

Dossier Guidelines for Promotions and Senior Appointments

Overview

A CMFA dossier is required for all promotions and appointments to senior ranks (i.e., associate professor and full professor) in all tracks. The dossier should include the materials listed below, as required by the candidate's track. Please note that DEI-focused work can be outlined in different areas of the dossier including CV and personal statement.

Submission

Compile the dossier into a single PDF with bookmarks for each item and email to Vilma_Cortez@brown.edu. Materials should follow the order listed.

Deadline

Six weeks before the scheduled CMFA date.

Dossier Materials

The item listed is required for a track if it is marked with the colored box associated with that track (see legend above).

1 | Chair's letter to the dean

Must include:

- Correct academic title and track
- Requested term dates for five-year term (Note: promotions always begin July 1)
- Letterhead and signature

Tips:

- Do not include promotion/appointment criteria. BMFA provides this information to CMFA committee members.
- Do not restate the CV in paragraph form.
- Do provide context for the candidate's achievements and justification for the requested promotion/appointment.
- Do address weaknesses in the file and critical comments in external referee letters.
- Do **not** repeat comments from the promotions committee report.

2 | Promotions committee report

Use **BMFA** template or prepare your own report with the following information:

- Meeting date
- Attendees
- Voting results
- Committee discussion or comments, if relevant

3 | Chief/division director letter

if applicable

4 | Hospital support letter

Must include:

- Correct academic title and track
- Requested term dates for five-year term. Dates must match the chair's letter.
- Letterhead and signature(s)

Legend

Clinical
Clinician Educator
(Research)
Research Scholar

Teaching Scholar

5 | Curriculum vitae

The CV must:

Use Brown University format

Present information in consistent chronological or reverse-chronological order in every section

The CV should include the following sections, where applicable:

Education Degree, field of study, institution, date awarded

Post-graduate training
 Program, location, date

Honors/awards Award title, awarding body, date received

Academic appointments Appointment title, department/institution, dates held
 Hospital appointments Appointment title, department/institution, dates held

Other appointments
 This sections includes editorial board positions, study section membership, etc.

Appointment title, department/institution, dates held

Hospital committees
 University committees
 Membership in societies
 All relevant details, including dates of service
 All relevant details, including dates of service

Publications
 Consistent citation style with date and page numbers, candidate name in bold.

Grouped by type, with original, peer-reviewed publications listed first and separately from other

peer-reviewed (e.g., reviews) and non-peer-reviewed publications

Abstracts
 Consistent citation style with meeting title, location (city and state/country), and date, candidate

name in bold

Invited presentations
 Title, host, location (city and state/country), date

Include only presentations resulting from unsolicited invitations (e.g., grand rounds, plenary talks). These help demonstrate regional, national, and international reputation, so invitations from external institutions are important. **Do not include** presentations arising from submission of an abstract or proposal. Create a separate category for these (e.g., Conference Presentations,

Other Presentations) or list under Abstracts.

Grants
 Sponsor, project title, funding/project period, candidate's role, funding amount

Teaching roles
 All relevant details, including dates

Note: The CV may also include applicable sections not listed above (e.g., licenses and board certifications, patents).

6 | Personal Statement

Maximum two pages, double spaced.

Describes, as applicable, the candidate's teaching philosophy and achievements in education; research program; service activities; professional trajectory and future goals; and passions and interests as an academic faculty member. Does **not** reiterate the CV.

7 | Sample solicitation letter sent to referees

Use BMFA template and tailor per the department's preferences. Or create your own letter that includes:

- Brown's promotion/appointment criteria for the relevant rank and track
- Clear instructions to the referee, including request for confirmation of candidate's appointment/promotion to this rank/track at the referee's school

Do **not** require referees to return a Relationship to Candidate Form. They should state their relationship in the letter.

8 | Referee list: department-selected referees

Use BMFA template or create your own list that includes for each referee:

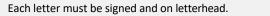
- Full name
- Rank/title
- Institution
- Brief bio

Tips:

- Do **not** include information not requested above (e.g., addresses).
- Do number each referee.
- Do put referees who declined or did not submit a letter last in the list and include the reason for declining.

• Do ensure referees meet the requirements for the relevant rank and track (see page 3).

9 | Letters: department-selected



10 | Referee list: candidate-selected referees

Use BMFA template or create your own list that includes for each referee:

- Full name
- Rank/title
- Institution
- Brief bio
- □ Reason for declining, if applicable

Tips:

- Do **not** include information not requested above (e.g., addresses).
- Do number each referee.
- Do put referees who declined or did not submit a letter last in the list.
- Do ensure referees meet the requirements for the relevant rank and track (see below).

11 | Letters: candidate-selected

Each letter must be signed and on letterhead.

12 | Teaching hours breakdown

Candidates may use BMFA template or create their own to demonstrate fulfillment of the following service obligations:

- 100 hours/year for clinical
- 200 hours/year for clinician educator

13 | Teaching evaluations

Include teaching evaluations from medical students, residents, and fellows with **summary results**, if available. Evaluations are optional for (research) and research scholar tracks.

Referee Requirements

All numbers below represent *minimums* for each type of letter.

Associate	Clinical	Clinician Educator	(Research)	Research Scholar	Teaching Scholar	
Department-selected	2	2	3	3	3	
Candidate-selected	2	2	3	3	3	
Note	All outside dept; can be within Brown	All outside dept; one each outside Brown	All outside Brown	All outside Brown	All outside Brown	
	All referees must be at the rank of associate professor or full professor.					

Professor	Clinical	Clinician Educator	(Research)	Research Scholar	Teaching Scholar	
Department-selected	2	2	3	3	3	
Candidate-selected	2	2	3	3	3	
Note	All outside Brown	All outside Brown	All outside Brown; one international	All outside Brown; one international	All outside Brown	
	All referees must be at the rank of full professor.					