

College of Medicine Clinical Dossier

Differences from Traditional Dossier

Below are the noted differences between the Traditional Dossier (used by all tenure eligible and non-clinical faculty paths at COM-T) and the new Clinical Dossier for the 2018/2019 promotion cycle.

Section 1: No major changes, captures similar candidate information

Section 2: No major changes, is focused on clinical activities; still captures workload assignment percentages

Section 3: Major differences start here!

- Section 3 is the **CV and list of collaborators** (same format as traditional dossier)
- The P&T Guidelines are moved to the end of the dossier
 - o Be sure to include the college & department guidelines for the appropriate clinical path
 - o Can choose to remove the current “example” page if not representative of the department

Section 4: Candidate’s Statement

- o Length requirement is 1-3 pages
- o Scholar Tracks: Include information addressing your plan for ongoing scholarship
- o Clinical Series: Include information addressing your plan for excellence in clinical care

Section 5: Teaching Portfolio

- o Limit of 3 examples (20 pages) of support documentation
- o Teaching evaluations expected (Learner & Peer)

Section 6: Clinical Service Portfolio

- o The portfolio should consist of supporting documentation that fits the candidate’s narrative of excellence in patient care (*Examples in Clinical Dossier packet*)
- o **Each Department should specify what is expected for candidates from their department**

Section 7: Letters from External Evaluators and Collaborators

- o 3 evaluation letters required
- o **Clinical definition of “external”**: Letters should be outside your local peer group (i.e., not from the same center, department or community practice) but can be from other departments or affiliate institutions.
 - Yes, this means the letters can be from other UA departments as long as the evaluator is not defined as a “collaborator” (same collaborator definition as the traditional dossier)
- o Letters of Support (*optional*)
 - Physicians with whom you have referral relationships; Letters from research colleagues; Nursing team and hospital leaders; Clerkship Director; Trainee letters
 - If candidate holds a secondary title, consider a letter from that chair

Section 8: Department P&T Committee and Chair letter (Same as traditional dossier)

Section 9: College AP&T Committee & Dean’s decision letter

- o Same assessment from college committee
- o Final decision rests with Dean; dossier does not move on to HS or Provost
 - Decision appeals go to the SVPHS