



**Instructor Ranks Cover Page 2025-2026**  
Office of the Executive Vice President and Provost, Revised 04/22/25

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 2026: \_\_\_\_\_ 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 2026: \_\_\_\_\_  
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):

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):

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: \_\_\_\_\_