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.

   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 __________