**Virginia Tech Instructor Ranks Template 2023-2024**

Office of the Executive Vice President and Provost, revised 05/01/23

Please review the complete [Instructor](https://faculty.vt.edu/content/faculty_vt_edu/en/promotion-tenure/_jcr_content/content/vtcontainer_76178668/vtcontainer-content/vtmultitab_copy/vt-items_3/download_588145231/file.res/Instructor%20Guidelines%202023-2024.pdf) Guidelines for instructions and guidance regarding each outline item.

All candidate dossiers must be submitted to the Office of the Executive Vice President and Provost according to the following guidelines. The candidate must submit a signed dossier certification when submitting their materials for review.

Document Format:The dossier is formatted as follows: To ensure clarity and consistency of dossiers, documents submitted should adhere to the following requirements:

* font type of either Arial or Times New Roman
* minimum font size of 11
* black font
* single-space the text
* double-space between paragraphs
* margins of 1-inch left/right and top/bottom

Dossiers are prepared and submitted as electronic documents. Using version 8.0, 9.0, Adobe Acrobat XI Professional, or Adobe Acrobat Pro 2020, a candidate submits their dossier to the department as a pdf-file with the major headings (I – IX and A – M) bookmarked. (It is not necessary to bookmark outline items V.B.1 – 15.) Adobe Acrobat Pro software for Mac or Windows is available from the following website:

<https://itpals.vt.edu/softwarelicensingcenter/deptsoftware/deptswind/adobeavailableproducts.html>

A separate table of contents is not necessary. The electronic bookmarks act as a table of contents. If a section is not applicable to a candidate’s dossier, please include the outline number in the body of the dossier, but indicate that the section is not applicable or “N/A.” There is no need to bookmark a section that is not applicable. The final document should be saved with the bookmarks showing. Go to File → Properties → Initial view → Navigation tab – select *Bookmarks Panel and Page* → Ok.

*Please be sure to activate OCR Text Recognition (go to Document—OCR Text Recognition—Recognize text using OCR…) on each dossier before bookmarking it. Dossiers should be saved with all pages set to 100% actual size.*

Specific Instructions:

* The candidate’s portion of the dossier (sections V. – XII.) should not exceed 10 pages in length.
* The cover page, recommendation statements, and appendices are not included in the above-mentioned 10-page limit.
* Include as appendices only those items specifically required in the dossier instructions.

**Dossier Outline**

Cover Page

Dossier Certification

Sections:

I. Dean’s Statement

II. College Review Committee’s Statement

III. Department Head’s Statement

IV. Departmental Review Committee’s Statement

V. Candidate’s Statement

VI. Evidence of Exemplary Instruction

A. A list of *unique* course titles (and course numbers) taught since the last promotion or, at a minimum, for the last five years.

B. A chronological list of non-credit courses taught, workshops led, and other related outreach instruction since the last promotion or, at a minimum for the last five years.

C. Evidence of instructional effectiveness

1. Recognition and awards for teaching effectiveness

2. Annual end-of-year departmental evaluations for the most recent three years or since the last promotion. (This is attached as Appendix B, and is not included in the 10-page limit for sections V. – XII.).

3. Provide a table showing all classes taught for the past five years with the students’ perception of teaching. (This is attached as Appendix C, and is not included in the 10-page limit for sections V. – XII.).

The table includes:

* name, term and year for each course taught,
* number of students in each course,
* number of students completing the evaluation, and
* student ratings. If the standard university evaluation form, Student Perception of Teaching (SPOT), is used, the table should include at least scores for the overall student rating, success in communicating, and concern and respect for the student.
* departmental average ratings for similar courses

If the SPOT form is not used, then the form used to acquire student perceptions must be included with the dossier. Explain the rating scale used, or the meaning of any data, information, or examples included as evidence of effective instruction.

4. Evaluations of non-credit courses or other outreach instruction, which should include participant data as defined above and evidence of the impact of programs on participants.

5. Success in non-classroom activities, such as online courses, Math Emporium instruction, etc.

6. Peer evaluations of instruction. (This is attached as Appendix D, and is not included in the 10-page limit for sections V. – XII.).

7. Other

VII. Evidence of Extended Professional Development or Professional Development Beyond the Department

1. Participation in departmental or university workshops or study groups.
2. Completion of courses or short courses related to pedagogy.
3. Participation in professional conferences.
4. Other

VIII. Course or Curricular Development

1. Development of new courses.
2. Instructional materials made available to others beyond the instructor’s own classes
3. Incorporation of new technologies or pedagogies.
4. Other:

IX. Advising or Mentoring

* 1. Academic advising.
  2. GTA advising or mentoring.
  3. Peer advising.
  4. Advising to student organizations.
  5. Other

X. Administration and Service Related to the Instructional Mission

1. Management of departmental instructional center or program.
2. Committee service contributions.
3. Contributions to professional conferences.
4. Contributions to diversity initiatives.
5. Contributions to assessment initiatives.
6. Contributions to outreach initiatives.
7. Contributions to special events or programs (e.g. conferences, department celebrations, commencement).
8. Other

XI.Recognized Scholarly or Creative Work Enhancing Instruction

1. Awards, prizes, and recognition for research.
2. List of contributions—identified by type and presented in a standard appropriate bibliographic form. Cite page numbers. Indicate lead author, per the example given above.
3. Books or monographs, authored or edited.
4. Book chapters.
5. Textbooks authored or edited, including online textbooks.
6. Online teaching materials available beyond the instructor’s own courses.
7. Papers in refereed journals (both print and electronic).
8. Papers in refereed conference proceedings.
9. Creative scholarship.
10. Performances, exhibitions, compositions.
11. Other papers and reports, including publications, reviews, prefaces, introductions, catalog statements, translations, and abstracts.
12. Papers presented at professional meetings.
13. Readings of creative scholarship.
14. Other.

C. Sponsored research and other grant awards

D. Other

XII. Work Under Review or In Progress

A. Work submitted and under review.

B. Work in progress.