UVA Engineering School Committees

Promotion and Tenure Committee (P&T)
The Promotion and Tenure (P&T) Committee’s charge is to act in an advisory capacity to the Dean on matters of promotion and tenure for members of the faculty, and to provide an unbiased, thoughtful, and fair evaluation of each candidate’s effectiveness and potential for distinction or evidence of distinction. The P&T Committee is one of the most important committees, as recommendations from the committee can have a substantial impact on the future direction and accomplishment of the School. The P&T Committee is expected to use the School’s Promotion and Tenure policy as a guide and not as a rule book. Careful judgement and a forward-thinking perspective on the future of higher education must be applied when conducting each evaluation and making each recommendation. The Committee will review materials provided by the School, write an analysis discussing the strengths and weaknesses in the areas of teaching, scholarship, and service for each case, and make a recommendation to the Dean regarding promotion and tenure of each individual. A final report is submitted to the Dean for each case that includes the faculty who voted, the final vote tally, the recommendation, and the evidence used in making the recommendation.

Membership: The P&T Committee consists of 8–10 tenured Professors and Academic General Faculty Professors. 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). Efforts should be made by each department to ensure diversity in their recommended faculty. The P&T Committee membership will have a distribution representative of tenured and Academic General Faculty Associate Professors and Professors as exists in the school (but will have at least two Academic General Faculty Members to help ensure representation in case of recusal). The Dean shall select at least one member from each department’s recommended list to be part of the P&T Committee. The Dean can also select up to two at-large committee members, subject to the 8–10 committee size constraint. Considerable efforts should be made to ensure diversity on the committee, using the same diversity guidelines used for search committees. The Dean will appoint a chair of the committee from the committee members.

Reappointment Committee
The Reappointment Committee’s charge is to act in an advisory capacity to the Dean on matters of reappointment for members of the faculty, and to provide an unbiased, thoughtful, and fair evaluation of each candidate’s effectiveness and potential for distinction or evidence of distinction. The Reappointment Committee is expected to use the School’s Promotion and Tenure policy as a guide and not as a rule book. The Committee will review materials provided by the School, write an analysis discussing the strengths and weaknesses in the areas of teaching, scholarship, and service for each case, and make a recommendation to the Dean regarding reappointment of each individual. A draft of the final report will be reviewed by the Promotion and Tenure Committee and the feedback will be considered by the Reappointment Committee.
Committee. A final report is submitted to the Dean for each case that includes the faculty who voted, the final vote tally, the recommendation, and the evidence used in making the recommendation.

Membership: The UVA Engineering Reappointment Committee membership will number 8-10, consisting of a mix of: associate professors and professors from the tenured and academic general faculty. All committee members have equal voting rights. Each department will recommend up to three faculty at the ranks of associate professor or professor, one of whom will be an academic general faculty member (if such faculty exist in the department). Efforts should be made by each department to ensure diversity in their recommended faculty. The UVA Engineering Reappointment Committee membership will have a distribution representative of tenured and academic general faculty associate professors and professors as exists in UVA Engineering (but will have at least two academic general faculty members to help ensure representation in case of recusal). The dean shall select at least one member from each department’s recommended list to be part of the UVA Engineering P&T Committee. The Dean can also select up to two at large committee members, subject to the 8-10 committee size constraint. Considerable efforts should be made to ensure diversity on the committee, using the same diversity guidelines used for search committees. The dean will appoint a chair of the committee from the committee members.

**Dean’s Advisory Council (DAC)**
The DAC provides a forum for the Dean to share information with the UVA Engineering leadership and to provide the Dean with feedback and guidance regarding policies and decisions related to the school and university. The DAC also provides input on strategy related to the school’s mission, vision, and core values. The DAC is responsible for reviewing new and revised policies related to the administration of the school, including department chair policies and procedures, faculty general policies and procedures, faculty performance guidelines and policy, faculty policies related to research and funding, faculty promotion and tenure policies, general UVA Engineering policies, and policies related to teaching and learning. Official minutes of each meeting of the DAC will be recorded and, once approved, made available online to all UVA Engineering faculty and staff.

Membership: The UVA Engineering Dean’s Advisory Council will consist of the Dean, Department Chairs, the UVA Engineering Faculty Council chair, the UVA Engineering Staff Council chair, the Executive Director of Communications, the Executive Director of Development, and the Associate Deans. Additional attendees may be invited at the discretion of the Dean. The Dean will appoint a chair of the council from the council members.

**Engineering Research Advisory Council (ERAC)**
ERAC advises the Associate Dean for Research and the School leadership on matters related to development and promotion of research within the school, including strategic opportunities, research innovation awards, research training and resources,
and the annual research retreat. Other tasks include review of ETF proposals, sabbatical proposals, and seed proposals.

Membership: One representative from each department nominated by the department chair (associate chairs for research or other department research leadership suggested). *Ex Officio members:* Associate Dean for Research, Director of Research Development.

**Undergraduate Curriculum Committee (UCC)**

The UCC reviews and approves all new undergraduate academic programs and significant changes in existing programs on behalf of the faculty. The UCC approves the creation of, and any significant changes in, all degree requirements, curricula, individual courses, general policies regarding SEAS required courses, engineering electives (science, HSS, technical, and unrestricted), and the AP/IB credit policy. The UCC may also provide advice regarding specific programs. The UCC advises the Assistant Dean for Undergraduate Education, the Associate Dean for Academic Affairs, and other members of the School leadership on matters related to the undergraduate program.

Membership: One representative from each degree program nominated by the department chair (associate chairs for undergraduate programs or other program leadership suggested). The UCC chair will select a student representative. *Ex Officio members:* Assistant Dean for Undergraduate Education, Engineering Registrar.

**Graduate Studies Committee (GSC)**

GSC is responsible for the following: reviewing and approving proposals for new graduate courses and curricula; acting on graduate student petitions to deviate from established standards for graduate degrees; reviewing engineering graduate programs; and reviewing academic policy recommendations concerning admissions standards, degree requirements, grading standards, student warnings and suspensions, and course offerings. GSC advises the Assistant Dean for Graduate Studies, the Associate Dean for Academic Affairs, and other members of the School leadership on matters related to graduate education, training, research, and student experience.

Membership: One representative from each department nominated by the department chair. The GSC chair will select two student representatives. *Ex Officio members:* Assistant Dean for Graduate Studies.

**Committee on Academic Standards (CAS)**

CAS enforces academic standards of the School and reviews petitions from undergraduate students in response to academic sanctions on behalf of the faculty. CAS adjudicates petitions on issues such as: suspension, early return from suspension, retro-active withdrawal, and occasionally other issues of extraordinary or unusual nature.
Membership: One representative from each department nominated by the department chair. *Ex Officio members:* Assistant Dean for Undergraduate Education, Director of Undergraduate Success.
The Endowed Chair Advisory Committee reviews and makes recommendations regarding appointment and reappointment of termed endowed professorships. Additionally, the Committee reviews all endowed professorships for continued excellence during the previous five-year period subject.

Membership: One endowed chair professor from each department nominated by the department chair.

Space Advisory Committee (SAC)
SAC considers the optimal and efficient use of Engineering space resources as necessary to support and enable the future success of the School in its research and teaching mission. SAC provides recommendations to the Director of Facilities and the Leadership Council on optimal use of space as well as how to deal with pressing and long-term space issues.

Membership: One representative from each department nominated by the department chair. Ex Officio members: Director of Facilities.

Directors of Diversity and Inclusion (DDIs)
UVA Engineering will establish Directors of Diversity and Inclusion (DDIs) in each department to advance positive and substantive organizational change at the departmental and school levels. While such change can take many forms, specific actionable plans will be devised by individual DDIs in consultation with the Center for Diversity (CDE) in Engineering in the first semester of appointment. Possible foci of DDI work may include but are not limited to the following:

- Revising policies (e.g. promotion & tenure, workloads and supports),
- Curricular reform,
- Recruitment and retention of faculty, particularly for those from underrepresented or underserved backgrounds,
- Student support, particularly for those from underrepresented or underserved backgrounds,
- Departmental culture & climate, and physical space.

Membership: One representative from each department nominated by the department chair. Ex Officio members: Associate Dean for Diversity, Equity, and Inclusion.