

Checklist for Promotion on the “at CUMC” Title Track

Updated 10/01/2025

Promotion dossiers must include the following documents. Some documents are the responsibility of the faculty member seeking promotion and some are the responsibility of the department:

- ☐ Updated CV in the CUIMC format
- ☐ Department Chair’s letter
- ☐ Personal Statement
- ☐ Academic Accomplishments/Scholarly products (3–5 examples)
- ☐ Teaching/mentoring evaluations (either electronic evaluations or mentee/advisee letters)
- ☐ Referee letters

Note: Updated materials and guides for all documents mentioned in this document can be found on the Academic Affairs’ CUIMC [Appointment, Promotion and Tenure Materials and Resources webpage](#).

CV:

Candidates should use the CUIMC format for CVs.

Department Chair’s letter:

Should address the faculty member’s accomplishment within their area(s) of focus considering impact, importance to the department, special strengths or abilities, accomplishments, and teaching evaluations.

Personal Statement:

Should capture what the candidate considers his/her main contributions and accomplishments with associated metrics, and the goals for continued productivity in each of their areas of focus. Generally, a 2-page limit (3 pages are allowed for faculty with Educational Leadership as primary area of focus in order to provide a detailed description of the scope and variety of educational accomplishments). Additional resources may be found through the Office of Academic Affairs available at:

Academic Accomplishments/Scholarly Products:

3-5 scholarly products appropriate for areas of focus.

More information is available at: cuimc.columbia.edu/about-us/explore-cuimc/academic-affairs/faculty-academic-tracks.

- May include products in print or electronic formats that have undergone peer review, peer invitation or other evidence of peer selection.
- Products should demonstrate 3 important considerations: *quality*, *enduring impact*, and *demonstrable dissemination or availability* at the local, regional or national levels (depending on rank and type of scholarly product).

Teaching Documents:

Teaching evaluations from CUIMC and previous institutions, if relevant. Should be from across the spectrum of learners including outside lectures, students, residents, and letters from previous advisees, mentees, and/or trainees.

Referee Letters:

Letters should come from 10-15 referees (see *sample referee letter*).

- *Limited number* from candidate's home department (depending on rank of applicant, 3-4)
- Letters from CUIMC faculty outside of candidate's home department but within CUIMC, as appropriate (3-5)
- Letters from referees outside of Columbia University (3-5) attesting to candidate's reputation, as follows:

	Investigator	Applied Health	Education	Quality & Patient Safety
Associate Professor	<i>Emerging regional reputation</i> At least 5 letters from outside CU CUIMC referees: no more than 3 from within the faculty's home department	<i>Expertise beyond dept. (CUIMC & emerging regional)</i> At least 3 letters from outside CU CUIMC referees: no more than 3 from within the faculty's home department	<i>Expertise beyond dept. (CUIMC & emerging regional)</i> At least 3 letters from outside CU CUIMC referees: no more than 3 from within the faculty's home department	<i>Expertise beyond dept. (CUIMC & emerging regional)</i> At least 3 letters from outside CU CUIMC referees: no more than 3 from within the faculty's home department
Professor	<i>National/International reputation</i> At least 5 letters from outside CU CUIMC referees: no more than 3 from within the faculty's home department	<i>National presence (participation at national level in discipline)</i> At least 4 letters from outside CU CUIMC referees: no more than 3 from within the faculty's home department	<i>National educational presence</i> At least 4 letters from outside CU CUIMC referees: no more than 3 from within the faculty's home department	<i>National presence (participation at national level in discipline)</i> At least 4 letters from outside CU CUIMC referees: no more than 3 from within the faculty's home department

- Referees must be of equal or higher rank compared to the candidate's proposed academic rank
- Referees should be asked to comment on quality, enduring impact and dissemination of the scholarship within the area(s) of focus of the nominated faculty
- Referees from outside of Columbia:
 - Former trainee/mentee letters may be acceptable, and they should be asked to comment on the quality and impact of teaching, advising and mentoring by the candidate. The letters are collected and collected by the department.
 - If the referee is from outside of academics, their position should be equivalent to or higher than the rank (in title or scope of responsibility, i.e. Executive Directors and CEO titles) to which the applicant is applying.