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Faculty Resources for Educational Excellence



Upcoming Events

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Promotions at VTCSOM

By **Avery Mahaney, MHA**, Manager, Faculty Affairs, VTCSOM
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Academic promotion recognizes the many accomplishments of our faculty within the four areas of faculty activity: teaching, clinical care, service, and scholarly work. This process involves assembling supporting documentation into a singular promotion dossier which is then reviewed by peers within the department, external reviewers, department Chairs, the college APT committee, the Virginia Tech Provost's office, the university President, and finally the Board of Visitors. Promotion cycles begin each January and last about 18 months between preparation time and the many levels of review. If you are considering academic promotion, we highly encourage beginning the process by attending our annual Promotion Workshop (scheduled for late fall) and/or meeting with your Department Chair. The sooner you discuss promotion with your Department Chair, the better!

For this current cycle (AY25-26), all faculty are required to submit their finalized dossiers to their department by **May 30th, 2025**. There are a few key requirements to check prior to submission. First, all promotion candidates must have completed **two** peer observations on their teaching, separated by at least three months. [TEACH offers observation services](#) or observations can be conducted within the faculty member's academic department; either way, robust feedback documentation must be included within the dossier. Secondly, you may suggest potential external reviewers who could write letters of support for your dossier, but ultimately it is the responsibility of your department's APRT committee to solicit these letters. It is against university policy for promotion candidates to have any type of contact or receive materials from these external reviewers. Lastly, while you should include all of your accomplishments in your dossier, make sure you simultaneously focus on faculty activities (especially scholarly work) completed within the past three to five years.

The best resource for information on the promotion process is the [VTCSOM Faculty Affairs Webpage on Promotions](#). There, you will find guidance around the dossier

components, the promotion cycle timeline, writing your personal statement, helpful do's and don'ts, as well as a recording of the most recent Promotion Workshop. The [**Office of Faculty Affairs**](#) is more than happy to meet with faculty considering promotion to answer specific questions about their dossier.

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