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 Page  II Summary Information  Letters from RPT Committees  III A Instruction  III B Research and Creative Activities  III C Service within the Academic and Broader  Community  III D Additional Reporting | Recommendation Signature Page  II Summary Information  Letters from RPT Committees  III A Patient Care Services  III B Clinical and Pre-Clinical Teaching  III C Scholarly Productivity and Research  III D Institutional Services | | Recommendation Signature Pages  II Summary Information  Letters from RPT Committees  Assignment Description, including Focus Area  III A Instruction  III B Research and Scholarly Activities  III C Service  III D Additional Reporting |
| IV A Instruction  IV B Research and Creative Activities  IV C Service within the Academic and Broader Community  IV D Additional Reporting  IV E Grant Proposals | IV A Patient Care Services  IV B Clinical and Pre-Clinical Teaching  IV C Scholarly Productivity and Research  IV D Institutional Services  IV E Additional Reporting  IV F Grant Proposals | | IV A Instruction  IV B Research and Scholarly Activities  IV C Service  IV D Additional Reporting  IV 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 Page  II Summary Information  Letters from RPT Committees  III Research and Scholarly Activities | Academic Specialist Recommendation Page  Summary Statements  Letters from RPT Committees  Specialist Position Description  Academic Advising  Teaching Activities  Curriculum Development  Research  Outreach  Administrative Activities  Scholarly Presentations and MSU-affiliated Non-credit Instructional Activities  Publications  Grants  Committee Service  DEI  Additional Significant Contributions | Recommendation Signature Page  Current/most recent appointment renewal (reappointment) form |
| IV A Research and Scholarly Activities  IV 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 form  Undergraduate and Graduate Credit Instruction  UNTF Non-credit Instruction  List of Instructional Works | NP-C Form  Committee Letter/Memo  Reappointment 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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