

Dossier Guidelines

Nominations for University Distinguished Professor (UDP) Appointments
Fall 2014
revised 09/01/14

Dossier preparation specifications

- Use Arial or Verdana 11-point font. (The *curriculum vitae* may be submitted with existing font and formatting.)
- Margins of one-inch top/bottom and left/right.
- Single-space; double-space between paragraphs.
- The dossier, including letters of recommendation, should not exceed 30 pages. The *curriculum vitae* is not included in that page limitation. Page limitations have not been identified for all sections below so that the balance of the dossier can best reflect the candidate's accomplishments.
- Number all pages consecutively in the upper right hand corner, beginning with the cover page as page one. Do not insert pages numbered as 1.a, etc.
- The entire dossier should be submitted as one clean document **in electronic PDF format**. The file should be sent as an email attachment to Amy Hogan (amyhogan@vt.edu), Assistant Provost for Leadership Initiatives.
- **DEADLINE: January 9, 2015**

Dossier contents

Cover page with table of contents

Please use the provided cover page template

- Faculty member's name, current rank/title, department, college.
- Year appointed at Virginia Tech.
- Provide a table of contents with sections identified and page numbers.

I. Statement from the Dean (1-2 pages)

- Review and approval of the nomination by the appropriate department and college committees (e.g., honorifics, personnel, executive) and the dean are expected and required, independent of who writes the nomination letter. (See section 3.2.3 of the *Faculty Handbook*.)
- The statement from the dean should be an informative, individualized assessment of the candidate's credentials, and should reflect the dean's unique perspective.
- The dean's statement should reference approval by the appropriate college committee(s) for the record.

II. Nomination Letter (2-3 pages)

- The most informed and compelling nomination letters tend to be written by the department head and/or departmental honorifics committee. However, the letter may come from the college honorifics committee, or even others, as appropriate.
- The nomination letter should be a thorough summary, which pulls together the most important contributions of the faculty member's career relevant to the UDP appointment.
- The letter should be written with an audience OUTSIDE the discipline in mind. For example, explain the nature and importance of various national or international honors or awards from professional societies if not obvious.
- This letter should make the case for the specific nominee. Highlight his or her effectiveness or success in teaching, research, outreach, and service, and the impact of his or her contributions on students, the university community, and the discipline.

III. Candidate's Statement (no more than 3 pages)

- Similar to the candidate statement in the promotion and tenure dossier, this statement should explain such matters as the character, coherence, direction, and purpose of the candidate's professional work throughout his or her career, including teaching, research, scholarship or creative activity, outreach, extension, contributions to diversity, and professional and university service.
- The statement should enable members of the selection committee to understand clearly the candidate's professional aims and achievements.
- UDP candidate statements should focus on the evolution, coherence, and impact of their research on the field, but may also include other contributions and impacts.
- The statement should explain but not evaluate the work.

IV. Teaching and Other Instructional Accomplishments

- Instructional accomplishments should be broadly conceived. Possibilities include but are not limited to those outlined in the promotion and tenure dossier format. Given the page limitation, it is expected that only selected accomplishments can be highlighted in the dossier. Include honors, recognitions, and awards for teaching or advising.
- Include a table that shows all classes taught for a minimum of the past 5 years. Reduced teaching loads for research leave or buyouts, etc., should be clearly indicated. Any classes not evaluated also should be noted in the table. The table should include:
 - The name of each course taught.
 - The number of students in each course.
 - The number of students completing the evaluation.

- The student ratings: If the standard university evaluation form (Student Perceptions of Teaching - SPOT) is used, the table should include appropriate measures. For the current electronic evaluation process, include the outcomes of the seven standard quantitative questions. For the prior SPOT, include at least the three measures for overall student rating, success in communicating, and concern and respect for the student. If the university's standard evaluations are not used, then the form used to acquire student perceptions must be included with the dossier and will not count as part of the dossier page limitation. Include comparisons with departmental averages for similar courses to provide to put the nominee's ratings in an appropriate context.
- For those faculty members significantly involved in graduate work, include titles and dates of completed theses and placements for graduates.
- Highlight cross- and inter-disciplinary work.
- Identify significant involvement and contributions in support of students from diverse backgrounds.

V. Research and Creative Activities

- Identify the most compelling accomplishments in research, scholarship, or creative achievement.
- Identify awards and honors received.
- Include items such as those in the promotion and tenure dossier.
- Since the full *curriculum vitae* will be attached, there is no need to duplicate the entire list of publications, conference presentations, or similar items in this section. Be selective in highlighting signal accomplishments and providing summary information as appropriate.
- Do not include copies of publications as attachments.

VI. Outreach and International Accomplishments

- Identify the most compelling accomplishments in outreach and international affairs.

VII. University and Professional Service

- Service to the university community is a major expectation for distinguished professors. Highlight contributions beyond the immediate discipline and department, and those that have had a significant impact on the university community. Highlight contributions to diversity. Provide documentation or measures of such impact wherever possible.
- UDP nominations would also typically have considerable accomplishment in relation to professional service—editorial boards, leadership of national disciplinary associations, and so on. Highlight these contributions.

VIII. Letters of Recommendation (no more than 7 pages)

- Either complete letters or summaries of excerpts may be included.
- Statements or letters may be from:
 - Nominee's present or former students; excerpts from student comments on evaluation forms may also be used.
 - Nominee's colleagues in or outside the department (one of whom could be the department chair if not the author of the nomination letter).
 - Additional letters from anyone qualified to comment on the nominee's extraordinary achievements and impact on the Virginia Tech community.
 - Letters of support for UDP positions typically are from national or international experts in the field (academic, industrial, federal agency, professional association, etc.) attesting to the nominee's contributions.
- Letters of support can be overdone and redundant. What is most effective is a set of well-written letters representing a variety of viewpoints (student, colleague, external supporters), which address the candidate's varied contributions. Summaries of excerpts can be very effective to highlight a particular theme.

IX. Other Relevant Material

- Other relevant material or information may be included, as appropriate. Please be mindful of not duplicating information provided in other sections or in the *curriculum vitae*.

X. Attachments

- *Curriculum Vitae*: Clearly indicate educational background and dates of promotions in rank.