

**Guidelines for dossier review for IUSM Promotion and/or Tenure Committee members - 2012.**

Guidelines for the Primary Reviewer for discussion at the SOM committee meeting and for inclusion in the written report:

The Primary Reviewer should:

1. Outline a brief biographical sketch of the candidate.
2. For tenure track candidates prepare a detailed written review of the candidate's primary area of excellence (research, service, or teaching) by documenting the salient activities used to determine excellence in the candidate's area of expertise. Document the scholarly activities and scholarship of the candidate in his/her area of expertise. Please summarize the candidate's personal statement and the candidate's unique contribution in his/her area of excellence. In addition, document the activities of the candidate to determine adequacy in the other two categories. Guidelines for determination of excellence in research, service, and teaching and adequacy in each of the other areas are described in the Indiana University School of Medicine Task Force on Standards of Excellence that was adopted in March 2007. This task force report is available online at <http://medicine.iu.edu/administration/faculty-promotion-tenure-and-appointment-contract-dossiers/>. Below is a partial listing of some items to discuss and consider in each area of excellence but please be familiar with the criteria for excellence established in the Task Force Report.
3. For clinical track candidates prepare a detailed written review of the candidate's primary area of excellence (service or teaching) by documenting the salient activities used to determine excellence in the candidate's area of expertise. Document the scholarly activities and scholarship of the candidate in his/her area of expertise. In addition, document the activities of the candidate to determine adequacy in the other category. Guidelines for determination of excellence in service and teaching and adequacy in the other area are described in the Indiana University School of Medicine Task Force on Standards of Excellence that was adopted in March 2007. This task force report is available online at <http://medicine.iu.edu/administration/faculty-promotion-tenure-and-appointment-contract-dossiers/>. Below is a partial listing of some items to discuss and consider in each area of excellence but please be familiar with the criteria for excellence established in the Task Force Report.
4. In the research track, the candidate needs to demonstrate excellence in research.

Guidelines for the Secondary Reviewer for discussion at the SOM committee meeting and for inclusion in the written report:

The Secondary Reviewer should:

1. Be able to comment upon all aspects of the dossier that the primary reviewer is documenting in the written report. That is, there is not a need for the secondary reviewer to duplicate in writing what the primary reviewer has been assigned to, but the secondary reviewer should be very familiar with all aspects of the dossier.
2. Evaluate the objectivity, stature and enthusiasm of the external reviewers' letters of recommendation. Specifically document what the external reviewers' letters say about the candidate's contributions in their area of expertise. Provide exceptional comments from the external reviewers.
3. Determine if the documentation in the dossier supports the activities of the candidate as described in the personal statement and in the dossier.

**For Excellence in Research**

Highlight the candidate's description of a continuing program of research while in the present rank. Identify and discuss the candidate's most significant publications that reflect the candidate's major research accomplishments in rank. In collaborative publications, note how many papers the candidate has as first or senior author or a middle author while in rank. Please comment on the individual contributions of the candidate to his/her chosen field of research. Document if there is evidence for independence from co-authors.

Describe the stature of the journals in which the candidate has published.

Document the candidate's extramural grant support including the size of the award, the duration of the award and the source of funding (NIH, AHCR, VA Merit Review, CDC, Department of Defense, or other Specialty Society Grants) and whether the funding source is local, regional, national or international. Document if the candidate has developed intellectual property such as patents or royalties.

Document the future plans of the candidate and his/her likelihood of continued success in research.

Comment upon the enthusiasm of the external reviewers for the candidate and impact of the candidate's area of expertise. Note whether or not the external reviewers are objective reviewers of the candidate's research.

Document the local, regional, national, and/or international recognition of the candidate's research contributions such as service on national NIH, Department of Defense, National

Veterans Merit Review Study Sections or Advisory Councils of the NIH or other major organizations.

Identify the candidate's leadership roles in various local, regional, national, and/or international organizations.

### **For Excellence in Teaching**

Document the teaching load of the candidate, the venue of the teaching activities, and discuss the evidence of the quality of teaching and/or mentoring as evaluated by peers and students.

Discuss the evidence of effective teaching through scholarly activities about teaching and document publications related to teaching activities.

Discuss the evidence of the nature and quality of course and curriculum development and how the candidate enhanced the quality, effectiveness and efficiency of teaching.

Document if the candidate has served on or chaired graduate committees and document the quality of results as documented by achievements of the students.

Document if there is evidence for local, regional, or national teaching, advising or mentoring awards and/or grants.

Document peer evaluation of teaching quality and discuss if there is evidence that the candidate has improved his/her teaching by active participation in such educational projects and programs sponsored by the Medical School, the Campus or the University or by the discipline, profession or other appropriate group.

Document the future plans of the candidate and his/her likelihood of continued success in teaching.

Comment upon the enthusiasm of the external reviewers for the candidate and impact of the candidate's area of expertise. Note whether or not the external reviewers are objective reviewers of the candidate's area of expertise.

Document the local, regional, national, and/or international recognition of the candidate's teaching contributions and identify the candidate's leadership roles in various local, regional, national, and/or international organizations.

### **For Excellence in Service**

Document the candidate's unique niche of excellence of service which is recognized by peers as well as by professionals outside of the Medical Center and document the significance, quality, and impact of the professional service.

Document the program development of the candidate and the candidate's unique contributions to his/her area of expertise. This may be documented by the establishment of new clinical programs and/or significant contributions to existing clinical programs by the development of new or unique administrative contributions to health care delivery, education, or research activities in the department, by provision of an essential element of clinical care, clinical research, or administration within a program or department or by provision of an essential element of a core service.

Document the future plans of the candidate and his/her likelihood of continued success in teaching.

Comment upon the enthusiasm of the external reviewers for the candidate and impact of the candidate's area of expertise. Note whether or not the external reviewers are objective reviewers of the candidate's area of expertise.

Document the local, regional, national, and/or international recognition of the candidate's service contributions and identify the candidate's leadership roles in various local, regional, national, and/or international organizations.

**PLEASE BE SURE TO EVALUATE THE CANDIDATE'S SCHOLARSHIP IN THEIR AREA OF EXPERTISE.**