

Dell Medical School
General Guidelines for Promotion
2020-2021

Table of Contents

Section A: Overview	3
A.1 Introduction	3
A.2 Areas of Excellence Applicable to All Faculty	3
A.3 Recommendations for Tenure	4
A.4 Associate Professors (with tenure)	5
A.5 Probationary Status	5
A.6 Non-Tenure Track Ranks:	5
Section B: Roles and Responsibilities	6
B.1 Procedural Responsibilities of Department Chair	6
B.2 Candidate’s Rights and Responsibilities	8
B.3 Appointment, Promotion, and Tenure Committee Obligations	8
B.4 University Obligations	9
Section C: Dossier Assembly (See Appendix A for a summary)	10
C.1 Change in Academic Rank	10
C.2 Dean’s Statement	10
C.3 Department Chair’s Statement	10
C.4 Mid-Probationary Review (only applicable for tenure candidates)	11
C.5 Joint Department Chair’s Statement (if applicable)	11
C.6 Other Statement(s) (if applicable)	11
C.7 Curriculum Vitae and Other Dossier Information	11
C.8 Educational Leadership	13
C.9 Clinical Expertise	15
C.10 Community Engagement	16
C.11 Investigation and Inquiry	17
C.12 Academic & Professional Service	18
C.13 Review Letters	19
C.14 Additional Statements	21
C.15 Supplemental Materials (if applicable)	21
Section D: Outcomes	23
D.1 President Conferences	23
D.2 Announcement of Decisions	23

D.3	Final Arguments in Terminal Appointment Pending Cases	22
D.4	Request for Review by the Committee of Council on Academic Freedom & Responsibility (CCAFR).....	23
D.5	Reconsideration of a Promotion and Tenure Decision in the Terminal Year	24
D.6	Grievances	24
D.7	Resources	24
Appendix.....		25
	Dossier Folder	25
	Additional Statements Folder.....	28
	Supplemental Materials Folder	29

Section A: Overview

A.1 Introduction

The Dell Medical School at The University of Texas at Austin is committed to building a unique and diverse team of world-class faculty and expert healthcare leaders to re-envision the way health care is delivered and to help foster a creative learning experience for future medical leaders for long-term success. The Dell Medical School's promotion and tenure process will provide a thorough and objective review of the substance and merits of each faculty member's case following methods and guidelines put forth by The University of Texas at Austin unless otherwise noted.

The goal of the promotion process is to provide a thorough and objective review of the substance and merits of each faculty member's case following customary methods. The review must be sufficient in its depth and character to support action in the best interests of the university, whatever the decision reached. To accomplish this, the evaluation process comprises an independent review at multiple levels: executive committee, department chair, college/school, dean, and central administration. The recommendations at each level reflect the professional judgment of each of those involved, with the president making the final decision.

The following General Guidelines describe the promotion process for tenured, tenure track and non-tenure track candidates in Dell Medical School, and are provided to assist both candidates and academic units with preparation of supporting materials and management of candidate files for promotion. It is recognized that variation in requirements is possible among disciplines and departments. Such variations are considered both appropriate and healthy. Candidates should check with their department chairs regarding the requirements and practices in their area.

A.2 Areas of Excellence Applicable to All Faculty

Dell Medical School follows the university's recommendations for promotion in rank of all faculty as described in the [Handbook of Operating Procedures \(HOP\) 2-2160](#).

Recommendations for tenure and recommendations for promotion in rank of all faculty are to be based on excellence in performance pursuant to an evaluation of the faculty member's contributions in the following Areas of Excellence:

A.2.1 Educational Leadership

The principal role of faculty in the Educational Leadership area of excellence is providing teaching and curricular service that is of high quality and significance. Teaching may involve medical students, graduate students, residents, fellows, colleagues and/or learners from other disciplines and may take a variety of formats including didactics, precepting, seminars, clinical supervision and mentoring. Thus, exceptional teaching performance is expected and a well-documented record of teaching excellence and curricular contributions is required for all such candidates for promotion. A record of activities such as invited lectureships, leadership in educational societies or committees, peer-reviewed publications, documented use by other institutions of educational materials developed by the candidate, or external recognition or awards received for instructional service should be evident.

A.2.2 Clinical Expertise

The principal role of faculty in the Clinical Expertise area of excellence is providing clinical expertise and contributions to clinical practice that are of high quality and significance. Thus, exceptional clinical service is expected and a well-documented record of contributions that measurably improved the quality and value of patient outcomes is required for all such candidates for promotion. A record of leadership in professional societies, membership on editorial boards, development of significant protocols or technologies, participation in quality improvement or other clinical research studies, or external recognition or awards received for clinical excellence, or other similar activities, should be evident.

A.2.3 Community Engagement

The principal role of faculty in the Community Engagement area of excellence is providing expertise and contributions to community-based program development or participatory research that are of high quality and significance. Thus, exceptional community-based leadership is expected and a well-documented record of contributions that measurably improved the quality and health of a community and its members is required for all such candidates for promotion. A record of substantive contributions to practices, policies and/or strategies that have increased the capacity of the medical school to identify and address health disparities, facilitation of collaborative community partnerships, impactful engagement with community or public health leaders, publications in lay or professional media or peer-reviewed journals, or external recognition or awards received for community-based excellence should be evident.

A.2.4 Investigation & Inquiry

The principal role of faculty in the Investigation and Inquiry area of excellence is providing research expertise and contributions to our understanding of health and medicine that are of high quality and significance. Thus, exceptional scholarly work is expected and a well-documented record of involvement in the production of scholarly publications in peer-reviewed journals is required for promotion. Research may focus on laboratory, population-based, clinical, health services or educational investigations. A record of invited lectureships, external funding, publications or external recognition or awards received for scholarly excellence should be evident. The candidate must demonstrate a financially sustainable line of investigation.

A.3 Recommendations for Tenure

The granting of tenure has consequences of great magnitude and long life and must be considered especially carefully. Only full-time employed Dell Medical School faculty are eligible for tenure. Tenure should be awarded only when there is a clear case that the best interest of the university is served by doing so. In the review process, the candidate's record should be examined for:

- A. Evidence that contributions of appropriate magnitude and distinction in all applicable Areas of Excellence have been made;
- B. Evidence of an emerging national reputation for promotion to associate professor and a sustained national or international reputation for promotion to professor;
- C. Board certification or its equivalent, if applicable; AND

D. Evidence that such contributions can be sustained through an extended career with the university.

A.3.1 Tenure-Track Faculty

A recommendation for tenure normally is considered in the seventh year of the individual's service as a tenure-track faculty member (i.e. tenure-track assistant professor, tenure-track associate professor). Cases considered before the seventh year in rank are accelerated and must be explained in the department chair's and dean's statements.

A tenure-track faculty member must be reviewed no later than the seventh year of the probationary period. Please refer to the Chart of Recommended Actions for potential outcomes. A year in which a faculty member has been on leave without pay or claimed an extension in accordance with HOP 2-2020 does not count toward the probationary period. Candidates whose probationary period has been extended under HOP 2-2020 or due to leave without pay in accordance with university family and medical leave policies shall be evaluated as if the work were done in the normal period of service.

A.4 **Associate Professors (with tenure)**

Associate professors with tenure may be considered for promotion to professor during any year deemed appropriate by the executive committee and department chair. Cases reviewed before the seventh year in rank are considered accelerated and must be explained.

A.4.1 Right of Consideration

As provided in HOP 2-2160: a faculty member in the rank of associate professor has the right to be considered for promotion to professor in his or her tenth year of service as an associate professor. To invoke this right of consideration, the associate professor must advise his or her department chair no later than February 1 of his or her seventh year of service of the desire to be considered for promotion to professor. The case shall be considered at all administrative levels, including the president. Should the associate professor not be promoted, he or she may be considered during any year thereafter at the discretion of the executive committee and department chair or may invoke his or her right to be considered during the end of the subsequent five years of service.

A.5 **Probationary Status**

The maximum probationary period that may be served as an assistant or associate professor on the tenure-track is eight years. If the individual at an associate professor rank has previously held the rank of assistant professor on the tenure-track, the maximum period that may be served in any combination in rank of assistant professor tenure-track and associate professor tenure-track shall not exceed eight years.

An assistant or associate professor who, for any reason, has been continued beyond the eight-year probationary period is not eligible for tenure in their current rank as an assistant or associate professor, nor will promotion automatically result. A review of the status of any assistant or associate professor in these circumstances will be mandatory as soon as possible following discovery.

A.6 **Non-Tenure Track Ranks**

A.6.1 Regular Faculty

Non-tenure track regular faculty members assist Dell Medical School in meeting a variety

of critical needs related to the school's overall mission. Performance expectations for these faculty, however, are not as encompassing in scope as those for tenure-track faculty. Although all contributions and accomplishments of non-tenure track candidates should be evaluated where applicable, special emphasis is to be given to performance in the candidate's selected area of excellence and at least one other supporting area of contribution. In the review process, the candidate's record should be examined for:

- A. Evidence of contributions of appropriate magnitude and distinction in the primary area of excellence;
- B. Evidence of a strong record of accomplishments in one additional supporting area;
- C. Evidence of an emerging reputation commensurate with rank: an emerging local reputation for promotion to assistant professor, an emerging state-wide or regional reputation for promotion to associate professor, and an emerging national or international reputation for promotion to professor; AND
- D. Board certification or its equivalent, if applicable.

Recommendations for promotion of non-tenure track regular faculty may be considered in the seventh year (or later) of an individual's service in his or her current rank at the university. Cumulative service in rank may be either full time or part time. Recommendations for accelerated promotion must be explained and justified.

Section B: Roles and Responsibilities

B.1 Procedural Responsibilities of Department Chair

B.1.1 Familiarity with Written Guidelines

Department chairs are responsible for being familiarized with these guidelines and any other written guidelines provided by the department and/or college.

B.1.2 Candidate Meetings

The department chair, or their designee must meet with each candidate in the spring semester prior to the promotion review. The department chair, dean, or designee must:

- A. Explain the process to the candidate.
- B. Advise the candidate to become familiar with the applicable guidelines.
- C. Discuss relative responsibilities for compiling dossier contents.
- D. Discuss candidate access to the file materials.

B.1.3 Selecting Reviewers

The department, while working with the candidate is responsible for developing a list of peer reviewers. For tenure and tenure-track faculty, reviewers should be from peer institutions/programs and must be at arm's length from the candidate (e.g., not former dissertation chairs/advisors, postdoctoral mentors, coauthors, and/or collaborators). For non-tenure track regular faculty, the reviewers must be capable of objectively assessing the candidate's merit for promotion and level of reputation without bias or personal or professional conflict of interest. For this reason, letters from those who have served as a mentor, training supervisor or significant collaborator are discouraged.

External reviewers should be selected using the following considerations:

- A. Seek out credible reviewers knowledgeable about the scholarly expectations of a peer research university.
- B. Avoid conflicts of interest, e.g., dissertation chairs, postdoctoral mentors, co-

authors, co-principal investigators, and collaborators.

- C. Use recognized experts at peer institutions.
- D. An explanation for any deviations from these considerations (e.g., why a letter writer from a non-peer institution was chosen, etc.) must be provided on the Chart of Reviewers.
- E. All listed reviewers must be at the rank the candidate is going up for or higher.

B.1.4 Selecting Reviewers - Non-Tenure Track Clinical Expertise ONLY (i.e., not in an educational leadership role)

Internal letters can come from people who know them as long as they are not members of the faculty member's department. External letters can come from people who know them and have worked with them, and have some knowledge of their performance in their primary and secondary areas of focus/interest.

B.1.5 Selecting Reviewers Process

Prior to sending out the solicitation letter to the reviewers, the chair or designee shall ask the candidate to send them a list of 4 to 5 names, while also compiling a list of 4 to 5 names of their own. Once compiled both the candidate and the chair review the list of individuals to be contacted. After considering concerns that may be expressed by the candidate, the department chair in consultation with the dean (or designee), has final say over reviewer selection. The final list should be made up of a mix of candidate and Chair selections with the majority coming from the chair selections. As an example, if you have eight names on the reviewers list, the chair must designate five of them. The goal is to have the majority of the returned letters to have been designated by the chair (3 out of the 4).

All candidates must be given at least two business days to review the list of reviewers and then the dean (or designee) must approve the final list of letter writers before the solicitation letter is sent.

When soliciting for letters, it is best to send out requests to 5 of the 8-10 names on the list (majority from chair designations). If you get any declinations, or have no response after several weeks, then send out requests to two other names on the list. Continue to do this until you have the appropriate number of letters. This helps avoid receiving more than the designated number of letters. Typically, we allow reviewers 1 month to write and return letters.

For candidates that have chosen Clinical Expertise as their primary area of excellence it may be helpful to provide some or all of following information to your letter writers:

- A. Outcome measurement and attainment compared with peers, incorporation of outcomes to clinical care improvement, areas of clinical expertise critical to health delivery enterprise
- B. Quality of contributions to clinical practice
- C. Scholarship in clinical discipline
- D. Invited lectureship or editorial services
- E. Development of protocols or technology
- F. Mentorship of clinical learners
- G. External recognition (i.e. awards received, etc.)

B.1.6 Conflict of Interest:

A department chair, dean, budget council/executive committee or college advisory committee member with a potential or real conflict of interest related to a candidate (e.g. spouse, partner, Ph.D. advisor, etc.) is responsible for recusing themselves from the review, discussion, and vote on that candidate.

B.1.7 Participation in Deliberations:

The department chair and dean are to be present for the respective budget council/executive committee/college committee discussions of each case but do not vote. The department chair and dean are to provide separate assessments of the candidate's contributions and recommended action.

B.2 Candidate's Rights and Responsibilities

B.2.1 Dossier Preparation

Candidates should familiarize themselves with these Guidelines and any other written guidelines provided by the department and/or Dell Medical School with respect to the promotion process and dossier assembly. Consult with the department chair (or designee) about the relative responsibilities for compiling the information. Candidates have the discretion to include any materials that they believe are relevant to the promotion or tenure decision.

B.2.2 Review Reviewer List

The candidate shall provide the chair/ executive committee with a list of 4 to 5 recommended individuals to provide peer review letters. The candidate shall review the complete list of individuals selected prior to the Dean's (or designee's) approval and prior to the chair sending out the solicitation letters. Concerns about any reviewers on the list may be expressed to the department chair. The department chair, while working with the dean's office has final say over reviewer selection and the majority of the selection needs to from the chair's designated list. The candidate may place a statement in the file to document any concerns he or she may have about reviewer selection.

B.2.3 Review of Materials

Before the departmental committee considers a case, the chair shall ask the candidate to check the materials in the promotion dossier. The purpose of this review is to ensure that all candidate materials are enclosed in the dossier as submitted by the candidate. If the candidate believes that the file is incomplete or includes inappropriate material, or if the candidate has any other objection to the process, the chair, dean, or their designee shall either correct the problem or include a statement in the file about the problem and why it was not addressed as the candidate requested. The candidate may also place a statement in the file about the problem or other aspects of the case.

B.3 Appointment, Promotion, and Tenure Committee Obligations

The Dell Medical School's Appointment, Promotion, and Tenure (APT) committee shall evaluate the credentials and qualifications of faculty members and make recommendations to the Dean of the medical school concerning appointments, promotion in rank, and eligibility for tenure. The APT committee shall be appointed from among those full time tenured and non-tenure faculty members of the school who hold the rank of professor or associate professor, but who are not Department Chairs. The APT committee members should review dossiers before they meet,

determine if any required materials are missing or incorrectly prepared, and, as necessary, notify the departments and candidates giving them a reasonable opportunity to address any problems or concerns before the meeting to vote on the case. All votes (i.e., for, against, and abstentions) are to be recorded on the Recommendation for Change in Academic Rank/Status form along with the number ineligible to vote and absent.

B.4 University Obligations

B.4.1 Access to Promotion File Materials

Under state law, the university may not keep the contents of the promotion file confidential. A candidate may request and be allowed to inspect any material in his/her promotion dossier at any time during the promotion process.

B.4.2 Informal Access

At any point in the process informal access to the promotion file is available to a candidate upon request as soon as is feasible, but not later than three (3) business days. Requests for informal access are to be addressed to the department chair, dean, or provost, as appropriate, and no formal open records request is required. Candidates shall be allowed to inspect/review their promotion files at each level with adequate supervision. Copying or photographing materials is not permitted, and no materials may be removed from the promotion files.

B.4.3 Formal Access

If the candidate wishes to obtain copies of any materials in the file, the candidate must make a request in writing to the Office of the Executive Vice President and Provost, which may be sent via email to evpp.aps@utlists.utexas.edu. Candidates should call (512) 232-3323 with any questions.

B.4.4 Additions to Dossier

All factual information relied upon in the promotion and tenure decision process shall be included in written form in the promotion dossier. All information in the curriculum vitae is considered to be included in the dossier by reference. When such information is added to the promotion dossier after the department chair has asked the candidate to check the materials in the promotion dossier, it shall be date stamped and placed in a separate folder labeled Additional Statements. The candidate shall be informed of its inclusion and permitted an opportunity to place a statement in the file addressing this addition. All administrative parties (executive committee, department chair, college/school advisory committee, ORU director or dean) having already reviewed the dossier will also be notified of the inclusion of the additional materials. Notification is not necessary for the addition of required statements to the promotion dossier during the regular review process by an executive committee, department chair, ORU director or dean.

B.4.5 Issues beyond the Scope of the Promotion and Tenure Process

In rare cases, a tenure or promotion review may raise issues that the tenure and promotion process is not well suited to resolve. For example, an accusation about academic integrity may be relevant to a decision about tenure or promotion, but may be difficult to resolve adequately in the tenure and promotion process. In such cases, the chair or dean, in consultation with the provost and president, may delay the tenure and promotion process until the matter is resolved by an appropriate body separate from the

tenure and promotion process.

Section C: Dossier Assembly (See Appendix A for a summary)

Dossiers must be assembled in the following order and with the specified supporting documentation. Tenured and tenure-track faculty are expected to complete all sections of the dossier that are applicable. Non-tenure track regular faculty are expected to complete two of the following sections corresponding to their primary area of excellence and supporting area of review:

- A. Educational Leadership
- B. Clinical Expertise
- C. Community Engagement
- D. Investigation and Inquiry
- E. Academic and Professional Service (can only be used as a secondary area of review)

C.1 Change in Academic Rank

All executive committee member, department chair, appointment promotion and tenure committee member, and dean votes and recommendations are recorded on the Recommendation for Change in Academic Rank/Status form. Votes are taken after the evidence is compiled, not before, and repeated voting to achieve unanimity is not endorsed. Faculty members may not vote on any matters affecting promotion from their own rank or higher ranks. This form will be released to you to use from the Provost and Dell Medical School Office of Faculty Affairs.

C.2 Dean's Statement

The Dean's statement should not duplicate information found in the chair's statement. This statement must contain the following (in no particular order):

- A. A summary of the committee's discussion; explanation of the rationale for the committee's vote and resulting recommendation; explanation of negative votes and abstentions (unexplained abstention will be interpreted as weak negative votes).
- B. Affirmation for accelerated review (if applicable).
- C. Independent assessment of the candidate's strengths and weaknesses.
- D. Explicit contextualization and assessment of the candidate's scholarly trajectory based on their demonstrated productivity, current and future (where relevant) and in-progress and in-preparation works (contained in supplemental materials).
- E. Interpretation of the significance of the review letters that are received and included in the dossier. It is not necessary to extensively quote the review letters.
- F. Clearly stated recommended action, which will be recorded on the change of rank form.
- G. In non-departmentalized colleges and schools, the dean must provide the additional information required in the department chair statement.

C.3 Department Chair's Statement

- A. A summary of the committee's discussion; explanation of the rationale for the committee's vote and resulting recommendation; explanation of negative votes and abstentions. (Unexplained abstention will be interpreted as weak negative votes.)
- B. Description of the standards of excellence in the discipline.

- C. Explanation for accelerated review (if applicable).
- D. Reflection on the mid-probationary review (applicable for tenure candidates only). If the written review is not included or available, that must be addressed.
- E. Independent assessment of the candidate's strengths and weaknesses.
- F. Information about the significance of the candidate's field to the strategic priorities of the department/college.
- G. Clearly stated recommended action, which will be recorded on the change of rank form.

C.4 Mid-Probationary Review (only applicable for tenure candidates)

A copy of the mid-probationary review must be included for all tenure candidates

C.5 Joint Department Chair's Statement (if applicable)

A department with a candidate holding a joint appointment must assemble and submit a dossier reflecting that department's independent assessment. The involved departments should share materials collected in support of the case. Where only one college is involved, the dossier is consolidated at the dean's office resulting in one college advisory committee vote and one dean's statement. Where two or more colleges are involved, there will be a separate college advisory committee vote and dean's statement.

C.6 Other Statement(s) (if applicable)

Additional statements describing candidate contributions may be provided by unit heads in a variety of circumstances including but not limited to the following examples:

- A. When a faculty member holds a courtesy position and has significant involvement in another department or center.
- B. When a faculty member is significantly engaged in the unit's activities but does not hold a courtesy position.
- C. Research faculty affiliated with a bureau, academic/research center, laboratory, institute, etc.

C.7 Curriculum Vitae and Other Dossier Information

This section includes the supporting documentation related to the curriculum vitae.

C.7.1 Curriculum Vitae

The candidate's dossier is to include a curriculum vitae (as opposed to a continuous faculty record) using the Dell Medical School format template. This template can be found on the Dell Medical School Faculty Affairs Website. CV should include the following elements (as applicable):

- All degrees, fields of study, dates awarded
- Professional registrations, licensures, certifications
- All academic employment and/or appointments including funding amounts and dates of affiliation
- Complete record of publications/scholarship/creative work including:
 - Publications and other evidence of scholarship/creativity listed according to the kind of entry (e.g. books, chapters, articles, reports, proceedings, performances, and other materials)
 - Identification of refereed works
 - Names of co-authors listed in the order they appear in the publication

- Clear designation of the candidate's role if it is not author (e.g. editor, translator, etc.)
- Works that are in preparation, submitted, under review, accepted, under contract, etc.
- Beginning and ending page numbers for articles (or total number of pages if page numbers are not available) and total number of pages for books and book chapters
- Scholarly presentations or creative performances/exhibitions
- Research contracts/grants/gifts and proposals (funded and submitted) including:
 - Sponsor name
 - UT Austin account number (as applicable)
 - Project title
 - Project/funding period
 - Co-PIs, affiliation, and relative effort of each, where appropriate
 - Funding amounts by year and amount under candidate's supervision
 - For proposals, an indication of the current status
- Research funding associated with external academic employment
- Patents issued and patents filed while in rank
- All advising and related student service including current placement of former graduate students
- Administrative and committee service, and academic-related professional and public service with dates
- Other evidence of merit or recognition

Do **not** duplicate information in the CV in other parts of the dossier unless specified in these guidelines.

C.7.2 Complete List of Publications and Scholarly/Creative Works

(Required for all tenured and tenure-track faculty as well as non-tenure track regular faculty for whom investigation and inquiry is one of the areas of excellence selected for review.)

The candidate must provide a complete list of publications and scholarly/creative works using the [template](#) provided by the provost's office.

Works must be grouped into the following four sections:

1. Works published (on in equivalent status), in press, accepted, or under contract while in current rank at UT Austin
2. Works published (on in equivalent status) while in current rank at other institutions
3. Works published (on in equivalent status) while in previous rank at UT Austin
4. Works published (on in equivalent status) while in previous rank at other institutions

The following is required as noted in the template:

- A. All candidates for tenure must list their dissertation/thesis title and dissertation/thesis advisor's name on the document (if applicable).
- B. All works must be listed in reverse chronological order.

- C. The names of co-authors who were in a student or other trainee status at the time of submission should be italicized.

Requirements for co-authored works listed in section 1:

- A. Indicate who the co-authors are and their status at the time of submission (e.g. current or former student, peer faculty, senior faculty, etc.).
- B. Include a brief qualitative statement of the candidate's contribution.

Requirements for forthcoming work:

- A. Forthcoming works that are in press, accepted, or under contract must be listed in section 1 and clearly labeled.
- B. Work in any other status (e.g. in progress, under review, etc.) may be listed on the CV but may not be listed in this document.
- C. Each forthcoming work listed on this document must be supported by clearly labeled documentation (e.g. letters of acceptance, contracts, or an email verifying status that is listed on the document). Include reviews where available.

C.8 Educational Leadership

This section includes the supporting documentation required to demonstrate excellence in Educational Leadership. The section is required for all tenured and tenure-track faculty that have been assigned a teaching role as well as non-tenure track regular faculty for whom this is one of the areas of excellence selected for review. All information in the educational leadership section should be compiled into a single PDF document.

C.8.1 Executive Committee Statement

The executive committee must provide a separate document assessing teaching performance that includes both the signatures and typed names of all executive committee members. The statement is required for all tenured and tenure-track faculty that have been assigned a teaching role as well as non-tenure track regular faculty for whom this is one of the areas of excellence selected for review. The document is to provide an explanation of the evaluation procedures and measures used and the assessment should:

- A. Discuss both learner evaluations and peer observation reports
- B. Discuss the candidate's willingness to teach courses for which there is strong student demand
- C. Describe the balance between undergraduate and graduate teaching, as applicable
- D. Discuss relevant evidence of merit or recognition for teaching excellence
- E. Describe and provide documentation of organized service learning instruction, as applicable
- F. Reflect familiarity with the teaching portfolio
- G. Describe participation on educational committees
- H. Describe supervision of medical students, graduate students, and trainees, as applicable
- I. Consider any special circumstances concerning the faculty member's teaching performance, including any innovative contributions described (e.g., innovative teaching methods, use of instructional technology, interdisciplinary

teaching, innovative curriculum development activities, supervision of undergraduate special project courses)

C.8.2 Candidate Teaching Statement

The candidate must provide in four (4) pages or less a personal statement of teaching philosophy, educational goals for the courses taught and how they were accomplished, description of any innovations or unique methods, specific areas of demonstrated improvement, and other material in a manner that will provide colleagues with a context for interpreting other evaluative information.

C.8.3 Summary of Instructional Activities

The tenured or tenure-track candidate must provide a summary of all teaching, advising and mentoring activities for the entire probationary period. Non-tenure track candidates must include activities for the previous three years. The teaching summary should include didactic, seminar and bedside teaching for medical students, graduate students and trainees. If the candidate has supervised graduate students or postdoctoral fellows, this section must include a list of the names of those supervised. For postdoctoral fellows supervised, candidates must list the fellow's name, institution awarding the PhD, and date conferred. It is helpful to briefly detail in a sentence or two what each of these are and what you do for each activity.

C.8.4 Peer Observation Reports

These reports are broad observations of the candidate's effectiveness as a teacher at the graduate and/or undergraduate levels by those faculty members conducting the in-class, bedside observations, or any setting where you are instructing students. The reports should cover such elements as clarity and organization of presentation, course content, rigor and fairness of student evaluations, appropriateness of methodology, and student outcomes.

Peer observations should be carried out repeatedly in the evaluation period of the candidate, ideally in the same class or supervisory situation over the course of multiple semesters. Particular attention should be paid to giving constructive advice during early observations, then following up with specific progress reports in subsequent semesters. Include in the dossier all reports of peer observations conducted while in rank.

Observation reports for the fall semester during which the candidate for promotion is expected to be reviewed (i.e., Fall 2018) should not be used unless absolutely necessary (i.e., this is the only semester for which the observation is possible). The executive committee is to consider the peer observations in their assessment of the candidate's teaching service record. It is best to use what you have learned from these observations and incorporate it into your teaching statement.

Forms are available on the Dell Medical School Faculty Affairs website. If there is not a form on the website that suits your needs please contact Dell Medical School Faculty Affairs for assistance. Each peer observation report is to include:

- A. Number and title of course observed, if applicable
- B. Date of report
- C. Date of observation
- D. Description of methods by which instructor engages students in learning

- E. Date on which the observation was discussed with the candidate
- F. Constructive advice
- G. Any specific improvement from previous peer observation reports
- H. Name and signature of observer(s)

UT Austin's Faculty Innovation Center has resources regarding Peer Review of Teaching:

<https://facultyinnovate.utexas.edu/opportunities/prof-dev/peer-observation>

C.8.5 Honors and Awards

The candidate should identify any honors or professional recognitions received for Educational Leadership. Executive Committee Statements should note the relative prestige of honors or professional recognitions received and distinguish between those awards made based on promise and those awarded based on accomplishment. If candidates took a program or course and received a certificate, this is not viewed as an award. Certificates can be placed in the supplemental folder section of the dossier.

C.9 Clinical Expertise

This section includes the supporting documentation required to demonstrate excellence in Clinical Expertise. If they choose clinical expertise (Healthcare delivery) as their primary area of interest/focus and service (i.e., to the profession e.g. participation in professional societies and meetings or to the community, etc.), then scholarship is less of an issue (although they should still document all scholarship, defined broadly).

C.9.1 Executive Committee Statement

The executive committee must provide a separate document assessing clinical expertise and clinical service that includes both the signatures and typed names of all the executive committee members. The statement is required for all tenured faculty that a clinical role and all non-tenure track regular faculty who have selected Clinical Expertise as their primary or secondary area of excellence. The document is to provide an explanation of the evaluation procedures and measures used and the assessment should:

- A. Discuss both patient health outcomes and quality/patient safety metrics, when applicable and available;
- B. Discuss the candidate's willingness to provide clinical services for the medically underserved in the community;
- C. Discuss relevant evidence of merit or recognition for clinical excellence;
- D. Reflect familiarity with the candidate's record of clinical innovations;
- E. Describe participation in relevant clinical committees;
- F. Describe supervision of medical students, graduate students and trainees, as applicable; and
- G. Consider any special circumstances concerning the faculty member's clinical performance

C.9.2 Candidate Statement on Clinical Service

The candidate must provide in four (4) pages or less a personal statement of clinical

service philosophy, clinical goals and how they were accomplished, description of any innovations or unique methods, specific areas of demonstrated improvement, and other material in a manner that will provide colleagues with a context for interpreting other evaluative information.

C.9.3 Summary of Clinical Activities

The tenured or tenure-track candidate must provide a summary of all clinical activities for the entire probationary period. Non-tenure track candidates must include activities for the previous three years. It is helpful to briefly detail in a sentence or two what each of these activities are and what you do for each activity.

C.9.4 Patient Outcomes

The candidate must provide a summary of all patient health outcomes and clinical feedback received while in rank, where available, listed in chronological order. The candidate must also include quality/patient safety metrics, where available. Candidates should reflect on what they learned from these outcomes and incorporate that into their candidate statement on clinical service.

C.9.5 Honors and Awards

The candidate should identify any honors or professional recognitions received for Clinical Expertise. Executive Committee Statements should note the relative prestige of honors or professional recognitions received and distinguish between those awards made based on promise and those awarded based on accomplishment. If candidates took a program or course and received a certificate, this is not viewed as an award. Certificates can be placed in the supplemental folder section of the dossier.

C.10 **Community Engagement**

This section includes the supporting documentation required to demonstrate excellence in Community Engagement.

C.10.1 Executive Committee Statement

The executive committee must provide a separate document assessing community engagement and innovation that includes both the signatures and typed names of all executive committee members. The statement is required for all tenured faculty that have a clinical role and all non-tenure track regular faculty who have selected Community Engagement as their primary or supporting area of excellence. The document is to provide an explanation of the evaluation procedures and measures used and the assessment should:

- A. Describe the faculty member's area(s) of work in the field;
- B. Identify and comment on those contributions considered to be of major significance and outstanding quality while in rank at UT Austin or since the most recent promotion;
- C. Include a brief statement of the basis for qualitative judgments in the area or discipline, including the standards used and how those standards were determined;
- D. Discuss the candidate's ability to build on the strengths and resources of the community and promote a co-learning and empowering process that

attends to social inequities;

- E. Describe the candidate's success in achieving predefined outcomes set forth for excellence in their works or projects;
- F. Be clear about the norms of the field and indicate, for example, the quality of the outlets for a candidate's work (i.e., lay or professional media, journals, etc.); and
- G. For tenure-track candidates, assess the level of independent scholarly activity while at UT Austin

C.10.2 Candidate Statement on Community Engagement

The candidate must provide in four (4) pages or less a personal statement of community engagement philosophy, goals and how they were accomplished, description of any innovations or unique methods, specific areas of demonstrated improvement, and other material in a manner that will provide colleagues with a context for interpreting other evaluative information.

C.10.3 Summary of Community Engagement Activities

The tenured or tenure-track candidate must provide a summary of all community engagement activities for the entire probationary period. Non-tenure track candidates must include activities for the previous three years. It is helpful to briefly detail in a sentence or two what each of these activities are and what you do for each activity. Dell Medical School Faculty Affairs currently does not have an example to show, however you can follow a similar format to the *Summary of Clinical Activities* or the *Summary of Instructional Activities* found on the Dell Medical School Faculty Affairs Website.

C.10.4 Community Outcomes

The tenured or tenure-track candidate must provide a summary of all evaluations and feedback received for community engagement or participatory research projects for the entire probationary period, where available, listed in chronological order. Candidates should reflect on what they learned from these evaluations and feedback, and incorporate that into their candidate statement on community engagement.

C.10.6 Honors and Awards

The candidate should identify any honors or professional recognitions received for Community Engagement. Executive Committee Statements should note the relative prestige of honors or professional recognitions received and distinguish between those awards made based on promise and those awarded based on accomplishment. If candidates took a program or course and received a certificate, this is not viewed as an award. Certificates can be placed in the supplemental folder section of the dossier.

C.11 Investigation and Inquiry

This section includes the supporting documentation required to demonstrate excellence in Investigation and Inquiry.

C.11.1 Executive Committee Statement

The executive committee must provide a separate document assessing the research/scholarly/creative contributions that includes the typed names and signatures

of all executive committee members. The statement is required for all tenured and tenure-track faculty as well as non-tenure track regular faculty for whom this is one of the areas of excellence selected for review. The summary statement should:

- A. Describe which area(s) of the field is the focus of the faculty member's work;
- B. Identify and comment on those items that are considered to be of major significance or outstanding quality while in rank at UT Austin or since the most recent promotion, as appropriate;
- C. Include a brief statement of the basis for qualitative judgments in the area or discipline;
- D. Describe how the executive committee evaluators conducted their review, including the standards used;
- E. Be clear about the norms of the field and indicate, for example, the quality of the outlets for a candidate's work (i.e., journals, presses, art galleries, performance venues, etc.);
- F. Explain the norms of co-authorship, where applicable, and whether a peer review was involved;
- G. Explain, where applicable, reasons for counting non-traditional outlets favorably for research/scholarly/creative activity, (e.g., textbooks, continuing education presentations, governmental or industrial service, etc.); and
- H. Describe how the candidate's research fits within the context of their field and explain it in a way that is accessible to those outside of their field.

C.11.2 Candidate Statement on Investigation & Inquiry

The candidate must provide in four (4) pages or less a statement of accomplishments, goals, and future plans in the area of research, scholarship, and creativity. Candidates for promotion to the rank of associate professor should focus primarily on accomplishments since first appointed as assistant professor (which may include work as an assistant professor at another institution), and are encouraged to articulate a plan for sustaining their program. All other candidates should focus primarily on accomplishments while in rank. Actively seeking and successfully obtaining external funding is a consideration for promotion and success in funding must be addressed in the candidate's statement.

C.11.3 Honors and Awards

The candidate should identify any honors or professional recognitions received for their research or scholarly work. Executive Committee Statements should note the relative prestige of honors or professional recognitions received and distinguish between those awards made based on promise and those awarded based on accomplishment. If candidates took a program or course and received a certificate, this is not viewed as an award. Certificates can be placed in the supplemental folder section of the dossier.

C.12 **Academic & Professional Service**

Administrative and Professional Service cannot be selected as a primary area of review. It can be used as a secondary/additional area of review. The section is required for all tenured and tenure-track faculty that have been assigned a teaching role as well as non-tenure track regular faculty for whom this is one of the areas of excellence selected for review.

C.12.1 Executive Committee Statement

The executive committee must provide a separate document assessing the service in a separate document that includes the signatures and typed names of all executive committee members. The statement should:

- A. Discuss the candidate's contributions in the two broad service areas during at least the last three years
- B. Describe the nature of activities cited in support of the recommendation, and assess the quality of the service contributions.
- C. Discuss outstanding service in scholarly or professional organizations and its significance
- D. Be clear about the relative prestige of honors or professional recognitions received and distinguish between those awards made based on promise and those awarded based on accomplishment.

C.12.2 Candidate Statement on Service

The candidate must provide in four (4) pages or less a statement of accomplishments, goals, and future plans in the area of service. Candidates should focus primarily on accomplishments while in rank.

C.12.3 Summary of Administrative & Community Service Activities

Candidates must prepare a summary of significant administrative and community service while in rank. Positions of leadership, such as chairing a committee, should be noted along with honors or professional recognitions received for their service work. Administrative activities are activities you are involved in that are required to perform your job. Community service activities are activities you are involved in around Austin. These are usually considered local. It is helpful to briefly detail in a sentence or two what each of these activities are and what you do for each activity.

C.12.4 Summary of Academic & Professionally Related Public Service

Candidates must prepare a summary of service in scholarly or professional organizations. Positions of local, regional or national leadership should be noted along with honors or professional recognitions for their service work. Academic services are activities you are involved in at the University, other universities, or academic related local, regional, or national level committees and memberships that are not required to perform your job, (e.g. Member of a Board Review, or Faculty Bylaws Committee). Professionally related services are typically activities you are involved in on a more regional, or national level, related to your field, (e.g. Chair of AAMC subcommittee).

C.13 Review Letters

C.13.1 Tenured and Tenure-Track Titles

A minimum of five external review letters must be compiled that evaluate the contributions and accomplishments of the candidate. All letters must come from external reviewers from peer institutions/programs who have an understanding of the academic setting and the standards against which the area benchmarks itself. The emphasis of the review is to evaluate the research/scholarly/creative contributions and other accomplishment of the candidate, and to summarize his or her professional standing.

C.13.2 Non-Tenure Track Regular Faculty

A minimum of four review letters must be compiled that evaluate the contributions and accomplishments of the candidate. Two letters must come from external reviewers and should speak to the candidate's level of reputation. All contributions and accomplishments of these candidates should be evaluated where applicable, but special emphasis should be given to teaching performance and the other principal contribution area(s) selected.

The following materials will be placed in the promotion dossier:

C.13.4 Chart of Reviewers

All solicited review letters received concerning a candidate must be included in the candidate's dossier. The department is to prepare chart of all reviewers solicited using the [template](#) provided by the Provost's Office. Group by Received, Declined, and No Response, and list in alphabetical order by last name within each group providing the following information:

- A. Name and rank or title of reviewer;
- B. Name of institution (including the department) or other agency with which the reviewer is affiliated;
- C. Brief statement about why the individual was selected;
- D. Other relevant information about the reviewer that would assist those involved in the process who are not practitioner's in the candidate's field;
- E. Indicate whether selected by department or candidate;
- F. Indicate date received for letters and declinations;
- G. Include the reason for declination, if provided; and an
- H. Include an explanation for any deviations from those considerations listed in section

C.13.5 Sample Solicitation Letter

Sample letters for departments and schools to use in soliciting letters from reviewers are available from the Dell Medical School Office of Faculty Affairs. Departments may tailor these letters to their individual circumstances. However, all reviewers must be informed that, under Texas law, we cannot ensure the confidentiality of letters from reviewers. Letter writers also must be informed of any extension to the probationary period. The request also needs to include a request for a shortened version of the reviewers CV, which will be included with the letter in the dossier.

C.13.6 List of Materials sent to Reviewer

Provide a listing of all materials (e.g. CV, research statement, names of significant works) that were sent to the reviewers to facilitate their evaluation of the candidate.

C.13.7 Letters Received

Place the letters in alphabetical order by last name. Make note in the upper right-hand corner of the first page of each letter whether the executive committee, candidate, or both, nominated the letter writer. This notation should match the information provided on chart of reviewers.

All solicited letters received must be included in the candidate's dossier. A

short version of the reviewer's CV or résumé is to be included behind each letter.

C.13.8 Declinations

Place any declination correspondence in alphabetical order by last name behind the letters received. A CV is not required.

C.13.9 Unsolicited Letters

Place the letters in alphabetical order by last name. A CV is not required.

C.14 Additional Statements

Any additional, non-required statements added to the file as a result of the candidate's review before executive committee deliberations or received after the candidate's review shall be date stamped and placed in a separate folder.

C.15 Supplemental Materials (if applicable)

Supplemental materials shall accompany the promotion file at each level of review and be made available to all internal parties to whom its content is relevant for their review, deliberations and/or vote. Supplemental materials should be submitted to the central administration electronically in UT Box. (The Dean's Office should consult with the Provost's Office before making an exception to this requirement.)

C.15.1 Learner Evaluations

The candidate must provide a summary of all learner evaluations while in rank, grouped by course or experience and listed in chronological order. Dell Medical School will prepare a summary report of each candidate's course evaluations for lectures taught to medical students, when applicable. (These will be placed in the supplemental folder in the following order: medical student evaluations, resident evaluations, and continuing medical education evaluations. Please clearly label each with a header.)

C.15.2 Letters Solicited from Collaborators

The department is to prepare a separate chart of reviewers for letters solicited from collaborators, listed in alphabetical order by last name, using the template provided by the Provost's Office. Letters solicited from collaborators must be placed behind the chart of reviewers in a section separate from those solicited from arm's length reviewers and will not count toward the minimum number of letters that are required. A CV is not required.

C.15.3 Letters Solicited from Mentees

The candidate should solicit letters from mentees. This could be undergraduate students, medical students, graduate students, post-doctoral, residents or junior colleagues, in which they have mentored over a period of time. It is best to get letters from mentees that have gone on to be successful or accomplished. They need to be placed in alphabetical order by last name. A CV or chart is not required.

C.15.4 Other Supplemental Materials

In addition to the required materials described in these Guidelines, candidates have the discretion to include any materials that they believe are relevant to the promotion or tenure decision. Provide a table of contents as a coversheet to the other supplemental materials.

C.15.5 Five Most Significant Works

Required for all tenured and tenure-track faculty as well as non-tenure track regular faculty for whom investigation and inquiry is one of the areas of excellence selected for review. The candidate is to make the selection of the five most significant works and provide an introductory paragraph for each work that tells the significance of the work and its impact on the field. Tenured associate professor candidates for promotion to full professor should select the five most significant works while in their current rank. Include a listing of the five works in the dossier.

The five most significant works should accompany the dossier as far as the central administration. Include reviews, when available. The five most significant works will be placed with the other supplemental materials, not in the dossier.

C.15.6 Other Publications

Copies of scholarly works must accompany the dossier as far as the dean's office. The dean is responsible for ensuring that the scholarly works correspond to the CV. Candidates being considered for tenure should include all scholarly works. Other candidates should include all scholarly works produced while in rank.

C.15.7 Selected Instructional Materials (Also known as Teaching Portfolio)

Required for all faculty for whom Educational Leadership is one of the areas of excellence selected for review. The candidate is to include selectively chosen examples of instructional or curricular materials appropriate for a teaching portfolio, such as syllabi, handouts, problem sets, and other written materials developed for courses; computer-assisted instructional aids; examinations. These materials do not accompany the dossier beyond the dean's office. If the candidate mentions a specific course or material that was disseminated to students in their teaching statement, it is best to include a copy of it in this section.

C.15.8 Selected Clinical Innovations

The candidate is to include selectively chosen examples of materials, clinical innovations or other scholarly work and summarize (one page or less) the impact of these works on the mission of Dell Medical School.

C.15.9 Selected Community Engagement Innovations

The candidate is to include selectively chosen examples of community-engagement materials, innovations or other scholarly works and summarize the impact of these works (in 1 page or less) in support of the mission of Dell Medical School. If any innovations were discussed in the candidate's community engagement statement, then examples of the innovations should be included in this section.

Section D: Outcomes

D.1 President Conferences

The dossiers will be discussed by the President's Review Committee at scheduled times in January, February, and March. Each dean will attend for his or her college or school. In some cases, in order to make a determination in the best interest of the university, the president may request that formal assessments of a candidate's contributions and achievements be sought from additional experts in the field, or that key stakeholders be invited to address questions not resolved by the record presented or in the conference with the dean.

D.2 Announcement of Decisions

The Office of the President will formally notify deans of the results of the spring promotion conferences, including those pending cases where an action of terminal appointment is being considered. Every effort will be made to do so no later than Monday, March 22, 2021. Deans shall ensure that candidates are informed of the decisions made about their cases within three business days of receiving notification from the president.

The President's Committee will revisit all terminal appointment-pending cases in April. Final arguments, if submitted, will be considered at this time. The president will endeavor to notify deans of the final action on Terminal Appointment Pending cases by Friday, May 14, 2021.

D.3 Final Arguments in Terminal Appointment Pending Cases

A tenure-track candidate whose case is Terminal Appointment Pending may present further arguments to the president before the case is decided. Address final arguments to the president and deliver (hard copy) to the provost's office, Main Building 201, or electronic copy to evpp-aps@utexas.edu by Friday, April 30, 2021. The president will refer the written arguments to the department and college/school for additional comment before reaching a final decision.

D.4 Request for Review by the Committee of Council on Academic Freedom & Responsibility (CCAFR)

The candidate or the president may request a review of the case by the Committee of Counsel on Academic Freedom and Responsibility (CCAFR). Such a review is limited to one or both of the following:

1. to determine whether, in its judgment, the procedures followed in the candidate's case accorded with both the university's and commonly accepted professional standards for promotion and tenure; and
2. whether the decision was based upon a violation of the faculty member's academic freedom. CCAFR shall not review disputes about professional judgments on the merits of the faculty member's record.

A request for review shall describe the procedural irregularity being asserted and/or the alleged violation of academic freedom being asserted and how it impacted the decision. Candidates have until Friday, April 30, 2021, to submit a request for review to CCAFR (Office of the General Faculty, WMB 2.102, F9500) and provide a copy to the provost (MAI 201, G1000 or evpp-aps@utexas.edu). The provost's office will distribute copies of the request to the dean and department chair.

CCAFR may delegate its work to a subcommittee of no fewer than three members. CCAFR shall

report to the president, with a copy to the candidate, by Tuesday, May 25, 2021. The president will consider the subcommittee's report and advise CCAFR of the outcome of the case. The president may extend the time for the subcommittee to perform its work.

D.5 Reconsideration of a Promotion and Tenure Decision in the Terminal Year

The university has no obligation to provide a faculty member with reconsideration of a tenure decision during the terminal year; however, a department may request it based on submission of substantial new evidence by the candidate. The department is responsible for assessing whether new evidence of productivity presented by a candidate is substantial in nature and sufficiently compelling to merit reconsideration of the decision. Such a review is to examine any new evidence (i.e., evidence not previously considered) to determine whether it clearly demonstrates that the decision made the prior year should be reversed.

If a determination of compelling new evidence is made in a terminal year case, the department will prepare a new promotion file focusing on the new evidence and submit this, along with the previous year's dossier, to each level in the review process. The budget council/executive committee shall prepare an assessment of the new evidence put forward in each area of contribution.

Reconsideration during the terminal appointment year does not entitle a candidate to an additional terminal year.

D.6 Grievances

Nothing in this document is intended to alter a candidate's right to use the university's existing grievance processes as described in HOP 2-2310.

An individual who alleges evidence of an infringement of the Constitution or laws of Texas or the United States may present a grievance in person or through a representative, to the provost, who shall meet with the faculty member. A faculty member may request a review by a hearing tribunal by submitting a written request to the president describing in detail the facts relied upon to prove that the decision was made for reasons that are unlawful. If the president determines that the alleged facts, if proven by credible evidence, support a conclusion that the decision was made for unlawful reasons, such allegations shall be heard by a hearing tribunal in accordance with procedures in Regent's Rule 31008 and the institutional faculty grievance procedure HOP 2-2310.

D.7 Resources

- A. For assistance with the General Guidelines or the promotion and tenure process generally: Office of the Executive Vice President and Provost at (512) 471-3007 or evpp-aps@utexas.edu.
- B. To speak with a neutral third party about individual concerns: Faculty Ombuds at (512) 471-5866.
- C. For questions about procedural or academic freedom concerns: Chair of the Committee of Counsel on Academic Freedom and Responsibility (CCAFR) through the Office of the General Faculty at (512) 471-5934.

Appendix

Summary of Dossier Preparation and UT Box PDF File Names and Contents

INSTRUCTIONS FOR DEPARTMENT STAFF:

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 folder with the candidate's name.

When uploading files to UT Box please be sure to only upload original versions. 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 Affairs. To avoid this, delete the old version from the box file, before uploading a new one.

DOSSIER FOLDER

PDF File Name in UT Box	PDF Document Contents
01_ Change in Rank Form.pdf	Word version of Chang in Academic Rank Form
02_ Dean Statement.pdf	Statement from the Dean
03_ Chair Statement.pdf	Statement from the Chair of the Primary Department
04_ Mid-Probationary Review.pdf	Copy of Mid-Probationary Review (Only applicable for tenure and tenure track candidates)
05a,b,c_Other Statement_CSU Title.pdf	Statement from the Joint, Courtesy, or other Department Chair/Center Director (If applicable: statements from units where the candidate holds a Joint or Courtesy appointment should appear before statements from other departments.)
06_CV.pdf	Curriculum Vitae
07_ Publications and Scholarly-Creative Works.pdf	<p>Template provided by the provost office. Required for all tenured and tenure-track faculty as well as non-tenure track regular faculty for whom selected Investigation and Inquiry as an area of excellence or review.</p> <p>Complete list of all publications and scholarly/creative works published (or in an equivalent status) in reverse chronological order and grouped into four sections as applicable:</p> <p style="padding-left: 40px;">Candidate's dissertation/thesis title and dissertation/ thesis advisor's name (Only applicable for tenure candidates)</p> <p style="padding-left: 40px;">Co-authors who were in a student or other trainee status at the time of submission should be noted in <i>italics</i>.</p> <p style="padding-left: 40px;">1. Works published (or in equivalent status), in press, accepted, or under contract while in current rank at UT Austin</p>

	<p>2. Works published (or in equivalent status) while in current rank at other institutions</p> <p>3. Works published (or in equivalent status) while in previous ranks at UT Austin</p> <p>4. Works published (or in equivalent status) while in previous ranks at other institutions</p> <p>Co-authored works listed in section 1 should indicate who the co-authors are (e.g., current or former students, peers or faculty colleagues at UT Austin or at another institution). Include a <u>brief</u> qualitative statement of contribution for each co-authored work.</p> <p>Forthcoming works that are In Press, Accepted, or Under contract should be listed in section 1 and clearly labeled. Include clearly labeled supporting documentation (e.g., contracts from editors, publishing houses, producers, galleries, or other conduits for scholarly and/or creative work, and include reviews, where available</p>
08_Educational Leadership.pdf	<p>Executive Committee Statement with typed names and signatures of all executive committee members.</p> <p>Candidate Statement (4 pages or less; does not have to be signed.)</p> <p>Summary of Instructional Activities</p> <p>Peer Observation Reports</p> <p>Honors and Awards</p> <p>* Please note that learner evaluations, teaching certifications, and selected instructional materials go in the supplemental material section.</p>
09_Clinical Expertise.pdf	<p>Executive Committee Statement with typed names and signatures of all executive committee members.</p> <p>Candidate Statement (4 pages or less; does not have to be signed.)</p>

	<p>Summary of Clinical Activities</p> <p>Patient Outcomes</p> <p>Honors and Awards</p> <p>*Please note that certificates for courses taken will go in the supplemental section.</p>
10_Community Engagement.pdf	<p>Executive Committee Statement with typed names and signatures of all executive committee members.</p> <p>Candidate Statement (4 pages or less; does not have to be signed.)</p> <p>Summary of Community Engagement Activities</p> <p>Community Outcomes</p> <p>Honors and Awards</p> <p>*Please note that certificates for courses taken will go in the supplemental section.</p>
11_ Investigation and Inquiry.pdf	<p>Executive Committee Statement with typed names and signatures of all executive committee members.</p> <p>Candidate Statement (4 pages or less; does not have to be signed.)</p> <p>Honors and Awards</p> <p>*Please note that certificates for courses taken will go in the supplemental section.</p>
12_Academic and Professional Service.pdf	<p>Executive Committee Statement with typed names and signatures of all executive committee members.</p> <p>Candidate Statement (4 pages or less; does not have to be signed.)</p> <p>Summary of Administrative & Community Service</p> <p>Summary of Academic and Professionally Related Service</p>
13_Chart of Reviewers.pdf	<p>Chart of Reviewers grouped by Received, Declined, and No Response listed in alphabetical order by last name within each group.</p>

	<p>Sample of Solicitation Letter</p> <p>List of Materials sent to reviewer with solicitation letter (on a separate page with in this PDF, include a header named “List of Materials Sent to Reviewer”) Any material that was sent to the reviewers will be included here.</p> <p>Please DO NOT duplicate the candidate’s CV here. If your solicitation letter lists that a CV was included, please still list it on the List of Materials.</p>
14a,b,c_ltr_last name-Institution.pdf	<p>File Letters individually in alphabetical order by last name - coded in upper right-hand corner of the first page of each letter whether the executive committee, candidate, or both, nominated the letter writer. Must match the information provided on the chart of reviewers.</p> <p>Letter writer CV or resume behind each letter.</p>
15_Declinations.pdf	All declinations correspondence in alphabetical order by last name (if received). No CV required.
16_Unsolicited.pdf	All unsolicited letters in alphabetical order by last name (if received). No CV required. These do not need to be filed individually, please file them in one PDF, if you have more than one.

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 before the Executive committee deliberations or received afterwards 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

This is a separate folder and all supplemental materials must be submitted to the central administration electronically in UT Box. (The Dean’s Office should consult with the Provost’s Office before making an exception to this requirement.)

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 a separate PDF document.
02_Letters Solicited from Collaborators.pdf	Chart of collaborators listed in alphabetical order by last name. (Can use the same chart of reviewer template used in section C.13.4 on page 20) All solicited letters in alphabetical order by last name behind the chart (If received). No CV required.
03_Letters Solicited from Mentees.pdf	Chart of mentees listed in alphabetical order by last name. (Can use the same chart of reviewer template used in section C.13.4 on page 20) All solicited letters in alphabetical order by last name behind the chart (If received). No CV required.
04_Other Supplemental Materials.pdf	Items submitted by the candidate - should include a table of contents (If submitted) Certificates from courses completed, if applicable.
05a,b,c_Learner Evaluations_(Medical Student, Resident, CME).pdf	Medical Student Evaluations Resident Evaluations CME Evaluations Must be properly labeled with a header, each in a separate PDF document.
06a,b,c_Five Most Significant Works(##-Title).pdf	Five Significant Works – This is different than the scholarly record document. Please see p. 22 for more information. (Only required for Tenure, Tenure- Track, and Non-Tenure Track being reviewed under Investigation and Inquiry.)
07a,b,c_Other Publications (##-Title).pdf	Other Publication submitted by the candidate (Stays in the Dean's Office)
08_Selected Instructional Materials	This is a copy of your teaching portfolio (See page 22 for more information)

	Only required if Educational Leadership is selected as an area of excellence.
09_Selected Clinical Innovations	Examples of materials, clinical innovations or other scholarly work
10_Selected Community Engagement Innovations	Examples of community-engagement materials, innovations or other scholarly works.