DOSSIER Bookmarking Order

College of Human Medicine

### Promotions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TENURE SYSTEM | HEALTH PROGRAMS  | NON-PREFIX | FIXED TERM | ACADEMIC SPECIALIST |
| **MSU Required Documentation**  | **MSU Required Documentation**  | **MSU Required Documentation** (85-page limit)\* | **MSU Required Documentation** (85-page limit)\* |
| 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 PageCommittee Votes and Review Letters Summary InformationStatements by Chair/Director and DeanAssignment Description, including Focus AreaInstructionResearch and/or Creative ActivitiesServiceCurriculum DevelopmentAdministrationOutreach and/or Community EngagementExtensionClinical PracticeAdditional Appointment Categories Grants & Proposals | Faculty Information Page Recommendation and Signature PagesII Summary StatementsLetters from RPT Committees Specialist Position DescriptionIII AdvisingIV Teaching V Curriculum DevelopmentVI ResearchVII OutreachVIII Administrative ResponsibilitiesIX Scholarly Presentations and MSU-affiliated Non-credit Instructional ActivitiesX PublicationsXI GrantsXII Committee ServiceXIV Additional Significant Contributions |
| 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 |
| Reflective Essay | Reflective Essay | Reflective Essay | Reflective Essay |
| CV | CV | CV | CV |
| External Reviews (promotion only) | External/Internal Reviews | External/Internal Reviews | External/Internal Reviews (as required) |
| Annual Reviews (in order from most recent) | 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) | COVID-19 Impact Statement (optional) |
| **CHM Academic Portfolio** | **CHM Academic Portfolio** | **CHM Academic Portfolio**  | **CHM Academic Portfolio** |
| Use the pre-populated bookmarks provided in the template.  | Use the pre-populated bookmarks provided in the template.  | Use the pre-populated bookmarks provided in the template.  | Use the pre-populated bookmarks provided in the template.  |
| Max Total Pages: 500 | Max Total Pages: 500 | Max Total Pages: 500 | Max Total Pages: 500 |

\* 85-page limit does not include the Form on Progress & Excellence, CV, peer review letters, or annual review letters.

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| RESEARCH SYSTEM | CLINICAL/ADJUNCT PREFIX | DESIGNATION B |
| **MSU Required Documentation**  | **CHM Required Documentation** | **MSU Required Documentation**  |
| Recommendation Signature PageII Summary Information Letters from RPT Committees III Research and Scholarly Activities  | Recommendation Signature PageCurrent/most recent appointment renewal (reappointment) form | Recommendation for Designation B Appointment formUndergraduate and Graduate Credit InstructionUNTF Non-credit InstructionList of Instructional Works |
| IV A Research and Scholarly ActivitiesIV B Grant Proposals | Evidence of Teaching Excellence  |
| Reflective Essay | Reflective Essay | Reflective Essay |
| CV | CV | CV |
| External Reviews | Letter of support from supervisor | Summary Evaluation by Dept Chair  |
| Annual Reviews (in order from most recent) |  | Summary Evaluation by Dean |
| COVID-19 Impact Statement (optional) |  | Annual Reviews (in order from most recent) |
| **CHM Academic Portfolio** | **CHM Academic Portfolio** | **CHM Academic Portfolio** |
| Use the pre-populated bookmarks provided in the template.  | Use the pre-populated bookmarks provided in the template.  | Use the pre-populated bookmarks provided in the template.  |

### Reappointments

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| --- | --- |
| HEALTH PROGRAMS | NON-PREFIX |
| HP-C FormAdditional Evidence of Excellence (optional) | NP-C FormCommittee Letter/Memo (optional)Chair recommendation LetterReappointment Application CVAdditional Evidence of Excellence (application attachments, optional) |
| Annual Reviews (in order from most recent) | Annual Reviews (in order from most recent) |

### Initial Appointments At-Rank

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| --- | --- |
| **MSU-PAID FACULTY** | **NO-PAY FACULTY** |
| TENURE | HEALTH PROG. | FIXED-TERM | Ac. SPECIALISTS | RESEARCH | PREFIX | NON-PREFIX | HFH Research System |
| Chair Summary LetterDepartment Review Committee Summary Letter (optional)Letters of Recommendation and/or External ReviewNarrative statements required in postingCVAny Additional Evidence | Completed Appointment ApplicationChair Summary LetterDepartment Review Committee Summary Letter (optional)Letter of Support or External Review LettersOne-page Statement from the ApplicantCVAny Additional Evidence |