**Candidate and Department Dossier Review Checklist**

1. **Curriculum vitae**
	1. *General Features*
		1. Font size: largest for name, next largest for headings, smallest for text
		2. Use a single font (preferably sans serif) throughout
		3. Include a page number and name header on all pages
		4. Don’t include SSN, age, gender, marital/parental status, DEA numbers, medical license number
		5. Avoid placing dates on the left margin
		6. List academic appointments and professional experience in reverse chronological order (preferred but not required)
	2. *Research Activities*
		1. If PI is indicated for multi-institutional project such as clinical trials, did you make clear if you are the PI of the whole project or of the UVA site?
		2. Did you indicate your specific roles in the project?
		3. Are your descriptions concise (detailed descriptions of research projects should be in the Research portfolio)?
	3. *Teaching*
		1. For classes and clinics taught, did you give:
			1. course title and number
			2. years (and semesters or modules if relevant) taught
			3. contact hours
			4. % responsibility
			5. number of students
	4. *Grants*
		1. Did you segregate by current, completed, federal, state, local?
			1. State your role title on the grant: PI, MPI, core or sub-project PI, co-I, consultant, etc. if an MPI grant or if you are not the PI, name the PI(s).
			2. You may list fellowship awarded to trainees, but candidate must be indicated as mentor/advisor
		2. Project title
		3. Funding agency
		4. Dates of the funding
		5. $ amount under control of the candidate
		6. Describe role on project if not the PI or an MPI.
	5. *Publications list*
		1. *For all peer-reviewed pubs:*
			1. Did you number your publications and list them in reverse chronological order?
			2. In the authors list, did you underline your trainees, indicate the corresponding or senior authors with an asterisks\*?
			3. Did you provide DOI and/or PMCID number?
			4. Do not include Impact Factors or H-index (or other citation indices).
		2. *For papers since last promotion/tenure action:*
			1. Journal ranks in the discipline are optional
			2. Did you include the number of times the paper has been cited?
			3. For middle author papers, did you provide a brief description of your contributions to the publication?
		3. *Book chapters, books, abstracts, IP*
			1. Did you order the publications in reverse chronological order?
		4. *Invited Lectures and Symposia*
			1. Reverse chronological order
			2. Year
			3. Conference name or institution
			4. Location
2. **Personal Statement**
	1. Did you describe your engagement with learners?
	2. Did you describe at least one example of an activity that attests to following the ASPIRE values?
3. **Teaching portfolio**
	1. Did you include quantitative teaching evaluations?
4. **Clinical portfolio**
	1. Did you report adjusted RVUs compared against benchmarks for your clinical discipline?
5. **Reprints of publications**
	1. Did you provide annotation for each publication for why it was selected, and its significance and impact on the field?

**Nomination package contents – for departments only**

1. Department Committee Recommendation Form, including votes (numbers required, not simply "unanimous")
2. Nomination letter from chair
	1. May be co-signed with division chief
	2. Must explicitly nominate candidate for promotion and/or tenure
	3. Required statement attesting to ASPIRE values signed by chair