

Instructions to candidates for promotion to associate professor SOM and full professor SOM on preparation of required documents (P01 and P02)

Some departments will ask you to upload these documents directly to Interfolio; others will ask you to prepare them outside Interfolio and upload them for you. Ask your departmental office which practice it will follow.

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/m260bi8hvezoy4el9phyopd1eltj0gkn6>.

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

2. Bibliography

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

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- (g) Clinical trials that are ongoing and unpublished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 publically 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. 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

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- Contributions to formal courses, including level/course number, lecture contact hours, other contact hours, frequency, number of students, importance to curriculum, and content.
- 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. We recommend this be a single page, but you may exceed this limit.

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

Scholarly Activity Statement

1 required

[If you have no scholarly activity, please upload a blank page -- but first download and review document #1 below.]

Please download the variant that best describes you, complete it, and then upload it:

1. [For those whose effort is primarily clinical and/or educational, usually with no more than 20% time protected for scholarship or research-related academic activity, who expect that their promotion will not be based primarily on peer-reviewed publication and research grants activity.](#)
2. [For clinicians for whom a significant fraction of effort is protected for scholarship, usually 40% or more, and whose promotion will require significant peer-reviewed publication and grants activity. Often these are termed 'physician-scientists'.](#)

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3. [For non-clinicians appointed in the SOM track who are expected to make significant contributions to research teams or conduct significant educational research. Often these are 'team scientists'.](#)

5. Institutional Citizenship Statement

We recommend this be 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 Medical Center and/or University 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 . Please do include (i) mentorship of other faculty, and (ii) contributions to diversity and inclusion.

6. Advice on external and internal evaluators (form)

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)

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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.

SUPPORTING DOCUMENTS SECTION

7. Publications or scholarly products

You may upload up to five that best exemplify your scholarly accomplishments while an assistant professor at UChicago.

8. Other supporting documents

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