E. SOA Facilities, Policies, and Procedures

1. ARCH Organizational Chart – Dean's Office
2. SOA Exhibition List
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4. Diversity Committee Report
5. UVA ARCH PTR Policy
6. UVA ARCH PTR Procedures
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PARTIAL LIST OF
SOA EXHIBITIONS VICTOR AND SONO ELMALEH GALLERY 2003-2008

Exhibit – Victor and Sono Elmaleh Gallery
Weiss/Manfredi Architects
New York
October 4 – 29, 2004

Exhibit – Victor and Sono Elmaleh Gallery
Toshiko Mori Architect
November 1 – 22, 2004

Exhibit – Victor and Sono Elmaleh Gallery
Landscape Architecture > Reaccreditation
January 19 – February 5, 2005

Exhibit – Victor and Sono Elmaleh Gallery
Michael Van Valkenburgh Associates Landscape Architects
February 7 – March 4, 2005

Exhibit – Victor and Sono Elmaleh Gallery
Photography of Davey Hubay
Urban Wraps: Architectures of Work in Progress
March 14 – April 9, 2005

Exhibit – Victor and Sono Elmaleh Gallery
Marble Fairbanks “Expanded Alliances: Industry and Beyond”
February 1- 23, 2007

Exhibit – Victor and Sono Elmaleh Gallery
Lisa Iwamoto and Craig Scott
“Recent Work”
San Francisco
September 27-28, 2007
Guest Lecturers and Visiting Critics

Fall Semester 2003

Dept. of Arch+Lar Symposium
Culture & Technology > Limits of Landscape

Keynote Address: Denis E. Cosgrove
Univ. of California, Los Angeles
September 5-6

Faculty Lecture
William Sherman
Chair, Dept. of Arch+Lar
September 12

Dean’s Forum Lecture
James Timberlake
Kieran Timberlake Associates
Philadelphia
October 17

Harry S. Shure Visiting Prof. Lecture
Gregg Pasquarelli
SHoP
New York
October 24

Landscape Architecture Lecture
(co-sponsored with Dept. of Art)
Dianne Harris
Prof. of LAR and Architecture
University of Illinois
Champaign
November 6

Dean’s Forum Lecture
Lise Anne Couture
Asymptote Architecture
New York
November 7

Thomas Jefferson Society of Architectural Historians Lecture
Areli Marina
Asst. Prof. of Art
Washington and Lee University
Lexington, VA
November 12
Faculty Lecture
Dell Upton
Harrison Professor of Anthr. and Architecture
November 14

Spring Semester 2004

Michael Owen Jones Lecture
Raveevarn Choksombatchal
Co-founder, LOOM Studio
San Francisco
January 23

U.S. General Services Admin. Lecture
Jim Garrison
Garrison Architects
New York
February 6

Dean’s Forum Lecture
James Dayton
James Dayton Design
Minneapolis
February 13

Urban & Environ. Planning Symposium
Healthy Communities, Healthy People: Exploring Public Health and the Built Environment

Keynote Address: Dr. Richard Jackson
Centers for Disease Control and Prevention
Washington, DC
February 20

Dept. of Architectural History Lecture
Hillary Ballon
Professor of Architectural History
Columbia University
New York
February 27

Myles H. Thaler Lecture
Ann Rockefeller Roberts (MLA’88)
Landscape Architect
New York
March 19
Woltz Symposium
Site Out of Mind

Keynote Address: Sebastien Marot
Theorist and Editor, Le Visiteur
Paris
March 26-27

Superfund Site Recycling Symposium
(co-sponsored with School of Law)
Revitalizing Land and Restoring Communities: Interdisciplinary Approaches to Managing Contaminated Sites
April 2-3

Thomas Jefferson Foundation Medalist in Architecture Lecture
Peter Walker
Peter Walker and Partners Landscape Architects
Berkeley, California
April 12

Dean's Forum Lecture
Rafael Viñoly
Rafael Viñoly Architects
New York
April 16

Fall Semester 2004

Michael Owen Jones Lecture
Bryan Bell
Principal, Design Corps
Raleigh, NC
September 3

Dean's Forum Lecture
W.G. Clark
Professor and Principal, WG Clark & Assoc.
Charlottesville
September 10

Lecture – U.S. General Services Administration
Jim Garrison
Garrison Architects
New York
September 17

Benjamin C. Howland, Jr. Memorial Lecture
Shlomo Aronson
Shlomo Aronson & Associates
Jerusalem, Israel
September 22

Hanbury Evans Wright Vlattas Lecture
Dr. Martin Cherry
Chief Buildings Historian, English Heritage
England
September 23

**Faculty Research Symposium I**
September 27

**Architectural History Symposium**
Modernism Unplugged: Modernism Before the International Style
Keynote Speaker: Barry Bergdoll, Professor of Art and Art History, Columbia University
New York
October 1 - 2

**Exhibit – Victor and Sono Elmaleh Gallery**
Weiss/Manfredi Architects
New York
October 4 – 29

**Harry W. Porter, Jr. Lecture**
Diana Balmori
Balmori Associates
New York
October 22

**Exhibit – Victor and Sono Elmaleh Gallery**
Toshiko Mori Architect
November 1 – 22

**Dean's Forum Lecture**
Toshiko Mori
Toshiko Mori Architect
New York
November 5

**Dean's Forum Lecture**
Olle Lundberg
Lundberg Design
San Francisco
November 12

**Urban & Environmental Planning Symposium**
Dialogue and Design: Paths to Sustainability
Celebration of IEN's 25th Anniversary and Founder Rich Collins’ Retirement
November 19

**Spring Semester 2005**

**Exhibit – Victor and Sono Elmaleh Gallery**
Landscape Architecture > Reaccreditation
January 19 – February 5
Faculty Research Symposium II
Michael Bednar, Warren Boeschenstein,
Nisha Botchwey, Anselmo Canfora,
Sanda Iliescu, Nicholas de Monchaux,
and Richard Guy Wilson
January 24

Charlottesville Community Design Center
(CCDC) Lecture
Katie Swenson
Founding Director, CCDC
February 4

ecoMOD Lecture
Charles Benton, Professor of Architecture
University of California at Berkeley
February 7

Exhibit – Victor and Sono Elmaleh Gallery
Michael Van Valkenburgh Associates Landscape Architects
February 7 – March 4

Myles H. Thaler, Jr. Lecture
Michael Van Valkenburgh
Michael Van Valkenburgh Associates Landscape Architects
New York
February 10

Career Forum Lecture
Andrea Leers
Principal, Leers Weinzapfel Associates Architects
Boston, MA
February 26

Exhibit – Victor and Sono Elmaleh Gallery
Photography of Davey Hubay
Urban Wraps: Architectures of Work in Progress
March 14 – April 9

Gallery Talk
Davey Hubay, photographer
San Francisco
March 14

NOMAS Lecture
Chien Chung (DiDi) Pei
Partner, Pei Partnership
New York
March 18
Dean's Forum Lecture
Marion Weiss and Michael Manfredi
Weiss/Manfredi Architects
New York
March 25

Dean's Forum Lecture
Stefan Behnisch
Behnisch, Behnisch & Partner
Stuttgart, Germany
April 1

Thomas Jefferson Foundation Visiting
Professor Lecture
Julie Eizenberg
Principal, Koning Eizenberg Architecture
Santa Monica, CA
April 4

Thomas Jefferson Foundation Medalist in Architecture Lecture 2005
Shigeru Ban
Shigeru Ban Architects
Tokyo
April 12

Fall Semester 2005

Symposium
Growing Urban Habitats
co-sponsored by the Charlottesville Community Design Center
September 2 - 3

Keynote Address: Teddy Cruz
Principal, Estudio Teddy Cruz
San Diego, CA

Faculty Research Symposium III
Dean Abernathy, Timothy Beatley, Maurice Cox, Robin Dripps, Yunsheng Huang, Louis Nelson, and Veronica Warnock
September 9

Jane Lewis and John Jackson Kelly Lecture
Dennis Domer
Helen Edwards Abell Chair in Historic Preservation
University of Kentucky
September 23

Symposium
Creating an American Style: Art and Architecture, 1600-1900
co-sponsored by the University of Virginia Art Museum
October 7-8
Keynote Address: Eleanor Jones Harvey  
Chief Curator, Smithsonian American Art Museum  
Washington, DC

Dean's Forum Lecture  
Mario Gooden  
Principal, Huff + Gooden Architects  
Charleston, SC  
October 14

Benjamin C. Howland, Jr. Memorial Lecture  
Elizabeth Barlow Rogers  
Director, Garden History and Landscape Studies  
Bard Graduate Center, Bard College  
New York, NY  
October 21

Harry Shure Visiting Professor Lecture  
Michael Rotondi  
Principal, RoTo Architects  
Los Angeles, CA  
October 28

Dean's Forum Lecture  
Keller Easterling  
Assistant Professor of Architecture, Visual Studies and Computing  
Yale University  
New Haven, CT  
November 4

Bruner Loeb Forum  
Placemaking for Change: Non-Traditional Models of Community Revitalization  
sponsored by the Bruner Foundation and the Loeb Fellowship Program at the Harvard University Graduate School of Design  
November 11

Keynote address: Reese Fayde  
CEO, Living Cities, The National Community Development Initiative  
New York, NY

Spring Semester 2006

Michael Owen Jones Lecture  
Sunil Bald and Yolande Daniels  
studioSUMO  
New York, New York  
January 27
Faculty Research Symposium IV
Phoebe Crisman, Noreen McDonald, Nataly Gattegno, Elizabeth Meyer, David Rifkind
1:00pm-5:00pm, February 3

Faculty Lecture
The Next New Orleans?
Prof. William Morrish and Dell Upton
UVa School of Architecture
February 10

Career Forum
Keynote Address: John Ruble (BSArch'69)
Partner, Moore Ruble Yudell Architects + Planners
Santa Monica, CA
February 17-18

Dean’s Forum Lecture
Sanford Kwinter
Assoc. Professor of Architecture, Rice University
Houston, TX
February 24

Virginia Society of the AIA Design Forum
Gregg Pasquarelli
Partner, SHoP
New York, NY
March 17, Culbreth Theatre

Myles H. Thaler Memorial Lecture
Craig Verzone and Cristina Woods
Verzone Woods Architectes
Switzerland and Barcelona, Spain
March 31

Hearways
Dean Karen Van Lengen
UVa School of Architecture
Joel Sanders, Founding Partner, JSA
New York, NY
Ben Rubin, Founder, EAR Studio
New York, NY
April 7

Thomas Jefferson Foundation Medalist in Architecture Lecture 2006
Peter Zumthor
Haldenstein, Switzerland
1:00pm, April 13, Old Cabell Hall Auditorium
Thomas Jefferson Foundation Professor Lecture
Michael Vergason
Founding Partner, Michael Vergason Landscape Architects
Arlington, VA
April 21

Fall Semester 2006

Faculty Research Symposium V
Craig Barton, Daniel Bluestone, Bruce Dotson, Judith Kinnard, Elizabeth Meyer,
John Quale, and Peter Waldman
September 8

ecoMOD Lecture
Joel Loveland
Director, Seattle Daylighting Lab
Seattle, WA
October 9

Harry S. Shure Visiting Prof. Lecture
Louisa Hutton
Partner, Sauerbruch Hutton Architects
Berlin, Germany
October 12

Myles H. Thaler Memorial Lecture
Kongjian Yu
Dean, Graduate Sch. of Landscape Architecture
Peking University
China
October 13

Faculty Lecture – Family Weekend
William Morrish
Quesada Professor
October 20

Architecture + Landscape Architecture Lecture
Blaine Brownell
Sustainable Building Advisor, NBBJ
Seattle
October 23

Harry S. Shure Visiting Prof. Lecture Matthias Sauerbruch
Partner, Sauerbruch Hutton Architects
Berlin, Germany
October 30
Faculty Lecture – Architectural History
David Rifkind
Lecturer
November 2

Dean’s Forum Lecture
James Carpenter
James Carpenter Design Associates
New York
November 10

Architectural History Lecture
Despina Stratigakos
University of Michigan and Harvard University
November 14

Urban & Environmental Planning Symposium
Peak Oil and the Future of Cities
Keynote speaker: Peter Newman
Professor of City Policy, Murdoch University and Dir of the Institute for Sustainability and Technology Policy, Australia
December 1

Spring Semester 2007

Thomas Jefferson Foundation Visiting Professor Lecture
Robert L. Pressley
Professor, Ecology Centre at the University of Queensland
Queensland, Australia
January 19

Faculty Research Symposium VI
January 26

Exhibit – Victor and Sono Elmaleh Gallery
Marble Fairbanks “Expanded Alliances: Industry and Beyond”
February 1-23

Michael Owen Jones Memorial Lecture
Scott Marble and Karen Fairbanks
MarbleFairbanks
New York
February 2

Architectural History Lecture
Ekaterina Makarova
Asst. Professor of Sociology
University of Virginia
February 9
Frank Talbot, Jr. Visiting Prof. Lecture
Mario Schjetnan
Founding Partner, Grupo de Diseno Urbano
Mexico City, Mexico
February 16

Career Forum Lecture
Steve Badanes
Chair, University of Washington College of
Architecture and Planning, and
Founder, Jersey Devil Design/Build
February 23

ecoMOD Lecture
Sergio Palleroni
Visiting Associate Professor of Architecture,
University of Texas at Austin
March 16

Hanbury Evans Wright Vlattas Lecture
David Fixler
Principal in Charge of Historic Preservation,
Einhorn Yaffee Prescott Architecture & Engineering
Boston, MA
March 23

ecoMOD Symposium
Aging in Place
Keynote Speaker: Richard W. Lindsay
Professor of Internal Health
University of Virginia
March 30

Benjamin C. Howland, Jr. Memorial Lecture
Mia Lehrer
Mia Lehrer and Associates
Los Angeles, CA
April 6

Thomas Jefferson Foundation Medalist in Architecture Lecture 2007
Zaha Hadid
Zaha Hadid Architects
London
April 13

IEN Symposium
Virginia Food Security Summit
Keynote speaker: Michael Hamm, College of Agriculture
and Natural Resources, Michigan State University
East Lansing, MI
May 11
Fall Semester 2007

Faculty Research Symposium VII
Ethan Carr, Kristina Hill, William Lucy, Lucia Phinney, Lisa Reilly with Dean Abernathy, Karen Van Lengen
September 7

Faculty Lecture
Timothy Beatley, Edible Urbanism
September 11

Michael Owen Jones Lecture / Gallery Talk
Lisa Iwamoto and Craig Scott
IwamotoScott
San Francisco
September 27-28

Harry S. Shure Visiting Professor Lecture
Paul Monaghan
Principal, AHMM
London
October 19

Working on the Environment Series, Part 1
Markets & Policies: Sustainable Strategies
Jonathan Cannon and Mark White
Moderator: Dean Karen Van Lengen
October 19

Faculty Lecture – Family Weekend
Craig Barton, Between Memory and Amnesia- Constructing Memory in the Public Realm
October 26

Working on the Environment Series, Part 2
Connections Between Human Health and Environment
Richard Guerrant and Janet Herman
Moderator: Nisha Botchwey
November 2

Harry S. Shure Visiting Professor Lecture
Simon Allford
Partner, AHMM
London
November 5

Working on the Environment Series, Part 3
Mapping Environment in Culture and Time
Hank Shugart and David Germano
Moderator: Phoebe Crisman
November 9
Working on the Environment Series, Part 4
The Sustainability of Ephemeral Landscapes
Robert Dolan and Bruce Hayden
Moderator: Kristina Hill

Spring Semester 2008

Myles H. Thaler Memorial Lecture
Tomas Saxgård and Ingbritt Liljekvist
Partners, LANDSKAPSLAGET AB
Stockholm
January 18

Faculty Research Symposium VIII
Sheila Crane, Earl Mark, Charles Menefee,
Kirk Martini, David Phillips, Jeana Ripple
February 1

Career Forum Lecture
Marshall Purnell, 2008 AIA President
Partner, Devrouaux + Purnell Architects
Washington, DC
February 8

Harry W. Porter, Jr. Visiting Professor Lecture
Peter Newman
Professor of Sustainability, Curtin University
Australia
February 15

UVA Sustainability and Health Symposium
Keynote Speaker: Dr. Bradley Perkins,
Centers for Disease Control
February 22

Benjamin C. Howland, Jr. Memorial Lecture
Majora Carter
Executive Director, Sustainable South Bronx
New York
March 14

Thomas Jefferson Foundation Visiting Professor Lecture
Elias Torres
Partner, Martínez Lapeña – Torres Arquitectos SL
Barcelona, Spain
March 20
Dean's Forum Lecture
Bill Fontana, sound artist
Resoundings
San Francisco
March 28

Dean's Forum Lecture
Adam Yarinsky
Principal, Architecture Research Office, LLC
New York
April 4

Thomas Jefferson Foundation Medalist in Architecture Lecture 2008
Dr. Gro Harlem Brundtland
U.S. Special Envoy on Climate Change
April 11

Designing the Parks Conference
(In conjunction with the National Park Service)
Keynote speakers: John Dixon Hunt (Univ. of Penn.); Elizabeth Barlow Rogers
(Foundation, for Landscape Studies); Daniel N. Wenk (Deputy Director, NPS); and
Ethan Carr (UVa Sch. of Architecture).
May 20-22
Brief Report on Diversity and Community Affairs Committee Progress
February 14, 2008

Ken Schwartz (chair) Nisha Botchway
Tracey Brookman Ellen Cathey
Maurice Cox Chris Fannin
Elizabeth Fortune Jessica Foster (undergraduate architecture)
Yunsheng Huang David Phillips
James Watson (grad planning) William Williams
Karen Van Lengen (ex officio)

The purpose of this summary is to brief faculty and students in the School of Architecture on a number of activities undertaken by the school’s Diversity and Community Outreach Committee. Several additional elements will continue to develop between now and the end of this academic year, nonetheless we felt it would be helpful to the community as a whole to provide a progress report.

The Committee has met on an almost bi-weekly basis since the start of the fall semester with a sense of urgency to move forward in several directions. Our goals at the outset were fairly simple in principle, and to help focus our energy we have also posited a fundamental Diversity Statement for consideration. There are clearly other areas of diversity that need to be addressed, and these will begin to emerge in some of the next steps that the committee proposed to undertake.

Diversity Statement

The School of Architecture is committed to increasing the richness and relevance of our programs by continuing and accelerating already successful efforts to build diversity among our students, faculty, and community-based initiatives. Our goals are as follows:

• To find ways to foster a greater sense of inclusiveness within the school
• To develop strategies to increase awareness of the school’s commitment to diversity as a matter of social equity and educational enrichment for all
• To establish a list of possible initiatives, and to use this list as the springboard for serious discussions about priorities – e.g., among the many possibilities, what directions or steps should we recommend for the School’s next steps?

Some of the issues we have addressed include:

Web work – we instituted a Diversity web page with links off the home page and elsewhere. This provides links to all minority, women, and international faculty and features pictures of our diverse student population.
Review of school demographics – to see where we stand.
Urgent Matters cards – We encouraged the development of a “Diversity” Urgent Matters cover card for use in recruitment and other initiatives.
Student recruitment issues – participation or discussion
Fall Fling
Fall Graduate Open House
Graduate application fee waiver
Spring Fling – Days on the Lawn
Spring Graduate Open House

Climate
Dinner with the deans – Dean Van Lengen hosted one dinner for School students and prospective graduate students from Arts & Sciences, developed in collaboration with Dean Apprey from the Office of African-American Affairs
Faculty Student dinners - two scheduled, one hosted by Maurice Cox, one hosted by Nisha Botchwey

Conference attendance, supported by the Committee
University of Maryland Career Day and Recruiting – Ellen Cathey
National Organization of Minority Architects (NOMA) conference attendance – including William Williams and five students (partial support from the Office of the Provost)
UVA Symposium on Race and Society – participation by numerous School of Architecture faculty
Association of Collegiate Schools of Architecture Conference – Ken Schwartz and other faculty (March, 2007)
American Planning Association Conference in Philadelphia – Nisha Botchwey, Ken Schwartz, and James Watson (April, 2007)

Coordination with issues at the university level:
University Diversity Council - Kenneth Schwartz & Elizabeth Fortune members, chaired by VP for Diversity and Equity Bill Harvey
Collaboration with Carolyn Vallas, Assistant Dean for Diversity in the School of Engineering
Collaboration with Cheryl Evans, Director of Graduate Student Diversity Programs for UVA

Invitation to AIA President Elect Marshall Purnell – in collaboration with Karen Van Lengen we have invited Mr. Purnell to deliver a lecture and meet with students next year when he is serving his term as President of AIA. For those who may not know, Mr. Purnell is the first African-American President in AIA’s history.

Examination of other schools' diversity work and commitment

Development of budget priorities (see attached sheet)

Additional issues for discussion through the end of this semester (and beyond):
1. Strategic Plan for Diversity
2. Diversity and Gender issues at the school
3. Lesbian and Gay issues at the school
Diversity Committee Budget Recommendations
January 26, 2006

Diversity Statement
The School of Architecture is committed to increasing the richness and relevance of our programs by continuing and accelerating already successful efforts to build diversity among its students, faculty, and community-based initiatives.

Strategy
To assist in realizing this goal, the Diversity Committee recommends the following priorities for consideration. While many issues have been considered (and these are included along with an estimated budget for reference), we believe that one key element needs to be put in place to support the School's aspiration to improve in this area.

Priority Recommendation #1 – Assistant Dean for Diversity
Establish a ½ time position for a lead diversity officer within the Office of the Dean. This individual would report to the dean and would work collaborative with the school’s deans, department chairs, and program directors in moving forward on several key initiatives. The committee feels that this position could be filled by an individual who also teaches in one or more of the departments. Using the argument that success breeds success, we would recommend that funding for this position be solicited directly from the Provost. This person would chair the School’s Diversity Committee and would be responsible for all of the following activities (along with others that would develop under her or his leadership in the position):

• Liaison with Engineering School’s Diversity Office
• Liaison with other units at UVA (Darden, McIntire for example)
• NOMA Conference
• LA Student Recruitment Conference
• UVA – Fall fling (with alumni and local professionals, tied to Open House)
• UVA – Spring fling (with alumni and local professionals)
• Dean’s Dinner & events
• Faculty/Student Dinners
• Developing Summer Programs
• Support for current and new student organizations

Priority Recommendation #2 - Programmatic Funding for Diversity Outreach
We estimate that the above-reference outreach activities (not including summer programs) would require a yearly budget of around $20,000. This would support student and faculty travel to conferences and the special dinners.

Priority Recommendation #3 – Proactive efforts with UVA students
We should assume an earlier practice of engaging current UVA students from within the School of Architecture and reach out to students around the university for entry into our graduate programs. Current minority students within the School should be encouraged to apply to our graduate programs, and the process should be streamlined in whatever ways that are possible and appropriate.

Priority Recommendation #4 – Outreach to UVA Undergraduate Admissions Office
Given the diversity and strength of our own school faculty, we should offer to become a specific resource for the Office of Admissions, working to become a more proactive collaborative partner in building the pool of applicants and eventual matriculants among students of color at the University of Virginia.
School of Architecture Diversity Committee
April 27, 2007

Ken Schwartz (chair) 
Tracey Brookman
Maurice Cox
Elizabeth Fortune
Yunsheng Huang
James Watson (graduate planning)
Karen Van Lengen (ex officio)

Nisha Botchwey
Ellen Cathey
Chris Fannin
Jessica Foster (undergraduate architecture)
David Phillips
William Williams

STRATEGIC PLAN NOTES

Organizations tend to follow one of three strategic planning approaches:
1. Defining an end point – how do we reach it with anticipated resources (current and additionally projected funds)?
2. What should our goals be and what should we do if we have no additional resources?
3. Anti-strategy – acknowledge what we are doing now, what we aren’t doing, and making choices about where the priorities should be directed.

For the purpose of this exercise, we are assuming #1 (see below) – where funding for the articulated priorities have come through via the addendum process, and the funds would be available to hire an assistant dean for diversity by August 1. One significant refinement to the committee charges and purpose as well as the new Assistant Dean’s responsibility proposes that the position would focus on diversity, with community outreach be focused elsewhere. This will support greater clarity in the individual’s focus and responsibilities. To be successful, the school needs to be careful not to overextend the person’s half time availability to guide the progress of department and school efforts advancing diversity. In other words, the first strategic dimension is to avoid the trap of over-commitment and unrealistic expectations beyond the core of the reason for hiring such a person in the first place.

Priority Recommendation #1 – Assistant Dean for Diversity
Establish a 1/2 time position for a lead diversity officer within the Office of the Dean. This individual would report to the dean and would work collaborative with the school’s deans, department chairs, and program directors in moving forward on several key initiatives. The committee feels that this position could be filled by an individual who also teaches in one or more of the departments. This person would chair the School’s Diversity Committee and would be responsible for all of the following activities (along with others that would develop under her or his leadership in the position):

- Provide liaison with Engineering School’s Diversity Office
- Provide liaison with other units at UVA (Darden, McIntire for example)
- Organize UVA’s diversity presence at NOMA Conference, APA, ASLA and SAH or other appropriate organizations that address the SOA disciplines
- Attend and organize UVA’s presence at recruitment conferences (including student and faculty participation where funding permits)
- Assist in UVA Fall Fling and Fall Blast (with alumni and local professionals)
- Assist with School of Architecture Graduate Open House
- Organize and staff UVA – Spring Fling, Spring Blast and other spring recruiting events (with alumni and local professionals)
- Organize Dean’s Dinner & events
- Organize Faculty/Student Dinners
- Develop Summer Programs
- Support for current and new student organizations
- Work with deans, chairs and program directors in their efforts to build diversity and a welcoming environment for all students
Priority Recommendation #2 - Programmatic Funding for Diversity Outreach
Yearly budget of $20,000 to support student and faculty travel to conferences, special dinners, and other priority efforts supporting diversity in the School of Architecture.

Diversity Mission Statement
The School of Architecture is committed to increasing the richness and relevance of our programs by continuing efforts to build diversity among our students, faculty with these goals:

- To find ways to foster a greater sense of inclusiveness within the school
- To strengthen diversity in the recruitment of students and faculty in terms of race, culture, gender, sexual orientation, and international dimensions
- To develop strategies to increase awareness of the school’s commitment to diversity as a matter of social equity and educational enrichment for all

Strategic Priorities

1. **Strengthen public perceptions of the School’s commitment to diversity**
   A. Web work – continue the development of diversity dimensions in our web presence (e.g. references and links to diversity content in courses and faculty research)
   B. Urgent Matters – expand to create a “line” related to diversity issues, expanding on the single card insert, to be used for promotional purposes
   C. Distribute publicity widely around Grounds and elsewhere

2. **Support an improved climate for all students**
   A. Dinners with the deans – Dean Van Lengen and the Dean of OAAA for School students and prospective graduate students from Arts & Sciences
   B. Faculty Student dinners – two per semester
   C. Support the improvement of climate surrounding race, gender and sexual orientation in the school

3. **Monitor demographics**
   A. Compile current and past data in terms in terms of race and gender
   B. Measure our progress
   C. Identify any particular concerns that emerge (e.g. attrition)
   D. Study issues relating to gender diversity within the school

4. **Coordinate and expand outreach efforts to:**
   A. Increase the pool of undergraduate student applicants among students of color and other under-represented minorities
   B. Increase the pool of graduate student applicants among students of color and other under-represented minorities, by collaborating with the chairs and program directors of the various disciplines of the school
   C. Identify the most promising school and career fair opportunities
   D. Collaborate in developing a summer high school junior outreach program, perhaps in collaboration with Darden or Engineering
   E. Explore and develop alumni recruitment and mentorship potential

5. **Support specific student recruitment issues**
   A. Fall Fling, Fall Blast
   B. Fall Graduate Open House
   C. Graduate application fee waiver
   D. Spring Fling, Spring Blast – Days on the Lawn
   E. Spring Graduate Open House
6. **Coordination opportunities at the university level:**
   A. Coordinate with Office Admissions & Office of Financial Aid
   B. Collaborate with OAAA and Dean of Students Office on mentorship and support for academic excellence.
   C. Participate with University Diversity Council
   D. Collaborate with Carolyn Vallas, Assistant Dean for Diversity in SEAS
   E. Collaborate with Cheryl Evans, Director of UVA Graduate Student Diversity Programs
   F. Collaborate with Darden LEAD Program
   G. Engage and reach out to student groups both within and beyond the school including NOMAS, other African and African-American student organizations, Asian Pacific American Students, Queer Student Union, Hispanic/Latino student organizations, and other appropriate student groups around Grounds.
UNIVERSITY OF VIRGINIA SCHOOL OF ARCHITECTURE
Promotion, Tenure and Reappointment Policy¹

Faculty of the School of Architecture are elected to their teaching positions by action of
The Board of Visitors. The School of Architecture follows the University of Virginia's
policy on promotion and tenure. These definitions and procedures can be found at:
http://www.virginia.edu/provost/uvaptt.htm

This School of Architecture document is consistent with the University's Faculty
Handbook, but it includes additional criteria specific to the School of Architecture, such
as Appendix 1.

2. Definition and Qualifications for Tenure, Promotion and Reappointment

2.1 Reappointment criteria, the candidate must meet the following:

a. Evidence that the candidate has become, or will become, an excellent teacher;
and
b. Scholarship, publications, and/or creative work and evidence of potential for
   excellence; and
   c. Service to institution and/or public and evidence of sustained contributions.

2.2 Associate Professor promotion and tenure criteria, the candidate must meet the
following:

a. Excellent teaching and evidence of both the candidate’s sustained commitment
to instruction and the candidate’s effectiveness as a contributor to the intellectual
development of students through devices such as course design, course material,
and other mechanisms of enhancing student learning; and
b. Excellence of scholarship, publication and/or creative work, which provides
evidence of the candidate gaining national recognition, or potential thereof; and
   c. Substantial contributions to the institution and public service work that
advances the aims or achievements of organizations or institutions associated with
the candidate’s
   expertise, or which develops new standards or opportunities for advancing the
   candidate’s area of expertise.

2.3 Full Professor promotion criteria, the candidate must meet the following:

a. Excellent teaching and evidence of both the candidate’s sustained commitment
to instruction and the candidate’s effectiveness as a contributor to the intellectual
development of students through devices such as course design, course material,
and other mechanisms of enhancing student learning; and

¹A separate summary schedule is attached to but not a part of these procedures. This schedule is advisory and is
amended as needed by the Deans office to conform to the larger university calendar or other annual circumstances.
b. Continuing superior achievement and growth in scholarly, professional and/or creative endeavors, and achievement of national stature as verified by evaluations by professional peers external to the university; and

c. Substantial contributions to the institution and public service work that advances the aims or achievements of organizations of institutions associated with the candidate's expertise, or which develops new standards or opportunities for advancing the candidate's area of expertise.

d. In rare cases, following a substantial period in rank after the award of tenure, the School may advance for approval the promotion of a tenured faculty member who has made distinguished contributions to the University over a sustained period of time that warrant special recognition outside the normal criteria for promotion. Promotion under this provision is to be reserved only for the rare situation in which a strong special case can be made. In no instance is length of service itself to be a sufficient criterion for promotion.

2.4 Recommendation for early promotion: promotion to associate professor with tenure lacking the full probationary term of six years, or full professor without the five years in rank will be rare.

2.5 See Appendix 1 for submission format and schedule.

3. Formation of the Promotions, Tenure and Reappointment (PTR) Committee

3.1 The PTR Committee is composed of seven members who hold regular full-time appointments as tenured faculty. In the spring term, the faculty as a whole elects four members, one from each of the four disciplines in the School (Architecture, Landscape Architecture, Urban and Environmental Planning and Architectural History) and the Dean then appoints three, one each from Architecture, Urban and Environmental Planning, and Architectural History. At least three members shall be full professors. Appointed and elected members serve overlapping three-year terms commencing on August 1 of the year in which they have been selected. At least one year must pass before a subsequent term begins. Associate professors are ineligible to discuss or vote on promotion to professor. When there are candidates for promotion to professor and the duly elected and appointed members of the PTR Committee do not number at least five full professors, additional members with the rank of professor are added to the Committee as follows: if one additional member is required, this person is elected by the faculty; if two additional members are required, one is elected by the faculty and one is appointed by the Dean. These additional members discuss and vote only on matters concerning promotion to professor.

3.2 The Dean is ex-officio, a non-voting member of the PTR Committee.

3.3 The Dean appoints the Chair after faculty elections are completed.
3.4 If a member of the PTR Committee is on leave for a portion of their term, the Dean appoints an acting member for the duration of this leave.

3.5 Each spring, the outgoing Chair of the PTR Committee will circulate a list of faculty members who are eligible to be elected to the following year’s Committee. Voting will be completed prior to the Dean’s appointments and during the first week in May or earlier. Nominations for elected positions can be made by any tenured or tenure track full-time faculty member at a meeting called to elect next year’s members by the outgoing Chair of the PTR Committee. Faculty members also may nominate any tenured faculty member to serve on the PTR Committee by submitting a nomination in writing and signed to the outgoing Chair of the Committee prior to the election meeting. Nominees may decline nominations only for good cause, such as, the nominee does not expect to be in residence at the School during the time of the Committee’s deliberations. For the elected positions, full-time tenured and tenure-track faculty in the school vote by secret written ballot. The winners are determined by a plurality of the votes cast. Absentee ballots must be submitted, signed and dated to the Dean’s Assistant before the election meeting. An absentee vote submitted prior to the election meeting in effect is both a nomination of, and a vote for, that faculty member. Faculty members nominated by ballots cast for them before the election meeting will be included among the nominees identified at the meeting. While each absentee ballot will be counted, the number of absentee votes for a faculty member will not be announced or included in a vote tally until after all the votes have been cast and counted at the election meeting.

4. Responsibilities and Procedures of the PTR Committee

4.1 The PTR Committee recommends (affirmatively or negatively) to the Dean—and informs the appropriate Department Chairs of its recommendation—those faculty members to be reappointed, promoted, and/or granted appointment without term (tenure). Written review of each case by the PTR Committee will be placed in the Dean’s office for review by full-time tenured faculty.

4.2 In reviewing each Departmental recommendation, the Committee will consider the substantive recommendation, the process used to reach it, and the quality and thoroughness of the written documentation to support the recommendation. The Committee works from the documentation provided by the Department and checks this against its own review of the candidate’s files and its own assessment of the candidate’s case. If clarification or additional information is needed from the Department, the Committee may request it. The Committee will have access to the materials submitted by the candidate (articles, books, course syllabi etc) as soon as they are submitted. Each member of the committee has the responsibility to review these materials. Access to letters and other departmentally generated material is available only after the Department has completed its recommendation and documentation.

4.3 The chair of the PTR Committee shall assign one or two members from outside the candidate’s department to serve as secretary for each case in drafting and preparing the
final Committee letter of recommendation. The Dean will be invited to all PTR meetings.

4.4 The PTR Committee is responsible for initiating changes to the organization, procedures and policies for promotions, tenure and reappointment in consultation with the full-time faculty of the School.

5.0 Responsibilities of the Departments

5.1 The PTR Committee will not act on a candidate’s file until after the case is complete and fully reviewed by their Department. A complete file will include the following material:

a. The written report of the candidate’s Department Chair. The report will include a complete employment record, an assessment of the candidate’s qualifications covering their entire career, comments by faculty and external reviewers, copies of annual reports, prior assessments, and any other relevant materials. An oral presentation will accompany the letter.

b. The Department’s faculty vote on the candidate, which has taken place after the following sections of the case have been completed by the Department. For cases of promotion to Full Professor, the discussion and vote is limited to Full Professors.

- Read all published work, executed works by the candidate as well as any works in progress,

- In tenure and promotion cases, review at least 4 letters from outside faculty, professionals and/or experts knowledgeable in the candidates field, who have been solicited by the Department Chair in collaboration with the candidate.

Inquire into the candidate’s scholarly and pedagogical contributions to the School by soliciting, through an open call, written assessments from School of Architecture faculty who shall have access to the candidate’s statement and materials, but not teaching evaluations or confidential letters from external reviewers.

When appropriate given the candidate’s areas of expertise, inquire into the candidate’s scholarly and pedagogical contributions by soliciting assessments of her/his scholarship from University faculty outside the School of Architecture.

- Inquire into the candidate’s abilities as a teacher by the following procedures, in addition to those outlined in the University guidelines:
Review all of the candidate’s course evaluations gathered by the Dean’s office.

Assess the candidate’s teaching effectiveness and results of coursework completed under the candidate’s direction. As part of this judgment, a subcommittee interviews selected students from current and previous classes, attends classes, and prepares a summary.

Solicit evaluations on the teaching abilities of the candidate from students who have taken courses with the faculty member concerned. The process of identifying the students and collecting the evaluations will be done by the School of Architecture Student Council or other appropriate student organizations, such as SPA, SALA and SAH, in cooperation with the Associate Dean for Students.

- Identify and evaluate the candidate’s record of service in relation to the criteria in sections 2.1-2.3.

5.2 Participation by other departments
When a candidate holds a joint appointment\(^2\) between two or more departments, either within the School or in the larger University, a tenured faculty member from the other department(s) shall be jointly selected by the chairs of the joint appointment departments to participate and vote in the candidate’s departmental deliberations.

When a candidate’s department jointly offers a degree with other departments, a tenured faculty member from the other department(s) shall be jointly selected by the chairs of the joint program departments to participate and vote in the candidate’s departmental deliberations.

5.3 In the Department of Architecture and Landscape Architecture, a committee chaired by the candidate’s Program Director reviews each candidate. This committee shall include the tenured faculty of the candidate’s discipline plus two tenured members of the other discipline. The Department Chair will appoint the two members from the other discipline, with at least one taken from a list of three submitted by the candidate.

Each committee member is expected to prepare a written evaluation of the candidate’s case. This will be followed by a discussion among the committee members and a meeting with the Department’s tenured faculty members. The Department tenured faculty will vote and the results, including written evaluations, will be presented to the Program Director and the Department Chair.

The Program Director and the Department Chair will jointly prepare the written case and

\(^2\) Except courtesy appointments
present their recommendation to the School’s Promotion Tenure and Reappointment Committee.

5.4 Departmental Voting
It is the responsibility of all tenured faculty, except the Dean, to participate in department voting, with abstentions only in extreme circumstances as permitted by the Department Chair. Faculty serving on the PTR Committee also vote in that Committee’s deliberations.

6. General Policies

6.1 In addition to the School of Architecture Policies on promotion, tenure and reappointment, all such actions must also satisfy University requirements found online at http://www.virginia.edu/provost/docs_policies/tenure.html.

6.2 Annual reports are required of all full time faculty members. The Department Chair is responsible for monitoring and advising candidates on their teaching effectiveness, scholarly endeavors, and service; it is good practice for the Chair’s advice and opinions to be included in the annual faculty performance evaluations.

6.3 When a Department Chair is a candidate for promotion or tenure, the Chair of the PTR Committee, with the advice of the Committee, appoints a senior faculty member from the Committee or from the respective department faculty to assume all of the usual Department Chair’s duties for that one case, including background research and the presentation of recommendations to the Committee.

6.4 In a case of promotion to Full Professor where the candidate’s Department Chair is not a Full Professor, the Dean will appoint a Full Professor, possibly from another department, to assume the Chair’s duties in preparing and presenting the case.

6.5 A faculty member may be self-nominated for promotion candidacy, reappointment or tenure or may be nominated by another faculty member, or the Department Chair. All such nominations are directed in writing to the Department Chair, with copies of the nomination to the candidate, the Chair of the PTR Committee and Dean.

6.6 A list of all faculty in the School, giving years of service, time in rank, and other pertinent employment information, will be made available to the PTR Committee and upon request to interested faculty by the Dean.
Appendix 1: Submittals for Promotion, Tenure and Reappointment Committee Consideration

Candidates for promotion, reelection or tenure should submit curriculum vitae, references, a statement of intent and materials to their respective Department Chair.

For tenure and promotion candidates, the materials should include one copy for School review and 8 copies of mailing materials for external reviewers.

Reelection candidates provide only one copy of materials unless directed otherwise by the Department Chair.

1. Curriculum Vitae:
Provide a current detailed curriculum vitae which includes personal data, academic career, professional activities, publication, reviews or exhibitions and public service.

2. References
Tenure and promotion candidates provide names and addresses of six external reviewers who have a direct knowledge of the candidate’s teaching, creative work, or service. When possible, the list should include persons from faculty at other universities. Provide names of at least three former students. Reelection candidates provide references only if specifically requested by the Department Chair.

3. Statement of Intent
Provide a statement describing personal interests, career objectives, and design and/or scholarly work now in progress. Of particular interest are the probable directions of personal work in the future and its potential for contributions to the program of the Department. The statement should be directed toward a broader audience than the candidate’s department, since the Provost’s Committee for those candidates being considered for tenure or promotion will read it.

4. Supporting Materials
see PTR Guidelines document
Promotion and Tenure Policy

The assignment of academic rank and the award of tenure safeguard the University’s intellectual standards, its academic integrity, and, in the end, its academic freedom. Few decisions carry the degree of institutional importance or affect the University’s future as much as those involving the promotion and tenure of academic faculty.

This document concerns teaching faculty in units that report to the Vice President and Provost of the University who have been elected by the Board of Visitors and who are on the tenure track. It applies to the renewal of term appointments, to the awarding of tenure, and to promotions up to and including the rank of full professor for all schools or divisions that report to the Vice President and Provost of the University.

Each school or division must have a written policy for promotion and tenure that reflects the standards of its disciplines and its own considered aspirations. Differences among disciplines are appropriate, indeed inevitable, but each set of standards must be justified against an articulated mission, must establish procedures that assure their fair and reasoned application, and must be consistent with the policies and procedures outlined below.

Tenure track elections are "with term" if there is a specified number of years for which the appointment extends under the employment agreement between the faculty member and the University entered into at the time of initial hiring or on a "with term" renewal. The complementary phrase "without term" is used to denote the award of "tenure." "Tenure" or a "without term" election refers to an appointment to the faculty of indefinite duration. Both faculty "with term" appointments and faculty "without term" appointments are subject to annual evaluations, to a system of merit pay, and to appropriate sanctions, including suspension or termination of employment, in the event of unacceptable performance of duties.

The Probationary Period on the Tenure Track

The probationary period for tenure is the cumulative amount of time spent under term appointments while on the tenure track. In ordinary cases, it does not exceed seven years in full-time faculty activity. Tenure track faculty are entitled to fair consideration for renewal and/or tenure, but there is no presumption of or entitlement to renewal or tenure by virtue of being on the tenure track. Rather, renewal and tenure decisions are individually determined, in light of departmental, school, or University needs and appropriate standards. A candidate is entitled to fair consideration as measured by departmental or school needs and standards, in light of overall University objectives.

The probationary period may be extended beyond its ordinary term only if a written request by the faculty member has been approved in writing by the dean and the provost. Approval by the dean and the provost must be sought and provided in advance whenever possible. A leave of absence from the University does not extend the probationary period without such written request and approvals. Examples of circumstances under which "clock-stopping" may be approved include but are not limited to: (1) engagement in important public or University service, (2) maternity or family parenting, and (3) serious personal or family illness.

In cases in which the original term appointment is shorter than the period for tenure consideration, probationary faculty are entitled to adequate consideration of their potential for renewal for an additional term appointment and to advance notice that such consideration is to be given. They must have the opportunity to submit supporting documents as a part of that process. Ordinarily, the provost does not review decisions not to renew term appointments prior to the tenure review.

Faculty members in the probationary period who are not to be re-elected after the expiration of the term of their appointment are entitled to notice of non-renewal in advance of the expiration of the appointment as follows:

1. For persons who are not to be renewed after more than two years of service: One calendar year.
2. For persons who are not to be renewed after two years of service: By December 15 of the second year if the appointment expires at the end of an academic or fiscal year; or at least six months prior to the expiration of the term if the appointment expires at any other time.
3. For persons who are not to be renewed after one year of service: By March 1 if the appointment expires at the end of an academic or fiscal year; or, at least three months prior to the expiration of the term if the appointment expires at any other time.
Annual Report on Promotion and Tenure

By February 1 of each year, the dean will report to the provost in writing on promotion and tenure recommendations arising out of her or his school on which action is to be taken for that academic year. The provost will specify from time to time what information the report should contain about the process, the candidate pool, and the candidates.

Unless the peculiar features of an individual case warrant a different approach and such different approach is authorized by the provost in writing, evaluations from qualified external referees on the qualifications of the candidate in scholarship, and (if appropriate) teaching and service, must be a part of a recommendation of tenure or promotion. A short biographical sketch of each referee, together with a statement of her or his professional relationship to the candidate (if any) should be provided. Referees should be identified as nominated by the candidate or selected independently by the department, the school's promotions and tenure committee, or the dean. A copy of the request for an evaluation should be included.

It is important to the integrity of the process that the dean assume accountability for promotion and tenure recommendations. Decanal recommendations are to reflect the dean's own judgments on the substance, the process, and the recommended outcome. The February 1 report of the dean therefore must include the dean's affirmative or negative recommendation on each candidate for whom the promotion or tenure review process has been completed. If the promotion or tenure review process has not been completed for a particular candidate because that candidate has withdrawn, the dean should so state and must ensure that a written withdrawal signed by the candidate is included in the candidate's personnel file.

Institutional Qualifications for Tenure

Definitions of the terms "teaching," "research," and "service" will vary from school to school, as will the weights assigned to each in the tenure decision. Schools must specify their interpretations of these terms in their written internal tenure and promotion documents, as well as indicate, as objectively as is practical, how such activities are to be weighted in the promotion and tenure process. Each school's standards and processes will be taken into careful account in the course of reviews carried out by the provost and her or his advisors, but institutional review will be conducted in the broad context of the following criteria:

1. Quality of, and commitment to, student instruction (including teaching, course design, course material, interaction with students outside of formal instructional periods, and other mechanisms of enhancing student learning);
2. Quality of, and productivity in, scholarship, research, and/or creative activity; and
3. Service contributions to the University, the profession, and the public.

Student Instruction. An award of tenure will not normally be made unless there is evidence of both the candidate's sustained commitment to classroom instruction and the candidate's sustained effectiveness as a contributor to the intellectual development of students through devices such as course design, course material, interaction with students outside of formal instructional periods, and other mechanisms of enhancing student learning. The means of assessment of that contribution will vary with the field, with the level at which the teaching is concentrated, and with the degree of objectivity with which outcomes can be measured during the probationary period. In schools that serve undergraduate students, separate attention should be focused on commitment to and effectiveness of undergraduate instruction. Student evaluations must be a part of the evidence in all cases, but by themselves they are not enough. Students are important judges of a teacher's fairness, organization, and personal qualities in the classroom, laboratory, seminar, or office; but the candidate's faculty peers are normally the better judge of the content of her or his pedagogy. Popular teaching and good teaching are not necessarily the same thing. Advising, availability to students, and other forms of beneficent interactions between the candidate and students may be given appropriate weight as a part of the "student instruction" criterion, but are not, by themselves, a substitute for accomplished classroom instruction or for other elements of the tenure standards.

Research. While the standard will be discipline specific, there must exist a body of original research or creative work sufficient in quality and quantity to have led at least to the beginning of a national reputation in the candidate's field. There must also be strong indications of a commitment to original research or creative work that will lead to sustained contributions over time and to the judgment that growth in stature will continue. While external evaluations of the candidate's contributions to original research or creative work are a required component of a positive case for promotion or tenure, it is also required that the appropriate faculty unit and the dean make a careful and independent judgment that the quality and quantity of the candidate's scholarly output is sufficient to justify the recommended action.

Service. Service to the University is an obligation of every regular faculty member. Service to one's professional discipline and, in a number of disciplines, to the broader public is important and sometimes essential in terms of job definition. The proportions of each will vary widely, however, not only from school to school and department to department, but among candidates as well. Quality and effectiveness of service are difficult to assess. The effort must nevertheless be made. In certain disciplines, strong external service can appropriately be given substantial weight in the tenure evaluation process. And, in all schools, genuine contributions to institutional governance, through committees and otherwise, are a part of the obligations expected from faculty. Service is, therefore, a qualification for tenure, even though its relative weight will vary. In no case, however, can it stand alone to justify the award of tenure nor can devoted service compensate for inadequate student instruction or
Institutional Qualifications for Promotion

A concurrent recommendation of promotion and tenure will generally be considered under the standards set forth for tenure recommendations. For promotions within tenure, each school for whom such promotions are contemplated must have written standards concerning the criteria for promotion, including guidelines as to when promotion is ordinarily considered (i.e., after how many years of tenured status). In general, the criteria for promotion within tenure are similar to those for the granting of tenure, except that there should be substantively increased attention to the candidate's (a) national prominence (with international recognition desired wherever possible) and (b) sustained demonstration of distinguished performance in student instruction, research, and service. As before, outside letters should be gathered in the assessment of scholarship, and (where appropriate) teaching and service.

An issue occasionally arises as to whether a different standard for promotion (not tenure) might be used to reward individuals who have significantly contributed to important University goals and missions and who have had distinguished academic careers, but whose work has not progressed or sustained itself sufficiently to warrant promotion under the standards of the prior paragraph, fairly applied. In rare cases, following a substantial period in rank after the award of tenure, a school may advance for approval the promotion of a tenured faculty member who has made distinguished contributions to the University over a sustained period of time that warrant special recognition outside the normal criteria for promotion. Promotion under this provision is to be reserved only for the rare situation in which a strong special case can be made. In no instance is length of service itself to be a sufficient criterion for promotion.

Actions in the Office of the Provost

The vice president and provost of the University maintains a Provost's Promotion and Tenure Committee which is chaired by the vice provost for faculty recruitment and retention. The Provost's Promotion and Tenure Committee reviews the files of promotion or tenure candidates referred to the committee by the provost and reports its recommendations to the provost for action.

Affirmative Recommendations. Affirmative recommendations by the deans for promotion or tenure must be supported by adequate investigation, review, and written documentation. All affirmative recommendations will be reviewed with care in the provost's office. Those thought to warrant further discussion, whether on process or on substantive grounds, will be sent to the Provost's Promotion and Tenure Committee for further consideration and advice to the provost. A proposal for an outside hire without term must be made in essentially the same form as that employed for internal grants of tenure, but the Provost's Promotion and Tenure Committee will not ordinarily review it.

Should the Provost's Promotion and Tenure Committee wish additional information on any case, that fact will be reported promptly to the dean. Each dean will be asked to discuss any cases from her or his school where the provost, in consultation with the Provost's Promotion and Tenure Committee, has concerns regarding the substantive recommendation, the process used to reach it, or the quality and thoroughness of the written data gathered to support the recommendation.

Negative Recommendations. Negative recommendations by the deans for promotion or tenure must be supported by adequate investigation, review, and written documentation. All negative recommendations at the departmental level must be reviewed at the school-wide level and by the dean. The report to the provost on such action should include the date on which the candidate was notified of the school's decision.

The provost will review negative recommendations on promotion or tenure only if a written request for such review is made by the candidate within 30 days of being notified of the school's decision. Such requests should be accompanied by adequate documentation and with a statement of reasons as to why the recommendation is believed to be inappropriate. In order to ascertain when that period begins, the Provost requires that the Dean provide the Provost's Office with a copy of the communication to any candidate which notifies him/her of the negative recommendation for promotion or tenure. The provost may refer such appeals to the Provost's Promotion and Tenure Committee for its consideration and advice.

The provost generally will not review decisions that decline to accelerate a particular candidate along the tenure track. The appeal process outlined here assumes that the negative recommendation was made at the "normal" time for consideration of tenure in that school.

Given the reality that promotions within tenure may occur at substantially different times, even within a school, and given the possibility of multiple considerations of such promotion over a career, there is a limit to the "appeal of right" to the provost in cases where faculty with tenure are denied promotion. Each school should establish a reasonable period within which promotions within tenure will ordinarily be considered. A person passed over for promotion one year may be reconsidered the following year. Negative decisions on promotion within tenure will be reviewed by the provost only if no previous request has been made by the same candidate within a five-year period.
In all cases in which the provost reviews negative promotion or tenure recommendations, such review will be limited to procedural grounds or to the possibility of unfairness or bias at the school level, with the candidate ultimately having the burden of demonstrating material procedural irregularity, unfairness, or bias leading to the conclusion that the negative tenure recommendation was affected. Normally, the substantive judgments of the school on the quality of student instruction, research, and/or service will not be reversed when adequately supported and in accordance with University policy.

Final Action. As soon as practical after the February 1 deadline (or after a special promotion or tenure action has been initiated), the provost will report to the dean the results of the promotion and tenure reviews at the provost's level and will forward approved recommendations to the president and, with her or his approval, to the Board of Visitors for action. Promotion and tenure decisions are effective upon approval by the Board of Visitors.

Peter W. Low
Vice President and Provost of the University
Effective March 1, 2000

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PROCEDURES

UNIVERSITY OF VIRGINIA SCHOOL OF ARCHITECTURE
Promotion, Tenure and Reappointment (PTR)

The following guidelines outline a typical sequence of events in the review of tenure cases (some notes also apply to reappointment and promotion). These guidelines are provided as a reference to provide some degree of uniformity from year to year. It is the candidate’s responsibility to adhere to this schedule in order to allow the Departments, PTR Committee, and Dean to meet their schedule commitments.

1. By the end of February, the Dean advises the Department chairs and the chair of the PTR Committee of the current status of all faculty in the School of Architecture including their rank and term of appointment.

2. In early March, the chair of the PTR Committee requests nominations of candidates for tenure promotion or reappointment from full-time faculty.

3. By early April, eligible faculty submit an up-to-date curriculum vitae and information in support of their candidacy for reappointment, promotion or tenure to the Chair of their Department. For promotion and tenure cases, the support information includes a list of potential external reviewers and former students with contact information (mailing addresses, phone numbers and email addresses) for all of them.

4. The candidate assembles materials to support the case, and submits these materials to the Department chair. In the Departments of Urban and Environmental Planning and Architectural History the deadline for submitting these materials is the beginning of June. In the Department of Architecture and Landscape Architecture, the deadline is the beginning of August. The materials include one set for School of Architecture reviewers and sets suitable for mailing to outside reviewers. These “mailing materials” focus on aspects of the candidate’s work that can be reviewed only by an expert in the candidate’s field. The preparation is the responsibility of the candidate.

The materials should include:

a) Teaching materials such as course outlines, design programs, syllabi and a few samples of student work (for SARC review only, not for outside reviewers’ packages).

b) Selected photographs or drawings of the most significant projects and built work.

c) Publications preferably in the form as published rather than reprints. Work in preparation for publication also should be included.

5. For work prepared jointly with others, describe the candidate’s role and contribution.

Candidates should submit materials in organized and labeled containers complete with a table of contents listing all items. Assemblage of these materials is the responsibility of the candidate. The candidate may copy and print PTR documents using School of Architecture copy cards, but should not expect School staff to assist them in this effort.
Candidates are advised to make extra copies in case they are needed later in the process. Materials submitted for School of Architecture review will be returned after the review is complete.

5. Once the candidate’s materials are in hand, the Department Chair initiates a review of the candidate’s credentials. The review includes consideration of opinions from students, faculty including Department, SARC faculty, and University-wide faculty as appropriate, as well as experts in the candidate’s field. The Chair, not the candidate, makes all contact with external reviewers concerning case matters.

6. By early November, the Department chair holds a meeting of tenured Department faculty to discuss each tenure and reappointment case and conduct a poll.

7. By mid-November, the Department chair submits to the PTR Committee a written and oral recommendation for the candidate, accompanied by appropriate documentation.

8. By the end of the Fall semester, the PTR Committee reports its recommendations to the Dean, the Department Chair and Program Director in writing, making available all materials from its deliberations. The PTR Committee meets with the Dean and provides an explanation of its decisions and any other relevant information.

9. By the first week in January and after receiving the PTR report, the Dean shall meet with each candidate to share the Department recommendation and the PTR committee review. The Department Chair, Program Director and PTR Chair shall be at this meeting as well. At the meeting, the candidate will be given a copy of the PTR Committee report. At the meeting’s end, the candidate will sign a copy of the PTR Committee report which will be placed in the PTR file. This signature signifies that the Department and PTR Committee recommendations have been discussed and the candidate received a copy of the PTR Committee report.

10. By February 1, the Dean reviews the recommendation of the PTR Committee and makes his or her own decision, which is forwarded to the Provost.

11. By February 1, The Dean convenes a meeting with the candidate, the PTR committee chair, the Department chair and Program director to report and discuss the Dean’s decision.

12. By late spring, the Dean informs the candidate of the Provost’s decision.

13. Prior to the end of each spring semester, the Chair of PTR Committee convenes an All School faculty meeting to consider proposed changes in PTR policies and procedures and to elect new members.

14. Following elections, the Dean makes any appointments to the PTR Committee and names the Chair for the following year.