UNIVERSITY *of* VIRGINIA | COLLEGE *and* GRADUATE SCHOOL *of* ARTS & SCIENCES

Promotion and Tenure
Timeline and Dossier Details for the 2024-25 Academic Year

FINAL DOSSIERS DUE NOVEMBER 1, 2024

Document Overview

This document is intended to outline the timeline and dossier requirements for promotion and tenure.

These instructions cover:
1. Tenure track assistant professors to be considered for promotion and tenure
2. Tenured associate professors to be considered for promotion to full professor

Guidelines for TTT Third Year renewal reviews, AGFM promotion reviews, and AGFM renewal reviews are provided under separate cover. Selecting faculty for P&T and third-year reviews 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&T Smartsheet - check boxes to confirm
May 31, 2024	Departments submit promotion committee member names for Associate Dean approval.	P&T Smartsheet - insert names
In advance of June 28	Departments submit **first list** of external reviewers for AD approval. Once approved, department contacts reviewers.	P&T Smartsheet - upload as Excel sheet attachment
June 28, 2024	Departments submit **final list** external reviewer lists with accept/decline details.	P&T Smartsheet - upload as Excel sheet attachment

Deadline	Task	System
August 14, 2024**	Latest date for faculty to submit final materials to department.	Department manages
Department determines	Department meeting, vote, chair's letter	Department manages
November 1, 2024	Departments submit promotion and tenure 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

- Additional dossier requirement
  - The Dean's Office now requires **peer observation of teaching.** Details are provided in the dossier section of this document.
- Removal of dossier requirement
  - 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.
- 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. 😊

P&T Process

> **Step 1: Confirm faculty in P&T and discuss process with candidates**
> Responsibility: Department Manager and Department Chair
> Deadline: **May 17, 2024**

Confirming Faculty in P&T

24-25 P&T Smartsheet Information

- Each department has access to its tenure-track and tenured faculty data in the [Smartsheet Dynamic View](#).

- Groups excluded from the P&T Smartsheet:

    o   Tenured faculty at the rank of Professor
    o   Faculty in the 23-24 P&T class, including third year reviews.
    o   Emeritus faculty and those retiring in 2024.

- 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.
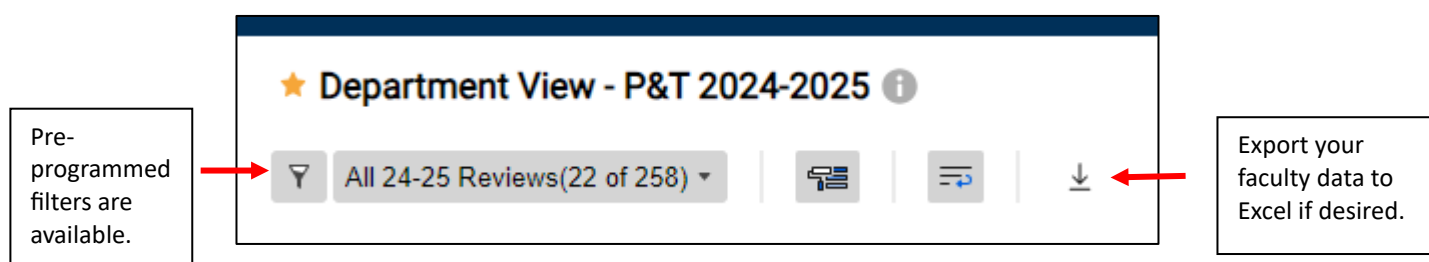
Pre-programmed filters are available.

Export your faculty data to Excel if desired.

Steps for Confirming Faculty

1. Navigate to the [Department View - P&T 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&T actions. These faculty are required to complete P&T this year. If faculty are not required to be reviewed this year, the column is blank.
  - **Third Year Review**: Tenure-eligible assistant professors who completed their second full year on the tenure track in AY 23-24; their third year will be AY 24-25. They are reviewed *during* the third year unless they have a clock stop.
  - **Promotion & Tenure**: Tenure-eligible assistant professors in their last year of tenure eligibility. They have a probationary end date of 8/24/2025 and must do P&T in 24-25. Faculty are reviewed for tenure *during* their sixth year unless they have a clock stop.
  - **Clock Stop Details**
    - Only a small number of faculty MUST be reviewed for tenure in 24-25 because of the COVID clock extension. All tenure-eligible Assistant Professors hired on or before April 1, 2021, automatically received a one-year extension of the probationary period because of the COIVD-19 pandemic. Please see the Provost's memo for full details.
    - Many assistant professors will be in their sixth year in AY 24-25, but they have the COVID clock extension. Therefore, they could do P&T in 24-25 or 25-26. In other words, tenure review in 24-25 (during Year 6) is not required, but it is an option even if they initially opted for the COVID clock extension.
3. Confirm your faculty in P&T.
   - 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&T.
   - 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.
   - Mark promotions to Professor.
     - If you have faculty going up for full professor, mark "Promotion to Professor" 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. Tenured associate professors are considered eligible for this promotion after six years in rank.
     - **Years Tenured as of 8/24/24** – this is intended to provide guidance for promotion to full professor.

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 committee and submit for AD approval
Responsibility: Department chair
Deadline: **May 31, 2024**

Departments seek AD approval for ad hoc committees to prepare P&T reports. Departmental committees are staffed typically by three to four faculty and should include a member from another department whose expertise may complement that of the other committee members but from a different disciplinary perspective. For joint appointments, the two department chairs will collaborate on constituting a committee with representatives from each unit.

Request AD Approval of Promotion Committee

1. Once you have identified proposed committee members, please add their first and last names in the **Department Committee Members** box in Smartsheet.
2. Check the box under **Department Committee Entered** to submit the names for AD approval.
3. When the AD has reviewed the committee list, the chair and department manager will receive an email from Smartsheet.
4. The committee may begin their work.

Step 3: Confirm external reviewers
Responsibility: Department Chair or Committee Chair
Deadline: **June 28, 2024**
This is the final deadline to have the full process completed. We recognize that many departments will have confirmed reviewers significantly in advance of this date.

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1. In conjunction with the candidate and departmental committee, departments identify the proposed reviewers.

2. Complete the [External Reviewers Spreadsheet](#) and submit as attachment in [Smartsheet](#) well before June 28. Check box **External Reviewers List Uploaded** to request AD approval.

    a. Clearly delineate which reviewers came from the candidate's list and which came from the committee's list. Reviewers should preferably be at the rank of Professor, and "arms-length," avoiding former PhD advisors, collaborators, or co-workers. In some cases, a colleague with connections to the candidate may be included because they have special expertise regarding the candidate's work; such connections should be discussed with the divisional Associate Dean. Any connections with the candidate should be clearly explained on the spreadsheet.

3. Please wait for Divisional Associate Dean approval prior to contacting reviewers.

4. Once approval is received, we encourage you to use the [sample letters provided](#) to contact external reviewers. These templates include language seeking their agreement for the review and include appropriate confidentiality statements.

5. Please update the spreadsheet as you receive responses and upload the final list noting which letter writers accepted or declined. This should be completed by June 28, 2024.

Step 4: Candidate submits materials to department.
Responsibility: Candidate
Deadline: **August 14, 2024**
This is the final deadline. We recognize that most departments will have set much earlier deadlines for the receipt of candidate dossiers.

Step 5: Department meeting, vote, chair's letter
Responsibility: Department Chair
Deadline: Department to determine

Step 6: Department submits full dossier to Dean's office.
Responsibility: Department Manager
Deadline: **November 1, 2024**

P&T Dossier Instructions

How and What to Submit

Please upload all documents in PDF format to your department folder in SharePoint. Within your folder, there are individual folders for faculty that have a confirmed review. Follow 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.

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

Dossier Requirements: Promotion and Tenure

1. Chair letter (including report on department vote)
2. Department report on research, teaching, and service
3. Curriculum vitae (CV)
4. Candidate statement on research, teaching, and service
5. Third year review
   a. Includes two items as one file: report and memo of conversation.
   b. Only required for promotions to Associate.
6. Course evaluation files
   a. Promotions to Associate: all course evaluations since the third-year review.
   b. Promotions to Professor: course evaluations for the past six semesters of teaching, or since promotion to Associate Professor if fewer than six semesters.
7. Course Evaluations Spreadsheet
8. Peer observation of teaching – NEW IN 24-25
9. External reviewer spreadsheet
10. External reviewer letter files (8-10 needed)
11. Other letters (optional)
12. Publications
13. Reviews of published scholarship (optional)
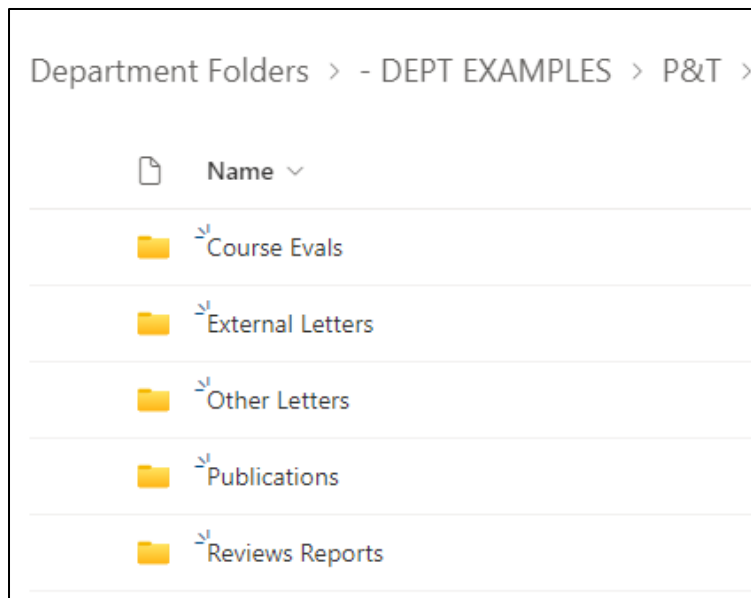
File Names & Folders

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 top directory like this:
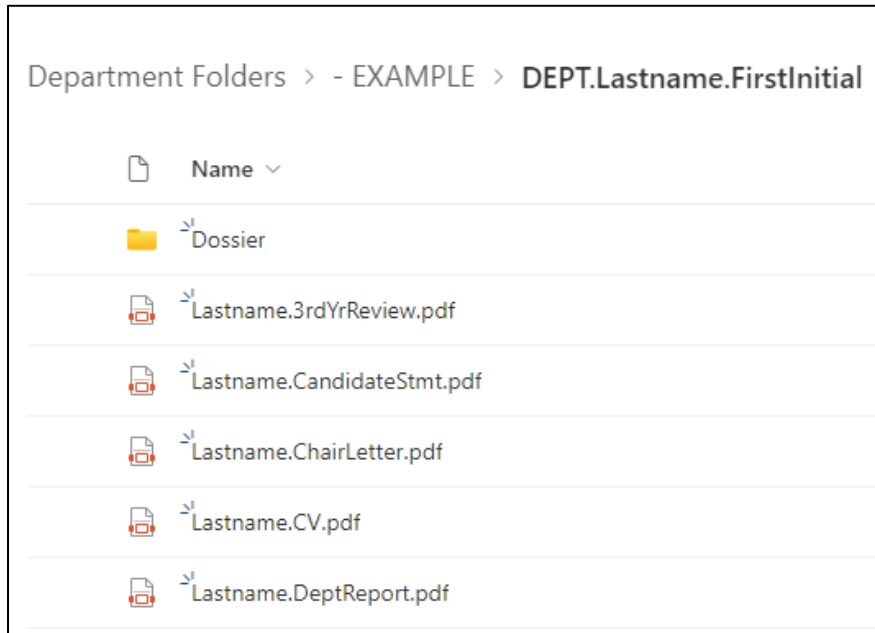
Within the "Dossier" subfolder, please organize the folders like this:

File Names & Folders

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
Third Year Review	N/A	Lastname.3rdYrReview
Course evaluation files	Course Evals	Fall2021.FREN2020
Course evaluation spreadsheet	Course Evals	CrseEvalSpreadsheet
Peer observation of teaching	Course Evals	TeachingObs
External reviewer materials	External Letters	Reviewers.Spreadsheet Reviewerlastname.Letter
Other letters	Other Letters	Lastname.OtherLetters
Publications	Publications	Abbreviated publication title
Reviews/Reports	Reviews Reports	Report.AbbreviatedTitle Review.AbbreviatedTitle

Document Requirements

1. **Chair's Letter (one PDF):** Please follow the [format of the model letter](). 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 tenure meeting, including an explanation of why the department voted as it did, based on the departmental discussion.
   - 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.
   - An assessment of the candidate's national reputation in their field.

2. **Department Report on Research, Teaching, and Service (one PDF):** An analysis made within the department, normally by an ad hoc committee, assessing:
   - The merit of the candidate's published work and career trajectory, including the promise of future research. This analysis should include thorough discussion of the specific strengths and weaknesses of each major work of scholarship. The candidate's entire record since the PhD or MFA should be considered, such as work accomplished at another institution prior to coming to UVA. What is their intellectual stature and accomplishment at this moment of consideration? 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 teaching performance based on the department's established procedures for course/teaching evaluation. Documentation of teaching performance should be supplied in the form of a summary of all existing evidence and an interpretation of that evidence in the context of the department. Include a list of courses taught and the number of students in each.
     - For promotion to Associate Professor, provide this information for **every course taught** at UVA by the candidate.
     - For promotion to Full Professor, provide this information for the past **six semesters.**

- Teaching includes advising duties, so please assess advising when you address this category. The number and kinds of advisees should be specified.

- 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. Publications should be divided into work accomplished since the last promotion (or initial appointment) and work that preceded it, upon which the earlier promotion or appointment was based. (In the case of a dissertation that has been readied for publication, information is requested concerning the extent and nature of the revisions.)

4. **Candidate's Statement on Research, Teaching, and Service (one PDF):** a prose statement from the candidate describing work in progress and research, teaching, and service plans – preferably not more than two or three pages in length.

5. **3rd Year Review (one PDF):** Only needed for promotion to Associate Professor. This file consists of one document and includes the *3rd-Year Review Report* and *Memo of Conversation*.

6. **Course Evaluations (folder)** - separate PDF 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.
   - For promotions to Associate Professor, provide all course evaluations since the third-year review.
   - For promotions to Professor, provide course evaluations for the past six semesters of teaching, or since promotion to Associate Professor if fewer than six semesters.

7. **Course Evals Spreadsheet (one PDF or Excel sheet):** 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. <mark>NEW IN 24-25</mark> **- Peer observation of teaching (one PDF):** Please include at least one report summarizing a peer observation of teaching. A typical observation should include the faculty member sharing the syllabus with the observer to better understand the goals and context of the class observed within the broader course design.

9. **External Reviewers Spreadsheet** (one PDF or Excel sheet)

- List all letter writers asked, including those who declined, with brief comments on their credentials. Please follow the template.
- The spreadsheet should clearly indicate whether each recommender was the choice of the candidate, the department, or both, and note any significant relationship between the letter writer and the candidate.
- It should indicate the reason given by each reviewer who declines the invitation.

10. **External Reviewer Letters (separate PDFs)**: Separate PDF for each letter. Candidates need **eight to ten letters** solicited from outside experts competent to assess the candidate's work and professional standing.

11. **Other Letters (optional; one PDF):** One document containing all letters. Provide this folder and file only if applicable, and preferably limit these letters to 10 or fewer.

12. **Publications (separate PDFs):** Publications as separate PDFs. Please submit TWO copies of all hard-bound publications to the Dean's Office.

13. **Reviews Reports (optional; separate PDFs):** This folder should be included if any published reviews or reader reports on the candidate's scholarship are available. It should contain one document per publication, and all available reviews or reports, favorable or unfavorable, should be included. Reader reports on manuscripts submitted for publication should also be included if available.

Resources

Online Resources
- [Faculty Affairs Intranet](#)
- [Chair, Director & DM Resources](#)
- [Direct link to Faculty Affairs policies and guidelines (files)](#)
- [Department Folders for dossier submissions](#)

Policies
- [Arts & Sciences Policy on Promotion, Tenure and Renewal](#)
- [Executive Vice-President and Provost's Promotion and Tenure Policy](#)
- [Faculty Handbook](#)

Questions? Contact Arts and Sciences Faculty Affairs: as_facultyaffairs@virginia.edu