

# Navigating the Promotion Process: Tips for Departmental Executive Committees

Presented by: The Office of Faculty Academic Affairs

Resources available on our webpage:

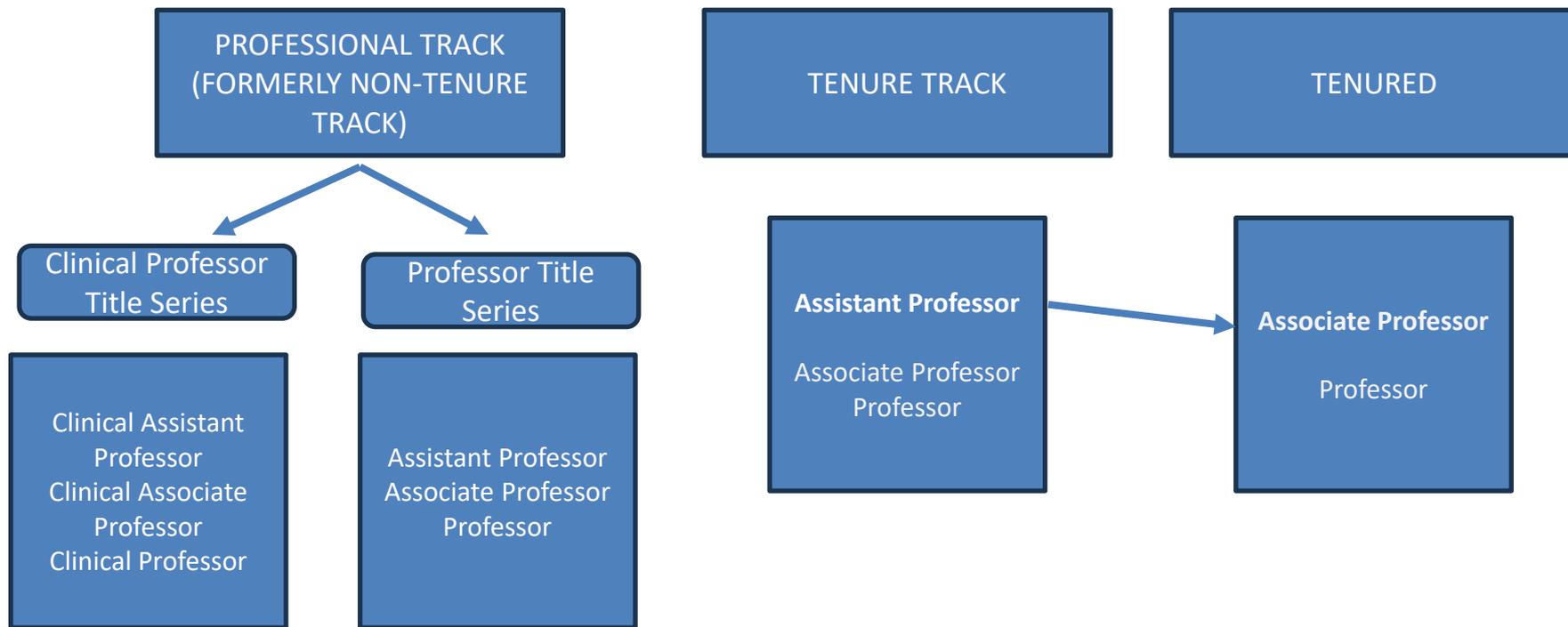
<https://intranet.dellmed.utexas.edu/public/promotion-and-tenure-information>

Questions? Please reach out to us: [DellMedFacultyAffairs@austin.utexas.edu](mailto:DellMedFacultyAffairs@austin.utexas.edu)

# This information session will cover:

- Tracks/Title Series
- Purpose of the Dossier
- Dossier Components
- Additional Contributions to the Academic Enterprise
- Executive Committee Statements
- Q&A

# Tracks and title series



# Purpose of the Dossier

- **Convey Impact:** Convey the *impact* of the candidate's contributions so that they are visible and understood by all levels of review, including non-biomedical readers: Dell Med APT Committee, Dean, and UT President's Committee
- **Convey Geographical Reputation:** The materials in the dossier (CV, Candidate Statements, Summaries of Activities, etc.) should convey geographical reputation (where applicable).

# Impact / Influence of Scholarship by track/title series:

- **Professional-Track:**
  - Professional-Track Clinical Professor title series:
    - Expected to have active engagement in scholarly activities that derive from and support clinical, teaching, and professional service activities.
    - **Scholarship is defined broadly. Peer-reviewed publications are not required.**
  - Professional-Track Professor title series:
    - Expected to play an ***active and sustained key role*** in a ***program of scholarship in an area of expertise***, which includes **traditional outputs of scholarship (e.g. peer-reviewed publications)**.
- **Tenure-Track/Tenured:**
  - Expected to ***drive*** a program of scholarship with includes a **body of original peer-reviewed publications**.
    - For promotion to Associate Professor: demonstrate peer recognition at an established national level.
    - For promotion to Professor: demonstrate peer recognition at a sustained national/emerging international level.

## Contributions that help convey impact and geographical reputation:

- Invited Presentations
- Leadership roles in professional societies or other entities related to your area of expertise
- Service on advisory panels, committees
- Mentorship/Advising
- Publications
- Grant Funding
- Honors/Awards

# Required Components by Track

**Professional-Track Faculty:** Require evaluation in one Area of Excellence (Clinical Expertise, Educational Leadership, or Investigation and Inquiry) and Additional Contributions to the Academic Enterprise.

**Tenure-Track and Tenured Faculty:** Require evaluation in designated Area of Excellence (Clinical Expertise, Educational Leadership, or Investigation and Inquiry) and a strong record of accomplishments in all remaining Areas of Review.

\*Clinical Expertise is reviewed only for faculty who provide clinical services

\*Academic and Professional Service is an Area of Review, but may not be designated as an Area of Excellence

# What do we mean by: Additional Contributions to the Academic Enterprise?

**All of the faculty member's activities and contributions outside of their Area of Excellence.**

- Activities in the area of Academic and Professional Service that faculty are engaged in that do not fall within their designated Area of Excellence must be included as a part of Additional Contributions to the Academic Enterprise.
- For faculty engaged in clinical care who do not have Clinical Expertise as their designated Area of Excellence, their clinical activities must be included as a part of Additional Contributions to the Academic Enterprise.
- Additional Contributions offered by the candidate cannot repeat use of accomplishments and performance in the Area of Excellence.

# Executive Committee Statements

- Assess activity, impact, and trajectory
- Look at the Examples of Evidence of Achievement for reference
- Statement should discuss:
  - Scholarship
  - Service/Leadership
  - Educational activity and mentorship
  - Community-facing scholarship and practice – contributions related to improving the health of the community
  - Honors and awards – educate on the prestige
  - Trajectory – evidence that the impact of activities is increasing over time

# Executive Committee Statements: cont'd

- Discuss evidence of geographic reputation
  - For Clinical Professor title series: not required
  - For Professor title series:
    - Promotion to Associate Professor: emerging regional or statewide reputation.
    - Promotion to Professor: sustained regional or statewide and emerging national reputation
  - For Tenure-Track and Tenure:
    - Promotion to Associate Professor with tenure: established national reputation
    - For promotion to Professor with tenure: sustained national/emerging international reputation

**\*Regional: refers to region of the US, not region of the state (i.e. Southwest US)**

# Online Resources

## [Resource Library for Faculty](#) – resources organized for each track/title series

**Additional Faculty Resources**

- Faculty Policies
- Resource Library for Faculty
  - Recorded Faculty Promotion Information Sessions
- Faculty Appointments, Promotion, and Tenure
  - Tenured and Tenure-Track Faculty
  - Professional-Track: Professor Title Series
  - Professional-Track: Clinical Professor Title Series
- Meet the Team
- Faculty Development

**UPCOMING EVENTS:**

- Biweekly Office Hours**
- March 21:** CV Workshop
- April 18:** CV Workshop
- May 16:** CV Workshop

### Resource Library for Faculty

**Faculty Tracks & Title Series**

- Tracks and Title Series
- Professional-Track Comparison Table
- Professional-Track: Clinical Professor Title Series
- Professional-Track: Professor Title Series
- Tenured and Tenure-Track

Academic and Professional Service - general information for all tracks, title series, ranks

**Recorded Information Sessions**

- Tracking Your Progress Towards Promotion
- What Area of Excellence is My Home?
- Preparing Your CV for Promotion: Pitfalls and Pro Tips
- How to Prepare your Dossier

**Slide Decks from Trainings & Information Sessions**

- Orientation for Recently Appointed Faculty
- Tracking Your Progress Towards Promotion
- Guidance on How To Count Time in Rank
- What Area of Excellence is My Home?
- Preparing Your CV for Promotion: Pitfalls and Pro Tips
- How to Prepare your Dossier

**Commonly Used Templates & Forms**

- Dell Medical School CV Template
- CV Review Checklist
- Chart of Reviewers Template
- Chart of Reviewers and Arm's Length Checklist
- Peer Observation of Teaching Forms

**General Information**

- NIH RCR Index for Investigation and Inquiry
- Perks for Dell Med Faculty

# Online Resources

- Examples of Evidence of Achievement – Review the Examples of Evidence of Achievement for each track, title series, tenure status
- Guidelines for Promotion –Explains the promotion and tenure process, includes instructions/prompts for each Area of Excellence, Area of Review, or Additional Contributions to the Academic Enterprise, as applicable.
- [Recordings/slide decks](#) from Promotion and Tenure Info Sessions

# Q&A