

Colleagues:

Please see the sample format for preparation of your dossier to be submitted for Appointment, Promotion, and/or Tenure to your departmental APT. This format is a guide. Each of you may have discrete information that you wish to include for consideration, this information can be easily included by using a table of content.

Remember that the dossier will be reviewed at two levels (department and school), therefore, it is paramount important that an objective picture of accomplishments and achievements be presented that is consistent with the request for promotion and tenure. This picture, supported by the evidence, will assist the Appointment, Promotion, and Tenure Committees in departments and at the school-wide levels in their review of your dossier.

Sample Format for the Dossier

Letters

- APT Committee Chair's Letter
- Chair's letter of the Department focuses on areas of excellence, character, and expertise of the candidate for promotion and/or tenure
- Personal Letter to Chair Requesting Promotion and/or Tenure citing reasons why and discussion of excellence in areas chosen for promotion and/or tenure with accomplishments and achievements
- Four letters of Recommendation (Two internal and two external), if you are recruited prior to approval of appointment by the Board of Trustees)

Curriculum Vitae (Current within the last two months before request)

- Transcript (Newly Appointed)
- Diploma from the School of the last Degree (Newly Appointed)
- Certified Translation (If International Graduate)

Teaching Documentation

- Mentoring (List of Students/Past and Present)
- Curriculum/Syllabi
- Evaluation by students
- Outlines of Outstanding Lectures, Workshops, and/or Seminars
- Awards including Exemplary Teacher's Award, Faculty Recognition Awards
- CMEs/CEUs Seminars, Conferences, Workshop
- Community and Professional Services including Academic Committees

Clinical Documentation

- Mentoring (List of Students/Past and Present)
- Curriculum/Syllabi/or other educational materials
- Clinical Services Documentation
- Evaluation by students
- Outlines of Outstanding Lectures, Workshops, and/or Seminars
- Awards including Exemplary Teacher's Award, Faculty Recognition Awards
- CMEs/CEUs Seminars, Conferences, Workshop
- Community and Professional Services including Academic Committees
- Current Tennessee Licenses

- Drug Enforcement Administration Certificate
- Board Certification

Research

- Mentoring (List of Students/Past and Present)
- Curriculum/Syllabi
- Evaluation by students
- Grants and Contracts Documentation
- Outlines of Outstanding Lectures, Workshops, and/or Seminars
- Awards including Exemplary Teacher's Award, Faculty Recognition Awards
- CMEs/CEUs Seminars, Conferences, Workshop
- Community and Professional Services including Academic Committees
- History of Funding
- Present Funding

Presentations**Publications****Faculty Development Plan/Annual Evaluations**

Letters of Invitations from to serve on advisory boards, review panels, or study sections for NIH, CDC, HRSA, AHQR, Independent Review Panels of Federal Agencies

Letters of Invitations from journals to serve as editor, scientific reviewer, or objective reviewer

Letters of outstanding services to a population, community, or the nation.

Notice of Editorship listings (If appropriate)

Presentations**Publications****Funding****Other Relevant Documents**

- Patents, Innovations, notable techniques