**Virginia Tech Instructor Promotion Cover Page, 2019-2020**

Office of the Executive Vice President and Provost, revised 5/07/19

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 2020:

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 2020:

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.

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 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.

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 Department head’s signature Date

10. [ ]  College committee recommends approval.

 [ ]  College committee does not recommend approval.

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 College committee chair’s signature Date

11. [ ]  Dean recommends approval.

 [ ]  Dean does not recommend approval.

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 Dean’s signature Date