**Jacobs School Dossier Preparation Timeline**

Office of Faculty Affairs: <http://medicine.buffalo.edu/offices/faculty-affairs/faculty-promotion.html>

**JANUARY/FEBRUARY:**

**Chair/Department Promotions Committee/Division Chief**

* Identify faculty candidates for promotion & appointment confirmation based on [Jacobs School Policies, Procedures and Criteria for Faculty Promotion](http://medicine.buffalo.edu/faculty-council/policies/faculty-promotion.html)
* NOTE: all new hires at Associate Professor ranks need to have appointment confirmed within 3 years, and new hires at Professor rank need to be confirmed within 1 year of appointment. This includes volunteer rank appointments.

**MARCH/APRIL:**

**Candidate**

* Develop [CV](http://medicine.buffalo.edu/content/dam/medicine/pdfs/Faculty/faculty-promotion/CV-guidelines-2021.docx)  and [Personal Statement](http://medicine.buffalo.edu/content/dam/medicine/pdfs/Faculty/faculty-promotion/Personal%20Statement-2021.docx)
* Provide names, titles and email addresses of:
  + 3-5 former mentees
  + 1-2 collaborators external to UB (optional)
* Elect to have an [advocate](http://medicine.buffalo.edu/offices/faculty-affairs/faculty-promotion/dossier.html#title_1219212633) (optional)

**MAY:**

**Chair/Department Promotions Committee/Division Chief**

**Identify Evaluators:**

* ***Internal*** *evaluators* (rank at candidate’s ‘promotion to’ rank) for Tenure, Clinical, Research ranks:
  + 2 letters required, suggest 3-4 potential names
  + Internal evaluators from within candidate’s department or other departments – these evaluators SHOULD know and be familiar with the candidate / colleague’s contributions to scholarship, teaching and/or service.
* ***External*** *evaluators* (rank at candidate’s ‘promotion to’ rank) for Tenure, Clinical, Research ranks:
  + 4 letters required, suggest 6-8 letters preferred
  + External evaluators must be ‘*disinterested*’, i.e., CANNOT BE former colleagues, co-authors, trainees, mentors, close friends.
  + For Tenure – **must** be at [AAU institutions](http://medicine.buffalo.edu/content/dam/medicine/pdfs/Faculty/faculty-promotion/AAU-Member-Universities-2021.docx) or otherwise justified in Chair’s letter
  + For Clinical or Research Associate Professor – may be external to UB or at UB but not in candidate’s department; must be ‘disinterested’ even if from UB
  + For Clinical or Research Professor – must be external to UB
* Volunteer faculty evaluative letters
  + Associate Prof – 5 total letters: 2 *external* (may be from UB but outside candidate’s department; disinterested); 2 *internal*; and 1 which is *Chair’s choice* external or internal
  + Professor– 5 total letters; 3 *external* (outside UB; disinterested) and 2 *internal*

**Candidate**

* Finalizes CV and Personal Statement so department can solicit evaluative letters

**Department**

* Cross-check candidate’s CV to ensure that external evaluators are disinterested (not co-authors, collaborators, former mentors, etc.)
* Use Web of Science/Google Scholar to verify that candidate has not co-authored with any identified external evaluators

**JUNE:**

**Department**

* Solicit external, internal, collaborator and mentee letters (sample letters available at [OFA](https://medicine.buffalo.edu/offices/faculty-affairs/faculty-promotion.html))
  + Suggest deadline of 3-4 weeks to provide a letter
  + Request reply within 1 week; follow up if no response received
  + After 10 days, verify sufficient number of internal and external evaluator letters promised. If responses are insufficient, then request additional evaluators’ names and send letters.
  + Send reminder to evaluators 1 week prior to submission deadline
* Collect teaching evaluations from candidate, department, or from Office of Medical Education (Fellows, Medical Students, Residents) for past 5 years

**JULY (Tenure dossier)/AUGUST (Non-Tenure dossier):**

**Department**

* *Review all external letters* to ensure evaluator does not make claims that disqualify their disinterested status, i.e., good friends, former colleagues, working on a grant together, trained them as a resident, etc.
  + If such statements appear in a letter, that letter still needs to be included in the dossier, but another evaluator should be identified to ensure that at least 4 evaluators are disinterested.
* Verify: Confidentiality Statements received; Biosketches for all external evaluators received
* Assemble dossier

**EARLY AUGUST:**

**Tenure Dossier**

* Submit PDF of dossier to Sofia Tangalos for preview [tangalos@buffalo.edu](mailto:tangalos@buffalo.edu)
* After preview is approved, make dossier available (UB box/hard copy in office) to eligible faculty (rank-on-rank voting) and Advocate to review. Advocate should be reminded that confidential material in the dossier is not to be shared with the faculty candidate.
* Schedule department meeting for departmental vote led by Chair for end of August; invite advocate to attend and present statement and answer questions.
* **Finalize Chair’s letter following department meeting; include vote outcome.**

**SEPTEMBER 1: Deadline for Tenure dossier**

* *Submit* PDF dossier to Sofia Tangalos [tangalos@buffalo.edu](mailto:tangalos@buffalo.edu)
* Attach ePTF as separate PDF and include in the one hard copy
* *Mail hard copy* to Sofia at University at Buffalo, 955 Main Street, Suite 6130

**SEPTEMBER:**

**Non-Tenure Dossier**

* Submit PDF of dossier to Sofia Tangalos for preview [tangalos@buffalo.edu](mailto:tangalos@buffalo.edu)
* After preview is approved, make dossier available (UB box/hard copy in office) to eligible faculty (rank-on-rank voting) and Advocate to review. Advocate should be reminded that confidential material in the dossier is not to be shared with the faculty candidate.
* Schedule department meeting for departmental vote led by Chair for end of September; invite advocate to attend and present statement and answer questions.
* **Finalize Chair’s letter following department meeting; include vote outcome.**

**NOVEMBER 1: Preferred Deadline for Non-Tenure dossier (JANUARY 1 hard deadline)**

* *Submit* PDF of dossier to Sofia Tangalos [tangalos@buffalo.edu](mailto:tangalos@buffalo.edu)
* Attach ePTF as separate PDF and include in the one hard copy
* *Mail hard copy* to Sofia at University at Buffalo, 955 Main Street, Suite 6130