

Checklist - Materials needed for Reappointment or Promotion Dossiers

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- 1. Submit an updated CV first to the Associate Chair P,T,M**
 - a. A sample CV is on DCS website (Committees>>Promotion, Tenure, Mentoring) that can be used or adapted for this purpose. (Admin assistants can format your CV).
 - b. Conduct a PubMed search on yourself to confirm that all of your publications are included and cited correctly. (Admin assistants can help with this).
 - c. Identify Foundation and Distribution courses that you teach by **VTMED XXXX Name of Course**, number of hours taught, number of students and year taught.

- 2. Submit your candidate's statement first to the Associate Chair P,T,M:**
 - a. Guidelines for preparing your narrative are on the DCS website (Committees>>Promotion, Tenure, Mentoring).
 - b. Be concise: For re-appointments, try not to exceed 7 pages; for promotions, please try to limit narrative to 10-11 pages.

- 3. Submit Teaching Materials (power points or lecture notes) from 4 presentations:**
 - a. Identify the courses for which the materials are used (VTMED XXXX Name of Course)
 - b. Materials may be those used for Conferences and Continuing Education (identify meeting, date, place)
 - c. Make certain that peer-reviewed teaching evaluations have been sent to DCS office (Chair; mcm43@cornell.edu).

- 4. Submit 4 publications: (PDFs)**

- 5. Provide the names of 5 external reviewers (promotion, not reappointment)**

- 6. Provide the names of 2-3 students who may write letters of evaluation for you.**