

## **UVA School of Engineering and Applied Science Employment of Tenure-line Faculty**

**Date Originated:** August 8, 2017

**Date Revised:** May 12, 2025

### **Applies to:**

Tenure-line Faculty (Tenured and tenure-eligible faculty) in the School of Engineering and Applied Science

### **Reason for Policy:**

This policy affirms the role of tenured and tenure-eligible faculty, and establishes the criteria for appointment, reappointment, and promotion and/or tenure, as covered in Provost Policy PROV-017.

### **Definitions:**

- **Student education and development:** Efforts to advance the educational mission of the school through classroom instruction, program development, advising, and mentorship
- **Case Presentation:** When departments present a promotion and/or tenure 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 vote on support of promotion and/or tenure, and external letters collected (when necessary).

## **Policy Statement**

### **I. Expectations of Tenure-line Faculty:**

All tenure-line faculty in the School of Engineering and Applied Science (SEAS) are expected to engage in research, teaching, and service, with the standard effort allocation being 40% research/40% teaching /20% service. Adjustments to this allocation require approval from the faculty member’s department chair. Substandard performance in one area is not sufficient justification to reduce effort in that area.

#### **A. Research**

Faculty members are expected to sustain impactful research programs. Independent and collaborative research and disciplinary and interdisciplinary research are all valued, as are translational research activities.

Evidence of sustained impactful research programs typically includes:

- Originality and significance of contributions to research areas and/or interdisciplinary areas, including the quality, quantity, focus and scholarly impact of the writings
- Sustained research support and proposal submissions, including awards of competitive fellowships, and the impact of funding results on research communities, engineering disciplines and practice, industry/startups, and society

- Impactful technology transfer and commercialization activities based on research advances
- Awards and honors received for research
- National and international recognition
- Letters of support evaluating research and research impacts

## **B. Student Education and Development Activities**

Faculty members are expected to advance the educational mission of the school through effective student education and development.

Evidence of advancing the mission of SEAS in student education and development typically include:

- Peer reviews of teaching
- Development of new courses
- Letters from current and former students
- Student evaluations
- Continuous improvement and updating material in existing courses
- Introducing innovative instructional practices
- Presenting and/or publishing about teaching/education
- Awards and honors for teaching (local, regional, and national)
- Effective advising of undergraduate students
- Effective mentoring of graduate students and other trainees

## **C. Service**

Each faculty member is expected to contribute to the functioning of the university, school, and/or department. In addition, faculty are expected to serve their professional communities and/or local, state, and national communities. Both quality and quantity are important.

Evidence of contributions in service typically includes:

- Service on or chairing of university committees
- Active participation in university activities
- Active participation and/or leadership in professional activities, e.g., professional practice, service in technical and professional societies and associations, and editorial work for professional journals
- Leadership outreach activities to local, state, and national populations that align with the faculty members professional expertise

## **II. Reappointment and Promotions**

## **A. The Probationary Period for Tenure-eligible Faculty**

Faculty hired on the probationary period will be appointed for an initial term of three years. In the fall of their third year (during their fifth semester, or sixth for a mid-year hire) they will be evaluated for reappointment by the department's promotion and tenure committee and then the SEAS Reappointment Committee. A successful review will result in reappointment for a second three-year term.

The reappointment review timeline can be extended by an approved extension of the probationary period.

Faculty hired without tenure will have a six-year probationary period, at the end of which they must be presented by their department for promotion and tenure (faculty hired at the rank of associate professor will be presented for tenure only). Requests for extensions to the probationary period must be submitted in writing, with approval by the department chair, to the Associate Dean for Faculty Affairs.

## **B. Promotion**

Faculty on the probationary period will be presented by their department for promotion to associate professor and the award of tenure no later than their sixth year in rank (adjusted to reflect any approved extensions in the probationary period). Faculty at the rank of assistant professor must be recommended for both promotion and tenure during the same promotion and tenure cycle; SEAS does not allow the possibility of promotion without the award of tenure.

Faculty hired as tenure-eligible associate professors must be presented by their department for the award of tenure no later than their sixth year in rank. SEAS does not allow the possibility of the award of tenure and promotion to professor in a single advancement action.

Once a faculty member's dossier has been presented by the department to the dean for the school's final recommendation to the provost, any withdrawal will result in the denial of promotion and/or tenure. Faculty denied tenure who still have time in their probationary period may not reapply for tenure.

Faculty at the end of their probationary period who are not recommended for tenure will receive a one-year notice of non-renewal

Faculty at the rank of associate professor may be presented by their department for promotion to professor at any time. Faculty who have at least six years in rank as associate professor, but who have not been previously presented by their department for promotion at the school level, may request, one time only, that they be presented for promotion by their department.

## **C. Expectations for Advancement**

**1. Promotion to tenured associate professor:**

- Research – The faculty member has developed a sustainable research program whose quality and size result in a significant impact on the candidate's field and society
- Student Education and Development – The faculty member is an effective educator and mentor with a documented commitment to continued improvement
- Service – The faculty member provides high-value service to the profession and university (including department and school) that provides the foundation for future leadership

**2. Promotion to tenured professor:**

- Research – The faculty member sustains an impactful research program that is considered to be among international leaders in the candidate's field
- Student Education and Development – The faculty member sustains effective performance as an educator and mentor
- Service – The faculty member is a leader in the provision of high-value university (including department and school) and professional and/or community service.

**D. Dossier Guidelines**

The school will publish dossier elements guidelines for the upcoming annual promotion and tenure cycle no later than May 1<sup>st</sup> of each year.

**IV. Timeline**

The school will publish a promotion and tenure timeline for the upcoming annual promotion and tenure cycle no later than May 1<sup>st</sup> of each year.

**V. Joint Appointments**

Faculty with a joint appointment shall have their promotion cases presented to the school by their primary appointment's department. A letter from the secondary appointment's department(s) shall be included in the dossier presented to the school P&T committee; this letter should include a positive or negative recommendation from the secondary department.

**VI. Review**

Candidates for promotion and/or tenure must be assessed by their departmental Promotion and Tenure Committee, as described in the *SEAS Promotion and Tenure Committees Policy* (2017.5).

The SEAS Promotion and Tenure Committee will review all candidates presented by departments. The final assessment of the SEAS Promotion and Tenure Committee is advisory to the dean.

## **VII. Transitioning to this Policy**

Tenure eligible faculty members hired before the date of this policy may choose the promotion and tenure provisions of either the previous UVA Engineering POLICY AND PROCEDURE #2017.6 (renamed [UVA Engineering Promotion and Tenure Policy for Tenured and Tenure Track Policy – superseded](#)) or this policy for their first promotion review (with or without tenure); any subsequent promotions will follow this policy.

Tenured faculty members hired before the date of this policy may also choose between the two policies for their next promotion through the 2029-2030 promotion and tenure review cycle; any promotions or promotions after this date will follow this policy.

## **VIII. Contracts that Supersede this Policy**

The appointment letter typically serves as a faculty member's contract of employment with the University. Appointment 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 appointment 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-017 <https://uvapolicy.virginia.edu/policy/PROV-017>

Annual Timeline for P&T and Reappointment

Annual Dossier Elements Guide

Promotion and Tenure Committees Policy (2017.5) (2017.[5](#))

**Background:** This policy was previously titled 2017.6 Promotion and Tenure Policy for Tenured and Tenure Track Faculty.

**Revision history:** This policy was originated on August 8, 2017.