**Dossier Checklist and Samples – Tenured and Tenure-Track Faculty**

The Dell Medical School defines four Areas of Review that align with its mission, with promotion in these Areas based on pre-established guidelines for achievement set by the medical school.

Tenured and tenure-track faculty designate an eligible Area of Review as their Area of Excellence. Their designated Area of Excellence must be evaluated and a strong record of accomplishments must be demonstrated in all remaining areas of review. Clinical Expertise is only reviewed for faculty who provide clinical services.

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

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

Clinical Expertise:

Candidate Statement

Summary of Clinical Activities

Honors and Awards

Educational Leadership:

Candidate Statement

Summary of Instructional Activities

Honors and Awards

Investigation and Inquiry:

☐ Candidate Statement – must include NIH mean RCR index

☐ List of Five Most Significant Works

Honors and Awards

Academic and Professional Service:

Candidate Statement

Summary of Academic and Professional Service

Honors and Awards

Supplemental Materials:

PDFs - Five Most Significant Works (as applicable)

Letters solicited from Collaborators/Mentees (optional)

Learner Evaluations – please clearly label each evaluation (i.e. student, resident, fellow)

Peer Observation Reports (optional)

Selected Instructional Materials (as applicable)

Selected Clinical Innovations (optional)

Patient Outcomes (optional)

Other Supplemental Materials