

SOE Promotion and Tenure Information
2007-2008

1. Timeline (from School to College levels)
 - a. March 1, 2007: Nominations are open/elections begin for departmental unit P&T committees.
 - b. March 31, 2007: Names of unit P&T committees, chairs, and representatives to the CLAHS P&T committee due to the Faculty Association President, the SOE Director, and the departmental unit chair.
 - c. April 1, 2007: Declaration of candidacy (reappointment, promotion, mandatory tenure, early tenure) to SOE Director, with copy to departmental unit chair.
 - d. April 15, 2007: Candidate's list of 7 potential reviewers to unit P&T committee chair, with copy to departmental unit chair; P&T committee meets with departmental unit chair to finalize the list.
 - e. May 1, 2007: Final list of each candidate's reviewers to SOE Director and departmental unit chair; unit chairs can begin to contact and confirm reviewers; review letters will be requested to be submitted by mid-September.
 - f. June 30, 2007: Candidates for P&T submit materials for reviewers to the departmental unit chair; materials to include narrative, vita, and 6 exemplars of the candidate's best work (selected by the candidate). The narrative and vita may be revised prior to submission of full dossier and supporting materials on September 1, 2007.
 - g. September 1, 2007: Complete dossiers and supporting materials due in the following secure offices:
 - i. For Educational Leadership and Policy Studies: 221 E. Eggleston
 - ii. For Learning Sciences and Technologies: 113 War Memorial Hall
 - iii. For Teaching and Learning: 226 War Memorial Hall"Complete" means copy of dossier and single copies of supplementary support/materials. The Director will add copies of external reviewer letters and vitas of reviewers as received.
 - h. October, 2007: Departmental unit P&T committees meet. Letters to Director by November 1, 2007.
 - i. November, 2007: Director evaluates dossiers and prepares letters. Candidates are notified by November 12, 2007 regarding status of candidacy and recommended modifications to the dossier and supporting materials for the college-level review process.
 - j. November 28, 2007 (tentative): All revised dossiers and supporting materials due in the School of Education office.
 - k. December 1, 2007 (tentative): Dossiers and supporting materials due in CLAHS Dean's office.
2. Guidelines for dossier preparation (a handout with specific guidelines for the preparation of the supporting materials is forthcoming)

- a. The candidate must follow the University guidelines. Revised guidelines will be posted on the University Provost's website:
http://www.provost.vt.edu/web_pages/promotion_and_tenure.html
 - b. The candidate should consult with the departmental unit chairs to identify senior faculty who will assist the candidate in the development of the dossier and supporting materials, and identification of potential reviewers.
 - c. The candidate should meet with the recommended faculty as often as possible. The recommended faculty members should consult with their representatives on the P&T Task Force for preparation and review of dossier and materials.
 - d. Supporting materials must be coded to align with the dossier outline.
3. Identification of external reviewers, these individuals must:
- a. Be employed at peer institutions
 - b. Have expertise in a similar area as the candidate
 - c. Have appropriate rank (i.e., for candidates going up for full professor, the reviewers must have the rank of full professor; for candidates going up for associate and tenure, the reviewers must have at least earned promotion and tenure)

NOTE: If reviewers without the above qualifications are identified, the candidate/unit P&T committee must make the case why the reviewer can render an objective and credible assessment of merit.

4. Other:
- a. The Director will write the administrative letter that accompanies the departmental unit P&T committee's letter to the college level.
 - b. The candidate may request the departmental unit chair to write a letter that will be included in the supplementary materials.
 - c. The external reviewer's package will contain the candidate's dossier and the 6 best examples of the candidate's work, as selected by the candidate. The candidate should consult with senior faculty regarding the selected materials.
 - d. Reviewers will be asked to judge the merit of the candidate's work in terms of the potential promotion/tenure decision as per Virginia Tech's expectations. Reviewers will be asked not to render a decision whether the candidate would receive promotion and/or tenure at her/his respective institution.
 - e. Reviewers will be asked to return a recent vita or bio with their letters. This information must be included with the candidates' materials.