AGFM DEPARTMENT POLICY (adopted December 2020)
(DEPARTMENT POLICY APPEARS IN ORANGE TYPE, COLLEGE LANGUAGE IN BLACK)

The following designations for Academic General Faculty Members (AGFM) working in the Department of Spanish, Italian and Portuguese correspond to the A&S Implementation Plan (April 2017). These descriptions of the *two teaching tracks for Department AGFM* are provided for information purposes, and are supplemental to the Department bylaws (October 2020):

Teaching Track (Assistant Professor, General Faculty; Associate Professor, General Faculty; Professor, General Faculty) – College definition: "Salaried Lecturers whose duties are at least 60% (2-2) in teaching, who are employed in positions that require a qualifying terminal degree and hold such a degree, will be assigned to the teaching track and will receive one of these titles. These teaching track titles will also be assigned to Monroe Hall deans who serve as Assistant Deans / Association Deans."

In the Department of Spanish, Italian and Portuguese, **Teaching Track (Assistant Professor, General Faculty; Associate Professor, General Faculty; Professor, General Faculty)** will hold a Ph.D. in an appropriate field and will teach lower- and upper-level courses, depending on Department and curricular needs. AGFM teach 3-3, with 90% FTE devoted to teaching, and 10% to service. Teaching assignments are made by the DLPs and DUPs in consultation with the Chair. It is expected that AGFM on the Teaching Track will contribute to the service needs of the Department. See "Administrative Assignments," below.

Lecturer Track (Lecturer/Instructor – Senior Lecturer – Distinguished Lecturer) – College definition: "Salaried Lecturers who do not fit in any of the above categories will be placed on the Lecturer track, where they will now have an opportunity to advance to the new titles of 'Senior Lecturer' and 'Distinguished Lecturer.'"

In the Department of Spanish, Italian and Portuguese, **Lecturer Track (Lecturer/ Instructor; Senior Lecturer; Distinguished Lecturer)** will hold at least an M.A. in an appropriate field and will generally teach courses at the 1000 and 2000 levels, depending on Department and curricular needs. AGFM teach 3-3, with 90% FTE devoted to teaching, and 10% to service. Teaching assignments are made by the DLPs and DUPs in consultation with the Chair. It is expected that AGFM on the Lecturer Track will contribute to the service needs of the Department. See "Administrative Assignments," below.

Per the "A&S Policies and Procedures for Academic General Faculty" (June 2017), "In Arts & Sciences, AGFM will be actively included in the life of their departments and/or programs, not just in the areas specifically mentioned in the provost's policy, but more broadly in areas like curricular design, advising, the evaluation of teaching performance, email communications, and

department events, in a manner that is consistent with the nature and terms of their appointment.

"AGFM will be represented appropriately in matters of shared governance, including, but not limited to, the hiring, evaluation, renewal, and promotion of AGFM. As a rule, AGFM or their chosen representative(s) will also be able to vote on issues that directly affect them as citizens of their department or program. Departments and programs will draft bylaws governing the representation of AGFM in matters of shared governance. These bylaws will specify the issues on which AGFM or their chosen representatives will be eligible to vote. In cases in which voting eligibility on a particular issue might be in question, the chair or director will clarify the matter in advance.

"A department's or program's bylaws on AGFM representation in matters of shared governance may restrict participation in (e.g., voting on) the hiring, evaluation, renewal, and promotion of AGFM to AGFM of a higher rank.

"A department's or program's bylaws on AGFM representation in matters of shared governance may stipulate:

- That broader categories of AGFM shall participate in decisions related to the hiring, evaluation, renewal, and promotion of AGFM;
- and/or that AGFM of one or more ranks shall participate in decisions related to the hiring, evaluation, renewal, and promotion of tenured and tenure-track faculty.

"AGFM will be engaged in service whenever appropriate and possible. Lecturer, Teaching Track, and Practice Track AGFM are expected to contribute to the academic life of their department and/or program by providing service to their department, the school, and/or the university. For AGFM on these tracks with a full 3-3 load, service should normally occupy no more than 10% of their time, although more substantial service duties such as Director of Undergraduate Program work may be assigned if the faculty member is given a course reduction from his or her base teaching load."

Given the preceding statements and the full policy stated in the "A&S Policies and Procedures for Academic General Faculty" (June 2017), the following policies will govern the Department of Spanish, Italian and Portuguese:

AGFM will be eligible to serve on Promotion and Renewal (P&R) committees for other members of the AGF, and will be eligible to vote on the following issues:
- Promotion cases of AGFM holding a lower rank.
- Renewal cases of AGFM holding a lower rank.

Although the timeline for hiring of AGFM is unpredictable and may occur during untimely moments, the Department will prioritize the involvement of AGFM in the hiring process of AGFM when possible.

For the purposes of voting only, the following AGFM categories will determine rank:

Rank 1: Professor, General Faculty & Distinguished Lecturer (3-year contract)
Rank 2: Associate Professor, General Faculty & Senior Lecturer (3-year contract)
Rank 3: Assistant Professor, General Faculty (3-year contract)
Rank 4: Lecturer/Instructor (3-year contract) & Assistant Professor, General Faculty & Lecturer/Instructor (1-year contract)

As noted above, per College policy, "In cases in which voting eligibility on a particular issue might be in question, the chair or director will clarify the matter in advance."

In addition to voting on promotion and renewal (P&R) cases of AGFM of lower ranks, AGFM in the Department of Spanish, Italian and Portuguese are also eligible to sit on ad hoc hiring committees for AGFM hires of any category, and to participate in evaluation of AGFM colleagues with less seniority or at a lower rank. These activities will count towards the 10% service expectation stipulated by the College.

Ad hoc hiring committees for AGFM hires will be appointed by the chair and subject to approval by the Associate Dean for Arts and Humanities.

The composition of Ad hoc promotion and renewal (P&R) committees for AGFM will be appointed by the chair and will be comprised of at least one (1) TTTF and one (1) AGFM of the appropriate rank.

The Department chair will serve as ex officio chair of ad hoc committees for renewal and promotion and hiring.

ADMINISTRATIVE ASSIGNMENTS
Most administrative appointments will be made by the Chair (in consultation with the appropriate LPD, preceptor, and/or coordinator), but other opportunities to serve the Department or University may come through an invitation or volunteer basis. Where applicable, each language section will specify service terms in consultation with the Chair.

AGFM may serve on committees such as: AGFM promotion and renewal (P&R), AGFM hiring, AGFM PEC, DEI, Sponsored Events, and Undergraduate Curriculum. AGFM may also perform service outside of core department functions but with related academic centers, such as other departments, programs, workshops, and committees in the Institute of World Languages, ISO, General Faculty Council, community outreach efforts, and other College or University service.

For further information on how service will be evaluated, see the most recent AGFM PEC rubric and guidelines.

PROMOTION AND RENEWAL

For guidelines on promotion and renewal, refer to the College of Arts & Sciences Faculty Policies for Academic General Faculty (https://as.virginia.edu/tenure-track-academic-general-faculty-policies).