

**APT Dossier Checklist**  
**For Candidates for appointment/promotion to**  
**Associate Professor and Professor Ranks on all Tracks**

1.	<b>Intellectual Statement<sup>1</sup>.</b> The intellectual statement should ideally be no more than 4 pages, single spaced. One additional page that lists the citations of any publications referred to in the intellectual statement may be appended to the statement (see separate Guidelines for Intellectual Statements for more detailed information).	
2.	<b>CV in the Duke format.</b> Publication citations, grants, memberships, etc. should be accurate and up to date (see separate Instructions page for detailed information on preparing the CV).	
3.	<b>List of 8-10 potential external reviewers<sup>1</sup>;</b> include name, title, rank, institution address, phone and email information. These individuals are external to Duke and are asked to evaluate the dossier in light of DUSON's APT criteria. They should not have a recent (<7 yrs), personal or professional relationship with the faculty member. Collaborators, supervisors, and present or former departmental colleagues are considered to be too closely connected to candidates to serve as a reviewer. Evaluators must hold a faculty appointment of equal or higher rank than that for which the candidate is being reviewed. You may note anyone you do not wish to be contacted as a reviewer.	
4.	<b>List of 3-5 potential internal reviewers<sup>1</sup>;</b> include name, title, rank, address, phone and email information. Internal reviewers should have a professional relationship with the faculty member. For new faculty appointments, you may choose to provide names of individuals at Duke for internal letters of support should you have an established professional relationship with them prior to the appointment at Duke. DUSON faculty members are excluded. Internal letters are optional for Track I APT reviews.	
5.	<b>List of 3-5 students to be contacted<sup>1</sup></b> to provide a letter; include name, title, address, phone number and email information. These should be graduates/former students with whom the faculty member has had a mentoring relationship (e.g., advised formally or informally, co-published with); students from a faculty member's former institution are also acceptable.	
6.	<b>Reprints of most significant publications,</b> selected from the curriculum vitae, that the candidate feels is most representative of his/her published work (first authored publications are preferred), along with an annotated list of the publications including the citation and a brief paragraph stating the contribution/significance/impact of each publication. Candidates for appointment/promotion to the professor rank are to provide 10 publications, and candidates for appointment/promotion to associate professor rank are to provide 5 publications.	
7.	<b>Summary of teaching evaluations</b> – use DUSON's teaching evaluations worksheet	
8.	<b>Innovative Teaching Materials and Other Materials</b> relevant to the promotion, if applicable.	
9.	<b>Summary of Clinical Practice/Clinical Leadership<sup>1</sup></b> by year, including all activities associated (percent effort, patient population, etc), for Track II faculty, if applicable.	

<sup>1</sup> *Heading on these documents should include:*

- *Name, credentials*
- *Candidate for Appointment/Promotion from (current rank) to (review rank)*
- *Title (e.g., "External Reviewers", "Ten Most Significant Publications")*

Please provide an electronic copy of materials. Materials should be in Word format rather than PDFs – PDFs of the publication reprints are acceptable. The complete set of the dossier materials should be emailed to the Director, Faculty Affairs along with the dossier checklist signed by the Division Chair.

Effective in 2015, a promotion review request letter to the dean is no longer needed.