Faculty Governance Document

Membership and Voting Rights
(adopted December 4, 2018)

Voting membership
Membership in the academic faculty shall include persons with an appointment of at least 50 percent within the School of Architecture and whose primary duties are teaching and/or research. This membership applies to tenure-track and tenured faculty, and to general faculty who have completed at least three full years of employment in the School, or who are working under their initial three-year contract. Voting rights shall belong to each member.

This definition of voting membership applies to votes on School-level matters. Departments may define their own criteria for voting on department-level matters.

Non-Voting Membership
General faculty who do not meet the criteria for voting membership and professors emeriti shall have voice but not vote in this body.

Procedures for Faculty Elections
(adopted March 29, 2020)

Elected positions and eligibility
The faculty will conduct elections for the following positions when a position opens at the end of its term or due to a faculty departure.

Spring elections
- The UVA Faculty Senate.
- Tenured and tenure-track members of the School of Architecture Faculty Council.
- The School of Architecture Promotion, Tenure, and Reappointment (PTR) Committee.

Fall elections
- General faculty member of the School of Architecture Faculty Council.

The eligibility for these positions is as follows:

- Faculty Senate:
  - Any full-time faculty member appointed without term, with that appointment at least 50 percent in the School of Architecture.
- Faculty Council:
• Positions depend on rank and department.

• School of Architecture PTR committee
  o Tenured faculty members as specified in the School of Architecture Procedures for Promotion, Tenure, and Reappointment.

Nominations and balloting

The Faculty Council will conduct elections for these positions as follows:

• **Collect list of faculty eligible by rank and department**: Working with the PTR chair, the Faculty Council will identify open positions for each group, and request from the Dean’s office a list of faculty who are eligible for each position, based on rank and department. The Dean’s office will note those faculty who are scheduled to be on leave during the upcoming academic year.

• **Trim list of eligible faculty**: For each position, the Faculty Council will review the list of those eligible by rank and department, and remove the names of those faculty who are exempt for any of the following reasons:
  o They are on leave during the upcoming year.
  o They are serving in the position during the current year.

• **Post call for nominations**: The Faculty Council will announce a call for self-nominations and nominations with links to an online nomination poll for each position, based on the trimmed list of eligible faculty described above. The nomination poll will be open for one week.

• **Trim list of nominees for Faculty Council and Faculty Senate**: After nominations have closed, the Faculty Council will notify all nominees and distribute the ranked lists of Faculty Senate nominees and Faculty Council nominees to department chairs whose department includes a nominee. A department chair may exempt a nominee from appearing on the election ballot based on workload concerns except when such an exemption would eliminate all candidates for a position.

Nominees for PTR positions may be exempted only for reasons of upcoming leave or current service on PTR, as described above, or for reasons explained in the PTR procedures, but may not be exempted for workload or other reasons.

This process of reviewing and trimming the list of nominees for exemption will take no more than one week. The Faculty Council will create the slates of nominees for each of

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1 Example: a nominee who was a Program Director during an LAAB, PAB, or NAAB accreditation year and was also chairing a faculty search committee, or an Assistant Professor participating on a faculty search committee and organizing an accreditation exhibition.
the elections; the slates will consist of no more than the top four nominees for each position unless there is a voting break that suggests otherwise.

- **Hold elections:** The Faculty Council will hold online elections for each position, based on the trimmed list of nominees. The election polls will be open for one week.

For each position, the nominee receiving the most votes receives the position.

### Typical Time Frames

Once those eligible to be nominated for a position have been identified, there are three steps, which take approximately one week each:

- Hold an online-nomination process.
- Review those nominated for workload concerns.
- Hold the election.

For Fall semester elections, the nomination process will typically begin in the first half of September and conclude in October.

For Spring elections, the nomination process will typically begin shortly after Spring break, near mid-March, and conclude by mid-April.

Before the end of the Spring semester, the Dean will announce her/his/their appointments to PTR as well as the PTR Chair for the following year. The Faculty Council, in coordination with the Dean’s Office, will assemble the membership lists (names, dept representation, and terms) for all three groups, the UVA Faculty Senate, the A-School PTR committee and the A-School Faculty Council. The Dean’s Office will distribute these lists to the A-School faculty and post these lists on the A-School website under Faculty Resources.