

Faculty Handbook

2011-2012



In accordance with federal law, the law of the Commonwealth of Virginia, and the policies of the Rector and Visitors of the University of Virginia, the University does not discriminate in any of its programs, procedures, or practices against any person on the basis of age, citizenship, color, disability, national origin, political affiliation, race, religion, sex, sexual orientation, or status as a disabled veteran or veteran of the Vietnam era.

The University operates equal opportunity and affirmative action programs for faculty, staff, and students. The University of Virginia is an Equal Opportunity/Affirmative Action Employer. The Equal Opportunity Programs Office is responsible for the enforcement of the University's non-discrimination obligations. An applicant for admission or employment or any student or employee may file a discrimination complaint with the EO/AA Officer, Equal Opportunity/Affirmative Action Office, Poe Alley, West Lawn, Charlottesville, VA 22903, 434-924-3200. Complaints are to be submitted in accordance with and are subject to the standards of the University of Virginia Discrimination Complaint Procedures.

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The University of Virginia

Office of the Executive Vice President and Provost

Welcome

This *Faculty Handbook* is intended to serve as an orientation resource, especially for new faculty. It provides information about the University of Virginia, and the conditions of employment, benefits, and administrative policies that are essential to the faculty experience. These policies are intended to support our faculty: an innovative, collaborative and diverse group of scholars and educators.

The policies contained in this handbook are only accurate as of the date of publication. As policies are continually revised and updated, the [web version](#) will always provide the most current information.

The University of Virginia aims to create a dynamic environment in which its faculty can contribute to and feel a part of our diverse academic community. We intend this handbook to help each faculty member find and use the many opportunities the University offers. Please send us your feedback to: provost@virginia.edu.

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CHAPTER ONE: HISTORY, ORGANIZATION, AND PURPOSE

1.1 History

Thomas Jefferson founded the University of Virginia in 1819. He planned the curriculum, recruited the first faculty, and designed the Academical Village. Comprised of a central lawn and surrounded by residences and gardens, the “village” symbolizes Jefferson’s intent to create an institution that supported the free and open exchange of ideas, close interaction among students and faculty, and collegial collaboration across disciplines. The Academical Village is an architectural design of global significance; UNESCO declared it a World Heritage site in 1987, in recognition of its universal cultural value.

The University was innovative for its day because it was dedicated to educating leaders in practical affairs and public service rather than for professions in the classroom and the pulpit exclusively. It was the first nonsectarian university in the United States and the first to use the elective course system.

The University opened for classes in 1825 with a faculty of eight and a student body numbering sixty-eight. Jefferson took great pains to recruit the most highly qualified faculty, five of whom were found in England and three in the United States. Instruction was offered in ancient languages, modern languages, mathematics, moral philosophy, natural philosophy, chemistry, law, and medicine. The students came from the American South and West and were predominantly non-Virginians. Jefferson opposed the granting of degrees on the grounds that they were “artificial embellishments.” In 1824, however, the Board of Visitors authorized granting the Master of Arts degree, which throughout most of the nineteenth century remained the University’s most prestigious academic award. The M.D. degree had been awarded to the first graduates of the School of Medicine in 1828, and the LL.B. was first awarded for law school graduates in 1842. The bachelor’s degree was awarded beginning in 1849, but became the standard undergraduate degree and a prerequisite for the master’s degree in 1899, bringing the University into conformity with other institutions of higher learning. The Ph.D. has been awarded since 1883.

Still small for a state institution, the University of Virginia today enrolls over 20,000 on-Grounds students. About 69 percent of the undergraduate student body come from Virginia, two-thirds of the student body are undergraduates, and there are approximately equal numbers of men and women. The bachelor’s degree is offered in over fifty fields and programs, the master’s in sixty-seven, the educational specialist in six, the first professional in two, and the doctorate in fifty-seven. In some fields, more than one degree is offered at a particular level.

1.2 Organization

To better understand the University’s administrative structure it is helpful to consult a [graphic presentation](#) of its plan of organization .

The Rector and Board of Visitors

In 1819 an act of the General Assembly of Virginia established the University as a public corporation with the name "The Rector and Visitors of the University of Virginia." The governing body of this corporation is styled the "Board of Visitors." The sixteen members of the Board of Visitors are appointed by the governor and confirmed by the Senate and House of Delegates of Virginia for four-year terms. Thirteen must be from the commonwealth at large and eleven must be alumni or alumnae of the University; no more than three alumni/ae may live outside of the Commonwealth. The board may appoint a full-time student at the University as a nonvoting member of the board for a one-year term. The duties and powers of the board are exercised in order to carry into effect the Statement of Institutional Purpose of the University ([see section 1.4](#)). The major powers and duties of the board are as follows:

- to preserve the ideals and traditions of the University, especially to encourage and maintain the Honor System;
- to establish general educational policy;
- to establish any additional center, branch, college, or school and to present such action to the state government for its approval, if necessary;
- to authorize the creation or discontinuation of degrees;
- to elect a rector, vice rector, president, chief financial officer, secretary, and salaried members of the faculty (except those appointments vested in the president);
- to determine the salary ranges of all faculty ranks and the establishment of insurance, retirement programs, and other benefits of faculty;
- to approve promotions of faculty members;
- to establish named chairs;
- to regulate and govern the discipline of students and the renting of rooms and dormitories;
- to approve general policy governing student scholarships and loans;
- to fix tuition charges and other fees;
- to issue revenue bonds to finance student facilities;
- to approve regulations for use of automobiles by students;
- to care for and preserve University property, including the sale or purchase of real estate;
- to grant easements and exercise the power of eminent domain;
- to approve the annual budget; and to formulate and revise long-range plans.

Finally, on nomination from and concurrence of the president, the Board of Visitors elects the vice presidents of the University and the chancellor of the University of Virginia's College at Wise, all of whom are responsible directly to the president.

The President

The president is responsible to the Rector and Board of Visitors as the chief executive and academic officer of the University. The president is also:

- a member of the General Faculty and of the faculty of the College of Arts and Sciences and each of the schools and serves as the president of the Faculty Senate;
- responsible for operating the University in conformity with the purposes and policies determined by the Board of Visitors;
- an adviser to the board, and recommends policies and programs, including educational programs and new degrees, that will best promote the interests of the University;

- active in determining the internal administrative structure of the University, appointing or providing for the appointment of all administrative officers (except the vice presidents and the chancellor of the University of Virginia's College at Wise, who are nominated to the board by the president.)

The president is authorized to suspend any faculty member at any time for proper cause, in accordance with appropriate procedure, after consultation with the dean, department head, and other affected administrative officers. A full list of the president's duties appears in the [Manual of the Board of Visitors of the University of Virginia](#).

Senior Administrative Officers

The president delegates authority to eleven senior administrative officers are responsible for the major functional areas (subtitles are hyperlinked the webpages belonging to the Senior Administrative Offices):

[Executive Vice President and Provost](#)

The Executive Vice President and Provost of the University is the chief academic officer of the University.

The provost is charged by the Board of Visitors and the president with overseeing education, research, and public service in the College and Graduate School of Arts & Sciences, in each of the other schools of the University, in the University's libraries and museums, and in numerous other academically related units of the University.

The budgets of these units flow through the Office of the Provost. The provost also oversees the recruiting, hiring, retention, performance, promotion and tenure of faculty. In the University's organizational structure, offices associated with athletics, budget, development, health affairs, financial aid, student affairs, and technology report to the president through different vice presidents.

[Executive Vice President and Chief Operating Officer](#)

The Office of the Executive Vice President and Chief Operating Officer is charged by the Board of Visitors and president with overseeing the non-academic support areas of the University, including operations of the Health System, and supporting special initiatives that have a University-wide impact. The office is guided by its commitments to:

- integrity and sound management practices
- academic excellence
- customers, including students, patients, and visitors
- people, respecting and empowering them, holding them accountable, and rewarding them for performance
- simplification of processes and improvements in effectiveness and efficiency.

[Senior Vice President for University Development and Public Affairs](#)

The Senior Vice President for University Development and Public Affairs supports the University's threefold mission of teaching, research, and public service by providing resources and services to development offices around the University Grounds, and by establishing policies and procedures.

University Development offers regional fundraising, planned giving, information services, research, gift accounting, communications, and donor relations services.

In cooperation with academic units and related foundations, the office also institutes policies for the conduct of development activities.

Public Affairs produces a variety of public relations activities, communications, and community relations initiatives for the University, designed to increase public understanding of programs in classrooms, research labs, and other service activities. Public Affairs' functions include management of web-based electronic communications, liaison with print and television media, and communication within the University community.

[Vice President and Chief Executive Officer of the Medical Center](#)

The Vice President and Chief Executive Officer of the Medical Center is responsible for the operation of U.Va.'s hospital and clinics, in addition to all its affiliated financial and information technology functions.

[Vice President and Chief Financial Officer](#)

The Vice President and Chief Financial Officer establishes and maintains financial policies and infrastructure for all units and divisions of the University, serving a wide range of customers. Among the officer's areas of responsibility are debt and credit management, managerial analysis and costing, financial performance measurements, and financial planning. The Vice President for Finance has administrative oversight of the University's affiliated foundations and the University's policy program.

[Vice President and Chief Information Officer](#)

The Vice President and Chief Information Officer facilitates the effective coordination of information technology-related activity across the Grounds and developing collaborations among U.Va.'s academic and administrative units that advance the University's missions. The CIO coordinates the University Committee on Information Technology and the Deans Technology Council, both of which help to guide institution-wide information technology projects and to establish strategic direction.

Additional duties include working with the University community and its leaders to define a vision for the role of information technology at U.Va. and in higher education, as well as making specific proposals, and advocating for resources to realize that vision.

[Vice President and Chief Officer for Diversity and Equity](#)

The Office of the Vice President and Chief Officer for Diversity and Equity assists and monitors all units of the University in their efforts to recruit and retain faculty, staff and students from historically underrepresented groups and to provide affirmative and supportive environments for work and life at the University of Virginia.

[Vice President and Chief Student Affairs Officer](#)

The Office of the Vice President and Chief Student Affairs Officer supports the University's primary purpose of enriching the minds and lives of its students. The division promotes the intellectual, cultural, personal, and social development of students while enhancing their physical and psychological well-being. Student affairs programs and services help students learn responsible decision-making; clarify personal values and identity; foster interpersonal relationships; facilitate career exploration; and promote the value of diversity, of informed citizenship, and of full membership of all students within the University community. The Vice President and Chief Student Affairs Officer oversees: the Office of the Dean of Students, the Office of Residence Life, the

Office of African-American Affairs, University Career Services, the Department of Student Health, and WTJU.

Vice President and Dean, School of Medicine

The Office of the Vice President and Dean of the School of Medicine is responsible for all operations of the medical school, graduate school of biomedical research, programs leading to Master of Science in Health Evaluation Sciences, and the Medical Center Library/Informatics. The vice president is a member of the President's Cabinet providing input on University-wide initiatives.

Vice President for Management and Budget

The Vice President for Management and Budget oversees operations that fall under an array of University departments and programs, including budget, capital programs, facilities management, procurement, state governmental relations, and process simplification.

Vice President for Research

The Office of the Vice President for Research manages five principal activities: research compliance, research enhancement, intellectual property management, graduate studies, and postdoctoral enhancement. In addition, the directors of five interdisciplinary research institutes and programs report to the VPRGS: Morphogenesis and Regenerative Medicine, Nano and Quantum Science and Engineering, Programs in Computer and Information Science and Engineering, Healthy Aging, and Environment, Conservation, and Culture.

VPRGS also coordinates the various University units that comprise the research infrastructure, including the acquisition of research funding, the planning and development of academic research space, research commercialization, the incubation of new companies and recruiting of corporate research partners to local research parks, and public outreach.

Vice President and Chief Human Resources Officer

The Vice President and Chief Human Resources Officer oversees all human resource functions for the academic division of the University, as well as having oversight responsibility for the University of Virginia's College at Wise and for health plan and other benefits for the University's Medical Center. Functional areas of responsibility in University Human Resources (UHR) include benefits, classification and compensation, learning and development, employee relations and career services, payroll, records, recruitment and staffing, information management, and leadership development. The Vice President also has responsibility for non-academic aspects of the faculty personnel system.

In addition to these vice presidents, two other senior officers, the General Counsel and the Athletic Director, report to the president and serve as members of the president's senior cabinet. The General Counsel is the University's chief legal officer and is responsible for providing advice on all legal matters affecting the University under the direction of the attorney general, the Board of Visitors, and the president. The Athletic Director is responsible for supervision of all University intercollegiate athletic and intramural programs and facilities. Other officers who report directly to the president include the:

- Chancellor of the University of Virginia's College at Wise
- Director of the Audit Department
- Editor of the Virginia Quarterly Review
- Director of Equal Opportunity Programs
- Executive Assistants for State Governmental Relations

- Executive Assistant for Federal Relations
- Director of the White Burkett Miller Center for Public Affairs, and the
- Secretary of the Board of Visitors (who, like the General Counsel, is an Officer of the Board of Visitors.)
- Divisions

The president and vice presidents manage a diverse enterprise that is organized for budgeting purposes into three operating divisions:

- The central functions of instruction, research and public service are conducted by the Academic Division.
- Health care services are provided by the Health System.
- University of Virginia's College at Wise is the third division.

Academic Division

Teaching and research are conducted by faculty members organized into schools and departments. Approximately 2,000 full-time faculty members teach in programs leading to bachelor's, master's, doctoral and first professional degrees. The eleven schools of the University are as follows:

- School of Architecture
- College and Graduate School of Arts and Sciences
- McIntire School of Commerce
- School of Continuing and Professional Studies
- Curry School of Education
- School of Engineering and Applied Science
- Darden School of Business
- School of Law
- School of Medicine
- School of Nursing
- Frank Batten School of Leadership and Public Policy

Summer and Special Academic Programs is an extension of the regular academic year with course offerings to meet the academic needs of resident, degree students, as well as non-degree seeking students who are enrolled in courses for their professional development. Summer and Special Academic Programs is a separate administrative unit with its own director who works directly with departments and schools in selecting the courses offered and faculty employed during the summer. Each summer the University of Virginia offers a rich selection of courses to over four thousand students.

The University is host to several academic organizations with statewide, regional or national affiliations. These include the Virginia Foundation for the Humanities, and the University of Virginia Press.

Several federal and state centers of professional activity are also located in the University community. They include the state's Division of Forestry, the Division of Mineral Resources, the Virginia Highway and Transportation Research Council, the National Radio Astronomy Observatory, and the Federal Executive Institute. The U.S. Army Judge Advocate General's School teaches military law to lawyers in the armed forces.

Health System

Comprehensive health care services are provided by the University of Virginia Health System, which consists of University of Virginia Medical Center, the School of Medicine, and the Health Services Foundation, and which operates more than forty clinics at numerous sites within and distant from the main precinct of the Medical Center. Satellite clinics include those at Northridge, Stoney Creek, and Orange. The Medical Center (originally called University Hospital) was established in 1901, to complement the teaching and research activities of the School of Medicine and to provide hospital and related services to a broad region.

University of Virginia's College at Wise

This four-year undergraduate college was opened in 1954, initially as a two-year branch of the University. It functions to some extent as an independent institution, although its chancellor reports to the president of the University of Virginia and its Board of Visitors. In 1999, the University of Virginia's College at Wise was established in the southwestern part of the state to serve an area that has limited access to higher education. It currently enrolls more than 1,800 students.

1.3 Standing Committees

The standing committees of the president, vice presidents, and Faculty Senate offer faculty the opportunity to contribute to the governance of the University. The full listings of the [Presidential Committees](#) and the [Vice Presidential](#) committees can be found online.

1.4 Statement of Institutional Purpose of the University of Virginia

The central purpose of the University of Virginia is to enrich the mind by stimulating and sustaining a spirit of free inquiry directed to understanding the nature of the universe and the role of mankind in it. Activities designed to quicken, discipline, and enlarge the intellectual and creative capacities, as well as the aesthetic and ethical awareness, of the members of the University and to record, preserve, and disseminate the results of intellectual discovery and creative endeavor serve this purpose. In fulfilling it, the University places the highest priority on achieving eminence as a center of higher learning (Adopted by the Rector and Board of Visitors in May, 1985.)

The University of Virginia seeks to achieve its central purpose through the pursuit of the following specific goals:

- To offer instruction of the highest quality to undergraduates from all walks of life, not only by transmitting established knowledge and skills, but by fostering in students the habits of mind and character required to develop a generous receptivity to new ideas, from whatever source; a disposition for applying the most rigorous criticism to all ideas and institutions, whether old or new; an ability to test hypotheses and re-interpret human experience; and a desire to engage in a lifetime of learning.
- To sustain liberal education as the central intellectual concern of the University, not only in the curricula of the College of Arts and Sciences, but also as a foundation for the professional undergraduate programs.
- To educate men and women for the professions in certain undergraduate and in graduate programs leading to degrees in the School of Architecture, Business Administration, Commerce, Education, Engineering and Applied Science, Law, Medicine, and Nursing.
- To lead in the advancement and application of knowledge through graduate study and research and to disseminate the results among scholars and the general public.

- To attract and retain eminent faculty in order to provide the highest quality of instruction and leadership in research.
- To seek the ablest and most promising students, within the Commonwealth and without; and, in keeping with the intentions of Thomas Jefferson, to attend to their total development and well-being; and to provide appropriate intellectual, athletic, and social programs.
- To strive for diversity in the student body and in the faculty and to promote international exchange of scholars and students.
- To provide for students and faculty an atmosphere conducive to fellowship and understanding and to their constructive participation in the affairs of the University and the community at large.
- To expand educational opportunities for persons with special challenges such as minority status, physical disability, ethnic heritage, or insufficient financial resources.
- To engage in research in the medical sciences and to provide innovative leadership in health care and medical services in the local community, the Commonwealth, and the nation.
- To offer to the local community, the Commonwealth of Virginia, and the nation the various kinds of public service and intellectual and cultural activities which are consonant with the purposes of the University.
- To provide continuing education programs of the highest quality to the Commonwealth and the nation.
- To cooperate with and assist other colleges, educational institutions, and agencies, especially in the Commonwealth of Virginia, by making available to them the facilities of the University and the experience and counsel of its members so as to contribute to education in the Commonwealth and beyond.
- To establish new programs, schools, and degrees, and to undertake such research as the needs of the Commonwealth of Virginia and the nation may require.

1.5 Accreditation

The University of Virginia has been accredited by the Southern Association of Colleges and Schools (SACS) since 1904. The last reaffirmation of the University's accreditation was in 2007. In addition, a significant number of the University's programs and schools undergo review by accrediting bodies or licensing and certification entities. This listing does not include Medical Center accreditations.

School/Department/Organization	Accrediting/Review Agency	Last Accreditation
College of Arts & Sciences		
Chemistry (baccalaureate)	American Chemical Society (ACS)	2001
Curry School of Education		
Administration & Supervision	Teacher Education Accreditation Council (TEAC)	2011
Clinical Psychology (Ph.D.)	American Psychological Association (APA)	2007
Counselor Education & Supervision	Council for Accreditation of Counseling & Related Educational Programs (CACREP)	2011
Kinesiology (M.Ed.)	National Athletic Trainers' Association (NATA)	2009
Reading Education (M.Ed.)	Teacher Education Accreditation Council (TEAC)	2007
School Counseling (M.Ed.)	Council for Accreditation of Counseling & Related Educational Programs (CACREP)	2011
Speech Pathology & Audiology (M.Ed.)	American Speech, Language & Hearing Association (ASHA)	2006
Teacher Education	Teacher Education Accreditation Council (TEAC)	2007
	Virginia Board of Education	2001
Darden School of Business Administration		
Business Administration (M.B.A., Ph.D.)	Association to Advance Collegiate Schools of Business (AACSB)	2008
McIntire School of Commerce		
Accounting (M.S.)	Association to Advance Collegiate Schools of Business (AACSB)	2008
Commerce (B.S.C., M.S.)	Association to Advance Collegiate Schools of Business (AACSB)	2008
School of Architecture		
Architecture (M.Arch.)	National Architectural Accrediting Board, Inc. (NAAB)	2009
Landscape Architecture (M.L.A.)	Landscape Architectural Accreditation Board (LAAB)	2005
Urban & Env. Planning (B.U.E.P, M.U.E.P.)	Planning Accreditation Board (PAB)	2006
School of Engineering & Applied Science		
Computer Science (B.S.)	Computing Accreditation Commission (CAC) of ABET	2011
Other baccalaureate programs	Engineering Accreditation Commission (EAC) of ABET	2011
School of Law		
Law (J.D.)	American Bar Association (ABA)	2011
Law (J.D.)	Association of American Law Schools (AALS)	2011
School of Medicine		
Continuing Medical Education	Accreditation Council for Continuing Medical Education (ACCME)	2009
Medical Training Programs	Accreditation for Graduate Medical Education (ACGME)	2010
Medicine (M.D.)	Liaison Committee on Medical Education (LCME)	2007
Public Health (M.P.H.)	Council on Education for Public Health (CEPH)	2011
School of Nursing		
Nursing (B.S.N., M.S.N.)	Commission on Collegiate Nursing Education (CCNE)	2004

Nursing (D.N.P.)	Commission on Collegiate Nursing Education (CCNE)	2009
Nursing	Virginia State Board of Nursing	2004

CHAPTER TWO: THE FACULTY

2.1 History of the Faculty

Thomas Jefferson conceived of faculty as a peer group responsible both for instruction and administration of the University. Administrative functions have diversified during subsequent growth of the University, but the tradition of faculty participation in governance continues.

The original faculty met for the first time on April 12, 1825, elected a chair, and organized the instructional program. From its founding until 1856 the University changed little. Then, as now, student enrollment determined the number of faculty; during the first twenty years the average attendance was only 190. By 1860 there were thirteen faculty and three major divisions: the literary and scientific schools, the School of Law, and the School of Medicine.

When student enrollment recovered from the hiatus of the Civil War and began to grow, major changes started to occur. Virginians became a majority of the student body for the first time. New fields of study especially focused on the applied aspects of mathematics, biology, agriculture, engineering, and chemistry. The humanities established a separate professorship of English language and literature, as well as professorships of modern languages, history, and economics. By 1901 the medical school had expanded by offering a four-year course of study and a training school for nurses; faculty in Business Administration and Law had increased as well. .

The system of faculty ranks that we have today began in 1899, when an associate professor was appointed to help with instruction in romance languages. When the number of students grew too large for the professor of romance languages to instruct both undergraduate and graduate students, the work was divided and an adjunct professor was appointed to assist. With experience, adjunct professors could become associate professors and, finally, a professor. In this way the faculty ranks diversified as the number of students increased. The undergraduate program became known as the College, and the graduate program was identified as the University.

General Faculty

The term "General Faculty" came into use around the turn of the century. The faculty as a whole still governed the University, but committees of professors had assumed independent oversight of students and curricula in the various specialized areas of study, especially in the professional schools. Soon the General Faculty formally recognized and delegated its powers over students and curricula to these school faculties. After 1903 the faculty as a whole was known formally, as it is today, as the General Faculty of the University. As the number of administrative and supporting staff with faculty status grew after 1970, the term "general faculty" was used to identify those who were elected to the General Faculty of the University but not to the tenured ranks of faculty of the schools. In 2006, the University ceased to use this term officially and now distinguishes this category of faculty as "non-tenure-track." The primary policy governing the employment of non-tenure-track faculty is maintained by the Office of the Executive Vice President and Provost, although non-tenure-track faculty are responsible for reviewing all policies regarding faculty employment (see section 2.3).

The Faculty Senate

The General Faculty of the University delegates certain functions and authority to The Faculty Senate, among which are: approval of the establishment of new degree programs; major modifications of existing degree programs; and other actions affecting all faculties, or more than one faculty, of the University. Furthermore, the Faculty Senate may advise the vice president and provost, the president, and the Rector and Board of Visitors concerning educational policy and related matters that affect the welfare of the University. Among these is the responsibility to oversee the educational program planning process as a basis for recommending allocations of the University's resources.

The Faculty Senate is a representative body consisting of eighty members elected from the schools. Its presiding officer is the president of the University, who with the vice presidents of the University and the deans of schools comprise the twenty *ex officio* members with voice and vote. The senate has an elected chair and an executive council. The chair has the power to call meetings of the Faculty Senate on behalf of the executive council. The chair's role, therefore, is analogous to that of chair of the faculty in Jefferson's original scheme of faculty organization.

[The Constitution and By-laws of The Faculty Senate can be found online.](#)

School Faculties

Faculty whose primary responsibility is teaching and research are elected to one of the following school faculties: architecture, arts and sciences, commerce, continuing and professional studies, education, engineering and applied science, business administration, law, medicine, and nursing. They are also members of the General Faculty of the University.

The faculty organization of each school consists of the president of the University, the dean of the school, and all professors, associate professors, assistant professors, and instructors in the school. The vice president and provost is an *ex officio* member of each school's faculty but votes only in that school in which he or she holds tenure. Instructors, lecturers, visiting professors, and those elected to research or clinical positions are not normally voting members of the school faculties, unless their school faculty grants them voting rights. A school faculty may nominate a faculty member of another school to its membership.

The College and Graduate School of Arts and Sciences administers graduate degree programs in the basic medical sciences, architectural history, the Ph.D. in nursing, and all graduate programs of the departments in arts and sciences. Other graduate degrees are awarded by the respective schools.

Each of the school faculties formulates its own policies governing admission of its students, approves all courses, establishes all degree requirements, enacts and enforces rules governing academic work, approves candidates for degrees, and exercises jurisdiction over all other educational matters pertaining to that school, subject to the authority of the General Faculty of the University and the Faculty Senate in matters affecting general policy.

2.2 The Faculty

The Tenured/Tenure-Track Faculty

The Board of Visitors has exclusive authority to confer faculty status. It does so by "electing" an individual to the faculty in a formal resolution. The term "election" therefore has a special meaning and is used only when action by the Board of Visitors is required. By comparison, the president

makes administrative appointments to assist that office and other administrative officers in conducting the business of the University. (The Board of Visitors approves only the appointment of the president, the vice presidents, and the chancellor of the University of Virginia's College at Wise. Other appointments are merely reported by the president.) "Appointment," therefore, is an action taken by or for the president and reported to the Board of Visitors. Thus, a clear distinction is maintained between faculty status and administrative assignments.

The University has no single, formal, written contract with a faculty member. Currently, when a person is invited to join the faculty, the relevant dean writes a letter specifying the proposed conditions of employment. If accepted by the candidate and if approved by the Board of Visitors, these conditions are the basis of formal action by the Board of Visitors which passes a resolution stating the title, salary, and term of the election. If the election is for a defined period of time, it is an election with term. If no time limit is specified, the election is without term, the equivalent of tenure. Usually, when an administrative appointment is involved, the Board of Visitors elects the faculty member to a term that is the same as the period of administrative appointment.

The statutes of the Commonwealth of Virginia do not provide specifically for tenure, but when the Board of Visitors elects an individual to the faculty of the University of Virginia without term it, in effect, grants tenure. This action and its effect have been recognized by the Commonwealth (Faculty Tenure and Activity, Senate Document No. 7, Commonwealth of Virginia, 1977).

By long tradition, the University of Virginia recognizes the importance of academic freedom for faculty and students as an essential ingredient of an environment of academic excellence. An election without term is a fundamental means of achieving academic freedom in the University community. Faculty members may be elected without term after a probationary period as assistant professor and promotion to a higher rank, as associate professor (with or without a probationary period), and as professor. Only full-time teaching faculty may be elected without term. All part-time elections and all administrative appointments are made for limited periods.

The teaching and research functions of the University are performed by a variety of individuals with various titles, some of which may lead to tenure, others of which remain of fixed (or limited) term.

The Non-Tenure-Track Faculty

Non-tenure-track faculty may perform an array of functions including teaching, research, or public service, as well as providing academic support in areas such as student services and the libraries, and performing administrative duties that relate directly to management policies and procedures or the general business and administrative operations of the institution.

The primary policy regarding the [employment of non-tenure-track faculty](#) is maintained by the Office of the Vice President and Provost and is available through that office's web site. This policy recognizes two categories of non-tenure-track faculty: academic and administrative/professional. In the event of a grievance, academic non-tenure-track faculty use the procedures administered by the Faculty Senate. Administrative and professional non-tenure-track faculty use a separate procedure, the [Grievance Procedure for Administrative Faculty](#). In the event of staffing reductions, consult the [Guidelines for General Faculty Staffing Due to Financial Stringency](#).

Appointment Types and Titles

Tenure-Accruing Titles

The normal sequence leading to an election without term is assistant professor, associate professor, and professor. These are referred to as the "professorial ranks." If elected to one of these ranks with a term of two years or more, the position is on the tenure track, and full-time service at the University of Virginia counts within the probationary period. Instructors and some assistant professors, if elected for nonrenewable terms, are not tenure-track positions. In several respects, procedures and timetables may vary for faculty in particular schools.

INSTRUCTOR

An instructor is a junior faculty member who generally holds at least a master's degree. A large number of instructors are part-time. Instructors are elected to terms of one year or less and may be re-elected.

ACTING ASSISTANT PROFESSOR

Acting assistant professors are full-time faculty members who have completed all requirements for the doctoral degree except the dissertation. Acting assistant professors are elected for one-year terms. They are expected to receive the doctoral degree (or other terminal degree in the professional schools) by the end of the initial term of election, despite full-time teaching commitments. When the degree is awarded, "acting" is removed from the title. The time spent as an acting assistant professor is included in the probationary period leading to an election without term.

ASSISTANT PROFESSOR

The first professorial rank for teaching faculty who hold the terminally qualifying degree is assistant professor. (In some professional schools, e.g., architecture, a professional degree is qualification for election to assistant professor. In other schools a doctorate is the customary qualifying degree.) The basic qualification for this rank is evidence of potential as an independent scholar and teacher as judged by the school or department in which the position exists. Tenure-track assistant professors are elected initially for fixed terms and may be reelected by the Board of Visitors up to a limit of seven years aggregate full-time service. During the sixth year of this probationary period, if not before, an assistant professor is considered for promotion and election without term.

ASSOCIATE PROFESSOR

Associate professors are elected to this rank after a period in which they have demonstrated scholarly work and effective teaching that have earned them an acceptable level of national standing in their disciplines or professions. An individual who meets this standard may be elected initially as an associate professor. Promotion to this rank from assistant professor ordinarily is accompanied by an election without term. However, associate professors may be elected with a specified term and serve a probationary period not to exceed the seven-year period.

PROFESSOR

The title professor is reserved for individuals who have achieved advanced standing among scholars in their fields throughout the academic world. Whether by internal promotion or initial election, professors ordinarily are elected without term.

CHAIR HOLDERS

Chair holders are particularly distinguished professors who are elected to named chairs. Chairs have been established by private donors, by the Alumni Association, and by the Commonwealth of Virginia under the Eminent Scholars Program. [Over 350 chairs are listed in the current Data Digest.](#)

Refer to the [Policy on the Appointment of Endowed and Eminent Scholars Chairs](#) for information on faculty appointed to chairs established by private donors, by the alumni association, or by the Commonwealth of Virginia.

UNIVERSITY PROFESSOR

Upon nomination by the executive vice president and provost, the president may designate a limited number of faculty who teach or conduct research that crosses school boundaries as University professors. They report directly to the president. With approval of the president, a University professor may teach or supervise research in one or more of the schools or departments. In that case, a University professor is responsible academically to the relevant dean or deans, but continues to make an annual report to the president.

EMERITUS RANK

The honorary rank of professor emeritus or associate professor emeritus is conferred upon retiring faculty following nominations made to the Board of Visitors by the president for the following categories of employees: full or associate professors retiring after at least ten years of service; chair holders retiring with five years continuous service; former full or associate professors who have previously retired after ten years of service. The rank attained prior to retirement usually governs the emeritus rank. Upon recommendation of the President, associate professor candidates who have evidenced outstanding teaching or public service performance may be elected to the rank of Professor Emeritus.

Titles with Limited Term

The following titles are either part-time or limited in term. Falling outside the sequence of professorial ranks, they do not carry elections without term, even though they are associated closely with teaching and research activities.

LECTURER

Lecturers are faculty with special experience or professional qualifications. Many offer part-time instruction. The title may be used to recognize a faculty member who contributes to or affiliates with a school or department outside of the primary affiliation. Administrative and professional faculty normally hold the academic rank of lecturer and a functional title.

RESEARCH PROFESSOR

Faculty members whose principal assignment is to conduct research on sponsored programs may be given the titles research instructor, research assistant professor, research associate professor, or research professor. Any teaching or guidance of graduate students is generally directly related to the professor's research program. Renewal of these term elections is subject to availability of research funds.

VISITING PROFESSOR

The title "visiting" is limited to persons who hold professorial rank, usually who are on leave from another institution or professorial affiliation.

VISITING SCHOLAR

Visiting scholars are elected, often for short terms, so that they may participate in scholarly or research activities in a sponsoring department or school. They serve without pay and usually do not participate formally in instruction.

PROFESSOR OF PRACTICE

Eminently qualified leaders who have made major impacts on fields and disciplines important to academic programs at the University of Virginia may be employed as non-tenure-track faculty members holding the rank of professor of practice. The rank of professor of practice recognizes individuals with a long and distinguished record of professional accomplishment. (The ranks of assistant and associate professor of practice do not exist at the University.) Professors of practice do not earn tenure and are not eligible for the Expectation of Continued Employment.

DIPLOMAT-IN-RESIDENCE

This title is reserved for specially qualified individuals who participate in instruction and research in the Department of Politics.

Appointment of Academic Administrative Officers

In accord with Jefferson's original conception that teaching faculty should be responsible for operating the University, academic administrative officers are chosen from faculty whose primary interest is teaching and scholarship. Often eminent scholars, they assume the tasks of institutional leadership temporarily and when their administrative terms are completed, they resume their teaching and research. The manner in which academic administrators are selected is exemplified by the provost's policy on selection of academic deans. This policy and procedure should be followed in the selection of department chairs and, usually, other line officers of academic administration.

Selection of Academic Deans

The president of the University is responsible for appointing academic deans, with the advice and consultation of the appropriate faculty. The executive vice president and provost has certain responsibilities in implementing this policy, namely the selection of search committees and the reporting of their progress and conclusions to the president. Search committees consist primarily of faculty members, normally faculty members of the school involved, and may also include students and alumni. Search committees solicit faculty views, including those of department chairs, weigh these views, and make their recommendations to the executive vice president and provost and the president. Deans of school faculties are expected to exhibit leadership qualities based on high standards of academic achievement, experience, and ability to work with people. Deans serve for a stated term (usually five years) and may be reappointed. The procedure for reappointment of a dean involves a similar process of faculty advice and consultation.

Reappointment of senior administrators is contingent on the recommendation of an advisory committee reporting to the appropriate vice president or immediate supervisor.

2.3 Employment Policies

General

Teaching faculty in most schools of the University are employed on an academic year basis from August 25 to May 24 and paid monthly beginning October 1 and ending June 1. The nine-month salary is considered the basic rate of pay for most teaching faculty members. Each school has the option to use twelve-month employment for full-time instructional faculty, if duties are assigned throughout the year and if funds are available to support the assignment over an extended period. Twelve-month assignments also may be used wherever full-time instructional, research, or administrative duties extend for a period of years. Faculty members on twelve-month assignments do not receive extra compensation for summer teaching or sponsored research.

Faculty Roles and Responsibilities

Part of a typical faculty member's time is spent in scheduled classroom instruction, part directly on research and individual direction of undergraduate, graduate, and professional students, and part on departmental and other professional activities. Faculty members are expected to participate in the work of their departments and schools outside of the classroom, to provide academic advising to students, to serve in governance of the University, and to conduct research. The individual scheduled teaching load, therefore, varies in accord with the work being done by the faculty member, and departmental chairs and deans have the authority to set such loads.

Each faculty member is expected to maintain *sufficient scheduled office hours* to accommodate the students who want consultation. The responsibility for academic advising and counseling is divided between the teaching faculty and the offices of the academic deans. The advising of entering students is coordinated with the Orientation Program conducted by the Office of the Dean of Students prior to fall semester registration. The faculty and the deans of undergraduate schools have devised special programs to give academic advice to students during their first year or two at the University. After a student selects a major, the departmental or school faculty involved perform the advising functions.

Faculty members are responsible for fair grading practices. *They must announce at the beginning of each semester's classes the basis for grading that will be in effect for each class.* Faculty are responsible for submitting grades in a timely manner, in most schools within forty eight hours of the examination. Final examination papers must be retained long enough for students to receive and react to their grades, i.e., until the start of the next registration period. Student examination files must be retained for one year after the term for which the grade was received, or until resolution of pending or ongoing litigation, claims, or audit reviews. Faculty who anticipate a lengthy absence from the classroom (e.g., more than one week) must consult with their chair and dean prior to the absence regarding reasons for the absence and arrangements for covering their responsibilities. When a faculty member is unable to meet a class, arrangements must be made for alternative coverage, or the class must be rescheduled.

Annual Performance Reviews

All faculty members should undergo an annual performance review, conducted by their vice president, dean, department chair, or unit head. This review includes student evaluations of each course taught, supplemented in appropriate cases by teaching portfolios, peer attendance of classes, or other measures of teaching performance. As part of this review, each faculty member must submit an annual report in a prescribed format that summarizes teaching, research, service, and outside consulting activities for the reporting period as well as other information deemed relevant by the provost, dean, department chair, or unit head.

An annual performance review that incorporates reviews of teaching, scholarship, and service provides information for determinations of salary, but it can and should be much more. Done correctly, it is a good personnel practice, providing an occasion for self-evaluation and reassessment of the role a faculty member is playing, which may evolve significantly during the course of a career. It is an opportunity to acknowledge and recognize good work, point out areas for improvement, and, in a few cases, identify productive new uses of a faculty member's talents. It is a means of ensuring that the diverse talents of the entire faculty are productively applied to the many responsibilities of the University. In addition, performance reviews can help identify resource

targets--places where additional resources could energize a faculty member whose energy or morale has run low or could lift an already productive member to new levels of achievement.

To be most effective, the review should, at least periodically, not only deal with the previous year's performance, but also take a longer view, one that is consistent with the cycle of academic performance and change. There should be a clear link between annual performance reviews and faculty rewards. In the event that improvements in performance are necessary, the faculty member and her or his supervisor should develop an appropriate response. In the event of more serious deficiencies that render the faculty member's performance unacceptable in one or more respects, the supervisor will take measured steps to require that performance be brought to an acceptable level within a prescribed period of time or, if performance does not improve to an acceptable level, will impose appropriate sanctions in accordance with procedures outlined below.

It is the responsibility of each school or unit to publish written policies describing how these requirements will be implemented and of each dean or unit head to ensure that they are implemented in a meaningful manner.

Renewal, Promotion, and Tenure

The executive vice president and provost of the University publishes written policies governing promotion and tenure decisions and the renewal of term appointments. In addition, each school publishes written policies for promotion and tenure decisions and for renewal of term appointments that apply uniquely to the school. These documents are available on the Internet and through the offices of the provosts and the school deans.

Faculty elections and appointments that from the beginning are intended to be of short or limited term do not require prior notice of non renewal. For example, visiting professors and part-time appointments of one year or less do not require formal notification of non renewal.

The [Policy on Employment for Non-Tenure-Track Faculty](#) provides information on performance reviews and the expectation of continued employment for non-tenure-track faculty. It is the responsibility of each school or unit to publish written policies describing how annual performance reviews will be implemented and of each dean or unit head to ensure that they are implemented in a meaningful manner.

Renewal of Term Elections and Evaluation for Promotion

The Executive Vice President and Provost has established detailed procedures regarding evaluation for renewal, promotion, and tenure for tenured and tenure-track faculty. Please refer to the Promotion and Tenure Policy for more information. Non-tenure-track faculty should refer to the Policy on the Employment of Non-Tenure-Track Faculty. In addition, each school has policies and procedures for promotion and tenure unique to the school. These documents are available through the office of each [academic dean](#).

Faculty elections and appointments that from the beginning are intended to be of short or limited term do not require prior notice of non-renewal. For example, visiting professors and part-time appointments of one year or less do not require formal notification of non-renewal.

Faculty Resignation and Retirement Notice

A faculty member who intends to resign or retire from his/her position must provide that intent in writing to the immediate supervisor or department chair.

Resignation

Members of the teaching faculty who do not intend to return to the University for the upcoming academic year are expected to indicate their intention in writing to their dean or department chair as soon as possible, generally between October 1st through May 1st, but no later than May 15th of the academic year in which he or she intends to resign.

Members of the administrative and professional faculty and other 12-month non-teaching faculty wishing to resign are expected to give written notice of resignation as far in advance as reasonably possible. One month is generally the minimum acceptable notice for such faculty provided the proposed resignation date is accepted by the immediate supervisor and responsible dean or other manager. Offers of resignation should be made in writing prior to the expiration of an existing appointment, and accepted in writing by the immediate supervisor, responsible dean, department head and/or vice president. Once an offer of resignation is accepted, it may not be rescinded except with the written approval of both the responsible dean and/or the vice-president.

Retirement

A teaching faculty member who wishes to retire should inform the department chair, dean and the executive vice president and provost in writing by March 1 of the year in which retirement is planned.

A member of the administrative and professional faculty or other 12-month non-teaching faculty who wishes to retire should inform the immediate supervisor and responsible dean or other manager in writing as soon as possible in the year in which retirement is planned.

Termination or Suspension of University Employment

Employment at the University may be terminated by non renewal of a term election, by resignation, by retirement, or by termination for financial stringency or for adequate cause. Suspension of a faculty member from University employment is available as a sanction for unacceptable performance disclosed as part of the faculty performance review process or as a disciplinary sanction for a serious breach of University policy. [See the Policy on Disciplinary Suspension or Termination of Academic Faculty.](#)

Information on termination or suspension of non-tenure-track faculty can be found in the policy regarding employment the Guidelines for General Faculty Staffing Due to Financial Stringency should be used. These guidelines govern both academic general faculty and administrative general faculty (excluding research professionals and faculty who hold academic tenure or academic tenure-track appointments). The employment of "research professionals" is governed by the related policy document entitled Professional Research Staff--Terms and Conditions of Employment.

Grievance Procedure for Academic faculty

The Grievance Procedure for Academic Faculty from the tenured, tenure-track, and academic non-tenure-track faculty ranks is administered by the University's Faculty Senate.

The University of Virginia Faculty Senate's Faculty Grievance Committee, Standing (FSGC) provides an avenue of appeal for teaching faculty who feel mistreated in their relationship(s) with another faculty member or the administration of the University.

Summer Employment and Appointments

During the summer, a faculty member who is elected on an academic year basis may receive a maximum of one-third of the previous academic year salary from all University sources. These

sources include, for example, the total of teaching in the Summer Session, research on a sponsored program, and teaching or public service with the School of Continuing and Professional Studies. The limit is based on the past academic year salary, not on the upcoming salary.

A faculty member who is appointed for twelve months may not receive extra compensation, including pay during the vacation period, except as overload payment as provided by the [Policy on Consulting](#).

Appointments for summer teaching are made by the director of the summer session and special academic programs through the schools and departments. A full load consists of teaching two courses (three semester hours each) over the nine-week session or one course over a three, four and one-half, or six week period. A special salary schedule prepared by the director of the summer session, determined by the summer session and special academic programs budget, is the normal basis for compensation. Faculty may not be paid overload for teaching in summer session.

The summer session faculty handbook explains the details of summer appointments and other administrative matters.

Leaves of Absence

The leaves of absence policies for faculty are maintained by the Office of the Executive Vice President and Provost. These policies include:

- Leave for Educational Purposes
- Annual Leave and Holidays
- Leave for Personal Reasons
- Leaves of Absence for State Employees on Military Duty
- Leave for Agency Convenience
- Temporary Disability Leave

The relevant department chair, dean, and vice president must approve leaves of absence without pay. Such leaves of absence are not granted for longer than two consecutive years, except under very unusual circumstances, if approved by the vice president.

The duration of a leave of absence counts within the probationary period of a tenure-track faculty member on a term election, unless specifically exempted in advance by the dean.

Certain faculty benefits are affected by leaves of absence without pay. Faculty members considering a leave without pay should consult with a counselor at the University Human Resources Benefits Division.

Faculty Holding Appointments at Other Institutions or Organizations

The primary commitments of time and intellectual energy by a member of the University faculty should focus on the University's educational, research, service, and/or patient care missions as appropriate for the nature of the position and in proportion to the corresponding percentages of compensated effort. A request by a faculty member for a leave of absence for educational purposes (per the [Faculty Leaves of Absence](#) policy) to assume a visiting appointment at another institution or organization must be submitted in writing to the department chair and school dean. The request should describe one's professional development goals as well as the potential benefits for the school and the University that may be accomplished from the visit. The proposal to visit should address the school's need for workload assignments and other support.

2.4 Faculty Rights and Responsibilities

Academic Freedom

Thomas Jefferson helped establish the principles upon which academic freedom is based when he said of the University of Virginia, *This institution will be based on the illimitable freedom of the human mind. For here we are not afraid to follow truth wherever it may lead, nor to tolerate any error so long as reason is left to combat it.*

The University endorses fully the statement on Academic Freedom in the 1940 Statement of Principles of the American Association of University Professors (AAUP), and the following specifically:

- (a) Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
- (b) Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
- (c) College or university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

Faculty members should avoid expressing their personal views on University letterhead. For more information on the expression of personal views, faculty should consult the [Policy on Political Activity](#).

Professional Ethics

The University of Virginia subscribes to a Code of Ethics approved by the Board of Visitors and the Statement on Professional Ethics of the AAUP (AAUP Policy Documents & Reports, 2001 Edition, pp. 133-134). The applicable portions of the introduction and the AAUP statement are reprinted here:

In the enforcement of ethical standards, the academic profession differs from those of law and medicine, whose associations act to ensure the integrity of members engaged in private practice. In the academic profession, the individual institution of higher learning provides this assurance and so should normally handle questions concerning propriety of conduct within its own framework by reference to a faculty group.

Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice

intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom. As colleagues, professors have obligations that derive from common membership in the community of scholars.

Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it.

When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Policy on Release of Information from Faculty Personnel Records

Faculty personnel files in the offices of department chairs and deans consist of initial letters offering employment, records of professional development revealed by annual reports, evaluations for tenure and promotion, and other matters of concern at the school level. An official personnel file is also kept in the Office of Human Resources and contains material related primarily to state employment matters. Information in these files which is not exempt from disclosure is available to faculty members, who may request the opportunity to review their personnel files from the department chair or dean or from the supervisor of faculty records. By University policy, confidential letters and statements of recommendation and evaluations of qualifications for employment, retention, or promotion are not available for access to faculty members. The University adheres to the Virginia Freedom of Information Act (FOIA) and the Virginia Privacy Protection Act of 1976. Categories of personnel information considered public information under the Freedom of Information Act are an individual employee's "position, job classification, official salary or rate of pay [above \$10,000]...and allowances or reimbursements for expenses." Faculty salary information is publicly available as part of the budget summary in Alderman Library. In most cases, information requested under the FOIA is released through the Office of Public Affairs.

2.5 Faculty Development

The University of Virginia offers a variety of faculty development opportunities throughout the year.

Each fall, the University holds an annual new faculty orientation. This orientation provides an opportunity for new faculty to learn about resources available to them, as well as an opportunity to interact with the vice presidents, provost, vice provosts, academic deans, unit heads, and other faculty. The president hosts a reception at his or her residence, followed by a dinner to provide a social venue for welcome, introduction, and networking.

Pan-University professional development opportunities are provided by the following offices:

[Information Technology and Communication](#) (ITC) offers faculty and technology development through the Instructional Technology Group. This group focuses on the University's teaching mission and assists in teaching through training, consulting, and development of instructional materials and their deployment.

The [Leadership Development Center](#) provides a series of integrated programs and services designed to prepare, equip, and support people to succeed in fulfilling their leadership roles.

The [Office of the Executive Vice President and Provost](#) acts as a university-wide clearinghouse of those resources to which faculty and administrators can turn for ideas and assistance.

The [Office of the Vice Provost for Faculty Advancement](#) (VPFA) is a key institutional unit centering on the quality of faculty's professional life, retention, development and advancement needs.

The Faculty Exchange Program provides for faculty exchanges between the University and another institution, whether foreign or domestic.

The Teaching Resource Center (TRC) conducts teaching consultations, programs, and workshops regularly throughout the year.

The University Teaching Fellowships are funded to help faculty develop and refine teaching expertise.

The Excellence in Diversity Fellows (EDF) Program has the primary goal of invigorating the intellectual climate by improving the retention rate of diverse faculty members. EDF offers incoming junior faculty one-year fellowships to help them develop productive long-term careers at the University of Virginia.

The Professors as Writers (PAW) Program supports faculty members' professional development as scholars. It assists faculty at all career levels with publishing and writing-related concerns, to increase success in academic publishing in support of faculty excellence, advancement and development.

In addition to the above pan-university institutional support, promotion of faculty excellence takes many forms. School level requirement and criteria, organizational culture, and expectation of faculty development and advancement differ by discipline. Support for practitioners is particularly heightened in professional schools. It is essential that the intricate work of promotion and support for faculty professional development takes place in individual schools or departments that offer their own programs and opportunities tailored to their faculty members.

University faculty are encouraged to contact their respective department chair and/or dean for information on opportunities for research funding, school-based professional development training, mentoring activities, release time for University service and other faculty development activities.

2.6 Faculty Benefits

Benefits are an important part of your total University package. As a University employee, you are offered a wide selection of benefits plans that are designed to help you meet your personal needs in dealing with work/life issues.

[The Benefits web site](#) is maintained by University Human Resources and provides a summary of employer-provided and optional benefits according to the employee's classification. Benefit programs are subject to change.

New faculty members should schedule an interview with the faculty benefits counselor within thirty-one days of their hire date to discuss and enroll in the various benefit programs.

2.7 Promotion and Tenure

The assignment of academic rank and the award of tenure safeguard the University's intellectual standards, its academic integrity, and, in the end, its academic freedom. Few decisions carry the degree of institutional importance or affect the University's future as much as those involving the promotion and tenure of academic faculty.

This document concerns teaching faculty in units that report to the Vice President and Provost of the University who have been elected by the Board of Visitors and who are on the tenure track. It applies to the renewal of term appointments, to the awarding of tenure, and to promotions up to and including the rank of full professor for all schools or divisions that report to the Vice President and Provost of the University.

Each school or division must have a written policy for promotion and tenure that reflects the standards of its disciplines and its own considered aspirations. Differences among disciplines are appropriate, indeed inevitable, but each set of standards must be justified against an articulated mission, must establish procedures that assure their fair and reasoned application, and must be consistent with the policies and procedures outlined below.

Tenure track elections are "with term" if there is a specified number of years for which the appointment extends under the employment agreement between the faculty member and the University entered into at the time of initial hiring or on a "with term" renewal. The complementary phrase "without term" is used to denote the award of "tenure." "Tenure" or a "without term" election refers to an appointment to the faculty of indefinite duration. Both faculty "with term" appointments and faculty "without term" appointments are subject to annual evaluations, to a system of merit pay, and to appropriate sanctions, including suspension or termination of employment, in the event of unacceptable performance of duties. [Tenure policies are available in detail online.](#)

2.8 The Office of Equal Opportunity Programs

The Office of Equal Opportunity Programs (EOP) sets the highest quality standards of ensuring equity and access for all. EOP is committed to eliminating discrimination and advancing equal access in all opportunities, programs, and facilities of the University in accordance with applicable federal and state laws and University Policy.

Equal Employment Opportunity and Affirmative Action Statement

The University of Virginia is committed to equal employment opportunity and affirmative action. To fulfill this commitment, the University administers its programs, procedures and practices without regard to age, color, disability, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation or veteran status, and operates both affirmative action and equal opportunity programs, consistent with resolutions of the Board of Visitors and with federal and state requirements, including the Governor's Executive Order on Equal Opportunity.

The University's policies on "Preventing and Addressing Discrimination and Harassment" and "Preventing and Addressing Retaliation" implement this statement. The Office of Equal Opportunity Programs has complaint procedures available to address alleged violations of these policies.

[This statement, the policies and the complaint form and procedures are available online](#), and in the Office of Equal Opportunity Programs (EOP) located in Washington Hall, East Range, P.O. Box 400219, Charlottesville, Virginia, 22904, phone (434) 924-3200, TDD (434) 983-4327. EOP also has pamphlets and other materials available upon request.

EOP also maintains the University's Affirmative Action Plan. The Plan is available for review in the Office of Equal Opportunity Programs, Alderman Library and the Claude Moore Health Sciences Library.

CHAPTER THREE: STUDENTS AND STUDENT AFFAIRS

3.1 The Student Body

The student body consists of about one-third graduate and professional students and about two-thirds undergraduates. In each case, selective admissions policies are in effect. About 20,000 apply for the graduate and professional schools and about twelve percent of these enroll each year. There are nearly 18,000 applications for undergraduate admissions, from which about 3,000 first-year students and about 800 transfer applicants are selected. [The Office of Institutional Assessment and Studies](#) keeps up to date information on student enrollment and other university data.

Demonstrated academic achievement in a challenging secondary school environment is the primary criterion for admission to the first-year undergraduate class. Eighty-six percent rank in the upper tenth of their classes and the average combined score on the Scholastic Aptitude Test is above 1300. About 69 percent are Virginians, 20 percent come from the northeastern states. The remainder come from across the nation and, increasingly, from international sources. In recent years, more than 25 percent of the entering undergraduate class has consisted of African-Americans, Asians, Hispanics, and international students.

Several specially selected groups are included in the entering class: the Echols Scholars in the College of Arts and Sciences; the Rodman Scholars in the School of Engineering and Applied Science; and the Jefferson Scholars, who are selected by the Alumni Association and supported for four years of undergraduate study and five renewable years of graduate study.

Students coming directly from secondary school enter the College of Arts and Sciences, the School of Engineering and Applied Science, the School of Architecture, or the School of Nursing. The McIntire School of Commerce admits students after two years of undergraduate study, either here or elsewhere. The Curry School of Education admits students to the five-year BA/MT program after at least one year of study. Students in the program earn a Bachelor of Arts from the College of Arts and Sciences and a Masters of Teaching from the Curry School of Education.

The tone of undergraduate life is set by great reliance on the capacity of students to govern themselves. Student self-governance is the core of the community. Student Council is a University-wide organization primarily concerned with providing more and better services to students. Each of the schools has its own student organization, as do the residential dormitories and many service organizations. Student discipline has been delegated to students since establishment of the Honor System in 1842 and the Judicial System in 1954.

3.2 The Faculty Member and the Honor System

The Honor System, administered by students, is the basis for student self-government. At the heart of the system is the assumption that anyone who enrolls at the University is bound by a code of honor. An Honor offense is defined as an intentionally dishonest act of lying, cheating, or stealing, which, in the opinion of students, is serious enough to warrant permanent dismissal from the University. Failure to report a potential Honor offense, while not itself an offense, violates the tenet of the community and the spirit of the system. If a student violates the Honor Code, he or she

cannot remain a member of the University community and is not entitled to receive or hold a degree from the University of Virginia.

The Honor Committee recommends requiring all students to write out and sign a pledge on all graded work. Appended to an assignment or examination, the pledge is a signed reaffirmation of the student's commitment to academic integrity. The standard pledge is, "On my honor as a student, I have neither given nor received aid on this examination (or assignment)."

A faculty member who suspects an Honor offense has occurred should contact an Honor advisor or the Honor Committee representative elected from their particular school.

Faculty members are expected not to use their own sanctions as a substitute for an Honor investigation. A faculty member who believes that an investigation has not been conducted properly should notify the Honor Committee or the vice chair for investigations at 924-7602.

Faculty members have the discretion to assign grades, or take other appropriate academic measures, regardless of the outcome of an Honor investigation. The assignment of grades and other academic measures are subject to University policies and procedures, including grade appeals.

3.3 The Judicial System

[The University Judiciary Committee](#) (UJC) is the central body of the University's Judicial System and monitors all judicial proceedings within the University. The UJC is composed of twenty-one elected representatives who act as judges for judicial trials.

The UJC hears most cases of alleged misconduct other than those involving lying, cheating or stealing which fall under the jurisdiction of the Honor System. Misconduct is defined as any violation of the Standards of Conduct. The Standards of Conduct, adopted by the Board of Visitors in 1970, empower the Judiciary Committee with jurisdiction over violations of University policy. The UJC decides the question of guilt and, if necessary, the degree of sanction. For a complete list of the [Standards of Conduct](#), as well as the academic and nonacademic policies governing students at the University, visit the UJC website. Any person, within or outside the University community, who believes that a University student or student group has either infringed upon that person's individual rights or has violated the Standards of Conduct should contact the UJC. Should a reported violation proceed to a full investigation and trial, the committee will convene to decide the guilt or innocence of the accused and, if guilty, will render an appropriate sanction. Faculty members who suspect that an incident of hazing has occurred should report the incident directly to the Office of the Dean of Students at (434) 924-7133.

3.4 Confidentiality of Student Records

Students attending, or who have attended, the University of Virginia have certain rights under the Family Educational Rights and Privacy Act of 1974 (FERPA or The Buckley Amendment) and related Rules of the United States Department of Education.

1) Access: Faculty and staff have access to students' education records only for legitimate educational purposes in performing his or her duties for the University. Access to education records should not be used for any other purpose. 2) Release: University employees may not discuss the education records of a student with that student's parents, or any other third party, without the written consent of the student. If a University employee is ever in doubt, he or she should not release any information from student records without first contacting UREG or the University's

Office of the General Counsel for guidance. Grades may not be released in any form to third parties, without written consent, and should only be posted using a randomly assigned identifier.

[Information about compliance with FERPA](#) by the University is maintained by the Office of the University Registrar (UREG).

[The full policy regarding University student rights under FERPA](#) can be found on the web.

3.5 The Administration of Student Affairs

General responsibility for students, especially all phases of undergraduate student life, is vested in the Division of Student Affairs. The offices shown in the organization chart of the University for the vice president and chief student affairs officer serve as the principal sources of advice and services for all graduate and undergraduate students in their extracurricular and personal affairs. The graduate and professional schools also provide some basic student affairs services on-site. The units within the Division of Student Affairs include:

- the Office of the Dean of Students
- Alcohol & Substance Abuse Education
- Fraternity and Sorority Life
- Newcomb Hall Student Center
- Orientation & New Student Programs
- the Office of Residence Life,
- the Office of African American Affairs
- University Career Services
- Student Health, and
- WTJU radio.

Responsibility for all University students registered through the School of Continuing and Professional Studies rests with the dean of the school. For students enrolled in off-Grounds degree programs, this responsibility is shared with the department or school issuing the degree. The school's approach to student affairs is in keeping with the University's overall student policies including the Honor System. The school makes appropriate modifications in policies and student services to ensure that they are suitable for part-time adult students studying off-Grounds.

The Newcomb Hall complex and the Emmet Street parking garage comprise the center of student activities at the University. In addition to dining services, the bookstore, and postal and parking services, the complex houses the Student Activities Center, the Kaleidoscope Center for Cultural Fluency, offices for some student organizations and meeting rooms for students and other groups. Some spaces in the building, along with certain other locations around Grounds, may be scheduled for extracurricular functions through use of *The Source*, an on-line scheduling system.

[*Accommodating Students with Disabilities*](#). The University's Coordinator of Services for Students with Disabilities is also the Americans with Disabilities Act (ADA) Compliance Officer. Details of accommodating students is contained in the pamphlet "A Guide to Accommodating Students with Disabilities" which is periodically updated and distributed to all faculty.

Handbook for Survivors: A Guide to Surviving Sexual Assault. Published by the Sexual Assault Education Office and available free of charge to survivors of sexual assault and other concerned individuals.

The pamphlet, *Sexual Assault: Options and Procedures*, published by the University Committee on

Sexual Assault and Judicial Review, sets forth procedures that address the sexual assault concerns of the University Community.

CHAPTER FOUR: UNIVERSITY POLICIES

4.1 Faculty Conflicts of Interest Policy

Faculty members are public officials whose professional activities may create situations in which their private or personal interests are potentially in opposition to their official responsibilities. A faculty member must be sensitive to the potential for conflict of interest situations and act in a manner to minimize their effects.

As a matter of state law and University policy, it is the responsibility of faculty members to avoid being in a position of authority over a spouse or a member of the immediate family who also is employed by the University (for specific details, see the University's *Financial and Administrative Policies Manual* and Code of Virginia 2.1-639.6). A faculty member and his or her spouse or another member of the immediate family may both be employed by the University, so long as the faculty member does not exercise any control over the employment conditions and activities (such as initial appointment, retention, promotion, tenure, salary, leave of absence, grievance advantage) of the spouse or relative and is not in a position to influence those activities. Furthermore, the state and local government Conflict of Interests Act permits dual employment of spouses or other immediate family members, in the following limited circumstances:

- (a) if both the employee and the family member are in teaching, research, or administrative support positions;
- (b) if the Board of Visitors finds that it is in the best interests of the institution and the Commonwealth for such dual employment to exist; and
- (c) if the Board of Visitors ensures that neither the employee nor the family member supervises, evaluates, or otherwise participates in personnel decisions regarding the other.

As a matter of sound judgment and professional ethics, faculty members have a responsibility to avoid any apparent or actual conflict between their professional responsibilities and personal interests in terms of their dealings or relationships with students. It is the responsibility of faculty members to avoid being placed in a position of authority - by virtue of their specific teaching, research, or administrative assignments - over their spouses or other immediate family members who are students at the University. It is also the responsibility of faculty members to avoid engaging in sexual relationships with or making sexual overtures to students over whom they are in a position of authority by virtue of their specific teaching, research, or administrative assignments. In this context, the term "faculty members" broadly includes all full-time and part-time University personnel who hold positions on the academic or general faculty, as well as all graduate teaching assistants, graders, and coaches. These professional constraints derive from AAUP ethical standards and the University's policy prohibiting conflict of interests, in order to ensure that the evaluation of students is conducted fairly and without any perception of favoritism or bias. Perhaps less obvious, but equally compelling, is the interest in avoiding potential harm to students as well as the liability that could occur, for example, if facts regarding a sexual relationship or sexual overture are demonstrated that support a legal claim of sexual harassment by either party (see [the Preventing and Addressing Discrimination and Harassment Policy](#)).

The Conflict of Interests Act contains other pertinent provisions. For example, a University employee may be allowed to have a contract with another state agency if the contract is awarded through a competitive process and the employee discloses the employee's personal interest in such a

contract to the administrative head of that agency. Except under extraordinary circumstances, the University does not buy goods or services from faculty or staff members. Should an occasion arise where such a purchase appears to be in the best interest of the University, the department should contact the director of Purchasing and Materials Services. An employee is prohibited from soliciting or accepting money or any other thing of value for performing official duties, except the compensation or expenses paid by the University. Under the Act, an employee of the University may not use for his or her own economic benefit confidential information not available to the public and acquired by reason of his/her position.

In accordance with the Act and the Ethics in Public Contracting section of the Virginia Public Procurement Act, University employees must not accept personal gifts of any kind, including food and beverages, travel, and tickets to sporting and cultural events, from firms with which the University does business. Gifts of goods or services to the University or to an employee cannot influence the selection of a vendor to provide goods or services to the University. Offers of incentives, free goods and services, gifts, and coupons should be reported to the director of Purchasing and Materials Services.

Failure to abide by the conflict of interest principles described above can have serious consequences. Violations of the employment-based restrictions contained in the State Conflict of Interests Act may lead to civil - and if willful, criminal - penalties, as well as termination from state employment. Breaches of professional ethics standards (e.g., an abuse of the faculty member's authority over students) may also prompt disciplinary action. Moreover, serious misconduct associated with sexual harassment raises the risk, under federal law and state policy, of personal responsibility in terms of both litigation defense and liability exposure.

A deliberate action to obtain an unauthorized personal benefit is a fraudulent transaction. This might include misappropriation of cash or property, unauthorized use of University property, unauthorized use of University employees to perform non-University business, or use of the University telephone system for personal long distance telephone calls. Deans and department chairs are responsible for reporting any fraudulent transactions to the University Police and the Audit Department.

4.2 Classified Research

The University of Virginia does not encourage its faculty to engage in federal classified research, nor does the University prohibit such activities. The University will not approve federal classified research contracts for which the identity of the sponsor and the general nature of the research cannot be revealed to the public. It is the responsibility of a scholar to reveal in publications and presentations of research results the identity of the sponsors of that research. The University places no restriction on the nature of the activities of its faculty as private consultants to government agencies, except that such activities must conform to the University Policy on Consulting.

Projects involving classified research must be considered by the Research and Scholarship Committee, a standing committee of the Faculty Senate. A research project requiring that access to part of a University facility be restricted to persons with United States government security clearances may not be conducted on the Grounds of the University.

No part of a thesis or dissertation submitted for an advanced degree at the University may be classified. Classified research may not be taken into account in decisions about promotion and tenure of faculty until the research has been declassified. It is the policy of the University to discourage the participation of graduate students in classified research.

Proposed relationships of the University with government agencies that involve the University's participation in managing research facilities at which classified research would be conducted will be subject to the approval process specified by the Research and Scholarship Committee.

The University discourages any restriction on its faculty in communicating unclassified information to any individuals, including foreign nationals and institutions, engaged in research at the University or in the international community of scholars.

Research and Scholarship Committee

The Research and Scholarship Committee consists of 12 members with four appointed by the Executive Council each year. The committee is broadly representative of the University's research interests. Among the functions of the Research and Scholarship Committee are to:

Be an advocate of appropriate institutional policies, support structures and facilities for research and scholarship of all kinds throughout the University;

Be an advocate for all research and scholarship. While it is likely that the committee will address a number of issues, such as indirect costs and conflicts of interest, the primary concern is sponsored research; and

Participate in the development and review of research-related policies.

Responsibility

The Vice President for Research and Graduate Studies shall annually inform the University community of the classified research projects the University sponsors. The information provided shall include the general nature of the research being conducted, the sponsor and the funding level.

4.3 Patent Policy

The policy of the University of Virginia is to consider and, where appropriate, assist in the patenting and commercial development of discoveries or inventions which are the product of University research. Any person who may be engaged in University research shall be required to execute a patent agreement with the University in which the rights and obligations of both parties are defined. The Vice President for Research and Graduate Studies shall:

Develop standards and procedures appropriate for the implementation of this policy;

Obtain, maintain, and insure compliance with signed patent agreements between the University and each researcher, and between the researcher and a sponsor agency as required by the terms of a grant or contract;

Judge whether an invention or discovery is the product of University research;

Advise the inventor whether an invention or discovery which is the product of University research is patentable;

Determine whether the University should claim equity in the patenting of an invention or discovery which is the product of University research, or whether all rights should be waived in favor of the inventor. (In the latter case, the inventor should be informed in writing by the Vice President for Research and Public Service that the University relinquishes all claims to the invention or discovery;

Take appropriate steps on behalf of the University for patenting and/or marketing of an invention or discovery in which the University has an equity;

Administer the royalties accruing to the University as a result of the implementation of this policy;
Establish guidelines for use of royalties accruing to the University as a result of the implementation of this policy. Decisions regarding the University's rights to an invention shall be made within a reasonable time so that an inventor's options are not compromised unnecessarily.

In general, the inventor(s) will receive from any product of University research a portion of the gross royalties, license fees, or other income which accrues. The inventor(s) may elect to have any part of this amount assigned to the University for support of research by the inventor(s). This provision will continue as long as income is received from the project, and it will be continued according to law in the event of the death of the inventor(s). Such royalties will be shared in accordance with the distribution specified in the disclosure.

An institutional agreement between the University and an outside patent management firm, such as the University of Virginia Patent Foundation, will specify a distribution of royalties and other income. Sums received by the Patent Foundation in excess of their annual budgeted operating costs will be transferred to the University for distribution.

4.4 The Copyright Policy

This policy governs the respective ownership rights of the University and its employees in copyrightable material produced within the scope of employment. The University asserts its ownership interest in copyrightable works if significant University resources (including sponsor-provided resources) are used in the creation of the work and: (a) the work generates royalty payments; or (b) the work is of commercial value that can be realized by University marketing efforts. In such cases, the University will share royalties with the author(s).

The University share of royalties from copyrightable works will be used by the Vice President for Research and Graduate Studies to support research, teaching and scholarly activities. In cases where the provisions of this policy state that the University cedes copyright ownership to the author(s), it is the intention that such ownership will be ceded to the author(s) by operation of this policy without further action by the University.

Employee Ownership

The employee owns the rights to any work created at his or her own initiative and outside the scope, time and place of employment. The University cedes copyright ownership to the author(s) of scholarly and academic works (such as journal articles, books and papers) created by academic and research faculty who use generally available University resources. However, the University asserts its right of copyright ownership if significant University resources (including sponsor-provided funds) are used in the creation of such works, and: (a) the work generates royalty payments; or (b) the work is of commercial value that can be realized by University marketing efforts.

Use of the University's name in connection with the commercialization of a faculty work must be approved in advance by the University.

University Ownership

By operation of the copyright law, the University owns in the name of The Rector and Visitors of the University of Virginia (the University's corporate name) all rights, title and interest in copyrightable works created by University employees while acting within the scope of their employment. The University cedes copyright ownership to the author(s) of scholarly and academic

works (such as journal articles, books and papers) created by academic and research faculty who use generally available University resources. However, the University asserts its right of copyright ownership if significant University resources (including sponsor-provided funds) are used in the creation of such works, and: (a) the work generates royalty payments; or (b) the work is of commercial value that can be realized by University marketing efforts.

Even in cases where the University retains copyright ownership under this policy, it may cede such ownership to the work's author(s) by written agreement signed by the Vice President for Research and Graduate Studies and approved by the appropriate Provost.

The University retains a non-exclusive, royalty-free right to use for non-commercial purposes works produced by its employees while acting within the scope of employment even if copyright ownership is ceded to the author(s).

The University may assign its copyright ownership for purposes of commercialization to licensees, publishers or other parties.

Sponsors and Contracts

When under the terms of a contract with the University, a sponsor obtains copyright ownership in any copyrightable work that may result from the sponsored effort, that contract takes precedence over this policy. If the sponsor does not assert an ownership interest, copyright ownership is vested with the University as provided in this policy.

Responsibilities

Vice President for Research and Graduate Studies

The Vice President for Research and Graduate Studies is responsible for the implementation and administration of this copyright policy and for securing and marketing copyrights in the University's name and shall:

- Develop standards and procedures appropriate for the implementation of this policy.
- Determine if significant University resources have been used in the creation of a copyrightable work.
- Determine whether and under what conditions to cede copyright ownership to the author(s) of a work owned by the University under this policy.
- Promptly advise authors of decisions regarding copyright ownership.
- Determine whether copyrights owned by the University are marketable, and if so, ensure that appropriate marketing steps are taken on behalf of the University.
- Establish guidelines for distribution of royalties when the University owns a copyright.
- Distribute royalties accruing to the University as a result of the implementation of this policy.
- Make a finding as to ownership in any case where the rights of the University and of an employee appear to be in conflict and report such finding to the appropriate Vice President and Provost for final resolution.

The Vice President and Provost

The Vice President and Provost of the University shall:

- Approve standards and procedures developed by the Vice President for Research and Graduate Studies for implementation of the copyright policy.
- At the written request of an aggrieved party or on the Provost's own motion, review determinations by the Vice President for Research and Graduate Studies of ownership of a copyright.
- Affirm, modify or reject determinations of copyright ownership made by the Vice President for Research and Graduate Studies, or make such determinations outright if the Vice President for Research and Graduate Studies does not resolve the matter in a timely manner.
- Conduct an annual review of the copyright program with the Vice President for Research and Graduate Studies.

4.5 Copying of Copyrighted Material

The University has provided notices to departments of possible copyright infringements. The notices must be placed on all copying machines, microfilm readers/printers, and computer terminals accessing copyrighted materials.

The Chief Contracting Officer has assumed responsibility for advising departments of the copyright restrictions when new copying machines are received.

Copies of the applicable sections of Title 17 of the U. S. Code and Congressional committee guidelines are on reserve in University libraries around the Grounds to provide detail for all interested parties.

Heads of departments owning or renting copiers independently of Printing Services are responsible for posting copyright notices on or near all copying machines. Reasonable measures also should be taken by such department heads to either monitor the use of OR restrict access to copying machines. Copyright infringement occurring on departmental copiers could result in the department heads and/or the University being held liable. The copyright law does not, however, impose liability for copyright infringement upon a library or archives or its employees for the unsupervised use of copiers located on its premises provided a warning notice is posted.

To prevent infringements, it is University policy to purchase copyrighted works rather than photocopy them. It is also policy to encourage faculty members to exercise good judgment in serving the student's best interest efficiently. All University employees are asked to comply with these copying guidelines. All copyright users are also instructed to obtain permission to reproduce the copyrighted material when legally necessary.

Individuals seeking advice on copyright infringements should initially seek counsel from a private attorney.

4.6 Computing Policies

Everyone within the University of Virginia community who uses University computing and communication facilities has the responsibility to use them in an ethical, professional, and legal manner. Policies governing the use of information technology at the University are maintained by [Information Technology and Communications](#) (ITC).

4.7 Solicitation and Acceptance of Gifts

For the purposes of this policy, the term "gifts" refers exclusively to private gifts (even though such gifts are often termed "grants" by corporations and foundations). These gifts are outright contributions received from private sources in which no goods or services are expected, implied or forthcoming for the donor and in which no proprietary interests are to be retained by the donor.

The Office of University Development is responsible for maintaining and increasing strong private financial support for the University. It is staffed to advise and assist schools, departments, or University-related foundations in order to improve their success in securing greater private support through utilization of its services. Office staff for the Senior Vice President for Development and Public Affairs is also available to consult with prospective donors or their representatives concerning gifts or bequests.

The Development Office is the general clearing house for all fundraising activities throughout the University. It shall function as adviser to the President on matters relating to the solicitation and acceptance of private funds, and shall provide the President with information concerning prospects for major gifts from private sources. Since many alumni and friends, corporations and foundations, and other private charitable organizations have special relationships with the University, the Development Office has the responsibility of coordinating fundraising efforts which involve these sources of support.

In addition, the Development Office is charged with the responsibility of reporting regularly to The Board of Visitors the total gifts and bequests from private sources made to the University either directly or through one of the University-related foundations.

4.8 Consulting

The University of Virginia permits faculty to consult for agencies outside of the University and, under exceptional circumstances, to receive supplemental compensation for responsibilities assumed on an overload basis within the University. Consulting shall be construed in the broad sense as outside professional activities in which the faculty engage for compensation.

Permissible external consulting or internal overload responsibilities undertaken for supplemental compensation may not jeopardize the ability of the individual to fulfill the obligations which he or she has assumed by accepting an appointment to the faculty.

External Consulting

External consulting will be undertaken only to further the professional development of the individual in a way which will enhance his or her contribution to the University of Virginia.

Public service or activities in professional organizations which are directly related to a University appointment, as determined by the appropriate academic dean, are considered a normal part of the responsibilities of a faculty member and are not accountable against the permissible consulting privilege.

Internal Overload Responsibilities Undertaken for Supplemental Compensation

Internal overload responsibilities undertaken for supplemental compensation may be assumed only when the intended task is clearly outside the normal responsibilities of the individual as determined by the appropriate academic dean; when the conduct of the task is clearly in the best interest of the University; when the individual is eminently qualified to undertake the task; and with the

understanding that such an internal overload is included within the time limits of the policy. Continuing projects occupying an identifiable amount of time over the duration of a semester or more should be arranged on a released time basis. Only a task or series of tasks which do not fit into such a time period can be considered for internal overload payments. Examples would be short workshops for which remuneration is received.

All internal overload commitments which are undertaken for supplemental compensation require prior approval by the appropriate academic dean. In addition, when such commitments will comprise more than one-half of the total permissible consulting privilege of the faculty member, the prior approval of the Provost is also necessary.

Extent of the Consulting Privileges

For a full-time faculty member the extent of external consulting and internal overload responsibilities undertaken for supplemental compensation may not exceed an average of one day in seven during the period of his or her academic appointment (e.g., 9 months or 12 months).

Eligibility of Administrative Faculty for Consulting Privileges

Members of the faculty who also hold administrative assignments may undertake external consulting or internal overload responsibilities for supplemental compensation only with the approval of their dean, or, in the case of the dean of a school, the Provost. If a greater percentage of the assignment is devoted to administrative than to academic responsibilities, both the dean and the Provost should grant prior approval to the individual.

School of Continuing and Professional Studies

Because the School of Continuing and Professional Studies is the primary extension from Charlottesville of the University, and the participation of the University faculty through the School of Continuing and Professional Studies is desirable and extensive, additional guidelines for such participation are provided.

Activities undertaken through the School of Continuing and Professional Studies are considered as either external consulting or internal overload commitments, and as such must receive prior approval in every instance. For a faculty member this approval is required from the appropriate chairman and school dean; in the case of a dean, the Provost. The activities are considered a portion of and subject to the permissible limitation on external consulting and internal overload responsibilities undertaken for supplemental compensation.

For faculty holding full-time academic year appointments, a three-hour course for one semester in the School of Continuing and Professional Studies is considered the equivalent of 14 days of the total privilege for external consulting and internal overload responsibilities undertaken for compensation.

Implementation of the Policy

The primary responsibility for implementation of and accountability under the Policy shall rest with the Provost, working through the deans of the schools.

Supplemental compensation for internal overload commitments requires the additional approval of the University Comptroller. Appropriate administrative procedures will be provided by the Provost and the Comptroller.

The Policy defines the permissible outside limits for external consulting and internal overload commitments undertaken for compensation. More restrictive regulations may be defined by individual schools, subject to approval of the Provost.

4.9 Political Activity

Faculty members are entitled to engage freely in political activity consistent with obligations as a teachers and scholars. The political positions assumed by members of the faculty are personal ones, and faculty members must ensure that they do not necessarily, nor even inferentially, imply that such positions are endorsed by the University. For this reason, a faculty member should avoid expressing such political positions on University letterhead.

Many kinds of political activity are consistent with effective public service and the University encourages such service. Some activities may involve so much time as to affect adversely the faculty member's ability to perform expected academic responsibilities. In that situation a faculty member should seek a leave of absence. The deans and vice presidents are responsible for determining whether a given kind of public service will require modification of a faculty member's full-time employment status or will require some form of leave of absence. Such a leave of absence, should it be required, shall not affect unfavorably the tenure status of a faculty member.

4.10 Communicating with Governmental Officials

All employees (i.e., faculty, classified and University staff, professional research staff, Medical Center employees, employees at the University of Virginia's College at Wise) are free to communicate with members of the General Assembly, Congress, executive and legislative branch agencies, or other elected officials, but in doing so they must clearly distinguish their personal opinions from the positions and policies of the University. It is the affirmative responsibility of faculty and staff members not to represent their personal opinions as positions or policies of the University, unless the president has specifically authorized them to do so. University employees should use neither University letterhead nor electronic mail sent through University mail servers to communicate their personal opinions or positions.

State law and directives from the Office of the Governor require the University to designate official spokespersons to communicate its positions to the General Assembly and to coordinate its legislative proposals through the governor's secretaries. The University president and his or her designated vice presidents are authorized spokespersons. The director of state governmental relations oversees state legislative relations. This official coordinates all presentations to legislators, legislative committees and letters and electronic communications to elected officials in behalf of the University. The director coordinates relations with State agencies and works closely with the vice presidents involved. This activity often involves deans, departmental chairs and faculty members. Communications with local government officials and agencies must be coordinated with the executive vice president.

The president is responsible for developing all University positions on federal legislation and regulations and for coordinating Public Affairs with Congress, congressional staff, and executive and legislative branch agencies. Faculty solicitations for federal funding must be made through procedures approved by the vice president for research, and these solicitations and submissions of proposals should be consistent with University policy and procedures—particularly in the case of research funding requests.

Faculty and staff members are responsible for informing the Office of the President if they are to testify before the General Assembly or Congress and must note that their testimonies represent personal opinions, unless otherwise authorized by the president.

4.11 Press and External Communications

The University of Virginia, as a public institution, makes every effort to communicate its activities openly to the public, principally through the press and other mass media. These communication efforts are in support of the University's overall mission and goals established by the Board of Visitors.

The Office of Public Affairs is charged by the president with institutional external and internal communication and has overall responsibility for the University's compliance with the Virginia Freedom of Information Act. Faculty members are, of course, free to communicate with the media as private citizens or regarding their own scholarship and teaching. Where the press contact involves institution-wide policy and position - including governmental relations issues - the response is coordinated through [Public Affairs](#).

4.12 Use of University Resources

The University uses its resources to facilitate the achievement of its institutional purpose. For no other purpose does the University own buildings and equipment, and for no other purpose should it create and implement new nonacademic programs and services.

It is recognized that in carrying out its educational mission, it is often necessary for the University and its affiliated units to provide, for fees, goods and services which enhance, promote, or support its education, research, public service, and support functions. It may also be necessary for the University to provide to the public certain goods or services that cannot reasonably be provided by anyone else. At the same time, the University is cognizant that when it provides goods and services for fees, it may be competing with local private businesses. The University strives to reduce this competition.

To assure that University resources are used solely to promote its educational mission, the following policies and guidelines have been established.

These policies and guidelines are intended to ensure that extracurricular use of the physical facilities of the University is responsible and consistent with the mission of the University.

According to the Governor's Executive Order 2-93, this policy also addresses the issue of the use of University facilities by recognized state employee associations. See applicable section(s) below.

General

The following policies apply to all extracurricular uses of all University property, unless a specific exception is noted. Facilities normally closed to extracurricular activities because of their function as well as locked buildings, classrooms, or other facilities are exempted from these policies. The University Scheduling Committee is authorized to administer and interpret these general policies. Its decisions may be appealed to the President who may designate another person to consider the appeal on a case-by-case basis.

Use of University Facilities

These policies and guidelines are intended to ensure that extracurricular use of the physical facilities of the University is responsible and consistent with the mission of the University.

The following policies apply to all extracurricular uses of all University property, unless a specific exception is noted. Facilities normally closed to extracurricular activities because of their function as well as locked buildings, classrooms or other facilities are excepted from these policies. The Vice President for Student Affairs or his/her designee is authorized to administer and interpret these general policies.

Who May Use University Space

University space may be used by any University group and in some cases by University individuals. For more information, contact the Reservations Office on the fourth floor of Newcomb Hall, telephone (434)942-3203

University space may be used by non-University groups in accordance with these policies and guidelines as long as the group is sponsored by a University group and executes a use of space agreement. The space agreement contains both an indemnification provision holding harmless the University and its officers and employees, and restrictions for use of space consistent with University policies. University individuals may not act as sponsors of non-University groups for the purpose of using University space.

University facilities may be used-subject to these procedures and guidelines and other space restrictions-for religious purposes by University students, groups of students, student organizations, faculty members, or staff members. This provision does not apply to University Hall or the Chapel, where special rules apply.

Unless otherwise notified, guests of students and other visitors to the University are welcome on the Grounds but are not entitled to use those facilities or to attend those events which are limited to students by reason of their payment of tuition or fees or which are limited to faculty and staff members by reason of employment.

Permitted Uses

University space must be used in a manner which is in keeping with the goals of the University and does not violate University policies and procedures.

No use of University property will be permitted that:

- Is unlawful.
- Discriminates on the base of age, citizenship, race, religion, color, national origin, political affiliation, handicap, sex, sexual orientation, or status as a disabled veteran or veteran of the Vietnam era (although attendance at an event can be limited, such as "members only," "students only" or "faculty and students only", it cannot be limited specifically by age, citizenship, race, religion, color, national origin, political affiliation, handicap, sex, sexual orientation, or status as a disabled veteran or veteran of the Vietnam era).
- Disrupts academic activities, scheduled events, University functions or other normal pursuits that take place in the area.

Admission may be charged for events sponsored by University groups. Admission may not be charged for events sponsored by University individuals, nor may admission fees be collected for

events held at the Rotunda. For purposes of the extracurricular use of University property, the proceeds from collections made at events held in University facilities are considered to be admission charges. Any income-generating use of University space that is in competition with private enterprise or is not directly related to the University's mission is not permitted unless the University's Services and Activities procedures have been followed.

Building supervisors may develop use guidelines for their assigned facilities in order to maintain safety and to insure the normal operation of the facility. A person or group may seek clarification and/or interpretation of such use guidelines from the facility supervisor designated for the building.

General Guidelines on Conduct During Permitted Use

The following instructions and procedures governing conduct shall apply to the extracurricular use of all University property. The University Scheduling Committee may adopt and issue supplementary provisions when necessary.

A. Persons who have reserved space or who are responsible for an event University property are responsible for taking reasonable steps to ensure the safety of University property and persons attending the event.

B. In order to ensure that the rights of all parties are protected, the Dean of Students, in cooperation with students who have reserved University space, may develop and make available in advance specific provisions to govern conduct at a given event. For example, special rules may be devised to prevent disorder or other interference with the activity; precautions may be taken to avoid physical harm to persons or to property; and attendance may be limited according to space requirements or the desires of those who have reserved the space, so long as they do not conflict with the provisions herein.

C. When University space has been reserved or is in use, persons who wish to communicate to those in attendance (for example, by the distribution of leaflets or carrying of signs) will be permitted to do so in a manner that does not disrupt the activity in progress, that does not interfere with or harass those who are entitled to attend and that complies with any special rules developed pursuant to paragraph B of this Section. Actions that interfere with the opportunity of the audience to hear and observe the proceedings, that physically interfere with the proceedings, or that create disruptive noises which penetrate the area of the proceedings are prohibited.

D. All persons on University property are subject to these provisions and to the provisions of local, state and federal law. Appropriate action may be instituted against any person who does not comply therewith.

E. Persons designated by the President are authorized to ask persons who are using or occupying University space in a manner inconsistent with these policies or guidelines to leave. A person who has reserved space or who is in charge of the event is also authorized to ask any person who engages in conduct inconsistent with these provisions to leave the event.

F. Students who do not comply with a request to leave should be warned that disciplinary action may be taken which could result in suspension or expulsion from the University. If the violation continues, University disciplinary procedures may be initiated.

Any person who does not comply with a request to leave should be warned that action may be taken which could result in arrest for violation of the law. If the violation continues, appropriate action may be instituted.

General Guidelines for Scheduling

The following procedures and guidelines are designed to ensure efficient use and management of University buildings, grounds and playing fields. Building Supervisors, or others responsible, may develop specific reservation procedures and scheduling guidelines for particular buildings or fields. Such specific rules shall be considered a part of the general reservation procedures and scheduling procedures.

A. University space can and should be reserved in order to assure its availability at the time desired. General information concerning reservable spaces at the University can be obtained from the Reservations Office on the fourth floor of Newcomb hall, telephone (804) 924-3203. Available spaces in Student Activities Buildings can be reserved through the Reservations Office. Spaces in other buildings or playing fields can be reserved through individual Building Supervisors. Consult the staff in the Reservations Office for current information.

B. In order to achieve a fair distribution among interested parties of certain facilities in high demand and to insure that the use of space is appropriate to its character, the Facilities Coordinator and Building Supervisors or other persons charged with responsibility for University space not under the sole control of the Facilities Coordinator may establish restrictions and priorities for the use of University facilities. The principles of first applied-first granted will in most instances govern assignment of space except that academic (curricular) uses have priority over academic space. If the space requested for reservation is for a routine departmental, faculty, or student meeting in space normally used and is not in conflict with other requests, assignment and confirmation are automatic.

In scheduling extracurricular events, the Facilities Coordinator, Building Supervisor, or person charged with the responsibility for University space not under the sole control of the Facilities Coordinator will act as instructed by the President or the President's designee.

In cases of major scheduling or space conflicts of potential harm to a University group, the Scheduling Committee will, upon request, consult with those concerned and will make a decision on the applicable status. A decision by the Scheduling Committee may be appealed to the President or the President's designee.

4.13 Extracurricular Use of University Equipment

The following policy statements address the use of University-owned equipment by faculty, staff and students for personal or commercial purposes; and the use of such equipment by individuals and organizations who are not part of the University community. The intent of this policy is to ensure that any extracurricular use of equipment is consistent with the purpose, mission and goals of the University.

"University community," as used herein, includes the University, its departments, service units, affiliated or related organizations and foundations, faculty members, staff members, students, groups of students and student organizations which are Contracted Independent Organizations ("CIO's").

The administrative head of each unit of the University, or the head of a subunit when so delegated, is responsible for the control and accountability of use of all equipment assigned to the unit and for assuring that use of the equipment is consistent with this policy and the purpose, mission and goals of the University.

It is recommended that each department head or manager maintain a spreadsheet to track all departmental equipment/property, both capital (tagged with a University asset tag) and non-capital,

that is being or will be used "off-Grounds" on a non-temporary basis. The spreadsheet could maintain the following information as appropriate:

- Description of the Equipment/Property
- Name of the Person Using the Equipment/Property
- Location of the Equipment/Property
- Business Purpose
- Approved by: (Signature of the Approving Department Head or Manager)

Departments should also ensure that equipment is returned when employees either transfer to another department or leave their employment with the University.

University equipment may not be used by University faculty, staff or students for personal purposes unrelated to the University's mission or for commercial purposes. Likewise, University owned and provided consumable materials and supplies may not be used for such personal purposes or commercial purposes.

Personal activities related to teaching, scholarship and research, or public service promote the University's mission. Accordingly, faculty and staff members may be granted the privilege of occasional and reasonable use of University equipment in connection with their personal academic pursuits and professional development, provided the University incurs no unreasonable costs for materials and supplies, maintenance and repairs. Approval of these situations should be handled on a case-by-case basis.

Use of University equipment by individuals and organizations not part of the University community is not permitted unless the responsible unit head approves a user request form. Such a form may be approved only when the use meets one of the following criteria:

The use is in connection with approved University sponsored activities, events or services. (See also Policy XV.G.3, "University Services and Activities.")

The use is part of a contractual agreement between the University and a government agency, a private business or another educational institution; and the agreement has been reviewed for consistency with University policy relative to competition with the private sector and unrelated business income by the administrative head of the related unit with the assistance of the Office of the General Counsel.

The use is by official visitors to the University and is appropriate to the purpose of the visit.

The use is in connection with a public service activity and the equipment does not exist elsewhere or is not reasonably otherwise available to the user.

The unit head responsible for the equipment may establish a user fee, when appropriate. Such a fee must be approved in accordance with Policies V.A.2, "Rate Determination" and [XV.G.3, "University Services and Activities."](#) ISSUED BY: 11/02/95 Executive Vice Pres. 15.7.2.1

4.14 Use of University Logos

The Rector and Visitors of the University of Virginia owns all of the names, nicknames, trademarks, services marks, seals, indicia, logos and mascots which relate to the University of Virginia or which members of the public reasonably believe relate to the University of Virginia. To insure that the public properly identifies and associates University logos on products bearing the institution's marks, the University of Virginia has established a licensing program. The University has registered many of its names, nicknames, marks, indicia and logos with the state and at the federal level. The Sports

Promotions Office will administer the licensing program; it reports directly to the Director of Athletics. The Sports Promotion Office maintains the official inventory of University names, indicia and logos; approves and registers any new marks, logos, etc.; and maintains a list of licensees authorized to manufacture and distribute goods bearing the name, indicia, or logos of the University of Virginia.

4.15 Inclement Weather/Emergency Policy

In general, all schools and departments of the University remain open during regularly scheduled hours while the University is in session regardless of weather conditions or other emergencies. The University may decide to alter the start or close of the working day under extreme emergency conditions, but only the president or the executive vice president and chief operating officer has this authority.

Information regarding the University's operating schedule can be obtained by calling 924-SNOW. Additionally, information regarding the University operating schedule will be available on the [University's home page](#).

4.16 Drug-Free Workplace Policy

The federal Drug-Free Workplace Act of 1988 requires all government contractors and recipients of federal funds to:

- certify, as of March 1989, that they will provide a drug-free workplace;
- publish a policy regarding the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances in the workplace and specify the action that will be taken for policy violation;
- establish a "drug-free awareness program" informing employees about the dangers of drug abuse, the employer's drug-free policy, available counseling and other assistance programs, and the penalties for drug abuse violations;
- require employees working on federal government contracts to abide by the employer's drug-free policy and to notify the employer within five days "of any criminal drug statute conviction for a violation occurring in the workplace."
- notify the federal contracting agency of such convictions within 10 days and take appropriate corrective action.

As a result of the passage of the federal Drug-Free Workplace Act, the Commonwealth promulgated its Policy on Alcohol and Other Drugs. It is the Commonwealth's objective to establish and maintain a work environment free from the adverse effects of alcohol and other drugs. The effects of alcohol and other drugs in the workplace could undermine the productivity of the Commonwealth's workforce, one of Virginia's greatest assets. The adverse effects of alcohol and other drugs create a serious threat to the welfare of fellow employees and to Virginia's citizens. The Commonwealth, therefore, adopts the following policy and procedures to address alcohol and other drug problems in the public work force.

4.17 Faculty Holding Appointments at Other Institutions or Organizations

The primary commitments of time and intellectual energy by a member of the University faculty should focus on the University's educational, research, service, and/or patient care missions as appropriate for the nature of the position and in proportion to the corresponding percentages of compensated effort. A request by a faculty member for a leave of absence for educational purposes

(per the Faculty Leaves of Absence policy) to assume a visiting appointment at another institution or organization must be submitted in writing to the department chair and school dean. The request should describe one's professional development goals as well as the potential benefits for the school and the University that may be accomplished from the visit. The proposal to visit should address the school's need for workload assignments and other support.

Nine-month faculty may hold appointments during the summer at their discretion provided these appointments do not conflict in any way with any commitment to the University, including summer grant support administered through the University.

All faculty members (tenured and tenure track as well as non-tenure track) are not permitted to accept or hold a non-visiting appointment at another educational institution or organization unless granted an exception by the Executive Vice President and Provost (provost). If a full-time member of the University faculty wishes to accept an academic or administrative position at another institution or organization, he or she will be required to resign from the University of Virginia faculty; a leave of absence for such a purpose will not be granted. Resignations should be submitted per the Faculty Resignation and Retirement Notice policy

4.18 Recording of Classroom Lectures and Distribution of Course Materials by Students

The University of Virginia prohibits recording and transmission of classroom lectures and discussions by students unless written permission from the class instructor has been obtained and all students in the class as well as guest speakers have been informed that audio/video recording may occur. Recording of lectures or class presentations is solely authorized for the purposes of individual or group study with other students enrolled in the same class. Permission to allow the recording is not a transfer of any copyrights in the recording. The recording may not be reproduced or uploaded to publicly accessible web environments.

Recordings, course materials, and lecture notes may not be exchanged or distributed for commercial purposes, for compensation, or for any other purpose other than study by students enrolled in the class. Public distribution of such materials may constitute copyright infringement in violation of federal or state law, or University policy. Violation of this policy may subject a student to disciplinary action under the University's Standards of Conduct.

4.19 Other Policies

Other important policies and procedures are maintained by the University.

The [University of Virginia Policy Directory](#) contains policies in the standardized format with a search capability.

<http://www.virginia.edu/uvapolicies/>

Financial and Administrative Policies and Procedures are provided by the Office of the University Comptroller.

University of Virginia Human Resource Policies include the following:

[Faculty Policies](#)

Several important policies can be found on the provost faculty policy web site.

<http://www.virginia.edu/provost/policies.html>.

[Classified Staff Policies](#)

Salaried non-faculty employees hired prior to July 1, 2006 and covered by the Virginia Personnel Act and State Human Resource policies.

<http://www.hrs.virginia.edu/policies/classified.html>

[University Staff Policies](#)

Salaried and Wage Non-faculty staff, including transfers from other state agencies, hired on or after July 1, 2006 and covered under University Human Resource policies.

<http://www.hrs.virginia.edu/policies/university.html>

CHAPTER FIVE: UNIVERSITY SERVICES AND RESOURCES

5.1 Libraries

The [sixteen libraries at the University of Virginia](#) house over five million volumes, journals, newspapers, videos, sound recordings, and other resources from around the world. [VIRGO](#), the University of Virginia Library's computerized catalog, provides online access to the library's holdings through keyword, author, title, subject, and call number searches.

LIBRA is a digital repository for U.Va. faculty to add their scholarly works so they can be preserved and made accessible worldwide.

5.2 Scholarly Journals

Scholarly journals issued by the University community include the following.

Hedgehog Review, an interdisciplinary journal of critical reflections on contemporary culture, published three times a year by the Institute for Advanced Studies in Culture.
<http://www.virginia.edu/iasc/hedgehog.html>

Iris: A Journal About Women, a biannual magazine for progressive young women that brings together contributions from writers, artists, and university scholars from all over the world.
<http://iris.virginia.edu>

Meridian, a semiannual literary journal produced at the University of Virginia in conjunction with the university's M.F.A. Program in Creative Writing. <http://www.engl.virginia.edu/meridian>

Studies in Bibliography, a print and electronic journal that presents a wide range of scholarly articles on bibliography and textual criticism. <http://etext.lib.virginia.edu/bsuva/sb>

Virginia Journal of International Law, the oldest continuously-published, student-edited law journal in the United States devoted exclusively to public and private international law.
<http://www.student.virginia.edu/~vjil>

Virginia Law Review, a professional periodical devoted to law-related issues that can be of use to judges, practitioners, teachers, legislators, students, and others interested in the law.
<http://virginialawreview.org/index.php>

Virginia Quarterly Review, a quarterly publication that includes [poetry](#), [fiction](#), [book reviews](#), [essays](#), [photography](#), and [comics](#) from some of the nation's most notable writers, photographers and artists. <http://www.vqronline.org/>

5.3 University of Virginia Press

The University of Virginia Press (UVaP) was founded in 1963 to advance the intellectual interests not only of the University of Virginia, but of institutions of higher learning throughout the state. A

member of the Association of American University Presses, UVaP currently publishes fifty to sixty new titles annually. New titles are approved by the Board of Directors after a rigorous process of peer review. The UVaP editorial program focuses primarily on the humanities and social sciences with special concentrations in American history, African-American studies, southern studies, literature, ecocriticism, and regional books. While it continuously pursues new titles, UVaP also maintains a backlist of over 1,000 titles in print. The UVaP welcomes inquiries from University faculty. On the Web: <http://www.upress.virginia.edu/>

5.4 The Arts

The University of Virginia offers a variety of arts activities and events from various centers on-Grounds, including the University Art Museum, the Drama Department, Heritage Repertory Theatre, Old Cabell Hall in the McIntire Department of Music, and the annual Virginia Festival of American Film. For more information, visit <http://www.virginia.edu/arts/>

5.5 Scheduling, Registration, and Grading

The Office of the University Registrar (UREG) administers the registration process, provides faculty with class enrollment information, records student grades, and maintains student academic records. This office also publishes the online Undergraduate and Graduate Records, the official description of courses, degree programs, and academic requirements of the various schools. The University registrar is responsible to the executive vice president and provost for maintaining suitable liaison with the school faculties as they establish and modify the educational program by faculty action.

After departments and schools determine what courses are to be taught, UREG assigns classroom space. Courses are catalogued through the Student Information System. UREG is responsible for final scheduling and assignment of unused classrooms: any rescheduling of classrooms requires its approval. An individual faculty member may not change the time or meeting place of a class without approval of the appropriate chair or dean and the University Registrar.

The grades and symbols used to record academic progress are established by the Faculty Senate. Each school, however, determines which individual grades and symbols it will use. Students will be graded according to the grading system of the school in which they are registered, not according to the grading system of the school through which the course is taught. The grading practices of each school are given in the Undergraduate and Graduate Records.

Faculty are responsible for fair grading practices and prompt submission of grades through their departments and schools to the University registrar. No grade may be changed after it is submitted to the University registrar without the approval of the school dean. Only errors of calculation or transcription are authorized justifications for a change of grade.

The graduate professional schools set their own examination schedules, otherwise the examination schedule is set by the University registrar, and except for scheduling makeup exams, faculty are not permitted to alter the time of a scheduled examination.

5.6 UVaCollab

[UVaCollab](#) is the online collaboration and learning environment (CLE) at the University. Anyone at UVa may create and use collaboration sites and/or course sites with no roster to facilitate the work of project teams, research groups, committees, etc.

5.7 Safety and Security

The University of Virginia strives to maintain a safe and secure environment for students, faculty, staff, and the general public. The University Police Department is a professional, full-service department providing all of the services normally provided by local municipal police, plus many services unique to an academic institution. The University Police have jurisdiction by statute over University property and adjacent streets and sidewalks. Through an agreement with the Charlottesville Police Department, the University Police Department has concurrent jurisdiction in the community surrounding the University.

The University Police also have responsibility for enforcing University rules and regulations and work cooperatively with local, state, and federal law enforcement officials. Crime prevention materials ranging from information on drugs to brochures on the prevention of sexual assault are available from the University Police Department. Also, crime prevention personnel are available on request to provide seminars and programs on all types of crime prevention and personal safety issues. All criminal and suspicious activities should be reported to the police through the Emergency Operations Center by calling 911 (9-911 through University ROLM telephones).

The University prides itself on being a warm and caring community. Membership in this community means looking out for the safety and well being of our peers. Our goal is to foster an atmosphere of concern for others, so that we can encourage persons who appear to be troubled or distressed to seek help.

If faculty members have concerns about the physical or psychological well-being of a student, it is recommended that they contact either the Office of the Dean of Students or Counseling and Psychological Services (CAPS). During hours when CAPS is closed, professional help is available if needed. After 5:00 PM and on weekends, if an emergency should arise that is potentially life threatening, you should contact 911 and appropriate help will be dispatched. If the crisis is non-life threatening but nonetheless requires immediate assistance, you may contact the Student Health after-hours answering service by dialing 972-7004. The CAPS on-call professional will be contacted and he/she will get back to you by phone within a short period of time.

The Office of Emergency Preparedness develops and communicates the University's key emergency policies, strategies, plans and procedures and works closely with departments and offices to design, train and exercise emergency response plans. The office champions a strong commitment to personal preparedness planning; we educate students, faculty, and staff on mitigation, preparedness, response, and recovery strategies. The office assesses the University's preparedness for natural, epidemic and terrorist emergencies while working collaboratively with representatives from the City of Charlottesville, Albemarle County and other local, regional, state, and federal agencies on emergency planning.

Current emergency information at the University can be accessed on the web at:

<http://www.virginia.edu/emergency/>

The University provides the Faculty and Employee Assistance Program (FEAP), a free, confidential resource for faculty, staff and family members to help address a wide variety of personal and work life issues such as stress, depression, substance abuse, financial issues, grief/loss, anxiety, elder care, legal issues, communication issues, domestic violence, relationship issues, and balancing work and home.

FEAP offers consultation, training, critical incident debriefings, workplace interventions, substance abuse education, and mediation services. Contact FEAP at 434-243-2643 or, for after-hour emergencies, call 1-866-950-0159 to page the on-call counselor.

5.8 Funds for Entertainment of Students

Funds are available for faculty members for hosting advisees and students. The funds are made available through the unrestricted University endowment

The amount of reimbursement per event, the types of events which qualify for reimbursement, and the number of classes or subgroups of students which may be so entertained are explained in the announcement. The program applies to the regular academic session and not to the summer session

Reimbursements should be obtained during the semester in which the expenses were incurred and should cover only attendance at University-sponsored plays or music performances and/or entertainment at faculty residences. Faculty at the rank of assistant professor or higher qualify for the reimbursement. Alcohol should not be provided at events attended by persons under the age of 21, therefore, reimbursement requests for purchases of alcohol served at social events for students of undergraduate courses will not be accepted.

Reimbursement forms are available in academic department offices. Upon request, the Office of the Dean of Students also will provide the reimbursement forms.

5.9 Institutional Assessment and Studies

The [Office of Institutional Assessment and Studies](#) (IAS) conducts institutional research and supports assessment at the University of Virginia. The office provides the University community with data and analysis needed for decision-makers to maintain and improve institutional effectiveness. IAS staff gather, analyze, interpret, and disseminate data, employing the highest professional standards of accuracy, objectivity, and timeliness.

5.10 Employee Assistance and Wellness Programs

The Faculty and Employee Assistance Program has been providing comprehensive, onsite employee assistance services to employees and their families since its inception in 1991. What began as an EAP for the University of Virginia in Charlottesville, Virginia has expanded to include all of U.Va. plus many of the area's employers as well. The program's mission is to assist organizations to maximize employee productivity and to help employees identify and resolve personal concerns that may affect job performance. The program offers individualized, confidential assessments based on clinically-sound standards, brief counseling, and appropriate community referrals as necessary. In addition, the program provides consultation to supervisors and managers to assist in addressing employee/team challenges.

University Human Resources also provides other work/life wellness programs and the Commonwealth of Virginia promotes healthy lifestyles in the workplaces through the [Healthy Virginians™ program](#).

5.11 Teaching Resource Center

Begun with the Provost's support and a Virginia State Council of Higher Education Funds for Excellence grant in 1990, the [Teaching Resource Center](#) (TRC) is now a pan-University center for collegial community and committed conversation about teaching at all levels and in all academic

disciplines. The TRC offers a number of services and resource materials designed to enhance the teaching abilities and professional development of faculty and teaching assistants at the University of Virginia. The TRC also administers several special programs, recognizing the skills and accomplishments of faculty, and aiding in the development of courses.

5.12 University of Virginia Bookstore

Located on the top floor of the Central Grounds Parking Garage, the University of Virginia Bookstore is a full-service bookstore for textbooks, supplies, general book needs, gifts, and UVA insignia merchandise. Services include photo-processing, searching for out-of-print books, binding of journals, books, and theses, and placing special orders for supply items and books in print. A 10% discount is available to faculty on any book in stock. The [bookstore](#) is wholly owned and operated by the University.

Cavalier Computers

A division of the University of Virginia Bookstore, Cavalier Computers offers UVA students, faculty, and staff a wide variety of desktop and laptop computers, computer accessories and software at educationally discounted prices. Customers can also special order computer equipment or software that is not ordinarily stocked. In addition, Cavalier Computers has a service department with fully trained and accredited technicians.

5.12 The Office of Development and Public Affairs

The University development community consists of development professionals and support staff in the Office of Development, in academic units and programs, and in University-related foundations around the Grounds. To ensure University-wide coordination of prospect cultivation and solicitation, the office operates a comprehensive development information system to serve the entire development community. The University Development Office manages the University's overall relations with corporate and foundation organizations; structures approaches to individuals for the solicitation of all planned gifts including major outright gifts, life income gifts, and bequests for the benefit of any area of the University; manages the alumni/development computer network system, which provides all automated support for fund-raising and development activities; and performs a variety of functions which enhance the fund-raising capabilities of the University.

University-Related Foundations

The following University-related foundations were created to enhance the fund-raising capabilities of the University or one or more of the University's schools or departments: Alumni Association, the College Foundation, Curry School of Education Foundation, Darden School Foundation, Virginia Engineering Foundation, Law School Foundation, McIntire School of Commerce Foundation, Medical Alumni Association & Medical School Foundation, School of Nursing Alumni Association, Virginia Athletics Foundation, White Burkett Miller Center Foundation. The relationship between the various foundations and the University is governed by a set of management principles and guidelines in a manner consistent with the University's purpose, mission, policies, and procedures.

Development Responsibilities

The Office of University Development is the clearing house for all fundraising activities throughout the University. Many alumni and friends, corporations and foundations, and other private charitable

organizations have special relationships with the University. Therefore, the Office of University Development must coordinate with all University-related foundations to track and coordinate fundraising efforts. The Senior Vice President for Development and Public Affairs serves as advisor to the President on the solicitation and acceptance of private funds and provides the President with information on all development programs of the University, including University- related foundations.

The Office of University Development is responsible for maintaining and increasing strong private financial support for the University. The Office is staffed to advise and assist schools, departments, and University-related foundations in the specialized fundraising areas of corporations, foundations, planned giving, and major gifts. Its purpose is to improve the University's success in securing greater private support for priority needs through use of its services. The Senior Vice President for Development and Public Affairs staff also consult with prospective donors and/or their representatives on lifetime or testamentary gift planning.

In addition, the Senior Vice President for Development and Public Affairs reports, at least quarterly, to the Board of Visitors all gifts and bequests from private sources made to the University either directly or through one of the University-related foundations.

5.14 Administrative Services

A large number of activities that support instruction and research are organized under the executive vice president and chief financial officer. Faculty are encouraged to review and adhere to the policies and procedures maintained by these offices.

- University Budget Office
- Communication Services
- The Department of Facilities Management
- The Department of Procurement Services
- The Office of the Architect
- The Office of Risk Management
- University Human Resources

5.15 Parking and Transportation

The Department of Parking and Transportation enforces the University's parking regulations, sells parking passes to faculty and staff, monitors parking areas, assesses fines and penalties, and may revoke parking privileges. The first citation in every twelve-month period is a warning with the exception of those issued for handicapped space or fire lane violations. To insure the citation is a warning, call 924-7231.

Parking is difficult on or near the central Grounds of the University. Visitors to the University may use the Central Grounds Parking Garage on Emmet Street, the Ivy Road Parking Garage, the Culbreth Road Garage, or the Medical Center Parking Garage off of Jefferson Park Avenue or metered parking areas, as well as various departmental sponsored areas throughout the Grounds.

Faculty and staff may purchase parking permits of various types for reserved lots and large commuter lots which are serviced by the University Transit Service (UTS), also administered by Parking and Transportation. Obtaining a space in a particular lot depends upon when space becomes available and when the name of the faculty or staff member was placed on the waiting list.

UTS provides transportation to all major areas of the University and also serves many off-Grounds residential areas.

In some cases, parking areas may be reserved after the normal hours of 7:30 a.m. to 5:00 p.m. for cultural events, weddings, and meetings by contacting Parking and Transportation. Such areas are posted during the reserved periods. Areas around Scott Stadium are reserved and no parking is permitted after 1:00 a.m. on any day of a home football game; similar policies apply to certain parking areas in and around the John Paul Jones arena when events are scheduled to take place there.

University of Virginia students, faculty and staff can ride the [Charlottesville Area Transit \(CAT\)](#) for free with a valid U.Va ID. This program, funded by the University of Virginia, makes it easier for the U.Va community to get around Charlottesville and reduce traffic and pollution by not using their own vehicles. Check out the [Charlottesville Area Transit](#) website to find the route that best serves your need, and use their Bus Tracking system to get bus arrival predictions just like with the [UTS HoosWhere](#) system. ,

5.16 Printing and Copying Services

University Printing and Copying Services exists to serve the faculty, staff, and students of the University with printing, copying, microfilming, and related services.

The Printing Division can produce almost any printed material, from business cards, stationery, forms, and brochures to full color books and posters. Professional graphic design and desktop publishing services are also available. Orders may be placed through messenger mail using a printing requisition form. Finished orders can be delivered directly to on-Grounds offices.

The Copy Division consists of six copy centers and over one hundred copiers throughout the Grounds. Copying services are available from staffed copy centers on either a cash or departmental charge basis, or on a self-service copier. The division can produce black and white or full-color copies and a wide variety of finished duplicating products, including short-run books, newsletters, and customized textbooks. Microfilming services are also available at the Alderman Library Copy Center. CopyCard departmental charge cards are available for copy machine access with direct departmental billing.

University policy requires observance of all applicable copyright laws, and Printing and Copying Services must adhere to this policy. Although there are many situations that allow copying of copyrighted materials for academic use within the limits of what is known as the Fair Use Doctrine, copying beyond Fair Use limits without written permission from the copyright owner is not permitted.

5.17 University Mail Service

The University of Virginia Mail Services Office provides the University community with the handling, distribution and processing of Messenger and U.S. Mail. University Mail Services also provides useful mail service information and alerts members of the community about changes in mailing rates, requirements and regulations. <http://www.virginia.edu/mailexpress>

5.18 Dining Services

University Dining Services offers several retail locations where faculty and staff may purchase meals. Consult their web site for the different locations around the Grounds. Dining Services also can provide catering for University-sponsored and other events.

5.19 Housing Facilities

The Pavilions on the University's historic Lawn are residences of senior faculty members whose eligibility has been established by the Board of Visitors. The following is the sequence of priority when a vacancy occurs: the vice president and provost, the vice president and chief student affairs officer, the academic deans of the schools in the order in which they were established, and then the faculty, subject to the conditions of the policy of the Board of Visitors. The uses of other buildings in the historic district, such as Montebello, Lower Mews, the Pavilion VII apartments, and Hotel D, are assigned by the Board of Visitors.

Pavilion VIII has both classroom and residential space. The Office of the University Registrar allocates the use of the classrooms. The Pavilion VIII Committee invites the faculty to apply for the residential space, reviews the applications, and makes a recommendation to the provost on the use of the residences; the provost, in turn, makes a recommendation to the Board of Visitors for their action on assignment. The assignment of faculty to Morea and to one of two apartments on the Mews also is managed by the Provost's Office. The three apartments in the Monroe Hill Residential College are assigned by the Monroe Hill Residential Committee. Hereford College has one principal's residence and three other apartments, which are assigned in a similar manner.

Faculty members can apply for University-owned rental housing through the University Housing Office. Tenure-track assistant professors, lecturers, and instructors receive first priority for assignments. Housing in the Piedmont Faculty Housing area is available to non-tenured faculty, research associates, and visiting faculty members. Housing for all other areas (other than residences located in the historic district and others specified above) is available for assignment to faculty and staff.

The Off-Grounds Housing Office provides comprehensive lists of rooms, apartments, and houses to rent, as well as a directory of all local apartment complexes. The lists are updated monthly; the directory is published annually. Faculty members who have properties to rent can list them through this office. A model lease to be used as a rental contract is available.

5.20 Recreational Activities

The Intramural-Recreational Sports Department (IM-REC) has six recreation facilities that contain fitness rooms with cardiovascular and strength training equipment, full-court gymnasiums, racquetball and squash courts, locker rooms, multipurpose rooms, indoor pools, indoor running tracks, showers, and lockers. Outdoor tennis courts and playing fields are also available. IM-REC offers many exciting programs for faculty members and their families. The department also offers competitive intramural sport leagues and tournaments, recreational and fitness classes for adults and youth, a summer day camp for children, and outdoor recreation trips and workshops. An outdoor equipment rental center provides general camping and boating equipment as well as outdoor recreation resource materials. On the Web: <http://www.virginia.edu/ims/>.

Faculty and staff members who are eligible for University benefits will be able to sponsor one adult (18 years or older) who resides in the same household for a University Recreation membership.

Full-time faculty and classified staff receive a membership discount as part of their benefit package. Payroll deduction is available.

Facility and program schedules are available on line and at all IM-Rec facilities. Recorded facility schedules and program updates are also available via the Recreational Sports Hotline, 924-PLAY. The Department of Athletics offers a wide variety of both men's and women's sporting activities for the University community. Admission is charged for access to most contests. A limited number of reduced season-rate tickets are available to the faculty for basketball and football.

5.21 University Identification Cards

Full-time and part-time employees of the University receiving employee benefits may receive a University identification card. There is no fee charged for the initial ID card. Other employees and visitors might be eligible for an ID card for a fee. The University ID Card Office is located in the lower level of Observatory Hill Dining Hall, on the corner of Alderman and McCormick Roads. Meter parking is available in front of the building, on McCormick Road. Office hours are from 8:00 a.m. until 5:00 p.m., Monday through Friday. Phone 434-924-4508, fax 434-982-5173, or e-mail uvoid@virginia.edu.

ID Cards issued to employees and individuals affiliated with the University of Virginia must be returned to the University ID Card Office upon separation. ID Cards issued to persons participating in special programs sponsored by the University must be returned to the University ID Card Office upon completion of the program.

Lost, damaged, or stolen ID cards will be replaced at the University ID Card Office and a fee will be charged. University ID cards will also be replaced because of malfunction, a change of name, or because of expiration at no charge provided that the old card is returned. Additional information is available on the [ID Card Office website](#).

5.22 Childcare

The University of Virginia Child Development Center was established in 1991 to serve University faculty, staff, and students. The Center also accepts children of hospital employees and University-affiliated foundations and firms.

Conveniently located one block north of University Hall, on 180 Copeley Road, the Center is open from 6:30 a.m. until 6:00 p.m., Monday through Friday. The phone number is (434) 293-6110.

The University of Virginia Child Development Center is accredited by the National Association for the Education of Young Children (NAEYC). The center earned this designation by limiting enrollment, offering an outstanding program, and hiring the finest staff.

The University's Child Development Center, managed by Knowledge Learning Corporation, offers children unique, educational programs designed around their developmental levels and interests. All programs are available full-time and part-time. The Center also offers a summer day camp program for children through age twelve; however there are a very limited number of spaces available.

CHAPTER SIX: UNIVERSITY-RELATED ORGANIZATIONS

6.1 University of Virginia Patent Foundation

[The University of Virginia Patent Foundation](#) is a not-for-profit corporation that evaluates intellectual property generated in the course of research at UVA, seeks to protect those inventions that show commercial potential, and licenses those rights to industry. The Patent Foundation thus serves to promote the entry of UVA technologies into the commercial marketplace, an endeavor that is designed to generate royalty income used to fund additional research at UVA. On the web:

6.2 University of Virginia Alumni Association

Founded in 1838, the Alumni Association maintains ties to the more than 110,000 living former students of the University. The association encourages financial support for the University from the contributions of alumni, parents, and friends of the University. The University of Virginia Fund receives private support that benefits students, faculty, and many University programs and activities.

The Jefferson Scholars Program, begun in 1981, has the goal of supporting outstanding undergraduate and graduate students in residence at the University. The awards are granted on the basis of merit in leadership, scholarship, and citizenship and cover tuition and fees, books, room and board, and certain other expenses for four years of study for undergraduate students and help to enhance graduate fellowships for talented graduate students. Selection for Jefferson Scholarships are made by a committee that includes University faculty, administrators, and alumni.

6.3 University of Virginia Community Credit Union

The University of Virginia Community Credit Union provides a variety of financial services to community members of Charlottesville and employees of the University. Services include savings accounts, Christmas clubs, checking accounts, individual retirement accounts (IRAs), certificates of deposit, personal and automobile loans, mortgage loans, home equity loans, safety deposit boxes, American Express travelers' checks, and credit cards.

6.4 The Colonnade Club

The Colonnade Club was founded in 1907 to encourage interaction among members of the faculty of the University and promoting the interests and welfare of the University. To accomplish these purposes, the club offers a variety of social events and other activities throughout the year.

6.5 The University of Virginia Women's Club

The purpose of the University of Virginia Women's Club is to promote sociability among its members and to serve the University community. Membership is open both to wives and to women members of the faculty and administrative staff. Wives of visiting faculty and visiting scholars are also eligible for one year. The Women's Club organizes a series of social events throughout the academic year and members may affiliate with one of several interest groups to pursue a variety of activities. Members are active volunteers at, for example, the University Museum, the Bloodmobile,

the Learning Needs and Evaluation Center, and the University Hospital. [A membership form is available online.](#)

6.6 Retired Faculty Organization

Founded in 1991, this organization holds general membership meetings quarterly, where topics and speakers are attuned to financial affairs, medical problems, travel opportunities, and similar subjects. Dues are \$15 per annum and spouses of deceased, retired faculty members also are eligible for membership. The organization can be contacted by phone at (434) 924-3787.

CHAPTER SEVEN: GUIDE TO NEWS AND EVENTS

7.1 News and Current Events Sources

[The Office of Public Affairs](#) maintains a source page on their web site with links to several sources of information regarding goings on at the University.

The Alumni Association publishes the University of Virginia Magazine, which presents an overview of the University. It is published six times annually and distributed to as many as 100,000 alumni, faculty, and parents.

In order to keep people informed about the latest University news, Media Relations publishes a daily online Web site, [UVA Today](#).

Of the many student publications, The Cavalier Daily receives the widest circulation and contains news and activities of interest to faculty and students. The Declaration is a weekly news magazine. For more information about student-run publications, clubs, and other organizations, visit the [Student Activities Center](#).

Several telephone numbers are designated to supplement the information available through University web sites and publications: University Information provides listings for faculty and staff at 924-0311; the Student Locator at 924-3363 gives addresses and telephone numbers; the Newcomb Hall information desk at 924-3601; University Programs Council-sponsored events are available on their web site and described in a recording on 92HELLO.

7.2 Guides and Reports

University-Wide

[The Manual of the Board of Visitors](#) of the University of Virginia 1998 sets forth the powers and duties of the board and those of the principal administrative officers and is available through the University Press.

[President's Annual Report](#) published each December, provides a review of faculty achievements and institutional highlights as well as financial information about the University. Copies of current and past reports are available online.

[The Directory of the University of Virginia](#) a listing of telephone, fax, e-mail, and mailing information, is circulated to students, faculty, and staff each fall. New faculty may request copies from the information desk in Newcomb Hall.

[The University Record](#) provides a complete listing of undergraduate and graduate courses.

[The Data Digest](#), issued annually by Institutional Assessment, and Studies, is the repository of institutional statistical information on all aspects of the University, including demographic data on students, faculty, and staff; academic achievement and admissions data for each school; and University-wide financial data.

The [UVa Map/Guide to the Grounds](#) is distributed free to visitors at the University Information Center and to University departments for a fee at UVA's storehouse (982-5392).

The [UVA Health System](#) publishes a listing of outpatient, visitor, and community services, including phone numbers, billing procedures, and transportation services in their online [Services and Amenities Guide](#).

Academic Affairs

Promotion and tenure policies of individual schools are available through the Office of the Dean of the respective school.

The [Summer Session Faculty Handbook](#) is available from the Summer Session Office and is distributed to all faculty teaching in the Summer Session.

[Teaching at the University of Virginia. A Handbook for Faculty and TAs](#), produced by the Teaching Resource Center, offers basic information about teaching at UVA and about offices that serve instructors and students, as well as innovative and thought-provoking perspectives on teaching undergraduates, mentoring graduate students as TAs, and grading students' work.

[Teaching Concerns](#), a newsletter published by the Teaching Resource Center, contains notices of workshops, panels, and seminars on teaching topics, as well as articles about effective teaching methodologies.

APPENDIX A: PROMOTION AND TENURE

The assignment of academic rank and the award of tenure safeguard the University's intellectual standards, its academic integrity, and, in the end, its academic freedom. Few decisions carry the degree of institutional importance or affect the University's future as much as those involving the promotion and tenure of academic faculty.

This policy concerns teaching faculty in units that report to the executive vice president and provost of the University who have been elected by the Board of Visitors and who are on the tenure track. It applies to the renewal of term appointments, to the awarding of tenure, and to promotions up to and including the rank of full professor for all schools or divisions that report to the executive vice president and provost of the University.

Each school or division must have a written policy for promotion and tenure that reflects the standards of its disciplines and its own considered aspirations. Differences among disciplines are appropriate, indeed inevitable, but each set of standards must be justified against an articulated mission, must establish procedures that assure their fair and reasoned application, and must be consistent with the policies and procedures outlined below.

Tenure-track elections are "with term" if there is a specified number of years for which the appointment extends under the employment agreement between the faculty member and the University entered into at the time of initial hiring or on a "with term" renewal. The complementary phrase "without term" is used to denote the award of "tenure." "Tenure" or a "without term" election refers to an appointment to the faculty of indefinite duration. Both faculty "with term" appointments and faculty "without term" appointments are subject to annual evaluations, to a system of merit pay, and to appropriate sanctions, including suspension or termination of employment, in the event of unacceptable performance of duties.

I. The Probationary Period on the Tenure Track

The probationary period for tenure is the cumulative amount of time spent under term appointments while on the tenure track. In ordinary cases, it does not exceed seven years in full-time faculty activity. Tenure-track faculty are entitled to fair consideration for renewal and/or tenure, but there is no presumption of or entitlement to renewal or tenure by virtue of being on the tenure track. Rather, renewal and tenure decisions are individually determined, in light of departmental, school, or University needs and appropriate standards. A candidate is entitled to fair consideration as measured by departmental or school needs and standards, in light of overall University objectives.

The probationary period may be extended beyond its ordinary term only if a written request by the faculty member has been approved in writing by the dean and the provost. Approval by the dean and the provost must be sought and provided in advance whenever possible. A leave of absence from the University does not extend the probationary period without such written request and approvals. Examples of circumstances under which "clock-stopping" may be approved include but are not limited to: (1) engagement in important public or University service, (2) maternity or family parenting, and (3) serious personal or family illness.

In cases in which the original term appointment is shorter than the period for tenure consideration, probationary faculty are entitled to adequate consideration of their potential for renewal for an additional term appointment and to advance notice that such consideration is to be given. They must have the opportunity to submit supporting documents as a part of that process. Ordinarily, the provost does not review decisions not to renew term appointments prior to the tenure review.

Faculty members in the probationary period who are not to be re-elected after the expiration of the term of their appointment are entitled to notice of non-renewal in advance of the expiration of the appointment as follows:

- For persons who are not to be renewed after more than two years of service: One calendar year.
- For persons who are not to be renewed after two years of service: By December 15 of the second year if the appointment expires at the end of an academic or fiscal year; or at least six months prior to the expiration of the term if the appointment expires at any other time.
- For persons who are not to be renewed after one year of service: By March 1 if the appointment expires at the end of an academic or fiscal year; or, at least three months prior to the expiration of the term if the appointment expires at any other time.

II. Annual Report on Promotion and Tenure

By February 1 of each year, the dean will report to the provost in writing on promotion and tenure recommendations arising out of her or his school on which action is to be taken for that academic year. The provost will specify from time to time what information the report should contain about the process, the candidate pool, and the candidates.

Unless the peculiar features of an individual case warrant a different approach and such different approach is authorized by the provost in writing, evaluations from qualified external referees on the qualifications of the candidate in scholarship, and (if appropriate) teaching and service, must be a part of a recommendation of tenure or promotion. A short biographical sketch of each referee, together with a statement of her or his professional relationship to the candidate (if any) should be provided. Referees should be identified as nominated by the candidate or selected independently by the department, the school's promotions and tenure committee, or the dean. A copy of the request for an evaluation should be included.

It is important to the integrity of the process that the dean assume accountability for promotion and tenure recommendations. Decanal recommendations are to reflect the dean's own judgments on the substance, the process, and the recommended outcome. The February 1 report of the dean therefore must include the dean's affirmative or negative recommendation on each candidate for whom the promotion or tenure review process has been completed. If the promotion or tenure review process has not been completed for a particular candidate because that candidate has withdrawn, the dean should so state and must ensure that a written withdrawal signed by the candidate is included in the candidate's personnel file.

III. Institutional Qualifications for Tenure

Definitions of the terms "teaching," "research," and "service" will vary from school to school, as will the weights assigned to each in the tenure decision. Schools must specify their interpretations of these terms in their written internal tenure and promotion documents, as well as indicate, as objectively as is practical, how such activities are to be weighted in the promotion and tenure process. Each school's standards and processes will be taken into careful account in the course of reviews carried out by the provost and her or his advisors, but institutional review will be conducted in the broad context of the following criteria:

- Quality of, and commitment to, student instruction (including teaching, course design, course material, interaction with students outside of formal instructional periods, and other mechanisms of enhancing student learning);
- Quality of, and productivity in, scholarship, research, and/or creative activity; and
- Service contributions to the University, the profession, and the public.

IV. Student Instruction

An award of tenure will not normally be made unless there is evidence of both the candidate's sustained commitment to classroom instruction and the candidate's sustained effectiveness as a contributor to the intellectual development of students through devices such as course design, course material, interaction with students outside of formal instructional periods, and other mechanisms of enhancing student learning. The means of assessment of that contribution will vary with the field, with the level at which the teaching is concentrated, and with the degree of objectivity with which outcomes can be measured during the probationary period. In schools that serve undergraduate students, separate attention should be focused on commitment to and effectiveness of undergraduate instruction. Student evaluations must be a part of the evidence in all cases, but by themselves they are not enough. Students are important judges of a teacher's fairness, organization, and personal qualities in the classroom, laboratory, seminar, or office; but the candidate's faculty peers are normally the better judge of the content of her or his pedagogy. Popular teaching and good teaching are not necessarily the same thing. Advising, availability to students, and other forms of beneficial interactions between the candidate and students may be given appropriate weight as a part of the "student instruction" criterion, but are not, by themselves, a substitute for accomplished classroom instruction or for other elements of the tenure standards.

V. Research

While the standard will be discipline-specific, there must exist a body of original research or creative work sufficient in quality and quantity to have led at least to the beginning of a national reputation in the candidate's field. There must also be strong indications of a commitment to original research or creative work that will lead to sustained contributions over time and to the judgment that growth in stature will continue. While external evaluations of the candidate's contributions to original research or creative work are a required component of a positive case for promotion or tenure, it is also required that the appropriate faculty unit and the dean make a careful and independent judgment that the quality and quantity of the candidate's scholarly output is sufficient to justify the recommended action.

VI. Service

Service to the University is an obligation of every regular faculty member. Service to one's professional discipline and, in a number of disciplines, to the broader public is important and sometimes essential in terms of job definition. The proportions of each will vary widely, however, not only from school to school and department to department, but among candidates as well. Quality and effectiveness of service are difficult to assess. The effort must nevertheless be made. In certain disciplines, strong external service can appropriately be given substantial weight in the tenure evaluation process. And, in all schools, genuine contributions to institutional governance, through committees and otherwise, are a part of the obligations expected from faculty. Service is, therefore, a qualification for tenure, even though its relative weight will vary. In no case, however, can it stand alone to justify the award of tenure nor can devoted service compensate for inadequate student instruction or research.

VII. Institutional Qualifications for Promotion

A concurrent recommendation of promotion and tenure will generally be considered under the standards set forth for tenure recommendations. For promotions within tenure, each school for whom such promotions are contemplated must have written standards concerning the criteria for promotion, including guidelines as to when promotion is ordinarily considered (i.e., after how many years of tenured status). In general, the criteria for promotion within tenure are similar to those for the granting of tenure, except that there should be substantially increased attention to the candidate's (a) national prominence (with international recognition desired wherever possible) and (b) sustained demonstration of distinguished performance in student instruction, research, and service. As before, outside letters should be gathered in the assessment of scholarship, and (where appropriate) teaching and service.

An issue occasionally arises as to whether a different standard for promotion (not tenure) might be used to reward individuals who have significantly contributed to important University goals and missions and who have had distinguished academic careers, but whose work has not progressed or sustained itself sufficiently to warrant promotion under the standards of the prior paragraph, fairly applied. In rare cases, following a substantial period in rank after the award of tenure, a school may advance for approval the promotion of a tenured faculty member who has made distinguished contributions to the University over a sustained period of time that warrant special recognition outside the normal criteria for promotion. Promotion under this provision is to be reserved only for the rare situation in which a strong special case can be made. In no instance is length of service itself to be a sufficient criterion for promotion.

VIII. Actions in the Office of the Provost

The executive vice president and provost of the University maintains a Provost's Promotion and Tenure Committee which is co-chaired by the vice provost for faculty recruitment and retention and the vice provost for academic programs. The Provost's Promotion and Tenure Committee reviews the files of promotion or tenure candidates referred to the committee by the provost and reports its recommendations to the provost for action.

A. Affirmative Recommendations

Affirmative recommendations by the deans for promotion or tenure must be supported by adequate investigation, review, and written documentation. All affirmative recommendations will be reviewed with care in the provost's office. Those thought to warrant further discussion, whether on process or on substantive grounds, will be sent to the Provost's Promotion and Tenure Committee for further consideration and advice to the provost. A proposal for an outside hire without term must be made in essentially the same form as that employed for internal grants of tenure, but the Provost's Promotion and Tenure Committee will not ordinarily review it (see IX. Expedited Review).

Should the Provost's Promotion and Tenure Committee wish additional information on any case, that fact will be reported promptly to the dean. Each dean will be asked to discuss any cases from her or his school where the provost, in consultation with the Provost's Promotion and Tenure Committee, has concerns regarding the substantive recommendation, the process used to reach it, or the quality and thoroughness of the written data gathered to support the recommendation.

B. Negative Recommendations

Negative recommendations by the deans for promotion or tenure must be supported by adequate investigation, review, and written documentation. All negative recommendations at the departmental level must be reviewed at the school-wide level and by the dean. The report to the provost on such action should include the date on which the candidate was notified of the school's decision.

The provost will review negative recommendations on promotion or tenure only if a written request for such review is made by the candidate within 30 days of being notified of the school's decision. Such requests should be accompanied by adequate documentation and with a statement of reasons as to why the recommendation is believed to be inappropriate. In order to ascertain when that period begins, the provost requires that the dean provide the Provost's Office with a copy of the communication to any candidate who notifies him/her of the negative recommendation for promotion or tenure. The provost may refer such appeals to the Provost's Promotion and Tenure Committee for its consideration and advice.

The provost generally will not review decisions that decline to accelerate a particular candidate along the tenure track. The appeal process outlined here assumes that the negative recommendation was made at the "normal" time for consideration of tenure in that school.

Given the reality that promotions within tenure may occur at substantially different times, even within a school, and given the possibility of multiple considerations of such promotion over a career, there is a limit to the "appeal of right" to the provost in cases where faculty with tenure are denied promotion. Each school should establish a reasonable period within which promotions within tenure will ordinarily be considered. A person passed over for promotion one year may be reconsidered the following year. Negative decisions on promotion within tenure will be reviewed by the provost only if no previous request has been made by the same candidate within a five-year period.

In all cases in which the provost reviews negative promotion or tenure recommendations, such review will be limited to procedural grounds or to the possibility of unfairness or bias at

the school level, with the candidate ultimately having the burden of demonstrating material procedural irregularity, unfairness, or bias leading to the conclusion that the negative tenure recommendation was affected. Normally, the substantive judgments of the school on the quality of student instruction, research, and/or service will not be reversed when adequately supported and in accordance with University policy.

C. Final Action

As soon as practical after the February 1 deadline (or after a special promotion or tenure action has been initiated), the provost will report to the dean the results of the promotion and tenure reviews at the provost's level and will forward approved recommendations to the president and, with her or his approval, to the Board of Visitors for action. Promotion and tenure decisions are effective upon approval by the Board of Visitors.

IX. Expedited Review

Whenever possible, faculty promotion and tenure or new faculty hires should have tenure status reviewed or granted through the processes described above. When this is not possible and a rapid decision to hire with tenure is needed or a retention counter-offer with promotion and/or tenure must be made quickly, an expedited review may take place in accordance with the procedures described below.

Expedited Review Procedures

These procedures make it possible for faculty review to be completed in a compressed time period; they are not intended to bypass normal review processes.

Promotion and tenure review requires departmental faculty review, chair recommendation to the dean, school-level faculty review, recommendation from the dean to the provost, and review by the provost. In expedited review, the chair and dean may appoint a sub-committee consisting of no fewer than three faculty members who are members of the department or school promotion and tenure committee or who usually participate in these decisions. The subcommittee reviews the nomination and provides the chair or dean with a decision in no more than three days. Once the provost receives the dean's recommendation, the provost reviews the nomination and makes a decision within three days.

Materials submitted in a dossier for expedited review should be similar to those normally included in a promotion dossier, including a complete, detailed curriculum vitae. Three outside letters, which may be the same as the reference letters used in the hiring decision, are acceptable, provided they address the candidate's suitability for the faculty rank and tenure. A candidate's cover letter or research plans may substitute for the usual statement in the dossier. While it is not necessary to include letters from UVA faculty colleagues or students, it is essential to include evidence of the faculty member's teaching effectiveness. A summary of teaching evaluations from the prior institution, teaching awards, and other documentation may provide evidence of effective teaching. Incomplete dossiers will delay review.

APPENDIX B: GRIEVANCE PROCEDURE FOR ACADEMIC FACULTY

[The Faculty Senate Grievance Committee](#) (FSGC) consists of nine faculty members, the majority of whom are current members of the Faculty Senate. Members serve for three years. The Chair of the FSGC is appointed by the Executive Council of the Faculty Senate. The Chair may select an advisor on legal and procedural matters following consultation with the Office of General Counsel of the University.

The FSGC shall make itself known and available to members of the University faculty. The committee shall review, accept or reject, investigate, examine, decide, and in all related ways manage the grievances brought before it in a fair, timely, and professional manner.

The FSGC serves at the pleasure of the Faculty Senate. The FSGC is authorized to receive and deal with grievances from members of the academic faculty, defined as tenured, tenure-track, and non-tenure-track teaching and research faculty; its [charter](#) excludes members of the administrative and professional faculties, who have recourse elsewhere.

The FSGC hears matters including but not exclusive to the following:

1. Irregularities in procedure regarding termination of any academic faculty member for any reason.
2. Violations of rights of Academic Freedom as set forth in the [AAUP Statement of Principles](#) (1940).
3. Disputes involving contracts of faculty employment.
4. Disciplinary action taken by the administration against a faculty member.
5. Irregularities in procedure regarding failure to award tenure or promote a faculty member to a higher academic rank. In such cases FSGC confines its deliberations to matters of procedure. Where matters of academic content and substance are at issue, grievances should be addressed to the Provost's Office.
6. Disputes between faculty members and colleagues or administrators that, arising from causes apparently arbitrary or discriminatory (as regards salary, allocation of space, etc.), seriously affect a faculty member's ability to function effectively within the University community.
7. Any dispute determined by University Counsel to be appropriate for the committee.

The FSGC does not consider the following:

1. Disputes concerning administrative appointments, which shall be forwarded to the Provost for review for compliance with policies and procedures applicable to the administrative appointment.
2. Disputes of other kinds that have been referred to the Provost for a peer review.
3. Disputes in which the relief requested is beyond the University's power to grant.

4. Disputes determined by University Counsel to be inappropriate for the committee.

The FSGC's authority is limited to making recommendations to the President and Provost of the University and the Chair of the Faculty Senate.

Procedures

The FSGC shall develop appropriate procedures for discharging its responsibilities. The committee shall give an annual report to the Faculty Senate on its activities. In general, and as detailed below, the FSGC shall consult with the complainant, decide to accept or reject a written grievance, investigate grievances, mediate when called upon, form hearing panels as appropriate, and make recommendations to the Chair of the Faculty Senate and the President of the University. Any parties in a dispute may include legal counsel as they wish in any of these proceedings.

Consult

Members of the FSGC or the committee as a whole may consult with a faculty member who is seeking to decide whether or not to submit a formal grievance to the committee. This consultation is confidential; its purpose is to explore the facts of the situation, including any related policies and procedures, in a spirit of receptive openness to the concerns of the individual.

Accept or Reject

FSGC shall vote whether or not to accept a formal grievance submitted in writing to the committee. The written grievance should include a clear description of the behavior the complainant finds objectionable and of the requested relief. The committee may vote to reject -- that is, decline to receive or investigate -- any grievance it deems upon initial reading to be frivolous, unsubstantiated or inappropriate. A majority vote of a quorum shall be binding. The committee shall report its decision to the complainant only.

Investigate

The FSGC shall investigate the details of grievances it accepts to establish the facts involved. At this point a copy of the grievance will be shared with the individuals named therein and a written response from them requested. The FSGC investigation may include but will not be limited to the following:

- 1) Appointing an investigating sub-committee to interview people involved and summarize their findings; or
- 2) Other professional mechanisms deemed necessary to understand the situation outlined in the grievance, including the creation of an ad-hoc Hearing Panel. Any reports from investigating teams constitute information and recommendations to the FSGC only and are not to be taken as findings of the FSGC until and unless the committee votes to pass them on.

Mediate

The FSGC may mediate disputes when invited to do so. These mediations may take the form of holding and facilitating meetings between the disputants for the purpose of resolving disputes. Both parties, should they seek mediation, must agree in writing in advance to abide by the decision of the FSGC.

Refer to Hearing Panel

Under unusual circumstances, FSGC may refer a grievance to an ad-hoc Hearing Panel. These referrals are exceptional rather than usual practice. Hearing Panels are appointed when FSGC investigation determines that the grievance is so serious as to warrant a more formal, evidentiary procedure and live testimony, and/or if a complainant whose grievance the Committee has agreed to pursue requests in writing the formation of a panel.

When the FSGC refers a grievance to a Hearing Panel, it then informs both parties and forms the Hearing Panel as soon as possible. The Hearing Panel shall consist of three members of the Faculty Senate who do not hold departmental chair or higher administrative posts, have no conflict of interest in the dispute, and are not members of the FSGC. FSGC shall appoint one of the Panel members as chair.

Hearing Panel Procedures

The Hearing Panel reviews the documentation already received by the FSGC. If it deems that clarification is necessary, the Panel may request further documentation in writing from either party or both, sharing copies of such documentation with both parties.

The Panel then schedules a date as soon as possible for an evidentiary hearing in which both parties shall have the opportunity to bring witnesses and any additional evidence they feel necessary. The Panel decides whether the proceedings are to be private or public. Proceedings of this hearing are recorded and transcribed. Except in disputes between faculty members that do not involve departmental, college or school, or University governance, the cost of preparing the record and transcript is paid by the University. All parties have the right to read the transcript.

Once the hearing has been held and both parties have had opportunity to bring all the evidence they wish, the Panel reviews the evidence including the transcript of the hearing and, within 45 days from the date of the hearing, renders a recommendation to the chair of the FSGC.

The FSGC then meets to review the recommendation of the Hearing Panel and exercises one of three options: (i) to return the report to the Hearing Panel for clarification; (ii) to revise the report itself; (iii) to accept the report as submitted.

Committee Report and Decision of the President

Once the FSGC has completed its review, it writes a consensus report. The Committee chair sends this report to the President of the University and the Chair of the Faculty Senate, to all parties involved in the dispute, and, when appropriate, to the chair of the Hearing Panel. Where controversy persists within the FSGC, a minority report may accompany the consensus report.

Within 30 days after receipt of the report, the President shall, in writing, affirm the report, modify it, or refer it back to the Committee with objections or suggestions. The President's response shall be delivered to the Chair of the Faculty Senate, the FSGC chair, the parties in the dispute, and, when appropriate, the chair of the Hearing Panel. Failure to act within 30 days shall constitute an affirmation by the President of the Committee's consensus report.

If the report is referred back, the Committee reviews the President's response, taking into account any objections or suggestions therein. Responses from the parties and, when appropriate, the Hearing Panel, shall also be taken into account. The Committee submits a revised report to the President, who may affirm, modify, or reject it within 30 days as before. The President's decision shall be final and conclusive, and the matter in question shall be deemed closed, unless either party

requests an appeal to the Board of Visitors within 30 days after receipt of a written copy of the President's decision.

Appeal to the Board of Visitors

The Board of Visitors may, at its discretion, hear appeals from the President's decision as provided for under Section 5.1 of the Manual of the Board of Visitors (2004) and such appeals shall constitute part of this procedure.

APPENDIX C: PROCEDURE FOR DISCIPLINARY SUSPENSION OR TERMINATION OF ACADEMIC FACULTY

Termination of University Employment

Employment at the University may be terminated by nonrenewal of a term election, by resignation, by retirement, or by termination for financial stringency or for adequate cause. Termination of a faculty member's employment before the end of a specified term or after a faculty member has been granted tenure is rare, but possible. It can occur if the University faces financial stringency. Or it can occur for adequate cause revealed by the faculty performance review process or in other situations where adequate cause exists. "Adequate cause" includes a clear level of professional incompetence, a serious breach of professional ethics or University policy, willful neglect of duty, or serious misconduct. Termination of a faculty member requires the approval of the executive vice president and provost (or designee if she or he is unavailable).

Suspension of University Employment

Suspension of a faculty member from University employment is available as a sanction for unacceptable performance disclosed as part of the faculty performance review process or when justified by grounds constituting adequate cause. Suspension of a faculty member requires the approval of the executive vice president and provost (or designee).

Reinstatement of employment following a suspension may occur if and when the faculty member can demonstrate that the cause of the suspension has been addressed and the behavior leading to the suspension is not likely to be continued. A suspended faculty member may be terminated from University employment if the criteria for "adequate cause" listed in the section entitled "Termination of University Employment" have been met.

Procedure for Disciplinary Suspension or Termination of Academic Faculty

- A. The following administrative procedures govern "for-cause" disciplinary suspensions and terminations of academic faculty. These procedures do not apply to employees classified as administrative or professional non-tenure-track faculty, members of the professional research staff, or University staff, nor do they apply to decisions involving promotion, election to an indefinite term, reappointment, renewal, or non-renewal of appointments.
- B. Academic faculty appointments are terminable for adequate cause. Adequate cause includes a clear level of professional incompetence, a serious breach of professional ethics or University policy, willful neglect of duty, or serious misconduct. These procedures provide that faculty members who face possible disciplinary suspension or termination shall receive:
 1. written notice of the charge(s) and summary of the information supporting them;
 2. an opportunity to meet with the responsible administrator to discuss the written notice of the charge(s);

3. an opportunity to have an advisory faculty panel review the charge(s), including their factual justification; and
 4. written notice of the provost's decision.
- C. **Written Notice:** Prior to initiating a termination or suspension, the dean (or provost) shall provide a faculty member with written notice of the charges and summary of the information supporting them. An exception to this provision for written notice is when the provost, in consultation with the dean and the chair of the Faculty Senate if available, determines that an immediate or interim suspension is justified to safeguard the University community or its operations from harm or disruption. In this circumstance, a faculty member may be suspended with pay before receiving written notice. As soon as is practicable, and no more than five business days later, the dean (or provost) shall provide the faculty member with written notice of the suspension including a description of the charges and summary of the information justifying the interim suspension.
- D. **Meeting with the Dean:** The dean (or provost) shall schedule a meeting with the faculty member to discuss the charges as soon as practicable, but normally within five calendar days after the date of the written notice of charges. Such meeting shall also be scheduled to review with the affected faculty member the justification in the case of interim suspension as provided for above.
- E. After meeting with the faculty member, or after having provided the faculty member with an opportunity for such meeting, the dean shall formulate a recommendation to the provost. The dean may recommend termination, suspension (normally with pay pending the decision of the provost as provided for hereafter in paragraph M), a lesser sanction, or no sanction at all. As soon as practicable, the dean shall provide the faculty member with written notice of the recommendation. The provost may, however, initiate such action on his or her own authority, providing written notice to the faculty member.
- F. **Peer Review:** After receiving written notice of a recommended termination or suspension, a faculty member will be entitled to peer review, as provided for below. The peer review will take place unless the faculty member requests, in a timely manner, to opt out of the peer review process. Such a request to opt out of the peer review process must be made in writing and delivered to the provost's office within ten calendar days after the date of the written notice of the dean's recommendation to the provost, or the date of the provost's notice in those cases when the provost acts on his or her own authority. In the event the affected faculty member opts out of peer review, the provost or his designee shall nonetheless provide the faculty member with reasonable opportunity to discuss the charges and the dean's recommendation.
- G. Administrative responsibility for deciding whether to suspend or terminate rests with the provost or other person authorized by the University's president, which decision may be further appealed as provided for in paragraph N. At any time, however, deans and other appropriate administrators are authorized to accept employment resignations without seeking further approval.
- H. **Peer Review Process:** The provost shall ask the chair of the Faculty Senate to appoint a faculty panel to assist in reviewing the charges. The panel shall be composed of three members selected from the ranks of the academic faculty. Every effort shall be made to avoid appointing any individual known to be directly involved in the underlying dispute. The chair of the Faculty Senate shall designate the chair of the panel.
- I. The panel shall review the charges, including the factual justification for disciplinary action; however, its proceedings hereunder are not designed to constitute a formal evidentiary

hearing or trial. The panel shall provide the faculty member with an opportunity to meet with the panel and discuss the charges and offer his or her explanation as to why the recommended disciplinary action is unjustified. Such meeting shall be scheduled promptly and normally within ten (10) calendar days following appointment of the panel.

- J. The chair of the panel shall preside over all of its meetings and shall exercise his or her sound discretion to resolve any procedural issue that may arise, consistent with the following guidelines:
1. The chair shall schedule panel meetings and shall promptly notify the affected faculty member, the provost, and the dean of that schedule.
 2. The faculty member may be accompanied by legal counsel; however counsel for either party may not participate in the panel session other than to advise his or her client.
 3. No one appearing before the panel shall be compelled to answer questions in violation of his or her constitutional privilege against self-incrimination.
 4. Formal rules of evidence, courtroom practices, and discovery rules do not apply to the panel's proceedings. However, with the assent of the panel chair, the panel may hear from and consider relevant testimony from persons who are present at the scheduled panel meeting when such consideration is requested by the faculty member or the administration. The burden is on the requesting party to arrange for such person being present for the scheduled panel meeting.
 5. The provost may be present to observe panel meetings with the faculty member. With the permission of the chair of the panel, the provost or designee may ask questions.
 6. The panel chair shall arrange for an audio recording to be made of the panel's meeting with the faculty member or the dean (or provost).
 7. The burden shall be upon the administration to establish justification for termination or other serious disciplinary action.
- K. At the conclusion of its review, the panel shall prepare a written report and recommendation to the provost. In this report, the panel shall advise the provost whether, in its opinion, the charges appear reasonably justified and constitute grounds for termination or other serious disciplinary action. Any dissenting reports shall be included in the panel report.
- L. The chair of the panel shall promptly deliver its report, recommendation, and original audio recording to the provost, with a copy of the report and recommendation provided to the faculty member, the dean, and the chair of the Faculty Senate. The panel's report and recommendation should be delivered to the provost within 10 calendar days following completion of its review and not later than 30 calendar days from the appointment of the panel. The provost may extend these deadlines for good reason.
- M. Provost's Decision: The provost shall review the advisory recommendation of the faculty panel, confer with the chair of the panel, make a decision, and communicate that decision in writing to the faculty member, the panel members, the chair of the Faculty Senate, and the dean.
- N. Grievance: The faculty member may appeal the provost's decision in accordance with and subject to the grievance procedures established by the Faculty Senate bylaws (<http://www.virginia.edu/facultysenate>). He or she may seek in this appeal appropriate relief, including reinstatement and/or reasonable back pay, excluding attorneys' fees or an award of damages. Upon request of the chair of the Faculty Senate Grievance Committee, the provost will provide the Committee with a copy of the panel's report and the audio

recording. The faculty member may have access to the audio recording on reasonable request for review and/or to transcribe such portions as he or she may wish, provided the audio recording shall at all times remain in the custody of the provost or the chair of the Faculty Senate Grievance Committee.

- O. No Waiver or Delegation: Nothing in these procedures or elsewhere shall be interpreted as a waiver or delegation of management responsibility, imposed by the laws of Virginia, for the affairs and operations of the University.
- P. Changes in Procedures: These procedures are subject to change at any time upon notice from the provost; provided that any change shall not apply to proceedings pending before a faculty panel appointed hereunder.
- Q. Designations: Whenever the provost, dean, or chair of the Faculty Senate is mentioned in these procedures, such reference includes their designees or other appropriate persons with authority. In the event that the faculty member is employed in a unit other than a school of the University, the director or other responsible officer of the unit may serve in the capacity of the dean for purposes of this policy.
- R. Notice: Notice shall be effective when a written or other document is hand delivered to the person or received in the mail (including email at the address reflected in University records) by the intended recipient within the time provided in these procedures.

APPENDIX D: ACADEMIC CALENDAR

Fall Semester 2011

Orientation	Saturday, August 20 - Monday, August 22
Courses begin	Tuesday, August 23
<u>Add/Drop/Withdrawal</u>	Vary by school
Reading Days	Saturday, October 08 - Tuesday, October 11
<u>Fall Convocation Family Weekend</u>	Friday, October 28 - Sunday, October 30
Thanksgiving recess	Wednesday, November 23 - Sunday, November 27
Courses end	Tuesday, December 6
Reading Day	Wednesday, December 7
<u>Examinations</u>	Thursday, December 8 - Friday, December 16 (No exams on Sunday, December 11, or Wednesday, December 14)
Reading Days	Sunday, December 11; Wednesday, December 14
Fall degrees conferred	Thursday, December 29 (no ceremony)

January Term 2012

Courses begin	Tuesday, January 3 - Friday, January 13 (Classes January 3 - 7; and January 9 -13)
Courses end	Friday, January 13

Spring Semester 2012

Courses begin	Wednesday, January 18
Add/Drop/Withdrawal	Vary by school
Spring recess	Saturday, March 3 - Sunday, March 11
Courses end	Tuesday, May 1
Reading Day	Wednesday, May 2
Examinations	Thursday, May 3 - Friday, May 11 (No exams on Sunday, May 6, or Wednesday, May 9)
Reading Days	Sunday, May 6 Wednesday, May 9

Final Exercises

Sunday, May 20

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