

Appointment, Reappointment, and Promotion of Academic General Faculty

Date: May 12, 2025

Policy ID: ENG-FAC-005

Status: Final

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Applies to: Academic General Faculty in the School of Engineering & Applied Science within the professorial or lecturer ranks. Wage faculty are excluded from this policy.

Reason for Policy: This policy affirms the role of Academic General Faculty in school governance, and establishes the criteria for appointment, reappointment, and promotion, as covered in Provost Policy PROV-004.

Definitions:

- **Case Presentation:** When departments or centers present a promotion case to the school, it includes an analysis of the case (referred to as the “formal nomination letter” in Provost Policy PROV-017: Employment of Tenure-line Faculty), a departmental or center vote on support of promotion, and external letters collected (when necessary).

Policy Statement:

I. Governance

The School of Engineering and Applied Science affirms that all faculty are full citizens and have interest and voice in shared governance. Faculty of any focus and track have access to a meaningful path to promotion, and all faculty are held to equally rigorous standards within their area of focus.

As defined by the American Association of University Professors (AAUP), the role of the faculty in shared governance is to have primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and aspects of student life which relate to the educational process. Differences in the weight of each group's voice on a particular issue is determined by the extent of its responsibility for and expertise on that issue.

II. Appointment

Unless arranged specifically in advance of creating a position, all faculty will be members of an academic department or center, and report to a department chair or center director.

Engineering does allow for the possibility of a faculty appointment within the Dean's Office, with the faculty member reporting to an associate dean (or other faculty member with an administrative appointment at a similar rank). In that instance, the associate dean will serve in a role similar to that of a department chair in all the aspects of review, reappointment, and advancement detailed below.

III. Titles

The School uses formal faculty titles in all matters related to a faculty member's employment, as outlined in PROV-004. In all other situations, only rank (i.e. Assistant Professor) need be used. Faculty in the lecturer ranks may refer to themselves as Professor when communicating with students.

IV. Rank

The School of Engineering does not use the Instructor rank. All faculty are categorized within the professorial ranks and lecturer ranks as described below.

A. Professorial Ranks

There are three professorial ranks: Assistant Professor, Associate Professor, and Professor. Within the professorial ranks, there are three track designations: Teaching, Research, and Practice.

1. Teaching track faculty of any rank:

- are able to engage in the curriculum broadly, not restricted to a specific set of courses.
- are expected to participate in service.
- are expected to participate in scholarship.

Teaching track faculty will engage in both service and scholarship at a minimum level of 10%.

2. Research track faculty of any rank

- are expected to engage in the research mission of the university broadly, including advising graduate students.
- are expected to participate in service.

Research track faculty may occasionally engage in teaching as agreed upon with their department chair and as supported by non-grant funds.

3. Practice track

- are able to develop and deliver classes.
- are able to engage in the research mission of the university broadly
- are expected to participate in service.

Faculty on the practice track are qualified in part by having the breadth and depth of knowledge and accomplishment in their field that is typically acquired by holding senior managerial or technical contributor level positions over more than a decade. This is a non-traditional faculty position focused on integrating professional practice with academics. Given the extensive experience required for appointment, faculty on the practice track are not hired at the assistant professor level in the School of Engineering and Applied Science.

B. Lecturer Ranks

There are three lecturer ranks: Lecturer, Senior Lecturer, and Distinguished Lecturer. The lecturer role is primarily focused on teaching responsibilities that do not require the terminal degree. Each lecturer's qualifications to engage in service and scholarship are independently identified.

1. Lecturer faculty of any rank:

- are able to teach courses as specified in their letter of appointment (which might be specific course numbers or specific topics). The set of courses a faculty member without a terminal degree may teach may be limited by accreditation requirements
- Senior and Distinguished Lecturers are expected to engage in service

V. Evaluation

The School of Engineering and Applied Science identifies the following areas of faculty activity upon which a faculty member's performance will be evaluated: Teaching, Research/Scholarship (Discipline and/or Educational), and Service. Examples of activities and evidence of success can be found in the supplementary document: *Faculty Areas of Activity*.

Academic General Faculty Members, depending on rank and track, must demonstrate adequate performance in the areas of activity, as outlined in their appointment letter and discussed during their annual review.

VI. Reappointment

During the first three years of employment, reappointment reviews may be as frequent as annually. After the third year of employment, reappointments will occur triennially for faculty below the rank of professor. Faculty at the rank of professor will be reappointed for five-year terms. The annual timeline for the reappointment process can be found in the supplemental document: *Annual Timeline for Promotion and Tenure and Reappointment*.

Reappointments for all Academic General Faculty will be based on past annual performance reviews, and the faculty member may be asked to submit supplementary information at the department or center's discretion. The evaluation criteria include performance meeting or exceeding expectations, and the School's ongoing need for a faculty member's particular skills.

Reappointment reviews will take place in the spring of the final year of their current appointment, with reappointment occurring immediately after the current term ends.

A. Reappointment for Faculty with Expectation of Continued Employment

Reappointments for faculty with Expectation of Continued Employment (ECE) will follow the same guidelines for faculty without ECE, with the exception of the adjusted timeline:

- Reappointment reviews will take place in the spring of the penultimate year of their current appointment, with reappointment being confirmed prior to the start of the final year of their appointment.

VII. One-time Dossier Critique

Assistant professors and lecturers, as well as faculty hired at UVA at the rank of associate professor or senior lecturer, who intend to seek promotion within the next three years can request a one-time critique of their promotion dossier by the department's or center's Promotion and Tenure Committee and the School's Reappointment Committee. The faculty member should submit the request to their department chair or center director in the spring, on the same timeline as a faculty member seeking nomination for promotion effective the following calendar year.

The critique will provide an assessment of the faculty member's readiness for promotion and recommendations for improvement. The critique may occur in the same year as a reappointment, but the two processes do not influence one another.

VIII. Promotion

Academic General Faculty Members will be presented for promotion in rank within six years in an assistant or lecturer appointment unless they choose to postpone or forego promotion review by opting out in writing. Choosing to postpone or forego promotion review does not preclude reappointment. Department chairs and center directors should, as part of the annual review process, discuss progress toward promotion for faculty not yet at the professor or distinguished lecturer ranks. At all ranks, there is no limit to the number of candidates a department or center can have in a single year.

The faculty member's supervisor and the faculty member may agree that they are ready to be considered for early promotion based on exceptional performance. Faculty who wish to be considered for early promotion should follow the normal annual P&T timeline. Faculty who have at least six years in rank as associate professor or senior lecturer, but who have not been previously reviewed for promotion at the school level, may request, one time only, that they be presented for promotion by their department or center.

An unsuccessful promotion review does not preclude ongoing reappointment at the current rank and cannot be considered evidence of insufficient performance for annual reports or future reappointment and promotion evaluations.

A. Lecturer Faculty

1. Promotion to Senior Lecturer

Promotion to senior lecturer is based on demonstrated excellence in education. The primary focus of evaluation will be teaching; other areas indicated in their appointment letter will be evaluated as well.

2. Promotion to Distinguished Lecturer

Promotion to distinguished lecturer is based on the demonstration of sustained excellence in education and substantial service; other areas indicated in their appointment letter will be evaluated as well. Documentation of national reputation is also required.

B. Professorial Faculty

1. Promotion to Associate Professor

Promotion to associate professor is based on substantial achievement and excellence in the areas of appointment. A faculty member is also expected to be an emerging leader in their department or center.

- Faculty on the research track must establish a substantial record of research scholarship and service leadership with a national reputation.
- Faculty on the teaching track must demonstrate a regional reputation as a superior educator and demonstrate scholarship contributions consistent with level of effort.
- Faculty on the practice track are not hired at the Assistant Professor level in the School of Engineering & Applied Science.

2. Promotion to Professor

Promotion to professor is based on a high level of sustained achievement and excellence in the areas of appointment. A faculty member is also expected to be leader in their department or center and school.

- Faculty on the research track must have established a substantial record of research scholarship and service leadership with an international reputation.
- Faculty on the teaching track must demonstrate a national reputation as a superior educator, a strong level of continued service to the university, and demonstrate scholarship contributions consistent with level of effort.
- Faculty on the practice track have an emphasis on integrating professional practice with one or more aspects of the university's academic mission. A strong level of internal and/or external service is expected. Faculty on the practice track must have established recognition for regional, national, or international achievements in their relevant professional field(s).

IX. Guidelines for Senior Leadership Hires

For hires into senior leadership positions, the evaluation should take evidence of leadership into account, and typical rank expectations regarding teaching, service, and scholarship should be adjusted in light of prior leadership roles and the responsibilities those roles entail.

X. Transitioning to this Policy

A. Professorial faculty on the teaching track

If an Academic Faculty Member at the rank of assistant or associate professor on the teaching track is being reviewed for promotion, and the faculty member was employed in their current position prior to the first version of this policy becoming active on August 8, 2017, they will be reviewed for scholarship according to the scholarship effort allocation in their appointment letters. If no effort allocation is noted in their appointment letters, then they will be reviewed according to their scholarship allocation in their annual reports. For employment after this date, they will be reviewed with the expectation of a minimum 10% performance in scholarship (or higher if found in their appointment letters).

B. Promotion reviews after job retitling

In 2017, some Academic General Faculty Members had their title changed into a professorial track as part of the changing definitions of tracks associated with the adoption of PROV-004. When such faculty come up for promotion, the candidate can choose to have their combined time before and after retitling considered together as all being part of the same position.

XI. Contracts that Supersede this Policy

The appointment letter typically serves as a faculty member's contract of employment with the University; subsequent reappointment letters can change the form of the original contract. Appointment or reappointment letters that deviate from the terms and conditions of this policy must be approved in advance and in writing by the provost. The terms and conditions contained in such letters or contracts that have been approved by the dean and the provost supersede this policy so long as they comply with applicable law and are consistent with the policies of the Board of Visitors.

Related Information:

Provost Policy PROV-004 (<https://uvapolicy.virginia.edu/policy/PROV-004>)

Annual Timeline for P&T and Reappointment

Annual Dossier Elements Guide

Promotion and Tenure Committees Policy ([2017.5](#))

Background:

This policy replaces policy SEAS 2017.7 Policy on Academic General Faculty and policy 2017.4 School of Engineering & Applied Science Reappointment and Promotion Policy for Academic General Faculty.