

CHECKLIST FOR PROMOTION ON THE “AT CUMC” TITLE TRACK

Promotion dossiers must include the following documents. Some documents are the responsibility of the faculty member seeking promotion and some are the responsibility of the department:

- Updated CV in the CUIMC format
- Department Chair’s letter
- Personal Statement (if required by the faculty member’s primary department)
- Scholarly products (3 – 5 examples)
- Teaching/mentoring evaluations (either electronic evaluations or mentee/advisee letters)
- Referee letters

CV:

Candidates should use the [CUIMC format for CVs](#):

(available at: www.ps.columbia.edu/faculty-development/faculty-diversity/CUIMC-CV)

Department Chair’s letter:

Should address the faculty members accomplishment within their area(s) of focus considering impact, importance to the department, special strengths or abilities, accomplishments, and teaching evaluations.

Personal Statement:

Should capture what the candidate considers his/her main contributions and accomplishments, with associated metrics, and the goals for continued productivity in each area(s) of focus. Generally, a 2-page limit (3 pages are allowed for faculty with Educational Leadership as primary area of focus in order to provide a detailed description of the scope and variety of educational accomplishments). Additional resources may be found through the Office of Academic Affairs available at www.ps.columbia.edu/academic-affairs.

Scholarly Products:

3-5 scholarly products appropriate for areas of focus.

More information is available at: www.ps.columbia.edu/faculty-development/faculty-diversity/faculty-tracks

- May include products in print or electronic formats that have undergone peer review, peer invitation or other evidence of peer selection.
- Products should demonstrate 3 important considerations: *quality*, *enduring impact*, and *demonstrable dissemination or availability* at the local, regional or national levels (depending on rank and type of scholarly product).

Teaching Documents:

Teaching evaluations from CUIMC and previous institutions, if relevant. Should be from across the spectrum of learners including outside lectures, students, residents, and letters from previous advisees, mentees, and/or trainees.

Referee Letters:

Letters should come from 10-15 referees (*see sample referee letter*).

- Limited number from candidate’s home department (depending on rank of applicant, 3-4)
- Letters from CUIMC faculty outside of candidate’s home department but within CUIMC, as appropriate (3-5)
- Letters from referees outside of Columbia University (3-5) attesting to candidate’s reputation, as follows:

	Investigator	Applied Health	Education
Associate Professor	<i>Emerging regional reputation</i> At least 5 letters from outside CU	<i>Expertise beyond dept. (CUIMC & emerging regional)</i> At least 3 letters from outside CU	<i>Expertise beyond dept. (CUIMC & emerging regional)</i> At least 3 letters from outside CU
Professor	<i>National/International reputation</i> At least 5 letters from outside CU	<i>National presence (participation at national level in discipline)</i> At least 4 letters from outside CU	<i>National educational presence</i> At least 4 letters from outside CU

- Referees must be at equal or higher rank compared to the candidate’s proposed academic rank
- Referees should be asked to comment on quality, enduring impact and dissemination of the scholarship within the area(s) of focus of the nominated faculty
- Referees from outside of Columbia:
 - Former trainee/mentee letters may be acceptable and they should be asked to comment on the quality and impact of teaching, advising and mentoring by the candidate. The letters are solicited and collected by the department.
 - If the referee is from outside of academics, their position should be equivalent to or higher than the rank (in title or scope of responsibility, i.e. Executive Directors and CEO titles) to which the applicant is applying.