<div align="center">

Promotion Dossier Requirements for VTC School of Medicine
Updated February, 2025

</div>

PLEASE NOTE: THESE ARE GENERAL GUIDELINES; MORE SPECIFIC GUIDELINES MAY APPLY, DEPENDING ON TYPE OF FACULTY APPOINTMENT

General Requirements:

1. Must be completed by the candidate for promotion and submitted electronically to the office of the department chair. Dossiers must be in PDF (portable document format), including prescribed bookmarks for each section. Bookmark titles are included in the requirements below. The completed dossier is submitted by the department chair to the Office of Faculty Affairs at vtcsomfaculty@vt.edu.
2. Must follow the outline below under "Dossier Requirements"; please assemble the items in the dossier in the order listed.
3. IF REQUIRED, the curriculum vitae document must be up to date and in the VTCSOM format generated through Elements (no exceptions).
4. Emphasize activities while a VTCSOM faculty member, to demonstrate activity since joining the faculty here (as opposed to activities elsewhere).
5. Must include completed dossier certification form and cover page corresponding to track (tenure to title, non-tenure); these forms are available at: https://medicine.vtc.vt.edu/faculty-affairs/promotion.html.
6. Total length of dossier must not exceed approximately 100 pages as per VT university guidelines. Links to other items outside of the dossier are not permitted.

Dossier Requirements:

Section One: General Items [bookmark: Section One: General Items]

NOTE: guidelines for items 5-9 available via Faculty Affairs Website

1. Completed Cover Sheet (required by VT Provost's office; prepared by departmental staff and reviewed by Faculty Affairs staff). [bookmark: Cover Page]
2. Completed dossier certification form (required by VT Provost's office; prepared by departmental staff and reviewed by Faculty Affairs staff). [bookmark: dossier certification form]
3. Letter from the Dean (prepared by Faculty Affairs staff). [bookmark: Letter from the Dean]
4. Letter from the APT Committee (provided by the Committee Chair). [bookmark: Letter from the APT Committee]
5. Letter from the Department Chair recommending promotion and stating desired track and rank (provided by the Department Chair). [bookmark: Letter from the Department Chair]
6. Letter from the Departmental APRT Committee recommending promotion and stating desired track and rank, including comments from departmental reviews of candidate progress (e.g., years 2 and 4 for tenure to title track; provided by Committee Chair). MUST INCLUDE signatures by all voting APRT committee members on a single sheet; must also include a list of all ineligible and non-voting participants/members. [bookmark: Letter from Departmental APRT Committee]
7. Sample copy of the letter of instruction sent to outside reviewers (provided by Departmental APRT Committee Chair). [bookmark: Sample copy of the letter of instruction sent to outside reviewers]
8. Table listing internal and/or external reviewers, as follows (provided by APRT Chair): [bookmark: Table listing internal and/or external reviewers]

Reviewer Name	Reviewer Institution	Suggested by Candidate	Independently Selected by Committee

9. Letters of support (internal and/or external reviewers as required by specific track/rank; letters are addressed to and solicited by the Chair of the Departmental APRT Committee; **no contact of any kind is allowed between candidates and letter writers**). NOTE: guidelines available for this item via Faculty Affairs [bookmark: Letters of support internal and/
or external][bookmark each letter with the following information: Name, Institution]

Sections Two through Six: all items provided by the candidate
Section Two: Candidate's Statement [bookmark: Section Two: Candidate's Statement]
   1. Candidate's Personal Statement (Maximum of FOUR pages for non-clinical faculty, THREE pages for clinical faculty). NOTE: guidelines available for this item via Faculty Affairs [bookmark: candidate's statement]
   2. Updated curriculum vitae in Elements format [bookmark: VTCSOM Curriculum Vitae]
   3. Copy of initial appointment letter [bookmark: Initial appointment letter]
   4. Copy of most recent re-appointment letter [bookmark: Most recent re-appointment letter]
   5. Cover letter from candidate, requesting promotion and stating desired track and rank. The letter is addressed to the department chair, and must include reference to the areas of significant progress or excellence upon which the proposed promotion is based [bookmark: Letter from candidate]
Section Three: Teaching Activities [bookmark: Section Three: Teaching Activities]
   1. Summary of learner evaluations (any learners/any context; prepared by VTCSOM, other medical school and/or Carilion Clinic GME office; provided by the candidate). NOTE: DO NOT include verbatim/written comments by learners; only include numeric ratings. [bookmark: Summary of learner evaluations]
   2. Peer evaluation(s) of teaching. [bookmark: Peer evaluation(s) of teaching]
      Note: all faculty seeking promotion must have documentation of **TWO** peer observations of teaching included in this section. Peer evaluations must occur at least three months apart. The dossier requires the actual results of the peer evaluation itself; a letter documenting that the evaluation took place is not sufficient.
   3. Evidence of faculty development pertaining to teaching skills (required). [bookmark: Faculty development in Teaching]
   4. Sample of curriculum development/innovation projects (if applicable). [bookmark: Sample of curriculum development/innovation projects]
   5. Teaching awards or recognitions. [bookmark: Teaching awards or recognitions]

Section Four: Clinical Care Activities (clinical faculty only) [bookmark: Section Four: Clinical Care Activities]
   1. Documentation of board certification, most recent recertification or enrollment in maintenance of certification. [bookmark: Board Certification(s)]
   2. Documentation of licensure. [bookmark: Licensure]
   3. Documentation of active staff privileges. [bookmark: Active staff privileges]
   4. Summary of clinical assignments. [bookmark: Summary of clinical assignments]
   5. Summary of clinical teaching assignments (including statement of which learners are present during teaching sessions) [bookmark: Summary of clinical teaching assignments]
   6. Sample of recent quality improvement activities (if applicable). [bookmark: Sample of recent quality improvement activities]

7. Summary of most recent Carilion Clinic scorecard report (if applicable). [bookmark: Summary of most recent Carilion Clinic scorecard report]
8. Clinical care awards or recognitions. [bookmark: Clinical care awards or recognitions]. Samples include: reputation as clinician in management of particular disease/condition, as reflected by referrals; development of model clinical programs; development of recognized standard of care locally, regionally and/or beyond; invitations to participate in clinical activities at other medical schools and/or hospitals.
NOTE: do NOT include copies of patient notes/letters; these may not be HIPAA compliant.

Section Five: Research/Scholarly Activities [bookmark: Section Five: Research/Scholarly Activities]
1. Peer reviewed publications [bookmark: Peer reviewed publications] [bookmark: Peer reviewed publications]
   a. List of citations is required; be sure to include specific information that will allow the reviewer to find the citation easily (e.g., publication dates, URLs, DOI numbers).
   b. OPTIONAL: can include copies of actual articles, but limit to two; can be two most recently published or two most representative of work/most impactful.
2. Other publications (e.g., book chapters, non-peer reviewed items). [bookmark: Other publications]
3. Presentations NOTE: if room in dossier, can include copy of presentation slides [bookmark: Presentations]
4. Grants or other funding received (including funding source, overall goal, time frame of the grant/award, total amount of funding, specific role on the grant). [bookmark: Grants or other funding received]
5. Grants or other funding proposals submitted but not funded (overall goal, where submitted, date submitted) [bookmark: Grants or other funding proposals submitted but not funded]
6. Clinical trials or awards (including source and amount of funding, specific role on the grant, portion of time funded). [bookmark: Clinical trials or awards]
7. Web-based scholarly activity/social media (if medically or scientifically oriented). [bookmark: Web-based scholarly activity/social media]
8. Video, audio, similar materials not listed above. [bookmark: Video, audio, similar materials not listed above]
9. Research/scholarly activity awards or recognitions. [bookmark: Research/scholarly activity awards or recognitions]

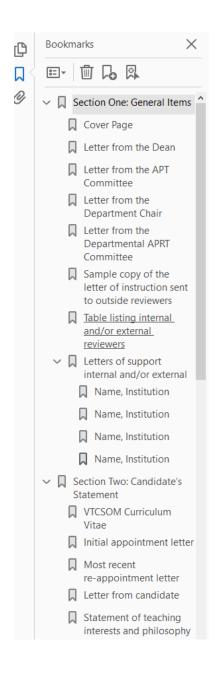*Section Six: Service Activities* [bookmark: Section Six: Service Activities]
1. VTCSOM committees served, including leadership positions. [bookmark: VTCSOM committees served]
2. Virginia Tech committees served, including leadership positions. [bookmark: Virginia Tech committees served]
3. Carilion Clinic committees served, including leadership positions. [bookmark: Carilion Clinic committees served]
4. Committees, boards, professional organizations, advisory groups related to medicine/professional activity. [bookmark: Medicine/professional activity]
5. Community service boards, organizations, groups unrelated to medicine/professional activity [bookmark: Community service unrelated to medicine/professional activity]
6. Service awards or recognitions. [bookmark: Service awards or recognitions]
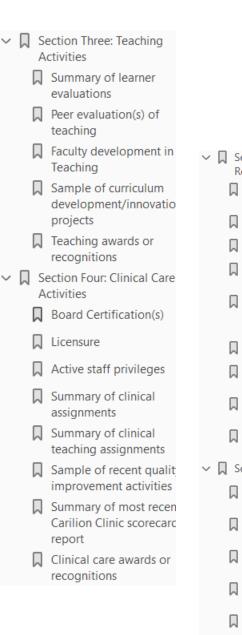
Section Seven: Work Under Review or In Progress [bookmark: Work under review]

NOTE: work in this section can be updated, but cannot be included in early/previous parts of the dossier.
For example, papers, grants or other items listed in the CV as "under review" or "submitted" should appear

in this section, and NOT in the CV or earlier sections of the dossier. Any updates to this section (e.g., grant listed as submitted when the dossier was first submitted but subsequently received) may be accepted prior to sending the dossier to the college or university committees. An annotation in this section is acceptable.

Candidates for promotion and/or tenure are encouraged to include work under review or in progress; committees are interested in the continued trajectory of candidates' work. When appropriate, please provide indicators of the scope of the work (e.g., number of pages for a book manuscript, venue for proposed activity, funding source where a grant is or will be submitted, in press or accepted date for publications).

1. Any papers, posters or similar scholarly activities currently under peer review/forthcoming/not yet officially accepted or published. [Bookmark: work under review]
2. Any current grant proposals pending. [Bookmark: pending grants]
3. Other work in progress. [Bookmark: Work in progress]

Bookmarks ✕

☐▾ 🗑 📑 🔖

- **Section One: General Items**
  - Cover Page
  - Letter from the Dean
  - Letter from the APT Committee
  - Letter from the Department Chair
  - Letter from the Departmental APRT Committee
  - Sample copy of the letter of instruction sent to outside reviewers
  - Table listing internal and/or external reviewers
  - Letters of support internal and/or external
    - Name, Institution
    - Name, Institution
    - Name, Institution
    - Name, Institution
- **Section Two: Candidate's Statement**
  - VTCSOM Curriculum Vitae
  - Initial appointment letter
  - Most recent re-appointment letter
  - Letter from candidate
  - Statement of teaching interests and philosophy

- **Section Three: Teaching Activities**
  - Summary of learner evaluations
  - Peer evaluation(s) of teaching
  - Faculty development in Teaching
  - Sample of curriculum development/innovatio projects
  - Teaching awards or recognitions
- **Section Four: Clinical Care Activities**
  - Board Certification(s)
  - Licensure
  - Active staff privileges
  - Summary of clinical assignments
  - Summary of clinical teaching assignments
  - Sample of recent qualit improvement activities
  - Summary of most recen Carilion Clinic scorecarc report
  - Clinical care awards or recognitions

- **Section Five: Research/Scholarly Activities**
  - Peer reviewed publications
  - Other publications
  - Presentations
  - Grants or other funding received
  - Grants or other funding proposals submitted but not funded
  - Clinical trials or awards
  - Web-based scholarly activity/social media
  - Video, audio, similar materials not listed above
  - Research/scholarly activity awards or recognitions
- **Section Six: Service Activities**
  - VTCSOM committees served
  - Virginia Tech committees served
  - Carilion Clinic committees served
  - Medicine/professional activity
  - Community service unrelated to medicine/professional activity
  - Service awards or recognitions