

Section XII
Instructional Faculty Personnel Regulations

Page 96 (pairs with Section II, p. 13)

Rationale: updating faculty workload; adding retirement clause to teaching load adjustment

5. Faculty Workload Responsibilities

42 a. General Requirements

43 The workload of full-time Instructional faculty requires teaching, an ongoing program of
44 professional development, student advising, and service to the Department, College, University
and
45 professional and civic communities. The full-time teaching load for probationary and tenured
faculty may consist
46 of twelve (12) lecture hours or the equivalent per week in either the fall or spring term, and nine
(9)
47 lecture hours or the equivalent per week in the remaining semester, for a total of twenty-one (21)
48 lecture hours per academic year. For ~~tenured and~~ restricted faculty, the full-time teaching load
may
49 consist of twelve (12) lecture hours or the equivalent per week, for a total of twenty-four (24)
lecture
50 hours per academic year. ~~The full-time teaching load for tenured faculty shall adjust to match~~
~~that~~
~~51 of probationary faculty in fall 2010.~~ Teaching loads are may be adjusted, however, when
circumstances
52 warrant, including during the retirement year.

Page 13

6) Teaching Loads

11 The workload of full-time Instructional faculty requires teaching, an ongoing program of
12 professional development, student advising, and service to the Department, College, University,
13 and professional and civic communities. The full-time teaching load for probationary and tenured
faculty
14 may consist of twelve (12) lecture hours or the equivalent per week in either the Fall or Spring
15 term, and nine (9) lecture hours or the equivalent per week in the remaining semester, for a total
16 of twenty-one (21) lecture hours per academic year. For ~~tenured and~~ restricted faculty, the full
17 time teaching load may consist of twelve (12) lecture hours or the equivalent per week, for a total
18 of twenty-four (24) lecture hours per academic year. ~~The full-time teaching load for tenured~~
~~19 faculty shall adjust to match that of probationary faculty in Fall 2010.~~ Teaching loads are may be
20 adjusted, however, when circumstances warrant, including during the retirement year.

Pages 101-102

Rationale: Correction: There is no Associate Provost for Research and Graduate Studies.

47 4) Research Involving Animal Subjects

48 The University safeguards the humane use and treatment of animal subjects in teaching and research
49 activities conducted through the University. The Institutional Animal Care and Use Committee
50 (IACUC) is charged with the specific responsibility of regulating the humane use and treatment of
51 animals used in teaching and research by the University as mandated by the Animal Welfare Act
52 (AWA, 1966, and as subsequently amended 1970, 1976, 1985, 1990), and other relevant federal, state,
53 and local authorities. and other relevant authorities. Where research involving animal subjects is to be

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supported by a grant or contract, the IACUC reviews, approves, and certifies that the treatment of the
2 animal subjects is in accordance with the mandates of the AWA.

3

4 To submit a request for approval of research proposals using animal subjects, please contact the

5 ~~Associate Provost for Research and Graduate Studies~~ **IACUC Chair or the Vice Provost.**

Pages 104-5

**Rationale: updated lines 23, 25 with current process information; added reference to University
EVAL-4; deleted class A and class B decision terminology (no longer in use); Provost does not
approve departmental EVAL-4s but provides review only; FRC does not consult with Provost on
Departmental EVAL-4s**

8. Evaluation, Promotion, Tenure, and Salary of Instructional Faculty

18 a. Introduction

19 1) The evaluation procedures for decisions concerning retention, promotion, and tenure are predicated
on

20 the propositions that peers ought to have first-hand familiarity with the accomplishments, limitations,
21 and potential of each faculty member; thus, members of the department and, to a lesser extent,
22 members of related departments are directly involved in an initial recommendation. The dean reviews
23 the recommendation and acts on it from the perspective of academic management **and forwards a
recommendation to the Provost.** A University

24 committee of members of the faculty provides University-wide faculty perspective in its review of all
25 recommendations and forwards its recommendation, ~~together with that of the dean,~~ to the Provost, who
26 makes the final recommendations to the President. The President makes the final decision and, subject
27 to the approval of the Board of Visitors, authorizes a contract reflecting that decision.

28

29 2) The University considers promotion, tenure, and (in the case of non-tenured faculty) retention to be
30 privileges to be sought by the evaluatee. In so seeking, the evaluatee asks that both certain peers and
31 certain academic administrators render informed **judgments** on the strength of the evaluatee's candidacy.

32 It is therefore a condition of the evaluation process that the recommendations or decisions of peer
33 groups, committees, and administrative officers be accepted by the evaluatee unless the evaluatee can
34 demonstrate that the recommendation or decision has been rendered in a fashion that violates
35 applicable policy, regulations, or law.

36

37 3) An annual evaluation of all faculty members will be conducted by **their chairs**, their deans and the
38 Provost. This annual evaluation may lead to a full-scale peer review when the faculty member's
39 performance is considered to be unsatisfactory and in need of significant improvement in one or more
40 area(s).

41

42 b. General Standards and Procedures for all Evaluations

43 1) University-wide Standards and Procedures

44 a) The criteria for retention, promotion, and tenure are teaching, professional development, and

45 service. At Christopher Newport University the first, teaching, is of paramount importance, and
46 poor teaching cannot be redeemed by superiority in the other two areas. Promotion qualifications and
evaluative standards may be found at XII.8.c.3; tenure qualifications and evaluative standards may be
found at XII.8.d.2. The University Eval-4 available on the Office of the Provost webpage
(<http://provost.cnu.edu/faculty.html>) provides additional guidance on evaluative standards, along with
departmental EVAL-4 documents.

47

~~48 b) Decisions involving probationary appointments, promotions or awarding of tenure, henceforth
49 designated "class A decisions," receive special attention, due to the long term commitment
50 involved. Decisions on the conversion of restricted appointments to probationary status and
51 performance reviews of tenured faculty are henceforth designated "class B" decisions.~~

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2) Departmental 1 Standards and Procedures

2 Consistent with the general standards described below and in the University EVAL-4 (available
<http://provost.cnu.edu/faculty.html>), each department delineates the specific criteria
3 and procedures it will use in evaluating its members. The criteria are submitted to the appropriate dean
4 for ~~approval~~ review of the initial statement or amendments thereto. The dean submits the resulting criteria
to

5 the Provost for final ~~approval~~ review. (In the absence of departmental action, the dean writes the
departmental

6 criteria.) ~~In rendering this decision, the Provost acts on the advice of the Faculty Review Committee
7 (FRC). Such departmental criteria supplements but does not supersede the evaluation criteria
8 contained in this University Handbook or in the University EVAL-4.~~

p. 106

Rationale: Added University EVAL-4 references; changed distribution for departmental EVAL-4s.

8 4) Step-by-Step Procedure for a Peer Review

9 (All questions of interpretation or consistency that may arise concerning these procedures are decided
10 by the Provost.)

11

12 The Provost publishes the PEER REVIEW, ANNUAL EVALUATION and MERIT EVALUATION
13 CALENDAR for the next academic year by the end of January, with deadlines for each step.

14

15 Step 1

16 Each department chair submits for the review and approval of the appropriate dean a completed
17 EVAL-4 DEPARTMENTAL STANDARDS AND PROCEDURES FOR FACULTY

18 EVALUATIONS. Departments shall base their EVAL-4 criteria in teaching, service, and professional
development on the broad values articulated in the University EVAL-4 and on expectations appropriate to
the discipline.

19

20 Step 2

21 The dean reviews each department's EVAL-4 statement for consistency with university-wide standards
22 and procedures, notifies the department of any required changes, and forwards a ~~an approved~~ statement
23 for each department to the provost.

24

25 Step 3

26 The provost reviews each EVAL-4 statement submitted by the deans for consistency with university
27

wide standards and procedures, notifies the dean and the department of any required changes, and makes
final documents available on the Office of the Provost webpage.

28 ~~forwards an approved statement for each department to the appropriate dean and the ERC.~~

p. 112

Rationale: Clarify the IDEA requirements for the dossier

1

2 Those who review the dossier are responsible for preserving this organization before sending it on
3 to the next level of consideration.

4

5 (1) Current form EVAL-7 (including peer group summary statement) and EVAL-6 (in that order).

6 These items are to be either clipped to the inside front cover of the dossier or placed in the
7 pocket of the inside front cover. When form EVAL-8 is completed by the Dean, it is to be
8 place on top of the form EVAL-7 in the same location.

9

10 (2) The dossier checklist (form EVAL-10, provided to each evaluatee by the Provost) of dossier
11 contents, as the very first page of the dossier. This document must be executed by both the
12 evaluatee and the peer group chair, certifying that all required components of the dossier are
13 present and in the proper order.

14

15 (3) A current *curriculum vita* for the candidate.

16

17 No materials more than six years old at the beginning of the semester in which the evaluation
18 takes place are required to be included in the dossier.

19

20 (4) All previous annual activities reports (form EVAL-6) from the candidate's entire evaluation
21 history at CNU (not to exceed six years), arranged in descending order by year (most recent
22 year first).

23

24 (5) Copies of *all* summary statements, recommendations and decisions generated by previous
25 evaluations (forms EVAL-7 and EVAL-8). These materials are to be grouped together *by*
26 *academic year*, with EVAL-8 preceding EVAL-7 for each year, and then arranged in
27 descending order by academic year (most recent year first).

28

29 **(6) For tenured faculty, all IDEA reports, including student comments gathered as part of the**
30 **IDEA survey, for individual class sections for the period of the**
31 **six most recent complete academic years and preceding summer sessions prior to the**
32 **evaluation. (For example, an evaluation taking place in 2008-2009 would require these**
33 **reports for all classes in which IDEA was administered in the 2002-2003, 2003-2004,**
34 **2004-2005, 2005-2006, 2006-2007, 2007-2008 academic years.)**

34

35 For non-tenured faculty, all ~~IES reports and/or~~ IDEA reports, **including student comments gathered as**
36 **part of the IDEA survey, for individual class sections**

37 generated since the date of initial appointment. These reports are to be arranged in reverse
chronological order (most recent first).

pp. 120-21

Rationale: When hired at the Assistant Professor rank, all probationary faculty members are now offered 3-year contracts that include a terminal year.

2) Probationary Appointments - Reasonable Notice

52 Although a new appointment may be made for probationary faculty members in writing at the

53 University's discretion, the University is not obliged to show cause or state reasons when no new

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appointment is made. When hired at the Assistant Professor rank, all probationary faculty are offered three-year contracts that include a terminal year in case of non-reappointment. When hired at the Associate or Professor rank, probationary faculty are offered a single four-year contract, with the tenure review scheduled in the third year. The fourth year serves as a terminal year in a negative tenure decision; a positive decision voids the fourth year as the faculty member begins tenured status in the fourth year.

~~Probationary faculty members who are not to be offered a new employment
2 contract are notified according to the following schedule:~~

3

~~4 a) Not later than the ninth (9th) Friday of spring term classes of the first academic year of service as a
5 probationary faculty member at the University, when appointment will not be offered for the
6 following academic year.~~

~~7 b) Not later than the first (1st) Friday of spring term classes of the second consecutive academic year
8 of service as a probationary faculty member at the University, when appointment will not be
9 offered for the following academic year.~~

~~10 c) After two or more consecutive years of service as a probationary faculty member at the University,
11 not later than the July 1 immediately preceding the academic year which is to be the final year of
12 service.~~

p. 86 (pairs w/ page 13)

Rationale:

5) Restricted Appointments are **term** appointments **ranging from one to three academic years in**
3 **length. Restricted appointments may hold the title Instructor, Visiting Professor/Associate**
Professor/Assistant Professor, or Lecturer. Restricted appointments have no continuing status, but a new
appointment may be made by the
4 Provost **upon successful performance review**, recommendation of the dean and the department chair,
5 **and the continuing need of the university**. These appointments are typically made to replace a
6 faculty member on leave; to fill a position of doubtful permanency; to allow for an extended period of
7 recruitment for a probationary appointment; **to provide continuity in curricular programs in which**
8 **probationary appointments are not currently be feasible**; or to employ visiting faculty and
9 therefore are not normally indefinitely renewed. **Appointments at the instructor rank generally do not**
10 **hold terminal degrees. Appointments involving visiting faculty will be at**
11 **the appropriate academic rank as determined by the Provost and include the designation**
12 **“visiting” in the title. Visiting restricted appointments will not exceed two years. Appointments at**
13 **the lecturer rank shall be reserved for terminal degree-holding faculty who are hired in positions that are**
14 **initially approved for this status or who have exceeded the two-year limit on a visiting appointment. Any**
position
12 which has been filled by a restricted appointee or appointees for ~~six consecutive years or more~~ any
number of years may be
13 reviewed for purposes of appointing a probationary appointee to the position. **When a restricted apoision**
14 **is to be converted to probationary status, the conversion will await the completion of the contract term,**
barring exceptional circumstances deemed by the Provost. Restricted appointments
14 provide fringe benefits.

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Section II

Board of Visitors

13

1

2 5) Academic Rank

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

4 a) Distinguished Professor

5 b) Professor

6 c) Associate Professor

7 d) Assistant Professor

e) Visiting Professor, Associate Professor, or Assistant Professor

f) Lecturer

8 g) e) Instructor

Rationale: To institute a Faculty Incentive Grant program designed to support faculty as they develop proposals for significant, externally funded grants

7) Information on Faculty Incentive Grants (FIG)

The objectives of the faculty incentive grant program are to promote and support the professional development of faculty, especially externally funded activities of faculty members.

a) Eligibility

Full-time, tenured and tenure track faculty members may apply for faculty incentive grants which typically take the form of summer stipends or release time. The program supports efforts to develop comprehensive (\$30,000 or larger) proposals and / or submissions to external funding entities. Funding for the awards is from the Office of Sponsored Programs Grants Administration account.

b) Grant selection

The review of faculty incentive grant applications will be performed by a three to four member faculty committee (FIG Review Committee), established by the Director of Sponsored Programs and with the Director of Sponsored Programs as an ex-officio member. The level of support will be determined by

- (1) the substance of the application / project**
- (2) the financial resources available for the relevant budget period.**

c) Procedures

- (1) The FIG Review Committee is responsible for a University-wide review of faculty incentive grants.**
- (2) Applications for grant support are made on the appropriate form, available on the Office of Sponsored Programs website.**
- (3) The FIG Review Committee will schedule regular application periods.**
- (4) Applications are reviewed by the FIG Review Committee and recommendations will be forwarded to the Vice Provost, who has the final discretionary authority over the disposition of applications and the amounts of awards.**
- (5) A FIG award is considered a contract between the faculty member and the University. Each awardee is required to complete (and, if possible, effect submission) of a comprehensive proposal to an external funding entity, supplying evidence of completion/submission to the Director of Sponsored Programs at the end of the grant period. Future FIG applications will not be considered from faculty members who fail to complete a proposal.**

2) Grants and Contracts

a) Philosophy

Faculty members are encouraged to seek support for professional development, research or public service projects from sources outside the University; federal agencies; state and local governmental agencies; nonprofit foundations and agencies; businesses and industries. The Director of Sponsored Programs will assist faculty in these efforts ~~by gathering information about grant sources and~~ will provide guidance in the preparation of proposals.

c) Certification

The Proposal **Internal Routing Review—Cover** Sheet, which contains lines for the signature or initials of the appropriate University officials, is to accompany the proposal during the internal approval process and can be obtained from the Grants Office. These signatures indicate the proposed project is feasible and can be carried out within the scope of the University's mission and the faculty member's responsibilities.

Rationale: Change to way 0303 funds are verified. Departments now have individual account numbers and can check their individual balances.

These changes follow item 2) f) (4) (b) starting on page 98.

(b) Departmental Research (30 percent)

Funds are used to support departmentally sponsored research. Requests for expenditures from this category are initiated by the department chair. ~~chair to the Director of Sponsored Programs. In recommending approval of the funding request, the Director of Sponsored Programs will give priority to departments which have sponsored grants resulting in revenue to Fund 0303. Priority will be based on the percentage of monies attributable to the department during the previous academic year. If no attribution applies to Fund 0303 during the previous academic year, priority will be based on the department's attribution in the current academic year.~~

~~The Director of Sponsored Programs~~ **The Department Chair** will verify availability of funds in 0303 with the ~~Comptroller~~ **Grants Accountant** and forward a recommendation to the appropriate dean. The dean will approve or disapprove the request. The dean will forward an approved request to the Provost for final approval. The budget office will certify fund availability within the allocation percentages above.