

# IUSM Dossier Submission Information

## For Tenure Track Promotion with or without Tenure and Scientist Track Promotion

All dossiers for the School of Medicine are done in eDossier, except for Long Term Appointment Contract dossiers without Promotion. eDossier organizes a promotion and/or tenure candidate's dossier according to various sources of evidence typically used to make a case for excellence.

NOTE: Some of the suggested content may not be applicable to all campuses or all case types.

The table on the following pages maps the sections from IUSM's previous dossier format to the appropriate location in the new eDossier system.

Please note the following:

- Upload all documents as **searchable PDFs only**. Instructions for making documents searchable can be found at [Promotion and Tenure @ IUSM \(http://faculty.medicine.iu.edu/pt/downloads.html\)](http://faculty.medicine.iu.edu/pt/downloads.html) under Dossier Preparation.
- Name each file to clearly reflect its contents
- eDossier organizes and routes the 50-page dossier. The 50-page limit includes the 5-7 page Candidate Statement and all the evidence provided in the Teaching, Research, and Service sections, except those labeled "Appendix".
- If an appropriate folder cannot be found, use any folder in the related area (Teaching, Research, or Service) and name the file appropriately regardless of the existing title for the folder.
- Candidates should only use those folders that are relevant to their case. Some of the suggested content may be more appropriate to include in the sections marked Appendix.
- In order for the candidate submit button to appear, there must be one file in the first three subfolders in the General section (Department and School Criteria, Candidate's Curriculum Vitae, and Candidate's Statement).

For eDossier help:

- Register for IUSM Promotion & Tenure Information Session: eDossier Nuts & Bolts at <http://faculty.medicine.iu.edu/pt/event/allEvents.html>
- Candidate User Instructions: <http://go.iu.edu/zmD>
- Reviewer and Administrative Access User Instructions: <http://go.iu.edu/zmE>
- Instructions on how administrative access users can set up review routing: <http://go.iu.edu/zmF>
- Video on how administrative access users can set up review routing: <http://go.iu.edu/zmG>
- eDossier FAQ: <https://iu.app.box.com/s/jeilqvhgrgcd6e59ui1lpge19xo4oijj>

For additional assistance with:

- IUSM dossier content, contact Britt Booram ([bbooram@iu.edu](mailto:bbooram@iu.edu)).
- eDossier access, routing, technical issues or other P&T process questions, contact Melody Darnall ([mldarnal@iu.edu](mailto:mldarnal@iu.edu)).

Previous IUSM Dossier Format	eDossier Location	Required elements	Responsible for Entry/Upload
<b>Section 01: Transaction Forms</b>			
Unit/School Review Form and Checklist	not required in eDossier		
Routing and Action Form	not required in eDossier except <i>Vote Record folder</i>	eDossier replaces the Routing and Action form (e.g. Candidate submission replaces signature; Vote Record replaces Review Process). The only information from the original Routing and action form to be entered into eDossier is the actual vote numbers from committees and chair/regional campus dean.	--Primary Committee Chair or delegate --Regional Campus Dean or delegate --Primary Department Chair or delegate --School Committee Chair or delegate
<b>Section 02: Review Level Two</b>			
School Committee's letter	<i>Internal Review Letters</i>	If a candidate has an adjunct or joint appointment in another school, the department is responsible for including a letter from that unit/school's committee (optional-decided by that school)	IUSM Faculty Affairs
Dean's letter	<i>Internal Review Letters</i>	If a candidate has an adjunct or joint appointment in another school, the department is responsible for including a letter from that unit/school's committee (optional-decided by that school)	IUSM Faculty Affairs
<b>Section 03: Review Level One</b> (Primary Committee)			
If applicable, Regional Campus Dean letter	<i>Internal Review Letters</i> ( <i>Review Layer: Chair</i> )		Regional Campus Dean or delegate
Department Chair letter (primary department)	<i>Internal Review Letters</i> ( <i>Review Layer: Chair</i> )		Primary Department Chair or delegate

<b>Previous IUSM Dossier Format</b>	<b>eDossier Location</b>	<b>Required elements</b>	<b>Responsible for Entry/Upload</b>
Department Chair letter (secondary department, if applicable)	<i>Internal Review Letters (Review Layer: Chair)</i>		Primary Department Chair or delegate
Primary Committee letter	<i>Internal Review Letters (Review Layer: Primary Unit/Dept Committee)</i>	-- exact vote record -- names of committee members -- must have at least 4 approve/disapprove votes recorded, not including abstentions and absenteeisms --voting members must be at or above the rank the candidate is seeking	Primary Committee Chair or delegate
<b>Section 04: External Assessments</b>	<i>External Review Letters</i>	--Sample solicitation letter --list of referees with bio --completed referee forms --at least 6 external assessment letters in the order they appear on the list of referees --1 single searchable PDF	Regional Campus or Department eDossier administrator
<b>Section 05: Reference Letters</b> (optional)	<i>Solicited Letters</i>	--Sample solicitation letter --All letters received	Regional Campus or Department eDossier administrator
<b>Section 06: Candidate's Statement</b>	<i>General Folder - Candidate's Statement</i>	--Maximum 7 single-spaced pages --The candidate has the option to limit the Candidate's statement to 5 pages and add a maximum 2 single-spaced page narrative as an introduction to their Area of Excellence section	Candidate or delegate

<b>Previous IUSM Dossier Format</b>	<b>eDossier Location</b>	<b>Required elements</b>	<b>Responsible for Entry/Upload</b>
<p><b>Section 07: Teaching</b> (not required for non-tenure track research rank faculty)</p>	<p><i>Teaching Folder - most appropriate subfolder</i></p>	<p>Supporting documentation related to teaching activity                      --If this is the area of excellence, the candidate has the option to limit the Candidate's statement to 5 pages and add a narrative that is a maximum of 2 single-spaced pages analyzing the teaching area                      --Subfolders that do not apply to candidate's case should be left empty                      --If candidate cannot find a subfolder with desired title, upload to any section and name file clearly                      --Note: documents uploaded in the subfolders labeled "Appendix" do not count toward the page limit. Everything in the other folders count towards the 50-page limit.</p>	<p>Candidate or delegate</p>
<p><b>Section 08: Research or Creative Activity</b></p>	<p><i>Research/Creative Activity Folder - most appropriate subfolder</i></p>	<p>Supporting documentation related to research or creative activity                      --If this is the area of excellence, the candidate has the option to limit the Candidate's statement to 5 pages and add a narrative that is a maximum of 2 single-spaced pages analyzing the research area                      --Subfolders that do not apply to candidate's case should be left empty                      --If candidate cannot find a subfolder with desired title, upload to any section and name file clearly                      --Note: documents uploaded in the subfolders labeled "Appendix" do not count toward the page limit. Everything in the other folders count towards the 50-page limit.</p>	<p>Candidate or delegate</p>

Previous IUSM Dossier Format	eDossier Location	Required elements	Responsible for Entry/Upload
<b>Section 09: Professional and University Service</b> (not required for non-tenure track research rank faculty)	<i>Service/Engagement Folder - most appropriate subfolder</i>	Supporting documentation related to service activity --If this is the area of excellence, the candidate has the option to limit the Candidate's statement to 5 pages and add a narrative that is a maximum of 2 single-spaced pages analyzing the service area --Subfolders that do not apply to candidate's case should be left empty --If candidate cannot find a subfolder with desired title, upload to any section and name file clearly --Note: documents uploaded in the subfolders labeled "Appendix" do not count toward the page limit. Everything in the other folders count towards the 50-page limit.	Candidate or delegate
<b>Section 10: Assessment/Curriculum Vitae</b>			
Curriculum Vitae	<i>General Folder - Candidate's Curriculum Vitae subfolder</i>	Candidate's CV in IUPUI Standardized Format	Candidate or delegate
Assessment of dissemination outlets	<i>External Review Letters</i>	Prepared by the primary department chair or regional campus dean and should include quality of journals, peer-reviewed conferences, and venues of presentations or performance	Regional Campus or Department Chair or delegate
<b>Section 11: Appendices</b>	<i>Subfolders within Teaching, Research, Service</i>	Subfolders for appendix contents have been added to the Teaching, Research/Creative Activity, and Service/Engagement sections	Candidate or delegate

<b>Previous IUSM Dossier Format</b>	<b>eDossier Location</b>	<b>Required elements</b>	<b>Responsible for Entry/Upload</b>
<b>New for eDossier</b>			
	<i>General - Department and School Criteria</i>	Upload the current IUSM Standards of Excellence, which can be found on our website <a href="http://faculty.medicine.iu.edu/pt/downloads.html">http://faculty.medicine.iu.edu/pt/downloads.html</a>	Candidate or delegate
	<i>General - Department (School) List of Prospective Referees</i>	Not required for IUSM dossiers, leave this subfolder empty	
	<i>General - Candidate's List of Prosepctive Referees</i>	Not required for IUSM dossiers, leave this subfolder empty	
<b>Additional Materials and/or Reconsideration Documentation</b>	<i>Supplemental Items - Supplemental Supporting Items</i>	Once the candidate has submitted their dossier, this folder will appear. Candidate will upload any additional materials or reconsideration documents in PDF format to the Supplemental Supporting Items subfolder	Candidate or delegate

\*The *Vote Record* , *Internal Letters* , *External Letters* and *Solicited Letters* folders are not visible to the Candidate. Deans, department chairs and support staff with administrative rights have access to the *External Letters* and *Solicited Letters* folders while the candidate is preparing their dossier and during the routing process to upload documents. They are also able to view all of the candidate folders at any time; however, they cannot make any changes or upload documents to the candidate folders unless the candidate has specifically given them delegate access. Those with access at the department level can only see dossiers for candidates in their department. Those with access at the school level will see dossiers for all the candidates in their school.