

AGFM Faculty Renewals Timeline and Dossier Details for the 2024-25 Academic Year

FINAL DOSSIERS DUE JANUARY 31, 2025

This document provides instructions and timelines for AGFM faculty in the renewal processes. These instructions cover:

AGFM Renewals

1. First third year renewal for Lecturers; Assistant professors, General Faculty on the teaching track; Research Assistant Professors; Assistant Professors of Practice
2. Renewal review for Lecturers; Assistant professors, General Faculty on the teaching track; Research Assistant Professors; Assistant Professors of Practice who waive a promotion review.
3. Expedited renewal review (renewals after promotion)

Selecting faculty for AGFM promotions and renewals occurs in the same Smartsheet, so the first steps in each set of guidelines are identical.

Timeline Summary

Deadline	Task	System
May 17, 2024	Departments confirm faculty to be reviewed in 24-25 and discuss process with candidates. This applies to all promotions and renewals.	P&R Smartsheet - check boxes to confirm
Department determines	Faculty submit final materials to department.	Department manages
September 1, 2024	Appoint a committee; AD approval not needed.	Department manages
Department determines	Department meeting, vote, chair's letter	Department manages
January 31, 2025	Departments submit renewal dossiers to Dean's office.	SharePoint site upload

**Each deadline is intended to be a final deadline. Departments need to establish earlier deadlines for their department review process.

Important Changes for 24-25

- Dossier Additions
 - The Dean's Office now requires **peer observation of teaching**. Details are provided in the dossier section of this document. This addition is designed to provide an additional type of evidence of teaching excellence to those already included and to provide a more balanced overall view of the teaching portfolio.
- Dossier Subtractions
 - The Dean's Office will no longer require copies of all email and paper **correspondence from prospective reviewers**. The External Reviewers Spreadsheet is sufficient documentation for A&S and the Office of the Provost. Departments should retain the email correspondence for their own records.
 - The Dean's Office will no longer require prior annual reports.
- File naming conventions and subfolders
 - Some subfolders have been removed and file names are shorter. This is a not very interesting but very practical technical matter; your faculty affairs colleagues will thank you for following the new format. 😊

AGFM Renewal Eligibility Information

For complete details regarding the department's role in P&R, please review the [A&S Policies and Procedures for Academic General Faculty Members](#).

1. First Third Year Renewal

In the final year of the initial three-year contract, departments organize a renewal review that considers all materials relevant to the faculty member's performance of his or her duties. If renewal is recommended, the faculty member will receive a second three-year contract.

2. Renewal review for Lecturers or Assistant Professors. GF who waive promotion

If a Lecturer or Assistant Professor, GF chooses to waive promotion to Associate professor or Senior Lecturer, they must do so in writing by the end of the spring semester prior to their sixth year. This written verification (e.g., an email) must be attached to the Smartsheet. The dossier requirements are identical to the first third year renewal; expedited reviews only apply after promotion.

3. Expedited review (renewals after promotion)

If an AGFM's annual reviews confirm strong performance across the current contract period ("Excellent" or "Very Good" to constitute our "high standards"), they will be renewed for five years. Contract renewals will occur in the *penultimate year* of the contract. Please see the [A&S Policies and Procedures for Academic General Faculty Members](#) for information regarding faculty with performance below these levels.

AGFM Renewal Process

Step 1: Confirm faculty and discuss process with candidates

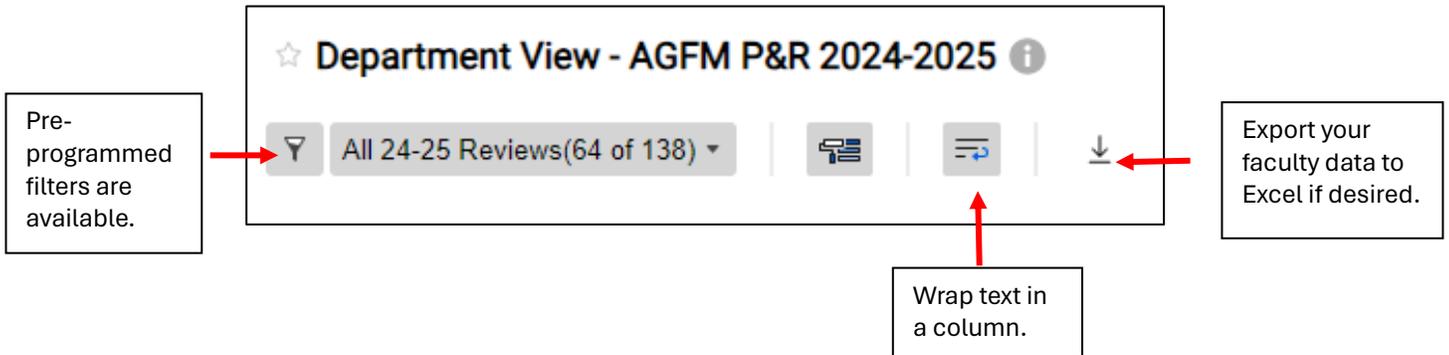
Responsibility: Department Chair & Department Manager

Deadline: **May 17, 2024.**

24-25 P&R Smartsheet Information

- Each department has access to its AGFM data in the [Smartsheet Dynamic View](#).
- Groups excluded from the P&R Smartsheet:
 - Has new contract beginning 2024
 - One-year contracts
 - Retiring/resigning/non-renewal or upcoming job change

- Currently in P&R 23-24
- Click anywhere in a row to bring up the “Details” pane for the faculty member. This is where departments can leave comments for Faculty Affairs, add/edit the review type, add committee member names, and upload the External Reviewer spreadsheet.
- The image below highlights two useful features. Users can create their own filters as well.



Steps for Confirming Faculty

1. Navigate to the [Department View - P&R 2024-2025](#) in Smartsheet.
2. Begin by reviewing the **24-25 Review Type** and the **Faculty Affairs Notes to Dept.** column. To review individual faculty, click anywhere in the row to bring up the **Details** pane.
 - The **24-25 Review Type** is pre-populated with known 24-25 P&R actions. These faculty are required to complete P&R this year because their current contract expires in 2025. If faculty are not required to be reviewed this year, the column is blank.
 - **Third Year Renewal:** AGFM assistant professors/lecturers who completed their second year in AY 23-24; their third year will be AY 24-25. They are reviewed during the third (final) year of their contract.
 - **First Promotion:** AGFM assistant professors/lecturers in the final year of their second 3-year contract. Their sixth year begins in August 2024. They must go up for their promotion in the sixth year or waive promotion.
 - **Expedited Review:** Contract renewals following promotion; faculty are Associate/Professor, GF or Senior/Distinguished Lecturers. They are renewed in the penultimate year of their contract. They will receive 5-year contracts.

- **2nd+ 3-Yr Renewal:** Faculty who waived first promotion and have continued as Assistant Professor/Lecturer. They will continue to receive 3-year contracts unless they are promoted.
- **Non-Renewals:** Available as a review type in the Smartsheet.

3. Confirm your faculty in P&R.

- If the pre-populated review type matches your records, check the box in the **Dept. Confirms 24-25 Review** column for each faculty member in 24-25 P&R.
- **Mark promotions to Professor/Distinguished Lecturer.**
 - If you have faculty going up for Professor/Distinguished Lecturer, mark “Second Promotion” in the **24-25 Review Type** dropdown and check the box **Dept. Confirms 24-25 Review**. This is not a pre-populated review type because it is not a required action. Faculty are considered eligible for their second promotion during their sixth year in rank.
 - **Completed Years in Rank as of 8/24/24** – useful field for second promotion to full professor.
- **Waiving First Promotion**
 - If an Assistant Professor/Lecturer in their sixth year chooses NOT to be promoted, check the **24-25 First Promotion Waived** box in Smartsheet.
 - Attach written verification (e.g., an email) from the faculty member.
 - Change the review type to **2nd + 3-Yr. Renewal**.
 - Check the **Dept. Confirms 24-25 Review** box.
- **Early Review**
 - If you have a faculty member who will be reviewed ahead of the usual timeline, check the **Early Review** box and include a note to Faculty Affairs with the justification.
 - Assistant Professors/Lecturers: Under the revised A&S AGFM policy, up to 3 years of prior experience in a comparable faculty appointment at another institution may be counted towards the 6-year timeline for first promotion.
 - Associate Professor/Senior Lecturer: In exceptional cases, AGFM may be considered in their 4th or 5th year for promotion to Professor/Distinguished Lecturer.
- **Changing Review Types**
 - If you think the pre-populated review type is incorrect, please change it and include a note in the **Dept. Notes to Faculty Affairs** box. We will review these notes and follow-up if needed.

Discuss Process with Candidates

Department chairs should communicate with all faculty identified for review in 24-25. This discussion should include clear expectations of the materials required by the department to be submitted in advance of the outreach to external reviewers, along with the department deadline for submission of these materials.

Step 2: Appoint a committee.

Responsibility: Department chair

Deadline: **September 1, 2024.**

Department chairs do not need AD approval for ad hoc committees to prepare renewal review reports for general faculty. Departmental committees are staffed typically by two to three faculty. They may or may not include a member from another department; chairs may want to consider asking a different faculty member to conduct the peer observation of teaching. For joint appointments, the two department chairs will collaborate on constituting a committee with representatives from each unit.

Step 3: Candidate materials submitted to department.

Responsibility: candidate.

Deadline: **Department to determine.**

Step 4: Department meeting, vote, chair's letter

Responsibility: department chair

Deadline: Department to determine.

Step 5: Full candidate dossier submitted to Dean's office.

Responsibility: Department chair or department manager.

Deadline: **Jan. 31, 2025**

AGFM Renewal Dossier Instructions

How and What to Submit

Please upload all documents in PDF format to your department folder in [SharePoint](#). Within that, there are individual folders for faculty that have a confirmed review. Please upload dossiers into each faculty member's individual folder following the format and file naming instructions in this document. If the candidate's materials also include hardbound publications, please submit two copies of each publication to the Dean's Office.

Joint faculty should be reviewed by a joint committee preparing one report, with separate department votes and chair letters.

Expedited Review Requirements

- If peer evaluation and performance rankings for all years are "very good" or above, the only document required is the chair's letter (see #12).
- If peer evaluation and performance rankings in any one year are "good" or below, **please provide a full dossier, as required for 2nd + 3rd Yr. Renewals.**

Summary of Items Required for AGFM Renewal (for all renewal reviews except expedited reviews)

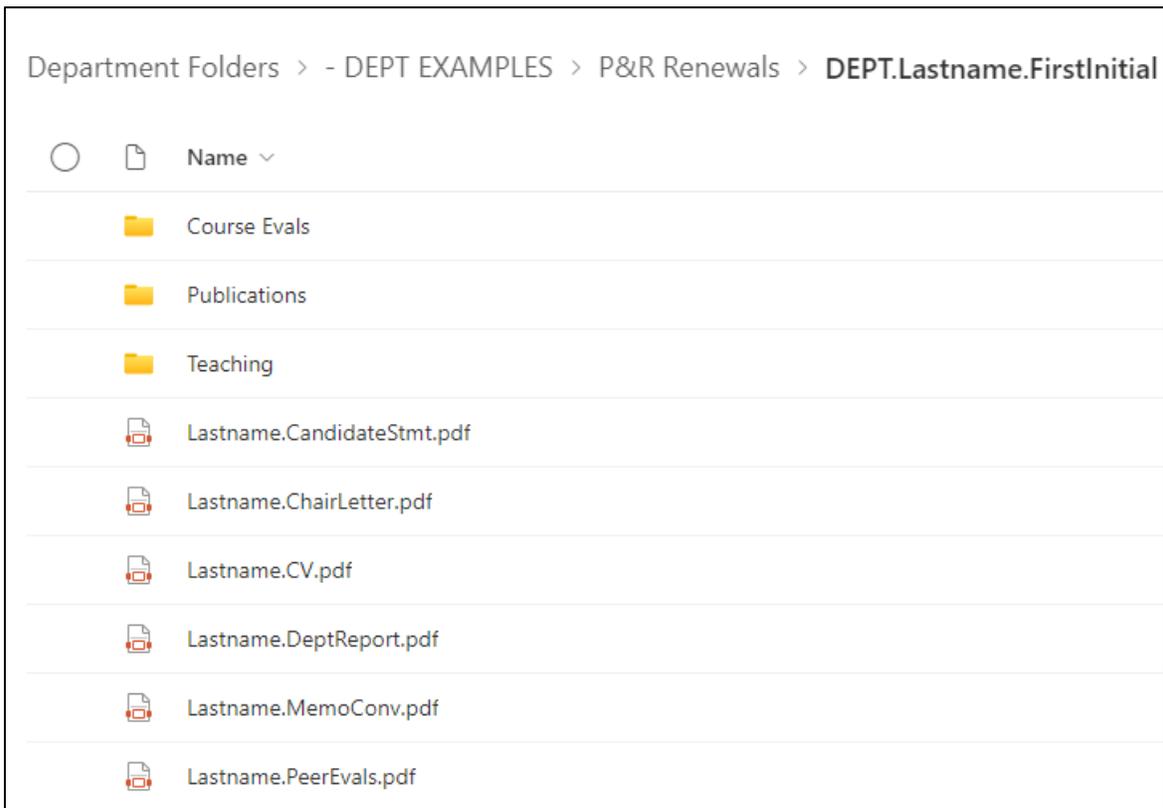
Be sure to consult the table at the end of this document for requirements broken down by track and promotion.

1. [Chair's Letter](#) (including report on department vote)
2. Department Report on performance of position responsibilities
3. Curriculum Vitae (CV)
4. Candidate's Statement
5. Department Peer Evaluations
6. Course Evaluations
7. Course Evals Spreadsheet
8. Peer Observation of Teaching – **NEW 24-25**
9. Other Evidence of Teaching Excellence
10. Memo of conversation from this review
11. Publications (if applicable)
12. Expedited Review Chair Letter – expedited reviews only

Folder Structure in SharePoint

The folder structure and naming conventions have been updated for 24-25. This is to limit file name lengths and the number of subfolders. There is an [Example Folder in SharePoint](#) as well.

For your submissions, there will be a folder labeled with the candidate's name (DEPT.Lastname.FirstInitial). Within this folder, please organize the folders and files like this:



File Names in SharePoint

Please see the file naming conventions in the table below. If the file name is too long, the file becomes unusable. ****Departments will be required to fix unformatted file names.****

Document Description	Folder Name	File Name
Chair Letter	N/A	Lastname.ChairLetter
Department Report	N/A	Lastname.DeptReport
Curriculum Vita	N/A	Lastname.CV
Candidate Statement	N/A	Lastname.CandidateStmt
Department Peer Evaluations	N/A	Lastname.PeerEvals
Memo of Conversation (from this review)	N/A	Lastname.MemoConv
Course evaluation files	Course Evals	Fall2021.FREN2020
Course evaluation spreadsheet	Course Evals	CrseEvalSpreadsheet
Peer observation of teaching	Teaching	TeachingObs
Other Evidence of Teaching	Teaching	Brief descriptive file name; department determines.
Publications	Publications	Abbreviated publication title
Expedited Review Chair Letter	N/A	Lastname.ChairLetter.ExpRvw

Document Requirements (all renewals except expedited)

Be sure to consult the table at the end of this document for requirements broken down by track and promotion.

1. **Chair's Letter (one PDF): Please follow the format of the model letter provided.** It includes:
 - A header listing the candidate's name, recommendation and vote (Yes-No-Abstain)
 - A brief statement of the internal procedures of the department in taking the promotion decision; what ranks voted and how the votes were received. If voting-eligible faculty were absent from the vote, please state this without including them in the vote total or elaborating on the reason for the absence. Absences should not be recorded as abstentions.
 - A summary of the discussion during the meeting.
 - The chair's own assessment of the candidate, including the candidate's strengths and weaknesses and the Chair's reasons for voting one way or the other.

2. **Department report (one PDF):** 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:
 - The candidate's teaching performance (when teaching is required) should be assessed based on all existing evidence in the teaching portfolio 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 address the different aspects of teaching excellence that the teaching portfolio provides evidence, such as students' experiences of teaching; course design; and classroom teaching. For second promotions on the teaching or lecturer track, the report should also address the impact on the educational mission beyond the instructor's individual courses and students.
 - 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.

- The candidate's service to the department, the University, the profession, and the Commonwealth.
3. **Curriculum Vitae (one PDF):** This file is the candidate's complete CV. Work accomplished since the initial appointment (or previous promotion) should be separated from work that preceded it, upon which the earlier promotion or appointment was based. The candidate's areas of responsibility (teaching, advising, research, professional service, creative practice and service as applicable) should be clearly delineated.
 4. **Candidate's Statement (one PDF):** 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.
 5. **Departmental peer evaluations (one PDF):** 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.
 6. **Course Evaluations (folder)** – contains separate PDFs for each course. Spring 2020 course evals should not be submitted. Please provide the version of course evaluations that include department means, for comparison purposes. Provide reports for the past six semesters of teaching, if available. Please provide the version of course evaluations that include department means, for comparison purposes.
 7. **Course Evals Spreadsheet (one PDF or Excel sheet):** File includes basic data on all courses for which course evaluations are provided, including course titles, number of students enrolled, evaluation score of the instructor on one or two key questions, and departmental mean on the same questions. This spreadsheet may be included as a table in the Department Committee Report as well, but it should be provided as a separate document accompanying the raw course evaluation files.
 8. **Other evidence of excellence in course design and course materials (separate PDFs).** Please submit 1-2 course syllabi, course activity or assignment descriptions, or other course materials created by the faculty member.

9. **Peer observation of teaching (one PDF).** Please include at least one report summarizing a peer observation of teaching. The peer observation process should be conducted in the spirit of providing formative feedback. A typical observation might include the faculty member sharing the syllabus with the observer to better understand the goals and context of the class observed within the broader context of the course design; the observation itself; and a discussion with the candidate afterwards.
10. **Memo of conversation with the candidate (one PDF):** 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:_____"
11. **Publications (one folder labeled "Publications"; separate PDFs for each publication)** Include only if required by the position or, for faculty on the teaching track, if scholarship is on teaching.
12. **Chair's Letter for Expedited Reviews:** For faculty who have been promoted or have ECE, submit a chair's letter in SharePoint, summarizing peer evaluations and performance feedback year over for the previous three years.
- If peer evaluation and performance rankings for all years are "very good" or above, no further materials are needed.
 - If peer evaluation and performance rankings in any one year are "good" or below, **please provide a full dossier, as required for 2nd + 3rd Yr. Renewals.**

Resources

Online Resources

- [Faculty Affairs Intranet](#)
- [Chair, Director & DM Intranet](#)
- [Direct link to Faculty Affairs Service Desk files](#)
- [Department Folders for dossier submissions](#)
- [Faculty Annual Reports System](#)

Policies

- [Arts & Sciences AGFM Policy](#)

- [PROV-004: Employment of Academic General Faculty Members \(Tenure-Ineligible\)](#)
- [Faculty Handbook](#)

Contact Faculty Affairs: as_facultyaffairs@virginia.edu

	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
Documents required for all promotions are highlighted in blue.									
A	Chair's Letter	yes	yes	yes	yes	yes	yes	yes	yes
B	Departmental committee report	yes	yes	yes	yes	yes	yes	yes	yes
C	CV	yes	yes	yes	yes	yes	yes	yes	yes
D	Candidate's Statement	yes	yes	yes	yes	yes	yes	yes	yes
E	Peer evaluation narrative and scores	yes	yes	yes	yes	yes	yes	yes	yes
F	TEACHING PORTFOLIO								
	Course evaluations and spreadsheet	yes	yes	yes	yes	Yes, if also teaching	Yes, if also teaching	yes	yes
	Course materials (syllabi, etc)	yes	yes	yes	yes	Yes, if also teaching	Yes, if also teaching	yes	yes
	Peer observation of teaching	yes	yes	yes	yes	no	no	yes	yes
	Teaching contribution statement	no	yes	no	yes	no	no	no	no
G	Memo of Conversation from this review	yes	yes	yes	yes	yes	yes	yes	yes
H	Publications	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
I	Internal/External Letters <i>External letters only required for second promotion (Professor/Dist. Lecturer)</i>	4-6; Can be Internal Only	6-8; minimum 2 external	4-6; Can be Internal Only	6-8; minimum 2 external	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
J	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