

Timeline for Promotion Review, Virginia Tech Carilion SOM		
For 2024 - 2025 Promotion Cycle		
Date:		
February 1, 2024 - May 31, 2024	During this time frame the faculty candidate who intends to seek promotion should consult with the Chair. At this meeting, the candidate should present the promotion material (CV and academic portfolio) and have at least three names of individuals who might write letters of support. The Chair should advise the faculty candidate at this point if, in his/her opinion, the portfolio is deficient. The faculty candidate should give due consideration to the opinion of the Chair, but is permitted to proceed even without such endorsement.	4 months
June 3, 2024 - August 30, 2024	The portfolio is presented to the department Appointment, Promotion, Retention and Tenure (APRT) committee. The committee would choose from the list of individuals submitted by the candidate along with a list developed of their own resources to select the writers of letters of support. The APRT committee should send the candidate's CV and a cover letter explaining the VTCSOM promotion process, criteria and timeline to each person who is selected to furnish a letter of support. An adequate number of individuals should be contacted, from both the candidate's list and the department's list, to assure enough letters of support are available for review. The APRT committee should review all promotion material, discuss the merits of the portfolio and supporting letters, and reach a recommendation regarding promotion; then should write summary letter to the Chair.	3 months
September 3, 2024 - October 31, 2024	The Chair of the Department reviews all materials and reaches his/her own judgment. At this point, the judgments of the Department APRT committee and the Chair should be conveyed to the candidate. If both are negative, the candidate may choose to stop the process. If the judgments are positive or mixed, the candidate may choose to proceed to the next level of review. Regardless of the judgments of the Department APRT committee and the Chair, the candidate is permitted to request that his/her CV and portfolio, letters of support, letters from the APRT committee and letter from the Chair be forwarded to the VTCSOM Appointment, Promotion and Tenure (APT) committee. Forwarding of material to the APT committee must occur by October 31st.	2 months
October 31, 2024	FIRM DEADLINE: All promotion materials due in the VTCSOM Office of Faculty Affairs; earlier in October is strongly preferred	
November 1, 2024 - January 31, 2025	The VTCSOM APT committee shall review the CV and portfolio, outside letters, and letters from the Department APRT committee and the Chair. If the APT committee does not support promotion, the candidate may choose to stop the process. Regardless of a positive or negative judgment the candidate may choose to proceed to the next level of review (i.e., the Dean).	3 months
February 3-28, 2025	All materials are presented to the Dean. He/she will then make a judgment, taking into consideration the decisions and comments of the Department APRT committee, the Chair of the Department, and the VTCSOM APT committee. The recommendation of the Dean is then conveyed to the Office of the Provost. All recommendations for promotion will ultimately be forwarded to the Virginia Tech Board of Visitors for ratification.	1 month
March 3, 2025	FIRM DEADLINE: Dean sends recommendations to the VT Provost	
April 2025	APPROXIMATE DATE for notification by Office of Provost as to whether dossiers will be sent to BOVs	
No later than June 30, 2025	Board of Visitors review/approval; promotion becomes effective as of July 1, 2025	