

# COM Promotion and Tenure Dossier Documentation

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UCF provides general direction in regards to dossier contents for promotion and tenure at [https://facultyexcellence.ucf.edu/files/2019/02/DossierContents\\_Assistant-and-Assoc-2019-2020.pdf](https://facultyexcellence.ucf.edu/files/2019/02/DossierContents_Assistant-and-Assoc-2019-2020.pdf). In addition to the information provided by the university, the College of Medicine has created this guide to highlight some examples of documentation that are commonly used by COM faculty going up for promotion. If you have additional questions or suggestions after reviewing this guide, please contact [andrea.berry@ucf.edu](mailto:andrea.berry@ucf.edu).

Sections 1-10 are straightforward and should be data you collect/have on a regular basis (annual evaluations, assignments, departmental criteria for P&T).

Sections 11-13 are supposed to serve as the culmination of all relevant information related to the three missions (research, teaching and service).

## Common Materials Found in Section 11 (Research and Creative Activities Summary and Evidence)

- Summary of research accomplishments in a narrative format. In essence, this summary should highlight the number of publications, presentations, grants and impact of your scholarly work. The “evidence” that falls behind this summary should be aligned to the things you highlight in the summary
- Evidence includes:
  - Copies of all publications
  - Copies of all published abstracts
  - Invitations to speak (invited talks)
  - Citation metrics (citation numbers, impact factor of journals you’ve published in, h-index). *\*The library can be very helpful in helping you pull this data.*
  - For MedEdPORTAL submissions, user statistics. *\*Faculty Development can show you how to pull this data.*
  - Cover of textbook you’ve authored or copy of table of contents if you authored a chapter/section.
  - Screenshot of online textbook you’ve authored or of a section you’ve authored.

## Common Materials Found in Section 12 (Teaching Activities Summary and Evidence)

- Summary of teaching accomplishments in a narrative format. The summary should highlight your major teaching and educational leadership contributions and the evidence should support these major activities.
- Evidence includes:
  - All instructor evaluations for the last 5 years. *\*Ask Basma’s office for this data. You may also ask for comparison average data from faculty in your department or curricular year.*
  - Module or Clerkship evaluations. *\*This can be obtained from Basma’s office. Scrub any additional faculty names from the document.*

- Syllabus for any courses where you serve as a module/clerkship director (one copy is probably enough, just make a note at the top indicating the years you were the director or co/assistant director).
- Overview documents of large/intensive programs (like longitudinal curriculum). This could be a document you provide to the students that serves as an overview of the curriculum.
- Documentation of innovative curricula or teaching techniques. This could be a powerpoint, case scenario and questions, TBL materials, etc.
- Individual student thank you notes
- NBME, progress testing, or USMLE board outcomes data. \*Basma's office can provide. Highlight content areas specific to your teaching responsibilities.
- AAMC Graduate Questionnaire data. \*Basma's office can provide. Pull out and highlight sections relevant to your work.
- AAMC M2 Year Questionnaire. \*Basma's office can provide. Pull out and highlight sections relevant to your work.
- Letters indicating you've received teaching awards. This could be from UCF (TIP, Excellence Awards), COM (fall teaching award program) or through other associations.
- Peer evaluations of teaching

### **Common Materials Found in Section 13 (Service Activities Summary and Evidence)**

- Summary of service activities in narrative format. For clinical faculty, this will also include your clinical service.
- Evidence of general service includes:
  - Letters indicating your service on committees. It's most important to include letters from regional, national and international organizations. It's less important to include all letters appointing you to committees at the college or department however if you have them, include them (search committees, LCME self-study, faculty council, curriculum committee, etc).
  - Copy of conference programs that indicate your service on committees or a conference organizing committee.
  - Invitations to review or serve as an editor for a journal.
  - White papers from task forces or committees
  - Policies written (while serving on committees or in an administrative role)
  - LCME documents you've contributed to.
- Evidence for clinical service include:
  - Press Ganey scores
  - Quality of care indicators (meaningful use)
  - Peer evaluation of EMR records
  - Policies/procedures you've written for your specialty practice or the entire practice
  - Referral data
  - Description of a program that expands the revenue or reputation of UCF Health/UCF

- Recognition for patient safety and quality improvement
- Regional or national physician recognition (i.e. Top Doc award)