**Virginia Tech** **Collegiate Faculty Series Dossier Template 2024-2025**

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

.

Please review the complete [Collegiate Faculty 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 Times New Roman
* 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 – L) bookmarked. (It is not necessary to bookmark outline items V.B.1 – 16.) 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.

Cover Page

Dossier Certification

I. Executive Summary

Include summary tables in the format 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** |
| Courses taught |  |  |  |
| Peer-reviewed publications |  |  |  |
| Undergrad Research |  |  |  |
| Awards and Recognition |  |  |  |
| Papers at Prof. Meetings |  |  |  |
| External Funding: Total Amount (Direct + Indirect) |  |  |  |
| External Funding: Candidate Portion of Above Amount |  |  |  |
| Internal Funding: Total Amount (Direct + Indirect) |  |  |  |
| Internal Funding: Candidate Portion of Above Amount |  |  |  |
| Grants (external, internal) |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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
2. 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 dossiermay include one evaluation letter from the director, coordinator, or leader of the interdisciplinary or multidisciplinary program.

G. Letters of evaluation submitted by outside reviewers from other institutions

*External letters are required for promotion to collegiate associate professor and collegiate professor.*

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.

1. Biographical sketch of each reviewer with an explanation of why he or she is well suited to review the candidate’s work, particularly their pedagogical contributions.

3. Sample copy of the letter of instruction sent to outside reviewers (see Provost Office guidelines for Collegiate faculty letters).

4. Letters from outside reviewers.

III. Candidate’s Statement

1. COVID Statement

IV. Teaching and Advising Effectiveness

1. Recognition and awards for teaching or advising effectiveness.
2. A chronological list and/or table of courses taught since the date of appointment to Virginia Tech.

C. A chronological list and/or table 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. Current positions held by the candidate’s masters and doctoral recipients

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

G. Current academic advising and mentoring responsibilities—graduate and undergraduate

Please include the students who are currently working on their theses, dissertations, etc. Candidates can either list or 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.

H. Course, curriculum, and program development

I. Student evaluations of instruction

A sample table may be helpful; see a recommended presentation below.

Explanation of columns:

“enrolled” indicates the number students enrolled in the course at the time the student evaluation was conducted

“response” indicates the number of students who answered the question for which scores are reported

“overall effectiveness” lists the mean response to the question” Overall, the instructor's teaching was effective.” Note that the data are presented as (instructor average) / (maximum score)

“dept. ave.” indicates the average for the Department of XXXXXX for the same question over all courses in the indicated semester

“college ave.” shows the average for all courses in the College of XXXXX for the same questions in the indicated semester

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **year** | **term** | **course #** | **course**  **title** | **enrolled** | **response** | **overall**  **effective-ness** | **dept ave.** | **college ave.** |
| 2021 | F | XXXX 2000 | Introduction to Life | 42 | 29 | 5.56 / 6 | 5 / 6 | 5.22 / 6 |
| 2022 | S | XXXX  5000 | Advanced Topics in Life | 10 | 8 | 5.8 / 6 | 5 / 6 | 5.4 / 6 |
| 2022 | S | XXXX 4000 | Philosophy of Life | 22 | 18 | 5.5 / 6 | 5.09 / 6 | 5.25 / 6 |
| 2022 | F | XXXX 6000 | Advanced Topics of Life Philosophy of Biology | 7 | 4 | 5.5 / 6 | 5.09 / 6 | 5.25 / 6 |
| 2023 | S | XXXX 5050 | Problem solving Logic | 10 | 8 | 5.5 / 6 | 5.09 / 6 | 5.25 / 6 |

J. Peer evaluations of instruction

K. Alumni evaluations of instruction

L. Demonstrated efforts to improve one’s teaching effectiveness

V. Research and Creative Activities

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

* 1. Book chapters

* 1. Books edited
  2. Textbooks authored

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

C. Sponsored research and other grant awards

D. Invited keynote presentations or lectures

E. Editorships, curatorships, etc.

1. Journals or other learned publications

2. Editorial boards

3. Exhibitions, performances, displays, etc.

F. Economic contributions and entrepreneurship

1. Start-up businesses

2. Commercialization of discoveries

3. Other

G. Intellectual properties

1. Software

2. Patents

3. Disclosures (pre-patent)

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

1. International programs accomplishments
   1. International recognition and awards
   2. International research collaborations
   3. Other international activities
2. Professional service accomplishments

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

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

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

1. 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

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.

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

VII. 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

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

VIII. Work Under Review or In Progress

A. Work submitted and under review

B. Work in progress

IX. Other Pertinent Activities