



Virginia Tech is committed to supporting faculty in the promotion and/or tenure process. Prior to the formal evaluation of a candidate's dossier, a draft should be reviewed by the department/school and the candidate provided with feedback and mentoring.

This feedback does not absolve the candidate of their responsibility for the formatting and content of their dossier in accordance with the latest [guidelines](#) from the Office of the Executive Vice President and Provost. It is provided solely to help the candidate submit a complete and properly formatted dossier.

Name of Department Head/Chair/School Director,
Departmental/School P&T Committee Chair, or Faculty Mentor

Date review completed

CANDIDATE DOSSIER CERTIFICATION

(Must be signed by candidate and submitted along with the dossier materials.)

I affirm that my dossier is an accurate and truthful record of my scholarly achievement. I assume full responsibility for the presentation and formatting of the dossier as required by the [guidelines](#) of the Office of the Executive Vice President and Provost and any additional guidance by my college.

I further acknowledge that once I have submitted my dossier for review, it may not be revised or modified by me. Should additional information become available or if substantive errors are identified during the review process, they may be included and/or explained in the department head's letter and/or the dean's letter.

Signature of Candidate

Date