Promotion and Tenure Dossier Review Checklists

Dossiers for Promotion and Tenure should follow the template provided by the Provost’s Office (https://www.provost.vt.edu/faculty_affairs/promotion_tenure.html) as well as the College of Engineering Addenda (https://eng.vt.edu/faculty-staff-resources/promotion-and-tenure-resources-for-coe-faculty.html).

To supplement these documents, the checklists below highlight common omissions or errors. Please ensure that dossiers address each of these items and conform to both the Provost and COE guidelines.

Checklist for Faculty

Executive Summary (Section I.)
- Accomplishments table is modeled after the sample on p. 3 of the Provost's Guidelines
  - Associate Professors: After Associate, Before Associate, Total
  - Assistant Professors: Single column OR, if significant work occurred prior to VT, At VT, Prior to VT, and Total
- Publications Since Last Promotions table is modeled after the sample on p. 3 of the Provost’s Guidelines

Teaching and Advising Effectiveness (Section IV.)
- List of Courses Taught (IV.B) matches the sample provided in the College Addenda (p. 9)
- Completed theses, dissertations, etc. (IV.D); Compiled in a table or as a numbered list in reverse chronological order. Each entry should include
  - Student Name
  - Year
  - Title of Thesis or Dissertation
  - Major advisor or co-advisor
  - Type (PhD, MS Thesis or non-thesis, MEng)
- Student Evaluation of Instructions (IV.J) matches the sample provided in the College Addenda (p. 9)

Publications (Section V. B.)
- Lead author is bold in all publications
- Student authors are indicated with an asterisk*
- Publications are listed in reverse chronological order
- Publications are numbered
- Promotion to Full: publications before/after last promotion in each category are designated

Checklist for Faculty (cont’d)

Sponsored Research and Other Grant Awards (Section V.C.)
- Summary table follows format required in the College Addenda (p. 12)
- Each grant includes the following:
  - Title
  - PI
  - All other collaborators
  - Years/duration of award
  - Candidate’s role and % participation
  - Awarding Agency
  - Amount
- Grant information matches VT Awards Database

Checklist for Departmental P&T Committee
- Dossier conforms to all items on the Checklist for Faculty
- Committee letter includes names of all committee members

Checklist for Admin
- Recent Cover Page is fully completed
- Complete template should be in dossier
- Department head letter is included
- Committee letter is included
- Reviewer letters are included
- Table summarizing reviewers follows Provost’s Guidelines (Section II.G.1 p. 7)
- Summary of reviewer qualifications is included
- Insert whole 2019-2020 Teaching Survey Summary under IV.J.
- All bookmarks are in place correctly and should have Roman numerals
- Be consistent with entering not applicable or N/A for sections that do not apply
- Upload dossier to Google Team Drive