

DOSSIER ELEMENTS

AY 2025-2026

Tenure-line Candidate Dossier

Note: The dossier's content and format is applicable for reappointment, tenure, and promotion. For the sake of brevity "promotion" is used as a placeholder in the text for all three actions. It is both the candidate's and the nominator's responsibility to accurately present the case, including all pertinent evidence to support the promotion.

The dossier must adhere to the following organization:

1. Department's Case Analysis (no more than 5 pages). The department's case analysis shall discuss the candidate's accomplishments in student education and development, teaching, and service. In addition, the analysis shall also include (i) a discussion of the candidate's annual reviews since the time of the candidate's reappointment or last promotion, and (ii) the vote and recommendation of the Department Promotion and Tenure Committee.

2. Candidate's Statements

- Research Statement (no more than 3 pages). This statement should describe the candidate's research and should give the reader insight into the candidate's work and its significance. It should provide context, including the impact of the research within the candidate's field/fields and beyond.
- Student Education and Development Statement (no more than 3 pages). This statement should describe the candidate's teaching philosophy, goals, strategies, successes and innovations. The candidate should give a critical assessment of teaching experience and methods, which should be framed by discussion of successes and failures. The candidate should also describe efforts and practices to provide high-quality mentoring to students and trainees involved in research and scholarship, as well as effective advising of undergraduate and professional masters students. The candidate's future approach and plans should also be included.
- Service Statement (no more than 2 pages). This statement should describe the candidate's efforts in service and their value to the university and professional community.
- Optional Technology Translation Statement (no more than 2 pages). This optional statement should describe the candidate's efforts to disseminate results of their work more broadly to society. This can encompass a wide range of activities that may include patenting/licensing, entrepreneurship, dissemination of research tools or community outreach.

3. Curriculum Vitae. The CV should include the following items, each organized in a reverse chronological order:

- a. Starting date (including year and month) of UVA professional appointments and previous professional employments.
- b. The date and place of undergraduate and graduate degrees and postdoctoral training.
- c. Honors and awards received.
- d. A list of publications and scholarly work separated into categories: archival peer reviewed journal articles, archival peer reviewed conference proceedings, books, book chapters, and other categories as appropriate:
 - Each publication listing must include the complete list of authors, with student coauthors advised by the candidate underlined and the candidate's name in bold, title of publication, name of the journal/conference, date of publication, page numbers/article number and the impact factor of the journal.
 - For conference papers, the selectivity/impact of each paper should be given, for example, by giving the acceptance rate of the conference.
- e. The candidate's h-index and citation count, according to Google Scholar, Web of Science or some other citation organization (the citation organization should be clearly identified).
- f. A list of graduate students directed or being directed (separated into Doctoral, Master of Science, and Master of Engineering), their status, including year of the most recent major milestones (qualifying exam, proposal, projected defense date), and the placement of the students after graduating if known.
- g. A list of undergraduate student researchers who were involved in a significant manner in the candidate's research with or without a thesis.
- h. A list of visitors and postdoctoral fellows supervised.
- i. A summary of external and internal research grants and contracts presented in 4 tables. Projects should be presented in descending chronological order (most recent projects listed first). Note that all proposals submitted (whether funded or not funded) should be included in Tables 3 and 4. In the list of PIs/Co-PIs, the candidate's name should be highlighted. The final row of each table should provide totals

1. External Awarded Grants and Contracts

Title	Sponsor	PI	Co-PIs & Sr Personnel	\$ Total	\$ Candidate Share	Start Date	End Date

2. Internal Awarded Grants

Title	UVA Source	PI	Co-PIs & Sr Personnel	\$ Total	\$ Candidate Share	Start Date	End Date

3. Proposed External Grants and Contracts

Title	Sponsor	PI	Co-PIs & Sr Personnel	\$ Total	\$ Candidate Share	Duration

4. Proposed Internal Grants

Title	UVA Source	PI	Co-PIs & Sr Personnel	\$ Total	\$ Candidate Share	Duration

j. A list of presentations organized by keynote and invited presentations, with the inviting organizations and institution/department and date indicated.

k. A list of issued patents, filed patents and disclosures and formal copyrights awarded or pending.

l. A list of internal service/leadership performed since joining UVA. Service shall be categorized as Department, School, or University.

m. A list of professional services, identifying leadership roles in service assignments such as conference organizer roles and journal editorial board.

4. Lists of and links to three (or five in the case of promotions to full professors) publications that candidates consider their most significant work; the impact of these selected publications should be discussed in the candidate's research statement.

5. A Teaching Portfolio consisting of the following:

a. A table including every course taught at UVA since joining the faculty or since the last promotion at UVA.

Course #	Title	Semester	Enrolment	Evaluation Response Rate	Average Course Rating (*)		Average Instructor Rating (**)	
					SEAS	This Class	SEAS	This Class

* Course Ratings

For evaluations pre-2020, report the "Overall Course Rating" provided on the first page of the evaluation report.

For evaluations post-2020, report the average for the Course Question "Through this course, I gained a deeper understanding of the subject matter."

** Instructor Ratings

For evaluations pre-2020, report the "Overall Instructor Rating" provided on the first page of the evaluation report.

For evaluations post-2020, report the average for the Instructor Question "Overall, the instructor was an effective teacher"

b. A complete set of student evaluations of each course taught at UVA since last promotion, to a maximum of the last seven years

c. Additional materials that help to document the candidate's accomplishments in teaching, advising, and mentoring students.

6. Peer evaluation letters. At least five arms-length letters of reference from leading external experts competent to assess the standing of the candidate in the candidate's research fields will be submitted. For reappointment, letters are not needed. Note that the department is responsible for requesting and receiving letters, and including them in the final dossier.

The set of five or more arm's length letters of reference will come from 2 lists of potential letter writers. The candidate will provide the department a list of five or more potential letter writers, and the department will prepare a list of five or more potential letter writers. Of the letters submitted in the dossier, at least two must come from the candidate's list and at least two must come from the department's list. The candidate may also specify letter writers to be excluded from the department list.

Arm's-Length Letters: Letters from outside references who are not likely, and not perceived to be likely, to have a preexisting positive or negative bias toward the candidate. Letters from former or current advisors, collaborators, or co-workers are not arm's-length. Letters from individuals with only incidental relationships with the candidate, such as serving together on editorial boards or professional committees, may be considered arm's length.

7. Student letters. Four letters (total) from graduate and undergraduate students shall be included. Note that the department is responsible for requesting and receiving letters, and including them in the final dossier.

8. Annual reviews by the Peer Review Committee, annual chair evaluations and any P&T evaluations/recommendations since hiring at UVA or since the candidate's last promotion shall be included, up to a maximum of seven reports.

The dossier must follow the above outline, in the order specified above, and include the subheadings identified above. The nominator must ensure that the candidate's dossier for promotion is complete and up-to-date when uploaded to SharePoint.

Academic General Faculty Dossier

Each academic general faculty (AGF) member will follow the same format as the tenure-line dossier described above. AGF may exclude those elements in the tenure-line dossier that are not applicable to the particular candidate's track and position description; such exclusions will not be counted against the faculty member. A summary of the most recent appointment letter, describing the faculty member's specific duties, will be included in the dossier.

6. Peer evaluation letters. For AGF on the professorial track, at least five arms-length letters of reference from leading external experts competent to assess the impact of the candidate's research or scholarship will be requested, and at least three submitted.

The candidate should provide the department or center a list of four or more potential letter writers. The list may be supplemented by the department or center. The candidate may also specify letter writers to be excluded.

For AGF-Teaching faculty, letters should focus on the candidate's scholarship and professional service, not an assessment of teaching performance.

External letters are not required for promotion of AGF on the lecturer track.

Arm's-Length Letters: Letters from outside references who are not likely, and not perceived to be likely, to have a preexisting positive or negative bias toward the candidate. Letters from former or current advisors, collaborators, or co-workers are not arm's-length. Letters from individuals with only incidental relationships with the candidate, such as serving together on editorial boards or professional committees, may be considered arm's length.

Appendix A. Peer Evaluation Letters

This appendix provides guidance for the solicitation and inclusion of peer evaluation letters in dossiers

1. Inclusion of Peer Evaluation Letters in Dossier

Dossiers will provide the following information:

- A list of all peer evaluation letter writers contacted (including both individuals who declined to provide a letter and those who provided letters)
- For each peer evaluation, provide
 - Brief biography of the letter writer
 - Who recommended the letter writer – the candidate or the department
 - The letter itself

2. Information Provided to Peer Evaluation Letter Writers

Peer Evaluation Letter Writers are to be provided with a modified draft version of the candidate's dossier (note that the dossier may be modified before it is officially submitted to the school in October).

Modifications to the draft dossier provided to peer evaluation letter writers are as follows:

- Section 1, Department's Case Analysis, is not included
- Section 2, Candidate's Statements, are included
- Section 3, Curriculum Vitae, is included
- Section 4, Significant Publications, is included
- Section 5, Teaching Portfolio, is included as follows
 - All sections except (b) – a complete set of student evaluations is not to be included

3. Templates for Peer Evaluation Letter Requests

Requests for external letters of reference generally involve two steps. Initially an email inquiry is made to find out if the person is available to serve as a reviewer on the case. Later a formal letter of request is made with full instructions, due date, and materials or information on how to access materials.

Template for Initial Request (Tenure-line and Academic General Faculty – Research)

Dear Professor YYY,

<Professor X> is being considered for < promotion and/or tenure> to <Associate Professor/Professor> in the Department of XXX at the University of Virginia School of Engineering and Applied Science. As you know, promotion and tenure recommendations are among the most important decisions that a university makes. Your name has been put forward as an external expert in Professor X's field, who is qualified to assess the impact of their research and external service upon the field. I am writing to find out if you would be available and willing to review Professor X's accomplishments. The evaluation letter would be due by xx xx, 20xx.

We appreciate your consideration of our request. If you are available, I will send further instructions and copies/link of Professor X's material.

Template for Final Request (Tenure-line and Academic General Faculty – Research)

Dear Professor YYY,

Thank you for agreeing to write a letter evaluating the impact of the work of Professor X as they are being considered for <tenure and/or promotion to Associate/Professor> in the Department of NAME at the University of Virginia School of Engineering and Applied Science.

To assist you in writing this evaluation, I <have enclosed> <provide a link to> the materials: Professor X's statements, Curriculum Vitae, significant publications, and teaching portfolio (excluding the full set of student evaluations). If you have any questions or would like additional materials, please let me know. I would like to ask that your letter of evaluation include:

- A brief statement describing the context of your knowledge of <Professor X>
- An evaluation of the impact of Professor X's research and external service on their field,

In order to meet the School and University deadlines, I will need your letter by <Date>. In addition, please provide a brief/paragraph bio/CV on yourself.

To the extent permitted by law, we will treat your response as confidential and make it available only to those involved in the review process.

The department is aware that requests such as this are time-consuming, and I am very grateful to you for taking on this task. If you have any questions, or will have any difficulty responding in time, please feel free to contact me via reply email.

Thank you for your assistance in this vital process. I look forward to hearing from you.

Template for Initial Request (Academic General Faculty – Teaching)

Dear Professor YYY,

<Professor X> is being considered for < promotion > to <Associate Professor/Professor> in the Department/Center of XXX at the University of Virginia School of Engineering and Applied Science. Professor X is on the tenure-ineligible Teaching track. This track, described in our policy on [academic general faculty](#).

As you know, promotion recommendations are among the most important decisions that a university makes. Your name has been put forward as an external expert in Professor X's field, who is qualified to assess the impact of their scholarship and external service upon the field. I am writing to find out if you would be available and willing to review Professor X's accomplishments. The evaluation letter would be due by xx xx, 20xx.

We appreciate your consideration of our request. If you are available, I will send further instructions and copies/link of Professor X's material.

Template for Final Request (Academic General Faculty – Teaching)

Dear Professor YYY,

Thank you for agreeing to write a letter evaluating the impact of the work of Professor X as they are being considered for < promotion to Associate/Professor> in the Department/Center of NAME at the University of Virginia School of Engineering and Applied Science.

To assist you in writing this evaluation, I <have enclosed> <provide a link to> the materials: Professor X's statements, Curriculum Vitae, significant publications, and teaching portfolio (excluding the full set of student evaluations). If you have any questions or would like additional materials, please let me know. I would like to ask that your letter of evaluation include:

- A brief statement describing the context of your knowledge of <Professor X>

- An evaluation of the impact of Professor X's scholarship and external service on their field,

As Professor X is on the teaching track at UVA, fully described in the policy on [academic general faculty](#). we do not expect you to assess the quality of their classroom instruction, but instead ask that your letter focus on their scholarship, professional service, and potential for continued excellence as an educator.

In order to meet the School and University deadlines, I will need your letter by <Date>. In addition, please provide a brief/paragraph bio/CV on yourself.

To the extent permitted by law, we will treat your response as confidential and make it available only to those involved in the review process.

Appendix B. Template for requesting letters from students

Dear <student name>,

The Department/Center of XXX is considering the promotion of Professor X from XX Professor to YY Professor. Part of the process requires letters from students whom Professor X has interacted with, including as a teacher, mentor, research adviser, interest group adviser, etc. We are interested in learning about your experience with <him/her> and the impact on your education, professional and personal development, and goals. We are also interested in your experience interacting with Professor X, as a teacher and mentor, such as providing timely feedback, communicating clear expectations, explaining complex concepts, and treating students fairly.

I am writing to ask if you would be willing to write a letter for Professor X. I would like to receive the letters no later than <October 1 or DATE>. If you are able write such a letter, please let me know by replying to this email at your earliest convenience.

I realize that requests such as these represent an imposition on your valuable time and will indeed be grateful if you are willing to assist us in this important review process. If you need any other information, please let me know.

Thank you in advance for your consideration, and I look forward to hearing from you

