

**THE UNIVERSITY OF MICHIGAN MEDICAL SCHOOL
GUIDELINES FOR COMPLETING PROMOTION AND TENURE
3 PAGE SUMMARIES (FORM B)**

Academic Degrees

- degree, year, institution
- list most recent degree first

Professional Record

- list most recent position first

Teaching

- who has been taught?
undergraduate, medical students, residents, fellows, graduate students, postdoctoral fellows, etc.
- what types of teaching?
lectures, clinical settings, etc.
- quantity of teaching
number of hours, number of students
- doctoral dissertation committees
number, served as chair?
- quality of teaching
teaching awards
course evaluations, etc. (Attach documentation and educator's portfolio.)
- leadership and creativity
course design and development, course coordination, curricular revisions, etc.

Research/Scholarship

- description of research topics and importance of scholarship
- number of peer-reviewed publications
- research awards
- history of grant funding
- evidence of national recognition
invited lectures, national presentations, visiting professorships

Recent and Significant Publications

- follow standard bibliographic style
- information is consistent with cv
if candidate is not first or last author, explain his or her role in project

Service

- departmental committees
- Medical School committees
- Health System or University committees
- national professional organization committees

Professional Work

- clinical contributions
volume type, importance, etc.

External Reviews

- external letters only
- at least five (5) letters. **Attach all letters which were solicited.**
- quote **all** letters accurately
- remove references that would reveal identity of author (e.g. institution)
- delete all references to age
- send original letters
- include solicitation letter
- include list of external reviewers solicited and a brief description as to why they were chosen.

6/03