



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

ACADEMIC AND CAREER ACADEMIC SERIES

**PROMOTION 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
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4. List of Five (5) External Evaluators
  - not affiliated with CDU/UCLA
  - indicate if chair or candidate suggested the evaluator and include bio of each
5. Letters of Reference \*
  - five (5) letters are required from Instructor to Assistant or from Assistant to Associate
  - at the Associate level and above, a minimum of five (5) letters of reference must come from outside of CDU and any UC Schools
6. Teaching Evaluations or Summary Statement
7. Peer Teaching Evaluations Or Summary
8. Current Curriculum Vitae
9. Faculty Plan/Report
  - signed and dated by Candidate and Chair
10. Bio Sketch
11. Mentoring Form (Instructors and Assistant Professors only)
  - signed and dated by Candidate and certified (signed ) by Department Chair or affiliate designee. Must meet with mentor twice per year.
12. Mini Biography for Catalog
13. Copy of Publications
  - from Assistant to Associate: copy of at least 5 significant publications completed while as Assistant Professor

- from Associate to Professor – at least 5 of which you feel are significant and the reason why

\*OFA will procure these documents.