

Administrative Dossier Template

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Note : This template is intended to be used as a sample to assist you in developing your own dossier. This is not a required format. You may find that some sections are not relevant for your activities; delete those headings and move to the next section. Some people will have more emphasis on one section of their dossier than another. A colleague will emphasize yet another area. This is not unexpected and should not be of concern to you.

¹ Recommended as a minimum for faculty members seeking promotion on the basis of scholarship in administration.
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A. Administrative Dossier Summary

An executive summary of your dossier may be helpful if it is extensive. It should provide a quick overview of the particularly important aspects of your dossier and provide the reader with a general view of your contributions to your administrative activities. This is the equivalent of an abstract of your dossier. A brief dossier may not require a summary. If your two-page summary for your promotion application focuses on administrative activities, you may choose to refer to it as opposed to completing a second summary.

This document may be used as a guide to ensuring that administrative service and accomplishments are described clearly in a curriculum vitae. As a stand-alone document it can be used to document a candidate's excellence and scholarship in the domain of administration, particularly in relation to merit awards and academic promotion. Excellence in administration plays an important role in accomplishing the mission of the Faculty of Medicine and a document such as this assists in assessing administrative contributions.

The Administrative Dossier is meant to supplement material already in CVs or teaching dossiers (such as resident training director positions) by documenting and highlighting those important administrative contributions not completely described elsewhere.

B. Philosophy of Administration

A brief description of your approach to administrative activities and how you have prepared for your role as an administrator is helpful, especially for clinician administrators.

To be considered in preparing this section:

- Primary areas of interest in administrative activities
- How you acquired skills as an administrator
- Experiences that have influenced your approach to administration
- How you approach administrative activities
- Why you perform administrative activities

C. Administrative Responsibilities

a. Internal Administrative Activities

Indicate all committee work, task forces, ad hoc assignments of an administrative nature that you have undertaken at the unit, institution, community, regional, national and international levels.

1. University, e.g.

- Dean
- Chief Administrative Officer
- Assistant Dean
- Vice-Dean, Research
- Vice-Dean, Academic Affairs
- Director Advancement
- Associate Dean, Alumni & Student Affairs
- Clinical Departments
- Basic Sciences Departments
- Department Head
- Vice Chair
- Post Graduate Director
- Undergraduate Director
- University Committees
- Admissions, Stage 1, 2, etc. (indicate Chair or member)
- Block Chair

Date	Position

2. Hospital, e.g.

- Chief Executive Officer
- Vice President
- Chief of Staff
- Department Chief/Head
- Division Chief/Head
- Patient Service Unit Director/Head
- Committees including Hospital, Board, ad hoc, etc. (indicate Chair or Member)

Date	Position

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3. Research Institute, e.g.

- Director
- Committees including Hospital, Board, ad hoc, etc. (indicate Chair or Member)

Date	Position

4. Research Laboratory, e.g.

- Program Director
- Member

Date	Position

b. External Administrative Activities

1. Community, e.g.,

- Local Health Integration Network (LIHN)

Date	Position

2. Provincial, e.g.

- Ontario Medical Association

- MOHLTC Advisory
- College of Physicians and Surgeons of Ontario
- Provincial Government Task Force
- Other

Date	Position

3. National, e.g.

- Royal College of Physicians and Surgeons of Canada
- Canadian Medical Protective Association
- Canadian Pediatric Society
- Canadian Institute of Health Research
- Canadian Association of Paediatric Health Centres
- Federal Government Task Force
- Other

Date	Position

4. International, e.g.

- Canadian International Development Agency
- American Medical Information Association

Date	Position

D. Scholarship in Administration

a. Administrative and Organizational Accomplishments and Innovations

1. Identify your role, the impact on your unit or organization and any financial implications for the following:

- Processes
- Programs
- Policies
- Procedures

2. List events, such as conferences, that you have organized.

- Name of the event
- Purpose of the event
- Date(s)
- Location
- Type of registrants
- Number of registrants

Name of Event	Purpose	Date	Location	Registrants: Type & #

3. Describe any mentoring relationships related to administration you have had with younger Faculty members, students (undergraduate and postgraduate) and assess the impact your mentoring had on their careers. This activity may fit in a number of different areas including this one.

b. Research and Dissemination

1. Editing or contributing on administration in a journal

Name of Journal	Contribution

2. Invited presentations related to administration: Local, Provincial, National and International

- Year
- Title
- Audience: level of learners (UG, PG, physicians, other) and location
- Contact Time

Year	Title	Audience	Contact time

3. Administrative Grants/ Articles

- Year of grant
- Investigators
- Granting organization
- Value
- Peer-reviewed

Year	Investigators	Granting Organization	Value	Peer-reviewed

E. Professional Development

1. List attendance at educational events to increase your administrative leadership and managerial skills, e.g., conferences, workshops:

Year	Event

F. Evidence of Excellence

1. Administration Awards

- Year
- Name of award
- Brief description of award
- Basis on which you were nominated for the award

Year	Name of Award	Brief Description	Basis for Nomination

Appendix I - Administrative Evaluations

Several areas of your administrative dossier may include evaluations. Attach sample evaluations in the order in which they were presented throughout your document.