

# Promotion Info Session for: Tenured and Tenure-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](mailto:DellMedFacultyAffairs@austin.utexas.edu)

# This information session will cover:

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

# Purpose of the Dossier

A well-prepared dossier will ensure that the full range of your activities is recognized by reviewers at every step of the process.

- Impact
- Geographic Reputation
- Trajectory
- Breadth and depth of activities

# Contributions that help convey Impact and Geographic Reputation:

- Invited Presentations
- Leadership roles in professional societies or other entities related to your area of expertise
- Invited or elected service on advisory panels, committees
- Mentorship/Advising
- Publications, NIH mean Relative Citation Ration (RCR)
- 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.

**Tenured and tenure-track faculty are always engaged in the scholarship of discovery, with rare exceptions.**

# Impact / Influence of Scholarship

Tenured and tenure-track faculty are expected to ***drive*** a program of scholarship which includes a **body of original peer-reviewed publications**.

- For promotion to **Associate Professor with tenure**: demonstrate peer recognition at an established national level.
- For promotion to **Professor with tenure**: demonstrate peer recognition at a sustained national/emerging international level.

# Areas of Review

- 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:
  - **Clinical Expertise**
  - **Educational Leadership**
  - **Investigation and Inquiry**
  - **Academic and Professional Service (may not be designated as Area of Excellence)**
- Tenured and Tenure-Track faculty designate an eligible Area of Review as their Area of Excellence.
- The Area of Excellence for Tenured and Tenure-Track faculty will almost always be Investigation and Inquiry
- 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 reviewed only for faculty who provide clinical services.

# Community Engagement

- Community-facing scholarship and practice is now embedded in the core activities of the medical school as a domain under the Areas of Review
- This ensures that this work is explicitly considered as a part of promotion/recognition
- Examples of community-facing scholarship and practice:
  - Leading evidence-informed advocacy or policy development
  - Evaluating the population impacts of health/social policies
  - Conducting community-engaged research and practice



# Components of the Dossier

- Updated CV in Dell Med CV format
- Candidate Statements for Area of Excellence and Areas of Review
- Summary of Activities for Area of Excellence and Areas of Review
- Summary of External Research Grants
- List of Five Most Significant Works While in Rank
- Summary of Reviewers
- Minimum of 5 External and Arm's Length Letters of Assessment
- 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](#)

## Updated CV in Dell Med CV format – cont.

- Pay careful attention to how activities such as Invited Presentations are organized by geographic scope. Please review the [Guidelines for Geographic Scope of Faculty Activities](#)
- **Pending grants and manuscripts** should be included on your CV, especially if there are concerns about weaknesses in trajectory/funding.

# CV Review Checklist

Set your CV up for success with this checklist

Updated 12/12/2024

## CV Review Checklist

Here's a checklist to review to ensure that the CV follows the DMS CV template. The DMS CV template is on the Dell Med Faculty Academic Affairs webpage. Please check out this and other resources on the [Resource Library for Faculty](#).

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.	
Ensure that each activity is only listed on the CV once.	
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. For professional-track faculty in the clinical professor title series, include clinical modifier in the appointment. Example: Clinical Assistant Professor	
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. The geographic scope of the organization's membership is not a primary determinant of 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	

Updated 12/12/2024

## CV Review Checklist

Here's a checklist to review to ensure that the CV follows the DMS CV template. The DMS CV template is on the Dell Med Faculty Academic Affairs webpage. Please check out this and other resources on the [Resource Library for Faculty](#).

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? Please note: "Co-PI" should not be listed as a role on a grant. Confirm if the role is Co-I or Multiple PI.	
Publications: Are they numbered AND in reverse chronological order?	
Publications: Is PMID or doi included as part of all citations? This is a required component.	
Publications: Are publications correctly divided by category?	
Publications: Do not list abstract presentations under publications. Abstract presentations go in the Oral and Abstract Presentations section of the CV.	
Invited Presentations and Abstract Presentations: Ensure that all required information - as indicated on the template - is included for each presentation	
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: Correctly designate between local, regional/state, national, or international presentations.  Designation of the presentation between local, regional/state, national, or international is based primarily on the geographic proximity of the conference relative to UT (or wherever the faculty member was appointed at the time of the activity). "Regional" refers to the region of the US (i.e., Southwest US). This is not based on geographic scope of the affiliations of the audience or attendees.	
Whenever possible, add annotated information to help explain the geographic category in the	

# Candidate Statements

- 4 pages or less
- Please review the [2025-26 Guidelines for Promotion for Tenured and Tenure-Track Faculty](#) for details on everything that **must** be included in each Candidate Statement by Area of Excellence
- Must focus on scholarship **during the time in rank**
- Should discuss:
  - Activity, impact, and trajectory of scholarship
  - Service/leadership
  - Educational Activities
  - Mentorship
  - Community-facing scholarship and practice
- Candidate Statement for Investigation and Inquiry **must** include link to iCite profile with 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 Statements, check out samples: [here](#)

# Summary of Activities

- Annotated List: Activities related to Area of Excellence and Areas of Review
  - Applies to these Areas of Review: Clinical Expertise, Educational Leadership, Academic and Professional Service
- 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"
- For guidance on Summary of Activities, check out samples: [here](#)

# Summary of External Research Grants

- This document is generated by the UT Office of the Vice President for Research, Scholarship, and Creative Endeavors and distributed to the Dell Med Office of Faculty Academic Affairs.
- Includes the candidate's role on each external research grant.
- Dell Med Office of Faculty Academic Affairs will send the document to the candidate for review. Candidate may provide updates/corrections to the document with tracked changes.

# List of Five Most Significant Works While in Rank

- Candidate identifies five most significant works while in rank
- Use [List of Five Most Significant Works template](#)
- Significance of these works can be described in the Candidate Statement for Investigation and Inquiry
- PDFs of the five most significant works will be added to the Supplemental Materials Folder



# Summary of Reviewers

- List of external reviewers that may provide letters of assessment
- Follow the [Summary of Reviewers Template](#)
- Candidate will nominate a minimum of 5 reviewers
- Department Chair will nominate a minimum of 5 reviewers
- Must include informative “Reason for Selection/Nomination” of reviewer. Ex: "This reviewer can speak on my expertise in..."
- 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 Statements, List of 5 Most Significant Works, etc.)

# External Letters of Assessment

- Minimum of five external and arm's length letters required for the dossier
- External reviewers should be selected using the following considerations:
  - All listed reviewers must be either tenured professors or professors whose body of work and stature is commensurate with tenure.
  - Reviewers must hold an active academic appointment. Faculty that are retired or hold Emeritus appointments should not be listed as a reviewer.
  - 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

- 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

# Examples of Supplemental Materials:

- Letters solicited from collaborators/mentees
- Learner Evaluations
- Peer Observation of Teaching Reports and Reflections
- Selected Instructional Materials (Teaching Portfolio)
- Patient Outcomes/Clinical Metrics
- Selected Clinical Innovations
- Other supplemental materials: Any other documents that the candidate deems relevant – must include table of contents with annotation/relevance of each item

# Updates to your Dossier after the submission deadline:

- This includes **major changes** such as:
  - New achievements
  - New leadership roles
  - New publications
  - New funding
  - New awards
  - Updated licensure, memberships
- 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 Statement

# Online Resources

- Examples of Evidence of Achievement – Review the Examples of Evidence of Achievement for your rank for guidance on items to include in your CV.
- Guidelines for Promotion for Tenured and Tenure-Track Faculty – Explains the promotion process, includes instructions/prompts for each Area of Excellence/Review.
- Samples – Examples of recent Candidate Statements for each Area of Excellence
- DMS CV template and CV Review Checklist



# Online Resources: webpage for Tenured and Tenure-Track Faculty

intranet.dellmed.utexas.edu/public/tenure-and-tenure-track

**Office of Faculty Academic Affairs**

**Meet the Team**

**Faculty Policies**

**Faculty Appointment, Promotion, and Tenure**

- 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**

**Faculty Development**

- University Programs
- University Awards
- Development Awards

**Resource Library for Faculty**

**Additional Faculty Resources**

**Faculty Review & Evaluations**

- Faculty Annual Evaluations
- Mid-Probationary Review for Tenure-Track Faculty
- Comprehensive Periodic Review



## Tenured and Tenure-Track Faculty

### Promotion and Tenure Resources

Office of Faculty Academic Affairs: Biweekly Office Hours

Upcoming Info Sessions - Tenured & Tenure-Track Faculty Promotion

2025-26 Tenured & Tenure-Track Faculty Promotion Policy

2025-26 Guidelines for Promotion for Tenured & Tenure-Track Faculty

- 2025-26 Summary of Dossier Preparation for Tenured & Tenure-Track Faculty

2025-26 Promotion Timeline - Tenured & Tenure-Track Faculty

Examples of Evidence of Achievement - Tenured and Tenure-Track Faculty

### Commonly Used Templates and 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

Dossier Checklist and Samples - Tenured and Tenure-Track Faculty

Samples - Candidate Statements & Summaries of Activities

### Policies and General Resources

Regular Faculty Appointment Policy

Mid-Probationary Review Policy for Tenure-Track Faculty

Probationary Period Extensions for Tenure-Track Faculty

Archived - 2024-25 Academic Year - Promotion and Tenure Resources

# Online Resources

[Resource Library for Faculty](#) – Info Session slide decks and recordings, commonly used templates, checklists, samples

The screenshot displays the 'Office of Faculty Academic Affairs' website. The main heading is 'Resource Library for Faculty'. The page is organized into several 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
  - Recordings: 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**
  - Slide Deck - Orientation for Recently Appointed Faculty
  - Slide Deck - Navigating the Promotion Process: Tips for Departmental Executive Committees
  - Slide Deck - Preparing Your CV Using the Dell Med CV Template
  - Slide Decks: Promotion Info Sessions For Professional Track Faculty:**
- 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

The left sidebar contains a navigation menu with the following items:

- Meet the Team
- Faculty Policies
- Faculty Appointment, Promotion, and Tenure
  - 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
- Faculty Development
  - University Programs
  - University Awards
  - Development Awards
- Resource Library for Faculty
- Additional Faculty Resources
- Faculty Review & Evaluations
  - Faculty Annual Evaluations
  - Mid-Probationary Review for Tenure-Track Faculty
  - Comprehensive Periodic Review