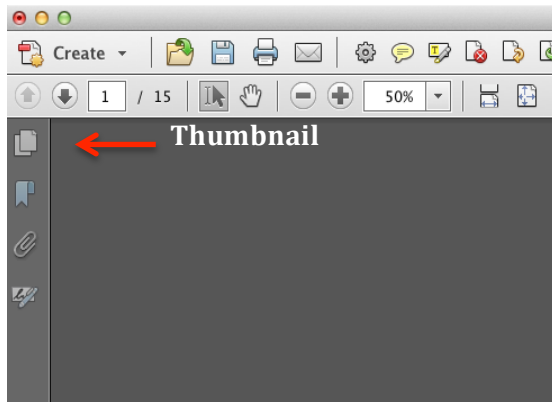


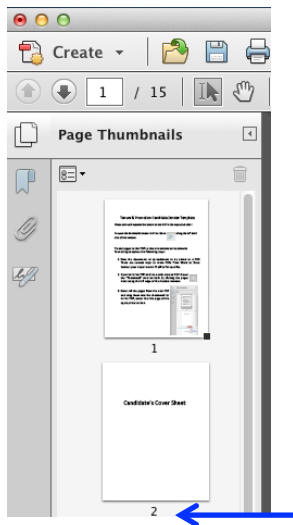
## How to Use the “Candidate PDF P&T Dossier Template”

To add each required document to this PDF under the bookmarked Title Pages follow these steps:

1. Save the documents to be added as a PDF. To make a PDF from Word or Excel:
  - a. Go to: **File**
  - b. **Save as**
  - c. From the **Format** pull down menu select **PDF**
2. Open the “Candidate PDF P&T Dossier Template”
3. Click the “Thumbnail” view on the left side of the document



4. This will display the Thumbnails of the bookmarked Title Pages



5. Drag the PDF file of the document you want to insert under the Title Page for that specific document (Shown as a blue arrow)
6. All the pages of that document will appear under the Title Page in the Thumbnails

**ITEM 1**  
**CANDIDATE STATEMENT**  
**ON TEACHING AND**  
**SERVICE**  
**(provided by**  
**Candidate)**



## Candidate Impact Statement on Teaching and Service:

The candidate's statement must address impact in addition to quality and productivity over time. Written by the candidate, this is a concise statement which allows the candidate to explain the quality, productivity overtime, and impact within each of their areas of responsibility (e.g. teaching and service accomplishments). Each of the areas of responsibility should be individually addressed. This statement should report on the past accomplishments, present activities, and future plans of the candidate across all areas of responsibility. It should provide the candidate's perspective on, and interpretation of the quality and impact of their efforts and go beyond simple reiteration of the content of the vita.

The candidate's impact statement on *Teaching and Service* is an important document both for providing the candidate perspective about their impact and for providing context for the other materials in the dossier. The statement should be written to engage and be understood by both a general academic readership (college P&T committee, campus dean, and college dean) and by a professional readership (departmental and external reviewers). It should be jargon free, enlightening and exciting. The statements on candidate's teaching and service should provide a context for review of the entire case.

**ITEM 2**  
**FACULTY RECORD**  
**(provided by Candidate)**



**TEXAS A&M COLLEGE OF MEDICINE**  
**FACULTY RECORD (MODIFIED CURRICULUM VITAE)**  
**Form Version 04/28/17**

Use your computer to complete this form and utilize as much space as necessary, below each heading, to provide the requested information. If you have no information for a topic, write "None" or "NA" under the heading. **Whenever dates are requested throughout the document, list them in chronological order, beginning with the first and ending with the most recent. Do NOT double list accomplishments, but rather place them in the category you deem most appropriate. Do NOT change the format of the Faculty Record Template.**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Academic Department:** \_\_\_\_\_

**Tenure-Track Faculty Rank** (*Check current rank or rank applying for if initial appointment*):

\_\_\_\_\_ Assistant Professor                      \_\_\_\_\_ Associate Professor                      \_\_\_\_\_ Professor

**Academic Professional Track (APT) Faculty Rank (Non-Tenure Track)** (*Check current rank or rank applying for if initial appointment*):

_____ Clinical Assistant Professor	_____ Research Associate Professor	_____ Adjunct Assistant Professor
_____ Clinical Associate Professor	_____ Research Professor	_____ Adjunct Associate Professor
_____ Clinical Professor	_____ Assistant Lecturer	_____ Adjunct Professor
_____ Instructional Assistant Professor	_____ Lecturer	_____ Visiting Lecturer
_____ Instructional Associate Professor	_____ Senior Associate Professor	_____ Visiting Assistant Professor
_____ Instructional Professor	_____ Senior Professor	_____ Visiting Associate Professor
_____ Research Assistant Professor	_____ Adjunct Lecturer	_____ Visiting Professor

**Tenure Status** (*Check current tenure status or status applying for if initial appointment*):

\_\_\_\_\_ Non-Tenure Track                      \_\_\_\_\_ Tenure-Track                      \_\_\_\_\_ Tenured                      \_\_\_\_\_ Tenure in Title Only

**Primary Area of Faculty Performance** (*Check one of the following*):

\_\_\_\_\_ Teaching                      \_\_\_\_\_ Research and/or Other Scholarly, Creative Activities                      \_\_\_\_\_ Service

**Secondary Area of Faculty Performance (If Applicable)** (*Check one of the following*):

\_\_\_\_\_ Teaching                      \_\_\_\_\_ Research and/or Other Scholarly, Creative Activities                      \_\_\_\_\_ Service

List dates in chronological order, beginning with the first and ending with the most recent.

## General Information

### A. Education

List all earned and honorary college degrees that you have received (B.S., M.S., M.D., Ph.D., etc.) and the dates. Give the name of degree, date of degree, field of degree, and institution and location degree awarded for each.

### B. Postdoctoral Education (Including Residencies and Fellowships)

List the postdoctoral education that you have completed. Give the title of your position (e.g., Postdoctoral Fellow), the beginning and ending dates, the source of funding (e.g. American Heart Association, Texas Affiliate), field, name of mentor, and name of institution and location for each.

### C. Positions Held

List each position (teaching, administrative, and other) you have held subsequent to completion of your postdoctoral education. Give beginning and ending dates and the institution and location for each position. If you were a member of the graduate faculty at another institution, give the dates of appointment and the name of the institution and location. If you held an academic appointment, give the appropriate dates and the name and location of the institution. If you were tenured at another institution, give the appropriate dates and name and location of the institution. Underline your academic appointments at Texas A&M Health Science Center.

### D. Honors

List the honors you have received and the dates (for example, Phi Beta Kappa, 1985; American Heart Association Established Investigator, 2001).

### E. Specialty and Sub-Specialty Board Certifications

List the name of each board or other professional organization by which you have been certified/recertified. Also, give the original date of certification for each and expiration date(s) for each (e.g. American Board of Ophthalmology, 1990, exp. 2010; American Board of Microbiology, 1992, exp. 2010).

*List dates in chronological order, beginning with the first and ending with the most recent.*

**F. Professional and Scholarly Society Memberships**

**1. Elected**

(e.g., American Physiological Society, 1985; Health Science Communication Association, 1988)

**2. Not Elected**

(e.g., American Medical Association, 1980; American Society for Microbiology, 1982)

*List dates in chronological order, beginning with the first and ending with the most recent.*

## Teaching

### A. Teaching Activities

#### 1. Lectures, small group conferences, laboratories and seminars for professional students, graduate students, residents and fellows

List for each the title of course; number of hours of direct instruction per year; approximate number of students impacted; brief description of course materials developed (slides, handouts, etc); brief summary of your teaching evaluations (if available).

#### 2. Clinical teaching for professional students, residents and fellows

List for each the topic of instruction/supervision; number of hours of direct instruction or supervision per year; approximate number of students, residents or fellows impacted; brief description of educational materials developed (slides, handouts, etc.).

### B. Non-Credit Educational Activities

#### 1. Continuing Medical Education

List for each the topic of instruction; number of hours of direct instruction per year; approximate number of professionals impacted; brief description of educational materials developed (slides, handouts, etc.).

#### 2. Educational activities for the lay public

List for each the topic of instruction; number of hours of direct instruction per year; approximate number of individuals impacted; brief description of educational materials developed (slides, handouts, etc.).



List dates in chronological order, beginning with the first and ending with the most recent.

## C. Mentoring and Advising

### 1. Graduate students

Are you a member of the graduate faculty? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, Date of Appointment: \_\_\_\_\_

Are you a member of the graduate faculty at another institution? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, list institution and date of Appointment: \_\_\_\_\_

List the name of each graduate student for whom you served as a member of the thesis or dissertation committee. Underline the names of students for whom you served as Chairperson. Give the name of each student, the degree earned, the field of the student, the name of the department and institution where the degree was earned, and the date the degree was earned. Asterisk (\*) those students who did not complete writing their dissertation under your supervision. Give each student's current title/position and location (if known).

--

### 2. Postdoctoral fellows, research associates, residents, fellows and visiting scientists

List the name and beginning and ending dates of each person for whom you served as a research advisor or faculty mentor. Give each person's current title/position and location (if known).

--

### 3. Professional students

List the name and beginning and ending dates of each student for whom you served as a research advisor or faculty mentor, and the name of the program (e.g., Medical Student Summer Research Program).

--

### 4. Undergraduate students, high school students and other individuals

List the name, beginning and ending dates, and approximate number of hours/week of each undergraduate student, high school student or other individual for whom you served as a research advisor, and the name of the program (e.g., Prairie View Undergraduate Medical Academy Student). Give the person's current title/position and location (if known).

--

*List dates in chronological order, beginning with the first and ending with the most recent.*

#### **D. Other Teaching Activities**

List lectures or Grand Rounds you have given. Underline those you presented at other institutions or at national meetings or symposia; include the topics and dates.

#### **E. Enhancement of Teaching Skills**

List teaching academy programs, continuing education programs and workshops you have attended and include the dates.

#### **F. Education Administration**

List courses, clerkships, graduate programs, residency programs and fellowship programs you have directed and include the dates.

#### **G. Education Committees**

List state, regional and national education committees on which you have served (e.g., residency review committees, National Board of Medical Examiners), the dates of your membership, and any offices you have held (e.g., Secretary).

#### **H. Innovations in Education**

List new courses, residency programs, fellowship programs, workshops, laboratory exercises and other educational components you have developed and the dates they were initiated.

#### **I. Education Awards**

List teaching awards you have received and the dates.

List dates in chronological order, beginning with the first and ending with the most recent.

## Research and Scholarship

### A. Summary of Research and Scholarly Activity

Summarize in 200 words or less your most important discoveries and your current scholarly activities or interests including research, contributions to education, and patient care.

### B. Publications

#### 1. Published articles and case reports

Give the complete citation of each published article or case report for which you are an author or co-author (chronological order, ending with the most recent). **Place an asterisk (\*) before those that received peer review.** Give all of the authors' names exactly as they appear in the article or case report, print your name in **bold** letters and underline the name of the corresponding author (the person who submitted the article). Include the beginning and ending page numbers. Please use the format of the following example:

Lukyanenko V, **I Gyorke**, TF Wiesner, and S Gyorke. (2001). Potentiation of  $\text{Ca}^{2+}$  release by cADP-ribose in the heart is mediated by enhanced SR  $\text{Ca}^{2+}$  uptake into the sarcoplasmic reticulum. *Circ. Res.* 89, 614-622.

#### 2. Articles and case reports in press

Use the same format as above, but give the date the article was accepted for publication. **Place an asterisk (\*) before those that received peer review.**

#### 3. Articles and case reports submitted

Use the same format as above, but give the date the article was submitted for publication. **Place an asterisk (\*) before those that received peer review.**

List dates in chronological order, beginning with the first and ending with the most recent.

#### 4. Books, chapters in books, and monographs

Give the complete citation of each book, chapter in a book, or monograph for which you are an author or co-author (chronological order, ending with the most recent). Give the authors' names exactly as they appear in the literature, print your name in **bold**, and underline the corresponding author. Use the format of the following examples for books and chapters:

**Bresnick, E**, and A Schwartz. (1968). *Functional Dynamics of the Cell*, 482 pp., Academic Press, New York and London.  
**Niemann, H**. Molecular biology of clostridial neurotoxin. In: Alouf, JE and J Freer (eds). (1991). *Sourcebook of Bacterial Protein Toxins*, Academic Press, London, pp. 299-344.

--

#### 5. Abstracts

Give the complete citation of each abstract for which you are an author or co-author (chronological order, ending with the most recent). Give the authors' names exactly as they appear in the literature, print your name in **bold**, and underline the presenter's name. Use the same format as that for published articles and case reports.

--

#### 6. Exhibits and productions

Describe any exhibits and productions for which you have been responsible (chronological order, ending with the most recent). Indicate which of these have won awards (e.g., the AMA Billings Silver Medal).

--

### C. Presentations

#### 1. Invited

List the invited research presentations you have given at international or national meetings, symposia, workshops or conferences, and invited research lectures (chronological order, ending with the most recent). Underline those presented at other institutions. Give the title of your presentation, the name of the meeting, symposium, workshop, conference or institution, and the date.

--

List dates in chronological order, beginning with the first and ending with the most recent.

## 2. Non-invited

List the non-invited research presentations you have given at international or national meetings, symposia, workshops or conferences, and non-invited research lectures (chronological order, ending with the most recent). Underline those presented at other institutions. Give the title of your presentation, the name of the meeting, symposium, workshop, conference or institution, and the date.

--

## D. Patents or Commercialization of Research

List the titles, authors and dates of award and/or application of those patents to which you have contributed (e.g., invention disclosures, patent applications pending, licensing of technology or collaboration with other faculty leading to product development/licensing and commercialization).

--

## E. Extramural Professional Service

In chronological order under each of the following headings, give the beginning and ending dates for each appointment as a regular or ad hoc member.

### 1. Editor

--

### 2. Member of editorial boards (e.g., *Circulation Research*)

--

### 3. Member of research grant study sections (e.g., NIH, AHA Western Review Consortium)

--

### 4. Manuscript reviewer for the following journals

--

### 5. Consultant to government agencies, private industry, or other organizations

--

List dates in chronological order, beginning with the first and ending with the most recent.

**6. Officer or committee member of scientific or professional organizations**

--

**F. Grants and Contracts to Support Scholarly Work**

Under the categories listed below, list each grant or contract on which you were a principal investigator or co-investigator (not consultant) obtained to support your current scholarly activities or interests including research, contributions to education, and/or patient care. Include the granting agency, grant number, beginning and ending dates, name of the principal investigator, title of the grant/contract, percent effort, and total direct costs for the duration of the grant. Please use the format of the following example:

NIH R01 HL 34567; 07/01/98 - 06/30/03; John Doe (PI); Bill Smith (CoI) Mechanisms of cardiac arrhythmias; 30% effort; \$1,000,000.

**1. Current Funded Grants/Contracts**

**a. National and/or International**

--

**b. State and/or regional**

--

**c. Local**

--

**2. Past Funded Grants/Contracts**

**a. National and/or international**

--

**b. State and/or regional**

--

*List dates in chronological order, beginning with the first and ending with the most recent.*

**c. Local**

--

**3. Pending Grants/Contracts**

Give the date of submission.

**a. National and/or international**

--

**b. State and/or regional**

--

**c. Local**

--

**4. Grants/Contracts Submitted, Reviewed BUT Not Funded**

Give the priority scores and percentile scores (if available).

--

**G. Sponsored Clinical Trials and Drug Studies**

Supply the same information and use the same format as above for research grants

--

*List dates in chronological order, beginning with the first and ending with the most recent.*

## **H. Research and Scholarship Awards**

List research awards you have received and dates.



List dates in chronological order, beginning with the first and ending with the most recent.

## Administrative Service

### A. Elected, Appointed or Voluntary Positions

For each of the following categories, list the organizations, task forces, committees or programs on which you have served, the beginning and ending dates of your service, any offices you held, and whether you were elected, appointed or volunteered for that service (e.g. Admissions Committee, 1999-present, appointed).

#### 1. National and International

#### 2. State and Regional

#### 3. Institutional (HSC, TAMU or Texas A&M University System)

#### 4. Component

#### 5. Department/Unit

#### 6. Hospital/Clinic

### B. Recognition

List service awards you have received and the dates.

*List dates in chronological order, beginning with the first and ending with the most recent.*

### **C. Innovation**

List organizations, task forces, committees or programs you have initiated and the dates of establishment.

List dates in chronological order, beginning with the first and ending with the most recent.

## Professional/Public Service

### A. Elected, Appointed or Voluntary Positions

For each of the following categories, list the organizations, task forces, committees or programs on which you have served, the beginning and ending dates of your service, any offices you held, and whether you were elected, appointed or volunteered for that position (e.g., Bryan/College Station Chapter, American Heart Association, 1995-present, voluntary).

#### 1. Local

#### 2. State and Regional

#### 3. National and International

### B. Recognition

List public service awards you have received and the dates.

### C. Innovation

List public organizations, task forces, committees or programs you have initiated (e.g., Temple Task Force for a Smoke-Free Environment) and the dates of establishment.

*List dates in chronological order, beginning with the first and ending with the most recent.*

## **Other Information**

Briefly provide any other information that is pertinent to your professional or public activities. This may include items such as your involvement in religious organizations, former or current military experience, and awards or other pertinent information not mentioned above.

# Certification

I certify that, to the best of my knowledge, the information contained herein is the most current and is true and correct as of the date of my signature.

---

**Signature of Faculty**

---

**Date**

**ITEM 3**  
**GRANTS SUMMARY**  
**CHART**  
**(provided by**  
**Candidate)**



2019-2020

Rank Sought:

[illegible]

**ITEM 4**  
**VERIFICATION OF**  
**CONTENTS**  
**STATEMENT**  
**(provided by**  
**Candidate)**







## VERIFICATION OF CONTENTS STATEMENT 2019-2020

I certify that, to the best of my knowledge, the below listed materials submitted for departmental review for the purposes of my promotion and/or tenure consideration, contained herein, is the most current and is true and correct as of the date of my signature. (See COM Affiliate Faculty Promotion Guidelines, for descriptions for each of the below documents submitted by the Candidate.)

- 1) Candidate's Statement on Teaching and Service **(required)**
- 2) Candidate's Faculty Record **(required)**
- 3) Grants Summary Chart **(required)**
- 4) Verification of Contents Statement (this form) **(required)**
- 5) Faculty Biography **(required)**
- 6) Candidate's Photograph **(required)**
- 7) List below Other Materials and Documentation submitted by the Candidate, please number each item *(this list should NOT include departmental reports, external letters, or other materials NOT submitted by the candidate):*

Candidate's Typed Name	Candidate's Signature	Date

**ITEM 5  
FACULTY  
BIOGRAPHY  
(provided  
by  
Candidate)**



TEXAS A&M UNIVERSITY  
COLLEGE OF MEDICINE  
FACULTY BIOGRAPHY

FACULTY BIOGRAPHY (LIMIT TO 200 WORDS)

FACULTY BIOGRAPHY (LIMIT TO 200 WORDS)

Dr. *John Smith* received his *Ph.D.* in *Organic Chemistry* from *Texas A&M University* in *2007*. Dr. *Smith* joined the *Chemistry* Department at Texas A&M University as an *Assistant Professor* in *2011*. Dr. *Smith* teaches *graduate and undergraduate courses in analytical, inorganic and organic chemistry*. He developed an undergraduate chemistry course and made significant curriculum changes to several courses in the department. Dr. *Smith's* research focuses on *surface science with a specialization in charge transport*. He has received over *\$1.2 million* in external research funding from *the National Institute of Health and the National Science Foundation*. Dr. Smith is an associate editor of three top-tier journals. He has written *37 peer-reviewed journal articles, two book chapters, and was the keynote speaker at the National Chemistry Conference*. Dr. Smith has chaired *four* doctoral committees, *six* master's committees, and served on *seven* others. Dr. Smith received the CAREER award from the NSF in 2009.

**ITEM 6  
FACULTY  
PHOTOGRAPH  
(provided by  
Candidate)**



### Faculty Photograph (JPEG):

Photographs should be a vertical head or upper-body shot in which the head is 1" high. Electronic (digital) photos are required and must be a minimum of 300 dpi.

**ITEM 7  
EXTERNAL  
LETTERS  
(provided by  
Department)**



### Definition of Arm's Length Reviewer:

External reviewers that are arm's length must not have a vested interest (professional, personal or financial) in the outcome of the decision. Their selection must, therefore, be limited to those whose professional and personal relationship with the candidate can provide an objective and unbiased review:

- At least ten (10) years from last collaboration or co-authorship
- Not be from the same institution where the candidate worked previously
- Not be from the same institution where candidate obtained their terminal degree
- Not be from a previous advisor, mentor, committee member or mentee
- Not be from students from the same advisor

## Template External Reviewer Request Letter

At a minimum, the following language is required:

[Date]

[Name]

[Title]

[Department]

[Institution]

[Street Address]

[City, State, Zip]

Dear Professor/Dr. [Name]:

The [Unit(s)] at Texas A&M University's College of Medicine [is/are] considering [Professor/Dr.]\_\_\_\_\_for promotion from the rank of [specify rank] to the rank of [specify rank]. Affiliated Faculty at Texas A&M University are promoted on the basis of contributions in two areas: teaching effectiveness; and service/clinical contributions. Recognition of the quality of the candidate's scholarly work by their peers is a significant factor in the review process. We are contacting you because of your area of expertise and we would value your candid assessment of [Professor/Dr.]\_\_\_\_\_scholarly accomplishments and future promise, including both areas of particular strength and areas needing improvement. Your scholarly and professional judgment will play an important part in our evaluation of [Professor/Dr.]\_\_\_\_\_for promotion

[For candidates with interdisciplinary appointments, include this paragraph:

[Candidate Name] is engaged in research that is interdisciplinary in nature. [He/she holds a joint appointment in the departments of [discipline] and [discipline].] We invite your consideration of the interdisciplinary nature of [Professor/Dr.]\_\_\_\_\_work in your review of her/his scholarly contributions.]

Based on the enclosed materials and any other knowledge you have of her/his work or professional accomplishments, we would like your candid evaluation of [Professor/Dr.]\_\_\_\_\_'s written and scholarly contributions in relation to others of comparable experience in their field. In particular, we would appreciate your comments on the following issues:



1. How well and in which capacity do you know [Professor/Dr.]\_\_\_\_\_?
2. What is your critical assessment (both strengths and areas needing improvement) of the originality, quality, and impact of [Professor/Dr.]\_\_\_\_\_’s scholarship? To facilitate your evaluation of the work in detail, I am enclosing some of [Professor/Dr.]\_\_\_\_\_’s scholarly work as well as a CV and personal statement.
3. Which, if any, of [Professor/Dr.] \_\_\_\_\_’s scholarly publications or works do you consider to be outstanding?
4. Please describe the impact the candidate’s scholarly contributions has had and/or is likely to have on the discipline.
5. What is your assessment of [Professor/Dr.] \_\_\_\_\_’s trajectory? Is this faculty member likely to become one of the leading figures in the discipline?
6. What is your overall assessment of [Professor/Dr.]\_\_\_\_\_’s standing in relation to others in their peer group who are working in the same field?
7. Do you have any other comments that would be relevant to our deliberations, including observations about [Professor/Dr.]\_\_\_\_\_’s teaching and/or mentorship, leadership, or service?

*[The following paragraph (word-for-word) must be included in  
ALL letters soliciting an evaluation of the candidate.]*

Under Texas A&M University policy, your letter will become part of the official promotion packet for [Professor/Dr.]. *Please note that your review will be kept confidential; however, Texas is an open records state and your review could be requested and relinquished.*

It would be most helpful to receive your response by\_\_\_\_\_. I would also appreciate it if you would provide us with a short biosketch and current research interests.

We sincerely appreciate the time and effort such evaluation letters take, and thank you in advance for your important contribution to our program at Texas A&M University. If you need further information, please contact [Contact Name] at [Phone/Email].

Sincerely,

[Name]

[Title]

Enclosures

**ITEM 8  
NON ARM'S  
LENGTH  
EXTERNAL  
LETTERS  
(provided by  
Department)**



**ITEM 9  
CAMPUS  
COMMITTEE  
REPORT  
(provided by  
Department)**



\*\*\*Campus Name\*\*\*



\*\*\*Date\*\*\*

TO: \*\*\*Campus Dean\*\*\*

Re: \*\*\*Title of Candidate, Name of Candidate, Campus\*\*\*

Dear \*\*\*Campus Dean\*\*\*:

On \*\*\*Date\*\*\*, \*\*\*Candidate Name\*\*\*'s dossier was reviewed by the \*\*\*Campus Name (P&T) Committee\*\*\* for promotion to \*\*\*Title of Candidate\*\*\*, within the College of Medicine.

\*\*\*Write recommendation for/against promotion of Candidate. This report will need be to evaluative, not summative and reflect the Campus Committee's independent recommendation of the Candidate's Dossier and any evaluation or recommendations therein\*\*\*

Following discussion, the eligible Committee Members then voted by a show of hands to \*\*\*support/not support\*\*\* promotion to \*\*\*Title of Candidate\*\*\* as follows:

	Yes	No	Absent	Recused	Total Eligible
<b>Votes</b>					

In conclusion, the \*\*\*Campus Name (P&T) Committee\*\*\* \*\*\*recommend/not recommend\*\*\* \*\*\*Candidate Name\*\*\* for promotion to \*\*\*Candidate Title\*\*\* within \*\*\*Campus\*\*\* in the College of Medicine.

Sincerely,

\*\*\*Chair of Committee\*\*\*

*The below signatures from the eligible voting members of the \*\*\*Campus Name (P&T) Committee\*\*\* indicates their agreement that this report reflects the discussion and voting outcome.*

[illegible]

**ITEM 10  
CAMPUS  
DEAN REPORT  
(provided by  
Department)**



### Campus Dean Report:

This report gives the Campus Dean an opportunity, after reviewing the candidate's dossier and external reviewers' letters, to make an independent recommendation for/against promotion. This report should include a discussion of evaluations/recommendations, as well as the outside letters and any further evaluation the Campus Dean wishes to make.

An essential aspect of this report is to place the candidate's scope (quality, productivity over time) and IMPACT of the candidate's performance in all the areas of responsibility in the context of the specific campus mission, goals, expectations and criteria.

**COLLEGE OF MEDICINE**

\*\*\*Campus Name\*\*\*



\*\*\*Date\*\*\*

TO: Dr. Diane Chico, MD  
Interim Department Head  
Department of Medical Education  
Texas A&M University

Dear Dr. Chico,

\*\*\*Write recommendation for/against promotion of Candidate. This report will need be to evaluative, not summative and reflect the Campus Dean's independent recommendation of the Candidate's Dossier and any evaluation or recommendations therein\*\*\*

Sincerely,

\*\*\*Campus Dean\*\*\*

**ITEM 11  
MEDICAL  
EDUCATION  
COMMITTEE  
REPORT  
(provided by  
College)**





\*\*\*Campus Name\*\*\*



\*\*\*Date\*\*\*

TO: Dr. Diane Chico, M.D.  
Interim Department Head  
Department of Medical Education

Re: \*\*\*Title of Candidate, Name of Candidate, Campus\*\*\*

Dear Dr. Chico,

On **\*\*\*Date\*\*\***, **\*\*\*Candidate Name\*\*\***'s dossier was reviewed by the Medical Education Promotion and Tenure Committee for promotion to **\*\*\*Title of Candidate\*\*\***, within the College of Medicine.

\*\*\*Write recommendation for/against promotion of Candidate. This report will need to be evaluative, not summative and reflect the Medical Education Promotion and Tenure Committee's independent recommendation of the Candidate's Dossier and any evaluation or recommendations therein\*\*\*

Following discussion, the eligible Committee Members then voted by a show of hands to \*\*\*support/not support\*\*\* promotion to \*\*\*Title of Candidate\*\*\* as follows:

	Yes	No	Absent	Recused	Total Eligible
<b>Votes</b>					

In conclusion, the Medical Education Promotion and Tenure Committee \*\*\*recommends/does not recommend\*\*\* \*\*\*Candidate Name\*\*\* for promotion to \*\*\*Candidate Title\*\*\* within the \*\*\*Campus\*\*\* in the College of Medicine.

Sincerely,

\*\*\*Chair of Committee\*\*\*

*The below signatures from the eligible voting members of the Medical Education Promotion and Tenure Committee indicates their agreement that this report reflects the discussion and voting outcome.*

[illegible]

**ITEM 12  
MEDICAL  
EDUCATION  
REPORT  
(provided by  
College)**



**ITEM 13  
COLLEGE T&P  
COMMITTEE  
REPORT  
(provided by  
College)**



**ITEM 14  
OTHER MATERIALS  
AND  
DOCUMENTATION  
(provided by  
Candidate)**



### Other Materials and Documentation:

This section of the dossier is for any materials deemed pertinent to the case, but not appropriate for placement elsewhere. This might include letters from students, peers or collaborators that were not part of a structured evaluation process. Annual performance evaluation by department head and mid-term review report to the candidate may be included in this Item.