

FACULTY MEMBER NAME LAST _____ FIRST _____

GEORGE WASHINGTON UNIVERSITY SCHOOL OF MEDICINE AND HEALTH SCIENCES

PROMOTION/TENURE DOSSIER CHECK-LIST
Academic Year 2024

Dossiers will be submitted through the promotion online system that is accessed through the Faculty Affairs Web [Portal](#).

- ☐ CHAIR: Completed copy of this Promotion/Tenure Dossier checklist
- ☐ CHAIR: Cover letter from Department Chair outlining the candidate's accomplishments in all areas – teaching, scholarship, and service (departmental APT vote must be included in letter and/or submitted separately using the enclosed vote sheet form or as a separate letter from Departmental APT Committee)
- ☐ CHAIR: Cover letter(s) from secondary and tertiary Department Chairs (if applicable)
- ☐ *Curriculum Vitae* in **required** format (refer to “Required CV Format” on <http://smhs.gwu.edu/faculty/resources-faculty/appointments-promotions-tenure>)

FOLLOWING THE CV, THERE ARE THREE REQUIRED SECTIONS:

- ☐ **TEACHING** (section title page)
 - ☐ Teaching Statement and Reflection by Candidate (3 pages maximum)
 - ☐ Courses Taught (Courses taught during period of evaluation; illustrative example)
 - ☐ Teaching Effectiveness (Internal peer reviews; Student feedback/comments; Teaching awards/recognition)
 - ☐ Development, Continual Improvement, and Pedagogical Innovations
 - ☐ Impact on Department, GW, and the Discipline
- ☐ **RESEARCH/SCHOLARSHIP** (section title page)
 - ☐ Research Statement and Reflection by Candidate (3 pages maximum)
 - ☐ CHAIR: Narrative from Chair describing the selection process for external evaluators, particularly which evaluators. This should include (in a single document):
 - ☐ Completed External Reviewer Form
 - ☐ Copy of solicitation letter sent to external evaluators (one copy)
 - ☐ CHAIR: Minimum of five (5) letters AND CHECKLIST from external, independent evaluators –must not be from close collaborators, mentors, or friends of the applicant. Should address scholarship, teaching and/or service.
- ☐ **EXTERNAL/UNIVERSITY/DEPARTMENTAL SERVICE** (section title page)
 - ☐ Service Statement and Reflection by Candidate (3 pages maximum)
 - ☐ Special recognition received for service
 - ☐ Letters of Support from colleagues and collaborators (OPTIONAL)

- ☐ **PUBLICATIONS** (*Original PDFs from the journal website. An exception will be made for book chapters, but care should be taken that high-quality, readable copies are submitted.*)

Three recent publications (MAXIMUM): Peer reviewed required for tenure / tenure-track dossiers; preferred for non-tenure track dossiers.