

Template: Several faculty have requested a "template" for preparing a promotion and/or tenure dossier. Below you will find a template—or outline—of the dossier sections. The outline is provided in an acceptable font and font size. Please review the complete promotion and tenure guidelines (www.provost.vt.edu/tenure.php) for instructions regarding each outline item in pages 3 - 6 that follow.

Bookmarking Sections Using Adobe Acrobat: Dossiers are prepared and submitted as electronic documents. Using version 8.0 or 9.0 of Adobe Acrobat Professional, a candidate submits his or her dossier to the department in PDF file format with the major sections bookmarked. It is not necessary to bookmark sub-sections such as 1. - 15.

Naming Conventions: A section may be bookmarked in Adobe Acrobat using shortened descriptions of the more lengthy section titles. For example: "Statement from the dean" may be shortened in the bookmark title to "Dean's Statement." It is not necessary to include Roman numerals or letters in the bookmark names.

Table of Contents: A separate table of contents is not necessary. The electronic bookmarks will serve 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.

Page Numbers: There is no need for page numbers. Reviewers will navigate the dossiers using bookmarks provided.

Supplemental Materials: The University Promotion and Tenure Committee does not review supplemental materials. The decision as to whether supplemental materials must be submitted in PDF file format rests with the departments and colleges. Please contact your department for further instruction.

FDI Adobe Acrobat 9.0 Workshops: The Faculty Development Institute is offering "Adobe Acrobat Professional 9.0 for Faculty Building P&T Dossiers." Each one-hour session provides the same information, and covers topics most needed by faculty in completing a P&T dossier. Sessions are also open to staff members who assist in dossier submissions to departmental, college, and university-level committees. The curriculum for this short course will include how to convert Word documents into a PDF file; how to set bookmarks within a PDF file; and how to insert and delete pages using the Adobe Acrobat Professional 9.0 software. While sample files will be provided, participants are encouraged to bring their own dossier materials on a USB jump drive for use during the workshop. For those in search of one-on-one help

beyond these workshops, the InnovationSpace in 1140 TORG is open from 10:00 to 6:00, Monday through Friday, throughout the summer.

Sessions will be held in 3080 Torgersen Hall on the following dates:

- * Monday, July 20 11:00 - noon*
- * Friday, July 24 8:30 9:30*
- * Friday, July 24 - 2:00 - 3:00*
- * Monday, July 27 - 9:00 - 10:00*
- * Tuesday, July 28 - 10:00 - 11:00*
- * Wednesday, July 29 - 1:00 2:00*
- * Thursday, July 30 - 2:00 - 3:00*
- * Friday, July 31 11:00 - noon*

Registration is open now at https://www.fdi.vt.edu/public/?term_pk1=8220

The information sessions will be repeated as part of the Fall FDI schedule. Registration for those sessions will not be available until late July or early August. A campus notice will be run when registration for those sessions is open.

Questions: If you have any questions or concerns regarding the promotion and tenure process, you may contact Cyndi Hutchison at chutchison@vt.edu or Suzie Karlin at skarlin@vt.edu.

I. Executive Summary

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 and tenure 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.

G. Letters of evaluation submitted by outside reviewers from peer institutions

1.

Reviewer	Institution	Suggested by Candidate	Suggested by Committee

2. Biographical sketch of each reviewer.

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. A chronological list of courses taught since the last promotion or the date of appointment to Virginia Tech.

B. A chronological list of non-credit courses, workshops, and other related outreach and/or extension teaching since the last promotion or the date of appointment to Virginia Tech.

- C. Completed theses, dissertations, other graduate degree projects, major undergraduate research projects, and honors theses directed
 - D. Postdoctoral Fellow training and research
 - E. Current positions held by the candidate's masters and doctoral recipients
 - F. Special achievements of former undergraduate and graduate students
 - G. Current academic advising responsibilities—graduate and undergraduate
 - H. Course, curriculum, and program development
 - I. Student evaluations of instruction
 - J. Peer evaluations of instruction
 - K. Alumni evaluations of instruction
 - L. Demonstrated efforts to improve one's teaching effectiveness
 - M. Recognition and awards for teaching or advising effectiveness
- V. Research and Creative Activities
- A. Awards, prizes, and recognitions
 - B. List of contributions
 1. Books or monographs
 2. Book chapters
 3. Textbooks authored
 4. Papers in refereed journals (both print and electronic)
 5. Papers in refereed conference proceedings
 6. Performances, exhibitions, compositions
 7. Numbered extension publications
 8. Reviews
 9. Books edited
 10. Textbooks edited

11. Other papers and reports
 12. Prefaces, introductions, catalogue statements, etc.
 13. Papers presented at professional meetings
 14. Translations
 15. Abstracts
- C. Sponsored research and other grant awards
- 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. Evidence of economic contribution to the Commonwealth of Virginia
1. Start up businesses
 2. Evidence of commercialization of discoveries
- 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

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. 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. Service on external boards, commissions, and advisory committees
 6. Expert witness/testimony
 7. Consulting that is consistent with university/department priorities
 8. 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. Contributions to diversity
 - 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