Department of Spanish, Italian and Portuguese

Procedures for Promotion to the Rank of Full Professor

Supersedes the version revised March 17, 2026

Text highlighted in yellow reflects corrections and additions made to align this document with the UVA College and Graduate School of Arts & Sciences "Promotion and Tenure Timeline and Dossier Details for the 2026-27 Academic Year" (the "P&T Guidelines").

1. Initiation

Per College policy, "Departments should regularly review the progress of Associate Professors toward attaining the national prominence and distinguished performance levels in each area that are required for promotion to Professor. Departments should discuss readiness for promotion with candidates no later than the midpoint (January) of their fifth year in the rank of Associate Professor. If the candidate's decision is not to proceed, the department should make recommendations for further professional and scholarly development. While encouraged to follow the recommendation of the department, candidates are not required to receive departmental approval and if they request a review for promotion to Professor, the department must initiate the review."

In the Department of Spanish, Italian, and Portuguese, review and consultation on the progress of Associate Professors will be undertaken by the Chair, who may request feedback from the Department Full Professors.

The formal review process begins in April of the academic year before the promotion process academic year. By April 16 of that year, the Department Chair notifies the candidate of procedures, confirms the candidate's review in the P&T Smartsheet, and submits the names of the proposed ad hoc committee to the Associate Dean for approval. At this same time, the Department records the candidate's election under the PROV-017 sunset provision, if the candidate is eligible (i.e., hired before February 11, 2025), and communicates that election to the ad hoc committee so that it applies the correct promotion criteria. The Associate Dean is expected to approve the committee by April 23; once approved, the committee may begin its work, and the committee chair will confirm with the Dean of the College of Arts & Sciences that promotion proceedings have been set in motion.

The Department Chair will make an effort to answer the candidate's questions about the promotion process.

1.2 External Reviewer List (Candidate's Suggestions)

As part of the initial phase, the candidate will submit to the ad hoc committee a list of at least five experts external to UVA who would be capable of commenting on the candidate's work at arm's length, each at or above the rank of the candidate. This list should include email addresses, titles, a brief bio, and a brief description of the candidate's relation to each expert listed. The candidate's list will be submitted by April 15 of the academic year before the promotion process academic year; the ad hoc committee will combine it with its own suggested reviewers into a single list of at least 12 names, as described in Section 3.

> Definition of arm's length reviewers from PROV-017: Employment of Tenure-line Faculty: Letters from outside references who are not likely, and not perceived to be likely, to have a preexisting positive or negative bias toward the candidate. Letters from former or current advisors, collaborators, or co-workers are not arm's-length. Graduate committee members or instructors, dissertation supervisors, and co-authors are not considered arm's-length reviewers.

1.3 Curriculum Vitae

Along with the list of external reviewers, the candidate will submit a curriculum vitae that conforms to College guidelines:

> Publications must be divided into work accomplished since the last promotion (or initial appointment) and work that preceded it, upon which the earlier promotion or appointment was based.

Candidates are strongly encouraged to format their CV in a way to make it legible to an audience of colleagues who are not in their field. The CV should help these readers to navigate. Different types of work should be separated into applicable categories (for example: separate books from articles; peer reviewed from non-peer reviewed; working papers from final publications; separate grants into different categories, etc.) This is not intended to be a prescriptive list, but an invitation to think about how you might inform the many colleagues not in your field, who will pay careful attention to your file, to understand your CV. For multi-authored and collaborative works, the CV should clearly indicate on which ones the candidate is the corresponding author (or first author if it makes sense for your discipline). If you are not the lead author however that is articulated in the discipline, please help readers understand what your role was in the project.

1.4 Ad Hoc Committee

In the Department of Spanish, Italian and Portuguese, the ad hoc committee is composed of at least three tenured faculty members at or above the rank of Professor; the Department's practice is to draw all three members from the rank of Full Professor — two from the department and one from outside the department. The committee is chaired by a colleague at the rank of Professor.

The Chair of the Department recommends potential members of the ad hoc committee, which must be approved by the Associate Dean. Committee names are submitted by April 16 and are expected to be approved by April 23 of the academic year before the promotion process academic year (see Section 1). For candidates with joint appointments, the two department chairs will collaborate on constituting a single committee with representatives from each unit. For candidates in interdisciplinary or emerging fields, committee composition that reflects the various aspects of the candidate's research agenda is encouraged.

2. Supporting Materials to Be Submitted to the Department Chair by the Candidate

Supporting materials are submitted to the Department Chair by the candidate (both hard copy and in electronic form) by June 1st. (The Dean's Office final deadline for candidate materials is June 15; the Department's earlier internal deadline of June 1st allows adequate time for departmental review.)

2.1 Curriculum Vitae

Including sections on teaching and service that specify courses taught and number of students in each course, advising activities with number of advisees, undergraduate supervised thesis research; participation in administration at the departmental, university, national, and international levels; awards and fellowships. The CV will include a Bibliography, dividing publications into the following categories: a) books (i. single-authored, ii. co-authored, iii. edited, iv. co-edited); b) articles (i. single-authored, ii. co-authored); c) digital projects; d) popular articles and other publications; e) project reports.

2.2 Publications and Related Materials

Two copies of each hardbound publication, submitted directly to the Department, along with other relevant materials, including articles still in press and other appropriate manuscripts, provided electronically as separate PDFs organized into subfolders by type (e.g., books, articles). If a physical book is submitted, a PDF copy of the final page proofs must also be provided. For promotion to Professor, only publications completed since the candidate's promotion to (or tenure at) Associate Professor need be submitted.

2.3 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 single-spaced pages, and not exceeding three single-spaced pages in length.

2.4 Impact Statement (optional)

Impact Statements are a new optional document. Beginning in 2026, UVA permits faculty promotion candidates to include an optional impact statement as part of their review materials. If the candidate has experienced

impacts to their research due to recent federal policy changes, they may submit a statement describing these impacts as a separate, standalone document (max. one page/300 words). The choice to include (or not to include) an impact statement does not alter the criteria by which a promotion dossier is evaluated.

2.5 Readers' Reports

Readers' reports on manuscripts submitted for publication and reviews of published work. If a candidate has a publisher's contract, a copy of it should be submitted.

NOTA BENE: Any updates to the candidate's dossier after June 1st, e.g., articles/books accepted or published after June 1st, may be made known to the tenured faculty of the Department of Spanish, Italian and Portuguese, as well as to the dean's Promotion and Tenure committee, but may not be sent out to external reviewers. Tenured faculty of the Department of Spanish, Italian and Portuguese and the dean's Promotion and Tenure committee will take into account any difference between the dossier updated after June 1st and that of June 1st sent out to external reviewers, and will consider any impact such an update may have on the case.

3. Outside Experts

Eight to ten letters from experts outside the department are expected; seven is the minimum required for the case to move forward to the Dean's committee. These letters are solicited from a combined list of at least 12 names, composed of names suggested by the candidate (Section 1.2) as well as names suggested by members of the ad hoc committee, with the goal that at least half of the final set of letters come from the committee's list. All proposed reviewers must be at or above the rank of the candidate. The committee documents each reviewer's connection to the candidate (or notes "none") on the External Reviewer Spreadsheet, along with the reason given by any reviewer who declines. The combined list must be submitted to the appropriate Associate Dean for approval by May 4 of the academic year in which the promotion decision will be made. Once the Associate Dean has approved the list, expected by May 8, the chair of the ad hoc committee will write in neutral language to potential external reviewers, requesting their help and submitting the candidate's CV. At least four of the outside experts approached will be from the candidate's list. If a referee accepts the task, the chair of the ad hoc committee will send copies of the candidate's publications and manuscripts (other relevant materials) to him or her. Outside experts will receive the candidate's material upon request; they are asked to complete their evaluations by September 15, if possible, and by October 1 at the very latest.

4. Committee Evaluation Process

The candidate's performance in research, teaching, and service will be evaluated and described in an ad hoc committee report. This report will be presented to all tenured Full Professors in the department, who will then vote. The Department Chair writes a letter reporting the vote of the Department and gives his/her own assessment. The ad hoc committee report is included among the materials submitted to both the Dean of Arts and Sciences and to the University Provost. The College stipulates that promotion to Professor requires:

4.1 Excellence in Scholarship, Research, and/or Creative Work

Candidates for the rank of Professor must demonstrate a substantial record of original published, exhibited, or publicly presented work in the faculty member's discipline(s) or field(s) with clear establishment of national and/or international prominence. Portfolios should typically include a significant advance beyond the body of work on which tenure was based, with clear evidence of productivity, excellence, and influence on the field. The portfolio at this stage should lead to a judgment that growth in stature will continue.

4.2 Excellence in Student Education and Development

Excellence includes ongoing investment and effectiveness. The candidate's performance in teaching is evaluated in a teaching section of the ad hoc committee report. This section is prepared by a member of the ad hoc committee appointed by the ad hoc committee Chair. The standard for promotion is excellence of teaching and advising. The report will examine the quality of the teaching and consider:

Record of courses taught, enrollment numbers, and statistical and narrative summaries of student course evaluations (SETs) for the past six semesters of teaching, or since promotion to Associate Professor if fewer than six semesters. It will be the candidate's responsibility to keep relevant student teaching evaluations until they are promoted.

Peer observations of teaching.

Numbers and kinds of advisees, graduate and undergraduate.

Letters from or interviews with selected students, etc.

4.3 Excellence in Service

A willingness to contribute to service activities of the department, school, and/or University, to take on leadership roles if needed, and to contribute effectively to assigned and voluntary service roles, is expected. A high level of service contribution should be the norm, since the service expectations for post-tenure faculty are assumed to be higher than those of pre-tenure faculty. The candidate's performance in service is evaluated in the report by the committee. Those elements of service may include: (a) departmental service such as advising of majors or minors, service on committees such as Undergraduate or Graduate Curriculum Committee, search committees, etc.; (b) extra-departmental service on committees such as Faculty Senate, etc.; (c) Service on national committees, editorial boards, reviewing of manuscripts for national and international journals, etc.

5. Interim Submission and Departmental Vote

By September 17 of the promotion process academic year, the Department Chair or Department Manager submits to the Dean's Office, via SharePoint, a subset of the candidate's materials: CV, candidate statement, publications, and (if applicable) impact statement and reviews of published scholarship.

The ad hoc committee will meet with the tenured full professors of the department by late September or early October, at which meeting the full professors will deliberate and vote on the case, allowing the Department Chair adequate time to prepare the chair's letter and complete dossier before the Dean's Office deadline of October 15, 2026 for full dossier submission for promotion to Professor. The Department Chair will inform the candidate of outcome soon after the meeting.

6. Statement of Confidentiality

About the candidate's materials and departmental deliberations, both oral and written: In the Department of Spanish, Italian and Portuguese, only members of the ad hoc committee and tenured Full Professors may be privy to the candidate's materials and committee deliberations.

7. Promotion Materials for the Promotion and Tenure Committee and Provost

Whether the tenured Full Professors have made a positive or negative recommendation, the Department Chair prepares a set of promotion materials as specified by the Dean's Promotion and Tenure Committee. See CGAS-017 Arts and Sciences Policy on Promotion, Tenure and Renewal of Tenure-Line Faculty. The Chair of the ad hoc committee is responsible for preparing the ad hoc committee's report, which should include a summary statement of the candidate's contributions to the Department and the University and either a specific recommendation or a statement of the reasons for the absence of such a recommendation. Individual sections may be written by different members of the committee, but the final report should have as much substantive and stylistic coherence as possible. In the case of split votes, the dissenting faculty members should submit a minority report, giving the specific points of disagreement. The ad hoc committee report should be as forthright, impartial, and objective as possible. It should attempt a reasoned balancing of a candidate's strengths and weaknesses with a view to justifying the ultimate recommendation. It should analyze the merits of the candidate's published work and career trajectory, including the promise of future research. This analysis should include thorough discussion of the specific strengths and weaknesses of each major work of scholarship. The report should be clear as to the qualities in the candidate's performance that are the basis for that

recommendation; contrary evidence—including any dissident recommendations from the outside referees—should be carefully explored, and the reasons for not giving it decisive weight in the final decision should be spelled out. Committees should meet face-to-face, and as often and as long as necessary to sort out a consensus or a decision that no consensus is possible. There should be no presumption of consensus until one is actually voted. Reports will be forwarded to the Dean as written, but will be accompanied by a letter from the Department Chair summarizing departmental discussion of the report and addressing any serious discrepancy between the report and that discussion.

The report and the Chair's letter must refer specifically to the criteria in the A&S promotion and tenure policy under which the candidate is being considered — the current policy, or, if the candidate has elected the PROV-017 sunset provision, the superseded policy (see Section 1). The report should not include information about the candidate going on leave, or comments or details about any tenure clock extensions. The report should include a summary of the external reviewer letters, with selected quotations, and should address and contextualize any negative comments contained in those letters.

7.1 Chair's Letter (one PDF)

The Chair's letter must follow the format of the Dean's Office model letter; letters that do not follow this format will be returned for edits. The letter must include: a header listing the candidate's name, recommendation, and vote (Yes-No-Abstain); a brief statement of the department's internal voting procedure, noting which ranks voted and how votes were received (faculty absent from the vote should be noted as absent, without being included in the vote total, counted as an abstention, or having the reason for absence elaborated); a summary of the discussion at the meeting and the reasons for the vote; the Chair's own assessment of the candidate's strengths and weaknesses and reasons for the Chair's recommendation; and an assessment of the candidate's national reputation in their field.

7.2 Materials Submitted to the Dean's Office

The Department Chair or Department Manager will upload the complete dossier to the department's folder on the Chairs & Directors SharePoint site, following the file naming and folder conventions provided there, by the Dean's Office deadline (for promotion to Professor, October 15, 2026), and will check the box Final Dossier Submitted in Smartsheet, including the department committee vote. The dossier will include: Chair's Letter; Department Report on Research, Teaching, and Service; Curriculum Vitae; Candidate's Statement on Research, Teaching, and Service; Student Experiences of Teaching (SETs) for the past six semesters, or since promotion to Associate Professor if fewer than six semesters; SET Spreadsheet; Peer Observation of Teaching report(s); External Reviewer Spreadsheet; External Reviewer Letters (separate PDFs); Other Letters (optional, limited to five or fewer); Publications (two copies of hardbound publications delivered to the Dean's Office, plus electronic PDFs organized by type, limited to work since promotion to Associate Professor); Reviews/Reports on the candidate's scholarship (optional); and Impact Statement (optional).

8. Arts & Sciences Promotions and Tenure Committee

Early in the spring semester, the Dean's Promotion and Tenure Committee will inform the Chair of any concerns it has about a candidate who has been recommended for promotion by the department. If requested, the Chair will appear before the P&T Committee, briefly present the case, and answer any questions the Committee poses. The Chair may bring a member of the department who knows the candidate's dossier well.

After the Promotion and Tenure Committee votes on each candidate, the Dean decides whether or not to concur in the recommendations of the committee. The Dean informs the Chair of the decision, and the Chair immediately passes on this information to the candidate. The Dean's Office deadline to submit dossiers to the Provost's Office is February 1, 2027.

9. Consideration at the Provost's Level

See PROV-017: Employment of Tenure-line Faculty. Faculty hired before February 11, 2025 may elect to be considered under the superseded version of PROV-017 (see Section 1).

10. Reconsideration

A candidate who has been denied promotion to Full Professor will be reconsidered only when there is new and significant information about the candidate's case.

11. Candidate's Appeal Mechanism

A candidate wishing to appeal a negative decision should consult the Arts and Sciences Policy on Promotion, Tenure and Renewal of Tenure-Line Faculty and the Faculty Handbook of the University of Virginia (section on "Promotion and Tenure Policy"). The Handbook is available on the Provost's webpage: https://facultyhandbook.provost.virginia.edu/ Provost policy notes that "Candidates may submit a written appeal to the provost within 30 days of being notified of the dean's negative recommendation, with a copy to the dean. Appeals should be accompanied by adequate documentation and a statement of reasons as to why the recommendation is believed to be inappropriate. The dean may provide the provost with a written response to the appeal if they wish to do so; such responses should be provided within 15 days of the appeal."

Revision History

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Revised August 12, 2026 — superseding the March 17, 2026 version, to conform to the UVA College and Graduate School of Arts & Sciences "Promotion and Tenure Timeline and Dossier Details for the 2026-27 Academic Year." Passages highlighted in yellow reflect the corrections and additions made in this revision.