

Promotion Info Session for: Professional-Track Faculty

How to Prepare your Dossier

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

This information session will cover:

- Purpose of the Dossier
- Scholarship
- Components of the Professional-Track dossier
- Updated CV using Dell Med CV template
- Candidate Impact Statement
- Summary of Reviewers
- Letters of Assessment
- Supplemental Materials
- Updates to the dossier after submission
- Pro Tips and Online Resources

Purpose of the Dossier

- **Convey Impact:** When your contributions are organized and presented clearly, the materials in your dossier (CV, Candidate Impact Statement, Supplemental Materials, etc.) will convey the *impact* of those contributions so that they are visible and understood by all levels of review (internal/external reviewers, your own department, Dell Med APT Committee, Dean, and UT President's Committee) including non-biomedical readers.
- **Convey Geographic Reputation:** When your contributions are organized and presented clearly, the materials in your dossier (CV, Candidate Impact Statement, Supplemental Materials, etc.) will convey geographic reputation (where applicable).

Contributions that help convey impact and geographic 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

Scholarship

Defined as: the creation and/or dissemination of new knowledge*.

Dell Med uses a broad, flexible definition that includes:

- **Discovery**, original research that advances knowledge
- **Integration**, synthesizing information across disciplines, topics, or time
- **Application**, involving the rigorous application of your disciplinary expertise
- **Teaching**, systematic study of teaching and learning processes**

*All of these require accomplishments beyond your service duties (i.e., beyond your “job”) and in formats that allow dissemination, application, and/or evaluation by peers.

**Requires a format that will allow public sharing and the opportunity for application and evaluation by others.

Impact / Influence of Scholarship – by Title Series

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).

Components of the Professional-Track Dossier

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.

Required components for a Professional-Track dossier:

- Updated CV in Dell Med CV format
- Candidate Impact Statement: Addresses contributions in Area of Excellence AND in Additional Contributions to the Academic Enterprise
- Summary of Reviewers
- 3 Letters of Assessment

Optional components for a Professional-Track dossier:

- Supplemental Materials

Updated CV in Dell Med CV format

- Follow the DMS CV template – The template provides guidance on how to organize sections of the CV and distinguish between important components
- CV will be returned to you for corrections if there are issues that need to be addressed
- Use the CV Review Checklist to ensure CV is set up for success
- Check out the slide deck and recording of our Info Session – Preparing your CV using the Dell Med CV Template
- Check out The Effort Report podcast episode: [Your CV: More than Meets the Eye](#)

CV Review Checklist

Set your CV up for success with this checklist

Items to check for on CV:	Task Completed: Y/N
Revision Date: Included in top right corner of document.	
Up to Date: Ensure that each section is updated by reviewing dates of most recent activities listed.	
Formatting of Dates: Follows prescribed date format of [mm/yy to mm/yy] where applicable.	
Abbreviations: Check to make sure all abbreviations in the document are defined.	
Licensure is up to date. Should not be listed as expired.	
Academic appointments specify if professional-track, tenure-track, or tenured.	
Honors/Awards: Curated annotation of significance needs to be included (e.g. regional/state/national scope of organization, who nominates for the award, competitiveness of award, etc.) Example: Outstanding Educator Award Department of Internal Medicine, Dell Medical School at UT Austin This is an annual award given to one faculty member in the department of 200 faculty to "...recognize educational leadership, innovation, clinical teaching skills, and the capacity to inspire."	
Professional Memberships/Service: Confirm geographic scope of the organizations in order to correctly categorize as local, regional/state, national or international. Designation is based on the geographic scope of the organization. Regional refers to the region of the US (i.e., Southwest US)	
Is Mentoring and Advising correctly separated by category? A Mentor "fosters personal and professional growth by imparting wisdom, sharing experiences, and delivering expert insight. Encourages holistic long-term mentee success." An Advisor "addresses questions by providing direct answers or potential solutions based on institutional and national guidelines. Supports students with competing program-specific tasks." <i>Reference: Santiesteban L, Young E, Tiarks GC, Boemi MG, Patel RK, Bauckman KA, Fine L, Padilla ME, Rajput V. Defining Advising, Coaching, and Mentoring for Student Development in Medical Education. Cureus. 2022 Jul 27;14(7):e27356. doi: 10.7759/cureus.27356. PMID: 36043032; PMCID: PMC9411822.</i>	
Mentoring: Is documentation included on current position of mentee, nature of mentoring relationship, product/project of mentoring relationship?	
Advising: Is documentation included on current position of advisee and nature of advising relationship?	
Grants: Is all required data - as indicated on the template - included for each project?	

Publications: Are they numbered AND in reverse chronological order?	
Publications: Is PMID or doi included as part of all citations?	
Publications: Are publications correctly divided by category?	
Are Invited Presentations and Abstract Presentations correctly separated? Invited presentations are ones in which an organization reaches out to the faculty member asking them to speak; abstract presentations are ones in which the faculty member submitted an abstract for consideration for presentation.	
Invited Presentations: Is specific context included that confirms that the invitation is specific to the faculty member? For example, is it an invitation to present grand rounds, a seminar, or give a talk at a session at a conference? This helps to distinguish between invited presentations and abstract presentations.	
Invited Presentations: Confirm geographic scope of the institution/organization that hosted/arranged the activity/event to correctly categorize as local, regional/state, national or international. This is not based on geographic scope of the affiliations of the audience or attendees.	

Candidate Impact Statement

- 4 pages or less
- Candidate Impact Statement – will cover contributions and achievements in both the Area of Excellence AND Additional Contributions to the Academic Enterprise
- Separate statements are not needed for each. One statement total.
- Should discuss:
 - Activity, impact, and trajectory of scholarship
 - Service/leadership
 - Educational Activities
 - Mentorship
 - Community-facing scholarship and practice
- If Area of Excellence is Investigation and Inquiry, statement must include NIH mean RCR index
 - Measures the scientific influence of an investigator's publications by field
 - For more guidance: [NIH mean RCR index for Investigation and Inquiry](#)
- Educate the non-biomedical reader
- For guidance on Candidate Statement, check out samples: [here](#)

Summary of Reviewers

- List of internal/external reviewers that may provide letters of assessment
- Follow the [Summary of Reviewers Template](#)
- Candidate will nominate a minimum of 3 reviewers
- Department Chair will nominate a minimum of 3 reviewers
- Department Chair selects which reviewers will be asked to provide a letter
- The majority of letters received should be from reviewers nominated by the Department Chair
- Department and candidate determine what materials are sent to the reviewers. (Examples: CV, Candidate Impact Statement, Supplemental Materials)

Letters of Assessment

Letter Requirements by Title Series:

- Professional-Track - Clinical Professor title series:
 - 3 letters required for the dossier
 - All 3 letters may be internal
- Professional-Track - Professor title series:
 - 3 letters required for the dossier
 - One letter may be internal
 - At least 2 of the 3 letters must be external and arm's length

Internal Reviewers

Internal Reviewers should be selected using the following considerations:

- Reviewers must hold active academic appointment and be at a higher rank than the faculty member.
- Reviewers are expected to be sufficiently independent without a direct, vested interest.
- Reviewers can be faculty members from the candidate's department who are well-qualified scientists, scholars, educators, and clinicians capable of providing a fair and objective evaluation.
- Reviewers must have no actual or potential conflict of interest (e.g. spouse, partner, Ph.D. advisor, mentor)

External Reviewers

External Reviewers should be selected using the following considerations:

- Reviewers must hold active academic appointment and be at a higher rank than the faculty member.
- Avoid reviewers who are not arm's length. Reviewers must not be current or close collaborators (within the last 7 years), e.g. former supervisors, advisors, mentors, dissertation chairs, or co-investigators.
- Best practice is that all selected external reviewers would be from different institutions.

What is Arm's Length?

- Refers to choosing reviewers who are sufficiently distant from the candidate and capable of objectively assessing the candidate's merit for promotion without bias or personal or professional conflict of interest.
- General rule of thumb: If a reviewer is listed on your CV, they may not be arm's length.

Supplemental Materials

- **ALL** supplemental materials are optional
- Candidates can determine, with guidance from their Chair or Associate Chair, which supplemental materials would meaningfully contribute to their dossier and promotion case.
- Supplemental Materials will go in the Supplemental Materials folder
- Folder must include a Table of Contents with annotated description/relevance of each item

Examples of Supplemental Materials:

- Summary of Activities in an Area of Review
- List of Five Most Significant Works
- Clinical Metrics
- Selected Clinical Innovations
- Learner Evaluations
- Selected Instructional Activities
- Any other documents that the candidate deems relevant

Supplemental Materials: Summary of Activities

- Annotated List: Activities related to Area of Excellence or Additional Contributions to the Academic Enterprise
- Purpose: Convey the amount of time, duration, scope and impact of the candidate's work
- Includes annotated descriptions of each activity, candidate's role and time commitment for each activity
- Include details such as: course name, your role, number of students, learner level, duration of the activity, any other explanatory notes
- Details will help the non-biomedical reader understand "clinical teaching"
- Applies to these Areas of Review: Clinical Expertise, Educational Leadership, Academic and Professional Service
- For guidance on Summary of Activities, check out samples: [here](#)

Supplemental Materials: List of Five Most Significant Works

- List of Five Most Significant Works While in Rank
 - Candidate identifies 5 most significant works
 - Use [List of Five Most Significant Works template](#)
 - Significance of these works can be described in Candidate Impact Statement
 - PDFs of the 5 most significant works will be added to the Supplemental Materials Folder

Supplemental Materials – when to include them

- Summary of Clinical Activities: This may be helpful for a Clinical Professor dossier to help highlight the extent/scope of clinical activities that might not be completely captured in the CV, Candidates Impact Statement
- List of 5 Most Significant Works: This may be helpful for a candidate that has selected Investigation and Inquiry as their Area of Excellence.
- Summary of Instructional Activities: This may be helpful for a candidate that has selected Educational Leadership as their Area of Excellence.
- Learner evaluations: Helpful for all faculty promotion candidates.

Updates to your Dossier after the submission deadline:

- Major changes such as:
 - Medical license renewal
 - New achievements
 - New leadership roles
 - New publications
 - New funding
 - New awards
- Send updated CV and brief description summarizing the change to your department representative
- Additions will be added to an Additional Statements Folder

Pro Tips

- Stay on top of department deadlines for your dossier
- Ask a colleague in another field to review your dossier
- Include annotated information to educate **all** reviewers
- Write out all abbreviations
- Ensure that your CV is up to date and follows the template
- Typos: Spellcheck and proofread your dossier
- Make sure dates are aligned from document to document
 - Example: Dates on CV align with dates included in a Candidate Impact Statement

Online Resources

[Resource Library for Faculty](#) – details on faculty tracks/title series, commonly used templates, Info Session slide decks and recordings

The screenshot displays the 'Resource Library for Faculty' page from the Office of Faculty Academic Affairs at Dell Medical School. The page is organized into several sections:

- Office of Faculty Academic Affairs** (Header)
- Meet the Team** (Section)
- Faculty Policies** (Section)
- Faculty Appointment, Promotion, and Tenure** (Section)
 - Tenured and Tenure-Track Faculty
 - Professional-Track: Professor Title Series
 - Professional-Track: Clinical Professor Title Series
 - 2025-26 Academic Year: Promotion and Tenure Resources
- Faculty Onboarding** (Section)
- Faculty Development** (Section)
 - University Programs
 - University Awards
- Resource Library for Faculty** (Section)
 - Additional Faculty Resources**
 - Faculty Review & Evaluations**
 - Faculty Annual Evaluations
 - Mid-Probationary Review for Tenure-Track Faculty
 - Comprehensive Periodic Review

The main content area is titled **Resource Library for Faculty** and includes the following sections:

- 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
- Recorded Information Sessions**
 - Recording - Preparing Your CV Using the Dell Med CV Template
- Promotion Info Sessions for Professional Track Faculty:**
 - Recording - Promotion Readiness and Areas of Excellence
 - Recording - How to Prepare Your Dossier
- Slide Decks from Trainings & Information Sessions**
 - Orientation for Recently Appointed Faculty
 - Navigating the Promotion Process: Tips for Departmental Executive Committees
 - Preparing Your CV Using the Dell Med CV Template
- Promotion Info Sessions For Professional Track Faculty:**
 - Promotion Readiness and Areas of Excellence
 - How to Prepare Your Dossier
- Commonly Used Templates & Forms**
 - Dell Medical School CV Template
 - CV Review Checklist
 - Guidelines for Geographic Scope of Faculty Activities
 - Summary of Reviewers Template
 - Summary of Reviewers and Arm's Length Checklist
 - Samples - Candidate Statements & Summaries of Activities
 - Peer Observation of Teaching Forms
- General Information**
 - NIH RCR Index for Investigation and Inquiry
 - Summary - Election to Combine Service
 - Access to Microsoft Word for Dell Med Faculty
 - Perks for Dell Med Faculty

Online Resources

- Examples of Evidence of Achievement – Review the Examples of Evidence of Achievement for your Title Series for guidance on items to include in your CV.
- DMS CV template and CV Review Checklist
- Guidelines for Promotion – Explains the promotion process, includes instructions/prompts for each Area of Excellence and Additional Contributions to the Academic Enterprise

Q&A