

PROMOTION DOSSIER FOR COLLEGE OF PHARMACY NON-TENURE TRACK FACULTY

The dossier must be complete at the time of submission. It is the responsibility of the faculty member to present his/her case. The candidate should not assume that the committee knows the scope and quality of his/her involvement in the curriculum, his/her scholarship or service. The dossier shall include the following:

1. Cover page (page 1) -- see sample below

- a. Full name
- b. Current rank
- c. Current department
- d. Application for Promotion
- e. Date submitted

2. Table of contents (page 2) -- see sample below

All pages of the dossier must be numbered. All sections must be referenced by page number in the table of contents.

3. Contributions to the Educational Program

- a. Any contributions to this section should be discretely listed with descriptions of specific contributions.
- b. Please refer to the Documentation section for examples of contributions to list in this section.
- c. Any contributions should be accompanied by a self-reflective narrative evaluation of performance and accomplishments related to contributions to the educational program.

4. Scholarly Activities

- a. Any contributions to this section should be discretely listed with descriptions of specific contributions.
- b. Please refer to the Documentation section for examples of contributions to list in this section.
- c. Any contributions should be accompanied by a self-reflective narrative evaluation of performance and accomplishments related to contributions to scholarly activities.

Exhibit 5
(COP Appendix A)

5. Service

a. Academic

- i. Any contributions to this section should be discretely listed with descriptions of specific contributions.
- ii. Please refer to Exhibit 2 for examples of contributions to list in this section.
- iii. Any contributions should be accompanied by a self-reflective narrative evaluation of performance and accomplishments related to contributions to service.

b. Practice of Pharmacy

- i. Any contributions to this section should be discretely listed with descriptions of specific contributions.
- ii. Please refer to Exhibit 3 for examples of contributions to list in this section.
- iii. Any contributions should be accompanied by a self-reflective narrative evaluation of performance and accomplishments related to contributions to service.

c. Professional/Public

- i. Any contributions to this section should be discretely listed with descriptions of specific contributions.
- ii. Please refer to Exhibit 4 for examples of contributions to list in this section.
- iii. Any contributions should be accompanied by a self-reflective narrative evaluation of performance and accomplishments related to contributions to service.

6. Professional Standing

List all degrees earned, post graduate training completed, licenses, certifications, honorary degrees, honors, awards or memberships in honorary societies. Include complete information regarding where, when and who provided these experiences, licenses or awards.

7. References/Letters of Recommendation

For promotion to full professor level, the complete names, addresses, telephone numbers and

Exhibit 5
(COP Appendix A)

email addresses of individuals providing letters of recommendation.

8. You may provide any other information or materials which you feel support your application.

9. Attestation

This statement must appear as the final entry of the dossier (before copies of your publications, if applicable).

"I hereby submit this dossier to the Faculty Appointments and Promotions Committee as evidence in support of my candidacy for promotion.

I attest that the information provided herein is true and accurate to the best of my ability. I further certify that this dossier was complete when submitted and contains pages."

Signature

Date

Exhibit 5
(COP Appendix A)

SAMPLE COVER PAGE

Name of Faculty Member
Current Rank
Department
Application for Promotion

Date Submitted _____

Date Received _____

Exhibit 5
(COP Appendix A)

SAMPLE TABLE OF CONTENTS

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