

Change #7

2007-08

Handbook Changes

Submitted by Office of the Provost

Global change: All references to “Luter School of Business” and variants should be changed to “Luter College of Business and Leadership” (or LCBL if an abbreviation is used) to reflect the new academic organization effective 1 Jan 2008.

Section II. Description of Changes: change references to “teacher” to “faculty member”

Page 7

31 c. Article III. Powers and Duties

32 The Board shall control and expend the funds of the University and any appropriation hereafter provided;

33 control all real estate and personal property of the University; make all needful rules and regulations

34 concerning the University, appoint the president who shall be its chief executive officer, and all ~~teachers~~
~~members of the faculty~~;

35 fix their salaries; provide for the employment of other personnel as required; and generally direct the

36 affairs of the University.

Page 14

9 5) Academic Freedom

10 The Board recognizes “academic freedom” as:

11

12 a) the right to full freedom in the classroom in presenting and discussing subjects within one’s own

13 recognized area of academic expertise germane to the course. The Board does not construe

14 academic freedom in the classroom as constituting license on the part of the ~~teachers~~ ~~faculty members~~ to deviate

15 from legitimately established definitions of course content or conduct;

16

17 b) the right to full freedom in scholarly research and publication within the time and resource limits

18 imposed by teaching as a faculty member’s primary obligation to the University;

19

20 c) the right of a ~~teacher~~ ~~faculty member~~, when speaking or writing as a private citizen, to be free from
institutional

21 censorship or discipline; provided, the ~~teacher~~ ~~faculty member~~, consistent with one’s obligation as a member of

22 a learned profession and employee of the University, should endeavor to be accurate, to exercise

23 appropriate restraint, to show respect for the opinions of others, and to make every reasonable

24 effort to indicate that the ~~teacher~~ ~~faculty member~~ is not an institutional spokesperson.

25

page 90. Reason for change: to allow the designation of “visiting” to be added to the appointment rank of visiting scholars.

7 5) Restricted Appointments are one-academic-year appointments. Restricted appointments have no

8 continuing status, but a new appointment may be made by the provost, acting upon the

9 recommendation of the dean and the department chair. These appointments are typically made to

10 replace a faculty member on leave; to fill a position of doubtful permanency; to allow for an

11 extended period of recruitment for a probationary appointment; or to employ visiting faculty and

12 therefore are not normally indefinitely renewed. Appointments involving visiting faculty will be at the appropriate academic rank as determined by the provost and include the designation "visiting" in the title. Visiting restricted appointments will not exceed two years. Any position which has been filled by a restricted
13 appointee or appointees for six consecutive years or more will be reviewed for purposes of
14 appointing a probationary appointee to the position. Restricted appointments provide fringe
15 benefits.

p. 110. Reason for change: searching the term "evaluation" does not provide the desired reference.

3) Evaluation Scope and Schedule

28 a) By the end of January, the Provost, after consultation with the FRC, publishes the PEER
29 REVIEW, ANNUAL EVALUATION and MERIT EVALAUTION CALENDAR of deadlines
30 for each step of the peer review and evaluation process. The schedule is driven by the
31 deadlines for notification of appointment for probationary faculty members. (See index:
32 ~~evaluation-termination~~)
33

p. 112. Reason for change: to specify the origin of the EVAL-2 Faculty Peer Review List

6 Step 4

7 The provost generates and provides to the deans the EVAL-2 FACULTY PEER REVIEW LIST. Each dean,
using the EVAL-2 FACULTY PEER REVIEW LIST: (1) notifies the appropriate
8 department chair of required peer review of probationary faculty and any other required peer review,
9 (2) notifies the chair of faculty meeting requirements for consideration for promotion.

p. 112. Reason for change: to eliminate appearance of conflicts of interest in peer group constitution. (NOTE: Roark, if the Senate passes the new evaluation schedule, this change will be superseded by/incorporated into the new change that I will send you for that entire section).

Step 9

27 The department chair (or, in the event that the evaluatee is a department chair, the dean) supervises the
28 formation of the five-member peer group (for class "B" decisions) or the selection of the first five
29 members of the seven-member peer group (for class "A" decisions), and submits the appropriately
30 completed EVAL-5 CONSTITUTION OF PEER GROUP FOR INSTRUCTIONAL FACULTY
31 EVALUATION to the appropriate dean.
32
33 a) The department chair ~~will be~~ is a member of the peer group, (except the chair's own,) and acts as
34 chair of the peer group or appoints a chair. (The chair of the peer group for the department chair
35 is appointed by the dean.) Peer group chairs for tenure and promotion decisions are tenured members of the
36 faculty. No member of the FRC who serves on a peer group shall also
37 participate in the FRC review of the recommendation of that peer group (see index: Faculty
38 Instructional faculty serving in an instructional capacity at the time of the formation of, and
39 throughout the life of, the peer group. For promotion decisions, peer group members are of the
40 same or higher rank as that sought by the evaluatee and are tenured. For tenure decisions or decisions involving
41 tenured members of the faculty, The peer groups ~~for tenured members of the faculty or for~~
42 ~~tenure decisions~~ are composed of tenured members of the faculty. For reappointment decisions, ideally all peer
43 group members are tenured members of the faculty. (When ~~either of~~ the
42 requirements of this paragraph conflicts with the requirement that the department chair serve as
43 a member of the peer group, the requirement for the chair membership takes precedence.)

Page 118. Reason for Change: IES was replaced by IDEA in Fall 2000; IDEA does not provide 3-year summary reports. IDEA is not administered in the summer.

~~(6) Instructional Evaluation Survey 3 Year Summary Reports sufficient to show the annual summary data for each year since the candidate's data of initial appointment (not to exceed six years). These reports are to be arranged in descending order by year (most recent year first). (Note that since each such report covers a three year period, not every year's report is required in this section; however, every year's data are required.)~~

16

~~(7 6) For tenured faculty, all Instructional Evaluation Survey reports and/or IDEA reports for individual class sections for the period of the three six most recent complete academic years. and any preceding summer sessions prior to the evaluation.~~

(For example, an evaluation taking place in ~~2001-2002~~ 2008-2009 would require these reports for all classes in which IES/IDEA was administered in the ~~1998-1999, 1999-2000, 2000-2001~~ 2002-2003, 2003-2004, 2004-2005, 2005-2006, 2006-2007, 2007-2008 academic years. ~~and the summer IES/IDEA for 1998, 1999, and 2000.~~)

23

For non-tenured faculty, all IES reports and/or IDEA reports for individual class sections generated since the date of initial appointment. These reports are to be arranged in reverse chronological order (most recent first).

27

~~(8 7) Documentation related to teaching, such as course syllabi and examinations, for the same period and in the same order as in item (7).~~

30

~~(9 8) Documentation related to professional development. Tenured faculty are to include such material for the period since their last formal evaluation or for a period of three years, whichever is greater. All other faculty are to include such material for the period since their initial appointment. Preprints or reprints of published papers, papers presented at academic meetings, copies of manuscripts in progress, or other evidence of scholarly activity (e.g., jury reports on exhibitions or performances) must be included if the activity is claimed on a form EVAL-6 or any other relevant document present in the dossier.~~

38

~~(10 9) Appropriate documentation pertaining to the nature and quality of service for the same period as in (7). "Service," as the term is used here, pertains to service to the University, to the profession, to the candidate's discipline, or to the region, the Commonwealth, or the nation. Service that is external to the University should be of such a nature as to clearly be related to one's status as a professional in the faculty member's discipline and/or one's status as a member of the faculty of the University.~~

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~~(11 10) Other materials may be included, but they should be grouped separately and not integrated into the materials referenced above. If other materials are included, their role in supporting the candidacy should be clearly identified and their bulk should be kept to a minimum.~~

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page 167. Reason for change: Associate Provost for Graduate Studies and Research no longer exists.

14 i. 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 ~~Associate Provost for Graduate Studies and Research~~ Vice Provost. The

20 Committee:

- 21 1) reports to the ~~Associate Provost for Graduate Studies and Research~~ Vice Provost;
22 2) reviews and approves research involving animal subjects;
23 3) safeguards the humane use and treatment of animal subjects in teaching and research
24 activities conducted through the University in accordance with the mandates of the Animal
25 Welfare Act (AWA 1966, and as subsequently amended 1970,1976,1985,1990), and other
26 relevant federal, state, and local authorities. The committee:
27 a. performs semiannual inspections of existing animal facilities and provides a report of
28 findings to the ~~Associate Provost for Graduate Studies and Research~~ Vice Provost;
29 b. produces and submits to the ~~Associate Provost for Graduate Studies and Research~~ Vice Provost an
30 annual report on the maintenance of animal care and use protocols reviewed and approved
31 by the committee as well as a summary of other committee activities during the year;
32 c. files an inspection certification report as applicable, in accordance with AWA guidelines.

Page 148. Change: update description of Provost office duties.

29 The following individuals report to the Provost:

30

31 a. Vice Provost

32 The Vice Provost assists the Provost with respect to curriculum development, faculty
33 communications, Faculty Recruitment, **faculty evaluation**, and the development of a long term Academic Plan.
The Vice Provost supervises the Office of Sponsored Programs. In

34 addition, the Vice Provost performs other tasks as designated by the Provost. In the absence of the
35 Provost, the Vice Provost acts for the Provost. The Vice Provost is selected by, reports to, and
36 serves at the pleasure of the Provost.

37

38 b. Associate Provost for ~~Academic Services Research and Graduate Studies~~

39 The Associate Provost for ~~Academic Services Research and Graduate Studies~~ **plans, oversees, implements, and
evaluates**

40 ~~the research activities for the University~~ **assists the Provost in matters of student academic services, student
success, and student communications and concerns.** The Associate Provost serves as Director of Graduate
41 Studies, ~~chairs the Graduate Programs Council~~, directs the academic and administrative affairs of the
42 University's graduate program, and is responsible for the development of the graduate program.

43 The Associate Provost supervises the Office of ~~Sponsored Programs, Academic Advising, the Office of Career
Development, the Office of International Programs, the Office of Teacher Preparation, and the Office of Graduate
Studies~~

44 ~~Admissions.~~ **In addition, the Associate Provost performs other tasks as designated by the Provost.** The Associate
Provost ~~for Research and Graduate Studies~~ is selected by, reports to,
45 and serves at the pleasure of the Provost.

46

47 c. Assistant to the Provost

48 The Assistant to the Provost is responsible for assisting the Provost in carrying out the Provost's
49 duties **with particular focus on budgetary and fiscal matters** by performing such tasks as the Provost
directs. The Assistant is selected by, reports to, and
50 serves at the pleasure of the Provost.

51

Page 159

Change: Add description of the Graduate Programs Council, which had appeared in the 2006-2007 Handbook but was omitted from the 07-08 version.

1 c. Workload

2 1) Membership in the Graduate Faculty requires a division of academic workload that places an
3 increased emphasis on research, publication, and creative activity -- the *sine qua non* of
4 Graduate Faculty membership. This increased emphasis is recognized in decisions regarding
5 retention of membership on the Graduate Faculty.

6

7 2) Compensation for teaching graduate courses during summer sessions will be the same as for
8 undergraduate instruction. Members of the Graduate Faculty are prohibited from teaching for
9 overload compensation during the academic year unless an exception is granted by the Provost.
10 The provisions of this paragraph apply only to full-time, salaried members of the Instructional
11 faculty who hold membership on the Graduate Faculty. They do not, in particular, apply to
12 *ex officio* members of the Graduate Faculty, to salaried members of the Graduate Faculty whose
13 primary duties are administrative in nature, or to any member of the Graduate Faculty whose
14 primary employment by Christopher Newport University is wage-based rather than salary-based.

15

16 d. 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 Director of Graduate
Studies, 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
Director of Graduate Studies along with a written recommendation as to the disposition of each. Descriptions of the
Graduate Committees follow.

17 1) Graduate Admissions, Graduate Assistantships, and Degrees Committee shall consist of
18 three faculty members (one being a member of the Graduate Programs Council) elected by
19 the Graduate Faculty. The committee:

20 a) recommends to the Graduate Programs Council standards for graduate admission;

21 b) reviews appeals to denial of graduate admission and makes appropriate
22 recommendations to the Director of Graduate Studies;

23 c) recommends to the Graduate Programs Council policies with regard to terms, criteria,
24 and procedures for graduate assistantships;

25 d) determines which students have completed the requirements for earned graduate
26 degrees and recommends to the Graduate Programs Council for certification;

27 e) reviews student petitions regarding graduate degree requirements and makes
28 recommendations thereon to the Graduate Programs Council and the Provost.

29

30 2) Graduate Assessment and Program Review Committee shall consist of three faculty
31 members (one being a member of the Graduate Programs Council) elected by the Graduate
32 Faculty. The committee:

33 a) plans and oversees five year evaluations of all graduate programs;

34 b) conducts studies and systematic reviews of all graduate program offerings;

35 c) makes recommendations to the Graduate Programs Council and the Provost regarding
36 continuation or discontinuation of graduate programs, related resource allocations,
37 and curricular modifications.

38

39 3) Graduate Faculty Credentials Com

Page 165

Change: update Academic Advising Committee description

21 a. The Academic Advising Committee (AAC) shall consist of four faculty members elected by the
22 Instructional Faculty (one from Liberal Arts, one from Science and Technology, one from Social
23 Science and Professional Studies, and one from the School of Business); one faculty member
24 appointed by the Provost; one student recommended by the Student Government Association and
25 appointed by the Dean of Students; the Director of Academic Advising or designee (ex-officio); the Associate
Provost (ex officio)
26 and the Registrar or designee (ex-officio.)
27 The committee:
28 1) Reports to the Provost;
29 2) Coordinates in an advisory capacity with the Academic Advising Center;
3) and makes recommendations concerning the academic advising of students to the Faculty
30 Senate and/or Provost as appropriate. In particular the committee:
31 a. makes recommendations and develops initiatives to clarify, assess and continually
32 improve the advising process;
33 b. ~~monitors~~ makes recommendations regarding ~~freshman~~ faculty advisor training ~~program~~; and
34 c. ensures that the academic advising system effectively serves students at different academic
35 levels and in various situations.
36

Page 167

Change: update International Studies Advisory Committee description

34 j. The International Studies Advisory Committee (ISAC) shall consist of the ~~Provost~~ Director of International
Programs (Chair), the Associate Provost (ex officio), the
35 academic deans (ex officio; non-voting), and eight members of the faculty of the University (two
36 from Liberal Arts, two from Science and Technology, two from Social Science and Professional
37 Studies and two from the School of Business) appointed by the Provost. The Committee:
38 1) reports to the Provost;
39 2) advises and assists the ~~Provost~~ Office of International Programs in strengthening, extending, and developing
international
40 programs at the University;
41 3) ~~monitors~~ makes recommendations regarding the conduct of existing international activities;
42 4) reviews proposals for new international activities of the University, and, as appropriate,
43 develops such proposals itself; and
44 5) establishes such subcommittees as it deems appropriate in order to address specific
45 international activities such as study abroad, faculty exchange, international student
46 orientation, etc.
47