

## Instructions to candidates for promotion to professor with tenure on preparation of materials (P04)

### 1. Curriculum vitae exclusive of bibliography

There are presently no formatting requirements. You may organize the elements in the CV as you choose to correspond to your focus.

If you would like to overwrite a model curriculum vitae, you may download one at <https://uchicago.box.com/s/m260bi8hvzoy4eI9phyopd1eltj0gkn6>.

If you are modifying the model, you are welcome to delete any section that is inapplicable to you.

### 2. Bibliography

If you would like to overwrite a model bibliography, you may download one at <https://uchicago.box.com/s/day4d1qlp4vrwktjzyb2phcilwu9bb38>

**As required by the Provost, works must be segregated in the following sections:**

(a) Peer-reviewed publications in the primary literature, exclusive of abstracts [Note that 'pre-prints' (e.g., on <https://www.biorxiv.org> are NOT to be in this section]

(b) Peer-reviewed works in 'non-traditional' outlets [Note that 'pre-prints' (e.g., on <https://www.biorxiv.org> are NOT to be in this section]

(c) Peer-reviewed works accepted or in press [Note that 'pre-prints' (e.g., on <https://www.biorxiv.org> are NOT to be in this section]

(d) Non-peer-reviewed original articles

(e) Books:

*As author:*

*As editor:*

(e) Book chapters:

(f) Other works that are publically available (websites, interviews, publications in the popular press, testimony, computer programs, protocols, reagents, inventions, patents not listed above, etc.) ['Pre-prints' (e.g., on <https://www.biorxiv.org> should be in this section]

(g) Clinical trials that are ongoing and unpublished

(h) Works in review, in preparation, etc. not yet publicly available [list ONLY if available for BSD review]

### 3. Educational Statement

We recommend that this be a single page, but you may exceed this limit if you wish.

**We are most interested in an overview of your entire educational contribution to UChicago, its magnitude, and its significance, making it clear how this has continued or expanded since you became an associate professor.** The following is a guide to what may be included.

(a) The entirety of education you've delivered to **UChicago learners** (College students, graduate students, medical students, residents, fellows, postdoctoral researchers, colleagues, those in UChicago CME programs, etc.) while an assistant professor at UChicago, including

- Contributions to formal courses, including level/course number, lecture contact hours, other contact hours, frequency, number of students, importance to curriculum, and content.

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- Other classroom teaching, such as instructional laboratories, demonstrations, Board reviews, etc. Describe contact hours, frequency, number of students/trainees, importance to curriculum.
- Clinical teaching (contact hours, frequency, number of students/trainees, importance to curriculum)
- Educational administration (e.g., directorship of courses, clerkships, residency programs, fellowship programs, training grants, etc.)
- Supervision of research trainees
- Production of educational materials; educational innovations
- Other education
- With respect to the above, any special efforts aligned with the University's goals in diversity and inclusion.
- [Please reserve faculty mentorship for the Institutional Citizenship section.]  
You are welcome to 'cut and paste' from your curriculum vitae.  
(b) Proposed and future. If any changes are contemplated, please describe them here. If not, just replace text with "No changes expected".  
If you would like to share your educational philosophy, feel free.

### 4. Clinical Statement

[If you have no clinical activity, please upload a blank document]

Clinical activity includes patient care, veterinary care, operation of a clinical laboratory, and teaming with physicians to deliver patient care (e.g., a physicist calculating radiation doses, an engineer supporting electrophysiological recording of patients).

**We are most interested in an overview of your entire clinical contribution to UCM, its magnitude, and its significance, making it clear how this has continued or expanded since you became an associate professor.** We recommend this be a single page, but you may exceed this limit.

You are welcome to 'cut and paste' from your cv.

#### **Institutional Citizenship Statement**

1 required

We recommend this be no more than a single page, but you may exceed this limit.

**Please describe how, aside from your educational, clinical, and scholarly contributions, you have enhanced the academic life of the University and/or Medical Center while an assistant professor here, and the activity you expect to undertake during your next term.**

Commonly this involves service on UChicago committees, boards, task forces, and searches, and any other forms of contribution to UChicago and its affiliates such as MBL and ANL. Please do include (i) mentorship of other faculty, and (ii) contributions to diversity and inclusion.

### 5. Scholarship Statement

*(a) Prefatory [suggested 1-page limit]:*

This section is optional. You may use it to introduce your field of study [remember that many reviewers will not be specialists], or present work that you did prior to achieving your present rank.

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*(b) Peer-reviewed work, published or accepted, since you became an associate professor [suggested 2-page limit, although many ignore this limit]:*

This section should summarize/discuss the body of work, its major themes and findings, and explain how it is creative, impactful, and/or significant. It must include ONLY work that has been peer-reviewed and accepted for publication in a peer-reviewed journal (or the equivalent of these processes) during the appropriate period. That is, work posted on a pre-print server (e.g., <https://www.biorxiv.org>) should not be discussed. Other work (including pre-prints) can be discussed in the following section.

*(c) Work in progress or anticipated; work that has not yet undergone peer review and acceptance for publication [suggested 2-page limit, although many ignore this limit]:*

As described. Limit this section to work that has not undergone peer review and acceptance for publication.

### 6. Exemplary publication cover sheet

Download this from <https://uchicago.box.com/s/yxc51gd8i6oxahdhkneheha84z1blag9>, complete it, and upload it here.

#### **Repeating the instructions on the form:**

BSD ordinarily limits these to five in tenure cases. Reviewers will scrutinize these in detail.

Ordinarily, each must be published in a peer-reviewed publication or have undergone final acceptance for publication. That is, work posted on a pre-print server (e.g., <https://www.biorxiv.org>) cannot be an exemplary publication until it has undergone final acceptance for publication. If your field does not rely on peer-reviewed publication, please ask your department to clarify with OAA what is acceptable in lieu of peer-reviewed publications.

For each:

- a. Please enter the reference/citation; include a URL if available
- b. Please state the major finding in 1-2 sentences.
- c. If you are not the sole author, please describe what *each* author (including yourself) contributed to the work. Explain, for example, which author(s) originated the project, did the work, wrote the publication, made intellectual contributions, made technical contributions, provided reagents, provided grant support and nothing else, are included by courtesy, and/or had any other role that may be relevant. A recurrent issue is co-authorship with present or former mentors; we would be particularly interested in your assessment of such co-authorship. There is no limit to the text you may enter, so write as much as you need to explain who did what.

If you have nothing to enter in some/all boxes, leave blank.

**7. ADVICE ON EXTERNAL AND INTERNAL EVALUATORS.** This is an **optional** form; leave it blank if you wish. Our policy is that you must be provided with an opportunity to submit it. It states/asks:

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### ADVICE ON EXTERNAL AND INTERNAL EVALUATORS

All new appointments, promotion, and tenure decisions require evaluations from leading figures outside the University. Although their selection is up to the department, you are welcome to provide advice on their selection that may or may not be accepted. You may also name other individuals who can attest to your contribution to collaborative work or to your clinical acumen.

### EXTERNAL EVALUATORS

You may suggest up to three, but may suggest none. Ordinarily excluded are current/former mentors, supervisors, mentees, supervisees, colleagues, those who trained with you, and those not leading figures at peer institutions. If you wish to name such ordinarily excluded individuals anyway, please provide a brief justification for their inclusion; otherwise leave blank.

#1 First name:

#1 Last name

#1 Email address

#1 Basis for inclusion if among the 'ordinarily excluded' (see above)

#2 First name

#2 Last name

#2 Email address

#2 Basis for inclusion if among the 'ordinarily excluded' (see above)

#3 First name

#3 Last name

#3 Email address

#3 Basis for inclusion if among the 'ordinarily excluded' (see above)

If there are any prospective external evaluators whom you judge are UNABLE TO PROVIDE AN OBJECTIVE ASSESSMENT, please be certain to discuss these in confidence with your department chair and/or section chief. This may lead your department to solicit evaluations from alternative external evaluators.

If you are being recommended for appointment, promotion, or tenure on the BSD track or are a 'physician-scientist', you are welcome to provide names and email addresses of collaborators who can be consulted about 'who did what' in the collaborative work. These individuals will not be regarded as objective external evaluators of your scholarly work. They serve only to establish 'who did what' in collaborative work.

If you are in the SOM track and know of individuals on our faculty who have witnessed your clinical practice or interacted with you in the course of patient care, and could provide testimony as to your clinical acumen, please name them.

Please provide first name, last name, and email address for each you name.

## **8. Exemplary peer-reviewed publications**

1-5 required

You may upload up to five (i.e., five or fewer) that best exemplify your scholarly accomplishments while an associate professor at UChicago. These must be published or accepted for publication in a peer-reviewed journal, and cannot be "pre-prints" (e.g., posted in <https://www.biorxiv.org> or other such servers). These should be the same as are entered in the "Exemplary Publications Cover Sheet".

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**9. Other supporting documents**

up to 5 optional

These may be in any format, including audio, video, powerpoints, URLs, PDFs, etc.