

Virginia Tech Guidelines for Promotion and Tenure Dossiers
2007 - 2008
Revised 4/13/07

The promotion and tenure guidelines, a table of contents template, and a standard cover page are available electronically at www.provost.vt.edu.

The university promotion and tenure committee is appointed and chaired by the university provost and vice president for academic affairs. The committee reviews the qualifications of the candidates recommended for promotion or tenure by each academic dean. It also reviews those cases in which the dean has not concurred in the college committee's positive recommendation. The purpose of the reviews is to verify that the recommendations are consistent with university objectives, pro

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B. Statement from the college committee

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- E. Statements from other units for faculty with joint appointments or other formal interaction

If the candidate's research is primarily through a team in a research center, the center director should provide a letter of evaluation.

- F. For faculty who present significant interdisciplinary or multidisciplinary and collaborative teaching, research, outreach, or extension as part of the record, the dossier should include one evaluation letter from the director, coordinator, or leader of the interdisciplinary or multidisciplinary program.

Do not include an excessive number of "congratulatory" letters.

- G. Letters of evaluation submitted by outside reviewers from peer institutions

The committee expects to see *all* external letters received, not just selected letters. The dossier must contain, at a minimum, four external review letters. It is the res(o) Tj45 0 0 45 511 0 Tm 989(o) Tj45 0 0 45 62 0 Tm

Reviewer	Institution	Suggested by Candidate	Suggested by Committee
Mary Jones	Stanford Univ.	X	
John Smith	Michigan State Univ.		X

2. Following the table, provide a brief (two to three paragraphs) biographical sketch of each reviewer and explain why he or she was particularly suited to review the candidate's work.
3. Following the biosketches, provide a sample copy of the letter of instruction sent to outside reviewers.
4. Following the sample outside review instruction letter, provide the letters from outside reviewers.

III. Candidate's Statement

The candidate's statement should be no more than three pages in length. Neither this statement, nor any part of it, should be repeated or further developed elsewhere in the dossier. This statement should explain such matters as the character, coherence, direction, and purpose of the candidate's scholarly and professional work, including the integration of teaching, research and creative activity, and service. Scholarship, which is pervasive across all three missions of the university, is broadly defined at Virginia Tech as the creation of knowledge that is peer reviewed and publicly disseminated. As a land-grant university, Virginia Tech values the application of teaching and research in fulfillment of its outreach and extension responsibilities. Outreach accomplishments should be reported in context of research and teaching, as well as international and professional service. Faculty with extension appointments should also relate their program accomplishments to teaching, research, and outreach.

The statement should enable members of the university promotion and tenure committee to understand clearly the candidate's professional aims and achievements. The statement should explain but not evaluate the work. This statement should provide all reviewers with a clear understanding of the candidate's research and creative activities, teaching, outre

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G. Current academic adv

redefinition of a field or discipline, the establishment of relationships among disciplines, t


11. Other papers and reports
 12. Prefaces, introductions, catalogue statements, etc.
 13. Papers presented at professional meetings
 14. Translations
 15. Abstracts
- C. Sponsored research and other grant awards
- Explicitly cite the principal investigator(s)—all names that appear on the grant proposal, ye

3. Disclosures (pre-patent)

VI. International and Professional Service and additional Outreach and Extension Activities

Faculty members should seek ways in which they connect their scholarship to enhance international and global understanding as well as advance their professional disciplines. The quality and effectiveness of international activities and professional service should be documented.

Additional outreach and ~~extens~~



3. Outreach and extension publications, including trade journals, newsletters, websites, journals, multimedia items, etc.
4. Presentations in area of expertise to community and civic organizations, including schools and alumni groups, etc.

language to speak to

diversity-related speaker

