

# FACULTY PERSONNEL ACTION DATES FOR ACADEMIC YEAR 2024-2025

## Promotion and Tenure, Non-Reappointments, Research Extended Appointments, Faculty Leave Requests, Nominations for Emeritus/a, Endowed Chair, Professorships, Fellowships, and Hires with Tenure

Office of the Executive Vice President and Provost, Revised 07/17/24

### **PROMOTION AND TENURE**

For more information about Promotion and Tenure, visit the website: <https://faculty.vt.edu/promotion-tenure.html>  
(contact is Cyndi Hutchison, [chutchison@vt.edu](mailto:chutchison@vt.edu))

#### **Promotion and Tenure Committee Workshop**

Deans, department heads/chairs, and P&T committee chairs and members are encouraged to attend.

09/23/24, 2-4 p.m., Steger Hall Auditorium

#### **Promotion to Professor Workshop**

Process and requirements for promotion to full professor.

10/24/24, 2-4 p.m., Assembly Hall, Holzman Alumni Center

#### **Promotion to Associate Professor with Tenure Workshop**

Process and preparation for promotion to associate professor with tenure.

DATE TBD, 2-4 p.m., LOCATION TBD

#### **Promotion and Tenure Appointments (Tenured and Tenure-Track Faculty)**

01/24/25	Promotion & Tenure listing sheets + electronic copy of each dossier	Deans to Provost
02/28/25	Recommendations for administrative promotions in the instructor, clinical, collegiate, and practice series	Deans to Provost
02/07/25, 3-5 p.m.	University P&T Committee meeting and dossier distribution (Deans are present)	Provost to Committee
03/04/25, 8 a.m. - 5 p.m.	Faculty Subcommittee of University P&T Committee (Deans are not present)	
03/05/25, 8 a.m. - 5 p.m.	Faculty Subcommittee of University P&T Committee (Deans are not present)	
03/17/25, 8 a.m. - Noon	All members of University P&T Committee (Deans are present)	
03/18/25, 8 a.m. - 5 p.m.	All members of University P&T Committee (Deans are present)	
March 2025	Provost presents promotion and tenure recommendations to the President	Provost to President
April 2025	Notification sent to promotion/tenure candidates	Provost to Candidates
June 2025	Promotion/tenure recommendations submitted to Board of Visitors	President to Board of Visitors

#### **Promotion and Continued Appointments (Libraries) and Administrative Promotions (Non-Tenured Track Faculty)**

02/28/25	Promotion/continued appointment lists and dossiers	Libraries Dean to Provost
02/28/25	Recommendations for administrative promotions to ext. agent, sr. ext. agent, and library asst. profs.	Libraries Dean to Provost
03/07/25	Dossiers distributed to Univ. Promotion and Continued Appointment Committee members	Provost to Committee
03/19/25, 2-4 p.m.	University P&CA Committee	
March 2025	Provost presents promotion, cont. appt., and admin. promotion recommendations to the President	Provost to President
April 2025	Notification sent to promotion, cont. appt., and administrative promotion candidates	Provost to Candidates
June 2025	Promotion, cont. appt., and administrative promotion recommendations submitted to Board of Visitors	President to Board of Visitors

#### **Research Professorial Promotions** (contact is Lynn Byrd, [byrd@vt.edu](mailto:byrd@vt.edu))

02/03/25	Promotion lists and dossier packets	Deans/Institute Directors to ORI
02/28/25	Dossiers reviewed and recommendations sent to Provost	ORI to Provost
March 2025	Provost presents promotion recommendations to President	Provost to President
June 2025	Promotion recommendations submitted to Board of Visitors	President to Board of Visitors
June 2025	Notifications sent to promotion candidates	ORI to Candidates

## **Non-Reappointments** (contact is Sara Leftwich, [sara.l@vt.edu](mailto:sara.l@vt.edu))

### **Tenure-Track and Continued Appointment-Track Faculty Non-Reappointments**

Non-reappointment letter must indicate the final date of employment. Please send a copy of the non-reappointment letter to the appropriate Dean and to Sara Leftwich. If the due date falls on a weekend, please deliver letter on the prior business day).

11/09/24 (or earlier)	Notice of non-reappointment for second-year faculty	Dept. Heads to Faculty
02/09/25 (or earlier)	Notice of non-reappointment for first-year faculty, including instructors on one-year appointments	Dept. Heads to Faculty
05/09/25 (or earlier)	Notice of non-reappointment for probationary faculty in at least third year of service	Dept. Heads to Faculty

### **Non-Reappointment Notice for Non-Tenure-Track Instructional faculty on REGULAR (not restricted) Appointments**

Non-tenure-track instructional faculty are typically instructor, clinical faculty, or professor of practice faculty. For those faculty members on REGULAR appointments, the deadlines for non-reappointment are as follows:

- Three months before the end of the current contract for those with less than two years employment;
- One semester before the end of the current contract for those with two to five years employment;
- One year before the end of the current contract for those with five years or more employment.

## **Research Extended Appointments** (contact is Faculty Affairs, [facultyaffairs@vt.edu](mailto:facultyaffairs@vt.edu))

For more information about research extended appointments, visit website: <https://faculty.vt.edu/faculty-personnel-actions/research-extended-appointments.html>

### **Extension of Research-Extended Appointments**

08/10/24 For faculty already on a Research-Extended appointment; confirms funding is available to continue the appointment in Summer 2025.

### **Research-Extended Appointments**

08/10/24- 3/10/25 (5 PM) Faculty with sufficient grant funding to convert to a Research-Extended appointment for Summer 2025.

## **2025-26 Faculty Research Leave Requests** (contact is Rachel Gabriele, [rachelvg@vt.edu](mailto:rachelvg@vt.edu))

Submissions should include the Research Leave or Special Leave with Pay Memorandum of Agreement (HR Form P88).

For more information about requesting research leave, visit website: <https://faculty.vt.edu/faculty-personnel-actions/research-leaves.html>

11/01/24	Faculty to Dept. Heads
11/15/24	Dept. Heads to Deans
12/15/24	Deans to Provost
03/25/25	Leave recommendations from Provost to the Board of Visitors

## **Emeriti Requests and Endowed Chairs, Professorships, Fellowships** (contact is Rachel Gabriele, [rachelvg@vt.edu](mailto:rachelvg@vt.edu))

For more information about **emeritus/a nominations**, visit website: <https://faculty.vt.edu/faculty-personnel-actions/emeritus-emerita-status.html>

For more information about nominations to **endowed chairs, professorships, or fellowships**, visit website: <https://faculty.vt.edu/faculty-recognition/endowed-chairs.html>

09/27/24	for the November 19 BOV meeting
02/07/25	for the March 25 BOV meeting
04/11/25	for the June 3 BOV meeting
06/27/25	for the August 19 BOV meeting

## **Hires with Tenure** (contact is Cyndi Hutchison, [chutchison@vt.edu](mailto:chutchison@vt.edu))

For more information about the process for recommending a newly hired faculty member for tenure, visit:

[https://faculty.vt.edu/content/dam/faculty\\_vt\\_edu/files/promotion-tenure/Procedures%20for%20Hires%20with%20Tenure.pdf](https://faculty.vt.edu/content/dam/faculty_vt_edu/files/promotion-tenure/Procedures%20for%20Hires%20with%20Tenure.pdf)

09/20/24	Materials for the November 19 BOV meeting	Deans to Provost
01/31/25	Materials for the March 25 BOV meeting	Deans to Provost
04/04/25	Materials for the June 3 BOV meeting	Deans to Provost
06/20/25	Materials for the August 19 BOV meeting	Deans to Provost

*Materials must be received by these deadlines to allow for review and approval by University Subcommittee, president, and provost prior to BOV deadlines.*