

University of Virginia School of Architecture

School of Architecture: Academic Policies

February 4, 2015

Table of Contents

Overview.....	3
Affiliated Faculty	4
Department Chairs and Program Directors: Appointment and Compensation.....	6
Endowed and Eminent Scholars Chairs: Appointment	7
External Consulting.....	9
Faculty Annual Performance Review.....	11
Leave and Alternative Assignments.....	12
Promotion, Tenure, and Reappointment.....	17
Special Course Policies: USEM, J-term, International.....	18
Teaching Loads and Other Faculty Responsibilities	20
Teaching Releases and Course Buyouts.....	23
Use of School Resources for Scholarly and Creative Work.....	25
Visiting Scholars Policy.....	26

Overview

School of Architecture policies are established by the Dean with the advice of Associate Deans and Department Chairs. Questions regarding interpretations of SARC policies and University policies should be addressed to the Dean's Office. The policies in this document primarily address teaching faculty of the School. Some policies may also apply to others, such as general faculty and research faculty.

The Provost's office maintains several web-based documents that state University-level policy on a wide range of academic and administrative topics¹, including tenure and promotion, grievance procedures, conflict of interest, copyrights, etc. Faculty are strongly encouraged to review those policies, and refer to them whenever a policy-related question arises. This document describes the specific applications of select University-level policies within the School of Architecture.

The following are links to some of the key policies from the provost's office:

- **The Faculty Member and the Honor System:**
 - http://www.virginia.edu/provost/docs_policies/fac_hnr_pol.html
- **Conflict of Interest Policy:** This policy addresses a wide range of issues, including personal relationships between students and the faculty, TAs, and graders they work with.
 - http://www.virginia.edu/provost/docs_policies/conflict.html
- **Policy on Consulting by Faculty of the University of Virginia:**
 - http://www.virginia.edu/provost/docs_policies/consult.html
- **Leaves of Absence:**
 - http://www.virginia.edu/provost/docs_policies/leaves.html
- **Ownership Rights in Copyrightable Material:**
 - <https://policy.itc.virginia.edu/policy/policydisplay?id=RES-001>

¹ <http://www.virginia.edu/provost/policies.html>

Affiliated Faculty

Revised May 18, 2010

Background

In order to promote cross-disciplinary teaching and research between faculty of the School of Architecture and faculty across the University, the Dean of the School of Architecture may designate outside faculty as Affiliated Faculty. These designations are intended to extend institutional recognition to related faculty. Affiliated Faculty designations will underscore the School of Architecture's commitment to interdisciplinary work. The design and planning of buildings, landscapes, communities, and regions intersects with society, economy, environment, law, politics, culture, health, and engineering, which are subjects of research and teaching throughout the University. Besides recognizing substantial interactions with teaching and research in the School, designation will raise the visibility of the work and teaching of Affiliated Faculty.

General Policies

Affiliated Faculty will not be compensated from the School of Architecture budget, except in unusual circumstances, such as participating on a research grant managed in the School of Architecture or teaching or co-teaching a course for students in the School of Architecture for which the Dean may allocate School funds as appropriate to the situation, an Affiliated Faculty member may be compensated. But compensation does not result from the Affiliated Faculty designation itself.

Typically, Affiliated Faculty receive no space, funding, or other support from the School of Architecture.

Affiliated Faculty do not have voting rights in the School or a Department.

Affiliated Faculty are listed at the same rank as in their home department and school.

Affiliated Faculty may be designated by the Dean for three years and may be renewed.

Affiliated Faculty in the Architecture School are analogous to Courtesy Appointments.

Procedures

The Dean of the School of Architecture may designate a faculty member in another School or College of the University of Virginia an Affiliated Faculty member.

School of Architecture Department Chairs will be asked to approve Affiliated Faculty nominated by the Dean prior to designating someone an Affiliated Faculty member. Chairs and faculty can suggest candidates for Affiliated Faculty. The Dean of the proposed Affiliated Faculty members' academic unit will be consulted about the Dean of Architecture's intention prior to designating someone as an Affiliated Faculty member.

Potential Types of Affiliated Faculty and Procedures for Designating Them

1. Affiliated Faculty are faculty in other Schools and Colleges of the University who:
 - a. Teach courses designed for students in the School of Architecture in a degree program, certificate program, major, or minor.
 - b. Offer courses which are cross listed with courses in the School of Architecture
 - c. Conduct research with School of Architecture faculty that is:

1. Funded externally
 2. Funded by University grants
 3. Funded by School grants
- d. Collaborate as co-authors with School faculty on books or articles

Department Chairs and Program Directors: Appointment and Compensation

Reviewed November 12, 2013

Appointment of Department Chairs

The Dean of the School of Architecture is responsible for appointing Chairs to each of the Departments. The Dean may appoint a faculty committee to provide advice and or specific recommendations, but the Dean will make the final selection of the Chair.

Compensation for Department Chairs

Department Chairs will receive the following compensation for administrative responsibilities for a three to five year term as Chair:

- Chairs will receive an additional month salary.
- Chairs will carry a reduced teaching load of one-half of the normal load, averaged over a two-year period.
- At the completion of a three to five-year term, the Chair will be eligible for a one semester paid leave in addition to the normal eligibility for a sesquicentennial leave. Administrative leaves may be taken as a one-year leave at half salary.

Appointment of Program Directors and Chief Technology Officer

The Dean of the School of Architecture is responsible for appointing and reappointing Program Directors and the Chief Technology Officer. For programs within a department, the Dean will consult with the Department Chair. The Dean may appoint a faculty committee to provide advice and or specific recommendations, but the Dean will make the final selection for these positions.

Endowed and Eminent Scholars Chairs: Appointment

Reviewed November 12, 2013

Composition of Committee

The Dean shall appoint a committee composed of at least four members of the School of Architecture faculty who hold endowed chair positions. The Dean will designate one member to serve as chairperson of the Committee. Each member shall be a representative of one of the four disciplines in the school. If there is no chair holder from one of the disciplines, the Dean will appoint another endowed chair holder on an interim basis. The Committee members shall serve for a period of up to three years at which point the Dean will rotate the position to another chair holding faculty in that discipline. The work of the Committee shall be confidential. The Committee shall determine its own internal working procedures.

Schedule of Committee Meetings

The Dean will notify the Committee chairperson and request that a meeting of the committee be scheduled when there is an endowed chair position(s) to fill. The Dean's office will assemble a list of eligible candidates (Associate Professors who have been in that rank for at least five years or Associate Professors appropriately selected and all Full Professors) from each discipline and will include vitae of each candidate for review.

Review Process

The Dean will submit a recommendation(s) in writing to the Committee. The Committee will review that recommendation, along with the other eligible candidates.

The Committee members will review the candidates based on the following criteria:

- Appropriate fit of the particular chair requirements with the individual faculty member's work and accomplishments.
- Outstanding achievements in research, teaching and service to the School and/or University.
- National reputation of the faculty member.

The Committee will review the curriculum vitae of each eligible candidate and will then narrow the list of candidates based on the criteria above. The Committee will meet as many times as necessary and as deemed appropriate by the Dean. The members may request additional information on a candidate without the candidate's knowledge of these requests.

The members will vote on their recommendation of a candidate(s) and shall report their vote, findings and recommendation to the Dean. The Dean will have final approval of the selected candidate.

Preparation of Proposal to the Provost

Once the Dean has approved a candidate, the Committee member in the discipline of the proposed candidate is expected to write a letter of recommendation on behalf of the candidate that reflects the

Committee's deliberations. If there is no representative from the candidate's discipline, or that representative is unable to write the recommendation, the Dean shall request another committee member to write it.

The Dean will solicit three outside letters of recommendation to accompany the internal letter of support. The Committee shall assist in identifying the three outside recommenders.

The Dean's Office will assemble a package to be sent for review to the Provost that includes the following:

- Dean's letter of recommendation
- Candidate's resume and portfolio of research and teaching history
- Committee's letter of recommendation
- 3 outside letters of recommendation

Relation to University Policy

This policy of the School supplements and implements the University of Virginia policy².

² http://www.virginia.edu/provost/docs_policies/Chairholder_Policy.html

External Consulting

Reviewed November 12, 2013

The policy of the University of Virginia permits faculty to consult for agencies outside of the University and, under exceptional circumstances, to receive supplemental compensation for responsibilities assumed on an overload basis within the University. Consulting shall be construed in the broad sense as outside professional activities in which faculty members engage for compensation. Permissible external consulting or internal overload responsibilities undertaken for supplemental compensation may not jeopardize the ability of the individual to fulfill the obligations which they have assumed by accepting an appointment to the faculty per University policy. See the University Policy on Consulting for details³.

For a full-time faculty member, the extent of external consulting and internal overload responsibilities undertaken for supplemental compensation may not exceed an average of one day in seven during the period of their academic appointment (e.g. 9 months or 12 months) except as modified by the provisions below. Faculty who also hold administrative assignments may undertake external consulting or internal overload responsibilities for supplemental compensation only with the prior approval of the Dean.

Exception to the University's Policy on Consulting

In certain circumstances, faculty members engage in consulting work or practice that is essential to their academic development and advances the mission of the School. When such consulting requires additional time above and beyond the one day in seven rule, faculty members may receive a partial waiver in accordance with the following:

- Faculty members are required to request an exception should they need it to support their research and academic plan by professional practice.
- The academic plan and the requested exception to the Policy on Consulting are to be reviewed by the Chair and submitted to the Dean's Office for approval by the Dean and the Provost.
- The term of the requested waiver may vary depending on the individual faculty member, but the term may not exceed a five-year period. The Dean reserves the right to review and revoke a waiver at any time.
- A waiver may be granted up to three days out of seven, depending on the individual case. The terms of the waiver are at the discretion of the Dean, up to the maximum three days out of seven.
- At the conclusion of each stipulated term the Chair and the Dean will review the candidate's performance. The exception to the University's Policy on Consulting may be renewed following a successful review of the faculty member. However, the Dean is under no obligation to renew the waiver, if s/he determines that such a waiver is not in the best interests of the University or the School.

³ http://www.virginia.edu/provost/docs_policies/consult.html

All faculty of the School of Architecture will continue to be required to disclose their number of days of paid consulting as part of their Annual Reports, in accordance with the requirements of the Vice President and Provost.

Faculty Annual Performance Review

Revised February 20, 2014

Each department has a process for reviewing the work of tenured-and-tenure-track faculty and long-term lecturers each year. In addition, the Dean reviews the Department Chairs, Associate Deans and any other roles reporting to Dean. School-level roles such as center directors and program directors will be reviewed by the appropriate Associate Dean.

Each of these faculty members must submit an Annual Report, which consists of the following components:

- **Faculty Activity Report:** This is a form that can be downloaded from the School web site⁴.
- **Curriculum Vitae:** This should be complete and up-to-date.

These documents are used in discussions with Department Chairs regarding faculty development and promotion, and for the salary review process. Faculty are required to submit the Annual Review documents every year, including years when on leave. Failure to submit these documents will make faculty ineligible for merit pay raises or bonuses.

Faculty submit the Annual Report documents in electronic format and in hard copy by the Monday following spring break each year.

Profile on School Web Site

In addition to submitting Annual Report Documents, faculty are also expected to maintain their biography, CV, and portfolio documents on the School web site.

⁴ <http://www.arch.virginia.edu/resources/annual-review-documents>

Leave and Alternative Assignments

Reviewed November 12, 2013

Caregiver Policy

The University's Faculty Policy on Leaves of Absence⁵ (Leave for Personal Reasons) establishes the framework and minimum standard for this School of Architecture policy. University policies were adopted to comply with the Family and Medical Leave Act of 1992. In a number of regards, the policies of the School of Architecture are more generous than required by the Act.

The University also has a policy (Promotion and Tenure Policy⁶) under which tenure track faculty members may request that family disability leave not be counted as part of the time toward tenure. A request may be made to "stop the tenure clock" for up to one year.

The following School of Architecture policies supplement these University policies.

Non-teaching Faculty: The School of Architecture follows the University policies without modification.

Teaching Faculty: Because the teaching faculty have duties that are in semester long units, the School has established the following policies.

The primary caregiver for a newborn or adopted child may request one semester equivalent assignment to other than classroom duties. The semester equivalent may be taken through relief of up to two courses in one semester, usually for six credits, during the semester before or after the birth or adoption, or it may be taken through one course relief during two successive semesters of six teaching credits before or after the birth or adoption. Fathers may be eligible and may submit an application if they are the primary caregivers.

During the (maximum of) one semester equivalent of assignment to other than classroom responsibilities, the faculty member will be entirely relieved of classroom teaching duties. This reassignment of duties will simplify both the scheduling of the faculty member and of the School. However, because faculty members perform a range of duties in addition to classroom teaching, such as research, advising and committee work, a faculty member will normally continue to perform such duties during the reassignment period.

Faculty members will work out teaching assignments with their Department Chair. Financial arrangements will be worked out with the Dean and their Department Chair. Faculty members seeking leave under this policy will submit an application to the Dean after they discuss the terms and conditions with their Department Chair. Faculty members will give the maximum notice to their Department Chair and the Dean to facilitate teaching and financial planning.

⁵ http://www.virginia.edu/provost/docs_policies/leaves.html

⁶ http://www.virginia.edu/provost/docs_policies/tenure.html

Academic Leaves

In order to support the research mission of the School of Architecture paid leaves from teaching and service responsibilities are available to faculty at certain points or intervals in their teaching careers. In addition to the administrative leaves for Chairs outlined below, Tenure-Track Faculty Research Leaves and Sesquicentennial Associateships are available according to the terms outlined below. All leaves must be approved by the Dean.

A faculty member who takes a paid leave must return to the University in full-time employment for at least one year following the leave.

If there is a case where the School faces limitations on the number of paid leaves that it may grant in any one year, they will be granted by the Dean according to the following priority order:

- Tenure-Track Faculty Research Leave
- Academic Associate Deans and Department Chairs Administrative Leave
- Senior Faculty Sesquicentennial Associateships

Tenure-Track Faculty Research Leave

Full-time tenure track faculty, following reappointment, will be eligible for a one-semester paid leave in the fourth year of employment in either the fall or the spring for the purpose of advancing research toward tenure review. There is an option for a full-year leave at half salary. Approval of a leave requires the submission of a research plan reviewed and approved by the Chair as representing an appropriate focus in preparation for tenure review. The research plan should indicate the subject of the research, the work that is to be done during the leave and the intended product of the research leave (article, book or book chapters, creative work for publication, etc.). It is expected that this plan is prepared and accepted at least one-half year prior to the leave in order to provide sufficient preparation time.

Sesquicentennial Associateships

University policy provides the context for Sesqui leaves in the School of Architecture. University policy states:

Each school of the University may administer a periodic program of academic leaves, often referred to as Sesquicentennial Associateships. These are competitive awards for which faculty become eligible after a stated duration of service since the last leave. The purpose of a Sesqui Leave is to help faculty invigorate their research and teaching activities. Normally, more faculty members apply for leaves than are available for award. Each Dean maintains a written policy explaining the elements of the program including the conditions of eligibility, the criteria and mechanism of selection, the application procedure, the annual schedule of decision-making, and reporting requirements. During these leaves, the University will continue to make its contributions to retirement, health and welfare benefit plans to the extent allowable by federal and state law.

Eligibility

- Applicants must be tenured, full-time teaching faculty at the rank of Professor or Associate Professor.
- Associate Professors or Full Professors must have served ten full-time teaching semesters since the last Sesqui or tenure track faculty research leave and before the effective date of the assignment.
- Full-time teaching loads are defined elsewhere in this Handbook (see: Teaching Loads and Other Faculty Responsibilities).
- Faculty with modified teaching loads due to administrative appointments are considered to be serving full-time teaching semesters for the duration of their administrative appointment.
- Semesters (or portions) in which a faculty member is on unpaid leave, personal leave, medical leave, or parental/care giver leave are not counted toward the minimum ten semesters.
- Semesters (or portions) when a faculty member is on grant supported leave will be counted toward the minimum ten semesters.
- Partial teaching loads for faculty on leave will be counted proportionately toward meeting the minimum ten semesters.
- Endowed chair holders who are provided leave as a part of the terms of their chair, do not qualify for sesquicentennial leaves in addition to their chair holder leave.
- A newly hired faculty member at the rank of Associate or Full Professor with tenure becomes eligible for a Sesqui ten full-time teaching semesters after that hire.
- Faculty members must remain in the employ of the University of Virginia for at least one year following the leave.
- Chairs have the responsibility of determining eligibility.

Privileges

- Associates will be assigned to full-time research at full pay for one semester or to half-time research at half pay for an academic year.
- The Dean will monitor the appropriateness of any other partial salaries or stipends received by the Associate during the Sesquicentennial Associateship.
- The site at which the research is to be carried out must be specified in the application, and any subsequent changes of site must have the approval of the Dean.

Award Criteria

- Time elapsed since applicant's previous paid Leave
- Publication and recognition of research conducted during applicant's previous Sesquicentennial Associateship or tenure track faculty research leave
- Quality, clarity and focus of research proposal in relation to applicant's Development Plan.

Applications

At the beginning of the spring semester, the Dean will notify the faculty of availability of Sesquicentennial Associateships for the academic year two years hence. Applicants should submit the following to the Department Chairs by the date specified, normally around February 1:

- Narrative statement of research plans and significance of the research of two or three pages
- Curriculum vitae
- Copies of last two Annual Reports of the faculty member
- Dates of all previous leaves and type of leave
- Sample of recently published research
- Final report of any previously awarded Sesquicentennial Associateships or tenure track faculty research leave.

Selection Process

Chairs will evaluate the applications, and then submit their ranked recommendations to the Dean. The Dean will approve or disapprove applications by early March.

Reporting Responsibility

A Sesquicentennial Associateship is to be employed for scholarly or creative work. Evidence that such work has been accomplished resides in the first instance in the Associate's report at the end of the period, and thereafter in copies or citations of published work done at least in part during that period. The final report is as important as the original application. Each report should include an explanation of how the work done during the Associateship is likely to improve the subsequent research and teaching of the Associate. The final report is to be completed by the Associate within two years following the leave. It will be a primary factor in reviewing future Sesquicentennial Associateship applications.

Recipients of a Sesquicentennial Associateship should plan to give a presentation based on their work at a Faculty Research Symposium or similar venue following the period of leave.

Chaired Professorship Leaves

Several of the Chaired professorships contain provisions entitling the Chairholder to paid leaves under terms that are different from general School policy. In these cases, the terms associated with the Chair apply, although School provisions for application, reporting, coordination of timing with Department Chairs continue to be applicable.

Unpaid Educational Leaves

Faculty members may request educational leaves without pay for a period of up to two years. If the faculty member desires support from the School, the leave must be requested as a sesquicentennial leave under that program's procedures and restrictions.

If the faculty member receives partial outside funding support for the leave, the School may, at the Dean's discretion, provide supplemental funds. If a faculty member receives partial funding, this will be

compensated by increasing the time before the faculty member may be eligible for a subsequent sesquicentennial leave.

All requests for unpaid leaves, supplemental funding and additions to the time for sesquicentennial eligibility must be submitted for approval by the Department Chair. Department Chairs must forward their approved requests for review and approval by the Dean.

Faculty members taking unpaid educational leaves are responsible for understanding the implications for employee benefits according to University policy, including health and retirement benefits, and making arrangements to provide alternate coverage if required.

Grant Supported Leaves and Grant Supported Release Time

Grant supported leaves and grant supported adjustments in teaching load (release time) will be addressed on a case by case basis. Faculty anticipating such a request are encouraged to discuss this possibility with their departmental chair well in advance of such a request. This increases the ability of the department and school to grant such a request.

Promotion, Tenure, and Reappointment

School policies for promotion, tenure, and reappointment are maintained by the School's Promotion, Tenure, and Reappointment Committee. The policy statement is available at the following web address:

<http://www.arch.virginia.edu/resources/promotion-tenure-and-reappointment-policy-and-procedures>

These policies work in combination with the Provost's policy on Promotion and Tenure, available at the following web address:

<https://policy.itc.virginia.edu/policy/policydisplay?id=PROV-017>

Special Course Policies: USEM, J-term, International

Revised November 12, 2013

USEM (University Seminar) Policy

Proposals for teaching University Seminars fall into two types: Those for which the faculty member is reimbursed and those for which the School of Architecture is reimbursed by the Provost's office. Each spring the Provost's office requests proposals for USEM's in two categories: research USEM's, and conventional USEM's.

Research USEM's fund the faculty member with a summer stipend for the development of a University Seminar, which is then to be taught twice in the following years as a teaching overload. One intention of these USEM's is to involve students in faculty research.

The conventional USEM may be taught either as an overload or as part of the faculty member's teaching load; in either case, with the approval of the Department Chair and the Dean. The School retains the funding from the Provost's office if the course is taught as part of the regular teaching load. If the USEM is taught as an overload, the funds from the Provost's office will be disbursed to the faculty member according to the Provost's guidelines.

Request for proposals for USEM's are issued annually, typically in the fall, by the Provost's office. All proposals for either type of USEM must be submitted to the Department Chair. The Chair will then make a recommendation to the Dean's office for forwarding to the Provost.

The Associate Dean for Finance and Administration must be notified by the faculty member once University approval is received in order to make arrangements for funds transfers and/or payments.

January ("J") Term Courses

J-term⁷ courses are primarily undergraduate courses, two weeks in length, offered in January of the mid-year break. For students in the School of Architecture, J-term courses count toward meeting undergraduate degree program requirements either as "open electives" or as meeting distribution requirements as determined by the undergraduate advisor from the student's department.

Faculty may propose - term courses as overloads (they do not satisfy a faculty members normal teaching obligation). Proposals must be submitted to the Department Chair for approval two weeks in advance of the University submission deadline.

⁷ <http://www.virginia.edu/januaryterm/>

Responsibilities of Faculty Participating in International Study

Faculty participating in or directing programs or studies involving international travel are required to comply with the policies and procedures of the University's International Studies Office⁸ and the University Office of Risk Management⁹. Only faculty who comply with these policies and procedures are afforded the same legal protection and liability insurance in a foreign country as they would have on University Grounds.

Credit Hours for Study Abroad Programs

According to provost policy¹⁰, one credit hour typically corresponds to three hours of academic work per week for approximately 15 weeks, where academic work includes both direct faculty instruction and out-of-class student work. This corresponds to approximately 45 hours of work per credit. In the context of a full-time study abroad program, this means that one week of 45 hours of student work time earns approximately 1 credit. Program Directors may make application to the Dean's and Chairs (in lieu of a Curriculum Committee) to offer a program that earns up to 1.5 credits per week. To do so, they must explain how the their students will be working approximately 65 hours per week, a total that requires some combination of 12 hour days or work on the weekends.

⁸ <http://www.studyabroad.virginia.edu/index.cfm?FuseAction=Abroad.Home>

⁹ <http://www.virginia.edu/riskmanagement/international.html>

¹⁰ <https://policy.itc.virginia.edu/policy/policydisplay?id=PROV-022>

Teaching Loads and Other Faculty Responsibilities

Revised November 12, 2013

The yearly standard teaching load for the faculty of the School of Architecture is one of the following:

Normal Teaching Load

The normal teaching load is 12–14 credits or 4 courses per academic year.

Studio Faculty

For studio faculty, the normal teaching load is 14–16 credits per year. This translates into two paths.

- Path One: Three courses. Two design studios (6 credits each) and one lecture or seminar course (3-4 credits) per year.
- Path Two: Four courses, typically including one design studio (6 credits), one lecture for a required course in the curriculum (3-4 credits), one seminar required in the curriculum (3 credits), and one of the following:
 - 3 credit elective seminar with broad appeal across the other Departments in the School; or 3 credit seminar to assist Architecture studios with lectures and workshops; or a 3 credit elective seminar related to an option studio offering which would foster advanced design research in the School.
 - 3 credits of required Summer Session courses for which the faculty would not be paid salary (note, faculty could still opt to be paid but would have to teach 4 courses during the School year);
 - University Seminar (USEM) for no additional compensation. USEM's or other special or collaborative teaching assignments may be substituted for one course by request of the Chair and permission of the Dean.

The precise determination of teaching loads with respect to individual and unique teaching roles is the responsibility of the Department Chair with approval by the Dean.

In addition to teaching responsibilities, all full-time faculty members will be required to:

- Participate in or lead Departmental, School and University committees or other service assignments.
- Serve as academic advisor to undergraduate or graduate students.
- Serve as advisor to thesis or independent study students.
- Report annually on research, development plans and publications.
- Update, or provide information to update, annually those sections of the school website that contain the faculty member's bio, list of publications, and as appropriate, images of important work.

Credit Hours

According to provost policy¹¹ and SACS policy¹², one credit hour typically corresponds to three hours of academic work per week for approximately 15 weeks, where academic work includes both direct faculty instruction and out-of-class student work. In lecture courses, this is typically achieved through one hour of faculty instruction plus two hours of out-of-class student work per week for each credit. Other teaching formats, should award credit hours based on an equivalent amount of work: i.e. approximately 45 hours of academic work per semester for each credit. This policy establishes a minimum standard that does not restrict faculty from assigning a greater amount of academic work per credit.

Course Scheduling

Course Schedule MWF (Monday/Wednesday/Friday) Classes:

0800-0850
0900-0950
1000-1050
1100-1150
1200-1250
1300-1350
1400-1515 (Mon/Wed.)
1530-1645 (Mon/Wed.)
1700-1815 (Mon/Wed.)
1900-2100 (Mon/Wed.)

Course Schedule TR (Tuesday, Thursday) Classes:

0800-0915
0930-1045
1100-1215
1230-1345
1400-1515
1530-1645
1700-1815
1900-2100

¹¹ <https://policy.itc.virginia.edu/policy/policydisplay?id=PROV-022>

¹² <http://sacscoc.org/pdf/081705/Credit%20Hours.pdf>

Additional University Compensation

Full-time faculty members may receive up to three months additional compensation from any combination of: research activities which have brought in external funding, teaching in the summer session, teaching in the Summer Programs Abroad; or similar sources. Additional compensation through an overload procedure during the nine-month academic year is also possible, although it must be approved in advance by the Department Chair and the Dean's Office. See the policy on Teaching Releases and Course Buyouts in this document.

Teaching Releases and Course Buyouts

Approved November 12, 2013

Policy

Faculty may receive partial or full release from teaching duties in a variety of circumstances, including academic leave, substantial administrative duty, or to provide time to pursue funded research. The Provost's policy on Leaves of Absence¹³ describes these circumstances in detail. The following explains how those policies are applied in the School of Architecture.

Concerning release for administrative duties, Department Chairs are released from half of their teaching load and Associate Deans are granted a one-course release. Those with other substantial, additional administrative duties may be eligible for a course release and are addressed on an individual basis. These fall generally under the category of "Other Educational Leaves" in the Provost's policies.

Concerning funded research, a faculty member may use funds to "buy out" a portion of their teaching time. The minimum funds required depend on the course credits and faculty rank, according to the table below, which reflect the costs of hiring a suitable adjunct replacement. Based on costs related to the specific course, the Department Chair and the Dean may require the faculty member to provide funding beyond the amounts in the table.

Minimum funding for course buyout		
	Tenure-track	Tenured
3-credit course	\$5,000	\$6,500
4-credit course	\$8,000	\$10,000
6-credit course	\$9,500	\$13,500

Concerning the particular course and semester of the buyout, the decision is made by the Department Chair, with the approval of the Dean. The decision is based on the benefit that the arrangement brings to the Department and the School.

Procedure

Faculty members will gain written approval from the Department Chair and the Dean's Office for any requested course buyout prior to submitting the proposal for funding. The request must be submitted prior to the first day of classes of the semester proceeding the proposed course buyout. It is recommended that the faculty member consults with the Department Chair well in advance of that date. Submit the request to the Departmental Chair. If the Chair approves, the request will be forwarded to the Dean for approval. If the Departmental Chair denies the request, the decision may be appealed in writing to the Dean. The Dean and the Chair will then discuss the matter and the Dean will make the final decision. The Dean's Office will maintain the record of the course buyout approval. The minimum funding levels presented in this document will be reviewed annually and adjusted as needed.

¹³ http://www.virginia.edu/provost/docs_policies/leaves.html

Use of School Resources for Scholarly and Creative Work

Reviewed November 12, 2013

The appropriate use of School of Architecture and University resources is defined by University policy¹⁴. Faculty members who are engaged in consulting work or practice that is essential to their academic development and advances the mission of the School may use School resources beyond standard academic use according to the following guidelines:

- The primary goal of the work is to advance scholarly or creative work, leading to publication or other public dissemination.
- The work is consistent with the faculty member's development goals and criteria for academic advancement described in the Annual Reporting process.
- Faculty members who would like to use University resources for design or research that is funded through professional consulting fees must submit proposals on a project-by-project basis for approval by their Chair and the Dean. The proposal should document the nature of the work, resources required, intentions for publication, and relationship to the academic Development Plan.
- School resources covered by this policy include but are not limited to computer hardware and software, office space, staff support, photocopying, and telephones.

In reviewing proposals, the Dean will determine whether the work is academic in nature and is in support of the School's mission with respect to teaching, research and service, or whether it is commercial in nature and would therefore be ineligible. In some cases, faculty members may be requested to reimburse the School for expenses and overhead as would be typical of grant-funded research.

¹⁴ <http://www.virginia.edu/finance/polproc/pol/xvg1.html>

Visiting Scholars Policy

Approved April 2010

Overview

From time to time, the School of Architecture is approached about hosting visiting professionals and scholars. Carefully selected scholars can potentially contribute to the vitality and life of the school and university and will be considered under the guidelines listed below.

Guidelines

- The living, travel and other expenses and the work proposed must be fully funded by sources external to UVA.
- The term of the visit may vary but may not exceed one calendar year.
- Normally a maximum of three visitors school-wide will be hosted at any one time.
- A department or program must serve as host and one faculty member in that department must take primary responsibility and be prepared to spend time with the visitor which could include periodic meetings, bridging between the scholar and resources/facilities at UVA or elsewhere, commenting on work that is being prepared, and advising on a wide range of topics, both academic and domestic, during the visit.
- To be eligible, applicants must hold a terminal professional degree or a PhD. in a relevant field.
- Potential visitors should submit a letter of application and include the following:
 - By February 1 for visits to begin the following fall semester
 - By September 1 for visits to begin the following spring semester
 - Clearly explaining the topic(s) and method(s) of the work to be undertaken, its significance and audience, and the potential relationship of the work to prominent issues in the school or department.
 - A letter from the sponsoring UVA faculty member indicating how this visitor would benefit the school or department and the nature of the collegial support the faculty member expects to provide.
 - A current CV
 - Description and documentation of funding.
- Applications should be submitted via email to the chair of the department proposed to serve as host.
- Applications will be reviewed by a committee of the department chairs following the February and September deadlines and recommendations submitted to the Dean.
- A visitor will be provided an office (possibly shared), an email account, wifi data access, and library privileges. The visitor will be expected to provide their own phone access via a cellular service. A visitor self-funded printing and copying account can be established.
- A visitor at a minimum will be expected to contribute to the life of the school which may include a public presentation and meetings as requested.

Related University Policies

- Appointment Types and Titles
 - *Visiting scholars* are elected, often for short terms, so that they may participate in scholarly or research activities in a sponsoring department or school. They serve without pay and usually do not participate formally in instruction.
 - http://www.virginia.edu/provost/docs_policies/appointments.html
- Appointment of Unpaid Faculty
 - Requires appointment letter from Dean specifying terms of appointment and entry into HR system, liability coverage is provided for university related activities.
 - <https://policy.itc.virginia.edu/policy/policydisplay?id=HRM-005>
- International Scholars
 - Health insurance and immigration services requirements.
 - <http://www.virginia.edu/iso/issp/department.html>