

## Department of Spanish, Italian, and Portuguese

### Renewal (Third Year Review)

#### 1. Initiation

The initial appointment for untenured faculty is normally for a period of four academic years. Departments will normally consider tenure-track candidates for renewal of term in the third year of their service.

Department notifies candidate of procedures by October 1. The Chair will make an effort to answer whatever questions the candidate might have about the renewal process.

#### 1.2 *Ad hoc* Third Year Review Committee

In the Department of Spanish, Italian and Portuguese, two tenured professors from the department and one tenured professor from outside of the department constitute the *ad hoc* committee. The Chair of the Department recommends potential members of the *ad hoc* committee which must be approved by the Associate Dean.

#### 2. Supporting materials to be submitted to Chair by **candidate** (both hard copy and in electronic form) by December 1.

**Curriculum vitae**, including a section on teaching and service, specifying courses taught, advising activities, undergraduate and graduate supervised thesis research; section on participation in administration at the departmental level and higher.

**Bibliography**, as part of the CV, dividing publications into the following categories:

- a) books,
- b) articles,
- c) digital projects,
- d) popular articles and other publications,
- e) project reports.

Work accomplished since the initial appointment should be separated from the work that preceded it, upon which the initial appointment was based. (In the case of a dissertation that has been readied for publication, information is requested concerning the extent and nature of the revisions.)

**Three copies of all publications and other relevant materials**, including articles still in press.

**Personal statement** discussing teaching and research to date, as well as teaching and research plans for the future, preferably not more than two or three pages.

3. *Ad hoc* Committee Evaluation

*Ad hoc* committee will write a report assessing the candidate's performance in research, teaching, and service. The substance of this report will be incorporated into the Chair's report to the Dean of Arts and Sciences

3.1. Research

The standard for renewal: evidence of candidate's excellence or potential for excellence in research. The *ad hoc* committee will read published and unpublished work, as well as related materials.

3.2. Teaching

The standard for renewal: evidence of the candidate's excellence or potential for excellence in teaching and advising over the next three years. *Ad hoc* committee will consider above all the quality of courses taught. Enrollment numbers, grade distribution and average grade in each course; statistical and narrative summaries of student course evaluations over the past two years, and some form of peer evaluation will be required as part of the assessment of quality.

3.3. Service

The standard for renewal: adequate evidence that candidate is willing and able to participate constructively in the administrative activities.

4. Departmental discussion and vote

The *ad hoc* third year review committee will meet with the tenured faculty of the Department in February to discuss the case, vote, and allow the Chair adequate time to write a final report before the Dean's deadline of March 1. The Chair will report the departmental recommendation to the candidate soon after it has been decided.

4.1. Chair's report

Whether the departmental recommendation is negative or positive, the Departmental Chair will submit a report and supporting materials, including candidate's *curriculum vitae* to the Dean of Arts and Sciences.

This report will convey to the Dean the vote of the faculty, the candidate's strengths and weaknesses in the areas of research, teaching, and service, as well as any useful advice for the candidate that has developed during the deliberations.

After writing the final report, the Chair will meet with the candidate and accurately convey to him or her the substance of the report to the Dean.

A memo of this conversation, outlining the points made, should be submitted to the Dean of Arts and Sciences.

5. Third-year review materials to be submitted to the Dean, on or around March 1:

- a. Chair's cover letter describing the Departmental process and vote, and including Chair's recommendation.
- b. Candidate's CV and personal statement on teaching and research.
- c. *Ad hoc* committee report on teaching, research, and service.
- d. Grade distribution sheets.
- e. Memo of conversation with candidate. The Chair should carefully discuss the principal judgments and items of advice that emerged from the review process. The candidate will not see the committee report itself, but instead will receive the

Chair's written – as well as oral – summary of the principal points made in the report. This written summary should close with the statement:

“The observations and recommendations made above are meant to convey the Department's considered opinion and advice at this time. The candidate should take seriously this document while recognizing that fulfillment of its recommendations cannot in itself guarantee tenure.”

6. A positive response by the Dean will result in a renewal of the probationary contract, usually for three years. A negative response by the Dean will result in termination at the end of four years.
7. Statement of Confidentiality about the candidate's materials and departmental deliberations, both oral and written:  
In the Department of Spanish, Italian, and Portuguese, all tenured faculty, and only tenured faculty, may be privy to the candidate's materials and departmental deliberations.
8. Candidate's appeal mechanism  
A candidate wishing to appeal a negative decision should consult the *Faculty Handbook of the University of Virginia* (section on “Promotion and Tenure Policy”). The *Handbook* is available on the Provost's WEB page, accessible through the University of Virginia WEB page.

On Arts & Sciences faculty renewal see

[http://artsandsciences.virginia.edu/facultystaff/hiringsupport/faculty/renewal\\_promotion.html](http://artsandsciences.virginia.edu/facultystaff/hiringsupport/faculty/renewal_promotion.html)

For joint appointments see

[http://artsandsciences.virginia.edu/facultystaff/hiringsupport/faculty/joint\\_appointments.html](http://artsandsciences.virginia.edu/facultystaff/hiringsupport/faculty/joint_appointments.html)

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