**Virginia Tech Clinical Faculty Series Template 2024-2025**

Office of the Executive Vice President and Provost, revised 05/01/24

Please review the complete [Clinical Track Promotion Guidelines](https://faculty.vt.edu/content/faculty_vt_edu/en/academic-personnel/promotion-and-tenure/_jcr_content/content/vtmultitab_copy/vt-items_5/download_copy/file.res/Clinical%20Promotion%20Guidelines%202024-2025.pdf) for instructions and guidance regarding each outline item.

All candidate dossiers must be submitted to the Office of the Executive Vice President and Provost according to the following guidelines. The candidate must submit a signed dossier certification when submitting their materials for review.

Document Format: To ensure clarity and consistency of dossiers, documents submitted should adhere to the following requirements:

* font type of either Arial or Verdana
* minimum font size of 11
* black font
* single-spaced
* double-spaced between paragraphs
* margins of 1-inch left/right and top/bottom
* pages are not numbered.

Dossiers are prepared and submitted as electronic documents. Using version 8.0, 9.0, Adobe Acrobat XI Professional, or Adobe Acrobat Pro 2020, a candidate submits their dossier to the department as a pdf-file with the major headings (I – IX and A – M) bookmarked. (It is not necessary to bookmark outline items V.B.1 – 15.) Adobe Acrobat Pro software for Mac or Windows is available from the following website:

<https://software.vt.edu/deptsoftware/deptswind/adobeavailableproducts.html>

*Please be sure to activate OCR Text Recognition (go to Document—OCR Text Recognition—Recognize text using OCR…) on each dossier before bookmarking it. Dossiers should be saved with all pages set to 100% actual size.*

Section II of the promotion dossier is not prepared by the candidate. The department head, departmental promotion committee, dean, and college promotion committee will insert section II into the candidate’s electronic dossier. The departmental and college administrative assistants are responsible for bookmarking those major headings (II. A – G).

Once a dossier is submitted by the candidate, other than the correction of non-substantive typographical errors, the dossier may not be revised or modified except as described in the previous paragraph. Should additional substantive information become available or if other important information and/or errors are identified during the review process, they should be included and/or explained as part of the department head’s letter and/or the dean’s letter.

A separate table of contents is not necessary. The electronic bookmarks act as a table of contents. If a section is not applicable to a candidate’s dossier, please include the outline number in the body of the dossier, but indicate that the section is not applicable or “N/A.” There is no need to bookmark a section that is not applicable. The final document should be saved with the bookmarks showing. Go to File → Properties → Initial view → Navigation tab – select *Bookmarks Panel and Page* → Ok.

**Dossier Outline**

Cover Page

Dossier Certification

I. Executive Summary

Include summary tables in the format below. In the table immediately below, the two columns to the left of the Total Column should contain the data for “Prior to Promotion” and “Since Promotion” if the faculty member was last promoted at Virginia Tech and “Prior to VT Appointment” and “Since VT Appointment” if the faculty member joined Virginia Tech since their last promotion (at another university). The rows of the table may be modified as needed, particularly for faculty members with creative activities. For the second table below, the columns under each type of authorship should correspond to those used in the first table.

|  |  |  |  |
| --- | --- | --- | --- |
| **Accomplishments** | **Prior to VT Appointment/ Promotion** | **Since VT Appointment/ Promotion** | **Total** |
| Course/Clerkship Leader |  |  |  |
| Hours of Lecture/Lab (average weeks per year) |  |  |  |
| Hospital Service (average weeks per year) |  |  |  |
| Awards and Recognition |  |  |  |
| Intra-mural Funding Amount |  |  |  |
| External Funding Amount |  |  |  |
| Total Number of Grants |  |  |  |
| Ph.D. Students Graduated |  |  |  |
| Ph.D. Students (currently advising) |  |  |  |
| M.S. Students Graduated |  |  |  |
| M.S. Students (currently advising) |  |  |  |
| Invited Keynote Presentations |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Publications** | **Lead Author** | | **Corresponding**  **Author** | | **Co-author** | | **Total** | |
| **Prior** | **Since** | **Prior** | **Since** | **Prior** | **Since** | **Prior** | **Since** |
| Peer-reviewed journal articles |  |  |  |  |  |  |  |  |
| Other journal articles |  |  |  |  |  |  |  |  |
| Books chapters |  |  |  |  |  |  |  |  |
| Books |  |  |  |  |  |  |  |  |
| Conference proceedings |  |  |  |  |  |  |  |  |
| Other papers/reports |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |

II. Recommendation Statements

1. Statement from the dean

B.Statement from the college committee

C. Statement by the department head, chair, or school director

D. Statement by the department or school promotion committee

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

F. For faculty who present significant interdisciplinary or multidisciplinary and collaborative teaching, research, outreach, or extension as part of the record, the dossiershould include one evaluation letter from the director, coordinator, or leader of the interdisciplinary or multidisciplinary program. This letter should be addressed to the department head or director.

G. Letters of evaluation submitted by outside reviewers that document external validation of accomplishments and leadership in the field.

1. Provide information about the outside reviewers in a table format, as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Reviewer | Institution | Suggested by Candidate | Independently selected by Committee |
| Mary Jones | Stanford Univ. | X |  |
| John Smith | Michigan State Univ. |  | X |
| Jane Brown | Oregon State Univ. |  | X |
| Bob Akers | Iowa State Univ. | X | X |
| Kwan Lin | Penn State University |  | X |

\*Please include all letters received. Do not include reviewers who did not submit an outside letter in the table. Provide an explanation if there are any unusual aspects to the outside reviewers.

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

A. COVID Statement

IV. Teaching and Advising Effectiveness

1. Recognition and awards for teaching or advising effectiveness
2. A chronological list of courses taught since the date of appointment to Virginia Tech. Candidates who held a position at the same rank at another institution may include courses taught at that rank prior to their appointment to Virginia Tech.
3. A chronological list of non-credit courses, workshops, and other related outreach and/or extension teaching since the date of appointment to Virginia Tech.

D. Completed theses, dissertations, other graduate degree projects, major undergraduate research projects, and honors theses directed

E. Postdoctoral Fellow training and research

F. Current positions held by the candidate’s masters and doctoral recipients

G. Special achievements of current/former undergraduate and graduate students

H. Current academic advising and mentoring responsibilities—graduate, house officers (Residents/Interns) undergraduate students

Please include the students who are currently working on their theses, dissertations, etc. Include a table that shows the progress of each student, the milestones accomplished, and other indicators of progress.

Describe graduate mentoring accomplishments in detail, including exams completed, scholarship published, funding of graduate students on grants and contracts, the successful graduation of master’s and/or Ph.D. students, and other milestones that demonstrate effective and successful graduate student mentorship.

Sample table is provided. Please modify the table to best present the candidate’s current academic graduate mentoring and undergraduate advising responsibilities.

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Degree** | **Status/Degree Date** |
| Chair | Daniel Lu | PhD Physics | Passed proposal defense; published a co-authored paper |
| Bob Jones | PhD Engineering Education | Passed proposal defense; made two professional conference presentations |
| Pearl Chang | PhD Biological Sciences | Passed preliminary exam; engaged in field research |
| Kevin Taylor | PhD English | Passed preliminary exam |
| Kathy Akers | PhD Entomology | Passed qualifying exam Spring 2023 |
| |  |  |  | | --- | --- | --- | | Jeremy Adams | MS Electrical Engineering | First semester | | MS Electrical Engineering | 1st year student |
| Committee Member | Becky Jones | PhD Sociology | Passed proposal defense |
| Mike Walters | PhD Higher Education | Passed proposal defense |
| Betsy Miller | PhD Computer Science | Passed qualifying exam |
| Joe Roberts | PhD Engineering Education | Created plan of study |
| Sally Brown | PhD Geosciences | Passed preliminary exam |
| Sandy Williams | PhD Biochemistry | Passed qualifier exam |
|  | Samantha Smith | MS Electrical Engineering | Completing thesis |

I. Course, curriculum, and program development

J. Student evaluations of instruction

K. Peer evaluations of instruction

L. Alumni evaluations of instruction

M. Demonstrated efforts to improve one’s teaching effectiveness, including, but not limited to, pursuing training in inclusive pedagogy and incorporating the Principles of Community into course development.

V. Research and Creative Activities

1. Awards, prizes, and recognitions
2. List of contributions
   1. Books or monographs

* 1. Book chapters
  2. Books edited
  3. Textbooks authored
  4. Textbooks edited

* 1. Papers in referred journals (both print and electronic)
  2. Papers in refereed conference proceedings
  3. Performances, exhibitions, compositions
  4. Digital scholarship
  5. Reviews
  6. Numbered extension publications
  7. Prefaces, introductions, catalogue statements, etc.
  8. Papers and posters presented at professional meetings
  9. Translations
  10. Abstracts
  11. Other papers and reports

C. Sponsored research and other grant awards (Please distinguish internal and external awards)

D. Invited presentations or lectures

1. Regional Continuing Education Venues

2. National Continuing Education Venues

3. International (outside the US) Continuing Education Venues

4. Annual Meetings of Specialty Colleges

5. Other

E. Editorships, curatorships, etc.

1. Journals or other learned publications

1. Editorial boards

3. Exhibitions, performances, displays, etc.

F. Economic contributions and entrepreneurship

* + 1. Start-up businesses (including competitive grants and contracts such as SBIR awards and other notable business achievements)
    2. Commercialization of discoveries
    3. Other

G. Intellectual properties

1. Software

2. Patents

3. Disclosures (pre-patent)

VI. Clinical Service

1. Specialty Board Certification

B. Focused area of expertise

C. Number of patients seen per year

D. Gross revenue from services rendered

E. New or unique clinical services

1. Developed

2. Modified

3. Adopted

VII. International and Professional Service and Additional Outreach and Extension Activities

A. International programs accomplishments

* 1. International recognition and awards
  2. International research collaborations
  3. Other international activities

B. Professional service accomplishments, such as:

1. Service as an officer of an academic or professional association

1. Other service to one’s profession or field (e.g., service on committees)

3. Professional meetings, panels, workshops, etc., led or organized

C. Efforts to diversify the disciplines such as:

1. Disciplinary or interdisciplinary efforts to attract underrepresented students to different majors and graduate programs at Virginia Tech.
2. Participation in campus, local, regional, or national organizational efforts to promote diversity and inclusion in scholarly or professional fields.

D. Additional outreach and extension activities and outcomes

1. Peer evaluations of extension program(s)

2. Professional achievements in program development, implementation, and evidence of impact

1. 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.

5. Outreach to underrepresented or underserved communities, in the Commonwealth, domestically, or internationally.

6. Service on external boards, commissions, and advisory committees

7. Expert witness/testimony

8. Consulting that is consistent with university/department priorities

9. Recognitions and awards for outreach and extension effectiveness

VIII. University Service

A. University meetings, panels, workshops, etc. led or organized

B. Department, college, and university service, including administrative responsibilities

C. Service that promotes diversity and inclusion (e.g., participation in a caucus designed to promote inclusion; participation in gateway and pipeline programs; advising and assisting student ambassador programs).

Broad categories and examples of diversity contributions developed by the Commission on Equal Opportunity and Diversity are available at the following website: <https://faculty.vt.edu/academic-personnel/efars.html>

D. Service to students—involvement in co-curricular activities, advising student organizations, etc.

IX. Work Under Review or In Progress

A. Work submitted and under review

B. Work in progress

X. Other Pertinent Activities