



CHRISTOPHER NEWPORT UNIVERSITY

OFFICE OF THE PROVOST

MEMORANDUM

DATE: 25 March, 2026

TO: University Community

FROM: Quentin Kidd, Provost and Executive Vice President

RE: Reorganization of Research and Graduate Studies responsibilities

Dr. Lynn Lambert has decided to return to faculty at the conclusion of this academic year. We thank Lynn for nearly a decade of administrative service, and in particular for laying the foundation for a thriving research enterprise and for future growth in our graduate program and continuing education offerings. As we work to Build a Foundation to Thrive, and particularly establish the academic organization, structure, resources, and policies to create a foundation for the future (Thrive, Goal 3, Objective 1), I am pleased to announce the following reorganization and distribution of responsibilities for research, graduate studies, and continuing education, effective at the end of this academic year:

Dr. Nicole Guajardo will assume the title of Vice Provost for Research and Academic Success and Dean of Graduate Studies. In this role she will have administrative responsibility for graduate programs and the research enterprise of the University, as well as serve as Christopher Newport's Institutional Officer.

Graduate and Special Academic Programs

Dr. Sean Heuvel will assume the title of Associate Dean of Graduate, Professional, and Special Programs, where he will work directly with the Vice Provost for Research and Academic Success and Dean of Graduate Studies in overseeing the operations of the Division of Graduate Studies and Continuing Education, including the Lifelong Learning Society, continuing education, and summer programs.

In order to better integrate graduate studies into the departments and colleges, the day-to-day management of the faculty and curriculum of the graduate programs, including program budgets, course scheduling, adjunct credentialing, and curriculum development, will move to the respective academic dean in which each graduate program is housed. Academic deans will work closely with department chairs and Graduate Program

Directors in managing graduate programs. Graduate Program Directors will continue to be responsible for admission decisions, working with the Division of Graduate Studies and Continuing Education and in consultation with academic deans. The Division of Graduate Studies and Continuing Education will continue to serve all other admission and registrar-like functions for graduate programs.

One of the goals of the changes described above is to better integrate graduate programs into the colleges and departments in which they exist, and to allow deans and department chairs to consider the needs of both undergraduate and graduate programs when developing course schedules, curriculum, and planning budgets. Given this goal, I will also be forming a small working group in the near future to look at ways to better integrate undergraduate and graduate curricular and program planning and review.

Faculty Research Activities and Initiatives

An internal search will begin shortly for a new part-time faculty-administrative position, Director of Faculty Research Initiatives. This position will work directly with the Vice Provost for Research and Academic Success and Dean of Graduate Studies in further developing research capacity among faculty and encouraging a strong culture of research embedded in the teacher-scholar model at Christopher Newport. In doing so, this position will also collaborate with the Office of Sponsored Programs (OSP), Institutional Review Board for the Protection of Human Subjects (IRB), and Institutional Animal Care and Use Committee (IACUC).

Other Changes

The Office of Research and Creative Activities (ORCA) will report to Vice Provost Underwood and management of the Faculty Development Grant program will move to the Assistant Provost for Administration and Finance.