Fixed Term Track—The Pieces

The Dossier for Promotion

- CV in current UNC SOM format
- Chair’s Letter
- Letter of request to external reviewers
- 2 External (to Department) review letters
- Internal letter(s) of evaluation and support (Peer review)
- Teaching evaluations
- Department Tenured Professors recommendation
- UNC Form(s), AP-2/a, for personnel action

CV (UNC SOM format 2016)

- Personal Information
- Education
- Professional Experience – Employment History
- Honors
- Bibliography and products of scholarship
- Teaching activities
- Grants
- Professional service
- Research Statement
- Teaching Statement
- Service and Engagement Statement (if applicable)

*All items must be in reverse chronological order

Things to Avoid With Your CV

- Wrong format
- Misspellings, poor grammar, mixed formats
- Lack of documentation
- In press/submitted publications mixed with published
- Incomplete presentations data – title, date, meeting, location
- Unclear roles in teaching
- Poor documentation of professional and internal service
- Overstating awards and honors
  - Ex: service on committee is not an award
- Failure to list in reverse chronological order
- Just plain sloppy and lack of attention to detail!

Letters of Recommendation Fixed Term Track

Minimum: 2 Letters

- Must be External to the Department
- May have current OR past academic and/or professional relationship/affiliation with candidate
- Must come from a faculty member of commensurate or higher ranking as proposed appointment

Additional Letters

- No set number required
- Can be from external
- Can be from internal
- May have current or previous relationship

Note: ALL letters received MUST be included in dossier

Teaching Documentation

- Teaching Statement should summarize your various activities as an educator within your area of expertise (clinical, education and/or research) and reflect upon your overall teaching philosophy
  - Don’t be afraid to highlight specific examples:
    - Introducing cutting edge technology to your research staff, graduate students, fellows, etc.
    - A one-on-one session that made a difference with a student
    - A web-based workshop that has gone viral
- Teaching Activities Section
  - List your courses, lectures, etc., AND give details of number of students in each, names of students supervised (thesis titles, etc.)
  - Teaching can take place in many locations:
    - Classroom, laboratory, wards, internet, modules, meetings, other institution's community, etc.
- Evidence of Superior Teaching
  - Include qualitative and quantitative evaluations of your teaching activities collected from learners and supervisors.
  - Note: Learners include students and trainees, staff, peers, community.

*If your area of expertise is Teaching, these items should be included in a Teaching Portfolio with a detailed table of contents.

Research Documentation

- Grant Section
  - List all grants (current, past, pending)
  - Give title, funding source, define your role/relationship, dates, $, % effort
  - Should give reader an idea of project focus and emphasize your involvement in and level of responsibility
- Research Statement gives general overview of your interests and plans for the future. Be sure to emphasize collaborative roles and contributions

Note: ALL letters received MUST be included in dossier
**Fixed Term Track (Community Prof. Svc.)—The Process**

### Promotion Timeline from Assistant Professor to Associate Professor

- **Hire**
- **Review by Department**
- **Annual Reappointment Review by Department**
- **Promotion Review by Dept., FTC, DAC**
- **Earliest effective date, first date of 7th year**

#### Criteria for Promotion

- Documentation of significant interaction and positive engagement with communities outside the traditional scholarly community
- Documentation of community professional service that makes a substantial contribution to the health of the community over and above what most faculty do in their professional capacity
- An excellent local reputation for community professional service documented in letters of reference external to the department
- A sustained record of one or more of the following:
  - Evidence of novel and/or innovative service program development and implementation
  - Acquisition of external funding in support of service programs
  - Scholarship related to community professional service
  - Invited presentations at local or regional research meetings

#### Items to Consider

- Know your timeline and stay on-track
- Ask questions
- Self-advocate – remind your department
- SOM and University APT Committees are elected, and members are known (Seek their assistance, if you have a question)

Truly outstanding individuals may be considered for early promotion.

While prior time in rank at UNC or at outside institutions may be considered, this is not required in the timeline for appointment and promotion recommendations.

### Promotion Timeline from Associate Professor to Professor

- **Year 1**
- **Year 2**
- **Year 3**
- **Year 4**
- **Year 5**
- **Year 6**
- **Earliest effective date, first date of 6th year**

#### Criteria for Promotion

(continued from left column)

- Documentation of significant interaction and positive engagement with communities outside the traditional scholarly community
- Documentation of community professional service that makes a substantial contribution to the health of the community over and above what most faculty do in their professional capacity
- An excellent regional or truly exceptional local reputation for community professional service documented in letters of reference external to the department
- A sustained record of one or more of the following:
  - Community professional service that makes a substantial contribution to the health of the community over and above the individuals’ research, teaching, or clinical activity
  - Evidence of novel and/or innovative service program development and implementation
  - Acquisition of external funding in support of service programs
  - Scholarship related to community professional service
  - Invited presentations about community professional service at regional or national meetings