Recommendation for Permanent Status
Virginia Military Institute

Check One: Tenure Review _____ Mid-Tenure Review _____

Directions: A candidate for permanent status ("tenure") should complete Sections I and II of this form, providing representative illustrative attachments as required in Section II only. The evidence should be cohesively organized in electronic format.

The department head will review the evidence and, after consultation with the tenured members of the department, will obtain a formal vote and transmit the numerical results of the vote along with his or her recommendation, either for or against granting tenure, by completing Section III and writing a letter assessing the candidate's credentials in support of his or her recommendation. The letter must address the candidate's performance in each of the four domains described in the Institute's Statement on Faculty Expectations. Completed Section III of this document as well as the department head's letter should be posted electronically as part of the candidate's electronic packet.

Section I: Factual Information

1. Candidate's legal name: _____

2. Department in which permanent status is sought: _____

3. Educational background:

Name of Institution	Major Subject	Degree Earned	Date Awarded

4. Teaching experience prior to joining the VMI faculty:

Name of Institution	Dates of Service (month and year)	Full Time	Part Time	Academic Rank (years in rank)

Total years of *full-time* teaching before joining the VMI faculty: _____

5. Prior history of appointment and promotion at VMI. Begin with initial appointment and list all promotions in chronological order:

Academic Rank/Title	Military Rank (if applicable)	Effective Date (month & year)

Total years of *full-time* teaching at VMI:_____

6. List any other professional experience that should be considered. If none, leave this section blank.

Employer	Nature of Experience	Effective Date (month & year)

7. Candidates from engineering departments, please provide the following information:

   A. Are you a registered professional engineer or certified land surveyor?
   _____yes _____no

   If **yes**, provide your registration number? _____
   State: _____
   Date of initial registration: _____

   If **no**, have you successfully taken the EIT exam? _____ yes _____no

   Note other progress toward registration:

Section II: Faculty Expectations

Post the materials requested below in a cohesive fashion Present each lettered item (A) on one main electronic site (the hyperlinked documentation may be electronic versions of the original documents). Evidence that is not in electronic form may not be submitted.

1. **Teaching**

    A. Present a concise statement of your teaching philosophy.

    B. Present a comprehensive list of the courses you have taught since you began full-time teaching.

        - Place an asterisk (*) beside the title of any new course that you have developed for the department's curriculum since your arrival at VMI, and follow the title with a brief statement of your reason for developing the course.

        - Place a pound sign (#) beside the title of any pre-existing course that you substantially revised for the department, and follow the title with a brief statement of your reason for revising the course.

    C. Provide syllabi from two of your most successful courses at VMI. Optionally, you may include as many as two lesson/lab plans as well. You may include a narrative with each syllabus and lesson/lab plan describing the experience you had in the course.

    D. Provide a list of any teaching-related professional development activities in which you have participated since you began full-time teaching.

    E. Provide a list of any awards or honors you have received for your teaching.

2. **Scholarly Engagement**

    A. Present a concise narrative overview of your scholarly engagement activities since you began full-time employment.

    B. Provide a full chronological listing of your scholarly engagement activities since you began full-time employment, including publications, conference presentations, undergraduate research projects, and other measures sanctioned by the Statement of Faculty Expectations.

    C. Provide a list of any awards or honors you may have received for your scholarly engagement activities.

D. *Optional*: You may provide two or three representative samples or external endorsements of your scholarly engagement activities.

3. Professional Citizenship

A. Present a concise narrative overview of your professional citizenship activities since you began full-time employment.

B. Provide a full chronological listing of your professional citizenship activities since you began full-time employment, including dates of service on committees and in professional organizations. You may provide brief descriptions of particularly notable contributions to individual activities.

C. Provide a list of any awards or honors you have received for your professional citizenship.

D. *Optional*: You may provide two or three representative sample documents or endorsements of your professional citizenship activities

4. Cadet Development

A. Present a concise narrative overview of your cadet development activities since joining the VMI faculty.

B. Provide a full chronological listing of your cadet development activities since joining the VMI faculty. You may provide brief descriptions of particularly notable contributions to individual activities.

C. Provide a list of any awards or honors you have received for your cadet development activities.

Optional: You may provide two or three representative sample documents or endorsements of your cadet development activities

Section III: Department Head's Endorsement

For a **tenure** recommendation, the Department Head should complete this section after the candidate has completed and posted the materials required in Sections I and II. For a **mid-tenure review**, the Department Head should simply include a letter assessing the candidate in each domain of the Institute's Statement on Faculty Expectations at this point in his or her employment at VMI.

1. At least three letters of recommendation are included in the candidate's file in the Dean's office. Letters from the candidate's initial application to VMI are acceptable. ___ yes ___no

2. The candidate ___ does ___ does not have official transcripts for all academic degrees on file in the Dean's office.

3. The candidate has been informed that he/she has the privilege of inspecting his/her file in the Dean's Office and adding any additional material that should be considered in his/her case for permanent status, and understands that tenured faculty in the department, the Tenure and Promotions Committee, and members of the administration will review this file as necessary in consideration of his/her application for tenure. ___yes ___no

4. Record the vote of the tenured members of the department on this candidate's application for permanent status:

   _____ for
   _____ against
   _____ abstain

4. The candidate ___ is ___is not recommended for permanent status at VMI based on the qualifications for tenure set forth in the Handbook for Faculty and Staff.

6. Include the required letter assessing the candidate's credentials for permanent status on the VMI faculty. Remember that the letter must address the candidate's qualifications in each of the four domains described in the Institute's Statement on Faculty Expectations.

Signed_____
Department Head

_____
Date

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