Virginia Tech Guidelines for Clinical Track Promotions for 2018-2019
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

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: The provost provides a standard cover page, available at www.provost.vt.edu. Please note that the cover page includes the specific committee votes. <u>Please record the complete vote, including zeros where appropriate.</u> Department and college administrative assistants should ensure that all information is completed on the cover page before sending the dossier to the next level. It is very important to indicate the appropriate type of promotion (promotion in academic rank) so that candidates are reviewed in the appropriate order.

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 or from beginning of current appointment)

	After Promotion/ Appointment	Before Promotion/ Appointment	Total
Course/Clerkship Leader			
Hours of Lecture/Lab (average weeks per year)			
Hospital Service (average weeks per year)			
Awards and Recognition			
Intra-mural Funding Amount			
External Funding Amount			
Total Number of Grants			
M.S. Students (Committee Chair)			
Ph.D. Students (Committee Chair)			
Advisor to house officer (Resident/Intern)			
Papers at Prof. Meetings			
Invited Keynote Presentations			

Publications (since last promotion or from beginning of appointment)

	Lead Author	Corresponding Author	Co-author	Total
Peer-reviewed journal articles				
Other journal articles				
Books chapters				
Books				
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 <u>one</u> 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.   Following the table, provide a brief (two to three paragraphs) biographical sketch of each reviewer and explain why he or she was particularly suited to review the candidate's work.

      3.   Following the biosketches, provide a sample copy of the letter of instruction sent to outside reviewers.

      4.   Following the sample outside review instruction letter, provide the 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. Candidates who held a position at the same rank at another institution may include courses taught at that rank prior to their 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, house officers (Residents/Interns) undergraduate students

I. Course, curriculum, and program development

J. Student evaluations of instruction

K. Peer evaluations of instruction

L. Alumni evaluations of instruction

M. Demonstrated efforts to improve one's teaching effectiveness, including, but not limited to, pursuing training in inclusive pedagogy and incorporating the Principles of Community into course development.

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 presentations or lectures

1. Regional Continuing Education Venues

2. National Continuing Education Venues

3. International (outside the US) Continuing Education Venues

4. Annual Meetings of Specialty Colleges

5. Other

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 (including competitive grants and contracts such as SBIR awards and other notable business achievements)

    2. Commercialization of discoveries

    3. Other

G. Intellectual properties

    1. Software
    2. Patents

    3. Disclosures (pre-patent)

VI. Clinical Service

    A. Specialty Board Certification

    B. Focused area of expertise

    C. Number of patients seen per year

    D. Gross revenue from services rendered

    E. New or unique clinical services

        1. Developed

        2. Modified

        3. Adopted

VII. 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

VIII. 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 (e.g., participation in a caucus designed to promote inclusion; participation in gateway and pipeline programs; advising and assisting student ambassador programs).

Broad categories and examples of diversity contributions developed by the Commission on Equal Opportunity and Diversity are available at the following website:
http://www.provost.vt.edu/efars/diversity_reporting.html

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

IX. Work Under Review or In Progress

A. Work submitted and under review

B. Work in progress

X. Other Pertinent Activities