

**DMS FACULTY MEMBER BEING CONSIDERED FOR PROMOTION
To A Senior Rank
Associate Professor or Professor**

This document should be used in conjunction with the DMS Guidelines for Faculty Promotion Procedures and Faculty Appointments and Titles at Dartmouth Medical School

Candidates Name: _____

Associate Professor

- Chairman's Letter:** Original + 11 Copies
 - Original must be on letterhead and signed (will not accept electronic, copied or stamped signatures)
 - 1st paragraph should indicate tenure request, academic track, % of effort in each discipline
- Secondary Chairman's Letter:** Original + 11 Copies
 - Only necessary if there is a joint appointment
- Section Chief's Letter:** Original + 11 Copies
 - Optional
- Career Overview :** Original + 11 Copies
 - Must be written by candidate
- Curriculum Vitae (CV):** Original + 11 Copies
 - Must be in Harvard Format, current and dated
- Grant Support:** 1 Original
 - Complete information about the candidate's past, present & pending grant support
 - This information is viewed by the Committee as highly relevant in evaluating the candidate
 - If NO data is provided it will be assumed that there is NO grant support
- Publications:** 1 copy of 4 to 10 different publications
- Five Outside Reviewer Letters:** Originals Only
 - Each original must be on letterhead, signed and list reviewer's faculty rank
 - The majority of outside letters have to come from individuals who have not trained, worked, or collaborated with the candidate for a minimum of 5 years
 - At least 3 letters must be chosen by the Chair, no more than 2 chosen by the candidate
- List of Outside Reviewers:** 1 page for the chair's reviewers and 1 page for the candidate's reviewers
 - Each list should include the reviewers name, address and title
- Two Peer (Internal) Reviewer Letters:** 1 Copy of each
 - Review letters from 2 current peers (DMS or Current Institution) of the candidate that are of the same or higher rank than the candidate who is being considered for promotion
- Evaluations from Students, Fellows, Residents:** 1 copy, at least 5 evaluations from medical students
 - Request at least 10 evaluations
- Completed DAB Form:** Fill out the DAB form in anticipation of the candidate being approved
 - Please note: this does not guarantee approval

Professor

- Seven Outside Reviewer Letters:** 1 Copy each
 - Each original must be on letterhead, signed and list reviewer's faculty rank.
 - Majority of outside letters have to come from individuals who have not trained, worked, or collaborated with the candidate for a minimum of 5 years
 - At least 4 letters must be chosen by the Chair, no more than 3 chosen by the candidate
- All other criteria as outlined above for Associate Professor**

*****Please include a checked copy of this form with the candidate's promotion packet**

*****Please 3 hole punch ALL materials submitted in the promotion packet**

**NEW FACULTY TO DMS BEING CONSIDERED FOR
A Senior Faculty Appointment to
Associate Professor or Professor**

This document should be used in conjunction with the DMS Guidelines for Faculty Promotion Procedures and Faculty Appointments and Titles at Dartmouth Medical School

Candidates Name: _____

Associate Professor

- Chairman's Letter:** Original + 11 Copies
 - Original must be on letterhead and signed (will not accept electronic, copied or stamped signatures)
 - 1st paragraph should indicate tenure request, academic track, % of effort in each discipline
- Secondary Chairman's Letter:** Original + 11 Copies
 - Only necessary if there is a joint appointment
- Section Chief's Letter:** Original + 11 Copies
 - Optional
- Career Overview :** Original + 11 Copies
 - Must be written by candidate
- Curriculum Vitae (CV):** Original + 11 Copies
 - Must be in Harvard Format, current and dated
- Grant Support:** 1 Original
 - Complete information about the candidate's past, present & pending grant support
 - This information is viewed by the Committee as highly relevant in evaluating the candidate
 - If NO data is provided it will be assumed that there is NO grant support
- Publications:** 1 copy of 4 to 10 different publications
- Five Outside Reviewer Letters:** Originals Only
 - Each original must be on letterhead, signed and list reviewer's faculty rank
 - The majority of outside letters have to come from individuals who have not trained, worked, or collaborated with the candidate for a minimum of 5 years
 - At least 3 letters must be chosen by the Chair, no more than 2 chosen by the candidate
- List of Outside Reviewers:** 1 page for the chair's reviewers and 1 page for the candidate's reviewers
 - Each list should include the reviewers name, address and title
- Two Peer (Internal) Reviewer Letters:** 1 Copy of each
 - Review letters from 2 current peers (DMS or Current Institution) of the candidate that are of the same or higher rank than the candidate who is being considered for promotion
- Evaluation from Senior Associate Dean or the equivalent:** Original Only
- Evaluations from Students, Fellows, Residents:** 1 copy, at least 5 evaluations from medical students
 - Request at least 10 evaluations
- Completed DAB Form:** Fill out the DAB form in anticipation of the candidate being approved
 - Please note: this does not guarantee approval

Professor

- Seven Outside Reviewer Letters:** 1 Copy each
 - Each original must be on letterhead, signed and list reviewer's faculty rank.
 - Majority of outside letters have to come from individuals who have not trained, worked, or collaborated with the candidate for a minimum of 5 years
 - At least 4 letters must be chosen by the Chair, no more than 3 chosen by the candidate
- All other criteria as outlined above for Associate Professor**

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Updated 10/29/2007

**NEW FACULTY TO DMS BEING CONSIDERED FOR
A Senior Faculty Appointment
Associate Professor or Professor Entailing a Promotion From Their Current Academic Rank**

This document should be used in conjunction with the DMS Guidelines for Faculty Promotion Procedures and Faculty Appointments and Titles at Dartmouth Medical School

Candidates Name: _____

Associate Professor

- Chairman's Letter:** Original + 11 Copies
 - Original must be on letterhead and signed (will not accept electronic, copied or stamped signatures)
 - 1st paragraph should indicate tenure request, academic track, % of effort in each discipline
- Secondary Chairman's Letter:** Original + 11 Copies
 - Only necessary if there is a joint appointment
- Section Chief's Letter:** Original + 11 Copies
 - Optional
- Career Overview :** Original + 11 Copies
 - Must be written by candidate
- Curriculum Vitae (CV):** Original + 11 Copies
 - Must be in Harvard Format, current and dated
- Grant Support:** 1 Original
 - Complete information about the candidate's past, present & pending grant support
 - This information is viewed by the Committee as highly relevant in evaluating the candidate
 - If NO data is provided it will be assumed that there is NO grant support
- Publications:** 1 copy of 4 to 10 different publications
- Five Outside Reviewer Letters:** Originals Only
 - Each original must be on letterhead, signed and list reviewer's faculty rank
 - The majority of outside letters have to come from individuals who have not trained, worked, or collaborated with the candidate for a minimum of 5 years
 - At least 3 letters must be chosen by the Chair, no more than 2 chosen by the candidate
- List of Outside Reviewers:** 1 page for the chair's reviewers and 1 page for the candidate's reviewers
 - Each list should include the reviewers name, address and title
- Two Peer (Internal) Reviewer Letters:** 1 Copy of each
 - Review letters from 2 current peers (DMS or Current Institution) of the candidate that are of the same or higher rank than the candidate who is being considered for promotion
- Evaluation from Senior Associate Dean or the equivalent:** Original Only
- Evaluations from Students, Fellows, Residents:** 1 copy, at least 5 evaluations from medical students
 - Request at least 10 evaluations
- Completed DAB Form:** Fill out the DAB form in anticipation of the candidate being approved
 - Please note: this does not guarantee approval

Professor

- Seven Outside Reviewer Letters:** 1 Copy each
 - Each original must be on letterhead, signed and list reviewer's faculty rank.
 - Majority of outside letters have to come from individuals who have not trained, worked, or collaborated with the candidate for a minimum of 5 years
 - At least 4 letters must be chosen by the Chair, no more than 3 chosen by the candidate
- All other criteria as outlined above for Associate Professor**

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