

## Portfolio Requirements for VTC School of Medicine

Updated 10/25/22

### General Requirements:

1. Must be completed by the candidate for promotion and submitted electronically to the office of the department chair. Portfolios must be in PDF (portable document format), including prescribed bookmarks for each section. Bookmark titles are included in the requirements below. The completed portfolio is submitted by the department chair to the Office of Faculty Affairs at [vtcsomfaculty@vt.edu](mailto:vtcsomfaculty@vt.edu).
2. Must follow the outline below under "Portfolio Requirements"; please assemble the items in the portfolio in the order listed.
3. 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 cover page corresponding to track (tenure to title, non-tenure); cover pages are available at: <https://medicine.vtc.vt.edu/faculty-affairs/promotion.html>.
6. Total length of portfolio must not exceed 100 pages as per VT university guidelines. Links to other items outside of the portfolio are not permitted.

### Portfolio Requirements:

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

1. Completed Cover Sheet (required by VT Provost's office; prepared by departmental staff and reviewed by Faculty Affairs staff). [bookmark: Cover Page]
2. Letter from the Dean (prepared by Faculty Affairs staff). [bookmark: Letter from the Dean]
3. Letter from the APT Committee (provided by the Committee Chair). [bookmark: Letter from the APT Committee]
4. Letter from the Department Chair recommending promotion and stating desired track and rank (provided by the Department Chair). [bookmark: Letter from the Department Chair]
5. 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.** [bookmark: Letter from Departmental APRT Committee]
6. 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]
7. 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

8. Letters of support (internal and/or external reviewers as required by specific track/rank; letters addressed to and solicited by the Chair of the Departmental APRT Committee). [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. Updated curriculum vitae in Elements format [bookmark: VTCSOM Curriculum Vitae]
2. Copy of initial appointment letter [bookmark: Initial appointment letter]
3. Copy of most recent re-appointment letter [bookmark: Most recent re-appointment letter]
4. Cover letter from candidate, requesting promotion and stating desired track and rank [bookmark: Letter from candidate]
5. Statement of teaching interests and philosophy (two-page maximum) [bookmark: Statement of teaching interests and philosophy]

*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 (if available). [bookmark: Peer evaluation(s) of teaching]  
Note: Those in the tenure to title track seeking promotion from assistant to associate professor must also have documentation of peer observation of teaching included in this section.
3. Evidence of faculty development pertaining to teaching skills (optional). [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. [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]

**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 [bookmark: Presentations]
4. Grants or other funding received (including source, overall goal, time frame of the grant/award, amount of funding, specific role on the grant, portion of time funded). [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 Three: Teaching Activities
  -  Summary of learner evaluations
  -  Peer evaluation(s) of teaching
  -  Faculty development in Teaching
  -  Sample of curriculum development/innovative 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 quality improvement activities
  -  Summary of most recent Carilion Clinic scorecard 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