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