

FRANK BATTEN SCHOOL OF LEADERSHIP AND PUBLIC POLICY

REAPPOINTMENT REVIEW GUIDELINES

Date: Updated October 2022

Policy ID: FAC-007

In the normal course of business, the original appointment term for Batten tenure-track faculty during the probationary period is three years. In the normal course of business, Batten Academic General Faculty Members at any rank appointed to multiple-year terms are appointed for three-year terms. This policy governs a single reappointment for all tenure-track faculty during the probationary period, a single reappointment for all Academic General Faculty Members at the ranks of associate professor or professor during the probationary period, and multiple reappointments for all Academic General Faculty Members at the rank of assistant until promoted to the rank of associate professor. Academic General Faculty Members who have been promoted or who have been reappointed at least once on a three-year term at the level of associate professor or professor are reappointed every three years without the process documented here, conditional on a successful annual review and a continued need for the faculty member’s expertise. One-year appointments of Academic General Faculty Members do not require advanced notice of nonrenewal and are not governed by this policy. Termination for just cause is governed by university policy on the disciplinary suspension or termination of academic faculty and is not governed by this policy.

All faculty eligible for a reappointment review must undergo the process described below unless they decline the reappointment review by submitting a letter of resignation to the dean before the start of the review process. Exceptions to timing (like “clock extensions”) require advanced written approval of the dean and provost.

The purposes of the Batten reappointment review are: (1) to serve as a basis for a decision concerning reappointment, and (2) to provide guidance and feedback on the candidate’s progress towards promotion and/or the candidate’s performance relative to expectations at this career stage. Primary criteria include research, teaching, engagement, and service excellence relevant to the goals of the School and the University. Criteria weights will follow appointment letters, annual review effort allocations, and expectations for subsequent promotion documented elsewhere.

Timeline and process

Action	Date
Dean’s office notifies the Executive Committee of candidates for review	December 1
Appointment of a review committee	December 15
Candidate submits materials	February 1
Review committee completes one or more teaching observations	March 15
Review committee submits report to the dean and Executive Committee	April 1
Executive Committee vote	Early April
Dean meets with candidate to discuss feedback	By May 15

After being reappointed at least once, a faculty member may request additional feedback outside of the annual review process from the dean and associate dean, with input from the Batten School faculty Executive Committee, regarding their progress toward satisfying criteria for reappointment. These conversations intend to offer guidance but will, in no way, preclude or predict the outcomes of the more holistic and formal reappointment process. The associate dean will provide the candidate with a brief written summary of the conversation.

In academic years with reappointment reviews, the dean's office will notify the candidates and the Executive Committee of the process and the timeline for review by December 1. The dean's office will inform the candidate of the procedure, the time schedule, the materials that should be submitted for the review, and any issues that the Executive Committee wishes to have the faculty member address as part of the review.

The dean (with input from the Executive Committee) will appoint an ad hoc review committee by December 15. For Academic General Faculty Member candidates, the committee will consist of two senior Academic General Faculty Members of the Batten School governing faculty and two tenured members of the Batten School governing faculty. For Academic General Faculty Member candidates, the committee chair will be a senior Academic General Faculty Member of the Batten School governing faculty. For tenure-track candidates, the committee will consist of two tenured members of the Batten School governing faculty and one senior Academic General Faculty Member of the Batten School governing faculty. For tenure-track candidates, the committee chair will be a tenured member of the Batten School governing faculty. Whenever feasible, for both Academic General Faculty Member and tenure-track faculty candidates, at least one of the members of the review committee should be in the same broad discipline as the candidate.

Provided the candidate is teaching during the reappointment review period, one or more members of the reappointment committee will conduct at least one formal peer review of the candidate's teaching for an assessment of teaching quality and trajectory. Committee observation will be complete by March 15.

The candidate will submit review materials by February 1. The review committee will review materials and submit a written analysis of the candidate's strengths and weaknesses in the areas of research, teaching, engagement, and service to the dean and Executive Committee by April 1. The review committee will conclude their report with a summary of the record and a recommendation on reappointment. The Executive Committee will vote on the review in early April. For tenure-track candidates, the committee report will be subsequently distributed to tenured members of the governing faculty at least one week prior to a meeting of the tenured members of the governing faculty. Tenured members of the governing faculty voting on renewal will be expected to read the file and supporting materials prior to a meeting, attend the meeting, and vote on renewal in a closed vote.

A successful review for tenure-track candidates will result in reappointment for an additional three years. In the event of a negative renewal decision, tenure-track candidates will be given a terminal appointment for one additional year. A successful review for Academic General Faculty Members will result in reappointment for an additional three years, unless the dean receives a written exemption to policy from the provost. In the event of a negative renewal decision, Academic General Faculty Members who hold an appointment with a term of two years or more (whether paid over nine or twelve months) will receive written notice of non-renewal at least twelve months before the expiration of their appointment. If notice of non-renewal is received at less than twelve months before the expiration of an appointment, the faculty member is entitled to twelve months of employment following the date of that notice.

In the event of a negative renewal decision for Academic General Faculty Members in their sixth year or

more of employment as an Academic General Faculty Member, the dean will notify the Academic General Faculty Member in writing and provide reasons for the non-renewal. The faculty member will have 30 days to submit a written appeal to the provost. The appeal should be accompanied by adequate documentation and a statement of reasons as to why the decision is believed to be inappropriate.

In all cases, the dean will meet with the candidate at the end of the review process (the meeting may include other faculty as appropriate, such as the associate dean and/or chair of the ad hoc committee) to discuss the process, outcome, and future directions. Following that meeting, the dean will provide the candidate with a summary of the conversation, highlighting the principal judgments and items of advice that emerged from the review process.

Successful reappointments in no way preclude or predict the outcomes of subsequent and more holistic promotion processes.

Materials to be submitted by candidate

The dossier should contain the items listed below.

Curriculum Vita. A current curriculum vita.

Candidate Statements. Candidate statements describe the candidate's research, teaching, engagement, and service goals and the extent to which the candidate's work achieves or contributes to those objectives. Statements in all should total no more than 10 pages (single spaced).

Statement of Research. The research statement should describe the candidate's current scholarship, accomplishments, and future research plans. The statement should provide an overview of the candidate's scholarship and a framework for understanding the work and its contributions. For candidates with 0% effort devoted towards research, the statement of research may simply be a one sentence acknowledgment of 0% effort.

Statement of Teaching. The teaching statement should describe the candidate's teaching philosophy, experience, achievements, and future plans. The teaching statement should also include, in tabular form, a list of all courses taught at the University of Virginia. The table should include, for each class: course number and title, semester, enrollment, number of respondents on course evaluations, and average student evaluation score for "Overall the instructor was an effective teacher." For classes taught outside of Batten, average student evaluation scores for equivalent metrics should be provided.

Statement of Engagement. Candidates should describe their present and future engagement with leadership and/or public policy and the ways the candidate's work has or will contribute to the practice of leadership and/or public policy.

Statement of Service. Candidates should describe their contributions to service to the Batten School, other UVA units, the University, the discipline, the profession, and/or beyond, as well as how the candidate's activities have contributed to these environments.

Published and unpublished work. Candidates should submit copies of all published and unpublished work, including published policy documents, technical reports, and other materials where appropriate.

Course materials. Candidates should submit course materials for the latest offering of each Batten School course they have taught, including syllabi, assignments, assessments, and assessment rubrics. Candidates can submit other evidence of teaching excellence but are not required to do so.

Supplemental materials. Candidates may provide additional materials documenting excellence in research, teaching, engagement, or service.