | Compile all teaching evidence into one PDF document and uploaded in first subfolder. See [P&T Guidelines](https://medicine.iu.edu/faculty/career-planning/promotion-and-tenure/documents) pg. 46-49Add appendix documents in appropriate appendix subfolders. |

***\**** *Redact Protected Health Information (PHI) and FERPA-protected information (listing student/mentee names is acceptable) from all documents—especially letters in the appendix folders.*

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

[ ]  **External Assessments**

Objective evaluation of the value and impact of the candidate’s work within the discipline; demonstration of national reputation. Must include 6 arm’s length letters ([P&T Guidelines](https://medicine.iu.edu/faculty/career-planning/promotion-and-tenure/documents) p. 67-75), with completed referee forms and bios compiled into one searchable PDF in the following order ([P&T Charts/Templates](https://medicine.iu.edu/faculty/career-planning/promotion-and-tenure/documents) p. 26-27):

1) Sample solicitation letter ([P&T Charts/Templates](https://medicine.iu.edu/faculty/career-planning/promotion-and-tenure/documents)pg. 29-45)

2) List of referees with bios

3) Complete referee form for reviewer #1

4) Letter from reviewer #1

5) Complete referee form for reviewer #2

6) Letter from reviewer #2, and so on…

[ ]  **Assessment of Dissemination Outlets**

Evaluation of the stature of outlets (e.g. journals) in which disseminated work appeared ([P&T Guidelines](https://medicine.iu.edu/faculty/career-planning/promotion-and-tenure/documents)p. 67). Prepared by chair or designee, not prepared by the candidate. [Medical librarians](https://iu.libguides.com/scholarlyimpact/assessmentdissoutlets) can help with this.

[ ]  **Solicited letters** *not required*

Assessments from local faculty colleagues who can speak to the quality of service, effectiveness of teaching and/or contributions to research ([P&T Guidelines](https://medicine.iu.edu/faculty/career-planning/promotion-and-tenure/documents) p. 67)

[ ]  **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. Must include the IUSM [Intellectual Diversity P&T Attestation Form](https://fapdadmindashboard.iusm.iu.edu/online/fapd_documents/download?data=9368938f-3989-4199-e369-08dd55d9a6d4&_gl=1*lcw1da*_gcl_au*MTA2MzY2MjA3MS4xNzM4Njg0MTMy*_ga*MTg3NTQyNjAxMy4xNzMwNzY4NDcy*_ga_61CH0D2DQW*MTc0MDUwNTc4NC4yMDQuMS4xNzQwNTE1MzYyLjU4LjAuMA..).

 [ ]  Regional Campus Dean evaluation (if applicable)

 Regional Campus dean must be at or above the rank the candidate is seeking and be tenured if the candidate is on the tenure track.

**eDossier**

**All electronic documents must be submitted as** [**accessible PDFs**](https://www.adobe.com/acrobat/hub/what-is-an-accessible-pdf.html#:~:text=Accessible%20PDFs%20ensure%20the%20text,descriptive%20hyperlinks%20for%20easy%20navigation.)**.**

|  |  |  |
| --- | --- | --- |
| **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 letter |
| Internal Review Letters | Required | Upload primary committee and chair letters as PDF |
| External Review Letters | Required | Upload one PDF document that contains all required elements specified in the **External Assessments** section aboveUpload on PDF document that contains the **Assessment of Dissemination Outlets** |
| List of Referees Contacted | Disregard |  |
| **Solicited Letters** | Optional  | Upload one PDF document that contains all letters solicited by the department. *Letters solicited by the candidate are put in the appropriate evidence appendix folder* |