

## 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](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