Department of Spanish, Italian, and Portuguese

Renewal (Third Year Review) Procedures

Supersedes the version last revised May 5, 2014

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.

The Department will confirm faculty scheduled for third-year review and discuss the review process with candidates by the date set in the Dean's Office timeline for that academic year (for the 2026-27 cycle, April 16, 2026). This discussion will include a clear statement of the materials required, the department's internal submission deadlines, and an outline of the process. 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 the department constitute the ad hoc committee. The Chair of the Department appoints the committee. Consistent with current Dean's Office guidance, department chairs do not need Associate Dean approval to appoint ad hoc committees for third-year reviews. The committee will be appointed by the deadline set in the Dean's Office timeline for that academic year (for the 2026-27 cycle, September 1, 2026).

For candidates holding joint appointments, the two department chairs will collaborate on constituting a single committee with representatives from each unit; the committee will prepare one report, with separate department votes and chair's letters.

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

The candidate will submit the following materials to the Chair, in both hard copy and electronic form, by the department's internal deadline (December 1).

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

As part of the CV, a bibliography dividing publications into categories appropriate to the candidate's work (for example: books; articles; digital projects; popular articles and other publications; project reports), and further separating peer-reviewed from non-peer-reviewed work and working papers from final publications, as applicable. For multi-authored and collaborative works, the CV should clearly indicate on which the candidate is the corresponding author (or first author, if that is how credit is assigned in the discipline); if the candidate is not the lead author, the CV should explain the candidate's role in the project. Candidates are encouraged to format the CV so that it is legible to colleagues outside their field.

Work accomplished since the PhD, MFA, or initial appointment (whichever applies) should be separated from work that preceded it. (In the case of a dissertation that has been readied for publication, information should be provided concerning the extent and nature of the revisions.)

If the candidate's materials include hardbound publications, two copies of each publication should be submitted directly to the Department Manager; the candidate should coordinate with the Chair on timing so this occurs before the dossier deadline.

Personal statement discussing the candidate's research, teaching, and service to date, as well as plans for the future, preferably not more than two or three single-spaced pages. The service section is required.

3. Ad Hoc Committee Evaluation

The 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. The report should not include any information about the candidate going on leave or receiving extensions to the probationary period for tenure.

3.1 Research

The standard for renewal is evidence of the candidate's excellence or potential for excellence in research. The ad hoc committee will read published and unpublished work, as well as related materials, and will discuss the specific strengths and weaknesses of each major work of scholarship. The candidate's entire record since the PhD or MFA should be considered, including work accomplished at another institution prior to coming to UVA.

3.2 Teaching

The standard for renewal is evidence of the candidate's excellence or potential for excellence in teaching and advising over the next three years. The committee will consider the quality of courses taught, including a list of courses and enrollment in each, and will assess the candidate's advising activity, specifying the number and kinds of advisees.

Documentation of teaching performance will include: Student Experiences of Teaching (SET) files for each course, including departmental means for comparison and narrative comments, provided as a folder of separate PDFs; an accompanying SET spreadsheet listing course titles, enrollment, evaluation scores on key questions, and departmental means on the same questions; and at least one peer observation of teaching report, prepared using the Dean's Office template (multiple observations are encouraged). Peer evaluations compiled from the annual review process (Chair reports and written feedback) are included only if required by that year's Dean's Office guidance; consult the current-year timeline, as this requirement may vary from year to year.

3.3 Service

The standard for renewal is adequate evidence that the candidate is willing and able to participate constructively in departmental, University, professional, and Commonwealth service activities.

4. Departmental Discussion, Vote, and Chair's Letter

The ad hoc committee will meet with the tenured faculty of the Department to discuss the case and vote, allowing the Chair adequate time to write the final report before the Dean's Office deadline for that academic year (for the 2026-27 cycle, March 5, 2027). Faculty who vote on the renewal case must be tenured faculty at or above the rank of Associate Professor. 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 Chair will submit a report and supporting materials, including the candidate's curriculum vitae, to the Dean of Arts and Sciences. The Chair's letter will follow the format of the Dean's Office model letter and will 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 renewal meeting and the reasons for the vote; and the Chair's own assessment of the candidate's strengths and weaknesses and reasons for the Chair's recommendation.

After writing the final report, the Chair will meet with the candidate and accurately convey to the candidate the substance of the report submitted to the Dean, both orally and in writing, in the memo of conversation described below.

5. Third-Year Review Materials to Be Submitted to the Dean's Office

The Chair or department manager will upload the complete dossier to the department's folder on the Chairs & Directors SharePoint site by the deadline set in that year's Dean's Office timeline (for the 2026-27 cycle, March 5, 2027), following the file naming and folder conventions provided on the SharePoint site. The dossier will include:

a. Chair's Letter, including the department vote (Yes-No-Abstain), in the required format described in Section 4.1.

b. Department Report on Research, Teaching, and Service, prepared by the ad hoc committee, addressing scholarship, teaching, and service as described in Section 3.

c. Candidate's Curriculum Vitae.

d. Candidate's Statement on Research, Teaching, and Service.

e. Peer Evaluations (one compiled PDF), only if required by that year's Dean's Office guidance.

f. Student Experiences of Teaching (SET) files (one PDF per course, including departmental means and narrative comments).

g. Student Experiences of Teaching (SET) spreadsheet.

h. Peer observation of teaching report(s) (at least one, using the Dean's Office template).

i. Memo of conversation with the 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 will instead receive the Chair's written and oral summary of the principal points made in the report and departmental discussion. The faculty member should receive a signed printed copy or PDF of the memo. The memo must end with the following line, signed by both the Chair and the faculty member:

"Our oral conversation is accurately captured in this memo of conversation."

Signed: Chair: _____ Faculty Member: _____

6. Outcome

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

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, both oral and written. As noted in Section 4, only tenured faculty at or above the rank of Associate Professor vote on the renewal case.

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 Arts & Sciences Policy on Promotion, Tenure and Renewal, and the Executive Vice President and Provost's Promotion and Tenure Policy, all of which are linked from the Chairs & Directors SharePoint site.

Revision History

Revised October 20, 2009

Revised August 29, 2013

Revised May 5, 2014

Revised August 12, 2026 — superseding the May 5, 2014 version, to conform to the UVA College and Graduate School of Arts & Sciences Dean's Office "Tenure Track Third Year Review Process" guidelines for the 2026-27 academic year. ***Dates tied to the Dean's Office timeline (candidate/committee confirmation, committee appointment, and dossier submission) should be reconfirmed each year against the current Dean's Office guidance, as they may shift from year to year*****.**