SEAS POLICY AND PROCEDURE # 2017.7
Title: SEAS Policy on Academic General Faculty

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Applies to:
Academic General Faculty in the School of Engineering and Applied Science

Definitions:
The Academic General Faculty does not include Administrative or Professional General Faculty Members (see policy HRM-003). Academic General Faculty Members may hold professorial rank (assistant professor, associate professor, or professor) on the appropriate track. Academic General Faculty Members in SEAS may also hold a lecturer rank; these are non-professorial positions, as described in section III.A of the PROV-004 policy.

Reason for This SEAS Policy:
Academic General Faculty Members in the School of Engineering and Applied Science (formerly known as non-tenure-track or as tenure-ineligible faculty) provide important academic service to the University community in general and to SEAS in particular, focusing on teaching, research, and integration of professional practice. The 2017 Provost policy PROV-004 provides the terms and conditions of salaried Academic General Faculty’s employment, establishing standards for review and promotion and affirming their role in faculty self-governance at the University. This includes a rule that faculty whose responsibilities require a terminal degree must be of professorial rank.
PROV-004 requires each school that employs Academic General Faculty to publish a provost approved school-specific policy. School policies must conform to the general requirements set forth in the PROV-004 policy and, where appropriate, provide greater specificity, consistent with the school’s particular needs and structure.

PROV-004 stipulates that this SEAS policy must ensure AGF Members are represented appropriately in matters of shared governance in the school, including, but not limited to, the hiring, evaluation, and promotion of Academic General Faculty. PROV-004 also indicates that School policies may include Academic General Faculty in matters related to the hiring, evaluation, and promotion of tenured and tenure-track faculty members.

Policy Statement

Core Principles of this SEAS Policy

- One SEAS
  - All faculty are full citizens and have interest and equal voice in all academic issues
  - Faculty of any focus and track have access to a meaningful promotion path
  - All faculty are held to the same rigorous standards within their areas of focus
- Establish principles and processes to encourage unity and respect among all faculty
- Conform to the Provost policies

In SEAS, salaried Academic General Faculty will be actively included in the life of their departments, programs and governance, not just in the areas specifically mentioned in the provost’s policy, but more broadly in areas like curricular design, advising, the evaluation of teaching performance, email communications, and department events and decisions.

This document occasionally refers to PROV-004 in order to provide context for SEAS policy; however, most of the PROV-004 document is not repeated here. Therefore, PROV-004 and other university policy documents should be consulted for further details not covered in this document.

This document covers only those faculty covered by PROV-004; it does not cover wage employees.

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1 Motivated by the recommendation of the 2013–2015 Provost’s NTTF Task Force for a “One UVA”: a University without needless distinctions in its faculty. This concept was approved by the faculty senate and is embraced in this policy document.
I. Ranks, Tracks and Titles

As described in the PROV-004 document, there are nine Academic General Faculty ranks: three professorial ranks, three lecturer ranks, and three instructor ranks. SEAS does not use the instructor ranks and refers to all professorial ranks of any track as being the “professorial category” and the lecturer ranks as the “lecturer category.” The professorial category is further distinguished by three tracks: teaching, research, and practice.

The two main categories (Professorial and Lecturer) and three tracks within the Professorial category (Teaching, Research, Practice) are shown as four columns in Table-1. Each column represents a promotion path of increasing rank, moving from top to bottom.

<table>
<thead>
<tr>
<th>(Teaching Track)</th>
<th>Professorial Ranks</th>
<th>(Research Track)</th>
<th>(Practice Track)</th>
<th>Lecturer Ranks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Professor, General Faculty</td>
<td>Research Assistant Professor</td>
<td>Associate Professor</td>
<td>Associate Professor of Practice</td>
<td>Lecturer</td>
</tr>
<tr>
<td>Associate Professor, General Faculty</td>
<td>Research Associate Professor</td>
<td></td>
<td>Senior Lecturer</td>
<td></td>
</tr>
<tr>
<td>Professor, General Faculty</td>
<td>Research Professor</td>
<td>Professor of Practice</td>
<td>Distinguished Lecturer</td>
<td></td>
</tr>
</tbody>
</table>

Table-1 The official titles of the Academic General Faculty Ranks and Tracks used in SEAS. The professorial category also has a tenure-track, not shown here.

Each column represents a promotion path of increasing rank.

A. Professorial Ranks and Tracks

There are three professorial ranks: Assistant Professor, Associate Professor, and Professor. Each professorial-rank faculty member must have a terminal degree or comparable experience, which is evidence of full academic qualification. Full academic qualification means that any professor of any track or rank is qualified to teach, advise, perform scholarship, and serve in the department, school, university, and broader academic community; however, not all tracks require all of these contributions. Per PROV-004, each Academic General Faculty member with a professorial rank belongs to one of three tracks: teaching, research, or practice, each described below.
Teaching track

Teaching track faculty of any rank

- must have a terminal degree or equivalent experience
- are able to engage in the curriculum broadly, not restricted to a specific set of courses
- are qualified in part by having the breadth and depth of knowledge in their field that is typically represented by a Ph.D.
- are expected to participate in service.
- are expected to participate in scholarship that enhances their teaching.

Additionally, teaching-track faculty are permitted to engage in scholarship as outlined in PROV-004. For SEAS, teaching track faculty will engage in scholarship at a minimum level of 10%. Scholarship is also expected for promotion.

Research track

Research track faculty of any rank

- must have a terminal degree or equivalent experience
- are able to engage in the research mission of the university broadly, including advising graduate students, and with no restriction on scholarship for reappointment and promotion.
- are qualified in part by having the breadth and depth of knowledge in their field that is typically represented by a Ph.D.
- are expected to participate in service.

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

Practice track

Practice track faculty of either rank

- require extensive professional experience and accomplishment in a non-academic role
- are able to develop and deliver classes and advise students
- are able to engage in the research mission of the university broadly, including advising graduate students, and being the Principal Investigator on proposals
● 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
● are expected to participate in service.
A Professor of Practice is a non-traditional faculty position focused on integrating professional practice with academics. Given their extensive experience, faculty on the practice track are not hired at the Assistant Professor level in SEAS.

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. For example, some lecturers may be qualified to advise senior theses, others to do academic advising, others both or neither; similarly with other aspects of service, teaching, etc.

Lecturer Ranks

Faculty of the three lecturer ranks

● are able to teach courses as specified in their letter of appointment (which might be specific course numbers or specific topics
● are qualified in part by their experience, teaching skill, or disciplinary expertise; must have a master’s degree or equivalent experience, but are not required to have a terminal degree. The set of courses a faculty member without a terminal degree may teach may be limited by accreditation requirements
● may or may not be expected to engage in service, as specified in their letter of appointment.

C. Titles

PROV-004 states that formal faculty titles (e.g., “Assistant Professor, General Faculty”) “...must be used when presenting faculty actions for approval to the University’s Board of Visitors and in all school communications related to a faculty member’s employment (including appointment letters, performance evaluations, recommendations for promotion, etc.). Schools may determine in their policies how and when formal faculty titles will be used in other contexts." For SEAS, in other contexts, only the rank (e.g. “Assistant Professor” or “Senior Lecturer”) is required. Faculty with lecturer ranks may refer to themselves as “Professor” when communicating with students.

D. Title and Rank Definitions
The following terms are used to refer to different groups of faculty:

- Professorial Faculty refers to tenured, tenure-track, teaching-track, research-track, and practice-track faculty
- Faculty refers to all lecturers and all professorial faculty.

Unless specifically prescribed otherwise, these definitions will be used when listing faculty and reporting numbers of faculty. For example, a count of tenure-track faculty should be reported as “# of tenure-track faculty,” not “# of faculty.”

When this or other SEAS documents refer to phrases such as “of equivalent rank” or “of higher rank”, it is understood that the following rank equivalences exist:

1. Assistant Professors of all tracks are rank-equivalent, and are rank-equivalent to Lecturers
2. Associate Professors of all tracks are rank-equivalent, and are rank-equivalent to Senior Lecturers
3. Professors of all tracks are rank-equivalent, and are rank-equivalent to Distinguished Lecturers.

Having equivalent rank does not imply that the positions themselves are equivalent or that the positions have equivalent rights and responsibilities.

II. Voting, Advising and Membership Rights

Salaried faculty of all ranks and tracks are full citizens in the department and school; voice and vote shall not be limited by category, rank, or track, except in promotion and tenure cases as documented in the “SEAS Promotion and Tenure Committees Policy” document. Wage faculty’s voice and vote are not governed by this document and may vary by department.

In general, rights and voice in department and school governance are shared by all faculty equally, except in such cases where differences in job duties or qualifications make shared governance inappropriate. Some specific areas of shared and distinct rights are listed in Table-2 below.
<table>
<thead>
<tr>
<th>ACTION²</th>
<th>tenured and tenure-track faculty</th>
<th>professorial rank, general faculty</th>
<th>lecturer rank, general faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advise PhD candidates</td>
<td>yes</td>
<td>Research: Yes</td>
<td>no</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Teaching and Practice: yes, unless otherwise limited by dept policy</td>
<td></td>
</tr>
<tr>
<td>Serve on PhD committees</td>
<td>yes</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Advise Masters’ students</td>
<td>yes</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Serve on Masters’ committees</td>
<td>yes</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Academic advising of undergraduate students</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Advise undergraduate research</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
</tbody>
</table>

Table-2 Faculty advising and committee membership rights

III. Changing Promotion Paths within the Academic General Faculty

A. Changing Promotion Paths Upon Adoption of This Policy

As part of the adoption of this policy, the definitions of some jobs have changed; thus, each academic general faculty member’s job title will be evaluated and new appointment letters provided to all academic general faculty documenting the position and rank that best matches the faculty member’s current and future duties. Decisions shall be made and appointment letters provided by the dean’s office in consultation with the provost, department leadership and the faculty member in question within 6 months of this policy being adopted.

² Note: the right to perform an action does not necessarily imply the duty to do so.
If the evaluation indicates a promotion to the rank of Associate Professor, Professor, or Distinguished Lecturer, an accelerated review process may be used following the same guidelines used for new hires into an advanced rank. Lecturers with ECE who are not qualified to hold or choose not to change to the professorial rank will become Senior Lecturers, unless promoted to Distinguished Lecturer.

IV. Appointment Letter

Provost policy PROV-004 stipulates a range of effort allocation for some positions, as is shown below in Table-3\(^3\), where schools are permitted to tailor the appointment and reappointment letters for each AGF faculty member as long as the letters remain consistent with PROV-004. Each such letter must define the specific responsibilities of the position including the distribution of effort allocated to education, scholarship and service. For SEAS, Table-4 lists the minimum allowed effort allocation for AGF. The distribution of effort listed in the appointment and reappointment letters will state at least the minimum effort allocation listed in Table-4\(^4\). The position duties specified in these letters may be adjusted by agreement of the faculty member and department chair at each reappointment and/or annual evaluation. In the absence of such an adjustment, the previous duty description text shall be duplicated in the next appointment letter. PROV-004 refers to a “position statement or appointment letter.” In SEAS, this is the original appointment letter if there has not been an annual review, or otherwise the most recent annual review.

<table>
<thead>
<tr>
<th></th>
<th>Teaching</th>
<th>Scholarship (discipline and educational)</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professorial Teaching Track</td>
<td>60-90%</td>
<td>Unspecified by PROV-004</td>
<td>10-40%</td>
</tr>
<tr>
<td>Professorial Research Track</td>
<td>Unspecified by PROV-004</td>
<td>60-100%</td>
<td>Unspecified by PROV-004</td>
</tr>
<tr>
<td>Professorial Practice Track</td>
<td>Unspecified by PROV-004</td>
<td>Unspecified by PROV-004</td>
<td>Unspecified by PROV-004</td>
</tr>
<tr>
<td>Lecturers</td>
<td>≥ 60%</td>
<td>Unspecified by PROV-004</td>
<td>Unspecified by PROV-004</td>
</tr>
</tbody>
</table>

\(^3\) The actual percentages can be adjusted outside of these ranges by permission of the Provost in special cases.

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Table 3 Effort allocation ranges from the provost policy PROV-004 (promotion criteria is not included)

<table>
<thead>
<tr>
<th></th>
<th>Teaching</th>
<th>Scholarship</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professorial Teaching Track</td>
<td>minimum 60%</td>
<td>minimum 10%</td>
<td>minimum 10%</td>
</tr>
<tr>
<td>Professorial Research Track</td>
<td>minimum 0%</td>
<td>minimum 60%</td>
<td>minimum 5%</td>
</tr>
<tr>
<td>Professorial Practice Track</td>
<td>minimum 0%</td>
<td>minimum 0%</td>
<td>minimum 5%</td>
</tr>
<tr>
<td>Lecturer</td>
<td>minimum 60%</td>
<td>minimum 0%</td>
<td>minimum 0%</td>
</tr>
<tr>
<td>Senior and Distinguished Lecturer</td>
<td>minimum 60%</td>
<td>minimum 0%</td>
<td>minimum 10%</td>
</tr>
</tbody>
</table>

Table 4 Minimum allowed effort allocation for SEAS AGF (a higher level can be stated in the appointment letter)

V. Faculty Hiring

The search and hiring processes for Academic General Faculty will follow the same structure as tenure-track faculty positions, including open searches, robust selection criteria, and the involvement of department and school faculty. The approval process follows the same structure as the approval process for tenure-track faculty positions.

In some cases, short-term needs necessitate hiring Academic General Faculty on an accelerated time scale that limits the ability to perform a full search. Such hires must follow the rules from the university Office of Equal Opportunity and Civil rights (https://eocr.virginia.edu/procedure-requesting-exception). The total time of service (including all interim and non-interim contracts) shall be used in determining duration of notice needed for reappointment, eligibility for promotion, and any other term-of-service dependent provisions of this policy, PROV-004, and any university policy that does not explicitly require consecutive terms of service.
VI. Faculty Eligible for ECE

Faculty hired prior to January 3, 2017 are eligible for Expectation of Continued Employment per PROV-004. SEAS policy on ECE is given in document 2017.4

VII. Evaluation, Reappointment and Promotion of Academic General Faculty

The evaluation, reappointment and promotion policy for Academic General Faculty is described in a separate policy document “SEAS Promotion Policy for Academic General Faculty.” The composition and voting rights of the Department Promotion and Tenure Committee and of the SEAS Promotion and Tenure Committee are described in a separate policy document “SEAS Promotion and Tenure Committees Policy.”

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