

FACULTY MEMBER NAME      LAST \_\_\_\_\_ FIRST \_\_\_\_\_

GEORGE WASHINGTON UNIVERSITY SCHOOL OF MEDICINE AND HEALTH SCIENCES

**PROMOTION/TENURE DOSSIER CHECK-LIST**  
**Academic Year 2022**

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):
    - List of names recommended by the candidate
    - List of names recommended by the departmental APT committee or Division Chief
    - Brief description of each evaluator's credentials
    - List of evaluators to whom letters were sent but who did not reply
    - 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 journal web site. 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.