

University of Virginia
Faculty Handbook
2023-2024



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INTRODUCTION TO FACULTY HANDBOOK

Welcome

Welcome to this year's edition of the *Faculty Handbook*. Inside you will find basic information about the University of Virginia and the resources, conditions of employment, benefits, and policies that are essential to the faculty experience.

UVA faculty are an innovative, collaborative, and diverse group of scholars and educators. Each of you comes to UVA at a different stage of your academic career and a different moment in your life. Each of you is valued here. I hope that this handbook helps you find and make use of the many opportunities and supportive programs the University offers, whether you're just beginning your career or have been with us for decades.

We are at an exciting time in our history. The University of Virginia aims to foster a dynamic, cohesive community that is both great and good. President Ryan has outlined a strategy for the coming years that reimagines, expands, and strengthens that community. Our faculty—teachers, researchers, and leaders, all—are a key element of that vision. You can read more about how faculty play a crucial role in the 2030 Plan at <https://strategicplan.virginia.edu/>.

I welcome your feedback—on the 2030 Plan, and in general. Please share your thoughts with me and my staff at provost@virginia.edu.

I wish you a great year in your work supporting the mission of this extraordinary institution.

Ian B. Baucom

Executive Vice President and Provost

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The University of Virginia

Office of the Executive Vice President and Provost

Notice of Non-Discrimination & Equal Opportunity

The University of Virginia (“UVA”) does not discriminate on the basis of age, color, disability, gender identity or expression, marital status, military status (which includes active duty service members, reserve service members, and dependents), national or ethnic origin, political affiliation, pregnancy (including childbirth and related conditions), race, religion, sex, sexual orientation, veteran status, and family medical or genetic information, in its programs and activities as required by Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, as amended, Section 504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, Age Discrimination Act of 1975, Governor’s Executive Order Number One (2018), and other applicable statutes and University policies. UVA prohibits sexual and gender-based harassment, including sexual assault, and other forms of interpersonal violence.

Individuals, including UVA students and employees, and participants in UVA's programs or activities, may be entitled to reasonable accommodations or modifications for a disability. The following person has been designated to handle inquiries regarding the Americans with Disabilities Act, Rehabilitation Act, and related statutes and regulations: ADA Coordinator, Office for Equal Opportunity and Civil Rights, P.O. Box 400144, Charlottesville, VA 22903, (434) 924-3200, adacoordinator@virginia.edu. A Deputy ADA Coordinator has also been designated to assist the ADA Coordinator, P.O. Box 400144, Charlottesville, VA 22903, (434) 924-3200, adacoordinator@virginia.edu.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Associate Vice President, Office for Equal Opportunity and Civil Rights, P.O. Box 400219, (434) 924-3200, UVAEOCR@virginia.edu.

The following person has been designated to serve as the overall coordinator for purposes of Title IX compliance: Assistant Vice President & Title IX Coordinator, (434) 297-7988, titleixcoordinator@virginia.edu. A Deputy Title IX Coordinator has also been designated to assist the Title IX Coordinator: (434) 297-7988, titleixcoordinator@virginia.edu.

Complaints of discrimination, harassment and other forms of interpersonal violence, and retaliation may be submitted to the UVA Office for Equal Opportunity and Civil Rights (“EOCR”). Complaint resolution procedures, which include information on how to submit a complaint, are available on [EOCR’s website](#). Complaints may also be filed with external agencies, such as the [U.S. Department of Education Office for Civil Rights](#), [U.S. Equal Employment Opportunity Commission](#), [Commonwealth of Virginia Office of Civil Rights](#), and the [Virginia Department of Human Resources Management](#).

Revised June 2023

EOCR maintains the Notice of Non-Discrimination and Equal Opportunity on its website at:

<https://eocr.virginia.edu/notice-non-discrimination-and-equal-opportunity>

How to use this Handbook

Each academic year, the office of the executive vice president and provost updates and publishes the UVA Faculty Handbook. Over the years, policies, procedures, and resources that pertain to faculty life at the University have been made available on administrative and school websites, as well as at uvapolicy.virginia.edu, an online repository of University-wide policies.

Despite the availability of policies online, faculty have expressed the need for a handbook that digests relevant documents and resources in an easily accessible central location. **While the faculty handbook is not intended to be a comprehensive document, we hope that it is a useful starting point for locating resources that might otherwise be difficult to find.** The handbook is also designed to help new faculty explore the extensive resources for teaching, research, and work-life balance that UVA offers. The faculty handbook does not amend the terms and conditions of employment stated in individual faculty appointment contracts. The handbook should be used only as a guide to help navigate resources, policies, and procedures relevant to faculty.

Please note: The print and corresponding PDF versions of the handbook are current only as of the publication date shown on their cover page. Any updates to the handbook that might be made between yearly publications *will not* be reflected in the print/PDF versions of that year's handbook. Such updates, if needed, will be reflected on the Provost website version of the handbook, located at <https://provost.virginia.edu/faculty-handbook>. Accordingly, the website version is always in effect. Access to the various underlined hyperlinks featured throughout the handbook is available through the website version of the handbook.

UVA Wise maintains a separate [handbook](#) applicable to its faculty.

CHAPTER ONE: MISSION AND HISTORY

1.1 Mission Statement of the University of Virginia

Purpose

The University of Virginia is a public institution of higher learning guided by a founding vision of discovery, innovation, and development of the full potential of talented students from all walks of life. It serves the Commonwealth of Virginia, the nation, and the world by developing responsible citizen leaders and professionals; advancing, preserving, and disseminating knowledge; and providing world-class patient care.

We are defined by:

- Our enduring commitment to a vibrant and unique residential learning environment marked by the free and collegial exchange of ideas;
- Our unwavering support of a collaborative, diverse community bound together by distinctive foundational values of honor, integrity, trust, and respect; and
- Our universal dedication to excellence and affordable access.

Statement background: *The Faculty Senate, with the concurrence of the president, approved revisions to the University's mission statement on May 15, 2013, to replace the statement that had been in effect since May 31, 1985. The Board of Visitors, after making additional modifications, approved the mission statement on November 15, 2013. The State Council of Higher Education for Virginia (SCHEV) approved the mission statement on January 14, 2014, to be effective 30 days following adjournment of the 2014 General Assembly.*

1.2 History

History of the University

Thomas Jefferson founded the University of Virginia in 1819. He planned the curriculum, recruited the first faculty, and designed the Academical Village. Comprised of a central lawn and surrounded by faculty residences called pavilions, with student rooms between and working service yards behind, the “village” symbolizes Jefferson’s intent to create an institution that supports the free and open exchange of ideas, close interaction among students and faculty, and collegial collaboration across disciplines. Together with Monticello, Jefferson’s mountaintop house, the Academical Village is an architectural design of global significance; UNESCO declared the pair a World Heritage site in 1987 in recognition of their universal cultural value.

Jefferson intended to establish an institution that would be, in his words, “based on the illimitable freedom of the human mind.” Yet, the construction of the Academical Village relied in large part on enslaved black laborers, and the University relied on the enslavement of its domestic laborers providing food, laundry and other services for almost fifty years. Like other U.S. colleges and universities, the University has recently focused much-needed attention on the role of slavery in its early history. In 2015, the Board of Visitors named a newly constructed residence hall, Gibbons House, for William and Isabella Gibbons, husband and wife, who were enslaved by different professors and lived in different pavilions at the University in the mid-19th century. In 2017, the Board of Visitors named another building for former enslaved laborer and stonemason Peyton Skipwith, and in 2020 renamed a building to honor Walter Ridley, the first African American to earn a doctoral

degree from UVA. The [Memorial to Enslaved Laborers](#) was dedicated in 2021 to honor the lives, labor, and resistance of the 4-5,000 enslaved people who lived and worked at UVA at some point between 1817 and 1865. For more information on slavery at the University, see the [President's Commission on Slavery and the University](#) and [Jefferson's University: The Early Life](#). In 2018, the Board of Visitors established the [President's Commission on the University in the Age of Segregation](#), to continue research on race and inequity for the century following Emancipation.

With regard to its mission, the University was innovative for its day because it was dedicated to educating leaders in practical affairs and public service rather than for professions in the classroom and the pulpit exclusively. It was the first nonsectarian university in the United States and the first to use the elective course system. Where it excelled in regard to curricular innovation, however, it was representative of its time in the make-up of its student body and faculty. When the University opened for classes in 1825, its faculty of eight and student body of sixty-eight were all white and all male. Not until the 20th century would the University admit women and men of color or white women, and it would be one of the last public institutions of higher education in the U.S. to do so.

At the time of the University's opening in the 19th century, instruction included ancient languages, modern languages, mathematics, moral philosophy, natural philosophy, chemistry, law, and medicine. Jefferson opposed the granting of degrees on the grounds that they were "artificial embellishments." In 1831, however, the Board of Visitors authorized granting the Master of Arts degree, which throughout most of the nineteenth century remained the University's most prestigious academic award. The M.D. degree was awarded to the first graduates of the School of Medicine in 1828, and the LL.B. was first awarded for law school graduates in 1842. The bachelor's degree was awarded beginning in 1849, but did not become the standard undergraduate degree and a prerequisite for the master's degree until 1899, bringing the University into conformity with other institutions of higher learning. The Ph.D. has been awarded since 1883.

History of the Faculty

Thomas Jefferson conceived of the faculty as a peer group responsible both for instruction and administration of the University. Administrative functions have diversified during subsequent growth of the University, but the tradition of faculty participation in governance continues.

The original faculty met for the first time on April 12, 1825, elected a chair, and organized the instructional program. From its founding until 1856 the University changed little. Then, as now, student enrollment determined the number of faculty; during the first twenty years the average attendance was only 190. By 1860 there were thirteen faculty and three major divisions: the literary and scientific schools, the School of Law, and the School of Medicine.

When student enrollment recovered from the Civil War and began to grow, major changes started to occur. New fields of study focused on the applied aspects of mathematics, biology, agriculture, engineering, and chemistry. The humanities established a separate professorship of English language and literature, as well as professorships of modern languages, history, and economics. By 1901 the medical school had expanded by offering a four-year course of study and a training school for nurses; faculty in business administration and law had increased as well.

The system of faculty ranks in use at the University today began in 1899 when an associate professor was appointed to help with instruction in romance languages. When the number of students grew too large for the professor of romance languages to instruct both undergraduate and graduate students, the work was divided and a junior professor was appointed to assist. With experience, these junior professors (also referred to as adjuncts) could become associate professors and, finally, a professor.

In this way, the faculty ranks diversified as the number of students increased. The undergraduate program became known as the College, and the graduate program was identified as the University.

The term “General Faculty” came into use around the turn of the 20th century. The faculty as a whole still governed the University, but committees of professors had assumed independent oversight of students and curricula in the various specialized areas of study, especially in the professional schools. Soon the General Faculty formally recognized and delegated its powers over students and curricula to these school faculties. After 1903 the faculty as a whole was known formally, as it is today, as the General Faculty of the University. The General Faculty of the University still convenes once each year to approve the conferral of degrees.

As the number of administrative and supporting staff with faculty status grew after 1970, the term “general faculty” was used to identify those who were elected to the General Faculty of the University but not to the tenured ranks of faculty of the schools. Today, “general faculty members” are those who hold salaried faculty appointments but are not eligible for tenure.

Historical and Current University Data

[The Office of Institutional Research and Analytics](#) maintains and reports historical and current information on the student body, faculty, and a variety of other University data. Additional data on diversity may be found on the [UVA Diversity Dashboard](#). The Office of the Board of Visitors publishes a [Board Basics](#) report annually, which also displays faculty and student data, including breakdowns by school.

The University of Virginia today enrolls more than 25,000 students, of which about 70 percent are undergraduates. The University employs over 3,000 full-time faculty members, of which 41 percent are women and 26 percent identify with a racial background other than white or are non-U.S. residents.

CHAPTER TWO: ORGANIZATION AND GOVERNANCE

2.1 University Administrative Structure

To better understand the University's administrative structure, it is helpful to consult a graphic presentation of its plan of organization. The University Organizational Chart can be found at: <https://ira.virginia.edu/data-analytics/organizational-chart>.

The Board of Visitors

In 1819 an act of the General Assembly of Virginia established the University as a public corporation with the name "The Rector and Visitors of the University of Virginia." The governing body of this corporation is styled the "Board of Visitors." The seventeen members of the Board of Visitors are appointed by the governor and confirmed by the Senate and House of Delegates of Virginia for four-year terms. At least twelve members must be from the Commonwealth at large and at least twelve must be alumni or alumnae of the University; at least one must be a physician with administrative and clinical experience in an academic medical center. Each year, the Board also appoints a full-time student at the University of Virginia as a nonvoting representative. The Board may also appoint a faculty member at the University as a nonvoting representative of the Board for a term of one year.

The Officers of the Board of Visitors are: *the Rector of the University of Virginia, the Vice Rector, the President of the University, the Chief Operating Officer of the University, the Provost of the University, and the Secretary to the Board of Visitors.*

The duties and powers of the Board are exercised in order to advance the University's mission; see section 1.1, "Mission Statement of the University of Virginia." For more information on the major powers and duties of the Board, see the [Manual of the Board of Visitors of the University of Virginia](#).

The President

The president is responsible to the Board of Visitors as the principal administrative officer of the University and the chief executive officer of the Academic Division. The president is also:

- a member of the General Faculty and of the faculty of each of the schools and serves as the president of the Faculty Senate;
- responsible for operating the University in conformity with the purposes and policies determined by the Board of Visitors;
- an adviser to the Board and recommends policies and programs, including educational programs and new degrees, that will best promote the interests of the University; and
- active in determining the internal administrative structure of the University, appointing or providing for the appointment of all administrative officers (except the vice presidents and the chancellor of the University of Virginia's College at Wise, who are nominated to the Board by the president for election).

A full list of the president's duties can be found in the [Manual of the Board of Visitors of the University of Virginia](#).

Senior Administrative Officers

The president delegates authority to senior administrative officers who are responsible for the major functional areas. In the University's organizational structure, offices associated with athletics, budget, development, health affairs, student affairs, and technology report to the president through different vice presidents. When possible, subtitles are hyperlinked to the webpages belonging to each senior administrative office.

Executive Vice President and Provost

The executive vice president and provost (provost) is the chief academic officer of the University. The provost is charged by the Board of Visitors and the president with overseeing education, research, and public service in the schools of the University, in the University's libraries and museums, and in numerous other academically related units of the University.

The budgets of these units flow through the Office of the Executive Vice President and Provost. The provost also oversees the recruiting, hiring, retention, performance, promotion, and tenure of faculty members.

The provost charges vice provosts with oversight of various aspects of the office's role and mission, as follows:

- **Vice Provost for Academic Affairs**

The vice provost for academic affairs provides leadership and oversight for academic programs, planning and compliance, and the core academic functions of the University. In collaboration with executive and school leadership, the Faculty Senate, and Student Affairs, the vice provost works to advance institutional objectives, including those identified in the University's strategic plan. Responsibilities include program review and approval; academic enhancement programs for undergraduate, graduate, and professional students; University-wide academic advising and support; academic accessibility, and all aspects of state and federal academic compliance, as well as accreditation by the Southern Association of College and Schools, including the Quality Enhancement Plan. The vice provost for academic affairs manages the following areas, among others: [Institutional Research and Analytics](#); [Graduate and Postdoctoral Affairs](#); the [Office of Undergraduate Research](#); the [Office of Citizen Scholar Development](#); [The Dathel and John Georges Student Center](#); [Office of Summer and Special Academic Programs](#); [University Press](#); [Contemplative Sciences Center](#); the [Institute for Practical Ethics and Public Life](#); and the [Rare Book School](#).

- **Vice Provost for Academic Initiatives**

The vice provost for academic initiatives is charged with advancing select University-wide strategic priorities that enhance the academic mission of the University of Virginia. The vice provost collaborates with a broad array of academic, administrative, and operational units to develop and implement University-wide academic initiatives. In partnership with the vice president for research, senior leaders, school leaders, and provost office colleagues, the vice provost works to advance the University's culture of research, especially in relation to the University's strategic plan. The vice provost for academic initiatives also manages special projects in response to emerging needs or priorities for the University and the provost's office.

- **Vice Provost for Academic Outreach**

The vice provost for academic outreach plans and leads a distinctive University-level outreach program tied to the University's mission of public citizenry and service. The vice provost undertakes this work in four ways: fostering transformative public interest research, collaborative public partnerships, strategic public service, and the training of tomorrow's civic leaders. The vice provost collaborates with deans and faculty on incorporating public interest research, service, and experiential learning into the undergraduate curriculum, and hosts programs with public and private partners to envision and enact future research needs. The vice provost for academic outreach manages the following areas: [Virginia Humanities](#), the [Center for Liberal Arts](#), and [Morven](#). The University's ROTC programs also report through the vice provost. Additionally, the vice provost oversees the [Public Service Pathways](#) program.

- **Vice Provost for the Arts & Director of the Virginia Film Festival**

The vice provost for the arts advocates for the arts departments and programs throughout the University, advancing the arts as an essential and strategic component of the University's mission. The vice provost facilitates research, creative production, teaching, and service in the arts departments and programs of schools, in two museums, with the Virginia Theater Festival, and by student-driven arts organizations, initiating and coordinating cross-disciplinary collaborations. Significant outreach efforts include the Speaker for the Arts series, artistic residencies, and special appearances and public facing programs designed to augment and enrich the community's artistic offerings, which have significant economic as well as cultural impact in the region. The vice provost for the arts manages the following units: the [Fralin Museum of Art at the University of Virginia](#); the [Kluge-Ruhe Aboriginal Art Collection](#); the [UVA Arts Box Office](#); and [WTJU](#), the University's radio station, and is also the director of the [Virginia Film Festival](#), the Commonwealth's official film festival and the premier festival in the region.

- **Vice Provost for Enrollment**

The vice provost for enrollment develops and implements enrollment management and student support strategies. With other leaders and staff members in the offices of [Student Financial Services](#), [Undergraduate Admission](#), and the [University Registrar](#), the vice provost for enrollment provides an enhanced and cohesive enrollment experience for students throughout all phases of the student lifecycle. The [Virginia College Advising Corps](#) also reports to the vice provost.

- **Vice Provost for Faculty Affairs**

The vice provost for faculty affairs is the liaison between the provost's office and the schools in areas of faculty recruitment and retention, promotion and tenure, professional and leadership development, and strategies for achieving faculty diversity. The vice provost collaborates with deans on school faculty hiring plans, facilitating cluster and targeted hiring in areas of strategic importance, and works closely with human resources to ensure that faculty recruiting and hiring are supportive of schools' needs. This includes chairing the provost's promotion and tenure committee and assuring that school and institutional policies for promotion and tenure are consistent with the strategic direction of the University. The vice provost for faculty affairs manages the following areas: [Faculty Development](#); the [Center for Teaching Excellence](#); the [Dual Career Program](#); and [UVA Acts](#).

- **Vice Provost for Global Affairs**

The vice provost for global affairs is the primary lead of global relations, developing and overseeing global initiatives and partnerships. The vice provost is responsible for advancing the international profile and reputation of the university, collaborating with leaders in research, advancement, education abroad, financial aid, and departments, programs, centers, and administrative units that have significant global components. The vice provost is focused on increasing the number and improving the quality of international students attending UVA; working with schools to attract distinguished international faculty and staff; fostering global research and engagements; collaborating with global education units to build a continuum of educational offerings; and developing a wide array of services, programs, experiences, and strategic partnerships that promote global imagination within the university community. The vice provost for global affairs manages the following areas: [International Studies](#), [Global Internships](#), the [Center for Global Health Equity](#), the University's China Office, and the [Center for Global Inquiry and Innovation](#).

- **Vice Provost for Online Education and Digital Innovation**

The Vice Provost for Online Education and Digital Innovation (VP-OEDI) is a newly created position with primary responsibility for developing and implementing UVA's digital education strategy. The VP-OEDI will help to shape UVA's vision for online education. The VP-OEDI will partner with academic units to develop and deliver online offerings that serve undergraduate, graduate, and professional students, as well as alumni and lifelong learners, across the Commonwealth, the nation, and the world. The VP-OEDI will also work with the schools and the Center for Teaching Excellence to pilot and assess curricular, pedagogical, and scheduling innovations enabled by digital technology.

- **Vice Provost for Planning**

The vice provost for planning provides the provost and the senior members of the provost's office with collaborative leadership, counsel, and capacity on matters of comprehensive academic, financial, and operations planning. The vice provost for planning is responsible for supporting the provost and collaborating with senior provost's office staff across a wide range of functional domains, with the aim of building a robust culture of academic governance and leadership, as well as corresponding structures and processes to direct resources effectively, efficiently, and accountably in service of the academic mission.

Executive Vice President for Health Affairs

The executive vice president for health affairs is responsible for the [School of Medicine](#), the [School of Nursing](#), the [Claude Moore Health Sciences Library](#), and the [UVA Medical Center](#). The executive vice president oversees the clinical enterprise that includes clinical faculty and staff of the UVA Medical Center, UVA Children's Hospital, the Transitional Care Hospital, multiple ambulatory clinics, home health care, and regional clinical programs throughout Virginia. The EVP for health affairs is also the chief executive officer of UVA Health.

Additional UVA Health leadership roles are described on its [website](#), and include:

- Chief Executive Officer, UVA Medical Center
- Chief Executive Officer, UVA Physicians Group
- President, UVA Physicians Group
- Chief Financial Officer, UVA Health
- Dean, School of Medicine (also Chief Health Affairs Officer, UVA Health)
- Dean, School of Nursing
- Director, Claude Moore Health Sciences Library

Executive Vice President and Chief Operating Officer

The executive vice president and chief operating officer (COO) is charged by the Board of Visitors and president with overseeing the non-academic support areas of the University and supporting special initiatives that have a University-wide impact.

The COO charges numerous vice presidents with oversight of particular aspects of the organization's operations, including but not limited to the following:

- [Senior Vice President for Operations and State Government Relations](#)
- [Vice President and Chief Human Resources Officer](#)
- [Vice President for Finance and Chief Financial Officer](#)
- [Vice President and Chief Information Officer](#)

Vice President for Research

The Vice President for Research (VPR) is responsible for the integration and enhancement of research activities across UVA's twelve schools and multiple research centers. The VPR leads university-wide strategic growth activities, including multidisciplinary groups in environmental sustainability, innovation, energy systems, and biosciences. The VPR also coordinates the various University units that comprise the research infrastructure, including the acquisition of research funding, the planning and development of academic research space, research commercialization, the incubation of new companies and recruiting of corporate research partners to local research parks, and public outreach.

Offices overseen by the VPR include, but are not limited to, the following:

- [Office of Sponsored Programs](#)
- [Licensing and Ventures Group](#)
- [Environmental Health and Safety](#)
- [Center for Comparative Medicine \(website behind UVA NetBadge\)](#)
- [Research Compliance \(various offices/functions\)](#)
- [Research Development](#)

Vice President for Diversity, Equity, Inclusion and Community Partnerships

The vice president for diversity, equity, inclusion and community partnerships assists and monitors all units of the University in their efforts to recruit and retain faculty, staff, and students from historically underrepresented groups and to provide affirmative and supportive environments for work and life at the University of Virginia. The office provides leadership, information, consultation, coordination, and assistance to the various units and constituencies within the University in an effort to embrace diversity and equity as pillars of excellence, synergize actions at all levels of the institution, and cultivate inclusiveness and mutual respect throughout the community. This office also reaches beyond the University to establish beneficial relationships with individual and institutional partners who share mutual goals and interests. The vice president oversees the [Office for Equal Opportunity and Civil Rights \(EOCR\)](#), Business Operations and Grants Management, and University and Community Relations and Development. In 2020, the vice president launched the [Inclusive Excellence \(IE\) framework](#) to synergize and support the University's collective diversity, equity, inclusion, and belonging efforts.

Additional Vice Presidents include the:

Vice President for Advancement

Vice President and Chief of Staff

Interim Vice President and Chief Student Affairs Officer

Vice President for Communications and Chief Marketing Officer

Vice President for Strategic Initiatives

Vice President for Intercollegiate Athletics

Other Senior Administrative Officers

In addition to these vice presidents, other senior officers and University Counsel report to the president and serve as members of the president's senior cabinet. The chief audit executive reports directly to the Board of Visitors. Other officers who report directly to the president include the:

- chancellor of the University of Virginia's College at Wise,
- director of the White Burkett Miller Center of Public Affairs, and the
- secretary to the Board of Visitors.

Divisions

The president and vice presidents manage a diverse enterprise that is organized for budgeting purposes into three operating divisions:

- The Academic Division is responsible for the central functions of instruction, research, and public service.
- The Health System provides health care services.
- The University of Virginia's College at Wise is a four-year residential college located in southwestern Virginia.

Academic Division

Approximately 3,000 full-time faculty members are employed by the University to conduct research, care for patients, and teach in programs leading to bachelor's, master's, doctoral, and first professional degrees. The twelve schools of the University are as follows:

- [School of Architecture](#)
- [College and Graduate School of Arts & Sciences](#)
- [Darden School of Business](#)
- [McIntire School of Commerce](#)
- [School of Continuing and Professional Studies](#)
- [School of Data Science](#)
- [School of Education and Human Development](#)
- [School of Engineering & Applied Science](#)
- [School of Law](#)
- [Frank Batten School of Leadership and Public Policy](#)
- [School of Medicine](#)
- [School of Nursing](#)

The University also has many institutes and centers, among these are: the [Biocomplexity Institute](#), the [Brain Institute](#), the [Environmental Institute](#), the [Paul and Diane Manning Institute of Biotechnology](#), the [Karsh Institute of Democracy](#), the [Center for Politics](#), and the [White Burkett Miller Center of Public Affairs](#).

[UVA|Northern Virginia](#) is the University's campus in Northern Virginia.

The University hosts two academic organizations with statewide, regional, and national affiliations: [Virginia Humanities](#) and the [University of Virginia Press](#). Several federal and state centers of professional activity are also located in the University community. They include the state's Division of Forestry, the Division of Mineral Resources, the Virginia Highway and Transportation Research Council, the National Radio Astronomy Observatory, and the Federal Executive Institute. The U.S. Army Judge Advocate General's Legal Center and School teaches military law to lawyers in the armed forces.

Health System

Comprehensive health care services are provided by the University of Virginia Health System, which consists of the University of Virginia Medical Center, School of Medicine, School of Nursing, University Physicians Group, and Claude Moore Health Sciences Library. The UVA Health System operates more than forty clinics at numerous sites within and distant from the main precinct of the Medical Center. The Medical Center (originally called University Hospital) was established in 1901 to complement the teaching and research activities of the School of Medicine and to provide hospital and related services to a broad region.

University of Virginia's College at Wise

This four-year undergraduate college was opened in 1954 as a two-year branch of the University under the name Clinch Valley College. In 1999, the General Assembly changed the name of Clinch Valley College to the University of Virginia's College at Wise. It functions to some extent as an independent institution, although its chancellor reports to the president of the University of Virginia and its Board of Visitors. It currently enrolls approximately 2,000 students.

2.2 University Committees

The University draws on the knowledge and resources of faculty, students, and staff through their service on a number of committees dedicated to furthering the mission of the institution. University committees serve a variety of functions and vary in terms of their charges and memberships. Their charges, committee structures, and current memberships may be explored through each committee's website, available through the website of the sponsoring official, listed in parentheses after each committee below with a link, where available, to the committee's website:

- [Athletics Advisory Council](#) (vice president for intercollegiate athletics)
- [Academic Calendar Committee](#) (executive vice president and provost)
- [Committee on Financial Aid](#) (executive vice president and chief operating officer)
- [Information Technology Advisory Committee](#) (vice president and chief information officer)
- [Libraries Committee](#) (executive vice president and provost)
- [Master Planning Council](#) (executive vice president and chief operating officer)
- [Committee on Public Art](#) (executive vice president and provost)
- [Radiation Safety Committee](#) (vice president for research)
- [Committee on Sustainability](#) (executive vice president and chief operating officer)
- [Committee on Barrier Free Access](#) (executive vice president and chief operating officer)
- [Thomas Jefferson Awards Committee](#) (executive vice president and provost)
- [Committee on Undergraduate Admission](#) (executive vice president and provost)
- [University of Virginia Press Board of Directors](#) (executive vice president and provost)
- [Virginia Status of University Students Committee](#) (executive vice president and provost)
- [Women's Leadership Council](#) (vice president for diversity, equity, inclusion and community partnerships)
- [Diversity Council](#) (vice president for diversity, equity, inclusion and community partnerships)
- [Naming and Memorials Committee](#) (president)
- [University Teaching and Learning Technology Committee](#) (executive vice president and provost)
- [Policy Review Committee](#) (executive vice president and chief operating officer)
- [Undergraduate Policy Committee](#) (executive vice president and provost)
- [Graduate Policy Committee](#) (executive vice president and provost)
- [Provost Promotion and Tenure Committee](#) (executive vice president and provost)

The [Faculty Senate](#) (described in section 2.4) supports a broad range of standing committees and task forces, offering faculty members the opportunity to contribute to the governance of the University.

2.3 Accreditation and Licensing

The University of Virginia has been accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) since 1904. The last reaffirmation of the University's accreditation was in 2017. In addition, a significant number of the University's academic programs and schools undergo review by accrediting or licensing agencies. This listing does not include Medical Center accreditations.

| School/Department/Program | Accrediting/Licensing Agency |
|--|--|
| College and Graduate School of Arts & Sciences | |
| Psychology-Clinical (Ph.D.) | American Psychological Association (APA) |
| Psychology-Clinical (Ph.D.) | Psychological Clinical Science Accreditation System (PCSAS) |
| School of Education and Human Development | |
| Administration & Supervision (M.Ed.) | Council for the Accreditation of Educator Preparation (CAEP) & Virginia Board of Education |
| Clinical Psychology (Ph.D.) | Council for the Accreditation of Educator Preparation (CAEP), National Association of School Psychologists (NASP) & Virginia Board of Education |
| Clinical & School Psychology (combined program) | American Psychological Association (APA) & Virginia Board of Education |
| Athletic Training (M.S.) | Commission on Accreditation of Athletic Training Education (CAATE) |
| Curriculum & Instruction-Reading Education (M.Ed.) | Council for the Accreditation of Educator Preparation (CAEP) & Virginia Board of Education |
| Counselor Education (M.Ed.) | Council for the Accreditation of Educator Preparation (CAEP), Council for Accreditation of Counseling & Related Educational Prog. (CACREP) & Virginia Board of Education |
| Speech Communication Disorders (M.Ed.) | Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association (ASHA) |
| Teacher Education (B.S. Ed. & M.T.) | Council for the Accreditation of Educator Preparation (CAEP) & Virginia Board of Education |
| Darden School of Business Administration | |
| Business Administration (M.B.A., Ph.D.) | Association to Advance Collegiate Schools of Business (AACSB) |
| McIntire School of Commerce | |
| Accounting (M.S.) | Association to Advance Collegiate Schools of Business (AACSB) |
| Commerce (B.S.C., M.S.) | Association to Advance Collegiate Schools of Business (AACSB) |
| Management of Information Technology (M.S.) | Association to Advance Collegiate Schools of Business (AACSB) |
| Darden School of Business Administration and McIntire School of Commerce | |
| Business Analytics (M.S.) | Association to Advance Collegiate Schools of Business (AACSB) |
| School of Architecture | |
| Architecture (M.Arch.) | National Architectural Accrediting Board, Inc. (NAAB) |
| Landscape Architecture (M.L.A.) | Landscape Architectural Accreditation Board (LAAB) |
| Urban & Env. Planning (B.U.E.P., M.U.E.P.) | Planning Accreditation Board (PAB) |
| School of Engineering & Applied Science | |
| Computer Science (B.S.) | Computing Accreditation Commission (CAC) of ABET |
| Other baccalaureate programs (except Eng. Science; B.S. in MSE accreditation in process) | Engineering Accreditation Commission (EAC) of ABET |
| School of Law | |
| Law (J.D.) | American Bar Association (ABA) & American Bar Association Section of Legal Education and Admissions to the Bar |
| School of Medicine | |
| Medicine (M.D.) | Liaison Committee on Medical Education (LCME) |
| Public Health (M.P.H.) | Council on Education for Public Health (CEPH) |
| Continuing Medical Education Programs | Accreditation Council for Continuing Medical Education (ACCME) |
| School of Nursing | |
| Nursing (B.S.N., M.S.N., D.N.P.) | Commission on Collegiate Nursing Education (CCNE) |
| Nursing (B.S.N. and M.S.N. (C.N.L. track) pre-licensure programs) | Virginia State Board of Nursing |

2.4 Faculty Role in University Governance

Authority for the governance of the University is vested by statute in the Board of Visitors by the General Assembly of the Commonwealth of Virginia. The board's responsibilities, specified by state statute, include but are not restricted to the appointment of the University president; appointment, promotion, and granting of tenure; removal of members of the faculty; the prescription of faculty responsibilities; the setting of faculty salaries; the determination of student tuition, fees, and other charges; and the government and discipline of students. The board prescribes the duties of the president, and the president has supreme administrative direction of the University, subject to the authority of the board. The board has delegated certain authority and responsibilities to the president and the chief academic officer, who have delegated certain of these responsibilities to the faculty.

University faculty members have played an important role in assisting the Board of Visitors in fulfilling its responsibility from the University's founding to the present day. Faculties approve the conferral of all degrees and oversee the development of curricula in their respective schools and departments. Through the work of the Faculty Senate, a representative body consisting of members elected from each of the schools, faculty recommend approval of the establishment of new degree programs and major modifications to existing degree programs. The Faculty Senate also provides the executive vice president and provost with advice and counsel on other academic matters. Each spring, the Board of Visitors appoints a non-voting advisory faculty representative to serve on the Board. In addition, faculty members serve as non-voting consulting members on committees of the Board of Visitors, as well as on standing administrative committees of the University, including the University Policy Review Committee, which reviews administrative policies. Through all of these mechanisms, faculty members share their expertise and insights on academic matters with the provost, the president, and members of the Board of Visitors.

The Faculty Senate

The Faculty Senate represents all faculties of the University with respect to all academic functions such as the establishment and termination of degree programs, major modifications of requirements for existing degrees, and actions affecting all faculties, or more than one faculty, of the University. Additionally, the Senate advises the president and the Board of Visitors concerning educational and related matters affecting the welfare of the University.

The Faculty Senate is a representative body consisting of approximately eighty members elected from the schools. Its presiding officer is the president of the University. The president, the executive vice president and provost, the vice presidents of the University, the deans of schools, and the University librarian serve as ex officio members of the Faculty Senate with voice but without vote (except in the case of a tie vote, in which case the president casts the deciding vote). The Faculty Senate has an elected chair and an executive council, as well as [several committees](#). The chair has the power to call meetings of the Faculty Senate on behalf of the executive council. [The Constitution and By-laws of The Faculty Senate can be found online](#). Refer to the constitution and by-laws for faculty member eligibility criteria.

General Faculty Council

The [General Faculty Council \(GFC\)](#) represents full and part-time general faculty (academic, administrative, and professional faculty who are not eligible for tenure) and senior professional research staff. The GFC consists of around 20 elected representatives from different schools and areas. It serves as a conduit of information to the general faculty about University policies and

facilitates connections between the general faculty, University leadership, and the rest of the University community. The GFC collaborates with the Faculty Senate. As an advisory body and a forum for discussion and democratic decision-making, it plays a role in University self-governance and works to ensure that all faculty enjoy academic freedom, professional protections, and opportunities for advancement and contributions to the academic mission of the University of Virginia.

School Faculties

Faculty members whose primary responsibilities are teaching, clinical care, and research are elected to one of the following school faculties: architecture, arts and sciences, business, commerce, continuing and professional studies, data science, education and human development, engineering and applied science, law, leadership and public policy, medicine, and nursing. They hold tenured, tenure-eligible, or term-limited appointments in their respective schools and are also members of the General Faculty of the University.

The faculty organization of each school consists of the president of the University, the dean of the school, and all professors, associate professors, assistant professors, lecturers, and instructors in the school. The executive vice president and provost is an ex officio member of each school's faculty but votes only in that school in which they hold tenure. Instructors, lecturers, visiting professors, and other individuals holding tenure-ineligible positions have voting rights on issues as granted by the school or department, or as required by University policy. A school faculty may nominate a faculty member of another school to its membership.

Each school administers and awards their own degree programs, with the exception that the Ph.D. in Nursing Science is administered by the School of Nursing, but the degree is conferred by the Graduate School of Arts & Sciences.

Each of the school faculties formulates its own policies governing admission of its students, approves all courses, establishes all degree requirements, enacts and enforces rules governing academic work, approves candidates for degrees, and exercises jurisdiction over all other educational matters pertaining to that school, subject to the authority of the General Faculty of the University and the Faculty Senate in matters affecting general policy.

CHAPTER THREE: FACULTY ROLE AND RESOURCES

The University of Virginia is a comprehensive university; as such, its faculty members perform many activities, including teaching, research, service, and clinical practice/patient care. They do so under the assurance of academic freedom and following a set of principles of professional conduct. This section describes these concepts and details the various functions that faculty perform.

3.1 Academic Freedom

The University endorses the statement on Academic Freedom within the 1940 Statement of Principles of the American Association of University Professors (posted at www.aaup.org/report/1940-statement-principles-academic-freedom-and-tenure).

Faculty academic freedom is the freedom to teach; to explore all avenues of scholarship, research, and creative expression and to disseminate the results; and to speak or write on any matter of public concern and on any matter related to professional duties and the functioning of governance of the University. Academic faculty have the free speech right to address in any forum any matter that is of social, political, economic, or other interest to the larger community, without restraint beyond that imposed by professional standards and ethics or by law.

Statement on Free Expression and Free Inquiry

In June 2021, the University of Virginia Board of Visitors formally adopted a statement put forward by a Committee on Free Expression and Free Inquiry. The full text of the statement may be found on the UVA Free Speech website at <https://freespeech.virginia.edu>.

3.2 Professional Conduct and Ethics

The University of Virginia subscribes to the following [Code of Ethics](#), approved by the Board of Visitors:

- 1. Compliance and Ethics:** We perform our responsibilities ethically and honestly, in compliance with all University policies and applicable federal, state, and local laws.
- 2. Use of University Resources:** We use University resources only for their intended business purpose, as aligned with the University's mission. We promote accurate financial reporting, protection of the University's assets, and responsible fiscal management. Our expenditures are reasonable and necessary.
- 3. Conflicts of Interest:** We uphold our primary professional responsibilities to the University and the Commonwealth of Virginia, and actively avoid and report all actual, potential, and perceived conflicts of interest.
- 4. Gifts and Gratuities:** We perform our public duties without accepting, soliciting or offering anything of economic value such as gifts, gratuities, favors, or benefits that may improperly influence our professional judgment or seek to influence the judgment of others.
- 5. Confidentiality:** We preserve the confidentiality and security of University records and we protect the privacy of individuals who provide personal information to the University. We access

information only as necessary and disclose information only to those individuals with a legitimate reason to receive it.

6. Equal Opportunity: We promote an inclusive and welcoming community that respects the rights, abilities, and opinions of all people. We value equal opportunity and diversity. We do not tolerate discrimination or harassment of any kind.

7. Respectful Workplace: We treat every individual with kindness, dignity and respect, regardless of position or status. We provide a safe and healthy environment for working, living, and learning. We collaborate with others in a positive and respectful manner.

8. Honesty and Integrity: We act and communicate honestly and with integrity, upholding the University's values at all times. We do not condone dishonesty by anyone in any form, including fraud, theft, cheating, plagiarism or lying.

9. Reporting Without Fear of Retaliation: We report all violations of law or University policy, without fear of retaliation for reports made in good faith. We investigate all concerns and determine corrective action. We will cooperate with all investigations into suspected wrongdoing.

The University of Virginia also subscribes to the [Statement on Professional Ethics of the AAUP](#) (AAUP Policy Documents & Reports, 2015 Edition, pp. 145-146). The applicable portions of the AAUP's introduction and statement are reprinted here:

In the enforcement of ethical standards, the academic profession differs from those of law and medicine, whose associations act to ensure the integrity of members engaged in private practice. In the academic profession, the individual institution of higher learning provides this assurance and so should normally handle questions concerning propriety of conduct within its own framework by reference to a faculty group.

Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates, even when it leads to findings and conclusions that differ from their own. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Virginia Department of Human Resource Management (DHRM) policy [2.35, Civility in the Workplace](#), which applies to all faculty, states that:

It is the policy of the Commonwealth to foster a culture that demonstrates the principles of civility, diversity, inclusion, and equity. In keeping with this commitment, workplace harassment (including sexual harassment), bullying (including cyber-bullying), and workplace violence of any kind are prohibited in state government agencies.

DHRM provides a companion [policy guide](#) to 2.35. **See section 4.3, Dispute Resolution Policies and Procedures** below for more information about University and UVA human resources policies and procedures, which implement this policy and numerous other federal and state laws.

3.3 Student Education and Development

Part of a faculty member's duties is to contribute to the intellectual and personal development of students/trainees. They do so through activities such as course design and instruction, the development of course material, meaningful interaction with students/trainees outside of formal instructional periods, including advising and mentoring, and other mechanisms of enhancing learning both inside and outside the classroom. This section provides information and resources to help faculty in their work as educators.

3.3.1 Teaching Development Resources

The [Center for Teaching Excellence](#) (CTE) conducts teaching consultations, programs, and workshops regularly throughout the year. Established in 1990, the Center for Teaching Excellence is a nationally and internationally renowned educational development center committed to enhancing teaching and learning, fostering teaching innovation, and to building collegial community, at all levels and in all academic disciplines. The CTE offers a number of signature programs, tailored services, rich resource materials, and seed grants designed to enhance the teaching environment at UVA.

[Teaching Race at UVA](#) is a place-based seminar that provides UVA faculty from any discipline with an understanding of the history of race at UVA and in Charlottesville, within a national context and equips faculty to effectively incorporate teaching about seminar content into their courses.

[UVA Acts](#) promotes preventative practices that foster equitable, vibrant spaces for working and learning at the University of Virginia through performance and dialogue.

3.3.2 Course Scheduling, Registration, and Grading

The [Office of the University Registrar \(UREG\)](#) administers the course registration process, provides faculty with class enrollment information, records student grades, maintains student academic records, and supports administration of student evaluations of teaching. UREG also publishes the [online Undergraduate and Graduate Records](#), which contain the official description of courses, degree programs, and academic requirements of the various schools. UREG is responsible to the executive vice president and provost for maintaining suitable liaison with the school faculties as they establish and modify the educational program by faculty action.

After departments and schools determine what courses are to be taught each term, UREG assigns classroom space. Courses are published in the Student Information System (SIS). UREG is responsible for final course scheduling and allocation of instructional space: any rescheduling of classrooms requires department, school, and UREG approval. An individual faculty member may not change the time or meeting place of a class without approval of the appropriate chair or dean and the associate vice provost and university registrar. Faculty members teaching undergraduate courses who wish to require student attendance at special course sessions (for example, to administer a test in the evening, outside the regularly scheduled class time) must schedule these special sessions in SIS at the beginning of the term. For more information, see policy, [PROV-008, Teaching Courses for Academic Credit](#).

The grades and symbols used to record academic progress are established by the Faculty Senate. Each school, however, determines which individual grades and symbols it will use. Students are graded according to the grading system of the school that owns the course. The grading practices of each school appear in the Undergraduate and Graduate Records.

Faculty are responsible for fair grading practices and prompt submission of grades through their departments and schools to UREG. No grade may be changed after it is submitted to UREG without the approval of the school dean. The dean may authorize a grade change only in accordance with the school's grade appeal policy or when an instructor certifies that, because of an error in calculation or transcription, an incorrect grade has been submitted. A grade may not be changed once students have completed their degree program.

3.3.3 Summer and January Term

The Office of Summer and Special Academic Programs extends the regular academic year through course offerings that meet the academic needs of resident degree students and visiting non-degree-seeking students. Summer and Special Academic Programs is a separate administrative unit housed under the Vice Provost for Academic Affairs with its own director who works directly with departments and schools in selecting the courses offered and instructors employed during the summer. Each [summer](#) and [January Term](#) (J-Term), the University of Virginia offers a rich selection of courses to over 4,000 students.

3.3.4 Learning Management System

Undergraduate Schools – All undergraduate school at the University use a centrally managed UVACanvas platform as their Learning Management System (LMS). Training, resources, FAQs, and support are available at: <https://canvas.virginia.edu/>.

Schools Not Teaching Undergraduates – The Darden School of Business and the School of Law use school-managed versions of Canvas. The School of Medicine uses a learning management system called learn.med for the MD curriculum, but other academic programs use UVACanvas. Faculty members in these schools may contact their department or school administrators for information regarding their respective LMSs.

Non-course Collaborations – UVA provides a variety of tools to facilitate the work of project teams, research groups, committees, and other non-course collaborations. Guidance is available at: <https://in.virginia.edu/collaboration-tools>.

3.3.5 The Division of Student Affairs

The Division of Student Affairs supports both undergraduate and graduate students in all aspects of student life at the University of Virginia. Units within the division seek to expand the intellectual, social, and cultural horizons of the student body through a broad range of support services and programs that parallel the University's formal academic curriculum. Within the Division of Student Affairs, students can find offices that support multicultural activities, LGBTQ+ students, and new student programs.

There are also four larger units that sit within the Division of Student Affairs:

- [Office of African-American Affairs](#), located in Dawson's Row behind Bryan Hall, provides a breadth of outreach, mentoring, educational and support programs and services including tutoring and academic advising.
- [University Career Center](#), located in Bryant Hall at Scott Stadium, provides a broad range of employment and career and major exploration services and resources, including services for students who are pre-health professions or pre-law. Many of the schools have affiliate career centers embedded within the school as well.
- [Department of Student Health and Wellness](#), located on Brandon Avenue, provides a broad and comprehensive range of health services, by appointment and in urgent need. The majority of basic medical services are covered by the Mandatory Fee and do not require additional cost or insurance filings. In addition to core health services as listed below, assistance regarding nutrition, recovery programming, and many other focused needs is available.
 - [Counseling and Psychological Services](#)
 - [Medical Services](#)
 - [Office of Health Promotion](#)
 - [Student Disability Access Center](#)
- [Housing & Residence Life](#)

[Newcomb Hall](#) serves as the main center of undergraduate student activities at the University, in addition to a satellite facility, [1515 University Ave](#), which is located in the heart of the Corner area adjacent to Grounds. Conveniently located adjacent to the main UVA Bookstore and the Central Grounds Parking Garage, Newcomb houses Fresh Food Co., one of three residential dining rooms on Grounds; a U.S. Postal Service branch; a Bank of America full-service bank; offices for several

units within the Division of Student Affairs; the Student Activities Center; the [Multicultural Student Center](#); the [LGBTQ Center](#); the [Interfaith Student Center](#), the [Latinx Student Center](#), offices for key student organizations, such as Student Council and the Honor Committee; and meeting rooms for students, faculty, and staff. To reserve space in Newcomb, contact Newcomb Hall [Event Planning Services](#).

UVA students are highly engaged in activities outside the classroom. More than 700 student organizations offer opportunities for involvement in community service, club sports, the arts, media, professional development, and other interests. About 30 percent of the student body decides to participate in the fraternity/sorority community.

In addition to central support services managed by the Division of Student Affairs, most of the University's schools provide some level of student services and support through student affairs professionals in the school. This is especially true of the graduate and professional schools. However, all critical issues and emergencies should route through the central Division of Student Affairs.

3.3.6 Honor System and Faculty

The University's Honor System – based on the concept of a Community of Trust – was established in 1842 and is the oldest entirely student-run honor system in the country. While the Honor System is student-run and all Honor cases are investigated and adjudicated solely by students, faculty members have an important role within the System.

The organization, rules, and procedures of the Honor Committee are established in its Constitution and Bylaws, which are available on the [Honor Committee website](#). These governing documents include Honor Offense criteria, retraction provisions, reporting mechanisms, investigation/hearing procedures, and possible sanctions. Questions regarding the Honor System or any aspect of Honor Committee practice or procedure should be addressed directly to the Honor Committee by phone (434-924-7602) or through its website at: <http://honor.virginia.edu>.

- Honor Offenses are defined as a significant act of lying, cheating, or stealing that a student knew or should have known might constitute an Honor Offense. In this context, cheating includes [academic fraud](#).
- The Honor Committee recommends that faculty be as explicit as possible in their syllabi and communications with students as to what may constitute cheating in their course.
- The Honor Committee also recommends requiring all students to write out and sign a pledge on all graded work, affirming the student's commitment to academic integrity. The standard pledge reads, "On my honor as a student, I have neither given nor received unauthorized aid on this assignment/examination."
- Faculty members who suspect that an Honor Offense has occurred may contact an Honor Advisor or an Honor Committee representative from their school; these discussions are confidential and do not obligate the faculty member to file a formal report.
- A faculty member who believes that an investigation has not been conducted properly should notify the Honor Committee or the vice chair for investigations at 434-924-7602.
- Faculty members have the discretion to assign grades, or take other appropriate academic measures, regardless of the outcome of an Honor investigation. The assignment of grades and other academic measures are subject to University policies and procedures, including grade appeals.

3.3.7 The Judicial System

The [University Judiciary Committee](#) (UJC) was established to “promote the principles of civility and self-discipline that are appropriate to the conduct of an academic community.” The UJC is responsible for investigating and reviewing complaints of student misconduct, as defined by the [12 Standards of Conduct](#) adopted by the University’s Board of Visitors. All students are expected to abide by these standards. Any individual or group may file complaints with the UJC according to the committee’s statute of limitations. All complaints are heard by a panel of judges elected from the student body. Should the accused student be found guilty, the panel may choose to administer a variety of sanctions, ranging from an admonition to expulsion.

The First-Year Judiciary Committee, a subcommittee of the UJC composed of first-year students, has jurisdiction over violations committed by first-years in first-year living areas.

Hazing is prohibited by Virginia law and University policy. Faculty members who suspect that an incident of hazing has occurred should report the incident directly to the Division of Student Affairs. The incident can be reported by calling the office at (434) 924-7133, by calling the Hazing Hotline at (434) 243-4293, or by filing a report through the [Just Report It](#) system.

3.3.8 Confidentiality of Student Records

Students attending, or who have attended, the University of Virginia have certain rights under the Family Educational Rights and Privacy Act of 1974 (FERPA or The Buckley Amendment) and related Rules of the United States Department of Education:

- Access: Faculty and staff have access to students’ education records only for legitimate educational purposes in performing their duties for the University. Access to education records should not be used for any other purpose.
- Release: University employees may not discuss the education records of a student with that student’s parents, or any other third party, without the written consent of the student.
- Grades may not be released in any form to third parties without written consent and should only be posted using a randomly assigned identifier.
- If a University employee is ever in doubt, they should not release any information from student records without first contacting the Office of the University Registrar (UREG) for guidance.

[Information about compliance with FERPA](#) by the University is maintained by UREG. The full University policy regarding [student rights to privacy](#) (STU-002) can be found online.

3.3.9 Accommodating Students with Disabilities

Students with disabilities that may require reasonable accommodation at the University can receive assistance through the [Student Disability Access Center \(SDAC\)](#) located within Student Health & Wellness. SDAC coordinates disability accommodations and provides direct services, such as housing arrangements; alternate text formats for course material; note-taking services; exam accommodations, such as extra time; direct support for assistive technology; American Sign Language (ASL) interpretation and other hearing services; and other reasonable accommodations. Students can apply for services [online](#) to begin the intake and eligibility process.

The SDAC, the Office for Equal Opportunity and Civil Rights (EOCR), and the Office of the Provost have developed a [training resource for faculty/instructors](#) on the student disability accommodation process. The training offers in-depth information on the roles, rights, and responsibilities that faculty,

SDAC, and students have as part of this process, and addresses common accommodations, sample syllabi statements, and reporting procedures. We strongly encourage any person who teaches students at the University to take this short training, and expect that all faculty and instructors who have students with approved SDAC accommodations in their courses will review this vital resource.

3.3.10 Supporting Students in Distress

The University prides itself on being a warm and caring community whose members look out for one another. The University's goal is to foster an atmosphere of actively encouraging persons who appear to be troubled or distressed to seek help.

Faculty members with concerns about the physical or psychological well-being of a student are advised to contact either [Counseling and Psychological Services \(CAPS\)](#) or the Dean on Call program.

Support from CAPS may be accessed 24/7 by calling (434) 243-5150. During business hours, this number connects callers to the CAPS front desk who can route the call to the appropriate clinician. Afterhours and on weekends, calls to CAPS are routed to a nurse triage service that can contact the on-call clinician to respond. If an emergency should arise that is potentially life-threatening, faculty members should contact 911 and appropriate help will be dispatched.

The [Dean-on-Call program](#), providing 24/7 support and crisis management services for students within the University community, is managed by the Division of Student Affairs. Those in need of support or referrals may contact the program at (434) 924-7133, Monday - Friday from 8 AM to 5 PM, or after hours by contacting the University Police Department at (434) 924-7166 and asking them to refer the issue to the Dean on Call. The Dean on Call is available to assist students, or consult with faculty, on a wide-array of things related to student support and wellbeing.

3.3.11 Supporting Survivors of Sexual Assault

Members of the University community who have experienced sexual assault are strongly encouraged to seek immediate medical attention. The [UVA Medical Center Emergency Department](#) is open 24-hours/day, 7 days/week. The UVA [Department of Student Health and Wellness](#) is open Monday – Friday from 8 AM to 5:00 PM (4:30 PM during summer and winter breaks). Student Health has an Urgent Call line (434-297-4261) that is accessible outside of normal business hours. In addition, students are urged to immediately report any Prohibited Conduct that may constitute a crime to local law enforcement (“Police”), as well as the University.

Given that faculty members are not specifically trained to respond to reports of sexual misconduct and address the needs of survivors, all faculty members are “[Responsible Employees](#).” This means that they are required to report any information that they have received, whether intentionally or not, about instances of student sexual misconduct to the University’s Title IX coordinator within 24 hours. Reporting is critical to the well-being and safety of the University community and is the University’s obligation under federal and Virginia law. Further, reporting ensures that students will be connected to University resources that can offer care, support, and information on options. Therefore, failure to report may result in disciplinary action (see section 4.1, “Obligations to Observe Policy”). Faculty members should familiarize themselves with the policies on reporting sexual misconduct and the resources available to survivors of misconduct by reviewing the materials available on the website, [Resource and Reporting Guide for UVA Students](#).

While the Title IX Office manages all aspects of investigation and adjudication of reports made to the University (involving faculty, staff, and students), the Division of Student Affairs can provide students

with information, support, and assistance and can arrange for a broad range of remedial and protective measures. Dean on Call employees have received training for this purpose and will assist students in determining whether certain forms of support, remedial and/or protective measures may be beneficial and appropriate, and coordinate such measures with the Title IX Coordinator when appropriate. These employees are Responsible Employees and are therefore required to report information disclosed to them about Prohibited Conduct to the University's Title IX Coordinator. Students may also seek [confidential resources and support](#) through engagement with clinicians in Student Health, the Women's Center, or other clinical resources.

3.3.12 Student and GME Trainee International Travel

Reflective of the University's global culture, the [International Studies Office](#) facilitates over 3,000 students traveling outside the United States for University-related purposes each year. The policy [Student and Graduate Medical Education Trainee International Travel](#) governs all student and Graduate Medical Education (GME) trainee international travel for "University-related purposes" as defined therein. Faculty members should be aware that the University restricts student and GME trainee travel to countries under a travel warning issued by either the U.S. Department of State or the Centers for Disease Control and may issue additional travel restrictions. For the current list of such warnings and restrictions, see [Travel Alerts, Notices & Warnings](#), maintained by the International Studies Office.

For regulations and procedures related to faculty international travel, please refer to the policy [Faculty and Staff International Travel](#), which also covers staff, Senior Professional Research Staff, and all postdocs.

3.3.13 Faculty Members and Student Employment

During their time at the University, many students perform work for and alongside of faculty members. Student employment at UVA includes Student Wage Employment (available to both undergraduate and graduate students) and Graduate Student Assistantships.

- Student wage employees perform a variety of duties ranging from entry level service and administrative support responsibilities to work in support of academic programs.
- Graduate Student Assistantships include Graduate Teaching Assistantships (GTA) and Graduate Research Assistantships (GRA). For more information regarding Assistantships, see the policy, [Graduate Assistantships](#).

All student employment at the University is subject to the [Wage Authorization for the Academic Areas](#), which the Office of the Executive Vice President and Provost issues each year. In addition to establishing compensation ranges for student employees, this document provides an overview of the regulations which govern student employment at UVA.

- General questions regarding the Wage Authorization may be directed to the Provost's Office.
- UVA Human Resource's [Guide to Student Employment](#) provides an overview of the student employment process and related policies and procedures.
- Student Financial Services has [additional resources](#) related to Federal Work-Study positions.
- Additional guidance around graduate student employment and related topics is available from the [Office of Graduate & Postdoctoral Affairs](#).
- The [International Studies Office](#) can assist with matters regarding international student employment.

3.3.14 Generative AI (GENAI) in Teaching and Learning

Guidance and FAQs related to the role and use of generative AI in teaching and learning at the University are available [on the Provost's Office website](#). That website also includes links to resources for using generative AI tools to enhance pedagogy, curated by the Center for Teaching Excellence.

3.4 Research, Scholarship, & Creative work

A faculty member's portfolio of duties may include engaging in research, scholarship, and/or creative works. Faculty research generates new knowledge, products, and artistic work that contribute to the betterment of society. Activities in this area may include, for example, publishing articles or scholarly books, garnering external research funds, building and managing a research lab, creating and showing works of art, conducting clinical trials, collaborating with national or international partners, patenting inventions, etc. This section outlines resources to help faculty members succeed in their scholarly endeavors.

3.4.1 Research Resources

The [Office of the Vice President for Research](#) (VPR) is responsible for the strategic vision for research, developing and executing initiatives to accomplish the vision, as well as the various compliance and support areas. The VPR works to catalyze, support and safeguard UVA research. The VPR provides seed funds with a strategy of moving research from promising to preeminent and supporting UVA's Strategic Plan.

The [services](#) of the VPR's [research development](#) team include:

- Coordinating large collaborative proposals
- Coordinating limited submission opportunities
- Providing resources for proposal planning and development
- Enhancing resources by licensing, managing, and providing training on a variety of research development tools
- Providing training and workshop opportunities in research development
- Serving as liaison to several external and internal partners

The research compliance offices reporting to the VPR are responsible for fostering ethical conduct and professional integrity principles; establishing a safe and respectful research environment; and facilitating compliance with applicable regulatory requirements including, but not limited to, those pertaining to animal welfare, human subject protections, export controls & sanctions, financial conflicts of interest, research security, and biosafety.

VPR also oversees the [Office of Sponsored Programs](#) (OSP). OSP's mission is to provide leadership in research administration, support the research endeavors of University faculty, ensure the responsible stewardship of research funding, and oversee the submission of proposals and the negotiation and acceptance of awards by the University in compliance with state, University, and sponsor regulations.

OSP has [signatory authority](#) for sponsored research agreements, including both funded agreements (CTAs, RFAs, etc.) and non-funded agreements (MTAs, CDAs, etc.).

Faculty should visit the linked sites for more detailed information on all the services and resources offered by VPR and additional pan-University institutes overseen by VPR.

[ResearchUVA Powered By Huron](#) is used to manage sponsored programs agreements. Financial management of sponsored programs occurs in [Workday Finance](#), the University's financial system of record. Additionally, Health Research Resources are available through the [iTHRIV Research Concierge Portal](#).

3.4.2 UVA Licensing & Ventures Group (UVA LVG)

The [UVA Licensing & Ventures Group \(UVA LVG\)](#) is the University of Virginia's intellectual property management and innovation commercialization organization with a mission of maximizing the impact of UVA innovation assets. Founded in 1977 as a 501(c)3 UVA associated organization, UVA LVG works with faculty, staff, and students in four key areas: invention disclosure facilitation, patenting, licensing, and new venture creation. The organization also manages the UVA LVG Seed Fund to support new ventures emerging from the UVA portfolio.

3.4.3 Libraries

The [UVA Library](#) has seven facilities and also shares its catalog with the Darden, Health Sciences, and Law libraries. In addition to extensive collections and varied spaces for research and study, the Library offers knowledgeable and dedicated staff, digital resources, specialized labs, and other services to help faculty in their academic work.

Alderman Library is undergoing a major renovation that closed the main building completely in March 2020, with an expected reopening by spring 2024. Other useful information can be found on the [renovation FAQ page](#).

The [Faculty Services page](#) on the Library site provides a conveniently organized overview of Library services commonly used by faculty. It also links to the Library's [orientation guide](#) for new faculty. Services include:

- [Virgo](#), the Library's catalog;
- [LEO delivery service](#) delivers physical or scanned library material;
- [Research Data Services](#) (RDS) helps researchers find, manage, curate, visualize, and analyze data through their librarians and data science consultants;
- [Libra](#) is the University's Open Access scholarly repository;
- The [Robertson Media Center](#) has a team of knowledgeable media professionals available for classroom instruction and consultation on projects involving media and technologies;
- The [Scholars' Lab](#) is the Library's community lab for the practice of experimental scholarship in all fields, informed by digital humanities, spatial technologies, and cultural heritage thinking;
- The [Institute for Advanced Technology in the Humanities \(IATH\)](#) is a digital scholarship unit that works with scholars and researchers from all fields to explore and develop humanities computing tools, methods, and technologies;
- [Liaison librarians](#) link faculty and students to the Library, and work to enhance their research experience. Each academic department and many interdisciplinary programs have an assigned liaison to provide research support;
- [Teaching and Learning librarians](#) provide research instruction and orientations for students;
- The [Albert and Shirley Small Special Collections Library](#) holds more than 17 million objects and offers many instructional opportunities, including class visits to view materials selected by faculty or staff;
- [Aperio](#) is the University's open access press;
- [Projects and grants to support faculty](#) research and teaching such as Course Enrichment Grants, Research Sprints, and Affordability and Equity Grants.

3.4.4 University of Virginia Press

The University of Virginia Press (UVAP) was founded in 1963 to advance the intellectual interests not only of the University of Virginia, but also of institutions of higher learning throughout the state. A member of the Association of American University Presses, UVAP currently publishes sixty-five to seventy-five new titles annually. The UVAP editorial program focuses primarily on the humanities and social sciences with special concentrations in American history, literature, architecture, religious studies, African-American studies, and regional books. A leader in digital scholarly publishing, its electronic imprint, “Rotunda,” includes an American history collection spanning from George Washington’s papers through modern presidential recordings, as well as an open-access reference collection of the buildings of the United States called “Archipedia.” The UVAP welcomes inquiries from University faculty.

3.5 Service, Engagement, & Leadership

Depending on their school and appointment, faculty members may be involved in substantive service and leadership in one or more of these four areas: administrative/institutional, academic/professional, public, and community-engaged service. All faculty members are required to participate in departmental, school, or University governance.

Administrative/Institutional service includes leadership in or making significant contributions to the function and effectiveness of their department, school or the university through an administrative position or a membership on a major committee. This work might include, for example, developing or revising policy, engaging in campus governance, peer mentoring, recruitment of students, trainees, staff, or faculty, or advising student organizations.

Academic/Professional service may include work for regional or national academic organizations, councils or committees, professional organizations, and local, state, federal or international agencies and institutions. It must capitalize on the faculty member's special professional or disciplinary expertise. This work might include holding a leadership position in a scholarly/professional organization; serving on an accreditation body; reviewing external grant applications; editing or serving on the board of an academic journal; reviewing academics at other institutions for promotion; or adjudicating discipline specific competitions.

Public service is directed toward the general public, and might take the form of presentations to general audiences through seminars, conferences, and lectures or through media platforms like blogs, other serial web-based media, or television; serving on a local or national non-profit board; serving as an expert witness in legal proceeding or for the press; or testifying before a legislature or Congressional committees. Public service thus defined should capitalize on the faculty member's particular academic expertise.

Community-engaged service facilitates the university’s commitment to interacting with communities as partners. Therefore community-engaged service will intentionally enhance reciprocity, protect vulnerable populations, and continuously re-ensure community voice is respected and valued. By collaborating with localized community groups, this work requires that faculty members cultivate and strengthen community networks and is therefore an investment in community well-being.

3.5.1 Service, Engagement, & Leadership Development Resources

Please explore the provost's office [Academic Outreach website](#) for an overview of strategic areas for academic outreach and related public-facing programs.

[Engaged UVA](#) is a website that identifies current and ongoing community-based initiatives, and allows users to search for associated faculty, courses, projects, and community partners. As such, it is the front door to community partnerships at UVA, designed to connect faculty, students, and communities to mutually beneficial research and teaching programs.

The [Community-Engaged Teaching Scholars program](#), offered by the Center for Teaching Excellence (CTE), supports faculty in developing and broadening their expertise in community-engaged teaching.

[Leadership in Academic Matters](#) (LAM) is a faculty development opportunity focused on supporting, inspiring, and rewarding those who, in these myriad roles, have demonstrated leadership characteristics and future potential. LAM provides participants with concrete resources, access to expertise and experiential learning opportunities focused on a variety of topics including managing change, building and managing teams, difficult conversations, developing successful networks, and finding life balance in a dynamic and growing career. Weekly half-day sessions are conducted over the course of several months, facilitated by leading experts in academic leadership.

[Human Resources Education and Training](#) provides a series of integrated programs and services designed to prepare, equip, and support people to succeed in fulfilling their leadership roles. They offer training to empower stronger leaders and teams, promote active self-discovery and behavior change, and foster collaborative and trusting relationships.

3.6 Clinical Practice and Patient Care

A commitment to excellent patient care is one of the fundamental values of the University of Virginia. The [UVA Health System](#) is an academic health care center that includes a medical center (with main hospital, children's hospital, and clinic network), [School of Medicine](#), [School of Nursing](#), and [Claude Moore Health Sciences Library](#). It provides inpatient and outpatient care and patient education, and conducts medical research and education. Most faculty members that engage in significant patient care are affiliated with either the School of Medicine or the School of Nursing, both of which provide extensive resources for faculty, as described on their websites.

[The Sheila C. Johnson Center for Clinical Services](#) is connected to the School of Education and Human Development. Some faculty of the school participate in clinical practice through the Center, which offers services in clinical psychology, autism spectrum, speech, language, hearing, and reading.

CHAPTER FOUR: POLICY OVERVIEW

The [University's Policy Directory](#) contains policies that relate to areas across the University. Note that not all institutional policies have been migrated to the policy directory, so some policies may be available only through their respective areas. This includes some of the policies referenced in this chapter, which are available on the provost's [academic policy website](#). The provost's office also publishes [Quick Guides](#) as a resource for faculty on particular topics, such as instruction or serving on a search committee.

[Faculty Guides](#) serve the University community as independent resources to discuss challenging faculty issues and identify related information regarding institutional policy. Guides are available to meet one-on-one to listen and help faculty members understand which university policies might be relevant to a specific professional and/or personal situation.

Each school establishes and maintains [school-specific policies](#) which are usually available online. Departments or other units may have additional supplemental policies for their area.

Health System policies, including clinical practice guidelines, can be found in the [Health System Policy Repository](#).

Human Resources maintains a site with [frequently searched resources](#) for current employees and a list of [HR-related forms and policies](#), including those governing faculty and staff.

The [Undergraduate Record and the Graduate Record](#) are published annually by the [Office of the University Registrar](#) (UREG) and are the official source of information regarding student academic and non-academic policies.

4.1 Obligations to Observe Policy

Faculty members are obligated to familiarize themselves with current University and School policies and complete any required training modules or courses related to these policies. Failure to abide by University and School policies may result in disciplinary action, which could range from a verbal reprimand to suspension or termination, depending on the seriousness of the behavior. The policy on [Disciplinary Suspension or Termination of Faculty](#) explains the administrative procedures that must be followed in the event of an academic faculty member's disciplinary suspension or termination.

4.2 Personnel Policies and Procedures

4.2.1 Faculty Appointments and Employment

Faculty appointments at the University may be:

- tenured (that is, without term),
- eligible for consideration of tenure in accordance with the University's promotion and tenure policy and the promotion and tenure policies of the individual schools (also known as "tenure-track"),
- or for limited term and ineligible for consideration of tenure (also known as "general faculty positions" or "non-tenure-track").

Faculty members holding different types of appointments are governed by different policies and may hold different ranks. For more information about faculty appointments and initial employment, see the following policies:

Appointment Types, Ranks, and Titles for Academic Faculty

This policy describes the different types of academic faculty appointments (including tenured/tenure-track faculty, general faculty, visiting faculty, joint, and courtesy appointments) and the different faculty ranks and titles in use at the University.

Employment of Academic General Faculty Members

This policy is the primary employment policy for faculty members whose primary responsibilities include teaching, research, integration of professional practice, academic librarianship or clinical service without encompassing the full scope of responsibilities expected from tenure-track faculty positions. Their appointments are not eligible for consideration of tenure and they are always appointed or reappointed for limited terms.

Employment of Administrative or Professional General Faculty Members

This policy is the primary employment policy for faculty members whose primary responsibilities are to provide services to faculty, students, and staff in order to support the institution's primary missions of instruction, research, and public service. Their appointments are not eligible for consideration of tenure and they are always appointed or reappointed for limited terms. Effective January 3, 2017, the University does not hire administrative or professional general faculty members.

Faculty Wage Employment

This policy explains the conditions and terms that govern the limited employment of individuals hired to complete a short-term, academic work assignment, such as teaching a course for one or two academic terms. Faculty wage employees are not governed by the policy "Employment of Academic General Faculty Members."

Faculty Background Checks, Screenings, and Ongoing Responsibility for Employees to Disclose Criminal Convictions

This policy describes the process for performing background checks before new faculty members are hired or former faculty members are rehired after a break in service. The policy also explains the different types of background checks and screenings, and details the post-employment requirement to disclose criminal convictions.

Faculty Personnel Records

This policy details the materials that should be retained in each faculty member's personnel file at the department or school level and the conditions that govern the release of information from these files to third parties or to the faculty member.

Other policies related to faculty employment and faculty/administrative appointments:

[Employment Eligibility Verification \(Completing Form I-9\)](#)

[Reimbursement of Moving Expenses](#)

[Appointment, Annual Evaluation, and Reappointment of Academic Deans](#)

[Appointment of Faculty to Endowed Professorships](#)

[Appointment of University Professors](#)

[Appointment of Foreign Faculty and Researchers](#)

[Appointment of Unpaid Faculty](#)

[Appointment of Visiting Faculty and Scholars](#)

[Approval of Appointments and Reappointments of Senior School and University Administrators](#)

[Academic Faculty Members Appointed to Administrative Positions](#)

[Evaluating Employee Fitness for Duty](#)

[Faculty Members Holding Appointments at Other Institutions or Organizations](#)

[Summer Employment and Appointments](#)

4.2.2 Faculty Performance

All faculty members at the University are expected to perform at a high level in all their areas of responsibility. Considerations for tenure, promotion, or salary increases are all, in large part, driven by an evaluation of a faculty member's performance. For more information regarding the various ways in which faculty members are evaluated, see the following policies:

The University's [**Promotion and Tenure**](#) (P&T) policy, overseen by the provost, explains all aspects of the P&T process, including the probationary period and how faculty members can request an extension to their probationary period (also known as "clock stopping"), the deans' annual reports on P&T recommendations from the schools and the actions that may be taken by the Provost's Office in response to those recommendations, the institutional qualifications for tenure (including instruction, research, and service), the institutional qualifications for promotion, and the process that may be followed for an expedited review when necessary. Faculty members should also consult the P&T policy published by their school for details regarding the P&T process and criteria in their school.

The policy entitled [**Employment of Academic General Faculty Members**](#) is the primary employment policy for academic general faculty members, and also defines the performance expectations, performance review process, and standards of notice of nonrenewal for this group of faculty members.

The policy entitled [**Employment of Administrative or Professional General Faculty Members**](#) is the primary employment policy for administrative or professional general faculty members, and also defines the performance expectations, performance review process, and standards of notice of nonrenewal for this group of faculty members.

The [**Annual Performance Reviews**](#) policy defines the requirements for annual performance reviews and stipulates that every school or unit is required to publish written policies describing how it meets these requirements and implements an annual review of each faculty member's performance. The policy also explains how deans, department chairs, or unit heads should respond when the annual review reveals unacceptable performance in any area of a faculty member's responsibilities.

4.2.3 Compensation

University Faculty Salaries and Bonuses

Most salaried faculty members in the schools of the University work on an academic year basis from August 25 to May 24 and are paid monthly beginning October 1 and ending June 1. These faculty members are sometimes referred to as "nine-month faculty," although their appointment is usually for one year or more. Faculty members may be paid on a ten-, eleven-, or twelve-month basis if duties are assigned throughout the year and if funds are available to support the assignment over an extended period. Faculty members on twelve-month assignments do not receive extra compensation for summer teaching or sponsored research. The policy, "University Faculty Salaries and Bonuses," explains the process used to recommend and approve increases to faculty salaries, including salary increases recommended through the annual merit cycle, increases recommended in response to exceptional circumstances (such as retention offers or increased responsibilities), and one-time bonus payments.

Additional information related to compensation, including an EEOC provision on pay transparency nondiscrimination, may be found on the [**University Compensation website**](#) maintained by Human Resources.

Benefits

Faculty members, especially those who are new to the University, must work with their school or unit human resource officer upon arrival to ensure they've completed all the necessary forms related to retirement, health, dental, and vision plans. Additional benefits offered include disability benefits, life insurance, back-up dependent care, and long-term care insurance. Faculty members may make certain changes to their benefit plans during the open enrollment period each fall. For more information, contact your school or unit human resource officer or visit the [University Benefits website](#) maintained by Human Resources.

4.2.4 Leave

Faculty Leaves

The University offers a number of different types of professional and personal leave for faculty members. This policy explains the different types of leaves and provides overall guidance regarding leave eligibility, requests, approvals, and the impact of various types of leave on a faculty member's benefits. The policy also provides a brief explanation of disability or medical leave, leave for individuals on active military duty, leave for individuals serving on a jury, and annual or vacation leave.

Parental Leave

Faculty members anticipating the arrival of a baby or young child in their household should consult the section on [parental leave](#) in "Faculty Leaves," above. In addition, they may wish to consult "[Planning for Parental Leave: A Guide to Faculty Policies at the University of Virginia.](#)"

Disaster Leave

Faculty members whose expertise may enable them to provide emergency services during a disaster and faculty members who become the victim of a disaster may be eligible for disaster leave under this policy.

Short-Term Disability

This information site answers frequently asked questions about short-term disability plans for faculty members. The short-term disability plan available to a faculty member is determined by the faculty member's enrollment in either the Virginia Retirement System (VRS) or an Optional Retirement Plan (ORP). See also "Benefits" above.

4.2.5 Retirement

The [UVA Faculty Retirement Guide](#) provides information and resources for faculty members at all stages of their career as they prepare for and progress towards retirement.

The [Resignation and Retirement Notice](#) policy provides guidance regarding the proper notification to the University of a faculty member's intent to resign or retire.

The [Faculty Departure Checklist](#) is a standardized checklist for faculty departing the University, whether through resignation, retirement, or termination. Faculty members assuming a new position at the University that will result in a significant change in responsibilities may also need to complete parts of the checklist.

The [Emeritus Faculty](#) policy establishes guidelines related to the approval and role of emeritus faculty.

The [Part-Time Employment of Retired Members of the Faculty](#) policy defines the terms and conditions under which University teaching and research faculty may be employed after their retirement.

4.3 Dispute Resolution Policies and Procedures

In the course of their work at the University, faculty members may encounter situations that raise concerns about discrimination, harassment, or unfair treatment. The University provides a number of venues in which faculty members may file a complaint or share their concerns. For more information, consult the following policies and resources:

University Ombuds

The University Ombuds is an independent, confidential resource available to assist faculty, staff, and students in resolving problems, complaints, conflicts, and other issues when normal processes and procedures have not worked satisfactorily. The goal of the Ombuds is to promote resolutions through respectful dialogue and see that all members of the University are treated fairly. The services of the Ombuds are independent of the University administration and confidential to the extent permitted by law.

Grievance Procedure for Academic Faculty Members

The Faculty Senate Grievance Committee maintains a grievance policy for academic faculty members.

Grievance Procedure for Administrative and Professional General Faculty Members

The Office of the Executive Vice President and Provost maintains a grievance policy for administrative or professional faculty members.

Discrimination/Harassment/Retaliation Complaint Procedures (Office for Equal Opportunity and Civil Rights)

The Office for Equal Opportunity and Civil Rights (EOCR) is responsible for education and effective response and resolution related to the University's [Notice of Non-Discrimination and Equal Opportunity Statement](#), and its associated policies and procedures, which prohibit discrimination on the basis of age, color, disability, gender identity or expression, marital status, military status (which includes active duty service members, reserve service members, and dependents), national or ethnic origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, and family medical or genetic information in its programs and activities. To this end, EOCR offers both informal/alternative and formal resolution options and is available to consult with any individual who has concerns related to discrimination, harassment, and/or retaliation at the University, as outlined in the following University policies:

- [Preventing and Addressing Discrimination and Harassment \(PADH Policy\)](#) - Prohibits discrimination and harassment on the basis of age, color, disability, family medical or genetic information, gender identity or expression, marital status, military status (which includes active duty service members, reserve service members, and dependents), national or ethnic origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, and veteran status, as well as other forms of sex discrimination not covered by the University's Policy on Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence (see below).
- [Preventing and Addressing Retaliation \(PAR Policy\)](#) - Prohibits retaliation against individuals who complain of discrimination and harassment under the PADH Policy and who participate in University investigations under this policy.

Please visit EOCR's [PADHR](#) page for more information about the PADH and PAR policies.

- [Policy on Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence \(Sexual Misconduct Policy\)](#) - Prohibits Sexual Harassment as defined by Title IX which includes

Quid Pro Quo Harassment, Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, and Stalking on the basis of sex in an education program or activity and other forms of sexual and gender-based misconduct, including Non-Consensual Sexual Contact, Non-Consensual Sexual Intercourse, Sexual Exploitation, Intimate Partner Violence, Stalking, *Quid Pro Quo* Harassment, Hostile Environment Harassment, Complicity in the commission of any act prohibited by the Sexual Misconduct Policy, and Retaliation against a person for the good faith reporting of any of these forms of conduct or participation in any investigation or proceeding under the Sexual Misconduct Policy (collectively "Prohibited Conduct").

Please visit EOCR's [Title IX & Sexual Misconduct](#) page for more information about the Sexual Misconduct Policy.

- [Reporting by University Employees of Disclosures Relating to the Policy on Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence and the Preventing and Addressing Discrimination and Harassment, and Preventing and Addressing Retaliation Policies](#) - Accompanies the above PADH, PAR, and Sexual Misconduct policies and the procedures which they establish. This policy outlines procedures regarding reports of "PADHR Conduct" and "Prohibited Conduct" to University employees and the obligations of University employees to respond to such disclosures, including the responsibilities of certain University employees, called "Responsible Employees."

Faculty are encouraged to review this policy's details regarding Responsible Employee reporting obligations. Faculty can report such "Prohibited Conduct" or "PADHR Conduct" by filing a report through the [Just Report It](#) website or by contacting EOCR.

Respect@UVA (UVA Human Resources)

UVA Human Resources oversees the University's Commitment to a Caring Community of Dignity and Respect through the Respect@UVA program and reporting procedures. Please visit their website to review the respectful workplace guidelines, including examples of disrespectful behavior.

Disciplinary Suspension or Termination of Academic Faculty

This policy explains the administrative procedures that must be followed in the event of an academic faculty member's disciplinary suspension or termination.

4.4 Other Policies on Faculty Responsibilities

Faculty members engage in a wide range of activities and, depending on the type of appointment they hold, may have responsibility for teaching, conducting research, producing scholarly publications, patient care, advising and mentoring graduate and undergraduate students or other trainees, serving on committees in their departments and schools, or otherwise contributing to the life of the University and their professional disciplines. Health System policies, including clinical practice guidelines, can be found in the [Health System Policy Repository](#). For more information about the various responsibilities of faculty members, see the following policies:

Teaching Courses for Academic Credit

This policy defines expectations related to a faculty member's teaching responsibilities, including grading practices, office hours, and course syllabi. It also provides guidance for a series of issues related to instruction, including the rules governing when and under what conditions students are allowed to record classroom lectures and distribute course materials, accommodating students whose religious observances conflict with the academic calendar, retaining and disposing of students' graded work,

managing instructor absences from the classroom, and scheduling additional mandatory course sessions for undergraduate classes outside the regular class meeting time.

Faculty Conflicts of Interest

This policy provides guidance regarding possible conflicts of interest that may be most relevant to faculty members, but for complete details regarding University policy and state law regarding conflicts of interest, faculty members should also consult the University's [Conflict of Interests Policy](#), the [“Conflict of Interest” site from the Office of the Vice President for Research](#), as well as [“Financial Conflicts of Interest for Research Investigators.”](#)

Restrictions on Certain Romantic or Sexual Relationships at the University

This policy defines prohibitions and restrictions on certain romantic or sexual relationships relevant to faculty, student instructors, and others. For certain types of relationships as noted in the policy, it also establishes requirements for recusal of supervisory or evaluative functions and related notification requirements.

Consulting and Internal Overload

The University permits faculty members to consult for agencies and organizations outside of the University and, under exceptional circumstances, to receive supplemental compensation for responsibilities assumed on an overload basis within the University. This policy defines the limits of these consulting privileges.

Research Misconduct

The University takes any allegations of research misconduct seriously. This policy explains how allegations of observed, apparent, or suspected allegations of misconduct are reported, investigated, and, if substantiated, handled.

Export Controls and Sanction Compliance

This policy defines roles and responsibilities associated with activities involving the export of controlled items, information, and activities or that due to its nature or the parties involved are subject to US government export controls or sanction requirements. Common University activities that are subject to control include, but are not limited to, the following: 1) the transfer of technical information subject to access/dissemination restrictions to a foreign person in the US or abroad; 2) shipment of equipment, materials, components, or software out of the US; and 3) providing a service of value to, or receiving one from, an individual, entity, or country subject to a US sanction or embargo program. For details regarding compliance requirements, faculty members should review the University's [Managing Export and Sanction Compliance in Support of University Activities](#) policy. The [Export Controls](#) website provides information on the regulatory requirements, institutional forms and procedures, training materials, and other resources to facilitate compliance.

Faculty and Staff International Travel

Establishes requirements and procedures that “Covered Individuals” (faculty, staff, Senior Professional Research Staff, and all postdocs) must adhere to before and during all “University-Related International Travel” as these terms are defined in this policy. Among these, Covered Individuals engaging in University-Related International Travel must register travel itineraries and contact information in the [International Travel Registry](#) at least seven days before departure.

Other responsibilities include consulting with one's local support partner (LSP) and/or Information Security for assistance in securing any University-owned or managed electronic devices being taken abroad. Faculty can also reference Information Security's [Best Practices for Traveling Internationally](#) for additional guidance.

Information Policy (Computing Policies)

Faculty members, like all members of the University community, are responsible for using the University's computing and communication (information technology) resources and facilities in an ethical, professional, and legal manner. [University Information Security \(InfoSec\)](#) maintains policies related to data security, protection, and acceptable use of computing and information technology resources.

In 2018, Information Security established an Information Policy Library, which serves as a central repository for all UVA information technology (IT) resource policies, standards, and procedures. The creation of a single location that consolidates the four information policy areas and their associated standards, procedures, and guidelines should facilitate compliance initiatives across the UVA community. These policies address the management of IT resources and University information to provide the framework for minimizing risk to these valuable assets.

- [IRM-002: Acceptable Use of the University's Information Technology Resources](#) - All users of University information technology (IT) resources are required to use them in an ethical, professional, and legal manner. **Note:** IRM-002 was revised effective July 1, 2023, in response to a Virginia law establishing prohibitions pertaining to various applications and websites (including TikTok and WeChat, among others). Refer to the policy for further details.
- [IRM-003: Data Protection of University Information](#) - Users must comply with all University policies, standards, and procedures for the data to which they have been granted the ability to view, copy, generate, transmit, store, download, or otherwise acquire, access, remove, or destroy. Users must also meet any additional compliance requirements for data protection stipulated by various governmental, legal, or contractual entities.
- [IRM-004: Information Security of University Technology Resources](#) - Owners and administrators of the University's information technology (IT) resources must take reasonable care to eliminate security vulnerabilities from those resources.
- [IRM-012: Privacy and Confidentiality of University Information](#) - The University is committed to the privacy of individuals and to safeguarding information about individuals subject to limitations imposed by local, state, and federal law and other provisions described in this policy and its standards and procedures. The University, as steward of public resources and electronic information, shall respond to requests for electronic information in an orderly manner consistent with state and federal law and this policy and its standards and procedures.

Responsible Use of Faculty and Staff Data

This document is a consolidated resource for information on the principles and specific guidelines governing the release and use of data and information about University of Virginia Academic Division, Medical Center and College at Wise employees.

Ownership Rights in Copyrightable Material

Although the "work-for-hire" rule in the U.S. Copyright Act gives the University ownership of the copyrights to works produced by its employees within the scope of their employment, in the case of most scholarly and academic works produced by academic and research faculty, the University cedes copyright ownership to the author(s). This policy explains how the University manages the ownership rights of copyrightable material and the circumstances in which the University may elect to assert its rights to work produced by faculty members in the course of their employment.

Agreements/Contracts with Outside Entities

Faculty members are not authorized to sign any document, contract, or agreement on behalf of the University. Faculty members who receive a request from an outside agency asking for their signature on behalf of the University should contact their dean's office for guidance as to identifying the

appropriate authorized signatory at the University and routing the request through appropriate internal review processes.

One of the agreements that faculty members are likely to encounter is an academic program agreement, which is any agreement with an external agency, organization, or institution of higher education that impacts the academic mission of the University. This can include both education programs and unusual research collaborations that fall outside the normal boundaries of sponsored research activities (which are managed by the Office of Sponsored Programs, as described below). The policy, "[Academic Approval and Signatory Authority for Academic Program Agreements](#)," provides more detail on these types of agreements and explains the review processes required for each type of agreement.

The [Office of Sponsored Programs](#) has [signatory authority](#) for sponsored research agreements, including both funded agreements (CTAs, RFAs, etc.) and non-funded agreements (MTAs, CDAs, etc.).

Courses Involving Outside Entities or Vendors

Faculty members who wish to involve outside entities in their courses (for example, to ask professionals in the field to serve as project mentors for projects involving "real-world" problems, or to require students to subscribe to an on-line service provided by a third-party vendor as part of their course) need to be conscious of a number of possible issues. Professionals in the field who work with students on classroom projects (capstone projects, for example), may ask that students sign agreements related to intellectual property or confidentiality before working on particular materials. Such requests must be made in advance of the course and approved by the dean's office and the provost's office. For more information, faculty should refer to the [student intellectual property](#) policy published in the *Undergraduate and Graduate Records*.

As for requiring students to purchase on-line services from a third-party vendor as part of a course, because such activities may expose students and their personal information to risk in ways that the purchase of a textbook does not, faculty members should seek guidance from their dean's office and the provost's office prior to establishing such a requirement in any course.

Other policies related to faculty members' responsibilities:

[Use of Alcoholic Beverages and Prohibition of Other Drugs](#)

[Managing Export and Sanction Compliance in Support of University Activities](#)

Research

[Investigator Eligibility Requirements and Responsibilities Related to Sponsored Programs](#)

[Payroll Allocation Confirmation on Sponsored Programs](#)

[Employment of Professional Research Staff](#)

[Visiting Graduate Researchers](#)

[Ownership Rights in Copyrightable Material](#)

[Federal Classified Research](#)

[Faculty Exchanges with Other Institutions](#)

[Patent Policy](#)

[Purchases of Goods and Services](#)

[Travel, Meals, and Entertainment Expenses Incurred on Behalf of the University](#)

[OSP Policies and Procedures](#)

[Solicitation, Clearance, Acceptance and Ongoing Management of Sponsored Programs](#)

[University Information Technology Accessibility](#)

[Use of University Facilities or Property and Limits on Direct Solicitation and Advertising](#)

[Use of Working Time and University Equipment for Personal or Commercial Purposes](#)

[Use of University's Federally Registered Trademark](#)

[Ownership, Retention, Safeguarding, Management, and Transfer of Research Records](#)

[Research Misconduct](#)

[Financial Conflicts of Interest for Research Investigators](#)

[Chemical Safety and Waste Training](#)

[Radiation Safety Program](#)

[Laser Safety](#)

[Distinguishing Between a Gift or a Sponsored Program](#)

[Facilities & Administrative Rate Application and Exception Process](#)

Instruction and Students

[Confidentiality of Student Information \(Student Privacy Rights/FERPA\)](#)

[Recording of Class Sessions and Distribution of Course Materials](#)

[Copyright Guidelines for Instructional Sharing, including Scanning and Delivery of Books](#)

[Determination and Assignment of Academic Credit](#)

[Grading Practices \(see Teaching Courses for Academic Credit\)](#)

[Graduate Assistantships](#)

[Honor Resources for Faculty and TAs](#)

[Inclement Weather/Emergencies](#)

[Disruption of Normal University Operations Resulting from Weather or Emergency Events](#)

[Reporting by University Employees of Disclosures Relating to the Policy on Sexual and Gender-](#)

[Based Harassment and Other Forms of Interpersonal Violence and the Preventing and](#)

[Addressing Discrimination and Harassment, and Preventing and Addressing Retaliation](#)

[Policies](#)

[Religious Observances, Requests for Academic Accommodation \(see Teaching Courses for Academic Credit\)](#)

[Safety of Students in Laboratories, Makerspaces, Shops, and Studios](#)

[More Information Regarding Shop, Studios and Makerspaces Safety](#)

[Student Academic Grievances](#)

[Student and Graduate Medical Education Trainee International Travel](#)

External Relations

[Campaigning For and Serving in a Public Office](#)

[Communicating with Government Officials](#)

[Communicating with the Media and External Constituencies](#)

[Endorsement of External Entities and Products](#)

[Political Activity](#)

[Solicitation and Acceptance of Gifts to the University](#)

4.5 School-Specific Policies

Each School establishes and maintains [School-specific policies](#) which are available on their websites. Departments or other units may have additional supplemental policies for their area.

CHAPTER FIVE: ADDITIONAL UNIVERSITY RESOURCES AND ORGANIZATIONS

The University of Virginia is committed to the success of its faculty and provides individuals and departments with a myriad of resources to help achieve and maintain excellence. This section outlines information of interest to faculty, ranging from onboarding details to specific tools to assist in all aspects of their life and work.

5.1 Faculty Development

The University of Virginia offers a variety of faculty development opportunities throughout the year.

The provost's office provides a [broad range of academic career development opportunities and programs](#) to support faculty at all stages of their careers in research, teaching, and service; bias mitigation and intervention trainings to provide faculty support on search committees, in the classroom, and in the larger University; and programs focused on academic leadership development. The provost's office provides [workshops](#), mentoring, and support to all faculty members, including department chairs and deans.

- Each fall, the University holds an [annual orientation](#) for all new members of the faculty (including those with tenured, tenure-eligible, and tenure-ineligible appointments). This orientation provides an opportunity for new faculty members to learn about resources available to them as well as to learn about the history and culture of the University and what is expected of them as faculty. New faculty orientation also provides an opportunity to interact with other faculty and the broader University community.
- [The Leadership in Academic Matters \(LAM\) program](#) equips and supports faculty to be effective leaders in diverse roles at the University.
- [Teaching Race at UVA](#) is a place-based seminar that provides UVA faculty from any discipline with an understanding of the history of race at UVA and in Charlottesville, within a national context and equips faculty to effectively incorporate teaching about seminar content into their courses.
- [Leadership toward Racial Equity at UVA](#) is a place-based seminar for leaders at UVA to learn about the history of race at UVA and in Charlottesville in relation to contemporary inequities in health, housing, policing, education, and economics and how they might lead toward racial equity in their contexts.
- [UVA Acts](#) promotes preventative practices that foster equitable, vibrant spaces for working and learning at the University of Virginia through performance and dialogue.
- Faculty writing retreats: Each summer, the Office of the Provost offers week-long writing retreats at Morven Farm, co-sponsored with faculty development programs of the Schools at UVA.
- The University of Virginia has joined the [National Center for Faculty Development and Diversity](#). This gives all UVA faculty, postdocs, and graduate students a free membership to the Center, with access to events, workshops, and other resources offering support for writing, research, balancing your life as a professional, and much more.
- Search Committee and Promotion and Tenure Committee Bias Mitigation Workshops: Workshops are offered to all faculty search committee and promotion and tenure committee

members, drawing on evidence-based social science research about the potential impact of gender, racial, and other forms of bias on evaluation of candidates and best practices to mitigate against these in committee practices.

- Department Chair Events: The Provost's Office offers regular leadership development events for chairs of departments from across the University to learn about practices regarding creating an inclusive departmental climate, leading effective departmental meeting, and evaluation of faculty.

Pan-University professional development opportunities are provided by the following offices:

- The [Center for Teaching Excellence](#) (CTE) conducts teaching consultations, programs, and workshops regularly throughout the year.
- The [Office of the Vice President for Research](#) (VPR) provides a variety of services to support research development across the Grounds, as detailed in section 3.4.1.
- The [Contemplative Sciences Center](#) helps develop new applications and learning programs for their integration into varied sectors of our society.
- [Human Resources Education and Training](#) provides a series of integrated programs and services designed to prepare, equip, and support people to succeed in fulfilling their leadership roles.

In addition to the above pan-University institutional support, promotion of faculty excellence takes many forms. School-level requirements and criteria, organizational culture, and expectations of faculty development and advancement differ by discipline. Support for practitioners is particularly heightened in professional schools. It is essential that the intricate work of promotion and support for faculty professional development takes place in individual schools or departments that offer their own programs and opportunities tailored to their faculty members. University faculty members are encouraged to contact their respective department chair and/or dean for information on opportunities for research funding, school-based professional development training, mentoring activities, release time for University service, and other faculty development activities.

5.2 Safety & Wellness

The University of Virginia strives to maintain a safe and secure environment.

University Police Department

The University Police Department (UPD) is a nationally accredited, full-service department offering all the services of local municipal police, as well as many other services unique to an academic institution. By statute, the department has jurisdiction over University property, adjacent streets, and sidewalks. In addition, through an agreement with the Charlottesville Police, UPD has concurrent jurisdiction in the community surrounding the University. The department also has responsibility for enforcing University rules and regulations and work cooperatively with local, state, and federal law enforcement officials. UPD produces a range of crime prevention materials and offers crime prevention personnel to provide seminars and programs by request. Any criminal or suspicious activity should be reported to police by calling 911.

Fire Safety and Security

The University publishes an annual Fire Safety and Security report providing information on crime prevention, fire safety, the law enforcement authority of the University Police Department, and crime reporting policies. The report also provides statistics about crimes that occurred during the previous three years on Grounds, in designated areas near Grounds, and in other locations specified by law. The report is available online at the University's [Clery Act](#) web site. Copies are available by request from the University Police Department by phone (434-924-7166) or email (police@virginia.edu).

Office of Emergency Management

The [Office of Emergency Management](#) helps the institution plan, mitigate, respond, and recover from emergencies, large and small. Emergency Management develops and communicates the University's key emergency policies, strategies, procedures, and plans (including the Critical Incident Management Plan). The office champions personal readiness and resiliency and is responsible for preparedness training at UVA. Emergency Management collaborates with the City of Charlottesville, Albemarle County, and other local, regional, state, and federal agencies on emergency planning.

During an emergency, Emergency Management provides timely and accurate information through many channels including:

- UVA Alerts – SMS and email notifications of critical incidents that pose an imminent threat to the health or safety of the University community. Registration is available at <https://uvaemergency.virginia.edu/uva-alerts>. You may also register for [desktop alerts](#) in case of emergency.
- Note: Students, faculty, staff and UVA Health team members with a valid @virginia.edu account automatically receive email alerts. Such individuals who have registered their mobile phone number with the University during orientation or onboarding will also automatically receive text alerts.
- In classrooms and public spaces, alert notices appear on LED and LCD screens.
- Alert notices appear on the UVA homepage and the emergency homepage. The emergency homepage also displays the most current official information and instructions on how to respond.
- The [Operations Status Board](#) displays changes to the operating schedule caused by emergent events.

Threat Assessment Team

The Threat Assessment Team (TAT) helps preserve the safety and security of the University community in collaboration with other University and community services. It provides consultation in any circumstance in which there is concern that someone poses a danger in any situation that involves students, staff members, visitors, or others in the vicinity of the University community. TAT's philosophy is to identify concerns in the early stages and to work constructively and collaboratively with all parties before problems escalate into violent outcomes.

Everyone in the University community is encouraged to seek help for themselves or others when there are safety concerns. Employees can contact the human resources office or the University Police. Students may discuss concerns with the Deans on Call or University Police. If for any reason these channels are not available, members should contact the Threat Assessment Team at (434) 924-8745.

Faculty Well-being

The University prides itself on being a warm and caring community whose members look out for one another. The University's goal is to foster an atmosphere of actively encouraging persons who appear to be troubled or distressed to seek help.

The [Faculty and Employee Assistance Program \(FEAP\)](#), a free, confidential resource for faculty, staff, and family members, helps address a wide variety of personal and work life issues. FEAP offers consultation, training, critical incident debriefings, workplace interventions, substance abuse education, and mediation services. Faculty can contact FEAP at (434) 243-2643. For mental health emergencies, a regional crisis line is available at (434) 230-9704, while 988 is a national service.

FEAP has been providing comprehensive, onsite employee assistance services to employees and their families since its inception in 1991. What began as a program for the University of Virginia in Charlottesville has expanded to include all of UVA plus many of the area's employers as well. The program's mission is to assist organizations to maximize employee productivity and to help employees identify and resolve personal concerns that may affect job performance. The program offers individualized, confidential assessments based on clinically sound standards, brief counseling, and appropriate community referrals as necessary. In addition, the program provides consultation to supervisors and managers to assist in addressing employee/team challenges.

Human Resources also offers the [Hoo's Well program](#). Created in partnership with the University's health insurance provider, Aetna, this voluntary program is designed to help faculty members get healthy and stay healthy by improving their general fitness and reducing their risk for heart disease, cancer, diabetes, and other debilitating illnesses. Hoo's Well includes programs to help individuals lose weight, improve their diet and nutrition, quit smoking, manage stress, and enhance their general health. Employees and spouses enrolled in the UVA Health Plan or UPG Anthem Health Plan are eligible to participate in Hoo's Well.

5.3 University Administrative and Support Services

5.3.1 Administrative Services

The executive vice president and chief operating officer oversees and is responsible for a number of activities that support UVA's mission. Faculty members are expected to adhere to the policies and procedures maintained by these offices.

- [Office of Financial Planning and Analysis](#)
- [Information Technology Services and the UVA Help Desk – Help Options for IT Support](#)
- [Facilities Management](#)
- [Procurement and Supplier Diversity Services](#)
- [Office of the Architect](#)
- [Office of Property and Liability Risk Management](#)
- [Human Resources](#)

5.3.2 Institutional Research and Analytics

The [Office of Institutional Research and Analytics](#) (IRA) conducts institutional research and supports assessment at the University of Virginia. The office provides the University community with reliable data and analysis needed for decision-makers to support student success and to maintain and improve institutional effectiveness. IRA staff gather, analyze, interpret, and disseminate data, employing the highest professional standards of accuracy, objectivity, and timeliness.

5.3.3 The Office of Organizational Excellence

The [Office of Organizational Excellence](#) (OE) serves as a resource to support the University's priorities, enable core missions, and advance the University's strategic plan. OE custom services are designed and delivered to advance your goals and desired outcomes. Services include planning and establishing priorities, enhancing culture and collaboration, improving services and processes, and leading organizational change. OE's approaches are adaptable to meet both institutional needs and school-based needs (i.e. school-wide, department or program).

5.3.4 The Office of University Advancement

[University Advancement](#) provides leadership and coordination for fundraising and engagement programs across Grounds. University Advancement's Office of Development leads fundraising efforts for pan-University initiatives as well as partner school- and unit-based advancement teams. The Health System Development Office coordinates advancement initiatives for the University of Virginia Health System, including the Medical Center and the Schools of Medicine and Nursing. The Office of Engagement promotes lifelong relationships with alumni, parents, students, and friends through sponsorship of worldwide events, in-person and digital engagement, travel programs, and annual giving efforts. Advancement Operations provides services to the entire Advancement Community including database ownership and management, research and data analytics, and training programs. Advancement Communications produces integrated, strategic communications aligned with institutional and University Advancement priorities. Advancement programs for the Batten School of Leadership & Public Policy, Center for Politics, Contemplative Sciences Center, School of Education and Human Development, Global Affairs, Miller Center, School of Architecture, Weldon Cooper Center, and University Arts currently have a dual reporting line into University Advancement.

UVA boasts an array of fundraising and advancement teams – with more than 500 professionals supporting the University's philanthropic and engagement efforts. Many schools and units have a fundraising foundation that aims to increase philanthropic support for their respective schools/units; each foundation is a separate 501(c)(3) organization with its own leadership board. UVA's fundraising foundations, known as University-associated organizations, include: Alumni Association, Batten School Foundation, College Foundation, School of Education and Human Development Foundation, Darden Foundation, Engineering Foundation, Jefferson Scholars Foundation, Law School Foundation, McIntire Foundation, Medical School Foundation, Miller Center Foundation, School of Architecture Foundation, UVA Health Foundation, UVA Wise Foundation, and the Virginia Athletics Foundation.

Faculty with interest in or questions about philanthropy and/or engagement opportunities are encouraged to contact the [Office of Advancement](#).

5.3.5 Guides and Reports

- [The Manual of the Board of Visitors](#) of the University of Virginia sets forth the Board's powers and duties and those of its officers.
- [The Undergraduate and Graduate Records](#) provide a complete listing of undergraduate and graduate courses and a comprehensive directory of regulations.
- [University Data](#), issued annually by Institutional Research and Analytics, is the repository of institutional statistical information on all aspects of the University, including demographic data on students, faculty, and staff; academic achievement and admissions data for each school; and University-wide financial data.
- The [Diversity Dashboard](#) provides data on the diversity of UVA students, faculty, and staff.
- [COACHE Results](#) are available for past editions of the climate and inclusion survey administered periodically to assess the faculty's quality of work-life.
- The [UVA Map/Guide to the Grounds](#) is distributed free to visitors at the University Information Center and to University departments for a fee at UVA's storehouse.
- The [UVA Health System](#) publishes a listing of outpatient, visitor, and community services, including phone numbers, billing procedures, and transportation services in their online [Services and Amenities Guide](#).

5.4 Logistics on Grounds

5.4.1 University Identification Cards

Full-time and part-time employees of the University receiving employee benefits may receive a University identification card. There is no fee charged for the initial ID card. Other employees and visitors might be eligible for an ID card for a fee. The University ID Card Office is located in the lower level of Observatory Hill Dining Hall, on the corner of Alderman and McCormick Roads. Meter parking is available in front of the building, on McCormick Road. Office hours are from 8:00 AM until 5:00 PM, Monday through Friday. The ID Office is available by phone (434-924-4508), fax (434-982-5173), or e-mail UVAid@virginia.edu.

ID Cards issued to employees and individuals affiliated with the University of Virginia must be returned to the University ID Card Office upon separation. ID Cards issued to persons participating in special programs sponsored by the University must be returned to the University ID Card Office upon completion of the program.

Lost, damaged, or stolen ID cards will be replaced at the University ID Card Office and a fee will be charged. University ID cards will also be replaced because of malfunction, a change of name, or because of expiration at no charge provided that the old card is returned. Additional information is available on the [ID Card Office website](#).

5.4.2 Parking and Transportation

The [Department of Parking and Transportation](#) (P&T) manages UVA's parking demand and supply to best meet the needs of all members of the University community. Several parking garages and commuter lots are available for daily parking as well as dozens of smaller dedicated lots. P&T also operates the University Transit Service to facilitate community members getting around Grounds. In addition, P&T offers and endorses various alternative transportation options to support those who would like to save money, help the environment, and decrease stress by leaving their vehicles at home.

- [Parking](#) – Faculty may purchase parking permits for the University’s commuter lots. The most common lots are serviced by the University Transit System which will then make several stops around Grounds. Faculty members can also apply for a specific lot closer to their department, but these spots are more limited and, as such, subject to waiting lists. For more information please email parking@virginia.edu or call (434) 924-7231, Monday – Friday between 8:00 AM to 5:00 PM.
- [University Transit Service \(UTS\)](#) – UTS provides transit service to all major areas of the University, including commuter parking lots, as well as several nearby neighborhoods. This service is free to all members of the community. Download the TransLoc app for real-time bus tracking and arrival time estimates. For more information, please email transportation@virginia.edu or call (434) 924-7231, Monday – Friday between 8:00 AM to 5:00 PM.
- [Charlottesville Area Transit \(CAT\)](#) and [JAUNT CONNECT](#) – Faculty members can ride CAT for free with a valid UVA ID, as well as JAUNT’s fixed routes. CAT and JAUNT make it easier for the UVA community to get around the greater Charlottesville and surrounding areas that fall outside the scope of UTS. Download the Charlottesville Area Transit app for real-time bus tracking and arrival time estimates.
- [Bicycle, Moped, Motorcycle, and E-scooter](#) – There are over one hundred [bicycle racks](#) and several designated [motorcycle/moped parking areas](#) across the University. Motorcycle/moped parking permits and occasional parking permits for bad-weather days are for sale at the P&T office. The University has [established requirements](#) for the riding, parking, and storing of dockless eScooters and electric power-assist bicycles on University Grounds, including the Medical Center.
- [Carpool and Vanpool](#) – Faculty that carpool to work can join the Carpool program and receive discounted parking permits and access to dedicated spaces in parking lots. Individuals interested in starting or joining a vanpool for even greater savings and other benefits can submit a request or questions to vanpool@virginia.edu.
- Be aware that major events including football games, basketball games, and other events around Grounds can impact parking areas and bus schedules. Follow P&T signs posted in these areas and stay tuned to the P&T website (<https://parking.virginia.edu>) for information on event impacts.

5.4.3 Printing and Copying Services

[University Printing & Copying Services](#) (PCS) is a full-service printing facility providing offset and digital printing, high-speed copying, mailing services, copier management, and wide format printing as well as graphic design and type composition services to all faculty, staff, and students of the University. PCS has been Forest Stewardship Council (FSC) certified since 2012.

The Printing Division can produce all forms of printed material, including business stationery and forms, promotional brochures and mailings, journals and magazines, books, and packaging solutions. Print orders may be placed on the PCS website at uvaprint.virginia.edu, by email at uvaprint@virginia.edu, by calling (434) 924-7186, or by visiting the PCS printing facility at 2474 Old Ivy Road.

The Copy Division consists of copy centers located at the UVA Bookstore, the Hospital, and at 2474 Old Ivy Road. The Copy Division also manages copiers throughout the University, hospital and clinics. PCS copy services produce black-and-white or full-color copies and a wide variety of finished

duplicating products, including short-run books, newsletters, large posters, and customized course packets. Other products include exhibition and signage materials, embroidery and bubble test scanning. All centers accept walk-in orders or jobs via email at uvacopy@virginia.edu. In most cases, finished jobs are delivered to on-grounds offices the next day. CopyCard departmental charge cards are available for copy machines requiring access with direct departmental billing.

University policy requires observance of all applicable copyright laws, and Printing & Copying Services must adhere to this policy. Although there are many situations that allow copying of copyrighted materials for academic use within the limits of what is known as the Fair Use Doctrine, copying beyond Fair Use limits without written permission from the copyright owner is not permitted.

5.4.4 University Mail Service

[Mail Services at the University of Virginia](#) handles, distributes, and processes Messenger Mail and U.S. mail at the University. Mail Services also provides mail service information and alerts members of the community about changes in mailing rates, requirements, and regulations. For other mailing needs, [Newcomb Hall](#) contains a U.S. Postal Service branch.

5.4.5 Dining Services

[University of Virginia Dining](#) offers several retail locations where faculty and staff may purchase meals. Consult their web site for the different locations around the Grounds. The Garden Room, the faculty and staff dining room, is located in Hotel E at the south end of the West Range, near Garrett Hall and the Amphitheater. Students are welcome to dine at the Garden Room as the guest of a faculty or staff member. UVA Dining also can provide catering through its Virginia Catering Company for University-sponsored and other events.

5.4.6 University of Virginia Bookstores

The [University of Virginia Bookstores](#) is a self-supporting, non-profit organization, owned and operated by the University. Located on the top floor of the Central Grounds parking garage, the University of Virginia Bookstore is a full-service bookstore for textbooks, supplies, general books, gifts, and UVA merchandise. Services include an onsite UVA Pharmacy, Einstein Bagels, UPS shipping, notary, dry cleaning, and an engraving and embroidery department. A 10% discount is available to faculty members on any book in stock.

Additional satellite locations include TJ's Locker, located in the Aquatic Fitness Center; and Courts & Commerce Bookstore, located in the UVA Law School.

Cavalier Computers

A division of UVA Bookstores, [Cavalier Computers](#), is a full service computer store and repair center located inside the bookstore. As an authorized Apple, Dell, HP and Lenovo center, Cavalier Computers provides UVA students, faculty, and staff a wide variety of laptop and desktop computers, computer accessories, and software at educationally discounted prices. Cavalier Computers provides expedited quality repairs by manufacturer certified technicians. Additional services include ink refill station, technology trade-in program, employee payroll deduct program, T-Mobile and AT&T cell services.

5.5 Work-life Balance Resources

5.5.1 Dual Career Services

Many new faculty members relocate to Charlottesville with a highly qualified spouse or partner who also has a thriving and rewarding career. The [UVA Dual Career Program](#) (DCP) assists spouses or partners of UVA faculty applicants and current UVA faculty in their efforts to secure employment at UVA and/or in the private/government sectors. While the office does not guarantee placement, it offers a variety of resources to support faculty spouses and partners in their job searches. The Dual Career Program also assists newcomers who are interested in learning about our community (schools, volunteer opportunities and activities) and getting oriented to our area.

The UVA Dual Career Program also developed [Embark](#) to showcase [highly skilled job opportunities](#) and local [networking opportunities](#), and to serve as a [resource for newcomers](#).

5.5.2 Housing Facilities

The Pavilions on the University's historic Lawn are residences for senior administrators and faculty members whose eligibility has been established by the Board of Visitors. The following is the sequence of priority when a vacancy occurs: the executive vice president and provost, the vice president and chief student affairs officer, the academic deans in the order in which their schools were established, and then members of the faculty, subject to the conditions of the policy of the Board of Visitors. The use of other buildings in the historic district, such as Montebello, Lower Mews, the Pavilion VII apartments, and Hotel D, are assigned by the Board of Visitors.

Pavilion VIII has both classroom and residential space. The Office of the University Registrar allocates the use of its classrooms. The Pavilion VIII Committee invites the faculty to apply for the residential space, reviews applications, and makes a recommendation to the provost on the use of the residences; the provost, in turn, makes a recommendation to the Board of Visitors for their action on assignment. The assignment of faculty to Morea and to one of two apartments on the Mews also is managed by the Provost's Office. The three apartments in the Monroe Hill Residential College are assigned by the Monroe Hill Residential Committee. Hereford College has one principal's residence and three other apartments, which are assigned in a similar manner.

There are a limited number of University-owned rental housing options through the [University Housing Office](#). Full-time Faculty and classified staff members may apply for a variety of housing configurations and locations in the Charlottesville area. Information regarding options and applications may be found on the [Housing and Residence Life website](#).

The [Off-Grounds Housing Office](#) works with Off-Campus Partners, LLC to provide a comprehensive listing of rooms, apartments, and houses to rent, as well as a directory of all local apartment complexes. The lists are updated monthly; the directory is published annually. Faculty members who have properties to rent can list them through this office. A model lease to be used as a rental contract is available. You must [register](#) as a faculty member or a guest to list a property, or rent a property through this site.

5.5.3 Childcare

The [UVA Child Development Centers](#) offer services for children from infancy through pre-K. They are available to faculty, staff, and students for a monthly fee, but enrollment is limited and interested parents usually encounter a waiting list. Anyone anticipating the arrival of a child should contact the centers as early as possible to inquire about enrollment and complete a wait list application. In addition, the UVA Health System offers two child care centers: [Sharon L. Hostler Child Development Center](#) and [Malcolm W. Cole Child Care Center](#). Services at these centers are available to UVA faculty and staff, although enrollment is prioritized for the children of UVA Medical Center employees. Other childcare resources include:

- [Dependent and Back-up Care](#) - Human Resources offers ongoing, short-term, and backup care options for children and elders. They also provide options for school tutoring and support. Back-up care is meant to assist faculty and staff when they encounter a temporary disruption to their regular care options.
- [Faculty and Employee Assistance Program \(FEAP\)](#) - Faculty who would like additional information regarding childcare services in the community or who would like to talk with a counselor about making the transition back to work following the arrival of a child may contact the Faculty and Employee Assistance Program (FEAP) at (434) 243-2643 for a free and confidential appointment.

5.5.4 University of Virginia Community Credit Union

The [University of Virginia Community Credit Union](#) provides a variety of financial services to community members of Charlottesville and employees of the University. Services include savings accounts, checking accounts, individual retirement accounts (IRAs), certificates of deposit, personal and automobile loans, mortgage loans, home equity loans, safety deposit boxes, American Express Travelers Cheques, and credit cards.

5.5.5 The Arts

The [UVA Arts](#) website and [calendar](#) announce upcoming residencies, events, exhibitions, and [Arts news](#). The biannual [UVA Arts Magazine](#) offers a glimpse into the breadth and depth of the Visual & Performing Arts & Architecture world at UVA. Tickets to performances and events can be purchased through the [UVA Arts Box Office](#), often with discounts for faculty & staff. Sign-up for the [UVA Arts Newsletter](#) to keep up-to-date with all that is going on!

The University of Virginia offers a variety of Visual & Performing Arts including exhibitions, programs, residencies, and events sponsored by departments, libraries, and museums, including:

- [School of Architecture](#)
- [McIntire Department of Art](#)
- [Creative Writing Program](#)
- [Dance Program](#)
- [Department of Drama](#)
- [McIntire Department of Music](#)
- [Fiske Kimball Fine Arts Library](#)
- [Music Library](#)
- [Cavalier Marching Band](#)
- [Charlottesville Symphony at UVA](#)

- [The Fralin Museum of Art](#)
- [Virginia Theatre Festival](#)
- [Kluge-Ruhe Aboriginal Art Collection](#)
- [Virginia Film Festival](#)

The [Betsy & John Casteen Arts Grounds](#) is a precinct encompassing new, expanded, and renovated structures for the fine and performing arts such as:

- Ruffin Hall, a studio art building
- The Arts Common on the north slope of Carr's Hill
- The Hunter Smith Band Building
- Restoration of Fayerweather Hall for the art history program
- Renovation and expansion of Campbell Hall for the School of Architecture (including the Fine Arts Cafe)
- Additions to the Drama Building, including the 300-seat thrust-stage Ruth Caplin Theater

[Grant opportunities](#) are available to faculty through annual Faculty Research Grants for the Arts, the Arts Enhancement Fund, the Arts Endowment, the [UVA Arts Council](#) and the vice provost for the arts in the Provost's Office.

5.5.6 Recreational Activities

[UVA Intramural-Recreational Sports](#) (IM-REC) has four recreation facilities that contain fitness rooms with cardiovascular and strength training equipment, full-court gymnasiums, racquetball and squash courts, locker rooms, multipurpose rooms with a wide assortment of group exercise classes, two indoor pools, and two indoor running tracks. Outdoor tennis courts and playing fields are also available. IM-REC offers many exciting programs for faculty members and their families, including competitive intramural sport leagues and tournaments, recreational and fitness classes for adults and youth, and outdoor recreation trips and workshops. An outdoor equipment rental center provides general camping and boating equipment as well as outdoor recreation resource materials.

Faculty and staff members who are eligible for University benefits will be able to sponsor one adult (18 years or older) who resides in the same household for a University Recreation membership. Full-time faculty and classified staff receive a membership discount as part of their benefit package. Payroll deduction is available.

The Department of Athletics offers a wide variety of both men's and women's sporting activities for the University community. Admission is charged for access to most events. A limited number of reduced season-rate tickets are available to the faculty for basketball and football.

5.5.7 The Colonnade Club

[The Colonnade Club](#) was founded in 1907 to encourage interaction among members of the faculty of the University and to promote the interests and welfare of the University. To accomplish these purposes, the club offers a variety of social events and other activities throughout the year.

5.5.8 The University of Virginia Women's Club

The purpose of the University of Virginia [Women's Club](#) is to promote sociability among its members and to serve the University community. Membership is open to any woman who is or has been employed by UVA or who has a spouse/partner who is or has been employed by UVA. Spouses/partners of visiting faculty and visiting scholars are also eligible for one year. The Women's Club organizes a series of social events throughout the academic year and members may affiliate with one of several interest groups to pursue a variety of activities and volunteer work.

5.5.9 Retired Faculty Activities

Founded in 1991, the [Retired Faculty Association](#) holds general membership meetings quarterly, where topics and speakers are attuned to financial affairs, medical matters, travel opportunities, and similar subjects. Dues are \$25 per annum and spouses of deceased, retired faculty members also are eligible for membership.

The [Osher Lifelong Learning Institute \(OLLI\)](#) at the University of Virginia offers educational opportunities and intellectual enrichment to active adults in the community. OLLI classes are held in the daytime, almost always in places with convenient parking. Courses usually last three to six weeks. Current and retired faculty members are invited to join OLLI and/or to teach courses in whatever areas are of interest to them.

5.5.10 News and Current Events Sources

[University Communications](#) maintains a source page on their web site with links to several sources of information regarding goings on at the University.

They produce [UVA Today](#), a comprehensive source for the latest news and information on Grounds and beyond. Keep up with the latest stories with a free subscription to the UVA Today Daily Report, distributed every weekday.

The Alumni Association publishes the [University of Virginia Magazine](#), which presents an overview of the University.

Of the many student publications, [The Cavalier Daily](#) receives the widest circulation and contains news and activities of interest to faculty and students.

For more information about student-run publications, clubs, and other organizations, visit the [Student Engagement](#) and [Clubs and Activities](#) websites.

Several telephone numbers are designated to supplement the information available through University web sites and publications: University Information provides listings for faculty and staff at 924-0311; the Student Locator at 924-3363 gives addresses and telephone numbers; the Newcomb Hall information desk at 924-3601; [University Programs Council](#)-sponsored events are available on their web site and described in a recording on 924-3286 (92-HELLO).

5.6 University-Associated Organizations

University-associated organizations (formerly known as University-related foundations) exist and operate for the benefit of the University or one or more of its units by providing one or more of the following support functions: fundraising, asset management, programs, and services. The relationship between UAOs and the University is governed by a set of management principles and guidelines in a manner consistent with the University's purpose, mission, policies, and procedures. For more information, see the Board of Visitor's [policy on University-associated organizations](#).

UAOs include, among others: UVA Licensing & Ventures Group, the UVA Alumni Association, the College Foundation, the School of Education and Human Development Foundation, the Darden School Foundation, the Virginia Engineering Foundation, the Law School Foundation, the McIntire School of Commerce Foundation, the Medical Alumni Association & Medical School Foundation, the School of Nursing Alumni Association, the Virginia Athletics Foundation, and the White Burkett Miller Center Foundation.

University of Virginia Alumni Association

The [UVA Alumni Association](#) builds strong bonds and affinity on and beyond Grounds. With a rich history of innovation and self-governance dating back 185 years, the UVA Alumni Association's programs and traditions – including Reunions, the Ridley Scholars program, the Jefferson Trust, and Virginia Magazine – empower our 250,000+ alumni to shape the world around us.

The Jefferson Scholars Foundation

The [Jefferson Scholars Foundation](#) benefits the University by identifying, attracting, and nurturing individuals of extraordinary intellectual range and depth who possess the highest concomitant qualities of leadership, scholarship, and citizenship. Its Jefferson Scholars Program, begun in 1981, supports outstanding undergraduate students in residence at the University. Awards are granted on the basis of merit in leadership, scholarship, and citizenship and provide support for four years of undergraduate study. Selections are made by a committee that includes University faculty, administrators, and alumni. The Walentas Scholars Program develops leaders, citizens, and scholars who are in the first generation of their families to earn a bachelor's degree. Its initial class joined UVA in fall 2022. The Foundation also supports graduate students with the Jefferson Fellowship Program and the National Fellowship Program, additionally supporting faculty through both its Jefferson Scholars Foundation Professorship Program and its faculty awards programs.