# Marshall University Joan C. Edwards School of Medicine (JCESOM)

## Promotion and Tenure Dossier Template

Prepared by: Office for Faculty Advancement

Last Updated: October 2021

Recommended Dossier Organization

We recommend organizing your electronic dossier using the following Table of Contents. Sections can be customized based on individual achievements.

|  |  |
| --- | --- |
| Section | Title |
| Section 1 | Application for Promotion and/or Tenure |
| Section 2 | Curriculum Vitae (CV) |
| Appendix 1 | Departmental PAC committee Chair /PAC representative Letter |
| Appendix 2 | List of internal and external reviewers providing recommendation letter |
| Appendix 3 | Annual Faculty Evaluations |
| Appendix 4 | Teaching Activities |
| Sub-Appendix 4A | Teaching Quantity |
| Sub-Appendix 4B | Teaching Quality |
| Appendix 5 | Curriculum/Program Development |
| Appendix 6 | Research and Publications |
| Appendix 7 | Clinical Activities and Operations |
| Appendix 8 | Advising and Mentoring |
| Appendix 9 | Administrative and Leadership Roles |
| Appendix 10 | Professional Development |
| Appendix 11 | Honors, Awards, Recognitions, and Service |

\*Customize appendices based on your academic role and accomplishments. \*

## Section 1: Application for Promotion and/or Tenure

Submit the completed Application for Promotion and/or Tenure (Appendix C)

[pt\_reg\_appendix\_c\_post-2013\_may2022.pdf](https://jcesom.marshall.edu/media/60587/pt_reg_appendix_c_post-2013_may2022.pdf)

## Section 2: Curriculum Vitae (CV)

### Appendix 1: Departmental PAC Letter

Letter from the Departmental PAC committee Chair or PAC representative.

### Appendix 2: Recommendation Letters

List of internal and external reviewers providing recommendation letters. Letters must be sent directly by the writer to [ofa@marshall.edu](mailto:ofa@marshall.edu).

## Appendix 4: Teaching Activities

Document your teaching activities, including lectures, small groups, CME talks, procedural skills, etc. Specify learner level (students, residents, fellows, etc.).

### Teaching Quantity

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year(s) | Title or Topic | Instruction Method | Location | Hours/Year | Learner Type / # Learners |
| 2023 | Cardiology Lecture Series | Lecture | JCESOM | 12 | Med Students / 80 |

### Teaching Quality

|  |  |  |  |
| --- | --- | --- | --- |
| Evaluator | Evaluation Method | Summary/Results | Appendix Ref |
| 25 Students | Course Evaluation | Rated 4.7/5 overall | 4B |

## Appendix 5: Curriculum and Program Development

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Topic & Type | # Learners/Year | Implemented (Y/N) | Location | Role / Year(s) |
| Residency Module - Evidence Based Medicine | 30 | Y | Department of Medicine | Leader / 2022-2024 |

## Appendix 8: Advising and Mentoring

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Mentee Name | Dates | Duration | Role of Mentee | Your Role | Current Position | Achievements |
| Jane Doe | 2021-2023 | 2 | Resident | Research Mentor | Faculty, Internal Medicine | 2 Publications |

## Appendix 7: Clinical Activities and Operations

Describe contributions such as improving clinic workflow, developing templates, or organizing patient/community education. Example: Reorganized clinic workflow to reduce patient wait times by 20%.

## Appendix 9: Administrative and Leadership Roles

|  |  |  |  |
| --- | --- | --- | --- |
| Title of Role/Program | Scope | Duration (Years) | Committee Role |
| EX. Residency Program Director | Institutional | 5 | Chair |

## Appendix 10: Professional Development

|  |  |  |  |
| --- | --- | --- | --- |
| Activity & Description | Dates & Location | Sponsoring Organization | Notes |
| Ex. Medical Education Research Certificate (MERC) | 2022, Virtual | AAMC | Completed |

## Appendix 6: Research and Scholarship

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Publication/Abstract Title | Type | Date | Scope | Impact/Notes |
| Ex. Improving Faculty Wellbeing in Rural Medicine | Journal Article | 2023 | National | Cited 15 times |

## Appendix 11: Honors, Awards, Recognitions and Service

|  |  |  |  |
| --- | --- | --- | --- |
| Award/Recognition/Service | Scope | Date/Duration | Notes |
| Ex. Distinguished Teacher Award | Institutional | 2023 | Competitive |