

**Virginia Tech Guidelines for Professors of Practice Dossiers for 2018-19**  
Office of the Executive Vice President and Provost, revised May 15, 2018

All candidate dossiers must be submitted to the Office of the Executive Vice President and Provost according to the following guidelines.

Document Format: The dossier should be formatted as follows

- font type of either Verdana or Arial
- minimum font size of 11
- 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, or Adobe Acrobat XI Professional, a candidate submits his or her 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 XI Professional software for Mac or Windows is available from the following website: [http://www2.ita.vt.edu/software/department/products/adobe/acrobat\\_pro/index.html](http://www2.ita.vt.edu/software/department/products/adobe/acrobat_pro/index.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.*

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).

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: Specific instructions for preparing each section of the dossier are as follows.

## Cover Page

## I. Executive Summary

Provide a table to summarize contributions in a table format, as follows (please modify the table as needed):

**Accomplishments (since last promotion)**

	<b>After Associate</b>	<b>Before Associate</b>	<b>Total</b>
External Funding Total Amount			
External Funding (Candidate) Amount			
Internal Funding Total Amount			
Internal Funding (Candidate) Amount			
Grants			
Peer-reviewed publications			
Ph.D. Students Graduated			
Ph.D. Students (Currently advising)			
M.S. Students Graduated			
M.S. Students (Currently advising)			
Undergrad Research			
Awards and Recognition			
Post docs			
Courses Taught			
Papers at Prof. Meetings			
Invited Keynote Presentations			

**Publications (since last promotion)**

	<b>Lead Author</b>	<b>Co-author</b>	<b>Co-editor</b>	<b>Total</b>
Books				
Book chapters				
Papers in refereed				

journals				
Conference proceedings				
Other papers and reports				
Total				

## II. Recommendation Statements

- A. 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 dossier should 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
Sally Smith	Penn State University		X

2. Biographical sketch of each reviewer and explain why he or she was particularly suited to review the candidate's work.
3. Sample copy of the letter of instruction sent to outside reviewers.

## 4. Letters from outside reviewers.

## III. Candidate's Statement

## IV. Teaching and Advising Effectiveness

- A. Recognition and awards for teaching or advising effectiveness
- B. A chronological list of courses taught since the date of appointment to Virginia Tech.
- C. 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 responsibilities—graduate and undergraduate
- I. Course, curriculum, and program development
- J. Student evaluations of instruction

## 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 XXXXX 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

<b>year</b>	<b>term</b>	<b>course #</b>	<b>course title</b>	<b>enrolled</b>	<b>response</b>	<b>overall effectiveness</b>	<b>dept. ave.</b>	<b>college ave.</b>
2012	S	XXXX 2000	Introduction to Life	42	29	5.56 / 6	5 / 6	5.22 / 6

2012	S	XXXX 5000	Advanced Topics in Life	10	8	5.8 / 6	5 / 6	5.4 / 6
2012	F	XXXX 4000	Philosophy of Life	22	18	5.5 / 6	5.09 / 6	5.25 / 6
2012	F	XXXX 6000	Advanced Topics of Life	7	4	5.5 / 6	5.09 / 6	5.25 / 6
2012	F	XXXX 5050	Problem solving	10	8	5.5 / 6	5.09 / 6	5.25 / 6

- K. Peer evaluations of instruction
- L. Alumni evaluations of instruction
- M. Demonstrated efforts to improve one's teaching effectiveness
- V. Research and Creative Activities
  - A. Awards, prizes, and recognitions
  - B. List of contributions
    1. Books or monographs
    2. Book chapters
    3. Books edited
    4. Textbooks authored
    5. Textbooks edited
    6. Papers in refereed journals (both print and electronic)
    7. Papers in refereed conference proceedings
    8. Performances, exhibitions, compositions
    9. Digital scholarship
    10. Reviews
    11. Numbered extension publications

12. Prefaces, introductions, catalogue statements, etc.
13. Papers and posters presented at professional meetings
14. Translations
15. Abstracts
16. Other papers and reports
- C. Sponsored research and other grant awards (Internal and External)
- 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
  - 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
2. 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
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