**Candidate Sections:**

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| [ ]  **Review the** [**IUSM Adjunct Faculty Policy**](https://policies.medicine.iu.edu/policies/fap-adm-0011/index.html?_gl=1*9n0p2a*_ga*ODI1MjU4OTk5LjE2ODI2MDIyMDE.*_ga_61CH0D2DQW*MTY5NDA0MDE3NC4zNC4xLjE2OTQwNDE4OTYuNjAuMC4w) **for promotion criteria**  |
| [ ]  **Curriculum vitae** [*IUPUI format*](https://medicine.iu.edu/faculty/career-planning/promotion-and-tenure/documents) *not required but recommended* |
| * list career accomplishments
* teaching contributions, in particular at IUSM
 |
| [ ]  **Candidate** **statement**  |
| * brief bio
* summary of candidate’s IUSM teaching and academic contribution
 |
| **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 adjunct faculty must select Teaching |
| 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** |  | 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 [Adjunct Faculty Policy](https://policies.medicine.iu.edu/policies/fap-adm-0011/index.html?_gl=1*9n0p2a*_ga*ODI1MjU4OTk5LjE2ODI2MDIyMDE.*_ga_61CH0D2DQW*MTY5NDA0MDE3NC4zNC4xLjE2OTQwNDE4OTYuNjAuMC4w) as a PDF document |
| CV | **REQUIRED** | Upload CV as a PDF  |
| Candidate Statement | **REQUIRED** | Upload candidate statement as a PDF |
|  Department (School) List of  Prospective Referees | **| 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*  |
| * Assessments from local faculty colleagues who can speak to the quality and effectiveness of teaching contributions
* Department or Regional Campus staff will solicit letters; candidates do not solicit
* 2 letters from full-time faculty (as defined in [Adjunct Faculty Policy](https://policies.medicine.iu.edu/policies/fap-adm-0011/index.html?_gl=1*9n0p2a*_ga*ODI1MjU4OTk5LjE2ODI2MDIyMDE.*_ga_61CH0D2DQW*MTY5NDA0MDE3NC4zNC4xLjE2OTQwNDE4OTYuNjAuMC4w), page 3, footnote 1)
* 2 additional 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 letter. |
| Internal Review Letters | Required | Upload primary committee and chair 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. |