**Checklist: Department Chair’s Statement for Faculty Promotion Dossier (Professional-Track)**

**Important to Note**

**For Clinical Professor title series dossiers –**

* **For the proposed rank of Clinical Associate Professor:**

Department Chair Statement must discuss what evidence there is – and the strength of the evidence – that the candidate **actively participates in scholarly activities** that derive from and support clinical, teaching, and professional service activities, and the impact of these activities.

* **For the proposed rank of Clinical Professor:**

Department Chair Statement must discuss what evidence there is – and the strength of the evidence – that the candidate demonstrates **sustained, active engagement in scholarly activities (peer-reviewed publications are encouraged)** that derive from and support clinical, teaching, and professional service activities, and the impact of these activities.

**For Professor title series dossiers –**

* **For the proposed rank of Associate Professor:**

Department Chair Statement must discuss what evidence there is – and the strength of the evidence – that the candidate plays an **active and sustained role in a program of scholarship**, **with traditional outputs of scholarship**, that garners an **emerging regional or statewide reputation**.

**For the proposed rank of Professor:**

* Department Chair Statement must discuss what evidence there is – and the strength of the evidence – that the candidate plays an **active and sustained role in a program of scholarship**, **with traditional outputs of scholarship**, that garners a **sustained regional or statewide reputation and emerging national reputation**.

**Resources:**

* Examples of Evidence of Achievement Documents:
  + [Professional-Track Faculty – Clinical Professor Title Series](https://s3.us-east-1.amazonaws.com/ut-dms-prod-intranet-s3-bucket/Examples-of-Evidence-of-Achievement-Professional-Track-Faculty-Clinical-Professor-title-series.pdf)
  + [Professional-Track Faculty – Professor Title Series](https://s3.us-east-1.amazonaws.com/ut-dms-prod-intranet-s3-bucket/Examples-of-Evidence-of-Achievement-Professional-Track-Faculty-Professor-title-series.pdf)
* [Professional-Track Faculty: Title Series Comparison Table](https://s3.us-east-1.amazonaws.com/ut-dms-prod-intranet-s3-bucket/Professional-Track-Comparison-Table.pdf)

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| **Items to check for in the Department Chair’s Statement** | **Task Completed: Y/N** |
| Chair Statement must include date and must not be longer than four (4) pages. |  |
| Ensure proposed track, rank, and designated title series are included. |  |
| Explain the timing of the promotion review.   * Provide affirmation for accelerated review (if applicable). * Provide affirmation for promotion after an extended time in rank (if applicable). |  |
| Ensure the chair statement’s focus is on the candidate’s accomplishments **during their time in rank.** |  |
| Describe the percent effort that the candidate is devoting to service across mission pillar areas, including: clinical, research, education, and administration. |  |
| Accomplishments in alignment with the candidate’s designated Area of Excellence:   * Ensure Area of Excellence is clearly indicated in the statement (Options include: Clinical Expertise, Educational Leadership, or Investigation and Inquiry) * Discuss activities in the chosen Area of Excellence and Additional Contributions to the Academic Enterprise, focusing on **impact and trajectory.** * Directly address scholarly contributions as well as impact in clinical activities, service/leadership, educational activities, mentorship, and community-facing scholarship and practice as applicable. |  |
| Do not repeat use of accomplishments and performance in the Area of Excellence and Additional Contributions to the Academic Enterprise. |  |
| Assessing candidate contributions to the field.   * Describe the standards of excellence in the discipline. * Include information about the significance of the candidate’s field to the strategic priorities of the department and Dell Med. * Summarize the prestige/quality of the scholarly outlets as applicable for the title series. * Independently assess the candidate’s strengths and weaknesses. |  |
| Reflect on the reviewers’ letters.   * Do not quote extensively from the reviewers’ letters, instead focus on key take aways. * Address any concerns raised by the reviewers. * If external reviewers identify peers for comparison, provide a high-level comparison of the key metrics for the candidate with those of the peers.   If any internal reviewers to Dell Med were no response or declined:   * Include the reason for the declination, if provided. * Comment on efforts made to contact reviewers, etc. |  |
| For Professor title series dossiers: Include a summary of the Executive Committee’s discussion.   * Explain the rationale for the committee’s vote and resulting recommendation. * Explain negative votes (if applicable) including feedback from the committee. The department chair must solicit feedback from the committee regarding the reasons for negative votes (if any) to characterize the overall strength of the committee’s recommendations and any areas of concern. * **Required:** Explain all eligible Executive Committee (EC) member absences. If an EC member is eligible to vote on the dossier and did not attend the promotion dossier review meeting, please include an explanation for the absence (Ex: clinical schedule conflict, teaching conflict, etc.) |  |
| **Chair Attestation on Professionalism**   * Chair to provide attestation that the promotion candidate acts as a role model of professionalism and collegial behavior to all members of the health care team. * Chair to review learner evaluations in the dossier and address any areas of intervention.   + Should the dossier include learner evaluations with negative comments from learners, include information on efforts made by the candidate to resolve, mentor, improve – as applicable. |  |
| Your recommendation   * Describe the relative strength of overall recommendation (e.g., strongly recommend or recommend). * Clearly state recommended outcome (this will be documented in the Promotion Review and Voting Sheet), options include:   + Be promoted in rank; or   + Be denied promotion and they remain at the current rank |  |