

**VIRGINIA STATE UNIVERSITY BOARD OF VISITORS
FULL BOARD MEETING**

*Gateway Dining & Event Center, Second Floor Salons
2804 S. Martin L. King, Jr. Blvd.*

(On the campus of Virginia State University)

Friday; September 18, 2020

AGENDA

12:30 p.m.

Full Board Meeting Convened

No Public Comment Period

12:30 – 5:00 pm

Rector Huron F. Winstead, Presiding

- Roll Call
- Invocation *(Mr. Rodney Hall)*
- Approval of Agenda
- Rector's Remarks
- President's Remarks
- Presentation: HBCU History Course, Dr. Cheryl Mango
Assistant Professor, History

Break (20 minutes)

Board Approval(s)

- Minutes, August 6, 2020 New Board Member Orientation
- Minutes, August 6, 2020 Full Board Meeting
- Committee Appointments for New Board Members

Committee Reports

- Facilities, Finance & Audit Committee
 - Approval Item(s)
 - 2020 – 2021 Budget
 - Information Items
 - Summary of Updates (Internal Audit, Technology Services)
- Academic & Student Affairs Committee
 - Approval Item(s)
 - Post Tenure Review Process
 - Information Item(s)
 - Summary of Academic & Student Affairs Updates
 - Reports from the Faculty and Student Representatives
 - Dr. Zoe Spencer, Faculty Representative
 - Mr. Kameron Gray, Student Representative
 - Remarks from the Staff Senate
 - Ms. Monica Brown, Chair

- Institutional Advancement Committee
 - Approval Item(s)
 - Information Item(s)
 - Summary of Updates (Sponsored Programs, Government Relations, Communications, Office of Institutional Advancement)

- Personnel, Compensation & Governance Committee
 - Approval Item(s): None
 - Information Item(s): None

Break (20 minutes)

Report of Affiliated Foundation(s)

- Ms. Beverly Everson-Jones; Chair, VSU Foundation

Legal Counsel Update (*if necessary*)

Announcements

Adjournment

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The Full Board Meeting was held on the 2nd floor of the Gateway Dining Events Center Salon A, on the campus of Virginia State University

CALL TO ORDER

Mr. Huron Winstead, Rector, called the meeting of the Virginia State University (VSU) Board of Visitors (Board) to order in Salon A of the Gateway Dining and Events Center at approximately 2:13 p.m.

ROLL CALL

A quorum was present.

Board Members Present:

Mr. Huron F. Winstead, Rector
Mr. Charlie W. Hill, Vice Rector (*electronic communication*)
Ms. Thursa Crittenden, Secretary (*electronic communication*)
Dr. Valerie Brown
Ms. Pamela A. Currey
Dr. Christine M. Darden
Mr. Michael Flemming
Ms. Shavonne Gordon
Mr. Raul Herrera (*electronic communication*)
Mr. William L. Murray
Mr. Xavier Richardson (*electronic communication*)
Mr. Glenn Sessoms (*electronic communication*)
Mr. James J.L. Stegmaier (*electronic communication*)
Mr. Wayne Turnage
Mr. Gregory Whirley
Dr. Zoe Spencer, Faculty Representative to the Board
Mr. Kameron K. Gray, Student Representative to the Board (*electronic communication*)

Administration Present:

Dr. Makola Abdullah, President
Dr. Donald Palm, Provost/Vice President for Academic Affairs
Dr. Annie C. Redd, Special Assistant to the President/Board Liaison
Hubert Harris, Chief of Staff
Charmica Epps Harris, Associate Vice President for Institutional Advancement
Regina Barnett-Tyler, Interim Associate Vice President for Student Success and Engagement
Rodney Hall, Assistant Vice President, Enrollment Management
Sheila Alves, Chief Audit Executive, Internal Audit
Dr. Gwendolyn Dandridge, Communications
Eldon Burton, Director of Government Relations

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Administration Present (continued):

Dr. Tia Minnis, Associate Provost/Executive Dir., Office of Planning & Effectiveness
Tanya Simmons, Director, Human Resources Office

Legal Counsel Present:

Deborah A. Love, Senior Assistant Attorney General and Chief

Other Attendees:

Ms. Beverly Everson-Jones, VSU Foundation
Dr. Cheryl Mango, History Department
Dr. Maxine Sample, Faculty Senate
Adrian Petway, Budget Office
Ben Houck, Finance
Travis Edmonds, Information Technology Services
Dr. Carlton Edwards, Mass Communications
David Bragg, VSU Police Department
Charles Baskerville, VSU Police Department
Yourdonus James, Office of Conference Services
Bonnie Holmes, Office of the Legal Counsel
Monica Brown, Chair, Staff Senate
Sylvia Jones, Staff Senate (representing the Chair, Staff Senate)
Danette Johnson, President's Office
Deborah Jefferson, President's Office
Mary Gromovsky, College of Agriculture
Dr. M. Ray McKinnie, College of Agriculture
Dr. Wondi Mersie, College of Agriculture
Danika Clemons, Student Health Center
Christy Johnson-Oliver, Student Health Center
Pat Raines, Student Accounts

The following Board members participated by electronic means from remote locations identified below. The Board members participated by Cisco WebEx virtual meeting.

- Mr. Hill located in Hampton, VA; unable to attend due to medical reasons.
- Ms. Crittenden located in Suffolk, VA; unable to attend due to health and personal reasons related to the care of her mother.
- Mr. Herrera located in Burke, VA; unable to attend due to personal reasons related to the care of his mother.
- Mr. Richardson located in Fredericksburg, VA; unable to attend due to business and professional reasons relative to corporate policy.

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- Mr. Stegmaier located in North Chesterfield, VA; unable to attend due to medical reasons related to the COVID-19 and family risks.
- Mr. Glenn Sessoms, West Cordova, TN; unable to attend due to medical reasons.

OPENING REMARKS

Rector Winstead invited Mr. Rodney Hall to give the invocation.

APPROVAL OF AGENDA

The Rector announced a change to the agenda wherein the Board would consider items listed under Board approvals first, and Dr. Mango would give her presentation later in the meeting. The Board approved the agenda by roll call vote.

RECTOR'S REMARKS

The Rector offered opening remarks addressing the challenges of the current times and commended the President Abdullah for his leadership in the midst of the present challenges.

PRESIDENT'S REMARKS

Dr. Abdullah thanked the Rector for his availability throughout all the challenges and changes as of late. The President also thanked the Board for its dedicated oversight.

BOARD APPROVALS

Action on the August 6th New Board Member Orientation Minutes (APPROVED). The roll call vote was unanimous.

Action on the August 6th Full Board Meeting Minutes (APPROVED). The roll call vote was unanimous.

Action on committee appointments for new Board members (APPROVED). The roll call vote was unanimous.

- Academic and Student Affairs: Dr. Christine Darden (selected as Vice Chair) and William Murray;
- Institutional Advancement: Dr. Christine Darden and Shavonne Gordon (selected as Vice Chair);
- Facilities, Finance & Audit Committee: William Murray;
- Personnel, Compensation & Governance: Shavonne Gordon.

Action on the Resolution Authorizing the Revised Operating Budget for fiscal year 2020-2021 (APPROVED). The roll call vote was unanimous.

Action on the Resolution for approval of the Post Tenure Review Process Policy (APPROVED). The roll call vote was unanimous.

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COMMITTEE REPORTS

Facilities, Finance & Audit (FFA) Committee

Dr. Valerie Brown, Committee Chair, brought forth one item for approval from the FFA Committee (the Resolution Authorizing the Budget) with changed language (from approval of "expenditures" to "budget"). A motion was accepted for approval for FY20-21 Operating Budget. The Committee Chair also provided an update from the committee's session which included approving the revised budget and extensive discussion of the NIFA matter. Mr. Kevin Davenport, Vice President for Finance and Chief Financial Officer, presented an update of the university budget resulting from a change from face-to-face instruction to remote instruction. Mr. Davenport presented the budget impact to the Committee.

Ms. Sheila Alves, Chief Audit Executive, presented a summary report on internal audit operating metrics including planned audits, special investigations, and hotlines. Ms. Alves also introduced the Internal Audit staff.

Due to time constraints, Mr. Hubert Harris, Chief of Staff, did not present a report. His presentation is available in the Board materials. In summary, Mr. Harris' report is an update on technology projects undertaken because of COVID. Mr. Harris will present to the FFA Committee at the November Board meeting.

Academic & Student Affairs Committee

Ms. Pamela Currey, Committee Chair, provided an update from the committee meeting including the Committee's recommendation to approve the post tenure review policy.

The Committee Chair gave an overview of information items discussed in the meeting such as the impact of the decision to open campus online only, update on enrollment, the extended validation process, and the challenges of completing students' financial aid packages remotely. The Committee Chair summarized discussions from the Committee regarding how retention rate and graduation rates are calculated, noting increases in both of these rates and citing increase in summer course offering and work of the Academic Center for Excellence as the major drivers of these increases. The chair cited some recent innovations at VSU including turning courses into virtual in a matter of months that would have typically taken a decade to convert. The Chair highlighted several new degree programs and their expected launch dates including the MBA, the MS in Data Analytics, and the EDS Education Specialist. The Chair discussed the rising star program and the star program.

Mr. Hubert Harris provided a brief update on public safety, citing some key advances that have been completed such as mobile computers in police vehicles and replacement of the vehicle registration system.

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Visitor(s) mentioned a letter they received from a group identified as concerned alumni of VSU. The letter expressed the group's concern about enrollment, retention and graduation. Dr. Abdullah shared that the University had held a town hall in August with alumni to address questions and concerns. He stated that he responded to the letter and offered another opportunity for the group to meet with him and the administration if they desired to do so.

The Committee Chair invited Dr. Cheryl Mango to give a presentation on the new HBCU History course. Dr. Zoe Spencer, Faculty Senate Chair, offered congratulations to Dr. Mango for the positive press her work has garnered for VSU and HBCUs in general, expressing that through her work we are making, living, and leading history. Dr. Spencer noted Dr. Mango's ground-breaking course on HBCU history stating that we are a part of the transformation and her vision is to keep building upon her success. She cited national and international headlines relating to Dr. Mango's work thus far and stated that all of us collectively are leading this conversation.

Dr. Mango presented an overview of her course on HBCU history and its genesis, noting that it pays special attention to topics such as art, funding sources, campus culture, and past present and future challenges. She outlined the personal history that inspired her to create this course, including the profound impact that HBCUs had in her life through obtaining her undergraduate and PhD degrees from HBCUs. She also outlined profound impact that HBCU education had for her family members in setting their lives on successful trajectories such as entrepreneurship and services that would not have likely been possible otherwise. She emphasized the need for institutionalized systems of HBCU analysis from the ground up. She further elaborated on the idea of HBCUs coming together and creating their own analysis, also citing the need for a new degree program in HBCU studies. Dr. Mango emphasized the need for serious study of the contributions of HBCUs and the importance of leveraging the network that is already in place.

The Committee Chair recognized Dr. Abdullah who thanked Dr. Mango for her work stating that she is an example of what happens when passion and purpose are married. He further thanked her for showing the Board what happens in the classroom – inspiring people.

Dr. Spencer, the Faculty Representative to the Board, gave remarks that provided closure for her time as faculty representative, highlighting some of the priorities during her tenure such as working collectively to advance interests of faculty and holding focus groups with colleagues to explore the areas of fund raising, enrollment, and graduation and retention rates. She thanked the Board for passing the tenure review policy and stated that she will pass the handbook revisions and the sabbatical leave policy, which are in progress, on to her successor. She touched on other issues such as a climate survey and her transition plan. She emphasized the importance of candor in this position, noting her continued advocacy for providing quality instruction to students, even in the face of financial issues. She provided words of thanks for several of her colleagues and members of the administration. Dr. Spencer closed by encouraging Visitors to embrace the difficult dialogues that are necessary to solve challenges and charged the administration to continue their efforts to understand and employ shared governance and consensus building.

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Dr. Spencer relinquished her seat to Dr. Maxine Sample who served as the Vice Chair of the Faculty Senate. Dr. Sample thanked Dr. Spencer for the outstanding leadership she has given to the Faculty Senate over the past two years, citing her courage to initiate difficult dialogues and build the trust of the faculty. She praised the Board for its diversity of opinions and also stressed the need to fill vacant faculty positions. She thanked Dr. Abdullah and the leadership team for understanding shared governance and working hard to build consensus. She announced that she will be retiring in December after 18 years with VSU.

Dr. Abdullah thanked Dr. Sample for her work and stated that since COVID-19 the level of interaction and commitment during times of crisis has risen to a whole new level. He emphasized that during this time the Faculty Senate has almost functioned as a part of the administration.

The Committee Chair recognized Mr. Kameron Gray, the Student Representative to the Board. Mr. Gray delivered a presentation covering key SGA accomplishments such as technology assistance, a career expo, and the HBCU Marketplace. He offered remarks on student culture and the objective to listen to students and promote their passions and interests. He cited accomplishments such as building stronger connections with the campus police, enhancing partnerships with alumni, and implementation of a student concerns forum. He touched on some of the issues and challenges.

Dr. Abdullah thanked Mr. Gray for his leadership and stated that whether or not there is a residential experience, it has been important through this process to speak with him.

The Committee Chair also recognized Ms. Monica Brown, who serves as the Staff Senate Chair. Ms. Sylvia Jones, secretary of the Staff Senate, representing Ms. Brown provided an update stating that they had a successful virtual meeting, noting some priority projects, and touching on the objectives of transparency and staff morale.

Institutional Advancement Committee

Mr. Xavier Richardson, Committee Chair, provided an update on the committee meeting citing some key takeaways such as Dr. Faison's report on positive trends in the grant portfolio, updates in the government relations area from Mr. Burton and Mr. Braithwaite, analysis of some of the proposed virus relief packages aimed at providing relief to HBCUs. The Committee Chair noted that Dr. Abdullah has been engaged with congressional leaders and summarized other key updates with respect to public relations. They also provided an update on fund raising numbers.

Personnel and Compensation Committee

The Personnel and Compensation Committee had no report.

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REPORT OF AFFILIATED FOUNDATIONS

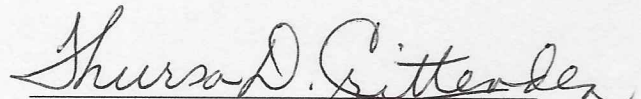
Ms. Beverly Everson-Jones, Chair of the VSU Foundation, provided an update touching on border objectives of the Foundation. The Foundation's objectives focus on thinking forward and aligning itself with the plan that the university has in place, doing a better job of telling our story, making sure that the relationship is good and mission is clear, managing financial contributions that come to the Foundation, and supporting the fund raising of the university. She cited that social capital held by the Board members of the Foundation, emphasizing that they want to make sure they are partnering with Dr. Abdullah and his team. She stated that the Foundation is preparing to launch a Fellows program and also amending its bylaws to allow a student representative to serve on its Board. Ms. Everson-Jones stated the importance of making sure people understand the link between the university and foundation and the importance of working collaboratively.

Dr. Abdullah thanked the Foundation, Beverly Everson Jones, and Dr. Bob Turner for their support and involvement during these challenging times.

ADJOURNMENT

There being no other business, the Rector adjourned the meeting at approximately 4:14 p.m.


Huron F. Winstead


Thursa D. Crittenden

11.20.20
Date

11.20.20
Date

VIRGINIA STATE UNIVERSITY
BOARD OF VISITORS

RESOLUTION AUTHORIZING THE REVISED OPERATING BUDGET FOR
FISCAL YEAR 2020-2021

September 18, 2020

WHEREAS, the appropriations to the University, which authorize the state funding and spending authority for the University, including the Cooperative Extension and Agricultural Research Services budget, but not including local University or VSU Foundation funding, are limited to the amounts and conditions in the Virginia Acts of Assembly, Chapter 1289; and

WHEREAS, the University has forecasted revenue collections from all sources for Fiscal Year 2020-2021, based on conservatively anticipated enrollment levels; and

NOW, THEREFORE, BE IT RESOLVED, the Board of Visitors approves the Revised Operating Budget appearing on the attached Table I; and

BE IT FURTHER RESOLVED THAT, the Board of Visitors approves the Educational and General (E&G) Budget appearing on the attached Table I; and

BE IT FURTHER RESOLVED THAT, the Board of Visitors approves the budgeted amounts for the Auxiliary Enterprise programs as appearing on Schedule I; and

BE IT FURTHER RESOLVED THAT, the Board of Visitors approves the budgeted amounts for the Cooperative Extension and Agricultural Research Services ("CEARS") programs as appearing on Schedule II; and

BE IT FURTHER RESOLVED THAT, the Board of Visitors approves the budgeted amounts in support of Sponsored Programs that have been properly awarded to the University and up to the amounts for which cash will be made available during the course of Fiscal Year 2020-2021 or as appearing in Table I; and

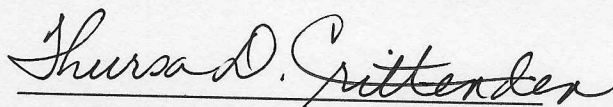
BE IT FURTHER RESOLVED THAT, the Board of Visitors authorizes the President to allocate and cause to be expended tuition, room, board, comprehensive and other fees collected beyond base projections, up to the amount appropriated and adjustments required and allowed by language in the Act, any additional General Fund Appropriation which may be incorporated in the University's final budget and to expend local funds available to the University should the need arise.



Huron F. Winstead, Rector

9.18.20

Date



Thursa D. Crittenden, Secretary

9.18.20

Date

**RESOLUTION OF THE
VIRGINIA STATE UNIVERSITY BOARD OF VISITORS
APPROVAL OF
POST-TENURE REVIEW**

WHEREAS, Post-Tenure Review, as required by the Appropriation Act of the 1996 General Assembly of the Commonwealth of Virginia, provides a means by which the institution can ensure that tenured faculty remain productive by fulfilling their obligation in those designated areas of responsibility (teaching, scholarly research/creative activities, and professional service) and that they demonstrate through the fulfillment of those responsibilities a commitment to the mission and goals of the University. The intent of Post-Tenure Review ("PTR") is the continued professional development, not the punishment, of the tenured faculty member. Therefore, the faculty member, the department, the school or college, and the University all have a vested interest in the faculty member's successful completion of Post-Tenure Review; and

WHEREAS, the Post-Tenure Review of a tenured faculty member shall be triggered by two consecutive overall unfavorable annual performance evaluations or by three overall unfavorable annual performance evaluations within the last five years; and

WHEREAS, while the responsibility for initiating the submission of the PTR professional development plan is that of the faculty member, tenured faculty members undergoing Post-Tenure Review should have a reasonable expectation of institutional resources and support needed for the successful completion of the professional development plan. The college dean in consultation with the Provost/Vice President for Academic Affairs shall identify the resources needed. The lack of adequate resources may require a modification in the professional development plan. Once the unfavorable evaluations have been acknowledged by the faculty member or upheld by the departmental grievance committee, the Post-Tenure Review process begins with the tenured faculty member's submission of a PTR professional development plan; and

WHEREAS, the Post-Tenure Review process for the faculty member shall end when one of the following occurs:

- satisfactory completion of the professional development plan
- refusal to fulfill PTR obligations
- unsatisfactory progress with the PTR professional development plan

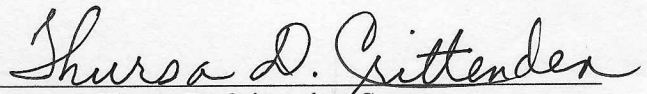
NOW, THEREFORE, BE IT RESOLVED THAT, the Board of Visitors of Virginia State University hereby approves the Post-Tenure Review Process.



Huron F. Winstead, Rector

9.18.20

Date



Thursa D. Crittenden, Secretary

9.18.20

Date

I. Post-Tenure Review

Post-Tenure Review, as required by the Appropriation Act of the 1996 General Assembly of the Commonwealth of Virginia, provides a means by which the institution can ensure that tenured faculty remain productive by fulfilling their obligation in those designated areas of responsibility (teaching, scholarly research/creative activities, and professional service) and that they demonstrate through the fulfillment of those responsibilities a commitment to the mission and goals of the university. The intent of Post-Tenure Review is the continued professional development, not the punishment, of the tenured faculty member. Therefore, the faculty member, the department, the school or college, and the university all have a vested interest in the faculty member's successful completion of Post-Tenure Review.

II. Procedures for Post-Tenure Review (PTR*)

The Post-Tenure Review of a tenured faculty member shall be triggered by two consecutive overall unfavorable annual performance evaluations or by three overall unfavorable annual performance evaluations within the last five years.

If an annual evaluation results in an overall unfavorable rating, then the faculty member has the option of further review by the standing Departmental Grievance Committee consisting of three tenured faculty members. If there are insufficient tenured faculty members than required to form a departmental committee, then a college committee shall be formed to perform the review. Such a committee shall consist of three tenured faculty members, of which one of them is selected by the affected faculty member, the second selected by the Dean, and the third jointly selected by the two chosen individuals.

The department chair and the affected faculty member will submit relevant documents to the committee for its review. If the committee determines that the unfavorable ratings are not justified by the documents reviewed, the committee will then submit to the Chair an alternative rating, which supersedes the rating of the chair. The committee's rating is reported to the chair and to the dean. If the committee determines that the unfavorable annual evaluations are justified, then the recommendation for Post-Tenure Review stands.

III. Post-Tenure Review Professional Development Plan

Once the unfavorable evaluations have been acknowledged by the faculty member or upheld by the departmental grievance committee, the Post-Tenure Review process begins with the tenured faculty member's submission of a PTR professional development plan. While the format of the professional development plan may vary by department or college, faculty members undergoing Post-Tenure Review (PTR) shall prepare in collaboration with the department chair and the Departmental Grievance Committee a three-year development plan. All professional development plans for Post-Tenure Review should be developed during the

Spring semester following the annual performance evaluation and implemented at the beginning of the next academic year, and be in effect until the end of the academic year.

The plan shall be submitted to the department chair for approval no later than **September 15** of the current academic year. The faculty member in consultation with the department chair and the Departmental Grievance Committee may adjust the plan as needed. Revisions to the approved development plan may be submitted to the department chair on or before **December 15** of the same academic year. All development plans, including revisions agreed upon by the faculty member and department chair shall be on file in the dean's office. Further, all professional development plans for Post-Tenure Review and peer committee recommendations related to Post-Tenure Review shall be reviewed and approved by the college dean and the Provost/Vice President for Academic Affairs.

While the responsibility for initiating the submission of the PTR professional development plan is that of the faculty member, tenured faculty members undergoing Post-Tenure Review should have a reasonable expectation of institutional resources and support needed for the successful completion of the professional development plan. The college dean in consultation with the Provost/Vice President for Academic Affairs shall identify the resources needed. The lack of adequate resources may require a modification in the professional development plan.

IV. Specificity of Plans

The professional development plan for a faculty member undergoing Post-Tenure Review shall directly address the faculty member's professional growth and successful performance in those areas of teaching, scholarly or creative activity, and service where the annual review has indicated unfavorable performance. The plan must continue to support the department, college, and university mission and goals and should be consistent with performance standards previously established for faculty members in the department and college (e.g. accreditation requirements).

The PTR professional development plan is prepared by the faculty member in consultation with the department chair and Departmental Grievance Committee and is reviewed by the academic dean. PTR professional development plan shall specify:

- a. Those personal and professional goals and priorities related to strengthening the faculty member's performance in those areas of teaching, scholarly or creative activity, and service where the faculty member has not met performance expectations.
- b. Specific strategies, activities, and benchmarks designed to meet those goals and priorities, which may include but are not limited to, proposed courses or enhancements to teaching effectiveness, plans for scholarly or creative activities, and

service activities, as appropriate to the individual faculty member's identified weaknesses.

- c. A reasonable time table and a list of institutional resources needed to support the implementation and successful completion of the strategies and activities.
- d. The performance outcomes that are anticipated as a result of the strategies and activities and a description of how each remediates the low performance area.

V. Department Chair Responsibility in the Post-Tenure Review Process

The Post-Tenure Review process occurs at the department level. The department chair in consultation with the academic dean is charged with the responsibility of monitoring the process and ensuring that faculty members who grieve an overall unfavorable evaluation that may trigger a post tenure review or who are completing or implementing an approved PTR professional development plan are not denied due process at any point of the review.

Once the faculty member submits a PTR professional development plan, the department chair shall provide the faculty member with written acknowledgement of receipt of the plan and meet with the faculty member to review the plan on or before September 15 of the current academic year. On or before October 1 of the current academic year, the department chair shall provide the dean with written approval of the faculty member's plan once the faculty member and chair have reached consensus on the plan. The department chair's responsibility in the PTR process shall include the following:

- a. An initial consultation with the faculty member on the faculty member's PTR professional development plan, including a discussion of resources available to the faculty member.
- b. A schedule for the department chair's periodic monitoring of the faculty member's progress on completing planned activities and achieving performance outcomes of the plan. (The faculty member and chair should seek agreement on periodic reporting dates throughout the academic year.)
- c. Completion of the regular annual evaluation of the faculty member consistent with university procedures for annual performance evaluation of instructional faculty. Department chairs may wish to consider giving consideration to the faculty member's progress with the PTR professional development plan.
- d. The department chair's written communication to the faculty member and dean regarding the outcome of the faculty member's fulfillment of PTR requirements following periodic reviews as well as the final review at the end of the Post-Tenure Review period.

VI. Completion of Post-Tenure Review Obligations

A faculty member undergoing PTR shall continue to receive annual performance reviews along with other members of the department in accordance with university policy and procedures for the annual evaluation of employees. The Post-Tenure Review process for the faculty member shall end when one of the following occurs:

1. **Satisfactory completion of the professional development plan:** At the end of the third year of the professional development plan, a final report is prepared by the Departmental Grievance Committee which reviews the progress of the faculty member with input from the Chair. This report should take into consideration the performance outcomes identified in the PTR professional development plan. The committee may make the following recommendations:
 - a. Permit the faculty member to continue with the plan and extend it one more year. This extended plan must specify in detail the directions, benchmarks, and expectations of the faculty member.
 - b. Recommend that the faculty member be removed from PTR status. In this case, the department chair shall inform the faculty member in writing that PTR obligations have been satisfactorily met and recommend to the dean that the faculty member be removed from PTR status. The Post-Tenure Review process will end due to the faculty member having met all PTR obligations.

2. **Refusal to fulfill PTR obligations:** The faculty member informs the department chair in writing of the decision NOT to submit or complete a PTR professional development plan. This communication shall prompt a meeting between the faculty member, the department chair, the dean, and the Vice President for Academic Affairs to discuss this decision. Should the faculty member confirm his or her decision NOT to submit a professional development plan for Post-Tenure Review, the following actions will take place:

The faculty member shall be issued a one-year restricted contract effective at the start of the next academic year. At the end of the restricted contract period, the faculty member will be terminated for cause if the faculty member does not retire or voluntarily resign effective at the end of the restricted contract. In this case, the PTR process of the faculty member will end due to the faculty member's separation from the University.

NOTE: Termination for cause proceedings will follow the established guidelines in the *Faculty Handbook* section entitled "Grounds for Termination of Faculty Contracts." If a faculty member is recommended for termination for cause and requests a review of this case, the University Appeals Committee may review the case in accordance with the procedures described in the section of the *Faculty Handbook* entitled "Procedures for Appealing Adverse Decisions on Promotion, Tenure, Continuing Contract Status, or Termination."

3. Unsatisfactory progress with the PTR professional development plan: If by the mid-point of the three-year PTR professional development plan, the faculty member has failed to document a good-faith effort to meet any of the outcomes of the plan, and periodic monitoring by the department chair indicates a lack of satisfactory progress despite written warning to the faculty member, the Departmental Grievance Committee shall meet to review the faculty member's progress. The Committee may make the following recommendations:
- a. Permit the faculty member to continue with the plan. A recommendation to the department chair that the faculty member continue the PTR process shall specify in detail the directions, benchmarks, and expectations of the faculty member.
 - b. Recommend that the faculty member be removed from PTR status and issued a one-year restricted contract. In this case, the department chair shall inform the faculty member in writing that PTR obligations have not been satisfactorily met and recommend to the dean that the faculty member be issued a one-year restricted contract. At the end of the restricted year contract the faculty member shall be terminated for cause. The Post-Tenure Review process will therefore end due to the faculty member's separation from the university.

Upon retirement, voluntary resignation, or dismissal at the completion of the one-year restricted contract, the PTR process for the faculty member will end. A tenured faculty member who has been removed from tenure-track status as a result of the failure to complete the post tenure review obligations may not reapply in the future for employment in a tenure-track position at Virginia State University.

The Post-Tenure Review process, like other forms of evaluation of a faculty member's performance, should focus on professional development and continuous improvement in those major appraisal areas for instructional faculty: teaching, scholarship and creative activities, and service. While the process ensures continued faculty productivity in these areas, the Post-Tenure Review process must never be used as a means for achieving larger management objectives such as "downsizing," "restructuring," or "reengineering." Individual faculty reviews should, however, focus on the quality of the individual faculty member's work and not on such larger considerations as programmatic direction. As stated in 2.5.1, "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 as a promise of continued productivity." Post-Tenure Review should therefore embrace this mutual commitment between the tenured faculty member and the institution to enhance the mission and goals of the university.

*This statement is to be added to the *Academic Procedures Manual*.

Approvals and Revisions

Approved for publication in the *VSU Faculty Handbook*, 2004; Revised Edition, 2013

Approved by VSU Faculty Senate November 2015 for forwarding to the Office of the Provost

Approved by the Board of Visitors of Virginia State University:



Huron F. Winstead, Rector



Thursa Crittenden, Secretary

9.18.20

Date

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