

Faculty Promotion Application – assembling Supporting Documentation

Office of Faculty Affairs

General guidance and formatting

- present key evidence/highlights
- don't need supporting docs for everything – (think about quality not quantity)
- focus mainly on past 5 years OR your period at current rank
- can be a specific item such as a letter, syllabi, publication, evaluation, etc.
- can also include your own written descriptions or summaries which expand on items that you put in your dossier (e.g. a description of how you have reflected and worked on your teaching over time)

Formatting suggestion

- assemble as a PDF document (Faculty Affairs can help you with this)
- have an index page at the start that lists docs and corresponding page numbers
- organize to align with the faculty domains (in the same order as your CV)

What activities fit in each domain?

- Refer to the Guidelines on Faculty Appointment and Promotion (pages 2-12), click on link below to access :

[Guidelines on Faculty Appointment and Promotion](#)

Note: there may be areas specific to your field that are not listed in the Guidelines, please include anything that is relevant

Teaching Domain

Ideas for how to present formal faculty evaluation data (if available):

(CUSM data will be in OASIS <http://oasis.cusm.org> – look in My Faculty Evaluation Reports, can also present data from other schools):

- present one or two example forms for each area of your teaching that you feel is representative
- create a table or graph summary of your teaching over time where you show “overall” measure:

Faculty - Overall Evaluation									
	Exemplar...	Highly E...	Adequate	Needs Im...	Course Stats				
	4	3	2	1	N	Mean	Median	Mode	StDev
19	Would you consider this faculty member an effective teacher overall?								
	92%	8%			12	3.9	4	4	0.3

e.g. demonstrate how you have built to higher scoring or consistently achieve higher scoring

- include some example student comments that highlight your teaching strengths
- show a course where your evaluations were lower/students gave feedback for improvement, present examples of how you responded to the feedback and then show impact – feedback, performance, evaluations

Teaching Domain

If you don't have a teaching role that generates a lot of student evals:

- Peer evaluation of teaching as demonstration of “excellence”
- **Reach out to Faculty Development office to participate in this program, note this process will take a few months so plan ahead – Jonathan.Townsend@cusm.edu**

Teaching Domain

Teaching Awards

- put in a scan or a photo of your award certificate or plaque



Educational product development – ideas for documentation

- syllabi for a course that you developed
 - course material that you created (beyond a standard lecture)
 - clinical cases you have written
 - scholars program documents
 - anything related to creation and building of programs – policies, documents for accreditation (show contribution beyond teaching in program)
- Keep in mind you are trying to demonstrate your teaching excellence with these documents, not just filling the space in your dossier with every slide and syllabus!

Healthcare Delivery Domain

Ideas for documentation

- letters from peers/colleagues talking about your work (these could be in addition to required internal letters from CUSM faculty)
- Board certification
- invitations to speak/share expertise/serve on healthcare committees
- any type of recognition or award for your clinical work
- documentation of innovation (e.g. article on your work, use of your techniques by others)

Service Domain

Ideas for documentation that shows the impact of your leadership or Committee service

- policy developed and implemented by Committee you led
- successful accreditation/review for a Program where you had a lead role
- new initiatives that you put into place through your leadership or service and impact of these on students, school, clinic
- key reports or documents created by groups that you have led
- invitations to serve on local, regional or national boards or committees
- invitations for journal article review, grant review, program review
- data that highlights success of a group, unit, department or program under your leadership

In general: documentation that your service role had an impact/you strived for excellence in your role

Research/Scholarship Domain

Ideas for documentation

- example publications
- invitations to present your work (e.g. invited speaker for conference)
- research grants/letters to show funding
- evidence showing impact of your scholarship/research (e.g. work is cited, work is used by other programs/groups)
- awards/recognition for scholarship for you or your students

In general: focus on past 5 years/time at current rank – if you want to present chronologically to show depth of work suggest to start from current date and work back