**Dossier Checklist and Samples – Professional-Track Faculty**

Professional-Track faculty require evaluation in their designated Area of Excellence and of their Additional Contributions to the Academic Enterprise that do not fall under their designated Area of Excellence.

For a description of each component, please refer to the **2025-26 Guidelines for Promotion for Professional-Track Faculty** on the Dell Med Office of Faculty Academic Affairs page.

The Dell Med CV Template, samples of candidate statements and summaries of instructional and clinical activities may also be found on the [Resource Library for Faculty webpage.](https://intranet.dellmed.utexas.edu/public/resource-library-for-faculty)

**Dossier Checklist:**

Updated CV using the Dell Med CV Template

☐ Candidate Impact Statement

Optional Supplemental Materials: The faculty member should determine, with guidance from their department, if including one or more optional supplemental materials listed below would meaningfully contribute to the dossier and promotion case.

Learner Evaluations

Summary of Instructional Activities

Selected Instructional Materials

Five Most Significant Works Completed in Rank

☐ Summary of Clinical Activities

Selected Clinical Innovations

Letters Solicited from Collaborators

Letters Solicited from Mentees

Impact of Professional Disruptions Statement

Other Supplemental Materials