The University of Virginia is committed to equal employment opportunity, affirmative action, and equal access to programs and activities. To fulfill this commitment, the University of Virginia does not discriminate on the basis of age, color, disability, gender identity, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status, and family and genetic information, in its programs and activities as required by Title IX of the Education Amendments of 1972, the 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, the Age Discrimination Act of 1975, the Governor’s Executive Order Number One (2014), and other applicable statutes and University policies. The University’s policies, “Preventing and Addressing Discrimination and Harassment (PADH Policy)” and “Preventing and Addressing Retaliation (PAR Policy)” implement this statement.

The University of Virginia also prohibits sexual and gender-based harassment, including sexual assault, and other forms of interpersonal violence. The University’s Policy on Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence (Title IX Policy) implements this statement.

The Office for Equal Opportunity and Civil Rights (EOCR), which includes the University’s Title IX Office, has complaint procedures available to address alleged violations of the foregoing policies with respect to faculty, staff, students, and third parties. EOCR is also charged with educating all University community members on the PADH, PAR, and Title IX policies, as well as employees’ reporting obligations as stated in the policy “Reporting by University Employees of Sexual Misconduct Disclosures Made by Students (Responsible Employee Policy).”

The following person has been designated to handle inquiries regarding the Americans with Disabilities Act, the Rehabilitation Act, and related statutes and regulations: Melvin Mallory, ADA Coordinator, Office for Equal Opportunity and Civil Rights, 2015 Ivy Road, Room 321, P.O. Box 400219, Charlottesville, VA 22904, (434) 924-3295, ADACoordinator@virginia.edu.

The following person has been designated to handle inquiries regarding non-discrimination policies: Catherine Spear, Associate Vice President, Office for Equal Opportunity and Civil Rights, P.O. Box 400219, Washington Hall, Charlottesville, VA 22904, (434) 924-3200, uvaeocr@virginia.edu.

The following person has been designated to serve as the overall coordinator for purposes of Title IX compliance: Emily Babb, Assistant Vice President for Title IX Compliance/Title IX Coordinator, O’Neil Hall, Room 037, (434) 297-7643, ecb6y@virginia.edu or TitleIXCoordinator@virginia.edu.

The following individual has been designated as Deputy Title IX Coordinator to assist the Title IX Coordinator and conduct investigations: Akia Haynes, O’Neil Hall, Room 037, (434) 924-1696, aah6n@virginia.edu.

Complaints of discrimination, harassment, and retaliation may be directed to the Office for Equal Opportunity and Civil Rights at uvaeocr@virginia.edu. Complaint procedures may be found at http://eocr.virginia.edu/file-complaint. Complaints may also be filed with the Department of Education Office for Civil Rights, Equal Employment Opportunity Commission, Commonwealth of Virginia Division of Human Rights, and the Department of Human Resources Management.
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. I hope that this handbook helps you find and make use of the many opportunities and supportive programs the University offers during your time here, 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; recently President Ryan 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://www.virginia.edu/draftstrategicplan.

In my inaugural year as your provost, I am particularly interested in and welcome your feedback—on the 2030 Plan, and in general. Please share your thoughts with me and my staff at provost@virginia.edu.

M. Elizabeth Magill
Executive Vice President and Provost
# Table of Contents

## CHAPTER ONE: HISTORY, ORGANIZATION, AND PURPOSE ................................................................. 7

1.1 HISTORY ........................................................................................................................................ 7
1.2 ORGANIZATION .......................................................................................................................... 8
1.3 UNIVERSITY COMMITTEES ........................................................................................................ 15
1.4 MISSION STATEMENT OF THE UNIVERSITY OF VIRGINIA ..................................................... 16
1.5 ACCREDITATION AND LICENSING ............................................................................................ 17

## CHAPTER TWO: THE FACULTY AND FACULTY POLICIES .......................................................... 18

2.1 HISTORY OF THE FACULTY ....................................................................................................... 18
2.2 FACULTY ROLE IN UNIVERSITY GOVERNANCE ...................................................................... 20
2.3 ACADEMIC FREEDOM .............................................................................................................. 20
2.4 PROFESSIONAL ETHICS ........................................................................................................... 20
2.5 OBLIGATIONS TO OBSERVE POLICY ....................................................................................... 21
2.6 FACULTY APPOINTMENTS AND EMPLOYMENT ..................................................................... 22
2.7 FACULTY RESPONSIBILITIES ................................................................................................... 24
2.8 FACULTY PERFORMANCE .......................................................................................................... 27
2.9 DISCRIMINATION, GRIEVANCES, AND COMPLAINTS .............................................................. 28
2.10 OTHER POLICY RESOURCES AT THE UNIVERSITY ................................................................. 29
2.11 FACULTY DEVELOPMENT ........................................................................................................ 29

## CHAPTER THREE: STUDENTS AND STUDENT AFFAIRS .............................................................. 31

3.1 THE STUDENT BODY .................................................................................................................. 31
3.2 THE FACULTY MEMBER AND THE HONOR SYSTEM ................................................................ 32
3.3 THE JUDICIAL SYSTEM .............................................................................................................. 34
3.4 CONFIDENTIALITY OF STUDENT RECORDS ........................................................................... 35
3.5 THE ADMINISTRATION OF STUDENT AFFAIRS ..................................................................... 35
3.6 ACCOMMODATING STUDENTS WITH DISABILITIES ............................................................... 37
3.7 SUPPORTING SURVIVORS OF SEXUAL ASSAULT ................................................................... 37

## CHAPTER FOUR: UNIVERSITY SERVICES AND RESOURCES ....................................................... 38

4.1 COURSE SCHEDULING, REGISTRATION, AND GRADING .......................................................... 38
4.2 UVAACOLLAB ........................................................................................................................... 38
4.3 UNIVERSITY OF VIRGINIA BOOKSTORES ............................................................................. 39
4.4 FUNDS FOR ENTERTAINMENT OF STUDENTS ....................................................................... 39
4.5 CENTER FOR TEACHING EXCELLENCE .................................................................................... 40
4.6 THE ARTS .................................................................................................................................... 40
4.7 CHILDCARE ............................................................................................................................... 41
4.8 DINING SERVICES ...................................................................................................................... 41
4.9 FACULTY AND EMPLOYEE ASSISTANCE AND WELLNESS PROGRAMS ............................. 41
4.10 HOUSING FACILITIES ............................................................................................................ 42
4.11 UNIVERSITY IDENTIFICATION CARDS ................................................................................... 42
4.12 PARKING AND TRANSPORTATION ......................................................................................... 43
4.13 RECREATIONAL ACTIVITIES .................................................................................................. 44
4.14 SAFETY AND SECURITY ......................................................................................................... 44
4.15 LIBRARIES ............................................................................................................................... 46
4.16 SCHOLARLY JOURNALS ........................................................................................................... 47
4.17 UNIVERSITY OF VIRGINIA PRESS .......................................................................................... 48
4.18 ADMINISTRATIVE SERVICES ................................................................................................... 48
4.19 INSTITUTIONAL ASSESSMENT AND STUDIES ..................................................................... 49
4.20 PRINTING AND COPYING SERVICES ...................................................................................... 49
CHAPTER ONE: HISTORY, ORGANIZATION, AND PURPOSE

1.1 History

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 slave and stonemason Peyton Skipwith. For more information on slavery at the University, see the President’s Commission on Slavery 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.
Still small for a state institution, the University of Virginia today enrolls almost 24,639 on-Grounds students, about 70 percent of whom are undergraduates (70 percent Virginians), 30 percent of whom are graduate-level, and 55 percent are women. Among first-year students enrolling at the University in fall 2018, slightly more than 26 percent identify with a racial background other than white.

### 1.2 Organization

To better understand the University’s administrative structure it is helpful to consult a graphic presentation of its plan of organization.

**The Rector and 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. The board may appoint a faculty member and a full-time student at the University as nonvoting members of the board. The duties and powers of the board are exercised in order to advance the University’s mission (see section 1.4, “The Mission of the University”). 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 chief executive officer of the University. 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).

The president is authorized to suspend any faculty member at any time for proper cause, in accordance with appropriate procedure, after consultation with the provost, the dean, department head, and other affected administrative officers. A full list of the president’s duties appears 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. 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 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. In the University’s organizational structure, offices associated with athletics, budget, development, health affairs, financial aid, student affairs, and technology report to the president through different vice presidents.

The provost charges vice provosts with oversight of particular aspects of the office’s role and mission. They include:

- **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. These include working with the schools and the Faculty Senate on program review and approval; academic enhancement programs for undergraduate, graduate, and professional students; enrollment management; online learning programs; University-wide academic advising and support; and academic accessibility. He is also responsible for 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 Assessment and Studies; Graduate and Postdoctoral Affairs; the Office of Undergraduate Research; the Office of Citizen Scholar Development; The Dethel and John Georges Student Center; Office of Summer and Special Academic Programs; University Press; Contemplative Science Center; and the Rare Book School.

- **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 the newly added UVA Acts.
• **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 Heritage Theater, 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 Museum; and WUTF, the University’s radio station. He 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 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. He collaborates with deans and faculty on incorporating public interest research, service, and experiential learning into 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: the Weldon Cooper Center for Public Service, the Virginia Foundation for the Humanities, the Center for Liberal Arts, and the Virginia College Advising Corps.

• **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 VP for Global Affairs 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. He 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, the University’s China Office, Morven, and the Center for Global Inquiry and Innovation.

• **Vice Provost for Administration and Chief of Staff**
The Vice Provost for Administration and Chief of Staff is chief advisor for the Executive Vice President & Provost. In support of the provost and the overall mission of the office, she provides the day-to-day leadership, as well as the strategic planning and oversight of all the functional areas of the office, including communications, finance and personnel. In addition, she provides guidance and counsel to the provost, the provost’s leadership team, and other academic leaders on academic budgets, policy, planning, and governance. She is
the primary liaison to the administrative associate deans in all of the schools, and oversees the academic policy process in the Provost's office. In addition, she serves as liaison with other University offices, including executive and vice presidential offices; and represents the EVPP, as needed, at meetings, functions, and on committees. The vice provost for administration manages the following functions and areas: academic administration, policy, facility planning, the University Registrar, ROTC, the Maxine Platzer Lynn Women's Center, Upward Bound, and Virginia Status.

**Executive Vice President and Chief Operating Officer**

The executive vice president and chief operating officer 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 office is guided by its commitments to:

- integrity and sound management practices;
- academic excellence;
- customers, including students, patients, and visitors;
- people, respecting and empowering them, holding them accountable, and rewarding them for performance; and
- simplification of processes and improvements in effectiveness and efficiency.

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**
  The senior vice president for operations oversees operations that fall under an array of University departments and programs, including budget, capital programs, facilities management, procurement and diversity supplier services, state governmental relations, and process simplification.

- **Vice President and Chief Human Resources Officer**
  The vice president and chief human resources officer oversees all human resource functions for the academic division of the University, as well as overseeing the University of Virginia’s College at Wise and for health plan and other benefits for the University’s Medical Center. Functional areas within University Human Resources (UHR) include: benefits, compliance and immigration services, career and leadership development, work/life wellness programs, compensation, faculty/staff relations, recruitment and staffing, and payroll.

- **Vice President for Finance**
  The University's vice president for finance oversees key financial functions within the University and ensures that University funds are properly received, spent, and reported in accordance with university policies and state and federal regulations, serving a range of internal and external stakeholders. Among the areas of responsibility are financial reporting and compliance, managerial analysis and allocation, financial performance measurements, student financial aid, student billing, and financial planning.

- **Chief Information Officer**
  The chief information officer oversees key central IT units for the University that enable both academic and administrative functions and that support faculty, staff, and students. Operational services include infrastructure, applications, and end user support services that
scale across the University (and in some cases include the hospital). In addition, Information Security provides both pro-active and reactive security services, security consulting, and IT policy creation. The CIO manages Information Technology Services, the central service provider for information technology services across the University, and Information Security.

**Senior Vice President & Vice President for Advancement**

The senior vice president for advancement and the vice president for advancement support the University’s fourfold mission of teaching, research, health care, and public service by fundraising for pan-University strategic priorities and providing resources and expertise to the University’s development community. In consultation with UVA’s schools and units, University Advancement sets “best practice” guidelines for fundraising staff through policies and procedures that meet the highest ethical and professional standards.

University Advancement oversees multiple areas of fundraising and engagement initiatives, including annual giving, Cavalier Connect (UVA Phonathon), Cavalier Travels, faculty excellence, global initiatives, Jeffersonian Grounds, lifetime learning, planned giving, reunion giving, scholarship support, University arts, and UVA Clubs. It additionally provides services such as community learning, donor relations, gift accounting, information technology, and prospect research.

The vice president also leads Advancement Communications, which supports a broad array of fundraising initiatives through the development of print and electronic publications as well as social media communications.

**Vice President for Information Technology**

The vice president for information technology works with University leadership to create, articulate, and promote a university-wide information technology strategy that advances the institution’s mission in teaching, research, service, and clinical care. The vice president plans and develops new information systems capabilities through collaboration with academic and support units and represents the University in national and international discussions about how to use information technology to advance the University’s mission. The vice president oversees the work of the institution’s chief information officer, who facilitates the effective coordination of information technology-related activities across Grounds and coordinates the University Committee on Information Technology and the Deans’ Technology Council, both of which help guide institution-wide information technology projects and establish strategic direction.

**Vice President and Chief Officer for Diversity and Equity**

The Office of the Vice President and Chief Officer for Diversity and Equity 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.
**Vice President and Chief Student Affairs Officer**
The Office of the Vice President and Chief Student Affairs Officer supports the University’s primary purpose of enriching the minds and lives of its students. The division promotes the intellectual, cultural, personal, and social development of students while enhancing their physical and psychological well-being. Student affairs programs and services help students learn responsible decision-making; clarify personal values and identity; foster interpersonal relationships; facilitate career exploration; and promote the value of diversity, of informed citizenship, and of full membership of all students within the University community. The vice president and chief student affairs officer oversees: the Office of the Dean of Students, the Office of African-American Affairs, the University Career Center, and the Department of Student Health.

**Vice President for Research**
The Office of the Vice President for Research (VPR) is responsible for the integration and enhancement of research activities across UVA’s eleven schools and multiple research centers. VPR leads university-wide strategic growth activities, including multidisciplinary groups in environmental sustainability, innovation, energy systems, and biosciences. 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.

**Vice President for Communications and Chief Marketing Officer**
The vice president for communications and chief marketing officer is responsible for the leadership of University Communications, which stewards institutional marketing, brand narration, visual identity, media relations and outreach, social media, multimedia, and public relations. As the chief communicator on the Grounds, the vice president for communications leads a broad effort to generate understanding, engagement, and support for the advancement of Thomas Jefferson’s vision of a forward-thinking global university, the value of higher education in America, and the impact of university teaching, research, and service.

**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.

**Other Senior Administrative Officers**
In addition to these vice presidents, other senior officers, University counsel, and the athletic director, report to the president and serve as members of the president’s senior cabinet. The Office of University Counsel is the University’s chief legal office and is responsible for providing advice on all legal matters affecting the University under the direction of the attorney general, the Board of Visitors, and the president. The athletic director is responsible for supervision of all University intercollegiate athletic and intramural programs and facilities. 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,
• chief of staff,
• associate vice president, Office for Equal Opportunity and Civil Rights,
• associate vice president for state government relations and special assistant,
• director of the White Burkett Miller Center of Public Affairs, and the
• secretary to the Board of Visitors (who, like the University Counsel, is an officer of the Board of Visitors)
• associate vice president for safety and security.

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, which constitutes the third division, is a four-year residential college located in southwestern Virginia.

Academic Division
Approximately 3,000 full-time faculty members teach in programs leading to bachelor’s, master’s, doctoral, and first professional degrees. The eleven 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
• Curry 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 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.

The University hosts two academic organizations with statewide, regional, and national affiliations: the Virginia Foundation for the 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.

In September 2019, the State Council of Higher Education for Virginia will vote on the establishment of the University of Virginia’s twelfth school, the School of Data Science.

**Health System**
Comprehensive health care services are provided by the University of Virginia Health System, which consists of University of Virginia Medical Center, the School of Medicine, the School of Nursing, the 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.

### 1.3 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 web site:

- **Athletics Advisory Council** (director of Intercollegiate Athletics Programs)
- **Committee on Benefits** (vice president and chief human resources officer)
- **Academic Calendar Committee** (executive vice president and provost)
- **Committee on Financial Aid** (executive vice president and chief operating officer)
- **Information Technology Advisory Committee** (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)
- **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 and chief officer for diversity and equity)
Diversity Council (vice president and chief officer for diversity and equity)

The Faculty Senate (see also section 2.1) supports a broad range of standing committees and task forces, offering faculty members the opportunity to contribute to the governance of the University. The full listings of these opportunities can also be found on the Faculty Senate's website.

1.4 Mission Statement of the University of Virginia

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.

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.
1.5 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.

<table>
<thead>
<tr>
<th>School/Department/Program</th>
<th>Accredit/Licensed Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>College &amp; Graduate School of Arts and Sciences</td>
<td></td>
</tr>
<tr>
<td>Psychology Clinical (Ph.D.)</td>
<td>American Psychological Association (APA)</td>
</tr>
<tr>
<td>Psychology Clinical (Ph.D.)</td>
<td>Psychological Clinical Science Accreditation System (PACSAS)</td>
</tr>
<tr>
<td>Curry School of Education and Human Development</td>
<td></td>
</tr>
<tr>
<td>Administration &amp; Supervision (M.Ed.)</td>
<td>Council for the Accreditation of Educator Preparation (CAEP)</td>
</tr>
<tr>
<td>Clinical Psychology (Ph.D.)</td>
<td>Council for the Accreditation of Educator Preparation (CAEP) &amp; National Association of School Psychologists (NASP)</td>
</tr>
<tr>
<td>Clinical &amp; School Psychology (combined program)</td>
<td>American Psychological Association (APA)</td>
</tr>
<tr>
<td>Athletic Training (M.S.)</td>
<td>Commission on Accreditation of Athletic Training Education (CAATE)</td>
</tr>
<tr>
<td>Curriculum &amp; Instruction-Reading Education (M.Ed., Ed.S., and graduate certificate)</td>
<td>Council for the Accreditation of Educator Preparation (CAEP)</td>
</tr>
<tr>
<td>Counselor Education (M.Ed.)</td>
<td>Council for the Accreditation of Educator Preparation (CAEP) &amp; Council for Accreditation of Counseling &amp; Related Educational Prog.</td>
</tr>
<tr>
<td>Speech Communication Disorders (M.Ed.)</td>
<td>Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association (ASHA)</td>
</tr>
<tr>
<td>Teacher Education (M.T.)</td>
<td>Council for the Accreditation of Educator Preparation (CAEP) &amp; Virginia Board of Education</td>
</tr>
<tr>
<td>Darden School of Business Administration</td>
<td></td>
</tr>
<tr>
<td>Business Administration (M.B.A., Ph.D.)</td>
<td>Association to Advance Collegiate Schools of Business (AACSB)</td>
</tr>
<tr>
<td>McIntire School of Commerce</td>
<td></td>
</tr>
<tr>
<td>Accounting (M.S.)</td>
<td>Association to Advance Collegiate Schools of Business (AACSB)</td>
</tr>
<tr>
<td>Commerce (B.S.C., M.S.)</td>
<td>Association to Advance Collegiate Schools of Business (AACSB)</td>
</tr>
<tr>
<td>Management of Information Technology (M.S.)</td>
<td>Association to Advance Collegiate Schools of Business (AACSB)</td>
</tr>
<tr>
<td>School of Architecture</td>
<td></td>
</tr>
<tr>
<td>Architecture (M.Arch.)</td>
<td>National Architectural Accrediting Board, Inc. (NAAB)</td>
</tr>
<tr>
<td>Landscape Architecture (M.L.A.)</td>
<td>Landscape Architectural Accreditation Board (LAAB)</td>
</tr>
<tr>
<td>School of Engineering &amp; Applied Science</td>
<td></td>
</tr>
<tr>
<td>Computer Science (B.S.)</td>
<td>Computing Accreditation Commission (CAC) of ABET</td>
</tr>
<tr>
<td>Other baccalaureate programs (except Eng. Science)</td>
<td>Engineering Accreditation Commission (EAC) of ABET</td>
</tr>
<tr>
<td>School of Law</td>
<td></td>
</tr>
<tr>
<td>Law (J.D.)</td>
<td>American Bar Association (ABA)</td>
</tr>
<tr>
<td>School of Medicine</td>
<td></td>
</tr>
<tr>
<td>Medicine (M.D.)</td>
<td>Liaison Committee on Medical Education (LCME)</td>
</tr>
<tr>
<td>Public Health (M.P.H.)</td>
<td>Council on Education for Public Health (CEPH)</td>
</tr>
<tr>
<td>Continuing Medical Education Programs</td>
<td>Council for Continuing Medical Education (ACCME)</td>
</tr>
<tr>
<td>School of Nursing</td>
<td></td>
</tr>
<tr>
<td>Nursing (B.S.N., M.S.N., D.N.P.)</td>
<td>Commission on Collegiate Nursing Education (CCNE)</td>
</tr>
<tr>
<td>Nursing (B.S.N., pre-licensure programs)</td>
<td>Virginia State Board of Nursing</td>
</tr>
</tbody>
</table>
Chapter Two: The Faculty and Faculty Policies

2.1 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.

As of 2018, the University employed 3,019 full-time faculty members.

General Faculty

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. 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. The General Faculty of the University still convenes once each year to approve the conferral of degrees. The General Faculty of the University is also supported by the General Faculty Council.

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 action 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. 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.

School Faculties
Faculty members whose primary responsibilities are teaching and research are elected to one of the following school faculties: architecture, arts and sciences, commerce, continuing and professional studies, education, engineering and applied science, business, law, leadership and public policy, medicine, and nursing. They hold tenured or tenure-eligible positions 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, 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 he or she holds tenure. Instructors, lecturers, visiting professors, individuals holding tenure-ineligible positions, and those appointed to research or clinical positions are voting members of the school faculties only if their school faculty grants them voting rights. A school faculty may nominate a faculty member of another school to its membership.

The College and Graduate School of Arts and Sciences administers graduate degree programs in the basic medical sciences, the Ph.D. in Nursing, and all graduate programs of the departments in arts and sciences. Other graduate degrees are awarded by the respective schools.

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 Two: The Faculty and Faculty Policies

2.2 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 in fulfilling its responsibility from the University’s founding to the present day. 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. Faculties also approve the conferral of all degrees and oversee the development of curricula in their respective schools and departments. 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. The Faculty Senate also provides the executive vice president and provost with advice and counsel on other academic matters. 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.

2.3 Academic Freedom

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 or 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.

2.4 Professional Ethics

The University of Virginia subscribes to a Code of Ethics approved by the Board of Visitors and the Statement on Professional Ethics of the AAUP (AAUP Policy Documents & Reports, 2001 Edition, pp. 133-134). 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. In the exchange of criticism and ideas professors show due respect for the opinions of others. 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.

2.5 Obligations to Observe Policy

Faculty members are obligated to familiarize themselves with current University policies and complete any required training modules or courses related to these policies. Failure to abide by University 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
Chapter Two: The Faculty and Faculty Policies

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.

2.6 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, professional practice, 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
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 of one year or more. The policy also explains the different types of background checks.

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 release of information from these files to third parties or to the faculty member.
Benefits (University Human Resources)
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. 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.

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 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.

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 Endowed and Eminent Scholar Chairs
- 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
- Faculty Members Holding Appointments at Other Institutions
- Summer Employment and Appointments
- Faculty Departure Checklist (pdf document)
- Resignation and Retirement Notice
- Emeritus Faculty
- Part-Time Employment of Retired Members of the Faculty
2.7 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, advising and mentoring graduate and undergraduate students, serving on committees in their departments and schools, or otherwise contributing to the life of the University and their professional disciplines. 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.”

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.

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.

1. **Acceptable Use** - All users of University information technology (IT) resources are required to use them in an ethical, professional, and legal manner.

2. **Data Protection** - Users must comply with all University policies and standards 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.

3. **Information Security** - Owners and overseers of the University’s information technology (IT) resources must take reasonable care to eliminate security vulnerabilities from those resources.

4. **Privacy & Confidentiality** - 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 the policies, standards, and procedures listed below. 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 the policies, standards, and procedures listed below.

**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, see chapter 4). 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.

**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 Office of the Executive Vice President and Provost (EVPP). 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 EVPP 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
- Research
  - Ownership Rights in Copyrightable Material
  - Federal Classified Research
  - Faculty Exchanges with Other Institutions
  - Patent Policy
  - Payment or Reimbursement of Travel Expenses
- Research Policies and Procedures
- Solicitation of Grants and Contracts
- 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
- Recording and Storage of Laboratory Data
- Research Misconduct
- Financial Conflicts of Interest for Research Investigators
- Chemical Safety and Waste Training
- Utilization of Radioactive Materials
- Laser Safety
- Determining if an Award is a Gift or Sponsored Project
- Facilities & Administrative Rate Application and Exception Process

**Instruction and Students**

- Confidentiality of Student Information (Student Privacy Rights/FERPA)
- 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
- Reporting Sexual Misconduct Disclosures Made by Students (the Title IX Policy)
Religious Observances, Requests for Academic Accommodation (see Teaching Courses for Academic Credit)
Safety and Oversight of Students Working in Laboratories, Shops, and Studios
   More Information Regarding Shop and Studio Safety
Student Academic Grievances
Recording of Classroom Lectures and Distribution of Course Materials by Students (see Teaching Courses for Academic Credit)
Student International Travel

External Relations
   Campaigning For and Serving in a Public Office
   Communicating with Government Officials
   Communicating with the Media and External Constituencies
Political Activity
   Solicitation and Acceptance of Gifts to the University

2.8 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:

Promotion and Tenure
The University’s promotion and tenure (P&T) policy, overseen by the executive vice president and 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.

Employment of Academic General Faculty Members
In addition to being the primary employment policy for academic general faculty members, “Employment of Academic General Faculty Members” also defines the performance expectations, performance review process, and standards of notice of nonrenewal for this group of faculty members.

Employment of Administrative or Professional General Faculty Members
In addition to being the primary employment policy for administrative or professional general faculty members, “Employment of Administrative or Professional General Faculty Members” also defines the performance expectations, performance review process, and standards of notice of nonrenewal for this group of faculty members.
Chapter Two: The Faculty and Faculty Policies

Annual Performance Reviews
This 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.

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.

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.

2.9 Discrimination, Grievances, and Complaints
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:

Grievance Procedure for Academic Faculty Members
The Faculty Senate’s Grievance Committee maintains a grievance policy for members of the academic faculty (including tenured and tenure-track faculty members, as well as non-tenure-track faculty members whose responsibilities are primarily teaching or research).

Grievance Procedure for Administrative and Professional General Faculty Members
The Office of the Executive Vice President and Provost maintains a grievance policy for members of the non-tenure-track faculty whose responsibilities are administrative or professional.

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, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), 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, race, disability, marital status, national and ethnic origin, political affiliation, religion, sexual orientation, gender identity, veteran status, family medical or genetic information, 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 Policy and the PAR Policy.

- **Policy on Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence (Title IX Policy)** - Prohibits sexual assault, sexual exploitation, intimate partner violence, stalking, sexual and gender-based harassment, complicity, and retaliation.

Please visit EOCR’s [Title IX](#) page for more information about the Title IX Policy.

### 2.10 Other Policy Resources at the University

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.

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, including some of the policies referenced in this chapter, may be available only through their respective areas.

The Comptroller's Office maintains a complete list of financial policies and procedures.

Human Resources maintains a list of policies and procedures governing University staff (non-faculty employees who participate in the University’s staff system) and classified staff (non-faculty employees who are governed by the Virginia Personnel Act and human resource policies of the Commonwealth of Virginia). In July 2006, the University received authorization from the Commonwealth to maintain its own staff employment system. All non-faculty employees hired after July 1, 2006, are University staff; those hired before that date have the option of converting to University staff or remaining classified staff.

### 2.11 Faculty Development

The University of Virginia offers a variety of faculty development opportunities throughout the year.
Recognizing that faculty members’ priorities change over the course of their academic careers, the Office of the Executive Vice President and Provost (EVPP) provides a broad range of academic career development opportunities.

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.

EVPP also offers a yearlong series of programs to support faculty at all stages of their careers in research, teaching, and services, trainings to intervene when biases inform behavior on search committees, in the classroom, and in the larger university, and programs focused on academic leadership development such as the Leadership in Academic Matters program. EVPP provides workshops, mentoring, and support to all faculty members, including department chairs and deans.

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

**Information Technology and Services (ITS)** offers faculty and technology development through the Instructional Technology Group. This group focuses on the University’s teaching mission and assists in teaching through training, consulting, and development of instructional materials and their deployment.

The **Center for Leadership Excellence** provides a series of integrated programs and services designed to prepare, equip, and support people to succeed in fulfilling their leadership roles.

The **Center for Teaching Excellence (CTE)** conducts teaching consultations, programs, and workshops regularly throughout the year.

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.
CHAPTER THREE: STUDENTS AND STUDENT AFFAIRS

3.1 The Student Body

In fall 2018, 24,639 students were enrolled in the University in on-Grounds courses for credit, consisting of 16,777 undergraduate students and 7,862 graduate and professional degree students. In addition, nearly 2,272 students were enrolled in credit courses offered through the School of Continuing and Professional Studies and through other programs offered in various locations throughout Virginia.

The University accepts applicants who demonstrate intellectual ability and academic achievement. It also expects applicants to possess the personal qualities that will enable them to enrich the University community. Undergraduate admission is administered centrally through the Office of Admission, while graduate admission is handled by individual schools.

Admission to the University is highly competitive. The 2018-19 entering class of 3,821 first-year students was drawn from 37,182 applicants and enrolled from 9,828 offers of admission. Among first-year students, 90 percent of admitted students were in the top 10 percent of their high school class.

Approximately 70 percent of the undergraduate student body is from Virginia. Students come from 50 states and approximately 150 countries. The gender breakdown is 55 percent women and 45 percent men. The undergraduate student body has become increasingly diverse in recent years. Over 26 percent of students identify themselves as members of a minority group.

The Office of Institutional Assessment and Studies maintains and reports current information on student enrollment and a variety of other University data.

Several specially selected groups are included in the entering undergraduate class: the Echols Scholars in the College of Arts and Sciences; the Rodman Scholars in the School of Engineering and Applied Science; and the Jefferson Scholars, who are supported for four years of undergraduate study and five renewable years of graduate study.

Students coming directly from secondary school enter the College of Arts and Sciences, the School of Engineering and Applied Science, the School of Architecture, or the School of Nursing. The McIntire School of Commerce admits students after two years of undergraduate study, either at the University or elsewhere. The Curry School of Education admits students to the five-year BA/MT program in their second year of enrollment in the College. Students in that program earn a Bachelor of Arts from the College of Arts and Sciences and a Master’s of Teaching from the Curry School of Education. Curry also offers a number of pre-professional programs, including a degree in Kinesiology for entering first-year students and degrees in Youth and Social Innovation and Speech and Communication Disorders for students transferring after two years of undergraduate study. The Batten School of Leadership and Public Policy admits undergraduate students to its bachelor’s program once they have earned 60 credits and also offers an accelerated program that allows
undergraduates to earn a Master of Public Policy along with their bachelor’s degree in four or five years.

Reflective of the University’s global culture, the International Studies Office reports that more than 3,500 students are expected to travel outside the United States for University-related purposes in 2019-2020. Such travel may include study, research, internships, service, conferences, presentations, teaching, performances, recruiting, and athletic competitions. International student travel for University-related purposes is subject to the policy on student travel. Faculty members should be aware that the University restricts student 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. Students who travel outside the U.S. for university-related purposes are required to register their travel through the Student International Travel Registry. All students traveling outside the U.S. are required to have international health and emergency assistance insurance through the University’s policy with CISI.

Student life is characterized by a commitment to student self-governance with a strong focus on developing leadership skills and building a vibrant, safe residential community. Students are charged with both freedom and responsibility for their individual and collective actions. The Honor System, which is based on the concept of a Community of Trust, forms the heart of student self-governance. As described below, students assume major responsibility for owning and running the structures and organizations that define student life.

### 3.2 The Faculty Member and the Honor System

Initiated in 1842, the Honor System originated as an effort to ease tensions between the faculty and the student body. Today, however, the central purpose of the Honor System is to preserve and protect a Community of Trust in which students can enjoy the freedom to develop their intellectual and personal potential. Unlike many other institutions where student systems and disciplinary processes include administrative oversight, the Honor System is administered solely by students, who are responsible for all decisions and changes within the Honor System. Over time, the Honor System has evolved to meet the needs of each successive generation of students.

The Honor System is maintained by the Honor Committee, which is elected by the student body, and a pool of support officers, which is selected by the Committee. The Committee is comprised of 27 elected representatives – five from the College of Arts & Sciences, two from the Graduate School of Arts & Sciences, and two from each of the other 10 University schools. Committee members oversee Honor investigations and Hearings, disseminate information to students, and establish the Honor System’s policies and initiatives. Support officers are selected by the Honor Committee through a rigorous application process and trained extensively in the Honor System’s philosophy, policies, and procedures, especially as they relate to the support officers’ particular roles. Support officers serve as Advisors, Investigators, and Counsel, working directly with reporters and reported students to thoroughly and efficiently process every case reported to the Honor Committee.

An Honor Offense is determined by three criteria – Act, Knowledge, and Significance. The three criteria are defined in the Honor Committee's By-laws as follows:

“Act” shall mean any specific event or occurrence of Lying, Cheating, or Stealing.
“Knowledge” shall mean, with respect to a particular Act, that the actor knew, or a reasonable University of Virginia Student should have known, that the Act in question might be considered an Honor Offense. Ignorance of the scope of the Honor System shall not be considered a defense.

“Significance” shall mean, with respect to a particular Act, that open toleration of such Act would be inconsistent with the Community of Trust.

The Honor Committee recommends that faculty work to be as explicit as possible in their syllabi and communications with students as to what may constitute cheating in their course. The Committee also recommends requiring all students to write out and sign the Honor pledge on all graded work. The pledge serves as a signed reaffirmation of 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/exam.”

Faculty members who suspect an Honor Offense has occurred should contact an Honor Advisor or an Honor Committee representative elected from their school. Honor Advisors can be contacted by filling out the form at honor.virginia.edu/contact-honor-advisor, visiting the Advisors’ office hours in Newcomb Hall room 479 Monday through Friday from 9 am to 5 pm, or calling the Honor offices at (434) 924-7602. Contact information for individual Honor Committee representatives can be found at honor.virginia.edu/representatives. Conversations with an Honor Advisor or Honor representative are confidential and do not bind the faculty member to file a formal report.

To file a report, a faculty member must provide the name of the reported student(s), their Computing ID(s), and a description of the suspected Offense(s). Once a report has been filed, it cannot be rescinded. After a report is filed, the reporter is required to participate in an initial reporter interview and will be asked to provide any relevant evidence. If the student elects not to file an Informed Retraction and the case proceeds to a full investigation (as described below), the reporter must also provide a response to the reported student’s interview and evidence, and, should the case proceed to a Hearing, testify as a witness for the Community.

Through the Conscientious Retraction and Informed Retraction, the Honor System affords a student who commits an Honor Offense with multiple opportunities to take responsibility for the Offense and remain in the Community of Trust. Both the Conscientious Retraction and Informed Retraction, as described below, reward integrity by allowing a student to admit their actions, accept the consequences, and reaffirm their commitment to the Community of Trust.

If a student commits an Act of Lying, Cheating, or Stealing and wishes to come forward and make amends for it of their own volition, they may file a Conscientious Retraction (“CR”). In order to file a CR, the student must describe the Act in writing, admit the conduct to any affected parties, and agree to make amends. As long as a CR is both complete (i.e., meets the requirements set by the Honor Committee) and valid (i.e., is filed before the student has reason to believe that anyone suspects them of having committed the Act), it will serve as a full defense if the student is later reported for the Act covered by the CR.

If a student is reported for an alleged Honor Offense, and has not previously filed a CR for the underlying Act, they may file an Informed Retraction (“IR”). After an Honor report is filed, the reporter is interviewed by two Honor Investigators. This interview, and any evidence that the reporter submits, is presented to the reported student at the outset of the “IR Period,” a seven-day period in which the student may decide whether they wish to file an IR. Similar to the CR process, if the student elects to file an IR, they are required to admit the Offense(s) in question to any affected
parties and agree to make amends. Since they did not admit the Offense until they were reported to the Honor Committee, however, they are also required to take a two-semester leave of absence, during which the notation “Honor Leave of Absence” will be placed on their transcript. Upon completion of the leave of absence, the student is permitted to return to the University to complete their studies, and the notation “Honor Leave of Absence” is removed from their transcript.

A student may file only one IR during their time at the University. As of April 2018, the scope of an IR was broadened to allow a student to take one IR for any Offenses that the student has been reported for, as well as any additional, unreported Offenses that the student wishes to admit, as long as they were committed on or before the date of the most recent Offense alleged in the report. The reported student must make amends for each Honor Offense they wish to include in their Informed Retraction, regardless of whether it is a reported or unreported Offense.

For both the CR and the IR, the “amends” are determined by an agreement between the affected parties and reported student, in accordance with guidelines set forth by the Honor Committee. Generally, in cases of Cheating, the amends may be any conditions imposed by the relevant faculty member for academic reevaluation.

If a student elects not to take an IR, the case proceeds through a full investigation, in which the Investigators interview the reported student and any additional witnesses. Following the conclusion of the full investigation, the Committee convenes an Investigative Panel (“I-Panel”), which decides whether it is more likely than not that the reported student committed an Honor Offense. If the I-Panel finds that this standard is met, thereby formally accusing the student, the student may request an Honor Hearing before a panel of their peers. If the Hearing panel finds the student guilty of committing an Honor Offense, the student is permanently dismissed from the University; a student who is found guilty of an Honor Offense after graduating is referred to the general faculty for degree revocation proceedings. Since permanent dismissal is the only possible sanction in an Honor Hearing, it is often referred to as the “single sanction.” Dismissed students may receive assistance from the Vice President and Chief Student Affairs Officer in transferring to another institution.

Faculty members have the discretion to assign grades, or take other appropriate academic measures, regardless of the outcome of any Honor proceedings. The assignment of grades and other academic measures are subject to University policies and procedures, including grade appeals. For further information on faculty and the Honor System, please contact the Honor Committee or refer to the faculty resources on the Honor Committee's website.

### 3.3 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 Office of the Dean of Students. 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.

3.4 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, he or she should not release any information from student records without first contacting the Office of the University Registrar (UREG) or the Office of University Counsel for guidance.

Information about compliance with FERPA by the University is maintained by UREG. The full University policy regarding student rights to privacy can be found online.

3.5 The Administration 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.

The Division of Student Affairs consists of five main units:

- Office of the Vice President and Chief Student Affairs Officer
- Office of African-American Affairs
- Career Center
- Office of the Dean of Students
- Department of Student Health
  - Counseling and Psychological Services
  - Medical Services
  - Office of Health Promotion
  - Student Disability Access Center

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
Chapter Three: Students and Student Affairs

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 Office of the Dean of Students; the Student Activities Center; the Multicultural Student Center; the LGBTQ 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.

The Office of African-American Affairs is located in Dawson’s Row behind Bryan Hall, and provides a breadth of outreach, mentoring, educational and support programs and services including tutoring and academic advising.

The University Career Center is located in Bryant Hall at Scott Stadium, and 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.

Student Health, 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 Student Health Fee and do not require additional cost or insurance filings. In addition to core health services as listed above, assistance regarding nutrition, recovery programming, and many other focused needs is available.

The Dean-on-Call program, providing 24/7 support and crisis management services for students within the University community, is managed by the Office of the Dean of Students. The number to call is 434-924-7133 during business hours and 434-924-7166 after hours. The Office of the Dean of Students is available to assist students, or consult with faculty, on a wide-array of things related to student support and wellbeing.

All first-year students are required to live together in University housing. After their first year, they may elect to stay on Grounds or move to an off-Grounds apartment or house. Approximately 41 percent of the student body lives on Grounds.

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. Four umbrella organizations—the Inter-Fraternity Council, the Inter-Sorority Council, the Multicultural Greek Council, and the National Pan-Hellenic Council—govern and support all active fraternity and sorority chapters at the University.

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 dean’s office in Peabody Hall.

Responsibility for all University students registered through the School of Continuing and Professional Studies lies with the dean of the school. The school's approach to student affairs aligns with the University's overall values and student policies, including the Honor System. The school makes appropriate modifications in policies and student services to ensure that they are suitable for part-time adult students studying off-Grounds.
3.6 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.

3.7 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 is open Monday – Friday from 8am to 5:00pm (4:30pm 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. All faculty members are “Responsible Employees,” which 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 law. Therefore, failure to report may result in disciplinary action (see section 2.5, “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 Office of the Dean of Students (“ODOS”) can provide students with information, support, and assistance and can arrange for a broad range of remedial and protective measures. ODOS 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. ODOS 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.
4.1 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, and maintains student academic records. 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, UREG assigns classroom space. Courses are catalogued through 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 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) should schedule these special sessions in SIS at the beginning of the term whenever possible.

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.

4.2 UVACollab

UVACollab is the online collaboration and learning environment at the University. Anyone at UVA may create and use collaboration sites and/or course sites with no roster to facilitate the work of project teams, research groups, committees, etc.

Note: In 2019, the Curry School of Education, the School of Law, and Darden School of Business use Canvas as a learning management system for their courses. If you are in one of these schools, please contact your administrators for assistance and orientation to the platform.
4.3 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.

Cavalier Computers

A division of the 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.

Satellite Locations

The UVA Bookstore has three additional satellite locations dedicated in servicing other areas across grounds.

1. TJ’s Locker, located in the Aquatic Fitness Center
2. Courts & Commerce Bookstore, located in the UVA Law School
3. Darden Exchange Bookstore, located at the Darden School of Business

4.4 Funds for Entertainment of Students

Full-time faculty members with the rank of instructor and above are eligible for reimbursement for hosting students enrolled in their courses and/or academic advisees. Faculty Fellows in Brown, IRC, or Hereford Residential Colleges may also be reimbursed for hosting students from the respective residential colleges.

Reimbursement from the fund will be approved by the Office of the Dean of Students in an amount up to $100 for one occasion per course per semester. Reimbursement to an individual faculty member may not exceed one occasion per course during the fall and spring semesters, J-term, and summer session.

Reimbursement will be approved for hosting only in the faculty residence, in a University Dining Service location, in a University location, or for attendance at a University-sponsored play or musical performance. (Note: Local restaurants do not meet the guidelines.) Alcohol is not a reimbursable expense.

The reimbursement request form can be found online. For questions, contact the Office of the Dean of Students by email or call (434) 924-7427.
4.5 Center for Teaching Excellence

Established in 1990, the Center for Teaching Excellence (CTE; https://cte.virginia.edu/) 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.

4.6 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
- Heritage 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.
4.7 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 weekly 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:

UVA Women's Center Babysitters Listing - The UVA Women’s Center offers a list of sitters. The list is updated each fall and spring semester and can either be mailed or picked up. Recipients of the list are supplied with the following information on each sitter—phone numbers, foreign languages spoken, hobbies and interests, whether they have their own transportation, age preferences, hours of availability and child-care experience. The center does not conduct screening interviews or background checks on any babysitter listed, and it is the responsibility of the parents to negotiate terms and pay rates.

Back-up Care - Human Resources offers backup care options for children and elders when faculty and staff 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.

4.8 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.

4.9 Faculty and Employee Assistance and Wellness Programs

The Faculty and Employee Assistance Program (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.
Chapter Four: University Services and Resources

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.

All Academic Division and Medical Center employees and their spouses currently covered by the UVA Health Plan are eligible to participate in Hoo’s Well.

4.10 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.

4.11 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 8:00AM until 5:00PM, Monday through Friday. Phone 434-924-4508, fax 434-982-5173, or e-mail UVAidl@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.

4.12 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, call 434-924-7231, or visit P&T’s office at 1101 Millmont St. Monday – Friday 7:30AM to 5:00PM.

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, call 434-924-7231, or visit P&T’s office at 1101 Millmont St. Monday – Friday 7:30AM to 5:00PM.

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. UBike and e-scooters are also available to facilitate getting around Grounds. Motorcycle/moped parking permits and occasional parking permits for bad-weather days are for sale at the P&T office.

Cavpool and Vanpool – Faculty that carpool to work can join the Cavpool 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 (parking.virginia.edu) for information on event impacts.

4.13 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 over 70 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.

4.14 Safety and Security

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’s by phone (434-924-7166) or email (police@virginia.edu).
Office of Safety and Emergency Preparedness

The Office of Safety and Emergency Preparedness (OSEP) helps the institution plan, mitigate, respond, and recover from emergencies, large and small. OSEP 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. OSEP collaborates with the City of Charlottesville, Albemarle County, and other local, regional, state, and federal agencies on emergency planning.

During an emergency, OSEP 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 required at [http://www.virginia.edu/uvaalerts](http://www.virginia.edu/uvaalerts). You may also register for *desktop alerts* in case of emergency.
- The emergency email system automatically notifies all current faculty, staff, and students.
- For desktop notifications, register at [http://uvaemergency.virginia.edu/alertus-desktop](http://uvaemergency.virginia.edu/alertus-desktop)
- 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 *Academic Status Board* displays changes to the operating schedule caused by emergent events.

Current emergency information at the University can be accessed at the [OSEP website](http://www.virginia.edu/osep).

**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 Office of the Dean of Students or University Police. If for any reason these channels are not available, members should contact Marge Sidebottom, Chair, Threat Assessment Team, (434) 924-8745.

**Physical and Psychological 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.

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 Office of the Dean of Students (ODOS). If an emergency should arise after 5:00 p.m. or on weekends that is potentially life-threatening, faculty members should contact 911 and appropriate help will be dispatched. If the
crisis is non-life threatening but nonetheless requires immediate assistance, faculty members may contact the Student Health after-hours answering service by dialing 434-972-7004. The CAPS on-call professional will respond by phone within a short period of time.

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. Contact FEAP at 434-243-2643 or, for after-hour emergencies, call 1-866-950-0159 to page the on-call counselor.

4.15 Libraries

The UVA Library has 10 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.

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.

Alderman Library is undergoing a major renovation that will see the building close completely in May of 2020, with an expected reopening by spring of 2023. In the fall of 2019, materials will begin to leave the building and construction activity will start on a small scale. Materials in Alderman will be moved to their temporary locations in either Clemons Library or Ivy Stacks by December 2019, and preliminary construction work will begin in the stacks in January 2020. Service will remain consistent, but any changes will be noted on the Library website and with signage in Alderman Library. Other useful information can be found on the renovation FAQ page.

Virgo, the Library’s catalog, allows researchers to discover items within the Library’s expansive collection including millions of books, journals (articles), manuscripts, videos, maps, datasets, and much more. Many items are fully available online. Virgo also includes digital collections such as the HathiTrust Digital Library.

The Library’s LEO delivery service delivers library material for personal research use to departmental offices or a Library circulation desk. Delivered library material includes physical items retrieved from a UVA Library or via Interlibrary Loan. PDF scans of articles or book chapters can also be requested and are delivered electronically.

The Library’s Research Data Services (RDS) are available to researchers across disciplines. Data professionals provide consultation and training in acquiring, collecting, wrangling, analyzing, visualizing, sharing, and preserving research data. In addition to hosting a workshop series and graduate fellowships, RDS works with faculty one-on-one to support data science and quantitative research, reproducible technologies and workflows, and open data to enable long-term discovery and use.

Libra is the University's scholarly repository. Libra makes UVA scholarship available to the world and provides safe and secure storage for the scholarly output of the UVA community. It is an Open Access repository—anyone can search, view, and download content. Any employee of the University who produces scholarly work may deposit items in Libra. LibraOpen is for scholarly articles, books, and other creative works. LibraData accepts datasets and other scholarly materials,
and LibraETD is the Library’s collection of the electronic copies of record of UVA student theses and dissertations. For questions, contact libra@virginia.edu.

The Robertson Media Center, on the 3rd floor of Clemons Library, has a team of knowledgeable media professionals available for consultation on projects involving media and technologies. These areas include digital imaging, audiovisual production and post-production, physical interactivity, 2D/3D animation, and mobile technologies, as well as visualization and delivery of media content.

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. Our expert staff offer mentoring, consultations, and a safe and supportive community experience for faculty and students curious about digital project creation, mapping, 3D modeling and scanning, and virtual reality environments. We host workshops and lectures, and run a makerspace for making as a research and teaching method. Open to collaborations with all, we offer particular support to emerging scholar-practitioners through student fellowships, internships, and other opportunities. During the spring of 2020 the Scholars’ Lab will transition to the 3rd floor of Clemons Library, where it will reside while Alderman Library is being renovated.

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. Liaisons offer research consultations and can work with faculty to provide course-integrated instruction in a variety of forms. Liaisons can also connect faculty to expertise and resources throughout the Library.

The Albert and Shirley Small Special Collections Library holds more than 17 million objects including books, manuscripts, archives, maps, broadsides, photographs, audio and video recordings and more. Among the many instructional opportunities offered, the most popular are class visits to view materials selected by faculty or staff, student research assignments in the reading room, and exhibition tours. Please contact Special Collections with instructional or research needs.

Aperio is the University’s open access press and a joint venture of the Library and the UVA Press. Aperio increases open access to knowledge for a global audience in a variety of formats—journals, monographs, open educational resources, etc. The Library directs the journal program and publishes discipline-leading, high-quality open access journals that are freely and immediately available online. By removing price and permission barriers for readers everywhere we increase the dissemination, visibility, accessibility, and impact of research and scholarship across the disciplines.

The Library is open to all, and all are welcome.

### 4.16 Scholarly Journals

Scholarly journals issued by the University community include the following:

**The Hedgehog Review**, an interdisciplinary journal of critical reflections on contemporary culture, published three times a year by the Institute for Advanced Studies in Culture.

**Iris: A Journal About Women**, a biannual magazine for progressive young women that brings together contributions from writers, artists, and university scholars from all over the world.
Journal of Modern Philosophy, an open access philosophy journal that publishes papers on the history of philosophy from the 16th century through the 18th century up to, but not including, Kant.

Meridian, a semiannual literary journal produced at the University of Virginia in conjunction with the university’s M.F.A. Program in Creative Writing.

Studies in Bibliography, a print and electronic journal that presents a wide range of scholarly articles on bibliography and textual criticism.

Summer Academe, an open access journal that provides university and college administrators, deans and directors of summer sessions, and faculty involved in teaching and programming in summer sessions with a source of current research and best practices in summer session administration and pedagogy.

Virginia Journal of International Law, the oldest continuously-published, student-edited law journal in the United States devoted exclusively to public and private international law.

Virginia Law Review, a professional periodical devoted to law-related issues that can be of use to judges, practitioners, teachers, legislators, students, and others interested in the law.

Virginia Quarterly Review, a quarterly publication that includes poetry, fiction, book reviews, essays, photography, and comics from some of the nation’s most notable writers, photographers, and artists.

4.17 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. 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.” New titles are approved by the UVAP Board of Directors after a rigorous process of peer review. 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. While it continuously pursues new titles, UVAP also maintains a backlist of approximately 1,500 titles in print. The UVAP welcomes inquiries from University faculty.

4.18 Administrative Services

A large number of activities that support instruction and research are organized under the executive vice president and chief financial officer. Faculty members are encouraged to review and adhere by the policies and procedures maintained by these offices.

- University Budget Office
- UVA Help Desk – Help Options for IT Support
4.19 Institutional Assessment and Studies

The Office of Institutional Assessment and Studies (IAS) 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. IAS staff gather, analyze, interpret, and disseminate data, employing the highest professional standards of accuracy, objectivity, and timeliness.

4.20 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.

4.21 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, Curry School of Education, 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-affiliated organizations, include: Alumni Association, Batten School Foundation, College Foundation, Curry School 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 Vice President for Advancement Mark Luellen at luellen@virginia.edu.

4.22 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.

4.23 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 developed Embark to showcase highly skilled job opportunities and local networking opportunities, and to serve as a resource for newcomers. We encourage newcomers to engage with Embark by following us on twitter @embarkcva and subscribing to Embark’s monthly newsletter.
CHAPTER FIVE: UNIVERSITY-RELATED ORGANIZATIONS

5.1 UVA Licensing & Ventures Group (UVA LVG)

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 $10 million UVA LVG Seed Fund to support new ventures emerging from the UVA portfolio. During the 2019 fiscal year, UVA LVG solicited and/or received 238 invention disclosures, executed 78 commercial transactions, launched 9 new companies, and issued 52 US patents.

5.2 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 180 years, the UVA Alumni Association’s programs and traditions – including Reunions, the Ridley Scholars program, the Jefferson Trust, and Virginia Magazine – empower our 240,000+ alumni to shape the world around us.

5.3 Other University-Related Foundations

University-related foundations were created to enhance the fund-raising capabilities of the University or one or more of the University’s schools or departments, and, in addition to UVA Innovation and the UVA Alumni Association, include: the College Foundation, the Curry School of Education 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, the White Burkett Miller Center Foundation, and others. The relationship between the various foundations 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-related foundations.

5.4 The Jefferson Scholars Program

The Jefferson Scholars Program, begun in 1981, has the goal of supporting outstanding undergraduate and graduate students in residence at the University. The awards are granted on the basis of merit in leadership, scholarship, and citizenship and provide support for four years of undergraduate study and up to five years of graduate study. Selection for Jefferson Scholarships are made by a committee that includes University faculty, administrators, and alumni.
5.5 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, Christmas clubs, 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.

5.6 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.

5.7 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. Members are active volunteers at, for example, the University Museum, the Bloodmobile, the Learning Needs and Evaluation Center, and the University’s Medical Center.

5.8 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 problems, travel opportunities, and similar subjects. Dues are $25 per annum and spouses of deceased, retired faculty members also are eligible for membership. The organization can be contacted by phone at (434) 924-3787.

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.

The University of Virginia Faculty Retirement Guide is an important and useful resource pertaining to retirement. The guide is organized in six sections, and the individual items listed in each section help faculty members prepare and progress towards retirement.
CHAPTER SIX: GUIDE TO NEWS AND EVENTS

6.1 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.

University Communications also produces Illimitable, an executive-level publication highlighting the boldest pursuits of the University. Illimitable is printed twice a year and distributed in digital format about 10 times a year.

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.

The Declaration is a weekly news magazine. For more information about student-run publications, clubs, and other organizations, visit the Student Activities Center.

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).

6.2 Guides and Reports

The Manual of the Board of Visitors of the University of Virginia 1998 sets forth the powers and duties of the board and those of the principal administrative officers and is available through the University Press.

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 Assessment, and Studies, 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 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 (982-5392).

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.
# Index

<table>
<thead>
<tr>
<th>Academic Division, 14</th>
<th>FERPA, 34</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodating Students with Disabilities, 36</td>
<td>Foundations, University Related, 51</td>
</tr>
<tr>
<td>Accreditation, 17</td>
<td>Frank Batten School of Leadership and Public Policy.</td>
</tr>
<tr>
<td>Administrative Services, 48</td>
<td>Grading Practices, 38</td>
</tr>
<tr>
<td>Alumni Association, 51</td>
<td>Health System, 15</td>
</tr>
<tr>
<td>Arts at the University, 40</td>
<td>Hedgehog Review, 47</td>
</tr>
<tr>
<td>Athletics, Department of, 44</td>
<td>Honor System, 32</td>
</tr>
<tr>
<td><strong>Batten School of Leadership and Public Policy, 14</strong></td>
<td>Judicial System, 34</td>
</tr>
<tr>
<td>Benefits. See Human Resources</td>
<td>Housing Facilities, 42</td>
</tr>
<tr>
<td>Board of Visitors</td>
<td>Human Resources, 2, 11, 23, 29, 42, 49</td>
</tr>
<tr>
<td>_manual, 53</td>
<td>Identification Cards, 42</td>
</tr>
<tr>
<td>Board of Visitors, 8</td>
<td>Information Technology Services, 12</td>
</tr>
<tr>
<td>Bookstore, 39</td>
<td>Institutional Assessment and Studies, 31, 49, 53</td>
</tr>
<tr>
<td><strong>Cavalier Computers, 39</strong></td>
<td>Institutional Purpose of the University, 8</td>
</tr>
<tr>
<td><strong>Cavalier Daily Newspaper, 53</strong></td>
<td>Instructional Toolkit, UVACollab, 38</td>
</tr>
<tr>
<td><strong>Center for Leadership Excellence, 30</strong></td>
<td>Iris: A Journal About Women, 47</td>
</tr>
<tr>
<td><strong>Center for Teaching Excellence, 30</strong></td>
<td>Jefferson Scholars Program, 51</td>
</tr>
<tr>
<td><strong>Childcare, 41</strong></td>
<td>Libraries, 46</td>
</tr>
<tr>
<td><strong>Colonnade Club, 52</strong></td>
<td>Arts, 40</td>
</tr>
<tr>
<td><strong>Committees, University, 15</strong></td>
<td>Licensing, 17</td>
</tr>
<tr>
<td><strong>Communications</strong></td>
<td><strong>Credit Union, UVA, 52</strong></td>
</tr>
<tr>
<td>University Communications, 53</td>
<td><strong>Dining Services, 41</strong></td>
</tr>
<tr>
<td><strong>Credit Union, UVA, 52</strong></td>
<td>Diversity and Equity. See Vice President and Chief Officer for Diversity and Equity</td>
</tr>
<tr>
<td><strong>Diversity and Equity, See Vice President and Chief Officer for Diversity and Equity</strong></td>
<td>Divisions of the University, 14</td>
</tr>
<tr>
<td><strong>Dual Careers, 50</strong></td>
<td><strong>Emergency Preparedness, 45</strong></td>
</tr>
<tr>
<td><strong>Emergency Preparedness, 45</strong></td>
<td>Employment Policies, 20</td>
</tr>
<tr>
<td><strong>Employment Policies, 20</strong></td>
<td>Executive Vice President and Chief Operating Officer, 11</td>
</tr>
<tr>
<td><strong>Executive Vice President and Chief Operating Officer, 11</strong></td>
<td>Executive Vice President and Provost, 9</td>
</tr>
<tr>
<td><strong>Executive Vice President and Provost, 9</strong></td>
<td>Executive Vice President for Health Affairs, 13</td>
</tr>
<tr>
<td><strong>Executive Vice President for Health Affairs, 13</strong></td>
<td>Faculty Development, 29–30</td>
</tr>
<tr>
<td><strong>Faculty Development, 29–30</strong></td>
<td>Faculty</td>
</tr>
<tr>
<td>Academic Freedom, 20</td>
<td>Appointments, 22</td>
</tr>
<tr>
<td>General, 18</td>
<td>History, 18</td>
</tr>
<tr>
<td>Performance, 27, 28</td>
<td>Promotion and Tenure, 27</td>
</tr>
<tr>
<td>Salaries &amp; Bonuses, 28</td>
<td>Senate, 19</td>
</tr>
<tr>
<td><strong>Senate, 19</strong></td>
<td><strong>News and Current Events Sources, 53</strong></td>
</tr>
<tr>
<td><strong>News and Current Events Sources, 53</strong></td>
<td>Obligations to Observe Policy, 21</td>
</tr>
<tr>
<td><strong>Organization of the University, 8</strong></td>
<td>Organizations, 51</td>
</tr>
<tr>
<td><strong>Osher Lifelong Learning Institute, 52</strong></td>
<td>Parking and Transportation, 43</td>
</tr>
<tr>
<td><strong>Parking and Transportation, 43</strong></td>
<td>Policies</td>
</tr>
<tr>
<td>Academic General Faculty Employment, 22</td>
<td>Administrative or Professional General Faculty Employment, 22</td>
</tr>
<tr>
<td>Administrative or Professional General Faculty Employment, 22</td>
<td>Computing &amp; IT Security, 24</td>
</tr>
<tr>
<td>Consulting &amp; Internal Overload, 24</td>
<td>Conflict of Interest, 24</td>
</tr>
<tr>
<td>Disaster Leave, 23</td>
<td>Employment Eligibility Verification, 23</td>
</tr>
<tr>
<td>Faculty Handbook 2019-2020</td>
<td></td>
</tr>
<tr>
<td>---------------------------</td>
<td></td>
</tr>
<tr>
<td>External Relations, 27</td>
<td></td>
</tr>
<tr>
<td>Faculty Background Checks, 22</td>
<td></td>
</tr>
<tr>
<td>Faculty Personnel Records, 22</td>
<td></td>
</tr>
<tr>
<td>Faculty Types &amp; Titles, 22</td>
<td></td>
</tr>
<tr>
<td>Faculty Wage Employment, 22</td>
<td></td>
</tr>
<tr>
<td>Instruction &amp; Students, Assorted, 26</td>
<td></td>
</tr>
<tr>
<td>Leave Policy, 23</td>
<td></td>
</tr>
<tr>
<td>Ownership Rights, 25</td>
<td></td>
</tr>
<tr>
<td>Parental Leave, 23</td>
<td></td>
</tr>
<tr>
<td>Reimbursement of Moving Expenses, 23</td>
<td></td>
</tr>
<tr>
<td>Research Misconduct, 24</td>
<td></td>
</tr>
<tr>
<td>Research, Assorted, 26</td>
<td></td>
</tr>
<tr>
<td>Responsible Employee Reporting, 37</td>
<td></td>
</tr>
<tr>
<td>Summer Employment, 23</td>
<td></td>
</tr>
<tr>
<td>Teaching, 24</td>
<td></td>
</tr>
<tr>
<td>President of the University, 8</td>
<td></td>
</tr>
<tr>
<td>Printing and Copying Services, 49</td>
<td></td>
</tr>
<tr>
<td>Professional Ethics, 20</td>
<td></td>
</tr>
<tr>
<td>Publications, 16</td>
<td></td>
</tr>
<tr>
<td>Recreational Activities, 44</td>
<td></td>
</tr>
<tr>
<td>Rector, 8</td>
<td></td>
</tr>
<tr>
<td>Registration, 38</td>
<td></td>
</tr>
<tr>
<td>Retired Faculty Organization, 52</td>
<td></td>
</tr>
<tr>
<td>Safety and Security, 44</td>
<td></td>
</tr>
<tr>
<td>Scheduling, 38</td>
<td></td>
</tr>
<tr>
<td>Scholarly Journals, 47</td>
<td></td>
</tr>
<tr>
<td>School Faculties, 19</td>
<td></td>
</tr>
<tr>
<td>Senior Administration, 9</td>
<td></td>
</tr>
<tr>
<td>Senior Vice President for Operations, 11</td>
<td></td>
</tr>
<tr>
<td>Sexual Misconduct Reporting, 26</td>
<td></td>
</tr>
<tr>
<td>Short Term Disability, 23</td>
<td></td>
</tr>
<tr>
<td>Statement of Institutional Purpose, 16</td>
<td></td>
</tr>
<tr>
<td>Statement of Institutional Purpose of the University, 8</td>
<td></td>
</tr>
<tr>
<td>Student Affairs Administration, 35–37</td>
<td></td>
</tr>
<tr>
<td>Students in crisis, 45</td>
<td></td>
</tr>
<tr>
<td>Studies in Bibliography, 48</td>
<td></td>
</tr>
<tr>
<td>Teaching Resources, 30</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
</tr>
<tr>
<td>Parking, 43</td>
<td></td>
</tr>
<tr>
<td>University</td>
<td></td>
</tr>
<tr>
<td>History, 7</td>
<td></td>
</tr>
<tr>
<td>University</td>
<td></td>
</tr>
<tr>
<td>Governance, 20</td>
<td></td>
</tr>
<tr>
<td>University Data, 53</td>
<td></td>
</tr>
<tr>
<td>University of Virginia Magazine, 53</td>
<td></td>
</tr>
<tr>
<td>University of Virginia Press, 48</td>
<td></td>
</tr>
<tr>
<td>University of Virginia’s College at Wise, 15</td>
<td></td>
</tr>
<tr>
<td>University of Virginia’s College at Wise, 14</td>
<td></td>
</tr>
<tr>
<td>University’s Policy Directory, 29</td>
<td></td>
</tr>
<tr>
<td>UVA Innovation, 51</td>
<td></td>
</tr>
<tr>
<td>UVACollab, 38</td>
<td></td>
</tr>
<tr>
<td>Vice President and Chief Officer for Diversity and Equity, 12</td>
<td></td>
</tr>
<tr>
<td>Vice President and Chief Student Affairs Officer, 13</td>
<td></td>
</tr>
<tr>
<td>Vice President for Advancement, 12</td>
<td></td>
</tr>
<tr>
<td>Vice President for Communications, 13</td>
<td></td>
</tr>
<tr>
<td>Vice President for Finance, 11</td>
<td></td>
</tr>
<tr>
<td>Vice President for Information Technology, 12</td>
<td></td>
</tr>
<tr>
<td>Vice President for Research and Graduate Studies, 13</td>
<td></td>
</tr>
<tr>
<td>Virginia Journal of International Law, 48</td>
<td></td>
</tr>
<tr>
<td>Virginia Law Review, 48</td>
<td></td>
</tr>
<tr>
<td>Virginia Quarterly Review, 48</td>
<td></td>
</tr>
<tr>
<td>Wellness Program, 42</td>
<td></td>
</tr>
<tr>
<td>Wellness Programs, 41</td>
<td></td>
</tr>
<tr>
<td>Women’s Club, 52</td>
<td></td>
</tr>
</tbody>
</table>