

Virginia Tech Instructor Promotion Cover Page, 2018-2019

Office of the Executive Vice President and Provost, revised 5/15/18

Candidate for promotion in academic rank to: _____

1. Name: _____
Department: _____
College: _____
2. Present academic rank: _____
3. Years of full-time (or full-time equivalent) service in present rank at Virginia Tech as of May 2019: _____
4. If part-time, state percentage of current appointment: _____
5. Is candidate currently in a REGULAR or RESTRICTED appointment?
6. Number of years employed at Virginia Tech as of May 2019: _____
7. Number of years full-time (or full-time equivalent) service at same or higher rank elsewhere: _____
8. Departmental committee recommends approval of promotion.
 Departmental committee does not recommend approval of promotion.

Departmental committee chair's signature

Date

9. Department head recommends approval of promotion.
 Department head recommends 3-year renewable contract if advanced instructor, or 5-year renewable contract if senior instructor. *If an extended contract is NOT recommended in accordance with expectation of the promotion policy, please explain in the department head's letter.*
 Department head does not recommend approval of promotion.

Department head's signature

Date

10. College committee recommends approval.
 College committee does not recommend approval.

College committee chair's signature

Date

11. Dean recommends approval.
 Dean does not recommend approval.

Dean's signature

Date