

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.

Legend

-  Clinical
-  Clinician Educator
-  (Research)
-  Research Scholar
-  Teaching Scholar

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)

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



Each letter must be signed and on letterhead.

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.					