

## D.10. The Candidate's Dossier

It is the responsibility of the candidate to provide the required documentation. It should be concise and well-organized. Unless otherwise noted, the documentation should cover the candidate's entire academic career, regardless of the site or time at which the work was done. Candidates are encouraged to meet with the Department Chair, their assigned mentor, the DAPTCO chair, or the Associate Dean for Faculty for help in preparing the documentation. Candidates are also encouraged to attend the promotion 101 meetings.

The dossier shall include:

- CV abstract (see attached template)
- Full CV (see attached template)
- Summary and Documentation of teaching, research, and/or public health practice/clinical activity (as appropriate to appointment), as well as leadership and service (see attached "Examples").
- Three most important publications with a brief description of faculty member's substantial contribution to each publication and the contribution to science of each publication.

### Summary and Documentation of Teaching (with Scholarship, if applicable)

It is recognized that teaching takes many forms. Among these are independent teaching of courses (sole responsibility for course content); team teaching of courses; teaching of seminars; advising students regarding course work and requirements; and guiding the research of master's and doctoral students and post-doctoral fellows. This section should include the following:

- Narrative summary of teaching/advising/mentoring activity (i.e., teaching statement, 1-2 pages), highlighting teaching philosophy, approach and any special accomplishments. This section should not repeat information already provided in the CV.
- Course evaluations for all courses taught as a course director in the past 3-5 years.
- Summary of all course evaluations. (Please see 'Appendix C' of the Faculty Handbook.)
- Receipt of teaching awards
- Optional
  - Course syllabi (detailed course material is not required)
  - Solicited and unsolicited letters from students and peers, especially for documenting excellence in teaching.
  - Peer review of teaching.
- Documentation of scholarly teaching activities (if applicable):
  - Examples of scholarly teaching activities include:
    - Development of innovative educational materials
    - Innovative methods of teaching
    - National reputation as an innovative educator
    - Educational leadership

### Summary and Documentation of Research (with Scholarship, if applicable)

This section should include the following:

- Narrative summary of research goals and activities (i.e., research statement, 1-2 pages), highlighting any special accomplishments. This summary should state the focus of independent research inquiry and/or the candidate's specific contribution to collaborative work. This section should not repeat information already provided in the CV.
- Receipts of research awards

- Optional:
  - Citations in scientific journals
  - Solicited or unsolicited letters from colleagues and collaborators

Documentation of scholarly research activities:

- Examples of scholarly research activities include:
  - Research leadership
  - Impact of research program
  - Regional /national / international recognition for research

#### Summary and Documentation of Public Health/Clinical Practice (with Scholarship, if applicable)

This section should be included only if the candidate is involved in public health or clinical practice. This section should not repeat information already provided in the CV.

- Narrative summary of public health practice/clinical practice activities (i.e., public health/clinical practice, 1-2 pages), highlighting any special accomplishments. This section should not repeat information already provided in the CV.
- Receipts of public health/clinical awards

Documentation of scholarly activities in public health/clinical practice (if applicable)

- Examples of scholarly activities in public health/clinical practice include:
  - National / international reputation in public health / clinical practice
  - Innovative procedures for the practice of public health / clinical practice
  - Relevant opinions of colleagues and others

#### Summary and Documentation of Leadership and Service

This section should include the following items:

- Narrative summary of leadership and service to one's discipline and profession at the level of the department, ColoradoSPH, and University, as well as at a local, state, regional, national and international level, highlighting any special accomplishments.
- Narrative summary of professional or other leadership and service to the community, highlighting any special accomplishments and awards. This section should not duplicate the summary provided for public health/clinical practice.
- This section should not repeat information already provided in the CV, but rather should describe and place these activities into context.

#### Three most important publications

- Reprints of any publications (not to exceed three). Articles should be selected for which the candidate has made a significant contribution. Generally, this would show the candidate as either first or senior author.
- In all cases, the candidate should provide a brief description of their substantial contribution to each publication and the contribution to science of each publication.