Appointment, Promotion and Tenure Committee
2021-2022 Meeting Dates and Timeline Information

Committee Members:
William Schwartz, MD – Committee Chair
Jorge Almeida, MD, PhD
Tom Brenna, PhD
Alison Cahill, MD, MSCI
Nilda Garcia, MD, FACS
Kevin Hackshaw, MD
Elizabeth Matsui, MD
Christopher Moreland, MD, MPH
Jewel Mullen, MD, MPH
David Ring, MD

Staff Support:
Ana Rubel – Faculty Affairs Manager
Teagan Dilts – Faculty Affairs Coordinator

Dossier Submission:
Dossiers must be submitted to Ana (depending on type of faculty appointment) one week before the corresponding APT committee meeting. This allows the committee members to review all of the dossiers ahead of the committee meeting.

Important Timelines:
The Dell Medical School APT committee meets monthly on the last Tuesday of the month. The following are a list of meeting dates for 2021-2022:

- September 30, 2021
- October 28, 2021
- January 27, 2022
- February 24, 2022
- March 31, 2022
- April 28, 2022
- May 26, 2022
- June 30, 2022
- July 28, 2022
- August 25, 2022

Please Note:
- UT Provost approval of non-tenure track dossiers may take up to 30 days. Please plan start dates accordingly. If you need assistance with determining an appropriate start date, please contact Ana Rubel.
• After APT committee review, UT Provost approval of tenured dossiers may take up to 90 days. Please plan start dates accordingly. If you need assistance with determining an appropriate start date, please contact Ana Rubel.

Other Important Information:
• A complete dossier for APT committee review includes: Chair memo, CV, and 3 letters of external review.
• All external letters of review must include the requested rank in the letter. Each letter should be unique. The Provost will not accept identical letters minus the signatory.
• The APT committee requires pre-reviews for tenure dossiers. A Chair Letter and CV are required to request a pre-review and must be submitted by the designated deadline for the month. Pre-reviews are not required for non-tenure track dossiers.