

**FRANK BATTEN SCHOOL OF LEADERSHIP AND PUBLIC POLICY
REAPPOINTMENT REVIEW GUIDELINES**

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| Date: May 2017 | Policy ID: FAC-007 |
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The purposes of the reappointment review (typically third-year 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 relevant to the goals of the School and the University. Criteria weights will follow appointment letters, annual reviews, and expectations for subsequent promotion documented elsewhere.

All faculty are expected to complete the reappointment review process, typically following the timeline below during the third academic year of the faculty member’s contract, unless agreed upon in writing in their appointment letter or in a subsequent agreement between the candidate and the dean with approval of the Executive Committee. A candidate can decline a reappointment review by submitting a letter of resignation to the dean before the start of the review process.

Timeline and process

| Action | Date |
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| Dean’s Office notifies the Executive Committee of candidates for review | December 1 |
| Appointment of a three-person review committee | December 15 |
| Candidate submits materials | February 1 |
| 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 |

The Dean’s Office will notify the candidates and the Executive Committee of the process and the timeline for review, typically by December 1 of the candidate’s third year of his or her contract. 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. The committee will consist of three members of the Batten School Governing faculty. Two of the committee members will be tenured members of the Batten School Governing faculty and one committee member will be a senior 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. For general faculty candidates, the committee chair will be a senior general faculty member of the Batten School Governing faculty. Whenever feasible,

one of the members of the review committee should be in the same discipline as the candidate.

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 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.

A successful review will result in re-appointment for an additional three years. Tenure-track candidates not receiving a successful review will be given a terminal appointment for one additional year. General faculty candidates receiving less than a fully successful review may be given a terminal appointment for one additional year, or may be given a re-appointment for one year with another review following these guidelines in the subsequent year. The dean will consult the Executive Committee prior to making arrangements for re-appointed general faculty not receiving a successful review.

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 memo of conversation, highlighting the principal judgments and items of advice that emerged from the review process.

Materials to be submitted by candidate

The goals of the reappointment review dossier are to contextualize the candidate's work and to provide evidence of the candidate's progress toward meeting the criteria for promotion. The dossier should contain the items listed below.

Curriculum Vita. A current curriculum vita.

Candidates 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 should be no more than 10 pages total (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.

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, average student evaluation score for "Overall this was a

worthwhile course,” 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 reviews of published work (if available).

Course materials. Candidates should submit course materials for the latest offering of each Batten School course she or he has taught, including syllabi and assignments. 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.