

**JABSOM Faculty Development Program's
Top 5 Tips for Preparing Your Dossier for Promotion and Tenure**

Tip 1: Do Not Assume Others Will Understand

- Explain clearly in simple terms what you do.
- Remember that reviewers outside of your own department and field will be reviewing your dossier and may not understand everything that you do.
- Spell out all acronyms and abbreviations.
- Describe publication/authorship norms (e.g., what it means to be first and last author).
- Describe significance of publications, grants, research projects, etc.
- Describe significance of being selected for publications and presentations, etc.
- Explain teaching hour equivalencies for team-taught medical student/resident teaching.
- Describe significance of your teaching and training activities that are conducted and presented to the community and your field/profession.
- Directly state how you meet the criteria to be promoted or tenured for rank applying for. Do not make reviewers guess.

Tip 2: Publication Impact vs. Journal Impact

- Although helpful to state the journal impact factor, it may also be helpful to note that the impact of the journal does not necessarily reflect the impact of your paper (as appropriate).
- Include any data that reflect the value of your work regardless of the journal. (e.g., if you publish in a regional Pacific journal which may not have a high impact factor, explain why that journal is significant to the type of research you are conducting such as health disparities of indigenous people.)
- If helpful, state number of times your article has been cited to quantify impact of your work.

Tip 3: Summarize Your Accomplishments

- Brief 1-page summary of accomplishments - can be included with your CV and other material for your Department Chair to send out to external reviewers (or any other peers or colleagues you will be seeking a solicited letter from).
- Statement of Endeavors - should include an analysis of the quality and value of your work and contributions (not just a list).
- Teaching evaluations - you may include individual teaching evaluations, however, a summary of teaching evaluations is helpful to show overall teaching impact.
- CV – not required, but could be helpful for reviewers to see an overall summary of your productivity throughout your academic and professional career.

Tip 4: Quality over Quantity

- Select only material that best reflects your accomplishments and documents your contributions (e.g., unsolicited letters stating the impact of a recent presentation or publication; awards and honors received – omit awards and honors only nominated for, unless it is a big deal just to be selected for nomination which you should explain.)
- Do not include too many “internal” letters (or solicited letters) from students and colleagues as these are weighed less than unsolicited letters.
- You may include copies of selected publications (3 at most), however, actual publication copies are not required in the dossier. If you do include publication copies, select only those that best represent your work.

Tip 5: Make the Reviewer’s Job Easy

- Be thorough, but concise.
- Make it easy for the reviewer to read your dossier and to find information.
- Reference page numbers or tables/charts/graphs as appropriate.
- Organize your dossier into sections.
- Use tab dividers for each section.
- Create table of contents (or summary) before each section.