



Instructor Ranks Cover Page 2023-2024
Office of the Executive Vice President and Provost, Revised 05/01/23

Candidate for promotion in academic rank to: ☐ advanced instructor
☐ senior instructor

1. Name: _____
Department: _____
College: _____

2. Present academic rank: _____
Years of full-time service (or full-time equivalent) in present rank:
At Virginia Tech as of May 2024: _____ At same or higher rank elsewhere: _____

3. If part-time, state percentage of current appointment: _____

4. Is candidate currently in a REGULAR ☐ or RESTRICTED ☐ appointment?

5. Highest degree earned: _____ Date awarded: _____
Institution: _____

6. Number of years employed at Virginia Tech as of May 2024: _____
Date of initial Virginia Tech faculty contract: _____

7. ☐ Departmental committee recommends approval of promotion.
☐ Departmental committee does not recommend approval of promotion.

Committee vote (complete this section including number of all votes and number of non-voting participants):

Approve	Not Approve	Ineligible	Observer

Committee chair's signature and date: _____

8. ☐ 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 promotion.

Department head's signature and date: _____

9. ☐ College committee recommends approval.
☐ College committee does not recommend approval.

Committee vote (complete this section including number of all votes and number of non-voting participants):

Approve	Not Approve	Ineligible	Observer

Committee chair's signature and date: _____

10. ☐ Dean recommends approval.
☐ Dean does not recommend approval.

Dean's signature and date: _____