



CHARLES R. DREW UNIVERSITY OF MEDICINE AND SCIENCE  
COLLEGE OF MEDICINE

ACADEMIC AND CAREER ACADEMIC SERIES

**APPOINTMENT DOSSIER CHECKLIST**

1. **Chair's Letter \***
2. **Self-Statement**
  - not to exceed 3 pages
  - background experience related to the CDU mission, candidate's perception of scope of work and research interest
3. **List of References**
  - see #4 below for letter requirements
4. **Letters of Reference \***
  - five (5) letters are required at the Instructor/Assistant level
  - at the Associate level and above, a minimum of five (5) letters of reference **must** come from outside of CDU and any UC Schools
5. **Teaching Evaluations or Summary Statement** –Associate & above
6. **Peer Teaching Evaluations Or Summary** –Associate & above (if possible).
7. **Current Curriculum Vitae**
8. **Copies of Academic Credentials**
  - Medical License, Cert/Training, Board(s) Certificate(s) and Fellowships (if any)
9. **Faculty Plan/Report**
  - signed and dated by Candidate and Chair
10. **Bio Sketch**
11. **Mini Bio for Catalog**
12. **Copy of Publications**
  - At the instructor/assistant level: (if any), along with inventory of publications being submitted (no more than 5)
  - At the Associate and Professor level: copy of five or more significant publications, along with inventory of publications being submitted (no more than 10)
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**\*Office of Faculty Affairs (OFA) will procure these documents**