

Faculty Guide

a life-friendly guide sponsored by U.Va. ADVANCE



OVERVIEW



The University of Virginia: Uncommon Excellence

"What attracted me to the University of Virginia is its intellectual fervor and excitement. The people I met were such exceptional people— fun, intelligent, curious. I thought: I want to sit down and talk to these people!"

—Rita Dove, Commonwealth Professor
Poet Laureate of the United States, 1993-95

The University of Virginia ranks as one of the top public universities in the nation and is distinctive among American institutions of higher education. Founded by Thomas Jefferson in 1819, the University pursues Jefferson's vision of developing leaders who are well prepared to help shape the future of the nation. This focus extends to our faculty and staff; U.Va. embraces leadership characteristics that guide our employees toward individual accomplishment and collective success. Honor, integrity, innovation, diversity and excellence

are values that reflect U.Va.'s heritage as well as its future.



Charlottesville: A Vibrant Community

When I came to U.Va., I was completely consumed by my research, setting up the laboratory and teaching. However, eventually I ventured from the Chemistry building and realized that there is a high quality of life in Charlottesville because of the people, organizations, activities and community!

—Linda Columbus
Assistant Professor of Chemistry and Molecular Physiology

Few places in the United States match Charlottesville's picturesque countryside, rich historical associations, close proximity to a national park, and broad array of cultural opportunities. In the foothills of Virginia's Blue Ridge Mountains, Charlottesville is centrally located, easily reached by air or rail, and close to Richmond, Washington D.C., and historic areas such as

Williamsburg and Jamestown. Combining small town charm with the attractions of a much larger metropolitan area, Charlottesville consistently ranks among the nation's best college towns and communities.



Explore the Possibilities: Career Development Support

The [Teaching Resource Center \(TRC\)](#) is an incredible asset for junior faculty members at U.Va. TRC staff members are leaders in the field of faculty teaching development and the other professors that attend their workshops and seminars are a supportive group of the best teachers at U.Va.

—Andres Clarens
Assistant Professor Environmental and Water Resources Engineering

U.Va. supports professional development with robust career planning resources that include workshops, programs and private consultations. Based on the belief that employee talent is our greatest asset, we are committed to employee growth, competitive compensation, and internal promotion.



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Supporting Faculty Means Supporting the “Whole Person”

I really appreciate the flexibility that our Religious Studies Department has shown to Greg and I in allowing us to schedule our class meetings on alternating days. My classes meet and I hold office hours on Tuesdays and Thursdays, while Greg’s classes are on Mondays, Wednesdays and Fridays. When one of our kids (inevitably) gets sick, one of us is available to attend to them without having to cancel classes, and we just work from home on that day. Things keep going at work and home with minimal interruption, and that is no small thing for an academic couple.

—Jalane Schmidt, Assistant Professor Religious Studies
(with husband Greg Goering, Assistant Professor Religious Studies)

The passion for scholarship, teaching, and service to others often needs balanced with the practical realities of academic and personal life. The University of Virginia is committed to supporting all faculty members so that they can excel as scholars, teachers and human beings.



Commitment to Caring

“The [Excellence in Diversity Fellowship \(EDF\)](#) program gave me the opportunity to meet other junior faculty facing similar challenges and I benefited a lot from sharing experiences with them. My EDF mentor and the TRC staff were very supportive and provided tips and advice that I found extremely helpful, especially as this was my first year in the US. The meetings were also a time to take a step back and reflect on our objectives and how best to achieve them.”

—Sophie Osotimehin, Assistant Professor, Economics

The University of Virginia is a caring community that aspires to treat every individual with kindness, dignity and respect, regardless of position or status. The University cannot realize its bold ambitions for excellence in teaching, research, public service, and patient care unless every member of its community embraces these values.

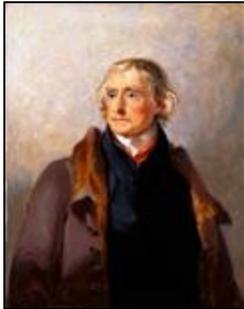


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THE UNIVERSITY OF VIRGINIA: UNCOMMON EXCELLENCE



Thomas Jefferson founded the University of Virginia in 1819. He planned the curriculum, recruited the first faculty, and designed the Academical Village. Comprised of a central lawn and surrounded by residences and gardens, the “village” symbolizes Jefferson’s intent to create an institution that supported the free and open exchange of ideas, close interaction among students and faculty, and collegial collaboration across disciplines. The Academical Village is an architectural design of global significance. U.Va. is one of the eight original Public Ivy universities, and it is the only university campus in the United States that is designated a World Heritage Site by UNESCO in recognition of its cultural value.

The University sustains the ideal of developing, through education, leaders who are well-prepared to help shape the future of the nation. The University is public, while nourished by the strong support of its alumni. It is also selective; the students who come here have been chosen because they show the exceptional promise Jefferson envisioned.



[U.S. News & World Report Rankings: America's Best Colleges](#): Since U.S. News began a separate listing of the top 50 public universities, U.Va. has never been ranked lower than No. 2. And in the history of the U.S. News Rankings, U.Va. has never dropped out of the top 25 listing of all national universities.

Leaders in Research



"There are a myriad of opportunities to collaborate with high-achieving undergraduate and graduate students as well as distinguished faculty on grounds who help my research group conduct cutting-edge research on advanced polymeric materials. Examples include working with students and faculty in the Schools of Arts and Sciences, Engineering, and Medicine on the development of high-strength, lightweight nanocomposites, higher efficiency solar cells, and drug delivery agents to improve bone repair."

—David Green, Associate Professor Chemical Engineering

The University of Virginia produces research of proven scientific, social, and economic impact from a unique consortium of innovators and problem solvers. U.Va. encourages collaboration between scientists and scholars from across disciplines, resulting in new applications for today’s urgent and significant social issues.

The University of Virginia received over \$280M in new sponsored research awards in fiscal year 2013.



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[The School of Engineering and Applied Science](#) has research strengths which are captured in four societal challenges: creating a sustainable future, engineering improved health, advancing the cyber and physical infrastructure and providing personal and societal security.

[The College and Graduate School of Arts and Sciences](#) are leading institutions in humanities, social sciences, and arts scholarship. Over a dozen centers and institutes offer students and faculty the opportunity to work on topics of current social, scientific, or scholarly interest.

[The School of Medicine](#) supports and promotes basic, clinical, and translational investigation. The University supports seven research centers and six institutes and programs.



[The Office of the Vice President for Research \(VPR\)](#) is responsible for the integration and enhancement of research activities across UVA's eleven schools and multiple research centers. VPR leads university-wide strategic growth activities, including multidisciplinary groups in environmental sustainability, innovation, energy systems, and biosciences. VPR also coordinates the various University units that comprise the research infrastructure, including the acquisition of research funding, the planning and development of academic research space, research commercialization, the incubation of new companies and recruiting of corporate research partners to local research parks, and public outreach.

Academic Excellence

The University of Virginia possesses a distinguished faculty, including a Nobel Laureate, a Pulitzer Prize winner and former U.S. poet laureate, 25 Guggenheim fellows, 26 Fulbright fellows, six National Endowment for the Humanities fellows, two Presidential Young Investigator Award winners, three Sloan award winners, three Packard Foundation Award winners, and a winner of the 2005 Nobel Prize in Physiology or Medicine, and a former NASA astronaut among many others.

Approximately 2,000 full-time faculty members teach in programs leading to bachelor's, master's, doctoral and first professional degrees. The eleven schools of the University are as follows:

- [School of Architecture](#)
- [College and Graduate School of Arts and Sciences](#)
- [McIntire School of Commerce](#)
- [School of Continuing and Professional Studies](#)
- [Curry School of Education](#)
- [School of Engineering and Applied Science](#)
- [Darden School of Business](#)
- [School of Law](#)
- [School of Medicine](#)
- [School of Nursing](#)
- [Frank Batten School of Leadership and Public Policy](#)



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CHARLOTTESVILLE: A VIBRANT COMMUNITY



U.Va. is located in picturesque Charlottesville, Virginia. This mid-sized city in the rolling foothills of the historic Blue Ridge Mountains offers many of the cultural, educational and professional advantages of a large metropolitan area.

Charming for both its academic and recreational and leisure opportunities, including hiking, biking, canoeing, rappelling, golf and other athletics, as well as theater and music, Charlottesville is consistently acclaimed by publications as one of the most livable cities in the country. Shopping, dining and entertainment, as well as convenient proximity to the beach or Washington DC, make

Charlottesville an ideal place for families, singles and active adults.

- Best City to Live in USA & Canada (*Frommer's Cities Ranked & Rated*)
- One of the Best Places to Live (*Money magazine*)
- One of the Best Places to be Found and Seven Dream Towns That Have it All (*Outside magazine*)
- Healthiest Place to Live in America (*Kiplinger's Personal Finance*)
- Best Place in the Country to Raise a Family (*Reader's Digest*)
- Healthiest City for Women (*American Health*)
- Best Tennis Town (*Tennis magazine*)
- Best Place to Live in America (*A&E Television*)
- One of the Best Small Places for Business and Career 2001 (*Forbes/Milken Institute*)



Get more information on the surrounding community and resources, and see why Charlottesville is rated as one of the best places to live in the U.S.

[Exploring U.Va. & Charlottesville](#)
[U.Va. Faculty & Staff Guide](#)
[U.Va. Calendar of Events](#)
[Albemarle Family](#)



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EXPLORE THE POSSIBILITIES: CAREER DEVELOPMENT SUPPORT



Based on the belief that employee talent is our greatest asset, we are committed to employee growth, competitive compensation, and internal promotion. At the University of Virginia, the [Office of the Vice Provost for Faculty Recruitment \(VPFRR\)](#) and the the Office of the [Vice Provost for Faculty Development \(VPFD\)](#) in conjunction with the [Teaching Resource Center \(TRC\)](#) develop and maintain a number of initiatives designed to offer unparalleled career development and support to all faculty. Together they offer a range of targeted workshops, programs, and resources including: scholarly writing, pedagogy, course design, hybrid technology, one-to-one consultations and mentoring. Some of the specific offerings and resources are highlighted below.

Workshops



TRC Teaching Workshop (photo by Christian Hommel)

[August Teaching Workshop](#): Two-day workshop introducing new faculty and beginning teaching assistants to teaching at U.Va.; all who teach are invited.

[January Teaching Workshop](#): Half-day workshop emphasizing the basics and exploring the boundaries of teaching.

[Course Design Institute](#): Annual, multi-day workshop where participants design or substantially redesign a course so that it promotes significant, long-term learning.

[Hybrid Challenge for Engaged Courses](#): This initiative from the UVA Faculty Senate and Teaching Resource Center supports faculty members as they develop newly hybrid technology-enhanced courses for engaged student learning. Funded by President Sullivan.

[Nucleus](#): This program helps faculty improve STEM education in introductory-level courses at UVA using research-based pedagogies and assessment—and helps faculty and departments sustain improvements. Funded by the Office of the Executive Vice President and Provost

[Calendar of TRC Workshops and Events](#)

Support & Fellowships

Excellence in Diversity Fellowship Program: This program offers incoming junior faculty one-year Fellowships to help them develop productive long-term careers at the University of Virginia. Originally funded by the Provost and by the Deans of Arts & Sciences, Engineering, and Medicine, the Program now receives permanent support from the University of Virginia.

U.Va. ADVANCE: In the Fall of 2012 U.Va. was awarded an NSF ADVANCE Institutional Transformation Grant to increase the number and percentage of women faculty in STEM and SBE fields. Find out more about their innovative initiatives [here](#).



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[U.Va. Faculty Development Hub](#): U.Va. has a well-developed network of programs and centers that provide assistance and support to faculty, from technological tools to teaching support and fellowship opportunities. Find out more by visiting the Faculty Development Hub.

Leadership & Mentoring

[Leadership in Academic Matters \(LAM\)](#): LAM is an intensive professional development opportunity focused on supporting, rewarding, and building collaborative networks amongst faculty members who have demonstrated leadership characteristics and future potential.

[Faculty Mentoring Initiative](#): Strong and effective mentoring networks are among the most important markers of successful academic careers. The Faculty Mentoring Initiative (FMI), sponsored by the [Institute for Faculty Advancement](#) and the Teaching Resource Center, expands existing mentoring opportunities for junior faculty. The goal of this pilot initiative is to support the professional development of early career faculty by connecting them with mentors outside of their home departments.

Promotion & Tenure

[Promotion and Tenure Guidelines](#): The P & T Policy provides the guidelines and the process for promotion and tenure. Individual schools offer specific information.

[Clock Stoppage](#). Clock stoppage on the Tenure probationary track may be requested for: maternity or family parenting, serious personal or family illness, engagement in important public or University service, or other reasons may occur during the probationary period and be extended beyond its ordinary term only if a written request by the faculty member has been approved in writing by the appropriate dean and the provost and provided in advance when possible. A leave of absence does not extend the probationary period without a written request and approvals.

Other Resources & Guides

[Vice Provost Faculty Development Resources](#)

[U.Va. Facts](#)

[U.Va. Faculty Handbook](#)

[About U.Va.](#)



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SUPPORTING FACULTY MEANS SUPPORTING THE “WHOLE PERSON”



"To recruit, develop, and retain excellent, diverse faculty, we address the 'whole person' and acknowledge the importance of having a satisfying career and life. We acknowledge the personal, family, community, network and social needs of each faculty member. Therefore we offer a system of career success programs, work-career flexibility and life-friendly initiatives."

—Gertrude J. Fraser, PI, [U.Va. CHARGE](#), Associate Professor of Anthropology in the College and Graduate School of Arts and Sciences

Getting Here

[Relocation Assistance](#). Learn about the new community: real estate referrals, schools and community information provided for newly hired and recruited faculty, staff and their family members.

[Dual Career Couples](#). The University of Virginia recognizes that employment decisions often involve two careers. We understand the unique challenges that dual-career couples face and are committed to developing resources to alleviate those challenges. For more information, please contact U.Va.'s [Office of Dual Career Recruitment](#) at 434-924-4717 or our office at prov-fa@virginia.edu.

[Local Jobs Listing Database](#). HERC Mid-Atlantic Higher Education Recruitment Consortium (MAHERC) is a searchable database that offers academic and non-academic job listings in the Virginia, Maryland and Washington, DC areas. Get help with dual career searches too.

New Faculty

"[Getting Started at U.Va.](#)" is the result of a collaboration between the [Teaching Resource Center](#) and the [Vice Provost for Faculty Development](#). This three day event is designed to welcome faculty to U.Va., build community, connect new faculty to useful resources, provide practical, concrete information, and encourage a healthy work-life balance. Get informed and inspired, meet colleagues from across Grounds, come to "[Getting Started at U.Va.](#)"

[Grounds for Success](#). [U.Va.'s Human Resources](#) hosts a comprehensive orientation experience in three steps; an in-person program, e-learning modules to be completed within two weeks of the in-person component, and a follow-up checklist to assist you in jump-starting a successful career at the University. We focus on delivering the right content at the right time to support your successful transition to our University community.

Health Benefits



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U.Va.'s outstanding [benefits for faculty](#) include:

- Health and dental insurance, retirement plans, and flexible spending accounts
- Life insurance, disability plans, and long term care insurance
- Annual educational benefit allowance toward a degree or non-credit classes
- Optional vision insurance
- Discounts year-round at a variety of artistic, cultural, athletic and outdoor activities, at U.Va. and in the community

Benefits Orientation, HR Service Center, 434-982-0123 or AskHR@virginia.edu

Child and Elder Care



[U.Va. Child Development Centers](#). The University of Virginia Academic Division operates two child care facilities. The University of Virginia Child Development Center was established in 1991 for infant to prekindergarten. The Center was transitioned into a center for two year olds thru prekindergarten in August 2011. It is located on 108 Copeley Road. The University of Virginia Child Development Center is accredited by the [National Association for the Education of Young Children \(NAEYC\)](#). The Center earned this designation by having a lower child and teacher ratio, offering an outstanding program, and hiring the finest staff. The University of Virginia Infant and Toddler Child Development Center is located on 408 Earhart Street and was established in August 2011. The Center is in the process of becoming NAEYC accredited.

The U.Va. Health Services Division also has a childcare center. The [Malcolm W. Cole Child Care Center](#) was established in 1984 to assist in recruiting and retaining a high caliber health care team for the University of Virginia Health System. The center is fully licensed and serves children from six weeks to five years of age. Known for its caring staff and exciting programs, the Center is supported by well qualified child care professionals. The center has also been

accredited by the [National Association for the Education of Young Children \(NAEYC\)](#) since 2005 and has recently been awarded 4 stars in the Virginia Star Quality Initiative.

[Backup Care Options for Child and Elder Care](#) will allow employees to identify, access and secure high quality care with minimal effort or burden for the person seeking care in the event of a temporary disruption to regular care arrangements. Backup Care also gives you access to in-home caregivers that can assist you with personal care, meal preparation, and everyday household tasks that can be challenging while you are recuperating - whether from an unexpected illness or a planned event, like surgery - and is designed to ensure that you get the care you need without asking loved ones to take time off from work.

Educational & Family Leaves

The University of Virginia offers a variety of different Educational and Family leave options. Please go to the [U.Va. Human Resources Leave](#) section in order to see a full listing of leaves. The University Leave benefits include ample provisions for Maternity and Family leaves ([Maternity/Short-term disability FAQ](#)). Individual schools also have additional leave benefits and policies for Maternity and Family Leaves. Please go to the individual school Web site in order to locate specific details. It is encouraged that each individual seek out an HR representative in order to get a comprehensive understanding of all available benefits in relation to the individual's unique needs and circumstances. Please contact the HR Service Center at 434-982-0123 or AskHR@virginia.edu.

Fitness & Wellness



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[Exercise & Fitness](#). U.Va. has numerous state-of-the-art recreation-sports facilities and offers programs in Aquatics, Health and Fitness, Intramural Sports, Mind and Body (Yoga), Drop-in Exercises, Nutrition Evaluations, numerous workshops and classes, and access to personal trainers.



[Hoo's Well Wellness Program](#). Participate in the University's voluntary comprehensive wellness program designed to help you get healthy and stay healthy by improving your general fitness and reducing your risk for heart disease, cancer, diabetes, and other chronic conditions. Program offerings include losing weight, improving the diet and nutrition, quitting smoking, managing stress, and ways to enhance general health. There is a tailored program for expectant mothers or those who are living with a chronic medical condition. Most of the programs are free and open to employees and their spouses currently enrolled in the U.VA Health Plan.

[Faculty & Employee Assistance Program \(FEAP\)](#). Services assist faculty and staff to gain information and develop strategies to be fully engaged and do their best in work and in life. Services include: counseling for personal/family concerns, dependent care/elder care giving, legal/financial services, job related and workplace services (coaching; critical incidents; mindfulness/insight mediation).

Faculty Handbook

[Faculty Handbook](#). The online Faculty Handbook provides information about the U.Va. conditions of employment, benefits, and administrative policies that are essential to the faculty experience and clarify ways for faculty to contribute to and feel part of our diverse university.



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COMMITMENT TO A CARING COMMUNITY



"The University of Virginia is a caring community that aspires to treat every individual with kindness, dignity and respect, regardless of position or status. For U.Va. to become best-in-class as a respectful workplace, we need commitment from everyone working at all levels of the University. As president, I hold myself accountable to the Commitment to a Caring Community, and I expect all leaders at all levels of the University to do the same."

—Teresa A. Sullivan, President

The University of Virginia has a number of programs and initiatives designed to ensure support, dignity and respect for all individuals including underrepresented minority groups. One such program is spearheaded by the President herself, "[Respect@UVA](#)," which successfully sets the tone for the entire university.

Below are details about other resources for guidance and support regarding diversity and equity.

[Excellence in Diversity Fellowship Program \(EDF\)](#): This program offers incoming junior faculty one-year Fellowships to help them develop productive long-term careers at the University of Virginia. Originally funded by the Provost and by the Deans of Arts & Sciences, Engineering, and Medicine, the Program now receives permanent support from the University of Virginia.

[U.Va. ADVANCE](#): In the Fall of 2012 U.Va. was awarded an NSF ADVANCE Institutional Transformation Grant to increase the number and percentage of women faculty in STEM fields. Find out more about their innovative initiatives [here](#).

[The Office of the Vice President & Chief Officer for Diversity and Equity \(ODE\)](#): The ODE assists and monitors all units of the University in their efforts to recruit and retain faculty, staff and students from historically underrepresented groups and to provide affirmative and supportive environments for work and life at the University of Virginia. The ODE provides leadership, information, consultation, coordination, and assistance to the various units and constituencies within the University of Virginia.

[The Office of Equal Opportunity Programs](#): The OEP is committed to eliminating discrimination and advancing equal access in all opportunities, programs, and facilities of the University in accordance with applicable federal and state laws, and University policy.

For all U.Va. faculty policies refer to <http://www.virginia.edu/provost/policies.html> and for HR Benefits and Policies refer to <http://www.hr.virginia.edu/hr-for-you/faculty/fac-benefits/>. Guide prepared by the U.Va. ADVANCE program to support the recruitment, development, and career success of diverse tenure-track/tenured faculty. Sponsored by the NSF ADVANCE AWARD #1209197. Any opinions, findings, conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the National Science Foundation. Edition 1, Revised: October 10, 2013

