DOSSIER REVIEW CHECKLIST
College of Human Medicine

Section I:

Recommendation Page

- ☐ Verify appointment system and ensure correct form for system is submitted (check for latest form on the CHM website).
- ☐ Check for completed date field – use date materials were submitted by applicant.
- ☐ Verify (1) current rank is correct (2) time in rank as of date on application is correct
- ☐ Verify listed appointment systems and ranks (e.g., in the CV) are aligned with each other and historical records. Discuss discrepancies with the applicant and make corrections as needed.
- ☐ Verify all appointing units listed in EBS are included.
- ☐ Ensure review period aligns with time in rank at MSU, or discrepancies have a rationale. Rationale should be provided by the candidate in Section IV in the final question under "Other Awards/Evidence." The department chairperson should also affirm the rationale in the statement in section II.
- ☐ Ensure all chair/director signatures are applied. Additional chair/director signoffs should be addressed before forwarding to FAD. FAD will address approvals by multiple colleges/deans, but you should ask if you have questions about this stage.

Vote

- ☐ Include outcome of unit review committee vote for all tracks. For HP faculty, use the template to capture votes and external reviewer information.
  - o Abstentions in all votes should be restricted to conflicts of interest. An existing professional relationship is not a conflict of interest. See MSU's Conflict of Interest in Employment policy for additional details.
  - o Written report/letter from unit peer review committee should include the outcome of the vote to support recommendation.

External Review Letters (not required for reappointment)

- ☐ See the CHM Letters of Reference Guide
  - o Include brief summaries of qualifications of letter writers (or CVs, but watch overall page count), as well as an assessment of the evaluator's relationship to the candidate, per MSU policy. Include explanations for irregularities in the list, as suggested below the table on the Form on P&E. Insert this information following the list of reviewers.
  - o Make efforts to collect the letters from a range of institutions. The provost's office is asking for an explanation if, for example, half of the letters are from the same institution.
  - o Confirm the candidate's primary dissertation chair and major advisor for any post-doctoral position are not among the invited letter writers.
- ☐ Verify at least two letters in the dossier are not recommended by the applicant. You may need to solicit an additional letter if one of the chair's first two nominees does not respond.

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☐ Verify dossier contains letter for each reviewer listed as having a letter included.

☐ Verify each letter is signed by the letter-writer. Dossiers will be sent back by U-FASA if any letter is missing a signature.

Section II:

Assignment of Time and Ratings

☐ Assigned time must total exactly 100%. If "<1%" is used somewhere, make sure you also include a fractional amount in another category so that it adds up to 100%.

☐ Verify a rating is provided for each row that has effort allocated, including Overall Rating.

Summary Statement

☐ Chair must address prompt; do not say "see letter."

☐ Insert RPT committee letter.

Section III

☐ Chair must address each prompt; do not say "see letter."

☐ Ensure faculty member has addressed each prompt or written "N/A." Discuss discrepancies with the applicant and make corrections as needed.

Section IV

☐ Section IV-Instruction: May include printout from CHM Educational Assignment System for any Shared Discovery Curriculum teaching-related assignments.

☐ Section IV-Research and Creative Activities: For item 1. List of Research/Creative Works, ensure list is provided and where to find it is clear (could be on the next page or as an appendix with a bookmark). Ensure codes and other requirements on Form on P&E have been followed.

☐ Section IV-Grants: Printout from EBS is fine where applicable. Table should not be blank; write "see attached" in the appropriate sections of the table. See Job Aid for Form D – RA028 for proposal reporting, and Job Aid for Form D– RA026 for award reporting.

☐ Ensure faculty member has addressed each prompt or written "N/A." Discuss discrepancies with the applicant and make corrections as needed.

Annual Review Letters

☐ Verify annual review letters exist for each year pertaining to the review period. Per the provost's office, if a letter does not exist, the chair will need to create a statement based on the individual's performance for each review year missing.

☐ Verify (1) the review year is clearly stated on each annual review letter and (2) the annual review letters are signed by the administrator and faculty member.

  o Use Print to .pdf if digitally signed, before adding to the dossier. You should also do this with any .pdf in the dossier that is a filled form (whether it includes a signature or not).

☐ Ensure each annual review year is bookmarked in order from most recent to beginning of review period.

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Academic Portfolio

☐ The academic portfolio must be constructed using the appropriate template provided on the [College of Human Medicine Promotion and Tenure](#) website

☐ Verify evidence:
- o is presented immediately following the section.
  - ▪ Additional evidence to establish veracity of artifacts can be provided via link to cloud storage. However, artifacts provided should be included for reviewers, do not assume any reviewer will click on any links.
- o avoids low-quality scans and photographs of print materials.

☐ Applicants may have documents to present in Additional Reporting, such as evidence for quality of DEI efforts.

Overall

☐ Dossiers submitted to the college must be
- o no more than 500 pages including faculty and departmental contributions.
- o be saved with the title format of **LastFirst-XX-2425-Action-Department** (XX = appointment system, example: DoeJane-TS-2425-Reappt-OBGYN.pdf)
  - • Use these codes for the appointment system:
    - TS – tenure system
    - HP – health programs
    - FT – fixed term
    - RS – research system (MSU-paid)
    - NP – clinical/adjunct non-prefix
    - AS – academic specialist
    - CA – clinical/adjunct prefix
    - RH – research (Henry Ford)
- o bookmarked according to the [Dossier Bookmarking Order](#)

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