

**Professional-Track Faculty 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	Change in Academic Rank/Status Form	Department
02_Dean Statement	Statement from the Dean	Dean's Office
03_Chair Statement	Statement from the Chair of the Primary Department	Department
04a,b,c_Other Statements_CSU Title	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
05_CV	Curriculum Vitae	Candidate
06_Teaching Section	<p>For any professional-track faculty where teaching is a primary area of specialization, or if the candidate did any organized teaching while in rank, the dossier must include the following:</p> <p>BC/EBC/EC statement with typed names and signatures of preparers</p> <p>Candidate Statement (four pages or less; does not have to be signed)</p> <p>Report of Course Rating Averages must be grouped by course and listed in chronological order.</p> <p>Summary of Course Instructor Survey Results downloaded from the university's Faculty Information System</p> <p>List of Peer Teaching Observers while in rank (the actual observations are in Supplementary Materials; please read instructions under Supplemental Materials, 07_Peer Teaching Observations, on page 3 of this document)</p> <p>Committee Report of Masters and Doctoral Theses</p>	<p>BC/EBC/EC</p> <p>Candidate</p> <p>Candidate</p> <p>Candidate</p> <p>Candidate</p> <p>Dean's Office</p>
07_Research Section	<p>For any professional-track faculty in research title series, or if research is a primary area of specialization for the candidate, the dossier must include the following:</p> <p>BC/EBC/EC statement with typed names and signatures of preparers</p> <p>List of Five Most Significant Works (see template)</p> <p>Candidate Statement (four pages or less; does not have to be signed)</p> <p>Candidate's Research, Scholarship and Creative Endeavors Outlets. In CNS this is implemented by providing the following two documents:</p> <ul style="list-style-type: none"> • Ranking of Journals (CNS requirement) • Citation Analysis (CNS requirement) <p>List of Postdoctoral Fellows Supervised</p>	<p>BC/EBC/EC</p> <p>Candidate</p> <p>Candidate</p> <p>Candidate</p> <p>Candidate</p> <p>Candidate</p>

Dossier Folder (continued)		
PDF File Name in UT Box	PDF Document Contents	Prepared By
08_Service Section	<p>For any professional-track faculty for whom service is a primary area of specialization, the dossier must include the following:</p> <p>BC/EBC/EC service statement with typed names and signatures of preparers</p> <p>Candidate service statement (four pages or less; does not have to be signed)</p>	<p>BC/EBC/EC</p> <p>Candidate</p>
09_Additional Contributions to the Academic Enterprise	<p>All dossiers must include a section dedicated to the candidate's additional contributions to the academic enterprise which must include the following:</p> <p>BC/EBC/EC statement with typed names and signatures of preparers</p> <p>Candidate's additional contributions to academic enterprise statement (four pages or less; does not have to be signed)</p> <p>Budget council/executive committee statement on candidate's contributions to diversity with typed names and signature of preparers* (CNS Requirement)</p> <p>Candidate Statement on their Contributions to Diversity (CNS requirement)</p>	<p>BC/EBC/EC</p> <p>Candidate</p> <p>BC/EBC/EC</p> <p>Candidate</p>
10_Chart of Reviewers	<p>Chart of Reviewers grouped by Received, Declined, and No Response listed in alphabetical order by last name within each group (see template)</p>	Department
11_a,b,c_Ltr_Last name-Institution	<p>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.</p> <p>Letter writer CV or resume (not longer than two pages) behind each letter.</p>	<p>Department</p> <p>Department</p>

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 Statements_YYYY-mm-dd Last name	Any additional, non-required statements or information added to the file.	Candidate

Supplemental Materials This is a separate folder required for all candidates.		
PDF File Name in UT Box	PDF Document Contents	Obtain From
01_CIS Student Comments File naming convention: ##_SEM YYYY_Unique#_Course Name e.g., 01_Fall 2017_12345_Modern Dance 02_Fall 2017_23456_Ancient Dance	Student comments from CIS results are to be included in the same order listed on the Summary of Course Instructor Survey Results in the Dossier Folder. The CIS Summary evaluation page should be included as a coversheet for each class' student comments.	Candidate
02_Five Significant Works File naming convention: 01_List of five significant works 02_Short_title 03_Short_title	For any professional-track faculty in the research titles series, or if research is a primary area of specialization, the supplemental materials folder must include the following: List of Five Significant Works (see example) and five significant work materials	Candidate
03_Teaching Evaluations from Other Institutions	Teaching evaluations from other institutions (if applicable). The documentation should be included as a single PDF.	Department
04_COVID-19 Professional Impact Statement	Candidate COVID-19 professional impact statement (if submitted; two pages or less; does not have to be signed; no mention of personal circumstances). The documentation should be included as a single PDF.	Candidate
05_Documentation Supporting Forthcoming Works	Each forthcoming work listed in the CV must be supported by clearly labeled documentation (e.g. letters of acceptance, contracts, email verifying status that is listed on the document) where a forthcoming work must have been accepted for publication (exhibition, etc.) and requires no further creative or scholarly revision. The documentation should be included as a single PDF.	Candidate
06_Peer Teaching Observations	List of Peer Teaching Observers while in rank A minimum of three observations (which we in CNS refer to as evaluations) of faculty's teaching in rank. CNS requires that at least one of these evaluations is conducted by the expert teaching evaluator through TIDES; the remaining evaluations can be done by faculty peers. The Candidate's Reflection on Observing a Peer's Class (CNS Requirement) The documentation should be included as a single PDF.	Candidate Candidate Candidate
07_Sample Solicitation Letter and Materials Sent	Sample solicitation letter and a list of materials that were sent to reviewers. The documentation should be included as a single PDF.	Department
08_Declinations	All declinations correspondence in alphabetical order by last name (if received). No CV required. The documentation should be included as a single PDF.	Department

09_Letters Solicited from Collaborators	All solicited letters in alphabetical order by last name. No CV required. The documentation should be included as a single PDF.	Department
10_Unsolicited Letters Received Prior to BC/EBC/EC Review	All unsolicited letters received prior to review in alphabetical order by last name (if received). No CV required. The documentation should be included as a single PDF.	Department
11_Unsolicited Letters Received After BC/EBC/EC Committee Review	All unsolicited letters received after review in alphabetical order by last name (if received). No CV required. The documentation should be included as a single PDF.	Department
12_Other Supplemental Materials	Items submitted by the candidate - should include a table of contents (if submitted). The documentation should be included as a single PDF.	Candidate

Supplemental Materials Folder (continued)		
The following folders are included in the dossier reviewed by all levels up through and including the dean. These folders are not included in the dossier that is reviewed by the President.		
PDF File Name in UT Box	PDF Document Contents	Obtain From
Folder name: 13_Other Publications File naming convention: 01_Short title 02_Short_title	For any professional-track faculty in the research titles series, or if research is a primary area of specialization, the supplemental materials folder must include Other Publications submitted by the candidate (Stays in the Dean's Office).	Candidate
Folder name: 14_In-Progress or In-Preparation Works File naming convention: 01_Short title 02_Short_title	For any professional-track faculty in the research titles series, or if research is a primary area of specialization, the supplemental materials folder must include Works in Progress submitted by the candidate (Stays in the Dean's Office).	Candidate
15_Teaching Portfolio	Primary area of specialization, or if the candidate did any organized teaching while in rank, the dossier must include a Teaching Portfolio (Stays in the Dean's Office)	Candidate

2022-23 Additional Promotion Material Requirements for the College of Natural Sciences

Expert Teaching Evaluations

The University requires a minimum of three evaluations of faculty's teaching during their time in current rank. CNS requires that at least one of these evaluations is conducted by the expert teaching evaluator through the Texas Institute for Discovery Education in Science (TIDES); the remaining evaluations can be done by faculty peers.

The Candidate's Reflection on Observing a Peer's Class

The goal of this requirement is for faculty themselves to have the opportunity to observe instructional approaches of their colleagues and reflect in writing on how those observations might inform their own teaching. CNS requires a minimum of two reflections during faculty's current time in rank.

Ranking of Journals

- Source - Faculty candidates are expected to use one of the following sources:
 - [Web of Science](#)
 - 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

How to Pull Report:

- On Web of Science homepage, click on "Products" in the top right corner and the select "Journal Citation Report"
- Select the icon for "Browse Journals"
- Click on the black box that says "Filter," then click "Journals" and type in the name of the journal that has published your article. Click on the journal's name when it appears. This will add the journal name as a green icon below the search bar.
- Continue adding all the journals that have published your works. When you are finished, click the green "Apply" button to generate the report.
- Click on "Export" in the top right and export the report as a CSV file.
- Save final report as a PDF.

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

Candidate's Statement on Their Contributions to Diversity, Equity, and Inclusion

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, Equity, and Inclusion

Budget Councils should review the candidate’s statement on their contributions to diversity, equity, and inclusion and 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?