

Curry School of Education Policy on Employment of Academic General Faculty Members (Tenure-Ineligible)

Date: 3.22.18 Status: Provost Approved
Policy Type: Curry School of Education

Reason for Policy:

Academic general faculty members provide essential academic service to the University and Curry School of Education communities, focusing on teaching, research, integration of professional practice, or clinical service. This policy provides the terms and conditions of their employment, establishing clear standards for review and promotion and affirming their role in faculty self-governance within the Curry School of Education at the University of Virginia, and is in alignment with the UVA Employment of Academic General Faculty Members (Tenure-Ineligible) Policy (PROV-004)

Definition of Terms in Statement:

- General Faculty:

The term “general faculty” came into use around the start of the 20th century to refer to all faculty members at the University, each of whom held tenure or were eligible for tenure in one of the University’s schools. Today, the General Faculty encompasses all academic faculty at the University and convenes once each academic year to approve the conferral of degrees in each school of the University. In the 1970s, the University began to hire faculty members who would not be eligible for tenure. They were called “general faculty members” because they were members of the General Faculty but did not hold tenure in a school.

- General Faculty Members:

Tenure-ineligible salaried faculty positions that focus on teaching, research, or clinical service, or provide high-level administrative or professional services in support of the institution’s academic mission.

- Academic General Faculty Members:

General Faculty Members have primary responsibilities in teaching, research, or clinical service, but may emphasize one or more of the aforementioned responsibilities over the others (e.g., an academic general faculty member could have primary responsibilities for research with minimal or no responsibility for

classroom instruction, or have primary responsibilities for teaching and/or clinical practice without research obligations).

- o **Administrative or Professional General Faculty Members:**
General Faculty Members whose primary responsibilities (at least 50%) are to provide services to faculty, students, and staff in order to support the institution's primary missions of instruction, research, and public service (see policy HRM-003, Employment of Administrative or Professional General Faculty Members). Effective January 3, 2017, the University no longer hires Administrative or Professional General Faculty Members. Although tenured faculty holding administrative positions are classified as "Administrative Faculty" for HR purposes for the duration of their administrative assignment, they are not hired as A/P faculty and will not retain that status once their administrative assignment ends.

Administrative General Faculty Members who perform work directly related to the management of the educational mission and general activities of the institution, department, or subdivision thereof, and whose position is normally within three reporting steps of the president (e.g. the dean of a school).

Professional General Faculty Members who perform work requiring advanced learning and experience acquired by prolonged formal instruction and/or specialized work experience, normally limited to professional positions serving education, research, medical, student affairs, and other such activities.

Policy Statement:

Academic General Faculty Members provide essential academic service to the University community, focusing primarily on teaching, research, or clinical service. This policy sets out the requirements for their employment.

Academic General Faculty Members are normally hired within one of the University's schools. In rare circumstances, they may be hired in a unit reporting to the executive vice president and provost ("provost") or the president. Such hires require the advance written approval of the provost.

In this policy, all references to schools/deans are intended to refer also to units/unit heads that employ Academic General Faculty Members.

1. SCHOOL-SPECIFIC POLICIES:

As per UVA's Employment of Academic General Faculty Members (Tenure-Ineligible) Policy (PROV-004), the Curry School of Education is required to publish a school-specific policy that must be approved by the provost. This policy conforms to the general requirements set forth in the UVA policy (PROV-004) and, where appropriate, provides greater specificity, consistent with the Curry School of Education's particular needs and structure. This policy was developed in consultation with the school's faculty with representation from its Academic General Faculty Members.

This policy ensures that Academic General Faculty Members are represented appropriately in matters of shared governance in the Curry School of Education, including, but not limited to, the hiring, evaluation, and promotion of Academic General Faculty Members.

2. PROFESSORIAL RANKS, ROLES, AND RESPONSIBILITIES

Ranks and Titles:

Academic General Faculty Members may hold professorial rank (assistant professor, associate professor, and professor).

Formal faculty titles, as defined in the Curry Promotion and Tenure Policy, 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.). Unless otherwise approved by the dean, formal general faculty titles within the Curry School of Education are as follows:

Teaching track:

Assistant Professor of Education, General Faculty
Associate Professor of Education, General Faculty
Professor of Education, General Faculty

Research track:

Research Assistant Professor of Education
Research Associate Professor of Education
Research Professor of Education

As described in the Curry Promotion and Tenure Policy, the formal title as defined in the provost's policy and assigned by the dean in the initial appointment letter must be used in all communications related to the faculty member's employment, including offer letters, renewal letters, the report of faculty actions to the Board of Visitors, etc. The General Faculty member's working title will default to the formal title; however, the faculty member may truncate the formal title in instances when formal faculty titles are not required by the provost's policy (for example, in email signatures, department websites, business cards, conference presentations, etc.). Approved working titles for General Faculty are Assistant Professor, Associate Professor, or Professor. Any other modification of the working title must be assigned in writing by the dean.

CLARIFICATION ON INSTRUCTOR RANK:

The Curry School of Education extends the rank of Instructor only to wage faculty. Because the Curry School of Education hires wage faculty on a semester-by-semester basis, instructors may not apply for promotion in rank. The dean, at his or her discretion, may choose to extend the rank of Senior Instructor to wage faculty based on years of experiences and professional accomplishment. Faculty wage employees are not governed by this policy.

QUALIFICATION AND APPOINTMENT OF GENERAL FACULTY

A. Qualifications:

Academic General Faculty Members who hold professorial rank normally must hold the terminal degree in their discipline. In exceptional circumstances, an individual with significant related experience who does not hold the qualifying terminal degree may be hired with professorial rank. In such cases, the Curry School of Education must request approval in writing and provide a justification for the hire to the provost (see Procedure 3. Documenting Faculty Qualifications).

B. Initial Appointment Term:

Academic General Faculty Members hired with professorial rank will be given an initial appointment of: (1) one three-year term or (2) a one-year or two-year appointment. Typically, in the Curry School of Education, Academic General Faculty Members are offered an initial three-year appointment. Under some circumstances (e.g., a full-time faculty member is on a one-year leave; a research grant only includes two years of funding), a one- or two-year appointment may be extended. After the successful completion of the initial three-year appointment term, or three successive one-year appointments or a

combination of one- and two-year appointments for three consecutive years, the Academic General Faculty Member will, if renewed, be offered a three-year appointment. Exceptions to these practices must be approved both in writing and in advance by the provost.

C. Promotion:

Promotion review for Academic General Faculty Members in the Curry School of Education will be conducted in accordance with Curry's Promotion and Tenure Policies and Procedures. For more detail regarding the criteria for promotion, see [Curry's Promotion and Tenure Policies and Procedures](#).

In the event of a negative recommendation, the dean will notify the Academic General Faculty Member in writing, with copy to the provost. The faculty member will have thirty (30) days to submit a written appeal to the provost. The appeal will be accompanied by adequate documentation and a statement of reasons as to why the recommendation is believed to be inappropriate.

The provost will review the dean's recommendations regarding promotion (both positive and negative). In the event of a negative decision and the receipt of a written appeal from the faculty member, the provost will also review the faculty member's appeal and related documentation before making a final determination regarding the dean's recommendations.

Academic General Faculty Members who have received notice of non-renewal (see section 2.G, Standards of Notice for Non-Renewal) may not initiate the promotion review process.

D. Renewal and Non-Renewal Following Promotion Review:

Once promoted to associate professor or professor, the Academic General Faculty Member will continue to be reappointed for three-year terms and may be given notice of non-renewal in accordance with the standards of renewal defined below in section 2.G, Standards of Notice for Non-Renewal, only with the provost's advance written permission and only if one of the two conditions applies:

1. The faculty member's performance falls below the standards required by the school: If the faculty member's annual performance review or interim evaluations reveal that the faculty member's performance does not meet the Curry School of Education's or relevant supervisor's expectations, the school will provide the faculty member

with written guidance that documents the deficiencies in performance, stipulates that future reappointments are contingent upon significant improvement in performance, and establishes a timeline by which the faculty member needs to demonstrate significant improvements in performance.

2. The school no longer needs the disciplinary expertise for which the faculty member was hired: Situations that may warrant non-renewal include, but are not limited to, the closure of a specialized center, sustained declines in student enrollment in a particular field, significant curricular redesign, or a change in curricular standards defined by an accrediting agency.

These conditions apply as well to Academic General Faculty Members hired with the rank of associate or full professor who are renewed after their initial appointment term (see section 2.B, Initial Appointment Term).

For positions supported by contingent funds, the provisions of this section do not preclude schools from giving immediate notice of non-renewal in the event such funds are no longer available (see section 5, Positions Supported by Contingent Funds).

An Academic General Faculty Member whose promotion review is unsuccessful may request reappointment with the same rank. A school may renew the contract of an assistant or associate professor who has been denied a promotion but is not required to do so. Reappointment following an unsuccessful promotion review will be for three-year terms. The faculty member's appointment may or may not be renewed at the school's discretion, so long as the school gives notice of non-renewal in accordance with section 2.G, Standards of Notice for Non-Renewal.

E. Roles and Responsibilities:

Schools appointing Academic General Faculty Members with professorial rank are identified according to the faculty member's primary responsibilities: teaching or research. There are, however, Academic General Faculty Members in the Curry School of Education who are identified with the primary responsibility of teaching whose primary role is clinical practice.

More specific information about faculty roles and responsibilities, the associated evaluation/promotion criteria, and details regarding the promotion review process, are specified in [Curry's Promotion and Tenure Policies and Procedures](#).

The structure of positions that include significant academic leadership responsibilities (e.g., associate deans, research center directors) may vary from the guidelines specified below, including the percentage of time devoted to responsibilities associated with the role and criteria for promotion.

Academic General Faculty Members typically hold a primary role related to teaching or research with professorial rank (assistant professor, associate professor, or professor). As noted above, their formal faculty title will specify both their rank and their membership in the General Faculty (e.g. Assistant Professor of Education, General Faculty or Research Associate Professor of Education).

Academic General Faculty Members may have primary roles and responsibilities related to teaching or research. The roles and responsibilities of each Academic General Faculty Member are determined at the time of hire and/or are determined at the annual review meeting with the faculty member's department chair. For example, Academic General Faculty Members whose primary role is teaching will engage primarily in teaching, but may also perform research, service, and/or clinical practice or supervision. Because teaching is typically the primary responsibility of Academic General Faculty Members in this role, the course/teaching load for these positions will often be higher than it would be for a tenure-track or tenured faculty member. Academic General Faculty Members whose primary roles and responsibilities are related to teaching will be evaluated for promotion based on their responsibilities as articulated in their appointment letters and annual load distribution materials (see [Curry School of Education Promotion and Tenure Policies and Procedures](#)).

Similarly, Academic General Faculty Members whose primary roles and responsibilities are related to research will engage primarily in research, but may also teach, perform service, and/or conduct clinical practice or supervision. To the extent they are supported by non-grant funds, Academic General Faculty members whose primary roles and responsibilities are related to research may prepare new grant proposals, or engage in other activities unrelated to their current grants. Academic General Faculty Members whose primary roles and responsibilities are related to research will be evaluated for promotion based on their responsibilities as articulated in their appointment letters and annual load distribution materials (see [Curry School of Education Promotion and Tenure Policies and Procedures](#)).

CONTRACT RENEWAL, NONRENEWAL, AND TERMINATION:

F. Contract Renewals:

All Academic General Faculty Members must undergo an annual performance review in accordance with the provost's policy, "Annual Performance Reviews." No appointment (i.e., contract) may be renewed without a successful performance review. Only designated academic hiring officials as specified in PROV-006, Extending Offers of Employment to Faculty in the Academic Areas, are authorized to renew a faculty member's appointment. Academic General Faculty Members who hold a three-year appointment who are to be reappointed should be notified in writing within three months of said reappointment by a designated academic hiring official.

G. Standards of Notice for Non-Renewal:

One-year appointments of Academic General Faculty Members (whether paid over nine or twelve months) carry no expectation of renewal or advance notice of nonrenewal, although it is the Curry School of Education's recommendation that they be provided with at least a 3 month advance notice of nonrenewal. Similarly, Curry recommends that Academic General Faculty Members on two-year appointments be provided with at least a 6 month advance notice of nonrenewal.

Academic General Faculty Members who hold three-year appointments (whether paid over nine or twelve months) whose appointment (i.e., contract) will not be renewed must receive notice of non-renewal at least twelve months before the expiration of their appointment. Regardless of when they receive notice, they are entitled to twelve months of employment following that notice.

Schools will abide by the University's [statement on academic freedom](#) when making decisions about a faculty member's employment contract.

These standards of notice for non-renewal do not apply to positions supported by contingent funds when such funds are no longer available (see section 5. Positions Supported by Contingent Funds).

H. Termination for Just Cause:

Academic General Faculty Members may be terminated for just cause in accordance with the policy, "Disciplinary Suspension or Termination of Academic Faculty." In the event of termination for just cause, Academic General Faculty Members are not eligible for the standards of notice defined in section 2.G. Standards of Notice for Non-Renewal.

3. CHANGING SUBSTANTIAL ROLES AND RESPONSIBILITIES AS AN ACADEMIC GENERAL FACULTY MEMBER:

In some instances, an Academic General Faculty Member and the dean may agree that the faculty member should be considered for a substantial change in roles and responsibilities (e.g. from primarily teaching to primarily research). During the annual performance review, the supervisor or manager (usually a department chair, associate dean, dean, or center director) and the Academic General Faculty Member should review the Academic General Faculty Member's primary focus and either confirm it is appropriate or discuss recommending a substantial change in roles and responsibilities to the dean.

A substantial change in roles and responsibilities within the academic general faculty professorial ranks must be approved by the dean. A change from the lecturer ranks to the academic general faculty professorial ranks requires a request from the dean to the provost that includes a clear plan and timeline for promotion review. The provost will review the dean's request and, if approved, submit a recommendation to the University's Board of Visitors (see policy PROV-029, Faculty Appointment Types and Titles).

4. APPOINTMENT TO TENURE-TRACK POSITIONS:

In selecting candidates for tenure-track positions, the University is committed to principles of both equity and excellence. In most cases, identifying the most qualified available candidates for a tenure-track position requires an open search. Academic General Faculty Members whose qualifications and accomplishments qualify them for consideration for a tenure-track position may apply to such a search at any time. Such application will not affect their current status as an Academic General Faculty Member unless the faculty member is offered and accepts a new appointment on the tenure track.

In rare circumstances, when the dean (and department chair, if applicable) determines that an Academic General Faculty Member would likely be the best available candidate in an open search in that faculty member's area of expertise, the dean may request that the provost waive the search. This request must be made in accordance with the procedure, "Requesting an Exception to a Recruitment or Selection Process" (see Related Information).

If the provost approves the dean's request, the candidate's appointment must be approved by the faculty of the tenure home department or the

Curry School of Education. The appointment of the faculty member on the tenure track must be handled in accordance with PROV-006, Extending Offers of Employment to Faculty in the Academic Areas. The faculty member's appointment letter should address the terms and timeframe for tenure, salary, responsibilities, review procedures, and start-up package, if any.

5. POSITIONS SUPPORTED BY CONTINGENT FUNDS:

The employment of Academic General Faculty Members whose salaries are funded from grants, contracts, or private gifts is subject to the continued availability of such funds. In the event such funds become unavailable, faculty members will normally be placed on leave without pay for the duration of their current appointment and given notice that their appointment will not be renewed. The school and the University may, at their discretion, provide temporary funds from other sources to support the faculty member's position from time to time. Such temporary support does not obligate the school or the University to support the faculty member's position once the grants, contracts, or private gifts are no longer available, nor does it prevent the school or the University from giving the faculty member immediate notice of non-renewal in the event those contingent funds are no longer available.

6. CONTRACTS THAT SUPERSEDE THIS POLICY:

The appointment letter typically serves as a faculty member's contract of employment with the University. Appointment letters that deviate from the terms and conditions of this policy must be approved in advance and in writing by the provost. The terms and conditions contained in such appointment letters or contracts that have been approved by the dean and the provost supersede this policy so long as they comply with applicable law and are consistent with the policies of the Board of Visitors.

EXPECTATION OF CONTINUED EMPLOYMENT (ECE):

Individuals who accepted their offer of employment as Academic General Faculty Members prior to January 3, 2017 are eligible to undergo Expectation of Continued Employment ("ECE") review as provided in [PROV-004, Section 9](#).

Related UVA Policies and Information:

[Grievance Procedure for Academic Faculty](#)

[Disciplinary Suspension or Termination of Academic Faculty](#)

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

[PROV-006, Extending Offers of Employment to Faculty in Academic Areas](#)

[PROV-008, Teaching Courses for Academic Credit](#)

[PROV-026, Faculty Wage Employment](#)

[PROV-029, Faculty Appointment Types and Titles](#)

[HRM-003, Employment of Administrative or Professional General Faculty Members](#)

[HRM-044, Maintaining Faculty Personnel Records](#)

[HRM-045, Faculty External Consulting and Internal Overload](#)

Related Curry School of Education Policies and Information:

[Curry's Promotion and Tenure Policies and Procedures](#)

Curry Governance Policy and Procedures

Policy Background:

This Curry School policy was developed to serve as the school-specific policy in alignment with UVA policy PROV-004, entitled Employment of Academic General Faculty Members (Tenure-Ineligible).

Next Scheduled Review: 06/1/2020

Approved by, Date: Executive Vice President and Provost, TBD