

## 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 file should be neatly organized in **one** tabbed 2” round-ring presentation binder, which may be obtained from the Dean’s Office, and submitted to the Department Head.

The Department Head will review the file and, after consultation with the tenured senior members of the department, 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.

### **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)

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**

Assemble the materials requested below, using the Institute's Statement on Faculty Expectation as the point of reference for standards of performance for a given academic rank. Present each lettered item on a separate page, using Arial 12-point font. (The attachments may be copies of the original documents and thus do not need to be reformatted in Arial.)

### **1. Teaching**

- A. Present a one-page 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 attach a one-page narrative to 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 one-page narrative overview of your scholarly engagement 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 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 (only items that can be bound in the single 2” binder).

### **3. Professional Citizenship**

- A. Present a one-page 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.
- D. *Optional:* You may provide two or three representative sample documents or endorsements of your professional citizenship activities received since your last promotion (only items that can be bound in the single 2” binder).

### **4. Cadet Development**

- A. Present a one-page 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 (only items that can be bound in the single 2" binder).

### **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. \_\_\_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. Attach 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