

CAMPUS NOTICE

Date: August 17, 2009

From: The Office of the Provost

Re: 2009-10 Promotion and tenure Adobe Acrobat 9.0 dossier-building sessions

In 2009-2010, all promotion and tenure dossiers submitted for university-level review must be delivered in PDF file format. The 2009-2010 promotion and tenure guidelines are available at <http://www.provost.vt.edu/tenure.php> . If you have any questions or concerns regarding the promotion and tenure process, you may contact Cyndi Hutchison at chutchison@vt.edu.

In support of the new requirement for submitting promotion and tenure dossiers in the PDF file format, the Faculty Development Institute is offering "Adobe Acrobat Professional 9.0 for Faculty Building P&T Dossiers." Each one-hour session provides the same information, and covers topics most needed by faculty in completing a P&T dossier. Sessions are also open to staff members who assist in dossier submissions to departmental, college, and university-level committees. The curriculum for this short course will include how to convert Word documents into a PDF file; how to set bookmarks within a PDF file; and how to insert and delete pages using the Adobe Acrobat Professional 9.0 software. While sample files will be provided, participants are encouraged to bring their own dossier materials on a USB jump drive for use during the workshop.

Sessions will be held in 3060 Torgersen Hall on the following dates:

- Monday, 8/31/09 Monday, 11:00 - noon
- Tuesday, 9/01/09 Tuesday, 10:00 - 11:00 a.m.
- Wednesday, 9/02/09, 9:00 - 10:00 a.m.
- Thursday, 9/03/09, 8:30 - 9:30 a.m.
- Friday, 9/04/09, 8:30 - 9:30 a.m.

Registration is now open for these sessions at

https://www.fdi.vt.edu/public/?term_pk1=8902