

## Dossier Guidelines

Nominations for William E. Lavery Professorship Appointment  
Fall 2020 Nominations  
*revised 09/29/20*

### **Dossier preparation specifications**

- Use Arial or Verdana 11-point font. (The *curriculum vitae* may be submitted with existing font and formatting.)
  - Margins of one-inch top/bottom and left/right.
  - Single-space; double-space between paragraphs.
  - The dossier, including letters of recommendation, should not exceed 20 pages. The *curriculum vitae* is not included in that page limitation. Page limitations have not been identified for all sections below so that the balance of the dossier can best reflect the candidate's accomplishments.
  - Number all pages consecutively in the upper right hand corner, beginning with the cover page as page one. Do not insert pages numbered as 1.a, etc.
  - The entire dossier should be submitted as one clean document **in electronic PDF format**. The file should be sent as an email attachment to Amy Hogan ([amyhogan@vt.edu](mailto:amyhogan@vt.edu)), Assistant Provost for Leadership Initiatives.
- **DEADLINE: December 23, 2020**

### **Dossier contents**

Cover page with table of contents  
*Please use the provided cover page template*

- Faculty member's name, current rank/title, department, college.
  - Year appointed at Virginia Tech.
  - Provide a table of contents with sections identified and page numbers.
- I. Statement from the Dean (1-2 pages)
- Review and approval of the nomination by the appropriate department and college committees (e.g., honorifics, personnel, executive) and the dean are expected and required, independent of who writes the nomination letter. (See section 3.2.3 of the *Faculty Handbook*.)
  - The statement from the dean should be an informative, individualized assessment of the candidate's credentials, and should reflect the dean's unique perspective.
  - The dean's statement should reference approval by the appropriate department and/or college committee(s) for the record.

## II. Nomination Letter (2-3 pages)

- The most informed and compelling nomination letters tend to be written by the department head and/or departmental honorifics committee. However, the letter may come from the college honorifics committee, or even others, as appropriate.
- The nomination letter should be a thorough summary, which pulls together the most important contributions of the faculty member's career relevant to the Lavery Professorship.
- The letter should be written with an audience OUTSIDE the discipline in mind. For example, explain the nature and importance of various national or international honors or awards from professional societies or contributions to and impacts of international efforts if not obvious.
- This letter should make the case for the specific nominee. Highlight his or her effectiveness or success in international programs, research, and/or outreach, and the impact of his or her contributions to the land grant mission of Virginia Tech on an international scale.

## III. Candidate's Statement (no more than 3 pages)

- Similar to the candidate statement in the promotion and tenure dossier, this statement should explain such matters as the character, coherence, direction, and purpose of the candidate's professional work throughout his or her career, including teaching, research, scholarship or creative activity, outreach, extension, contributions to diversity, and professional and university service, with particular emphasis on work that has international scope and impact.
- The statement should enable members of the selection committee to understand clearly the candidate's professional aims and achievements.
- The statement should explain but not evaluate the work.

## IV. Accomplishments in Internationally Focused Work

- Accomplishments in internationally focused work should be broadly conceived, and may include work in teaching, research, scholarship or creative activity, and/or outreach and engagement.

## V. Letters of Recommendation (no more than 5 pages)

- Either complete letters or summaries of excerpts may be included.
- Statements or letters may be from:
  - Nominee's present or former students; excerpts from student comments on evaluation forms may also be used.
  - Nominee's colleagues in or outside the department (one of whom could be the department chair if not the author of the nomination letter).
  - Additional letters from anyone qualified to comment on the nominee's extraordinary achievements and impact on international efforts through their role at Virginia Tech.

- Letters of support can be overdone and redundant. What is most effective is a set of well-written letters representing a variety of viewpoints (student, colleague, external supporters), which address the candidate's range of contributions. Summaries of excerpts can be very effective to highlight a particular theme.

VI. Other Relevant Material

- Other relevant material or information may be included, as appropriate. Please be mindful of not duplicating information provided in other sections or in the *curriculum vitae*.

VII. Attachments

- *Curriculum Vitae*: Clearly indicate educational background and dates of promotions in rank.