

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

Dossier Folder		
PDF File Name in UT Box	PDF Document Contents	Prepared By
01_Change of Rank Form.pdf	All votes recorded accurately here and in dean and chair statements.	Department
02_Dean Statement.pdf	Must state a recommendation, explain accelerated case, reflect on 3 rd year review (if applicable)	Dean's Office
03a_Chair Statement Primary.pdf	Must state a recommendation, explain accelerated case, reflect on 3 rd year review (if applicable)	Department
03b_Chair Statement Joint.pdf	Statement from the Chair of the Joint Department (if applicable)	Joint Department
04_Mid-Probationary Review.pdf	Copy of Mid-Probationary Review (Only applicable for tenure candidates)	Department
05a,b,c_Other Statement_CSU Title.pdf	Statement from the Courtesy or Other Department Chair/Center Director (If applicable). Statements from units where the candidate holds a courtesy appointment should appear before statements from other departments.	Department
06_CV.pdf	Curriculum Vitae. Must accurately list UT Austin appointments (dates and titles). Page numbering should be accurate.	Candidate
07_Scholarly Record.pdf	<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>Candidate's dissertation/thesis title and dissertation/thesis advisor's name (Only applicable for tenure candidates)</p> <p>Co-authors who were in a student or other trainee status at the time of submission should be noted in <i>italics</i>.</p> <ol style="list-style-type: none"> 1. Works published (or in equivalent status), in press, accepted, or under contract while in current rank at UT Austin 2. Works published (or in equivalent status) while in current rank at other institutions 3. Works published (or in equivalent status) while in previous ranks at UT Austin 4. Works published (or in equivalent status) while in previous ranks at other institutions <p>Co-authored works listed in section 1:</p> <ul style="list-style-type: none"> • Indicate who the co-authors are and their status at the time of submission (e.g., current or former students, peer faculty, senior faculty, etc.). • Include a <u>brief</u> qualitative statement of the candidate's contribution. <p>Forthcoming works that are in press, accepted, or under contract <u>must</u> be listed in section 1 and clearly labeled.</p> <ul style="list-style-type: none"> • Each forthcoming work listed on this document must be supported by clearly labeled supporting documentation (e.g. letters of acceptance, contracts, email verifying status that is listed on the document). Include reviews where available. <p>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.</p>	Candidate

Dossier Folder (continued)		
PDF File Name in UT Box	PDF Document Contents	Prepared By
08_Teaching Statements.pdf	Budget council/executive committee statement with typed names and signatures of preparers	Budget Com.
	Candidate Statement (four pages or less; does not have to be signed)	Candidate
09_CIS.pdf	Report of Course Rating Averages must be grouped by course and listed in chronological order	Candidate
	Summary report of Course Instructor Survey Results landscape oriented within the PDF document.	Department
10_Peer Teaching Observations.pdf	Peer Observation Reports while in rank must be signed and dated and include the observation date and course name.	Department
	Expert Teaching Evaluations (CNS Requirement)	Department
	Reflective Teaching Observations (CNS Requirement)	Candidate
11_Graduate Students and Postdocs	Committee Report of Masters and Doctoral Theses landscape oriented within the PDF document.	Dean's Office
	Listing of Postdoctoral Fellows Supervised includes name, PhD granting institution, date PhD conferred	Candidate
12_Research.pdf	Budget council/executive committee statement with typed names and signatures of preparers	Budget Com.
	List of Five Most Significant Works	Candidate
	Candidate Statement (four pages or less; does not have to be signed)	Candidate
	Citation Analysis (CNS requirement)	Candidate
	Ranking of Journals (CNS requirement)	Candidate
13_Advising, Service, and Honors.pdf	Budget council/executive committee statement on advising with typed names and signatures of preparers	Budget Com.
	Candidate Statement on Advising (If submitted)**	Candidate
	Budget council/executive committee statement on service with typed names and signatures of preparers*	Budget Com.
	Candidate Statement on Service (If submitted)**	Candidate
	Budget council/executive committee statement on honors with typed names and signatures of preparers*	Budget Com.
	Candidate Statement on Honors (If submitted)**	Candidate
	Budget council/executive committee statement on candidate's contributions to diversity with typed names and signature of preparers* (CNS Requirement)	Budget Com.
Candidate Statement on their Contributions to Diversity (CNS requirement)	Candidate	

*The budget council/executive committee statements on Advising, Service, and Honors are required for tenured, tenure track, and research professor faculty as well as non-tenure track faculty for whom this is one of the areas of performance excellence selected for review.

**The candidate statements on Advising, Service, and Honors are required for tenured, tenure track, and research professor faculty as well as non-tenure track faculty for whom this is one of the areas of performance excellence selected for review.

14_Chart of Reviewers, Sample Letter, Materials Sent.pdf	Chart of Reviewers grouped by Received, Declined, and No Response listed in alphabetical order by last name within each group. Do not include blank charts. Chart must be accurately completed including the name, title, and institution of letter writer. Sample of Solicitation Letter List of all materials that were sent to reviewers	Department Department Candidate
15a,b,c_Ltr_Last name-Institution.pdf	Letters in alphabetical order by last name - coded in upper right-hand corner of the first page of each letter whether the budget council/executive committee, candidate, or both, nominated the letter writer. Must match the information provided on the chart of reviewers. Letter writer CV or resume behind each letter.	Department Department
16_Declinations.pdf	All declinations correspondence in alphabetical order by last name (if received). No CV required.	Department
17_Unsolicited.pdf	All unsolicited letters in alphabetical order by last name (if received). No CV required.	Department

Additional Statements This is a separate folder that should only be created if applicable.		
PDF File Name in UT Box	PDF Document Contents	Obtain From
Additional Statement_ccyy-mm-dd Last name.pdf	Any additional, non-required statements or information added to the file as a result of the candidate's review before the budget council/executive committee deliberations or received afterwards during the course of the review process.	Candidate

Supplemental Materials 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	Obtain From
01a,b,c_Student Comments_SEMESTER NAMEYY-Course#.pdf	The Course Instructor Survey Summary evaluation page should be included as a cover sheet for the CIS forms/reports from each class.	Candidate
02a,b,c_Significant Publication (##-Short title).pdf	Significant Publication*	Candidate
03_Letters Solicited from Collaborators.pdf	Chart of collaborators listed in alphabetical order by last name. All solicited letters in alphabetical order by last name behind the chart (if received). No CV required.	Department
04_Other Supplemental Material.pdf	Items submitted by the candidate - should include a table of contents (if submitted)	Candidate
05a,b,c_Other Publication (##-Short title).pdf	Other Publication submitted by the candidate (Stays in the Dean's Office)	Candidate
06a,b,c_In-Progress or In-Preparation Works (##-Short title).pdf	In-progress or in-preparation submitted by the candidate (Stays in the Dean's Office)	Candidate
07_Teaching Portfolio.pdf	Teaching Portfolio (Stays in the Dean's Office)	Candidate

*This item is required for tenured, tenure track, and research professor faculty as well as non-tenure track faculty for whom research is one of the areas of performance excellence selected for review.

2021-22 Additional Promotion Material Requirements for the College of Natural Sciences

Expert Teaching Evaluations

Description: Teaching evaluations conducted by colleagues from the Texas Institute for Discovery Education in Science (TIDES).

Required Number of Evaluations:

- One evaluation for:
 - Faculty going up for promotion from Associate Professor to Professor
 - Faculty going up for promotion from Associate Professor of Instruction/Practice to Professor of Instruction/Practice

- One evaluation for every three years in rank, with at least one prior to the third-year review for:
 - Faculty going up for promotion from Assistant Professor to Associate Professor
 - Faculty going up for promotion from Assistant Professor of Instruction/Practice to Associate Professor of Instruction/Practice

Reflective Teaching Observation

Description: The goal of the Reflective Teaching Observation is for faculty themselves to have the opportunity to observe instructional approaches of their colleagues and reflect on how those observations might inform their own teaching.

Required Number of Observations:

- One observation for every three years in rank for:
 - Faculty going up for promotion from Associate Professor to Professor

- At least two observations for:
 - Faculty going up for promotion from Assistant Professor to Associate Professor
 - Faculty going up for promotion from Assistant Professor of Instruction/Practice to Associate Professor of Instruction/Practice
 - Faculty going up for promotion from Associate Professor of Instruction/Practice to Professor of Instruction/Practice

2021-22 Additional Promotion Material Requirements for the College of Natural Sciences

Citation Analysis

- Source - Faculty candidates are expected to use at least one of the following sources:
 - Google Scholar
 - Web of Science
 - A database well-recognized in the specific scientific discipline

Ranking of Journals

- Source - Faculty candidates are expected to use one of the following sources:
 - Web of Science through UT Libraries
 - A database well-recognized in the specific scientific discipline
- Include a list journals in which the candidate has published and for each journal list impact factors

Candidate's Statement on Their Contributions to Diversity

Candidates should provide a statement describing their **contributions** to inclusion and diversity. This may include past and current contributions to increase diversity of the faculty, staff, student body or scientific discipline such as, for example, techniques adopted to create an inclusive classroom, efforts to broaden participation in faculty member's research program, and/or efforts to recognize and address the potentially disparate ways that the faculty member's research impact diverse communities or populations. Candidates can reflect on their future plans too.

Budget Council Statement on Candidate's Contributions to Diversity

Budget Councils should review Candidate's Statement on Contribution to Diversity, highlight the candidates past, present, and future actions on implementing inclusion and diversity, and put these contributions in the context of the department or area of focus. For instance, how has the candidate's incorporation of inclusion and diversity into their research or teaching impacted the department / university / discipline? How do the candidate's efforts support the diversity and inclusion goals of the department / university / discipline?