

---

## Guidelines for Promotion Dossier Format and Content

---

Please review the **Policy on Faculty Appointments, Promotion, and Tenure** (Chapter 3 of the TUSDM Faculty Handbook) for minimum qualifications, evidence of accomplishment, and documentation requirements for promotion to the specific faculty tracks and ranks open to TUSDM faculty.

The Faculty Appointments, Promotions, and Tenure Committee (FAPTC) requires all promotion decisions be based on a thorough review of the candidate's Promotion Dossier; All dossiers follow a standard format to support a fair, equitable, and consistent review process.

The Promotion Dossier comprises:

- Curriculum Vitae (in TUSDM-specified format)
- Evidence of Accomplishment in TUSDM-defined Areas of Excellence (3-7 year history depending on track and rank)
- Letters of Reference (names and contract information only)
- Letter from Department Chair and/or Department Evaluation Committee recommending the candidate for promotion consideration.

An internal department review must occur prior to submission of a faculty member's dossier to the FAPTC. The Department Chair must review the candidate's dossier to determine if the candidate meets the criteria for promotion. The Department Chair, or his/her designee, is responsible for advising and providing assistance to the candidate in assembling a promotion dossier, as well as convening and conducting an internal department review.

### **Letters of Reference** (names and contact information only)

The FAPTC requires letters of reference for candidates seeking promotion; the number and type of required references vary depending on TUSDM faculty track and rank of promotion.

Candidates must provide a list of names with contact information for individuals who have agreed to provide references. The Chair of the FAPTC will solicit letters directly based on the candidate's list. External recommendations must be from individuals who are unaffiliated with Tufts University and are familiar with the candidate's character, professionalism and/or his/her qualifications for the faculty position sought. If appropriate, references from individuals in non-dental fields are acceptable.

The FAPTC may also solicit additional letters; specifically, references from colleagues at peer institutions to evaluate a candidate's qualifications and assess whether the candidate would be appointed or promoted at their own institution.

**Table 2. Required Letters of Reference**

<b>External Letters of Reference</b>	
<b>Track 1: Tenure-track and Tenured Track</b>	
– Associate Professor	<b>5</b>
– Full Professor	<b>7</b>
<b>Track 2: Non-Tenure Contract Track</b>	
– Associate Professor	<b>5</b>
– Full Professor	<b>5</b>
<b>Track 3: Clinical Instruction Track</b>	
– Senior Clinical Instructor*	<b>0</b>
<b>Internal Letters of Reference from Chair or his/her designee</b>	
<b>Track 1: Tenure-track and Tenured Track</b>	
– Associate Professor - 1 letter from the Department Chair or his/her designee	<b>1</b>
– Full Professor - 1 letter from the Department Chair or his/her designee	<b>1</b>
<b>Track 2: Non-Tenure Contract Track</b>	
– Associate Professor - 1 letter from the Department Chair or his/her designee	<b>1</b>
– Full Professor - 1 letter from the Department Chair or his/her designee	<b>1</b>
<b>Track 3: Clinical Instruction Track</b>	
– Senior Clinical Instructor* - 1 letter from the Department Chair or his/her designee - 1 letter from a student - 1 letter from a peer faculty member	<b>3</b>

**Letter from Department Chair/Department Evaluation Committee**

The letter from the Department Chair and/or Department Evaluation Committee should include an explicit statement explaining how the candidate meets each of the criteria for the proposed rank.