

AGFM Promotion Review 23-24
Formatting and Submission Guidelines
DUE December 1, 2023, at 5:00 p.m.

Eligibility

An academic general faculty member in their sixth year of service is eligible to be considered for promotion in rank. [Under the revised provost policy](#), all faculty who are eligible must respond in writing if they wish to waive promotion review at this time. This written verification (e.g., an email) must be attached to the Smartsheet.

Dossier Submission

The dossier of any faculty member considered for promotion must be sent forward by **December 1, 2023**, regardless of whether there is a recommendation for or against promotion. The department proceeds through its consideration process, including discussion of the case by all eligible members of the department personnel committee, and a recorded vote to arrive at a recommendation. Joint faculty should be reviewed by a joint committee preparing one report, with separate department votes and chair letters.

Criteria for Promotion: all general faculty ranks and tracks

Promotion to Senior Lecturer: Faculty in their sixth year on the Lecturer track are eligible to be considered for promotion to **Senior Lecturer**. According to the provost's [general faculty policy](#), promotion to this rank requires "demonstrated excellence as a teacher."

Promotion to Distinguished Lecturer: According to the provost's policy, "Promotion to **Distinguished Lecturer** requires further sustained excellence as a teacher and substantial service to the school or University." A&S requires, further, a demonstrated impact on pedagogy in the field. This may take the form of presentations or demonstrations at conferences, published articles or books on pedagogy, and other means of disseminating pedagogical techniques. Substantial service to the school or University may include service as a department/program officer, service on committees, or substantial and sustained advising responsibilities.

Promotion to Associate Professor, Teaching Track: Faculty in their sixth year as Assistant Professor, General Faculty are eligible to be considered for promotion to **Associate Professor, General Faculty**. According to the provost's policy, to be promoted to associate professor on the teaching track, "Academic General Faculty Members must demonstrate excellence in teaching and meet or exceed the expectations of their position as defined in their appointment letter, position statement, or school policy. They also must demonstrate, either through internal review or local or regional reputation, that they have attained status as a superior educator. Scholarship is not required for promotion unless it is specified as a requirement in the appointment letter, position statement, or school policy. If required, scholarship must be evaluated for promotion on the teaching track according to the standards set out in the school's policies on Academic General Faculty Members." The College neither requires nor will

consider scholarship for promotion to Associate Professor on the teaching track unless it is scholarship on teaching.

Promotion to Professor, Teaching Track: According to the provost's policy, promotion to **Professor, General Faculty** requires "further sustained excellence in teaching, contributions to the educational capabilities and excellence of the University, and regional, national, or international reputation as a superior educator." A&S policy requires that AGFM seeking promotion to the rank of Professor on the teaching track contribute to the educational capabilities and excellence of the College and/or University as demonstrated by the development and dissemination of pedagogical techniques, involvement in the Center for Teaching Excellence, pedagogical mentoring of teaching faculty, participating in regional and national conferences, and so forth. Substantial service to the school or University will also be valued and may include service as a department/program officer, service on committees, or substantial and sustained advising responsibilities.

Promotion to Associate Professor, Research Track: Faculty in their sixth year as Research Assistant Professor are eligible to be considered for promotion to **Research Associate Professor**. According to the provost's policy, promotion to associate professor, research track, AGFM "must establish a substantial record of scholarship appropriate to their responsibilities and demonstrate leadership in local, regional, or national discipline-related affairs."

Promotion to Professor, Research Track: According to the provost's policy, promotion to **Research Professor** requires "independent research or research support as defined in the appointment letter or position statement, a sustained record of scholarship appropriate to the position, and national or international recognition for contributions to the field. Promotion to professor also may require further achievements, as set forth in the school's policies on Academic General Faculty Members, such as significant innovations or accomplishments in research or many years of extraordinary service to the school or University." The record of scholarship will typically include a substantial body of peer-reviewed work (e.g., a book, articles, digital projects) published since promotion to Associate Research Professor. National and international recognition will be demonstrated by letters from faculty beyond UVA. Extraordinary service to the school or University may be demonstrated by development or leadership of centers or programs, service as a department/program officer, service on committees, or substantial and sustained advising.

Promotion to Associate Professor, Practice Track: Faculty in their sixth year as Assistant Professor of Practice are eligible to be considered for promotion to **Associate Professor of Practice**. According to the provost's policy, faculty with this rank must "demonstrate sustained excellence in integrating professional experience with the academic mission of the school, meet or exceed the expectations of their position as defined in their appointment letter, position statement, or school policy, and receive regional, national, or international recognition for contributions to their professions. Scholarship is not required for promotion unless it is specified as a requirement in the appointment letter, position statement, or school policy." If required, scholarship must be evaluated for promotion on the practice track according to the

standards laid out in the school's policies on Academic General Faculty Members." When required, scholarship or creative work related to their field of practice or teaching will be considered.

Promotion to Professor, Practice Track: According to the provost's policy, promotion to **Professor of Practice** requires "further sustained excellence in integrating professional experience with the academic mission of the school, substantial contributions to the capabilities and excellence of the University, and further recognition for regional, national, or international achievements in the relevant professional field(s). Promotion to professor also may require further achievements, as set forth in the school's policies on Academic General Faculty Members, such as substantial scholarship, national or international contributions to the integration of professional experience with academic instruction or scholarly research, or many years of extraordinary service to the school or University." Substantial contributions to the capabilities and excellence of the University may be demonstrated by development or leadership of centers or programs, service as a department/program officer, service on committees, substantial and sustained advising.

Summary of Required Items for Promotion Reviews

| | Track Type | Lecturer | Lecturer | Teaching | Teaching | Research | Research | Practice | Practice |
|---------|---|--------------------------|---------------------------------|---------------------------------|---------------------------------|------------------------|-----------------------|---------------------------------|---------------------------------|
| Section | Document | Lecturer to Sr Lecturer | Sr Lecturer to Dist Lecturer | Assistant to Associate | Associate to Full | Assistant to Associate | Associate to Full | Assistant to Associate | Associate to Full |
| 1 | Chair's Letter | yes | yes | yes | yes | yes | yes | yes | yes |
| 2 | CV | yes | yes | yes | yes | yes | yes | yes | yes |
| 3 | Personal Statement | yes | yes | yes | yes | yes | yes | yes | yes |
| 4 | Departmental committee report | yes | yes | yes | yes | yes | yes | yes | yes |
| 5 | Annual Reports since hire or last review | yes | yes | yes | yes | yes | yes | yes | yes |
| 6 | Departmental peer evaluation narrative and scores since hire or last review | yes | yes | yes | yes | yes | yes | yes | yes |
| 7 | All SET reports (course evaluations) since hire or last review | yes | yes | yes | yes | Yes, if also teaching | Yes, if also teaching | yes | yes |
| 8 | Other evidence of teaching excellence (see below for detail) | yes | yes | yes | yes | Yes, if also teaching | Yes, if also teaching | yes | yes |
| 9 | Memo of Conversation from this review | yes | yes | yes | yes | yes | yes | yes | yes |
| 10 | Publications and presentations | n/a | Yes, if scholarship on teaching | Yes, if scholarship on teaching | Yes, if scholarship on teaching | yes | yes | Yes, if scholarship is required | Yes, if scholarship is required |
| 11 | Internal/External Letters | 4-6 Can be Internal Only | 6-8 Evenly Mixed Int/Ext | 4-6 Can be Internal Only | 6-8 Evenly Mixed Int/Ext | 6-8 External Only | 6-8 External Only | 4-6 Can be Internal Only | 6-8 Evenly Mixed Int/Ext |
| | Spreadsheet Summary of Reviewers | yes | yes | yes | yes | yes | yes | yes | yes |
| | Prospective reviewer correspondence | yes | yes | yes | yes | yes | yes | yes | yes |
| 12 | From Last Renewal: | | | | | | | | |
| | Department Report (prior) | yes | yes | yes | n/a | yes | n/a | yes | n/a |
| | Chair's Letter (prior) | yes | yes | yes | n/a | yes | n/a | yes | n/a |
| | Memo of Conversation (prior) | yes | yes | yes | n/a | yes | n/a | yes | n/a |

Document Descriptions for Promotion Reviews

1. **Chair's Letter:** The chair's letter should provide a brief statement of the internal procedures of the department in making the decision. Please include what ranks of faculty voted, the result of the vote, and the Chair's interpretation of the collective will of the department. The Chair should explain and summarize the discussion and state the major reasons why the department voted as it did. In all cases, the Chair should provide their own assessment of the candidate, including the candidate's strengths and weaknesses and the Chair's reasons for recommending renewal or nonrenewal.
2. **Curriculum Vitae:** Please organize the CV to separate work accomplished since the initial hire from work that preceded it.
 - a. Teaching and service (specifying courses taught; advising activities; undergraduate and graduate supervised thesis research; administrative contributions; etc.)
 - b. Research section dividing publications into the following categories:
 - i. Books
 - ii. Articles in refereed journals, un-refereed publications, specified other
 - iii. Digital projects
 - iv. Public-facing articles and other publications
 - v. Project reports
 - vi. Grants
3. **Personal Statement:** The prose statement from the candidate should be organized according to their responsibilities as outlined in the appointment letter. Please describe recent accomplishments and plans in the areas of responsibility (teaching, advising, research, professional service, creative practice and service as applicable). For faculty on the teaching track, please consider including classroom and non-classroom teaching/advising as well as teaching-related professional development, recent teaching awards, curricular development, teaching-related mentoring of colleagues, or activities related to dissemination of teaching practices. The statement should not exceed two single-spaced pages.
4. **Departmental committee report:** The report consists of an analysis made within the department, normally by an ad hoc committee, organized according to the official responsibilities of the faculty member. At the outset of the report, please note the official effort allocation including the weighting of each category (research, teaching, service, administrative, as appropriate) and responsibilities of the position as stated in the appointment letter. The report should address:
 - a. The candidate's teaching performance (when teaching is required) should be assessed based on all existing evidence and an interpretation of that evidence in the context of the department. The department report should include a list of all courses taught, providing semester, year and number of students enrolled. Teaching includes advising duties, so please include the number and kinds of advisees as well as an assessment of advising when you address this category.

The teaching assessment should include evidence from the SET reports as well as the other forms of evidence outlined below.

- b. When research/scholarship/creative work is required in the position responsibilities (typically on the research or practice track), the merit of the candidate's published work and career trajectory, including the promise of future research, creative work, and/or professional practice. This analysis should include thorough discussion of the specific strengths and weaknesses of each major work. If a proper assessment cannot be made within the department, an independent evaluation should be sought from outside in consultation with the Dean's Office.
 - c. The candidate's service to the department, the University, the profession, and the Commonwealth.
5. **Annual Reports:** Please provide all annual reports since hire or since the last renewal as either one inclusive or three separate documents. These may be downloaded from the [Arts & Sciences Annual report system](#). If you need access, please contact Aimee Steussy at ans5a@virginia.edu.
6. **Departmental peer evaluations:** This should include all departmental peer evaluations (both narrative and scores) since hire or since the last renewal. Please compile in one document and include the feedback provided to the candidate after each of the three most recent annual reviews.
7. **Student Experiences of Teaching (SET) reports:** This folder consists of multiple files containing teaching evaluations (or SET reports) separated by course and the year taught, covering the period since hire or the most recent appointment/renewal. Please also enter the data in this template: [Course Evals Spreadsheet Template](#). This will make it easier for review committees to see trends over time and how scores compare to department means.
8. **Other evidence of teaching excellence:** In addition to the SET reports, please submit a separate document containing **two** alternative forms of evidence of teaching excellence from the following list. Please combine these into one file.
 - a. course syllabi
 - b. course activity or assignment descriptions
 - c. peer observation reports
9. **Memo of conversation with the candidate:** The Chair should carefully discuss the principal judgments and items of advice that emerged from the review process. The candidate should not see the committee report itself, but instead receive the Chair's written as well as oral summary of the principal points made in the report. As always, the faculty member should receive a physical, printed copy of the memo of conversation, but in order to ensure that the Chair and the faculty member have read the document and concur on its contents, we ask that the memos you supply with your

renewal materials be signed by both the chair and the faculty member. We suggest ending the memo with this line: "Our oral conversation is accurately captured in this memo of conversation. Signed: Chair: _____ Faculty Member: _____"

10. Publications: Include only if required by the position or, for faculty on the teaching track, if scholarship is on teaching.

11. Reviewer letters: Please see **Summary of Required Items for Promotion Reviews** table for number and type of letters required. Internal letters may be from within UVA, within or outside of the department. External letters should be from outside UVA.

12. Documentation from prior review: Please include prior department report, chair letter, and memo of conversation.

Dossier Submission Instructions

Please upload your documents to the appropriate folder in [your departmental folder in SharePoint](#). All documents must be submitted as PDFs. Each document should be labeled starting with the departmental four-letter organization code followed by the candidate's last name, first name initial, and the abbreviated name of the document, as noted below. For documents across multiple years, include the year at the end. Each part of the label should be separated with a period. Files where the folder is noted as n/a should be at the top level. See examples below:

| Document Description | Folder name | File name |
|--|---------------------------|---|
| Chair Letter | n/a | ANTH.Jones.R.Chairltr |
| Curriculum Vitae | n/a | ANTH.Jones.R.CV |
| Personal Statement | n/a | ANTH.Jones.R.PersonalStmt |
| Department Report | n/a | ANTH.Jones.R.DeptRpt |
| Annual Reports since hiring or last review | ANTH.Jones.R.AnnualRpts | ANTH.Jones.R.AnnualRpt.2020 or ANTH.Jones.R.AnnualRpt.2020-22 |
| Departmental Peer Evaluations since hiring or last review (narrative and scores) | n/a | ANTH.Jones.R.PeerEval |
| Student Experiences of Teaching (SET) reports | ANTH.Jones.R.Teaching | ANTH.Jones.R.CrseEval.8710.2020 |
| Other evidence of teaching excellence | ANTH.Jones.R.Teaching | ANTH.Jones.R.TeachExcl |
| Memo of Conversation | n/a | ANTH.Jones.R.MemoConv |
| Publications (if applicable) | ANTH.Jones.R.Publications | ANTH.Jones.R.Article1.short-title.year |
| Letters and reviewer correspondence | ANTH.Jones.R.ReviewLtrs | ANTH.Jones.R. ReviewLtrs.Spreadsheet ANTH.Jones.R. ReviewLtrs.Correspondence ANTH.Jones.R. ReviewLtr.Name |
| Documents from last review | ANTH.Jones.R.PriorDocs | ANTH.Jones.R.DeptRpt ANTH.Jones.R.ChairLtr ANTH.Jones.R.MemoConv |