

VSU
Faculty Handbook
&
Academic Procedures Manual



**Office of the Provost
Virginia State University
Petersburg, Virginia 23806**

VSU Faculty Handbook

Updated 2013 Edition



The essential content of this handbook reflects recommendations from the Faculty Senate, its Handbook Committee, individual members of the faculty, University administrators, and the Board of Visitors. The Faculty Handbook reflects, therefore, broad-based participation in the governance of the University.

Approved by the 2012-2013 Faculty Senate Executive Committee with the consent of the Faculty Senate and with communication to and input by the Faculty through the Faculty Assembly as a first draft of revision:4/01/2013

Table of Contents

	Page
<i>Faculty Handbook</i> , 2013 Edition: Cover Page	2
TABLE OF CONTENTS	3
INTRODUCTION	8
The 2013 Handbook	9
Historical Profile of Virginia State University	13
Mission Statement and Principles	14
SECTION	
1. GENERAL POLICY STATEMENTS	15
1.1 University Governance	16
Board of Visitors	16
President	17
University Council	17
Provost/Vice President for Academic and Student Affairs	18
Vice President for Administration and Finance	18
Vice President for Development	19
Faculty Senate	19
Graduate Council	20
University Standing Committees	20
School and Departmental Committees	20
Special Committees, <i>Ad Hoc</i> Committees, and Task Forces	21
1.2 Academic Freedom and Professional Ethics	21
Academic Freedom	21
Professional Ethics	22
1.3 Other General Policies	23
Equal Opportunity	23
Financial Exigency	24
Immigration Reform and Control Act	24
Political Activities	24
Sexual Discrimination and Harassment	25
Solicitation of Funds or Gifts	25
Substance Abuse	25
Use of University Facilities	26
Use of University Letterhead	26
Use of University Vehicles	26
2. THE GENERAL FACULTY	27
2.1 The General Faculty: Classifications	27
Collegiate/Instructional Faculty	27

Administrative and Professional Faculty	27
Library Faculty	27
Counseling Faculty.....	28
Research Faculty	28
Agricultural Extension Faculty	28
Agricultural Research Faculty.....	28
Graduate Faculty	29
2.2 Faculty Contracts	29
Restricted Contracts	29
Term Contracts.....	29
Probationary (Tenure Track) Contracts.....	29
Notice of Non-reappointment	29
Continuing Contracts	30
2.3 Appointment of Collegiate/Instructional Faculty.....	31
Non Tenure-Track Appointments	31
Adjunct Faculty.....	31
Instructor	31
Tenure Track Appointments	32
Assistant Professor.....	32
Associate Professor.....	33
Professor	33
Tenured Appointments.....	33
Special Appointments	34
Lecturer	34
Visiting Scholar.....	34
Eminent Scholar.....	34
Distinguished Professor	34
Professor Emeritus	34
Endowed Chair or Professorship.....	35
2.4 Advancement in Rank for Collegiate/Instructional Faculty.....	36
Associate Professor	36
Professor.....	37
2.5 Criteria for the Award of Tenure to Collegiate/Instructional Faculty.....	37
2.6 Promotion and Tenure Review Process	
for Collegiate/Instructional Faculty	42
Promotion and Tenure Review Process	42
Submission of Candidate's Application	43
Departmental Peer Review	46
Department Chair's Review	44
College Dean's Review.....	44
University Promotion and Tenure Committee's Review....	44
Recommendation of Provost/Vice President for Academic Affairs....	45
Recommendation of the President	45
Recommendation of the Board of Visitors	45
2.7 University Promotion and Tenure Committee.....	46
Function of UPTC	46

Composition of the UPTC	46
Selection of UPTC Members	46
Terms of Service for UPTC Members	46
2.8 Appointment of Agricultural Research and Extension Faculty	46
Research and Extension Specialist.....	47
Assistant Research and Extension Professor	47
Associate Research Professor or Associate Extension Professor	47
Research or Extension Professor	47
2.9 Advancement in Rank for Agricultural Research and Extension Faculty	44
Assistant Research/Extension Professor	45
Associate Research/Extension Professor	45
Research/Extension Professor.....	46
2.10 Criteria for the Award of Promotion and tenure Status to Agricultural Research and Extension Faculty	46
Eligibility for Promotion and tenure Status	47
2.11 Promotion and Tenure Status Review Process for Agricultural Research and Extension Faculty	48
2.12 University Promotion and Tenure Status Committee	52
2.13 Grounds for Termination of Faculty Contracts.....	52
Non-renewal.....	52
Resignation and Retirement.....	53
Termination.....	53
Procedures Applicable to Termination	54
2.14 Faculty Evaluation	54
A. Purpose of Faculty Evaluation	54
B. Evaluation of Collegiate/Instructional Faculty	55
C. Pay for Performance.....	56
D. Post-Tenure Review	56
2.15 Professional Development	57
Attendance at Professional Meetings.....	57
Compensation for Professional Travel	57
Sabbatical Leave	58
Advanced Study Leave	59
Professional Enhancement Leave (Grant)	59
Leave Without Pay	60
Mini-Grants	60
University Professional Development Program	60
Tuition Waiver-Course Enrollment	61
2.16 Grievance Procedures	61
A. Grievances by Faculty	61

The Grievance Process	62
I. Grievances Regarding Performance Evaluations, Post-tenure Reviews, Matters of Privilege, and Matters of the Fair Application of University Policies	62
II. Grievances Regarding Adverse Decisions About Promotion and Tenure Status, or Grievances Regarding Termination	63
Grievances Filed with the Mediation Committee of the University Council	66
The Departmental Grievance Committee	66
The College Grievance Committee	66
B. Grievances against Faculty	67
2.17 Compensation	67
Faculty Salaries	67
Single Course Rate	68
Overload	68
Compensation for Single Student Instruction	69
Summer School Teaching and Compensation	69
Faculty Members with Summer Grants and Funded Projects	70
Family and Medical Leave	70
Sick Leave: Nine-Month Faculty	71
Sick Leave/Annual Leave: Eleven/Twelve-Month Faculty	72
Administrative Leave	72
Chairs Returning to Faculty Positions	72
External Employment/Consulting Services	72
Benefits	73
Group Life Insurance	73
Health Insurance	73
Flexible Reimbursement Accounts	74
Workman’s Compensation	74
Retirement Plans	74
Tax Deferred Annuity Plans	75
Social Security	75
Holidays	75
Severance Benefits Policy	76
3. ACADEMIC POLICIES	77
3.1 Academic Affairs Administration	78
Provost/Vice President for Academic and Student Affairs	78
Vice Provost for Administration and Vice Provost for Academic Affairs	78
Director of Honors Program	78
College Deans	79
Department Chairpersons	80
Dean of Graduate Studies, Research and Outreach	81

Dean of Library and Media Services	82
Director of Academic Technology	83
3.2 Instruction	83
Teaching Load	83
Other Professional Responsibilities	84
Final Examination Schedules	85
Preparation of Materials and Conduct of Examinations	85
Submission of Final Grades	85
Office Hours	85
Student Records	85
Grades	86
Incomplete Grades	87
Release of Records	87
Classroom Conduct	87
Course Syllabus	88
Meeting Classes	88
Availability During Critical Periods	88
Class Management	88
3.3 Academic Regulations	90
Academic Sanctions	90
Attendance	91
Academic Honesty	91
Classification of Students	91
Course Load	92
Examinations	92
Last 27 Credits	92
Proficiency Examinations	92
Readmission to the University	93
APPENDICES	94
A. Bylaws of the Board of Visitors	95
B. Constitution of the VSU Faculty Senate	106
C. Policy Statement on Sexual Harassment	142
D. Policy Statement on Equal Opportunity	147
E. Policy Statement on Substance Abuse	149
F. Graduate Faculty	154
G. Grievances against Faculty	159

FIGURES

1. Steps in the Promotion and Tenure Process	41
2. Steps in the Promotion and Tenure Status Review Process	51

Introduction



The 2013 *Faculty Handbook*

The 2013 *Faculty Handbook*, an updating of the 2004 *Handbook*, was developed during Phase II of the work of the Virginia State University Task Force on Shared Governance, and continued by the Faculty Senate Handbook Subcommittee. The work of these groups was enhanced and informed by the comments and recommendations of faculty, administrators and other members of the Virginia State University community. The primary intention of the Task Force and the Handbook Subcommittee was to begin to bring the *Handbook* into accordance with the new shared governance model, the core values of which are:

- Informed and inclusive decision-making;
- Transparency and clarity of operations and decision-making;
- Open lines of communication between and among all components and members of the VSU community;
- Accountability;
- Mutual trust and respect.

Updating and amending the *Faculty Handbook* must be part of the ongoing process of shared governance at VSU. As should be the case with all shared governance documents, the *Faculty Handbook* will undergo a thorough review at least every three years.

The Faculty Senate Handbook Subcommittee, a subcommittee of the Faculty Policies Committee of the Faculty Senate, shall serve as the Faculty Handbook Committee for Virginia State University. The Chair of the Faculty Handbook Subcommittee is an officer of the Faculty Policies Committee. The Provost/Vice President for Academic and Student Affairs will be an ex-officio member of the Faculty Policies Committee and will work with the Handbook Subcommittee when it is regularly convened to review and evaluate the *Faculty Handbook*.

This document recognizes the rights and responsibilities of the faculty, administration, and the Board of Visitors as they work together in implementing the mission, principles, and goals of Virginia State University. This *Handbook* is designed to protect the rights of all constituent groups of the University community.

The *Faculty Handbook* includes specific policies and other information underlying the governance of the University. Hard copies of the *Handbook* will be available, and it will also be accessible in electronic form. University policies may be modified to accommodate changes at the University, changes in state policy, as well as changes approved by the Board of Visitors.

The *Faculty Handbook* refers to and is complemented by the *Academic Procedures Manual*, which provides direction for the implementation of specified policies.

Instituting Changes to the *Faculty Handbook*

Proposals for changes to the *Faculty Handbook* can come from the Board of Visitors, the administration, or faculty.

In order to be effective, the Handbook Subcommittee needs VSU's administration to inform the committee of changes in SCHEV or legislative policies that will impact the professional welfare and working conditions of VSU faculty. In addition, faculty or other members of the VSU community may bring up issues of concern or recommend changes in policy that are important to the VSU faculty as a whole. Although the Faculty Senate and its committees must comply with mandates from agencies of the Commonwealth of Virginia, the manner in which those mandates are implemented by Virginia State University should be reviewed and recommended by the Faculty Senate and its committees.

Issues or proposals must be presented to the Chair of the Faculty Policies Committee, and the Chair may request the submission of sufficient supporting explanation/documentation to allow sound judgments and recommendations to be made. The Committee Chair will inform members of the Faculty Policies Committee of such proposals and issues. If the issue or proposal concerns a change in the *Faculty Handbook*, the Chair of the Faculty Policies Committee informs the Chair of the Faculty Handbook Subcommittee of the issue or proposal and forwards any supporting documentation in his/her possession. In either case, the Chair of the Faculty Policies Committee informs the Faculty Senate or the Executive Committee of the proposed change.

The Faculty Senate cannot make any final decisions on recommendations from the Faculty Policies Committee or the Faculty Handbook Subcommittee before the faculty at large has been informed and had the opportunity to respond.

Procedures for Changes to the Faculty Handbook:

1. Once the Chair of the Faculty Policies Committee has received sufficient documentation and/or rationale for a proposed change in the *Faculty Handbook*, he/she will forward the information to the Chair of the Faculty Handbook Subcommittee. Once the Chair of the Faculty Handbook Subcommittee receives this information, s/he will convene the Faculty Handbook Subcommittee to take up the issue within that semester.
2. A recommendation for a change in the *Faculty Handbook* shall be sent by the appropriate committee to the Faculty Senate. The Secretary of the Faculty Senate will notify the faculty at large of the recommendation so that all faculty members will have an opportunity to offer comment. In addition, the Chair of the Faculty Senate may call a Faculty Assembly.
3. The Faculty Handbook Subcommittee then considers the suggestions of the faculty at large and the Faculty Senate, and, if necessary, revises the recommendation.

4. The revised recommendation then moves to the Faculty Senate that may solicit additional commentary on the revisions from the faculty at large before the Faculty Senate votes.
5. If the Faculty Senate disapproves of the recommendation, it is returned to the Faculty Handbook Subcommittee for possible further study and recommendation.
6. If the Faculty Senate approves of the recommendation, it then moves forward to the Provost/Vice President for Academic Affairs for approval. If necessary, the proposal may be forwarded to the President and the Board of Visitors for final approval.
7. The Faculty Senate will be notified of approval or rejection, and the disposition of the matter will be entered into the Faculty Senate minutes and made available to the faculty.

Acknowledgements

Among those who contributed significantly to the 2013 edition of the Virginia State University *Faculty Handbook* are:

Faculty Handbook subcommittee (FHBSC) 2012-2013

Dr. Gerald Burton	College of EST
Dr. Michelle Corley	College of Agriculture and FHBSC Chair
Dr. David Schaffer-Gottschalk	SLAE
Dr Chaya Jain	SLAE
Dr. Colleen Taylor	EST and FHBSC Secretary
Dr. Weldon Hill	Provost/VPAA (ex-officio)

University Task Force on Faculty Evaluation (TFFE) 2012-2013

Dr. Adeyemi A. Adekoya	RFLSB
Dr. Alice F. Joyner	Department Chair Representative
Dr. Brian Nerrie	AGRICULTURE
Dr. Gerald Burton	College of EST
Dr. Hari Sharma	RFLSB
Dr. John Holmes	SLAE
Dr. Keith Williamson	Dean Representative
Dr. Maxine Sample	SLAE
Dr. Regina Knight-Mason	EST
Dr. Shuxin Ren	AGRICULTURE
Dr. W. Weldon Hill	PROVOST/VPAA

The 2013 *Faculty Handbook* is largely based on the form and content of its predecessor, and the 2013 team would like to express its sincere appreciation to those members of the faculty who spent many hours in the preparation of the 2004 edition of the Virginia State University *Faculty Handbook*, among whom are:

Dr. Arthur Abraham, Professor of History and Philosophy, Chair of Faculty Senate
Dr. Donatus Amaram, Professor of Management and Marketing, Chair of Shared
Governance Task Force Handbook Committee

Dr. Diann Baecker, Assistant Professor of Languages and Literature

Dr. David Bejou, Vice Provost for Administration, Co-Chair of Shared Governance
Task Force

Mr. Lucious Edwards, Archivist, Library Services

Dr. Carl Garrott, Professor of Languages and Literature

Dr. Gilbert W. Gipson, Assistant Professor of Health and Education

Dr. John R. Holmes, Associate Professor of Languages and Literature, Co-Chair of Shared
Governance Task Force and Chair of Faculty Handbook Subcommittee

Dr. Reginald Hopkins, Associate Professor of Psychology Mrs.

Debra S. Jones, Extension Specialist for Human Health

Dr. Gary MacDonald, Assistant Professor of Languages and Literature, Secretary of
Faculty Senate

Dr. Ali I. Mohamed, Associate Professor of Biology

Ms. Brenda Mveng, Assistant Professor of Art, Design, and Music, Chair of Faculty Policies
Committee

Dr. Brian L. Nerrie, Extension Specialist

Ms. Azzala Y. Owens, Assistant Professor of Mathematics and Computers Dr.

James Phillips, Assistant Professor of Political Science and Public
Administration, Shared Governance Task Force Consultant

Specialist

Ms. Azzala Y. Owens, Assistant Professor of Mathematics and Computers Dr.

James Phillips, Assistant Professor of Political Science and Public
Administration, Shared Governance Task Force Consultant

Historical Profile of Virginia State University

Virginia State University was founded on March 6, 1882, when the legislature passed a bill to charter the Virginia Normal and Collegiate Institute. The bill was sponsored by Delegate Alfred W. Harris, a Black attorney with offices in Petersburg, who lived in and represented Dinwiddie County in the General Assembly. A hostile lawsuit delayed opening day for nineteen months, until October 1, 1883. In 1902, the legislature revised the charter act to curtail the collegiate program and to change the name to Virginia Normal and Industrial Institute. In 1920, the land grant program for Blacks was moved from a private school, Hampton Institute, where it had been since 1872, to Virginia Normal and Industrial Institute. In 1923, the college program was restored, and the name was changed to Virginia State College for Negroes in 1930. The two-year branch in Norfolk was added to the college in 1944; the Norfolk division became a four-year branch in 1956 and gained independence as Norfolk State College in 1969. Meanwhile, the parent school was renamed Virginia State College in 1946. Finally, the legislature passed a law in 1979 to provide the present name, Virginia State University.

In the first academic year, 1883-84, the University had 126 students and seven faculty (all of them Black), one building, 33 acres, a 200-book library, and a \$20,000 budget. In 2004, the University, which is fully integrated, has a student body of nearly 5,000, a full-time faculty of over 200, a 236-acre campus and 416-acre farm, more than 50 buildings (including 15 dormitories and 16 classroom buildings), and an annual budget in excess of \$90 million in operating appropriations exclusive of capital outlay. Expenses have increased since the mid 1880's when tuition was \$3.35 and room and board were \$20.

The University is situated in Chesterfield County at Ettrick, on a bluff across the Appomattox River from the city of Petersburg. It is accessible via Interstate Highways 95 and 85, which meet in Petersburg. The University is only two and a half hours away from Washington, DC. to the north, and to the Raleigh-Durham-Chapel Hill area to the southwest, and about one and a half hours away from Charlottesville to the northwest.

Virginia State University has a long history of outstanding faculty and administration. The first person to bear the title of President, John Mercer Langston, was one of the best-known Blacks of his day. Until 1992, he was the only Black ever elected to the United States Congress from Virginia (elected in 1888), and he was the great-uncle of the famed writer Langston Hughes. From 1888 to 1968, four presidents--James H. Johnston, John M. Gandy, Luther H. Foster, Robert P. Daniel--served an average of 20 years each, helping the school to overcome adversity and move forward. The next twenty-four years, 1968-1992, saw six more presidents--James F. Tucker, Wendell P. Russell, Walker H. Quarles, Jr., Thomas M. Law, Wilbert Greenfield, and Wesley Cornelious McClure. On June 1, 1993, Eddie N. Moore, Jr., the former Treasurer of the Commonwealth of Virginia, became the twelfth President of Virginia State University. The thirteenth President is Dr. Keith T. Miller.

Mission Statement and Principles

Virginia State University, America's first fully state-supported four-year institution of higher learning for Blacks, is a comprehensive University and one of two land grant institutions in the Commonwealth of Virginia. Its mission is to promote and sustain academic programs that integrate instruction, research, and extension/public service in a design most responsive to the

needs and endeavors of individuals and groups within its scope of influence. Ultimately, the University is dedicated to the promotion of knowledgeable, perceptive, and humane citizens--secure in their self-awareness, equipped for personal fulfillment, sensitive to the needs and aspirations of others, and committed to assuming productive roles in a challenging and ever-changing global society.

Principles

1. Regardful of its heritage and its tradition of eminent concern for the education, welfare and progress of all peoples, the University welcomes and extends its resources to all who strive for academic excellence, whatever their nationality, race, ethnicity or religious affiliation.
2. The University seeks to fulfill its mission by enrolling students with a diverse range of talents and abilities, including: (a) students whose pre-college records reveal high academic achievement and talent, (b) students who through a combination of factors have demonstrated the potential to be successful in college, and (c) students whose secondary school records reveal potential but who need special academic enhancement.
3. The University, using available resources, offers programs which are of interest to the students, meet current and changing needs of society, and fall within the scope of its mission.
4. The living/learning community of the University seeks to cultivate a sense of pride and dignity within each individual and to promote an enduring search for knowledge among all students, staff, and faculty.
5. Those who matriculate are required to demonstrate a broad understanding of and competency in the arts and sciences and a commitment to intellectual development and scholarship in their fields of study.
6. Graduates of Virginia State University are prepared to enter the work force of the twenty-first century, pursue advanced study, assume leadership roles and be competitive in a global society.
7. The University assures its constituencies of collegial participation in decision-making.

Section 1

General Policy Statements

1.1 University Governance

The Board of Visitors is authorized by the legislature of the Commonwealth to govern the University, and is the final institutional authority of the University. The Board has empowered the President to establish procedures to carry out the functional operations of the University. The President of the University has established procedures to receive advice and recommendations from various constituencies, which are represented by several councils and committees, including:

- University Council and Committees;
- Faculty Senate and Committees;
- College and Department Committees;
- Student Government Association;
- Staff Senate; and
- Other administrative advisory committees/councils as necessary within Shared Governance guidelines.

The ultimate well-being of the University, and the success of the University's mission, fundamentally depends on shared governance. Shared governance affords different components of the University different degrees of authority based on their expertise and the areas of their responsibility. This process reflects a general commitment on the part of faculty, staff, students, and the administration to work together to strengthen and enhance the University. Shared governance also both reflect and enhance mutual respect and trust in the University community for the contributions that all of its members bring to the educational enterprise.

Board of Visitors

By statute of the Commonwealth of Virginia, the governing body of the University is the Board of Visitors, which exists as a corporation under the control of the General Assembly. The Board is composed of eleven members appointed by the Governor, subject to confirmation by the General Assembly.

The Board of Visitors is ultimately responsible for institutional policies. The Board's responsibilities are specified by state statute and include, but are not restricted to, the appointment of the University President; the appointment, promotion, granting of tenure, and removal of members of the faculty; the setting of faculty salaries; the determination of student tuition, fees, and other charges; and the government and discipline of students.

While ultimately responsible for institutional policy, the Board of Visitors should entrust the conduct of administration to administrative officers, who in conjunction with faculty will recommend and implement policies that are of concern to the entire University community. When acting on important matters of academic policy, the Board of Visitors should avail itself of the expertise and advice of the faculty and/or University shared governance bodies (e.g., University Council, Faculty Senate).

As may be provided in the Bylaws of the Board of Visitors, the Rector shall appoint, subject to the approval of the Board, the Executive Committee, the Academic and Student Affairs Committee, the Finance and Audit Committee, the Facilities and Services Committee, the Development Committee, the Personnel and Compensation Committee, and other such special committees as the Board may deem necessary or desirable. The President shall serve as an ex-officio advisory member of all committees.

The Bylaws of the Board of Visitors may be found in Appendix A, and are incorporated into the *Faculty Handbook* by reference, as they may be amended.

President

The President, the chief executive officer of the University, is appointed by the Board of Visitors. The President is charged with the overall organization and supervision of the University and all of the state agencies, services, and regulatory activities, which have been placed under the President's supervision by the Board of Visitors. In compliance with Board policies and directives, and in accord with the principles of shared governance, the President is responsible for the proper management of the University. The organization of the administration and the duties and responsibilities of administrators may change from time to time as directed by the President or the Board of Visitors, as appropriate.

Officers of the Administration who report to the President include: Provost, Vice President for Academic Affairs, Vice President for Administration and Finance, Vice President for Student Affairs, Vice President for Development, Assistant to the President for Human Resources, Special Assistant to the President, Director of University Relations, Special Events Coordinator for the Office of the President, Administrative Assistant, Director of Title III, and Internal Auditor. Also reporting to the President are those involved with Intercollegiate Athletics and Campus Police and Security.

University Council (UC)

The UC, under the authority of the Board of Visitors and with the leadership of the President, is the central governing body of the University and shall have the power to review, revise, and recommend, with approval of the Board of Visitors, actions that affect the entire University. Such University-wide actions may include, but are not limited to, issues that transcend a unit, a governance body's authority, and an administrative line of authority.

The UC, with the approval of the President and the Board of Visitors, shall have the power to set long-range strategic plans for the University, to set budget priorities and plans, to resolve conflicts, and to address special issues concerning faculty, staff, academics, and students.

Standing Committees include:

Communications, University Outreach, Public Relations, Calendar;
Mediation;

Strategic Planning, Budget Allocation, and Finance;
Facilities and Services;
Personnel and Compensation;
Academic and Student Affairs; and
Executive.

Provost/Vice President for Academic Affairs

The Provost/Vice President for Academic Affairs is the chief academic officer of the University and assists the President in the administration, coordination, and development of instructional, research, and curricular activities of the faculty; development, evaluation, and interpretation of academic policies and reporting of such activities to the Board, accrediting agencies, and other external constituencies; allocation and supervision of resources in all academic units; management of academic employee relations; review and recommendation of all academic promotion and tenure decisions to the President; public service; and extension programs.

In addition, the Provost/Vice President for Academic Affairs is responsible for maintaining University relations with the academic program function of the State Council of Higher Education for Virginia (SCHEV), oversees the development of the University's short- and long-range academic plans, and submits such plans for implementation to the President. The Provost/Vice President for Academic Affairs also has responsibility for Library and Media Technology Services and works closely with the various Vice Presidents to assist in coordinating and integrating formal academic programs with out-of-classroom activities such as those to be found in business, administrative, and financial services.

Reporting to this officer are the Vice Provost, Assistant Vice Provost for Administration Academic Operations; the Associate Vice Provost for Academic Affairs Partnerships and Engagement; the Director of the Honors Program; the Deans; the Directors of Assistant to the Provost for Institutional Planning and Assessment, Executive Director of the University College Academic Support Services, and Assistant Vice Provost for Enrollment Management; and specialized and/or University standing committees.

Vice President for Student Affairs

The Vice President for Student Affairs is responsible for the coordination of all student support areas and the development of criteria and procedures governing residence life, counseling, career planning and placement, student activities, student health services, and cultural affairs. He or she supervises student organizations and the operation of the disciplinary code and judicial procedures. Also reporting directly to this vice president are the Associate Vice President for Student Affairs/Director of Judicial Affairs and the Directors of Residential Life, Student Health Services, Cultural and Religious Affairs, Student Activities, Talent Search, Student Support Services, Upward Bound, Career Planning and Placement, and Psychological Services. The advice and assistance of the Faculty Senate are integral components in carrying out the responsibilities of the office.

Vice President for Administration and Finance

The Vice President for Administration and Finance assists the President in the general administration of the University. The Vice President for Administration and Finance reports to the President and is responsible for the functions of the Controller, Directors of Budget, Financial

Aid, Information Resource Center, Institutional Research, Purchasing, Contracts and Risk Management, Physical Plant, and Auxiliary Enterprises.

The Vice President for Administration and Finance recommends, and upon approval of the President, develops administrative services and policies, and oversees the ongoing evaluation of these services for cost containment and improvement in service delivery. The Vice President is responsible, in conjunction with the Director of the Budget, for developing capital improvement plans.

The Vice President recommends, and upon approval of the President, develops and implements accounting and financial policies and cost containment measures, and evaluates financial programs on an ongoing basis to ensure their effectiveness, compliance with, and support of University policies, procedures, goals, and objectives. The Vice President shall be responsible for periodic financial reporting to the President and, upon approval of the President, to the Board, the Commonwealth, and other external/internal entities. The Vice President provides data and information to the President's Office for the purposes of long-range strategic planning.

Among the responsibilities of this position are coordination of the University's biennial budget proposal; oversight of the approved University budget and expenditures; and compliance with all applicable state, federal, and other regulatory laws and policies. This officer is responsible for maintaining University relations with the central administrative agencies of the Commonwealth and with the financial and institutional reporting functions of the State Council of Higher Education for Virginia (SCHEV).

Vice President for Institutional Advancement

The Vice President for Institutional Advancement is responsible for overall institutional advancement functions and selected privately funded grants/contracts activities to support University programs. Specifically, the Vice President for Development coordinates the following functions: Alumni Affairs/Annual Giving, Corporate Relations, University Relations, Annual Giving, and Planned Giving.

Faculty Senate

The Faculty Senate serves as the primary body representing faculty interests at Virginia State University. Primary areas of responsibility include curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life that relate to the educational process. Faculty at Virginia State University can expect to be involved in specific academic activities and decision-making consistent with the functions and duties of the Faculty Senate and its committees. Standing Committees of the Faculty Senate are listed under Faculty Senate Bylaws. The Faculty Senate Constitution, along with Bylaws and Procedures, is listed in Appendix B.

Graduate Council

The Graduate Council, chosen from among the members of the Graduate Faculty, serves as the Executive Council of the Graduate Faculty. Each graduate program has one representative on the Graduate Council, chosen by the Graduate Faculty of the department housing the program. In the event a department has two graduate programs each one will have a separate representative. Nominees for the Graduate Council shall be approved by the President upon the recommendation of the Provost.

The President and the Provost serve as ex-officio members of the Graduate Council. The Dean of the College of Graduate Studies serves as Chair of the Graduate Council.

The Graduate Council is a subcommittee of the Faculty Senate Academic Environment Committee.

University Standing Committees

In addition to the Committees of the Faculty Senate, the President and Provost/Vice President for Academic and Student Affairs appoint faculty members to assist in governance and management of specific University functions. Faculty are selected as a result of the following:

- special skills and/or experiences;
- nomination by Faculty Senate, as appropriate;
- nomination from Colleges and/or other academic units, as appropriate; and/or
- at-large selections by the President and/or Provost.

University standing committees include, but are not limited to, the following:

- Ceremonial Occasions Committee;
- Commencement Committee;
- Special Projects Committee;
- University Assessment Committee; and
- University Recruitment and Transfer Committee.

Other committees may be added as deemed appropriate for management of the University.

College and Department Committees

Each College shall have at least the following committees:

- Curriculum
- Planning and Budget
- Recruitment and Retention

- Appeals

The Dean shall serve as the Chair of the College's Planning and Budget Committee. These committees shall serve as the central governing bodies within the domain areas of their respective Colleges. Within their domain areas, these committees shall review and recommend actions that affect more than one department within the College: 1) developing and setting long-range, strategic plans and budget priorities for the College, 2) approving curricular matters, and 3) resolving conflicts and other special issues concerning faculty, staff, and students.

In addition to the above College committees, each department within the College shall have at least two major committees: 1) Planning and Budget and 2) Curriculum. The committees shall develop long-range strategic plans and budget priorities for the department and set curriculum requirements. Departments shall also form standing committees at their discretion and convene ad hoc committees to handle special issues as they arise (e.g., faculty search committees).

Special Committees, Ad Hoc Committees and Task Forces

Faculty members and academic administrators are also selected to serve on special committees under the jurisdiction of the Vice Presidents. From time to time, special task forces and ad hoc committees are appointed by the President and Provost / Vice President for Academic and Student Affairs to study vital issues and make recommendations to the faculty, administration, and Board of Visitors.

1.2 Academic Freedom and Professional Ethics

Virginia State University seeks to promote the common good through the central functions of an academic community: teaching, learning, scholarship, and service. For an academic community to thrive and to fulfill its mission there must be openness to constructive criticism, willingness to change, and a fundamental commitment to mutual respect, reasoned discussion, intellectual honesty, and freedom of inquiry and expression. The faculty, the most enduring and stable body of the University constituencies immediately involved with the academic operation of VSU, are central to this community, and as such are traditionally endowed with certain rights and privileges that enable them to perform their functions. The protections afforded by academic freedom and by tenure are not afforded to all members of society, and therefore carry with them special responsibilities and duties.

In the following sections are important examples of rights and responsibilities associated with academic freedom, but they are intended to serve as illustrations and should not be considered exhaustive. Both the protections of academic freedom and the requirements of academic responsibility apply to untenured faculty as well as tenured faculty, and to part-time faculty and teaching assistants as well as full-time faculty.

Academic Freedom

The University concurs with the following statements derived from the [AAUP Statement on Academic Freedom and Tenure \(1940\)](#):

Institutions of higher education exist for the common good and not to further the interest of either the individual teacher or the institution alone. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student in learning. It carries with it duties correlative with rights.

Tenure is a means to certain ends, specifically (1) freedom of teaching and research and of extramural activities, and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence, tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.

The teacher is entitled to freedom in research and in the publication of the results, subject to the adequate performance of other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

The teacher is entitled to freedom in the classroom to deliver instruction professionally, but should be careful not to introduce controversial matters having no relation to the subject under consideration.

College or University teachers are citizens, members of a learned profession, and officers of an educational institution. When speaking or writing as citizens, they should be free from institutional censorship or discipline, but a special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge the profession and institution by their utterances.

Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate that they are not speaking for the institution.

Professional Ethics

The University concurs with the following statements derived from the [AAUP Statement on Professional Ethics](#):

Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subjects is to seek and to state the truth as they see it. To this end they devote their energies to developing and improving their scholarly competence. They

accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although they may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

As teachers, professors encourage the free pursuit of learning in their students. They hold before their students the best scholarly standards of their disciplines. They demonstrate respect for the student as an individual, and adhere to their proper role as intellectual guide and counselor. They make every reasonable effort to foster honest academic conduct and to assure that the evaluation of students reflects their true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation of students for their private advantage and acknowledge significant assistance from them. They protect their students' academic freedom.

As colleagues, professors have obligations that derive from common membership in the community of scholars. They respect and defend the free inquiry of their associates. In the exchange of criticism and ideas they show due respect for the opinions of others. They acknowledge their academic debts and strive to be objective in their professional judgment of colleagues. They accept their share of faculty responsibilities for the governance of their institution.

As members of their institution, professors seek above all to be effective teachers and scholars. Although they observe the stated regulations of the institution, provided they do not contravene academic freedom, they maintain their right to criticize and seek revision. They determine the amount and character of the work they do outside their institution with due regard to their paramount responsibilities within it. When considering the interruption or termination of their service, they recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

1.3 Other General Policies

Equal Opportunity

The Virginia State University Board of Visitors, the administration and the faculty are committed to a policy of equal opportunity in education and employment prohibiting unlawful discrimination on the basis of race, color, creed, religion, marital status, sex, age, disability, political affiliation, or national origin. The University will continue to implement a program of positive effort designed to encourage the identification, recruitment, employment, and promotion of qualified applicants including minorities and women. The University will provide reasonable accommodation upon request to otherwise qualified disabled individuals who require such accommodation in order to perform the essential functions of their jobs, to meet the academic or technical standards of a University academic program or to have an equal opportunity to participate in University programs or activities.

Faculty are to be particularly sensitive to the special needs of students in areas such as ethnic heritage, religious principle, and condition of disability. Where assistance is required in arranging needed student accommodations, faculty are encouraged to be in contact with the Office of Academic Support Services.

The University's policies on Equal Opportunity and Affirmative Action are set forth in a policy statement and a resolution by the University's Board of Visitors incorporated in this *Handbook* and set forth in Appendix D. Faculty members who have complaints of discrimination in violation of University policy should contact the University Affirmative Action Officer.

Financial Exigency

The financial exigency policy of the Board, Article I, Section 14 of the Bylaws, provides that two-thirds of the Board may declare a state of financial exigency and require the President to develop a revised budget that includes plans for program reduction, program elimination, termination of employment, leave without pay and other necessary actions to reduce expenditures.

In case of financial exigency, faculty, including those tenured, may be terminated; administrative positions may be eliminated; programs and services may be abolished.

Procedures for the resolution of a financial exigency shall be developed through cooperative involvement of the President, Provost/Vice President for Academic and Student Affairs, Faculty Senate committees, Vice President for Administration and Finance, and other entities of the University deemed appropriate by the President. The Board of Visitors reserves the right to determine fair and appropriate procedures and policies designed to respond to any financial exigency.

Immigration Reform and Control Act

Virginia State University complies with the Immigration Reform and Control Act of 1986. All new faculty, as well as other new employees, are required to establish identity and employment eligibility by completing the I-9 Form. Documents which may be used to verify identity and employment eligibility include alien registration card with photograph, U.S. citizenship certificate, naturalization certificate, unexpired foreign passport with attached employment authorization, and U. S. passport. The initial paycheck of the affected employee will not be released until all requirements for identity and employment eligibility have been met.

Political Activities

Candidacy for political office, service on county and state commissions, and active participation in political campaigns are recognized as individual freedoms of each faculty member. Such activities are limited only by the restriction that they do not interfere with the faculty member's performance of academic duties.

As an agency of the Commonwealth, Virginia State University will not support political activities endorsing or supporting any specific political candidate or political party. However, this provision does not preclude the holding of voter registration rallies or voter registration drives at the University.

Sexual Discrimination and Harassment

Virginia State University subscribes to a policy that promotes for its students, faculty, staff, and guests an environment free from sexual harassment and sexual discrimination in any form.

It is the responsibility of all members of the University community to ensure that individuals are provided equal access to education, employment, and service without being subjected to sexual harassment. Sexual harassment is prohibited misconduct which undermines the mission of the University. The policy is incorporated in this *Handbook* and is set forth in Appendix C.

Sexual harassment may include, but is not limited to: (1) sexually suggestive conduct or remarks about clothing, body, or sexual activities directed personally at other members of the University or guests; (2) whistling in a suggestive manner directed personally at other members of the University community or its guests; (3) sexual propositions, invitations, or other pressure for sex; (4) obscene gestures directed personally to other members of the University community or guests; (5) patting, pinching, or any other sexually suggestive touching or feeling; (6) attempted or actual kissing or fondling; (7) coerced sexual intercourse, (8) assault; and (9) conditions of employment, promotion or academic performance based on expressed or implied request for sexual favors.

The Office of the Assistant to the President for Human Resources offers the option of a preliminary investigation and an opportunity for an informal resolution to the complainant. Informal and Formal Procedures for filing a complaint are set forth in [Human Resource Policy](#) and the Board of Visitors Policy

Solicitation of Funds or Gifts

Faculty, staff and student groups of Virginia State University planning to solicit funds or gifts for the University from corporations or individuals are required to obtain permission from the appropriate vice-president before contacting the Development Office. The Development Office serves as the clearinghouse for all fund-raising endeavors. This action is necessitated by the need for the University to prevent duplication of effort by its constituent groups. For a detailed policy statement, see [Development Policy and Board of Visitors Policy](#)

Substance Abuse

The University is committed to protecting the health, safety, and welfare of the citizens it serves, and seeks to ensure that a drug-free workplace is maintained and that employees perform their duties unimpaired by the effects of illegal drugs or alcohol. In compliance with this commitment and the federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, the University has adopted a policy on substance abuse at the University. The official University policy (Substance Abuse Memorandum, June 26, 1991), which is consistent with official state policy, is set forth in Appendix E.

In compliance with The Virginia Indoor Clean Air Act, smoking in elevators and other common areas, including, but not limited to, classrooms, public restrooms, hallways, indoor service lines, cashier areas, and public meeting rooms, is prohibited. For a detailed policy statement, see [Presidential Policy](#)).

Use of University Facilities

The President of the University, in accord with policies of the Board of Visitors, is responsible for the use of property and facilities owned by the University and shall distribute whatever guidelines considered by the President to be appropriate.

The academic program ranks first in consideration of the use of University facilities. Uses for all other purposes must be considered only in light of the impact upon the academic program.

The request for use of facilities must be submitted early in advance of use. The University maintains a schedule of facilities use. The schedule should be consulted during planning stages and prior to use.

Faculty shall observe the guidelines of the [Acceptable Use Policy for Electronic Resources](#) and Systems).

Use of University Letterhead

Virginia State University letterhead should be used solely for University-related business. Letterhead should not be used for personal correspondence, private business transactions, or where a profit or personal gain is realized. Care must be taken to ensure that correspondence printed on University letterhead not be construed to be an endorsement by the University of a product, political affiliation, or business enterprise.

Use of University Vehicles

Drivers of University vehicles must possess a valid driver's license. A completed travel request must be approved, a copy of which must be submitted with the request to use a vehicle.

Section 2

The General Faculty

2.1 The General Faculty: Classifications

For personnel management considerations, employees of Virginia State University are categorized according to one of two distinct categories: Classified Personnel and General Faculty. The term, General Faculty, refers to professional staff members who carry out teaching, research, and academic support. The General Faculty is further categorized by type:

2.1.1 Collegiate/Instructional Faculty

Individuals in this group hold appointments in departments, divisions, and centers, and are eligible for restricted, probationary, term, continuing, or tenure contracts. They may be members of the undergraduate faculty, the graduate faculty, or both. Collegiate/Instructional faculty are expected to engage in professional activities primarily related to effective teaching, research in the discipline, and significant service to students, the University, the profession, the community, and humankind at large.

Members of the collegiate/instructional faculty are assigned to the ranks of Professor, Associate Professor, Assistant Professor, or Instructor. This group of faculty also includes those who have been assigned a special rank such as Lecturer, Visiting Professor, or Adjunct Professor.

2.1.2 Administrative and Professional Faculty

Administrative and professional faculty members are those who support and enhance the teaching and learning goals of the University. They have professional credentials appropriate to their discipline or specialization. They hold academic support, management and/or service positions, and serve at the pleasure of the President. Subject to the foregoing, appointments are on an annual basis and positions do not carry tenure.

2.1.3 Library Faculty

The professional librarian is engaged in academic support services relative to the teaching and research activities of the University. As the University's academic center, the primary mission of the library is to be supportive of the University's basic educational commitments by providing an

environment conducive to study, including provision of bibliographic information and materials needed for instruction and research. Professional librarians are classified as *administrative* faculty.

2.1.4 Counseling Faculty

The professional counseling faculty provides comprehensive services that enhance the emotional, social, educational, and career development of all students. A primary goal of counseling faculty is to aid students in the development of self-understanding, self-acceptance, and self-direction. Every counseling function is concerned with promoting student retention as it relates to the accomplishment of the educational goals of the University. Professional counselors are classified as *administrative* faculty.

2.1.5 Research Faculty

Individuals who are appointed primarily to engage in sponsored research are identified as research faculty. They have appropriate higher education credentials and are evaluated on criteria similar to those of collegiate faculty although their appointments are on an annual basis. Although they are subject to continued availability of funding, research faculty are eligible to apply for promotion and tenure. Performance reviews are conducted annually by an academic administrator associated with the area.

2.1.6 Agricultural Extension Faculty

Extension and public service faculty assume a major role in carrying out the Land Grant mission of Virginia State University. Extension faculty members are expected to demonstrate excellence in public service and to make significant contributions in their specialty to industry, government, and community agencies. Members of this group may be given instructional assignments. For purposes of evaluation, Agricultural Extension faculty with instructional assignments will be evaluated and governed by the policies and procedures applicable to collegiate/instructional faculty.

2.1.7 Agricultural Research Faculty

Individuals who are appointed primarily to engage in research to implement the *land-grant* mission of Virginia State University are identified as agricultural research faculty. Agricultural research faculty perform a major role in fulfilling the mission and goals of the University by engaging in scholarly, scientific or creative work aimed at finding solutions to local, regional and national problems in food and agriculture. Members of this group may be given instructional assignments. For purposes of evaluation, Agricultural Research faculty with instructional assignments will be evaluated and governed by the policies and procedures applicable to collegiate/instructional faculty.

2.1.8 Graduate Faculty

The graduate faculty is comprised of selected faculty members, each of whom is in a department of one of the undergraduate Colleges of Virginia State University. Graduate faculty members ordinarily are University faculty members with the most advanced degree in their fields who are assigned responsibilities in graduate education, advising, and research. More information regarding the graduate faculty is given in Appendix F.

2.2 Faculty Contracts

All faculty appointments are subject to Board of Visitors policies, rules, resolutions, orders, and bylaws. The Board appoints all faculty members and fixes their salaries upon recommendation of the President. Individuals appointed to the faculty will receive at the time of appointment a restricted, term, or probationary contract as described below.

2.2.1 Restricted Contracts

Restricted contracts are limited to fixed, short-term appointments. Individuals on restricted contracts may hold adjunct appointments, externally funded appointments, or special appointments of one year or less. Individuals on restricted contracts are not eligible for tenure or promotion. Years of teaching experience earned under a restricted contract cannot be used to establish eligibility for promotion or tenure.

2.2.2 Term Contracts

Term contracts are issued annually for one academic year and carry no expectation of continuing employment or renewal beyond the one-year term. Term contracts may only be renewed on an annual basis by the Board of Visitors. Term contracts may be renewed no more than five times in succession, for a total of six consecutive years or full-time employment. Individuals with such contracts are not eligible for tenure or promotion. Years of teaching experience earned under a term contract cannot be used to establish eligibility for promotion or tenure.

2.2.3 Probationary (Tenure Track) Contracts

Annual contracts issued to collegiate/instructional faculty on tenure track and to Agricultural Research and Extension faculty seeking tenure are probationary in nature and *shall not be renewed beyond six years*. A faculty member on a probationary contract who has been denied tenure will be entitled to a terminal appointment for the ensuing academic year and will not be eligible for future full-time employment at the University in the capacity of Collegiate/Instructional faculty or Research/Extension faculty.

2.2.3.1 Notice of Non-Reappointment

Notice of non-reappointment of individuals with probationary contracts shall be given in

writing by the following dates:

1. No later than **March 1** of the first academic year of service, if the appointment expires at the end of that year; or at least three months in advance of the expiration of a one-year appointment that terminates during an academic year.
2. No later than **December 15** of the second or third year of service.
3. After three or more years of service, at least 12 months before the expiration of employment.

Only under the most extreme and extraordinary circumstances, such as financial exigency, would the schedule outlined in items 1, 2, and 3 not be observed, and then only at the discretion and determination of the Board of Visitors.

2.2.4 Continuing Contracts

2.2.4.1 Continuing Contracts for Tenure Eligible Faculty

Continuing contracts are issued to faculty who have been awarded tenure by the Board of Visitors and are renewed annually unless terminated in accordance with University standards and procedures. Compensation, duties, and other benefits are stated in the appointment for each academic year.

Collegiate/instructional faculty and research and extension faculty who meet applicable standards and criteria are eligible to be considered for tenure.

2.2.4.2 Continuing Contract for Expectation of Continued Employment (ECE) Faculty

Continuing contracts are issued by the Board of Visitors to instructors who have successfully completed the Expectation of Continued Employment (ECE) review and are renewed annually unless the faculty member has been terminated in accordance with University standards and procedures. Compensation, duties, and other benefits are state in the appointment for each academic year.

2.3 Appointment of Collegiate/Instructional Faculty

Procedures for the selection and appointment of faculty are found in the *Academic Procedures Manual*.

2.3.1 Non Tenure-Track Appointments

2.3.1.1 Adjunct Faculty

Adjunct faculty are identified as those individuals who meet established academic criteria, have appropriate higher education credentials, and engage in part-time teaching. These appointments are made for a specific term or for teaching a particular course, and there is no commitment to a continuing contract or renewal. Adjunct faculty receives restricted contracts.

2.3.1.2 Instructor

Instructors fill critical roles at Virginia State University. They typically complement the efforts and qualifications of tenure-track faculty, provide access to specialized faculty resources, and allow flexibility to address programmatic needs. Appointment to this rank requires a master's degree in the area of teaching specialty and evidence of promise in teaching or research. Generally a minimum of 18 graduate credits in the teaching discipline is required to meet accreditation standards. Instructors are issued one-year term contracts that may be renewed five times for a maximum of six years of continuous service. Appointments are for one year only, with eligibility for renewal for a maximum of six years. Academic departments retain the authority and responsibility to decide whether to employ instructors to deliver aspects of their instructional program. Appointments are made using established University search procedures.

As valuable contributors to the department and instructional missions, instructors are entitled to fair treatment and compensation, access to professional development opportunities, recognition for their accomplishments, and participation in the life of the University community. Assignments vary depending on the faculty member's expertise and experience and departmental needs, but they may include teaching undergraduate courses, advising students, developing or revising courses and curricula, and fulfilling other instructional, administrative or service responsibilities, as appropriate. In most cases, the responsibilities of a person appointed to the instructor rank in an academic department are focused on undergraduate education, with minimal or no expectation for development of an independent program of research or scholarship and minimal expectation for University and/or professional service. However, it is understood that faculty employed as instructors will demonstrate continued intellectual competence and growth in the teaching field.

The rank of Instructor is not a tenure-track rank. An instructor may apply and compete for a tenure-track position if qualified. However, service at the instructor rank would not count toward the probationary period if the faculty member is subsequently appointed to a tenure-track position.

2.3.1.2.1 Expectation of Continued Employment (ECE) for Instructors

The following are the conditions and review process for ECE appointments:

Conditions:

1. With the first reappointment after the sixth year of continuous employment at the University, instructors serve with the Expectation of Continued Employment (ECE) and may be reappointed, reassigned or terminated only in accordance with the terms of this policy.
2. Instructors who have earned the Expectation of Continued Employment will receive one-year continuing contracts so long as the services of the University continue to be the type and scope requiring the faculty member's high level of professional skills and the annual performance review reveals job performance has been judged to be at a high level of productivity and effectiveness.

Review Process (See Academic Procedures Manual for full ECE Review Process)

1. The Expectation of Continued Employment Review must be completed before an instructor may be considered to have earned ECE status.
2. The instructor's ECE review process shall take place in the sixth year of employment. The record of the instructor's performance in teaching and university, community and professional service for the first five years of service will be included in the review. An instructor's performance during the year in which the CE review occurs shall not be considered. An instructor may apply for ECE only once. An instructor who is not approved for ECE shall receive notice of non-reappointment and a one- year terminal contract.

2.3.2 Tenure-Track Appointments

Tenure-track or probationary appointments to the Collegiate/Instructional faculty are offered to those individuals whose record or promise of intellectual achievement, teaching ability and scholarly development indicate they can make a continuing and distinguished contribution to the University as members of the faculty.

2.3.2.1 Assistant Professor

Appointment to this rank normally requires:

- earned terminal degree (e.g., Doctorate, M.F.A., etc.) in the area of teaching specialty or its recognized equivalent (In exceptional cases, persons whose highest earned degree is the Master's, but who have special skills or experience, may be considered.);
- evidence of promise in teaching, research/creative activities and service;

- a record that clearly indicates his or her potential to make a significant and continuing contribution to the College or department in which the appointment is to be made; and
- an established record that clearly indicates that he or she will be able to meet the University's standards for the award of tenure within the allowed time period.

2.3.2.2 Associate Professor

Appointment to the rank of associate professor normally requires:

- an earned terminal degree (e.g., Doctorate, M.F.A., etc.) in the area of teaching specialty or its recognized equivalent;
- four years of full-time college/University teaching experience at the Assistant Professor rank or above, or its equivalent;
- evidence of an established high quality of performance in teaching, research/creative activities, and service; and
- a record should clearly indicate that he/she will be able to meet the University's standards for the award of tenure within the allowed time period.

2.3.2.3 Professor

A truly exceptional scholar and educator may be appointed at the rank of professor if he or she meets the following standards:

- a terminal degree (e.g., Doctorate, M.F.A., etc.) in the area of teaching specialty or its recognized equivalent;
- nine years of full-time college/University teaching experience, including at least four years at the Associate Professor rank or above, or its equivalent;
- a record of distinction in teaching, research/creative activities and service; and
- a potential to make a significant and continuing contribution to the College or department in which the appointment is to be made.

Note: For an individual bringing distinction to the position, the criteria for years of experience may be waived by the President upon recommendations made by the Provost, the academic dean, the faculty and the chair of the affected department at the time of initial appointment. However, the credentials of the appointee shall be subject to review by the University's Promotion and Tenure Committee and approval of the Board of Visitors.

2.3.3 Tenured Appointments

Given the importance of collegiality in tenure consideration and the need to demonstrate collegiality within the VSU academic community, tenure should not be granted to a collegiate/instructional faculty member at the point of hire other than in the case of an exceptional candidate, and then only upon (1) recommendation (by vote) of a majority of the

tenured faculty of the affected department, (2) recommendation of the University Promotion and Tenure Committee, and (3) recommendations from the Provost, the President, and the Board of Visitors. In such cases, the newly appointed person should have already had tenure in his/her most recent higher education position.

In exceptional circumstances, tenure may be granted to an administrative faculty member by the Board of Visitors at the time of appointment upon recommendation of the affected department, the Provost and the President. In such cases, the newly appointed person should have already had tenure in the employment being vacated in order to serve VSU. Prior to such an award being made, the University Promotion and Tenure Committee shall review the credentials of the person being recommended and advise the Provost of its conclusions.

2.3.4 Special Appointments

2.3.4.1 Lecture

The title of lecturer is granted to an individual who has special expertise and/or has gained recognition in the discipline in which he or she is expected to teach. Lecturers receive term contracts and are not eligible for tenure or promotion.

2.3.4.2 Visiting Scholar

Appointment as a visiting scholar on a short-term, restricted contract is granted to renowned professionals who have a distinguished record among their peers in a discipline.

2.3.4.3 Eminent Scholar

Appointment as an eminent scholar is granted to persons who have achieved national recognition in a discipline.

2.3.4.4 Distinguished Professor

The honorary rank of Distinguished Professor is awarded at the beginning of the year prior to retirement to selected outstanding faculty who will qualify for the status of Professor Emeritus. The designation is usually announced at the University Opening Convocation.

2.3.4.5 Professor Emeritus

The rank of Professor Emeritus is awarded to a faculty member who has declared an intent to retire in one year or less, and who has:

- Demonstrated a record of distinguished service that merits the distinction;

- Reached the rank of Associate Professor or Professor; and
- Served the University in a senior professorial rank for 15 years or more.

2.3.4.6 Endowed Chair or Professorship

The appointment of a Virginia State University faculty member to an endowed chair or professorship is recognition of national or international accomplishments in a field of study that reflects outstanding contributions to a discipline. Accomplishments may be judged on the basis of distinguished work in teaching, scholarly activities or service for which there is peer consensus of superior achievement or superior accomplishments which complement traditional academic endeavors. The appointment to an endowed chair may recognize a current member of the faculty or it may be associated with recruitment of a new faculty member. Appointments to an endowed chair will be for a three-year term with re-application required for each term; however, there are no limits on the number of term appointments.

The nomination and evaluation process of the endowed chair or professorship is described in the [Academic Procedures Manual](#).

2.4 Advancement in Rank for Collegiate/Instructional Faculty

The President is authorized to recommend faculty promotions and conferral of tenure to Collegiate/Instructional Faculty and Research/Extension Faculty to the Board of Visitors according to the following policies and to the procedures listed in the [Academic Procedures Manual](#).

Promotion to a higher rank is the result of documented evidence of continuous and substantive achievement in teaching, scholarly research/creative activities, and professional service.

Promotion to a higher rank is the result of performance on established departmental, College, and University criteria. Departments and Colleges have the right to establish special criteria, beyond general University expectation, for promotion and/or tenure. Promotion in rank is based on merit and the candidate's value to the mission, needs, and resources of the University. Promotion in rank is in no way to be considered a right.

It shall be the responsibility of the faculty member to apply for promotion. Department chairs and deans are expected to assist but are not to be responsible for the failure of a faculty member to apply for promotion.

For the purpose of counting minimum full-time teaching service at the college/University level, the year during which a candidate is evaluated will be considered a complete year.

2.4.1 Advancement to the rank of Associate Professor

Promotion to the rank of Associate Professor normally requires:

- a terminal degree (e.g., Doctorate, M.F.A., etc.) in the teaching or research specialty or its recognized equivalent;
- a minimum of four years of full-time college/University teaching experience or its equivalent; and
- a rating of at least “noteworthy” in teaching effectiveness, a rating of at least “noteworthy” in *either* scholarly research/creative activities *or* professional service, and a rating of at least “satisfactory” in the third category.

2.4.2 Advancement to the rank of Professor

The rank of professor should be reserved for persons of proven stature in teaching, research and service. Promotion to this rank normally requires:

- a terminal degree (e.g., Doctorate, M.F.A., etc.) in the teaching or research specialty or its recognized equivalent;
- nine years of full-time college/University teaching experience, including at least four years at the Associate Professor rank or above;
- a rating of “outstanding” in teaching effectiveness, a rating of at least “outstanding” in *either* scholarly research/creative activities *or* professional service, and a rating of at least “satisfactory” in the third category; and
- tenure (either awarded previously or simultaneously with promotion)

2.5 Criteria for the Award of Tenure to Collegiate/Instructional Faculty

2.5.1 Tenure

Tenure is regarded by the American Association of University Professors (AAUP) as a means to ensure academic freedom of teaching and research and to provide a sufficient degree of economic security to make the academic profession attractive to talented scholars. Tenure brings with it the university’s obligation to renew the faculty member’s contract and the faculty member’s obligation to demonstrate academic achievement and a promise of continued productivity.

Tenure may be granted to collegiate/instructional faculty only by the Board of Visitors upon recommendation of the President, and when it is specific to a designated academic discipline. Tenure is not guaranteed as a matter of course to those who are on probationary contracts and whose contributions to the University are merely adequate. Instead, tenure may be granted to collegiate/instructional faculty who have a growing reputation of distinction in teaching, scholarly research/creative activities and professional services, and who provide evidence that their continued employment will enhance the mission and goals of the University. Tenure may be granted to the candidate who contributes to the intellectual life and the well being of the community.

Reorganizations that result in the merger, splitting, or elimination/suspension of departments do not affect the tenure or probationary status of the faculty involved.

Tenure will not be granted to faculty members who are serving under temporary appointments or in part-time positions. Tenure is not normally granted to persons classified as administrative faculty.

In exceptional circumstances, tenure may be granted to an administrative faculty member by the Board of Visitors at the time of appointment upon recommendation of the affected department, the Provost and the President. In such cases, the newly appointed person should have already had tenure in the employment being vacated in order to serve VSU. Prior to such an award being made, the University Promotion and Tenure Committee shall review the credentials of the person being recommended and advise the Provost of its conclusions.

The primary review of a faculty member's qualifications for tenure rests with his or her peers. External evaluation of the research or other scholarly activities of a faculty member may be required for tenure consideration.

2.5.2 Collegiality

Decisions on tenure are different in kind from those on promotion. Tenure, in fact, is more exacting. While demonstrating quality in the areas of 1) teaching, 2) scholarly research/creative activity, and 3) service, the candidate for tenure must demonstrate professional collegiality. Concerning collegiality, the University concurs with the following statement from the [*AAUP Statement on Collegiality as a Criterion for Faculty Evaluation*](#), (1999):

“Collegiality, in the sense of collaboration and constructive cooperation, identifies important aspects of a faculty member's overall performance. A faculty member may legitimately be called upon to participate in the development of curricula and standards for the evaluation of teaching, as well as in peer review of the teaching of colleagues. Much research, depending on the nature of the particular discipline, is by its nature collaborative and requires teamwork as well as the ability to engage in independent investigation. And committee service of a more general description, relating to the life of the institution as a whole, is a logical outgrowth of the Association's view that a faculty member is an “officer” of the college or University in which he or she fulfills professional duties. . . . Understood in this way, collegiality is not a distinct capacity to be assessed independently of the traditional triumvirate of scholarship, teaching, and service. It is rather a quality whose value is expressed in the successful execution of these three functions. Evaluation in these three areas will encompass the contributions that the virtue of collegiality may pertinently add to a faculty member's career. . . . Certainly an absence of collegiality ought never, by itself, to constitute a basis for non-reappointment, denial of tenure, or dismissal for cause.

Collegiality should not be confused with sociability or popularity. Collegiality should be understood in professional, not personal, terms, and relates to the performance of a faculty member's duties, primarily within a department. The requirement that a candidate demonstrate collegiality does not mean tenured faculty should expect conformity to their views. The elementary principles of academic freedom . . . protect a faculty member's right to dissent from the judgments of colleagues and administrators. . . . Criticism and opposition do not necessarily conflict with collegiality. Gadflies, critics of institutional practices or collegial norms, even the occasional malcontent, have all been known to play an invaluable and constructive role in the life of academic departments and institutions. They have sometimes proved collegial in the deepest and truest sense" (AAUP, *Collegiality* 1999)"

Concerns relevant to collegiality include the following: Are the candidate's professional abilities and relationships with colleagues compatible with the departmental mission and with its long-term goals? Has the candidate exhibited an ability and willingness to engage in shared academic and administrative tasks that a departmental group must often perform and to participate with some measure of reason and knowledge in discussions germane to departmental policies and programs? Does the candidate maintain high standards of professional integrity?

Given the importance of collegiality in tenure consideration and the need to demonstrate collegiality within the VSU academic community, tenure should not be granted to a collegiate/instructional faculty member at the point of hire other than in the case of an exceptional candidate, and then only upon (1) recommendation (by vote) of a majority of the tenured faculty of the affected department, (2) recommendation of the University Promotion and Tenure Committee, and (3) recommendations from the Provost, the President, and the Board of Visitors. In such cases, the newly appointed person should have already had tenure in his/her most recent higher education position.

2.5.3 General University Criteria for Tenure: Teaching, Scholarly Research/Creative Activities, and Service

The primary review of a faculty member's qualifications for tenure rests with his or her peers. External evaluation of the research or other scholarly activities of a faculty member may be required for tenure consideration. The tenure review should be based on documented evidence of professional excellence as reflected in the faculty member's record of teaching, research, and service, including the faculty member's demonstration of professional collegiality (see 2.5.2 Collegiality).

2.5.3.1 Teaching

Teaching includes, but is not limited to, classroom and/or laboratory instruction; individual tutoring and directed independent study; supervision and instruction of student researchers; clinical teaching; field work supervision and training preparation

and supervision of teaching assistants; service learning; outreach/engagement; faculty-led study education abroad; conducting and/or directing professional and academic performances in the fine and performing arts such as dance, music, theater, and art and other activities that organize and disseminate knowledge to promote and enhance student learning. Faculty members' supervision or guidance of students in recognized academic pursuits that do not confer any university credit also is considered teaching.

Associated teaching activities include academic advising, class preparation; grading laboratory or equipment maintenance; preparation and funding of proposals to improve instruction; attendance at workshops on teaching improvement; and planning of curricula and courses of study.

Outreach/engagement activities such as service learning; conducting workshops, seminars and consultations; and the preparation of educational materials for those purposes, may be integrated into teaching efforts. These outreach activities include teaching efforts of faculty members with Extension appointments.

2.5.3.2 Scholarly Research/Creative Activities [Under construction]

2.5.3.3 Service to the University, Community, and Professions [Under construction]

2.5.4 Specific University Criteria

Tenure may be awarded by the Board of Visitors to collegiate/instructional faculty on probationary contract, when recommended by the President in accordance with University procedures, who meet the following standards and criteria:

1. The candidate holds, or is being promoted simultaneously to, the rank of associate professor or professor.
2. The candidate has completed four years of full-time teaching in a tenure-track position at Virginia State University (including any probationary years credited at the time of appointment). A candidate may begin the tenure review process at the end of the fourth year so as to undergo review during the fifth year. However, the tenure review process must begin no later than at the end of the fifth year of full-time teaching at Virginia State University, in which case the candidate would undergo review in the sixth year.

NOTE: Any probationary years of credit toward tenure granted at the point of hire must be used in calculating when a candidate's tenure review process must begin. (For example, a faculty member awarded three probationary years toward tenure must begin the tenure review at the end of the second year at Virginia State University, in which case the faculty member would undergo the tenure review in the third year at VSU.) Faculty members who fail to initiate the review process when they are eligible will forfeit their opportunity to participate in the tenure review process. Should tenure not be granted during the sixth year (including any probationary years awarded) the faculty members shall be given at least a twelve months' notice of non-continuation.

3. The candidate holds a terminal degree (e.g., PhD, M.F.A., etc.) in the area of the

teaching specialty, or its recognized equivalent.

4. The candidate is rated “outstanding” in teaching, at least “noteworthy” in either scholarly research/creative activities or professional service, and “satisfactory” in the third category by at least 50% of his/her departmental peer evaluators, using the University promotion and tenure evaluation instrument approved by the Faculty Senate.

5. The candidate demonstrates the continuing ability to help his or her department meet its long-term goals.

6. The candidate demonstrates the continuing ability to help the University fulfill its mission and meet its long-term goals.

8. The candidate meets any specific standards or criteria for tenure related to the requirements of a particular discipline that may be established by individual departments and Colleges if such additional requirements have been published and approved by the Faculty Senate and the Board of Visitors.

2.5.4.1 Probationary Period and Tenure Eligibility

A faculty member hired at Virginia State University in a tenure-track position will serve a probationary period that may extend to a maximum of six academic years. The probationary period provides time for tenure-track faculty to establish at the university a record of academic achievement and demonstrate potential for future productivity. At the end of the fourth probationary year completed in a tenure-track position at Virginia State University, the faculty member may apply for tenure. Faculty members must have applied for and have been awarded tenure by the end of their sixth probationary year at Virginia State University. However, tenure is not guaranteed as a matter of course to faculty who have completed the probationary period. Should tenure not be granted during the sixth probationary year, the faculty member shall be given at least a twelve months' notice of non-continuation of employment.

The following guidelines are used to determine the probationary period:

1. The maximum probationary period shall be six years of continuous, fulltime service at Virginia State University (inclusive of any probationary years credited at the time of hire). Employment during the probationary period is limited to six annual contracts, each issued for a single year.
2. Summer teaching, graduate assistantships or other part-time or temporary employment will not count toward years of experience for the purposes of determining the probationary period of a tenure-track faculty member. Nor will

years of fulltime employment while in non-tenure track status count toward the probationary period of a tenure-track faculty member.

3. Nine-month tenure-track faculty employed for one academic year (beginning fall semester and ending spring semester) shall be counted as fulfilling one year of the probationary period. For nine-month tenure-track faculty who do not begin during the fall term, the probationary period will begin the subsequent academic year.
4. For tenure-track faculty on twelve-month appointments, each successive year of fulltime service beginning no later than September 1 of one calendar year and extending through June of the next calendar year shall be counted as fulfilling one year of the probationary period.

2.5.4.2 Reduction of Probationary Period for Tenure Eligibility

At the time of hire, a faculty member can negotiate a reduction of the probationary period by seeking the credit of probationary years toward tenure. For a candidate with full-time teaching experience at the college or university level, or its equivalent, acquired before joining Virginia State University, a determination will be made regarding the number of years of full-time teaching experience to be credited as service toward the tenure probationary period. This determination will be made by the department chair in consultation with the dean and Provost and will be communicated to the candidate in writing at the time of appointment. If granted, the credit of probationary years toward tenure must be noted on the employee's contract issued at the time of hire. A maximum of three probationary years toward tenure can be awarded. The credit of probationary years toward tenure should reflect the caliber of experience in the assigned teaching area and research specialty that the candidate brings to the university.

2.5.4.3 Stopping the Tenure Clock

In the event of a disability or serious personal illness, a major illness of an immediate family member, childbirth/adoption, elder care obligations, active military duty, or other exceptional circumstances that will significantly impede the faculty member's progress toward tenure, a faculty member may apply for a one-year extension of the probationary period. In order to stop the "tenure clock," the faculty member must submit a written request to the Provost/Vice President for Academic Affairs, after consultation with the chair of the department or the dean/director of the College.

Requests should be made in a timely manner and must be accompanied by appropriate documentation. A final determination will be communicated to the faculty member in writing. "Tenure clock" extensions will be granted in one-year increments, with the maximum extension being a cumulative total of two years. Requests for extending the probationary period must have been approved prior to the beginning of the faculty member's tenure or contract review. Faculty whose requests have been denied may appeal through the faculty grievance procedure.

2.5.5 Frequency of Application for Tenure

Virginia State University adheres to the commonly observed principle that when a candidate undergoes tenure review (including appeals, if warranted), the candidate either moves “up or out.” Accordingly, a candidate is considered for tenure only once. A successful candidate is awarded tenure and is given a continuing contract reflecting his or her new status.

An unsuccessful candidate who undergoes tenure review in the sixth year is notified of non-renewal and is given a one-year term contract. An unsuccessful candidate who undergoes tenure review early (prior to the sixth year) shall remain in the status of non-tenured faculty and will be given a one-year term contract. During what would have been the candidate’s sixth probationary year, he or she will be given a notice of non-renewal and will be given a final one-year contract.

2.6 Promotion and Tenure Review Process for Collegiate/Instructional Faculty

2.6 Promotion and Tenure Review Process

An individual who wishes to apply for promotion or tenure must initiate the review process in timely accord with published schedules. The timetable for the various steps in the review process is given in the [Academic Procedures Manual](#). The individuals involved in the review process are identified in Figure 1.

An established system for the evaluation of faculty members is an integral part of the tenure and promotion process. The nature of the evaluation process and the criteria that are to be used are described in other sections of this *Handbook*. Special attention will be paid to the evaluation of new faculty members, including both the annual evaluation and the third year review, if applicable.

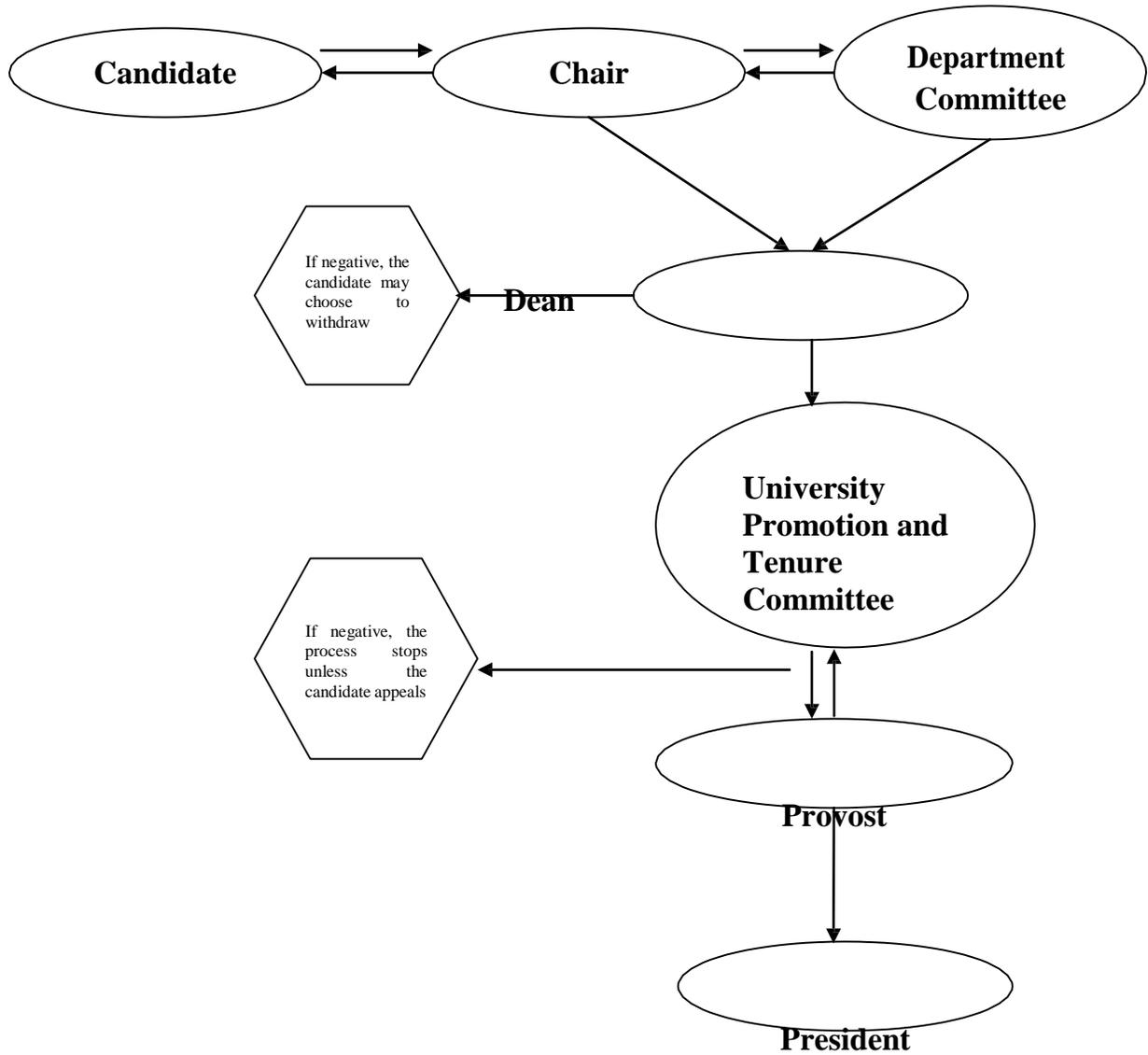
Each department must conduct a thorough third year review of all its probationary (tenure track) faculty members. This shall take place before the conclusion of the fall semester of the faculty member’s third year. The chair shall request a current vita and any supporting material the chair or the faculty member deems appropriate prior to the review. The particular focus of this review is the faculty member’s progress toward achieving tenure, and therefore must specifically address the criteria for tenure. To be maximally useful to the candidate and the department, the review shall also involve the entire tenured faculty in the candidate’s department. In order for the review to accurately reveal the judgment of tenured faculty, it shall conclude with a vote on whether or not, in the judgment of the tenured faculty, the candidate is making appropriate progress toward tenure. The result of the vote in addition to the chair’s separate evaluation shall be communicated to the candidate before the conclusion of the fall semester of the candidate’s third year. This review should particularly identify any areas in need of improvement or enhancement. Faculty should understand that this vote is not a commitment to grant or deny tenure in the future.

A faculty member who is being considered for tenure or promotion will be informed, in a timely manner, of all official decisions or recommendations made by groups and individuals who review the qualifications. The faculty member will have the right to provide supplementary materials to reviewers and to rebut information that was obtained from other sources.

A faculty member who is not recommended for tenure or promotion by the University Committee on Promotion and Tenure may appeal to the President. The President's decision is final and not subject to further appeal.

The review process will proceed as follows:

Steps in the Promotion and Tenure Review Process
Figure 1



2.6.1 Submission of Candidate's Application

1. The candidate submits the dossier to the department chair (the content and format for the dossier are given in the *Academic Procedures Manual*). If the candidate is a department chair, the College dean will receive the dossier. In either case, the primary review of a candidate's application for tenure rests with eligible departmental faculty.
2. The department chair (or College dean) reviews the dossier, informs the candidate of any omissions and advises the candidate in preparing an organized, substantive, and persuasive dossier. The departmental chair (or College dean) then accepts the final version of the dossier and submits the dossier to the department committee. At this point, the candidate's dossier will normally be considered closed, no materials will be deleted. However, there may be cases where insertions are needed or requested, such as publications that have just been accepted since the submission of the dossier or specific requests by the review committees. The candidate has the right to insert supplementary materials to the dossier; all such insertions must contain the insertion date.
3. At least two tenured faculty members of the department shall be elected by the department faculty to serve on the committee. No member of the University Promotion and Tenure Committee or the University Academic Appeals Panel may serve on the department committee. If the department does not have two tenured members of the faculty eligible to serve, the dean from the College shall appoint one or more tenured members of the faculty from a related discipline to serve on the committee.
4. The department committee does not serve as an independent, decision making body; it does not make a recommendation. Instead, the department committee merely facilitates the peer review process and then reports the collective recommendation of the departmental peers.
5. The department committee obtains recommendations from all eligible department faculty members other than the department chair, the dean, and the Provost. For a candidate being considered for tenure, only tenured faculty members in the department are eligible. For a candidate being considered for promotion, only those faculty members who are at or above the desired rank are eligible. All eligible departmental faculty members (including members of the departmental committee) are expected to cast a vote for or against tenure for the candidate, and may also provide other information to the departmental committee for inclusion in their report.
6. Eligible faculty members should not be limited in their deliberations to examination of annual performance evaluations, which are more properly considered by the departmental chair for his or her recommendation. A fresh and thorough examination of the candidate's application materials as well as the candidate's collegiality should be central to the deliberations of the eligible departmental faculty.
7. The departmental committee tabulates the votes, collects other data, and communicates the recommendation of the department in a report. This report is forwarded to the College Dean and to the candidate, and the portfolio package is returned to the chair.

8. The department chair is responsible for conducting a thorough review of the candidate's application materials. In addition to reviewing the application materials provided by the candidate, the chair should give consideration to performance evaluations, classroom observations, student evaluations, collegiality, departmentally established performance expectations, and other information that may assist the chair in determining the extent to which the applicant meets the academic needs of the department and shows promise of continued professional development.
9. The chair makes an independent recommendation per applicant and then forwards the portfolio package to the College dean. The chair informs the candidate of his or her recommendation, citing reasons.
10. The College dean is responsible for conducting a thorough review of the candidate's application materials. In addition to reviewing the application materials provided by the candidate, the College Dean should give consideration to the extent to which the applicant meets the academic needs of the school and shows promise of continued professional development.
11. The College dean makes a recommendation and informs the candidate of the recommendation, citing reasons. At this point, the candidate may exercise the option of withdrawing from the promotion or tenure process (there will be no additional opportunity to withdraw). Normally, the candidate would exercise the option to withdraw if he or she is being evaluated in the fifth year. In any case, the dean must communicate in writing to the candidate what his or her options are in the coming year (e.g., reapplication, a term contract, etc.). The candidate must communicate in writing to the Dean whether s/he wishes to proceed with the review or to withdraw.
12. If the candidate desires to proceed, the Dean submits the promotion or tenure application materials, including all recommendations and documentation, to the University Promotion and Tenure Committee.
13. The Promotion and Tenure Committee conducts a thorough review of the candidate's application materials, including all recommendations and documents that have been generated at the various levels of the review process. Consideration is given to the extent to which the applicant meets university criteria for tenure as well as any departmental or College criteria as applicable. The Committee makes a recommendation and informs the candidate of the recommendation, citing reasons. The Promotion and Tenure Committee then forwards the promotion and tenure application materials, including the recommendations and documentation, to the Provost/Vice President for Academic Affairs.
14. The Provost /Vice President of Academic Affairs prepares a written analysis of the recommendation and comments that have been made at the various levels, makes a recommendation, and informs the candidate of the Provost's recommendation, citing reasons. If the recommendations of the University Promotion and Tenure Committee and the Provost are both positive, the process continues. If both recommendations are negative, the process ceases, unless the candidate chooses to appeal to the Appeals Subcommittee of the Faculty Senate Committee on Reconciliation. If there is a disagreement between the recommendations of the University Promotion and Tenure Subcommittee and the Provost, then the Provost and the subcommittee should meet to attempt to reach an agreement. If they cannot agree, the process ceases unless the candidate appeals the decision to the Appeals Subcommittee of the Faculty Senate Committee on Reconciliation.

15. Once the appeals process is complete, if applicable, the Provost forwards all recommendations to the President, who reviews the package and makes a decision whether to recommend the candidate to the Board of Visitors for promotion or tenure. If the President decides not to recommend the candidate to the Board, the President will inform the candidate of the decision, citing reasons for the negative decision. A negative decision of the President is final.
16. Tenure and promotion cannot be earned *de facto*, and an affirmative act by the Board of Visitors is required before either shall be granted. The Board in its discretion decides whether to award the candidate promotion or tenure, and its decision is final.

2.7 University Promotion and Tenure Committee

2.7.1 Function of UPTC

The University Promotion and Tenure Committee (UPTC) is a subcommittee of the Faculty Policies Committee, a standing committee of the Faculty Senate. The Committee shall assist in implementing the promotion and tenure process for collegiate/instructional faculty. The UPTC will review the cases of all individuals seeking promotion or tenure and make recommendations to the Provost/Vice President for Academic Affairs. All members of the committee must cast a vote on each case of tenure and/or promotion. However, members who voted on an applicant at the department level must abstain from voting again on the P& T level. A majority vote is required for a positive recommendation. The Provost/Vice President for Academic Affairs will make recommendations to the President based on the deliberations and recommendations of the committee.

Records of decisions shall be kept by the University Promotion and Tenure Committee, but all deliberations of the committee must remain confidential.

2.7.2 Composition of the UPTC

The University Promotion and Tenure Committee consists of nine tenured faculty members at the associate professor rank or higher, two each from the College of Liberal Arts and Education; the College of Engineering, Science and Technology; and the College of Business; one from the College of Agriculture; and two at-large members recommended by the Faculty Senate, one of whom must be a full professor and one of whom must be a tenured member of the Faculty Policies Committee (see FS By-Laws VIII B for more details). At least one of the representatives from each College must be a full professor, except in the case of the College of Agriculture. If needed, a College may draft a full professor from another institution. No single department may have more than one member on the committee.

2.7.3 Selection of UPTC Members

- The members of the Committee will be elected by the faculty they represent at announced College meetings.
- The members of the committee will elect the chair of the committee from its membership. The chair must be a tenured full professor.

2.7.4 Terms of Service for UPTC Members

The members of the committee shall serve staggered terms of three years, with the exception of the Faculty Policies Committee member, who will serve a one-year term. The Faculty Policies Committee member may be reappointed twice for a maximum of three consecutive years of service.

2.8 Appointment of Agricultural Research and Extension Faculty

Probationary contract appointments may be offered to Agricultural Research and Extension faculty whose record or promise of intellectual achievement, teaching ability and scholarly development indicate they can make a continuing and distinguished contribution to the University.

Individuals are appointed as agricultural research or extension faculty in the following ranks as appropriate:

2.8.1 Research and Extension Specialist

Appointment to the rank of research and extension specialist normally requires:

- a master's degree in the area of the research or extension specialty, or its equivalent in organized research or professional practice;
- evidence of intellectual growth; and
- evidence of proficiency in teaching

2.8.2 Assistant Research Professor or Assistant Extension Professor

Appointment to the rank of assistant research professor or assistant extension professor normally requires:

- an earned Doctorate in the area of the research or extension specialty or its equivalent in organized research or professional practice;
- demonstrated ability in conducting scientific research or extension programs;
- evidence of growing record in research or extension; and
- evidence of proficiency in teaching

2.8.3 Associate Research Professor or Associate Extension Professor

Appointment to the rank of associate research or extension professor requires demonstrated ability in research or extension. Appointment to the rank of associate research or extension professor also normally requires:

- an earned doctorate in the area of research or extension specialty or its recognized equivalent in organized research or professional practice;
- a documented record of distinction in research or extension, and other scholarly pursuits;
- recognition for service to clients including the University and professional communities;
- evidence of proficiency in teaching;
- four years of full-time research or extension experience at the college/university level or its equivalent;
- evidence of significant contribution to the profession through refereed publication and/or presentation at the national and international levels; and
- credentials appropriate for the award of promotion and tenure

2.8.4 Research Professor or Extension Professor

The rank of professor is limited to those who acquire recognition as outstanding researchers or extension educators. Appointment to this rank normally requires:

- an earned doctorate in the area of research or extension specialty or its recognized equivalent in organized research or professional practice;
- nine years of outstanding scientific research or extension experience at the college/university level or its equivalent;
- a record of distinction in research or extension;
- evidence of significant contribution to the profession through referred publication and/or presentation at the national and international levels; and
- recognition as a scholar through acquisition of funded research or extension projects through grants and contracts

For those individuals bringing distinction to the rank of research professor or extension professor, the criteria for years of experience may be waived by the President upon recommendation made by the Provost and Dean at the time of initial appointment. However, the credentials of the appointee shall be subject to review by the University's Promotion and Tenure Committee.

2.9 Advancement in Rank for Agricultural Research and Extension Faculty

The President is authorized to recommend faculty promotions and tenure status for Research/Extension Faculty to the Board of Visitors according to the following policies and to the procedures listed in the *Academic Procedures Manual*.

Promotion to a higher rank is the result of documented evidence that the individual has made continuous and substantive achievement in research and/or extension and professional service.

Promotion to a higher professional rank is the result of performance of established College, unit, division, and University criteria. Research and Extension units and the College of Agriculture have the right to establish special criteria, beyond general University expectation, for promotion tenure. Promotion is based on merit and the candidate's value to the mission, needs, and resources of the University. Promotion is in no way to be considered a right.

It shall be the responsibility of the faculty member to apply for promotion. The Director of Agricultural Research and Extension Administrator, and/or the dean are expected to assist but are not to be responsible for the failure of a faculty member to apply for promotion.

A faculty member seeking promotion from one academic rank to another must demonstrate progressively higher levels of achievement in scholarly research and professional service.

2.9.1 Advancement to the rank of Associate Research Professor or Associate Extension Professor

Promotion to the rank of Associate Research/Extension professor normally requires:

- an earned doctorate in the area of the research or extension specialty or its recognized equivalent in organized research or professional practice;
- a rating of at least “noteworthy” in research/extension; a rating of at least “noteworthy” in *either* scholarship *or* service to students, clientele, and the University; and a rating of at least “satisfactory” in teaching;

- evidence of growing record of scholarly activities (e.g., publication in refereed journals, funded grants, etc.), as appropriate; and
- four years of full-time research or extension experience at the college/University level or its equivalent.

2.9.2 Advancement to the rank of Research Associate Professor or Extension Professor

The rank of professor should be reserved for persons of proven stature in research or extension. Promotion to this rank normally requires:

- an earned doctorate in the area of the research or extension specialty or its recognized equivalent in organized research or professional practice;
- nine years of scientific research or extension experience at the college or level or its equivalent, four of which are at the Associate Professor rank or above;
- evidence of growing record of scholarly activities, publication in refereed journals, funded grants, etc.), as appropriate;
- a record of distinction (a rating of outstanding) in research/extension; a rating of outstanding in *either* scholarship *or* in service to the students, clientele, the University, and the profession; and a rating of “satisfactory” in teaching; and
- tenure (either awarded previously or simultaneously with promotion)

2.10 Criteria for the Award of Tenure to Research and Extension Faculty

2.10.1 Tenure

As defined by the American Association of University Professors (AAUP), tenure is a means to ensure academic freedom of teaching and research and to provide a sufficient degree of economic security to make the academic profession attractive to talented scholars. Tenure brings with it the university’s obligation to renew the faculty member’s contract and the faculty member’s obligation to demonstrate academic achievement and a promise of continued productivity.

Tenure may be granted to agricultural research and extension faculty only by the Board of Visitors upon the recommendation of the President. Being granted tenure is not guaranteed as a matter of course to those who hold probationary contracts and who satisfy the minimum criteria. Instead, tenure may be granted to those members of the agricultural research and extension faculty who have a growing reputation of distinction in research or extension, where there is evidence that their continued employment will enhance the mission and goals of the University. External evaluation of the research or other scholarly activities of the faculty member may be required for tenure consideration.

In exceptional cases, tenure may be awarded at the time of appointment by the Board of Visitors upon the recommendation of the affected division or unit, the Provost and the President. Prior to such an award being made, the University Promotion and Tenure Committee shall review the credentials of the person being recommended and advise the Provost of its conclusions.

2.10.2 Collegiality

Decisions on tenure are different in kind from those on promotion. Tenure, in fact, is more exacting. While demonstrating quality in the areas of 1) teaching, 2) scholarly research/creative activity, and 3) service, the candidate for tenure must demonstrate professional collegiality. Concerning collegiality, the University concurs with the following statement from the *AAUP Statement on Collegiality as a Criterion for Faculty Evaluation*, (1999):

Collegiality, in the sense of collaboration and constructive cooperation, identifies important aspects of a faculty member's overall performance. A faculty member may legitimately be called upon to participate in the development of curricula and standards for the evaluation of teaching, as well as in peer review of the teaching of colleagues. Much research, depending on the nature of the particular discipline, is by its nature collaborative and requires teamwork as well as the ability to engage in independent investigation. And committee service of a more general description, relating to the life of the institution as a whole, is a logical outgrowth of the Association's view that a faculty member is an "officer" of the college or University in which he or she fulfills professional duties. . . . Understood in this way, collegiality is not a distinct capacity to be assessed independently of the traditional triumvirate of scholarship, teaching, and service. It is rather a quality whose value is expressed in the successful execution of these three functions. Evaluation in these three areas will encompass the contributions that the virtue of collegiality may pertinently add to a faculty member's career. . . . Certainly an absence of collegiality ought never, by itself, to constitute a basis for non-reappointment, denial of tenure, or dismissal for cause.

"Collegiality should not be confused with sociability or popularity. Collegiality should be understood in professional, not personal, terms, and relates to the performance of a faculty member's duties, primarily within a department. The requirement that a candidate demonstrate collegiality does not mean tenured faculty should expect conformity to their views. The "elementary principles of academic freedom . . . protect a faculty member's right to dissent from the judgments of colleagues and administrators. . . . Criticism and opposition do not necessarily conflict with collegiality. Gadflies, critics of institutional practices or collegial norms, even the occasional malcontent, have all been known to play an invaluable and constructive role in the life of academic departments and institutions. They have sometimes proved collegial in the deepest and truest sense" (*AAUP, Collegiality 1999*)"

Concerns relevant to collegiality include the following: Are the candidate's professional abilities and relationships with colleagues compatible with the departmental mission and with its long-term goals? Has the candidate exhibited an ability and willingness to engage in shared academic and administrative tasks that a departmental group must often perform and participate with some measure of reason and knowledge in discussions germane to departmental policies and programs? Does the candidate maintain high standards of professional integrity?

Given the importance of collegiality in tenure consideration and the need to demonstrate

collegiality within the VSU academic community, tenure should not be granted to a collegiate/instructional faculty member at the point of hire other than in the case of an exceptional candidate, and then only upon (1) recommendation (by vote) of a majority of the tenured faculty of the affected department, (2) recommendation of the University Promotion and Tenure Committee, and (3) recommendations from the Provost, the President, and the Board of Visitors. In such cases, the newly appointed person should have already had tenure in his/her most recent higher education position.

2.10.3 Factors Determining the Availability of Tenured Positions

The granting of tenure to eligible faculty who meet the applicable qualitative standards and criteria set forth below shall be contingent upon such factors as:

- budgetary constraints within the unit, division and/or University;
- special competency needs of a unit;
- University priorities; and
- allocation of tenured positions to a unit or division.

2.10.4 General University Criteria

Tenure may be awarded by the Board of Visitors to Agricultural Research and Extension faculty on probationary contracts, recommended by the President in accordance with University procedures, who meet the following standards and criteria:

1. The candidate holds, or is being considered simultaneously for promotion to, the rank of associate professor or professor.
2. The candidate holds a terminal degree in the area of the research or extension specialty, or its recognized equivalent in organized research or professional practice;
3. The candidate demonstrates the continuing ability to help the University fulfill its mission and meet its long-term goals.
4. The candidate is rated “outstanding” in either scholarly research or extension activities; at least “noteworthy” in either the remaining scholarly research/extension activities category or in service to students, clientele, and the University; and at least “satisfactory” in teaching by at least 50% of his/her departmental/unit peer evaluators, using the University promotion and tenure evaluation instruments—approved by the Faculty Senate.
5. The candidate demonstrates the continuing ability to help his or her unit or division meet its long-term goals.

6. The candidate meets any specific standards or criteria for tenure established by individual units or divisions if such additional requirements have been published and approved by the Board of Visitors prior to an individual candidate's formal application for tenure.

2.10.4.1 Probationary Period and Tenure Eligibility

Agricultural Research and Extension faculty will receive at the time of appointment a restricted contract, a term contract, or a probationary contract. Only those faculty holding probationary contracts are eligible for consideration for tenure. The probationary period provides time for tenure-track faculty to establish at the university a record of academic achievement and demonstrate potential for future productivity. However, tenure is not guaranteed as a matter of course to faculty who have completed the probationary period. An application for tenure must be filed no later than the end of the fifth year of employment. Probationary contracts shall not be renewed beyond six years of employment. Should tenure not be granted during the sixth probationary year, the faculty member shall be given at least a twelve months' notice of non-continuation of employment. A faculty member denied tenure is not eligible for future full-time employment at the University.

The following guidelines are used to determine the probationary period:

1. The maximum probationary period shall be six years of continuous, fulltime service at Virginia State University. Employment during the probationary period is limited to six annual contracts, each issued for a single year.
2. Summer teaching, graduate assistantships and other part-time or temporary employment will not count toward years of experience for purposes of determining the probationary period of a tenure-track faculty member. Nor will years of fulltime employment while in non-tenure track status count toward the probationary period of a tenure-track faculty member.
3. Nine-month tenure-track faculty employed for one academic year (beginning fall semester and ending spring semester) shall be counted as fulfilling one year of the probationary period. For nine-month tenure-track faculty who do not begin during the fall term, the probationary period will begin the subsequent academic year.
4. For tenure-track faculty on twelve-month appointments, each successive year of fulltime service beginning not later than September 1 of one calendar year and extending through June of the next calendar year shall be counted as fulfilling one year of the probationary period.

2.10.4.2 Reduction of Probationary Period for Tenure Eligibility

At the time of hire, a faculty member can negotiate a reduction of the probationary period by seeking the credit of probationary years toward tenure. For a candidate with full-time teaching experience at the college or university level, or its equivalent, acquired before joining Virginia State University, a determination will be made regarding the number of years of full-time teaching experience to be credited as service toward the tenure probationary period. This determination will be made by the department chair in consultation with the dean and Provost and will be communicated to the candidate in writing at the time of appointment. If granted, the credit of probationary years toward tenure must be noted on the employee's contract issued at the time of hire. A maximum of three probationary years toward tenure can be awarded. The credit of probationary years toward tenure should reflect the caliber of experience in the assigned teaching area and research specialty that the candidate brings to the university.

2.10.4.3 Stopping the Tenure Clock

In the event of a disability or serious personal illness, a major illness of an immediate family member, childbirth/adoption, elder care obligations, active military duty, or other exceptional circumstances that will significantly impede the faculty member's progress toward tenure, a faculty member may apply for a one-year extension of the probationary period. In order to stop the "tenure clock," the faculty member must submit a written request to the Provost/Vice President for Academic Affairs, after consultation with the chair of the department or the dean/director of the College.

Requests should be made in a timely manner and must be accompanied by appropriate documentation. A final determination will be communicated to the faculty member in writing. "Tenure clock" extensions will be granted in one-year increments, with the maximum extension being a cumulative total of two years. Requests for extending the probationary period must have been approved prior to the beginning of the faculty member's tenure or contract review. Faculty whose requests have been denied may appeal through the faculty grievance procedure.

2.10.5 Frequency of Application for Tenure

Virginia State University adheres to the commonly observed principle that when a candidate undergoes tenure review (including appeals, if warranted), the candidate either moves "up or out." Accordingly, a candidate is considered for tenure only once. A successful candidate is awarded tenure and is given a continuing contract reflecting his or her new status.

An unsuccessful candidate who undergoes tenure review in the sixth year is notified of non-renewal and is given a one-year term contract. An unsuccessful candidate who undergoes tenure review early (prior to the sixth year) shall remain in the status of non-tenured faculty and will be given a one-year term contract. During what would have been the candidate's sixth probationary year, he or she will be given a notice of non-renewal and will be given a final one-year contract.

2.11 Promotion and Tenure Review Process for Agricultural Research and Extension Faculty

2.7 Promotion and Tenure Review Process

An individual who wishes to apply for promotion or tenure must initiate the review process in timely accord with published schedules. The timetable for the various steps in the review process is given in the *Academic Procedures Manual*. The individuals involved in the review process are identified in Figure 2.

An established system for the evaluation of faculty members is an integral part of the tenure and promotion process. The nature of the evaluation process and the criteria that are to be used are described in other sections of this *Handbook*. Special attention will be paid to the evaluation of new faculty members, including both the annual evaluation and the third year review, if applicable (see 2.14 Faculty Evaluation).

Each department must conduct a thorough third year review of all its probationary (tenure track) faculty members. This shall take place before the conclusion of the fall semester of the faculty member's third year. The Director/Administrator shall request a current vita and any supporting material the Director/Administrator or the faculty member deems appropriate prior to the review. The particular focus of this review is the faculty member's progress toward achieving tenure, and therefore must specifically address the criteria for tenure. To be maximally useful to the candidate and the department, the review shall also involve the entire tenured faculty in the candidate's department. In order for the review to accurately reveal the judgment of tenured faculty, it shall conclude with a vote on whether or not, in the judgment of the tenured faculty, the candidate is making appropriate progress toward tenure. The result of the vote in addition to the Director/Administrator's separate evaluation shall be communicated to the candidate before the conclusion of the fall semester of the candidate's third year. This review should particularly identify any areas in need of improvement or enhancement. Faculty should understand that this vote is not a commitment to grant or deny tenure in the future.

A faculty member who is being considered for tenure or promotion will be informed, in a timely manner, of all official decisions or recommendations made by groups and individuals who review the qualifications. The faculty member will have the right to provide supplementary materials to reviewers and to rebut information that was obtained from other sources.

A faculty member who is not recommended for tenure or promotion by the University Committee on Promotion and Tenure may appeal to the President. The President's decision is final and not subject to further appeal.

The review process will proceed as follows:

An individual who wishes to apply for promotion or tenure must initiate the review process. The timetable for the various steps in the review process is given in the *Academic Procedures Manual*. Identification of the individuals involved is described in this section.

An established system for the evaluation of faculty members is an integral part of the promotion and tenure process. The nature of the evaluation process and the criteria that are to be used

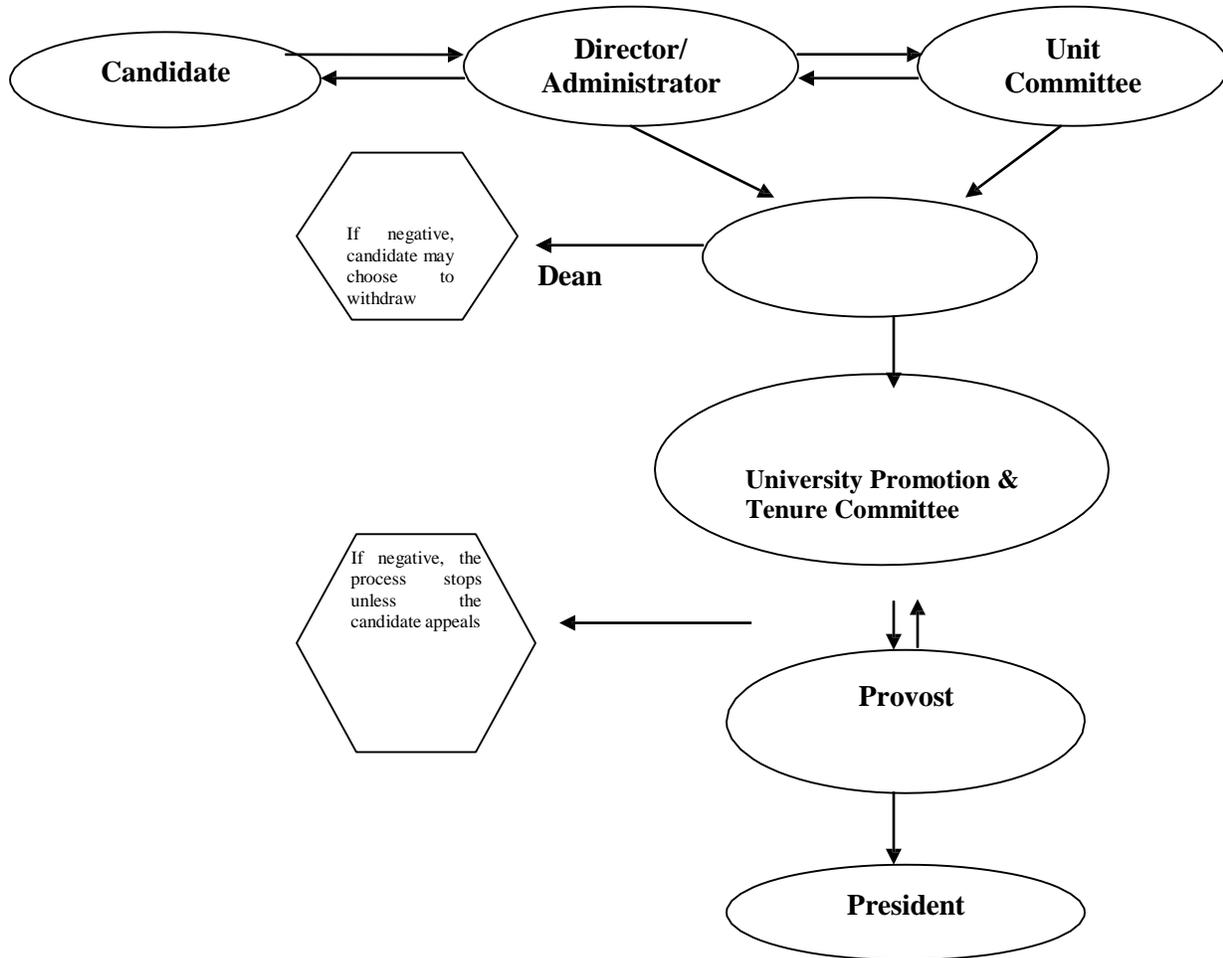
are described in other sections of this *Handbook*. Special attention will be paid to the evaluation of new faculty members. An interim evaluation will be made after the third year of service to determine if satisfactory progress is being made.

A faculty member who is being considered for tenure or promotion will be informed, in a timely manner, of all formal decisions or recommendations made by groups and individuals who review the qualifications.

A faculty member who is not recommended for tenure or promotion by the University Promotion and Tenure Committee or by the Provost/Vice President for Academic Affairs will have the right to appeal using established procedures. Appeal procedures are defined in figure 2

The promotion and tenure review process will proceed as follows:

Steps in the Promotion and Tenure Review Process
Figure 2



2.11.1 Submission of Candidate's Application

1. The candidate submits the dossier to the department Director/Administrator (the content and format for the dossier are given in the *Academic Procedures Manual*). If the candidate is a department Director/Administrator, the College dean will receive the dossier. In either case, the primary review of a candidate's application for tenure rests with eligible departmental faculty.
2. The department Director/Administrator (or College dean) reviews the dossier, informs the candidate of any omissions and advises the candidate in preparing an organized, substantive, and persuasive dossier. The departmental Director/Administrator (or College dean) then accepts the final version of the dossier and submits the dossier to the department committee. At this point, the candidate's dossier will normally be considered closed, no materials will be deleted. However, there may be cases where insertions are needed or requested, such as publications that have just been accepted since the submission of the dossier or specific requests by the review committees. The candidate has the right to insert supplementary materials to the dossier; all such insertions must contain the insertion date.
3. At least two tenured faculty members of the department shall be elected by the department faculty to serve on the committee. No member of the University Promotion and Tenure Committee or the University Academic Appeals Panel may serve on the department committee. If the department does not have two tenured members of the faculty eligible to serve, the dean from the College shall appoint one or more tenured members of the faculty from a related discipline to serve on the committee.
4. The department committee does not serve as an independent, decision making body; it does not make a recommendation. Instead, the department committee merely facilitates the peer review process and then reports the collective recommendation of the departmental peers.
5. The department committee obtains recommendations from all eligible department faculty members other than the department Director/Administrator, the dean, and the Provost. For a candidate being considered for tenure, only tenured faculty members in the department are eligible. For a candidate being considered for promotion, only those faculty members who are at or above the desired rank are eligible. All eligible departmental faculty members (including members of the departmental committee) are expected to cast a vote for or against tenure for the candidate and may also provide other information to the departmental committee for inclusion in their report.
6. Eligible faculty members should not be limited in their deliberations to examination of annual performance evaluations, which are more properly considered by the departmental Director/Administrator for his or her recommendation. A fresh and thorough examination of the candidate's application materials as well as the candidate's collegiality should be central to the deliberations of the eligible departmental faculty.
7. The departmental committee tabulates the votes, collects other data, and communicates the recommendation of the department in a report. This report is forwarded to the College Dean and to the candidate, and the portfolio package is returned to the Director/Administrator.
8. The department Director/Administrator is responsible for conducting a thorough review of the candidate's application materials. In addition to reviewing the application materials provided by the candidate, the Director/Administrator should give consideration to performance evaluations, classroom observations, student evaluations, collegiality, departmentally established performance expectations, and other information that may assist the Director/Administrator in determining the

extent to which the applicant meets the academic needs of the department and shows promise of continued professional development.

9. The Director/Administrator makes an independent recommendation per applicant and then forwards the portfolio package to the College dean. The Director/Administrator informs the candidate of his or her recommendation, citing reasons.
10. The College dean is responsible for conducting a thorough review of the candidate's application materials. In addition to reviewing the application materials provided by the candidate, the College Dean should give consideration to the extent to which the applicant meets the academic needs of the school and shows promise of continued professional development.
11. The College dean makes a recommendation and informs the candidate of the recommendation, citing reasons. At this point, the candidate may exercise the option of withdrawing from the promotion or tenure process (there will be no additional opportunity to withdraw). Normally, the candidate would exercise the option to withdraw if he or she is being evaluated in the fifth year. In any case, the dean must communicate in writing to the candidate what his or her options are in the coming year (e.g., reapplication, a term contract, etc.). The candidate must communicate in writing to the Dean whether s/he wishes to proceed with the review or to withdraw.
12. If the candidate desires to proceed, the Dean submits the promotion or tenure application materials, including all recommendations and documentation, to the University Promotion and Tenure Committee.
13. The Promotion and Tenure Committee conducts a thorough review of the candidate's application materials, including all recommendations and documents that have been generated at the various levels of the review process. Consideration is given to the extent to which the applicant meets university criteria for tenure as well as any departmental or College criteria as applicable. The Committee makes a recommendation and informs the candidate of the recommendation, citing reasons. The Promotion and Tenure Committee then forwards the promotion and tenure application materials, including the recommendations and documentation, to the Provost/Vice President for Academic Affairs.
14. The Provost /Vice President of Academic Affairs prepares a written analysis of the recommendation and comments that have been made at the various levels, makes a recommendation, and informs the candidate of the Provost's recommendation, citing reasons.
If the recommendations of the University Promotion and Tenure Committee and the Provost are both positive, the process continues. If both recommendations are negative, the process ceases, unless the candidate chooses to appeal to the Appeals Subcommittee of the Faculty Senate Committee on Reconciliation. If there is a disagreement between the recommendations of the University Promotion and Tenure Subcommittee and the Provost, then the Provost and the subcommittee should meet to attempt to reach an agreement. If they cannot agree, the process ceases unless the candidate appeals the decision to the Appeals Subcommittee of the Faculty Senate Committee on Reconciliation.
15. Once the appeals process is complete, if applicable, the Provost forwards all recommendations to the President, who reviews the package and makes a decision whether to recommend the candidate to the Board of Visitors for promotion or tenure. If the President decides not to recommend the candidate to the Board, the President will inform the candidate of the decision, citing reasons for the negative decision. A negative decision of the President is final.
16. Tenure and promotion cannot be earned *de facto*, and an affirmative act by the Board of Visitors

is required before either shall be granted. The Board in its discretion decides whether to award the candidate promotion or tenure, and its decision is final.

Section 2.13 Grounds for Termination of Faculty Contracts

2.13.1 Non-renewal

A faculty member on a restricted, term, or probationary contract has no absolute right to continued employment beyond the term of the contract. The contract expires automatically at the end of the term. Faculty members on probationary contracts shall be entitled to notice of non-reappointment as set forth in Section 2.2. The University may decide not to renew a restricted, term, or probationary contract for any lawful reason.

2.13.2 Resignation and Retirement

A faculty member with tenure or continuing appointment may resign or retire effective at the end of an academic year, provided that written notice is given at the earliest possible date, but, in the absence of personal hardship, no later than May 15 or thirty days after receiving notice of renewal, whichever occurs later.

2.13.3 Termination

Termination is distinguished from non-renewal, resignation and retirement. Termination refers to involuntary dismissal of a faculty member during the term of a restricted, term, or probationary contract or after the faculty member is awarded tenure status. A faculty member may be terminated for good cause, including:

- Violation of academic or professional ethical standards of such magnitude and degree such as to call into question the faculty member's ability to promote the University's mission and continuing adherence to the delivery of excellence in higher education;
- Refusal, continuing or repeated neglect of, or inability to competently perform the responsibilities of the faculty member's contractual obligations, e.g., teaching, scholarly research and professional service;
- Unsatisfactory post-tenure review(s)
- Unprofessional conduct that renders the faculty member unfit to continue as a member of the faculty or compromises the ability of the unit, College, or University to function or to fulfill its academic mission. This includes but is not limited to fraud, misrepresentation, falsification of University documents, misappropriation or destruction of University property;

- Other conduct that violates University rules, policies or procedures for which the sanction of termination is recommended after a hearing is held by the Faculty Senate Committee on Reconciliation; or
- Conviction of a felony in any jurisdiction.

A faculty member may also be terminated for the following reasons:

- Reorganization or discontinuance of a program in accordance with University policies and procedures or SCHEV directives. (See [Administrative Procedures Manual](#) for “Discontinuance of Program or Department Policy”)
- Financial exigency in accordance with University policies and procedures. (See *Administrative Procedures Manual* for Fiscal Exigency policy.)

2.13.4 Procedures Applicable to Termination by Reason of Reorganization, Discontinuance of a Program or Financial Exigency

Faculty members may be terminated because of financial exigency, reorganization or discontinuance of academic programs in accordance with applicable policies and procedures established by the Board of Visitors to govern such situations.

2.13.4 Procedures Applicable to Termination For Good Cause

Faculty members terminated for good cause shall receive from the Provost/Vice President for Academic Affairs a written statement of the reasons for the termination and the effective date. The faculty member may grieve the termination before the Faculty Senate Committee on Reconciliation as outlined in Section 2.16.

2.13.5 Factors Applicable to Continued Employment of Agricultural Research and Extension Faculty

The maximum number of tenured positions allocated to a unit or division shall be contingent upon relevant factors, including:

- the determined long-term needs of the Unit, Division, and University;
- the need for flexibility in continuing contracts so as to allow for openings for new faculty in the years ahead and to provide for new programs or changes; and
- continuation of funding of the Land-Grant mission and financial viability of the University

2.14 Faculty Evaluation

A. Purpose of Faculty Evaluation

Evaluation of faculty and administrators serves the purpose of providing the individual with an objective analysis of his/her contributions to the University. The evaluation also provides an opportunity for self-analysis and professional growth.

All faculty will be evaluated, and Chairs, as immediate supervisors, play a key role in the evaluation, which should be as accurate, honest, and as fair as possible. Chairs should strive to guide faculty (especially new faculty) into greater productivity and effectiveness in the performance of their duties. Thus, chairs should not only draw attention to weaknesses revealed in the evaluation process, but should, in consultation with the relevant faculty, map out corrective measures. The Faculty Senate is responsible for developing a comprehensive system and the specific evaluation instruments for faculty and administrators, which will be published in the [Academic Procedures Manual](#). The following guidelines are essential to the evaluation process:

- **Teaching Effectiveness**

Effectiveness as a teacher can be demonstrated by a review of the following considerations: knowledge of a subject/field including current developments in that field, ability to develop effective curriculum materials, to organize and effectively present course work, to elicit student interest and to contribute generally to student academic progress in a significant way.

- **Effectiveness in Scholarly Activities**

Scholarly work takes various forms. However, a faculty member's effectiveness can be demonstrated by such achievements as publications in learned journals, fine arts creations, artistic performances, presentation of the results of original research, etc. The quality of the individual's scholarly approach, capacity for independent thought, originality and research output must be considered.

- **Effectiveness in Service**

Service functions may be those performed for the University, the Commonwealth of Virginia, regional, national and international groups. Service may include activities such as participation in committee work, carrying out administrative assignments, contributions to the improvement of faculty and student life, community work, etc.

B. Evaluation of Collegiate/Instructional Faculty

The minimum requirements for annual evaluation of collegiate/instructional faculty (including adjunct, term contract, and restricted contract faculty) and for Agricultural Research and Extension faculty with instructional assignments include student course evaluation and classroom observation. In addition to student course evaluation and classroom observation, full time tenure-track and tenured faculty are required to prepare a performance evaluation portfolio with the co-requisite performance evaluation instrument. For purposes of evaluation of full time tenure-track and tenured faculty, the performance evaluation portfolio is of primary importance; student course evaluations and classroom observations should be used as supporting documentation that the faculty member has achieved the goals presented in the performance evaluation portfolio.

For the purposes of evaluation of faculty serving in adjunct, term contract, and restricted contract appointments, the student course evaluations and classroom observations are the primary sources of information. Deans may require additional evaluations as necessary in facilitation of discipline-specific accreditation and quality assurances.

1. Student Course Evaluation

Each semester students are given an opportunity for evaluation of all courses conducted by full and part-time faculty. Faculty shall be expected to carry out the process as directed. The period for conducting the evaluation is two weeks before the final week of class. If, for a special reason, it is impossible to observe this schedule, the faculty member must inform the chair and conduct the process during the final week of the semester. Results of student course evaluations will be given to faculty promptly.

2. Classroom Observation

Each department chair is required to visit classrooms to observe instruction, and may request senior faculty to assist in evaluations, especially in departments that encompass multiple disciplines. Visits for the purpose of evaluation should be announced beforehand, and methods of evaluation of all faculty members should be consistent. College deans may also visit classes of chairs and faculty. Classroom visits by chairs, senior faculty, and/or deans should be of sufficient duration, and should not disrupt the normal flow of the class. Classroom visits should be followed by a conference between the chair, senior faculty, or dean and the faculty member within five business days of the visit. During the conference, the chair/dean/senior faculty shall provide the faculty member written and oral feedback on the strengths and weaknesses observed during the classroom visit.

3. Faculty Portfolio

Faculty members have responsibility for documenting their own goals and accomplishments. Self-appraisal is implemented through the faculty portfolio. The major appraisal areas include: teaching, advisement, scholarly activities, and service, as appropriate.

C. Pay for Performance

The Board of Visitors of Virginia State University determined that beginning in 1994-95, salary increases from state funds shall be on the basis of performance. Guidelines for implementing pay for performance will be available in the *Academic Procedures Manual*. These guidelines

may be modified from time to time as required by law or the action of the President or the Board of Visitors.

D. Post-Tenure Review

The University concurs with the following statements derived from Post-Tenure Review: An AAUP Response (1999):

Post-tenure review will be developed and carried out by faculty. A Post-tenure review must not be a reevaluation of tenure, nor may it be used to shift the burden of proof from the administration (to show cause for dismissal) to the individual faculty member (to show cause as to why he or she should be retained). A post-tenure review will be conducted according to standards that protect academic freedom and the quality of education.

All faculty in every category (including tenured and non-tenured), are evaluated annually. These annual reviews are considered to be one element of the University's post-tenure review process that affects all tenured faculty. The major appraisal areas include teaching, advisement, scholarly activities, research and professional service, as appropriate. The primary purpose of the evaluation is for professional development and continuous improvement in teaching and scholarly productivity, research and service. The department chair or director makes an assessment of the faculty member's overall performance. The performance is rated as outstanding, noteworthy, satisfactory, or unsatisfactory.

Failure to meet the established University performance criteria will result in an overall rating of unsatisfactory. Tenured faculty receiving an unsatisfactory rating will be subject to the post-tenure review process, which the Board of Visitors will review biennially. This process may result in dismissal for cause, as set forth in this [Faculty Handbook](#). Such faculty are required to develop a one-year Faculty Development Plan in collaboration with the department chair or director and dean. A copy of the plan is submitted to the Provost. The purpose of the Faculty Development Plan is the alleviation of problems noted by the department chair or director and dean. Support mechanisms are established to assist the faculty member throughout the Faculty Development Year. Guidelines and procedures for the Post-Tenure Review process are described in full in the [Academic Procedures Manual](#).

2.15 Professional Development

All Virginia State University faculty and administrators should seek opportunities for professional development. As a member of the University community, one is expected to keep abreast of developments in the field, to engage in scholarly pursuits that add new knowledge to the profession, and to participate in professional development activities that enhance development as teacher and scholar. For details on travel policies, see [Travel Policies and Procedures](#).

2.15.1 Attendance at Professional Meetings

When funds are available, the University may support part or all expenses for travel to professional meetings. Priority is given to attendance at:

- meetings that are directly related to the individual's primary assignment at the University;
- meetings at which the faculty member delivers a paper or presentation;
- meetings in which the faculty member has a leadership role;
- conferences, workshops, etc., which provide the applicant with expertise and knowledge in a new University venture; and
- professional development activities that retrain the individual in an area of priority to the University

2.15.2 Compensation for Professional Travel

Limited funds are available for duly authorized professional travel to conferences and meetings. The guidelines apply to Title III funds and other University funds.

- The most cost effective means of travel must be used.
- Priority may be given to those in program areas who have not had a recent opportunity to travel.
- Normally, priority for travel funding would go first to attendance at national/international conferences or meetings, then to regional conferences or meetings, then to state/local conferences or meetings.

2.15.3 Sabbatical Leave

Tenured faculty may apply for a sabbatical leave for professional renewal or creative and scholarly activities upon the completion of a seven-year period of service to the University. Administrators who are returning to faculty positions are also eligible for sabbatical leaves. Procedures for granting sabbaticals will be periodically reviewed by the Faculty Policies Committee of the Faculty Senate. Initial recommendations for granting sabbaticals will be made by the Sabbatical Leave Committee of the Academic Environment Committee of the Faculty Senate.

2.15.3.1 Guidelines for the Granting of Requests for Sabbatical Leave

Applicants are encouraged to review the “Instructions for Completing Application for Sabbatical Leave” available in the [Academic Procedures Manual](#) and posted with related forms on designated Faculty Senate online locations. These documents provide details about what to include in the Sabbatical Leave application package.

- During the sabbatical, the individual is not eligible to accept full employment with any other institution or agency. Applications for sabbatical leave must be reviewed and approved by the Sabbatical Leave Committee of the Academic Environment Committee, the department chair (or director/administrator), dean, and Provost before submission to the President and Board of Visitors. Only one person in a department or unit will be eligible for sabbatical leave during a specified period. Priority in the awarding of sabbatical leave will be given to faculty representing those areas which did not have individuals on leave during the previous year.
- Sabbatical leaves are limited to the availability of funds. A formal application must be completed and submitted to the department chair or director/administrator at least by November 1 PRIOR to the academic year in which the leave is requested. Applicants will receive official notification of the Board of Visitor's action on the request.
- Individuals receiving sabbatical leave for one semester will receive regular salary compensation; those receiving leave for one year will receive one-half annual salary. Upon approval of a sabbatical leave, the faculty member must sign an agreement to return to full employment at the University for a period twice the time of the approved leave or repay the University the salary received plus interest.

2.15.4 Professional Enhancement Leave (Grant)

Faculty members may be granted short-term leaves to participate in professional enhancement workshops, institutes, conferences and retraining courses in disciplines where the University has identified a specific need. Individuals may apply for financial support to cover all or partial expenses. Professional enhancement grants for special training may be offered by the University when funds are available.

- Professional development leaves require the recommendation of the chair and dean and approval of the Provost.
- Faculty participating in professional development activities must work with the department chair in securing qualified substitutes to cover their classes while on leave from the campus.
- Professional enhancement leaves are contingent upon the availability of funds.
- Selected faculty may apply for grants established to support retraining in areas considered a priority need by the University.
- Faculty members receiving funds for professional development shall submit a written report of significant highlights of the activity.

2.15.5 Leave Without Pay

Leave without pay may be granted upon the recommendation of the chair, dean, and Provost, and the approval of the President. Granting of the leave will be contingent upon the needs of the area and other University priorities. Application for leave should be submitted no later than the beginning of the semester prior to the time when the leave is to be taken. Leave without pay will

be granted for a period of no greater than one year. In special instances, a renewal may be granted for an appropriate time period.

2.15.6 Mini Grants

When funds are available, the University will provide mini-grants to faculty for:

- development of special projects;
- providing technical services to the University in the areas of critical need; or
- support of scholarly projects.

Mini-grants must be approved by the President and administered by the Provost/Vice President for Academic Affairs.

2.15.7 University Professional Development Program

The University provides a number of opportunities for professional growth and enhancement of the general faculty and administrators. When funds are available, the University

- brings to the campus nationally recognized consultants to give lectures and conduct professional development workshops;
- sponsors conferences, retreats, and workshops that address internal professional development needs;
- provides opportunities for individuals to attend conferences on special topics (Priority is given to those areas of critical need and interest to a department, College, or the University as a whole.); or
- underwrites professional development programs for Colleges and departments.

2.15.8 Tuition Waiver - Course Enrollment

Full-time faculty members interested in expanding their expertise in a discipline or in gaining new knowledge as a part of their professional development plan may enroll in one course per semester, to include one course during the summer session(s).

A request for permission to enroll in the course (tuition waiver form) should be submitted to the chairperson, dean, or other immediate supervisor. Signatures of the chair/supervisor, dean, Provost/Vice President for Academic Affairs, and Director of Human Resources are required. For more details on the Tuition Waiver Program, see [Human Resources](#)

2.16 Grievance Procedures

The Grievance Procedures are approved by the Board of Visitors. Any revisions to the Grievance Procedures must be approved by the Board. The Grievance Procedures derive from the Bylaws of the Faculty Senate Committee on Reconciliation. Any revisions to the Grievance Procedures must follow the amendment procedures of the Faculty Senate Bylaws.

A. Grievances by Faculty

Faculty grievances shall follow one of two avenues: 1) The Faculty Senate Committee on Reconciliation will hear appeals regarding such issues as performance evaluations, post-tenure reviews, matters of privilege, and matters of the fair application of the University's policies. The Appeals Subcommittee of the Faculty Senate Committee on Reconciliation will hear appeals relating to promotion, tenure, or termination. 2) The Mediation Committee of the University Council will offer advice and counsel to members of the VSU community who seek it and shall attempt to reconcile conflicts related to all matters that are not covered by other official grievance and reconciliation procedures.

Some matters, such as sexual harassment and discrimination, fall under the purview of the office of Human Resources by law.

The Grievance Process

Faculty members are encouraged to attempt to resolve conflicts informally. However, such attempts to resolve the conflict informally shall not preclude the right to seek resolution formally through the Faculty Senate Committee on Reconciliation or the Mediation Committee of the University Council.

I. Grievances Regarding Performance Evaluations, Post-tenure Reviews, Matters of Privilege, and Matters of the Fair Application of University Policies.

A faculty member wishing to file a grievance regarding such issues as performance evaluations, post-tenure reviews, matters of privilege, and matters of the fair application of the University's policies should use the following procedure. Most grievances will properly begin at the Departmental level.

1. The faculty member should file a formal grievance with his/her departmental chairperson within 25 calendar days following the action which precipitated the grievance. During this time the parties have the option to pursue informal conflict resolution. The grievance letter should clearly outline the matter being grieved and the results of the informal meeting with the chairperson (as perceived by the faculty member). Any necessary and material supporting documents should be attached. Upon receipt of the grievance, the departmental chairperson should prepare a letter that clearly outlines the chairperson's response to the formal grievance and the results of the informal meeting with the faculty member (as perceived by the departmental chairperson). Any necessary and material supporting documents should be attached.

A copy of the chairperson's response and supporting documents should be forwarded to the faculty member. The chairperson shall then forward all documents to the Chair of the Departmental Grievance Committee within five calendar days.

2. The Departmental Grievance Committee shall review the written documents. If the Committee feels it is necessary, it may gather testimonial evidence. It should respond within five teaching days after receiving the grievance or file a letter with all parties explaining the delay and giving a reasonable timetable for completing the task. (Such delays should be extremely rare and occur only for such serious reasons as the need to schedule interviews with the parties or potential witnesses). The findings and recommendations of the Committee, as determined by a majority of the members, shall be written and signed, and accompanied by a written and signed statement of any minority view. A copy shall be filed with the faculty member and the departmental chairperson.

If the parties are satisfied, then the issue is settled at this stage. However, if either party is not satisfied, s/he may appeal to the appropriate College Committee within ten teaching days. In the case of an appeal, the grieving party should file a letter with the chair of the College Committee that carefully outlines the basis of the appeal. Upon notice that an appeal has been filed, the Departmental Grievance Committee shall forward all documentation, including a copy of its final report, to the chair of the College Grievance Committee.

3. The College Grievance Committee shall review the written documents. If the Committee feels it is necessary, it may gather testimonial evidence. The Committee shall respond within ten calendar days after receiving the grievance or file a letter with all parties explaining the delay and giving a reasonable timetable for completing the task. The findings and recommendations of the Committee, as determined by a majority of the members, shall be written and signed, and accompanied by a written and signed statement of any minority view. A copy shall be filed with the faculty member, the departmental chairperson, and the Dean. If the faculty member is satisfied, then the issue is settled at this level. Every effort should be made to resolve the grievance at the appropriate College level.

The Faculty Senate Committee on Reconciliation will accept appeals of College decisions only on the following grounds:

1. irregularities in the proceedings, including but not limited to any abuse of discretion or misconduct by the College Grievance Committee which has deprived the faculty member of a fair and impartial process;
2. newly discovered material evidence, which could not have been available for the original hearing;
3. the decision not being justified by the evidence or being contrary to the law; or

4. the severity of the sanction.

The Committee on Reconciliation shall respond to the request for an appeal within fifteen calendar days of receipt of the appeal and accompanying documentation.

II. Grievances Regarding Adverse Decisions about Promotion, Tenure, or Grievances Regarding Termination.

A faculty member who is not recommended for promotion, or tenure status, or who has received a written statement of reasons for termination from the Provost/Vice President for Academic and Student Affairs may appeal the decision directly to the Appeals Subcommittee of the Faculty Senate Committee on Reconciliation.

The following procedures should be followed in filing the appeal:

1. The appeal must be presented within fifteen teaching days of the notice of adverse decision or termination to the Chair of the Appeals Subcommittee of the Committee on Reconciliation. The grieving faculty member may present the letter to the committee chair in person, have it presented by his/her Senator, or send it by certified mail.

If a faculty member is given notice of termination, his or her failure to request a hearing shall result in the termination becoming final without further internal review. The Provost will take such steps as are necessary to effect the termination. If a hearing is requested, the faculty member will not be terminated while the hearing proceeds, provided that the Provost may suspend the faculty member (with pay) or assign the faculty member other duties in lieu of suspension if the Provost finds that the faculty member's continued employment in the original position constitutes a threat to the safety of the faculty member or others or would disrupt the normal operation of the University. Before implementing a suspension or reassignment decision, the Provost will consult with the Faculty Policies Committee concerning the propriety, length, and other conditions of the suspension (*Recommended Institutional Regulations on Academic Freedom and Tenure*, AAUP, rev. 2006), and will provide the affected faculty member with an informal opportunity to discuss the suspension or reassignment and the reasons and necessity for such action, provided that this shall not preclude the Provost from suspending or reassigning the faculty member immediately where circumstances require such action in the interest of safety of persons, property, or operations.

2. For any appeals, the Chair of the Appeals Subcommittee must respond to the request for a hearing within ten calendar days of receipt. In this response the Chair will request written statements accompanied by supporting documentation from all concerned parties.
3. Upon receipt of the written statements from the parties, the Appeals Subcommittee

must decide within ten calendar days if it will hear the case or if another campus body (such as the University Council Mediation Committee) should hear the case.

4. The hearing should be scheduled within twenty calendar days of the Appeals Subcommittee's decision to hear the case. The hearing shall be informal in nature and the technical rules of evidence do not apply. The Subcommittee may call on the University's legal counsel for advice regarding procedural matters but shall not be represented by counsel in the proceeding.
5. The faculty member will be his/her own advocate. The faculty member may present information and witnesses to support his/her appeal. The faculty member may be accompanied at the hearing by a non-participating advisor of his/her choosing.
6. In the case of a termination appeal, the Provost will be responsible for designating a University advocate. Both the University advocate and the faculty member may consult with legal counsel regarding the proceeding, but counsel may not actively participate in the proceeding.
7. In the case of a termination appeal, the University advocate will present the University's information and witnesses to the Subcommittee followed by the faculty member's information and witnesses. Both parties may examine or cross-examine witnesses as the Subcommittee may determine to be fair and appropriate. In the case of a promotion/tenure status appeal, the faculty member provides his/her information and witnesses to the Subcommittee, and written clarification of prior recommendations may be requested. In all cases, the Subcommittee may limit the amount of time available for the hearing, decline to hear redundant witnesses or information, or otherwise control the hearing according to fundamental fairness and due process.
8. An official taped record of the hearing will be maintained and made available to the parties involved upon request. The hearing shall be considered a confidential personnel matter and shall not be made public unless requested by the faculty member.
9. After hearing the case, the Subcommittee shall make its findings and recommendations within twenty-one calendar days. The findings and recommendations of the Subcommittee, as determined by a majority, shall be written and signed, and shall include a written and signed statement of any minority view. These findings and recommendations will be reported to the faculty member involved, the Provost, and the President of the University.
10. Within fourteen calendar days, the President of the University must either uphold or reject the Subcommittee's recommendation. If the recommendation is rejected by the President, a rationale for the rejection must be supplied. The President will send his/her decision to the involved faculty member, the Provost, and the chair of the Subcommittee. The President may extend the time to complete his/her

recommendation, or request additional findings and recommendations from the Subcommittee after informing the faculty member of his/her decision to do so. Such extensions should be requested only in rare instances and should be as brief as possible without interfering with due process.

11. The President's decision on the grievance is final and not subject to further appeal.

Grievances Filed with the Mediation Committee of the University Council

Faculty members wishing to file a grievance not covered by the above procedures should file said grievance with the Mediation Committee of the University Council, which has the right to accept to hear the grievance, decline to hear the grievance, or refer the matter to another body for hearing.

The Departmental Grievance Committee

Each department is responsible for forming a Departmental Grievance Committee to hear cases filed by faculty members.

Membership: Each committee shall consist of at least three members, but the total number of members will depend on the size of the department. Members of the committee may consist of faculty elected by the department, selected by the chair, or a composite of faculty elected by the department and faculty selected by the chair.

Officers: The Committee shall elect a Chair and Secretary whose names will be forwarded to the Department Chair and the Chair of the Faculty Senate Committee on Reconciliation.

Minutes: Written records shall be kept by the Secretary of each Departmental Grievance Committee. Each Grievance Committee has the responsibility for proper handling and maintenance of the complete files of all judicial actions. Documents should be kept in a secure location until all appeals have been exhausted and then returned to the appropriate parties and/or disposed of in a secure manner. Discretion, confidentiality, and fairness must always be important requirements of decisions and actions by members of each Departmental Grievance Committee.

The College Grievance Committee

Each College is responsible for forming a College Grievance Committee to hear cases and appeals filed by faculty members.

Membership: In August, each department shall elect one member to serve on the College Grievance Committee. Departments with ten or more members may elect two members. The names should be forwarded to the Dean and the Chair of the Faculty Senate Committee on Reconciliation by September 15th. The Dean of each College is responsible for overseeing the election and calling the first meeting of the Committee in September of each year.

Officers: The Committee shall elect a Chair and Secretary whose names will be forwarded to the Dean and the Chair of the Faculty Senate Committee on Reconciliation.

Minutes: Written records shall be kept by the Secretary of each College Grievance Committee. Each Grievance Committee has the responsibility for proper handling and maintenance of the complete files of all judicial actions. Documents should be kept in a secure location until all appeals have been exhausted and then returned to the appropriate parties and/or disposed of in a secure manner. Discretion, confidentiality, and fairness must always be important requirements of decisions and actions by members of each College Grievance Committee.

B. Grievances against Faculty

The University has established procedures governing academic and nonacademic grievances against faculty. The procedures are set forth in Appendix G of this *Handbook*. The Board of Visitors may modify or revise these grievance procedures as may be necessary or appropriate to promote fair decisions or to better serve the interests of the University and the members of the University community.

2.17 Compensation

2.17 Faculty Salaries

Faculty salaries are approved by the Board of Visitors based upon the recommendation of the President. Faculty salaries shall be reviewed annually and shall be based upon rank and experience.

- Salary increases within rank are based on merit/performance. Specific criteria for salary increases include, among other elements, appropriate degree, educational experience, conscientious and effective teaching, research, and professional service, assistance to and support of students, and responsible participation in departmental, College and university activities.
- Initial responsibility for assessing merit/performance rests with the department chairperson or immediate supervisor.
- These recommendations are subject to review by the dean and the Provost. A final recommendation is made by the Provost to the President.
- An offer to a new faculty member is to be made by the department chair and approved by the dean, Provost, and the President, provided such faculty has been recommended for employment by the departmental selection committee. New faculty salaries should be based upon their proposed rank and previous experience at other institutions of higher education. Every attempt should be made for new faculty to receive a salary that approximates the average of their peers at the rank to which they are hired.
- Salaries are subject to the annual appropriations of the General Assembly and may be affected by actions of the General Assembly, Governor, or Board of Visitors.

2.17.1 Single Course Rate

Compensation for teaching a single course as an overload or as an adjunct instructor is subject to change on an annual basis. The prevailing rate is available in the offices of the chairperson, Dean, Director, and Provost. The University strives to make rates competitive with peer institutions of higher education within a limited radius of Virginia State University. Pay for an overload should not be less than the pay for a similar course taught in summer school at Virginia State University.

2.17.2 Overload Compensation

An overload is defined as teaching additional courses beyond the normal twelve credit hours per semester or beyond the normal full load allowed for special programs or Colleges of the University. (Exceptions are noted in the section on teaching loads - Section 3.2).

Compensation for teaching an overload shall consider the results of a review of market trends for overload compensation at state-supported institutions of higher education in the geographic region. These market trends will be reviewed biennially by a committee designated by the Faculty Senate. The committee's review and recommendation for overload compensation shall be forwarded to the Provost and the President for action.

Faculty members teaching courses in departments with low enrollments (few advisees) and who have a productivity level less than standard (1.0 FTE) may, at the discretion of the Dean, be required to teach a maximum of three semester hours beyond the normal twelve credit hours per semester without additional compensation.

The faculty members serving as chair, vice-chair, and secretary of the Faculty Senate should be eligible for overload compensation as a result of additional duties required by the office.

A faculty member eligible for overload compensation will be informed by the end of the first week of class. Teaching an overload for compensation shall not be required of a faculty member or made part of a faculty member's obligation to the University.

2.17.3 Compensation for Single-Student Instruction

Compensation is usually not offered for providing instruction for a single student. In special circumstances, approval may be given; however, the written endorsement of the department chair, dean, and provost is required.

2.17.4 Summer School Teaching and Compensation

Summer school teaching shall not be required of a faculty member or made part of a faculty member's obligation to the University. However, summer school teaching is not guaranteed to faculty members who are desirous of teaching. In cases in which there are more faculty members who wish to teach in summer school than courses available, the work shall be assigned in an equitable manner by the department chair and approved by the appropriate dean and Provost or designee. Summer courses should be taught by qualified faculty members, but when no qualified faculty are available to teach a summer course, qualified adjunct faculty may be sought.

2.17.4.1 Summer Session Teaching Load

A faculty member may not exceed the following teaching load limitations:

One four and 1/2 -week or five-week session	3 or 4 semester hours
Two fur and 1/2-week or five-week sessions	6, 7, or 8 semester hours
One full eight or nine-week session	9, 10, or 11 semester hours

2.17.4.2 Summer Session Compensation

Compensation for summer school shall consider the results of a review of market trends for summer school compensation at state-supported institutions of higher education in the geographic region within a radius of approximately 50 miles of the University. These market trends will be reviewed every two years by a committee designated by the Faculty Senate. The committee's biennial review and recommendation for overload compensation shall be forwarded to the Provost and President for action.

If enrollment in a course is below the required minimum, a determination as to whether the class will be run must be made by the chair in consultation with the dean and the Director of summer school no later than the second day of class, and the faculty member will be promptly notified of the decision. Compensation for summer courses shall not be based on enrollment figures; if it is determined that a class will be run, the faculty member will be paid the full compensation approved by the Provost and President.

2.17.5 Winter Session Teaching and Compensation

Winter session teaching shall not be required of a faculty member or made part of a faculty member's obligation to the University. However, winter session teaching is not guaranteed to faculty members who are desirous of teaching. In cases in which there are more faculty members who wish to teach during the winter session than courses available, the work shall be assigned in an equitable manner by the department chair and approved by the appropriate dean and Provost or designee. Winter session courses should be taught by qualified faculty members, but when no qualified faculty are available to teach a winter session course, qualified adjunct faculty may be sought.

2.17.5.1 Winter Session Teaching Load

A faculty member may not exceed the following teaching load limitations:

One two to three-week session	3 or 4 semester hours
-------------------------------	-----------------------

2.17.5.2 Winter Session Compensation

Compensation for winter session shall consider the results of a review of market trends for winter session compensation at state-supported institutions of higher education in the geographic region within a radius of approximately 50 miles of the University. These market trends will be reviewed every two years by a committee designated by the Faculty Senate. The committee's biennial review and recommendation for overload compensation shall be forwarded to the Provost and President for action.

If enrollment in a course is below the required minimum, a determination as to whether the class will be run must be made by the chair in consultation with the dean and the Director of Summer and Winter Sessions no later than the second day of class, and the faculty member will be promptly notified of the decision. Compensation for winter session courses

shall not be based on enrollment figures; if it is determined that a class will be run, the faculty member will be paid the full compensation approved by the Provost and President.

2.17.6 Faculty Members with Summer Grants and Funded Projects

Compensation for faculty members who receive summer grants and funded projects is normally allocated in such a manner as to ensure that the faculty members shall not receive, for the fiscal-year (12 months), a total salary of more than 133 percent of the nine-month contractual salary. To be eligible for the 133 percent cap, the faculty member or the department as a unit must have met established productivity guidelines during the academic year. Failure of the unit to meet productivity guidelines may require the individual to reimburse the University from grant funds.

1. With prior approval from the department chair, dean, and provost during the first semester of the academic year, a faculty member on an academic-year appointment may devote up to 100 percent effort to sponsored projects during the three summer months, provided such faculty member or the department has met productivity requirements during the academic year.
2. Faculty members on fiscal-year appointment (July 1 through June 30) are not entitled to additional compensation for sponsored research activities except one who serves as a consultant on a project or one who is awarded a mini-grant to provide technical assistance to the University. The rate of pay for such services is minimal and subject to approval by the President and appropriate Vice President.
3. Faculty members must present a work plan to the supervisor for time period in which summer funded work will be undertaken. Prior written approval by the supervisor is required for such a plan and must be included as a part of the grant proposal.

2.17.7 Family and Medical Leave

The University follows the federal guidelines for family and medical leave. For further information, consult personnel in the Office of Human Resources.

2.17.8 Sick Leave: Nine-Month Faculty

Sick leave credits shall be earned at a rate of ten hours per month for the nine-month period of service. If a faculty member is employed during the summer sessions, 10 hours will be earned for each four and 1/2-week session and 20 hours for a full eight- or nine-week session. Sick leave credits may be accumulated not to exceed 240 hours at the end of the academic year for employees with less than seven full years of service and 480 hours for employees with seven or more full years of service. All accumulated sick leave credits are null and void upon separation from the University. No payments will be made for unused sick leave.

Employees may charge absences against sick leave credits for the following reasons:

- An illness, medical disability, or injury temporarily incapacitating the employee from performing his/her duties.
- An exposure to a contagious disease such that presence on duty would jeopardize

the health of fellow employees or the public.

- Appointment for examination and treatment related to health when such appointments cannot reasonably be scheduled during non-work hours.
- Illness or death in the immediate family. The immediate family in this application includes only the employee's parents, wife, husband, children, brother, or sister, and a relative (either blood or marriage) living in the household of the employee. The period of absence which may be charged against sick leave credits in this case may not exceed 24 work hours for an illness of one cause, for an injury or for a death, and may not exceed a total of 48 work hours in a calendar year because of illnesses or deaths in the immediate family.

No sick leave with pay shall be allowed when the appointing authority determines an absence was a result of unauthorized employment outside the University. During the first three days of absence, it will be the department's responsibility to provide a substitute for the absent instructor.

Substitute instructors provided during this period will receive no additional compensation. If an authorized absence extends beyond three days, the department chair will initiate, through proper channels, a request to employ a substitute or replacement instructor.

2.17.9 Sick Leave/Annual Leave: Eleven/Twelve-Month Faculty

Policies regarding sick and annual leave for eleven/twelve-month faculty shall be the same as those for classified staff. These policies are available in the Office of Human Resources.

2.17.10 Administrative Leave

The Commonwealth of Virginia provides employees with paid leave to appear in court or related proceedings, to serve on state councils and other bodies, to resolve work-related conflicts, to participate in the resolution of complaints of employment discrimination, to attend administrative hearings, and to interview for other state positions. A faculty member will be granted leave with full pay for absence from work to serve on a jury or attend court as a witness when subpoenaed, but not as a plaintiff or a defendant.

2.17.11 Chairs Returning to Faculty Positions

In those instances where a faculty member becomes a department chair employed under a twelve-month contract, the new faculty salary will normally be calculated to reflect compensation for three additional months based on the faculty member's current nine-month salary. When a department chair employed under a twelve-month contract returns to a nine-month appointment, the new faculty salary will normally be calculated on the basis of nine/twelfths (9/12) of his or her current salary. There will be no compensation for unused annual leave. Those who have accrued annual leave up to that point may use or carry the unused accrual to retirement.

2.17.12 External Employment/Consulting Services

External employment, including consulting, is any participation by a faculty member in a job, private business, or other paid activity between the beginning and closing dates of the faculty member's contract. Prior written approval by the President for any such external employment or consulting is required each year. For more information, see Human Resources Procedure 806 (<http://www.vsu.edu/policies/806.PDF>).

A faculty member should discuss the desire to engage in external employment or consulting with the department chair or immediate supervisor. Following the conference, a formal application must be filed on the form, *Approval of Outside Employment*. Response to the application must be received prior to engaging in external employment or consulting. Failing to make a written request and/or engaging in external employment or consulting without prior written approval may lead to discipline, including dismissal. Request for approval must be made on an annual basis.

The University encourages faculty members to provide consulting services or assistance to other universities provided such activity does not involve a conflict of interest, interfere with the faculty member's primary responsibility to Virginia State University, or commit the University resources. Those who engage in external employment or consulting are to ensure that:

1. Services performed are not a part of their University responsibilities.
2. Involvement in no way negates their ability to:
 - meet classes as scheduled by the University.
 - arrange office hours that meet the needs of VSU students.
 - be available for scholarly and service activities at the University.
3. University personnel, resources, and facilities are not involved.
4. Consultant services or employment contribute to the professional development of the individual and also serve as a benefit to the University.
5. External employment or consulting does not interfere with the performance of expected duties.

2.17.13 Benefits

Full-time faculty members receive fringe benefits, as outlined below, from both State policy and Board of Visitors' action. The following outline of benefits is designed to be informational only and not to specify any contractual rights or terms. Detailed information on types of benefits available may be obtained through the Human Resources Office or through the Human Resources Benefits webpage.

(<http://www.dhrm.state.va.us/genlbenefits/genlbenefits.html>).

2.17.14 Group Life Insurance

Faculty members participate in a group life insurance plan administered by the Virginia Retirement System. The Commonwealth provides this coverage at no cost to the individual. During active employment of the individual, the plan provides life insurance, accidental death and dismemberment insurance, and loss of eyesight insurance. The amount of coverage is equal to the annual salary rounded to the next higher thousand and multiplied by two. The amount of coverage for accidental death is equal to the annual salary rounded up to next higher thousand and multiplied by four.

Link: <http://www.varetire.org/Members/BenefitPlans/LifeInsure.html>

2.17.15 Health Insurance

Faculty members have the option of choosing a health plan from the several different plans. New faculty select the plan they prefer when they are employed. Current faculty may make changes in their present coverage or plan once a year during the enrolment period. Faculty should consult the Insurance Source Book for specific information on available health plans.

Link: <http://www.dhrm.state.va.us/compandbenefits.html#benefits>

2.17.16 Flexible Reimbursement Accounts

Flexible Reimbursement Accounts allow faculty to set aside part of their salary each pay period on a pre-tax basis for one or both of the following accounts:

- Medical Expense Reimbursement Account—provides reimbursement for eligible out-of-pocket medical, dental and vision care expenses not covered by health benefits plan.
- Dependent Care Reimbursement Account—provides reimbursement for eligible expenses for the care of child, disabled spouse, elderly parent or other dependent incapable of self-care.

Link: <http://www.dhrm.state.va.us/genlbenefits/flex/flexiblebenefits.html>

2.17.17 Workman's Compensation

If a faculty member is unable to work because of an illness or accident occurring in the workplace, he or she may be entitled to compensation to help offset the wages lost during the period of absence. In the case of an accident, the incident should be reported to the supervisor immediately in order to be covered. Required medical attention will be furnished at no cost to the individual. The entire cost of Worker's Compensation Insurance is borne by the University. Link: http://www.vwc.state.va.us/employees_guide.htm

2.17.18 Retirement Plans

Faculty members with academic rank have the option of selecting the Virginia Retirement System Plan or the Optional Retirement Plan. The Optional Retirement Plan provides participants an alternative to the Commonwealth's career retirement benefits. The Virginia Retirement System provides group life insurance and monthly retirement benefits for all vested full-time salaried participants. A member becomes vested after five years of participation in the program. Retirement benefits are provided in addition to Social Security Benefits. Disability retirement benefits are provided should the individual become permanently, totally disabled and unable to perform the duties of the job. The entire cost of the program is borne by the Commonwealth.

A faculty member is eligible to retire at age sixty-five under the Virginia Retirement System (VRS) with full retirement benefits, provided all State requirements have been met. The faculty member who has at least thirty years of service may retire at age sixty with full VRS retirement benefits. In addition, the faculty member with five years of service may retire as early as age fifty-five with reduced VRS benefits. The reduction is based on the difference between the early retirement date and the date of eligibility for full retirement benefits.

The Commonwealth of Virginia offers an expanded Optional Retirement Plan with a variety of optional retirement providers. The Human Resources Office has a listing of such providers and will provide details upon request.

The services offered by the optional retirement providers range from investment management to computerized benefits communication systems. Although each provider has its own specific complement of participant services, each offers the participant portability.

New faculty members may choose either the Virginia Retirement System Plan or the Optional Retirement Plan as a retirement vehicle. If the Optional Retirement Plan is selected, the choice is irrevocable. There is a ninety (90) day period from the initial date of appointment in which to elect participation in the Optional Retirement Plan.

Link: <http://www.varetire.org/members/benefitplans/highered.html> (ORP) Link: <http://www.varetire.org/Members/BenefitPlans/VRSDefBen.html> (VRS)

2.17.19 Tax Deferred Annuity Programs

Tax deferred annuities may be available through a University arrangement with several financial institutions. For more details, contact the Office of Human Resources.

At the option of the faculty member, arrangements to participate in a specific plan may be made through payroll deduction.

2.17.20 Social Security

A source of retirement income for the majority of persons in the United States comes from Social Security. Social Security tax is deducted from the paycheck of each employee. Social Security benefits are payable when one retires, becomes disabled, or dies. Eligibility requirements must be met before payments are made.

2.17.21 Holidays

Faculty members employed on a 9-10 months basis receive in-session holidays only. Faculty members employed on a 11-12 months basis receive 12 paid holidays per year plus any other day designated by the Governor of Virginia. In order to be eligible for holiday pay, 12-month faculty/staff must work or be paid leave on the day before and the day after the holiday; however, if the first day of work of the pay period is a holiday and an employee works on the next day after the holiday, he/she will be paid for that holiday. Likewise, upon separation or retirement, if the final day of the period falls on a holiday the employee works the day before, he/she will be paid for that holiday.

Section 3

Academic Policies

3.1 Academic Administration

The information in this section describes the administrative structure of academic affairs at the University as of the effective date of the *Handbook*. The organization of the University and the duties and the responsibilities of administrators may change from time to time as directed by the Provost, the President or the Board of Visitors, as appropriate.

Provost / Vice President of Academic and Student Affairs

The Provost / Vice President for Academic and Student Affairs is responsible to the President for all academic and student affairs administration operations. This officer fulfills the responsibilities of the position subject to budgetary constraints and the strategic plans as approved by the University Council, and is assisted and advised by the following:

- Vice Provost for Academic Affairs
- Vice Provost for Administration
- Associate Vice President for Student Affairs
- Director of Honors Program
- College Deans
- Dean of the Library and Media Services
- Dean of Graduate Studies, Research, and Outreach
- Department Chairpersons
- Director of Institutional Planning and Assessment
- Faculty Senate
- Director of Admissions
- Registrar
- Director of Academic Support Services
- Special Committees
- General Faculty

Vice Provost for Administration and Vice Provost for Academic Affairs

These administrators work with deans, department chairs, Director of Admissions, Registrar, academic support personnel, University committees, students and parents in implementing policies and procedures that are under the purview of the Provost and Vice President for Academic and Student Affairs. Each assumes other duties as assigned by the Provost.

Director of Honors Program

This administrator is responsible for all aspects of the operation of the Honors Program, including courses, programming, housing, and advisement. The Director also:

1. assumes leadership roles in collaboration with the University's Honors Council;

2. develops and implements special lectures, seminars, and other activities associated with the Honors House;
3. collaborates with departments within Colleges in the development of special services and programs for honor students;
4. works with the Director of Admissions in the recruitment of academically talented students;
5. seeks external funds and scholarships for gifted and talented students;
6. assumes leadership for coordinating graduate school articulation programs between Virginia State University and select research universities;
7. collaborates with members of the University Council in accomplishing goals and objectives of the Office of Academic Affairs; and
8. assumes other duties as assigned by the Provost and Vice President for Academic Affairs.

College Deans

There are four undergraduate deans at Virginia State University, including the Dean of the College of Agriculture; the Dean of Engineering, Science and Technology; the Dean of the College of Business; and the Dean of the College of Liberal Arts and Education. College deans serve as liaisons among the academic areas, the external professional community, the President, vice presidents, faculty, students, staff, parents, alumni and other significant groups.

The College Dean:

1. serves as the chief administrative officer of the College, and as such is responsible for the fiscal integrity of the College's operations;
2. serves as the chair of the College Council, which is comprised of at least, but is not limited to, the following committees: 1) Curriculum, 2) Planning and Budget, 3) Appeals, and 4) Recruitment and Retention;
3. serves as the oversight officer for all programs and services offered in the College;
4. oversees the selection, retention and promotion process;
5. manages financial and physical resources of the College in a business-like and professional manner;
6. submits appropriate reports in a timely manner;

7. maintains a viable recruitment program for entering freshmen, community college transfer students and non-traditional students;
8. secures external funding to support research, development and scholarship initiatives;
9. implements an effective College-wide student advisement program;
10. implements and maintains support programs to prepare students for entrance into graduate school;
11. provides professional development programs for College faculty;
12. implements and maintains an effective student outcome assessment program;
13. monitors academic programs and facilitates necessary changes;
14. assumes a leadership role in the reduction and elimination of outdated and low productivity programs;
15. assumes responsibility for developing and maintaining programs which place graduates in competitive positions following graduation;
16. demonstrates leadership in resolving a wide range of interpersonal problems; and
17. teaches one, three-hour course per academic year

Department Chairpersons

Academic departments comprise the basic structure of the University. At Virginia State University, the chairperson serves in a dual role as both faculty member and administrator. Department chairpersons are given a minimum of 25 percent released time by the College dean, with the approval of the Provost, for administering the department. A department chairperson serves for a term of three years, with the option of being renewed for a second term (maximum six years). Faculty members who have served as chairpersons for two consecutive terms (six years) must wait a minimum of three years before they are eligible to serve again. The process for the selection of departmental chairs is described in more detail in the Academic Procedures Manual under Evaluation of Academic Administrators.

As administrative leader, the department chairperson holds responsibility for the quality of instruction and the curriculum, and:

1. serves as chair of the department's Planning and Budget Committee;
2. assumes primary role in selection, promotion, and retention of faculty;

3. manages department budget;
4. provides opportunities for faculty development;
5. assumes leadership for procurement, program enhancement, research, grants;
6. maintains an effective student advisement program;
7. develops and manages an effective student records system;
8. facilitates positive interpersonal relationships among students, faculty, staff and external groups;
9. maintains an effective recruitment program for entering freshmen and community college transfer students;
10. assumes leadership in departmental committees and participates in College, and University committees;
11. demonstrates flexibility in restructuring and eliminating outdated requirements, courses, and programs;
12. implements programs and curricula which enhance the ability of graduates to be competitive with others in their fields;
13. demonstrates and facilitates research and scholarly pursuits;
14. implements and maintains effective proposal and grant procurement activities;
15. develops and implements special initiatives for honor students
16. in collaboration with faculty members, produces a departmental teaching schedule that considers research and service activities
17. develops and implements special support programs for students placed on academic warning and probation; and
18. assists students in preparation for graduate school and career placement.

Dean of Graduate Studies, Research, and Outreach

The Dean of Graduate Studies, Research, and Outreach assumes the responsibilities listed for the undergraduate deans, as appropriate. In addition, this administrator is the chief facilitator for the

Delivery of graduate courses and traditional and non-traditional courses through continuing education. This administrator:

1. serves as chair of College's Planning and Budget committee and as chair of College's Outreach committee;
2. serves as the oversight officer for all graduate, continuing education and non-traditional courses;
3. assumes responsibility for the development and growth of high quality graduate programs;
4. monitors the quality of graduate, continuing education, and nontraditional programs offered on and off campus;
5. generates funds to support continuing education and non-traditional programs;
6. assumes leadership, in collaboration with the Dean of Library and Media Services for the delivery of distance learning courses to adult and non-traditional students;
7. works cooperatively with department search committees, College deans, department chairs, and other College and University committees in the selection of graduate faculty and delivery of graduate programs; and
8. assumes leadership in facilitating enrollment, advisement and support of graduate and continuing education students.

Dean of Library and Media Services

The Dean of Library and Media Services selects and supervises the professional librarian, the archivist(s), and media services. Responsibilities also include the delivery of selective distance learning services. In addition, the Dean:

1. serves as chair of Library Planning and Budget Committee;
2. coordinates the development and growth of inter-library collaboration;
3. provides appropriate technology in the Library and Instructional Technology Services for use by students, faculty and community;
4. assumes responsibility, in collaboration with the academic units, for the use and quality of media and technology in the Colleges, departments, and academic support areas;
5. represents the University at local, state, and national levels in area of library and instructional technology services;

6. oversees collection, development, and acquisition of library holdings to support teaching, learning, and research; and
7. manages the financial and physical resources of the library

Director of Academic Technology

1. To propose guidelines and procedures for utilization of the Internet by faculty and students;
2. To conduct and plan computer technology training appropriate to interests and needs of faculty and students;
3. To provide leadership in the coordination of information technology and telecommunication activities in the library and academic units;
4. To oversee academic computing facilities;
5. To provide technical assistance to faculty in the utilization of technology for the enhancement of teaching and learning;
6. To coordinate all implementation strategies of activities for the Academic Technology;
7. To oversee all activities in the Multimedia Classrooms and General Purpose labs.

3.2 Instruction

The full-time workload of every member of the collegiate/instructional faculty at the University consists of a teaching load of twelve semester hours per semester (or as specified by the appropriate specialized accreditation agencies), plus related student advising; scholarly research/creative activities appropriate to the faculty member's discipline; and professional service to the University and the faculty member's discipline.

Teaching Load

Normally, a faculty member teaches twelve hours per semester, and an overload will be credited to faculty who teach more than the normal load. A faculty member's teaching load may be adjusted by the University in the following circumstances:

- In departments with low enrollments, faculty members who do not meet standard productivity levels may be required to teach a maximum of three additional semester hours without additional compensation.
- For laboratory and studio courses, contact hours are multiplied by 2/3 in order to obtain the standard semester-hour ratio.
- Teaching credit is given for supervising Masters theses and degree projects and Doctoral Dissertations. A faculty member shall be credited with one semester hour per student thesis or project supervised per semester. Such an assignment may be considered an overload when the credit exceeds the full-time teaching load defined above.
- Faculty may receive teaching credit for a maximum of 4 semesters per Masters student or 6 semesters per Doctoral student.
- Faculty may receive teaching credit for no more than 3 graduate students (Masters or Doctoral) at any one time.
- Individuals teaching more than one graduate course may be eligible for a reduction in the normal teaching load. This reduction would be in addition to any course reduction a faculty member might receive while serving as departmental chair.
- Individuals involved in previously approved research activities may be eligible for a reduction in the normal teaching load.
- Individuals involved in previously approved professional development activities may be eligible for a reduction in the normal teaching load.

Adjustments in faculty teaching loads are approved by the department chair after consultation with the affected faculty member and are forwarded to the appropriate dean for review and approval. Among the factors taken into consideration in adjusting faculty teaching loads are class enrollment, number of preparations, preparation for a new course, scholarly research/creative activities, professional development activities, and administrative responsibilities.

Other Professional Responsibilities

In addition to the normal teaching load, all faculty members are expected to assume other professional responsibilities such as advising students, serving on departmental, College, and/or University committees, maintaining regular office hours, and attending University activities. Assessments of faculty workloads should take into account other considerations in addition to FTE calculations.

Final Examination Schedules

Instructors shall make no changes in the day and hour of scheduled final examinations merely for the personal convenience of the instructor or the students, but where such changes are warranted, prior approval by the chair and the dean must be obtained, and the changes must be coordinated with the Registrar.

Preparation of Materials and Conduct of Examinations

Instructors shall be held accountable for maintaining the security of all examinations. The instructor is responsible for the supervision and conduct of examinations. In case of an emergency, the instructor shall seek approval from the chair to arrange for administration of the scheduled examination.

Submission of Final Grades

Instructors shall be required to submit all final grades on or before the established deadline. Grade reports must be submitted to the Office of the Registrar. Approved grade symbols are outlined below under Grades.

Office Hours

Full-time teaching faculty are expected to maintain a minimum of six scheduled and two flexible office hours per week primarily to meet the needs of students for purposes of consultation and tutoring. A reduction in the number of office hours required may be requested by a faculty member and approved by the department chair. Reductions may be approved in cases including, but not limited to:

- faculty members serving on two or more thesis committees;
- individuals teaching fewer than twelve semester hours (e.g., faculty assigned to research); or
- persons with four different course preparations.

Part-time and adjunct faculty are required to maintain at least one office hour per week for each course taught. Students should be informed of the office hours. Office hours should be posted on or near the faculty member's office door.

Student Records

The academic records of students are protected under the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). The specific policy document is available in the Office of

the Registrar. Included are records in College and department files, as well as those in the Offices of the Registrar, Admissions, and Financial Aid.

Grades

The approved grade symbols and grade symbol definitions are as follows:

Grade	Definition	Quality Points
A+	Exceptional	4
A	Superior	4
A-	Excellent	4
B+	Very Good	3
B	Good	3
B-	Above Average	3
C+	High Average	2
C	Average	2
C-	Low Average	2
D+	Below Average	1
D	Poor	1
D-	Very Poor	1
F	Failure	0

The following grades are also used and have no quality point value, thereby being neutral in grade point average determination.

- I Incomplete grade--a student, otherwise passing, has for good reason failed to complete course requirements; must be removed within one year or be turned to an F (undergraduate only)
- P Satisfactory completion--at graduate level, successful completion of Research and Thesis or Dissertation
- S Satisfactory completion of certain experiences at the undergraduate level. At the graduate level, it indicates satisfactory progress in Research and Thesis or Dissertation
- U Unsatisfactory performance--student has not earned credit hours for which s/he has enrolled
- W Withdrawn
- R No credit given—administrative indication; awarded to Special Services students
- AU/Z Course Audit

- N Non-Attendance
- O Omitted Grade—administrative indication

Incomplete Grades

To receive an Incomplete, students who are otherwise passing must:

- have completed a sufficient portion of course assignments as determined by the instructor
- have a legitimate reason (as determined by the instructor) for failing to complete course requirements
- satisfy the course attendance requirements as determined by the instructor
- submit a written and verifiable justification to the instructor. If the student is unable to comply, the instructor may provide this justification on behalf of the student.

The instructor must submit to the department a clear statement, signed by the instructor and student (when possible), of the current grade, percentage of work completed, and what is required to remove the incomplete grade. This statement must be kept in the departmental student file with a copy provided to the student.

An Incomplete grade must be removed within one academic year or be turned to an F.

Release of Records

The University reserves the right to withhold transcripts, certificates, registration materials, or any other information about a student whose record for financial obligations has not been cleared by appropriate University officials.

Classroom Conduct

Each instructor is responsible for maintaining a classroom environment that facilitates effective teaching and learning. The classroom environment should be such that it prepares students for behavior that is expected in a civil society.

Disruptive and disrespectful behavior on the part of any student should not be tolerated by the instructor. Instructors may evict students who disrupt the class, and, when students are consistently disruptive, instructors may recommend to the chair that the student be dropped from the course. The instructor should always be in charge and has the right to determine appropriate

standards of behavior in the classroom as long as the requirement does not infringe upon the individual's rights. Appropriate classroom decorum should be described in the course syllabus.

Course Syllabus

Faculty members must provide students with a current course syllabus by the second meeting of class. The course syllabus must be comprehensive and shall include, but not be limited to, the following:

- instructor's first and last name;
- semester and year the course is being offered;
- office location and hours the instructor will be available to students;
- description of course content;
- course objectives;
- special assignments and examination schedule;
- current bibliography, as appropriate;
- classroom decorum and attendance policies; and
- grading system and other pertinent information

Meeting Classes

Class schedules must be followed. With the consent of the entire class, faculty members may temporarily adjust the place and time of class meetings to accommodate emergencies. However, faculty must receive approval from the department chair and the College dean prior to making permanent changes in class times and locations designated in the printed class schedule.

Instructors should expect a minimum of two (2) hours of study/work outside of class for each hour of instruction in class. Sufficient work should be assigned to be completed outside of class to maintain this minimum standard. Under no circumstances should a student be allowed to enroll in two (2) classes which meet at the same period.

Availability During Critical Periods

It is imperative that faculty be available to students, colleagues and administrators during critical periods in which registration, advising, examinations and completion of degree requirements are occurring.

Class Management

Every effort should be made to meet all classes and conduct them in a manner that stimulates intellectual growth and prepares students to be competitive in the global society.

Within the framework of academic freedom, a faculty member has the right and responsibility to deliver instruction in a professional manner. The following guidelines should be observed:

1. Faculty members must adhere to established University policies. Any exception or change must be approved in writing by the department chair, College dean, and Provost, as appropriate.
2. A well-developed course syllabus must be distributed to students by the second class meeting.
3. A current course syllabus must be filed with the department chair by the second class meeting.
4. All course expectations, including projects, term papers, examinations and reports must be indicated on the syllabus.
5. Copies of all major examinations shall be filed with the department chair at the end of the semester.
6. Examinations, essays, projects, term papers and reports must be returned to students in a timely manner. If the instructor has a reason for retaining a student's work, the student must be given an opportunity to review the document after it has been graded.
7. A statement as to what shall be expected to remove an "I" (incomplete) grade shall be submitted to the department chair and student when the grade of incomplete is awarded.
8. Students' final examinations shall be retained by the instructor for 12 months. Examinations may be retained beyond this time as appropriate or necessary. In those instances where the instructor leaves the University, the examinations shall be filed with the department chairperson. Adjunct/part-time faculty are expected to follow this policy.
9. Accuracy and fairness in grading students' work are required of faculty members. Every effort should be made to consider all related factors at the time the final grade is assigned.
10. Requests to make any change in the grade assigned originally shall be made only in unusual circumstances. Such changes threaten the integrity of the academic process. The instructor is expected, therefore, to review course requirements and calculations carefully before submitting final grades.
11. If a faculty member unexpectedly cannot meet a scheduled class, s/he should notify the department so that the department can notify the students.

12. If a faculty member knows prior to a scheduled class that s/he will be unable to meet that class, s/he should notify his/her departmental chair and make arrangements for students to engage in an activity related to the class.

3.3 Academic Regulations

The following regulations are from the University catalog. This listing is not all-inclusive of the regulations that apply to students, and such regulations are subject to change by the Board of Visitors. Faculty members are expected to be familiar with the content of the catalog and the actions of the Board regarding academic regulations and requirements.

Academic Sanctions

1. A new student (freshman or transfer student without an Associate Degree) must earn a minimum grade point average of 1.5 each semester during the first two regular semesters in residence. Thereafter, the student must earn at least a 2.0 semester average each regular semester (to avoid Academic Warning) or have a cumulative average of 2.0 (to avoid Probation or Suspension).

Transfer students with the Associate Degree must maintain a 2.0 semester average each regular semester (to avoid Academic Warning) or have a cumulative average of 2.0 (to avoid Probation or Suspension) to remain in good academic standing.

2. *Academic warning* will occur when a student's semester average falls below the required minimum.
3. *Probation* occurs when a student's semester and cumulative average falls below the required minimum for two semesters.
4. *Suspension* for poor scholarship will occur when a student's semester and cumulative average falls below the required minimum for three semesters. Students will not be readmitted to the university except under the following circumstances:
 - A. Students who return to the university having earned an Associate Degree (college-prep track) will be readmitted under the same terms and conditions as a transfer student.
 - B. Under exceptional circumstances (such as serious and documented health or financial difficulties), a student may appeal his/her suspension to the department chair and College dean who may then, in turn, recommend readmission to the Academic Credits Committee. Such an appeal can only be made after the student has been out for the period of one year. The student must present a letter from at least one faculty member in support of his/her appeal. If the appeal is successful, the student will be readmitted on "warning."

5. If a student voluntarily withdraws from the university for a semester (for any reason), that student will return on the same status with which he/she left. (That is, if the student left on “warning,” he/she will return on “warning”; if he/she left on “probation,” he/she will return on “probation.”)

Eligibility for federally regulated financial aid is based on (1) a minimum course load of 12 semester hours during any regular semester of the academic year and (2) satisfactory academic progress as indicated below:

Students Must Maintain Either:

the Semester GPA or the Cumulative GPA as Specified

Completed Semester Hours	Semester GPA	Cumulative GPA
Up to 24	1.5	
25-48	2.0	2.0
49-72	2.0	2.0

Attendance

Classroom attendance is expected of all students. The instructor may reduce grades for students who exceed four hours of absences for a four-semester-hour course, three hours of absences for a three semester-hour course, two hours of absences for a two-hour course, and/or one hour for a one-hour course. Faculty members must include on the course syllabus any attendance policy that will affect grades, including tardiness and early departures.

Academic Honesty

Intellectual and scholarship freedoms are safeguarded through application of principles of academic honesty. Violations of academic honesty represent a serious breach of the Virginia State University honor code and may be considered grounds for disciplinary action.

Academic dishonesty is defined to include (a) plagiarism--presentation as one’s own the ideas or written works of others; (b) cheating--giving, aiding, or seeking assistance during the process of taking a test or examination.

Penalties for academic dishonesty may be loss of credit for the work in question, loss of credit for the course, suspension or expulsion from the University.

Classification of Students

Full-time and part-time students are classified by credit hours earned as follows:

Freshman 1-29 credit hours
Sophomore 30-59 credit hours
Junior 60-89 credit hours
Senior 90 or more credit hours

Course Load

During a **regular semester** of the academic year, a full-time course load for undergraduates is generally 15 semester hours. However, the maximum course load is 18 semester hours. These maxima include all academic credits. Exceptions (overloads) must be approved by the Department Chairperson, and the Dean. During a **summer session** of 4½ weeks, the maximum course load is six semester hours, exclusive of labs (for a possible maximum of eight hours).

Examinations

Midterm examinations are optional but recommended to ensure an informed midterm report on student progress. Final examinations are required and should be taken as scheduled. Students enrolled in teacher education programs are required to take Praxis I and II and other relevant professional exams at the appropriate time.

Last 27 Credits

A candidate for the bachelor's degree must spend the last year in resident study for the degree at Virginia State University. A year's residence is interpreted to mean the accumulation of a minimum of twenty-seven hours of upper-level courses in (1) two regular semesters, or (2) three regular summer sessions, or (3) one academic semester and one summer of nine weeks. Subject to the discretion of the chairperson of the department, the student may be required to take in residence a maximum of fifty percent of the credit hours required in his major sequence. This may in no case be less than twenty-five percent.

Proficiency Examinations

1. Proficiency examinations are coordinated by the individual departments.
2. The student will inform the department chairperson that he intends to take a proficiency examination in a given course in order to satisfy the requirements of the course. Proficiency examination forms are secured in the office of the student's major department. The student will then seek counsel of the chairperson of the department in which the examination will be administered. The student will then be assigned to a specific instructor who will schedule the examination. A student must register for a

proficiency examination by the eighth week of the semester in which he/she plans to take the examination.

3. Students will receive credit for grades of A, B, and C, earned on proficiency examinations. The grade will be recorded on the student's permanent record.
4. A maximum of twelve (12) semester hours may be earned through proficiency examinations.
5. The cost will be one-half of the regular fee per semester hour for proficiency examinations.
6. A committee in each department will be responsible for structuring and evaluating proficiency examinations. The examination should be so structured as to measure accurately the mastery of specific course content.
7. Instructors responsible for the administration of proficiency examinations should recommend or make available materials needed for preparation by the student.
8. No student may take a proficiency examination in the same course more than once.
9. Any student currently enrolled may request a proficiency examination.

Readmission to the University

Students who interrupt their enrollment for one or more semesters must apply, through the Office of Admissions, for readmission to the University. Readmission is to the department in which the student was enrolled at the time of separation. If desired, a change of major request may be made after readmission.

Appendices

- A. Bylaws of the Board of Visitors*
 - B. Constitution of the VSU Faculty Senate*
 - C. Policy on the Prohibition of Sexual Harassment*
 - D. Policy Statement on Equal Opportunity*
 - E. Policy Statement on Substance Abuse*
 - F. Graduate Faculty*
 - G. Grievances against Faculty*
-

Appendix A

Bylaws of the Board of Visitors



BYLAWS OF THE BOARD OF VISITORS VIRGINIA STATE UNIVERSITY

ARTICLE I BOARD OF VISITORS

Section 1. MEETINGS

The Board of Visitors shall meet no less frequently than four times each year on a date agreed upon in each quarter. Special meetings may be called by the Governor, by the Rector, by the Vice Rector in the latter's absence or disability, or, on request, by any three members of the Board.

The President of the University shall provide some convenient place or council chamber for the meeting of the Board. Other meeting places may be designated at the discretion of the Board.

Written notice of each meeting shall be required at least five days prior to the date of such meeting. Members of the Board may waive notice of time, place, or purpose of any regular or special meeting of the Board by telegram, letter, or in writing, and attendance at any such meeting shall be deemed as waiver of notice.

A majority of the members of the Board shall constitute a quorum for the transaction of business at duly authorized meetings.

Meetings shall be conducted in accordance with *Robert's Rules of Order, Newly Revised*.

Section 2. OFFICERS

The Board shall nominate and elect from its membership at its first meeting following June 30, hereinafter called the Annual Meeting, a Rector, a Vice Rector, and a Secretary of the Board, each to hold office until his or her successor shall be elected and qualified. Vacant offices may be filled at any meeting.

Section 3. RECTOR

The Rector shall preside at the meetings of the Board; in the Rector's absence, the Vice Rector shall preside. The Rector is authorized to sign all emergency appointment forms for the employment of faculty during interim periods pending final confirmation by the Board at its succeeding meeting. In the absence of the Rector or Vice Rector, the Rector shall designate a chair *pro tem* to perform such duty.

The Rector of the Board of Visitors of Virginia State University shall appoint a member of the Board of Visitors to serve as a trustee of the Virginia State University Foundation.

Section 4. VICE RECTOR

In the absence or inability of the Rector to discharge the duties pertaining to the office of Rector, these duties shall be executed by the Vice Rector.

Section 5. SECRETARY

The Secretary shall maintain records of all proceedings; shall conduct correspondence; shall give notice of time and place for holding each meeting, regular or called; and shall see that Board documents and records are filed and maintained at the University. The documents and records so filed shall be subject at all times to the inspection of the Board or of any duly authorized committee of the Board.

Section 6. COMMITTEES

The Rector shall appoint the Academic and Student Affairs Committee, the Finance and Audit Committee, the Facilities and Services Committee, the Development Committee, the Personnel and Compensation Committee and such other special committees as the Board may deem necessary or desirable. The President shall serve as an advisory *ex-officio* member of all committees.

In addition to advisory members specified in these Bylaws, any committee may request, and the Rector, subject to the approval of the Board, may appoint additional advisory members of such committee. Voting and advisory members of any committee shall serve at the pleasure of the Rector.

A majority of voting committee members shall constitute a quorum of the committee. The actions of **all** committees shall be subject to the approval of the Board unless otherwise expressly provided by the Board.

Section 7. EXECUTIVE COMMITTEE

The Executive Committee shall consist of the Rector, who shall be the Chair; the Vice Rector; the Secretary; and two members of the Board elected by the Board at the Annual Meeting. The Provost/Vice President of Academic Affairs and the Vice President of Student Affairs shall serve as advisory members.

The Academic and Student Affairs Committee shall have oversight over all academic and student programs and activities of the University including curriculum, faculty appointments, promotion, tenure and compensation, recruitment, admissions and registration, residence life, health services, cultural affairs, student organizations, and such other related matters as shall be so recognized by the Board.

The Executive Committee may exercise the powers and transact the business of the Board during recess of the Board, in emergencies, or when directed or authorized by the Board to do so.

Section 8. ACADEMIC AND STUDENT AFFAIRS COMMITTEE

The Academic and Student Affairs Committee shall consist of no fewer than four members of the Board, one of whom designated by the Rector shall serve as Chair.

The Provost/Vice President of Academic Affairs and the Vice President of Student Affairs shall serve as advisory members.

The Academic and Student Affairs Committee shall have oversight over all academic and student programs and activities of the University including curriculum, faculty appointments, promotion, tenure and compensation, recruitment, admissions and registration, residence life, health services, cultural affairs, student organizations, and such other related matters as shall be so recognized by the Board.

Section 9. FINANCE AND AUDIT COMMITTEE

The Finance and Audit Committee shall consist of no fewer than four members of the Board, one of whom designated by the Rector shall serve as Chair. The Vice President for Administration and Finance and the Vice President for Development shall be advisory members.

The Finance and Audit Committee shall have oversight over all financial affairs of the University, including budgets, appropriations, grants and contracts, accounting and internal systems and controls. The Finance and Audit Committee shall employ an internal audit staff and such financial and management consultants as it may deem necessary or desirable. The internal audit staff and consultants so employed shall report directly to the Committee.

No material change or amendment, deviation or exception from the University's accounting and internal control procedures shall be made without the approval of the Finance and Audit Committee or the Board.

Section 10. DEVELOPMENT COMMITTEE

The Development Committee shall consist of no fewer than four members of the Board, one of whom designated by the Rector shall serve as Chair. The Vice President for Development shall serve as an advisory member.

The Development Committee shall have oversight and control over all fund-raising activities undertaken by the University or any foundation, alumni, athletic or other association, campaign committee or other organization seeking to raise funds in the name of or for the benefit of the University and its programs, all such funds being "University Funds"; the budgeting and

expenditure of such University Funds; the investment and management of such University Funds; and the reporting and accounting and internal control of such University Funds.

Section 11. FACILITIES AND SERVICES COMMITTEE

The Facilities and Services Committee shall consist of no fewer than four members of the Board, one of whom designated by the Rector shall serve as Chair. The Vice President for Administration and Finance shall serve as an advisory member.

The Facilities and Services Committee shall have oversight over all facilities of the University, including the campus master plan, capital improvements, facilities utilization, information services, Information Resource Center, campus support services and security, and other related matters as shall be so recognized by the Board.

Section 12. PERSONNEL AND COMPENSATION COMMITTEE

The Personnel and Compensation Committee shall consist of three members of the Board, one of whom designated by the Rector shall serve as Chair. The President shall serve as an advisory member.

The Personnel and Compensation Committee shall have oversight over all personnel and employment policies of the University, except the Executive Employment Agreement of the President which shall be negotiated with the President by the Rector and the Chair of the Personnel and Compensation Committee.

Section 13. OTHER APPOINTMENTS

The Rector, with the consent of the Board, shall have the authority to appoint persons to serve the Board in advisory or *ad hoc* capacities.

Section 14. POWERS AND DUTIES

The Board shall control and expend the funds of the University and any appropriations hereafter provided; control all real estate and personal property of the University; make all needful rules and regulations concerning the University; appoint the President, who shall be its chief executive officer, and all faculty members; fix their salaries; provide for the employment of other personnel as required; and generally direct the affairs of the University.

Section 15. FINANCIAL EXIGENCY

The Board, by vote of two-thirds majority of the Board, at any regular or specially called meeting may declare a state of financial exigency.

Upon declaration of a state of financial exigency, the Board shall direct the President to prepare a revised budget. Such revised budget shall be based on general guidelines as may be provided to the President at the discretion of the Board, including program reduction, program elimination, termination of employment, leave without pay, and other actions as may be necessary to reduce anticipated expenditures. The revised budget shall be subject to approval of the Board.

ARTICLE II ADMINISTRATION

Section 1. PRESIDENT

The President shall be elected at a regular meeting or any called meeting of the Board, by ballot, if requested by any member of the Board. The President shall (i) hold office pursuant to an Executive Employment Agreement, (ii) shall preside at all major official public meetings, and (iii) shall confer all degrees and certificates at Commencements unless otherwise directed by the Board.

The President, under the authority and direction of the Board, shall be in charge of the administration and courses of instruction of the University and shall be the channel for communication between the Board and faculty, staff, students, and the various officers of administration employed by the University.

The President shall establish, with the approval of the Board of Visitors, such administrative officers and faculty positions as deemed necessary to carry out the mission of the University. The President may appoint all persons to serve on the administrative staff and faculty of the University, except appointments at or above Vice President which shall be subject to the approval of the Board.

As the chief administrative officer of the University, the President shall attend all meetings of the Board and any committees of the Board, provided, however, when there shall be under consideration at any such meeting matters affecting the President personally, the President may attend only by special invitation by the Board or Committee.

The President shall convene the general faculty and staff for regular meetings at stated times and for special meetings, when necessary. The President shall preside at such meeting; or may designate an appropriate officer to preside. The President shall also perform such other duties as the Board may require.

In case of the death or disability or termination of the President, the Board shall designate as promptly as possible an Acting President to serve until a new President shall have been elected by the Board and shall have assumed office.

Section 2. PROVOST/VICE PRESIDENT FOR ACADEMIC AND STUDENT AFFAIRS

The Provost/Vice President for Academic and Student Affairs reports to the President and is the chief academic officer of the University. Major responsibilities include coordination, supervision, and advancement of teaching, research, and curricular activities of the faculty; development, evaluation and interpretation of academic policies and reporting of such activities to the Board, accrediting agencies, and other external constituencies; allocation and supervision of resources in all academic units; management of academic employee relations; and review and recommendation of all academic promotions and tenure decisions to the President.

The Provost/Vice President for Academic and Student Affairs oversees the development of the University's short and long-range academic plans and submits such plans for integration to the Director of the Budget. In addition, the Provost/Vice President for Academic and Student Affairs has the responsibility for the Librarian and oversees the Office of Enrollment Management, which includes admissions and recruitment, and registrar functions.

The Provost/Vice President for Academic and Student Affairs shall work closely with the various Vice Presidents to assist with coordination and integration of out-of-classroom programs, activities, business, administrative and financial services.

Section 3. OTHER VICE PRESIDENTS

The Board of Visitors shall, on the recommendation of the President of the University, elect the following Vice Presidents at its Annual Meeting:

The Vice President for Administration and Finance shall assist the President in the general administrative and financial administration of the University as delegated by the President.

The Vice President for Administration and Finance reports to the President and is responsible for Information Services, Physical Plant, Information Resource Center, Campus Support Services, and Institutional Research.

The Vice President recommends and, upon approval of the President, develops, recommends, and implements administrative services and policies, and oversees the ongoing evaluation of these services for cost containment and improvement in service delivery. The Vice President is responsible for developing capital improvement plans.

The Vice President shall be responsible for the functions of the Controller, Director of the Budget, Director of Financial Aid, Director of Purchasing, Director of Contracts and Risk Management, and Director of Auxiliary Enterprises.

The Vice President recommends and, upon approval of the President, develops, recommends, and implements accounting and financial policies and cost containment measures, and evaluates financial programs on an ongoing basis to ensure their effectiveness, compliance and support of

University policies, procedures, goals and objectives. The Vice President shall be responsible for periodic financial reporting to the President, the Board, the Commonwealth and other external/internal entities.

The Vice President provides data and information to the President's Office for the purposes of long-range strategic planning.

The Vice President for Student Affairs shall be responsible for the coordination of all student support areas and the development of criteria and procedures governing residence life, counseling, career planning and placement, student activities, student health services, and cultural affairs, and supervises student organizations and the operation of the disciplinary code and judicial procedures.

The Vice President for Development shall be responsible for overall institutional advancement functions and selected grants/contracts activities to support University programs. Specifically, the Vice President for Development coordinates the following functions: Alumni Affairs/Annual Giving, Corporate Relations, University Relations, and Planned Giving.

Section 4. OTHER ADMINISTRATIVE OFFICERS

As provided in Section 1 of this ARTICLE, the President shall establish, with the approval of the Board, such other administrative offices as deemed necessary to carry out the mission of the University, shall nominate persons to hold such offices, and shall define their duties. The President shall have authority to appoint such committees from members of the administrative staff and faculty of the University as may be needed.

ARTICLE III INSTRUCTION

Section 1. FACULTY

The Provost/Vice President for Academic and Student Affairs shall have general oversight responsibility for curriculum and instruction within the University and the faculty, under the direction of the President. The faculty shall include deans, department chairs, professors, associate professors, assistant professors, instructors, and only those positions specifically approved by the Board of Visitors upon the recommendation of the President.

Section 2. APPOINTMENTS

Pursuant to the powers vested in the Board by Sections 23-165.6, 23-166 and 23-167 of the Code of Virginia (or succeeding provisions) all faculty appointments and contracts are subject to Board policy, rule, resolutions, orders, instruction and these Bylaws. The Board shall appoint all faculty members and fix their salaries upon the recommendation of the President.

The terms and conditions of each appointment shall be stated in writing, shall be in accordance with and subject to policy approved by the Board, and shall be acknowledged and executed by the President and the appointee before the appointment is final.

Only the Board confers tenure, and all rights incident thereto end with termination of employment. Tenure cannot be earned *de facto*, regardless of the number of years of service.

ARTICLE IV CURRICULA AND DEGREES

Section 1. CURRICULA

Courses of study which are within the academic framework established by the Board shall be arranged by the appropriate Deans of Colleges or Department Chairs with due consideration of interdepartmental relationships. When, after consultation with the Provost/Vice President for Academic and Student Affairs, such courses shall have been approved by the President of the University and the Board of Visitors, they shall be published as the authorized curricula of the University.

The curriculum of Virginia State University shall embrace branches of learning as relate to agriculture, home economics, commerce, industrial education and technology, the liberal arts and sciences, teacher education, and military science.

Section 2. DEGREES

Degrees, as authorized, shall be conferred upon students who have met quantitative and qualitative requirements of the University and who are recommended by the Deans of appropriate Colleges and/or Department Chairs and the Provost Vice President for Academic Affairs. The Board delegates to the President of the University the authority to confer degrees.

Section 3. HONORARY DEGREES AND CERTIFICATES OF MERIT

The University may confer honorary degrees on and award certificates of merit and such recognitions to persons approved by the Board upon recommendation of the President with the advice of the University faculty committee designated for such purpose.

ARTICLE V SCHOLARSHIP AND LOAN FUNDS

The Board delegates general authority to the President to award State student loan funds to undergraduate students in conformity with the Appropriations Act and to award Federal and other special student loan and scholarship funds as they become available.

**ARTICLE VI
BUDGET AND FINANCE**

Section 1. BUDGETS

The biennial budget for the University shall be presented to the Board prior to its presentation to any other State agency. Based on the biennial budget for maintenance and operation approved by the General Assembly, the President shall present a budget for each fiscal year of the biennium to the Board for its approval prior to submitting it to the proper State agency.

Section 2. INVESTMENT OF FUNDS

The Board authorizes the State Treasurer or his/her duly authorized representative to execute in the proper name the certificates or other writing necessary to effect the transfer or surrender of registered bonds of the United States or other bonds or securities held by the Treasurer of Virginia State University. The Board further authorizes the President to establish with the Treasurer the policy for investment of all funds which become available for investment from endowment, construction projects, sale of revenue bonds in custody of the Treasurer, or donations for special projects. In case of endowment funds, the President may authorize any other legally constituted entity approved by the Board to invest or re-invest such funds. Such investments are to be reported to the Board at the meeting immediately following the action or included in the Annual Report.

**ARTICLE VII
CAPITAL OUTLAY AND PROPERTY**

Section 1. CAPITAL OUTLAY

When the Board approves the budget of the University for presentation to the Governor, it gives the authority to the President to proceed on capital outlay items in the final appropriation as follows:

- a. employ a qualified architect;
- b. have preliminary plans prepared and presented to the Art Commission and the Director of the Budget;
- c. upon approval of preliminary plans by the Art Commission, the Director of the Budget and the Governor, proceed with plans;

- d. after approval of the working drawings and specifications by the Director of the Budget and the Governor, advertise for bids;
- e. after advertising for bids, award contract to the lowest responsible bidder upon receiving authorization by the Governor;
- f. report awarding of contract(s) to the Board, except purchases made through the Department of Purchases and Supply; and
- g. act for the Board in accepting completed capital outlay projects and then report to the Board as to the date of completion and acceptance for such projects.

Section 2. NAMES OF BUILDINGS

The permanent names of all buildings shall be approved by the Board. As a policy, a building cannot be named for an employee of the University who is still in regular active service.

Section 3. ACQUISITION AND DISPOSAL OF PROPERTY

The Board must approve the acquisition, exchange and disposal of all real estate.

Section 4. SITE PLAN

The site plan for the University must be approved by the Board; once approved, it remains the site plan of the University until modified by the Board. After the Board's approval of the site plan, the President has authority, after securing the approval of the Governor and the Board, to buy any of the properties included in the plan for which there are available funds.

**ARTICLE VIII
AMENDMENTS**

These Bylaws may be amended or repealed and new Bylaws may be made at any regular or special meeting of the Board by a majority vote of the members at any meeting when a quorum is present.

Written notice of each proposed amendment to these Bylaws shall be given by return receipt mail at least thirty (30) days before the Board votes to enact such proposed amendment.

**APPROVED 8/9/91
REVISED 6/10/94, 8/26/94, 4/14/95**

Appendix B

Constitution of the Faculty Senate

VIRGINIA STATE UNIVERSITY



FACULTY SENATE CONSTITUTION AND BY-LAWS



Approved by the Faculty Senate:	November 19, 2003
Approved by the University Faculty:	January 13, 2004
Approved by the Board of Visitors:	April 9, 2004
Amended:	April 13, 2007

TABLE OF CONTENTS

	Page
Faculty Senate Constitution	
Preamble	109
Article I: The Purpose and Mission of the VSU Faculty Senate	110
Article II: Functions of the VSU Faculty Senate	110
A. The Decision-Making Function	110 B.
The Advocacy Function	111 C.
The Liaison Function	111 D.
The Grievance Function	111
Article III: The VSU Faculty Assembly	112
Article IV: Composition of the VSU Faculty Senate	112
A. Membership	112
B. Duties of Senators	113
C. Terms of Office	113
Article V: Officers of the Faculty Senate	113
A. Officers	113
B. Duties	114
C. Terms of Office	114
Article VI: Elections	115
A. Departmental Elections	115
B. Election of Faculty Senate Officers and At-Large Members	116
Article VII: Executive Committee of the Faculty Senate	116
Article VIII: Standing Committees of the Faculty Senate	117
Article IX: Amendments and Ratification	117
Article X: Review and Ratification	118
Faculty Senate By-Laws	
I. Articulation with Other Bodies	119
II. Meetings	119
III. Attendance	120
Minutes	120
V. Guidelines for Participation on Governance Committees	120
VI. Committee Leadership	121
A. Duties of Standing Committee Chairs	121
B. Duties of Subcommittee Chairs	121
VII. Decision-Making Authority	122
VIII. Faculty Senate Standing Committees and Subcommittees	122
A. Curriculum and Academic Issues Committee (CAIC)	123
B. Faculty Policies Committee (FPC)	126
C. Academic Environment Committee (AEC)	131
D. Strategic Planning Committee (SPC)	134
E. Committee on Reconciliation (COR)	135
F. Nominations and Elections Committee (NEC)	137
G. Joint Committee on Student Academic Life (JCSAL)	139
Retreat	140
Amendments to the By-Laws	141

FACULTY SENATE CONSTITUTION

PREAMBLE

The faculty of Virginia State University are committed to the principles of shared governance and recognize the interdependence of all units of the University. It is only through planning together, working together, respecting one another, and communicating openly and freely about any and all issues that our community will thrive. Clearly, some responsibilities require the action of a single entity: not only are there areas of responsibility which are designated to specific units by state regulation, accreditation guidelines, expertise, and tradition, but also implementation is often clearly within the purview of a single department or office. Nevertheless, decisions made will be more informed, implementation will be more effective, and support will be more broad-based if policy is based on shared governance.

The centrality of the faculty to the life and mission of the University is self-evident. Every faculty person is a highly trained professional and is an authority in his or her academic discipline. Faculty members provide continuity, not only in terms of the University's long-range mission and goals but also in terms of connecting the University to the most up-to-date scholarly work in the Academy and other global institutions. The faculty's expertise and training, as well as their professional responsibilities to the University, its students, and community, establish the importance of their participation in the governance of the University. At the same time, the faculty reiterate their support of the shared governance model and their commitment to the principles that have been incorporated into the Faculty Senate Constitution.

The core values of shared governance, as supported by every item in the Faculty Senate Constitution, are:

- Informed and inclusive decision-making
- Transparency and clarity of operations and decision-making
- Open lines of communication between and among all components and members of the VSU community
- Accountability
- Mutual respect and trust

Guided by these core values, Virginia State University's Faculty Senate shall be one of four shared governance bodies (the others being the University Council, the Staff Senate, and the Student Government Association). The Faculty Senate, along with the other shared governance bodies, is constituted by the President based on delegated authority of the VSU Board of Visitors.

Article I. The Purpose and Mission of the VSU Faculty Senate

The purpose of the Faculty Senate is to represent the faculty in the consideration of all policies that affect the academic climate and direction of the institution. The Faculty Senate seeks to create, maintain, and protect a university environment conducive to the growth of scholarship, learning, teaching, research, service, and respect for human dignity and rights. Among other things, the responsibilities of the Faculty Senate include:

- Working as advocate for the faculty and for the mission of the University with all shared governance bodies (Student Government Association, University Council, Staff Senate)
- Offering suggestions to the Provost, Vice Presidents, and the President on matters of University organization, budget recommendations and revisions, facilities, planning, and mission at the University level
- Consulting with appropriate resource persons concerning academic policy
- Offering recommendations about admissions policies, faculty employment, faculty evaluation, retention, promotion and work environment policies, academic policies, and other policies and procedures affecting the work environment
- Working with the Provost to establish policies and procedures by which faculty will be involved in the evaluation of academic administrators
- Maintaining open and continuous communication with the faculty and obtaining faculty input to all actions

Article II. Functions of the VSU Faculty Senate

A. The Decision-Making Function

In a shared governance structure, there is opportunity for input in any area; however, decision-making is delegated to certain areas by virtue of state, SACS, or other guidelines, and/or expertise. This function of the Faculty Senate will vary according to subject, need, and timeline, and the Faculty Senate will work closely at all times with the University Council, the Student Government Association, the Staff Senate, the Colleges and their Deans, and the administrative arm of the University. Although the varied responsibilities of faculty are described in the following areas, the President and the Board of Visitors have ultimate authority.

1. Primary Decision-Making Responsibility:

Faculty have primary decision-making responsibility for:

- curriculum content and methods of instruction

- promotion, tenure and faculty status
- research
- admission and graduation requirements
- the hiring process for faculty
- academic freedom
- conflict resolution as related to faculty grievance

2. Joint Decision-Making Responsibility:

Faculty have joint decision-making responsibility for:

- institutional budgeting, especially as it relates to departmental budgets, academic programs and curriculum support and development
- institutional, departmental, and programmatic strategic planning
- classroom equipment
- faculty office equipment and décor
- student life and conduct (outside of the classroom)
- major programmatic revisions
- library resources

3. Consultative Decision-Making Responsibility:

Faculty should have consultative authority, or input, into:

- library structure and operations
- physical plant
- all other aspects of University life that affect educational quality and academics

B. The Advocacy Function

The Faculty Senate shall act as advocate for faculty, academic programs, courses, and policies, and the general academic mission of the University. The Faculty Senate shall also act as an advocate for students.

C. The Liaison Function

The Faculty Senate shall serve as liaison between general faculty and administration, between faculty and faculty, between faculty and students, and between faculty and staff. The Faculty Senate shall also disseminate information about faculty issues and communicate faculty concerns to the administration.

D. The Grievance Function

The Faculty Senate establishes and implements policies and procedures for faculty members to grieve matters of privilege (e.g., classroom assignments, etc.), hiring, retention, promotion,

tenure, and evaluation, and for faculty and administrators to grieve one another when they come into conflict over such issues. The Faculty Senate grievance function does not replace formal procedures established by the University Council for grieving non-faculty matters.

Article III. The VSU Faculty Assembly

The Faculty Assembly is a meeting that consists of the entire teaching and non-teaching VSU faculty. Administrators, staff, and students are welcome to attend Faculty Assemblies, but may not vote.

The purpose of the Faculty Assembly is to bring the University community together to discuss Faculty Senate business, items of interest to the University community, and problems and challenges that need to be addressed.

The Faculty Assembly shall be convened at least twice per year: once in the fall and the spring semesters. In addition to these Faculty Assemblies, one University-wide assembly shall be held in the spring semester so that at-large candidates for the Faculty Senate and the University Council can address the University community.

Article IV. Composition of the VSU Faculty Senate

A. Membership

1. Those eligible to be faculty representatives on the Virginia State University Faculty Senate shall include all full-time employees of the University (a) whose primary responsibility is teaching, extension or research, (b) who are professional librarians, or (c) who are professional counselors.
2. The VSU Faculty Senate shall be composed of at least one Senator from each academic department.
3. Academic departments with more than ten full-time faculty should elect a second Senator.
4. There shall be one Senator each for every ten full-time extension specialists, researchers, and librarians who are administrative faculty.
5. Each department/unit shall also elect an alternate to represent the original Senator when s/he must be absent from Senate meetings.
6. There shall also be five at-large Senators elected by the full faculty body, two of whom are the Chair and Vice Chair of the Faculty Senate.
7. One alternate at-large Senator shall also be elected.

8. The following are also “speaking” (non-voting ex officio) members:

- The President of Virginia State University
- The Rector of the Board of Visitors
- The Provost and Vice Presidents
- The Deans
- The Faculty Senate representative to the University Council (unless this representative is an elected Senator)
- Student Government officers
- A representative of the Staff Senate

B. Duties of Senators

1. Each Senator will be responsible for representing the interests of his/her constituency, whether that constituency is an academic department, a category of faculty (such as librarians or extension specialists), or the faculty at large.
2. Each Senator is expected to attend all Faculty Senate meetings.
3. If a Senator is unable to attend a meeting, s/he is expected to notify his/her alternate so that the alternate can attend and assume the duties of the senator, including voting. A department or academic unit that is unrepresented for three Faculty Senate meetings in the course of an academic year will be notified by the Faculty Senate Secretary, and the department or academic unit must then take action to ensure representation.
4. Every Senator must be an active member or at least one Faculty Senate Standing Committee.

C. Terms of Office

Senators shall serve a two-year term, with the option of being re-elected to one subsequent term (resulting in the possibility of being a Senator for four consecutive years).

After sitting out for one academic year, a faculty member may run for Senator again.

Article V. Officers of the Faculty Senate

A. Officers

1. The Chair and Vice Chair of the Faculty Senate shall be elected by the faculty.
2. The Secretary and Assistant Secretary shall be elected by the Faculty Senate. The Parliamentarian shall be appointed by the Chair of the Faculty Senate.

3. The Officers of the Faculty Senate must be full-time faculty and may not serve in any administrative capacity during their term of office.
4. The faculty members serving as Chair, Vice-chair, and Secretary of the Faculty Senate should be eligible for overload compensation as a result of additional duties required by the office.

B. Duties

1. The Chair of the Faculty Senate shall preside over all Faculty Senate meetings; in his/her absence, the Vice Chair shall conduct the meetings. The Chair of the Faculty Senate shall also be a member of the University Council and is expected to attend Board meetings and communicate activities of the Board to the faculty. The Chair of the Faculty Senate shall convene the Faculty Assemblies. The Chair of the Faculty Senate, with a copy to the Secretary, shall forward resolutions and actions of the Faculty Senate to the appropriate administrative bodies.
2. The Vice Chair of the Senate shall perform the duties of the Chair in his/her absence at Faculty Senate meetings and act as Treasurer of the Faculty Senate budget. S/he shall also be a member of the University Council. The Vice Chair shall help the other officers as needed.
3. The Chair and Vice Chair of the Faculty Senate shall meet with the Provost once a month in addition to the Faculty Senate meetings in order to discuss academic matters.
4. The Secretary shall take minutes of Faculty Senate meetings and post the approved minutes on the Faculty Senate website, Intranet, and/or email within seven teaching days following the approval. The Secretary shall post membership rosters, meeting times, places, and agendas on the Faculty Senate website, Intranet, and/or email at least three teaching days prior to the meeting. The Secretary of the Faculty Senate shall track recommendations of the Faculty Senate, follow their progress through administrative channels and report back to the Chair of the Faculty Handbook Subcommittee and the Assistant Secretary when changes have been finalized.
5. The Assistant Secretary of the Faculty Senate shall keep track of the current undergraduate and graduate catalogs, maintain copies of the catalogs on his/her computer (and back up copies), and assist the Secretary of the Faculty Senate as needed. The Assistant Secretary is also a member of the Curriculum and Academic Issues Committee of the Faculty Senate as well as the Catalog Subcommittee.
6. The Parliamentarian shall help ensure that the Faculty Senate acts in accordance with the provisions of the Constitution and that meetings follow Robert's Rules of Order.

C. Terms of Office

1. Officers of the Faculty Senate shall be elected for terms of one year.
2. Each officer may be re-elected as an officer three times, resulting in the possibility of being an officer for four consecutive years.

Article VI. Elections

A. Departmental Elections

1. Departments will elect their own Senators and alternates.
2. Since a Senator serves a two-year term, departments with fewer than ten full-time faculty will normally hold elections every other year, unless a special election is needed to replace a Senator. Departments with more than ten full-time faculty members will be represented by two Senators, who will serve staggered terms; thus, these larger departments will hold elections every year.
3. Regular departmental elections for the purpose of electing representatives to the Faculty Senate for the next academic year shall be held between February 2 and February 20.
4. The departmental election shall be organized either by the department's Senator or, if s/he is not available, by the alternate. If neither of these individuals is available, the department chair may organize the election.
5. Departments may run their elections using methods of their choosing. However, it is required that a) Senators and alternates be elected by secret ballot, and that b) the slate from which they are elected include any eligible departmental faculty member who wishes to be considered for election.
6. All full-time departmental faculty members, including the department chair, are eligible to vote. A majority of those voting is required to elect.
7. The names of the department's Senator(s) and alternate(s) shall be reported by the department chair to the Faculty Senate Secretary prior to February 25.
8. A faculty member previously elected by his/her department as a Senator may be elected as Chair or Vice Chair in the at-large election. If this happens, the faculty member chosen as an alternate for the department becomes the department's Senator, and the department elects a new alternate.
9. Departments may remove duly elected Senators or alternates for just cause.
10. In the case of the removal or resignation of the Senator or alternate, the department should elect a replacement within 30 days to fill the remainder of the unexpired term.

Regular departmental election procedures shall be followed. The name of the replacement shall be reported to the Faculty Senate Secretary as soon as the election is completed.

B. Election of Faculty Senate Officers and At-Large Members

1. The Chair and the Vice-Chair are elected at large. There must be at least two people running for each of these positions.
2. Three Senators and one alternate are elected at large. There must be at least six people running for these four positions. The candidates getting the three largest vote totals will be the three at-large Senators. The candidate with the fourth largest vote total will become the alternate.
3. Terms of office for the Chair, Vice-Chair, and at-large Senators are described in Article V, Part C.
4. The Nominations and Elections Committee will be responsible for arranging elections of the Faculty Senate Chair, Vice-Chair, and three at-large Senators and alternate.
5. Faculty candidates for the at-large positions for the University Council will be elected at the same time as the candidates for the at-large positions for the Faculty Senate.
6. Before the election, candidates for all at-large positions (including officers) must address the all-university Faculty Assembly in order to state why they are running and what their goals would be for the faculty and the Faculty Senate.
7. The Nominations and Elections Committee must have the slate for all candidates prepared no later than March 1.

Article VII. Executive Committee of the Faculty Senate

The Faculty Senate Executive Committee shall be composed of the Chair and Vice Chair of the Faculty Senate, the immediate past Chair of the Faculty Senate (who is present in an advisory, non-voting capacity), the Faculty Senate Secretary, and all of the Chairs of the Faculty Senate standing committees or joint committees established between the Faculty Senate and the University Council.

The Faculty Senate Executive Committee shall set the agenda for the Faculty Senate meetings, monitor Faculty Senate standing and *ad hoc* committees, make sure the Faculty Senate website is properly maintained, and ensure that the Faculty Senate and all its constituent bodies are operating in accordance with the principles and core values of shared governance.

The Faculty Senate Executive Committee shall be available both during the standard academic year and in the summer in case input is needed or decisions need to be made. In accordance with shared governance and the values of inclusiveness and transparency, it will, however, resist

making any important decisions at times when it is difficult to get prior input from the full faculty.

Article VIII. Standing Committees of the Faculty Senate

The Faculty Senate functions through its standing committees. The mission of the standing committees is to enable the Faculty Senate to operate and to maintain the academic mission of the University by overseeing academic programs, supporting and evaluating faculty, and generally ensuring that the academic environment of the University flourishes.

Chairs of standing committees must be faculty senators.

Article IX. Amendments and Ratification

The Constitution may be amended by the following procedure:

1. Any member of the Virginia State University community may propose amendments.
2. Proposed amendments shall be presented in writing to the Chair of the Faculty Senate for discussion and vote by the Faculty Senate.
3. Upon approval of a proposed amendment by a two-thirds vote of the Senators, a draft of the proposal shall be disseminated to the general faculty at least fifteen days prior to at least one Faculty Assembly, at which the proposal shall be discussed.
4. After the input from the general faculty at the Faculty Assembly, a final draft of the proposed amendment shall be sent to all faculty at least fifteen days before the date set for a ratification vote.
5. Adoption of an amendment to this constitution shall be by a two-thirds majority of the votes cast by the faculty.
6. Upon ratification of an amendment to this constitution by the faculty, it shall be forwarded to the President of Virginia State University.
7. If the President disagrees with the amendment, s/he shall return it to the Faculty Senate with recommendations. The Faculty Senate will consider the recommendations, and if the members agree with them, the Faculty Senate amendment approval process shall begin once more. If the members of the Faculty Senate disapprove of the recommendations, the Executive Committee of the Faculty Senate shall meet with the President in order to resolve the problem. If there is still disagreement, the matter may be taken to the University Council.
8. The amendment to the Faculty Senate Constitution becomes effective when it is approved

by the Faculty Senate, ratified by the faculty, and approved by the President.

9. Although standing committees may amend their own operating procedures with approval from the Faculty Senate, those committees that address grievances and/or promotion and tenure may not amend their operational procedures except through the above process.

Article X. Review and Ratification

By April 2004 a final vote by the faculty shall be taken as to whether or not to make this Constitution the permanent Constitution of the Faculty Senate of Virginia State University. Upon ratification by the faculty and approval by the President, this Constitution, or a modification thereof, shall exist in perpetuity and shall be reviewed by the Faculty Senate every three years.

In keeping with the principles of shared governance, before any action is taken against the Faculty Senate or against the principles expressed in this Constitution, the Executive Committee of the Faculty Senate will endeavor to resolve problems by communicating with the University Council and/or the Board of Visitors.

FACULTY SENATE BY-LAWS

I. Articulation with Other Bodies

In order for shared governance to work, it is most important that all of the University bodies work closely with one another. Whenever the Faculty Senate is considering an item or having a discussion which could benefit from receiving wider input, it will contact the Executive Committee of the University Council or one of its other committees, the chair of the Staff Senate, the Deans of the Colleges, or the President of the Student Government Association in order to have the item put on their agenda for consideration.

Recommendations from the Faculty Senate and its committees will be communicated to the faculty and forwarded to relevant individuals or bodies.

In most cases, subcommittees of standing Faculty Senate committees forward their recommendations to the standing committees and the Faculty Senate.

II. Meetings

The Faculty Senate and its committees and subcommittees (unless otherwise noted) shall meet at least monthly during the academic year. Meeting times, places, and agenda for the Faculty Senate, its committees, and its subcommittees shall be communicated to the faculty electronically at least three days prior to the meeting. If decisions or input are required during the summer months, the Faculty Senate officers and other members of the Executive Committee must be consulted in a timely fashion.

The Faculty Senate and its committees and subcommittees (unless otherwise noted) shall hold open meetings. Any faculty member wishing to speak concerning a topic at one of these meetings normally should contact the appropriate chair at least one day in advance of the meeting in order to be added to the agenda. The Faculty Senate, its committees and subcommittees shall reserve the right to hold executive sessions, in keeping with the provisions of the Freedom of Information Act. An executive session shall be declared upon a two-thirds vote of the total Faculty Senate, committee or subcommittee membership present and voting.

Decisions of the Faculty Senate, its committees, or its subcommittees are made by democratic procedural rules generally applicable at VSU. Meetings are run following Robert's Rules of Order. **A quorum shall consist of a simple majority of the voting members.**

The Provost will be invited to the Faculty Senate each month to make reports about items of academic importance.

In the absence of the Chair, the Vice-Chair of the committee presides at committee meetings. Vice-chairs of the Faculty Senate committees and subcommittees, unless otherwise noted, are elected by a vote of the committee members. If, at a meeting, no vice-chair has been selected and the chair is not present, members of the committee select by a simple majority an ad-hoc chair for the duration of the meeting.

III. Attendance

All members of the Faculty Senate, Faculty Senate Standing Committees, and Faculty Senate Subcommittees are expected to attend all scheduled meetings. When the minutes of the Senate, any Standing Committee or Subcommittee reflect that a member has been absent for three meetings in the course of an academic year, the following action may be taken upon a majority vote of the Senate, Standing Committee, or Subcommittee:

- For Faculty Senators whose alternates have not attended in their stead, the appropriate Department will be notified. The Department shall then determine whether the Senator and/or alternate should be replaced. Until such time as the Department's representation has resumed, the total number of members shall be reduced by one, for the purpose of a quorum.
- For members of a Standing Committee or Subcommittee, the member may be dropped from the roll of the Committee/Subcommittee. If a member is dropped, the total number of members shall be reduced by one, for the purpose of a quorum.

IV. Minutes

Minutes of the Faculty Senate and its committees and subcommittees will be recorded and sent to members of respective bodies prior to the next meeting. Committee and subcommittee minutes will also be forwarded to the Secretary of the Faculty Senate.

V. Guidelines for Participation on Governance Committees

At the first Faculty Assembly of the academic year, usually during the week of the pre-College conference, the Chair of the Nominations and Elections Committee shall disseminate a description of all of the Faculty Senate standing committees, and each faculty member shall have the opportunity to sign up for the committee and/or subcommittee of his/her choice. Additionally, faculty members will be given the opportunity at this time to indicate interest in serving on the Staff Senate, SGA or its committees, University Council standing committees, or any other University committee. The Nominations and Elections Committee will forward recommendations of interested faculty members to the appropriate bodies.

VI. Committee Leadership

All chairs of Faculty Senate Standing Committees shall be elected members of the Faculty Senate; however, chairs of the subcommittees need not be Faculty Senators. The standing committee chairs (with the exception of the Chair of the Nominations and Elections Committee who shall be elected by the committee from within its membership and ratified by the Faculty Senate) shall be chosen annually by the Nominations and Elections Committee and ratified by the Faculty Senate. Chairs are eligible to continue to serve as long as they are senators. All chairs of Standing Committees shall have been full-time faculty, researchers, extension specialists, librarians, or professional counselors at VSU for at least one year prior to their service as chairs.

A. Duties of Standing Committee Chairs

All standing committee chairs are expected to accomplish the following either personally or by delegation:

1. hold regular monthly meetings (with the exception of the Nominations and Elections Committee and the Committee on Reconciliation, who will meet as needed)
2. attend Faculty Senate meetings and Executive Committee meetings
3. report committee activities to the Faculty Senate
4. notify the Faculty Senate of the members of the committee and the chairs of the subcommittees
5. maintain minutes of committee activities and attendance records
6. copy all major correspondence and minutes to the Faculty Senate Chair and the Faculty Senate Secretary
7. communicate a schedule of meetings to the Faculty Senate Secretary at the beginning of each semester

B. Duties of Subcommittee Chairs

All subcommittee chairs are expected to accomplish the following either personally or by delegation:

1. hold regular monthly meetings (with the exception of subcommittees such as Promotion and Tenure which meet as needed)
2. attend standing committee meetings

3. report subcommittee activities to the chair of the appropriate standing committee
4. notify the appropriate standing committee of the members of the subcommittee
5. maintain minutes of subcommittee activities and attendance records
6. copy all major correspondence and minutes to the Chair of the appropriate standing committee
7. communicate a schedule of meetings to the chair of the appropriate standing committee and the Faculty Senate Secretary at the beginning of each semester

VII. Decision-Making Authority

In general, the Faculty Senate will accept the recommendations of the standing committees and subcommittees. In the case of a dispute about a decision or a recommendation made by a Faculty Senate standing committee or subcommittee, the Faculty Senate shall have final authority. Disagreements with decisions from the Committee on Reconciliation and the Promotion and Tenure Subcommittee shall not be brought to the entire Faculty Senate but shall be resolved through these bodies' appeals processes.

VIII. Faculty Senate Standing Committees and Subcommittees

In addition to the Executive Committee, the Faculty Senate maintains (but is not limited to) the following standing committees:

Curriculum and Academic Issues Committee

Subcommittees:

Professional Education Council
 Academic Credits
 Graduate Curriculum Committee
 Graduate Policies and Petitions Committee
 General Education
 Undergraduate Curriculum Committee
 Catalog Committee

Faculty Policies Committee

Subcommittees:

Faculty Handbook
 Promotion and Tenure

Promotion and Tenure Status

Academic Environment Committee

Subcommittees:

- Admission and Retention
- Library Affairs
- Outreach
- Graduate Council
- Honors Council
- Sabbatical Leave
- Student Support Programs

Strategic Planning Committee Committee on Reconciliation

Subcommittee:

- Appeals Subcommittee for Promotion, Tenure, or Termination

Nominations and Elections Committee

Joint Committee on Student Academic Affairs, a joint committee of the Faculty Senate and the University Council

Subcommittee:

- Student Life

Each Committee is encouraged to initiate, study, and formulate recommendations on any policy issue within its purview as defined in the general charges of the respective committees and the Faculty Senate Constitution.

A. CURRICULUM AND ACADEMIC ISSUES COMMITTEE (CAIC)

The Curriculum and Academic Issues Committee is responsible for the following areas: academic programs, teaching and pedagogy, and the catalog. The committee will formulate and recommend policies on curricular requirements, instructional standards, academic and instructional research, and the standards for all educational programs of the University. It will assist the Vice President for Academic Affairs in ensuring the timely publication and distribution of new academic policies, procedures, and standards, and ensure timely review, updating, publishing, and distribution of the University catalog. The Curriculum and Academic Issues Committee will review and recommend policies and procedures for the establishment, modification, and deletion of academic programs, including degree programs

and special committees on programs (for example, Professional Education Council). Additionally, the CAIC will ensure (through review and response when necessary) compliance with existing policies and procedures when course additions, deletions, and changes are enacted.

1. Functions

The Senate Curriculum and Academic Issues Committee shall:

- Periodically review University-wide academic programs, in cooperation with the Provost,
- Review curricular procedures for consistency,
- Resolve disputes raised during the review process for course and program proposals, and
- Make recommendations to the Senate and Vice President for Academic Affairs, deans, and department chairs regarding the need for program modifications and deletions when these are indicated by the program review.

2. Membership

Membership of CAIC shall consist of the CAIC chair, the chairs of all of its subcommittees, the Assistant Secretary of the Faculty Senate, the Provost and/or his/her designee(s), and no fewer than 5 and no more than 10 additional full-time faculty members. The Assistant Secretary of the Faculty Senate shall be a member of the Catalog Committee.

3. Subcommittees

- Professional Education Council
- Academic Credits
- Undergraduate Curriculum Committee
- Graduate Curriculum Committee
- Graduate Policies and Petitions Committee
- General Education
- Catalog Committee

The Undergraduate and Graduate Curriculum Committees shall serve as the curriculum committees for the University.

4. Operational Procedures

Once changes in courses or academic programs have been approved at the highest levels, the Assistant Secretary of the Faculty Senate should be notified so that s/he can

make the necessary changes in the catalog (or in the database containing the official and most up-to-date copy of the catalog).

There are three tracks for processing curricular changes:

a. Change in a Course Title or Number

Proposals for a change in a course title or number only will be sent directly from the Department Curriculum Committee to the College Curriculum Committee, to the appropriate dean, and to the Provost/Vice President for Academic and Student Affairs. Once changes are finalized, they are reported to the Assistant Secretary of the Faculty Senate so that the change may be recorded.

b. Course Additions, Deletions and Modifications

Proposals for course additions, deletions and modifications shall originate in the department, and be reviewed and approved by the College's Curriculum Committee. The College Curriculum Committee will review proposals for new courses and courses that have been substantially modified considering use of College resources (monetary and space), potential impact upon other programs, and notification of other affected programs, and will consider the input from affected programs. All above considerations must be addressed by the proposing department.

Approval by the College Curriculum Committee is indicated by signature of the committee chair, and the package is forwarded to the Dean for review and approval.

Upon approval, the Dean signs and forwards the package to the Undergraduate Curriculum Committee or the Graduate Curriculum Committee for review in regard to compliance with academic policies and procedures, and effect on overall program offerings. Beyond the level of the College, course content is assessed only for redundancy and location in the proper department. If all requirements are satisfied, the Undergraduate Curriculum Committee or the Graduate Curriculum Committee reports the proposals to CAIC. The CAIC will report the proposals to the Faculty Senate at large. If all is deemed proper by the Faculty Senate, the proposals will be signed and forwarded to the Provost/Vice President for Academic and Student Affairs for finalization, and that office will notify the Assistant Secretary of the Faculty Senate of the outcome. If the proposals are not deemed proper by the Faculty Senate, the proposals may not move forward but shall be returned to the appropriate body (or bodies) for reconsideration.

c. Creation, Modification, or Deletion of an Academic Program, Major, or Degree

Proposals for the creation, modification, or deletion of an academic program, major, or degree shall follow the procedure delineated above except that after College approval, the proposals for the creation, deletion or significant modification of all academic programs shall be submitted to the Undergraduate or Graduate Curriculum Committees for review of all documentation, consideration of compliance with guidelines by any regulatory or accrediting body, and appropriateness. The Undergraduate or Graduate Curriculum Committee certifies that all requirements are satisfied, or works with the dean of the proposing College until affirmation can be given. It then sends the proposal to CAIC, who forwards the proposal simultaneously to the Faculty Senate Strategic Planning Committee and the University Council Strategic Planning, Budget and Finance Committee for determination concerning the overall effect of the programmatic change on the University's academic and budgetary plans and on its mission. Once informed by input from the two planning committees and if approved by the CAIC, the proposal is sent to the Faculty Senate for action. Senate approval is indicated by the Chair's signature and is forwarded to the University Council for approval. From the UC, the recommendation goes to the Vice President for Academic Affairs who signs and forwards it to the Faculty Senate Assistant Secretary. In the case of new academic degrees and majors, the Vice President for Academic Affairs forwards the recommendation to the President, the Board of Visitors (BOV), and State Council of Higher Education for Virginia (SCHEV). A copy of the approved package is returned to the Faculty Senate Assistant Secretary.

When a question arises about the need for review on curricular actions, the chair of CAIC should be contacted. The chair shall determine the need for review and will publish a summary of such determinations in a timely manner.

B. FACULTY POLICIES COMMITTEE (FPC)

The Faculty Policies Committee of the Faculty Senate develops, coordinates, and evaluates policies and procedures that affect the professional welfare and working conditions of VSU faculty.

1. Functions

As an integral part of its function, this committee will also be responsible for maintaining and evaluating the Virginia State University Faculty Handbook. In addition, the committee has the responsibility to appoint faculty senate representatives to the Promotion and Tenure Committee and to the University Promotion and Tenure Status Committee. Its functions include:

- procedures for and decisions about promotion and tenure;

- procedures for monitoring the progress of faculty toward promotion and/or tenure, including oversight of third year progress reviews;
- procedures for faculty evaluation, including pay for performance and post-tenure review;
- procedures for sabbaticals and educational leave;
- procedures for leaves related to health or family;
- policies regarding the status of faculty researchers, extension faculty, and library faculty;
- policies regarding faculty load, class size, and productivity; and
- maintaining and evaluating the VSU Faculty Handbook.

The Faculty Policies Committee will formulate instruments of evaluation and coordinate the evaluation of department chairs, deans and directors, vice presidents and the President. In addition, although the Academic Environment Committee makes decisions regarding sabbatical leave, the Faculty Policies Committee develops policies and procedures for sabbatical leave.

2. Membership

Voting members of the Faculty Policies Committee will include the chair of the Faculty Policies Committee, and at least nine faculty members, of whom at least three must be tenured. At least one of the three tenured members must be a full professor. There should be representation each year from among faculty researchers, extension faculty, and library faculty.

In addition, the Faculty Policies Committee will include the following *ex officio* members:

- Vice President for Academic Affairs
- Representative of Institutional Planning
- Representative of Deans and Directors
- Representative of Staff Senate
- Representative of Student Government Association
- Representative of the UC Outreach and Community Relations Committee
- Representative of the UC Personnel, Compensation, Facilities and Services Committee

3. Subcommittees

- Faculty Handbook

- University Promotion and Tenure
- University Promotion and Tenure Status

a). The Faculty Handbook Subcommittee

The Faculty Handbook Subcommittee will be convened as necessary to review, evaluate, and propose revisions to the Faculty Handbook. The Chair of the Faculty Handbook Subcommittee not only chairs the committee, but also serves as liaison to the faculty regarding the Faculty Handbook. The Provost should work with the Faculty Handbook Subcommittee when it is convened to review and evaluate the handbook. The Chair of the Faculty Handbook Subcommittee is an officer of the Faculty Policies Committee and keeps the most up-to-date version of the Faculty Handbook on her/his computer, as well as a back-up copy. When changes to the Faculty Handbook are approved by the Board of Visitors, the Chair of the Faculty Handbook Subcommittee makes the necessary changes in the document and is responsible for disseminating the changes to all faculty members, the Secretary of the Faculty Senate, the Assistant Secretary of the Faculty Senate, and the Vice President for Academic Affairs.

The Faculty Senate Handbook Subcommittee shall serve as the Faculty Handbook Committee for the University.

b). The University Promotion and Tenure Subcommittee

The University Promotion and Tenure Subcommittee is convened annually to evaluate portfolios from faculty applying for promotion and/or tenure. The Faculty Policies Committee recommends two members for the University Promotion and Tenure Subcommittee: one will be a tenured member of the Faculty Policies Committee, at the associate professor rank or above, and the other will be a faculty member who is a tenured, full professor and preferably a Senator. The Colleges of Liberal Arts and Education, Business, and Engineering, Science, and Technology shall each elect two tenured faculty members, at the associate professor rank or above, to the subcommittee. One of each pair of faculty members from each College must be a full professor, but if needed, the College may draft a full professor from another institution. The College of Agriculture shall elect one tenured faculty member, at the associate professor rank or above, to the subcommittee. No single department may have more than one member on this subcommittee. These members will constitute the University Promotion and Tenure Subcommittee and shall serve three year staggered terms, with the exception of the Faculty Policies Committee member, who will serve a one-year term. The Chair of the University Promotion and Tenure Subcommittee will be a tenured full professor elected from within this subcommittee. Records of decisions shall be kept by the University Promotion and Tenure Subcommittee, but shall not be posted on the Faculty Senate website.

All recommendations from the University Promotion and Tenure Subcommittee are forwarded to the Provost for consideration and recommendation. If both recommendations are positive, the process continues; if both recommendations are negative, the process ceases, unless the candidate chooses to appeal to the Appeals Subcommittee of the Faculty Senate Committee on Reconciliation. If there is a disagreement between the recommendations of the University Promotion and Tenure Subcommittee and the Provost, then the Provost and the subcommittee should meet to attempt to reach an agreement. If they cannot agree, the process ceases unless the candidate appeals the decision to the Appeals Subcommittee of the Faculty Senate Committee on Reconciliation.

c). The University Promotion and Tenure Status Subcommittee

The University Promotion and Tenure Status Subcommittee is convened annually to evaluate portfolios from research/extension faculty applying for promotion and Tenure status. The University Promotion and Tenure Status Subcommittee shall be formed with the assistance of the Faculty Senate. The University Promotion and Tenure Status Subcommittee shall consist of five faculty members, no more than three of whom may also hold titles at the level of director/administrator. Each unit--the Agricultural Research Division and the Extension Service area--will elect two tenured faculty members to participate as committee members. In addition, the Faculty Policies Committee shall recommend a fifth member. These members will constitute the University Promotion and Tenure Status Subcommittee. The Chair of the University Promotion and Tenure Status Subcommittee will be elected from within this subcommittee. Records of decisions shall be kept by the University Promotion and Tenure Status Subcommittee, but shall not be posted on the Faculty Senate website.

All recommendations from the University Promotion and Tenure Status Subcommittee are forwarded to the Provost for consideration and recommendation. If both recommendations are positive, the process continues; if both recommendations are negative, the process ceases, unless the candidate chooses to appeal to the Appeals Subcommittee of the Faculty Senate Committee on Reconciliation. If there is a disagreement between the recommendations of the University Promotion and Tenure Subcommittee and the Provost, then the Provost and the subcommittee should meet to attempt to reach an agreement. If they cannot agree, the process ceases unless the candidate appeals the decision to the Appeals Subcommittee of the Faculty Senate Committee on Reconciliation.

4. Operational Procedures

Proposals for changes to either Faculty Policies or the Faculty Handbook can originate from either administration or faculty.

In order to be effective, the FPC needs VSU's administration to inform the committee of changes in SCHEV or legislative policies that will impact the professional welfare and working conditions of VSU faculty. In addition, faculty or other members of the VSU community may bring up issues of concern or recommend changes in policy that are important to the VSU faculty as a whole. Although the Faculty Senate and its committees must comply with mandates from agencies of the Commonwealth of Virginia (e.g. budget cuts), the implementation by Virginia State University of these mandated policies should be reviewed and recommended by the Faculty Senate and its committees.

Issues or proposals must be presented to the Chair of the Faculty Policies Committee, and the Chair may request the submission of sufficient supporting explanation/documentation to allow sound judgments and recommendations to be made. The Committee Chair will inform members of the Faculty Policies Committee of such proposals and issues. If the issue or proposal concerns a change in the Faculty Handbook, the Chair of the Faculty Policies Committee informs the Chair of the Faculty Handbook Subcommittee of the issue or proposal and forwards any supporting documentation in his/her possession. In either case, the Chair of the Faculty Policies Committee informs the Faculty Senate or the Executive Committee of the proposed change.

The Faculty Senate cannot make any final decisions on recommendations from the Faculty Policies Committee or the Faculty Handbook Subcommittee before the faculty at large has been informed and had the opportunity to respond.

Procedures for Changes to Faculty Policies or the Faculty Handbook:

- a) Once the Chair of the Faculty Policies Committee has received sufficient documentation and/or rationale for a proposed change in faculty policies, he/she will call a meeting of the Faculty Policies Committee for discussion and possible implementation of a new policy. Once he/she has received sufficient documentation and/or rationale for a proposed change in the Faculty Handbook, he/she will forward the information to the Chair of the Faculty Handbook Subcommittee.
- b) A recommendation for a change in faculty policies or to the handbook shall be sent by the appropriate committee to the Faculty Senate. The Secretary of the Faculty Senate will notify the faculty at large of the recommendation so that all faculty members will have an opportunity to offer comment. In addition, the Chair of the Faculty Senate may call a Faculty Assembly.
- c) The Faculty Policies Committee or the Faculty Handbook Subcommittee then considers the suggestions of the faculty at large and the Faculty Senate, and, if necessary, revises the recommendation.

- d) The revised recommendation then moves to the Faculty Senate that may solicit additional commentary on the revisions from the faculty at large before the Faculty Senate votes.
- e) If the Faculty Senate disapproves of the recommendation, it is returned to the Faculty Policies Committee or the Faculty Handbook Subcommittee for possible further study and recommendation.
- f) If the Faculty Senate approves of the recommendation, it then moves forward to the Provost/Vice President for Academic Affairs for approval. If necessary, the proposal will be forwarded to the President and the Board of Visitors for final approval.
- g) The Faculty Senate will be notified of approval or rejection, and the disposition of the matter will be entered into the Faculty Senate minutes and made available to the faculty at large.

5. Articulation with Other Bodies

The Faculty Policies Committee needs to be promptly informed by the administration of policy changes mandated by state agencies. Because the duties of the Faculty Policies Committee involve both promotion and tenure and the faculty handbook, the committee must work closely with the Provost/Vice President for Academic Affairs. The Faculty Senate Promotion and Tenure Subcommittee receives promotion and tenure recommendations from the College Deans and forwards recommendations to the Provost/Vice President for Academic Affairs.

C. ACADEMIC ENVIRONMENT COMMITTEE (AEC)

The Academic Environment Committee of the Faculty Senate monitors, evaluates, and proposes necessary changes to help develop an environment in which all members of the VSU community may cooperate in an academically sound, ethical, and collegial manner.

1. Functions

Areas of responsibility of the Faculty Senate Academic Environment Committee include, but are not restricted to, the following:

- professional development
- research development
- sabbatical leave decisions
- faculty ethics
- library affairs
- admission and retention

- community outreach (including national and international communities)
- instructional technology
- academic computing
- the Academy for Faculty Development

2. Membership

Voting members of the Academic Environment Committee include the chair of the Academic Environment Committee, the chairs of all its subcommittees, and at least four faculty members.

In addition, the committee will include the following *ex officio* members:

- Director of Academic Computing
- Representative of Staff Senate
- Representative of the Joint Committee on Student Academic Affairs
- Students (as chosen by SGA, with number determined by need)

3. Subcommittees

- Admission and Retention
- Library Affairs
- Outreach
- Graduate Council
- Honors Council
- Sabbatical Leave*
- Student Support Programs (TRIO, computer labs, writing and mathematics labs, academic support services, and disability services)

*Although the Faculty Policies Committee recommends procedures for sabbatical leave, the Academic Environment Committee will form a Sabbatical Leave Subcommittee when necessary to recommend who receives sabbatical leaves; it must consist primarily of faculty members and must be balanced among the various faculty constituencies.

4. Operational Procedures

Proposals to the Faculty Senate Academic Environment Committee may be made by any member of the VSU community. Proposals or issues for discussion must be presented to the Chair of the Academic Environment Committee (AEC), and the Chair may request the submission of sufficient supporting explanation/documentation to allow sound judgments and recommendations to be made. The Committee Chair will inform members of the AEC of such proposals and issues, forward the proposal/documentation to the appropriate subcommittee, and inform the Faculty Senate or the Executive Committee.

The Faculty Senate will inform the faculty at large of major recommendations of the AEC or any of its subcommittees concerning changes in such areas as admission, student support programs, professional development, or other important changes in areas falling under the purview of the AEC or its subcommittees before voting on such recommendations.

Procedures for Recommendations Regarding the Academic Environment of VSU:

- a) Once the Chair of the Academic Environment Committee has received sufficient documentation and/or rationale for a proposed recommendation, he/she will forward the information to the Chair of the appropriate subcommittee.
- b) A recommendation for a change from a subcommittee should be reported to the Academic Environment Committee which will forward it to the Faculty Senate. The Secretary of the Faculty Senate may notify the faculty at large of the recommendation so that all faculty members will have an opportunity to offer comment. In addition, the Chair of the Faculty Senate may call a Faculty Assembly.
- c) Then the appropriate subcommittee considers the suggestions of the faculty at large and/or the Faculty Senate, and, if necessary, revises the recommendation.
- d) The revised recommendation then moves to the Faculty Senate which may solicit additional commentary on the revisions from the faculty at large before the Faculty Senate votes.
- e) If the Faculty Senate disapproves of the recommendation, it is returned to the appropriate subcommittee for possible further study and recommendation.
- f) If the Faculty Senate approves of the recommendation, it then moves forward to the appropriate Vice President for approval. If necessary, the proposal will be forwarded to the President and the Board of Visitors for final approval.
- g) The Faculty Senate will be notified of approval or rejection, and the disposition of the matter will be entered into the Faculty Senate minutes and made available to the University community.

5. Articulation with Other Bodies

The Academic Environment Committee (AEC) must work closely with the Faculty Policies Committee (FPC), the Curriculum and Academic Issues Committee (CAIC), and the Faculty Senate Strategic Planning Committee (SPC). In addition, the AEC

must work closely with other decision-making bodies and components of the VSU community, including:

- University Council
- Joint Committee on Student Academic Affairs
- Relevant committees of the SGA
- Staff Senate
- Admissions Office
- Academic Support Services
- Student Support Services

D. STRATEGIC PLANNING COMMITTEE (SPC)

The Strategic Planning Committee of the Faculty Senate performs short- and long-term planning for the academic mission and programs of the University.

1. Functions

The SPC brings together members of the various academic components of the University to project budget and resource needs, strategize how to fortify weaknesses and support strengths, assess and evaluate academic programs, and oversee governance. As part of its responsibilities, each spring the Strategic Planning Committee will recommend the top five academic priorities to be addressed by the University the following fiscal year.

2. Membership

The SPC should be composed of at least one faculty member from each College. All efforts should be made to ensure equitable representation from the various constituencies of the faculty, including extension specialists, full-time researchers, and librarians. In addition, an SGA representative should be a member. *Ex officio* members will include the Vice President for Administration and Finance or his/her designee, and the Facilities Manager. Because both short-term and long-term strategic planning require cooperation between administration and faculty, the chair of the Strategic Planning Committee will be recommended for membership to the University Council Planning, Budget and Allocation Committee and shall be involved with any University plans. The Chair of the Strategic Planning Committee shall liaison between the Faculty Senate and the University Council committee on strategic planning.

3. Operational Procedures

Recommendations from the Faculty Senate Strategic Planning Committee shall follow the procedures outlined below:

- a) Recommendations, including the top five academic priorities, shall be submitted to the Faculty Senate. The Secretary of the Faculty Senate may notify the faculty at large of the recommendations so that all faculty members will have an opportunity to offer comment. In addition, the Chair of the Faculty Senate may call a Faculty Assembly.
- b) In addition to forwarding recommendations to the Faculty Senate for possible dissemination to the faculty at large, the Faculty Senate Strategic Planning Committee consults with the University Council Planning, Budget, and Allocation Committee for its input.
- c) Then the Faculty Senate Strategic Planning Committee considers the suggestions of the faculty at large, the Faculty Senate, and the University Council committee, and, if necessary, revises the recommendations.
- d) The revised recommendations then move to the Faculty Senate which may solicit additional commentary on the revisions from the faculty at large before the Faculty Senate votes.
- e) If the Faculty Senate disapproves of the recommendations, they are returned to the Faculty Senate Strategic Planning Committee for possible further study and recommendation.
- f) If the Faculty Senate approves of the recommendations, the Faculty Senate forwards them to the appropriate Vice Presidents. In addition, the recommendations are forwarded to the University Council and the President.
- g) The Faculty Senate Secretary will enter the UC's responses and recommendations into the minutes.

4. Articulation with Other Bodies

Working closely with the University Council Strategic Planning, Budget Allocation, and Finance Committees, The Strategic Planning Committee of the Faculty Senate advocates a comprehensive academic point of view. It also interfaces with the academic deans to support various programs of their Colleges and strengthen the educational mission of the University.

E. COMMITTEE ON RECONCILIATION (COR)

The Committee on Reconciliation shall oversee the University's policies and procedures governing grievances filed by faculty, researchers, extension specialists, librarians, or professional counselors and shall serve as part of the appeal process. Faculty members are encouraged to attempt to resolve conflicts informally. However, such attempts to resolve the conflict informally shall not preclude the right to seek resolution formally through the

Committee on Reconciliation.

1. Functions

The Committee on Reconciliation will hear appeals regarding such issues as performance evaluations, post-tenure reviews, matters of privilege, and matters of the fair application of the University's policies. The Appeals Subcommittee will hear appeals relating to promotion, tenure, or termination.

2. Membership

The Committee on Reconciliation shall consist of seven members, four of whom shall be tenured senators, and three elected from the tenured faculty.

In addition to overseeing the selection of the Chair of the Committee on Reconciliation, the Nominations and Elections Committee shall oversee the election of the three at-large members and submit the names to the Faculty Senate.

Department chairs and administrators shall be ineligible for the Committee on Reconciliation.

3. Subcommittee

- The Appeals Subcommittee for Promotion, Tenure, or Termination (hereafter referred to as the Appeals Subcommittee)

The Appeals Subcommittee consists of five members. Two members will be chosen from the tenured senators of the Committee on Reconciliation by the membership of the Committee on Reconciliation and two members will be chosen from tenured faculty members by the Faculty Senate upon recommendation by the Nominations and Elections Committee. These four members will then choose a fifth member from tenured faculty. All efforts should be made to ensure that there is equitable representation from the various Colleges. The Appeals Subcommittee shall elect its own Chair and Secretary. No member of the Appeals Subcommittee may serve on a Departmental Promotion and Tenure Committee, be a dean or a department chair, or serve on the University Promotion and Tenure Committee.

4. Operational Procedures

The Committee on Reconciliation will follow the grievance procedures as described in the current Faculty Handbook (please note: the 1995 Handbook remains in effect until final approval of the revised Handbook).

5. Minutes

Written records shall be kept by the Secretary of the Committee on Reconciliation as

well as the Secretary of the Appeals Subcommittee. Both the Committee on Reconciliation and the Appeals Subcommittee have the responsibility for proper handling and maintenance of the complete files of all judicial actions. Documents should be kept in a secure location until all appeals have been exhausted and then returned to the appropriate parties and/or disposed of in a secure manner, with the exception of transcripts from hearings regarding promotion, tenure, status, or termination. Said transcripts should be maintained in the VSU vault for a minimum of five years and then disposed of in a secure manner. Discretion, confidentiality, and fairness must always be important requirements of decisions and actions by members of the Committee on Reconciliation and the Appeals Subcommittee.

Upon reaching a conclusion on a grievance, the Committee on Reconciliation shall send a detailed report to the Provost which includes a summary of the findings of fact, conclusions reached, and recommendations made. Copies of this report shall be sent to involved parties.

Both the Committee on Reconciliation and the Appeals Subcommittee shall file a written report with the Faculty Senate, and the report will indicate the time and place of meetings, members present, numbers of grievances/appeals considered, number of recommendations made, and verification that involved parties have been notified.

6. Articulation with Other Bodies

Each department is responsible for forming a Departmental Grievance Committee as specified in the Faculty Handbook. In addition, each College is responsible for forming a College Grievance Committee as specified in the *Faculty Handbook*. The Committee on Reconciliation will monitor the formation of Departmental and College Grievance Committees and confirm that proper procedures have been followed.

The Committee on Reconciliation may also refer a matter to the University Council Mediation Committee or accept a referral from that committee. It may also refer a matter to Human Resources.

F. NOMINATIONS AND ELECTIONS COMMITTEE (NEC)

1. Functions

The Nominations and Elections Committee serves to develop a list of prospective candidates for office, to solicit and select names for each standing committee chair to be confirmed by the Faculty Senate, and to conduct and oversee elections. The committee will monitor committee memberships in an effort to ensure that all committees are adequately and efficiently constituted, as well as to ensure equitable representation from the various constituencies of the faculty.

2. Membership

The Nominations and Elections Committee shall be composed of full-time faculty, researchers, extension specialists, librarians, or professional counselors who have served at VSU for at least one year prior to their membership on this committee. The members of the Nominations and Elections Committee shall number no less than four members and no more than seven, of whom at least three must be Faculty Senate members. Members of the Nominations and Elections Committee are not eligible to run for elected-at-large Faculty Senate officer positions, unless they resign from the committee. All efforts should be made to ensure that there is equitable representation from the various constituencies of the faculty. Members of the Nominations and Elections Committee are chosen in the fall by the Executive Committee of the Faculty Senate. The members of the Nominations and Elections Committee shall elect their own chair to be ratified by the Faculty Senate.

3. Operational Procedures

The Nominations and Elections Committee shall ensure that there are at least two candidates running for Chair and Vice-Chair of the Faculty Senate. It shall promote balance in all committees and shall inform *ex officio* members of their membership status. It shall operate with the highest discretion and ensure fairness in the election process. In the event of the resignation or removal of an elected officer, the Nominations and Elections Committee shall supervise the election of a replacement. Committee members must be able to justify their recommendations and make sure that all constituencies are fairly represented. A general report giving final committee recommendations for chair and committee nominations should be turned in to the Executive Committee of the Faculty Senate.

a. Meetings

The Nominations and Elections Committee (NEC) shall meet primarily during the spring semester as needed in order to put together a slate of candidates for the next year's Faculty Senate Officers, recommend committee chairs, and serve as liaison with administration to suggest faculty for general University committee appointments, Staff Senate and SGA committee membership.

b. Deadlines

Early in the spring semester, the NEC shall solicit faculty who are interested in running for Faculty Senate office, faculty at large positions, and being appointed to University committees (other than Faculty Senate committees) for the next academic year. Prior to March 15, the NEC shall receive names from each department and academic unit, including extension, research and library, of faculty or faculty administrators who will be Senators for the next academic year, and shall sponsor a Faculty Assembly so that those running for Faculty Senate office and for the Faculty Senate at-large positions may address the general faculty. Prior to April 15, the NEC shall hold elections for Faculty

Senate officers and send forward to the Faculty Senate for approval the names of faculty for appointed positions to University committees, Staff Senate, and SGA committees. Prior to May 1, the NEC shall send forward to the Faculty Senate for approval the recommended names for Faculty Senate committee chairs for the following academic year. During the week of the fall preschool conference, the NEC shall assist the Faculty Senate committee chairs and subcommittee chairs in establishing a list of faculty willing to serve on committees. The NEC shall work to ensure optimal balance in committee memberships. Prior to September 15, the Faculty Senate chairs and subcommittee chairs shall submit a list of committee members to the Faculty Senate.

G. JOINT COMMITTEE ON STUDENT ACADEMIC LIFE

The Joint Committee on Student Academic Life is a standing committee both of the Faculty Senate and the University Council.

1. Functions

The Joint Committee on Student Academic Life (JCSAL) shall recommend policies and procedures in matters pertaining to the academic affairs of undergraduate and graduate students and to institutional services that affect students' academic success. Given its focus on the VSU student experience, this committee requires substantial student participation.

The Joint Committee on Student Academic Life shall address the academic issues of undergraduate and graduate students. Areas of concern for this committee will include but not be limited to the following:

- Teaching
- Educational Support Services
- Orientation
- Registration
- Advisement
- Extra-curricular academic/intellectual programs
- Academic vision/mission of the University as it concerns student academic affairs

2. Membership

The Joint Committee on Student Academic Life will have a balance between members appointed by University Council and Faculty Senate. Because of the broad purview of the Committee's mission, broad participation by students, administrators, faculty, directors and staff will be required. The Co-Chairs of this committee will be one member of the University Council and one member of the Faculty Senate. Each Co-Chair of this committee will be appointed according to the procedures of his/her respective body.

3. Subcommittee

- The Student Life Subcommittee

The Student Life Subcommittee shall address the institutional services that impact undergraduate and graduate student life. Areas of concern for this subcommittee will include but not be limited to the following:

- Student Activities
- Residence Life
- Physical and Mental Well-Being of Students
- Safety Issues
- Judicial Concerns
- Auxiliary Services, such as the cafeteria, bookstore, etc.
- Student Union
- Financial Services

4. Operational Procedures

Recommendations from the subcommittee go to the Joint Committee on Student Academic Life for approval. Action recommendations from the Joint Committee on Student Academic Life may go to the Faculty Senate or to the University Council at the discretion of the committee. Whichever body (University Council or Faculty Senate) does not receive JCSAL recommendations for action, receives them for information. In addition, recommendations should be forwarded to the Student Government Association for informational purposes and input. Input from the faculty at large and students may also be solicited before a final action is taken by any of the bodies. Upon approval by either body, the recommendation moves to appropriate Vice Presidents, the President and the Board of Visitors for approval.

5. Articulation with Other Bodies

The Joint Committee on Student Academic Life works closely with the Student Government Association through sharing members on its committees, working together on projects, and acting as advocate for SGA issues.

IX. Retreat

There shall be an annual spring retreat with incoming and outgoing Faculty Senators, the President, Provost, and Vice Presidents of the University, the Vice-Chair of the University Council, and the faculty representatives of the University Council will be invited. The main agenda items for the retreat shall be critically evaluating the work and progress of the current year and setting the top priorities to be addressed the following academic year.

X. Amendments To The By-Laws

The By-Laws may be amended by the following procedure:

Any member of the Virginia State University community may propose amendments. Proposed amendments shall be presented in writing to the Chair of the Faculty Senate for discussion. The Faculty Senate chair shall disseminate a draft of the proposal to the general faculty at least fifteen teaching days prior to the vote of the Faculty Senate. Adoption of an amendment to these By-Laws shall be by a two-thirds majority vote of the Faculty Senate. Upon approval of an amendment to the By-Laws by the Faculty Senate, said amendment shall be ratified and become effective immediately, with the exception of some changes in procedures which must be approved by the Administration and the Board of Visitors.

Appendix C

Policy on the Prohibition of Sexual Harassment



VIRGINIA STATE UNIVERSITY

POLICY ON THE PROHIBITION OF SEXUAL HARASSMENT

Introduction

It is the goal of Virginia State University to provide a productive and challenging environment for students, faculty, staff and guests that is free from sexual harassment. It is the responsibility of all members of the University community to ensure that individuals are provided equal access to education, employment and services without being subjected to sexual harassment. Sexual harassment is a type of sex discrimination and is prohibited misconduct which undermines the mission of the University.

Policy Statement

Virginia State University will not tolerate any conduct by any member of the University community that constitutes sexual harassment of any other University member as outlined in Title VII of Section 703 of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Virginia Human Rights Act; or other applicable state or federal laws and regulations. Upon notification of a sexual harassment complaint, the University must take prompt and appropriate action to the charge presented by the complainant. Any employee of the University being advised of a complaint of sexual harassment shall immediately refer the matter to the Equal Employment Opportunity (EEO) Manager according to the procedures specified in this policy. All complaints under the policy must normally be filed within 30 days¹ from the date of occurrence of the alleged harassment.

Definition of Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other conduct of a sexual nature, or action taken in retaliation for reporting such behavior, when:

1. submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or participation in a University sponsored educational program or activity, or;
2. submission to or rejection of such conduct by an individual is used as a basis for decisions affecting that individual's employment, academic standing, or other benefits, or;

¹ The University reserves the right to accept and review complaints that exceed 30 days from the date of the occurrence if, upon preliminary review by the EEO Manager, the President determines that there is just cause for the delay in reporting the matter or that it is in the best interest of the University to review the matter.

3. such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile, or offensive work, learning, or social/athletic/environment.

Sexual harassment may include, but is not limited to: (1) Sexually suggestive conduct or remarks about clothing, body, or sexual activities directed personally at other members of the University or guests; (2) whistling in a suggestive manner directed personally at other members of the University community or guests; (3) sexual propositions, invitations, or other pressure for sex; (4) obscene gestures directed personally to other members of the University community or guests; (5) patting, pinching, or any other sexually suggestive touching or feeling; (6) attempted or actual kissing or fondling; (7) coerced sexual intercourse; (8) assault; and (9) conditions of employment, promotion or academic performance on expressed or implied request for sexual favors.

Applications

This policy governs the conduct of University employees, faculty, administrators, and student body on the campus of Virginia State University and other property or facilities, owned, controlled, or being used by the University.

Informal Procedures

The Office of the Assistant to the President for Human Resources offers the options of a preliminary confidential investigation and an opportunity for an informal resolution to the complainant. All complaints should be filed with EEO manager in the Human Resources office.²

Each investigator will consider the complaint in relationship to the total circumstances. If the parties involved, through an informal mediation process, can resolve the issue to the satisfaction of each party, the complaint may be considered concluded and no further steps will take place. If either party is not satisfied with the informal mediation process, the dissatisfied party can withdraw from the process at any point.³

Formal Procedures

1. An individual wishing to file a complaint may do so verbally or in writing to the Equal Employment Opportunity Manager located in the Human Resources department, Memorial Hall, Box 9412, Petersburg, Virginia, 23806. Individuals wanting additional information or requiring special accommodation should call

² The EEO Manager has the option of coordinating with Student Affairs and Academic Affairs the investigation of the allegation.

³ If the informal process ends, the complainant may initiate the complaint through the formal process within 10 work days of the ending date, unless extended by the president.

(804) 524-5088 or 524-5090; TAD (804) 524-5487. Such complaint must be normally filed within 30 days from the date of the alleged harassment, unless extended by the President for good cause or in the best interest of the University.

2. Within five (5) days of filing, the EEO Manager will evaluate the complaint to determine if further investigation is warranted. If so, the charge may be referred to an investigative team who will meet individually with the accuser, the accused, and other relevant parties as deemed appropriate to the investigation, The investigators will normally have 30 work days from receipt of the complaint from the EEO Manager to conduct the investigation.⁴ Occasionally a complaint will be made without good grounds or as a means or “getting even” with the accused. Such a frivolous charge is serious and could result in a libel suit. Persons contemplating a complaint may wish to consult with the EEO Manager or the Vice President of Student Affairs prior to filing a complaint.
3. The results of the investigation will be reported to the EEO Manager and an initial determination will be made by the EEO Manager (or designee) based on the findings and the responses, if any, of the complainant and the accused. The EEO Manager’s determination will also be reported to the President or his designee.
4. Upon acceptance of the EEO Manager’s determination, the President (or designee) shall notify the complainant and respondent either personally or by mail to their last reported mailing addresses as reflected in the University’s records. The Complainant and Respondent shall have 10 calendar days from such notification to appeal to the President in writing. The appeal shall set forth the ground therefor. The President shall then determine whether his initial decision should be deferred pending a hearing before him or his designee. Persons present at this hearing may be the complainant, respondent, appropriate witness for the parties, and at the option of the parties, a representative of his/or her choice to assist in the presentation of the claim or defense. When scheduling the hearing with the President, the requesting party must state if he or she is being represented by an advisor. If the parties are represented by legal counsel, the President also has the option of being represented. It is the responsibility of the parties to arrange for the presence of their witness. The President shall preside over the hearing. The hearing is not governed by the formalities of civil proceedings. However, any findings that this policy has been violated must be based on the information presented at the hearing and a preponderance of the evidence presented.
5. The President shall render a decision on the appeal, in writing, within 10 work days following the meeting, unless additional time is needed for good cause.
6. In cases where corrective actions are determined, the EEO Manager will coordinate the matter with the respective Vice President to ensure that the

⁴ Depending upon the complexity of the case and availability of witnesses, the time span may be extended. The EEO Manager will notify the complainant and respondent that the investigation is not complete and will provide each party with an anticipated completion date.

recommendations are carried out. The President (or designee) will determine what action is appropriate for any written warnings, requirement to write a letter of apology, counseling, training, suspension, demotion or termination.

7. ALL INVESTIGATIONS WILL BE CONDUCTED IN AS CONFIDENTIAL A MANNER AS POSSIBLE.

It is the desire of the University to conduct investigations of alleged sexual harassment in a confidential, professional, fair, and expedient manner. The University does not relinquish its responsibility for investigating legitimate allegations if administrative procedural deadlines are not followed because of a lack of knowledge on how to file complaints, failure of a University employee to timely report a complaint that has come to his/her attention to the EEO Manager, the scope and magnitude of the investigation or the case load of the EEO Manager.

Complaints of sexual harassment may also be pursued through criminal and civil proceedings. Complainants are not required to file charges with the University if they believe their complaints are being handled by criminal or civil authorities. However, complainants are encouraged to voice their concerns with the University as above provided for fair review and action.

Appendix D

Policy Statement on Equal Opportunity

POLICY STATEMENT OF EQUAL OPPORTUNITY

RESOLUTION OF THE RECTOR AND VISITORS OF VIRGINIA STATE UNIVERSITY

WHEREAS, Governor George F. Allen on January 15, 1994, signed Executive Order Number Two, superseding and rescinding Executive Order Number One (90), issued by Governor Lawrence Douglas Wilder; and

WHEREAS, Executive Order Number Two (94) reaffirms the unwavering policy of the Commonwealth to assure equal opportunity for all state employees and applicants for employment in all facets of state government, specifically, prohibiting discrimination on the basis of race, gender, color, national origin, religion, age, political affiliation, or against otherwise qualified persons with disabilities; and

WHEREAS, Secretary of Education Beverly H. Sgro has asked that all state supported colleges and universities in the Commonwealth take appropriate steps to officially adopt and adhere to Executive Order Number Two (94) with respect to all employees, including faculty; and

WHEREAS, this has been a longstanding policy and ongoing practice in the Commonwealth and at Virginia State University;

NOW, THEREFORE, BE IT RESOLVED BY THE RECTOR AND VISITORS OF VIRGINIA STATE UNIVERSITY:

The Rector and Board of Visitors of Virginia State University reaffirm the previous policy, officially adopt, and charge the University to adhere to Executive Order Number Two (94), ensuring equal opportunity for all employees of Virginia State University, including faculty and applicants for employment.

The undersigned Secretary of the Board of Visitors of Virginia State University does hereby certify that the foregoing is a true and correct copy of a resolution adopted at a meeting of the Board of Visitors of Virginia State University duly convened and held on June 10, 1994, at which a quorum was present and voting, and that such resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand the tenth day of June, 1994.

/s/ Glenn R. Mahone, Rector
June 10, 1994

/s/ Edwin A. Jaenke, Secretary
June 10, 1994

Appendix E

Policy Statement on Substance Abuse

POLICY STATEMENT ON SUBSTANCE ABUSE

Objective and Intent

The *Institution* is committed to protecting the health, safety, and welfare of the citizens it serves by assuring that a drug-free workplace is maintained and that employees perform their duties unimpaired by the effects of drugs or alcohol. In compliance with this commitment and the federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, the *Institution* establishes the following substance abuse policy.

The unlawful manufacture, possession, use or distribution of illicit drugs and controlled substances and the unlawful possession, use, or distribution of alcohol on *Institutional* property is prohibited. Violations of this policy will be handled according to existing personnel policies and procedures governing the conduct of administrators, faculty, and staff.

I. Definitions

- A. **Controlled Substance:** A drug or substance identified in Section 54.1-3401 and Schedules I through VI of Sections 54.1-3446 through 3456 of the *Code of Virginia*, as amended, and Section 202 of the Federal Controlled Substances Act (21 U.S.C. 812).
- B. **Alcohol:** Any product as defined in “The Alcoholic Beverage Control Act,” Section 4-2 of the *Code of Virginia*, as amended.
- C. **Conviction:** A finding of guilty (including a plea of *nolo contendere*) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.
- D. **Criminal Drug Statute:** A criminal statute prohibiting the unlawful manufacture, distribution, dispensation, use, or possession of any controlled substance.
- E. **Drug:** Any controlled substance or prescribed or non-prescribed medication, taken into the body, other than alcohol, which may impair one’s mental faculties and/or physical performance.
- F. **Employee:** Administrative faculty, professional faculty, teaching faculty, classified and non-classified, full-time and part-time, salaried and hourly persons, and any and all other individuals except independent contractors, employed by the *Institution*.
- G. **Workplace:** Any site where official duties are being performed by employees.

II. Controlled Substances

- A. The unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of controlled substances is prohibited at the workplace.
- B. Any employee who violates II.A may be subject to disciplinary action, including discharge, and/or referral to an assistance or rehabilitation program at the discretion of management. Any employee who is referred to an assistance or rehabilitation program must satisfactorily participate in such program. Satisfactory participation in such program shall be determined by management after consultation with the individual or organization providing the assistance or rehabilitation and/or the State Employee Assistance Service.

III. Alcohol

- A. The unlawful or unauthorized manufacture, distribution, dispensation, or use of alcohol is prohibited at the workplace.
- B. Any employee who violates II.A may be subject to disciplinary action, including discharge, and/or referral to an assistance or rehabilitation program at the discretion of management. Any employee who is referred to an assistance or rehabilitation program must satisfactorily participate in such program. Satisfactory participation in such program shall be determined by management after consultation with the individual or organization providing the assistance or rehabilitation and/or the State Employee Assistance Service.

IV. Fitness for Work

- A. Employees are to perform their assigned duties unimpaired by the effects of drugs or alcohol.
- B. Any employee whose performance is impaired by the effects of drugs or alcohol at the workplace may be subject to disciplinary action, including discharge and/or referral to an assistance or rehabilitation program at the discretion of management.

V. Employee Responsibilities

As a condition of employment, all employees shall:

- A. Abide by the terms of this policy, and
- B. Notify the President of any criminal drug statute conviction which occurred in the workplace no later than five days after such conviction is entered, as required by Federal law.

VI. Institutional Responsibilities

- A. The *Institution* shall provide its employees a copy of this policy, including a description of the health risks associated with illicit use of drugs or abuse of alcohol, and a general description of criminal sanctions under Federal and State law, for the unlawful possession or distribution of illicit drugs and alcohol, as required by Drug-Free Schools and Communities Act of 1989 (Appendices A, B, and C). This policy also sets out generally the dangers of drug abuse in the workplace, available drug and alcohol counseling and rehabilitation, and employee assistance programs.
- B. The *Institution* will ensure that disciplinary actions taken as a result of a violation of this policy are consistent, fairly applied, and not unduly harsh or punitive based on the severity and nature of the violation.
- C. The *Institution* will inform the federal contracting or granting agency within ten (10) days after receiving notice from an employee of any criminal drug statute conviction for a violation occurring at the workplace or otherwise receiving actual notice of such conviction, as required by the Drug-Free Workplace Act of 1988.
- D. The *Institution* shall, within thirty (30) days of receiving notice of an employee's conviction for a criminal drug statute offense occurring in the workplace, take appropriate disciplinary action against such employee and/or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program, as required by the Drug Free Workplace Act of 1988.

VII. Rehabilitation Programs

- A. Employees experiencing a problem with drug or alcohol abuse or dependency are encouraged to seek counseling assistance. Supervisors are encouraged to assist employees seeking such assistance. Notwithstanding an employee's voluntary participation in a drug or alcohol rehabilitation program, the employee is expected to perform his duties according to developed job standards and expectations.
- B. The State Employee Assistance Service (SEAS) is available to all state employees for counseling and referral for drug and alcohol related problems as well as other personal problems.
- C. With respect to any violation of this policy, the following provisions apply:
 - 1. Supervisors should consult with SEAS or other state operated substance abuse programs prior to referring a state employee to a drug or alcohol assistance or rehabilitation program. Under current health care benefits, not all treatment programs are covered.

2. Management is encouraged to consult with SEAS or other state operated substance abuse programs in determining whether a state employee referred to an assistance or rehabilitation program has satisfactorily participated in such program.
- D. Other agencies, such as the Department of Mental Health, Mental Retardation and Substance Abuse Services and the Department of Health, may be contacted to provide assistance and referral information.
 - E. Employees may be granted leaves of absence (leave without pay if no leave balances are available) to participate in rehabilitation programs for treatment of drug or alcohol abuse at the discretion of management.

VIII. Institutional Substance Abuse Policies

The *Institution* may modify this policy or promulgate additional substance abuse policies as needed.

IX. Coverage of Personnel

This policy is applicable to all employees of the *Institution*.

Appendix F

Graduate Faculty

GRADUATE FACULTY

Graduate Studies

The Graduate Studies component of the College of Graduate Studies, Research, and Outreach (hereafter referred to as Graduate Studies) centers on the Graduate Council and two committees: Policies and Petitions and Graduate Curriculum.

Graduate Faculty Membership

The Graduate Studies program does not have a separate faculty. Instead, the Graduate Faculty is comprised of selected faculty members, each of whom is in a department of one of the undergraduate schools of Virginia State University. Faculty members may hold Graduate Faculty Status or Associate Graduate Faculty Status.

I. Graduate Faculty Status

At Virginia State University, any faculty who fulfills *all* of the following criteria shall be considered, and shall receive the official designation of, “graduate faculty”:

1. Tenure or tenure-track, and full-time status at Virginia State University
2. At least one year of service as tenured or tenure-track, full-time faculty at VSU
3. Terminal degree in the field in which faculty teaches and wants to be considered as graduate faculty
4. Teaching position in a program at VSU that offers a graduate degree
5. Demonstrated engagement in research and scholarly activities in the field in which faculty teaches. In addition to demonstrated research and scholarly activities requirement, designated graduate faculty are also expected to teach, advise, and serve on graduate program and/or graduate school committees in order for their graduate faculty to be renewed.
6. Demonstrated research, scholarly activities, and/or graduate teaching/advising needs to have taken place within six years prior to graduate faculty status determination. The application for graduate faculty status goes first to the graduate program director (or equivalent) for approval, and then to the Dean of the Graduate School (or her/his designee) for approval. Once graduate faculty status is granted, above requirements should be satisfactorily documented and submitted for review every three years to the respective program graduate director (or equivalent). In case a faculty member’s

application for graduate faculty status is denied at the program/department level or by the Dean of the Graduate School (or her/his designee), the applicant can appeal to the Policies and Petitions Committee of the graduate school for final determination of graduate faculty status. Graduate program directors (or equivalent) and/or the Policies and Petitions Committee shall inform the Dean of the Graduate School of any new graduate faculty status approvals within a week of initial determination. Unless the Policies and Petitions Committee overrides a rejection of the Dean, the Dean of the Graduate School (or her/his designee) shall grant final approval of graduate faculty status.

7. Points 1 through 6 above outline minimum requirements for graduate faculty status at Virginia State University. Individual graduate programs may have stricter requirements and shall be able to enforce them according to applicable requirements (as set, for instance, by accrediting organizations).

II. Associate Graduate Faculty Status

1. Under special circumstances, and in case a particular graduate program supports such a measure, faculty who hold a Master's degree, or a terminal degree other than a doctorate in a particular field, or an appropriate professional degree, as well as additional appropriate advanced study and/or can demonstrate high level of performance in teaching, research, writing, or academic and/or professional creativity in her/his field, may qualify for appointment to the graduate faculty as "Associate Graduate Faculty."
2. Programs which provide services only to graduate students may also, if the guidelines and accreditation requirements support such measures, allow non-tenured or non-tenure track, full-time faculty who hold a terminal degree in the field in which they teach, a temporary "Associate Graduate Faculty" status.
3. Associate Graduate Faculty may teach graduate level courses, serve on examining committees, advise students, or have administrative responsibilities in a respective graduate program, but they cannot serve as Chair of the examination and/or thesis/project/dissertation committee (Chairs must have full graduate faculty status).

Graduate Faculty and Policy

The Graduate Faculty recommends policy on matters of policy regarding Graduate Studies. All issues concerning rules, regulations, and policies of Graduate Studies go to the Graduate Faculty for resolution. In such matters, the Graduate Faculty meets in plenary session with two-thirds of its members to constitute a quorum. The Dean of Graduate Studies presides at the meetings of the Graduate Faculty. The President, on the recommendation of the Provost, shall act on recommendations from the Graduate Faculty.

Graduate Council

The Graduate Council is a subcommittee of the Academic Environment Committee of the Faculty Senate and is chosen from among the members of the Graduate Faculty. It serves as the Executive Council of the Graduate Faculty. Each of the graduate programs is represented in the Graduate Council with one representative chosen by the Graduate Faculty of the department in which such program is housed. In case two or more separate graduate programs are housed in the same department, each program shall have a Graduate Council Representative. Nominees for the Graduate Council shall be approved by the President upon the recommendation of the Provost. The President and the Provost serve as *ex officio* members of the Council. The Dean of Graduate Studies is Chairman of the Graduate Council and, by virtue of that chairmanship, a member of the Academic Environment Committee of the Faculty Senate.

Graduate Curriculum Committee

This Committee is a subcommittee of the Curriculum and Academic Issues Committee of the Faculty Senate. Each College with a graduate program is represented by three Graduate Faculty members from that College, some of whom may also serve on the Graduate Council. All efforts should be made to ensure that there is equitable representation from the various departments with graduate programs. The members of the committee are chosen by the Graduate Faculty personnel in their respective Colleges. The Graduate Studies Dean names a chairperson from among the members, and the chair of the committee also serves a member of the Curriculum and Academic Issues Committee of the Faculty Senate. All curriculum proposals involving graduate-level courses must be scrutinized by this Committee. A curriculum proposal originates in an academic department and is approved by the following entities before coming to the Graduate Curriculum Committee: (1) Department Curriculum Committee, (2) Department Chairperson, (3) College Curriculum committee, and (4) College Dean.

The curriculum proposal is sent to the Chairperson of the Graduate Curriculum Committee by the Undergraduate College Dean. After review and deliberation, the Graduate Curriculum Committee sends its recommendation to the Dean of Graduate Studies for his/her review and recommendation to the Curriculum and Academic Issues Committee of the Faculty Senate. To become approved for implementation, a curriculum change must go through the additional channels as shown in the Constitution of the Faculty Senate. For more detailed procedures for reviewing and approving curriculum proposals, see the Operational Procedures of the Curriculum and Academic Issues Committee in the Bylaws of the Faculty Senate in Appendix B.

Policies and Petitions Committee

This Committee is a subcommittee of the Curriculum and Academic Issues Committee of the Faculty Senate. Each College with a graduate program is represented by three Graduate Faculty members from that College. All efforts should be made to ensure that there is equitable representation from the various departments with graduate programs. The Dean of Graduate Studies serves as Chairperson of this Committee, and by virtue of this chairmanship, also serves as a member of the Curriculum and Academic Issues Committee of the Faculty Senate. The Chairperson of the Policies and Petitions Committee votes on cases and issues only to break a tie vote.

All requests for exceptions to stated policies must be approved by this Committee, the Provost and the President. A student's petition must have the adviser's signature of approval. Primarily, the cases dealt with by the committee involve extensions of time, permission to use excess hours taken prior to admission, and late removal of "T" grades.

This Committee also votes on membership on the Graduate Faculty and deals with policy issues and changes. On policy matters, the Committee serves as a small screening body for the larger Graduate Council and the Graduate Faculty. It is at the level of this Committee that changes in wording on policies are worked out.

Appendix G

Grievances Against Faculty

GRIEVANCES AGAINST FACULTY

Grievances against faculty are of two (2) types: academic and nonacademic. Academic grievances are those that relate solely and specifically to teaching, research, community service, extension/public service, grading, grade review, and non-compliance with established academic policies and procedures. Only a party directly affected by a violation or non-compliance with any of the items enumerated above may file a grievance against a faculty member.

A non-academic grievance is one that is based on an alleged violation of University policy or procedures that is not enumerated above; for example, alleged sexual harassment or discrimination, fiscal or financial misconduct, misuse or abuse of University resources, among others. Allegations of this type shall be filed in writing with the University Human Resources Officer. It shall be the sole responsibility of this officer to proceed in accordance with established policy.

The role, duties, responsibilities and obligations of chairpersons, deans, and the Provost to manage and administer academic programs in accordance with University policies and procedures are not diminished by this section.

Students may not grieve, under this procedure, general grading policies contained in course syllabi, grades given to other students, assignments given by faculty, financial aid decisions, course substitution or waiver decisions, teaching and instructional techniques and methods, academic policies announced by chairpersons, deans, College officials or other policies contained in official University catalogs, handbooks or documents.

Academic Grievance Filed by Students

1. Any student who has an academic grievance against a faculty member may first bring the matter to the attention of his or her academic advisor or counselor. Where appropriate, the student shall be advised to seek an informal resolution with the affected faculty member, through the appropriate chairperson and dean.
2. Failing a satisfactory resolution of the grievance in step (1) above, the advisor or counselor shall determine if it is a matter within the jurisdiction of the Academic Credits Committee. If it is, the student shall be advised to seek the help of his/her chairperson in accordance with the procedures provided for in the undergraduate University Catalog.
3. If the matter is not within the jurisdiction of the Academic Credits Committee, the student shall file a written statement with his/her chairperson. If a chairperson is the subject of the grievance, the written statement shall be filed with the dean of the appropriate College. Except as otherwise provided for, the chairperson shall have original jurisdiction over academic grievances filed by students.

4. The chairperson or dean, within three teaching days, shall inform, in writing, the appropriate academic official of the College and the faculty member of the grievance and schedule a meeting at the earliest convenience of the parties.
5. At the meeting, which is scheduled in accordance with item (4) above, a record of the facts and contentions of the parties shall be determined, a decision reached, and then reported to the dean of the appropriate College with copies to all parties involved. Based on that record, the dean shall make his/her decision to affirm, modify or reject the decision, and communicate it to the parties.
6. Any party to the proceedings may petition the Provost by written communication for a review of the decision. The Provost may at his/her discretion elect or not to receive the petition and affirm, modify, or reject the decision. The decision of the Provost shall be final.

VSU

*Academic Procedures
Manual*

Updated 2013 Edition



Academic Procedures Manual

The *Academic Procedures Manual* provides directions concerning the implementation of specified policies. The procedures are subject to change from time to time. When procedures are changed, ample notification will be made in a timely manner.

Table of Contents

Academic Procedures Manual	2
Selection and Appointment of Faculty	3
Timetable for Promotion and Tenure Review Processes	4
Dossiers for Promotion and Tenure	7
Pay-for-Performance Evaluation Guidelines	8
Evaluation of Academic Administrators	9
Evaluation of Chairs of Departments	9
Evaluation of Deans of Colleges	10
Evaluation of the Provost	10
Evaluation of the President	11
Procedures for Filing a Complaint of Sexual Harassment	12
The Prohibition of Substance Abuse	16

Selection and Appointment of Faculty

The Provost/Vice President for Academic and Student Affairs, with the consultation of the President, is responsible for determining the number of positions available to each College. The Provost, in concurrence with the dean, shall review positions allocated on an annual basis and make appropriate adjustments to departmental allocations.

With approval and authorization from the dean and the Provost to search for faculty candidates, the department chair will develop a position description which outlines the academic requirements as well as unique teaching, research, and service expectations of each faculty member within the department.

The search committee shall consist of at least three faculty members elected from within the department, and will be responsible for the following activities:

1. Reviewing and screening applications;
2. Scheduling interviews for selected applicants;
3. Scheduling conferences for applicants with the faculty, students, department chair, College dean, and Provost or his/her designee; and
4. Forwarding committee's recommendation to the departmental chair.

The department chair shall review the committee's recommendation and transmit his/her recommendation to the College dean. The College dean shall review the recommendation and transmit it, along with his/her recommendation to the Provost. The Provost shall review the recommendation and transmit his/her recommendation to the President for action, and presentation to the Board of Visitors for final action. The Provost may consult the University Tenure and Promotion Committee prior to giving his/her recommendation to the President regarding any tenure-track appointment.

The President may reject or veto the recommendation of the department with respect to the hiring of a faculty member. However, s/he may not impose a candidate on the department, but must allow the department to make new recommendations or restart the selecting process. If at any point during this process, the departmental search committee's recommendation is rejected, a written justification must be submitted within five working days to the chair of the search committee. The search committee shall then reconsider its recommendation or reinstate the search process. The departmental search committee's recommendation is required before a candidate is presented to the Board of Visitors for final action.

With the approval of the Board of Visitors, a contract offer by the President, and a written acceptance of the offer by the applicant, the appointment becomes effective. Only the President may commit the University. If agreement on a candidate cannot be obtained, the process shall be re-initiated at the departmental level.

Timetable for Promotion and Tenure

Date	Action
April 1 – May 1	Office of the Provost reviews the <i>Certification of Tenure Track/Tenure Eligibility Status Form</i> and releases to Academic Deans a list of faculty eligible to apply for tenure. Academic Deans send written notification to each eligible faculty member and provide a copy to the faculty member's chair.
May 1 – May 31	Eligible faculty members submit to their department chair a letter of intent to apply for promotion/tenure.
August 10 - 31	<ol style="list-style-type: none"> 1. Departments elect promotion/tenure committees. 2. Colleges elect promotion/tenure representatives (as needed) to the University Promotion and Tenure Committee. 3. Faculty Senate elects Senate representatives (as needed) to the University Promotion and Tenure Committee. 4. Faculty Senate elects members of Appeals Committee (if not done in spring).
September 1	Promotion/Tenure candidate's application and dossier due to department chair.
September 1 - 15	Department chair confirms candidate's eligibility and consults with candidate regarding the completeness of the application.
September 15 - October 15	Departmental P&T Committees complete review of candidate's application and dossier and then add Committee's recommendation form to applicant's dossier.
September 15 - October 15	Departmental chair completes separate review of candidate's application and dossier and then adds department chair's recommendation form to applicant's dossier. Department chair delivers applicant's dossier to Dean.
October 15 – November 1	Deans receive and review candidates' application and dossier.
November 1 - 15	Provost receives candidates' application and dossier from the Deans.
November 15	Provost convenes University Promotion and Tenure Committee.
November 15 – February 15	University Promotion and Tenure Committee reviews candidates' applications and dossier.
February 15	University Promotion and Tenure Committee delivers recommendations to the Provost.
February 15 – March 1	<ol style="list-style-type: none"> 1. Office of Provost informs applicants in writing of the University Promotion and Tenure Committee's recommendation. Candidate is notified to report to Office of Provost to receive sealed disposition letter. 2. Provost reviews candidates' dossiers.
March 1	Provost makes recommendations and informs candidates in writing. Candidate is notified to report to Office of Provost to receive sealed disposition letter.
March 1 - 15	Faculty Senate Appeals Committee receives faculty requests for appeal of negative Promotion/Tenure decisions of the Provost.
March 15 – April 15	Faculty Senate Appeals Committee reviews appeal cases.
April 10 - 15	Faculty Senate Appeals Committee completes review of appeal cases and makes recommendation to the President. Candidate is notified to report to Office of Provost to receive sealed disposition letter.
April Board of Visitors Meeting	President makes recommendations to Board of Visitors regarding all candidates for promotion and tenure.
May 1 – May 15	Office of the Provost sends candidates for promotion/tenure a written notification of the BOV decision.

University Task Force on Faculty Evaluation **April 2012 Draft (Updated July 2012)**

Dossiers for Promotion and Tenure

The candidate for promotion or tenure is responsible for preparing a dossier of information that will be used in reviewing the application. The dossier should include:

1. A completed application form (forms are available from the department chair);
2. A curriculum vitae; and
3. Supporting documents such as copies of publications; evidence of presentations, performances, exhibits, etc.; unique course materials or teaching methods; course evaluations; committee assignments; public and professional service; honors and recognition; etc.

Pay-for-Performance Evaluation Guidelines

The Board of Visitors of Virginia State University determined that beginning in 1994-95, salary increases from state funds shall be awarded on the basis of performance. Guidelines for implementing pay for performance are given below. These guidelines may be modified from time to time as required by law or the action of the President or the Board of Visitors.

1. A faculty member shall supply information to the department chair or unit head concerning innovative teaching, significant scholarly/creative activities, advisement and student support activities, and professional services, as appropriate.
2. The chair should schedule an evaluation conference to discuss the faculty member's contributions, performance, and professional needs as perceived by both.
3. A final written evaluation and determination of the recommended salary increment for the forthcoming year shall be shared with the faculty member.
4. A copy of the chair's evaluation and recommended salary increment is submitted to the dean.
5. The dean, after careful consideration of the College's budget, will make the final decision as to the increment to be recommended.
6. The dean then submits a salary recommendation to the Provost with definitive documentation.
7. Final salary offers are made following approval of the salary recommendation by the President and the Board of Visitors, as appropriate.

Evaluation of Academic Administrators

Administrative officers who hold positions which relate directly to the teaching/research mission of the University shall be evaluated. Such administrative officers (President, Provost, deans, directors and chairpersons) will be evaluated at varying intervals.

Evaluation and Election/Reappointment of Chairs of Departments

Chairs of departments will be evaluated annually. The departmental faculty will elect a committee to carry out the evaluative functions at the required times. The evaluation at the end of the first and second year will be used for direction relative to improvement of performance. A departmental election, administered at the end of the third year or during the sixth regular semester, will be used to determine if the incumbent will be recommended for continuation in office.

Department chairs (hereafter referred to as chairs or chair) will be appointed by the Provost /Vice President for Academic and Student Affairs for terms of three years, renewable for a maximum two-term limit under the provisions below. The administrative appointment of a chair by the Provost is an “at will” appointment; therefore, the appointment is subject to review at any time.

1. The annual evaluation of chairs will occur in the fall semester, beginning in the second year of service.
2. During the fall semester of the third year of service, the chair may choose to step down or to be considered for renewal. If s/he chooses to step down, s/he will be evaluated normally. If s/he chooses renewal, s/he will be evaluated, and all full-time faculty members on term, probationary, tenured, contracts will be polled as to whether or not they wish the chair to be renewed. The results of the poll will be communicated to the Provost, the Dean, and the chair, and to the members of the department. If a majority opposes reappointment, serious consideration should be given to the appointment of a new chair.
3. Prior to initiating search and nomination procedures for a new department chair, the faculty of the department should meet with the dean of the College to discuss the needs and expectations of the department as they relate to the appointment of a new chair, the chair’s role, and the type of search necessary that will most likely assure that an appropriate candidate be recommended, and to discuss any other considerations that bear upon the decision.
4. The faculty of the department will be polled to identify those willing to serve as chair. If none are willing, the department may have to undertake an external search.
5. If present faculty are willing, the full-time department members on term, probationary, tenured, or continuing contracts will be polled confidentially regarding their

preference for chair from among the available candidates. If no candidate wins a majority of the available votes, then the election shall be held again, until one candidate wins a majority. In the case of more than two candidates, only the top two vote-getters will participate in a second election. The faculty's preference will be forwarded to the Dean.

6. If the dean does not concur with the department faculty's recommendation, the dean will meet with the department faculty to discuss his/her reasons for disagreement, and the faculty may choose to hold another election or to begin an external search.
7. At any time after the first year of a chair's term, the Provost / Vice President for Academic and Student Affairs, at the request of or in consultation with the dean and department members, may poll the department as to whether or not they wish the chair to continue to serve. In the event that a majority oppose the chair's continuing, the Dean, in consultation with the Provost, may begin the reappointment process immediately per steps 3-6. If the department requests such a poll, it may not request another such poll within two years of the date of the first poll.
8. It shall be the responsibility of the deans and of the Provost / Vice President for Academic and Student Affairs to ensure that recruitment and appointment procedures for department chairs reflect the University's commitment to equal employment opportunity.

Evaluation of Deans of Colleges

Deans of Colleges, who are appointed for three-year terms, will be evaluated annually. A comprehensive evaluation, administered at the end of the third year or during the sixth regular semester, will be used to determine if the incumbent will be recommended for continuation in office.

For the undergraduate Colleges, the evaluation committee will consist of one faculty member elected from each department in the College. Chairpersons will engage in a separate evaluation of deans during the same period. For the graduate College, the evaluation committee will consist of graduate faculty members elected by the graduate faculty.

The functions of these committees will be to distribute the evaluation forms to each faculty member of the respective College, receive the completed forms, tabulate the results, and submit the findings to the Faculty Senate, Provost, and the deans who were evaluated. The Faculty Senate will inform the faculty of the results.

Evaluation of the Provost

The Provost will be evaluated at the end of the first and every third year thereafter. The evaluations will be used for direction relative to the improvement of performance. The

Faculty Senate will be responsible for the oversight of the evaluation activity. The evaluation committee will consist of one faculty member elected by the faculty from each of the Colleges. Its functions will be to distribute the evaluation forms to each faculty member, receive the completed forms, tabulate the results, and submit the findings to the Faculty Senate and President. The Faculty Senate will inform the faculty of these results.

Evaluation of the President

A committee consisting of five faculty members elected by the faculty at an announced meeting called by the Faculty Senate will make periodic evaluations of the President. Its functions will be to distribute the evaluation forms, tabulate the results and submit the findings to the Faculty Senate and President. The Faculty Senate will inform the faculty of the results.

Procedures for Filing a Complaint of Sexual Harassment

Introduction

It is the goal of Virginia State University to provide a productive and challenging environment for students, faculty, staff and guests that is free from sexual harassment. It is the responsibility of all members of the University community to ensure that individuals are provided equal access to education, employment and services without being subjected to sexual harassment. Sexual harassment is a type of sex discrimination and is prohibited misconduct which undermines the mission of the University.

Policy Statement

Virginia State University will not tolerate any conduct by any member of the University community that constitutes sexual harassment of any other University member as outlined in Title VII of Section 703 of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Virginia Human Rights Act; or other applicable state or federal laws and regulations. Upon notification of a sexual harassment complaint, the University must take prompt and appropriate action to the charge presented by the complainant. Any employee of the University being advised of a complaint of sexual harassment shall immediately refer the matter to the Equal Employment Opportunity (EEO) Manager according to the procedures specified in this policy. All complaints under the policy must normally be filed within 30 days¹ from the date of occurrence of the alleged harassment.

Definition of Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other conduct of a sexual nature, or action taken in retaliation for reporting such behavior, when:

1. submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or participation in a University sponsored educational program or activity, or;
2. submission to or rejection of such conduct by an individual is used as a basis for decisions affecting that individual's employment, academic standing, or other benefits, or;

¹ The University reserves the right to accept and review complaints that exceed 30 days from the date of the occurrence if, upon preliminary review by the EEO Manager, the President determines that there is just cause for the delay in reporting the matter or that it is in the best interest of the University to review the matter.

3. such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile, or offensive work, learning, or social/athletic/environment.

Sexual harassment may include, but is not limited to: (1) Sexually suggestive conduct or remarks about clothing, body, or sexual activities directed personally at other members of the University or guests; (2) whistling in a suggestive manner directed personally at other members of the University community or guests; (3) sexual propositions, invitations, or other pressure for sex; (4) obscene gestures directed personally to other members of the University community or guests; (5) patting, pinching, or any other sexually suggestive touching or feeling; (6) attempted or actual kissing or fondling; (7) coerced sexual intercourse; (8) assault; and (9) conditions of employment, promotion or academic performance on expressed or implied request for sexual favors.

Applications

This policy governs the conduct of University employees, faculty, administrators, and student body on the campus of Virginia State University and other property or facilities, owned, controlled, or being used by the University.

Informal Procedures

The Office of the Assistant to the President for Human Resources offers the options of a preliminary confidential investigation and an opportunity for an informal resolution to the complainant. All complaints should be filed with EEO manager in the Human Resources office.²

Each investigator will consider the complaint in relationship to the total circumstances. If the parties involved, through an informal mediation process, can resolve the issue to the satisfaction of each party, the complaint may be considered concluded and no further steps will take place. If either party is not satisfied with the informal mediation process, the dissatisfied party can withdraw from the process at any point.³

Formal Procedures

1. An individual wishing to file a complaint may do so verbally or in writing to the Equal Employment Opportunity Manager located in the Human Resources department, Memorial Hall, Box 9412, Petersburg, Virginia, 23806. Individuals wanting additional information or requiring special accommodation should call

² The EEO Manager has the option of coordinating with Student Affairs and Academic Affairs the investigation of the allegation.

³ If the informal process ends, the complainant may initiate the complaint through the formal process within 10 work days of the ending date, unless extended by the president.

(804) 524-5088 or 524-5090; TAD (804) 524-5487. Such complaint must be normally filed within 30 days from the date of the alleged harassment, unless extended by the President for good cause or in the best interest of the University.

2. Within five (5) days of filing, the EEO Manager will evaluate the complaint to determine if further investigation is warranted. If so, the charge may be referred to an investigative team who will meet individually with the accuser, the accused, and other relevant parties as deemed appropriate to the investigation, The investigators will normally have 30 work days from receipt of the complaint from the EEO Manager to conduct the investigation.⁴ Occasionally a complaint will be made without good grounds or as a means or “getting even” with the accused. Such a frivolous charge is serious and could result in a libel suit. Persons contemplating a complaint may wish to consult with the EEO Manager or the Vice President of Student Affairs prior to filing a complaint.
3. The results of the investigation will be reported to the EEO Manager and an initial determination will be made by the EEO Manager (or designee) based on the findings and the responses, if any, of the complainant and the accused. The EEO Manager’s determination will also be reported to the President or his designee.
4. Upon acceptance of the EEO Manager’s determination, the President (or designee) shall notify the complainant and respondent either personally or by mail to their last reported mailing addresses as reflected in the University’s records. The Complainant and Respondent shall have 10 calendar days from such notification to appeal to the President in writing. The appeal shall set forth the ground therefor. The President shall then determine whether his initial decision should be deferred pending a hearing before him or his designee. Persons present at this hearing may be the complainant, respondent, appropriate witness for the parties, and at the option of the parties, a representative of his/or her choice to assist in the presentation of the claim or defense. When scheduling the hearing with the President, the requesting party must state if he or she is being represented by an advisor. If the parties are represented by legal counsel, the President also has the option of being represented. It is the responsibility of the parties to arrange for the presence of their witness. The President shall preside over the hearing. The hearing is not governed by the formalities of civil proceedings. However, any findings that this policy has been violated must be based on the information presented at the hearing and a preponderance of the evidence presented.
5. The President shall render a decision on the appeal, in writing, within 10 work days following the meeting, unless additional time is needed for good cause.
6. In cases where corrective actions are determined, the EEO Manager will coordinate the matter with the respective Vice President to ensure that the

⁴ Depending upon the complexity of the case and availability of witnesses, the time span may be extended. The EEO Manager will notify the complainant and respondent that the investigation is not complete and will provide each party with an anticipated completion date.

recommendations are carried out. The President (or designee) will determine what action is appropriate for any written warnings, requirement to write a letter of apology, counseling, training, suspension, demotion or termination.

7. ALL INVESTIGATIONS WILL BE CONDUCTED IN AS CONFIDENTIAL A MANNER AS POSSIBLE.

It is the desire of the University to conduct investigations of alleged sexual harassment in a confidential, professional, fair, and expedient manner. The University does not relinquish its responsibility for investigating legitimate allegations if administrative procedural deadlines are not followed because of a lack of knowledge on how to file complaints, failure of a University employee to timely report a complaint that has come to his/her attention to the EEO Manager, the scope and magnitude of the investigation or the case load of the EEO Manager.

Complaints of sexual harassment may also be pursued through criminal and civil proceedings. Complainants are not required to file charges with the University if they believe their complaints are being handled by criminal or civil authorities. However, complainants are encouraged to voice their concerns with the University as above provided for fair review and action.

The Prohibition of Substance Abuse

Virginia State University is committed to protecting the health, safety, and welfare of the citizens it serves by assuring that a drug-free workplace is maintained and that employees perform their duties unimpaired by the effects of drugs or alcohol. In compliance with this commitment and the federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, Virginia State University has established the following substance abuse policy. The full policy statement, including definitions, may be found in Appendix E of the *Faculty Handbook*.

The unlawful manufacture, possession, use or distribution of illicit drugs and controlled substances and the unlawful possession, use, or distribution of alcohol on Virginia State University property is prohibited. Violations of this policy will be handled according to existing personnel policies and procedures governing the conduct of administrators, faculty, and staff.

Any employee who violates the policy may be subject to disciplinary action, including discharge, and/or referral to an assistance or rehabilitation program at the discretion of management. Any employee who is referred to an assistance or rehabilitation program must satisfactorily participate in such program. Satisfactory participation in such program shall be determined by management after consultation with the individual or organization providing the assistance or rehabilitation and/or the State Employee Assistance Service.

Any employee whose performance is impaired by the effects of drugs or alcohol at the workplace may be subject to disciplinary action, including discharge and/or referral to an assistance or rehabilitation program at the discretion of management.

As a condition of employment, all employees shall abide by the terms of this policy, and notify the President of any criminal drug statute conviction which occurred in the workplace no later than five days after such conviction is entered, as required by Federal law.

Virginia State University will ensure that disciplinary actions taken as a result of a violation of this policy are consistent, fairly applied, and not unduly harsh or punitive based on the severity and nature of the violation.

Virginia State University will inform the federal contracting or granting agency within ten days after receiving notice from an employee of any criminal drug statute conviction for a violation occurring at the workplace or otherwise receiving actual notice of such conviction, as required by the Drug-Free Workplace Act of 1988.

Virginia State University shall, within 30 days of receiving notice of an employee's conviction for a criminal drug statute offense occurring in the workplace, take appropriate disciplinary action against such employee and/or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program, as required by the Drug-Free Workplace Act of 1988.

This policy and associated procedures are applicable to all employees of Virginia State University.