Faculty Handbook

2017-2018

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 forgoing 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 036, (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

This *Faculty Handbook* is intended to serve as an orientation resource for new faculty members and as an ongoing reference guide for current faculty members. It provides information about the University of Virginia and the conditions of employment, benefits, and policies that are essential to the faculty experience. These policies are intended to support our faculty: an innovative, collaborative, and diverse group of scholars and educators.

The policies referenced in this handbook are available in full through the website of the Office of the Executive Vice President and Provost. As policies are continually revised and updated, readers should use the references in this handbook for general guidance only and should consult the policy itself for the most current and complete information.

The University of Virginia aims to foster a dynamic, cohesive community. We intend for this handbook to help each faculty member find and make use of the many opportunities and supportive programs the University offers. We welcome your feedback: provost@virginia.edu.

Thomas C. Katsouleas
Executive Vice President and Provost

Table of Contents

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 gardens 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 slaves were a significant part of the University's operation 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 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 the University](#).

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 22,400 on-Grounds students, about 71 percent of whom are undergraduates (69 percent Virginians), 29 percent of whom are graduate-level, and 52 percent are women. Among first-year students enrolling at the

University in fall 2015, slightly more than 32 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 (subtitles are hyperlinked 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 has charged the vice provosts with oversight of particular aspects of the office's operations:

- the vice provost for academic affairs,
- the vice provost for administration and chief of staff,
- the vice provost for the arts,
- the vice provost for faculty affairs, and
- the vice provost for global affairs.

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.

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.

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 for Advancement

The vice president for advancement supports 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 (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 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.

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.

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 and associate vice president for administration,
- associate vice president, Office for Equal Opportunity and Civil Rights,
- executive assistant for state governmental relations,
- 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).

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 2,800 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 and Sciences
- Darden School of Business
- McIntire School of Commerce
- School of Continuing and Professional Studies
- Curry School of Education
- School of Engineering and 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.

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, and the University Physicians Group, and which 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)

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 2007. In addition, a significant number of the University's academic programs and schools undergo review by accrediting or licensing agencies. This listing does not include Medical Center accreditations.

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

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.

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 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 Architectural History, 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.

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 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:

Faculty Appointment Types and Titles
This policy describes the different types of faculty appointments (including tenured/tenure-track faculty, general faculty, joint, and courtesy appointments) and the different faculty titles in use at the University (including professorial ranks and tenure-ineligible titles).

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 Leave

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

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](#), 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, maintains policies related to data security, protection, and acceptable use of computing and information technology resources. They have recently consolidated their policies, which explain:

- how the University responds to copyright complaints;
- how the University protects the copyright of official University websites, digital materials, and copyright-protected software;
- how often online security awareness training should be completed;
- how the University categorizes all data, including research data;
- the required protections and handling for each category of University data, including research data;
- the faculty member's role in protecting the University's IT resources;
- the requirement to report any information security incident
- the circumstances and approvals required for the University to monitor a faculty member's electronic communications or files;
- the situations and required approvals for the University to release electronic communications or files stored by faculty members on University systems

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 Equipment, Facilities, and Space
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
Determination of Whether Sponsored Activities Occur On-Grounds or Off-Grounds for Indirect Cost Rate Application

Instruction and Students
Confidentiality of Student Information (Student Privacy Rights/FERPA) (see also 3.4)
Copying Copyrighted Material for Academic Purposes (Course Readings)
Determination and Assignation of Academic Credit
Grading Practices (see Teaching Courses for Academic Credit)
Graduate Assistantships
Honor System and the Faculty (see also 3.2)
Inclement Weather/Emergencies

Instruction and Students (cont.)

Reporting Sexual Misconduct Disclosures Made by Students

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 an Elected 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.

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 Complaint Procedures (Office of Equal Opportunity and Civil Rights)

The Office of Equal Opportunity and Civil Rights (EOCR) is responsible for discharging the University's legal responsibilities to prevent and address discrimination or harassment 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, or family medical or genetic information. To this end, EOCR offers both informal and formal complaint procedures and

is available to consult with any individual who has concerns related to discrimination or harassment at the University. For more information, see also:

>Preventing and Addressing Discrimination and Harassment
>Preventing and Addressing Retaliation

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.

Each fall, the University holds an annual orientation for all new members of the faculty (including those with tenured, tenure-eligible, and tenure-ineligible appointments). This orientation provides an opportunity for new faculty members to learn about resources available to them as well as to learn about the history and culture of the University and what is expected of them as faculty. New faculty orientation also provides an opportunity to interact with other faculty and the broader University community. The president hosts a reception at her residence, followed by a dinner to provide a social venue for welcome, introduction, and networking.

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.

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. EVPP offers a year-long 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.

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.

2.12 Additional Academic Resources

The Academic Calendar and Exam Schedule can be found on the University Registrar's (UREG) website.

The Summer Session Faculty Handbook is available from the Summer Session Office and is distributed to all faculty teaching in the Summer Session.

Teaching at the University of Virginia. A Handbook for Faculty and TAs, produced by the Center for Teaching Excellence, offers basic information about teaching at UVA and about offices that serve instructors and students, as well as innovative and thought-provoking perspectives on teaching undergraduates, mentoring graduate students as TAs, and grading students' work.

CHAPTER THREE: STUDENTS AND STUDENT AFFAIRS

3.1 The Student Body

In fall 2016, 22,391 students were enrolled in the University in on-Grounds courses for credit, with approximately two-thirds of those students studying as undergraduates and the remainder enrolled in graduate programs. In addition, nearly 1,507 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 2016-17entering class of 3,683 first-year students was drawn from 32,377 applicants and enrolled from 9,668 offers of admission. Among first-year students, 92 percent of admitted students were in the top 10 percent of their high school class.

Approximately 69 percent of the undergraduate student body is from Virginia. Students come from 49 states and approximately 124 countries. The gender breakdown is 54 percent women and 46 percent men. The undergraduate student body has become increasingly diverse in recent years. Over 30 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 preprofessional 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 3,000 students are expected to travel outside the United States for University-related purposes in 2017-18. 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.

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 Committee is administered solely by students, who are responsible for all decisions and changes within the Honor System.

The 27-member committee is composed of five elected representatives from the College of Arts & Sciences, two from the Graduate School of Arts & Sciences, and two elected representatives from each of the other 10 University schools. Committee members oversee Honor investigations and hearings, disseminate information to new students, and establish special programs and policies for the Honor System from year to year.

To carry out these tasks, the Committee relies on dozens of support officers drawn from the student body and trained to assist with the processing of Honor cases in one of three roles: honor advisor, honor investigator, or honor counsel. Beyond case processing, all support officers are expected to assist the Honor Committee in educating the community about the Honor System.

An Honor offense is defined as a significant act of lying, cheating, or stealing, where the student knew (or a reasonable University of Virginia student should have known) that such an act was or could have been considered an Honor offense. Three criteria determine whether an Honor offense has occurred.

- **Act**: Was an act of lying, cheating, or stealing committed?

- **Knowledge**: Did the student know, or should a reasonable University of Virginia student have known, that the act in question was or could have been considered lying, cheating, or stealing? (Ignorance of the scope of the Honor System is not considered a defense.)

- **Significance**: Would open toleration of the act in question be inconsistent with the Community of Trust?

If a student's peers find him or her guilty of committing an Honor offense, the consequence is permanent dismissal from the University. A student who is convicted of an Honor offense following graduation will generally have her or his degree revoked by the general faculty. Dismissed students may receive assistance from the vice president and chief student affairs officer as they apply to transfer to another institution.

A student who has committed a dishonorable act and wishes to make amends has two options. Before the student has reason to believe the act in question has come under suspicion by anyone, he or she may file a "Conscientious Retraction," which, if both valid and complete, operates to exonerate the student as to the act in question. After a student has been reported to the Honor Committee, she or he may, if certain requirements are met, file an "Informed Retraction," which allows students to take a two-semester leave of absence before recommitting to the Community of Trust. Degree candidates who file an Informed Retraction in the semester in which they graduate are not eligible to participate in school or departmental graduation ceremonies.

The Honor Committee recommends requiring all students to write out and sign a pledge on all graded work. Appended to an assignment or examination, the pledge is 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 aid on this examination (or assignment)."

Faculty members who suspect an Honor offense has occurred should contact an Honor advisor or the Honor Committee representative elected from their particular school; contacting an advisor or representative does not obligate the faculty member to file a formal report.

Faculty members are expected not to substitute their own sanctions for an Honor investigation. A faculty member who believes that an investigation has not been conducted properly should notify the Honor Committee or the vice chair for investigations at 434-924-7602.

Faculty members have the discretion to assign grades, or take other appropriate academic measures, regardless of the outcome of an Honor investigation. The assignment of grades and other academic measures are subject to University policies and procedures, including grade appeals.

More information specifically for faculty is available in the [University of Virginia Honor System Handbook for Faculty Members and Teaching Assistants](#).

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
- Office of the Dean of Students
  - Housing and Residence Life
  - Newcomb Centers and Services (including Student Activities and Fraternity and Sorority Life)
  - Orientation and New Student Programs
- Student Health
  - Counseling and Psychological Services
  - General Medicine
  - Gynecology
  - Gordie Center for Substance Abuse Prevention
  - Health Promotion
  - Student Disability Access Center
- University Career Services

Newcomb Hall serves as the main center of undergraduate student activities at the University. Conveniently located adjacent to the main UVA Bookstore and the Central Grounds Parking Garage, Newcomb houses Fresh Food Co., one of three residential dining rooms on Grounds; a U.S. Postal Service branch; a Bank of America full-service bank; offices for several units within the Office of the Dean of Students; the Student Activities Center; the Kaleidoscope Center for Cultural Fluency; 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 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.

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.

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 in the Elson Student Health Center. SDAC coordinates disability accommodations and provides direct services, such as housing arrangements; alternate text formats for course material; peer note-taking; extended time for tests; 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 encouraged to report the incident to both law enforcement and 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, Sexual Violence Education and Resources.

CHAPTER FOUR: UNIVERSITY SERVICES AND 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.

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.

4.5 Center for Teaching Excellence

Begun with the support of the Provost's Office and a Funds for Excellence grant from the Virginia State Council of Higher Education in 1990, the Center for Teaching Excellence (CTE) is now a pan-University center for collegial community and committed conversation about teaching at all levels and in all academic disciplines. CTE offers a number of services and resource materials designed to enhance the teaching abilities and professional development of faculty and teaching assistants at the University of Virginia. CTE also administers several special programs, recognizes the skills and accomplishments of faculty, and aids in the development of courses.

4.6 The Arts

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
- Fralin Museum of Art
- Heritage Theatre Festival
- Kluge-Ruhe Aboriginal Art Collection
- Virginia Film Festival

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.

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.

In addition, Human Resources offers backup care options for children and elders when faculty and staff encounter a temporary disruption to their regular care options. For more information, see the HR website.

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

Human Resources also offers the Hoo's Well program. Created in partnership with the University's health insurance provider, Aetna, this voluntary program is designed to help faculty members get healthy and stay healthy by improving their general fitness and reducing their risk for heart disease, cancer, diabetes, and other debilitating illnesses. Hoo's Well includes programs to help individuals lose weight, improve their diet and nutrition, quit smoking, manage stress, and enhance their general health.

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 uses 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 provides comprehensive lists 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.

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 8:00 a.m. until 5:00 p.m., Monday through Friday. Phone 434-924-4508, fax 434-982-5173, or e-mail UVAid@virginia.edu.

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

Lost, damaged, or stolen ID cards will be replaced at the University ID Card Office and a fee will be charged. University ID cards will also be replaced because of malfunction, a change of name, or

because of expiration at no charge provided that the old card is returned. Additional information is available on the ID Card Office website.

4.12 Parking and Transportation

The Department of Parking and Transportation enforces the University's parking regulations, sells parking passes to faculty and staff members, monitors parking areas, assesses fines and penalties, and may revoke parking privileges. The first citation in every twelve-month period is a warning with the exception of those issued for handicapped spaces, fire lane violations, and metered spaces. To insure the citation is a warning, call 924-7231.

Parking is difficult on or near the central Grounds of the University. Visitors to the University may use the Central Grounds Parking Garage on Emmet Street, the Ivy Road Parking Garage, the Culbreth Road Garage, or the Medical Center Parking Garage off of Jefferson Park Avenue or metered parking areas, as well as various departmental sponsored areas throughout the Grounds.

Faculty and staff members may purchase parking permits of various types for reserved lots and large commuter lots which are serviced by the University Transit Service (UTS), also administered by Parking and Transportation. Obtaining a space in a particular lot depends upon when space becomes available and when the name of the faculty or staff member was placed on the waiting list. UTS provides transportation to all major areas of the University and also serves many off-Grounds residential areas.

In some cases, parking areas may be reserved after the normal hours of 7:30 a.m. to 5:00 p.m. for cultural events, weddings, and meetings by contacting Parking and Transportation. Such areas are posted during the reserved periods. On any day of a home football game, areas around Scott Stadium are reserved and no parking is permitted after 1:00 a.m.; similar policies apply to certain parking areas in and around the John Paul Jones Arena when events are scheduled to take place there.

University of Virginia students, faculty, and staff can ride the Charlottesville Area Transit (CAT) for free with a valid UVA ID. This program, funded by the University of Virginia, makes it easier for the UVA community to get around Charlottesville and reduces traffic and pollution. Visit the Charlottesville Area Transit website to find information on routes and to use their Bus Tracking system to retrieve bus arrival time predictions.

4.13 Recreational Activities

UVA Recreation (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, indoor pools, indoor running tracks, showers, and lockers. Outdoor tennis courts and playing fields are also available. IM-REC offers many exciting programs for faculty members and their families. The department also offers competitive intramural sport leagues and tournaments, recreational and fitness classes for adults and youth, a summer day camp for children, 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 (9-911 through University telephones).

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 to the health or safety of the University community. Registration is required.
- The emergency homepage – 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](#).

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 13 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.

[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 [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. Libra Open is for scholarly articles, books, and other creative works. Libra Data accepts datasets and other scholarly data, and Libra ETD 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 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, mobile technologies, as well as visualization and delivery of media content.

At the Scholars' Lab, advanced students and researchers across the disciplines partner on digital projects and benefit from expert consultation and teaching. The lab's highly-trained faculty and staff focus on the digital humanities, geospatial information, and scholarly making and building at the intersection of the digital and physical worlds. The Scholars' Lab hosts workshops and a lecture series and supports emerging scholar-practitioners through Graduate Fellowships in Digital Humanities and UVA's innovative Praxis Program.

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 to incorporate information literacy concepts into a planned course. Liaisons can also connect faculty to expertise and resources throughout the Library.

The Albert and Shirley Small Special Collections Library holds more than 16 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.

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.

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.

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 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. 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 over 1,000 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
- ITS Communication Services
- Department of Facilities Management
- Department of Procurement Services and Supplier Diversity
- Office of the Architect
- Office of Property and Liability Risk Management
- Human Resources

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 and Copying Services (PCS) is a full-service printing office providing offset and digital printing, high-speed copying, mailing services, and wide format printing as well as graphic design and type composition services to all faculty, staff, and students of the University.

The Printing Division can produce all forms of printed material, including business stationery and forms, promotional brochures and mailings, journals and magazines, books, packaging solutions, and exhibition and signage materials. 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 Grounds. 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 textbooks. Walk-in centers accept digital jobs via email and, in most cases, can deliver finished copies to on-grounds offices the next day. CopyCard departmental charge cards are available for copy machine access with direct departmental billing.

University policy requires observance of all applicable copyright laws, and Printing and 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

The University development community consists of professionals and support staff in the Office of University Advancement, in academic units and programs, and in University-related foundations around the Grounds. To ensure University-wide coordination of prospect cultivation and solicitation, the office operates a comprehensive development information system to serve the entire development community. University Advancement Services manages the University's overall relations with corporate and foundation organizations; structures approaches to individuals for the solicitation of all planned gifts including major outright gifts, life income gifts, and bequests for the benefit of any area of the University; manages the alumni/development computer network system, which provides all automated support for fund-raising and development activities; and performs a variety of functions which enhance the fund-raising capabilities of the University. [Learn more about the Campaign for the University of Virginia at their website.](#)

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.

CHAPTER FIVE: UNIVERSITY-RELATED ORGANIZATIONS

5.1 UVA Innovation

UVA Innovation is a not-for-profit corporation that evaluates intellectual property generated in the course of research at UVA, seeks to protect those inventions that show commercial potential, and licenses those rights to industry. UVA Innovation thus serves to promote the entry of UVA technologies into the commercial marketplace, an endeavor that is designed to generate royalty income used to fund additional research at the University.

5.2 University of Virginia Alumni Association

Founded in 1838, the UVA Alumni Association maintains ties to the more than 110,000 living former students of the University. The association encourages financial support for the University from the contributions of alumni, parents, and friends of the University. The University of Virginia Fund receives private support that benefits students, faculty, and many University programs and activities.

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 both to wives and to women members of the faculty and administrative staff. Wives 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 is member-directed and draws upon its members' resources, as well as other academic and community resources, to organize courses and other educational activities. In this stimulating environment, members may acquire new knowledge, explore ideas, exercise creativity, and share interests and expertise with others. 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. For many retired faculty members, OLLI is an opportunity to teach outside their discipline on topics that have long interested them. OLLI instructors do not receive compensation but may take classes at OLLI for free for two semesters.

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 92HELLO.

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