

**VTCSOM Promotion Dossier “Do’s and Don’ts”**

This document aims to provide VTCSOM faculty with some general tips to keep in mind while assembling a promotion dossier. Specific details on the annual promotion process can be found on our website at the following link: <https://medicine.vtc.vt.edu/faculty-affairs/promotion.html>

DO (✓)	DON'T (X)
(✓) Review the VTCSOM Faculty Affairs website (link above) for relevant promotion requirements, timelines, and guiding documents to help assemble your dossier	(X) Miss the annual Promotion Workshop hosted by VTCSOM Faculty Affairs (held in November before the start of the Promotion Cycle)
(✓) Meet with your Department Chair to discuss your desire for promotion early within the promotion cycle (~January-March)	(X) Procrastinate on preparing promotion documentation. The timeline is long but missing certain “cutoff” points may delay your promotion review by a year if missed.
(✓) Submit the final dossier to the office of your Department Chair by May 31 <sup>st</sup>	(X) Request copy of dossier post-submission as confidential material (such as Letters of Support and vote counts) are included in this.
(✓) Suggest potential Letter of Support writers when submitting your promotion dossier	(X) Have any type of contact with Letter of Support writers ( <b><u>strictly forbidden by university policy</u></b> )
(✓) Review Elements CV for potential additions or corrections before submitting your Dossier. <ul style="list-style-type: none"> <li>- Licensures</li> <li>- Board Certification</li> <li>- Education Dates</li> <li>- Grant Information</li> </ul>	(X) Leave relevant information out of your Elements CV that could support your promotion <ul style="list-style-type: none"> <li>- Recent publications or presentations</li> <li>- Clinical and teaching assignments</li> <li>- Committee or Administrative Service</li> <li>- Awards Received</li> </ul>
(✓) Include copies of student/resident teaching evaluations from the last three academic years	(X) Keep student comments on evaluations; these documents must contain numeric data only
(✓) Include up to two copies of either a scholarly publication or presentation	(X) Exceed 100 pages in your initial dossier submission
(✓) Emphasize activities that were completed while holding a faculty appointment at VTCSOM, especially recent scholarly activity	(X) Forget to prepare your personal statement including teaching philosophy; see guidelines on the Faculty Affairs website
(✓) Focus on TWO areas of faculty activity with significant progress for your promotion (Teaching, Research, Clinical Care, and Service)	(X) Forget to include evidence of involvement in all four areas of faculty activity (including Clinical Care, if applicable)
(✓) Provide documentation showing TWO separate peer observations of teaching sessions, separated by at least 3 months. These can be scheduled through TEACH or your department	(X) Schedule both peer observation of teaching sessions at the last minute – these can be conducted at any time (even years) before dossier submission