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SEAS POLICY AND PROCEDURE # 2017.5

Title: SEAS Promotion and Tenure Committees Policy

Contact office

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Applies to:

Faculty members who serve on the Promotion and Tenure (P&T) Committees

Reason for Policy:

Faculty members who serve on the Promotion and Tenure (P&T) Committees have a significant responsibility to ensure that the committee's deliberations are thorough, unbiased, thoughtful and fair. Members should report inappropriate conversations to the dean. These committee goals are, in part, realized by equitable representation of faculty on these P&T Committees.

Policy Statement/Procedures:

There are two types of P&T Committees: Department P&T Committees and the SEAS P&T Committee. For each committee, the following hold:

1. All members (both tenured and academic general faculty) of the two committees, except those who recuse themselves, will examine and discuss the cases of tenure track faculty and of academic general faculty.
2. In all cases, the individuals on the committee who voted and the vote tally must be included in the P&T Committee's report.
3. In expedited cases (e.g., retention and direct hires), and reappointment cases, a representative subset of a P&T Committee may review the case and vote. In all cases, the individuals who voted and the vote tally must be included in the P&T Committee's report

4. All of the committee's deliberations and recommendations must be kept strictly confidential.
5. The P&T committee will make its recommendation based on the materials submitted to it. If more information is needed, or if there are questions about the materials submitted, the chair of the committee should request additional documentation from the candidate's nominator (the nominator is typically the chair or the designee of the chair. However, in cases of self-nomination, the nominator can be another faculty member or the candidate). Committee members will not seek information on their own and will not provide information to the Committee.
6. Any verbal communication from outside the committee that is considered in the evaluation must be documented in writing.
7. For each case (reappointment, tenure, or promotion), the P&T Committees should review the materials provided and write an analysis discussing the strengths and weaknesses of the case.

I. Department P&T Committee:

The first important step in a promotion, tenure, or reappointment case begins with a Department P&T Committee. The Department P&T Committee should consist of at least 3 eligible faculty members (and could consist of the entire eligible faculty) and the department chair or designee of the chair.

For the Department P&T Committee, the following holds:

1. Each department, by a vote of the professorial faculty, will decide if Academic General Faculty on the Department P&T Committee will vote on the cases of tenure-track and tenured faculty. All committee members will vote on the cases of Academic General Faculty.
2. Tenured professors, and academic general faculty members holding the rank of Associate Professor or Professor are eligible to serve.
3. All faculty members serving on the Department P&T Committee must have higher rank than the candidate.
4. The committee membership will have a distribution representative¹ of tenure-track and academic general faculty associate and "full" professors as exists in the department.
5. Considerable efforts should be made by each department to ensure diversity on the committee, using the same diversity guidelines used for search committees.

¹ It is intended that the committee should both (a) represent both academic general faculty and tenure-track faculty and (b) approximate the proportions of associate and full professorial faculty within the department; both subject to the limitations of numbers of faculty available.

6. A department selects members to serve by a vote of tenured/tenure-track and academic general faculty or by some process defined and voted on by the department.
7. In consultation with the dean, departments encompassing several distinct disciplines may elect to have multiple committees, one per area.
8. The P&T procedures for faculty with secondary appointments (in SEAS or in another school) are the same except that
 - one member from each secondary department shall serve on the primary department's P&T Committee for that case, and
 - a letter from each secondary department shall be submitted to the primary department's P&T Committee. The letter should represent the secondary department's views.

Even in the case that the Department P&T Committee's recommendation is not in favor of promotion/tenure, a report must be written. The Department P&T Committee submits its report to the chair of the candidate's primary department, which is responsible for reporting the case to the dean, the SEAS P&T Committee and the secondary department(s).

II. SEAS P&T Committee:

For the SEAS P&T Committee, the following holds:

1. The SEAS P&T Committee consists of 8–10 tenured Professors and Academic General Faculty Professors.
2. All committee members have equal voting rights.
3. Each department will recommend up to three faculty with the rank of Professor, one of whom will be an Academic General Faculty Member (if such faculty exist in the department). The recommended faculty will be selected by a vote of all professorial faculty or by some other process defined and voted on by the professorial faculty members in the department.
4. Efforts should be made by each department to ensure diversity in their recommended faculty.
5. The SEAS P&T Committee membership will have a distribution representative of tenured and Academic General Faculty Associate Professors and Professors as exists in SEAS (but will have at least two Academic General Faculty Members to help ensure representation in case of recusal).
6. The dean shall select at least one member from each department's recommended list to be part of the SEAS P&T Committee.
7. The dean can also select up to two at large committee members, subject to the 8–10 committee size constraint.
8. Considerable efforts should be made to ensure diversity on the committee, using the same diversity guidelines used for search committees.
9. The dean's office will appoint a chair of the committee from the committee members.

The SEAS P&T Committee will follow the below principles and rules:

1. Although the SEAS P&T Committee is constituted with faculty from multiple departments, each committee member represents and makes recommendations in the best interests of the School.
2. Committee members must recuse themselves from deliberations and voting on candidates who have primary appointments in their primary department. Committee members must recuse themselves from deliberations and voting on any candidate for whom they have a conflict of interest.
3. The SEAS P&T Committee will provide critiques of dossiers submitted by AGF Assistant Professors and Lecturers, and endorsed by their chair, planning on going up for promotion in 1-3 years.
4. The SEAS P&T Committee will provide critiques of dossiers submitted by faculty, and endorsed by their chair, whom have been hired to UVA at the rank of Associate Professor or Senior Lecture.
5. A SEAS P&T Committee critique is performed only once per faculty member.
6. A final report that includes the faculty who voted, the final vote tally, the recommendation, and the evidence used in making the recommendation will be submitted to the dean.
7. Committee members are expected to serve for 3 years, with staggered appointments.

Effective Date: This policy was voted upon and approved unanimously by the SEAS Leadership Council on 8 August 2017. The policy is effective as of 8 August 2017.



William Epling, Chair
SEAS Leadership Council

8 August 2017