Dossier Preparation Workshop
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Objectives
At the end of this session, each of you will be able to:
- Explain where to find and obtain the required forms and guidelines for preparing the faculty dossier
- Identify the primary documents needed to maintain your CDU College of Medicine Faculty appointment

Where to Find Documents?
- www.cdrewu.edu
- Academics
- College of Medicine
- Faculty Affairs
- Office of Academic Personnel
- Appointments and Promotions
Documents Needed

- Self Statement
- Faculty Activity Plan / Faculty Activity Report
- Current CV
- Contribution Score

Time Frame and Documents

- The Self Statement should reflect activity since the time of the last promotion, but mostly in the past year or two
- The Faculty Activity Plan was and remains an annual document. It states what you will do for the next 12 months.
- The Contribution Score is for the past year (12 months)
  - Will not be used for promotions/retention 2008-2009

Self-Statement

- A narrative self-assessment by you of your achievements in:
  - Teaching
  - Creativity/research
  - Service excellence (clinical, professional and public)
  - Academic citizenship
  - Scope of work to be accomplished

Self-Statement

- Focus on:
  - What has been accomplished
  - How it relates to the Charles Drew University Mission
  - Why you want to bring those attitudes, knowledge and skills to the university
  - How it will be implemented
  - Summary of the scope of work to be accomplished
The Faculty Activity Plan (FAP)

- Memorandum of Understanding between the faculty member, his/her Chief and Chair, and the College of Medicine.
- Specifies what the faculty member expects to accomplish in the coming 12 months.

Core Areas

- Academic Citizenship
- Education and Teaching
- Scholarship and Research
- Service Excellence
  - Service to the profession associations and societies
  - External community activities
  - Clinical service

The Faculty Activity Plan (FAP) (continued)

- Three left columns of the document
  - Key Result Areas (Core Areas)
  - Goals/Objectives
  - Percent Effort
  - Goals/Objectives – Specific targets for each of the Key Result Areas
  - Activity, outcomes and percent effort negotiated and agreed upon between Faculty member and Chair or Academic Leader
  - Agreement for productivity and accountability

The Faculty Activity Plan (FAP) (continued)

- Reviewed quarterly to monitor progress and document accountability.
- FAP revised annually based on the outcomes reported in the Faculty Activity Report (FAR).

The Faculty Activity Report (FAR)

- Provides documented evidence of accountability and productivity
- Completed during the 12 months after the FAP was approved
- An extension of the FAP, documenting measurable outcomes to the stated plan for each activity in each area

The Faculty Activity Report (FAR)

- Three right columns of the document
  - Outcomes Achieved
  - Outcome Level
  - Comments
  - Outcomes Achieved – specific to each of the Goals/Objectives
  - Outcome Level
  - Exceeds Goals (EG)
  - Consistently Meets Goals (CMG)
  - Does not Meet Goals (DNMG) – requires comment
The Faculty Activity Report (FAR)

- Provides documented evidence of accountability and productivity
- Completed during the 12 months after the FAP was approved
- An extension of the FAP, documenting measurable outcomes to the stated plan for each activity in each area

The Faculty Activity Report (FAR) (continued)

- Evaluated by both the faculty member and the Chair (or designee)
- Forwarded to the Office of Faculty Affairs to become a permanent part of his/her dossier
- Used in the decision for retention and/or promotion.

Contribution Score

- All faculty expected to make contribution to COM
- Contribution Score is the summed numerical score across
  - Academic Citizenship
  - Education and Teaching
  - Scholarship and Research
  - Service Excellence
- Contribution Score is the minimum to be considered for promotion