Summary of Dossier Preparation – Tenured and Tenure-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_Dean Statement.pdf	Statement from Dean • Office of Faculty Academic Affairs will upload to the dossier.
02_Chair Statement.pdf	Statement from Department Chair of Primary Department
03a,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.
04_CV.pdf	• Updated CV using Dell Med CV template from the Dell Med Office of Faculty Academic Affairs Promotion and Tenure webpage.
05_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.
06_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 • Honors and Awards

07_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 mean RCR index .**) • List of Five Most Significant Works Completed in Rank: Tenure-track and tenured candidates must identify the five most significant works completed in rank and provide a list using the List of Five Most Significant Works template from the Dell Med Office of Faculty Academic Affairs Promotion and Tenure webpage. • Summary of External Research Grants • Honors and Awards
08_Academic and Professional Service.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 Administrative and Professional Service Activities • Honors and Awards
09_Summary of Reviewers.pdf	• Grouped by Received, Declined, and No Response • Reviewers listed in alphabetical order by last name within each group. Use the Summary of Reviewers template from the Dell Med Office of Faculty Academic Affairs Promotion and Tenure webpage.
10a,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 external reviewer. This information must match what is listed on the Summary of Reviewers. • Each letter should include CV of external reviewer.

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. • All statements must include the date the information was added to the dossier.

SUPPLEMENTAL MATERIALS FOLDER

PDF File Name in UT Box	PDF Document Contents
01_Mid-Probationary Review Summary.pdf	Copy of Mid-Probationary Review Summary • Only applicable for tenure-track candidates • Office of Faculty Academic Affairs will upload to the dossier.
02_Comprehensive Periodic Review Report	Copy of Comprehensive Periodic Review Report • Only applicable for associate professors with tenure that have undergone comprehensive periodic review at UT Austin. • Office of Faculty Academic Affairs will upload to the dossier.
03_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	• Required for all tenured and tenure-track faculty. • 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. • 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.
04_Sample Solicitation Letter	• PDF of Sample of Solicitation Letter/Email sent to reviewer.
05_List of Materials Sent to Reviewer	• List of all materials that were 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.

06_Correspondence from External Reviewers Who Did Not Provide an Evaluation	• All declinations correspondence placed in alphabetical order by last name (if received). CV is not required.
07_Correspondence from Reviewers Received after Executive Committee Review	• Letters from external reviewers received after executive committee review must be included in this folder 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 external reviewer. This information must match what is listed on the Summary of Reviewers. • Each letter should include CV of external reviewer.
08_Letters Solicited from Collaborators.pdf	• Chart of collaborators listed in alphabetical order by last name. • Can use the Summary of Reviewers template from the Dell Med Office of Faculty Academic Affairs Promotion and Tenure webpage. • All solicited letters placed in alphabetical order by last name after the chart of collaborators. CV is not required.
09_Letters Solicited from Mentees.pdf	• Chart of mentees listed in alphabetical order by last name. • Can use the Summary of Reviewers template from the Dell Med Office of Faculty Academic Affairs Promotion and Tenure webpage. • All solicited letters placed in alphabetical order by last name after the chart of mentees. CV is not required.
10_a,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.
11_a,b,c_Student Comments_Semester NameYY-Course#.pdf	• Each set of student comments should be separate PDF document.
12_Peer Observation of Teaching.pdf	• Peer Observation of Teaching reports while in rank.
13_Selected Instructional Materials.pdf	• Copy of Teaching Portfolio: selectively chosen examples of instructional or curricular materials. • Required for all tenured and tenure-track faculty. • Should include a table of contents with very brief description/relevance of items.

14_Selected Clinical Innovations.pdf	• Examples of materials, clinical innovations, or other scholarly works. • Should include a table of contents with very brief description/relevance of items.
15_Clinical Outcomes	• If available and applicable, the candidate may include clinical outcome information.
16_Additional Materials Requested by Secondary Academic Unit (FOLDER)	• If applicable, this folder should be used to contain materials required by the non-primary joint appointment unit.
17_Impact of Professional Disruptions Statement	• Optional: Impact of Professional Disruption Statement
18_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. • Required for all tenure and tenure-track faculty: 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 Dell Med Office of Faculty Academic Affairs Promotion and Tenure webpage. • CV updates, if applicable.