

## 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 pertaining to the candidate.

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_Dean Statement.pdf	Statement from Dean <ul style="list-style-type: none"> <li>For Professor title series dossiers only.</li> <li>Office of Faculty Academic Affairs will upload to the dossier.</li> </ul>
02_Chair Statement.pdf	Statement from Department Chair of Primary Department
03_Joint Chair Statement.pdf	Statement from the joint Department Chair (if applicable)
04_CV.pdf	Updated CV using Dell Med CV template
05_Candidate Impact Statement.pdf	<ul style="list-style-type: none"> <li>Candidate Impact Statement (4 pages or less. Does not have to be signed.)</li> <li>For faculty that have designated Investigation and Inquiry as their Area of Excellence: The <u>NIH mean Relative Citation Ration (RCR) index</u> must be included in the statement as a link to the faculty member’s iCite profile.</li> <li>For faculty that have designated Investigation and Inquiry as their Area of Excellence: Summary of External Research Grants (Office of Faculty Academic Affairs will provide to faculty for review before uploading to the dossier.)</li> </ul>
06_Summary of Reviewers.pdf	<ul style="list-style-type: none"> <li>Grouped by Received, Declined, and No Response</li> <li>Reviewers listed in alphabetical order by last name within each group. Use the Summary of Reviewers Template.</li> <li>Correspondence from Declinations. All declinations correspondence placed in alphabetical order by last name (if received). CV is not required.</li> <li>Sample of Solicitation Letter/Email</li> </ul>

	<ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>Please note:</b> CV can be listed as material sent to reviewer. But DO NOT include CV in this PDF.</p>
07a, b, c_ltr_Last name-Institution.pdf	<ul style="list-style-type: none"> <li>Place individual letters in alphabetical order by last name.</li> <li>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 Summary of Reviewers.</li> <li>Each letter should include CV of internal/external reviewer.</li> <li>Letters received after EC review go in the Supplemental Materials Folder.</li> </ul>

### 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	<ul style="list-style-type: none"> <li>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.</li> <li>The last name in the file name refers to who wrote the statement, i.e. Chair or Candidate.</li> <li>All statements must include the date the information was added to the dossier.</li> </ul>

## SUPPLEMENTAL MATERIALS FOLDER

PDF File Name in UT Box	PDF Document Contents
01a, b, c_Learner Evaluations_(Medical Student, Resident, Fellow, CME).pdf	<ul style="list-style-type: none"> <li>• Learner evaluations from medical students, residents, fellows, CME</li> <li>• 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.</li> </ul>
02_Summary of Instructional Activities	<ul style="list-style-type: none"> <li>• Recommended for professional-track faculty that have designated Educational Leadership as their Area of Excellence.</li> <li>• Candidates may include activities for the previous three years.</li> </ul>
03_Selected Instructional Materials	<ul style="list-style-type: none"> <li>• Copy of Teaching Portfolio: selectively chosen examples of instructional or curricular materials.</li> <li>• Recommended for professional-track faculty that have selected Educational Leadership as Area of Excellence.</li> <li>• Should include a table of contents with very brief description/relevance of items.</li> </ul>
04_Five Most Significant Works Completed in Rank (FOLDER) File naming convention in folder: 01_List of five significant works 02_Short_title for first significant work through 06_Short_title for the fifth significant work	<ul style="list-style-type: none"> <li>• PDF describing the five most significant works created using the List of Five Most Significant Works template from the Dell Med Office of Faculty Academic Affairs Promotion and Tenure webpage.</li> <li>• Recommended 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.</li> <li>• 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 separate PDFs.</li> </ul>
05_Summary of Clinical Activities	Recommended for professional-track faculty that have selected Clinical Expertise as Area of Excellence.
06_Selected Clinical Innovations.pdf	<ul style="list-style-type: none"> <li>• Examples of materials, clinical innovations, or other scholarly works.</li> <li>• Should include a table of contents with very brief description/relevance of items.</li> </ul>
07_Clinical Outcomes	If available and applicable, it is recommended that the candidate include clinical outcome information.
08_Letters from Collaborators.pdf	<ul style="list-style-type: none"> <li>• Chart of collaborators listed in alphabetical order by last name.</li> </ul>

	<ul style="list-style-type: none"> <li>• Can use the Summary of Reviewers Template.</li> <li>• All letters placed in alphabetical order by last name after the chart of collaborators. CV is not required.</li> </ul>
09_Letters from Mentees.pdf	<ul style="list-style-type: none"> <li>• Chart of mentees listed in alphabetical order by last name.</li> <li>• Can use the Summary of Reviewers Template.</li> <li>• All letters placed in alphabetical order by last name after the chart of mentees. CV is not required.</li> </ul>
10_Correspondence from Reviewers Received After EC Review	<ul style="list-style-type: none"> <li>• Reviewer letters received after EC Review placed in alphabetical order by last name.</li> <li>• 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 Summary of Reviewers.</li> <li>• Each letter should include CV of internal/external reviewer.</li> </ul>
11_Additional Materials Required by Secondary Academic Unit (FOLDER)	If applicable, this folder should be used to contain materials required by the non-primary joint appointment unit (department, college, school).
12_Optional Impact of Professional Disruption Statement	Optional Impact of Professional Disruption Statement
13_a,b,c_Student Comments_Semester NameYY-Course#.pdf	Each set of student comments should be separate PDF document.
14_Other Supplemental Materials.pdf	<ul style="list-style-type: none"> <li>• Items submitted by the candidate.</li> <li>• Should include a table of contents with very brief description/relevance of items.</li> <li>• PDF/screenshot of the “Results” page that pertains to candidate’s iCite link. For more guidance, please see the instructions for NIH mean RCR index on the Promotion and Tenure Resource Library for Faculty on the Dell Med Office of Faculty Academic Affairs Promotion and Tenure webpage.</li> <li>• CV updates, if applicable.</li> </ul>