

# DOSSIER BOOKMARKING ORDER

College of Human Medicine

TENURE SYSTEM	HEALTH PROGRAMS	NON-PREFIX	FIXED TERM
<b>MSU Required Documentation</b>	<b>MSU Required Documentation (max 85 pages)</b>	<b>MSU Required Documentation (max 85 pages)</b>	<b>MSU Required Documentation (max 85 pages)</b>
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)	
<b>CHM Academic Portfolio</b>	<b>CHM Academic Portfolio</b>	<b>CHM Academic Portfolio (order varies based on focus area – place first)</b>	
<b>INSTRUCTION</b>	<b>PATIENT CARE</b>	<b>INSTRUCTION</b>	
Bookmark documents for Instruction	Bookmark documents for Patient Care	Bookmark documents for Instruction	
<b>RESEARCH AND CREATIVE ACTIVITIES</b>	<b>CLINICAL AND PRE-CLINICAL TEACHING</b>	<b>RESEARCH AND SCHOLARLY ACTIVITIES</b>	
Bookmark documents for Research	Bookmark documents for Teaching	Bookmark documents for Research	
<b>SERVICE</b>	<b>SCHOLARLY PRODUCTIVITY AND RESEARCH</b>	<b>SERVICE</b>	
Bookmark documents for Service	Bookmark documents for Research	Bookmark documents for Service	
<b>ADDITIONAL REPORTING</b>	<b>INSTITUTIONAL SERVICES</b>	<b>ADDITIONAL REPORTING</b>	
Bookmark documents for Additional Reporting	Bookmark documents for Service	Bookmark documents for Additional Reporting	
	<b>ADDITIONAL REPORTING</b>		
	Bookmark documents for Additional Reporting		
<b>Max Total Pages: 500</b>	<b>Max Total Pages: 500</b>	<b>Max Total Pages: 500</b>	

RESEARCH SYSTEM	ACADEMIC SPECIALIST	CLINICAL/ADJUNCT PREFIX
<b>MSU Required Documentation (max 85 pages)</b>	<b>MSU Required Documentation (max 85 pages)</b>	<b>MSU Required Documentation</b>
Recommendation Signature Page II Summary Information Letters from RPT Committees III Research and Scholarly Activities IV A Research and Scholarly Activities IV B Grant Proposals	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
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)	
<b>CHM Academic Portfolio</b>	<b>CHM Academic Portfolio</b>	<b>Other Evidence</b>
<b>RESEARCH &amp; SCHOLARLY ACTIVITIES</b>	<b>PRIMARY FUNCTIONAL AREA - (name of area)</b>	<b>INSTRUCTION</b>
Bookmark documents for Research	Bookmark documents for primary area	Bookmark documents for Instruction
	<b>ADDITIONAL FUNCTIONAL AREAS</b>	<b>RESEARCH &amp; SCHOLARLY ACTIVITIES</b>
	Bookmark additional documents for Advising, Teaching, Curriculum Development, Research, Outreach and Administrative Activities, as applicable	Bookmark documents for Research/Scholarly Activities
	<b>ADDITIONAL REPORTING</b>	<b>SERVICE</b>
	Bookmark documents for Additional Significant Contributions	Bookmark documents for Service
		<b>OTHER EVIDENCE</b>
		Bookmark documents for other evidence of professional improvement

