

## SECTION XVIII

### University Governance

The provisions of this section have been formulated through the process of shared governance. They do not, however, abrogate or supplement the overall authority of the Board of Visitors concerning the University's mission, oversight of educational programs, appointment of members of the administration, faculty, and staff, preservation and maintenance of the physical plant, and direction and control of financial assets. Subject to the reserve power of the Board of Visitors and the President, the following constituencies may participate in the University's governance through recommendations to the appropriate University officials.

#### 1. The Faculty of the University

##### a. Definitions

- 1) The Faculty of the University is composed of both Instructional faculty and Administrative and Professional faculty who hold appointments with academic rank.
- 2) The Instructional faculty of the University is the body of all persons holding teaching appointments as distinguished professor, professor, associate professor, assistant professor, or instructor in an academic department. The President, the Provost, and the academic Deans are *ex officio* members of this body.
- 3) The Administrative and Professional faculty of the University is the body of all persons holding administrative and professional appointments with faculty rank.

##### b. Responsibilities

- 1) The Instructional faculty shall have the reasonable opportunity to participate in the formulation, development, review, and alteration of regulations and procedures affecting academics and the Instructional faculty of the University. These regulatory and procedural areas shall include:
  - a) curriculum and transfer credit;
  - b) grading system, examinations, and appeals,;
  - c) faculty development;
  - d) standards for retention, promotion, tenure, and the recognition of merit;
  - e) faculty personnel matters such as fringe benefits, outside employment, leaves of absence, and other working conditions;
  - f) long and short range institutional academic and fiscal planning.
- 2) Regarding all matters within its jurisdiction, the Instructional faculty makes the results of its deliberations known in the form of written recommendations to the Provost. These written recommendations are transmitted to the Provost by the Chair of the Instructional faculty.
- 3) The Provost shall inform the Instructional faculty, not later than thirty (30) days following receipt of the Secretary's transmission, of the disposition of any recommendations thus made. Failing such notification, the Instructional faculty may then forward the recommendation in question directly to the President.
- 4) The Instructional faculty may delegate certain of its responsibilities to other bodies in a fashion approved by the President. These bodies include the graduate faculty (for all matters pertaining to the conduct of the graduate program), certain committees of the University (e.g., the Academic Status Committee), and the Faculty Senate.

##### c. Officers of the Instructional Faculty

- 1) The officers of the Instructional faculty shall be a Chair, a Vice Chair, and a Secretary. The President of the Faculty Senate shall hold the office of Chair and the Vice President of the Faculty Senate shall hold the office of Vice Chair. The Secretary of the Faculty Senate shall hold the office of Secretary of the Instructional faculty.

- 2) The Chair or, in the Chair's absence or at the Chair's direction, the Vice Chair, shall preside at meetings of the Instructional faculty. In the absence of both, the Instructional faculty may elect a temporary presiding officer.
- 3) The Secretary shall record the minutes of each meeting and distribute electronic copies of these to the members of the Instructional faculty within one month. In addition, the Secretary shall maintain a publicly accessible electronic archive of these minutes.

d. Meetings of the Instructional Faculty

- 1) Two regular meetings of the Instructional faculty shall be held during each academic year, one in November and one in April. The Chair will schedule these meetings and the Secretary of the Instructional Faculty will publish an agenda for each at least one week in advance of the meeting date. In the absence of the Chair, the Vice Chair of the Instructional faculty shall preside at these meetings.
- 2) Certification of graduates occurs at the November and April meeting. At each of these meetings any other business appropriate to the body may be conducted.
- 3) Special meetings of the Instructional faculty may be called by the President of the University, the Provost, or the President of the Faculty Senate. Notice of such meetings shall be given at least three days in advance of the meeting date.
- 4) Special meetings of the Instructional faculty may also be called upon the written request of a standing committee of the University which reports to the Instructional faculty, or of twenty percent of the membership of the Instructional faculty. The petition shall be presented to the President of the Faculty Senate. This procedure failing, a copy of the petition shall be presented to the Vice President of the Faculty Senate; this failing, to the Provost; this failing, to any academic dean. The meeting shall then be called within seventy-two (72) hours.
- 5) Referral of Faculty Senate Actions to the Instructional Faculty  
Upon petition of at least twenty - five percent of the members of the Instructional faculty to the President of the Senate, any action of the Faculty Senate shall be submitted within thirty days for deliberation by the Instructional faculty. Any action of the Faculty Senate may be overturned by a 2/3 vote of the members of the Instructional faculty present and voting at a meeting of the Instructional faculty.
- 6) A simple majority of the voting members of the Instructional faculty shall constitute a quorum at any meeting.
- 7) No motion or resolution concerning the educational policies of the University shall be voted upon in a meeting unless it shall have been submitted in writing to the Chair of the Instructional faculty and copies thereof sent by the Chair to all members of the Instructional faculty in sufficient time to be included on the agenda. In emergency situations, this provision may be waived only by the unanimous consent of the members present.
- 8) Except as otherwise provided for in this section, meetings shall be conducted in accordance with *Robert's Rules of Order*. At the request of any member of the Instructional faculty, a secret paper ballot shall be taken on any motion before the body. The Chair of the Instructional faculty shall appoint a parliamentarian to advise him/her on matters dealing with the conduct of the business of the Instructional faculty. Questions of interpretation will be decided by the Chair of the Instructional faculty in consultation with the Parliamentarian.

e. The Graduate Faculty

- 1) Purpose

The Graduate Faculty of the University exercises all faculty jurisdiction over graduate courses and programs; requirements for admission to, continuation in, and graduation from all graduate programs; policies and plans for future development of graduate programs; selection and continuance of Graduate Faculty members; and the awarding of graduate degrees.

2) Membership

a) General

The Graduate Faculty comprises four kinds of members, namely regular members, probationary members, associate members, and *ex officio* members. *Ex officio* members are the President of the University, the Provost, the academic deans, the University Registrar and the University Librarian. Regular members are appointed to six-year terms of service by the Provost upon the recommendation of the Graduate Programs Council (vide infra). The Associate Provost for Academic Services is a regular (non-voting) member. Probationary members are appointed to one three-year term of service by the Provost upon the recommendation of the Graduate Programs Council. Associate members are appointed to six-year terms of service by the Provost upon the recommendation of the Graduate Programs Council.

b) Eligibility and Responsibilities

(1) General

All members of the Graduate Faculty must have a high level of competence in their academic fields of expertise, the ability to instruct at the appropriate level, and the ability to direct scholarship at the graduate level. Membership on the Graduate Faculty is open to any person holding a faculty appointment at the University. The Graduate Programs Council will evaluate the performance of prospective or current graduate faculty at the time of appointment or reappointment and send the result to the faculty member and to the faculty member's department chair for inclusion in the faculty member's dossier.

(2) Regular Membership

Regular members of the Graduate Faculty must hold the terminal degree in their fields or functional equivalent; hold academic rank in one of the academic departments of the University; show evidence of recent and continuing scholarly and/or creative activity through, for example, publication in peer-reviewed journals, publication of scholarly books, articles, and/or reviews, public performance or exhibition of works, conference presentations, success in securing research grants; and effective teaching. Initial appointment to the graduate faculty may be based on potential for effective teaching rather than evidence. Regular members of the Graduate Faculty are responsible for teaching graduate courses as appropriate, advising graduate students and evaluating their performance, directing theses, providing for and participating in the governance of the graduate program, and conducting and encouraging scholarship and research. The appointment by the Provost upon the recommendation of the Graduate Programs Council is for six-year terms.

(3) Probationary Membership

Faculty members who do not meet the stated criteria for admission to the regular graduate faculty may, under special circumstances, be given probationary graduate faculty status for one three-year term. These circumstances must include the need for an instructor in a graduate program for which no graduate faculty member or faculty member qualified for the graduate faculty is available. A persuasive case must be made and endorsed by the Department Chair, Associate Provost for Academic Services, Program Coordinator and reviewed by the Graduate Faculty Credentials Committee and recommended to the Graduate Programs Council for appointing an individual to this status. The nomination should state the specific category of probationary status and should include a statement of reasons for the appointment, an example being research, teaching need or both. The appointment by the Provost upon the recommendation of the Graduate Programs Council is one three-year term.

(4) Associate Membership

Associate graduate faculty serve in a non-teaching role; faculty are utilized for intern supervision, laboratory experiences, etcetera. The appointment by the Provost upon the recommendation of the Graduate Programs Council is for six-year terms.

c) Nomination and Admission to Graduate Faculty Membership

(1) Application for Graduate Faculty Membership

Application submitted to department chair, and endorsed by department chair, Associate Provost for Academic Services, and Program Coordinator, if appropriate. Reviewed by Graduate Faculty Credentials Committee and recommended to Graduate Programs Council. A majority vote by Graduate Programs Council is required for membership, and the recommendation is forwarded to the Provost.

(2) Renewal of Graduate Faculty Membership

The Credentials Committee shall examine the credentials of each Regular and Associate Graduate Faculty member every six years and recommend to the Graduate Programs Council which members shall retain graduate faculty status. These credentials shall be submitted by October 15 and March 1 of the appropriate calendar year. All votes by the Credentials Committee and the Graduate Programs Council shall be by majority and shall be binding.

d) Removal from Graduate Faculty Membership

Within the three year or six year term, a department chair or the Associate Provost for Academic Services can request a review of the faculty member's performance based on IDEA evaluations, annual reports (EVAL 6), or other documents. The Graduate Faculty Credentials Committee reviews all materials and requests and, from the faculty member, statements of explanation or other documents. The Graduate Credentials Committee will then recommend to the Associate Provost for Academic Services one of the following three options: 1) no action be taken, faculty member remains on graduate faculty; 2) written plan of action to be developed jointly by faculty member and Associate Provost for Academic Services; or 3) removal from graduate faculty.

3) Workload

- a) Membership in the Graduate Faculty requires a division of academic workload that places an increased emphasis on research, publication, and creative activity -- the *sine qua non* of Graduate Faculty membership. This increased emphasis is recognized in decisions regarding retention of membership on the Graduate Faculty.
- b) Compensation for teaching graduate courses during summer sessions will be the same as for undergraduate instruction. Members of the Graduate Faculty are prohibited from teaching for overload compensation during the academic year unless an exception is granted by the Provost. The provisions of this paragraph apply only to full-time, salaried members of the Instructional faculty who hold membership on the Graduate Faculty. They do not, in particular, apply to *ex officio* members of the Graduate Faculty, to salaried members of the Graduate Faculty whose primary duties are administrative in nature, or to any member of the Graduate Faculty whose primary employment by Christopher Newport University is wage-based rather than salary-based.

4) Graduate Programs Council and Graduate Committees

The Graduate Faculty of the University participates in the governance of the graduate program through a Graduate Programs Council. The Graduate Programs Council consists of the Associate Provost for Academic Services, the academic deans (all non-voting), and six regular members of the Graduate Faculty—elected to staggered two-year terms by the regular members of the graduate faculty, faculties of their respective college/school and the graduate program coordinators. The Graduate Programs Council makes the results of its deliberations known in the form of written recommendations to the Provost. These recommendations are transmitted to the Provost by the Associate Provost for Academic Services along with a written recommendation as to the disposition of each. Descriptions of the Graduate Committees follow.

- a) Graduate Assessment and Program Review Committee shall consist of three faculty members (one being a member of the Graduate Programs Council) elected by the Graduate Faculty. The committee:
  - (1) plans and oversees five year evaluations of all graduate programs;
  - (2) conducts studies and systematic reviews of all graduate program offerings;
  - (3) makes recommendations to the Graduate Programs Council and the Provost regarding continuation or discontinuation of graduate programs, related resource allocations, and curricular modifications.
- b) Graduate Faculty Credentials Committee shall consist of three faculty members (one being a member of the Graduate Programs Council) elected by the Graduate Faculty. The committee:
  - (1) reviews the credentials of all faculty members nominated for graduate faculty status;
  - (2) recommends to the Graduate Programs Council the acceptance or rejection of the nominee to graduate faculty status;
  - (3) reviews regular, probationary, and associate graduate faculty credentials for appointment as graduate faculty.
- c) Graduate Curriculum and Planning Committee shall consist of three faculty members (one being a member of the Graduate Programs Council) elected by the Graduate Faculty. The committee:
  - (1) reviews all graduate courses and recommends to the Graduate Programs Council their acceptance or rejection;
  - (2) reviews all proposed graduate programs and recommends to the Graduate Programs Council their acceptance or rejection;
  - (3) conducts long-range planning regarding new graduate courses and programs and reports periodically to the Graduate Programs Council.
- d) Graduate Programs Governance and Administration Committee shall consist of three faculty members (one being a member of the Graduate Programs Council) elected by the Graduate Faculty. The committee:
  - (1) revises the Graduate Faculty Membership and Governance document as directed by the Graduate Programs Council;
  - (2) appoints, if it wills, a subcommittee to review and write descriptions for positions of graduate study administration, any recommendations forthcoming being brought before the Graduate Programs Council in March of each academic year;
  - (3) reviews yearly the committee structure of the Graduate Programs Council to insure that all responsibilities are delegated and that the structure continues to meet the needs of the graduate program;
  - (4) drafts the procedure for graduate faculty consultation regarding the selection of the Associate Provost for Academic Services.
- f) Graduate Programs Council Nominations Committee shall consist of Graduate Programs Council members whose terms are completed at the end of the academic year. The committee:
  - (1) provides a slate of nominations for vacant seats or for seats of members whose terms are expiring on the Graduate Programs Council and Graduate Programs Council Committees;
  - (2) presents the slate at the March meeting of the Graduate Programs Council to be voted on by the Graduate Faculty at a Graduate Faculty meeting in April.

2. The Faculty Senate  
Revised March 1998

THE FACULTY SENATE: CONSTITUTION AND BY-LAWS

CONSTITUTION

a. Name

The name of this body shall be the Faculty Senate of Christopher Newport University.

b. Purpose

The faculty of the University, by virtue of their particular competence and the principle of collegiality, are essential participants in the development and implementation of academic policy. The Faculty Senate is a representative body of the faculty, deriving its authority from the Instructional faculty. As such, it shall exercise the authority of the Instructional faculty with respect to policy on academic matters and the professional affairs of faculty, and perform such other functions as are delegated to it by the Instructional faculty in recommending policies to the President and to other appropriate individuals and bodies on academic requirements; credit; faculty development; personnel policies, standards for retention, promotion, tenure, and merit; institutional planning; and all other concerns which affect the welfare of the University.

c. Membership

- 1) All members of the Instructional faculty having full-time contractual teaching appointments on probationary or tenured contracts are eligible to serve in the Faculty Senate.
- 2) The Faculty Senate shall consist of members from ~~four~~ **three** academic areas of the university: ~~The Luter College of Business and Leadership (Accounting, Economics and Finance, Management, Marketing and Leadership and American Studies); The College of Arts and Humanities (Communications Studies, (English, Fine Art and Art History, History, Music, Modern and Classical Languages & Literature, Philosophy and Religious Studies, and Theater); College of Natural and Behavioral Sciences and Technology (Biology, Chemistry, and Environmental Science, Mathematics, Physics, Computer Science & Engineering, Psychology); College of Social Sciences (Communication Studies, Community Engagement & Social Work, Government, History, Psychology, Leadership and American Studies, Sociology, and Anthropology, Social Work, Accounting, Finance, and Economics, and Management and Marketing).~~ Membership shall consist of three at-large members from ~~the each college area of business and four at large members from the areas of Arts and Humanities, Natural and Behavioral Science and technology, and Social Sciences and professional studies.~~ Members shall be nominated and elected by the faculty of their respective academic areas. All full-time instructional faculty members are eligible to vote for Senate members. No department shall have more than two members elected to the Senate. At least two of the three senators for business and three of the four senators for each of the other areas must be tenured members of the faculty.
  - a) Any department that wishes to change its 'area' can petition the Faculty Senate, in writing (electronic submission), providing a rationale for such change. The petition must be submitted no later than the end of the 4th week of the fall semester preceding the effective date of the proposed change. After receipt of the request for change, the Faculty Senate will hold a two-week comment period, during which the responses from other departments in both affected 'areas' will be solicited. The Senate will then vote at its next meeting on the request. If approved, the change will be submitted to the fall meeting of the General Faculty for a vote.
- 3) The term of the office of Faculty Senators shall be two years beginning immediately after spring commencement. A faculty member is eligible for election to the Faculty Senate for no more than two consecutive terms.
- 4) Elections shall be held each spring by March 31. Seven members shall be elected in odd-numbered years and eight in even-numbered years, the respective terms for the initial election to be determined by lot. The President of the Faculty Senate notifies the voting body of the election and appoints a Senator to conduct the election. A quorum (51%) of the eligible voters in the voting body must be present to hold an election. Each vacant Senate position must be filled through a vote by a separate, secret ballot. Senators are elected by a majority vote of the eligible voters present at the election. Eligible voters are full-time instructional faculty.

Voting Process:

- a) A slate of candidates can be determined before the meeting by the Nominating Committee, but at the meeting candidates can be added to the slate.
- b) For one position, the slate of candidates is given. Voters vote for one person.

- c) If one person receives a majority of the votes, that person is elected a Senator.
  - d) If one person does not receive a majority vote, the top two candidates are placed on a new slate and voters vote for one person. In the event of a tie for first or second, all tied candidates are included on the slate. This process continues until one person receives a majority.
  - e) If all candidates receive the same number (percentage) of votes or there are no top two candidates, the entire slate is voted on again.
  - f) After the first Senator is chosen by majority vote, the voting body votes on the second Senate position using the rules above to fill the second position. This slate of candidates can be the same as the first slate, with the previously elected Senator's name removed.
- 5) Vacancies shall be filled within ten class days through election by the constituency from which the vacancy occurred. Should a vacancy occur when the University is not in regular session, the election shall be held within ten class days of the beginning of the following semester.
- d. Officers and Duties
- 1) The officers of the Faculty Senate shall be the President, the Vice President, the Secretary, and such other officers as the Faculty Senate deems necessary, to be elected annually by the Faculty Senate from among its membership at a meeting held prior to spring commencement. All officers shall be regular voting members of the body.
  - 2) The President of the Faculty Senate shall hold the office of Vice Chairman of the Faculty, shall preside at all meetings of the Faculty Senate, shall represent the Faculty Senate and the Instructional faculty to all constituencies of the University community, and shall coordinate the collection and publication in the appropriate University publications all reports to the Instructional faculty.
  - 3) The Vice President of the Faculty Senate shall perform the duties of the President in the President's absence.
  - 4) The Secretary shall prepare and distribute to the Faculty Senate and to the Instructional faculty the agenda and minutes of all meetings of the Faculty Senate in electronic format. Additionally, the Secretary shall maintain a publicly accessible electronic archive of these agendas and minutes. The Faculty Senate Secretary will circulate the Senate minutes as follows:
    - a) The Secretary will send out a draft of the minutes to all Senators within one week of the Senate meeting and create a ballot to register votes as they are received.
    - b) Senators are to "reply all" for any changes they wish to request.
    - c) Senators have one week from the receipt of the draft minutes to request changes and vote. The Secretary will log and make requested changes.
    - d) Upon receipt of a simple majority (8 votes), the Secretary will email all Senators that a simple majority has been received and urge them to review and vote as soon as possible. An updated copy of the minutes as revised thus far will also be sent to the Senators at this time.
    - e) Upon receipt of a larger majority (10 votes), the minutes will stand approved. If 10 votes are not received, the minutes will be approved at the next regular Senate meeting.

- 5) The Executive Committee of the Faculty Senate shall consist of the President, the Vice President, the Secretary, and two members elected by the Senate from among its membership. In addition, the immediate past President of the Faculty Senate, whether re-elected or not, will be invited to serve as an ex officio, non-voting member of the Executive Committee. The Executive Committee shall prepare the agenda for all Faculty Senate meeting, maintain liaison with the Administration, and perform such other duties as assigned to it by the Faculty Senate. In addition, the members of the Executive Committee, or in cases of their absence, alternates as designated by the Senate, shall represent the Faculty Senate and the Instructional faculty on all appropriate matters at all times when the University is not in regular session and when a quorum of the Faculty Senate cannot be obtained, all decisions to be by a majority of the Members of the Executive Committee. All alternates shall be members of the Faculty Senate. All deliberations and decisions of the Executive Committee shall be reported to the Faculty Senate at its regular meeting.
- e. Meetings
    - 1) Meetings of the Faculty Senate shall be held at least four times during each semester and, in addition, at the call of twenty percent of the members of the Faculty Senate to the President of the body.
    - 2) Meeting of the Faculty Senate shall be conducted by Robert's Rules of Order. Since Robert's Rules of Order strongly recommends against proxy or absentee voting, these types of votes will be prohibited in Faculty Senate meetings.
    - 3) All members of the University community have the right to observe Faculty Senate meetings. The Faculty Senate may invite members off the University community to participate in its meetings as non-voting guests.
  - f. Liaison Representatives to the Board of Visitors

The Faculty Senate shall appoint faculty members to annually act as faculty liaison representatives to the standing committees of the Board of Visitors.
  - g. Relationship to General Faculty Committees

Instructional faculty committees as provided for in the University Handbook report to the Faculty Senate for action on their deliberations and recommendations. The Faculty Senate elects faculty members to at-large positions on the standing committees of the University. The Faculty Senate shall have the right to establish its own committees.
  - h. Faculty Senate Review

At the end of the fourth complete academic semester of regular functioning by the Faculty Senate and every five years thereafter, there shall be constituted a Faculty Senate Review Committee. It shall be composed of three Faculty Senators elected by that body and three members elected by the Instructional faculty. This committee shall review the working and effectiveness of the Faculty Senate and shall make any recommendations it deems necessary regarding it to the Senate and to the Instructional faculty for their deliberation and action.
  - i. Amendments

This constitution may be amended by a majority vote of the members of the Instructional faculty, providing the proposed amendment is made available to the members of the Instructional faculty in writing at least two weeks prior to the voting. Amendments may be proposed by 2/3 vote of the Faculty Senate or by petition of ten percent of the Instructional faculty to become the subject of a vote conducted by the Faculty Senate.
  - j. Election of Officers

#### BY-LAWS



Each spring, after the election of new members of the Faculty Senate and prior to spring commencement, the incumbent Senate President shall convene the membership of the following year's Faculty Senate for the purpose of electing officers. The incumbent officers shall officiate at this meeting and shall distribute notices of the meeting and minutes as for regular meetings. Only the members of the following year's Faculty Senate are eligible to vote in this meeting.

k. Instructional Faculty Committees and the Faculty Senate

- 1) Recommendations of the standing committees of the Instructional faculty and of ad hoc committees of the Faculty Senate are to be presented to the Faculty Senate for its approval except when such committees have been specifically empowered by the Faculty Senate to act without such approval.
- 2) Recommendations of committees to the Faculty Senate shall be electronically submitted motions to the Senate for its consideration, which include rationales for the specific recommendations made.
- 3) Each standing committee shall have at least one Faculty Senate member among its membership.
- 4) General Responsibilities
  - a) Committee chairmen shall have the responsibility for keeping the Secretary of the Faculty Senate informed of the current work of the committee.
  - b) All committees are required to file electronic copies of agendas and accurate minutes of all committee meeting and hearings with the Secretary of the Faculty Senate. The Faculty Grievance Committee is exempt from this requirement.
  - c) When a committee is ready to bring a resolution to the Faculty Senate, the committee chairman will inform the Secretary of the Faculty Senate and submit a an electronic of the resolution, with rationale, for consideration by the Faculty Senate. Resolutions and rationales shall accompany the agenda for the meeting at which the resolution is scheduled for action by the Faculty Senate.

l. Resolutions

All members of the academic community may submit matters for consideration to the Faculty Senate. All resolutions, petitions, suggestions, or other matters shall be submitted electronically to the Senate through the President of the Faculty Senate.

m. Attendance

Any Faculty Senator who for any reason is absent from three regular meetings of the Faculty Senate during one academic year shall be deemed to have vacated her or his seat, and the Faculty Senate shall conduct a new election for that seat. This rule will be aggressively enforced by the Executive Committee.

n. Student Liaison

One student liaison, appointed by the Student Government Association in a manner established by that body, and in accordance with the election schedule of the Faculty Senate, shall represent the Student Government Association at Faculty Senate Meetings.

o. Amendment

These by - laws may be amended at any meeting of the Faculty Senate by a 2/3 vote of the members present, provided the amendment has been submitted in writing and read at the previous regularly scheduled meeting.

p. Senate Standing Subcommittees

- a) Priority Advisory Committee (PAC): The Priority Advisory Committee shall consist of ~~four~~ ~~five~~ ~~(4)~~ ~~(5)~~ Senate members appointed by the President of the Faculty Senate, one at-large member and one from each of the ~~three~~ ~~four~~ academic areas of the university – College of Arts and Humanities, College of Natural and Behavioral Sciences, and College of Social Sciences. ~~Liter College of Business and Leadership, Arts and Humanities, Science and Technology, and Social Science.~~

This subcommittee will consider competing priorities for budgetary consideration and recommend the budget priorities to the Senate.

- b) Handbook Committee: The Handbook Committee shall consist of two (2) Senate members appointed by the President of the Faculty Senate. This subcommittee will review all proposed changes to the Faculty Handbook and make recommendations to the Senate. The Senate shall forward approved language to the University Handbook Committee.
  - c) Sabbatical Committee: The Sabbatical Committee shall consist of ~~three (3) four (4)~~ Senate members appointed by the President of the Faculty Senate. These ~~three four~~ members will be appointed from each of the ~~three four~~ academic areas of the university: ~~College of Arts and Humanities, College of Natural and Behavioral Sciences, and College of Social Sciences. Luter College of Business and Leadership, Arts and Humanities, Science and Technology, and Social Science.~~ This subcommittee will prioritize requests for sabbaticals and make these recommendations to the Senate for further recommendation to the Provost. Applications and criteria may be found at <http://provost.cnu.edu/devgrant.htm>.
  - d) Faculty Development Grant Committee: the Faculty Development Grant Committee shall consist of ~~three (3) four (4)~~ Senate members appointed by the President of the Faculty Senate. These ~~three four~~ members will be appointed from each of the ~~three four~~ academic areas of the university: ~~College of Arts and Humanities, College of Natural and Behavioral Sciences, and College of Social Sciences. Luter College of Business and Leadership, Arts and Humanities, Science and Technology, and Social Science.~~ This subcommittee will prioritize requests for faculty development grants and make these recommendations to the Senate for further recommendation to the Provost. Applications and criteria may be found at <http://provost.cnu.edu/devgrant.htm>.
3. Standing Committees of the University
- a. Introduction: This introduction pertains to the academic affairs committees (following below).
    - 1) All members of the Instructional faculty are eligible for membership on these committees, with the following exceptions:
      - a) no member may serve on more than one of the following standing committees at the same time: Curriculum, Degrees, Faculty Review, Liberal Learning Council; and
      - b) no more than one member of each academic department may serve on any committee with elected membership at the same time. In each case where there is no Faculty Senate member elected or appointed to an academic affairs committee, a member of the Faculty Senate shall be appointed by the President of the Faculty Senate to serve a one-year term as an *ex officio*, non-voting member of that committee to assure liaison between the two bodies.
    - 2) The term of office for all elected and appointed committee members shall be two years, with a limit of two consecutive terms. The deadline for elections to all standing committees shall be March 31st, with each term of office beginning immediately after commencement. Each spring, after the election of new committee members and prior to spring commencement, the incumbent officer(s) of each committee with elected membership shall convene the membership of the following year's committee for the purpose of electing (an) officer(s). The incumbent officer(s) shall officiate this meeting and shall distribute notices of the meeting and minutes as for regular meetings. Only the members of the following year's committee are eligible to vote in this meeting. The appointing authority will appoint the chair of appointed committees prior to the end of the academic year and the appointed committees will elect the vice chair annually at the first meeting of the new elected year. If such an election has not been held prior to September 1 of the year in question, the appointing authority will appoint the committee vice chair as soon as feasible thereafter.

- 3) The chairs of appointed committees will provide to the official(s) who has (have) appointed the committee copies of each agenda in advance of all meetings and a report of the results of the meeting. All Academic and Faculty Affairs Committees with elected membership will provide the Provost with a copy of the agenda in advance of the meeting and a report of the results of the meeting. All copies and reports must be in electronic format.

b. Academic Affairs Committees

- 1) The Academic Advising Committee (AAC) shall consist of ~~three~~ ~~four~~ faculty members elected by the Instructional Faculty (one from ~~College of Arts and Humanities, College of Natural and Behavioral Sciences, and College of Social Sciences. Luter College of Business and Leadership, Arts and Humanities, Science and Technology, and Social Science~~); one faculty member appointed by the Provost; one student recommended by the Student Government Association and appointed by the Dean of Students; the Director of Academic Advising or designee (ex-officio); the Associate Provost for Academic Services (ex-officio); and the Registrar or designee (ex-officio.)

The committee:

- a) Reports to the Provost;
  - b) Coordinates in an advisory capacity with the Academic Advising Center; and makes recommendations concerning the academic advising of students to the Faculty Senate and/or Provost as appropriate. In particular the committee:
    - (1) makes recommendations and develops initiatives to clarify, assess and continually improve the advising process;
    - (2) makes recommendations regarding faculty advisor training; and
    - (3) ensures that the academic advising system effectively serves students at different academic levels and in various situations.
- 2) The Academic Technology Advisory Committee (ATAC) shall consist of ~~six~~ ~~seven~~ faculty members (two from Arts and Humanities, two from Natural and Behavioral Science ~~and Technology~~, two from Social Sciences, ~~and one from the Luter College of Business and Leadership~~) elected by the faculty of each area; the University Librarian; one representative appointed by the Dean of Students; and the Chief Information Officer as a non-voting member.

The committee:

- a) works with the Director of Information Technology Services and his or her associates in a consultative and advisory capacity regarding:
    - (1) all academic technology services, usage and support policies, and needs;
    - (2) the technological impacts of changes in academic requirements;
    - (3) the academic impact of changes in technologies and support;
    - (4) the development of long-range and strategic academic technology and support plans;
    - (5) prioritization and allocation of resources, including budgets, for providing academic technologies and support.
  - b) Serves as that body within the university with responsibility for reviewing and recommending academic policies regarding technology usage and support to the Provost;
  - c) Monitors and reviews implementation of academic technology policies, initiatives, and support;
  - d) Serves as a liaison between faculty, Information Technology Services, and students; and,
  - e) Reports to the Faculty Senate and the Provost concerning all of the above as appropriate.
- 3) The Administrative and Professional Faculty Peer Review Committee (APFPRC) shall consist of five members of the administrative and professional faculty of the University appointed by the Provost. The committee:
    - a) reports to the Provost;
    - b) recommends to the Provost standards, criteria, and procedures for matters pertaining to academic rank for the administrative and professional faculty of the University; and
    - c) reviews recommendations from the various administrative jurisdictions of the University concerning candidacies for promotion in academic rank on the part of administrative and professional faculty, and makes recommendations to the Provost as to the disposition of such candidacies.

- 4) The Council of University Chairs (CUC) shall consist of the University's department Chairs. The department chair with the longest tenure at CNU shall be the Chair of the CUC, and will convene a meeting of the CUC at least once per academic year. If two or more chairs have the same tenure duration, the Faculty Senate shall conduct an election for CUC Chair among the members of the CUC. The Committee:
  - a) reports to the Faculty Senate;
  - b) reviews matters of academic policy and academic life at the University;
  - c) makes recommendations to the Faculty senate regarding academic policy and academic life at the University.
  
- 5) The Dean William Parks Colloquium Committee (WPCC) shall consist of ~~five~~ faculty members (at least one from Arts and Humanities, at least one from ~~Natural and Behavioral Sciences and Technology~~, at least one from Social Sciences, ~~and at least one from the Luter College of Business and Leadership~~) appointed by the Provost. The committee:
  - a) reports to the Provost; and
  - b) organizes the Dean's Colloquium series and recommends faculty members of this and of other institutions and other professionals to be invited to present their research or study to the faculty, students, and members of the community.
  
- 6) The Faculty Grievance Committee (FGC) shall consist of ~~six eight~~ tenured faculty members (two from Arts and Humanities, two from ~~Natural and Behavioral Science and Technology~~, two from Social Sciences ~~and one from the Luter College of Business and Leadership~~) and one faculty member selected by the Senate. The FGC serves as the source of members for any Faculty Grievance Panel (FGP). All members must be tenured. A faculty member serving on the Faculty Grievance Committee (FGC) may not serve on either the Faculty Hearing Committee (FHC) or the Faculty Review Committee (FRC).
  
- 7) The Faculty Hearing Committee (FHC) shall consist of ~~six eight~~ tenured faculty members (two from Arts and Humanities, two from ~~Natural and Behavioral Science and Technology~~, two from Social Sciences, ~~and two from the Luter College of Business and Leadership~~) elected by the faculty of each area; and three tenured members selected by the Senate. A faculty member serving on the Faculty Hearing Committee (FHC), may not serve on either the Faculty Grievance Committee (FGC) or the Faculty Review Committee (FRC).  
The FHC:
  - 1) reports to the Faculty Senate and the Provost;
  - 2) advises the Provost and the President on termination matters;
  - 3) serves as the source of members for any Dismissal Hearing Panel (DHP).
  
- 8) The Faculty Review Committee (FRC) shall consist of ~~nine eight~~ elected tenured faculty members (~~three two~~ from each ~~college division~~) and one at-large member appointed by the Provost elected by the faculty of each area; A faculty member serving on the Faculty Review Committee (FRC) may not serve on either the Faculty Hearing Committee (FHC) or the Faculty Grievance Committee (FGC). The committee:
  - a) consults with the provost on faculty personnel issues; and
  - b) reviews recommendations from the academic departments and the academic deans on standards for evaluation and on the matters of retention, promotion and, tenure and makes its recommendations to the provost.

NOTE: Members of the FRC shall not participate in any review of a member of their own academic departments or of any faculty members on whose DRC peer evaluation group they have served during that academic year. ~~The at-large member shall vote only in the case of such recusals.~~ FRC members are obliged not to participate in any review in which they have a conflict of interest.

- 9) The Institutional Animal Care and Use Committee (IACUC) shall consist of seven members: (1) a committee chair, (2) a doctor of veterinary medicine, (3) a member of the community not affiliated with the University, (4) a faculty member who is a practiced scientist with experience in research

- involving animal subjects, (5) a faculty member whose primary concerns are non-scientific, and (6) and (7) two members from areas not represented on the committee. All seven members are appointed by the ~~V~~ice ~~P~~rovost. The Committee:
- a) reports to the ~~V~~ice ~~P~~rovost;
  - b) reviews and approves research involving animal subjects;
  - c) safeguards the humane use and treatment of animal subjects in teaching and research activities conducted through the University in accordance with the mandates of the Animal Welfare Act (AWA 1966, and as subsequently amended 1970,1976,1985,1990), and other relevant federal, state, and local authorities. The committee:
    - (1) performs semiannual inspections of existing animal facilities and provides a report of findings to the ~~V~~ice ~~P~~rovost;
    - (2) produces and submits to the ~~V~~ice ~~P~~rovost an annual report on the maintenance of animal care and use protocols reviewed and approved by the committee as well as a summary of other committee activities during the year;
    - (3) files an inspection certification report as applicable, in accordance with AWA guidelines.
- 10) The International Studies Advisory Committee (ISAC) shall consist of the ~~D~~irector of ~~I~~nternational ~~P~~rograms (chair), the ~~A~~ssociate ~~P~~rovost (ex officio), the academic deans (*ex officio*; non-voting), and ~~six eight~~ members of the faculty of the University (two from Arts and Humanities, two from ~~Natural and Behavioral Science and Technology~~, two from Social Sciences, ~~and two from the Luter College of Business and Leadership~~) appointed by the ~~P~~rovost. The Committee:
- a) reports to the ~~P~~rovost;
  - b) advises and assists the Office of International Programs in strengthening, extending, and developing international programs at the University;
  - c) makes recommendations regarding the conduct of existing international activities;
  - d) reviews proposals for new international activities of the University, and, as appropriate, develops such proposals itself; and
  - e) establishes such subcommittees as it deems appropriate in order to address specific international activities such as study abroad, faculty exchange, international student orientation, etc.
- 11) The Honors Council (HC) shall consist of the Director of the Honors Program (Chair), Assistant Director of the Honors Program, ~~six seven~~ faculty members (two from Arts and Humanities, two from ~~Natural and Behavioral Science and Technology~~, two from Social Science), ~~and one from the Luter College of Business and Leadership~~) elected by the faculty of each area; two faculty members (not from the same area) appointed from the provost; four students, each appointed for a term of one academic year, by the provost; the director of admissions (non-voting); ~~The Director of the Honors Program, with the approval of the Provost, will appoint members of the Honors Faculty. This body will administer curriculum of the new Honors Program to start Fall 2009. and the Provost, non-voting.~~ The Council:
- a) reports to the ~~P~~rovost;
  - b) administers ~~the classes and~~ scholarships of the Honors Program;
  - c) recommends to the Faculty Senate changes in the Honors Program;
  - d) coordinates programming for Quest Housing;
  - e) Assists students campus-wide in preparing and applying for external scholarship opportunities.
- 12) The Liberal Learning Council (LLC) shall consist of a representative elected from and by each academic department; and one student recommended by the Student Government Association and appointed by the Dean of Students. The Assistant/Associate Dean for Liberal Learning and the provost are ex officio members of the council. The chair of the council shall be a tenured faculty member. The council:
- a) reports to the UCC, the Faculty Senate, or to the Provost, as appropriate;
  - b) recommends changes in the Liberal Learning Core requirements;
  - c) considers courses for inclusion in the Liberal Learning Core;
  - d) determines the theme for the First Year Seminar and the Common Reading;
  - e) works with the Director of Assessment in assessing and evaluating the Liberal Learning Core.

- 13) The Library Advisory Committee (LAC) shall consist of ~~six~~ **seven** faculty members (two from Arts and Humanities, two from **Natural and Behavioral Science and Technology**, two from Social Science, ~~and one from the Luter College of Business and Leadership~~) appointed by the Provost upon consultation with the deans; two students recommended by the Student Government Association and appointed by the Dean of Students; and the University Librarian (non-voting). The committee:
- a) reports to the Faculty Senate and University Librarian as appropriate;
  - b) advises the University Librarian on the library budget allotted for academic departments' use;
  - c) provides a liaison between the Library and the faculty and the student body; and
  - d) is kept informed by the University Librarian on matters of equipment, facilities, collection, services, and library policies affecting academic programs and advises the University Librarian regarding such matters.
- 14) (PSC) The Prestigious Scholarships Committee (PSC) shall consist of the CNU Fellowships Coordinator and the faculty members serving as advisors for the major post baccalaureate scholarships and fellowships. These include, but are not limited to, the Marshall, the Fulbright, the Rhodes, the Jack Kent Cooke, the Jacob Javits, the Barry M. Goldwater, the Harry S. Truman, the Morris K. Udall, the Hertz and the David Boren, the Gates Cambridge, the Mitchell, and the James Madison scholarship and fellowship programs. Advisors will be contacted at the beginning of each academic year by the Fellowships Coordinator. The committee:
- a) reports to the Provost,
  - b) selects and mentors students to compete for prestigious scholarships and fellowships,
  - c) makes recommendations concerning scholarships and fellowships to the Provost.
- 15) The Review Board for the Protection of Human Subjects (RBPHS) shall consist of the Director of Sponsored Programs (non-voting), and ~~three~~ **four** faculty members (one from Arts and Humanities, one from **Natural and Behavioral Science and Technology**, one from Social Science ~~and one from the Luter College of Business and Leadership~~), and one non-affiliated member of the community appointed by the Provost, ~~and the General Counsel, ex officio~~. The Board:
- a) reports to the Provost;
  - b) reviews and approves research activities which involve human subjects; and
  - c) safeguards the rights and welfare of subjects at risk in activities supported under grants and contracts.
- 16) The Teacher Preparation Council (TPC) shall consist of the Director of the Teacher Preparation Program (Chair), the Associate Director of the Program, two staff members from the Newport News Public Schools, one faculty member from each academic department teaching in the graduate MAT program, and the presidents of each of the three student education associations: SVEA, S-VATE, and MENC. The Dean of the College of Liberal Arts and Sciences and the Associate Provost for Academic Services serve as ex-officio members. Faculty members are appointed by the dean in consultation with the department chair. The committee:
- a) reports to the Associate Provost for Academic Services;
  - b) recruits students to the Teacher Preparation Program, internally and externally;
  - c) recommends scheduling of classes and awarding of scholarships for the Program;
  - d) recommends standards of admission to the Program and recommends candidates for admission;
  - e) recommends, implements and monitors Program changes;
  - f) assesses the Program on an annual basis;
  - g) ensures compliance with Virginia Board of Education licensure requirements.
- 17) The Undergraduate Academic Program Review Committee (PRC) shall consist of ~~nine~~ **eight** faculty members (~~three~~ **two** from Arts and Humanities, ~~three~~ **two** from **Natural and Behavioral Science and Technology**, ~~three~~ **two** from Social Science ~~and two from the Luter College of Business and Leadership~~) appointed by the Provost. ~~and the Director of Assessment and Evaluation (ex officio, non-voting)~~. One of these individuals will serve as Chair of the committee, but should have served on the PRC as a member for at least one year prior to becoming chair. The Director of Assessment and Evaluation serves as an ex officio, non-voting member. The committee:
- a) reports to the Provost;



- b) ~~recommends criteria to be used in the program review process;~~ evaluates degree program offerings of the university for curriculum alignment and outcomes in a six-year cycle;
  - ~~e) conducts a continuing study and systematic review of all program offerings of the University;~~
  - ~~d)c) makes recommendations to the Provost about curricular modification within individual programs based on departmental, college, and university missions. on program continuation/discontinuation, program-related resource (re)allocation, and curricular modification.~~
- 18) The Undergraduate Academic Status Committee (UASC) shall consist of ~~six~~ ~~seven~~ faculty members (two from Arts and Humanities, two from ~~Natural and Behavioral Science and Technology~~, two from Social Science ~~and one from the Luter College of Business and Leadership~~) elected by the faculty of each area; one faculty member selected by the Senate; and the Registrar and the Director of Academic Advising (non-voting). The Provost is an *ex officio* member of the committee. The committee:
  - a) recommends to the Faculty Senate standards for undergraduate student retention, dismissal, placement on probation, reinstatement, and for all other matters relating to undergraduate academic performance;
  - b) considers all appeals, pertaining to the academic status of undergraduate students and makes appropriate recommendations to the Provost; and
  - c) considers the requests of undergraduate students who wish to carry overload courses and makes appropriate recommendations to the Provost.
- 19) The Undergraduate Admissions Committee (UAC) shall consist of ~~six~~ ~~seven~~ faculty members (two from Arts and Humanities, two from ~~Natural and Behavioral Science and Technology~~, two from Social Science ~~and one from the Luter College of Business and Leadership~~) elected by the faculty of each area; one faculty member selected by the Senate; and one student recommended by the Student Government Association and appointed by the Dean of Students. The Provost and Dean of Admissions are *ex officio* members of the committee. The committee:
  - a) reviews all current and proposed changes to admissions standards and makes recommendation to the Faculty Senate, on standards for undergraduate admission; and
  - b) reviews a detailed annual report on the applications of admitted and denied students and makes appropriate recommendations to the Provost; and
  - c) reviews current recruitment strategies and policies and recommends to the Faculty Senate new policies guiding student recruitment.
- 20) The Undergraduate Curriculum Committee (UCC) shall consist of twelve faculty members (~~four~~ ~~three~~ from Arts and Humanities, ~~four~~ ~~three~~ from ~~Natural and Behavioral Science and Technology~~, ~~four~~ ~~three~~ from Social Science, ~~and three from the Luter College of Business and Leadership~~) elected by the faculty of each area; one student recommended by the Student Government Association and appointed by the Dean of Students; the University Librarian or the University Librarian's designee (non-voting); and the Registrar or the Registrar's designee (non-voting); and the Director of Academic Advising or the Director's designee (non-voting). The provost is an *ex officio* member of the committee. The Chair of the committee shall be a tenured faculty member. The committee:
  - a) reports to the Faculty Senate or to the Provost, as appropriate;
  - b) recommends changes in the undergraduate curriculum;
  - c) recommends priorities for the development of the undergraduate curriculum; and
  - d) makes recommendations concerning the adoption and termination of undergraduate degree programs.
- 21) The Undergraduate Degrees Committee (UDC) shall consist of ~~six~~ ~~seven~~ members (two from Arts and Humanities, two from ~~Natural and Behavioral Science and Technology~~, two from Social Science ~~and one from the Luter College of Business and Leadership~~) elected by the faculty of each area; one faculty member selected by Senate; and the Director of Student Records (non-voting). The Provost is an *ex officio* member of the committee. The committee:
  - a) reports to the Instructional faculty and the Faculty Senate as appropriate;
  - b) reports to the Instructional faculty its determination as to which students have completed the requirements for earned undergraduate degrees and recommends their names for certification by the Instructional faculty;

- c) reviews student's petitions concerning undergraduate degree requirements and makes recommendations thereon to the Provost; and
  - d) makes recommendations concerning undergraduate degree requirements.
- 22) The Undergraduate and Graduate Research Council (UGRC) shall consist of ~~six~~ **seven** faculty members (two from Arts and Humanities, two from **Natural and Behavioral Science and Technology**, two from Social Science, ~~and one from the Luter College of Business and Leadership~~) elected by the faculty of each area; two faculty members (not from the same area) appointed by the Provost; and the Associate Provost for Academic Services as a non-voting ex-officio member. The Council shall elect co-chairs from different areas of the University. The Council:
- a) reports to the Faculty Senate or the Provost, as appropriate;
  - b) promotes independent and faculty mentored undergraduate and graduate research and scholarship throughout the University; and
  - c) organizes and promotes conferences and/or colloquia featuring undergraduate and graduate research and scholarship.
- 23) The University Assessment and Evaluation Committee (UAEC) shall consist of the Director of Assessment and Evaluation, one representative of the student affairs staff appointed by the Vice President for Student Services, ~~three~~ **four** administrative representatives appointed by the Provost, the academic deans, and ~~three~~ **four** faculty members (one from Arts and Humanities, one from **Natural and Behavioral Science and Technology**, one from Social Science, ~~and one from the Luter College of Business and Leadership~~) appointed by the Provost. The UAEC:
- a) reports to the Provost
  - b) monitors the overall operation of the assessment and evaluation program of the University; and
  - c) makes recommendations concerning changes in the assessment and evaluation program of the University; and
  - d) evaluates academic and administrative departments' Assessment Records.
- c. Administrative Committees
- 1) The Budget Advisory Committee (BAC) shall consist of the Provost, the Dean of the College of ~~Liberal Arts and Humanities Sciences~~, the Dean of the **College of Natural and Behavioral Sciences**, ~~Luter College of Business and Leadership~~, the Dean of the College of Social Sciences, the Chief of Staff, the Executive Vice President, the Director of Planning and Budget, and six members of the instructional faculty nominated by the Faculty Senate, appointed by the President. Faculty members serve six-year terms. One member of the instructional faculty shall be appointed by the President to chair the committee. The committee advises the President on matters pertaining to the operating budget of the University.
- 2) The Committee on Intellectual Property (CIP) shall consist of three faculty members with primary responsibility for copyrights, three additional faculty members with primary responsibility for patents, the Chair of the Department of Physics, ~~and~~ Computer Science **and Engineering**, the academic Deans, the Chief of Staff, and the Provost (Chair). The six appointed faculty members shall be appointed by the President, upon nomination by the Faculty Senate, for three-year terms. The committee shall report to the President and shall function and be organized into subcommittees consistent with applicable Board policy (ownership).
- 3) The Comprehensive Safety and Security Committee (CSSC) shall consist of the Chief of Staff, Executive Vice President, Provost, Vice President of Student Services, Vice President of Human Resources, Vice President of Advancement, Chief of University Police, Associate Vice President of Auxiliary Services, Chief Information Officer, Associate Vice President of Finance, Safety Officer, Executive Director of the Ferguson Center, Press Secretary, Faculty Representative, Student Representative and the University Webmaster. The Chief of Staff will serve as chair of the committee. The Committee:
- a) reports to the president
  - b) develops, reviews, and modifies the Comprehensive Safety and Security Plan on an annual basis or as needed



- c) meets in response to unforeseen immediate or developing safety or security issues
  - d) appoints subcommittees and task groups as necessary
  - e) oversees the Electronic Security System (ESS) subcommittee consisting of representatives from University Police, Safety Officer, Auxiliary Services, Information Technology, Ferguson Center, Academic Affairs, Housing, Purchasing and Plant Operations.
  - f) meets a minimum of twice a year or as necessary
  - g) reviews and make recommendations on electronic access control systems, surveillance systems, and security alarm systems.
- 4) The Executive Planning Council (EPC) shall consist of the President (Chair), the Provost, the Dean of the College of ~~Arts and Humanities Liberal Arts and Sciences~~, the Dean of the ~~College of Natural and Behavioral Sciences, Luter College of Business and Leadership~~, the Dean of the College of Social Sciences, the President of the Faculty Senate, the Executive Vice President, the Vice President of University Advancement, the Chief of Staff, the Vice President of Student Services and the President of the Student Government Association. The Council is responsible for developing the strategic vision for the University, focusing the vision, and then providing the process for implementation of the vision, including the review and approval of mechanisms for monitoring institutional effectiveness. The Council defines and conducts the strategic planning process for the University.
- 5) The First-Year Coordinating Committee (FYCC) shall consist of the Vice-President for Student Services (Co-Chair), the Vice-Provost (Co-Chair), the Dean of Students, the Assistant/Associate Dean for Liberal Learning, the Director of Academic Advising, the Coordinator of First-Year Initiatives, the Director of Learning Communities, the Director of Counseling Services, the Director of Residence Life, the President of the Faculty Senate or designee, the Chair of the Academic Advising Committee, and one student recommended by the Student Government Association and appointed by the Dean of Students. The Committee:
- a) reports to the President;
  - b) coordinates a broad range of policies, practices, and programs that affect first-year students;
  - c) recommends changes to first-year policies, practices, and programs as needed; and
  - d) guides the assessment of first-year initiatives.
- 6) The Intercollegiate Athletic Advisory Committee (IAAC) shall consist of three faculty members, one administrative faculty, two students, one alumnus or alumna, the Internal Auditor (non-voting), and the Director of Athletics (non-voting). Based on recommendations by the Director of Athletics, the President will appoint the NCAA Faculty Athletics Representative who will also serve as committee chair. The Committee:
- a) is appointed by the President in consultation with the NCAA Faculty Athletics Representative and the Director of Athletics, and reports to the President;
  - b) makes recommendations on all matters relevant to the Intercollegiate athletic programs;
  - c) reviews athletic philosophy;
  - d) considers matters related to athletic conferences and national athletic governing bodies;
  - e) reviews the need for additional equipment for gymnasium and outdoor facilities, addition or termination of sports programs, scheduling and transportation;
  - f) monitors the athletic budget.
- 7) The Parking Advisory/Appeals Committee (PAAC) shall consist of the Director of Parking and Transportation (Chair), two Faculty members nominated by the Faculty Senate and appointed by the President for two year terms, two Staff members, and two Student representatives nominated by the SGA and appointed by the President. The purpose of this committee is to discuss, propose and implement changes to parking policy, rules and regulations. The committee will also provide a structured means to appeal a citation after the initial appeal has been denied.
- 8) The University Handbook Committee (UHC) shall consist of three members appointed by the President, to include the Vice President of Human Resources, an Instructional faculty member with experience on the committee, and an Instructional faculty member. The Director of Reports serves as an ex-officio member.

- a) consults with the Provost, the Vice Presidents, and all other constituencies of the University on matters related to the *University Handbook*;
  - b) reviews all proposed changes in the *University Handbook* and makes recommendations to the President, specifying all proposed additions, alterations, deletions, and changes and identifying for the President where there is agreement and where there are differences among University constituencies;
  - c) is charged with the following responsibilities: determining if the subject of a change is appropriate to be included in the *University Handbook*; determining if the suggested addition or change has gone through appropriate University channels; assuring the proper placement of the change or addition in the *University Handbook*; removing obsolete and erroneous items from the *University Handbook*; and, ensuring that all University constituents have the opportunity to preview the committee's recommended changes to the *University Handbook*.
- 9) The Training and Development Committee (TDC) shall consist of members appointed by the Vice President of Human Resources (VPHR). The Committee advises VPHR on the development and implementation of the training program.

#### 4. Academic Department Chairs

##### a. General Description

The department chair is responsible to the dean of the college/school and the academic department for the organization, administration, inventory control, and management of the department. The chair is elected for a three-year term by a simple majority vote. All salaried faculty holding probationary or tenured rank in the department at the time of the election are automatic electors. Other members of the department, both full-time and part-time (not adjunct), may be granted voting privileges in advance of the election by majority vote of the automatic electors. The Chair is eligible for reelection. In newly formed departments or under circumstances approved by the Provost, the appropriate dean may appoint the chair. In large or multi-disciplinary departments, additional administrative officers such as vice-chair, assistant chair, coordinators, and/or directors may be appointed by the dean of the college/school in which the department is situated.

##### 1) Eligibility

To be elected chair, a person must have a full-time, tenured or probationary Instructional faculty appointment at the rank of assistant professor or higher in the department. At the request of the department, or at the initiative of the dean, a department chair may be recruited from outside the University if a faculty position is authorized for the department. The recruited chair has a three-year term and is eligible for reelection.

##### 2) Procedures

The election of a chair takes place at the beginning of the spring semester, with the term officially commencing the day following spring commencement. The election procedures are as follows:

- a) The dean notifies the department of the election, indicates eligible members, and issues paper ballots;
- b) The election is by secret ballot and is supervised by the dean;
- c) The ballots are hand delivered in unmarked, sealed envelopes to the dean within three academic days of their issuance;
- d) The voting is verified by the Provost and by a representative of the department;
- e) The dean approves of the department's choice or informs the department of the decision not to approve;
- f) If the dean does not approve the choice, a new election takes place;
- g) If, after three ballots, the department members are unable to agree on a chair who is acceptable to the dean, the dean may appoint a chair for a full three-year term or in an acting capacity for one year.

##### b. Functions

The department chair leads, directs and manages the activities of the academic department and ensures the academic quality of the university curriculum. The activities of the chair include general administrative activities, curriculum management and development, personnel management, and fiscal management and inventory control. The following listing is illustrative rather than exhaustive.

1) General Administrative Activities

- a) calls, chairs and sets agenda for department meetings;
- b) organizes department committees;
- c) attends chairs meetings and contributes to academic curriculum decisions;
- d) administers the directives of the dean within the time schedule designated by the dean;
- e) develops department mission, vision, strategic plan with short- and long-range goals, evaluation plan, and university reports in collaboration with the department faculty;
- f) prepares department catalog materials;
- g) has responsibility for department records and correspondence;
- h) maintains records required by SACS;
- i) completes an annual report of department activities and submits to the dean;
- j) oversees assessment;
- k) evaluates and signs degree certifications;
- l) serves as the spokesperson and liaison for the department;
- m) advises students;
- n) responsible for departmental publications (brochures, handbooks, etc.);
- o) assigns faculty to represent the department at university and community functions (Admissions Open Houses, Honors Receptions, etc);
- p) works with departmental faculty annually to update and submit the departmental evaluation criteria for faculty (form EVAL 4);
- q) acts on the following matters as prescribed in the University Handbook:
  - (1) grade appeals,;
  - (2) situations where a specific course is not taught as described in the Catalog;
  - (3) submission of course descriptions, syllabi, and examinations to the dean;
  - (4) recruitment and initial appointment of full-time instructional faculty;
  - (5) faculty applications for sabbatical or educational leave;
  - (6) university faculty development, summer stipend, and dissertation grants;
  - (7) requests for disbursements from Fund 0303;
  - (8) recommendations on peer review.
- r) oversees maintenance of files of all final examinations given in the department for seven years;
- s) requests resolution from dean for student final examination conflicts;
- t) acts as custodian for faculty dossiers;
- u) makes case to Graduate Programs Council for the need for provisional faculty;
- v) maintains office hours during the academic year and summer as necessary for accomplishing the responsibilities of the chair
- w) appoints another faculty member to act as chair when needed.

2) Curriculum Management and Development

- a) recommends course offerings, schedules courses, and makes course teaching assignments;
- b) directs the development of new programs or courses and prepares proposals for curricular changes for submission to the dean;
- c) responsible for submission of course schedule to the dean;
- d) initiates course status changes;
- e) decides whether to award transfer credit for courses taken elsewhere when the decision to award is disputed or in doubt;
- f) determines course waivers for majors when necessary.

3) Personnel Management

- a) fosters the development of excellent teaching (course design and management, classroom skills, pedagogy);

- b) encourages department faculty to pursue research, grant writing, and professional development;
  - c) encourages participation of department faculty in university service;
  - d) evaluates fulltime department faculty members' performance and merit and forwards recommendations to the dean;
  - e) organizes and serves on all departmental peer groups for faculty evaluation, promotion, and tenure decisions in accordance with procedures in the University Handbook;
  - f) forms and serves on department search committees;
  - g) employs, supervises and evaluates non-faculty personnel. Signs time sheets and conducts the annual personnel review;
  - h) recruits, hires, and evaluates adjunct faculty;
  - i) meets periodically with adjunct faculty and makes annual recommendations regarding their continued employment;
  - j) provides orientation and direction to the department members, especially new members;
  - k) mediates student-faculty and faculty-faculty conflicts;
  - l) assigns advisers.
- 4) Fiscal Management
  - a) manages the department budget;
  - b) oversees purchase requests and travel forms;
  - c) distributes resources within the department;
  - d) responsible for inventory of departmental equipment.
- c. Evaluation  
The chair's service, as chair, is evaluated between April 1 and May 31 of each year by the dean with the participation of department members. A chair receiving an unsatisfactory evaluation may be removed from office by the dean.
- d. Compensation  
The compensation for the chair's service takes the form of (1) a reduced teaching load during the academic year and (2) an administrative stipend for summer services as determined by the dean; said stipend is separate from academic year salary, and is paid as wages, when earned, rather than as salary.
- 5. Instructional Faculty as Individuals and in Departments
  - a. Classifications  
The several kinds of faculty appointments are described herein, the University Handbook. (see index: appointments).
  - b. Responsibility  
Each faculty member is responsible for providing students with specific objectives of assigned courses; for methods and procedures of instructing and evaluating student performance; and for awarding of earned grades (see index: code for academic work). Each Instructional faculty member is responsible for formulating and implementing a professional development plan and for department, University, and community service.
  - c. Faculty at the Department Level
    - 1) Departments exist to implement the goals of Christopher Newport University and to assist in the organization and administration of the instructional programs of the University. Departments also provide assistance and procedural equity to all faculty members, a base for faculty cooperation in achieving University goals, and a context for professional development and evaluation.
    - 2) Faculty at the department level bear primary responsibility for the instruction of students and for curriculum development. They also approve textbooks for courses taught by more than one member of the department, advise students, and decide policies for equivalency testing or other ways of earning credit for the major. The departmental faculty sets the professional standards and establishes administrative policies within the department, subject to the approval of the academic dean.

- 3) Faculty members participate in the evaluation of the professional performance of colleagues in accord with University policies governing peer evaluation; recommend new instructional programs within the department; recommend policies related to interdepartmental, interscholastic and inter-institutional cooperation; and recommend student advising policies to the chair and to the appropriate dean. Departmental faculty members make recommendations to the Dean and Chair concerning scheduling of courses (time and place); assignment of instructors; assignment of office space; cancellation of courses due to insufficient enrollment; allocation of computer time; selection of new faculty (regular and adjunct); secretarial services; and student assistants. Faculty also assists the chair in the formulation of the departmental budget and consultation with the chair concerning its administration.

d. The Individual Faculty Member

- 1) Consistent with the goals and policies of the University and those of their respective departments, individual faculty members determine the specific objectives of the courses that are their individual responsibility. Within each of the courses they teach, faculty members decide the course content; methods and procedures of evaluating student performance; the level of instruction appropriate to the class and the students; the administrative policies of the course; the research they do as a complement to teaching; and appropriate kinds and methods of self-evaluation. Individual faculty members also initiate requests and recommendations for changes in the University curriculum or the major or minor within their department. With respect to teaching and research activities related to the department, individual faculty members are directly responsible for keeping their department chair informed of those activities. The details of these several responsibilities are described in the appropriate sections of the *University Handbook*.
- 2) Individual faculty members keep abreast of current knowledge and developments in their disciplines and use instructional methods and materials that are most appropriate to the needs of students and to the requirements of the discipline. Faculty members define standards of student performance in their courses; establish appropriate objectives for students in each course; evaluate student performance; provide students with prompt information concerning their performance; prepare a calendar of assignments for each course, as appropriate; prepare syllabi for courses to include objectives for student performance standards, assignments, texts, and related readings, as appropriate.
- 3) Individual faculty members evaluate their own teaching effectiveness by such means as self-evaluation, peer evaluation, and student evaluation; maintain a current dossier for purposes of formal faculty evaluation; maintain membership in appropriate professional societies and organizations; attend and participate in professional conferences and meetings whenever possible (consistent with available funds); participate in research activities; publish the results of their research whenever possible and appropriate (consistent with support afforded by the department, college/school, or University); and act in a professional manner adhering to the policies of the University and the ethics of their discipline and the teaching profession.
- 4) Individual faculty members also cooperate with the faculty, students, staff, and administration as all seek to attain the overall objectives of the University. They meet their classes as scheduled; post and maintain office hours for students; meet administrative deadlines; perform nonclassroom tasks necessary to the functioning of the overall goals of the University; serve on elected, appointed, and/or ad hoc committees; advise students; assist their department in registration procedures; and attend Faculty meetings and University commencement ceremonies.
- 5) Individual faculty members are also responsible for all duties assigned them in this *University Handbook*.

e. Scholarly Activities

The Mission Statement of Christopher Newport University states that the University "focuses on excellence in teaching and scholarship. The liberal arts provide the foundation for quality undergraduate programs in the humanities, in the natural and social sciences, and in business and professional disciplines. Graduate programs provide students and faculty opportunities for advanced scholarship and learning. Graduate and undergraduate research brings students and faculty together to increase knowledge. Teaching, research and community service benefit the constituencies of the University, the Virginia Peninsula, the Commonwealth, the nation, and the world."

The Christopher Newport University Faculty, then, is a collegium of teacher-scholars dedicated to humane, scientific, cultural, and artistic knowledge and to its extension, preservation, interpretation, and application in order to assure the promulgation of the values of a civilized, knowledgeable, and humane world. As such, members of the Faculty have a professional responsibility to extend, preserve, and disseminate knowledge and the mental and practice skills necessary for making critical and ethical judgments. This responsibility shall be carried out by maintaining the highest standards of scholarship in teaching, research, and service.

1) Teaching

Because faculty by their scholarship sustain and deepen the intellectual environment of the University, scholarship in teaching is an essential component of excellence in teaching. This involves staying abreast of the literature in one's field, communicating knowledge and understanding to students, endeavoring to make the students part of the active learning process, and using the best pedagogical methods available and proper to the subject matter in the classroom. It also involves making oneself open to questioning and challenge and being available outside the classroom to aid the students intellectually and culturally. Evidence of active participation in scholarly activities of teaching at the University may include participating in curricular or pedagogical workshops and seminars; accepting exchange arrangements and guest lectureships in other colleges and universities; team teaching and other methods of integrating disciplines; utilizing computer-assisted teaching methods; and participating in international studies curricula and programs.

Criteria for judging excellence in teaching of an individual faculty member in regard to decisions of retention, promotion, tenure, and salary may include the following: peer visitation; student evaluations; internal and external review of instructional materials, teaching aids, and methods of instruction; and other evidence of teaching effectiveness.

2) Research

These standards of scholarship require faculty members to share their knowledge and learned skills by means of external review and validation through the publication of original research, the reviewing of new materials and applications, the interpreting or re-interpreting of existing scholarship, and developing new and significant applications of existing knowledge, and, in the case of the arts, the performance, presentation, or exhibition of creative work. Evidence of active scholarship may include writing textbooks, manuals, and articles on teaching methodology, thereby making them available to the academic community at large; editing readers, anthologies, and other scholarly materials for use in the classroom; developing and sharing with others new approaches to instruction; and, writing monographs.

3) Service

Teacher-scholars on a university faculty have a professional obligation to make their discipline-based knowledge and academic skills available to their profession and the community.

Similarly, as members of the University collegium they incur obligations to their colleagues to serve on the various regular and ad hoc committees necessary for policy making and the governing of the University, to aid in the development of curricula, to protect academic freedom, and to support University activities of both an academic and non-academic nature.

4) Department and Academic Standards

Appropriate standards for judging performance in teaching, research, and service in regard to decisions of retention, promotion, tenure, and salary shall be promulgated by each department and college/school according to recognized professional and disciplinary standards as modified by the resources, including time made available by, and the specific mission of, the University. The value attributed to such scholarship shall be related to the rigor and extent of external validation (implicit or explicit). Departmental standards shall be developed by the department with consultation of external professional and disciplinary specialists. These standards shall be approved by the department, the appropriate academic dean and the provost before being utilized. College/school-wide standards shall be approved by the dean and the provost and distributed to each member of the college/school faculty before being utilized.

5) Administrative Standards

The mission of Christopher Newport University integrates teaching, research, and service but emphasizes teaching. Therefore, it shall be the responsibility of the provost and the academic deans to regard as valid and meritorious all varieties of scholarly endeavor described above and to reward them according to standards that are equitable among departments and college/school. In short, commitment to scholarly endeavor in its various forms must be ongoing, but without compromising the quality of teaching.

6. Ancillary Positions

To assist the University in managing some of its activities, some members of the faculty may be selected or appointed to administration positions ancillary to their primary responsibility.

~~a. The Director of the Bureau of Business and Economic Research manages the Bureau of Business and Economic Research and supervises the production of reports sponsored by the Bureau. The Director is selected by, reports to, and serves at the pleasure of the Dean of the College of Business, Science and Technology. position no longer exists.~~

a.b. The Director of the Honors Program convenes the Honors Council, coordinates its activities, and performs administrative duties related to the Honors Program, including the notification of scholarship winners, the securing of instructors for honors courses, and the advising of honors students. The Director also serves as faculty sponsor of the Virginia Zeta Chapter of Alpha Chi. The Director is appointed by, reports to, and serves at the pleasure of the Provost.

~~e.~~ b. Fiscal Account Managers are selected by, and report to the appropriate organizational administrator as reflected in the University's organization chart. A Fiscal Account Manager is charged with fiscal accountability for resources and responsibility for managing funds within one or more subsidiary ledger revenue or expense accounts of the University.

7. The Student Body

A description of student body governance is published in the CNU *Student Handbook*. This Handbook is available through the Division of Student Services and on the website of the University.