2024-25 - Summary of Dossier Preparation – Professional-Track Faculty

Instructions:
Please follow the file naming convention below. Please do not include the candidate's name in the file names. These will be organized inside a UT Box folder with the candidate's name.

When uploading files to UT Box, please be sure to only upload one version of each document. If you have to upload more than one version, you will need to clear out the extra versions before submitting to the Office of Faculty Academic Affairs. To avoid this, delete the old version from the Box file before uploading a new version.

DOSSIER FOLDER

PDF File Name in UT Box	PDF Document Contents
01_Change in Rank Form.pdf	Change in Rank Form • Office of Faculty Academic Affairs will upload to the dossier.
02_Dean Statement.pdf	Statement from Dean • Office of Faculty Academic Affairs will upload to the dossier.
03_Chair Statement.pdf	Statement from Department Chair of Primary Department
04a,b,c_Other Statement_CSU Title.pdf	Statement from the joint, courtesy, or other Department Chair/Center Director (if applicable) • Statements from joint or courtesy Department Chairs should appear before statements from other departments.
05_CV.pdf	• Updated CV using Dell Med CV template
06_Educational Leadership.pdf	• Executive Committee Statement with typed names of and signatures of all committee members. • Candidate Statement (4 pages or less. Does not have to be signed.) • Summary of Instructional Activities • Honors and Awards **Please note**: learner evaluations, teaching certifications, and selected instructional materials go in the Supplemental Materials folder.
07_Clinical Expertise.pdf	• Executive Committee Statement with typed names of and signatures of all committee members. • Candidate Statement (4 pages or less. Does not have to be signed.) • Summary of Clinical Activities • Patient Outcomes • Honors and Awards
08_Investigation and Inquiry.pdf	• Executive Committee Statement with typed names of and signatures of all committee members.

	• Candidate Statement (4 pages or less. Does not have to be signed. Must include NIH RCR index.) • List of Five Most Significant Works Completed in Rank: The candidate must identify the five most significant works completed in rank and provide a list using the List of Five Most Significant Works template. • Honors and Awards
09_Additional Contributions to the Academic Enterprise.pdf	• Executive Committee Statement with typed names of and signatures of all committee members. • Candidate Statement that describes active, additional contributions (4 pages or less. Does not have to be signed.) • Summary of Academic and Professional Service Activities (required for all faculty). 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. • Summary of Clinical Activities (required 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.) • Summary of Instructional Activities (if applicable) • Five Most Significant Works Completed in Rank (if applicable): The candidate may identify the five most significant works completed in rank and provide a list using the List of Five Most Significant Works template. • Honors and Awards
10_Chart of Reviewers.pdf	• Grouped by Received, Declined, and No Response • Reviewers listed in alphabetical order by last name within each group. Use the Chart of Reviewers Template. • Sample of Solicitation Letter/Email • List of Materials: separate page within this PDF that includes the header "List of Materials Sent to Reviewer" and lists the materials sent to the reviewer. All materials that were sent to the reviewers (except the CV) will be included here. **Please note:** CV can be listed as material sent to reviewer. But DO NOT include CV in this PDF.
11a,b,c_ltr_Last name-Institution.pdf	• Place individual letters in alphabetical order by last name. • Each letter should include a header in upper right-hand corner of the first page that indicates whether the Candidate, Executive Committee, or Chair nominated the internal/external reviewer. This information must match what is listed on the Chart of Reviewers.

	• Each letter should include CV of internal/external reviewer.
12_Declinations.pdf	• All declinations correspondence placed in alphabetical order by last name (if received). CV is not required.
13_Unsolicited.pdf	• All unsolicited letters in alphabetical order by last name (if received). CV is not required. These do not need to be filed individually. They should all be in one PDF.

ADDITIONAL STATEMENTS FOLDER

This is a separate folder that should only be created if applicable.

PDF File Name in UT Box	PDF Document Contents
01_Additional Statement_ccyy-dd-mm_Last Name.pdf	• Any non-required statements or information added to the file as a result of the candidate's review or received during the course of the review process. • The last name in the file name refers to who wrote the statement, i.e. Chair or Candidate.

SUPPLEMENTAL MATERIALS FOLDER

PDF File Name in UT Box	PDF Document Contents
01a,b,c_Student Comments_Semester NameYY-Course#.pdf	• Each set of student comments should be separate PDF document.
02_Five Most Significant Works Completed in Rank (FOLDER) File naming convention: 01_List of five significant works 02_Short_title for first significant work through 06_Short_title for the fifth significant work	• PDF describing the five most significant works created using the List of Five Most Significant Works template. • Required for professional-track faculty that have selected Investigation and Inquiry as Area of Excellence and professional-track faculty that have opted to include this list for Additional Contributions to the Academic Enterprise. • Texts of each of the five most significant works: the full text of the five most significant works completed in rank, must be included as separated PDFs.
03_Letters Solicited from Collaborators.pdf	• Chart of collaborators listed in alphabetical order by last name. • Can use the Chart of Reviewers Template. • All solicited letters placed in alphabetical order by last name after the chart of collaborators. CV is not required.
04_Letters Solicited from Mentees.pdf	• Chart of mentees listed in alphabetical order by last name. • Can use the Chart of Reviewers Template. • All solicited letters placed in alphabetical order by last name after the chart of mentees. CV is not required.

05_Other Supplemental Materials.pdf	• Items submitted by the candidate. • Should include a table of contents with very brief description/relevance of items. • Certificates from completed courses, if applicable.
06a,b,c_Learner Evaluations_(Medical Student, Resident, Fellow, CME).pdf	• Learner evaluations from medical students, residents, fellows, CME • Each PDF should include a header in upper right-hand corner of the first page that indicates the type of learner evaluation: medical student, resident, fellow, CME, etc.
07_Peer Observation of Teaching.pdf	• Peer Observation of Teaching reports while in rank. (Stay in Dean's Office)
08_Selected Instructional Materials.pdf	• Copy of Teaching Portfolio: selectively chosen examples of instructional or curricular materials. • Required for professional-track faculty that have selected Educational Leadership as Area of Excellence.
09_Selected Clinical Innovations.pdf	• Examples of materials, clinical innovations, or other scholarly works.