

Materials and Process for Reappointment or Promotion Dossiers

Department of Clinical Sciences

March 2026

General guidance: You should work with the Administrative Assistant assigned to support you with your dossier. All materials will be gathered and then submitted to the Associate Chair for Promotion, Tenure, and Mentoring for review. The DCS website provides guidelines for formatting your CV and writing your Candidate's Narrative Statement (<https://www.vet.cornell.edu/departments-centers-and-institutes/clinical-sciences/committee-promotion-tenure-and-mentoring>)

Information you will need to provide for your dossier:

1. Updated CV: follow guidelines in Sample Curriculum Vitae for DCS

- The accuracy and format consistency of your CV is critical and is your responsibility. Your administrative assistant can help format your CV if you need assistance.
- Refereed Publications: Conduct a PubMed search on yourself to ensure that all of your publications are included and cited correctly. Verify if citation format is the same for all publications.

2. Candidate's Statement: follow Guidelines for Preparing the Narrative

- Be concise: a Narrative Statement for a reappointment should be no more than 7 pages, and a Narrative Statement for a promotion should be no more than 12 pages.

3. Selected Teaching Materials (PowerPoints or lecture notes)

- Submit PowerPoints, PDFs, or lecture notes from 3-4 recent presentations.
- Identify the course name and number for which the materials are used.
- Materials from Conferences and Continuing Education (identify meeting title, date, place) may also be used.
- Submit any Peer-reviewed teaching evaluations.

4. Selected Publications and Book Chapters

- For Reappointment: submit 2-3 PDF examples.
- For Promotions: submit 4-5 PDF examples.

5. Contact information of potential reviewers for Promotion dossiers

- Your Administrative Assistant will guide you on the number of potential reviewers needed and provide you with a form to add names and contact information.
- Use the attached form.
- Provide contact information on members external to the department, college, and Cornell University who can assess your suitability for promotion at Cornell University (please note those who you have worked with personally).
- Provide contact information for house officers, graduate students, and/or professional students who you have supervised.

For additional information please contact **Julia Felipe (mbf6)**, Associate Chair of the Committee on Promotion, Tenure, and Mentoring.