

## Change #9

Submitted by Office of the Provost  
Proposed Handbook Change  
Page 15

**Reason for change: to adjust teaching load specifications and to provide a more accurate description of faculty workload than current language indicates.**

### c. Personnel Policies

#### 2 1) Affirmative Action and Equal Opportunity

3 Christopher Newport University is an Affirmative Action and Equal Opportunity Employer.

4

#### 5 2) Appointments

6 a) The Board exclusively is empowered to make all full-time faculty appointments,

7 administrative/professional or instructional, upon recommendation by the President. All

8 Instructional Faculty appointments shall be for the term as specified in the appointment contract.

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10 b) The Board authorizes the President to make appointments of classified personnel; student

11 assistants; wage and hourly personnel; adjunct and part-time faculty; and any emergency

12 appointments (faculty or otherwise) for a specified time period only, not to exceed one academic

13 semester.

14

#### 15 3) Completeness of Contracts

16 a) Individual contracts constitute the complete agreements of employment between Christopher

17 Newport University and its employees. No covenants or promises other than those expressly set

18 forth in such contracts are made by the University.

19

20 b) Incorporation by reference into such contracts of documents and materials beyond those referred

21 to in the contract is explicitly disclaimed.

22

#### 23 4) Leaves

24 It is the policy of the Board to grant to its personnel leaves of absence which benefit the University.

25 Leaves may be given with or without pay and with or without fringe benefits.

26

#### 27 5) Academic Rank

28 The Board authorizes the following academic ranks, in hierarchical order:

29 a) Distinguished Professor

30 b) Professor

31 c) Associate Professor

32 d) Assistant Professor

33 e) Instructor

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#### 35 6) Teaching Loads

36 ~~Since The workload of full-time Instructional faculty requires teaching, an ongoing program of are expected to play an active role in committee work, full-time~~

37 professional development, student advising, and ~~other forms of~~ service to the Department, College, the

38 University, and ~~professional and civic the~~ communities. The full-time teaching load for probationary faculty

may consist of twelve (12) lecture hours

39 or ~~its~~ the equivalent per week in either the Fall or Spring term, and nine (9) lecture hours or the equivalent per

week in the remaining semester, for a total of twenty-one (21) lecture hours per academic year. For tenured and

restricted faculty, the full-time teaching load may consist of twelve (12) lecture hours or the equivalent per week, for

a total of twenty-four (24) lecture hours per academic year. The full-time teaching load for tenured faculty shall

adjust to match that of probationary faculty in Fall 2010. Teaching loads are adjusted, however, when circumstances

warrant.

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**Reason for change:** to delete reference teaching load being 15 hours and align with same description/language on p. 15; to update teaching load to reflect Fall 2008 change; to provide a more accurate description of faculty workload than current language indicates.

5. Faculty Workload Responsibilities

31 a. General Requirements

32 The workload of full-time Instructional faculty requires teaching, an ongoing program of professional development, student advising, and service to the Department, College, University and professional and civic communities. The teaching load for full-time Instructional faculty holding tenured and restricted appointments is ~~fifteen (15)~~ twelve (12) lecture hours (or its equivalent in or in

33 combination with studio/laboratory instruction) per week each semester, based on a semester credit hour

34 system. The teaching load for full-time Instructional faculty holding probationary appointments is twelve (12) lecture hours (or its equivalent in or in combination with studio/laboratory instruction) per week in either Fall or Spring semester, and nine (9) lecture hours (or its equivalent in or in combination with studio/laboratory instruction) per week in the remaining term. The full-time teaching load for tenured faculty shall adjust to match that of probationary faculty in Fall 2010. ~~Reductions for other academic duties for the welfare of the University may be made under the~~

~~35 direction of the President.~~

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37 ~~Since full-time Instructional faculty are expected to play an active role in committee work, full-time~~  
38 ~~professional development, student advising, and other forms of service to the department, the University,~~  
39 ~~and the community, the full-time teaching load for may consist of twelve (12) lecture hours or its equivalent~~  
40 ~~per week.~~ Teaching loads are adjusted, however, when circumstances warrant.

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Page 5 (Submitted by Maribeth Trun)

**Reason for change:** to update articulation agreement information; to delete information about inactive programs.

8. Cooperative Arrangements

10 The University has cooperative programs with other educational institutions allowing students the opportunity to  
11 pursue formal degree programs through joint efforts. The University has moved the review of transfer students to competitive admission standards and has developed Articulation Agreements with the Virginia Community College System for guaranteed admission. ~~Examples include the Master of Forestry degree and the~~  
12 ~~Master of Environmental Management degree in cooperation and affiliation with Duke University, and~~  
articulation

13 ~~agreements with Thomas Nelson, Tidewater, Paul D. Camp, and Rappahannock Community Colleges which~~  
allow

14 ~~students completing two-year programs their full credit upon transfer to Christopher Newport University.~~