Dear Faculty Member,

On behalf of the School of Continuing and Professional Studies (SCPS), we are both pleased and proud to welcome you to our exciting place of learning. As an important and integral member of our faculty, we value the many contributions you will make in the classroom and beyond.

Two hundred years ago, Thomas Jefferson envisioned that his University of Virginia would prepare the citizens of the Commonwealth and the nation to pursue productive careers in public service, agriculture, and commerce. In 1915, the University of Virginia organized a Bureau of Extension to deliver academic resources to people throughout the state in the spirit of Jefferson’s “hope [that] the education of the common people will be attended to.” Today, the School annually serves more than 30,000 individuals in both credit and noncredit courses of study, as well as conferences, seminars, and training programs. In all academic activities, the School adheres to values of lifelong learning and teaching excellence.

The Academic Affairs Committee has prepared this handbook to assist adjunct and resident faculty working under the auspices of the School to provide students with the highest possible quality of instruction. To that end, it contains information concerning procedures and policies. Instructors are encouraged to read it carefully and thoroughly in order to gain a better understanding of their own roles in the University community.

One of the most distinctive aspects of an education at this University is the Honor System, which was founded in 1842 and is one of the University’s most cherished institutions. Based on the principle that University students want to be trusted, the Honor System helps create and strengthen a school-wide community of trust. Students at the University make a commitment not to lie, cheat, or steal within Charlottesville, Albemarle County, or where they represent themselves as University students in order to gain the trust of others.

With a sense of our historic mission at the University, we invite you to read this Faculty Handbook, which details policies and procedures for which you are responsible as an instructor. You also will find helpful information about our School that will facilitate becoming a successful member of our teaching faculty.

We wish you the best of luck and hope that you will find the opportunity to teach and learn with our adult learners and professionals to be an enjoyable and memorable experience.

Sincerely,

Sondra F. Stallard
Dean
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INTRODUCTION
1.1 The School of Continuing and Professional Studies

Established in 1915 as the “Bureau of Extension”, the School of Continuing and Professional Studies has long served as the University’s means of extending its resources to the citizens of the Commonwealth. Since that time, the School has carried out its mission both on the Grounds of the University and by means of a network of regional centers. At present, the School consists of seven regional centers located in Richmond, Roanoke, Falls Church, Virginia Beach, Quantico, Abingdon, and Charlottesville. Students pursuing coursework through the School are primarily adults enrolled in graduate courses, undergraduate and graduate degree programs, professional development, conferences, seminars, certificate programs, or noncredit programs and courses.

1.2 Mission Statement for the School of Continuing and Professional Studies

The purpose of the University is to create, preserve, disseminate, and apply knowledge to promote the intellectual, social, cultural, and economic well-being of the Commonwealth and nation. The School of Continuing and Professional Studies (SCPS) fulfills this purpose through development and delivery of continuing education and professional development programs of the highest academic quality. In offering these programs, the University seeks to strengthen education, enhance professional skills, and promote mutually beneficial dialogue and collaboration among University faculty and the University’s many constituencies on and beyond the Grounds.

1.3 University of Virginia Purpose

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.