

FACULTY HANDBOOK

GENERAL INFORMATION

Faculty

1. UNDERGRADUATE PROGRAMS AND ADVISING

1.1 Major and Minor Tracks

Major in Slavic Languages and Literatures

Minor in Slavic Languages and Literatures

1.2 Declaring a Major or a Minor

1.3 Double Major

1.4 Distinguished Majors Program

1.5 Advising

1.6 Study Abroad

1.7 Placement in Russian Language

1.8 Transfer of Domestic and Foreign Credit

1.9 Dobro Slovo: The Russian Honors Society

1.10 The Russian House

1.11 The Pertzoff Prize

2. GRADUATE PROGRAMS

2.1 MA Program Degree Requirements

2.1.1 Requirements for Admission

2.1.2 Financial Aid

2.1.3 MA Degree Requirements

2.1.4 Sequence Guidelines

2.1.5 Examinations

2.1.6 MA Thesis or Research Project

2.2 PhD Program Degree Requirements

2.2.1 Requirements for Admission

- 2.2.2 Required Course Work
- 2.2.3 Duration of Financial Support
- 2.2.4 Language Requirements
- 2.2.5 Examinations
- 2.2.6 Dissertation Proposal
- 2.2.7 Dissertation Seminar
- 2.2.8 Fellowships and Financial Aid
- 2.2.9 Graduate Advising
- 2.2.10 Faculty Guidelines for PhD Comprehensive Examinations
- 2.2.11 Information for Graduate Teaching Assistants

3. FACULTY RESPONSIBILITIES

- 3.1 Departmental Service Responsibilities
- 3.2 Procedure for Course Evaluation
- 3.3 Statement on Faculty Mentoring
- 3.4 Procedures for Third-Year Review for Faculty Contract Renewal
 - 3.4.1 Initiation
 - 3.4.2 Submission of Materials
 - 3.4.3 Committee Evaluation
 - 3.4.4 Department Discussion and Recommendation
 - 3.4.5 Dean's Response
 - 3.4.6 Confidentiality
 - 3.4.7 Candidate's Appeal Mechanism
- 3.5 Procedures for Promotion and Tenure
 - 3.5.1 Initiation
 - 3.5.2 Submission of Materials
 - 3.5.3 Outside Experts
 - 3.5.4 Committee Evaluation Process
 - 3.5.5 Departmental Discussion and Vote
 - 3.5.6 Confidentiality
 - 3.5.7 Promotion Materials for Promotion and Tenure Committee and Provost
 - 3.5.8 Arts and Sciences Promotion and Tenure Committee
 - 3.5.9 Consideration at the Provost's Level
 - 3.5.10 Denial and Departmental Appeal

- 3.5.11 Candidate's Appeal Mechanism
- 3.6 Procedures for Promotion to the Rank of Full Professor
 - 3.6.1 Initiation
 - 3.6.2 Submission of Materials
 - 3.6.3 Outside Experts
 - 3.6.4 Committee Evaluation Process
 - 3.6.5 Departmental Discussion and Vote
 - 3.6.6 Confidentiality
 - 3.6.7 Promotion Materials for Promotion and Tenure Committee and Provost
 - 3.6.8 Arts and Sciences Promotion and Tenure Committee
 - 3.6.9 Consideration at the Provost's Level
 - 3.6.10 Candidate's Appeal Mechanism
- 3.7 Faculty Travel Guidelines
- 3.8 Annual Activity Report
- 3.9 New Course Proposals and Course Change Proposals

GENERAL INFORMATION

The Department of Slavic Languages and Literatures is located in 109 Cabell Hall (address: PO Box 400783, phone: 434-924-3548, fax: 434-982-2744), and includes, in addition, the offices numbered 101-106 along the corridor. It is open weekdays from 8AM to 5PM. The office staff includes Ms. Anne Zook and Ms. Jeanie Bisselink. All questions of a general nature relating to departmental procedure should be directed to them. Students are always welcome to stop in.

The Department offers courses in language, literature, folklore, culture/civilization, and general linguistics. Russian language is taught on a regular basis, and includes four levels, each taught every year. First- and second-year Polish are normally taught each year, subject to faculty availability. Other Slavic languages are taught on an irregular basis, subject to the availability of faculty. Most courses in literature, folklore, and culture/civilization relate to Russia, but some are more general, extending to other Slavic (and occasionally non-Slavic) nations. There are primarily five mnemonic rubrics under which courses at both the undergraduate and graduate level, they are:

LNGS General linguistics

RUSS Russian language and language pedagogy

RUTR Russian literature in translation

SLAV Various areas relating to more than one Slavic culture

SLFK Slavic folklore

SLTR Non-Russian Slavic literature in translation

Courses in languages other than Russian are offered under the mnemonics BULG (Bulgarian), CZ (Czech), POL (Polish), SRBC (Serbian/Croatian), and UKR (Ukrainian). Students should consult the Undergraduate Record for the frequency with which individual courses are given.

The faculty includes eight regular members, a visiting native-speaker, and several associates. [Click here](#) for a list of regular and associate faculty members.

Faculty members post their official office hours on their doors and normally include them on course syllabi. Students should take note, and should feel free to consult as occasions arise.

The Department includes a small library (109 Cabell) which is open to students. The library includes works of Russian literature as well as reference books relating to the history, structure, language pedagogy, folklore, and literature of the Slavic languages.

[Click here for Undergrad Program Information](#)

[Click here for Graduate Program Information](#)

3. FACULTY RESPONSIBILITIES

Faculty responsibilities include research, teaching, and service. Service to the department is graded on a point system based on the departmental task assumed by the faculty member. Teaching is evaluated each semester by using departmental teaching evaluation forms. In addition to this regular evaluation procedure, in-class observation of teaching accompanies review for renewal or promotion. Faculty must also submit an annual report detailing scholarly, teaching, and service activities.

Teaching responsibilities include supervision of graduate work and the department offers guidelines for doctoral examinations and the defense of the dissertation. On occasion the department decides to alter its curriculum. The procedures for adding new courses, and deleting old ones are set by the Committee on Educational Policy and the Curriculum. To facilitate keeping abreast of the relevant discipline, faculty travel to and active participation in conferences is encouraged. There are regular forms to be used for requesting financial assistance with travel.

To help young faculty adjust to the department and the University, older faculty in the same discipline serve as mentors. Faculty are reviewed for renewal in their third year, for promotion and tenure in their sixth, and for promotion to full professor upon completion of significant scholarly work. The department follows a set of procedures for these processes that combine university guidelines with departmental ones.

3.1 DEPARTMENTAL SERVICE RESPONSIBILITIES

Job Descriptions for Departmental Service Positions

Average = 4–5 points

Level 0 = 5 points

Chair: Oversees administration of all departmental functions, including budget, personnel (hiring, evaluation, tenure and promotion), and curriculum management. Responsible for the organization of departmental committees and the allocation of resources, from teaching responsibilities to office space. Serves as chief liaison between the Dean of the Faculty and the departmental faculty.

Level 1 = 3 points

Graduate Advisor: Serves as chief advisor to graduate students. Oversees recruitment of new graduate students; coordinates distribution of financial aid; coordinates administration of departmental examinations.

Undergraduate Advisor: Serves as chief advisor to undergraduate majors. Coordinates departmental participation in College advisory and award activities. Serves as liaison between the department and the Curry School of Education.

Level 2 = 2 points

Lower Division Advisor: Advises first and second year College students from time of entry to the selection of a major program.

Coordinator of First-Year Russian: Coordinates all instructional activity in First-Year Russian, including preparation of syllabus and examinations. Supervises Teaching Assistants.

Language Committee Chair: Oversees undergraduate and graduate language curricula. Coordinates placement testing, M.A. and Ph.D. language testing.

Level 3 = 1 point

Literature Committee Chair: Oversees undergraduate and graduate literature curricula. Coordinates M.A. and Ph.D. literature examinations.

Linguistics Committee Chair: Oversees undergraduate and graduate linguistics curricula. Coordinates M.A. and Ph.D. linguistics examinations.

Folklore Committee Chair: Oversees undergraduate and graduate folklore curricula. Coordinates M.A. and Ph.D. folklore examinations.

Coordinator of Second-Year Russian: Coordinates all instructional activity in Second-Year Russian, including preparation of syllabus and examinations. Supervises Teaching Assistants.

Russian House Coordinator: Serves as liaison between Housing Department and Russian House. Oversees Russian House Director. Coordinates application procedure for residents.

Departmental Faculty Secretary: Takes notes at faculty meetings and composes official minutes. Maintains file of minutes of past meetings.

Student-Faculty Advisory Committee: Serves as representative of departmental faculty and acts as liaison between students and faculty. Is elected by the students.

Study Abroad Advisor: Serves as resource person for students interested in studying in Russia. Advises students of procedures for studying

abroad. Facilitates transfer of credit for students upon return from study abroad. Is responsible for communication with the University of St. Petersburg. Serves as liaison between Department and International Studies Office.

Affirmative Action Coordinator: Ensures that all policies and procedures regarding affirmative action are observed within the Department, particularly in the area of recruiting and hiring.

Faculty Senate Representative: Represents the Department in the Faculty Senate.

3.2 PROCEDURE FOR COURSE EVALUATION

1. Faculty who are required to submit paper evaluations will select a student in each course to distribute, collect, and return the forms to the department secretary.
2. The department secretary computes the scores and compiles a chart of enrollments vs. the number of questionnaires returned.
3. Sets of evaluations are to remain on permanent file in the Department. Faculty members may examine them for a week after the computations have been made, and grades have been submitted.

ALL faculty must direct their students to complete online course evaluations.

3.3 STATEMENT ON FACULTY MENTORING

Although the Department of Slavic Languages and Literatures encourages faculty consultation and cooperation on an informal basis, there is also a formal system of mentoring for junior faculty.

Assignment of a Mentor

Once a new faculty member has been hired by the University, the faculty member will meet with the department Chair to discuss the choice of a mentor from the department. The mentor should have research and teaching interests in the same field as the new faculty member. The faculty member may request a specific member of the senior faculty to serve as mentor. The Chair will then appoint a member of the senior faculty to serve as mentor.

Responsibilities of the Mentor

Although informal contacts between the new faculty member and the mentor should be encouraged, the formal responsibilities of the mentor will be as follows:

1. During the week before classes begin for the fall semester, the mentor shall meet with the new faculty member to discuss his or her syllabi and teaching plans for the upcoming semester, and to make sure that the faculty member is aware of the numerous resources available through the Teaching Resource Center. The new faculty member's research plans, opportunities for scholarly publishing, etc., should also be among the topics discussed. (The new faculty member should discuss his or her departmental service responsibilities with the Chair.)
2. The mentor and the faculty member should meet again at the beginning of the spring semester. The purpose of this meeting is to

review the experiences of the fall semester as well as the faculty member's plans for the spring semester.

Evaluation

The meetings between the junior faculty member and the mentor are intended to help junior faculty find the best opportunities for success at the University. Formal evaluation of the faculty member's progress at the University will remain the responsibility of the department Chair, who will meet with the junior faculty member for this purpose at the end of each academic year.

Other faculty members are encouraged to offer assistance whenever they choose to do so, and the junior faculty member shall be encouraged to seek advice and assistance from other faculty members, both inside and outside the department.

(Adopted by faculty vote-May 1, 1997)

3.4 PROCEDURES FOR THIRD-YEAR REVIEW FOR FACULTY CONTRACT RENEWAL

3.4.1 INITIATION

As is customary in the College of Arts and Sciences, the initial appointment for untenured faculty in the Department of Slavic Languages and Literatures is normally for a period of four academic years. The Department normally considers tenure-track candidates for renewal of term in the third year of their service.

The Department Chair will notify the candidate of the upcoming review process by April 1 of the academic year prior to the one in which the decision on renewal will be reached. The Chair will make every effort to answer whatever questions the candidate might have about the review process.

Ad hoc Third-Year Review Committee

The Committee is appointed by the Department Chair, and it will consist of three of the tenured faculty members of the Department. Every effort will be made to ensure that the candidate's field of specialization is represented on the Committee.

3.4.2 SUBMISSION OF MATERIALS

The following materials are to be submitted to the Chair by the candidate by November 1 of the academic year in which the decision on renewal will be reached:

- a. A Curriculum vitae that includes a section on teaching and service, specifying courses taught, advising activities, undergraduate and graduate supervised thesis research; a section on participation in administration at the departmental level and higher.
- b. A bibliography that divides publications into the following categories:
 1. books
 2. scholarly articles in refereed journals
 3. unrefereed publications
 4. published translations
 5. published teaching materials

Work accomplished since the initial appointment should be separated from the work that preceded it. In the case of a dissertation that has been readied for publication, the candidate should provide a statement explaining the extent and nature of the revisions.

- c. One copy of all publications and other relevant materials (including materials still in press). A copy of the dissertation should be included if a revised form has been readied for publication.
- d. A personal statement discussing teaching and research to date, as well as teaching and research plans for the future. This statement should be limited to two pages (single spaced).

3.4.3 COMMITTEE EVALUATION

The ad hoc committee will write a report (suggested length: 4-5 pages) assessing the candidate's performance in research, teaching, and service. The substance of this report will be incorporated into the Chair's report to the Dean of Arts and Sciences.

Standards for Renewal Research

The standard for renewal: evidence of candidate's excellence or potential for excellence in research. The Committee will read the candidate's published and unpublished work, as well as any related materials. Among the factors that the committee will consider are the quality of the research, evidence of intellectual growth, and regularity of output.

Teaching

The standard for renewal: evidence of the candidate's excellence or potential for excellence in teaching and advising. The committee will consider above all the quality of the instruction in the candidate's courses. The evaluation process will include both analysis of student evaluations and direct classroom observation. Among the factors that the committee will consider are evidence that the candidate seeks to engage the students in the learning process and is successful in stimulating student thinking about the course material.

Service

The standard for renewal: adequate evidence that the candidate participates constructively in administrative activities.

3.4.4 DEPARTMENTAL DISCUSSION AND RECOMMENDATION

The Third-Year Review Committee will have its report ready by February 1 so that the tenured faculty can meet, discuss the case, come to a decision about a recommendation for renewal, and allow the Chair adequate time to write a final report before the Dean's deadline of March 1.

The Chair will report the departmental recommendation to the candidate soon after it has been decided.

Chair's Report

Whether the departmental recommendation is positive or negative, the Chair will submit the following materials to the Dean:

- a. A cover letter from the Chair describing the departmental process and vote, and including the Chair's recommendation. This letter will convey to the Dean the vote of the faculty, the faculty's consensus concerning the candidate's strengths and weaknesses in the areas of research, teaching, and service, as well as any useful advice for the candidate that has developed during the deliberations.
- b. The candidate's curriculum vitae
- c. The candidate's personal statement on teaching and research
- d. The ad hoc committee's report on teaching, research, and service
- e. Memo of conversation with the candidate. After the review process has been completed, the Chair will meet with the candidate and carefully discuss the principal judgments and items of advice that emerged from the review process. The candidate will not see the report itself, but will instead receive the Chair's written -- as well as oral -- summary of the principal points made in the report. One member of the ad hoc Committee will also attend this meeting. A memo of this conversation, outlining the points made, will be submitted to the Dean of Arts and Sciences.

3.5 PROCEDURES FOR PROMOTION AND TENURE

3.5.1 INITIATION

The process of consideration for tenure is automatically initiated by the Department Chair at the end of the fifth year of the candidate's term at the University of Virginia. It can also be initiated earlier by a request from the candidate.

The Department Chair will notify the candidate of the promotion and tenure procedures by April 1 of that year. The Chair will make every effort to answer whatever questions the candidate might have about the promotion and tenure process.

As part of the initial phase, the candidate will submit an updated curriculum vitae and a list of ten experts external to the University of Virginia who would be capable of commenting on the candidate's work. This list, which should include addresses, will be submitted by May 1. The candidate should specify his or her relationship to each expert listed.

Ad hoc Tenure Committee

The Department Chair will appoint a committee from among the tenured members of the Department. The Department Chair will appoint one member of the Committee to serve as Chair of the Committee. The Department Chair will be an ex officio member of the Committee and will attend committee meetings. The preparation of the ad hoc Committee's report, however, shall be the responsibility of the Chair of the Committee.

The Committee should have at least three members in addition to the Department Chair. At least one of the members should be from a sub-discipline other than the one in which the candidate has specialized.

The Chair will schedule a preliminary meeting of the ad hoc Committee by May 15.

3.5.2 SUBMISSION OF MATERIALS

The following materials are to be submitted to the Department Chair by the candidate by September 1 of the academic year in which the decision on promotion will be reached:

- a. A Curriculum vitae that includes a section on teaching and service that specifies: courses taught, advising activities, undergraduate and graduate supervised thesis research; participation in administration at the departmental, university, national, and international levels; awards and fellowships.
- b. A bibliography that divides publications into the following categories:
 1. books
 2. scholarly articles in refereed journals
 3. unrefereed publications
 4. published translations
 5. published teaching materials

Work accomplished since the third-year review should be separated from the work that preceded it. In the case of a dissertation that has been readied for publication, the candidate should supply a statement explaining the extent and nature of the revisions.

- c. One copy of all publications and other relevant materials, including articles still in press and other appropriate manuscripts. A copy of the dissertation should be included if a revised form has been readied for publication.
- d. A personal statement discussing teaching and research to date, as well as teaching and research plans for the future. A limit of four to five pages is suggested for this statement.

3.5.3 OUTSIDE EXPERTS

Eight to ten letters from experts outside the Department will be required for final consideration. The candidate provides a list of ten potential evaluators, and the ad hoc Committee will also compose a list of ten potential evaluators. To optimize the possibility of receiving eight to ten letters in the end, the Department should send out fourteen letters to potential outside evaluators, with half of these letters going to experts named on the candidate's list. The Chair of the ad hoc Committee will write in neutral language to potential external evaluators, requesting their help and submitting the candidate's curriculum vitae. This letter should be sent out by June 1. If the outside evaluator accepts the task, the Chair of the Committee will send copies of the candidate's publications and manuscripts to him or her. The outside experts should be sent the candidate's materials no later than September 15; they are asked to complete their assessments by November 1.

3.5.4 COMMITTEE EVALUATION PROCESS

The candidate's performance in research, teaching, and service will be evaluated in the ad hoc Committee Report to the Tenured Faculty of the Department

(suggested length: 4-5 pages). This report will eventually be submitted both to the Dean of Arts and Sciences and to the University Provost

Evaluation of Research

The standard for promotion to tenured rank is excellence of scholarly work. Members of the ad hoc Committee, in their report, will succinctly summarize and analyze the work and then judge it for its quality, quantity, and significance according to the following criteria: originality, evidence of intellectual growth, command of the relevant material, regularity of output, and contribution to the field.

Committee Evaluation of Teaching

The candidate's performance in teaching is evaluated in a teaching section of the Committee Report to the Tenured Faculty. The standard for promotion is excellence of teaching and advising.

The evaluation process will include both analysis of student evaluations and direct classroom observation by members of the ad hoc Committee during the fall semester. The Committee will conduct interviews with a selection of students, including thesis and dissertation advisees. The Committee will also consider any teaching materials submitted by the candidate. Among the factors that the committee will consider are evidence that the candidate seeks to engage the students in the learning process and is successful in stimulating student thinking about the course material. The following additional material will be included with the committee report: record of courses taught; enrollment numbers; grade distribution and average grade in each course; numbers and kinds of advisees, graduate and undergraduate; statistical and narrative summaries of student course evaluations over the past five years; and the raw evaluations themselves. It will be the Department's responsibility to keep the Assistant Professor's teaching evaluations on file until he or she is promoted.

Committee Evaluation of Service

The candidate's performance in service is evaluated in the report by the Committee. The standard for promotion is constructive and consistent participation in administrative activities.

3.5.5 DEPARTMENTAL DISCUSSION AND VOTE

The ad hoc Committee should have its report ready by November 20 so that the tenured faculty can meet to consider the report before the Thanksgiving Recess. All tenured faculty members of the Department are entitled to vote. The Department Chair will inform the candidate of the outcome of the vote soon after the meeting.

3.5.6 CONFIDENTIALITY

The candidate's materials and departmental deliberations, both oral and written, are to be considered confidential, and will be made available only to the members of the ad hoc Committee, the tenured members of the Department, the Dean of Arts and Sciences, and the Dean's designated representatives.

3.5.7 PROMOTION MATERIALS FOR PROMOTION AND TENURE COMMITTEE AND PROVOST

Whether the tenured faculty members have made a positive or negative recommendation, the Departmental Chair prepares a set of promotion materials as specified by the Dean's Promotion and Tenure Committee. See Appendix A: Arts and Sciences, "Procedures for Renewal and Promotion" for the list of required materials.

3.5.8 ARTS AND SCIENCES PROMOTION AND TENURE COMMITTEE

As its deliberations proceed, the Dean's Promotion and Tenure Committee will tell the Chair of any concerns it has about a candidate who has been recommended for promotion by the department. The Chair, after preparing carefully, will appear before the Promotion and Tenure Committee, briefly present the case, and answer any questions the Committee poses. The Committee expects the Chair to consider not just the candidate, but also the perspective and welfare of the department as a whole. After the Promotion and Tenure Committee votes on each candidate, the Dean decides whether or not to concur in the recommendations of the committee. The Dean informs the Chair of the decision, and the Chair immediately passes on this information to the candidate.

3.5.9 CONSIDERATION AT THE PROVOST'S LEVEL:

See Appendix A: Arts and Sciences "Procedures for Renewal and Promotion."
See also, the Provost's policy on the Provost's WEB page,
(<http://minerva.acc.virginia.edu/~provost/uvap&t.htm>).

3.5.10 DENIAL AND DEPARTMENTAL APPEAL

Faculty who have been denied tenure will be separated from the University by the end of their term appointment, which is usually the end of the seventh year. Although it is possible to reconsider a tenure case in the seventh year, departments should not ask the Promotion and Tenure Committee to reconsider a candidate unless there is new and significant information about the candidate's case.

3.5.11 CANDIDATE'S APPEAL MECHANISM

A candidate wishing to appeal a negative decision should consult the Dean's "Procedures (section on "Promotion and Tenure Policy"). The Handbook is available on the Provost's web page,
(<http://minerva.acc.virginia.edu/~provost/uvap&t.htm>).

A brief quote from that document: "In all cases in which the provost reviews negative promotion of tenure recommendations, such review will be limited to procedural grounds or to the possibility of unfairness or bias at the school level, with the candidate ultimately having the burden of demonstrating material procedural irregularity, unfairness, or bias leading to the conclusion that the negative tenure recommendation was affected. Normally, the substantive judgments of the school on the quality of student instruction, research, and/or

service will not be reversed when adequately supported and in accordance with University policy".

3.6 PROCEDURES FOR PROMOTION TO THE RANK OF FULL PROFESSOR

3.6.1 INITIATION

Associate Professors have the right at any time to ask that promotion procedures be set in motion, as well as to consult the Department Chair on the wisdom of such a decision. The candidate should be aware that the Promotion and Tenure Committee, the Dean, and the Provost will be looking for strong departmental support for the candidate.

During the spring semester of each academic year, the Department Chair will review the credentials of all the Associate Professors in the Department and ask the Full Professors in the Department to convene for the purpose of deciding whether to go forward with a full-scale inquiry on behalf of any of those Associate Professors. In most, but not all cases, a review of the curriculum vitae and a brief discussion will suffice to determine whether or not to set the promotion process in motion. If a consensus is reached to set the promotion process in motion, the Department Chair will notify the candidate of the promotion and tenure procedures by April 1. The Chair will make every effort to answer whatever questions the candidate might have about the promotion process.

As part of the initial phase, the candidate will submit an updated curriculum vitae and a list of ten experts external to the University of Virginia who would be capable of commenting on the candidate's work. This list, which should include addresses, will be submitted by May 1. The candidate should specify his or her relationship to each expert listed.

Ad hoc Promotion Committee

The Department chair will appoint a committee from among the full professors in the Department. The Department Chair will appoint one member of the Committee to serve as Chair of the Committee. The Department Chair will be an ex officio member of the Committee and will attend Committee meetings. The preparation of the ad hoc Committee's report, however, shall be the responsibility of the Chair of the Committee.

The Committee should have at least three members in addition to the Department Chair. At least one of the members should be from a sub-discipline other than the one in which the candidate has specialized.

The Department Chair will schedule a preliminary meeting of the ad hoc Committee by May 15. In those cases where the Department Chair is a candidate for promotion to Full Professor, the Full Professors will select a temporary Chair from among themselves when they convene to discuss candidacy. The temporary Chair will request confirmation of his or her selection from the Dean. Once confirmed, the Temporary Chair will direct the procedure without the oversight of the Department Chair.

3.6.2 SUBMISSION OF MATERIALS

The following materials are to be submitted to the Department Chair by the candidate by September 1 of the academic year in which the decision on promotion will be reached:

- a. A Curriculum vitae that includes a section on teaching and service that specifies: courses taught, advising activities, undergraduate and graduate supervised thesis research; participation in administration at the departmental, university, national, and international levels; awards and fellowships.
- b. A bibliography that divides publications into the following categories:
 1. books
 2. scholarly articles in refereed journals
 3. unrefereed publications
 4. published translations
 5. published teaching materials

Work accomplished since promotion to Associate Professor should be separated from the work that preceded it. In the case of a dissertation that has been readied for publication, the candidate should supply a statement explaining the extent and nature of the revisions.

- c. One copy of all publications and other relevant materials, including articles still in press and other appropriate manuscripts. A copy of the dissertation should be included if a revised form has been readied for publication.
- d. A personal statement discussing teaching and research to date, as well as teaching and research plans for the future. A limit of four to five pages is suggested for this statement.

3.6.3 OUTSIDE EXPERTS

Eight to ten letters from experts outside the Department will be required for final consideration. The candidate provides a list of ten potential evaluators, and the ad hoc Committee will also compose a list of ten potential evaluators. To optimize the possibility of receiving eight to ten letters in the end, the Department should send out fourteen letters to potential outside evaluators, with half of these letters going to experts named on the candidate's list. The Chair of the ad hoc Committee will write in neutral language to potential external evaluators, requesting their help and submitting the candidate's curriculum vitae. This letter should be sent out by June 1. If the outside evaluator accepts the task, the Chair of the Committee will send copies of the candidate's publications and manuscripts to him or her. The outside experts should be sent the candidate's materials no later than September 15; they are asked to complete their assessments by November 1, if possible, and by November 15 at the very latest.

3.6.4 COMMITTEE EVALUATION PROCESS

The candidate's performance in research, teaching, and service will be evaluated in the ad hoc Committee Report to the Full Professors of the Department (suggested length: 4-5 pages). This report will eventually be submitted both to the Dean of Arts and Sciences and to the University Provost.

Evaluation of Research

The standard for promotion to Full Professor is excellence of scholarly work. Members of the ad hoc Committee, in their report, will succinctly summarize and analyze the work and then judge it for its quality, quantity, and significance according to the following criteria: originality, evidence of intellectual growth, command of the relevant material, regularity of output, and contribution to the field. It is expected that candidates for promotion to the rank of Full Professor will have made significant contributions to the field beyond those offered for initial promotion to the rank of Associate Professor.

Committee Evaluation of Teaching

The candidate's performance in teaching is evaluated in a teaching section of the Committee Report to the Full Professors in the Department. The standard for promotion is excellence of teaching and advising.

The evaluation process will include both analysis of student evaluations and direct classroom observation by members of the ad hoc Committee during the fall semester. The Committee will conduct interviews with a selection of students, including thesis and dissertation advisees. The Committee will also consider any teaching materials submitted by the candidate. Among the factors that the committee will consider are evidence that the candidate seeks to engage the students in the learning process and is successful in stimulating student thinking about the course material. The following additional material will be included with the committee report: record of courses taught; enrollment numbers; grade distribution and average grade in each course; numbers and kinds of advisees, graduate and undergraduate; statistical and narrative summaries of student course evaluations over the past five years; and the raw evaluations themselves. It will be the Department's responsibility to keep the Associate Professor's teaching evaluations on file until he or she is promoted.

Committee Evaluation of Service

The candidate's performance in service is evaluated in the report by the Committee. The standard for promotion is constructive and consistent participation in administrative activities.

3.6.5 DEPARTMENTAL DISCUSSION AND VOTE

The ad hoc Committee should have its report ready by November 20 so that the Full Professors in the Department can meet to consider the report before the Thanksgiving Recess. All Full Professors in the Department are entitled to vote. The Department Chair will inform the candidate of the outcome of the vote soon after the meeting.

3.6.6 CONFIDENTIALITY

The candidate's materials and departmental deliberations, both oral and written, are to be considered confidential, and will be made available only to the members of the ad hoc Committee, the Full Professors in the Department, the Dean of Arts and Sciences, and the Dean's designated representatives.

3.6.7 PROMOTIONS MATERIALS FOR PROMOTION AND TENURE COMMITTEE AND PROVOST

Whether the full professors have made a positive or negative recommendation, the Departmental Chair prepares a set of promotion materials as specified by the Dean's Promotion and Tenure Committee. See Appendix A: Arts and Sciences, "Procedures for Renewal and Promotion" for the list of required materials.

3.6.8 ARTS AND SCIENCES PROMOTION AND TENURE COMMITTEE

Early in the spring semester, the Dean's Promotion and Tenure Committee will tell the Chair of any concerns it has about a candidate who has been recommended for promotion by the department. The Chair, after preparing carefully, will appear before the Promotion and Tenure Committee, briefly present the case, and answer any questions the Committee poses. The Committee expects the Chair to consider not just the candidate, but also the perspective and welfare of the department as a whole.

After the Promotion and Tenure Committee votes on each candidate, the Dean decides whether or not to concur in the recommendations of the committee. The Dean informs the Chair of the decision, and the Chair immediately passes on this information to the candidate.

3.6.9 CONSIDERATION AT THE PROVOST'S LEVEL:

See Appendix A: Arts and Sciences "Procedures for Renewal and Promotion".

3.6.10 CANDIDATE'S APPEAL MECHANISM

A candidate who has been denied promotion to Full Professor will be reconsidered only when there is new and significant information about the candidate's case.

A candidate wishing to appeal a negative decision should consult the Dean's "Procedures (section on "Promotion and Tenure Policy"). The Handbook is available on the Provost's web page, (<http://minerva.acc.virginia.edu/~provost/uvap&t.htm>).

3.7 FACULTY TRAVEL GUIDELINES

Faculty members wishing to travel at University expense must first submit a completed request (click here to download a copy of the request) for travel form to the department chair for approval. The completed and signed form must be submitted to the department secretary along with the request for reimbursement materials after the trip has been taken.

For further information see the travel web page at: <http://www.virginia.edu/procurement/travel/TravelBasics.html>.

3.8 ANNUAL ACTIVITY REPORT

Activity Reports should be submitted using the following section headings:

- Teaching Activities
- Advising Activities
- Research Activities

Administrative, Committee and other Services rendered to the Department,
School, University and/or Commonwealth
National and/or International Academic and Public Service Activities
Number of Days Paid Consulting
Honors and Awards
Lectures, Symposia, Papers Delivered at Conferences
Goals in Research, Teaching, and Service

No section should be omitted. If there has been no activity in a section, the notation none should be used. The report must be submitted electronically, either as an attachment to an e-mail message or on disk.

3.9 NEW COURSE PROPOSALS AND COURSE CHANGE PROPOSALS

Information on submitting course change proposals is available on the web at:
<http://artsandsciences.virginia.edu/cepc/index.html>