GEORGE WASHINGTON UNIVERSITY SCHOOL OF MEDICINE AND HEALTH SCIENCES

PROMOTION/TENURE DOSSIER CHECK-LIST
Academic Year 2020

Dossiers will be submitted through the promotion online system that is accessed through the Faculty Affairs Web Portal.

☐ 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:
    List of names recommended by the candidate
    List of names recommended by the departmental APT committee or Division Chief.
    List of evaluators to whom letters were sent but who did not reply.
  ☐ CHAIR: Brief description of each evaluator’s credentials; Copy of materials sent to external evaluators
  ☐ 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)
Three recent publications (MAXIMUM): Peer reviewed required for tenure / tenure-track dossiers; preferred for non-tenure track dossiers