



# Adjunct Promotion Dossier Checklist

## Candidate Sections:

Review the [IUSM Adjunct Faculty Policy](#) for promotion criteria

Curriculum vitae [IUPUI format](#) *not required but recommended*

- list career accomplishments
- teaching contributions, in particular at IUSM

Candidate statement

- brief bio
- summary of candidate's IUSM teaching and academic contribution

## eDossier

**| All electronic documents must be submitted as PDFs.**

| Folders  | Required?       | Description   |
|--|-----------------|---|
| <b>Dossier</b>                                   |                 |   |
| Candidate  |                 | Pre-populated with candidate name   |
| Department                                       |                 | Pre-populated with candidate department   |
| School   |                 | Pre-populated with School of Medicine   |
| Dossier Type                                     |                 | Pre-populated based on candidate appointment type   |
| Dossier Status                                   |                 | Pre-populated based on last completed status  |
| Rank Sought                                      |                 | Pre-populated   |
| Area of Excellence                               | <b>REQUIRED</b> | All adjunct faculty must select Teaching  |
| Dossier Status                                   | <b>REQUIRED</b> | <b>Submit</b> - Candidate will see this button once the required documents have been uploaded to the candidate folders.<br><b>Route</b> - Administrative staff will see this button once the required admin documents have been uploaded.<br><b>Not ready for submission</b> - This message will appear when the required documents are not uploaded. |
| <b>Supplemental – Post Submission</b>            |                 | Additional materials may be added by using the "Supplemental" folder. This folder will be visible to you once your dossier is routed.   |
| <b>General</b>                                   |                 |   |
| Department & School Criteria                     | <b>REQUIRED</b> | Upload <a href="#">Adjunct Faculty Policy</a> as a PDF document   |
| CV   | <b>REQUIRED</b> | Upload CV as a PDF  |
| Candidate Statement                              | <b>REQUIRED</b> | Upload candidate statement as a PDF   |
| Department (School) List of Prospective Referees |                 | <b>  Disregard  </b> Do not upload anything into this folder  |
| Candidate's List of Prospective...               |                 | <b>  Disregard  </b> Do not upload anything into this folder  |



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|                            |  |
|----------------------------|--|
| Research/Creative Activity | <b>Disregard</b>   Do not upload anything into this folder |
| Teaching                   | <b>Disregard</b>   Do not upload anything into this folder |
| Service/Engagement         | <b>Disregard</b>   Do not upload anything into this folder |

**Administrative Sections** *(not to be completed by the candidate):*

**Solicited letters** *required*

- Assessments from local faculty colleagues who can speak to the quality and effectiveness of teaching contributions
- Department or Regional Campus staff will solicit letters; candidates do not solicit
  - 2 letters from full-time faculty (as defined in [Adjunct Faculty Policy](#), page 3, footnote 1)
  - 2 additional letters if candidate seeking promotion to full professor

**Internal letters**

**Primary Committee evaluation** – Committee must have at least four voting members, not including abstentions. Letter must be signed by the committee chair, include all committee members names (even absent/abstain), vote record, abstention reason.

**Department Chair evaluation**

**Regional Campus Dean evaluation** (if applicable)

**eDossier**

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| Folders                    | Required? | Description  |
|----------------------------|-----------|--|
| <b>Dossier</b>             |           |  |
| Vote Record                | Required  | Enter the yes, no, abstain and absent votes that are recorded in the primary committee letter.<br>Enter yes, no or abstain vote based on the recommendation in the chair letter. |
| Internal Review Letters    | Required  | Upload primary committee and chair letters as PDF  |
| External Review Letters    |           | <b>Disregard</b>   Do not upload anything into this folder   |
| List of Referees Contacted |           | <b>Disregard</b>   Do not upload anything into this folder   |
| <b>Solicited Letters</b>   | Required  | Upload one PDF document that contains all letters solicited by the department/campus.  |