

Promotion and Tenure Tenure and Academic Tracks

Kristin Hogquist, PhD | Promotion and Tenure Committee Co-Chair
Professor, Department of Laboratory Medicine & Pathology



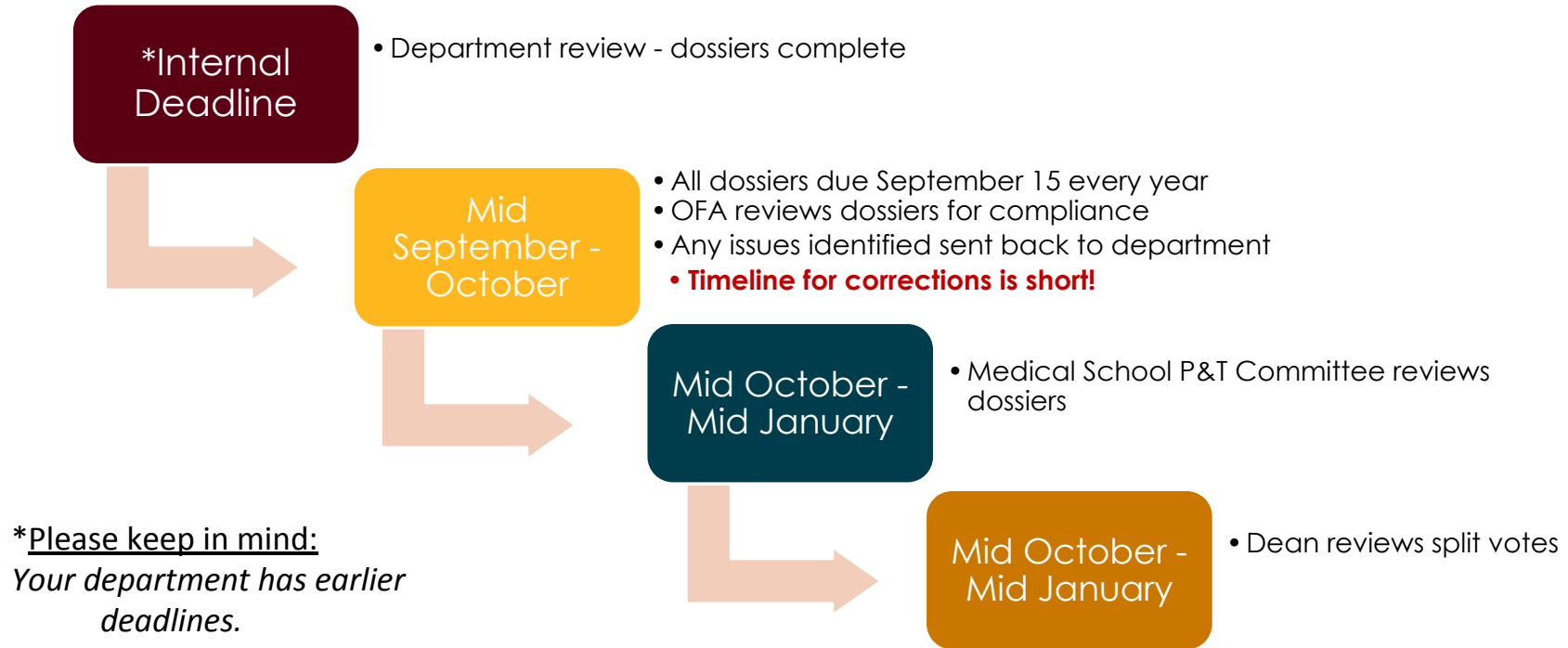
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Faculty Appointment Types

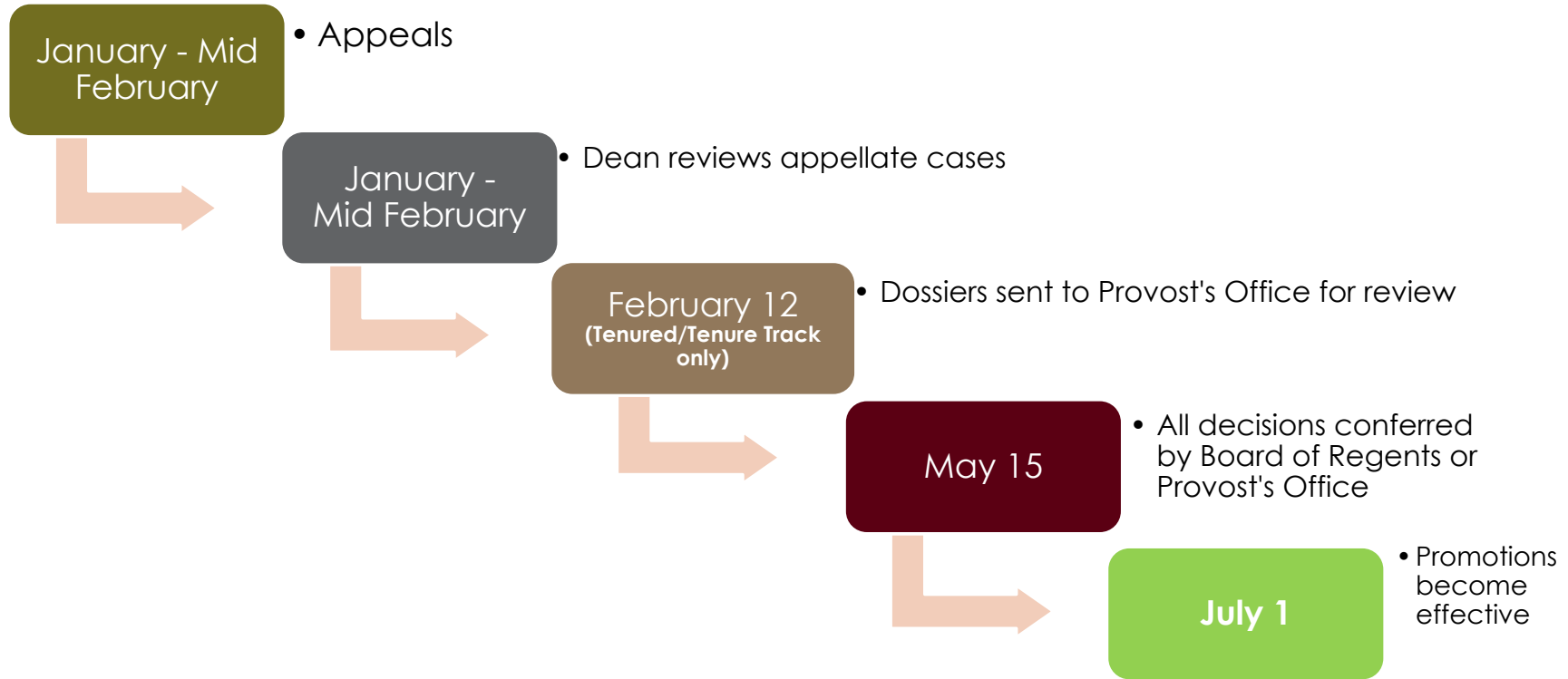
TRACK	CRITERIA
Tenured	7.12 statement
Tenure Track (Probationary)	7.12 statement
Academic Track	Academic Track statement
Master Clinician Track	Master Clinician Track statement



Promotion and Tenure Timeline



Promotion and Tenure Timeline, cont.



Three common elements required for all faculty promotions

- Scholarship
- Education
- Service



Dossier Template Available Online

New dossier layout as of Jan. 2020 **According to the Provost's Office**

1. **7.12 Statement or Track Statement**
 - a. Tenure Track, or Academic Track
 - b. If including an Memorandum of Understanding (MOU), it applies **ONLY** to Tenured or Tenure-track faculty. Be sure to include the correct 7.12 statement.
2. **Cover Sheet**
 - a. Tenure-Track and Tenured faculty only
3. **Curriculum Vitae**
 - a. Medical School format or WORKS format
 - b. If there is a duplicate CV in a dossier that contains the most current revisions, departments should remove the older of the two
4. **Candidate's Narrative Statement**
5. **Teaching Experience and Effectiveness**
6. **External Review & Evaluation**
7. **Internal Review & Evaluation**
8. **Annual Appraisals**
 - a. Including current year
9. **Departmental Recommendations**
 - a. Dept. Head letter; Dept. Report; Record of Vote
10. **Statements of Assurance**
 - a. Department's & Candidate's
11. **Selected Reprints**
 - a. List of reprints; Actual reprints



KEEP YOUR CV CURRENT

UNIVERSITY OF MINNESOTA MEDICAL SCHOOL UPDATED: FEBRUARY 2015 University of Minnesota Medical School Curriculum Vitae AMANDA M. TERMUHLIN M.D. A 672-3 Mayo Building 420 Delaware St SE Minneapolis, MN 55455 Phone: (612) 624-5442 atermuhl@umn.edu		
Education		
Fellowship	University of Cincinnati/Cincinnati Children's Medical Center Pediatric Hematology/Oncology	June 1987 - September 1988
Residency	Wright State University/Dayton Children's Medical Center Pediatrics	July 1985 - June 1987
Internship	Wright State University/Dayton Children's Medical Center Pediatrics	July 1984 - June 1985
MD	The Ohio State University College of Medicine Columbus, Ohio	
BS	The Ohio State University Columbus, Ohio Major: Biochemistry with Distinction and with Honors in the Liberal Arts	
High School Diploma	Miamisburg High School Miamisburg, Ohio Valedictorian	
Licenses and Certifications		
International Coach Federation Approved Coaching Training Program (ACTP), Goldvarg Consulting Group/University of Southern California		May 17, 2015
California Medical License (G88892)		2015
Board Certification, Pediatric Hematology Oncology		1990 - Present
Recertified 1997, 2004, 2014 MOC 12/17/2015		

Publications in Submission or in Progress Asterisk(*) - indicates student author	
Abstract	
1	Weil, B. R., Green, D. M., Murphy, A. J., Liu, Q., Howell, R. M., Weldon, C. B., Mullen, E. A., Madenci, A. L., Leisenring, W. M., Neglia, J. P., Oeffinger, K. C., Termuhlen, A. M., Mostoufi-Moab, S., Levine, J. M., Krull, K. R., Yasui, Y., Robinson, L. L., Armstrong, G. T., Chow, E. J., & Armenian, S. <i>Treatment intensity and risk of chronic health conditions and late mortality among long-term survivors of Wilms: A report from the Childhood Cancer Survivor Study</i> . Minneapolis.
Presentations	
Invited Oral Presentations at International Professional Meetings, Conferences, etc.	
1	Termuhlen, A. M., (Presenter) "Autologous vs. Allogeneic Hematopoietic Stem Cell Transplant for NK/T and Non-Anaplastic T Cell Lymphomas." The 6th International Symposium on Childhood, Adolescent, and Young Adult Non Hodgkin Lymphoma, Rotterdam, Netherlands. (September 28, 2018).
2	Termuhlen, A. "T and NK-T Lymphomas in Children and Adolescents: Epidemiology and Risk Factors", Annual Meeting: Integrative Clinical and Molecular Epidemiology of Hematologic Malignancy, American Society of Hematology, Atlanta, Georgia. (2017).
3	Termuhlen, A. "Rare Non Hodgkin Lymphoma Workshop", Fourth International Symposium on Childhood, Adolescent, and Young Adult Non-Hodgkin's Lymphoma, New York, New York. (2012).
4	Termuhlen, A., (Presenter) Shah, PhD, D., (Presenter). "Motivating your faculty: Carrots vs. Sticks", Annual Meeting, The American Associate of Medical Colleges, Group on Faculty Affairs, Toronto, Canada. (2010).
5	Termuhlen, A. "Metabolic Syndrome", Nursing Discipline meeting, Pediatric Blood and Marrow Consortium, Dallas, Texas. (2009).
6	Termuhlen, A. "Marriage in survivors of childhood cancer", 5th International Conference of Long-Term Complications of Treatment of Children and Adolescents for Cancer, Niagara-on-the-Lake, Canada. (1998).
Invited Oral Presentations at National Professional Meetings, Conferences, etc.	
1	Termuhlen, A., (Presenter) "Managing What Burns You Out: Wellbeing for Pediatric Bone Marrow Transplanters", Pediatric Blood and Marrow Transplant Consortium Annual Meeting, Pediatric Blood and Marrow Transplant Consortium, New Orleans, Louisiana, United States. (May 1, 2019).
2	Termuhlen, A., (Facilitator) "Resident Education and Coverage Models, Hot Topics in Fellow Education", Division Director's Meeting, American Society of Pediatric Hematology Oncology, Montreal, Other, Canada. (April 26, 2017).
3	Termuhlen, A. "Non Hodgkin Lymphoma in Adolescents and Young Adults: What can Pediatric and Medical Oncologists learn from each other?", Leukemia Lymphoma Symposium, Nationwide Children's Hospital, Columbus, Ohio. (October 24, 2016).



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Curriculum Vitae

- ❖ Use [WORKS](#) for your CV – reduces errors and it's sufficient.
- ❖ Items must be in reverse chronology (with most recent listed first).
Education is the only exception to this requirement.
- ❖ **Start your CV now!**
- ❖ Carefully proof for errors or format inconsistencies before submitting.



Curriculum Vitae cont.

Example from Works Template – Awards, Grants, & Contracts

External Sources (federal {NIH, NSF, DEO, etc.} or state grants, foundation awards, etc.)

Award (Title of Grant/Award/Contract):

Award ID:

Project Investigators:

Status:

Sponsoring Organization:

Award Dates:

% Effort:

Funded Amount:

RESEARCH AND SCHOLARSHIP

Awards and Projects Routed through Sponsored Projects Administration (External Sources)

Past:

1. **Award: Children's Oncology Group Clinical Study Funding Rider**
Project Investigators: Termuhlen, Amanda (Study Chair of COG ANHL04B1)
Status: Funded
Sponsoring Organization: Children's Oncology Group Foundation
Award Dates: March 1, 2009 - February 28, 2018
Percent Effort: 3.5%
Held annually since 2009

- Indicate whether or not the candidate is a single-PI, multiple-PI, or a contact-PI within an NIH grant (see [NIH Guidelines](#) for definitions).



Curriculum Vitae cont.

Publications

Peer-Reviewed Publications

Asterisk() – indicates student author*

Author(s). Article title. Journal title. Year; Volume (issue - if applicable): Page numbers (e.g., 225-243). (Indicate the candidate's role in multi-author papers) (Papers accepted for publication can be listed in this section)

Publication example:

Peer-Reviewed Publications

1. Garcia, C, **Allen ML**, Balch R, Hurtado GA, Arboleda M, Svetaz MV, Padilla M, Sieving R*. Honoring Roots in Multiple Worlds: Professional's Perspectives on Healthy Development of Latino Youth. *Health Promotion Practice*. Accepted for publication. Impact Factor: 0.55; Sum of Times Cited: 0. Dr. Allen contributed to developing study concept, manuscript preparation, and editing. Co-authored with community partners.

- ❖ Do not include papers that are “in preparation.”
- ❖ “Submitted” papers are acceptable, but should be listed under a separate category. (*Papers accepted or “in press” can be listed under the main publications list*).
- ❖ Put in numbered list format and make sure the candidate's name is in **bold** for easier identification.



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Curriculum Vitae cont.

Publications

- ❖ H-index, citation index, and impact factor are metrics that are provided in your promotion dossier. Keep track of these as you go along (but don't obsess about them).
- ❖ Each peer reviewed publication should contain a citation count, its impact factor, and the role you played in that publication. These have to be entered manually when you generate your CV in Works.
 - Perform the Citation Index and Impact Factor analysis as close to the due date as possible. These numbers can change a lot in the course of months.
 - **Use Manifold when possible.** Always indicate if Google Scholar was used.
 - h-Index (the “Hirsch” number)
 - Automatically calculated from ISI citation report or Google Scholar



Curriculum Vitae cont.

Publications - Impact Analytics Grid

h-Index	h(f/l)-Index	Total Publications	First/Last Author Publications	Total Citations	First/Last Author Citations

- ❖ **Go to Manifold:** <http://z.umn.edu/manifold> **to obtain the above information.**
- ❖ You can also set this up in Google Scholar. Make sure only your references are included.

***H(f/l)-index is not applicable for faculty at affiliate locations, however, the h-index must be derived and notated from Google Scholar.**

****Works does not insert this grid when you generate your CV. It will have to be inserted manually, leading the list of publications****



Curriculum Vitae cont.

- ❖ [Manifold](#) provides a central clearinghouse for reporting on Medical School scholarship and includes the ability to download publication data, generate a list of publication citations in the required Medical School CV format, and quickly retrieve salient impact measures like faculty h-index, among other features.
- ❖ It is not always up to date. If you find errors, please contact them to correct and update this.

Manifold
IMPACT ANALYTICS
University of Minnesota

If you notice any inaccuracies in your profile at any time, please contact manifold@umn.edu.

QUICK | DROPDOWN | CUSTOM | REPORTS

McLoon, Linda

h-index	h(m)-index	Total Publications	First/Last Author Publication	Total Citations	First/Last Author Citations
25	24	110	94	2117	1744

Click to load full profile →



Curriculum Vitae cont.

Citation Counts – Using Manifold

Click “generate citations” to prepare report that can be cut and pasted into CV



Journal articles, through

[Download all records](#) | [Generate citations](#)

Title	Cover Date	Journal	Authors	Scopus Citations
Effects of Repeated Eyelid Injections with Botulinum Toxin A on Innervation of Treated Muscles in Patients with Blepharospasm	2019-03-04	<i>Current Eye Research</i>	Olson, Rose M.; Mokhtarzadeh, Ali; McLoon, Linda K ; Harrison, Andrew R;	0
Muscle Satellite Cell Cross-Talk with a Vascular Niche Maintains Quiescence via VEGF and Notch Signaling	2018-10-04	<i>Cell Stem Cell</i>	Verma, Mayank; Asakura, Yoko; Murakonda, Bhavani Sai Rohit; Pengo, Thomas; Latroche, Claire; Chazaud, Benedicte; McLoon, Linda K ; Asakura, Atsushi;	22
Visualizing neuronal adaptation over time after treatment of strabismus	2018-10-01	<i>Investigative Ophthalmology and Visual Science</i>	Fleuriet, J??rome; McLoon, Linda K ;	0
Changing muscle function with sustained glial derived neurotrophic factor treatment of rabbit extraocular muscle	2018-08-01	<i>PloS one</i>	Fitzpatrick, Krysta R.; Cucak, Anja; McLoon, Linda K ;	0
Composition, architecture, and functional implications of the connective tissue network of the extraocular muscles	2018-01-01	<i>Investigative Ophthalmology and Visual Science</i>	McLoon, Linda K ; Vicente, Andre; Fitzpatrick, Krysta R.; Lindstrom, Mona; Pedrosa-Domellof, Fatima;	3



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Curriculum Vitae cont.

Finding citations & *h*-Index on 

Always indicate if Google Scholar was used to derive metrics.

For help with Google Scholar Citation count, please visit:

<https://scholar.google.com/intl/en-US/scholar/citations.html>

▼ Hide the calculator



Impact indices (computed on displayed results only)						
Normalization	Citations	h-index	g-index	e-index	delta-h	delta-g
none	1826	27	40	24	4	11
per co-authorship	741.7	17	22	11	3	13.2
per age	125.4	4	6	3	1.3	6.6

Data on video might not be enough for computing indices values.
Want to add 20, 100 or all results ?

[Enable the advanced interface](#) [Reset selections](#) [Help Page](#) [Donate](#)

Transient expression of laminin in the optic nerve of the developing rat
[SC McLoon](#), [LK McLoon](#), [SL Palm](#) - Journal of ..., 1988 - Soc Neuroscience

Abstract The optic nerve of the developing rat was examined for the presence of laminin, an adhesive glycoprotein, to assess whether it might serve as a substrate for retinal axon growth in vivo. The optic stalk and nerve of developing rats were screened

Cited by 117 Related articles All 5 versions Web of Science: 129 Cite Save



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Curriculum Vitae cont.

Journal Impact Factor

- ❖ Publications must be annotated to include the journal impact factor (from [ISI Web of Knowledge](#)).
- ❖ It is best to use the most recent year available (2019 for example) for ALL journal impact factors.

1. **Radiation Resistance and Muscle Stem Cells in Extraocular Muscles from a Mouse Model of Muscular Dystrophy**
By: **McLoon, Linda K.**
Conference: Annual Meeting of the Association-for-Research-in-Vision-and-Ophthalmology (ARVO) Location: Vancouver, CANADA Date: APR 28-MAY 02, 2019
Sponsor(s): Assoc Res Vis & Ophthalmol
INVESTIGATIVE OPHTHALMOLOGY & VISUAL SCIENCE Volume: 60 Issue: 9 Meeting Abstract: 1396 Published: JUL 2019
 [View Abstract](#)

Click here for
Impact Factor



Generates a
pop-up window



INVESTIGATIVE OPHTHALMOLOGY & VISUAL SCIENCE

Impact Factor
3.427 3.732
2015 5 year

JCR® Category	Rank in Category	Quartile in Category
OPHTHALMOLOGY	6 of 56	Q1

Data from the 2015 edition of Journal Citation Reports®



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Curriculum Vitae cont.

Example from Works Template - Presentations

Invited Oral Presentations at International Professional Meetings, Conferences, etc.

1. **Last Name, First & Middle Initials, (Role).** "Presentation Title", Conference/Meeting Name, Sponsoring Organization, City, State, Country.
(Date: Month Date: Day, Date: Year).

Invited Oral Presentations at International Professional Meetings, Conferences, etc.

1. **Termuhlen, A. M., (Presenter).** "Autologous vs. Allogeneic Hematopoietic Stem Cell Transplant for NK/T and Non-Anaplastic T Cell Lymphomas.", The 6th International Symposium on Childhood, Adolescent, and Young Adult Non Hodgkin Lymphoma, Rotterdam, Netherlands. (September 28, 2018).



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Curriculum Vitae cont.

Example from Works Template – Advising and Mentoring

ADVISING AND MENTORING

Post Doc, Resident, and Trainee Supervision/Mentorship

Medical Fellow

Jamie Frediani MD, Children's Hospital Los Angeles Current position: Pediatric Hematologist Oncologist at Children's Hospital Orange County, Orange, California	2015 - 2018
Maria Maruffi MD, Children's Hospital Los Angeles Current position: Pediatric Hematologist Oncologist, Kaiser Permanente, Oakland, California	2015 - 2018
Shilpa Shahani MD, Children's Hospital Los Angeles Current position: Staff Research Scientist, City of Hope, Duarte CA	2015 - 2018
Shveta Gupta MD, Children's Hospital Los Angeles and Baylor College of Medicine	2015 - 2018

For advising and mentoring sections, candidates need to have an extensive / defined relationship with their mentees. One meeting with an individual does not qualify as extensive experience. This information also applies to the Mentoring Table as well.



Curriculum Vitae cont.

Service – what is it?

- ❖ **Department:** Served on a search committee, quality control for your departments clinical service.
- ❖ **Institute/School:** Served on IRB, Admissions Committee for graduate program, quality control committee for hospital.
- ❖ **Regional:** Organized a symposium.
- ❖ **National:** Served on committee for your professional organization, peer review for journals, grant reviews (study section), journal editor*, conference (session) organizer.
- ❖ Note that some of these activities will also be seen by the P&T committee as evidence of your **scholarly reputation**. Refrain from filling this with “irrelevant” little activities.



Candidate's Narrative Statement

- ❖ One comprehensive narrative statement that should be 3-4 pages in length. You will write this close to the time of submission
- ❖ All areas must be addressed in the narrative statement (**Scholarship, Education, Service**), you should focus on the area of your greatest contributions.

For detailed information, refer to the [dossier template](#).



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Teaching Experience and Effectiveness

This section should include:

◆ Teaching Experience

- [Teaching table](#) of undergraduate/graduate courses taught, including course number, title, brief description, quarter/semester, role, and number of students enrolled.
- [Mentoring Training Table](#) of persons trained /mentored /advised in research, degree sought, role as advisor, and status of advisee at time of training. Include current position of these individuals, if known.

◆ Teaching Effectiveness

- [Lecture Evaluation Summary](#) of formal teaching evaluations (student or peer) over time. Summarize the evaluations obtained through Office of Measurement Services forms or other formal measurement tools for evaluation of teaching effectiveness. A paragraph (up to 250 words) including evaluation comments may also be added after the table.
NOTE: Do not include any raw evaluation data.
- Informal teaching evaluations such as peer, student, and advisee letters. If including actual letters, indicate whether letters were solicited or unsolicited or are an established component of the department's process of evaluating teaching effectiveness.
- Honors/awards received for teaching effectiveness.



Teaching Experience and Effectiveness

cont.

Teaching Table Example

Teaching Table				
I. Undergraduates				
Course	Role	Hours of time/year (number of lectures, etc)	# of Students	Years Taught
MDBC 3194 - Biochemistry Undergraduate Research	Independent research instructor	Weekly 30 minute meetings, supervising each student in ~6 hours /week research	2	2014, 2015
PHCL 4094 - Directed Research in Pharmacology	Independent Research instructor	Weekly 30 minute meetings, supervising each student in ~6 hours /week research	1	2015
BMS 3194 - Biochemistry Undergraduate Research	Independent Research instructor	Weekly 30 minute meetings, supervising each student in ~6 hours /week research	2	2016, 2018
BIOL 4199 - Frontiers in Cell Biology	Guest Lecture	1 hr, 1 lecture	~ 15	2017
MED 6724 - Gastrointestinal Medicine	Lecture	6 hrs lecture, plus lecture creation and updating	63	2014-current
MED 6724 - Gastrointestinal Medicine	Team-based Learning Facilitator	2-4 hrs, single session	63	2016-current
MED 6724 - Gastrointestinal Medicine	Team-based Learning Content Expert and Curriculum Creation	8 hrs, selection of material, objectives design, and grading	63	2016-current



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Teaching Experience and Effectiveness

cont.

Mentoring Table Example

Mentoring/Training Table						
I. Undergraduate Students						
Role	Trainee Name	Training Period	Where Trained	Project	Academic Level of Trainee	Present Position and Institution
Research mentor	Murat C. Kalem	2014-2016	University of Minnesota Duluth	Mitochondrial gene expression and metabolism in <i>Trypanosoma cruzi</i>	Undergraduate	PhD candidate University at Buffalo, SUNY
Research mentor	Rebecca Madden	2014-2016	University of Minnesota Duluth	Strain differences in <i>Trypanosoma cruzi</i>	Undergraduate	Masters candidate University of Minnesota
Research mentor	Bailey Rasmussen	2015	University of Minnesota Duluth	<i>T. cruzi</i> changes in culture growth over time	Undergraduate	High priority pool, University of Minnesota Medical School, Duluth campus
Research mentor	Laura Wadell	2015-current	University of Minnesota Duluth	<i>T. cruzi</i> over-expression of ribonuclease	Undergraduate	Current
Research mentor	Pamela K. Vu	2016-current	University of Minnesota Duluth	<i>Trypanosoma brucei</i> microscopic localization of endoribonuclease	Undergraduate	Exploring employment opportunities
Research mentor	Sean Faacks	2018-current	University of Minnesota Duluth	<i>T. brucei</i> RNA response elements	Undergraduate	Current
Research mentor	Lydia Sayers	2018-current	University of Minnesota Duluth	Function of <i>T. brucei</i> mitochondrial RNA tails	Undergraduate	Current
Research Mentor	Stephen Palmquist	2015	University of Minnesota	Technical detection of trypanosome RNA in urine	Year 2 Medical Student	MD/MBA candidate, class of 2019 University of Minnesota



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External Review and Evaluation

- ❖ 6-9 letters required. It should be clear that the candidate has not worked with the letter writer.
- ❖ No more than two (2) of the letters from people who have had a professional relationship with the candidate (*i.e. Not Arm's-Length*).
 - ❑ **DO NOT SOLICIT MORE THAN 2 NON-ARM'S LENGTH LETTERS.**
- ❖ Request must be made by Department Head or designated faculty member.
Requests should not be addressed by staff.
- ❖ Do not request letters from individuals with a personal relationship with the candidate.
- ❖ If the tenure-clock was stopped during any year, a statement to that effect **MUST** be made in the request letter.



External Review and Evaluation cont.

- ❖ [A numbered list](#) (1-9) of each letter requested in the following order:
 - Arm's Length
 - Non-Arm's Length (Professional Relationship)
 - Letters Not Received.
- ❖ Reviewers need to have, or have had, a position within academia. Exceptions can include those who are NIH staff or international experts in niche areas. Any question regarding external reviewers can be directed to OFA.
- ❖ Faculty (reviewer must be equal to the rank or above for which the candidate is being considered).
- ❖ Templates are available online to help create solicitation letters; Departments can modify as needed.
- ❖ The candidate should never **contact** the reviewer/s.

Review [External Review and Evaluation Procedures, and Definition of External Reviewers](#) for more information and sample relationship statements.



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Annual Appraisals

- ❖ Include all annual appraisals.
 - Form 12, 12a or Summary of Annual Evaluations (previously “Form 12a”)
- ❖ Forms should be in reverse chronology (with most recent listed first).
- ❖ Tenured and non-tenure track faculty might be missing appraisals – include what you have.
 - Probationary faculty MUST include appraisals for each year.
- ❖ If the tenure-clock was stopped during any year, the “Extension of Probationary Period” form must be attached to the appropriate Form 12.
 - **If personal information regarding illness is included on the extension request, please redact this information.**



Departmental Recommendations

- ❖ Letter from Department Head
- ❖ Departmental Report
- ❖ Record of Vote

****Templates for the Departmental Report & Record of Vote can be found on the OFA website**



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Departmental Recommendations cont.

Record of Vote

****Faculty members with dual appointments should include a copy of the memorandum of agreement (MOU) between the primary and secondary appointments. The secondary department does NOT provide a separate vote on the promotion of the faculty member.**

Must be signed
and dated



Record of Vote	
Department of _____	
<u>Vote for Promotion:</u>	
Record of vote of the faculty members of the department of <u> (department) </u>	
regarding the proposal for the promotion of <u> (candidate's name) </u> from the rank of	
<u> (current rank) </u> to the rank of <u> (proposed rank) </u> and, if applicable, for the granting	
of tenure from tenure-track faculty to that of tenured faculty.	
_____	Total eligible committee members*
_____	Voting Yes
_____	Voting No
_____	Abstaining
_____	Total ballots returned
_____	No ballot received
Date	Department Head/Chairs's Signature



Statements of Assurance

Departmental Statement of Assurance

Insert department
and candidate's
information.



Must be signed
and dated.



Medical School Departmental Statement of Assurance Department of (insert department name) Proposal for promotion of (insert candidate's name) to the rank of Associate Professor / Professor and (if applicable) for granting of tenure. The final dossier was made available to all who participated in the discussion and vote. The candidate was given an opportunity to review the contents of the dossier following addition of departmental and/or collegiate votes and Department Head's and/or Dean's recommendations. <table><tr><td>Dean's or Department Head's Signature</td><td>Date</td></tr></table>		Dean's or Department Head's Signature	Date
Dean's or Department Head's Signature	Date		



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Statements of Assurance cont.

Candidate's Statement of Assurance

- This must be signed by candidate **after** they have reviewed ALL MATERIALS* in their dossier.
- It is the candidate's responsibility to make sure they have read the entire dossier. The candidate is encouraged to provide a rebuttal to anything to which they disagree.

Department to fill in the above information. Must be signed and dated by the candidate.



Medical School Candidate's Statement of Assurance	
Department of <u>(insert department name)</u>	
Proposal for promotion of <u>(insert candidate's name)</u> to the rank of <u>Associate Professor / Professor</u> and (if applicable) for granting of tenure.	
I have had adequate opportunity to inspect the contents of the dossier. I have also had an opportunity to add to the dossier materials or comments of my choosing, properly identified.	
Candidate's Signature	Date



Selected Reprints

This section should include:

- ❖ A list of candidate-selected reprints.
 - The reprints selected should reflect significant contribution(s) of the candidate
 - **NOTE:** In the case of multiple authorships, the contribution of the candidate to the project must be clearly established and reported within the CV.

- ❖ **Three (3) reprints SHOULD BE INCLUDED IN THE PDF DOSSIER, AND BOOKMARKED.**



Promotion Procedure Guide

For Department Staff and Faculty

The Promotion Procedure Guide is located on the OFA website and is designed to assist department staff and faculty better in understanding the promotion process. This guide gives an overview of the promotion process, timelines, faculty member responsibilities, resources, and much more.

Feel free to contact ms-ofa@umn.edu if there are any questions.



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Promotion Consultations and OFA

- ❖ **For Faculty:** For consultations on your promotional trajectory, you can contact the Office of Faculty Affairs to set up a meeting with the Associate Dean for Faculty Affairs, Dr. Amanda Termuhlen.
- ❖ **For Department Staff:** Are you a new staff member in your department? Contact the Office of Faculty Affairs to setup a consultation to cover the promotion process for all tracks.

****All consultations can be scheduled by contacting ms-ofa@umn.edu****



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Office of Faculty Affairs

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All materials can be found at <http://hub.med.umn.edu/faculty-affairs>



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