

**Common Format for Research Faculty Promotion Dossiers, 2016-17**  
Office of the Vice President for Research and Innovation, (revised 7/01/2016)

All research faculty candidate dossiers are submitted to the designated departmental committee according to the following guidelines.

Cover Page: Available on the provost's website at [www.provost.vt.edu](http://www.provost.vt.edu). Instructional information is also available on the research website at <https://www.research.vt.edu/ovpr-hr/research-faculty/promotion-guidelines>.

Document Format: The dossier is formatted as follows

- font type of either Verdana or Arial
- minimum font size of 11
- single-space the text
- double-space between paragraphs
- margins of 1-inch left/right and top/bottom

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 bookmarked. 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](http://www2.ita.vt.edu/software/department/products/adobe/acrobat_pro/index.html)

Departments may purchase the software for any Virginia Tech-owned computer. The cost is \$70 for the license and \$5 for the DVD. Each Virginia Tech-owned computer should have its own software license. Instructions are on the website. *Please be sure to activate OCR Text Recognition (go to Document—OCR Text Recognition—Recognize text using OCR...) on each dossier before bookmarking it.*

- 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.

Specific Instructions:

- The candidate's portion of the dossier (sections V. – XII.) should not exceed 10 pages in length.
- The cover page, recommendation statements, and appendices are not included in the above-mentioned 10-page limit.
- Include as appendices only those items specifically required in the dossier instructions.

Dossier Contents

Cover Page

- I. Executive Summary
- II. Recommendation Statements
  - A. Statement from the dean: The dean provides a simple, brief statement of support. If the dean does not support the case, his or her decision should be more fully explicated and justified. Research Faculty who are not recommended for promotion should receive written feedback on issues of concern.
  - B. Statement from the departmental committee: The statement from the departmental committee is detailed. It is an informative, individualized assessment of the candidate's activities and contributions, and provides the committee's evaluation. The statement includes the division of

the vote. If the vote is not unanimous, a brief explanation of the concerns represented by the dissenting votes is included in the departmental committee's statement.

- C. Statement by the department head or institute director: The letter of the department head or institute director is a relatively brief statement from the department head's or institute director's perspective, along with his or her recommendation. Obviously a decision that is not in agreement with the committee decision should be more fully explicated and justified.
- D. Statements from other units for faculty with joint appointments or other formal interaction, as appropriate.
- E. Letters of evaluation submitted by outside reviewers from peer institutions or research organizations
  - 1. Provide information about the outside reviewers in a table format, as follows:

Reviewer	Institution	Suggested by Candidate	Suggested by Committee

- 2. Biographical sketch of each reviewer. Include an explanation for reviewers who are not at a major research university.
- 3. Sample copy of the letter of instruction sent to outside reviewers.
- 4. Letters from outside reviewers.

III. Candidate's Statement:

The candidate's statement is no more than one or two pages in length. The statement enables members of the departmental promotion committee to understand clearly the candidate's contributions to organizational program(s). The candidate may wish to include in the narrative a statement of his or her philosophy of research, mentoring, and teaching, as applicable. The candidate's statement provides an overview of the research program and future goals, but does not evaluate the work or performance. The statement clarifies the criteria the candidate is using to claim eligibility for promotion with expectations of the organization. (A current curriculum vita is attached as Appendix A, and is not included in the 10-page limit for sections V. – XII.).

IV. Teaching, Advising and Mentoring Effectiveness (If applicable)

- A. Recognition and awards for teaching or advising effectiveness
- B. A chronological list of courses taught since the date of 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 and undergraduate
- 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

V. Research Program Effectiveness (Required)

- A. Awards, prizes, and recognitions

- B. List of Publication 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 proceeding
  - 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/contract/fellowship awards
  - 1. Active Awards
    - i. Sponsoring agency, PI or Co-PI role, award amount, level of effort credit, award duration
  - 2. Inactive Awards
    - i. Sponsoring agency, PI or Co-PI role, award amount, level of effort credit, award duration
  - 3. Pending Awards
    - i. Sponsoring agency, PI or Co-PI role, award amount, level of effort credit, award duration
  
- D. Invited keynote presentations, posters, and lectures
  
- 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
  - 2. Commercialization of discoveries
  - 3. Other
  
- G. Intellectual properties
  - 1. Software
  - 2. Patents
  - 3. Disclosures (pre-patent)
  
- VI. International and Professional Service and additional Outreach and Extension Activities (If applicable)
  - 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. 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
- VII. 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
  - 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