

ACTION DATES IMPACTING FACULTY FOR ACADEMIC YEAR 2024-2025

Annual Evaluations, Promotion and Tenure, Non-Reappointments, Faculty Leave Requests, and Nominations for Emeriti

College of Science Dean's Office

Revised 01/16/25

Annual Evaluations (contact is Trish Hammer or Amber Robinson, pwhammer@vt.edu or hamb08@vt.edu)

02/17/25	FAR and EFARs submissions due.....	Faculty to Department
04/01/25 (est.)	Department Head's / Chair's letters & Merit Summary Sheets uploaded to COS NAS.....	Departments to Dean's Office
05/01-15/25 (est.)	Dean meetings with Department Heads / Chairs to review proposed merit raises.	

Promotion

For information about Promotion and Tenure, visit the website: <https://faculty.vt.edu/promotion-tenure.html>

Promotion and Tenure (contact is Trish Hammer or Amber Robinson, pwhammer@vt.edu or hamb08@vt.edu)

10/25/24	Promotion dossiers submitted electronically to the College of Science NAS.....	Departments to Dean's Office
11/15/24	COS P&T Committee Charge Meeting	
12/06/24	First day of COS P&T Committee deliberations	
12/12/24	Second day of COS P&T Committee deliberations	
01/24/25	Promotion & Tenure listing sheets and electronic copy of each dossier submitted.....	Dean's Office to Provost
April 2025	Notification sent to promotion/tenure candidates.....	Provost to candidates
05/01/25	For AY2026 cases, departments assess faculty members who will be considered for promotion to Associate Professor with tenure, tenure only, and Professor, as well as those for promotion in the Research Professor ranks.	
	Department Head / Chair discusses non-mandatory cases with the Dean prior to initiating the promotion process	Heads / Chairs to Dean
06/02/25	For AY2026 cases, notify Amber Robinson of faculty for whom external letters will be requested	Heads / Chairs to Dean's Office

Research Professorial Promotions (contact is Trish Hammer or Amber Robinson, pwhammer@vt.edu or hamb08@vt.edu)

11/12/24	Research promotion dossiers due to Dean's Office.....	Departments to Dean's Office
02/03/25	Final research track promotion lists and dossiers due to OVPRI.....	Dean's Office to OVPRI
March 2025	Provost presents promotion recommendations to President.....	Provost to President
June 2025	Promotion/tenure recommendations submitted to Board of Visitors.....	President to Board of Visitors
June 2025	Research Professorial Promotion notifications sent to promotion candidates.....	OVPRI to candidates

Collegiate and Clinical Faculty and Professor of Practice Promotions (contact is Trish Hammer or Jennifer Pike, pwhammer@vt.edu or jenpike@vt.edu)

10/08/24	Collegiate Faculty and Professor of Practice Promotion Committee selected. Set date for committee meeting.	
11/12/24	All promotion dossiers submitted electronically to COS NAS.....	Departments to Dean's Office
01/21-24/25	Promotion Committee meets and writes letters for each candidate.	
01/31/25	Candidate dossiers sent to Dean for review. Dean writes letters of recommendation.....	Committee to Dean
02/28/25	Collegiate Faculty and Professor of Practice dossiers sent to Provost.....	Dean's Office to Provost
05/01/25	For AY2026 cases, departments assess faculty members who will be considered for promotion. Department Head / Chair discusses cases with the Dean prior to initiating the promotion process.....	Heads / Chairs to Dean

Instructor Promotions (contact is Trish Hammer or Jennifer Pike, pwhammer@vt.edu or jenpike@vt.edu)

09/30/24	Departments assess instructors to be considered for promotion. Department Head/Chair discusses potential promotions with the Dean	Heads / Chairs to Dean
10/08/24	COS Instructor Promotion Committee is finalized.	
	Names of incoming members provided to Dean's Office.....	Departments to Dean's Office
11/01/24	Names of instructors to be considered for promotion due to Dean's Office.....	Departments to Dean's Office
01/24/25	All promotion dossiers submitted electronically to COS NAS.....	Departments to Dean's Office
02/03/25	Promotion dossiers distributed to COS IPC.	
02/10-14/25	COS Instructor Promotion Committee (IPC) meets.	
02/21/25	Recommendations of COS IPC due to Dean.....	IPC to Dean
02/28/25	Dossiers receiving positive recommendations at college level submitted to Provost.....	Dean to Provost

Promotion and Tenure Committee Workshop (contact is Cyndi Hutchison, chutchison@vt.edu)

Deans, department heads/chairs, and P&T committee chairs and members are encouraged to attend.

09/23/24, 2-4 p.m., Steger Hall Auditorium

Promotion to Professor Workshop (contact is Cyndi Hutchison, chutchison@vt.edu)

Process and requirements for promotion to full professor. Recently promoted faculty members will give their perspectives on preparation for promotion, and current or former members of college and university promotion and tenure committees will respond to questions.

Process and requirements for promotion to full professor. DATE TBD, 2-4 p.m., LOCATION TBD

Promotion to Associate Professor with Tenure Workshop (contact is Cyndi Hutchison, chutchison@vt.edu)

Process and preparation for promotion to associate professor with tenure. DATE TBD, 2-4 p.m., LOCATION TBD

COS Promotion and Tenure Workshop(s) (contact is Trish Hammer, pwhammer@vt.edu)

Process and requirements for promotion to either associate or full professor. Recently promoted faculty members will give their perspectives on preparation for promotion, and current or former members of college and university promotion and tenure committee members will respond to questions.

May 2025, specific date, time, and location: TBD

Non-Reappointments (contact is Trish Hammer, pwhammer@vt.edu)

Tenure-Track and Continued Appointment-Track Faculty Non-Reappointments

A non-reappointment letter must indicate the final date of employment. Please send a copy of the non-reappointment letter to Dean Pitts (ktpitts@vt.edu) and to Sara Leftwich (sara.l@vt.edu). If the due date falls on a weekend, please deliver the letter on the prior business day.

11/09/24 (or earlier)	Notice of non-reappointment for second-year faculty.....	Dept. Heads to Faculty
02/09/25 (or earlier)	Notice of non-reappointment for first-year faculty, including instructors on one-year appointments.....	Dept. Heads to Faculty
05/09/25 (or earlier)	Notice of non-reappointment probationary faculty in at least third year of service.....	Dept. Heads to Faculty

Non-Reappointment Notice for Non-Tenure-Track Instructional faculty on REGULAR (not restricted) Appointments

Non-tenure-track instructional faculty are typically instructor, clinical faculty, or professor of practice faculty. For those faculty members on REGULAR appointments, the deadlines for non-reappointment are as follows:

- Three months before the end of the current contract for those with less than two years employment;
- One semester before the end of the current contract for those with two to five years employment;
- One year before the end of the current contract for those with five years or more employment.

Research Extended Appointments (contact is Trish Hammer pwhammer@vt.edu or Will Walton wwalt00@vt.edu.)
For more information about research extended appointments, visit website: <https://faculty.vt.edu/faculty-personnel-actions/research-extended-appointments.html>

Extension of Research-Extended Appointments

08/10/24..... For faculty already on a Research-Extended appointment; confirms funding is available to continue the appointment in Summer 2025.

Research-Extended Appointments

08/10/24- 3/10/25 (5 PM) Faculty with sufficient grant funding to convert to a Research-Extended appointment for Summer 2025.

2025-26 Faculty Leave Requests (contact is Trish Hammer or Jennifer Pike, pwhammer@vt.edu or jenpike@vt.edu)

Leave accomplishment reports are due to the Provost's Office within 60 days of return from leave. If the due date falls on a weekend, reports are due next business day. Submissions should include the Research Leave or Special Leave with Pay Memorandum of Agreement (HR Form P88). For more information about requesting research leave, visit website:

<https://faculty.vt.edu/faculty-personnel-actions/research-leaves.html>

11/01/24	Faculty to Dept. Heads. Department Head / Chair discusses with the Dean prior to submission.....	Heads / Chairs to Dean
11/08/24	Leave requests submitted.....	Department to Dean's Office
11/12-15/24	Honorifics Committee meets and reviews requests.	
11/29/24	Honorifics Committee writes recommendations to the Dean.....	Honorifics Cmte. to the Dean
12/15/24	Dean submits approved leave requests to Provost's Office.....	Dean to Provost's Office
03/25/25	Leave recommendations from Provost to the Board of Visitors	

Emeriti Requests (contact is Trish Hammer or Jennifer Pike, pwhammer@vt.edu or jenpike@vt.edu)

For more information about emeritus/a nominations, visit website: <https://faculty.vt.edu/faculty-personnel-actions/emeritus-emerita-status.html>

03/10/25	Solicit nominations for honorifics	
04/15/25	Nominations due	
	College Honorifics Committee meets to form recommendation	
05/01/24	Dean makes final decision and resolution, and Dean's letters are written	
06/27/25	Deadline for Dean's Office to submit recommendations for the August 28 BOV meeting	

Hires with Tenure (contact is Trish Hammer, Will Walton, and Roslyn Garrison, pwhammer@vt.edu, wwalt00@vt.edu, roslyng@vt.edu)

For more information about the process for recommending a newly hired faculty member for tenure, visit: https://faculty.vt.edu/content/dam/faculty_vt_edu/files/promotion-tenure/Procedures%20for%20Hires%20with%20Tenure.pdf

05/23/25	All hires with tenure packets due to the Dean's Office.....	Email to Amber Robinson
06/02-06/25	P&T Sub-committee meets to review packets and write letters for each candidate	
06/09-13/25	Candidate packets sent to Dean for review. Dean writes letters of recommendation	Committee to Dean
06/20/25	Candidate packets sent to Provost.....	Dean's Office to Provost

Materials must be received by these deadlines to allow for review and approval by University Subcommittee, president, and provost prior to BOV deadlines.

ACTION DATES IMPACTING FACULTY FOR ACADEMIC YEAR 2024-25

Budget

College of Science Dean's Office

Revised 07/05/2024

ETF (phase 38) (contact is John Morris or Jennifer Pike, jrmorris@vt.edu or jenpike@vt.edu)

06/12/24	Announcement comes from Budget and Financial Planning.	
07/15/24	Call sent out from John Morris to department heads/chairs to create departmental requests.	
08/16/24	Department requests due to Dean's Office.....	Departments to Dean's Office
08/20/24	Meeting to discuss requests and award results communicated back to Departments.	
September 2024	Departments enter requests can be entered in the ETF System	
September 2024	Departments can submit purchase requisitions in HokieMart	
03/31/25	Final date requisitions can be submitted in HokieMart.	
06/13/25	Final date for ETF invoices to be submitted to the Controller's Office.	

Instructional Renovations Requests (contact is Will Walton, wwalt00@vt.edu)

July 2024	Solicitation of instructional renovations requests sent to departments.....	Dean's Office to Heads/Chairs
August 2024	Department IR requests and justifications sent to Provost's Office.....	Dean's Office to Provost's Office

GTA Allocations (contact is Trish Hammer, pwhammer@vt.edu)

Early January 2025	Department GTA requests and justifications sent to Dean's Office.....	Heads/Chairs to Dean's Office
Late January – early February 2025	GTA allocations sent to departments.....	Dean's Office to Heads/Chairs
07/02/25	Final GTA allocations sent to departments.....	Dean's Office to Heads/Chairs

GSDA Allocations (contact is Will Walton or Jennifer Pike, wwalt00@vt.edu or jenpike@vt.edu)

11/13/24	Dean's Office sends request for missing Spring 2024 GSDA allocation recipients to departments.....	Dean's Office to Departments
12/04/24	Spring 2024 GSDA allocation recipient information due to Dean's Office if not previously provided.....	Departments to Dean's Office
07/01/25	Dean's Office sends request for GSDA allocation recipients to departments for 2025-2026.....	Dean's Office to Departments
07/24/25	Requests due to the Dean's Office and forwarded to the Graduate School for 2025-2026.....	Departments to Dean's Office

ACTION DATES IMPACTING FACULTY FOR ACADEMIC YEAR 2024-2025

Faculty Fellowships, Endowed Chairs, Professorships, Awards and Other Faculty Honorifics

College of Science Dean's Office

Revised 10/29/2024

Endowed Chairs, Professorships, Fellowships (contact is Trish Hammer or Amber Robinson, pwhammer@vt.edu or hamber08@vt.edu)

For more information about nominations to endowed chairs, professorships, or fellowships, visit website: <https://faculty.vt.edu/faculty-recognition/endowed-chairs.html>

03/10/25	Solicit nominations for honorifics
04/14/25	Nominations due to Dean's Office
	College Honorifics Committee meets to form recommendation
05/01/25	Dean makes final decision and resolution, and Dean's letters are written
06/27/25	Deadline for Dean's Office to submit recommendations for the August BOV meeting

COS Inclusion and Diversity Fellowship (contact is Estrella Johnson, strej@vt.edu)

09/11/24	Call for nominations sent out by the COS Diversity Committee	
10/11/24	Nominations due to the Assistant Dean for Inclusion and Diversity, Estrella Johnson (strej@vt.edu).	
	Sub-group of COS Diversity Committee reviews nominations and forwards to the Dean.....	COS Diversity Committee Sub-group to Dean
By 12/23/24	Dean makes final decision and winner is notified	

Lay Nam Chang Dean's Discovery Fund (contact is John Morris or Jennifer Pike, jrmorris@vt.edu or jenpike@vt.edu)

09/03/24	Call sent out from Dean's Office for submissions	
01/17/25	Submissions due to Dean's Office.....	Faculty to Dean's Office
03/20/25	Results announced to applicants	
12/20/26	Funds must be expended	

Academy of Data Science Discovery Fund (contact is John Morris or Jennifer Pike, jrmorris@vt.edu or jenpike@vt.edu)

01/03/25	Call sent out from Dean's Office for submissions	
02/07/25	Submissions due to Dean's Office.....	Faculty to Dean's Office
03/06/25	Results announced to applicants	
12/20/26	Funds must be expended	

Roundtable Meetings (contact is Mike Walsh or April Dow, mpwalsh@vt.edu or mccoyad@vt.edu)

11/01/24	Celebration of Excellence
11/02/24	Fall Roundtable Meeting
05/09/24	COS Dean's Roundtable Meeting
04/04/24	COS Roundtable Scholarship Interviews
04/04/24	Hall of Distinction Dinner & Ceremony

College of Science Instructional Grant Program (contact is Estrella Johnson, Director of CAUSE, or Jennifer Pike, strej@vt.edu or jenpike@vt.edu)

11/06/24	Call sent out from CAUSE for submissions	
02/07/25	Submissions due to CAUSE.....	Faculty to CAUSE
03/10/25	Results announced to applicants	

Awards

COS Diversity Award (contact is Estrella Johnson, strej@vt.edu)

02/03/25	Call for nominations sent out by the COS Diversity Committee	
03/07/25	Nominations due to the COS Diversity Committee Chair, Estrella Johnson (strej@vt.edu).	
	COS Diversity Committee meets and chooses winner shortly thereafter	COS Diversity Committee notifies Dean's Office

COS Outreach Award (contact is Trish Hammer or Jennifer Pike, pwhammer@vt.edu or jenpike@vt.edu)

02/19/25	Call for nominations sent out by Trish Hammer / Honorifics Committee	
03/28/25	Nominations due to the Dean's Office.....	Anyone to Dean's Office
By 04/25/25	Honorifics reviews nominations and forwards to the Dean.....	Honorifics to Dean
By 05/23/25	Dean makes final decision and Dean's Office provides information for winner to Outreach and International Affairs.....	Dean's Office to Outreach and International Affairs

Certificates of Teaching Excellence (CTE), W. E. Wine, and Alumni Teaching Excellence Awards (contact is Eric Ufferman, ericu1@vt.edu, Michel Pleimling, pleim@vt.edu, or Jennifer Pike, jenpike@vt.edu)

09/09/24	Call for nominations sent out by Chair of COS Teaching Awards Committee (COSTAC)	
01/10/25	Nominations due to COSTAC	
	COSTAC meets and chooses winner(s) or college nominees	
	COSTAC provides winner(s) name(s) to the Dean's Office (Jennifer Pike) and University Teaching Excellence Committee	

COS Outstanding Academic Advising Award (contact is Vivek Shastry, vshastry@vt.edu). This is a student nominated award.

04/04/25	Call for nominations sent out by Vivek Shastry to current COS students	
04/18/25	Nominations due via Google Form to Vivek Shastry.....	Students to Dean's Office

Outstanding Graduate Mentor (contact is Trish Hammer or Jennifer Pike, pwhammer@vt.edu or jenpike@vt.edu)

12/06/24	Call for nominations sent out by Dean's Office	
01/17/25	Nominations due the Dean's Office.....	Past and present COS graduate students to Dean's Office
	Graduate Program Directors Committee meets and selects winner	
02/07/25	Dean's Office submits name of winner and other required information the Graduate School.....	Dean's Office to Graduate School

Outstanding Doctoral and Outstanding Master's Student Awards (contact is Trish Hammer or Jennifer Pike, pwhammer@vt.edu or jenpike@vt.edu)

12/06/24	Call for nominations sent out by Dean's Office	
01/17/25	Nominations are due to the Dean's Office.....	Departments to Dean's Office
	Graduate Program Directors Committee meets and selects winner	
02/07/25	Dean's Office provides names of winners and other required information to Graduate School.....	Dean's Office to Graduate School

Roundtable "Make A Difference" Scholarship for Graduate Study in the College of Science (contact is Trish Hammer or Jennifer Pike, pwhammer@vt.edu or jenpike@vt.edu)

02/11/25	Call for nominations sent out by Dean's Office	
03/07/25	Nominations are due to the Dean's Office for review.....	Faculty to Dean's Office
	Finalist selection made by the Associate Deans	
03/21/25	Dean's Office forward names of finalists to Roundtable/ Director of Alumni Relations.....	Dean's Office to Roundtable

Dean's Graduate Award for Excellence (contact is Trish Hammer or Jennifer Pike, pwhammer@vt.edu or jenpike@vt.edu)

01/03/25 Call for nominations sent out by Trish Hammer
01/16/25 Rolling evaluation of nominations begins by Trish Hammer and Estrella Johnson..... Faculty to Dean's Office

ICTAS Doctoral Scholars Fellowship (contact is Trish Hammer or Jennifer Pike, pwhammer@vt.edu or jenpike@vt.edu)

10/31/24 (estimated) Call for nominations sent out by ICTAS
Rolling deadline (COS):
12/11/24 Nominations due to the Dean's Office..... Faculty to the Dean's Office
Dean's Office forwards nominations with ranking to ICTAS..... Dean's Office to ICTAS
01/06/25 Nominations due to the Dean's Office..... Faculty to the Dean's Office
Dean's Office forwards nominations with ranking to ICTAS..... Dean's Office to ICTAS
02/12/25 Nominations due to the Dean's Office..... Faculty to the Dean's Office
Dean's Office forwards nominations with ranking to ICTAS..... Dean's Office to ICTAS

Skiles Graduate Fellowship (contact is Trish Hammer or Jennifer Pike, pwhammer@vt.edu or jenpike@vt.edu)

02/10/25 Call for nominations sent out by Trish Hammer
03/31/25 Nominations due to the Dean's Office..... Departments to Dean's Office
Winner selected by the Associate Deans
04/25/25 Dean's Office provides name of winner to Jenny Orzolek

Outstanding Senior Undergraduate (contact is Michel Pleimling, pleim@vt.edu)

11/12/24 Call for nominations sent out from COSCUR
02/12/25 Nominations due to COSCUR..... Departments to their COSCUR Representative

Outstanding Undergraduate Researcher (contact is Michel Pleimling, pleim@vt.edu)

02/28/25 Call for nominations sent out from COSCUR
04/01/25 Nominations due to COSCUR..... Departments to their COSCUR Representative
COSCUR decides winner at their next meeting and sends information to Dean's Office..... COSCUR to Dean's Office

College of Science Dean's Roundtable Endowed Scholarship (Undergraduate) (contact is Michel Pleimling, pleim@vt.edu)

01/21/25 (tentative) Deadline for students to apply
Michel Pleimling and Susan Haymore select finalists
03/07/25 (tentative) Dean's Office forward names of finalists to Roundtable/Director of Alumni Relations..... Dean's Office to Roundtable

ACTION DATES IMPACTING STAFF FOR ACADEMIC YEAR 2024-2025

Performance Plans and Evaluations, In-band Pay Adjustments, and Staff Awards

College of Science Dean's Office

Revised 07/10/24

Performance

Staff Annual Performance Process (contact is Roslyn Garrison or Brandi Webb, roslyng@vt.edu, or bowens20@vt.edu). Performance management website: <https://www.hr.vt.edu/performance-management.html>

11/01/24-01/15/2025	Plan stage (Supervisor or staff can roll over previous plan and make edits, supervisor edits and approves, reviewer approves, goes back to staff member for final approval)
01/16/25-07/30/25	Touchpoint stage (The Touchpoint stage is where supervisors support employees working towards completing their job duties and goals. The system provides opportunities for supervisors and employees to document progress through the year as discussed in their Touchpoint conversations.)

Performance Evaluation (contact is Roslyn Garrison or Brandi Webb, roslyng@vt.edu, or bowens20@vt.edu)

08/01/24-10/14/24	Staff member completes self-evaluation (voluntary).....	Staff to Supervisor
	Supervisor completes performance evaluation.....	Supervisor to Reviewer
	Reviewer sends back to supervisor.....	Reviewer to Supervisor
	Supervisor/employee meet to discuss	
	Supervisor sends to employee for final acknowledgement.....	Supervisor to Staff

In-Band Pay Adjustments (contact is Roslyn Garrison, Will Walton or Brandi Webb, roslyng@vt.edu, wwalt2000@vt.edu or bowens20@vt.edu)

12/04/24	Request for In-band pay adjustments sent to departments.....	College to Departments
01/06/25	Departments complete and return worksheets to COS.....	Departments to College
01/24/25	Human Resources effective date of adjustment	

Awards

COS Diversity Award (contact is Estrella Johnson, strej@vt.edu)

02/03/25	Call for nominations sent out by the COS Diversity Committee	
03/07/25	Nominations due to the COS Diversity Committee Chair, Estrella Johnson (strej@vt.edu).	
	COS Diversity Committee meets and chooses winner shortly thereafter	COS Diversity Committee notifies Dean's Office

COS Outstanding Staff Award (contact is Trish Hammer or Jennifer Pike, pwhammer@vt.edu or jenpike@vt.edu)

02/03/25	Call for nominations sent out by Trish Hammer	
03/10/25	Nominations due to the Dean's Office.....	Anyone to Dean's Office
	Committee meets and chooses winner shortly thereafter.	

COS Staff Service Award (contact is Trish Hammer or Jennifer Pike, pwhammer@vt.edu or jenpike@vt.edu)

02/03/25	Call for nominations sent out by Trish Hammer	
03/10/25	Nominations due to the Dean's Office.....	Anyone to Dean's Office
	Committee meets and chooses winner shortly thereafter.	

COS Outstanding Academic Advising Award (contact is Vivek Shastry, vshastry@vt.edu). This is a student nominated award.

04/04/25	Call for nominations sent out by Vivek Shastry to current COS students	
04/18/25	Nominations due via Google Form to Vivek Shastry.....	Students to Dean's Office