

ABBREVIATED DOSSIER TEMPLATE

ALL TRACKS (Tenure, Academic, and Clinician Track)

NOTE: Advanced Rank Hires are new faculty appointments. Abbreviated dossiers are used to confirm advance rank (associate or full professor rank), tenured, and spousal and exceptional no search hires.

Advanced Rank Hires are not promotions. Other than the track statement, any reference to promotion will result in the abbreviated dossier being sent back to departments for correction.

NOTE: Departments should also include a separate pdf of the completed Abbreviated Dossier [Checklist](#), with a signature of the reviewer/submitter.

BOOKMARKS

1. [7.12 Statement OR Academic Track Statement OR Clinician Track Statement](#)
2. [Curriculum Vitae](#)
3. [Candidate Narrative Statement](#)
4. [External Reviews](#)
5. [Reports](#)
6. [Supplementary Material](#)

Inserting bookmarks:

** Bookmarks must reflect what's listed above. Create sub-bookmarks within that particular section due to the amount of material. Sections are marked within the template that will need sub-bookmarks.

** Tutorial on how to create pdf bookmarks can be [found here](#).

1. 7.12 STATEMENT or ACADEMIC TRACK STATEMENT or CLINICIAN TRACK STATEMENT

- o This section includes the candidate's respective track statement:
 - o [7.12 Statement](#):

- o There is a 7.12 Statement for Tenure Track (Probationary) and Tenured faculty for each department in the Medical School. Be sure to include all three parts of the statement (e.g. Part 1, Part 2, and Part 3).
- o **Academic Track Statement:**
 - o There is one track statement for those on the Academic Track.
- o **Clinician Track Statement:**
 - o Include Medical School and Department Criteria Statement.

2. CURRICULUM VITAE

- o The curriculum vitae must be a complete CV (not abbreviated) and will be accepted in the [Medical School Curriculum Vitae](#) template, standardized *University of Minnesota CV-Health Sciences* template generated in [Works](#), **or any format the candidate submits.**

3. CANDIDATE NARRATIVE STATEMENT

This statement, written by the candidate, is a personal narrative summary describing the candidate's research, teaching, and (if applicable) service activities. The statement may be written as an all-in-one document, separated into appropriate headers or sections. **It should not exceed two (2) pages in length (3 pages if Clinician Track).**

Guidelines for academic track/tenured:

The personal statement should:

- Demonstrate the impact of the candidate's work and their reputation in their area of excellence.
- Exhibit the candidate's teaching effectiveness and how it is novel to their trainees.
- State the focus of the candidate's independent research and scholarly activities and accomplishment.
 - o The section should stress why their research is important and novel – do not include raw data.
- May also demonstrate their significance to their field, their department, the Medical School and the University through clinical and/or discipline-related service efforts.

Guidelines for Clinician Track:

- The Candidate's statement is a narrative indicating how the Candidate will contribute to excellence at the University of Minnesota. It should include a description of the Candidate's clinical expertise and unique contributions to the practice of medicine regionally, nationally and internationally (as appropriate). The Candidate should elaborate on clinical leadership responsibilities, professional societies, or other domains. The Candidate's statement should also indicate the future plans for the Candidate's contribution to excellence in clinical care at the University of Minnesota. The Candidate's statement should include the Candidate's educational contribution to the practice of outstanding clinical care, including a brief reflection on educational philosophy.

Do not include tables, raw data or evaluation scores.

4. EXTERNAL REVIEWS

NOTE: Sub-bookmarks needed for this section due to the amount of material.

Requirements for external letters or review:

- Tenured advanced rank hire appointments:
 - 4 arms-length external letters of review required.
- Academic Track/Clinician Track and Probationary faculty member on the Tenure Track advanced rank hire appointments:
 - 2 arms-length external letters of review, 2 non arms-length external letters of review required.
- **Please note:** Advanced rank hire candidates must not reach out to the reviewers. Candidates may supply a list of who to contact, but it's the department head and/or department administrator who will solicit that request.
- **The following criteria should be considered when identifying potential reviewers:**
 - 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.
 - Review [Guidelines for Selecting Arm's Length Reviewers](#) for more information.
 - Reviewers must be equal to the rank or above for which the candidate is being considered for promotion.
 - Ability to provide an impartial and evaluative review of the candidate's qualifications and accomplishments.
 - Candidates should not be compared to faculty at the reviewer's institution.
 - Contribution to achieving an overall balanced view of the candidate and to providing a range of perspectives.
- **This should include:**
 - A numbered list of each letter requested in the following order ([see a sample list here](#)):
 - Arm's Length
 - Non-Arm's Length (Professional Relationship)
 - Letters Not Received.
 - Include the following information:
 - Name, credentials, title, and affiliation of each reviewer contacted.

- o A **Professional Standing** statement about each reviewer's qualifications
- o A **Nature of Relationship** statement to the candidate.
- o The following statements may be used to describe the relationship:
 - o *I have never worked with, collaborated with or published with the reviewer, and have no personal or professional relationship with the reviewer.*
 - o *I have only collaborated with the reviewer on multi-center clinical trials but do not know the reviewer personally or professionally.*
 - o *I have met the reviewer at professional meetings but do not have a personal or professional relationship with the reviewer.*
 - o *I have previously/currently worked on a grant review committee or professional society committee with the reviewer, but have no further personal or professional relationship with the reviewer.**
 - o *I have previously worked with the reviewer. ***
 - o *I have previously trained with the reviewer. ***
 - o *I have previously/currently collaborated with the reviewer. ***
 - o *I have previously/currently published with the reviewer. ***
 - o *The reviewer has previously (or currently) serves/ served as a mentor. ***
- * *Depending on the circumstances, may count as one of the two letters where a professional relationship is present.*
 - ** *Counts as one of the two letters where a professional relationship is present*
- o For those reviewers who were contacted but did not provide a letter, explain why the request was not fulfilled.
- o A sample copy of the letter sent to potential reviewers soliciting an evaluation. Letter templates are available on the [Hiring and Appointments webpage](#) on the OFA website. Letters should specifically ask for an evaluation of clinical expertise and clinical reputation.
- o Letters from reviewers external to the University of Minnesota.

5. REPORTS

NOTE: Sub-bookmarks needed for this section due to the amount of material.

- o This section includes:
 - o [Departmental Report](#) – This report is prepared by the department head or designee and reviewed by faculty in appropriate rank and track, which states:
 - o Faculty's recommendation.
 - o References Record of Vote outcomes.
 - o Summary of the candidate's file.
 - o Summary of majority and minority views where appropriate.
 - o Signed and dated.

NOTE: The candidate may file a separate report if they believe their views are not adequately represented in the departmental report.
 - o [Record of Vote](#)
 - o The department must include a department record of vote, signed and dated by the Department Head, with one vote taken for both the rank the candidate is seeking and (if applicable) the granting of tenure by voting-eligible faculty members.
 - o If the granting of tenure is not applicable to the candidate, remove the mention of it from the record of vote form.
 - o Departments should encourage a minimum of 50% eligible faculty to participate in the discussion and vote of the candidate.
 - o If necessary, departments should update their ballots to include a section for optional comments and rationale from faculty members.
 - o [Appointment of Non-Departmental Voting Members Template](#) must be submitted prior to the departmental vote if departments cannot meet the minimum number of faculty (5 faculty) to vote on a candidate. This form allows faculty from other departments to partake in another department's vote.
 - o **Things to note:**
 - o There must be at least five (5) eligible faculty to review and vote on recommendation for promotion and/or tenure. Voting faculty must be at the same rank or higher as the proposed rank of the candidate, and only tenured faculty may vote on tenure-track/tenured faculty.
 - o 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.

o **Department Head Recommendation:**

- o The department head's personal recommendation.
- o Include a summary of majority and minority views where appropriate.
- o Include why he/she/they agreed or disagreed with the faculty vote, summary of candidate evaluations, etc.
- o Signed and dated

NOTE: This is separate from the departmental report.

6. SUPPLEMENTARY MATERIAL (Not required for Clinician Track)

NOTE: *Sub-bookmarks needed for this section due to the amount of material.*

- o [A list of candidate-selected reprints.](#)
 - o The reprints selected should reflect the significant contribution(s) of the candidate.
 - o **NOTE:** In the case of multiple authorships, the contribution of the candidate to the project must be clearly established and reported within the CV.
- o **Three (3) reprints should be included in the pdf dossier, and bookmarked** (e.g. Reprint 1, Reprint 2, and Reprint 3).