



Instructor Ranks Cover Page 2024-2025
Office of the Executive Vice President and Provost, Revised 05/01/24

Candidate for promotion in academic rank to: [] advanced instructor
[] senior instructor

1. Name: _____
Department: _____
College: _____

2. Present academic rank: _____
Years of full-time service (or full-time equivalent) in present rank:
At Virginia Tech as of May 2025: _____ At same or higher rank elsewhere: _____

3. If part-time, state percentage of current appointment: _____

4. Is candidate currently in a REGULAR [] or RESTRICTED [] appointment?

5. Highest degree earned: _____ Date awarded: _____
Institution: _____

6. Number of years employed at Virginia Tech as of May 2025: _____
Date of initial Virginia Tech faculty contract: _____

- 7. [] Departmental committee recommends approval of promotion.
[] Departmental committee does not recommend approval of promotion.

Committee vote (complete this section including number of all votes and number of non-voting participants):

Table with 4 columns: Approve, Not Approve, Ineligible, Observer

Committee chair's signature and date: _____

- 8. [] Department head recommends approval of promotion.
[] Department head recommends 3-year renewable contract if advanced instructor, or 5-year renewable contract if senior instructor. If an extended contract is NOT recommended in accordance with expectation of the promotion policy, please explain in the department head's letter.
[] Department head does not recommend promotion.

Department head's signature and date: _____

- 9. [] College committee recommends approval.
[] College committee does not recommend approval.

Committee vote (complete this section including number of all votes and number of non-voting participants):

Table with 4 columns: Approve, Not Approve, Ineligible, Observer

Committee chair's signature and date: _____

- 10. [] Dean recommends approval.
[] Dean does not recommend approval.

Dean's signature and date: _____