

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
 - Academic Accomplishments and/or scholarly products (3–5 examples)
 - Teaching/mentoring evaluations (either electronic evaluations or mentee/advisee letters)
 - Referee letters
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CV:

Candidates should use the **CUIMC format for Curriculum Vitae (CV)**.

Department Chair’s letter:

Should address the faculty member’s 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 of their areas 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.

Academic Accomplishment and/or Scholarly Products:

3-5 scholarly products/academic accomplishments appropriate for areas of focus.

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

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

Teaching Evaluations:

- Evaluations may be submitted in the form of standardized forms and/or letters from former mentees, trainees, students, or advisees, as appropriate.
 - Letters should be collected by departments or designated offices rather than by the faculty member seeking promotion.
- Evaluations using standardized forms should be obtained from multiple learners, and if possible, obtained from multiple periods of time.
 - For faculty in the Educational Leadership and Scholarship area of focus, more extensive teaching evaluations are generally required from across a spectrum of educational activities.

Referee Letters:

- At least 10 letters should be submitted ([see sample referee letter](#)).
 - Referees should be asked to specifically comment on quality and enduring impact of the faculty member’s work in the area(s) of focus and the candidate’s regional and/or national reputation.
 - Letters are solicited and collected by the candidate’s department. A [standardized template](#) for solicitation of referee letters to be used by departments is available .
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- CUIMC referees: No more than 3 from within the faculty's home department
- Letters from referees outside of Columbia University (3-5) attesting to candidate's reputation, as follows:

	Investigator	Applied Health	Education
Associate Professor	Emerging regional reputation At least 5 letters from outside CU CUIMC referees: no more than 3 from within the faculty's home department	Expertise beyond dept. (CUIMC & emerging regional) At least 3 letters from outside CU CUIMC referees: no more than 3 from within the faculty's home department	Expertise beyond dept. (CUIMC & emerging regional) At least 3 letters from outside CU CUIMC referees: no more than 3 from within the faculty's home department
Professor	National/International reputation At least 5 letters from outside CU CUIMC referees: no more than 3 from within the faculty's home department	National presence (participation at national level in discipline) At least 4 letters from outside CU CUIMC referees: no more than 3 from within the faculty's home department	National educational presence At least 4 letters from outside CU CUIMC referees: no more than 3 from within the faculty's home department

Sources of referee letters:

The minimum number of referees within or outside of Columbia, as specified in the table above.

- If a candidate has moved to CUIMC from another academic institution within the prior 4 years:
 - Referees from within their prior institution would be considered as from their *home institution*.
 - Referees from within their prior institution's home department would be considered as from their *home department*.
- If the referee is from outside of academics, their position should be equivalent to or higher in title and scope of responsibilities than the rank to which the applicant is applying (e.g. Executive Director).
 - Outside organizations may include health-focused foundations, service-oriented organizations, or governmental agencies, but would not include for-profit biomedical organizations.
- Referees may include the candidate's collaborators over the preceding five years (limited to a maximum of 2 letters).