



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

CLINICAL/COMMUNITY/RESEARCH 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 \***
  - two (2) letters are required
  - at the Associate level and above, letters of reference **must** come from outside of CDU and any UC Schools
5. **Current Curriculum Vitae**
6. **Copies of Academic Credentials**
  - Medical License, Cert/Training, Board(s) Certificate(s) and Fellowships (if any)
7. **Faculty Plan/Report**
  - signed and dated by Candidate and Department Chair.

**\*OFA will procure these documents**

**Note: When a faculty member desires to change from the academic series to one of the series above, a letter is written by the candidate to the chair requesting the change. At this point, an amended Faculty Plan/Report must also be developed and signed by the faculty and chair. The chair submits a letter requesting change in series, a copy of the faculty member's letter, the new Faculty Plan/Report indicating the effective date for the change in series to the Faculty Affairs Office.**