

# PROMOTION 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 Dept Head, Dean, or RPT Committee (Preferred, not required) 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 Department Head and Dean Summary 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 Dept Head, Dean, or RPT Committee 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		

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 Dept Head, Dean, or RPT Committee III Research and Scholarly Activities IV A Research and Scholarly Activities IV B Grant Proposals	Academic Specialist Recommendation Page Summary Statements Letters from Dept Head, Dean, or Unit Review Committee 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)	
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

