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 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 Page  Committee Votes and Review Letters  Summary Information  Statements by Chair/Director and Dean  Assignment Description, including Focus Area  Instruction  Research and/or Creative Activities  Service  Curriculum Development  Administration  Outreach and/or Community Engagement  Extension  Clinical Practice  Additional Appointment Categories  Grants & Proposals | Faculty Information Page  Recommendation and Signature Pages  II Summary Statements  Letters from RPT Committees  Specialist Position Description  III Advising  IV Teaching  V Curriculum Development  VI Research  VII Outreach  VIII Administrative Responsibilities  IX Scholarly Presentations and MSU-affiliated Non-credit Instructional Activities  X Publications  XI Grants  XII Committee Service  XIV Additional Significant Contributions |
| 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 | |
| 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.

|  |  |  |
| --- | --- | --- |
| RESEARCH SYSTEM | CLINICAL/ADJUNCT PREFIX | DESIGNATION B |
| **MSU Required Documentation** | **CHM Required Documentation** | **MSU Required Documentation** |
| Recommendation Signature Page  II Summary Information  Letters from RPT Committees  III Research and Scholarly Activities | Recommendation Signature Page  Current/most recent appointment renewal (reappointment) form | Recommendation for Designation B Appointment form  Undergraduate and Graduate Credit Instruction  UNTF Non-credit Instruction  List of Instructional Works |
| IV A Research and Scholarly Activities  IV 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

|  |  |
| --- | --- |
| HEALTH PROGRAMS | NON-PREFIX |
| HP-C Form  Additional Evidence of Excellence (optional) | NP-C Form  Committee Letter/Memo (optional)  Chair recommendation Letter  Reappointment Application  CV  Additional Evidence of Excellence (application attachments, optional) |
| Annual Reviews (in order from most recent) | Annual Reviews (in order from most recent) |

### Initial Appointments At-Rank

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **MSU-PAID FACULTY** | | | | | **NO-PAY FACULTY** | | |
| TENURE | HEALTH PROG. | FIXED-TERM | Ac. SPECIALISTS | RESEARCH | PREFIX | NON-PREFIX | HFH Research System |
| Chair Summary Letter  Department Review Committee Summary Letter (optional)  Letters of Recommendation and/or External Review  Narrative statements required in posting  CV  Any Additional Evidence | | | | | Completed Appointment Application  Chair Summary Letter  Department Review Committee Summary Letter (optional)  Letter of Support or External Review Letters  One-page Statement from the Applicant  CV  Any Additional Evidence | | |