

## Virginia Tech Promotion and Tenure Dossier template

*This document maps the Virginia Tech promotion and tenure dossier categories to activity types in the Elements EFAR system. Follow these guidelines to enter your activities in order to produce a draft dossier.*

### IV. Teaching and Advising Effectiveness

#### A. Recognition and awards for teaching or advising effectiveness

Professional activities>Award, Honor, or Recognition, make sure that "Purpose of recognition" is Teaching and Advising

#### B. A chronological list of courses taught since the date of appointment to Virginia Tech.

*Courses taught at Virginia Tech will be imported into Elements from the registrar's teaching database. You can review them and add additional information by adding a manual record. Note that SPOT scores cannot be entered into Elements at this time.*

#### 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.

Teaching>Other teaching

Teaching>Other Vet Med lectures delivered

#### D. Completed theses, dissertations, other graduate degree projects, major undergraduate research projects, and honors theses directed

Teaching>Graduate student supervision

Teaching>Undergraduate student supervision

#### E. Postdoctoral Fellow training and research

Teaching>Postdoctoral associate supervision

Teaching>House officer supervision

#### F. Current positions held by the candidate's masters and doctoral recipients

Teaching>Graduate student supervision

#### G. Special achievements of current/former undergraduate and graduate students

Teaching>Graduate student supervision

Teaching>Undergraduate student supervision

#### H. Current academic advising responsibilities—graduate and undergraduate

Teaching>Graduate student supervision

Teaching>Undergraduate student supervision

Teaching>Student advising

I. Course, curriculum, and program development

Teaching>Course developed  
Teaching>Program/curriculum developed

J. Student evaluations of instruction

*Not currently captured in Elements. This information must be added manually after the report is generated.*

K. Peer evaluations of instruction

*Not currently captured in Elements. This information must be added manually after the report is generated.*

L. Alumni evaluations of instruction

*Not currently captured in Elements. This information must be added manually after the report is generated.*

M. Demonstrated efforts to improve one's teaching effectiveness

Professional activities>Professional development activity, make sure that Scope =Teaching and advising

V. Research and Creative Activities

A. Awards, prizes, and recognitions

Professional activities>Award, Honor, or Recognition, make sure that "Purpose of recognition" is Research and creative activities  
or  
Professional activities>Fellowship

B. List of contributions

*For activities to appear in this section of the dossier, enter them in the Elements Publication module and be sure that status=published. (The Publication module is the place to report all scholarly and creative activities. "Published" should be considered to mean "completed", and should include "performed" and "presented" as well as texts that are "published" in the traditional sense.)*

1. Books or monographs

Publications>Book, type of book=scholarly book  
Publications>Scholarly edition

2. Book chapters

Publications>Book Chapter or Section, and subtype=chapter, short fiction, poem, play, or essay

3. Books edited

Publications>Book, type of book=scholarly book and relationship=editor

4. Textbooks authored

Publications>Book, type of book=textbook

5. Textbooks edited

Publications>Book, type of book=textbook and relationship=editor

6. Papers in refereed journals (both print and electronic)

Publications>Refereed journal article, subtypes=article

7. Papers in refereed conference proceeding

Publications>Conference, type of presentation=paper and peer reviewed=yes, full paper

8. Performances, exhibitions, compositions

Publications>Performance or Exhibition or Composition

9. Digital scholarship

Publications>Internet publication

10. Reviews

Publications>Refereed journal article and subtypes=review

11. Numbered extension publications

Publications>Numbered extension publication

12. Prefaces, introductions, catalogue statements, etc.

Publications>Book Chapter or Section and subtypes=Encyclopedia entry or catalogue statement or other

13. Papers and posters presented at professional meetings

Publications>Conference and type of presentation=paper  
or  
Publications>Poster

14. Translations

Publications>Book, type of book=scholarly book and relationship=translator  
or

Publications>Book Chapter or Section and relationship=translator  
or  
Publications>Refereed journal article and relationship=translator

15. Abstracts

Publications>Conference and type of presentation=abstract and peer reviewed=Yes, abstract only

16. Other papers and reports

Publications>Refereed journal article and subtypes=letter, editorial, addendum, erratum, rapid communication

or

Publications>Journal article

or

Publications>Report

17. Intellectual properties

a. Software

Publications>Software/Code

b. Patents

Publications>Patent

c. Disclosures (pre-patent)

Publications>Disclosure

C. Sponsored research and other grant awards

Grants>External Funding

D. Invited keynote presentations or lectures

Publications>Conference or Presentation, make sure that invited=yes

E. Editorships, curatorships, etc.

1. Journals or other learned publications

Professional activities>Editorial/curatorial, type of publication=journal article, book, chapter, or scholarly edition and role=chair, co-chair, or vice chair

2. Editorial boards

Professional activities>Editorial/curatorial, type of publication= journal article, book, chapter, or scholarly edition and role=member

or

Professional activities>Manuscript reviewing/refereeing and Publication type=Journal article, book, chapter

3. Exhibitions, performances, displays, etc.

Professional activities>Editorial/curatorial and type of publication or event=Exhibition, Performance, Artefact, or Design

F. Economic contributions and entrepreneurship

1. Start-up businesses

Professional activities>Business start-up

2. Commercialization of discoveries

*Not currently captured in Elements. This information must be added manually after the report is generated.*

3. Other

*Not currently captured in Elements. This information must be added manually after the report is generated.*

VI. International and Professional Service and additional Outreach and Extension Activities

A. International programs accomplishments

*Elements uses labels to identify these events. Enter the activity in the appropriate category, then add a label to identify it as an international activity. Find this label under VT Strategic Initiatives.*

1. International recognition and awards

Professional Activities>Award, Honor, or Recognition, be sure to add Label=international activity

2. International research collaborations

Publications or Grants with a label=international activity

3. Other international activities

Teaching or Professional Activities with a label=international activity

B. Professional service accomplishments

1. Service as an officer of an academic or professional association

Professional Activity>Office held and institutional scope=professional

2. Other service to one's profession or field (e.g., service on committees)

Professional Activity>Committee service and institutional scope=professional  
or  
Professional Activity>Manuscript reviewing/refereeing and Publication Type=Conference  
or  
Grant Proposal Review  
or  
Promotion/Tenure assessment  
or  
Institutional Review

3. Professional meetings, panels, workshops, etc., led or organized

Professional Activity>Event administration and participant scope=professional

- C. Efforts to diversify the disciplines such as:

*Elements uses labels to identify these events. Enter the activity in the appropriate category, then add a label to identify it as related to inclusion and diversity. Find this label under VT Strategic Initiatives.*

1. Disciplinary or interdisciplinary efforts to attract and retain underrepresented students to different majors and graduate programs at Virginia Tech.

Professional Activity>Service to students with a Label=Diversity and inclusion

2. Participation in campus, local, regional, or national organizational efforts to promote diversity and inclusion in scholarly or professional fields.

Professional Activity>Event participation with Label=Diversity and inclusion

- D. Additional outreach and extension activities and outcomes

1. Peer evaluations of extension program(s)

Professional activities>Program or institutional review and extension box is checked

2. Professional achievements in program development, implementation, and evidence of impact

Professional activities>Extension activity

3. Outreach and extension publications, including trade journals, newsletters, websites, journals, multimedia items, etc.

Publications>Journal article or Presentation or Internet publication or Report or Other and extension box is checked

4. Presentations in area of expertise to community and civic organizations, including schools and alumni groups, etc.

Professional activities>Non-scholarly presentation

5. Outreach to underrepresented or underserved communities, in the Commonwealth, domestically, or internationally.

*Enter the activity in the appropriate category, then add a label to identify it as related to inclusion and diversity.*

6. Service on external boards, commissions, and advisory committees

Professional activities>Committee service and institutional scope=public

7. Expert witness/testimony

Professional activities>Expert witness

8. Consulting that is consistent with university/department priorities

Professional activities>Consulting/advisory

9. Recognitions and awards for outreach and extension effectiveness

Professional activities>Award, Honor, or Recognition and purpose of recognition=Outreach and extension

VII. University Service

A. University meetings, panels, workshops, etc. led or organized

Professional Activity>Event administration, participant scope=university or college or department as appropriate

B. Department, college, and university service, including administrative responsibilities

Professional Activity>Committee service or Administrative assignment or Service to colleagues and institutional scope=university or college or department as appropriate

C. Service that promotes diversity and inclusion

*Enter the activity in the appropriate category, then add a label to identify it as related to inclusion and diversity.*

D. Service to students—involvement in co-curricular activities, advising student organizations, etc.

Professional Activity>Service to students and institutional scope=university or college or department as appropriate

VIII. Work Under Review or In Progress

A. Work submitted and under review

Publications>All types and status=submitted

B. Work in progress

Publications>All types and status=In preparation

IX. Other Pertinent Activities

*Not currently captured in Elements. This information must be added manually after the report is generated.*