



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

CLINICAL/COMMUNITY/RESEARCH 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
4. **Letters of Reference** *
 - minimum of two (2) internal and two (2) external (*outside of CDU and any UC schools*) letters are required
5. **Current Curriculum Vitae**
6. **Faculty Plan/Report**
 - signed and dated by Candidate and Chair

***OFA will procure these documents.**