



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

ACADEMIC SERIES

APPOINTMENT DOSSIER CHECKLIST

1. **Chair's Letter ***
2. **Self-Statement** –Click here for [Self-Statement Guidelines](#)

Click here for [Self-Statement Sample](#)

3. **List of References**
 - See #4 below for letter requirements
4. **Letters of Reference ***
 - At the Instructor/Assistant rank, five (5) internal/external letters are required
 - At the Associate level, five (5) letters are required, at least 2 are to be external to the candidate's previous institution, from references at the Associate rank or above
 - At the Professor level, at least 6 letters of recommendation are required, only 2 of which can be from Associate Professors, while a minimum of 4 must be from individuals at the Professor level. Furthermore, a minimum of 3 must be external to the candidate's previous institution, 2 of which must be from individuals at the Professor level.
5. **Teaching Evaluations or Summary Statement** –Associate & above
6. **Peer Teaching Evaluations Or Summary** –Associate & above (if possible)
7. **Current Curriculum Vitae** – Click here for [CV Preparation Guidelines](#)
8. **Faculty Plan and Evaluation Form**
 - For new appointment, only Faculty Plan section to be completed, signed and dated by Candidate and Department Chair.

Click here for [Faculty Activity Plan and Evaluation Form \(Word Format\)](#)

Click here for [Faculty Activity Plan and Evaluation Form \(PDF Format\)](#)

9. **Copy of Publications**
 - At the instructor/assistant level: (if any), along with inventory of publications being submitted (no more than 5)
 - At the Associate and Professor level: copy of five or more significant publications, along with inventory of publications being submitted (no more than 10)

OFA will procure these documents