



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

PREFIX SERIES

PROMOTION 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 ***
 - Minimum of two (2) internal letters of support from references at proposed rank or above
 - Minimum of two (2) external letters of support from references at proposed rank or above
5. **Current Curriculum Vitae** – Click here for [CV Preparation Guidelines](#)
6. **Faculty Plan and Evaluation Form**

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

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

***OFA will procure these documents**