**P&T Electronic Portfolio Guide**

1. **Your CV as a .pdf**
   a. The date of the most recent revision and page numbers should be included as a header or footer. Publications and other extensive lists should be numbered.
   b. Please adhere to the P&T CV format guide [link]
2. **Personal Statement**
3. **Referee list**
   a. Provide full name, title, institution, email and telephone
   b. Identify each name as originating from the candidate or the chair, and if an independent external referee (at arm's length)
   c. See Criteria for Letters of Reference [link]

All sections should be submitted as .pdf files, with each section being one .pdf.

4. **Job Description**
   a. This should be the completed Job Description Summary Form [link]; it can be supplemented with a department document (letter, annual evaluation, etc.) that details effort allocation and major duties.
5. **Reprints of 3 Publications.**
   a. Please include a paragraph discussing why the pubications were selected.
   b. If publication is a book, please provide two copies, if possible. They will be returned.

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**Areas of Excellence (6-8):**

*Include supporting documentation as is appropriate for your track and proposed rank.*

*Omit sections that are not relevant.*

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6. **Clinical Care Documentation**
   a. Clinical statement: Overview of your clinical efforts
   b. Supporting documents may include: relevant sections of your CV, productivity measures, adherence to practice-related standards, patient satisfaction scores, practice improvements and innovations, etc. Also include publications or evidence of national reputation that relate to your clinical specialties.
7. **Education/Teaching Documentation** (Maximum 30 pages)
   a. Teaching statement:  A summary of your teaching activities and details about your contributions as an educator.
   b. Supporting documents may include:  relevant sections of your CV, summary data from teaching evaluations, excerpts from narrative comments, short samples or descriptions of educational materials created, quantification of your performance as compared to other instructors, documentation of postdocs/graduate students (for AI and CI candidates), etc. See P&T Teaching Portfolio formate [link]
8. **Research Documentation**
   a. Research statement:  what you do, why you do it, where your work is going.
   b. Supporting documents may include:  relevant sections of your CV, grant support, publications, review activities, presentations at meetings or other institutions, etc.

**<mark>Due to the Dean's Office  October 1</mark>:**
**Your final portfolio (items 4-8 above) and:**

9. **Nomination – Compiled by the department**
    a. Department P&T Recommendation Form.
    b. Primary department chair's letter of nomination
    c. Secondary department chair's letter of nomination (if applicable)

3 May 2018