Recommendation for Promotion
Virginia Military Institute

Directions: A candidate for promotion 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 who has one or more faculty members eligible for promotion by virtue of years of service will make a determination on their eligibility based on the relevant Institute standards for promotion. If the department head determines that a candidate meets standards for promotion her or she will consult with members of the department at the same or higher rank as that of the candidate and obtain a formal vote from these members. The department head will then complete Section III and write a letter assessing the candidate's credentials for promotion to the designated rank. The letter must address the candidate's qualifications for that rank 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. Current academic rank:_____
3. Academic rank sought:_____
4. Department in which promotion is sought: _____
5. Educational background:

Name of Institution	Major Subject	Degree Earned	Date Awarded

6. 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)

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: _____

7. 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:_____

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

Employer	Nature of Experience	Effective Date (month & year)

9. 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, **using the Institute's Statement on Faculty Expectations** as the point of reference for standards of performance for a given academic rank. Present each lettered item (A) on one main electronic site (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, describing especially your credentials for promotion to the rank you are seeking.

   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 since your last promotion. Optionally, you may include as many as two lesson/lab plans as well. You may also 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 developmental activities in which you have participated, emphasizing those which satisfy the requirements for promotion to the rank you are seeking.

   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, providing evidence of your credentials for promotion to the rank you are seeking.

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. Annotate those items that satisfy the requirements for promotion to the rank you are seeking.

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 received since your last promotion.

3. Professional Citizenship

A. Present a concise narrative overview of your professional citizenship activities since you began full-time employment, emphasizing your credentials for promotion to the rank you are seeking.

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. Annotate those items that satisfy the requirements for promotion to the rank you are seeking.

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

Optional: You may provide two or three representative sample documents or endorsements of your professional citizenship activities received since your last promotion

4. Cadet Development

A. Present a concise narrative overview of your cadet development activities since joining the VMI faculty, emphasizing your credentials for promotion to the rank you are seeking.

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. Annotate those items that satisfy the requirements for promotion to the rank you are seeking.

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

D. *Optional*: You may provide two or three representative sample documents or endorsements of your cadet development activities received since your last promotion

Section III: Department Head's Endorsement

The Department Head should complete this section after the candidate has completed and assembled the materials required in Sections I and II.

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 promotion 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 promotion. ___yes ___no

4. The candidate ___ is ___is not recommended for promotion to the rank of _____ as set forth in the Handbook for Faculty and Staff..

5. Include the required letter assessing the candidate's credentials for promotion. 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, giving special attention to evidence supporting the candidate's potential for service at the higher rank.

Signed_____
Department Head

_____
Date

Revised 1/11