Dossier Preparation for Joint Faculty Appointments Within the School of Medicine and Biomedical Sciences Only

In cases where a faculty member has joint appointment in two departments (not as an adjunct or volunteer appointment) in the SMBS, the dossier shall be assembled and submitted by the primary department (highest FTE/salary share).

The dossier will be reviewed separately by both departments. The departmental faculty vote on promotion will be recorded for both departments on separate Quantitative Vote Sheets and included in the dossier.

The Chairs of the primary and secondary department will write a letter to be included in the dossier.

The Chair of the secondary department can suggest names of potential evaluators to the Chair of the primary department. However, only the Chair of the primary department will solicit letters of evaluation or other materials to be included in the dossier.

The Chair of the secondary department should ensure that teaching evaluations, or any other materials pertinent to the dossier, are made available to the Chair of the primary department.

Dossier Preparation for Adjunct Faculty Appointments

For faculty who hold secondary adjunct appointment in a department, the primary department will prepare the promotion dossier. For volunteer appointments in a secondary department, the primary department will prepare the promotion dossier. The Chair of the primary department will write a letter for inclusion in the dossier.