

Tenured and Tenure-Track Faculty

Promotion Readiness and Areas of Excellence

Presented by: The Office of Faculty Academic Affairs

Resources available on our webpage:

<https://intranet.dellmed.utexas.edu/public/promotion-and-tenure-information>

Questions? Please reach out to us: DellMedFacultyAffairs@austin.utexas.edu

This slide deck will cover:

- How to determine readiness for promotion
 - Time at rank
 - Contributions to the academic mission – impact & trajectory
- Scholarship, Impact, Geographic Reputation
- NIH mean Relative Citation Ratio index
- Areas of Excellence and Areas of Review
- Online Resources

Information related to Time in Rank:

- Minimum Amount of Qualifying Service at UT Austin
 - All faculty must have a minimum of 2 years in rank at UT Austin before review by the Dell Med APT committee and the President's Committee for promotion.
- Election to Combine Service from a Previous Institution:
 - Up to 3 years of time in equivalent rank at institution(s) **immediately** preceding your appointment at Dell Med can be counted towards requisite time in rank for tenured and tenure-track faculty.
 - Careful consideration with your Department Chair/designate
 - Faculty must follow process for formal request to elect to combine service.
- Probationary period extensions:
 - Tenure-track faculty may request up to 3 probationary period extensions.
 - Reference: [Probationary Period Extensions for Tenure-Track Faculty](#)
- Leave Without Pay: If a tenure-track faculty member goes on any Leave Without Pay for any reason (health, personal, etc.), then that academic year does not count towards their probationary period. Please let OFAA know if this occurs so that we can help update the tenure-clock documentation as applicable.

Requisite time in rank for promotion: Tenured faculty

Tenured faculty: 6 years

- You **may** prepare and submit your dossier during the spring of your 5th year in rank, which will then be considered during fall of the same calendar year, with promotion becoming official on September 1 of the following calendar year (at the conclusion of your 6th year in rank).

For Tenured faculty - Promotion in rank is based on:

- Elapsed time in your current rank, aka 'effective years at rank'
- Accomplishments **during** time at rank
- Scholarship
 - Impact / Influence of Scholarship
 - Trajectory

Has sufficient 'effective years at rank'	Impactful scholarship with strong trajectory?	Ready for promotion?
yes	no	no
yes	yes	yes
no	yes	no*
*in some exceptional cases accelerated promotion is appropriate		

Tenure-Track faculty – Promotion review is based on:

- Elapsed time on your tenure clock, aka 'years of probationary service'
- Accomplishments **during** the tenure clock/time at rank
- Mandatory review year
- Scholarship
 - Impact / Influence of Scholarship
 - Trajectory

Normative period for review: Tenure-Track Assistant Professor

- Normative period: 6th through 8th year.
- Faculty member can go up as early as 6th year without being considered accelerated.
- If joint appt with campus CSU, then they follow CSU schedule, i.e. no normative period.
- Because mandatory review for promotion and tenure can only occur once for tenure-track faculty, careful consideration should be taken in the decision to pursue promotion and tenure review during the normative period before the eighth year of probationary service.

Table 1. Promotion and Tenure Review for Tenure-Track Assistant Professors*		
	No Joint Appointment or only Jointly Appointed within the Dell Medical School	Joint Appointment with another College or School at the University
Year of Dossier Prep	5 th through 7 th year of probationary service	5 th year of probationary service
Normative Period for Mandatory Review	6 th through 8 th year of probationary service	6th year of probationary service
Year Promotion is in Effect	September 1 of the year in which the review is completed	September 1 of the year in which the review is completed
* Promotion and tenure review prior to the normative period timeline above would be considered accelerated.		

Normative period for review: Tenure-Track Associate Professor and Tenure-Track Professor

- Normative period: 3rd through 8th year.
- Faculty member can go up as early as 3rd year without being considered accelerated.
- If joint appt with campus CSU, then they follow CSU schedule, i.e. no normative period.
- Because mandatory review for promotion and tenure can only occur once for tenure-track faculty, careful consideration should be taken in the decision to pursue promotion and tenure review during the normative period before the eighth year of probationary service.

	No Joint Appointment or only jointly appointed within the Dell Medical School*	Joint Appointment with another College or School at the University*
Year of Dossier Prep	2 nd through 7 th year of probationary service	2 nd year of probationary service
Normative Period for Mandatory Review	3 rd through 8 th year of probationary service	3 rd year of probationary service
Year Promotion is in Effect	September 1 of the year in which the review is completed	September 1 of the year in which the review is completed
* Tenure review or promotion <u>and</u> tenure review cannot occur prior to the normative period timeline above.		

Scholarship

Defined as: the creation and/or dissemination of new knowledge*

Dell Med uses a broad, flexible definition that includes:

- **Discovery**, original research that advances knowledge
- **Integration**, synthesizing information across disciplines, topics, or time
- **Application**, involving the rigorous application of your disciplinary expertise
- **Teaching**, systematic study of teaching and learning processes**

*All of these require accomplishments beyond your service duties (i.e., beyond your “job”) and in formats that allow dissemination, application, and/or evaluation by peers.

**Requires a format that will allow public sharing and the opportunity for application and evaluation by others.

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

Impact / Influence of Scholarship

Tenure-Track and Tenured Faculty are:

Expected to ***drive*** a program of scholarship which includes a **body of original peer-reviewed publications**.

- For promotion to **Associate Professor with tenure**: established national reputation.
- For promotion to **Professor with tenure**: sustained national/emerging international reputation.

Contributions that help convey impact and geographic reputation:

- Invited Presentations
- Invited service on advisory panels, committees
- Publications, NIH mean Relative Citation Ratio (RCR)
- Competitive Grant Funding, especially federal or equivalent
- Honors/Awards
- Leadership roles in professional societies or other entities related to your area of expertise
- Mentorship – evidence of impact on mentees

Dossier components that will speak to your: impact, geographic reputation, and trajectory

- Your CV – correctly organized in Dell Med CV format
- Your Candidate Statements – ensure that you follow prompts provided to you in Guidelines for Promotion document
- External Reviewer Letters
- Executive Committee Statements
- Chair Statement

*Reference for templates and sample documents: [Webpage for Tenured and Tenure-Track Faculty](#)

Geographic Reputation – why this is so important:

- Geographic reputation of promotion candidates is evaluated in part by the **geographic reach of their activities**.
- Therefore, organizing your activities on your CV correctly is **critical** for demonstrating your geographic reputation.
- Using invited presentations as an example, the concept is that an invitation to speak outside of the US is indicative of some evidence of an international reputation. Similarly, an invitation to speak outside of the state and region of the US is indicative of some evidence of a national reputation.
- Designation of an activity (e.g., invited talks, abstract presentations) between local, regional/state, national, or international is based **primarily** on the geographic proximity of the conference relative to UT (or wherever the faculty member was appointed at the time of the activity or event).

Geographic Reputation – cont'd

- The geographic location of the hosting organization may sometimes be a consideration, but **not** the major determinant.
- The geographic scope of the affiliations of the audience or attendees is generally **not** a determinant.
- Region refers to the region of the US, not region within the state. For example, an invited presentation at a meeting hosted by a regional organization (e.g., Southwest US) that attracts a national audience is considered a regional invited presentation, not a national invited presentation.
- For more guidance on how to organize your activities, please review the Guidelines linked below.

NIH mean Relative Citation Ratio (RCR) index - what this is and why it's important

- This index is defined as: the yearly number of citations a publication receives divided by the yearly number of citations accrued by NIH-funded publications in the same field.
- Why it's important: It measures the ***scientific influence*** of an investigator's publications by field.
- The mean RCR index **must** pertain to your list of publications **while in rank**.
- The mean RCR index **must** be included in your Candidate Statement for Investigation and Inquiry as a **link** to your iCite profile.
- For step-by-step instructions for how to create your iCite profile link, please use the Guidance referenced below.

Areas of Review

- The Dell Medical School defines 4 Areas of Review that align with its mission:
 - **Investigation and Inquiry**
 - **Clinical Expertise**
 - **Educational Leadership**
 - **Academic and Professional Service (may not be designated as Area of Excellence)**
- Tenured and Tenure-Track faculty designate an eligible Area of Review as their Area of Excellence.
- The Area of Excellence for Tenured and Tenure-Track faculty **will almost always be Investigation and Inquiry**
- Their designated Area of Excellence must be evaluated, and a strong record of accomplishments must be demonstrated in all remaining Areas of Review. Clinical Expertise is reviewed only for faculty who provide clinical services.

Areas of Review – cont.

- **Investigation and Inquiry**
 - Support the development of a rich multidisciplinary environment for research, bringing distinct skills or resources to advance the impact of research, in alignment with the medical school's mission to accelerate innovation and research to improve health.
- **Clinical Expertise**
 - Enable the delivery and measurement of excellent health care, with a focus on quality, health equity, population and/or public health, value and/or innovation.
- **Educational Leadership**
 - Enable the provision of exceptional training, mentoring or curricular development and provide fair and committed support for learners, in alignment with the medical school's mission to educate leaders who transform health care and redesign the academic health environment to better society.
- **Academic and Professional Service**
 - Advance healthcare through administrative, community, academic, and professional service, in alignment with the medical school's educational, clinical, and research missions.

Educational Leadership as an Area of Excellence

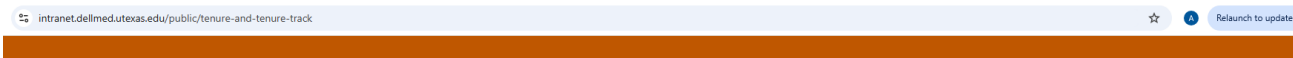
- It is **more than** didactic and clinical teaching duties and/or mentorship and advising.
- It emphasizes **leadership and scholarship** in education.
- This area of excellence would be atypical for tenured and tenure-track faculty.
- Examples of activities:
 - Development and dissemination of new curriculum
 - Development of new courses, fellowship programs
 - Systematic study of teaching and learning processes with peer-reviewed publications
 - Administrative educational leadership roles such as: Clerkship Directors, Residency Program Directors
 - Service on educational committees
 - Invitations to speak about education
 - Honors/awards for teaching

Online Resources

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



Online Resources: webpage for Tenured and Tenure-Track Faculty



Office of Faculty Academic Affairs

[Meet the Team](#)
[Faculty Policies](#)
[Faculty Appointment, Promotion, and Tenure](#)
[Tenured and Tenure-Track Faculty](#)
[Professional-Track: Professor Title Series](#)
[Professional-Track: Clinical Professor Title Series](#)
[2025-26 Academic Year: Promotion and Tenure Resources](#)
[Faculty Onboarding](#)
[Faculty Development](#)
[University Programs](#)
[University Awards](#)
[Development Awards](#)
[Resource Library for Faculty](#)
[Additional Faculty Resources](#)
[Faculty Review & Evaluations](#)
[Faculty Annual Evaluations](#)
[Mid-Probationary Review for Tenure-Track Faculty](#)
[Comprehensive Periodic Review](#)

The University of Texas at Austin
Dell Medical School

Tenured and Tenure-Track Faculty

Promotion and Tenure Resources
[Office of Faculty Academic Affairs: Biweekly Office Hours](#)
[Upcoming Info Sessions - Tenured & Tenure-Track Faculty Promotion](#)
[2025-26 Tenured & Tenure-Track Faculty Promotion Policy](#)
[2025-26 Guidelines for Promotion for Tenured & Tenure-Track Faculty](#)

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

[2025-26 Promotion Timeline - Tenured & Tenure-Track Faculty](#)
[Examples of Evidence of Achievement - Tenured and Tenure-Track Faculty](#)

Commonly Used Templates and Forms:
[Dell Medical School CV Template](#)
[CV Review Checklist](#)
[Guidelines for Geographic Scope of Faculty Activities](#)
[Summary of Reviewers Template](#)
[Summary of Reviewers and Arm's Length Checklist](#)
[Dossier Checklist and Samples - Tenured and Tenure-Track Faculty](#)
[Samples - Candidate Statements & Summaries of Activities](#)


Policies and General Resources
[Regular Faculty Appointment Policy](#)
[Mid-Probationary Review Policy for Tenure-Track Faculty](#)
[Probationary Period Extensions for Tenure-Track Faculty](#)
[Archived - 2024-25 Academic Year - Promotion and Tenure Resources](#)

Online Resources

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

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[Meet the Team](#)
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[Comprehensive Periodic Review](#)



Resource Library for Faculty

Faculty Tracks & Title Series

[Tracks and Title Series](#)

[Professional-Track Comparison Table](#)

[Professional-Track: Clinical Professor Title Series](#)

[Professional-Track: Professor Title Series](#)

[Tenured and Tenure-Track](#)

Recorded Information Sessions

[Recording - Preparing Your CV Using the Dell Med CV Template](#)

Recordings: Promotion Info Sessions for Professional Track Faculty:

- Recording - Promotion Readiness and Areas of Excellence
- Recording - How to Prepare Your Dossier

Slide Decks from Trainings & Information Sessions

[Slide Deck - Orientation for Recently Appointed Faculty](#)

[Slide Deck - Navigating the Promotion Process: Tips for Departmental Executive Committees](#)

[Slide Deck - Preparing Your CV Using the Dell Med CV Template](#)

Slide Decks: Promotion Info Sessions For Professional Track Faculty:

Commonly Used Templates & Forms

[Dell Medical School CV Template](#)

[CV Review Checklist](#)

[Guidelines for Geographic Scope of Faculty Activities](#)

[Summary of Reviewers Template](#)

[Summary of Reviewers and Arm's Length Checklist](#)

[Samples - Candidate Statements & Summaries of Activities](#)

[Peer Observation of Teaching Forms](#)

General Information

[NIH RCR Index for Investigation and Inquiry](#)

[Summary - Election to Combine Service](#)

[Access to Microsoft Word for Dell Med Faculty](#)

[Perks for Dell Med Faculty](#)