DOSSIER Bookmarking Order

College of Human Medicine

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| TENURE SYSTEM | HEALTH PROGRAMS  | NON-PREFIX | FIXED TERM  |
| **MSU Required Documentation**  | **MSU Required Documentation (max 85 pages)** | **MSU Required Documentation (max 85 pages)** |
| Recommendation Signature PageII Summary Information Letters from RPT Committees III A InstructionIII B Research and Creative ActivitiesIII C Service within the Academic and Broader  CommunityIII D Additional Reporting  | Recommendation Signature PageII Summary InformationLetters from RPT Committees III A Patient Care ServicesIII B Clinical and Pre-Clinical TeachingIII C Scholarly Productivity and ResearchIII D Institutional Services | Recommendation Signature PagesII Summary InformationLetters from RPT Committees Assignment Description, including Focus AreaIII A InstructionIII B Research and Scholarly ActivitiesIII C ServiceIII D Additional Reporting |
| IV A InstructionIV B Research and Creative ActivitiesIV C Service within the Academic and Broader CommunityIV D Additional ReportingIV E Grant Proposals | IV A Patient Care ServicesIV B Clinical and Pre-Clinical TeachingIV C Scholarly Productivity and ResearchIV D Institutional ServicesIV E Additional ReportingIV F Grant Proposals | IV A InstructionIV B Research and Scholarly ActivitiesIV C ServiceIV D Additional ReportingIV E Grant Proposals |
| Reflective Essay | Reflective Essay | Reflective Essay |
| CV | CV | CV |
| External Reviews (not required for reappointment) | External/Internal Reviews | External/Internal Reviews |
| Annual Reviews (in order from most recent) | Annual Reviews (in order from most recent) | Annual Reviews (in order from most recent) |
| COVID-19 Impact Statement (optional) | COVID-19 Impact Statement (optional) | COVID-19 Impact Statement (optional) |
| **CHM Academic Portfolio** | **CHM Academic Portfolio** | **CHM Academic Portfolio****(order varies based on focus area – place first)** |
| **INSTRUCTION** | **PATIENT CARE** | **INSTRUCTION** |
| Bookmark documents for Instruction | Bookmark documents for Patient Care | Bookmark documents for Instruction |
| **RESEARCH AND CREATIVE ACTIVITIES** | **CLINICAL AND PRE-CLINICAL TEACHING** | **RESEARCH AND SCHOLARLY ACTIVITIES** |
| Bookmark documents for Research | Bookmark documents for Teaching | Bookmark documents for Research |
| **SERVICE** | **SCHOLARLY PRODUCTIVITY AND RESEARCH** | **SERVICE** |
| Bookmark documents for Service | Bookmark documents for Research | Bookmark documents for Service |
| **ADDITIONAL REPORTING** | **INSTITUTIONAL SERVICES** | **ADDITIONAL REPORTING** |
| Bookmark documents for Additional Reporting | Bookmark documents for Service | Bookmark documents for Additional Reporting |
|  | **ADDITIONAL REPORTING** |  |
|  | Bookmark documents for Additional Reporting |  |

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| RESEARCH SYSTEM | ACADEMIC SPECIALIST  | CLINICAL/ADJUNCT PREFIX |
| **MSU Required Documentation (max 85 pages)**  | **MSU Required Documentation (max 85 pages)** | **MSU Required Documentation** |
| Recommendation Signature PageII Summary Information Letters from RPT Committees III Research and Scholarly Activities  | Academic Specialist Recommendation PageSummary StatementsLetters from RPT Committees Specialist Position DescriptionAcademic AdvisingTeaching ActivitiesCurriculum DevelopmentResearchOutreachAdministrative ActivitiesScholarly Presentations and MSU-affiliated Non-credit Instructional ActivitiesPublicationsGrantsCommittee ServiceDEIAdditional Significant Contributions | Recommendation Signature PageCurrent/most recent appointment renewal (reappointment) form |
| IV A Research and Scholarly ActivitiesIV B Grant Proposals |
| Reflective Essay | Reflective Essay | Reflective Essay |
| CV | CV | CV |
| External Reviews | External/Internal Reviews (as required) | Letter of support from supervisor |
| Annual Reviews (in order from most recent) | Annual Reviews (in order from most recent) |  |
| COVID-19 Impact Statement (optional) | COVID-19 Impact Statement (optional) |  |
| **CHM Academic Portfolio** | **CHM Academic Portfolio** | **Other Evidence** |
| **RESEARCH & SCHOLARLY ACTIVITIES** | **PRIMARY FUNCTIONAL AREA - (name of area)** | **INSTRUCTION** |
| Bookmark documents for Research | Bookmark documents for primary area | Bookmark documents for Instruction |
|  | **ADDITIONAL FUNCTIONAL AREAS** | **RESEARCH & SCHOLARLY ACTIVITIES** |
|  | Bookmark additional documents for Advising, Teaching, Curriculum Development, Research, Outreach and Administrative Activities, as applicable | Bookmark documents for Research/Scholarly Activities |
|  | **ADDITIONAL REPORTING** | **SERVICE**  |
|  | Bookmark documents for Additional Significant Contributions | Bookmark documents for Service |
|  |  | **OTHER EVIDENCE** |
|  |  | Bookmark documents for other evidence of professional improvement |

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| DESIGNATION B | NON-PREFIX REAPPOINTMENTS |  |  |
| **MSU Required Documentation (max 85 pages)**  | **Required Documentation** |  |  |
| Recommendation for Designation B Appointment formUndergraduate and Graduate Credit InstructionUNTF Non-credit InstructionList of Instructional Works | NP-C FormCommittee Letter/MemoReappointment Application (and attachments) CV Additional Evidence of Excellence (optional) |  |  |
| Evidence of Teaching Excellence  | Annual Reviews (in order from most recent) |
| Reflective Essay |  |  |  |
| CV |  |  |  |
| Summary Evaluation by Department Chair  |  |  |  |
| Summary Evaluation by Dean |  |  |  |
| Annual Reviews (in order from most recent) |  |  |  |
| **CHM Academic Portfolio** |  |  |  |
| **INSTRUCTION** |  |  |  |
| Bookmark documents for Instruction |  |  |  |
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