

**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
  - 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 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
  - 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
  - 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
  - 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
  - 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
  - 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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**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
  - 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
  - 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
  - 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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