

**GEISEL FACULTY MEMBER BEING CONSIDERED FOR PROMOTION
To A Senior Rank
Associate Professor or Professor**

This document should be used in conjunction with the Geisel Guidelines for Faculty Promotion Procedures and Faculty Appointments and Titles at The Geisel School of Medicine at Dartmouth

Candidate's Name: _____

Associate Professor

- Chairman's Letter:** Original + 11 Copies
 - Original must be on letterhead and signed (will not accept electronic, copied or stamped signatures)
 - 1st paragraph should indicate tenure request, academic track, % of effort in each discipline
- Secondary Chairman's Letter:** Original + 11 Copies
 - Only necessary if there is a joint appointment
- Section Chief's Letter:** Original + 11 Copies
 - Optional
- Curriculum Vitae (CV):** Original + 11 Copies
 - Must be in Geisel Format, current and dated
- Career Overview:** included as part of the CV
 - Must be written by candidate
- Grant Support:** 1 Original
 - Complete information about the candidate's past, present & pending grant support
 - This information is viewed by the Committee as highly relevant in evaluating the candidate
 - If NO data is provided it will be assumed that there is NO grant support
- Publications:** 1 copy of 4 to 10 different publications
- Five Outside Reviewer Letters:** Originals Only
 - Must be on letterhead, signed and list reviewer's faculty rank
 - The majority of outside letters have to come from individuals who have not trained, worked, or collaborated with the candidate for a minimum of 5 years
 - At least 3 letters must be chosen by the Chair, no more than 2 chosen by the candidate
 - Reviewers must not have a personal or financial conflict of interest with the candidate
- List of Outside Reviewers:** 1 page for the chair's reviewers and 1 page for the candidate's reviewers
 - Each list should include the reviewers name, address and title
- Two Peer Reviewer Letters:** 1 Copy of each
 - Review letters from 2 current peers of the candidate (i.e., individuals who are at any institution where the candidate also holds a position) that are of the same or higher rank than the candidate who is being considered for promotion
- Evaluations from Students, Fellows, Residents:** 1 copy
 - Request at least 10 evaluations
- Teaching Evaluations:** 1 copy each
 - Course reviews and quantitative metrics
- Completed DAB Form:** Fill out the DAB form in anticipation of the candidate being approved
 - Please note: this does not guarantee approval

Professor

- Seven Outside Reviewer Letters:** 1 Copy each
 - Must be on letterhead, signed and list reviewer's faculty rank.
 - Majority of outside letters have to come from individuals who have not trained, worked, or collaborated with the candidate for a minimum of 5 years
 - At least 4 letters must be chosen by the Chair, no more than 3 chosen by the candidate
- All other criteria as outlined above for Associate Professor**

*****Please include a checked copy of this form with the candidate's promotion packet**

*****Please 3 hole punch ALL materials submitted in the promotion packet**

NEW FACULTY TO GEISEL BEING CONSIDERED FOR A Senior Faculty Appointment to Associate Professor or Professor

This document should be used in conjunction with the Geisel Guidelines for Faculty Promotion Procedures and Faculty Appointments and Titles at The Geisel School of Medicine at Dartmouth

Candidate's Name: _____

Associate Professor

- Chairman's Letter:** Original + 11 Copies
 - Original must be on letterhead and signed (will not accept electronic, copied or stamped signatures)
 - 1st paragraph should indicate tenure request, academic track, % of effort in each discipline
- Secondary Chairman's Letter:** Original + 11 Copies
 - Only necessary if there is a joint appointment
- Section Chief's Letter:** Original + 11 Copies
 - Optional
- Curriculum Vitae (CV):** Original + 11 Copies
 - Must be in Geisel Format, current and dated
- Career Overview:** included as part of the CV
 - Must be written by candidate
- Grant Support:** 1 Original
 - Complete information about the candidate's past, present & pending grant support
 - This information is viewed by the Committee as highly relevant in evaluating the candidate
 - If NO data is provided it will be assumed that there is NO grant support
- Publications:** 1 copy of 4 to 10 different publications
- Five Outside Reviewer Letters:** Originals Only
 - Must be on letterhead, signed and list reviewer's faculty rank
 - The majority of outside letters have to come from individuals who have not trained, worked, or collaborated with the candidate for a minimum of 5 years
 - Reviewers must not have a personal or financial conflict of interest with the candidate
 - At least 3 letters must be chosen by the Chair, no more than 2 chosen by the candidate
- List of Outside Reviewers:** 1 page for the chair's reviewers and 1 page for the candidate's reviewers
 - Each list should include the reviewers name, address and title
- Two Peer Reviewer Letters:** 1 Copy of each
 - Review letters from 2 current peers of the candidate (i.e., individuals who are at any institution where the candidate also holds a position) that are of the same or higher rank than the candidate who is being considered for promotion
- Evaluations from Students, Fellows, Residents:** 1 copy
 - Request at least 10 evaluations
- Course Evaluations:** 1 copy each
 - Current institution course reviews and quantitative metrics (as available)
- Completed DAB Form:** Fill out the DAB form in anticipation of the candidate being approved
 - Please note: this does not guarantee approval

Professor

- Seven Outside Reviewer Letters:** 1 Copy each
 - Must be on letterhead, signed and list reviewer's faculty rank.
 - Majority of outside letters have to come from individuals who have not trained, worked, or collaborated with the candidate for a minimum of 5 years
 - At least 4 letters must be chosen by the Chair, no more than 3 chosen by the candidate
 - Outside reviewers may not hold a position at any institution where the candidate also holds a position
- All other criteria as outlined above for Associate Professor**

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**NEW FACULTY TO GEISEL BEING CONSIDERED FOR
A Senior Faculty Appointment
Associate Professor or Professor Entailing a Promotion From Their Current
Academic Rank**

This document should be used in conjunction with the Geisel Guidelines for Faculty Promotion Procedures and Faculty Appointments and Titles at The Geisel School of Medicine at Dartmouth

Candidate's Name: _____

Associate Professor

- Chairman's Letter:** Original + 11 Copies
 - Original must be on letterhead and signed (will not accept electronic, copied or stamped signatures)
 - 1st paragraph should indicate tenure request, academic track, % of effort in each discipline
- Secondary Chairman's Letter:** Original + 11 Copies
 - Only necessary if there is a joint appointment
- Section Chief's Letter:** Original + 11 Copies
 - Optional
- Career Overview:** Original + 11 Copies
 - Must be written by candidate
- Curriculum Vitae (CV):** Original + 11 Copies
 - Must be in Geisel Format, current and dated
- Grant Support:** 1 Original
 - Complete information about the candidate's past, present & pending grant support
 - This information is viewed by the Committee as highly relevant in evaluating the candidate
 - If NO data is provided it will be assumed that there is NO grant support
- Publications:** 1 copy of 4 to 10 different publications
- Five Outside Reviewer Letters:** Originals Only
 - Must be on letterhead, signed and list reviewer's faculty rank
 - The majority of outside letters have to come from individuals who have not trained, worked, or collaborated with the candidate for a minimum of 5 years
 - At least 3 letters must be chosen by the Chair, no more than 2 chosen by the candidate
- List of Outside Reviewers:** 1 page for the chair's reviewers and 1 page for the candidate's reviewers
 - Each list should include the reviewers name, address and title
- Two Peer Reviewer Letters:** 1 Copy of each
 - Review letters from 2 current peers (Geisel or Current Institution) of the candidate that are of the same or higher rank than the candidate who is being considered for promotion
- Evaluations from Students, Fellows, Residents:** 1 copy
 - Request at least 10 evaluations
- Course Evaluations:** 1 copy each
 - Current institution course reviews and quantitative metrics (as available)
- Completed DAB Form:** Fill out the DAB form in anticipation of the candidate being approved
 - Please note: this does not guarantee approval

Professor

- Seven Outside Reviewer Letters:** 1 Copy each
 - Must be on letterhead, signed and list reviewer's faculty rank.
 - Majority of outside letters have to come from individuals who have not trained, worked, or collaborated with the candidate for a minimum of 5 years
 - At least 4 letters must be chosen by the Chair, no more than 3 chosen by the candidate
- All other criteria as outlined above for Associate Professor**

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