

CHRISTOPHER NEWPORT COLLEGE .

COLLEGE HANDBOOK

Effective: July 1, 1984

INTRODUCTION

The Christopher Newport College Handbook (hereinafter, Handbook) contains the By-Laws and Policies of the Board of Visitors of Christopher Newport College and regulations and information concerning the College's operations. The provisions of this Handbook supersede the provisions of all previous handbooks of the College and are subject to (and to be construed consistent with) the laws of the United States and the Commonwealth of Virginia. Any policy, practice, or regulation of an individual department or other subdivision within the College is subordinate to the provisions of this Handbook.

The President of the College, or his designee, is responsible for maintaining the Handbook. Should the occasion arise for an official interpretation of the Handbook, that interpretation is vested in the Office of the President.

Christopher Newport College reserves the right to withdraw or change the contents of this Handbook to the extent not inconsistent with applicable law or Board of Visitors policy.

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 - 3. Vice-President for Student Affairs
 - a. Dean of Admissions and Records
 - b. Registrar
 - c. Director of Financial Aid
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 - f. Director of Counseling and Career Services
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4. Vice-President for Financial Affairs
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Section I

General Information .

This section contains general information about the College. It presents a brief college history, its purpose, academic accreditation, degree programs and consortium membership. This section is approved by the President and revisions of this section are authorized by the President.

A. History

1. In 1960 the General Assembly of Virginia established Christopher Newport College as a non-residential branch college of the College of William and Mary and located it in Newport News, Virginia. The Board of Visitors of the College of William and Mary authorized Christopher Newport College to offer a lower-level undergraduate liberal arts curriculum through which a student could receive an Associate of Arts degree.
2. In September 1961 the College enrolled 171 students at its initial home, the John W. Daniel School, a former public school building in downtown Newport News. In 1963, the City purchased and deeded to the Commonwealth the 75-acre suburban tract where the present campus is now located.
3. From 1961 to 1969, the College matured as a two-year institution, and in 1969 the Board received approval from the General Assembly to broaden the role of the College by adding upper-level bachelor's programs and awarding Bachelor of Arts and Bachelor of Science degrees. Between 1969 and 1976, the College began several specialized bachelor's degree programs, including the Bachelor of Science in Business Administration, the Bachelor of Science in Management Information Science, and the Bachelor of Science in Governmental Administration.
4. In its 1976 session, the General Assembly of Virginia established Christopher Newport College as a four-year baccalaureate institution independent of The College of William and Mary. The operation of the College was transferred to the Board of Visitors of Christopher Newport College, a 12-member board appointed by the Governor of Virginia on July 1, 1977. Since that date the Board has organized the College into three schools: the School of Letters and Natural Science, the School of Social Science and Professional Studies, and the School of Business and Economics. The three schools house the College's 27 major fields of study. By the spring of 1983 the College's student body had grown to 4,300 on a campus which has nine buildings, with two more under construction.

B. Purpose

1. Christopher Newport College is a four-year, comprehensive, urban, nonresidential, coeducational, undergraduate college, offering programs designed to serve the metropolitan area of Newport News, Hampton, and surrounding cities and counties.
2. The College is dedicated to teaching, public service, and research with the emphasis on providing quality instruction. Christopher Newport College is committed to a core of liberal arts studies. Building upon these, it seeks to develop and maintain programs of professional education that respond to student learning interests. As part of its general mission, the College seeks new ways of implementing liberal and professional programs which value the student's learning needs and prior life experiences, and which combine theoretical knowledge and practical problem solving. Such programs provide opportunities for self-development and a number of career options to individuals of all ages.
3. As an urban institution, the College is committed to education as a total community process: (1) to extend its resources throughout the region, providing course work at military bases and for other interested groups unable to attend on-campus classes and (2) to develop courses and services which turn local resources--e.g., its museums, research centers, people--into educational advantages for its students.
4. The College is organized and instruction is provided to take into consideration the life-long learning interests and needs of a largely part-time and mobile student body. It offers programs of equivalency testing and other non-traditional means of earning college-level academic credit, and cooperates with other colleges and local agencies with diverse missions, thereby expanding its learning resources. The College offers special advising and credit programs to meet the needs of its many students transferring from other institutions of higher learning.
5. The College's public service activities include a monthly business and economic newsletter, a speaker's bureau, a community concert series, a faculty radio forum, community development programs, consulting services, and adult education, recreation, and leisure programs.
6. Research is conducted in areas of faculty interest and competence and complements the teaching process. Organized and sponsored research supports the College's public service relationship to the citizens whom it serves. The College's research activities have resulted in the establishment of relationships with NASA, the Virginia Associated Research Campus, the Mariners' Museum, and various social and business agencies in the community.

C. Academic Accreditation

Christopher Newport College was accredited as a four-year, baccalaureate degree-granting institution in November, 1971, and was reaccredited in December, 1975, by the Southern Association of Colleges and Schools. Christopher Newport College is authorized as a four-year, baccalaureate degree-granting institution by the Commonwealth of Virginia.

D. Degree Programs

1. Bachelor's Degrees

The College is authorized to award the following degrees:

a. Bachelor of Arts, with majors in the fields of

- 1) biology,
- 2) economics,
- 3) elementary education,
- 4) English,
- 5) fine and performing arts (art, music, theatre),
- 6) French,
- 7) German,
- 8) history,
- 9) humanistic studies,
- 10) international commerce and culture,
- 11) leisure studies,
- 12) mathematics,
- 13) philosophy,
- 14) political science,
- 15) psychology,
- 16) social work,
- 17) sociology,
- 18) Spanish, and
- 19) interdisciplinary studies;

- b. Bachelor of Science, with majors in the fields of
 - 1) biology,
 - 2) chemistry,
 - 3) computer science,
 - 4) leisure studies,
 - 5) mathematics,
 - 6) applied physics (microelectronics),
 - 7) psychology, and
 - 8) interdisciplinary studies;
- c. Bachelor of Science in Business Administration, with concentrations in the fields of
 - 1) accounting,
 - 2) finance,
 - 3) economics,
 - 4) management,
 - 5) marketing, and
 - 6) real estate;
- d. Bachelor of Science in Governmental Administration, with concentrations in the fields of
 - 1) public management,
 - 2) community planning,
 - 3) criminal justice administration,
 - 4) corrections,
 - 5) policy studies, and
 - 6) international studies;
- e. Bachelor of Science in Accounting;
- f. Bachelor of Science in Information Science; and
- g. Bachelor of Music, with concentrations in the areas of
 - 1) composition
 - 2) music history
 - 3) performance
 - 4) music theory

2. Cooperative Arrangements

The College has cooperative programs with other educational institutions allowing students the opportunity to pursue formal degree programs through joint efforts. Examples include the Bachelor of Nursing and Master of Business Administration degrees in affiliation with Old Dominion University, the Master of Forestry degree and Master of Environmental Management degree in cooperation and affiliation with Duke University, and an articulation agreement with Thomas Nelson Community College which allows students completing two year programs there full credit upon transfer to Christopher Newport College. The College also offers a formal, two-year pre-engineering program to students wishing to pursue a baccalaureate engineering degree at Old Dominion University or Virginia Polytechnic Institute and State University.

E. Membership in the Virginia Tidewater Consortium

1. Christopher Newport College is a member of the Virginia Tidewater Consortium for Continuing Higher Education, which was instituted in 1973. The purpose of the Consortium is to enhance the educational effectiveness of each institution and provide greater educational opportunities for the people of the Tidewater Area. The Consortium is designed to coordinate the off-campus offerings of its member institutions in order to facilitate the availability of off-campus courses and to avoid the duplication of effort by state-supported institutions that belong to the Consortium. The Consortium fosters cooperative programs among the institutions and has initiated some of the current cooperative degree programs. In addition, the Consortium is working to facilitate the process of transfer of credit between community colleges and senior institutions and is involved with cross-registration among institutions, faculty exchange, and library coordination.
2. Members of the Consortium are Christopher Newport College, Eastern Virginia Medical School, Eastern Shore Community College, Hampton Institute, Norfolk State University, Old Dominion University, Paul D. Camp Community College, The Christian Broadcasting Network University, the College of William and Mary, Thomas Nelson Community College, Tidewater Community College, the University of Virginia, and Virginia Polytechnic Institute and State University.

Section II

The Board of Visitors

This section describes the legal basis for the operation of the College, which is contained in the By-Laws of the Board of Visitors, the governing body of the College by the provisions thereof and reference therein. This section is authorized by the Board of Visitors and changes in this section are effected only with the approval of the Board.

A. By-Laws, Board of Visitors, Christopher Newport College

1. Article I. Corporate Name and Governing Body

Christopher Newport College is a public corporation created by an Act approved by the General Assembly of Virginia on March fifth, nineteen hundred seventy-six, to amend the Code of Virginia by adding Title 23, Chapter 5.3, sections 23-49.23 through 23-49.33. The method of appointment of members of the Board of Visitors of Christopher Newport College, their eligibility for service, and their powers and duties are set forth therein.

2. Article II. Composition, Appointment, Removal

- a. The Board of Visitors shall consist of fourteen members appointed by the Governor, subject to confirmation by the General Assembly of Virginia, for terms of four years. Members may be reappointed for one additional four-year term. No more than two of such members may be nonresidents of Virginia. Visitors shall continue to serve until their successors have been appointed and have qualified.
- b. A vacancy on the Board is filled by appointment by the Governor for the unexpired term. A person filling an unexpired term may be reappointed by the Governor, subject to confirmation by the General Assembly, for two additional four year terms.
- c. Removal of Visitors shall be made pursuant to statute.

3. Article III. Powers and Duties

The Board shall control and expend the funds of the College and any appropriation hereafter provided; control all real estate and personal property of the College; make all needful rules and regulations concerning the College; appoint the President, who shall be its chief executive officer, and all teachers; fix their salaries; provide for the employment of other personnel as required, and generally direct the affairs of the College.

4. Article IV. Meetings

Meetings of the Board of Visitors are of three kinds: the Annual meeting, regular meetings, and special meetings.

- a. Section 1. The Annual Meeting - The annual meeting of the Board shall be held at the College in June. At each annual meeting held in an even numbered year, the Board shall elect from its membership a Rector, Vice-Rector, and a Secretary. At each annual meeting the Board may appoint an Executive Committee.

- b. Section 2. Regular Meetings - The Board shall meet, in addition the the annual meeting, in October, December, February, and April and at such other times as it may designate. At least three of these meetings shall be held at the College. The days, times, and places of the meetings shall be fixed by the Board.
- c. Section 3. Special Meetings - Special meetings of the Board may be called by the Rector or any three members of the Board. Notice of such meetings shall be given by the Secretary to every member and shall include the date, time, and place of the meeting. No matter may be considered which was not specified in the call except by a two-thirds vote of the members of the Board present at the meeting.
- d. Section 4. Due notice, in writing, of the annual meeting, all regular meetings, and any changes in the dates, times, or places, of regular meetings shall be given by the Secretary of the Board. Such notice shall be sent at least seven days prior to the meeting. Notice of all special meetings shall be sent at least five days prior to the meeting and shall specify the item or items of business to be considered.
- e. Section 5. An agenda shall be prepared by the Secretary, under the supervision of the President. Such agenda shall be distributed to the Visitors at least seven days prior to the meeting for which it is prepared. Matters which arise between the distribution of the agenda and the convening of the Board shall be presented to the Board as a Supplementary agenda, which is to be prepared by the Secretary under the supervision of the President. The written notice of a special meeting specifying the item to be considered at the special meeting shall take the place of the agenda at the special meeting.
- f. Section 6. A quorum for the conduct of business shall consist of seven members of the Board (as required by statute) except in those instances where other statutory provisions require a larger number for the transaction of particular items of business.
- g. Section 7. Attendance at any meeting or a waiver of notice signed by a member shall be the equivalent to the giving of proper notice of the meeting.
- h. Section 8. Minutes of all meetings of the Board shall be maintained by the Secretary and shall be available to the members of the Board, the President, and such others as required by law.
- i. Section 9. Faculty or student committee representatives and others may be invited by the Rector to attend any meeting of the Board for the purpose of presenting matters to the Board. All meetings of the Board of Visitors shall be open to the public.
- j. Section 10. All meetings of the Board shall be conducted in accordance with the principles of procedure prescribed in Roberts' Rules of Order, Newly Revised.

5. Article V. Officers

- a. Section 1. The Board of Visitors shall at the annual meeting in even numbered years elect from its membership a Rector, a Vice-Rector, and a

Secretary. Said officers shall serve for a two-year term and may serve for one additional two year term. The elections shall be by secret ballot, unless waived unanimously by consent. The Secretary shall serve as the presiding officer until an election is accomplished or the Board appoints another presiding officer. Election of officers shall be by a majority vote of the members present.

b. Section 2. Powers and Duties of the Rector

- 1) The Rector shall be the presiding officer of the Board at all of its meetings and as such shall have the power, unless otherwise directed by the Board, to fix the order of business, appoint all standing and special committees (except the Executive Committee), and require the proper preservation of a record of the Board's proceedings by the Secretary. Upon the request of the Board, he shall act as its spokesman or representative. He shall perform such additional duties as may be imposed on his office by statute or by the direction of the Board.
- 2) Whenever the office of the President becomes vacant or a vacancy is impending, the Rector shall appoint a Special Committee on the Nomination of a President from among the membership of the Board to seek and recommend to the Board a person to fill the vacancy.

This special committee shall be under the chairmanship of the Rector, and the committee shall consist of no fewer than five members.

- c. Section 3. Vacancies - A vacancy in the office of Rector shall be filled by the Board for the unexpired term, following the procedure set forth in Article V, Section 1. If the cause of the vacancy is the expiration of the Rector's term as a member of the Board, the vacancy shall be filled at the first regular meeting following such expiration. If the vacancy occurs from any other cause, the vacancy shall be filled at the first regular meeting after such vacancy occurs or at a special meeting called for that purpose, at which meeting a quorum shall consist of nine Visitors.
- d. Section 4. Powers and Duties of the Vice-Rector - In the absence of the Rector at any meeting or in the event of his disability or of a vacancy in office, all the powers and duties of the Office of Rector shall devolve upon and be executed by the Vice-Rector. The Vice-Rector shall perform such other duties as may be imposed on him by direction of the Board. In the absence of the Rector, he shall preside at all meetings.
- e. Section 5. Powers and Duties of the Secretary - The Secretary of the Board shall be responsible for the notices to every member of all meetings of the Board, for recording, maintaining, and distributing minutes of all meetings of the Board, and for such correspondence and communications as the business of the Board may require. In the absence of the Rector and Vice-Rector, the Secretary shall preside.
- f. Section 6. In the absence of the Rector, Vice-Rector, and Secretary, the Board shall appoint a pro-tempore officer to preside.
- g. Section 7. Vacancies in the offices of Vice-Rector or Secretary shall be filled by the Board at the next regularly scheduled meeting or at a special meeting, called for such purpose, for the unexpired term.

16. Article VI. The Executive Committee

- a. Section 1. The members of the Executive Committee shall be the Rector, who shall serve as Chairman, Vice-Rector, Secretary, and two other members who shall be elected by the Board of Visitors. Said elections shall be by secret ballot, unless waived unanimously by the Board members present. A simple majority shall constitute election.
 - b. Section 2. The members of the Executive Committee shall be elected at the annual meeting and may be elected at each annual meeting.
 - c. Section 3. The Executive Committee shall meet upon the call of the Rector. It shall transact the business of the Board in its recess. All actions taken by the Executive Committee during the recess of the Board shall be reported to the Board at the next regular meeting by the Chairman.
 - d. Section 4. A simple majority shall constitute a quorum.
 - e. Section 5. The Executive Committee may make rules and set the agenda for the conduct of its meetings and the notice given thereof.
 - f. Section 6. Vacancies on the Executive Committee shall be filled at the next regularly scheduled meeting of the Board and by the same method as set forth in Article VI, Section 1.
7. Article VII. Standing Committees
- a. The standing committees of the Board of Visitors shall be the Committee on Financial Affairs, Buildings and Grounds, Academic Affairs, Development and College Relations, Student Affairs, and Audit.
 - b. The Rector shall appoint the memberships of the Committees. Each committee shall have a minimum of four members who shall serve for a period of two years. Two members shall constitute a quorum.
 - c. The duties of the individual committees shall be as follows:
 - 1) Section 1. The Committee on Financial Affairs. It shall be the duty of this committee to consider and make recommendations to the Board concerning fiscal policy and the financial and economic operations of the College.
 - 2) Section 2. The Committee on Buildings and Grounds. It shall be the duty of this committee to consider and make recommendations to the Board on matters relating to the buildings and grounds of the College, including the naming of buildings.
 - 3) Section 3. The Committee on Academic Affairs. It shall be the duty of this committee to consider and make recommendations to the Board on matters of faculty appointments and the academic organization of the College.
 - 4) Section 4. The Committee on Development and College Relations. It shall be the duty of this committee to consider and make recommendations concerning the ways and means of fostering the relationship between the College and its alumni and the general development of the College.

- 5) Section 5. The Committee on Student Affairs. It shall be the duty of this committee to consider and make recommendations to the Board on policies affecting the students of the College.
- 6) Section 6. Audit Committee. The Audit Committee shall ascertain the existence of an effective accounting and internal control system and shall oversee the entire audit function, both independent and internal. It is of primary importance that the Audit Committee provide good communication between the auditors and the Board of Visitors. The Committee shall recommend the selection of independent certified public accountants and approve the scope and review the results of the independent accountant's examination. The Committee shall, through regular reporting to the Board, aid it in meeting its fiduciary responsibilities to the Commonwealth of Virginia.

8. Article VIII. The President

- a. The President of the College shall be the chief executive and academic officer of the College. He shall be elected by the Board and shall serve at its pleasure.
- b. Duties of the President - The President shall
 - 1) attend all meetings of the Board and shall have notice of and the privilege of attending all meetings of its committees;
 - 2) have responsibility for the operation of the College in conformity with the purposes and policies determined by the Board;
 - 3) act as adviser to the Board and shall have responsibility for recommending to it for consideration those policies and programs which in his opinion will best promote the interests of the College;
 - 4) recommend to the Board long-range educational goals and programs and the new degrees which may be best suited to attain those goals and programs;
 - 5) recommend to the Board the election, compensation, promotion, and leaves of absence of the faculty except as otherwise provided;
 - 6) have primary responsibility for the establishment and maintenance of proper relationships with alumni and the alumnae;
 - 7) at all times maintain cordial relationships with the students, guarding and protecting their best interests;
 - 8) submit to the Board in advance of the annual meeting each year an annual budget for the operation of the College for the following fiscal year, and shall prepare and submit to the Governor after approval by the Board, a biennial budget request as required by law or regulation;
 - 9) promote the development of the endowment funds of the College and be authorized to accept any gift or grant subject to the approval of the Governor as required, making a report thereon to the Board of such gifts or grants;

10) present to the Board at the annual meeting a "State of the College" report, and

11) perform such other duties as may be required by the Board.

9. Article IX. Hearings

The Board at its discretion shall hear such appeals as are provided for in the College regulations.

10. Article X. Amendment of By-Laws

The By-Laws may be amended at a regular meeting of the Christopher Newport College Board of Visitors provided that the amendment has been submitted in writing at the previous meeting and shall receive not less than eight affirmative votes.

11. Article XI. Construction of By-Laws

These By-Laws and any amendments shall be construed consistently with the provisions of the laws of the Commonwealth of Virginia.

12. Article XII. Date of Implementation

The effective date of the provision of the By-Laws shall be June 18, 1981, and as of that date shall supersede all prior actions of the Board which are inconsistent with them.*

B. Policies of the Board of Visitors of Christopher Newport College

1. General Policies

- a. The Board authorizes the establishment of a College Handbook, which shall be a collection of documents which fall into three categories.

The first category is Board Bylaws and Policies. The contents of the documents in this category are contractual in nature and authorized by the Board.

The second category is College Regulations. The contents of the documents in this category are subordinate to, and derived from the Board Bylaws and Policies, and are authorized by the President under delegated authority from the Board, with right of review. They are contractual in nature.

The third category is College Information, the contents of which documents are authorized by the Vice Presidents under delegated authority from the President, and are not contractual in nature, and may be changed at any time.

A College Handbook Committee, appointed by the President, reviews all proposed changes to the College Regulations and Information categories of the Handbook, and makes its recommendations to the President.

The maintenance of the College Handbook is the responsibility of the President or his delegate.

Should the occasion arise for an official interpretation of the contents of the Handbook, that interpretation is vested in the Office of the President, subject to review of the Board.

The Board reserves the right from time to time to clarify and/or change, consistent with applicable law, the contractual conditions and contents of the documents contained in the College Handbook.

b. Consistency

All bylaws, handbooks, policies, regulations, and procedures of the faculty, students, administration, alumni, and other organizations of the College must be consistent with, or subordinate to the Bylaws and Policies of the Board of Visitors (hereinafter referred to as the "Board").

c. Construction

These policies shall be construed consistently with the laws of the Commonwealth of Virginia; and nothing contained herein shall affect or diminish the rights and powers thereby vested in the Board.

d. Independence

Although certain policies and procedures contained in the documents in the College Handbook and in other places may be similar to those of the American Council on Education, the American Association of State Colleges and Universities, the Southern Association of State Colleges and Schools, the American Association of University Professors, and other organizations, the Board hereby declares that its policies and procedures are independent of those or any other organizations: it shall not be bound by interpretations of its policies by any organizations. Moreover, the College does not consider membership in any organizations as binding to follow recommendations, policies, procedures, interpretations, guidelines, or any other statements by any organizations of which it is a member.

e. Emergency Provisions

The Board by vote of two-thirds majority of a quorum at any regular or specially called meeting may declare a "State of Emergency" and thereafter take whatever actions by a simple majority it deems necessary toward resolution of the emergency state.

f. Financial Exigency

The Board by vote of two-thirds majority of a quorum at any regular or specially called meeting may declare a "State of Financial Exigency." The condition of financial exigency is defined as a circumstance in which the College will clearly violate its primary financial policy of liquidity, which is herein stated. It is a circumstance in which recorded or anticipated expenditures are expected to exceed anticipated revenues and fund balances by material amounts, requiring substantive budgetary reductions to achieve a

balanced state in the institutional budgets. The state of financial exigency may exist in the institution as a whole or within financial account groups as defined by numbered item in the Commonwealth Appropriations Act.

Upon declaration of a state of financial exigency the Board shall direct the President to prepare revised budget plans. Such plans shall be based on general guidelines as may be provided to the President at the discretion of the Board, including program reduction, program elimination, termination of employment, leave without pay, and other actions as may be necessary to reduce anticipated expenditures. The revised plan shall be subject to the final approval of the Board.

g. Control of Content

The Board reserves the right to withdraw, add to, or change the content of publications, handbooks, or other Christopher Newport College materials.

2. Academic Policies

a. Admission

The Board shall determine the general policies for admission of students to the College.

b. Curriculum

Courses of study shall be developed under the direction of the President, consistent with the mission of the College and applicable laws of the Commonwealth.

c. Instruction

Subject to the legal obligations of the College and to the approval of the Board, and except as otherwise provided, actual instruction shall be discharged by the faculty of the College under the direction of the President.

d. Academic Credit

The College shall operate on the semester credit unit system.

e. Academic Freedom

The Board recognizes "academic freedom" as:

- 1) the right to full freedom in the classroom in presenting and discussing subjects within one's own recognized area of academic expertise germane to the course. The Board does not construe academic freedom in the classroom as constituting license on the part of the teacher to deviate from legitimately established definitions of course content or conduct;
- 2) the right to full freedom in scholarly research and publication within the time and resource limits imposed by teaching as a faculty member's primary obligation to the College;

- 3) the right of a teacher, when speaking or writing as a private citizen, to be free from institutional censorship or discipline; provided, the teacher, consistent with one's obligation as a member of a learned profession and employee of the College, should endeavor to be accurate, to exercise appropriate restraint, to show respect for the opinions of others, and to make every reasonable effort to indicate that he is not an institutional spokesperson.

f. Degrees

Degrees authorized by the Board will be conferred upon students who have completed satisfactorily the prescribed courses of study for such degrees as approved by the President.

g. Graduation

The College shall conduct at least one formal graduation exercise in each calendar year.

h. Awards

The Board of Visitors may confer the following:

1) Honorary Degrees

- a) Doctor of Science, for scholarship in science
- b) Doctor of Letters, for scholarship other than in science or the humanities
- c) Doctor of Humane Letters, for scholarship in the humanities
- d) Doctor of Laws, (generally) for distinguished service to the Commonwealth and to learning

2) Other Awards

- a) Distinguished Service Award
- b) Mace Award
- c) Plaque of Recognition

i. Accreditation

The College shall maintain its accreditation by the Southern Association of Colleges and Schools.

3. Personnel Policies

a. Affirmative Action and Equal Opportunity

Christopher Newport College is an Affirmative Action and Equal Opportunity Employer.

b. Appointments

- 1) The Board exclusively is empowered to make all full-time faculty appointments, administrative or instructional, upon recommendation by the President. All faculty appointments shall be for the term as specified in the appointment contract.

- 2) The Board authorizes the President to make appointments of classified personnel; student assistants; wage and hourly personnel; adjunct and part-time faculty; and any emergency appointments (faculty or otherwise) for a specific time period only, not to exceed one academic semester.

c. Completeness of Contracts

- 1) Individual contracts constitute the complete agreements of employment between Christopher Newport College and its employees. No covenants or promises other than those expressly set forth in such contracts are made by the College.
- 2) Incorporation by reference into such contracts of documents and materials beyond those referred to in the contract is explicitly disclaimed.

d. Leaves

It is the policy of the Board to grant to its personnel leaves of absence which benefit the College. Leaves may be given with or without pay and with or without fringe benefits.

e. Academic Rank

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

- 1) Distinguished Professor
- 2) Professor
- 3) Associate Professor
- 4) Assistant Professor
- 5) Instructor

f. Teaching Loads

The teaching load for full-time instructional faculty shall be fifteen (15) lecture hours (or its equivalent in or in combination with studio/laboratory instruction) per week each semester, based on a semester credit hour system. Reductions for other academic duties for the welfare of the College may be made under the direction of the President.

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

g. Uniform Faculty Evaluation

There shall be uniform plans for the evaluation of instructional and administrative faculty.

h. Promotion of Faculty

All faculty promotions are elevations in academic rank only and are made by the Board, upon nonbinding recommendation of the President.

i. Tenure

The Board recognizes the concept of tenure as the right of a faculty member having been conferred such status by the Board to be offered each academic year, employment for the succeeding academic year at an academic year salary and academic rank no less than the stipulated academic year salary and academic rank of the preceding academic year, subject to the contractual terms and conditions of employment which exist from period to period. Only the Board confers tenure and all rights incident thereto end with termination of employment. Only faculty whose appointment is with rank in an academic department are eligible for tenure. Tenure cannot be earned de facto, regardless of years in service. Administrative faculty cannot be tenured in their administrative positions. A tenure appointment may be terminated as provided in Section II.B.3.1. of this Handbook.

j. Hearings

1) Mandatory

The Board shall provide a hearing for any full-time faculty member who has been dismissed for cause, if requested in writing by the employee within 30 days of notification of the dismissal.

2) Discretionary

The Board may hear appeals of full-time faculty on decisions of the President on matters of initial employment, promotions, tenure, or terminations other than dismissal, at its discretion.

k. Retirement

All employees reaching the mandatory retirement age (age 70) under the provisions of the Virginia Supplemental Retirement Act shall be retired whether or not covered by such Act.

l. Termination of Tenure Appointments

Employment of a tenured faculty member may be terminated at any time as a consequence of:

- 1) Retirement
- 2) Resignation
- 3) Failure of the faculty member to execute and return a new employment contract within the time period specified by the College, such failure to be deemed a voluntary resignation
- 4) Physical or mental incapacity
- 5) Financial exigency as declared by the Board of Visitors
- 6) Noncontinuance of positions compensated by wages
- 7) Elimination or reduction of a program, department, or school
- 8) Declaration of an emergency, as made by specified Board resolution
- 9) Dismissal for one or more of the following causes:
 - a) Incompetence in one or more areas of assigned job responsibilities
 - b) Continuing neglect of duty in one or more areas of assigned job responsibilities
 - c) Academic misconduct in one or more areas of teaching, research, public service, or administration
 - d) Physical or mental incapacity in one or more areas of assigned job responsibilities
 - e) Fraud or falsification of official documents, credentials, or experience
 - f) Repeated violation of Board policies
 - g) Violation of the terms of the employment contract
 - h) Repeated violation of the rights and freedom of students, Board members, or employees of the College
 - i) Conviction of a felony after initial employment

m. Termination of Non-Tenure Appointments

All appointments for faculty not on tenure shall be for the period specified in the employment contract and shall terminate automatically at their expiration date. A new appointment may be made for non-tenured faculty in writing by the College at its discretion. The College is not obligated to show cause when no new appointment is made. Non-tenured faculty shall be given reasonable notice of the College's intention not to offer a new appointment.

Employment of non-tenured faculty also may be terminated at any time as a consequence of one or more of the circumstances under which the employment of a tenured faculty member may be terminated (Section II.B.3.1., 1-9).

n. Termination of Employees Other Than Faculty

Employment of persons other than faculty shall be terminated in accordance with the provisions of the Virginia Personnel Act and applicable directives of the Department of Personnel and Training of the Commonwealth.

4. Financial Policies

- a. The primary principle which shall govern financial management of the College is liquidity, which is that the Board shall authorize only expenditures of those funds which the College has received. Budgeted expenditures will be developed on reasonable expectations of revenues; however, irrevocable commitments to expend, or actual expenditures will not occur until the College is in receipt of revenues, gifts, transfers, and appropriations adequate to support such commitment or expenditure.

b. Reporting Principles

Revenues shall be collected, expenditures made, and transactions recorded and reported in accordance with established principles, regulations, and law. A listing of applicable statements of standards and governing directives shall be presented by the President to the Board and annually reviewed by the Board.

c. Tuition and Fees

The Board shall establish mandatory tuition and fee schedules. Nonmandatory fees and user rates shall be established by the President or his designate. The underlying principle governing establishment of fees, tuition, and user rates is that sufficient funds be raised to support planned operations and capital development with due consideration to requirements of law, market conditions, and fund balances which may otherwise be available from appropriations and gifts.

d. Tuition Waiver

The Board shall establish appropriate tuition waiver plans.

e. Internal Audit

There shall be an Office of Internal Audit which shall report to the Board.

f. Compensation Plan

The Board shall annually approve a plan of compensation for faculty.

g. Budget

The Board shall annually approve a budget.

5. Policy Concerning Student Conduct

The College shall establish and maintain standards of student conduct in order to preserve the rights and enforce the responsibilities of students as members of the College community.

6. Operational Policy

The President of the College shall be the chief executive and academic officer of the College. He shall have responsibility for the operation of the College in conformity with the purpose and policies determined by the Board.

Section III

Information Concerning the College Administration

This section presents the college administration. It contains the College's administrative organizational chart and brief descriptions of positions with their official responsibilities. More detailed job descriptions may be found in the Office of the President or appropriate vice president. This section is authorized by the President and any revisions are to be approved by the President. Recommendations for changes are made by the appropriate vice president.

A. The College's Administrative Organizational Chart

See following page.

B. Description of Administrative Positions

1. The President

The President of the College is the chief executive and academic officer of the College, appointed by the Board of Visitors, and serving at its pleasure. The President is responsible for the total operation of the College, with all official actions of the College under his authority, which authority may be specifically delegated to constituencies of the College at the President's discretion. The President is the official channel of communication between the Board and all College constituencies, and is the final institutional authority on all matters of policies and procedures, subject to Board review.

a. Assistant to the President

The Assistant to the President is responsible for assisting the President in carrying out the President's duties by performing such tasks as the President directs. The Assistant is selected by, reports to, and serves at the pleasure of the President.

b. Director of Development

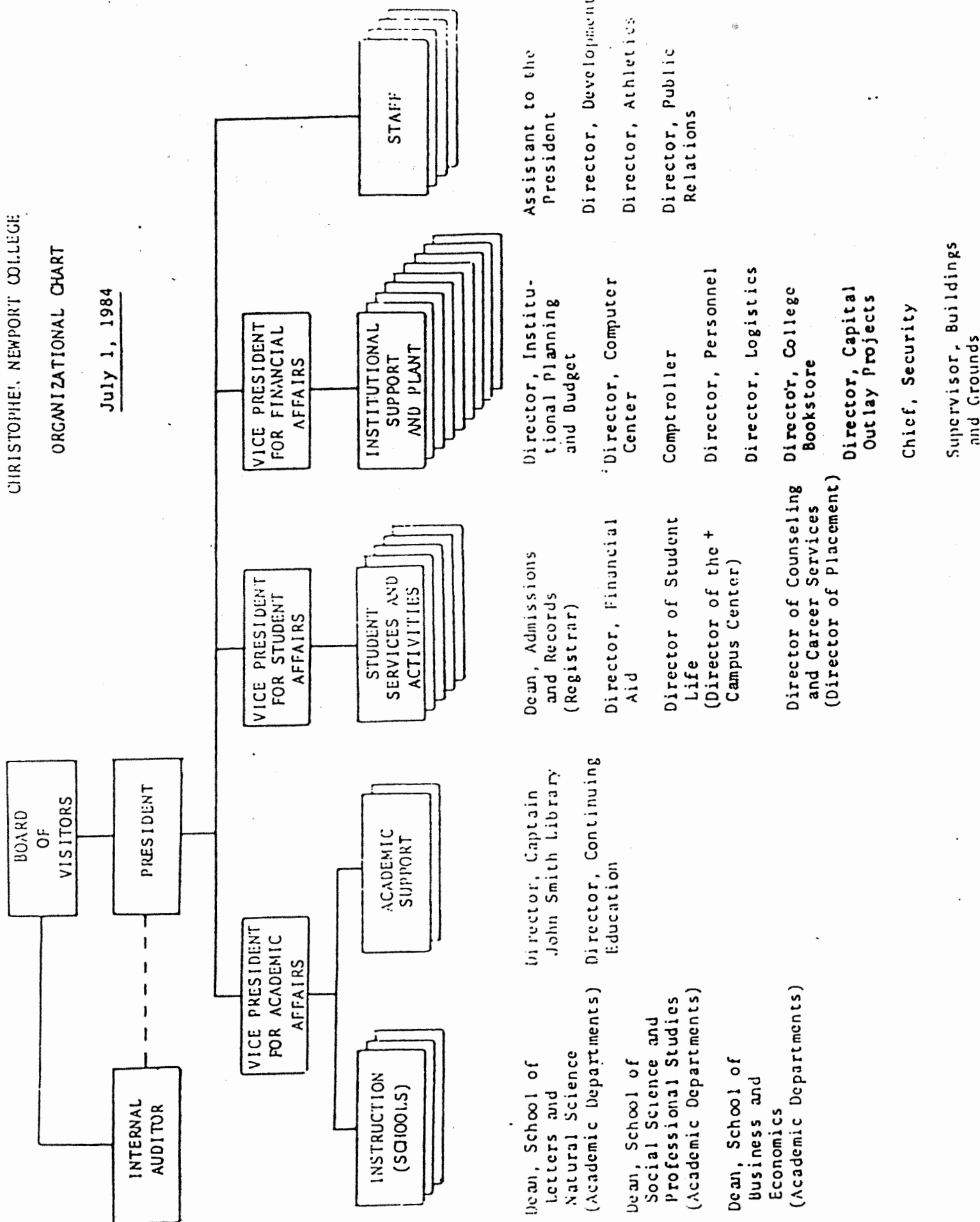
The Director of Development is responsible for coordinating institutional efforts to secure financial support from private sources. The Director serves as liaison to the Board of Visitors and coordinates alumni affairs. The Director performs such other duties as directed by the President, and reports to and serves at the pleasure of the President.

c. Director of Athletics

The Director of Athletics is responsible for all policies and practices of the Department of Athletics, including intercollegiate sports, their support, facilities, and resources. The Director reports to and serves at the pleasure of the President.

ORGANIZATIONAL CHART

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d. Director of Internal Audit

The Director of Internal Audit is responsible to the Board of Visitors for insuring that adequate internal controls are practiced in the financial and operational management of the institution and provides assistance and advice to the College President on a continuing and routine basis. The Director is selected by and reports to the Board of Visitors. This is a classified position.

e. Director of Public Relations

The Director of Public Relations is responsible for initiation, coordination and dissemination of media information. The Director works with all constituencies of the college community in these efforts. The Director reports to the President. This is a classified position.

2. Vice President for Academic Affairs

The Vice President for Academic Affairs (VPAA) is responsible for and has delegated authority over all academic affairs of the College, including the academic management and organization of the institution, the development and approval of the College's curriculum, and the participation of the Faculty in matters of college governance. The VPAA is Dean of the Faculty, and, as such, is the ranking member of the Faculty and presides over all meetings of the Faculty, the Instructional Faculty, and/or the Administrative Faculty. The VPAA is an ex-officio member of all committees which report to the Instructional Faculty. The VPAA acts for the President in his absence. The VPAA is selected by, reports to, and serves at the pleasure of the President.

a. Dean of the School of Letters and Natural Science

The Dean of the School of Letters and Natural Science is responsible for the overall organization, administration, and fiscal management of the School. The Dean is responsible for the coordination of the academic programs and instructional activities of the School. The Dean acts for the Vice President for Academic Affairs in his absence. The Dean is selected by, reports to, and serves at the pleasure of the Vice President for Academic Affairs.

b. Dean of the School of Social Science and Professional Studies

The Dean of the School of Social Science and Professional Studies is responsible for the overall organization, administration, and fiscal management of the School. The Dean is responsible for the coordination of academic programs and instructional activities of the School. The Dean acts for the Vice President for Academic Affairs in his absence and that of the Dean of the School of Letters and Natural Science. The Dean is selected by, reports to, and serves at the pleasure of the Vice President for Academic Affairs.

c. Dean of the School of Business and Economics

The Dean of the School of Business and Economics is responsible for the overall organization, administration and fiscal management of the School of Business and Economics. The Dean is responsible for the coordination of the academic programs and instructional activity of the School. The Dean acts for the Vice President for Academic Affairs in his absence and that of the other two school deans. The Dean is selected by, reports to, and serves at the pleasure of the Vice President for Academic Affairs.

d. Director of Continuing Education

The Director of Continuing Education is responsible for the administration of: Continuing Education Unit (CEU) courses; non-academic departments' seminars and workshops; public service non-credit courses; and all educational activities for client groups. The Director is selected by, reports to, and serves at the pleasure of the Vice President for Academic Affairs.

e. Director of the Library

The Director of the Library is responsible for the development of the library collection, services, and facilities and for the administration, organization and fiscal management of the library. The Director of the Library is selected by, reports to, and serves at the pleasure of the Vice President for Academic Affairs.

3. Vice President for Student Affairs

The Vice President for Student Affairs (VPSA) is responsible for all student services that affect the welfare of students outside the classroom. The VPSA is responsible for the offices of Admissions, Registrar, Financial Aid, Student Life, Counseling, Career Planning and Placement, and the Campus Center. The VPSA is responsible for non-academic student programs, student employment, and non-academic student discipline. The VPSA oversees the Student Association and other student organizations. The VPSA acts for the President in the absence of the President and VPAA. The VPSA is selected by, reports to, and serves at the pleasure of the President.

a. Dean of Admissions and Records

The Dean of Admissions and Records is responsible for the operation of the offices of Admissions, Registrar, and Veterans' Affairs. The Dean admits students to the College and sets conditions for admitted applicants in conformity with the College's admission policies. The Dean is responsible for student recruitment programs. The Dean is responsible for the evaluations of all student transfer credit. The Dean is selected by, reports to, and serves at the pleasure of the Vice President for Student Affairs.

b. Registrar

The Registrar is responsible for maintaining student records, and for student registration and schedule changes. The Registrar schedules all academic classroom space; maintains statistical enrollment data; certifies, through permanent record maintenance, completion of degree requirements; procures and distributes diplomas at commencement; and serves as secretary to the Academic Status and Degrees Committees. The Registrar is selected by, reports to, and serves at the pleasure of the Dean of Admissions and Records.

c. Director of Financial Aid

The Director of Financial Aid administers the student aid program in conformance with federal and state statutes, regulations, guidelines and participation agreements; analyzes student applications for financial aid, prepares award letters, and authorizes the Business Office to disburse financial aid funds; procures federal and state financial aid funds; and reports to local, federal, and state agencies funding sources as required. The Director of Financial Aid is selected by, reports to, and serves at the pleasure of the Vice President for Student Affairs.

d. Director of Student Life

The Director of Student Life is responsible for the supervision of the Campus Center Director, the college's typesetting operation, student employment, new student orientation, student organizations and activities, and the student auditor. The Director provides leadership in improving the quality of student life at the College, handles non-academic judicial problems and works closely with the Student Government Association, Campus Program Board, and campus publications. The Director of Student Life is selected by, reports to, and serves at the pleasure of the Vice President for Student Affairs.

e. Director of the Campus Center

The Director of the Campus Center is responsible for the overall management and maintenance of the College's Campus Center. The Director is responsible for the food service operation including catering and vending. The Director is also responsible for the Campus Center bookkeeping, accounting, and budget development; the Campus Center's maintenance and housekeeping; the Campus Center reservations, parking, I.D., and information desk; and for the management of the game room and recreational activities. The Director of the Campus Center is selected by, reports to, and serves at the pleasure of the Director Student Life.

f. Director of Counseling and Career Services

The Director of Counseling and Career Services is responsible for the overall administration of the Counseling and Placement activities including career counseling, placement counseling, personal counseling and student development programs.

The Director is also responsible for developing career development services to include career information programs, job search seminars, resume writing clinics, career resource library, job interview preparation, the publication of Onward and Upward. The Director is also responsible for the college Placement services, including on-campus recruiting, and the college's testing services, including placement tests, career development tests, and the College Level Examination Program. The Director of Counseling and Career Services is selected by, reports to, and serves at the pleasure of the Vice President for Student Affairs.

g. Director of Placement

The Director of Placement is responsible for the college's job placement services for both currently enrolled students and graduates. The Director secures placement recruiters from businesses, industry, governmental agencies, and colleges and universities; contacts prospective employers on behalf of the students and advises students on job placement. The Director of Placement is selected by, reports to, and serves at the pleasure of the Director of Counseling and Career Services.

4. Vice President for Financial Affairs

The Vice President for Financial Affairs (VPFA) is responsible for and has authority over the overall financial management of the institution. In addition, the offices of Institutional Planning and Budget, the Campus center, the Comptroller, Personnel, Logistics, College Bookstore, Capital Outlay Projects, Security, and Buildings and Grounds report to the VPFA. The VPFA acts for the President in the absence of the VPAA and the VPSA. The VPFA is selected by, reports to, and serves at the pleasure of the President.

a. Director of Institutional Planning and Budget

The Director of Institutional Planning and Budget is responsible for the development and submission of the biennial institutional program and financial proposals. The Director assists the Vice President for Financial Affairs in formulation of the annual operating resource budget and in monitoring expenditure and revenue performance. The Director is responsible for long-range studies and institutional research. The Director is selected by and reports to the Vice President for Financial Affairs. This is a classified position.

b. Director of Computer Center

The Director of the Computer Center is responsible for providing academic and administrative computing services to the college community and is responsible for computer systems analysis and systems development. The Director of the Computer Center is selected by and reports to the VPFA. This is a classified position.

c. Comptroller

The Comptroller is responsible for maintenance of the accounting records and systems of the College. The Comptroller is the bursar and is responsible for cashier, disbursements, and data entry services. The Comptroller is selected by and reports to the Vice President for Financial Affairs. This is a classified position.

d. Director of Personnel

The Director of Personnel is responsible to the President, who is the Personnel Officer of the College, for performing the personnel, payroll, and position management functions of the College. The Director supports the academic and non-academic areas, as directed. The Director of Personnel is selected by and reports through the Vice President for Financial Affairs. This is a classified position.

e. Director of Logistics

The Director of Logistics is responsible for general logistics services to the College, including mail distribution, operation of the college duplicating service center, operation of the college purchasing function, and operation of the college central stores and warehouse facility. In addition, the Director of Logistics assists the Vice President for Financial Affairs in the institutional risk management program, contract administration, and operation of the college vehicle pool. The Director of Logistics is selected by and reports to the Vice President for Financial Affairs. This is a classified position.

f. Director of the College Bookstore

The Director of the College Bookstore is responsible for the operation of the college retail bookstore, an independent operation as defined in the chart of accounts of the State Council of Higher Education in Virginia. The Director provides retail book sales in support of the academic departments and also provides sales of miscellaneous convenience items to the college community. The Director of the College Bookstore is selected by and reports to the Vice President for Financial Affairs. This is a classified position.

g. Director of Capital Outlay Projects

The Director of Capital Outlay Projects is responsible for planning and execution of the capital outlay projects of the College. The Director is selected by and reports to the Vice President for Financial Affairs. This is a classified position.

h. Chief of Security

The Chief of Security is responsible for institutional safety and security programs, including traffic control and law enforcement activities. The Chief of Security is selected by and reports to the VPFA. This is a classified position.

i. Supervisor of Buildings and Grounds

The Supervisor of Buildings and Grounds is responsible for operational maintenance of college plant and fixed property assets, including custodial services, utilities, and contract maintenance to assure proper function of college facilities. The Supervisor of Buildings and Grounds is selected by and reports to the Vice President for Financial Affairs. This is a classified position.

5. Creation and Elimination of Administrative Positions

Additional administrative positions may be created as needed. Existing positions may be left vacant or eliminated, consistent with the needs of the College.

Section IV

Information Concerning Participation in College Governance

This section describes the participation in college governance by constituencies other than the administrative officers of the College. It defines the functional responsibilities of the Faculty, the student body, college committees, department chairmen, individual faculty members, and certain ancillary positions. This section is authorized by the President and any revisions are to be approved by the President. Recommendations for change are made by the appropriate vice president.

A. The Faculty of the College

1. Definitions

- a. The Faculty of the College is composed of both Instructional faculty and administrative faculty who hold appointments with academic rank.
- b. The Instructional faculty of the College is the body of all persons holding teaching appointments as professor, associate professor, assistant professor, or instructor in an academic department. The President, the Vice President for Academic Affairs, and the Deans of the Schools are ex-officio members of this body.
- c. The Administrative faculty of the College is the body of all persons holding administrative appointments with faculty rank

2. Responsibilities

- a. The Instructional faculty shall have the reasonable opportunity to participate in the formulation, development, review, and alteration of academic regulations and procedures and regulations and procedures affecting the Instructional faculty of the College. These regulatory and procedural areas shall include:
 - 2) curriculum and transfer credit;
 - 3) grading system, examinations, and appeals;
 - 4) faculty development;
 - 5) standards for retention, promotion, tenure, and the recognition of merit;
 - 6) faculty personnel matters such as fringe benefits, outside employment, leaves of absence, and other working conditions;
 - 7) long and short range institutional academic and fiscal planning.

- b. Under the chairmanship of the Vice President for Academic Affairs acting in his capacity of Dean of the Instructional faculty, the Instructional faculty shall normally meet at least once in each of the months of September, October, November, December, January, February, March, April, and May. The Vice President for Academic Affairs will schedule these meetings and publish an agenda for each at least one week in advance of the meeting date. In the absence of the Vice President for Academic Affairs or the President, the Vice Chairman of the Instructional faculty shall preside at these meetings.
- c. Regarding all matters within its jurisdiction, the Instructional faculty makes the results of its deliberations known in writing in the form of recommendations to the Vice President for Academic Affairs. These written recommendations are transmitted to the VPAA by the Secretary of the Instructional faculty.
- d. The Vice President for Academic Affairs shall inform the Instructional faculty, not later than thirty (30) days following receipt of the Secretary's transmission, of his disposition of any recommendations thus made. Failing such notification, the Instructional faculty may then forward the recommendation in question directly to the President.

3. Officers of the Instructional Faculty

- a. The officers of the Instructional faculty shall be a chairman, a vice chairman, and a secretary. The Vice President for Academic Affairs shall hold the office of Chairman. The Vice Chairman and the Secretary shall be elected from among the membership of the Instructional faculty for terms of one year.
- b. The Chairman, or in his absence or at his instance the Vice Chairman shall preside at meetings of the Instructional faculty. In the absence of both, or at the instance of the President, the Vice President for Academic Affairs, and the Vice Chairman, the Instructional faculty may elect a temporary presiding officer.
- c. The Secretary shall record the minutes of each meeting and distribute them to the members of the Instructional faculty no later than three days prior to the next regular meeting or read them at the next regular meeting. In addition, the Secretary shall make five copies of the minutes, two for the archives of the College, one for the President, one for the Vice President for Academic Affairs, and one for the Secretary. The copy in the possession of the Vice President for Academic Affairs may be consulted by any member of the Instructional faculty.

4. Meetings of the Instructional Faculty

- a. Two regular meetings of the Instructional faculty shall be held during each academic year at regularly scheduled times, one in November to certify graduates as necessary and one in April to certify graduates and to conduct elections to certain committees of the College, and in each instance to conduct any other business appropriate to the body.

- b. Special meetings of the Instructional faculty may be called by the President of the College or the Vice President for Academic Affairs. Notice of such meetings shall be given in writing at least three days in advance of the meeting date.
- c. Special meetings of the Instructional faculty may also be called upon the written request of a standing committee of the College 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 or to the Vice President for Academic Affairs. This procedure failing, a copy of the petition shall be presented to the Vice Chairman of the Instructional faculty; this failing, to any school dean. The meeting shall then be called within seventy-two (72) hours.
- d. A simple majority of the voting members of the Instructional faculty shall constitute a quorum at any meeting.
- e. No motion or resolution concerning the educational policies of the College shall be voted upon in a meeting unless it shall have been submitted in writing to the Vice President for Academic Affairs and copies thereof sent by him 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.
- f. 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 VPAA 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 VPAA in consultation with the Parliamentarian.

B. The Student Body

The Student Body consists of all persons admitted and currently enrolled for at least one semester hour of credit during a given semester. The Student Body participates in the governance of the College through the Student Association and makes recommendations pertinent to student concerns on the coordination and development of a full program of student activities to the Vice President for Student Affairs. With the guidance and advice of the Director of Student Life and the Vice President for Student Affairs, the Student Association is the representative governing body of students which advises all the constituencies of the College. The Student Association selects members to represent the Student Body on appropriate College Committees.

C. Standing Committees of the College

1. Introduction: This introduction pertains to the committees identified in C.2. and C.3. of this section (following below).
 - a. All members of the Instructional faculty are eligible for membership on these committees, except that no member may serve on more than one of the following standing committees at the

same time: Curriculum, Degrees, and Faculty Review. No more than one member of each academic department may serve on any committee with elected membership at the same time.

- b. The term of office for all elected and appointed committee members shall be two years, with a limit of two consecutive terms. Each committee with elected membership shall elect its chairman and vice chairman annually at its last meeting of the academic year. The appointing authority will appoint the chairman of appointed committees prior to the end of the academic year and the appointed committees will elect the vice chairman annually at the first meeting of the new elected year.
- c. Chairmen of committees will provide to the official appointing the committee copies of each agenda in advance of all meetings and a written report of the results of the meeting. All Academic and Faculty Affairs Committees with elected membership will provide the VPAA with a copy of the agenda in advance of the meeting and a written report of the results of the meeting.

2. Academic Affairs Committees with Elected Membership

- a. Faculty Advisory (FAC) shall consist of eight faculty members, two from each school, elected by members of that school, and two elected by the Instructional faculty. The committee:
 - 1) reports to the Instructional faculty;
 - 2) advises and makes recommendations to the Instructional faculty and Vice President for Academic Affairs on developments and matters which may affect the educational function of the College or the welfare of the Instructional faculty;
 - 3) consults with the President and other College constituencies as appropriate;
 - 4) recommends to the President faculty members to represent the Instructional faculty to the Board of Visitors and coordinates reports of representatives;
 - 5) acts for the Instructional faculty from spring commencement to the beginning of the fall semester.
- b. Curriculum Committee (CC) shall consist of six faculty members (two from each school) elected by the faculty of each school; three students selected by the Student Association; the deans of the schools; and Library Director (non-voting). The committee:
 - 1) reports to the Instructional faculty;
 - 2) recommends changes in the curriculum;
 - 3) recommends priorities for the development of the curriculum;

- 4) makes recommendations concerning the adoption and termination of degree programs.
- c. The Degrees Committee (DC) shall consist of three members (one from each school) elected by the faculty of each school; three faculty members elected by the Instructional faculty; and the Registrar (non-voting). The committee:
- 1) reports to the Instructional faculty as appropriate;
 - 2) reports to the Instructional faculty its determination as to which students have completed the requirements for earned degrees and recommends their names for certification by the Instructional faculty;
 - 3) reviews students' petitions concerning degree requirements and makes recommendations thereon to the Instructional faculty;
 - 4) makes recommendations concerning degree requirements.
- d. The Academic Status Committee (ASC) shall consist of three faculty members (one from each school) elected by the faculty of each school; three faculty members elected by the Instructional faculty; and the Registrar (non-voting). The committee:
- 1) recommends to the Instructional faculty standards for student retention, dismissal, placement on probation, reinstatement, and for all other matters relating to academic performance;
 - 2) considers all appeals pertaining to the academic status of students and makes appropriate recommendations to the Vice President for Academic Affairs;
 - 3) considers the requests of students who wish to carry over-load courses and students who seek an extension on the maximum time allowed to complete a course in which the grade "I" was earned, and makes appropriate recommendations to the Vice President for Academic Affairs.
- e. The Admissions Committee (AC) shall consist of three faculty members (one from each school) elected by the faculty of each school; three faculty members elected by the Instructional faculty; and the Dean of Admissions (non-voting). The committee:
- 1) recommends to the Instructional faculty standards for admission;
 - 2) reviews appeals to denial of admission and makes appropriate recommendations to the Vice President for Academic Affairs.
- f. The Academic Hearing Board (AHB) shall consist of three faculty members (one from each school) elected by the faculty of each school; three student members selected by the Student Association and the Academic Hearing Examiner, who is appointed by the Vice President for Academic Affairs and is a voting member of the Academic Hearing Board and its Chairman. The Board:

- 1) hears cases which involve charge(s) of violation of the Code for Academic Work and makes recommendations to the Vice President for Academic Affairs for his actions;
 - 2) recommends changes in the Code for Academic Work to the Student Association and to the Instructional faculty for their recommendations to the Vice President for Academic Affairs.
- g. The Honors Council (HC) shall consist of three faculty members (one from each school), each elected by the faculties of the respective schools; three faculty members appointed by the VPAA; the Dean of Admissions (non-voting); and the VPAA (non-voting). The Council:
- 1) reports to the Vice President for Academic Affairs;
 - 2) administers the Honors Programs of the College including the Styron Scholars, the Degree with Distinction, and CNC Honors Scholars programs;
 - 3) recommends to the Instructional faculty changes in the Honors programs.
3. Faculty Affairs Committees with Elected Membership
- a. The Faculty Review Committee (FRC) shall consist of three tenured faculty members (one from each school) elected by the faculties of the respective schools; and three tenured members (one from each school) appointed by the VPAA. The Committee:
- 1) consults with the VPAA on faculty personnel issues;
 - 2) reviews recommendations from the academic departments and the deans of the schools on standards for evaluation and on the matters of retention, promotion, tenure, and merit increases and makes its recommendations to the Vice President for Academic Affairs.
- 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 peer evaluation group they have served during that academic year.
- b. The Faculty Hearing Committee (FHC) shall consist of nine faculty members (two from each school) elected by the faculty of each school; and three elected by the Instructional faculty. The FHC:
- 1) reports to the Instructional faculty and the Vice President for Academic Affairs;
 - 2) advises the VPAA and the President on termination matters;
 - 3) serves as the source of members for any Dismissal Hearing Panel (DHP)

- c. Faculty Grievance Committee (FGC) shall consist of seven faculty members (at least two from each school) elected by the Instructional faculty. The FGC serves as the source of members for any Faculty Grievance Panel (FGP).
- d. The Nominations Committee (NC) shall consist of three faculty members (one from each school) elected by the faculty of each school; and three faculty members elected by the Instructional faculty. The committee:
 - 1) reports to the Instructional faculty;
 - 2) presents a slate of nominees to fill vacancies in that portion of the elected membership elected by the Instructional faculty of any committee possessing such membership;
 - 3) supervises elections to committees by the Instructional faculty.

4. Appointed Academic Committees

- a. The Library Advisory Committee (LAC) shall consist of six faculty members (two from each school) appointed by the VPAA upon consultation with the deans and the Library Director; two students appointed by the Student Association; and the Library Director (non-voting). The committee:
 - 1) reports to the faculty, Director of the Library, and to the VPAA as appropriate;
 - 2) advises the Director of the Library on the library budget allotted for academic departments' use;
 - 3) provides liaison between the Library and the faculty and student body;
 - 4) is kept informed by the Library Director on matters of equipment, facilities, collection, services, and on library policies affecting academic programs and advises the Director regarding such matters.
- b. The Dean William Parks Colloquium Committee (WPCC) shall consist of seven faculty members (at least two from each school) appointed by the Vice President for Academic Affairs. The committee
 - 1) reports to the Vice President for Academic Affairs;
 - 2) 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.
- c. The Review Board for the Protection of Human Subjects (RBPHS) shall consist of the Grants Coordinator (non-voting) and four faculty members (at least one from each school) appointed by the Vice President for Academic Affairs. The Board

- 1) reports to the Vice President for Academic Affairs;
 - 2) reviews and approves research activities which involve human subjects;
 - 3) safeguards the rights and welfare of subjects at risk in activities supported under grants and contracts.
- d. The Teacher Preparation Council (TPC) shall consist of the Director of Student Teaching; the Dean of the School of Social Science and Professional Studies; the Dean of the School of Letters and Natural Science; one representative from the Office of Admissions; one representative from the Office of Career Counseling and Placement; and one representative from each academic area in which the College offers a program of teacher certification. The TPC is appointed by the VPAA. The Chairman of the Department of Education serves, ex-officio, as Chairman of the TPC. The TPC
- 1) advises the chairmen of the appropriate departments (through the Dean of the School of Social Science and Professional Studies) on matters pertaining to teacher education;
 - 2) coordinates the total teacher education program
- e. The Continuing Education Committee (CEC) shall consist of the Director of Continuing Education (non-voting) and seven faculty (at least two from each school) appointed by the Vice President for Academic Affairs, upon the recommendations of the deans. The committee advises the Director of Continuing Education on contracts, support and sources of information for noncredit programs, including methods of offering such programs.
- f. The Academic Program Review Committee (PRC) shall consist of six faculty members (at least one from each school) appointed by the VPAA. The committee
- 1) reports to the VPAA;
 - 2) recommends criteria to be used in the program review process;
 - 3) conducts a continuing study and systematic review of all program offerings of the College;
 - 4) makes recommendations to the VPAA on program continuation/discontinuation, program related resource (re)allocation, and curricular modification.
- g. The Basic Education Council (BEC) shall consist of seven faculty (at least two from each school) appointed by the Dean of the School of Letters and Natural Science, and the Dean of Admissions (ex-officio). The council
- 1) reports to the Dean of L&NS

- 2) studies local statewide, and national trends in the area of basic education;
- 3) evaluates the programs and courses in the basic education curriculum;
- 4) recommends program and/or course development and revisions;
- 5) explores ways in which the College might serve the community, especially through local school systems in the area of basic education.

5. Administrative Committees

a. The Affirmative Action Committee (AAC) shall consist of nine members appointed by the President upon the recommendation of the three vice presidents. The Committee

- 1) reports to and is under the direction of the President;
- 2) advises the EEO/AA coordinator on the formulation and implementation of the College's EEO/AA plan;
- 3) monitors the procedures for recruitment, hiring, promotion, and termination of personnel;
- 4) monitors College policies and procedures to insure that they are fair and fully consistent with the plan;
- 5) assesses complaints and grievances relating to EEO/AA, and assists employees through appropriate referrals;
- 6) furnishes a member to be adviser to and non-voting member of every search committee for the purpose of assisting the committee in its compliance with EEO/AA procedures.

b. The Intercollegiate Athletic Advisory Committee (IIAC) shall consist of two faculty members, three students, one alumnus, the Internal Auditor (non-voting), and the Director of Intercollegiate Athletics (non-voting). The Committee:

- 1) is appointed by and reports to the President;
- 2) makes recommendations on all matters relevant to Intercollegiate athletic programs;
- 3) reviews athletic philosophy;
- 4) considers matters related to athletic conference and national athletic governing bodies;
- 5) reviews need for additional equipment for gymnasium and outdoor facilities, addition of sports to the Department of Athletics, scheduling and transportation;
- 6) monitors the athletics budget.

- c. The Automatic Data Processing Advisory Committee (ADPAC) shall consist of three faculty members, one from each school, and three academic administrators (one from each vice president's jurisdiction), appointed by the Vice President for Financial Affairs, one student appointed by the Student Association, and the Director of Computer Center. The Committee:
 - 1) advises the Director on Computer Center operations;
 - 2) determines the long-range needs of the College for ADP services and makes recommendations to the Vice President for Financial Affairs.
- d. The Buildings and Grounds Committee (BGC) shall consist of six members appointed by the Vice President for Financial Affairs, the faculty and student representatives to the Buildings and Grounds Committee of the Board, and the Supervisor of Buildings and Grounds. The Committee:
 - 1) reports to the Vice President for Financial Affairs;
 - 2) reviews requests for changes in the external physical appearance of the campus and makes recommendations to the Vice President for Financial Affairs for action thereon;
 - 3) prepares and updates the campus landscape plan.
- e. The Campus Center Theatre Advisory Board (CCTAB) shall consist of two instructional faculty appointed by the Dean of the School of Social Science and Professional Studies, two administrative faculty appointed by the VPSA, one student appointed by the VPSA upon the recommendation of the Student Association, and the Campus Center Theatre Manager (non-voting). The Chairman is appointed by the Dean. The Committee:
 - 1) advises the Manager of the Campus Center Theatre in scheduling of all functions in the Campus Center Theatre;
 - 2) recommends policy on theatre use to the Manager of the Campus Center Theatre.
- f. The College Handbook Committee (CHC) shall consist of seven members appointed by the President, to include at least three instructional faculty and one student. The Committee:
 - 1) reviews all proposed changes in the College Handbook and makes recommendations to the President;
 - 2) consults with all constituencies of the College on matters related to the College Handbook
- g. The Employee and Organizational Training and Development Committee (EOTDC) shall consist of five members appointed by the Vice President for Financial Affairs. The Committee advises the Office of the Director of Personnel on the development and implementation of the training program.

- h. The Safety Committee (SC) shall consist of five members, appointed by the Vice President for Financial Affairs, and the Chief of Security The Committee:
 - 1) reports to the Vice President for Financial Affairs;
 - 2) reviews all aspects of safety at the College;
 - 3) initiates proposals for elimination of safety hazards;
 - 4) conducts periodic inspections of assigned buildings for detection and elimination of safety hazards and assist in the evacuation of handicapped and nonambulatory persons in the event of emergency situations.
- i. The Space Utilization Committee (SUC) shall consist of six members appointed by the President. The Committee reviews space requirements and utilization of college facilities and makes recommendations to the President.
- j. The Traffic Accident Review Committee (TARC) shall consist of three members appointed by the President. The Committee
 - 1) reports to President and Department of State Police;
 - 2) investigates each accident involving a state vehicle
- k. The Traffic Control Committee (TCC) shall consist of four members (including one faculty member) appointed by Vice President for Financial Affairs, and two students appointed by the Student Association. The Committee
 - 1) reports to Vice President for Financial Affairs;
 - 2) recommends policies and procedures regarding parking and traffic control needs on campus;
 - 3) recommends assignment of designated parking spaces.

6. Student Affairs Committees

- a. The Graduation Committee (GC) shall consist of four members (including two faculty members) appointed by the Vice President for Student Affairs, and one student appointed by the Student Association. The Committee
 - 1) reports to Vice President for Student Affairs;
 - 2) recommends matters related to the graduation ceremonies such as graduation speakers, dates, and sites,
- b. The Student Publications Review Board (SPRB) shall consist of at least two faculty advisors to student publications, at least one student editor, the editor of the Captain's Log, The Student Auditor, the Student Association President and the Director of Student Life (non-voting and chairman). The Committee:

- 1) reports to the Vice President for Student Affairs;
- 2) recommends editors for student publications and reviews all procedures, guidelines, and practices for the student publications.

E. Academic Department Chairmen

1. General Description

The department chairman is responsible to the dean of the school and the academic department for the organization, administration, inventory control, and management of the department. The chairman is elected for a three-year term by a simple majority vote of the department members (all full-time members of the department as well as those part-time members who have been granted voting privileges by the full-time members of the department). The chairman is eligible for re-election. In newly formed departments or under circumstances approved by the VPAA, the appropriate dean may appoint the chairman. In large or multi-disciplinary departments, additional administrative officers such as vice-chairmen, assistant chairmen, coordinators, and/or directors may be appointed by the dean of the school in which the department is situated.

a. Eligibility

To be elected chairman, a person must have a full-time 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 chairman may be recruited from outside the College if a faculty position is authorized for the department. The recruited chairman has a three-year term and is eligible for re-election.

b. Procedures

The election of chairman takes place at the beginning of the spring semester, with the terms officially commencing July 1. The election procedures are as follows:

- 1) The dean notifies the department of the election, indicates eligible members, and issues paper ballots;
- 2) The election is by secret ballot and is supervised by the dean;
- 3) The ballots are sent in sealed envelopes to the dean within three academic days of their issuance;
- 4) The voting is verified by the VPAA and by a representative of the department;
- 5) The dean approves of the department's choice or informs the department of the decision not to approve;
- 6) If the dean does not approve the choice, a new election takes place;

- 7) If, after three ballots, the department members are unable to agree on a chairman who is acceptable to the dean, the dean may appoint a chairman for a full three-year term or in an acting capacity for one year.

2. Functions

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

a. General Administrative Activities

- 1) calls and chairs department meetings;
- 2) organizes department committees;
- 3) maintains department records, correspondence;
- 4) serves as the spokesman and liaison for the department;
- 5) administers the directives of the dean with the time schedule designated by the dean;
- 6) maintains administrative office hours consistent with school policies.
- 7) completes and signs degree progress sheets and recommends certification of the degree requirements completion to the Degree Committee through the Registrar.

b. Curriculum Management and Development

- 1) directs the development of new programs or courses within department and prepares proposals for curricular changes for submission to the dean;
- 2) submits course schedules within the allocation provided by the dean;
- 3) approves course status changes during the registration process;
- 4) decides whether to award transfer credit for courses taken elsewhere comparable to those offered by the department when the decision to award is disputed or in doubt.

c. Personnel Management

- 1) provides orientation and direction to the department members, especially new members;
- 2) recommends to the dean the assignment of instructors to courses (including overloads);

- 3) assigns advisers;
- 4) chairs or appoints chairmen of department peer groups (except his own), and assists the dean in the formation of search committees;
- 5) makes recommendations to the dean on requests of department members for outside employment;
- 6) monitors the required College activities of department members to assure compliance and equity;
- 7) facilitates the professional development activities within the department;

d. Fiscal Management

- 1) submits budget requests to the dean and serves as subsidiary ledger account manager;
- 2) maintains fiscal control over expenditures within the budget allocated by the dean;
- 3) distributes resources within the department in a manner consistent with stated departmental, school, and College policies and fair to department members;
- 4) maintains an inventory of departmental resources consistent with College policies and State requirements.

3. Evaluation

The chairman's service, as chairman, is evaluated in May of each year by the dean with the participation of department members. A chairman receiving an unsatisfactory evaluation may be removed from office by the dean.

4. Compensation

The compensation for the chairman'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.

F. Instructional Faculty as Individuals and in Departments

1. Classifications

The several kinds of faculty appointments are described in Section VII.

2. 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 V.I. . Each instructional faculty member is responsible for formulating and implementing a professional development plan and for department, College, and community service.

3. Faculty at the Department Level

- a. Departments exist to implement the goals of Christopher Newport College and to assist in the organization and administration of the instructional programs of the College. Departments also provide assistance and procedural equity to all faculty members, a base for faculty cooperation in achieving College goals, and a context for professional development and evaluation.
- b. 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 school dean.
- c. Faculty members participate in the evaluation of the professional performance of colleagues in accord with College policies governing peer evaluation; recommend new instructional programs within the department; recommend policies related to inter-departmental, interscholastic and interinstitutional cooperation; and recommend student advising policies to the chairman and to the appropriate dean. Departmental faculty members make recommendations to the chairman 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 assist the chairman in formulating the departmental budget and consult with him concerning its administration.

4. The Individual Faculty Member

- a. Consistent with the goals and policies of the College 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 College 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 chairman informed of those activities. The details of these several responsibilities are described in the appropriate sections of the College Handbook

- b. 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.
- c. 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 related to instruction; publish the results of their research whenever possible and appropriate (consistent with support afforded by the department, school, or College); and act in a professional manner adhering to the policies of the College and the ethics of their discipline and the teaching profession.
- d. Individual faculty members also cooperate with the faculty, students, staff, and administration as all seek to attain the overall objectives of the College. They meet their classes as scheduled; post and maintain office hours for students; meet administrative deadlines; perform non-classroom tasks necessary to the functioning of the overall goals of the College; serve on elected, appointed, and/or ad hoc committees; advise students; assist their department in registration procedures; and attend Faculty meetings and College commencement ceremonies.
- e. Individual faculty members are also responsible for all duties assigned them in Sections V, VI, and VII of this Handbook.

G. Ancillary Positions

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

- 1. The Academic Hearing Examiner administers the Code for Academic Work and chairs the Academic Hearing Board as a voting member. The Hearing Examiner is a faculty member who is appointed by the Vice President for Academic Affairs.
- 2. The Affirmative Action Officer is responsible for preparing and monitoring the implementation of the College's EEO/AA plan. (S)he is appointed by, reports to, and serves at the pleasure of the President.
- 3. The Director of the Bureau for 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 School of Business and Economics.

4. The Campus Center Theatre Manager is responsible for the scheduling of all functions in the Campus Centre Theatre. The manager is selected by, reports to, and serves at the pleasure of the Dean of the School of Social Science and Professional Studies.
5. The Grants Coordinator assists faculty members in the application for and administration of grants from private or governmental sources. The Grants Coordinator is selected by, reports to, and serves at the pleasure of the Vice President for Academic Affairs.
6. The Director of Student Teaching directs the student teaching program and certifies candidates with respect to requirements for State Teaching Certificates. The Director is appointed by, reports to, and serves at the pleasure of the Dean of the School Social Sciences and Professional Studies.

Section V

Academic Regulations and Information

The academic program of the College is central to the relationship of each member of the college community to the College. This section sets forth regulations and procedures governing the academic functioning and the academic evolution of the College. Areas addressed include admission and retention of students, degree requirements, curriculum, the honors program, the library, class conduct, the code for academic work, and grade challenges and appeals. The academic programs, procedures, and criteria described in this section apply only to matters which are generated from within the College's academic structure. This section does not apply to the actions of agencies or authorities outside the College which are empowered to establish requirements and initiate actions which may affect the College's programs, procedures, or criteria.

This section is authorized by the President, and any revisions must be approved by the President. Recommendations for changes are made by the Vice President for Academic Affairs after appropriate consultation.

A. Criteria for the Establishment of Academic Programs (Major Changes)

In considering the establishment of new academic programs the following criteria are examined:

1. academic integrity;
2. consistency with the College's missions;
3. enrollment projections;
4. needs of the College's service area
5. financial feasibility, and
6. availability of instructional faculty personnel.

B. Criteria for the Reorganization and Discontinuance of Academic Programs (Major Changes)

The following criteria for reorganization and discontinuance are examined:

1. centrality to the mission of the college;
2. community and student demand;
3. program management; and
4. program quality.

C. Roles

While the initiation of an academic program change may come from any college constituency, it is the instructional faculty, the deans, and the VPAA who have the major responsibility for the development and organization of the curriculum. The VPAA acts on the establishment, reorganization or discontinuance of academic programs after formal faculty consultation, with the instructional faculty acting on the recommendation of the Curriculum Committee. Changes in the College's curriculum are recommended by the VPAA to the President for approval. In meeting this responsibility, the VPAA

may appoint such task forces and commission such studies as he deems appropriate. The Academic Program Review Committee (PRC) advises the VPAA on curriculum reorganization or program discontinuation and on the reallocation of resources committed to program support. The PRC utilizes data provided by many sources, including the VPAA and the academic department under study. The recommendations of the PRC are forwarded directly to the VPAA with copies to the department, Curriculum Committee, and Faculty Advisory Committee. The department is provided with a suitable period of time in which to respond to the recommendations. The response is forwarded directly to the VPAA. If the VPAA decides that a change in the curriculum should be considered, he presents an appropriate proposal to the dean for action.

D. Procedures

Timeliness of action is required of all participants to ensure that external deadlines and the needs of the College are met. In the absence of timely recommendations, the process continues. The review procedure cannot be terminated by a level preceding the one which initiated the process. A department may petition to the Curriculum Committee or Instructional faculty to call for recommendations on a proposed change which has been initiated at a lower level.

E. Steps

Changes in the College's academic programs initiated from within the College are effected after this procedure is followed, or a deviation therefrom is approved by the VPAA. The VPAA may prescribe reasonable timetables for the procedure in order to ensure timeliness of action.

1. Step 1. Departmental Level

If a proposed change is initiated at the department level or involves an expansion or curtailment of the department's academic programs, the department reviews the change and forwards its recommendation and supporting evidence to the dean.

2. Step 2. School Level

Either upon receipt of the department's recommendation, a request from the VPAA or at his own initiative, the dean refers the proposed change and department recommendation to the school faculty as a whole, or, if applicable, to an ad hoc interdepartmental body for the purpose of reviewing the change and formulating its recommendation to the dean. The dean forwards his recommendation with accompanying evidences to the Curriculum Committee.

3. Step 3. Curriculum Committee Level

The Curriculum Committee reviews the proposed change and accompanying evidence and recommendations. The Committee makes its recommendations to the instructional faculty.

4. Step 4. Faculty Level

The instructional faculty reviews the proposed change and makes its recommendation to the Vice President for Academic Affairs.

5. Step 5. Vice President for Academic Affairs Level

The Vice President for Academic Affairs reviews the proposed change and recommendations.

The VPAA makes his recommendations to the President.

6. Step 6. President Level

The President reviews the proposed change in academic programs and the recommendations. In the event of an affirmative decision by the President, the changes are incorporated into the next six-year curricular plan which is submitted to the Board of Visitors.

F. Procedure for Adding and Deleting Courses, Establishing Minors, and Making Internal Adjustments to Degree Programs (minor changes)

1. In these matters the Vice President for Academic Affairs approves changes in the College curriculum upon the recommendation of the Instructional faculty.
2. Courses are added to the College curriculum, minor programs are established and internal adjustments to degree programs are made when evidence demonstrates that such changes:

- a. improve the quality and integrity of the curriculum;
- b. meet a student demand;
- c. reflect the College's mission;
- d. are consistent with the aims and purposes of the department, school and College;
- e. are financially feasible.

These proposed curricular changes are submitted to the Curriculum Committee by the dean of the appropriate school and are accompanied by supporting evidence and the required recommendations.

The procedure for making these changes in the curriculum follows Step 1 through Step 5 of the procedure for making major changes in the curriculum.

3. Courses are deleted from the College's curriculum if:
 - a. deletion is approved by the academic department, dean of the school, and Curriculum Committee; or
 - b. the courses are not offered within three consecutive calendar years and such deletion is not annulled by the dean of the school.

The VPAA's approval is required for all course deletions. In making such a decision, (s)he weighs the effect of such a deletion on other curricular areas. The instructional faculty is informed of all course deletions.

G. Distribution and Core Courses

The College curriculum is built upon a core of liberal studies. This liberal arts core assures that each student is introduced to a broad base of general studies upon which (s)he can specialize.

H. Grade Challenge Procedures

The purpose of this policy is to ensure that students and instructional faculty members are afforded due process and fair treatment when a student wishes to challenge a final course grade.

1. Step 1: Informal Discussion

The student discusses the course grade with the relevant instructor. Should resolution not be reached, the student moves to Step 2 in the challenge procedure.

2. Step 2: Formal Challenge

- a. The student files a formal, written challenge of the course grade with the chairman of the relevant department.
- b. Students must file within the first three weeks of classes of the fall semester to challenge spring and summer grades within the first three weeks of classes of the spring semester to challenge fall semester grades.
- c. In cases where the instructor whose grade is being challenged is the department chairman, the faculty member of the department (other than the department chairman) who is senior in terms of years of membership on the College faculty assumes the duties of the department chairman in this subsection (V.H.)
- d. The student may obtain copies of the form "Student Challenge of a Course Grade" from the Registrar's Office or the Office of the Student Association.
- e. Two copies of the completed challenge form and other evidence are submitted to the department chairman, who sends one copy to the instructor within two academic days of its receipt. The student should keep a third copy of the completed form and submissions for his/her own records.
- f. The evidence submitted by the student is offered to substantiate the claim that an incorrect grade has been registered by the instructor. Such evidence might include any or all of the following plus other material deemed appropriate and relevant by the student:

- 1) course syllabus and other written guidelines relevant to the course and assignments;
 - 2) evaluated written assignments or tests;
 - 3) written evaluation of the student's oral or skill performance.
- g. The instructor, upon receipt of the copy of the "Student Challenge of a Course Grade" form and evidence, may submit any documentation (s)he wishes to substantiate the grade. A copy of this evidence is forwarded to the student within two academic days of its receipt.
- h. The student and department chairman will discuss the case set forth by the student and the evidence supporting the grade challenge. The department chairman will discuss the challenge with the instructor. It is the responsibility of the student to show that (s)he has earned a grade other than that submitted on the grade sheet to the Registrar's Office.
- i. The department chairman makes a decision based on all evidence and documentation and communicates that decision in writing to both instructor and student within three academic weeks of the date the Challenge form is filed. The decisions which can be made by the department chairman are either to deny the challenge of the student or to forward the challenge to the dean of the appropriate school with a recommendation that a three-member departmental review panel be appointed by the dean to review the challenge of the student as set forth on the form with accompanying evidence and to render a written recommendation. Should the department chairman fail to make a decision within the three-week period specified, the grade challenge will automatically go forward to the appropriate dean.
- j. The review panel will be composed of instructional faculty from the department of the instructor whose grade is challenged. Should the department not have three remaining members, the dean will appoint members from allied disciplines as needed. The review panel will choose a chairman and examine the data submitted by the student and the submissions of the instructor. The panel will make a recommendation based on the evidence and communicate that recommendation in writing via the chairman to the instructor, the student, the department chairman, and to the appropriate dean within two academic weeks of the constitution of the panel by the dean. The departmental review panel either recommends that the challenge of the student be denied or that the instructor change the grade as specified. A recommendation that the student's challenge be denied has no further appeal. A recommendation that the instructor change the grade, but which is not accepted by the instructor, may be appealed as noted below as Grade Challenge Appeal Procedures. The instructor will respond in writing to all parties concerned as to whether the recommendation of the review panel will be followed.

3. Exceptional Cases

If the professor whose grade is challenged is seriously ill, dead, institutionalized, or no longer with the College, the relevant "department-as-a-whole" shall take the place of the instructor in this subsection and will make every effort to seek all relevant evidence. The department shall operate by majority vote, and is empowered to make a grade change in the name of the instructor on a timely basis.

I. Grade Challenge Appeal Procedures

1. If the student wishes to appeal the decision of the department chairman to deny the challenge or the decision of the faculty member not to follow the recommendation of the departmental review committee to change the grade, (s)he submits a "Student Appeal of a Grade Challenge Decision" form (available from the Registrar's Office and the Office of the Student Association), a copy of the "Student Challenge of a Course Grade" form plus accompanying evidence, and a copy of the department chairman's or review panel's written recommendation relative to the challenge to the appropriate dean. This appeal must be made within ten academic days of the date of the action being appealed.
2. The appropriate dean decides if the appeal has sufficient validity, and may either end the appeal process by informing the student in writing that (s)he finds insufficient grounds for appeal, or appoint a three-person Faculty Peer Grade Appeal Committee. The committee reviews the appeal on the basis of all documentation from the challenge process and the information set forth on the "Student Appeal of a Grade Challenge Decision" form.
3. The committee will be composed of instructional faculty from the appropriate school with no more than one member from any one academic department, including the department of the instructor. No faculty member who served on the previous three-member panel may serve on this Faculty Peer Grade Appeal Committee.
4. The Committee will choose a chairman and examine all documentation previously submitted in the challenge and forwarded to the dean when the appeal was initiated. Within two weeks of the receipt of the appeal by the constituted committee, the chairman of the committee will communicate the decision concerning the appeal to the student, instructor, department chairman, and the appropriate dean. The decision of this committee is final and ends the appeal process available to a student in a grade challenge.
5. If the decision is in favor of the student, the dean forwards the decision to the Vice President for Academic Affairs who directs the Registrar, through the Vice President for Student Affairs to make the change of grade as specified by the Faculty Peer Grade Appeal Committee. If the decision by the Faculty Peer Grade Appeal Committee is against the student, no grade change will be made.

J. Library Information

The Captain John Smith Library supports the academic programs and services of the College with its holdings of books, periodicals, microforms, and media software. Library hours, holdings, faculty library privileges, and regulations may be found in the annual Smith Library publication, Captain

John Smith Library: Faculty Guide. The library also publishes a series of handbooks and guides which facilitate the use of its holdings. The three academic policies which pertain to the library are as follows:

1. Instructional faculty members have the privilege and responsibility of selecting books for the library and it is expected that their subject expertise will result in the selection of books which will create a well-developed library collection. Faculty book selection is coordinated by the library with the assistance of the Library Advisory Committee
2. All faculty have extended loan privileges. Persons having extended loan privileges may keep circulating books and records checked out to them until inventory each May or until they are recalled when requested by another person. The recall of extended loan materials is enforced by the assessment of fines. Extended loan privileges do not apply to reserve materials or to any materials having special regulations governing their use of circulation. All extended loan materials are due at inventory in May of each year, but may be renewed once by telephone if still needed. Faculty members are required to bring to the library for renewal any materials checked out over two years.
3. The Media Department of the library coordinates the use of all audio-visual equipment owned by the College. In order to do so, the Media Department maintains an inventory of the equipment held by all departments, as well as the library. The Media Assistant in the library must be notified whenever media equipment is acquired by any department or office of the College.

K. The Code for Academic Work

1. Statement of Principles; Definitions

- a. Learning takes place through individual effort, and achievement can be evaluated only on the basis of the work a student produces independently. A student who obtains credit for work, words and ideas which are not the products of his/her own effort is dishonest, and his/her behavior has an adverse influence on the standards of the College. Because this is so, willful infringement of the Code for Academic Work entails severe penalties ranging from failure in course work to dismissal from the College.
- b. Misunderstanding of the Code will not be accepted as an excuse for dishonest work. If a student is in doubt on some point with respect to his/her work in a course, (s)he should consult his/her instructor before handing in the work in question so as to avoid the grave charge of dishonest intent.
- c. The following paragraphs (1) -6)) set forth the principles of the Code for Academic Work. A violation of any principle is considered cheating and any resulting work dishonest.

- 1) Basic Policy. A student's name on any written exercise (theme, report, notebook, course paper, examination) is regarded as assurance that it is the result of the student's own thought and study, stated in his/her own words and produced without assistance, except as quotation marks, references and footnotes acknowledge the use of other sources or of assistance. In some instances an instructor or department may authorize students to work jointly in solving problems or completing projects, but such effort must be indicated as joint on the paper submitted. Unless permission is obtained in advance from the instructors of the courses involved, a student may not submit a single written work for completion of assignments in more than one course. Students who perceive the possibility for an overlapping assignment in courses should consult with the instructors involved before presuming that a single effort will meet the requirements of both courses.
- 2) Factual Work. In preparing papers or themes a student often needs or is required to employ sources of information or opinion. All such sources used in preparing to write or in writing a paper should be listed in the bibliography. It is not necessary to give footnote references for specific facts which are common knowledge and obtain general agreement. However, facts, observations and opinions which are new discoveries or are debatable must be credited to the source with specific reference to edition and page even when the student re-states the matter in his/her own words. Inclusion word-for-word of any part, even only a phrase or sentence, from the written or oral statement of someone else must be enclosed in quotation marks and the source cited (author, title, edition, and page). Paraphrasing or summarizing the contents of another's work is not dishonest if the source or sources are clearly identified (author, title, edition, page), but such does not constitute independent work and may be rejected by the instructor.
- 3) Laboratory Work and Assignments. Notebooks, homework and reports of investigations or experiments must meet the same standards as all other written work. If any of the work is done jointly or if any part of the experiment or analysis is made by anyone other than the writer, acknowledgement of this fact must be made in the report submitted. Obviously, it is dishonest for a student to falsify or invent data.
- 4) Imaginative Work. A piece of written work presented as the individual creation of the student is assumed to involve no assistance other than incidental criticism from any other person. A student may not, with honesty, knowingly employ story material, wording or dialogue taken from published work, motion pictures, radio television, lecture or similar sources.
- 5) Quizzes and Tests. In writing examinations and quizzes the student is required to respond entirely on the basis of his/her own memory and capacity without any assistance whatsoever except such as is specifically authorized by the instructor. It is not necessary under these circumstances to give the source references appropriate to other written work.

- 6) Tampering with Work of Others. Any student who intentionally tampers with the work of another student or a faculty member shall be subject to the same sanctions imposed for other violations of this Code. Such tampering includes, but is not limited to:
 - a) contaminating the results of scientific experiments by interfering with the conduct of such experiments in any way;
 - b) altering or in any other way interfering with computer programs used by other students or faculty members in class preparation, simulation games, or otherwise;
 - c) altering or attempting to alter any academic or other official records maintained by the College.

2. Disciplinary Measures for Violation of the Code for Academic Work

- a. A professor who suspects that the Code for Academic Work has been violated is responsible for investigating the suspected violation in such a manner as to preserve the integrity of the Code and not unduly harm the reputation of the suspected violator.
 - 1) The professor should have a conference immediately with the student whose work is suspect in an effort to determine if a willful violation of the Code did indeed occur. If the professor discovers in the investigation no firm and reliable evidence that the student cheated in the course, the charge must be dropped. Suspicion is not sufficient reason for punishment.
 - 2) If however, the professor discovers firm and reliable evidence that the student willfully cheated and/or if the student admits guilt, the professor may drop the student from the course with a grade of "F". A letter stating the reason for this grade and bearing the signatures of both professor and student shall then be placed in the confidential file of the College, remain there for a period of five years or until the student receives a baccalaureate degree. The confidential file is kept in the office of the Vice President for Student Affairs.
 - 3) The professor, using his/her own discretion, may choose, if the infraction was minor and the student is repentant, merely to assign a grade of zero for the work in question, this grade to be averaged in with other grades in the course.
 - 4) If the professor finds firm and reliable evidence that the student willfully cheated in the course and if the student denies guilt, or refuses to plead guilt or innocence, the professor must present the case to the Academic Hearing Board for adjudication.
- b. A student who becomes aware of academic cheating and who wishes to bring charges against a violator may present a complaint directly to the professor in whose class cheating took place or to the Hearing Examiner of the Academic Hearing Board.

- c. A student who has been dropped from two courses with grades of "F" because of cheating will automatically be brought to the Academic Hearing Board by the Vice President for Student Affairs. The student may be disciplined by dismissal from the College.

3. The Academic Hearing Board.

- a. The Academic Hearing Board is composed of seven members, including three students (selected by the Executive Council of the Student Association), three elected faculty members (one from each school, elected by the faculty members of the respective schools), and a Hearing Examiner. The Hearing Examiner shall be a member of the faculty, appointed by the Vice President for Academic Affairs, who shall preside over the Hearing Board and serve as voting chairperson. The Hearing Examiner shall co-ordinate the affairs of the Hearing Board and conduct all proceedings in such a manner as to preserve the rights of the accused and the accuser and to ensure fair disposition of matters brought before the Hearing Board. All terms of office shall be for two years with maximum of four years continuous service.
- b. A secretary for the Academic Hearing Board shall be elected from among its members and by its members each year after elections for the Academic Hearing Board are held.
- c. The Academic Hearing Board, if it finds a student guilty of academic cheating, may recommend to the Vice President for Academic Affairs that the student may be dropped from the course in which the cheating occurred with a grade of "F" and that a letter stating this be placed in the confidential file of the College, to remain there for a period of five years or until the student received a baccalaureate degree.
- d. The Academic Hearing Board, using the same discretion permitted a professor, may recommend to the Vice President for Academic Affairs that a student receive a grade of zero on the work in question if the infraction was minor and the student is repentant, this grade of zero to be averaged with all other grades in the course.
- e. The Academic Hearing Board has the right to recommend to the Vice President for Academic Affairs that a student dropped from two courses with grades of "F" for cheating be dismissed from the College after his/her case has been reviewed by the Vice President for Academic Affairs.
- f. All recommendations of the Board, the disposition of the case, and all records of the case in which the accused was found guilty shall be placed in the confidential file of the Vice President for Student Affairs to remain there for a period of five years or until the student received a baccalaureate degree. Once information is placed in this confidential file of the College, access to it is restricted to the President of the College, the Vice President for Academic Affairs, and the Hearing Examiner.

4. Cases Brought to the Academic Hearing Board

a. Failure to Appear Before the Academic Hearing Board

A student who has been given proper notice of the time and place of the hearing and a specific statement of the charge(s) against him/her is expected to appear personally before the Academic Hearing Board to respond to the charge(s). If the student fails to appear at the hearing, the hearing will be conducted in the student's absence, but with no presumption of guilt because of the student's failure to appear. Unless the student presents demonstrably compelling reasons for his/her absence from the hearing, the student will not thereafter be permitted to present evidence for the Hearing Board's consideration.

Should the accused withdraw from the College without appearing before the Academic Hearing Board, the accuser shall report the name of the accused and the alleged violation of the Code for Academic Work to the Hearing Examiner who shall then record the name of the accused and the alleged violation and advise the Vice President for Academic Affairs that the student withdrew from the College having been charged with violation(s) of the Code for Academic Work. The Hearing Examiner shall notify the accused by registered mail sent to the accused's last known address that a hearing will be conducted to reach a final disposition of the case, and such notice shall set forth the time and place of the hearing and contain a statement of the charge(s). If the accused does not appear at the hearing, the hearing will go forth, but with no presumption of guilt because of the accused's failure to appear. If the accused fails to appear at the hearing, he/she will not thereafter be permitted to present evidence for the Hearing Board's consideration.

b. Postponement/Continuance of Hearings

Hearings before the Academic Hearing Board may be postponed or continued only in extraordinary circumstances. A request for postponement must be made in writing to the Hearing Examiner in advance of the scheduled hearing and be based upon demonstrably compelling reasons. Once a hearing has begun, a request for continuance may be made verbally to the Hearing Examiner and must be based upon demonstrably compelling reasons. The granting of a timely and proper request for postponement or continuance, made by the accused or by any member of the Hearing Board, is at the discretion of the Hearing Examiner, except no such request shall be granted which would result in unreasonable delay of the disposition of the case or in undue prejudice to the accused.

c. Rights of the Accused

A student accused of violation(s) of the Code for Academic Work shall have the following rights incident to an appearance before the Academic Hearing Board:

- 1) The right that the charges be reduced to writing and served personally, or by registered mail, by the Hearing Examiner of the Academic Hearing Board at least one week before the hearing. If these charges are so vague or indefinite as not to apprise the student fairly of the charge or charges the student may ask for specifics in terms of time, place, and the exact nature of the alleged offense, which will then be furnished promptly and in advance of the hearing.
- 2) The right to be represented by counsel or an adviser who may come from within or without the College. The counselor, however, may not be a member of the Academic Hearing Board. Should the accused be represented by an attorney at law, (s)he must notify the Board five days in advance of the hearing. The Academic Hearing Board may then invite the Attorney General of Virginia or his/her representative to be present to advise the Academic Hearing Board. Any counselor chosen by the accused, be it a licensed attorney or otherwise, shall not be permitted to take an active role in the conduct of the hearing. The counselor's role shall be limited to advising the accused, who must present and argue his/her own case before the Board.
- 3) The right to challenge the membership of the Academic Board if (s)he feels that any member of the Board should be disqualified for just cause. The Hearing Examiner shall rule on all challenges for cause if the member does not voluntarily disqualify himself/herself after being challenged.
- 4) The right to a hearing at a proper time and place. In general, the hearing should not be held with undue haste, nor, on the other hand, should it be postponed unnecessarily. The Hearing Examiner shall set the time and place of the hearing.
- 5) The right to summon witnesses and to testify on his/her own behalf, but the number of character witnesses, if any, may be reasonably limited by the Academic Hearing Board.
- 6) The right to confront the witnesses and to question them.
- 7) The right to request the President of the College to review a finding of guilt and the propriety of the penalty. This right must be exercised within a one-week period after notification of the accused by the Vice President for Academic Affairs of the penalty. The request should be made in writing and should state clearly the reasons relied upon for reversal or modification.
- 8) The right to elect to be heard separately where (s)he is one of two or more accused of a joint violation. If none of those accused jointly of an alleged joint offense requests a separate hearing, they may be heard jointly or separately as the Academic Hearing Board deems best.
- 9) The right, even though guilty, to present evidence of extenuating circumstances.

- 10) The right to an acquittal unless a majority of the Academic Hearing Board members believe that the charge or charges have been substantiated.

5. Witnesses

A witness called to testify before the Academic Hearing Board must give truthful testimony. A witness who is found to have given untruthful testimony before the Academic Hearing Board will be referred to the appropriate Vice President for disciplinary action.

6. Duties of the Accused

In any appearance before the Academic Hearing Board, the accused shall be under a general duty to cooperate reasonably with the Academic Hearing Board in conducting the hearing and bring it to a close without undue delay.

7. Conduct of Hearing

- a. The Hearing Examiner shall set the time and place of the hearing and so notify all persons who are to participate in the hearing.
- b. The case against the accused shall be prepared and presented by the accuser, who has the same rights to counsel as provided for the accused.
- c. Every hearing shall be conducted by the Academic Hearing Board. Should some of the regular members be unavailable, the Hearing Examiner, with the advice of the other members who are available, may appoint any member of the student body of the faculty as a temporary member of the Academic Hearing Board. In the absence of the Hearing Examiner, the Vice President for Academic Affairs shall appoint a temporary examiner to take his/her place.
- d. The Hearing Examiner, as presiding member of the Hearing Board, shall call the hearing to order, state the purpose of the hearing, identify for the record the accuser and the accused, and briefly describe the procedure by which the hearing will be conducted. The Hearing Examiner shall advise the accused, the accuser, and all witnesses that all statements made during the hearing must be truthful and that the presentation of untruthful testimony may result in disciplinary action.
- e. The accuser shall be permitted to make an opening statement in which the alleged violation of the Code for Academic Work is described and any documentary evidence and/or witnesses against the accused are identified. Immediately thereafter, the accused shall be permitted to make an opening statement in response to the allegation(s) of the accuser and identify for the Hearing Board any documents and/or witnesses to be presented in defense of the charge(s).

- f. The Hearing Examiner may initiate the questioning or yield to another member of the Hearing Board. Thereafter, the Hearing Examiner shall recognize other members of the Hearing Board for the purpose of questioning the accused, the accuser, and/or the witnesses. Following the questioning by the Hearing Board, the accuser and the accused shall have the opportunity to question each other and/or any witnesses who have appeared before the Hearing Board. Members of the Hearing Board may then ask additional questions. When the questioning is completed, the accused and the accuser shall have the opportunity to summarize their respective positions in brief closing statements, and the Hearing Examiner shall adjourn the hearing to begin deliberation.
- g. Throughout the hearing proceedings, all participants are required to conduct themselves with dignity and with respect for the persons, property, and reputation of the other participants. Disruptive or disrespectful conduct may result in the offender's losing the privilege of personal participation in the hearing.
- h. Both the accuser and the accused shall have the right to remain in the hearing room during the entire proceeding except for the deliberations of the Hearing Board which shall be conducted in private.
- i. Where the evidence consists in whole or in part of written work or other documents or exhibits, the accused shall be permitted to examine them prior to the hearing and during the course of the hearing. The accuser shall have the same right of examination of written work, documents, or exhibits offered in defense of the charge(s).
- j. If, after deliberation, a majority of the seven members of the Hearing Board conclude that the charge(s) against the accused have been substantiated by evidence presented at the hearing, the accused shall be deemed to be guilty of violation(s) of the Code for Academic Work; otherwise, the accused shall be exonerated. Where more than one charge has been heard, the Hearing Board shall render its decision separately on each charge.
- k. The Academic Hearing Board, after having found an accused guilty, shall report the fact in writing to the Vice President for Academic Affairs along with the recommended penalty and alleged exceptional extenuating circumstances, if any. The accused shall be notified of the finding of guilt, and told that the Vice President for Academic Affairs will in due course notify him/her of the penalty. The accuser shall also be given written notice that the accused has been found guilty.
- l. If the accused is exonerated, the decision shall be reported in writing to the Vice President for Academic Affairs and written notification of the decision sent to the accused and the accuser.

- m. At the request of the accused, an observer acceptable to the Vice President for Academic Affairs shall be permitted to be present during the hearing. The College in such an event may also designate a suitable person to act as an observer. Observers, unless called as witnesses, shall take no part in the proceedings, and shall not be present during the deliberations of the Academic Hearing Board.
- n. The Secretary of the Academic Hearing Board shall take and keep minutes of the proceedings. Recording devices may be used if they are under the control of the Academic Hearing Board.
- o. If the accused is found not guilty, the minutes and recordings of the meetings shall be destroyed two weeks after the hearing.
- p. The minutes of any hearing may be inspected by the President of the College, the Vice President for Academic Affairs, and the Vice President for Student Affairs. Others may inspect the minutes in the presence of two or more members of the Academic Hearing Board after first having satisfied the Academic Hearing Board of their legitimate interest in the case. The recommendations of the Academic Hearing Board as to the penalty shall become part of the minutes after notification of the accused by the Vice President for Academic Affairs of the penalty imposed, and not before.
- q. The hearing shall be a closed one except for those authorized to attend as stated above.
- r. Any member of the Academic Hearing Board who is an accuser or witness in a case is automatically disqualified from serving on the Academic Hearing Board. A member may also disqualify himself/herself in any case because of interest, bias, close relationship to the accused or the accuser, or for any other good reason.
- s. No member of the Academic Hearing Board shall communicate in any way with any person not a member of the Academic Hearing Board about any case once the case has been scheduled for hearing, while the case is being heard, or after the hearing.
- t. In conducting a hearing, the Hearing Board shall not be bound by formal rules of evidence or procedure. Questions of evidence and/or procedure shall be resolved by and in the discretion of the Hearing Officer. Failure to follow any of the procedures described in Section V.K. (The Code for Academic Work) shall not be grounds per se for a new hearing or reversal of a decision so long as the accused, on balance, has received a fundamentally fair hearing.

8. Stale Cases

Any violation of The Code for Academic Work alleged to have been committed more than four months before the complaint shall be disregarded unless at least two-thirds of the academic Hearing Board believe there has been just cause for delay and it is still feasible to hold a fair hearing.

L. Regulations Concerning Conduct of Classes

1. Toward the beginning of each course, the instructor will provide each student with a syllabus which includes such information as course objectives, schedule of class assignments, grading criteria. The instructor must indicate, in writing, to students the relative weight or importance attached to each piece of required work in arriving at the final course grade. It is the responsibility of each instructor to teach the assigned course in a manner consistent with the course description in the College Catalogue. If there is evidence that a specific course is not being taught as described in the Catalogue, the concerned party should bring the matter to the attention of the instructor for resolution. If the resolution of the matter is unsatisfactory, the concerned party should elicit resolution in turn from the department chairman, the dean of the school, and the Vice President for Academic Affairs. The final authority for resolving this issue rests with the Vice President for Academic Affairs.
2. In the conduct of classes, several activities are required.
 - a. Each instructor must report discrepancies between the class roll, provided by the Registrar, and student attendance to assure the accuracy of student enrollment records...
 - b. Smoking in classrooms is prohibited.
 - c. Each instructor must evaluate the quality of each student's work, using the evidence of papers, tests, reports, projects, classroom performance, and examinations as appropriate.
 - d. Each instructor will furnish a mid-semester grade report to every freshman indicating the student's progress in the course at that point.
 - e. Toward the end of each course, each instructor will administer the uniform student evaluation in accordance with the procedures as specified by the Vice President for Academic Affairs.
 - f. Each examination must be supervised by the instructor or a designated proctor.
 - g. Final Examination
 - 1) Each instructor will administer the final examination, if such an exam is appropriate, during the final examination schedule published through the Office of the Vice President for Academic Affairs. The giving of final examinations during the last week of classes is specifically prohibited. If an individual student is forced by conflict to request a change, the request must be made to the dean through the instructor or department chairman.
 - 2) Final examinations are not returned to students. Each instructor is to keep final examination papers for one year, during which time students have the right to review their papers with the instructor.

- 3) A student may be excused from taking an examination at the scheduled time by prior approval of the instructor. The student will be excused on the grounds of illness when it is verified by a physician and received by the instructor or Registrar. The instructor must be notified as soon as possible if illness or any other emergency causes a student to be absent from an examination. Verification is required.
- b. Associated with the conduct of classes, a file of course descriptions, syllabi, and sample examinations is kept in the office of the dean of the school and is open to any faculty member who wishes to consult it. The maintenance of this file is a requirement of the Southern Association of Colleges and Schools and each instructor is responsible for forwarding an up-to-date syllabus for each class to the dean's office through the office of the department chairman. Department chairmen must keep a copy of all final examinations given in the department.
3. Exceptions to these required activities must be approved in advance by the dean of the school.



Section VI

Code of Student Rights, Responsibilities, and Conduct

This section describes the status of the College's students as members of the academic community. It delineates student rights and responsibilities, and addresses the interests of students as they pertain to campus organizations, institutional governance, records, conduct, and discipline.

This section is authorized by the President, and any revisions must be approved by the President. Recommendations for changes are made by the Vice President for Student Affairs after consultation with appropriate constituencies.

A. Article One: Rights and Responsibilities of Students

1. Preamble

As an institution of higher learning concerned with achieving and maintaining the highest standards of educational excellence, Christopher Newport College recognizes the necessity for a continuous process of re-evaluation and revision of its policies regarding institutional and student rights, duties and responsibilities.

Codes of conduct and statements of student and institutional rights and responsibilities are a practical reflection of this concern for protecting the standards of educational excellence. Such excellence in an academic community presupposes mutual awareness of and respect for both institutional rights and duties and individual liberties and responsibilities.

Each enrolling student has the right to expect the College to fulfill its educational responsibilities as effectively as its capacity and resources will permit. Correspondingly, the College must exercise the right to establish and maintain standards of conduct which will promote an atmosphere conducive to learning and meaningful individual development.

Since rights carry with them certain responsibilities the following rights and responsibilities--institutional as well as student--are set forth with accompanying procedures for implementation.

2. Basic Rights

The following listing of basic rights is not intended to deny or limit the rights of students in any way. Rather, it is intended to focus special attention on the rights listed because of their importance in the educational process.

- a. Free inquiry, expression, and assembly are guaranteed to all students subject to the limitations of this document and other College regulations and policies which are consistent with the provisions of this document and the Constitutions and laws of Virginia and the United States.
- b. Students are free to pursue their educational goals; appropriate opportunities for learning shall be provided by the College.

- c. The right of students to be secure in their persons, papers, and effects against unreasonable searches and seizures is guaranteed.
- d. In cases involving possible sanctions of suspension, or expulsion or action which may place limitations on the student's right to pursue his educational objective, the student shall receive prior notice of the nature and cause of the charges against him/her, shall be informed of the nature and source of the evidence presented against him/her, shall be entitled to a fair hearing before a regularly constituted board and may be assisted in his/her defense by a person of his/her own choosing.

3. Basic Responsibilities

Students, as members of the College community shall have the following responsibilities which are inherent in the basic rights delineated above:

- a. The student shall have the responsibility for maintaining standards of academic performance as established by his/her instructors.
- b. The student shall be responsible for acting in such a manner as to ensure other students their basic rights as declared herein.
- c. The student shall be responsible for his/her actions with respect to provisions to local, state, and federal law.
- d. The student shall be responsible for conducting him/herself in a manner which helps to create and maintain an academic atmosphere in which the rights, dignity, and worth of every individual in the College community are respected.
- e. The student shall be responsible for paying all bills owed the College in a timely fashion as prescribed by the College. Since Registration is not complete until payment of all tuition and all other fees are paid, students who fail to meet their financial obligations may have their registration cancelled; may be denied future registrations; and may have their grades and/or transcripts withheld.

4. Access to Higher Education

- a. Within the limits of its facilities, the College shall be open to all applicants who are qualified according to its admission requirements.
- b. Christopher Newport College, as an affirmative action/equal opportunity institution, does not discriminate in admission, employment or any other activity on the basis of race, sex, color, age, religion, national origin, physical handicap, or political affiliation.

5. Campus Expression

- a. Discussion and expression of all views is permitted within the College subject to requirements for the maintenance of order.
 - 1) Support of any cause by orderly means which does not disrupt the operation of the College is permitted.

- 2) Public statements and demonstrations by individual members of the College community or organizations shall be clearly identified as representative only of those individuals or organizations and not of the College.
- b. While students are free to hear any person of their own choosing, the College reserves the right, however, to forbid on campus or limit to the College community, the appearance of a person if the College is of the opinion that his appearance will create a serious threat to the safety and welfare of the College and College community. Those routine procedures required by the College before a guest speaker is invited to appear on campus are designed only to ensure that there is orderly scheduling of facilities. The College's control of campus facilities will not be used as a device for censorship. Sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or the institution.
- c. As constituents of the academic community, students shall be free, subject to federal and state laws both individually and collectively, to express their views on institutional policies and on matters of general interest to the student body. The student body, through representation, shall have an opportunity to participate in the formulation, evaluation, and administration of institutional policies in the areas of academic affairs and student affairs.

6. Classroom Expression

- a. Academic performance shall be evaluated solely on an academic basis.
- b. Discussion and expression of all views relevant to the subject matter are permitted in the classroom subject to the responsibility of the instructor to maintain order and to class time limitations.
- c. Students shall be free to take exception to the material or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled. This right to take exception does not permit the disruption of class or infringement on the rights of others to learn.
- d. Requirements of participation in classroom discussion and submission of written exercises are not inconsistent with this section.
- e. Information about student views, beliefs, and political associations acquired by faculty in the course of their work as instructors, advisers, and counselors, is confidential and is not to be disclosed to others unless under legal compulsion.
- f. When a student believes that (s)he has been unjustly treated in the classroom, either by the denial of freedom of expression or by improper evaluation, or on any other right enumerated above, (s)he should discuss the concern with the instructor, and may if, (s)he wishes, appeal to the chairman of the department, the appropriate dean, Vice President or the President.

7. Student Publications

- a. The College recognizes that student publications can be a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They can be a means of bringing student concerns to the attention of the faculty and the College officials and of formulating student opinion.
- b. Student publications shall be free of censorship and advance approval of copy, and their editors and managers shall be free to develop their own editorial policies and news coverage under federal, state and local laws.
- c. Editorial freedom entails a corollary obligation to abide by accepted standards of responsible journalism, such as avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and techniques of harassment and innuendo and by applicable regulations of the Federal Communications Commission. Failure to abide by these standards is cause for removal of the individual.
- d. The editors shall strive to produce all their material as accurately and honestly as possible.
- e. The editors shall be responsible for submitting annual budgets and for producing their respective publications within the limits of their approved budgets, and in keeping with good business practice.
- f. All student communications shall explicitly state on the editorial page that the opinions expressed are not necessarily those of the College or its student body.
- g. A student, group, or organization may distribute written material on campus without prior approval, providing such distribution does not disrupt the operation of the College.
- h. The College is not required to recognize or financially support any student medium. The Board of Visitors may withdraw recognition and financial support from any form of student medium at any time.

B. Article Two: Campus Organizations

1. College Recognition of Student Organizations

- a. A group shall become an established organization when formally recognized by the Student Association and the Vice President for Student Affairs.
- b. The group seeking recognition as an established organization shall submit to the Student Association a formal request for recognition and a constitution which shall include:
 - 1) the name of the organization
 - 2) statement of purpose

- 3) list of membership requirements, restrictions and duties
 - 4) statement of willingness to serve as an advisor by a member of the faculty or administrative staff
 - 5) list of officers' requirements
 - 6) procedures for election and recall of officers
 - 7) procedures to amend the constitution
 - 8) procedures for conducting meetings
 - 9) an affirmation by the officers of the student organization that they intend to comply with the provisions of this document and the regulations of the College.
 - 10) other information as from time to time may be required.
- c. Following issuance of a certificate of recognition by the Student Association and the Vice President for Student Affairs, the organization shall submit a copy of its constitution to the Student Association and Director of Student Life.
 - d. All recognized organizations are required to have a member of the faculty or administrative staff serve as an adviser.
 - 1) If the adviser resigns, the organization has the sole responsibility to locate a new adviser within a reasonable period of time.
 - 2) By special permission of the Director of Student Life an organization may secure an adviser outside of the College.
 - e. All changes and amendments to the organization's constitution, by-laws, or name shall be submitted to the Student Association and the Director of Student Life for approval and shall be filed with the Student Association and the Director of Student Life within one week after they become effective.
 - 1) Where there is affiliation with an extramural organization, that organization's constitution and by-laws shall be filed with the Student Association and Director of Student Life prior to recognition.
 - 2) All changes in officers and advisers shall be submitted to the Student Association and the Director of Student Life within one week after they become effective.
 - f. Organizations which are officially recognized by the College through the Student Association, and the Vice President for Student Affairs, are granted the following rights and privileges within the limits set forth elsewhere in this document.
 - 1) The right to hold meetings and social events on campus

- 2) The opportunity to use College facilities
 - 3) The right to request calendar dates and listings
 - 4) The counsel and assistance of College faculty and administrative personnel
- g. Recognition of an organization implies neither College approval nor disapproval of the aims, objectives, and policies of the organization.
- h. The student organization which is in the process of forming may be granted the privileges as are provided to recognized organizations for one semester. Thereafter, the group must be an officially recognized organization to continue receiving such privileges.
- 1) Membership in all recognized organizations, within the limits of their facilities, shall be open to any student who is willing to subscribe to the stated aims and meet the stated obligations of the organization.
 - 2) Honorary and professional organizations may restrict their membership on the basis of clearly established and published criteria that have been approved as a part of the recognition process.
(IV, B, 1b)
- i. College facilities may be scheduled and used by officially recognized organizations for regular business meetings, for social programs, and for programs open to the public according to established College procedures.
- 1) Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of the space assigned, to regulate time and use, and to ensure proper maintenance and order.
 - 2) Allocation of space shall be based on priority of requests and the demonstrated needs of the organization.
 - 3) Reasonable charges may be imposed for any clean-up or unusual costs resulting from the use of facilities.
 - 4) Physical abuse of assigned facilities or disregard for specific regulations pertaining to a given facility may result in limitations on future allocations of space to offending parties and restitution for damages.
 - 5) The organization requesting space must inform the official with whom the space is scheduled, the general purpose of any meeting open to persons other than members and names of outside speakers.
 - 6) No speaker sponsored by a recognized College organization shall be denied appearance on the campus for arbitrary or capricious reasons. Reasons for denial include, but are not limited to probability of disruption of campus activities or reasonable expectation of danger to life or property.

2. Social Activity Regulations

- a. For any non-academic event involving the use of College facilities, permission will be obtained from the Director of Student Life or the College Registrar.
- b. Social events or functions sponsored by recognized student organizations and held on College property will be registered at least one week prior to the date of the event. Major events will be registered one month in advance of the event.
- c. Recognizing the interaction of the College and the community, no social events or functions shall create a public nuisance. Prior security arrangement will be made with the Campus Police to ensure adequate coverage.
 - 1) The sponsoring organization(s) shall be responsible for the behavior of persons attending the function and for any illegal acts either engaged-in or knowingly permitted by the organization.
 - 2) The sponsoring organization shall be responsible for any damage to its assigned facility.
 - 3) Officers of an organization shall have primary responsibility for activities of the organization and for its compliance with College regulations. They shall ensure that a public nuisance does not occur as a result of a social event or function sponsored by the organization.
- d. The sponsoring organization(s) may require presentation of valid ID cards for admission to an event on the College campus.

Functions may be open only to members of the sponsoring organization(s) and to their invited or accompanied guests.
- e. Functions which are held in College facilities will end no later than the established closing hours of the facility concerned, unless prior arrangements are made.
- f. Officers of organizations are responsible for informing their advisers in advance of all functions sponsored by the organization.
- g. Alcoholic beverage policies are based on the State of Virginia Liquor Code. The serving or use of alcoholic beverages is prohibited at open parties and regular meetings held on campus; however, they may be permitted at certain events in designated campus facilities.
- h. Commercial enterprises of any kind (solicitations, sales, distribution, etc.) by students or student organizations are permitted on campus or in College buildings only with permission of the Student Association and the approval of the Director of Student Life.
- i. Sound trucks or outdoor amplifying systems are not allowed on campus for advertising purposes or any other purposes without prior approval of the Student Association and the Director of Student Life.

3. Use of the College Name

- a. No student organization may use the College's name without written authorization of the Vice President for Student Affairs except to identify institutional affiliation. College approval or disapproval of any political or social issue may not be stated or implied by an organization.
- b. The official letterhead stationery, logo, or seal of the College may not be used in any publication, correspondence, or other printed material prepared or distributed by the organization or its officers without prior submission of the material to and written permission from the Vice President for Student Affairs.
- c. In the event that the name of the College is used in a letterhead on organizational stationery, it should appear below the name of the organization and in smaller type or at the bottom of the page.
- d. Use of regular College letterhead stationery by student organizations is prohibited.

4. Enforcement of Regulations

- a. Enforcement of social activities regulations is within the jurisdiction of the Office of the Vice President for Student Affairs.
- b. Violations of these regulations will normally be referred to the Director of Student Life or the College Disciplinary Board, with recommendations for disciplinary action subject to review and final action by the Vice President for Student Affairs.
- c. Any organization which engages in illegal or prohibited activities as defined in this document on or off campus may have sanctions imposed against it. Possible sanctions include, but are not limited to:
 - 1) Fines - (stipulated sum of money) may be imposed on an organization for an action or omission.
 - 2) Restitution - compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement and may be required in addition to other sanctions.
 - 3) Suspension - the social organization is deprived of the privilege of holding any social function. The duration of the suspension shall be determined through established College disciplinary procedures. During the period of suspension, however, the organization may continue to hold business meetings.
 - 4) Deactivation - the organization cannot hold any activity or meeting, whether business or social. The duration of the deactivation shall be determined through established College disciplinary procedures for students.

C. Article Three: Institutional Governance

1. Student Participation in College Governance

- a. The College recognizes that students are entitled to participate in the formulation of rules, regulations, and policies directly affecting student life. Participation shall be provided through the Student Association and through student participation on College committees and councils.
- 1) The Student Association shall have primary responsibility for recommending the recognition of student organizations to the Vice President for Student Affairs; conducting student elections, enforcing Student Association rules, regulations, and legislative actions; and recommending to the Vice President for Student Affairs the budgeting and administration of College funds allocated to it.
 - 2) Disposition of Student Association funds is determined by the Student Association in consultation with the Vice President for Student Affairs, the Director of Student Life, and the Comptroller, and is subject to the approval of the Vice President for Student Affairs and the President of the College. This disposition of funds is based on requests from various recognized organizations and committees. The following guidelines are used by the Student Association to determine appropriations: For an organization to receive activity fees one of the two following criteria must be met.

EITHER:

- a) The organization must exist purely to serve or represent the student body as a whole. Its programs and operations benefit the overall student body and participation in the organization must be open to all students. The organization must not have any racial, religious or ethnic ties which might discourage otherwise interested students from joining it. The organization cannot have as its primary aim service to any special interest group, but must rather serve the entire student body.

OR:

- b) The organization must present a program which satisfies the following three requirements:
 - 1) The program must be of general benefit to the student body and participation in the program must be open to all interested students.
 - 2) The program must be one which the sponsoring organization is uniquely able to present or at least one which the sponsoring organization is clearly better able to present rather than any other campus organization already being funded under criteria No. 1 above.
 - 3) The program must have sufficient value to warrant its funding when compared to other programs satisfying the other criteria explained above.

2. Demonstrations and Protests

- a. It is recognized that free speech is essential in a democratic society. Students, as individuals or as members of groups, are permitted to demonstrate and protest in opposition to College, city, state, or national policy, provided that they do not violate any College regulation or federal, state or local law, and no acts are performed which:
 - 1) Cause damage to personal or College property.
 - 2) Cause physical injury to any individual.
 - 3) Prevent any member of the College community from entering or leaving any College facility, attending class, or attending any special program sponsored or supervised by the College, whether or not it takes place on College premises.
 - 4) Prevent administrative officers, faculty, students, employees, or invited guests of the College from performing duties they are authorized to perform.
 - 5) Block the normal business of the College.
 - 6) Block the free flow of pedestrian or vehicular traffic.
- b. The freedom to demonstrate on campus is reserved to students, faculty, and staff of Christopher Newport College. Demonstrators should be prepared to identify themselves as members of the student body, faculty, or staff of the College.
- c. Orderly picketing and other forms of peaceful protest are permitted on College premises. Interference with ingress to and egress from institutional facilities, interruption of classes or other College functions, or damage to property is not permissible.
- d. Persons wishing to set-up booths or tables for distribution of literature explaining their point of view may do so in areas normally used for such purposes. Reservation of booths or tables may be arranged with the Director of Student Life and the Campus Center scheduling office.
- e. Every student has the right to be interviewed on campus by any legal organization desiring to recruit at the College. Any student, group, or organization may protest against any such organization provided that the protest does not interfere with any other student's right to have such an interview.
- f. Persons who are not members of the College community are expected to comply with the provisions of this document while on College property and at properly authorized and scheduled events.
- g. Any individual, or member of an organization or group, who conducts him/herself in such a way as to obstruct or disrupt the normal operation of the College or deliberately abridge the rights of others may be subject not only to arrest and prosecution by civil authorities, but also to College disciplinary procedures which could lead to suspension or dismissal from the College.

D. Article Four: Student Records

1. Policy Intent

- a. The College student record policy is intended to conform with all state and federal statutes dealing with access to information held by an educational institution on present and former students.
- b. The College student record policy is formulated to protect the privacy of the student information that is maintained, and yet provide access to student records for those having a legitimate purpose to view such records. The regulations and procedures to ensure adequate protection of the student are provided in this policy.
- c. "Records" refers to those files and their contents that are maintained by the Director of Counseling and Career Services, Director of Financial Aid, the Registrar and Admissions offices. Students have the right to review the records that the College maintains on them. Access to records by others, without student permission, is limited to purposes of an educational nature. When access is permitted documents will be examined only under conditions that will prevent unauthorized removal, alteration, or mutilation. Information to which the student does not have access is limited to the following:
 - 1) Confidential letters of recommendations placed in the student's files before January 1, 1975, and those letters for which the student has signed a waiver of his or her right of access.
 - 2) Parents' confidential financial statements.
 - 3) Personal files and records of members of Faculty or administrative personnel, "which are in sole possession of the maker thereof and which are not accessible or revealed to any person except a substitute."
 - 4) Records of the Admissions Office concerning students admitted but not yet enrolled at the College. Letters of recommendation are removed from the Admissions files before the files are forwarded to the Registrar's Office.
 - 5) Medical - psychological records used in connection with treatment of the student. Such records are however, reviewable by a physician or psychologist of the student's choice; and
 - 6) Department of Safety and Security Office records, when utilized for internal purposes by those offices in their official capacities.
- d. Only the following offices are authorized to release nondirectory information: Registrar, Placement, Financial Aid, Vice President for Student Affairs, Vice President for Academic Affairs, and President.
- e. Copies of this policy are available upon request from the Registrar, who is responsible for the administration of the student record policy.

2. Access to Student Records by the Student

- a. Students have the right to inspect their records (as defined in 1.c) and are entitled to an explanation of any information therein.
- b. Documents submitted to the College by or for the student will not be returned to the student. Normally, academic records received from other institutions will not be sent to third parties external to the College. Such records should be requested by the student from the originating institution.
- c. Official records and transcripts of the College (signature and/or seal affixed) are mailed directly to other institutions or agencies at the student's request. When extreme circumstances warrant, records or transcripts may be given directly to the student at the discretion of the proper College official. In such cases, the record will be clearly marked to indicate issuance to the student.
- d. Should a student believe his or her record is incorrect, a written request should be submitted to the appropriate College official indicating the correct information that should be entered. The official will respond within a reasonable period concerning his or her action. Should the student not be satisfied, a hearing may be requested of the Registrar.

3. Access to Student Records by Others

- a. Disclosure of general directory information: Certain information may be released by the College without prior consent of the student if considered appropriate by designated officials. Such information is limited to the following:
 - 1) Student's name, address, telephone number (permanent and local).
 - 2) Date and place of birth.
 - 3) Dates of attendance at the College, field of concentration, current classification, class schedule, degrees, honors and awards.
 - 4) Previous schools attended and degrees awarded.
 - 5) Height and weight of members of athletic teams.
 - 6) Participation in officially recognized activities.
- b. Directory information will not be released for commercial purposes by administrative offices of the College under any circumstances. Students may request that directory information not be released by executing the proper form in the Registrar's Office. All other student information will be released only upon written request of the student, excepting those instances cited below.
- c. Disclosure to Members of the College Community
 - 1) Access to student records for administrative reasons for Faculty and administrative staff is permissible provided that such persons

are properly identified and can demonstrate a legitimate interest in the materials.

- 2) Access for the purpose of research by faculty, administrative staff, and graduate students is permissible when authorized by the department head and the administrator of the office concerned.
- 3) Information requested by student organizations of any kind will be provided only when authorized by the Vice President for Student Affairs.

d. Disclosure to Parents and Organizations Providing Financial Support to a Student

- 1) Records may be released without prior student approval to a parent or guardian on whom the student is financially dependent. Parents or guardians must furnish a written statement to this effect.
- 2) Records may be released to organizations providing financial support to a student upon official request and proof of support.

e. Disclosure to Other Educational Agencies and Organizations: Information may be released to another institution of learning, research organization, or accrediting body for legitimate educational reasons provided that any such data shall be protected in a manner that will not permit the personal identification of the student by a third party.

f. Local, State, and Federal Governmental Agencies: Government agencies are permitted access to student records only when auditing, enforcing, and/or evaluating sponsored programs. In such instances, such data may not be given to a third party and will be destroyed when no longer needed for audit, enforcement, and/or evaluative purposes.

E. Article Five: Proscribed Conduct

1. Conduct Rules and Regulations

Generally, College jurisdiction and discipline shall be limited to conduct which occurs on College premises, at an official College function or activity regardless of location, or adversely affects the College community's pursuit of its educational or other legitimate objectives.

The following misconduct is subject to disciplinary action, including possible suspension or dismissal from the College:

- a. Physical or verbal abuse, including threats, intimidation, or coercion, of any person on College premises or at College sponsored or supervised functions, or other conduct which threatens or endangers the health or safety of another member of the College community and is intimately related to academic or other legitimate objectives of the College regardless of where the act occurs.
- b. Hazing, which includes any act which causes humiliation, physical discomfort, bodily injury or ridicule.

- 1) It is the responsibility of all student organizations to encourage an atmosphere of learning, social responsibility, and respect for human dignity and to provide positive influence and constructive development for members and aspiring members. "Hazing" is an unproductive and hazardous custom that is incongruous with this responsibility and has no place in college life, either on or off campus.
- 2) Hazing is an intentional action taken toward any student on or off campus by a student organization or any of its members to produce humiliation, physical discomfort, bodily injury, or ridicule or to create a situation where humiliation, physical discomfort, bodily injury or ridicule occurs. The following are examples of actions that might constitute hazing:
 - a) Paddling
 - b) Requiring or compelling exercise and calisthenics
 - c) Road trips (involuntary excursions)
 - d) Requiring or compelling exposure to uncomfortable elements
 - e) Requiring or compelling activities creating unnecessary work, duties, detention, or any duties that impair academic efforts
 - f) Verbal harassment
 - g) Requiring or compelling the forced consumption of any liquid or solid substance
- 3) Hazing, as defined in this policy, is prohibited.

Moreover:

- a) Organizations that are found to be in violation of this policy are subject to discipline by the College and may lose their status as recognized student organizations of the College, and
 - b) Individual members who are found to be in violation of this policy are in violation of the Code of Student Conduct and may be disciplined in accordance with established College procedures.
- 4) The Director of Student Life is the College official who has primary responsibility for administering this policy.
 - 5) Code of Virginia 18.2-56, which declares hazing illegal, establishes conditions for civil and criminal liability and outlines the duties of the College when a student has been found guilty of hazing. It is hereby incorporated as part of this policy and will serve as a guide for action by the College when hazing results in bodily injury.
- c. Theft of or damage to property of the College or property of a member

of the College community or other personal or public property while on College premises or at College sponsored functions.

- d. Failure to comply with directions of College officials or security officers and other law enforcement officers acting in performance of their duties, and failure to identify oneself to these persons when requested to do so.
- e. Unauthorized possession or use of keys to any College door or facility, or unauthorized entry to or use of those facilities.
- f. Violation of published policies, rules, or regulations, including those relating to entry and use of College facilities; recognition of student organizations; legally, justified procedures concerning the time, place, and manner of public expression; traffic and parking regulations; and any other regulations which may be enacted.
- g. Violation of federal, state, or local law on College premises or at College sponsored or supervised activities in a way that affects the College's pursuit of its educational or other legitimate purposes.
- h. Use, possession, or distribution of narcotic or other controlled substances on College premises or at College sponsored or supervised functions, except as expressly permitted by law.
 - 1) The misuse of marijuana and other drugs is in violation of the law. Drugs are defined as including barbituates, amphetamines, prescription tranquilizers, LSD compounds, mescaline, psilocybin, DMT, narcotics, and opiates, all of which are illegal except when taken under a doctor's prescription.
 - 2) Christopher Newport College cannot and will not protect students from prosecution under federal or state laws. It is recognized, however that students who have taken or are taking marijuana and other drugs may need and wish to seek counseling. Students are reminded that the College counselors and other personnel of the College are available for such assistance. Conferences with these persons are confidential and subject to the standards of privacy established by law.
 - 3) Given the above considerations, the following rules shall be enforced and are applicable regardless of the status of a violation in the civil courts:
 - a) Christopher Newport College does not permit the possession, consumption, provision, and/or sale of marijuana and other drugs on College property.
 - b) Providing or merchandising drugs including marijuana on College property will ordinarily result in expulsion.
 - c) Possession or consumption of drugs or misconduct resulting therefrom on campus is a serious offense, which may be subject to severe penalties up to and including expulsion, depending on the seriousness and extent of the offense.
- i. Use, possession, or distribution of alcoholic beverages on College premises or at College sponsored functions except as expressly permitted

by the Virginia law and College regulations.

- 1) At no time shall alcoholic beverages be served on campus in violation of the provisions of the Virginia Alcoholic Beverage Control Act or in violation of the regulations of the Virginia Alcoholic Beverage Control Board.
 - 2) The use of alcoholic beverages on campus at functions sponsored by or primarily for students must be approved by the Director of Student Life.
 - 3) The Director of Safety & Security is to be notified of all College events at which alcoholic beverages are to be served.
 - 4) The person(s) or organization(s) requesting the privilege of serving alcoholic beverages shall accept in writing the responsibility for the enforcement of all provisions of these rules and regulations.
 - 5) Possession and consumption of alcoholic beverages other than as designated above, drunkenness, disorderly conduct, damage to property, or littering will not be tolerated and will result in disciplinary action.
 - 6) It should be particularly noted that the abuse of alcohol will not constitute an excuse for violations of this policy. In fact, the abuse of alcohol and associated behavior contrary to this policy will serve as grounds for additional and more severe disciplinary action.
- j. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on College premises.
- k. Intentional obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
- l. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in, by the College.
- m. Abuse of the Disciplinary System to include the following:
- 1) Failure to respond to a summons of a disciplinary committee or College official.
 - 2) Falsification, distortion, or misrepresentation of information before a disciplinary committee or College official.
 - 3) Disruption or interference with the orderly conduct of a disciplinary proceeding.
 - 4) Institution of a disciplinary proceeding knowingly without cause.
 - 5) Attempt to discourage an individual's participation in, or use of, the disciplinary system by means of intimidation, coercion, or influence.
 - 6) Attempt to influence the impartiality of a member of a disciplinary committee prior to or during the course of the disciplinary proceeding.

2. Violation of Law and College Discipline

- a. If a student is charged with, or convicted of an off-campus violation of federal, state, or local laws, the matter is of no concern to the College unless the student is incarcerated and unable to comply with academic requirements except,
 - 1) College disciplinary proceedings may be instituted against a student charged with violation of a law on campus which is also a violation of a published College regulation, (i.e., both violations result from the same factual situation) without regard to civil or criminal arrest and prosecution in a court of law. Such proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.
 - 2) College disciplinary proceedings may be instituted against a student for conduct in violation of this Code which occurs off the campus but at an officially recognized, sponsored or sanctioned College function.
- b. The College will cooperate fully with law enforcement and other agencies in the enforcement of civil law and in the rehabilitation of student violators.

F. Article Six: College Discipline

1. Disciplinary Procedures

- a. Any academic or administrative official, faculty member, or student may file charges against any student for misconduct. Charges should be prepared in writing and directed to the Vice President for Student Affairs who is responsible for the administration of the College disciplinary programs.
- b. The Vice President for Student Affairs or designate, may make a preliminary investigation to determine if the charges can be disposed of informally by mutual consent without the initiation of disciplinary proceedings. Such disposal will be final and there shall be no subsequent proceedings or appeals.
- c. All charges shall be presented to the accused student in written form and he shall respond within five school days. A time shall be set for a hearing which shall not be less than five nor more than fifteen school days after the student's response. Maximum time limits for responding or scheduling of hearings may be extended at the discretion of the College. Failure to meet time limits may result in expulsion.
- d. Appropriate committees shall be formed to handle all questions of student discipline. Accused students shall have the option of having the hearing conducted informally (as described in 1.b), or of having the initial hearing and appeal conducted by a committee composed of students and/or College personnel.
 - 1) The College Committee on Student Discipline shall serve as the initial hearing panel if the matter is not resolved informally

by the student and Vice President for Student Affairs. The Committee shall be composed of five members appointed by the Vice President for Student Affairs. Generally, the five members will include three students recommended to the Vice President for Student Affairs by the Student Association and two employees of the College selected from the faculty, administration and/or classified personnel. Generally, a student will be designated by the Vice President for Student Affairs as chairman and all members of the committee including the chairman will have voting privileges. In exceptional cases, at the discretion of the Vice President for Student Affairs or the President, the Vice President for Student Affairs may convene a hearing committee comprised of all student or all College personnel.

- 2) The College Appeals Committee on Student Discipline shall serve as the appellate panel and shall be composed of three members appointed by the Vice President for Student Affairs. Generally, the three members will include two employees of the College and one student. Generally, a College employee will serve as chairman and all three members of the committee will have voting privileges. In exceptional cases, at the discretion of the Vice President for Student Affairs or the President, the Vice President for Student Affairs may convene an appellate committee comprised of all students or all College personnel.
 - 3) Both the initial and appellate committees recommend action to the Vice President for Student Affairs. The Vice President for Student Affairs may accept the committees' recommendation as is, lessen but not increase any recommended sanctions, or remand the case to the appropriate hearing panel for reconsideration or to correct a significant procedural error.
 - 4) Only after consideration by an appellate committee may a student appeal directly to the President and any decision of the President is final.
- e. Hearings before the College Committee on Student Discipline are not to be construed as judicial trials. However, in order to provide for the prompt consideration and disposition of all cases, hearings shall be conducted according to the following procedures:
- 1) In cases involving more than one student, the Committee on Student Discipline may hear the case as one, but the Committee shall make separate findings for each student.
 - 2) The accused student may have an adviser of the student's choice present during the hearing. Generally, the adviser shall be present for consultation purposes only and shall not be permitted to speak on the student's behalf. However, an adviser may be permitted to address the Committee at the discretion of the chairman.
 - 3) Rules of common courtesy and decency shall be observed.
 - 4) The questioning of any person appearing before the hearing panel by any individual participating in a hearing shall not be of a

badgering, accusatory, unduly repetitious, or irrelevant manner. It shall be at the discretion of the chairman to curtail a participant's further opportunity for questioning if such behavior occurs.

- 5) The chairman may dismiss any person from the hearing who interferes with or obstructs the hearing or who fails to abide by the rulings of the chairman.
- 6) The hearing panel shall have the right to call additional witnesses, require the presentation of additional evidence, and require additional investigation.
- 7) In the event of a guilty verdict, the hearing panel may reconvene to hear from the College any dispositions made in similar cases and any informal disposition offered to the accused student.
- 8) A taped or stenographic record of the hearing panel shall be maintained. The notice, exhibits, taped or stenographic record, and findings of the committee shall be filed in the office of the Vice President for Student Affairs. The record of the case shall be accessible at reasonable times to the student for purposes of appeal. This hearing record shall be retained for a period of five years.

f. The student is entitled:

- 1) To be present at the hearing and hear all testimony presented (however, if a student who has been properly notified fails to appear at the scheduled date, time, and place for the hearing, the panel may hear the case and make its findings in the student's absence);
- 2) To have an adviser of the student's choice present during the hearing;
- 3) To examine, prior to the hearing, evidence to be presented to the Committee on Student Discipline by the Vice President for Student Affairs;
- 4) To be provided, prior to the hearing, with the names of witnesses whom the College has asked to appear at the hearing;
- 5) To question witnesses testifying at the hearing in accordance with established procedures;
- 6) To present evidence in accordance with established procedures;
- 7) To make any statement in mitigation or explanation of the student's conduct in accordance with established procedures;
- 8) To be informed in writing of the findings of the Committee on Student Discipline and any sanctions it recommends;
- 9) To remain silent during the hearing;
- 10) To a closed hearing, unless an open hearing is requested by the student and such request is made in writing to the chairman of the committee within 48 hours of the hearing time; and
- 11) To appeal the disposition of the case to the College Appeal Committee on Student Discipline.

g. Appeal Procedure

- 1) A student appealing a decision of the College Committee on Student Discipline to the College Appeals Committee on Student Discipline shall do so by filing a written notice of appeal with the Vice President for Student Affairs within 5 days of written notification of the decision. The written notice of appeal filed by the student shall contain at minimum, a statement of grounds for appeal and a summary statement of the facts supporting such grounds. Failure to appeal within the 5 days constitutes waiver of any right to further appeal.
 - 2) Within five work days of the conclusion of an appellate hearing, the Appeals Board must advise the Vice President for Student Affairs of its recommendations concerning the final disposition of the case. Such recommendations may include the following:
 - a) A recommendation that the decision and sanction of the original hearing panel be upheld and that the sanction become effective on a certain date;
 - b) A recommendation that the decision of the original hearing panel be upheld but the sanction be downgraded to a more appropriate sanction and become effective on a certain date;
 - c) A recommendation that the decision of the original hearing panel be reversed and the charges against the student dropped.
 - 3) Upon receiving the Appeals Board's recommendation or in the event that the recommendation is not made within the 5 day period, the Vice President for Student Affairs must decide to either approve the recommendation or make another disposition of the case. Before making a decision the Vice President for Student Affairs may review the records of the hearing before both the hearing panel and the Appeals Board and may meet with the Appeals Board for an explanation of its recommendation. Upon making a decision, the Vice President for Student Affairs must advise the student in writing of the decision and the reasons for it.
 - 4) In any appeal involving a sanction other than suspension or expulsion the decision of the Vice President for Student Affairs is final.
 - 5) In the event of a sanction of suspension or expulsion the student may appeal the decision of the Vice President for Student Affairs in writing directly to the President of the College within 5 days of written notification of the decision. Failure to file an appeal within the 5 days constitutes acceptance of the decision. Any decision of the President in such a case is final.
- h. Recommendations by both initial and appellate hearing boards are by majority vote.

2. Sanctions

a. The following sanctions may be imposed upon students:

- 1) Oral Warning: An oral statement to a student that (s)he is violating or has violated institutional regulations.
- 2) Written Warning: Notice in writing that continuation or repetition of conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.
- 3) Censure: A written reprimand for violation of specified regulations, including the possibility of more severe disciplinary sanctions in the event of the finding of a violation of any institution regulation within a stated period of time.
- 4) Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement and may be required in addition to other sanction as described in this Section.
- 5) Disciplinary Probation: This action will be given for a stated period of time. A student's further misconduct during this period of probation may lead to the penalty of suspension or expulsion. A student on such probation may remain at the College only upon the condition that (s)he comply with regulations and standards of the institution and with such other measures as may be imposed as a condition of his/her probation.
- 6) Disciplinary Suspension: Separation of the student from the College for a definite period of time, after which (s)he is eligible to return. Conditions for readmission may be specified.
- 7) Disciplinary Expulsion: Separation of the student from the College with the expectation that the separation will be permanent.

b. Disciplinary Sanctions other than suspension or expulsion shall not be made a part of the student's academic record but shall become a part of the student personnel record. Upon graduation the student personnel record may be expunged at the discretion of the Vice President for Student Affairs. Cases involving the imposition of sanctions 1) through 6) shall be expunged from the student personnel record 5 years after final disposition of the case upon request of the student. Cases involving suspension or expulsion shall permanently remain in a student's personnel record and a permanent notation shall be made on the student's academic record.

3. Interim Suspension

In extraordinary circumstances, the President, or his designate may suspend a student pending a plenary hearing before an appropriate disciplinary board.

a. Interim suspension may be imposed only,

- 1) to ensure the safety and well-being of members of the College community or preservation of College property,
 - 2) to ensure the student's own physical or emotional safety and well-being, or
 - 2) if the student poses a definite threat of disrupting or interfering with the normal conduct of operations of the College.
- b. During the period of interim suspension, the student shall be denied access to the campus and excluded from classes and all other College activities or privileges for which (s)he might normally be eligible. Exceptions may be granted only by the President.

Section VII

Personnel Regulations and Information

A. General Personnel Information

1. Introduction

- a. Changes in general personnel policies and practices are authorized by the President after adequate consultation with the appropriate vice president(s) and constituencies of the College, and are communicated to all affected parties at the earliest reasonable time.
- b. The basic policies for administration of college personnel matters are established by the Consolidated Salary Authorization Procedure (published biennially by the Governor), the Rules for Administration of the Virginia Personnel Act, and other directives as promulgated from time to time by competent administrative authority of the Commonwealth.

2. Equal Employment Opportunity Policy/Affirmative Action

- a. The College is an equal opportunity employer and does fully subscribe to State Executive Order Number One, Affirmative Action Plan for Equal Employment Opportunity, Civil Rights Act of 1964, Executive Order 11246, and all other pertinent Federal and State directives. All applicants for employment are considered without regard to race, color, religion, national origin, political affiliation, sex or age (except where sex or age is a bona fide occupational qualification.)
- b. Further, it is the policy of the College that the basic criteria for employment and advancement conform to the qualification standards and to the actual job requirements. When qualifications are substantially equal, preference for promotion will be given to those best qualified applicants already employed by the College, who have demonstrated the requisite potential and have rendered outstanding performance in their present positions.
- c. Employees are invited to apply for vacant positions within the College. Notices of job openings are published by the Personnel Office.

3. Freedom of Information/Privacy Act

- a. It is the policy of the Commonwealth to ensure compliance with the Virginia Freedom of Information Act and the Privacy Protection Act of 1976.
- b. Employee personnel records are not considered subject to third party disclosure requirements of the Freedom of Information Act except where disclosure of such records is mandated by that act. Release of such information will be accomplished through the Personnel Office.

- c. The following types of employee personnel records require third party disclosure:
- 1) Information concerning the employee's position;
 - 2) Job classification (job description, pay grade);
 - 3) Annual salary, official salary or rate of pay (above \$10,000 per year);
 - 4) Reimbursement of expenses.
- d. The following employee records do not require third party disclosure, but are available to employee:
- 1) Performance evaluations;
 - 2) Mental and medical records (except that those which the employee's physician has requested remain confidential are not available to employees);
 - 3) Credit information;
 - 4) Application for employment;
 - 5) Records concerning appeals of grievances;
 - 6) Disciplinary actions;
 - 7) Scholastic records;
 - 8) Records of arrest, conviction or investigations;
 - 9) Material relating to Workmen's Compensation;
 - 10) Retirement records.
- e. In releasing information to a third party, the following procedures shall apply:
- 1) The Personnel Office will ask that requests for information be in writing in order to promote prompt and accurate replies. The Personnel Office will, however, not deny a request because it is not in writing. If a verbal request is so vague, overly broad, or unclear that compliance is impossible and the Personnel Office is unable to identify the specific information with a reasonable expenditure of effort, the request will be denied.
 - 2) The College Personnel Office will not deny a request because of a failure by the person making the request to specify the reason for the request. Such information will be requested, but the citizen will be advised that the information is not required.

- 3) The College Personnel Office will provide information on the position job classification (class specification) and with annual salary of State employees (if over \$10,000) without requiring any authorization from the employee.
 - 4) Requests for information concerning State employees which is not included in the Personnel Office files will be referred to the office maintaining the records.
- f. On request, State employees will be provided an opportunity to examine their entire personnel file maintained by the College. Pursuant to Section 2.1-342 (b) (3 and 6) of the Freedom of Information Act, however, confidential letters of recommendation as well as medical and mental records where the employee's treating physician has provided " . . . a written statement that in his opinion a review of such records by the subject person would be injurious to the subject person's physical or mental health or well-being," will be excluded from the employee's review of his or her personnel file.
 - g. The approval of the employee's supervisor will not be required prior to such review nor will the supervisor be required to be present during the review. Employees will be required, however, to provide adequate notice to their supervisor of their desire to be released from work to review their personnel file.

4. Conflict of Interest (Nepotism)

The Virginia Conflict of Interest Act prohibits the employment by the College of more than one member of the same family when one or such persons is employed in a supervisory and/or administrative position with respect to any other family member and the subordinate earns an annual salary of \$10,000 or more. The Act also limits and restricts contractual or business dealing between an employee and the College as well as other State agencies. Questions regarding interpretations of the Conflict of Interest Act should be directed to the Personnel Office.

5. Prohibition of Sexual Harassment

- a. Christopher Newport College shall not tolerate any verbal or physical conduct, by any administrator, supervisor, faculty, staff, student or visitor, which constitutes sexual harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature shall constitute sexual harassment when (1) such conduct requires submission/acceptance explicitly or implicitly as a term or condition of an individual's employment or educational pursuit, (2) the agreement to submit/accept or the rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially and unreasonably interfering with an individual's performance or creating an intimidating, hostile; or offensive working or learning environment.

- b. Complaints of sexual harassment will be directed to the College EEO/Affirmative Action officer, who will investigate each complaint. Procedures for filing complaints of sexual harassment are contained in the College Affirmative Action Plan.

6. Telephone Usage

College telephones are intended for the business needs of the College. Personal use of college telephones is to be kept to a minimum. Personal long distance calls and use of the SCATS lines are prohibited. When answering and/or conversing on a college phone, employees are expected to use a telephone manner that reflects the dignity of the College.

7. College Equipment and Facilities

Unauthorized personal use for monetary gain of any college equipment or facilities is prohibited.

8. Office of Counseling and Career Services

The Office of Counseling and Career Services, located in the Campus Center, offers free of charge, counseling for all employees of the College. In cases where the office has an overload demand, priority will be to students and then to employees.

9. Gifts, Gratuities or Rewards

State employees are in a position of public trust and cannot accept gifts, gratuities, favors or rewards for any services performed in connection with State employment. In addition, it is unlawful to solicit, offer or accept money or anything of value in exchange for an appointment, promotion or special privilege with the State agency in which employed or with any other State agency.

10. Fringe Benefits

a. Retirement and Group Life Insurance

- 1) As a condition of employment with the Commonwealth of Virginia, salaried employees are required to participate in the State Group Insurance Program and the Virginia Supplemental Retirement System (VSRS).
- 2) The Virginia Supplemental Retirement System was established in 1952 for designated state employees to supplement basic Social Security coverage. This coverage furnishes eligible employees a post-retirement benefit, an allowance for dependents, benefits to survivors, and disability and health benefits.
- 3) All eligible full-time salaried employees, not restricted by a temporary appointment, are required to participate in this plan. Those persons age 60 or over when initially employed are not eligible for VSRS membership.

- 4) Termination of employment prior to age 70, other than by retirement or death allows the individual to receive a cash refund of accumulated contributions, plus interest, consistent with applicable VSRS regulations.
- 5) Members may retire between the ages of 55 and 70. Employees who retire between ages 55 and 60 must have a minimum of 5 years of credited service with the State. The amount of retirement income will depend on the number of years of membership in the system and the amount of earnings. The employee who becomes disable may qualify for disability retirement benefits if he/she has five or more years of credited service.

b. Health Insurance

Full-time employees are eligible to participate in the Group Health Care Plans of the Commonwealth of Virginia. There are various options available and these are explained to new employees. This is operated by Blue Cross/Blue Shield of Virginia.

c. Tax Sheltered Annuities

- 1) It is State policy to permit payroll deductions for Tax Sheltered Annuities (TSA's) under Section 403(b) of the Internal Revenue Code to be deducted from employees' salaries and be paid into a custodial account or for the purchase of an annuity contract under the definition of an employer's contribution to the TSA. It is also State policy to prohibit deductions from the payroll for Individual Retirement Accounts (IRA's).
- 2) In order to implement the State policy on TSA's, it is college policy to permit brokers selling TSA's to come on campus and canvass the faculty and staff.
- 3) The Personnel Office is the point of contact between the TSA vendor and the college community. This is because the Personnel Office is responsible for administering "fringe benefits"; one of the benefits being a payroll deduction for TSA's.
- 4) Vendors will be treated "with equal indifference." That is, their right to conduct business is recognized as long as it does not interfere with the College's mission or the privacy of the individual faculty and staff. Each TSA company will be treated as an equal and no service will be provided one that will not be provided to all.
- 5) There is a responsibility to college personnel to protect their privacy and to protect them from unscrupulous vendors. To this end, the Personnel Office will verify that the vendors are licensed to operate in Virginia.
- 6) Qualified vendors will be given a letter explaining the process of establishing the TSA payroll deduction. They will be specifically advised that 10 employees must request payroll deductions for deposit in TSA plans offered by their company in order to begin the program for their company.

- 7) On request, the Personnel Office will arrange for a room for The qualified vendor to meet with college employees and will distribute publicity flyers advertising the meeting, which will be supplied by the vendor.
- 8) Qualified vendors will be advised not to make any false claims about endorsements by the Personnel Office, the College, or the State. Any such claims will result in termination of permission to operate on campus.
- 9) CNC expects the qualified vendors to provide personal financial counseling to the participants in their TSA. That is, the computation of the deduction and handling questions about the member's account should be directly between the employee and the vendor.

d. Credit Union Deduction

Employees are eligible to participate in the Newport News Educators' Credit Union. Information and application blanks are available in the Personnel Office. Deposits or loan payments may be made by payroll deduction.

e. Accident Insurance

Personnel accident insurance for College employees is available by a plan arranged through Murray and Padgett, Inc., Newport News, and Life Insurance Company of North America (INA). In addition, there are other programs available such as: cancer insurance, income insurance, etc.

f. Cancer Insurance

Unlimited medical coverage for cancer above and beyond Blue Cross/Blue Shield is available. It pays outpatient costs and can be continued at same premium into retirement and is guaranteed renewable and not subject to cancellation except by insured.

g. Income Insurance

Individual income protection plans are available through payroll deduction to suit the individual by length of time coverage is desired for both accident and sickness. Life insurance can also be added if desired.

h. U. S. Savings Bonds

U. S. Savings Bonds may be purchased through application form from the Personnel Office by payroll deduction.

i. Workmen's Compensation and Injury on the Job

If one is injured on the job, he is entitled to benefits under the Virginia Workmen's Compensation Act. The supervisor must immediately be notified and then the Personnel Officer. Failure to notify the proper authorities of the injury might jeopardize the claim. If medical attention is required, do not pay the bills until determination is made. State form No. 4-400M-3/15/73, Employer's First Report of Accident, must be filed within 48 hours after the accident.

j. Unemployment Compensation

All employees of the College, except students, who leave the employ of the College are eligible to apply for unemployment compensation from the Virginia Employment Commission.

k. Tuition Waiver

Consonant with Christopher Newport College's commitment to the continued professional and personal development of members of the faculty and full-time classified employees, a policy to permit employees to pursue on-campus courses of instruction (degree and non-degree credit) offered by the College without the payment of tuition and fees has been approved by the Board of Visitors. Approval of courses taken under this policy is subject to the following stipulations:

- 1) This program provides that all permanent, full-time employees may receive waiver of tuition for three credit hours of instruction during each semester. (Fall, Spring, and Summer.) If the employee terminates his/her employment during the semester in which (s)he is enrolled, (s)he will be responsible for all financial obligations incurred on his/her behalf. If the financial obligations are not met, no final grade will be recorded in the Office of the Registrar.
- 2) Applicants must obtain the prior written approval of their supervisors or department heads before enrolling and should submit four copies of the approved application to the Director of Personnel. Forms are available in the Personnel Office. One copy will be validated and serve as the authorization for the waiver of tuition and will be filed with the Registrar to ensure that unfunded scholarships subject to Section 23-31 of the Code of Virginia are not utilized and that full-time equivalency is not claimed for State funding.
- 3) Applicants must file an application for admission with the Admissions Office and be officially admitted prior to initial enrollment.
- 4) An employee may not be enrolled in any class section if a regularly enrolled student would be displaced. Approved requests will be distributed to applicants on the first day of classes to prevent the displacement of regularly enrolled students.
- 5) With the prior approval of their supervisors, persons applying under this policy may enroll for courses during normal working hours. An applicant may be excused from duties to attend classes for no more than three clock hours per week each semester. If an applicant elects to enroll in a summer school course, time required to attend classes in excess of three clock hours per week would be charged to annual leave, or leave without pay, or the class must be taken after hours.
- 6) Special programs, including private vocal or instrumental instruction and public service non-credit courses, are not authorized under this policy.

1. Bookstore Discounts

The College Bookstore offers a discount on purchases to all full-time salaried employees of the College.

m. Liability Insurance

The Office of Risk Management, Commonwealth of Virginia maintains liability insurance for State employees. Individual employees may wish to consider obtaining supplemental insurance coverage through private carriers.

11. Outside Employment

- a. The primary obligation of full-time employees is to fulfill the duties of their positions with the College. Limited extra employment including consulting may be undertaken so long as it does not conflict with the individual's responsibility to the College, nor affect his/her performance of college duties, and will not reflect adversely on the College or create a conflict of interest. Individuals must inform their supervisor in writing if so employed. Because of the community relations benefits, consulting services by Faculty and staff members are encouraged so long as the foregoing limitations are observed.
- b. Because of their special expertise, Faculty members are more likely to be sought after for outside employment than other employees of the College. To avoid demands on Faculty members which might interfere with the performance of College duties, prior approval for outside employment must be obtained from the Dean of the School, Vice President, or President, as appropriate. Such approval, once given, expires automatically at the end of each annual contract period.

12. Political Activity

State employees within limitations may take part in the political process. Political activity is to be on the employee's own time. As with leave taken for any other purpose, employees who wish to use annual leave to participate in political activities must obtain prior approval from their supervisors for time off. Contingent upon work loads and schedules, time off should be permitted except in cases of a work emergency where schedules cannot be adjusted.

- a. The federal Hatch Act places restrictions on employees whose salary is federally funded in part or in whole. CNC employees are encouraged to read this act carefully and seek competent counsel for the interpretation and applicability of this or any other federal requirements.
- b. State Law and Regulations. Employees are advised to seek competent counsel for interpretation and applicability of various Virginia codes and regulations.

13. Attire

Personal attire should be appropriate with the activity of the department, office or activity in which the individual is engaged.

14. Training

- a. It is the policy of Christopher Newport College to provide training for its personnel which will benefit both the employee and the agency. The training program will be a directed and coordinated effort and will be managed through the Office of the Director of Personnel. Training provided by or through the Department of Personnel and Training, OMDT programs, will be utilized, as well as other available sources of applicable training. The College will bring "in-house" training that is felt to be beneficial to large numbers of employees and will participate in various training programs sponsored by other State agencies and institutions, provided funds are available.
- b. Training opportunities are made available on a non-discriminatory basis. Training opportunities will be posted for employee information, and enrollment will be based on interest and supervisor's request/requirement. Attendance at training events will be documented and included in the employee's personnel record only at the request of the employee.

15. Resignation

If it becomes necessary for an employee to leave the employment of the College, at least two weeks notice is expected. This notice should include the reason for leaving. The employee should also contact the Personnel Office to resolve matters relating to retirement contribution refund, and to leave a forwarding address for the mailing of W-2 forms and other vital information.

16. Mandatory Retirement

Employees may continue employment until age seventy.

17. Exit Interview

Terminating employees at their request will be furnished information relative to their employment concerning payment for accrued leave, withdrawal of contributions for retirement, conversion of their group life insurance, and other benefits to which they may be entitled.

Regulations and Information Affecting the Instructional Faculty

Introduction

Changes in regulations affecting the instructional faculty are recommended by the VPAA to the President after adequate consultation with the faculty and other appropriate constituencies of the College.

1. Authorization of Positions

The Vice President for Academic Affairs, with the approval of the President, authorizes all new and replacement full-time faculty positions and approves the qualifications for each position. The final approval of candidates to fill such position(s) is made by the Board of Visitors.

2. Information on Appointments to the Faculty

a. Non-Discrimination and Equal Opportunity

In appointment, promotion, and retention of faculty members, the College does not unlawfully discriminate on the basis of age, race, color, religion, sex, national origin, handicap, or political affiliation.

b. Types of Instructional Faculty Appointments

The College makes eight types of appointments to the instructional faculty. These are: adjunct; temporary; part-time; sponsored research; restricted; probationary; tenured; and terminal.

- 1) Adjunct Appointments are made for one semester at a time to provide for specific defined projects not requiring a full-time appointment. A person holding an adjunct appointment normally teaches one or two courses, but not more than three courses during a semester. Adjunct appointments have no continuing status but may be renewed if the need exists. Adjunct appointments provide no fringe benefits, and do not carry academic rank.
- 2) Temporary Appointments are those made for periods not exceeding six months to provide for specific, defined projects, for peak workloads, and for short-term replacements of permanent employees on leave of absence with a full-time appointment is required. Temporary appointments have no continuing status and provide no fringe benefits.

- 3) Part-time Appointments are made for periods not exceeding one academic year to augment the strength or expertise of the faculty on specific, defined projects not required a full-time appointment. Part-time appointments have no continuing status, but a new appointment may be made at the discretion of the College. Part-time appointments provide no fringe benefits.
- 4) Sponsored Research Appointments are made for specific research projects. The length of the appointment and benefits, if any, are subject to the terms of the research contract.
- 5) Restricted Appointments are one-academic-year appointments which have no continuing status, but which may be renewed up to two times for a total of three years. These appointments are made to fill non-tenure track positions; to replace a faculty member on leave; to fill a position of doubtful permanency; to allow for an extended period of recruitment for a probationary appointment; or to employ visiting faculty. Restricted appointments provide fringe benefits.
- 6) Probationary Appointments are tenure track appointments which terminate automatically at their expiration date. New probationary appointments may be made by the College at its discretion for a total of not more than six (6) years until tenure is granted or denied. The College is not obligated to show cause when no new appointment is made. Probationary appointments provide fringe benefits.
- 7) Tenure appointments entitle the holders of such appointments to be offered each academic year on appointment for the following academic years at an academic year, salary and academic rank no less than those of the preceding academic year. Tenure appointments provide fringe benefits and are terminated only as provided in Section II.B.3.1. of this Handbook.
- 8) Terminal Appointments are given to provide adequate notice of termination of employment. Terminal appointments are for no more than one year and are not renewable. Terminal appointments provide fringe benefits.

c. Procedures for Recruiting and Initial Appointment of Full-Time Instructional Faculty

1) Establishment of Positions

The procedure for establishing new and replacement full-time faculty positions normally begins with a written request (form AP-15A) submitted by the department chairman to the dean of the appropriate School. The request must detail the instructional needs for the position and the specific qualifications of the new or replacement faculty member. The final approval of the candidate to fill such a position(s) is made by the Board of Visitors.

2) The Search Process

This process applies to the recruitment of new and replacement probationary faculty. Deviations from it must be approved by the VPAA. The process begins with the initiation of Form AP15.

- a) The dean of the school is responsible for the conduct of the search process, and assures that a search committee is formed to recommend candidates for the position. The department chairman recommends the search committee and names the chairman. In the case of a new department or department without a chairman the dean, in consultation with members or related departments, appoints the search committee directly.

b) Affirmative Action

An affirmative action representative serves as a nonvoting member on all search committees to advise the committee concerning affirmative action guidelines. This member is appointed by the Chairman of the Affirmative Action Committee upon notification by the dean.

c) Procedures of the Search Committee

- (1) The committee's first task is to prepare a plan of action, including budget and timetables, for the dean's approval. Advertisements for faculty positions contain the title and duties of the position, the cutoff date for application, the college address, and the fact that Christopher Newport College is an Affirmative Action/Equal Opportunity employer. The advertisement must be coordinated with the Affirmative Action Officer and approved by the dean of the appropriate school (Form AP-15) prior to being submitted to the Personnel Office for placement in appropriate newspapers, magazines or professional journals, or with recruitment agencies. Positions are also announced internally.

A copy of the advertisement is placed on file with the College's Affirmative Action Officer.

- (2) Prior to consideration of any applications, the search committee develops selection criteria based on the specific qualifications stated in the advertisement of the position. The search committee also determines the procedures it will follow in considering candidates. Before candidates are rated, the search committee determines the number of applicants who will be in the final pool and the number of applicants to be invited to campus for interview. After the cutoff date stated in the advertisement has passed and all applications have been read, those not meeting the minimal requirements are rejected. The search committee chairman is responsible for writing to those rejected within two weeks of the date on which the committee determines which candidates are rejected. Each member of the search committee ranks his preference of those considered qualified for the position according to the devised rating system. At a meeting of the search committee, the ratings are compiled, and the candidates for the final pool are selected.
- (3) The search committee collects further information on the candidates, if necessary. If such additional information is required, notice of deadlines for receiving the information is given. When all information has been collected and evaluated, the search committee recommends to the dean of the appropriate school the names of those candidates to be invited to campus for interview. A complete file, consisting of the candidate's statement of interest in the position, vital information, college transcripts, and letters and/or telephone transcripts of personal and professional reference, is presented to the dean for each candidate recommended for interview. Recommendations received orally are summarized in writing by the recipient and made part of the file material.
- (4) The complete file of each candidate who is invited for interview remains in the office of the school dean until the search process is completed, and is made accessible to all scheduled interviewers in advance of the interviews. The chairman of the search committee may arrange for other members of the department and related fields to interview the applicant. The file may be reviewed upon request by the College Affirmative Action Committee and the Affirmative officer. The remaining files are sent to the Personnel Office annotated with the reasons for no further consideration. This information will be held for three years. The chairman of the search committee is responsible for writing to all nonselectees informing them of their nonselection within two weeks of the committee's action.

The Personnel Office will provide advice and assistance as required.

- (5) At the discretion of the search committee, candidates may be invited to make a brief presentation concerning some topic relevant to the candidate's academic specialization. Students and faculty members may be invited to attend. Arrangements are made to have candidates interviewed by the dean, the VPAA, and the President. The VPAA provides each candidate with a copy of the College Handbook and explains its functions as part of a contractual agreement with the College. The Director of Personnel briefs prospective faculty members on employment benefits. After all interviews have been completed, the search committee discusses all candidates and formally votes for its preference. The committee chairman then informs the dean, in writing, of the committee's recommendations for appointment in order of preference. Academic rank and salary appropriate to the candidate's background and experience are also recommended.
- (6) The dean reviews the recommendations of the search committee and acts to complete the selection process. The chairman of the Search Committee completes an affirmative action report, and after the committee's affirmative action representative confirms in writing that all affirmative action guidelines have been followed or else cites perceived irregularities, the dean makes his recommendation to the Vice President for Academic Affairs. Should the Dean not accept the recommendation of the Search Committee reasons for disapproval are provided. The Vice President then ascertains the successful candidate's willingness to accept an appointment. The files of all nonselectees are then sent to the Personnel Office, annotated with reasons for non-selection, where they will be retained for a period of three years. The file on the selectee is sent to the VPAA.

d) The Appointment Process

- (1) The VPAA issues a letter of intent to the successful candidate, which states that the terms of the offer are subject to the approval of the President and the Board of Visitors. The letter of intent includes:
 - (a) the date of the next meeting of the Board of Visitors at which time approval of the contract will be considered.

- (b) reference to the College Handbook which shall have been given to the candidate prior to ascertaining his willingness to accept an appointment, and to the detailed statements contained therein regarding college policies and procedures;
- (c) appropriate details of rank, salary, term, and tenure considerations, including years of prior service to be credited toward the requirements for tenure and, if applicable, years of prior service to be credited for promotion requirements at CNC. In the case of all appointments except tenured appointments it is clearly indicated that no further commitment to employment of the individual by the College beyond the terms of the contract is intended or implied.

d. Assistance to a New Faculty Member

Once a faculty member has been appointed, efforts are made to provide help toward development within the College. This may include the offer of advice and help by the department chairman and senior members of the department as well as support of the school dean and the VPAA in continuing professional development.

3. Regulatory Responsibilities and Privileges of Academic Rank

a. Responsibilities

- 1) Each faculty member is expected to meet the requirements of his rank.
- 2) While the major responsibility of each faculty member is teaching, and while it is expected that those faculty members who serve at the rank of Instructor and Assistant Professor will regard teaching as their overriding primary responsibility, promotion to the ranks of Associate Professor, Professor, and Distinguished Professor, suggests not only sustained excellence in teaching, but also increased involvement in the faculty member's academic discipline, his department and school, the College, and the community. It is the responsibility of each faculty member to demonstrate continued evidence of carrying out the expectations of his rank.

b. Privileges:

1) Released Time

Any faculty member below the rank of Professor who is engaged in research, at his request and upon the recommendation of his department, may be given a one-course teaching load reduction from his normal load to conduct this research.

Any faculty member at the rank of Professor, on his request, may be given a one-course teaching load reduction to engage in research in order to increase his knowledge and enhance

the likelihood of making significant contributions to his academic discipline.

Any faculty member at the rank of Distinguished Professor may be granted a one-course teaching load reduction to engage in research in order to increase his knowledge and enhance the likelihood of making significant contributions to his academic discipline.

Released time for all academic ranks is dependent upon the availability of funding as determined by the dean.

2) Educational Leave

a) A full-time faculty member may apply for educational leave, with full or partial salary, according to State regulations and the availability of funds. Educational leave may be granted for the purpose of academic research, study or publication; an exchange professorship; or any other like activity which will enhance the faculty member's academic expertise and experience and his contribution to the institution. One semester of educational leave may be granted to faculty members holding the rank of Associate Professor after each 4 years of full-time service to the College. Two semesters of leave may be granted to faculty members holding the rank of Professor or Distinguished Professor after each 6 years of full-time service to the College. Application for educational leave is made to the Vice President for Academic Affairs through the appropriate department chairman and school dean at least one calendar year before the beginning of the requested leave period. In the application letter the faculty member should state:

- (1) the date of the leave;
- (2) the purpose(s);
- (3) a detailed description of the activity to be pursued during this period;
- (4) the worth of this activity to the member, the academic department, and the College; and
- (5) the amount of salary requested.

b) Other relevant data should be attached to the application letter. The Vice President for Academic Affairs may request data from the appropriate dean and chairman concerning the impact of granting such a leave. The Vice President for Academic Affairs recommends action on the application to the President. The decision to authorize educational leave is made by the Board of Visitors upon the recommendation of the President. When accepting full or partial salary from the College during an educational leave, the faculty member will fulfill his teaching role at the College at the end of the leave for a period at

least twice the length of the leave or reimburse the College at an appropriate rate should he leave his faculty position before this time has expired. The designated salary and time commitment will be included in the contract for the educational leave period.

- c) Upon the completion of the leave, the faculty member will file a written report with the Vice President for Academic Affairs for inclusion in the faculty member's file with copies to the chairman and dean concerning his accomplishments during the leave.
- d) A full-time faculty member may apply for educational leave without salary under the same guidelines and requirements as listed above. Such application will ordinarily be made by the beginning of the semester previous to the requested leave.

3) Leaves of Absence for Other Than Educational Purpose

Leaves of absence without pay must be granted to a faculty member for other than educational purposes. Such leaves unrelated to teaching responsibilities may not count for purposes of promotion or tenure. Leaves of absence of this type must be approved by the Vice President for Academic Affairs, and all terms and conditions of the leave must be stated in writing in advance of the leave.

4) Part-time Status of Regular Faculty

- a) From time to time, for reasons of health or leave of absence, regular faculty members may wish to change their full-time workload to part-time status. A number of State personnel guidelines apply to such changes, and faculty members contemplating a change of status should discuss their plans with the dean of the appropriate school and the Personnel Officer. Changes in status, including all terms and conditions of reduced status, must be approved by the Vice President for Academic Affairs in advance of the change.
- b) A faculty member whose full-time salary and work status are changed to half-time for educational leave purposes may continue coverage under the Virginia Supplemental Retirement System for a period of two years and may continue coverage under the Group Life Insurance Program for a period of one year. Faculty contributions for both programs are reported on the basis of the faculty members full-time salary, and are submitted through the regular payroll methods. At the expirations of the one-year period, although coverage under the Group Life Insurance Program can no longer be continued, the faculty member may convert his life insurance to an individual policy.

- c) In the case of the retirement program, however, the faculty member may then continue coverage for an additional three years making a total of four years, while on one-half time status due to ill health. Under these circumstances, the four years of service and salary credit may not be used toward determining the amount of any disability allowance payable under the Virginia Supplemental Retirement Act since the faculty member will not be able to submit medical information showing that he was in good health during this period.

5) Information on College Support of Faculty Development

The objectives of the faculty development program are to improve instructional effectiveness and promote the professional development of faculty members.

a) Development Categories

(1) Professional Development

Activities to be supported in this category are those designed to expand the academic expertise of faculty members. This category includes such activities as research, writing, delivering academic papers, additional training, retraining to serve the College in a new area, supplemental travel funds for academic activities, and support of course reductions from the College to allow for research time.

(2) Instructional Development

Activities to be supported in this category are those designed to increase teaching effectiveness and improve course content. This category includes such activities as innovations in pedagogy, application of EDP to course content, and activities directed at improving course content.

(3) Dissertation Grants

Grants may be awarded to help offset the expenses incurred in preparing doctoral dissertations.

b) Grant Priorities

- (1) Awards will be considered first taking into account the amount and recency of previous grants received by applicants.

(2) Within the restrictions of (1) above, grants will be considered on the basis of the following priorities:

- (a) Professional development
- (b) Instructional development
- (c) Dissertation grants

c) Guidelines for Levels of Support

- (1) Normally, dissertation grants will be made up to \$500.00.
- (2) Normally, professional and instructional development grants will be made in an amount of up to \$1,000.00.

d) Procedures

- (1) The FAC is responsible for initial college-wide review of faculty development and dissertation grants. Applications for grant support are made on the appropriate form which is available from the dean's office. The completed application form is submitted to the department for its recommendation. The department's recommendation--positive, negative, or mixed--is an important part of the screening process. The department's recommendation is forwarded directly to the school dean by the department chairman. The school dean assigns priorities from the school-wide perspective to all applications and forwards them to the FAC. The FAC will consider only those applications accompanied by departmental recommendations and assigned priorities by the school dean.
- (2) Normally, the FAC will schedule fall and spring application periods. Applications for summer grants will be considered during the spring application period.
- (3) Applications are reviewed by the FAC and recommendations for approval or rejection will be forwarded to the Vice President for Academic Affairs who has the final discretionary authority over the disposition of applications and the amounts of awards.
- (4) Faculty members who receive dissertation grant awards are required to execute a promissory note at a low interest rate compounded annually for the amount of the expenses paid by the State. The note and interest rate are prepared and set each year by the Vice President for Financial Affairs and are canceled in their entirety if the employee continues in the employment of the College for a period equal to at least twice that of the period covered by the grant. If the employee serves for a lesser period, he must repay on a pro rata basis the proportion of the note and interest which has not been fulfilled by employment. The note is to be executed at the date of the initial payment, with interest to accrue at the date study is terminated; the principal is to be listed at the amount of the approved award.

- (5) Each recipient of a Faculty Development Grant is required to submit a written report on the progress of the project or research at the end of the grant period to the Vice President for Academic Affairs with copies to his or her academic department, the FAC, and the Dean of the appropriate school. Future grant applications will not be considered from faculty members who fail to file a report regarding a previous grant.

e) Retraining of Faculty

(1) Rationale

During a period in which the College must undergo curricular change to meet student needs within the context of limited resources, a plan must be implemented by which personnel, as well as material resources, may be reallocated. This reallocation must be effected in an academically sound and efficient manner and should take cognizance of the unique relationship which exists in higher education between a tenured faculty member and an institution.

(2) Overall Objective of Retraining

To utilize the services of full-time faculty members to the best advantage of the students, institution, and the individual.

(3) Specific Objectives

- (a) To prepare a faculty member to teach a course(s) in another academic department when his/her own department is overstaffed and the latter department is understaffed.
- (b) To prepare a faculty member to make a permanent change to another department, part-time or full-time.
- (c) To prepare a faculty member to assume an administrative faculty position within the College.

(4) Guidelines

- (a) Retraining is implemented only when one academic department is overstaffed with tenured faculty, or when another academic department is understaffed, or both.
- (b) The concept of retraining encompasses activities ranging from a relatively informal process to an academic degree program.
- (c) Academic integrity is of overriding importance.

- (d) The expertise of the retrained faculty member must be appropriate to the new duties to be assumed as determined by the school dean; or, in the case of inter-school retraining, by the Vice-President of Academic Affairs; or in the case of retraining for administrative faculty duties, by the appropriate vice-president or President.
- (e) During the decision-making process relative to retraining, the participation of the following constituencies is to be solicited;
 - (i) the faculty member;
 - (ii) the department whose member is a candidate for retraining, the over-staffed department;
 - (iii) the department, either academic or administrative, which will utilize services of the retrainee, the receiving department;
 - (iv) appropriate dean(s);
 - (v) appropriate vice president(s).
- (f) Retraining begins only after a "retraining statement" has been approved by the appropriate vice president(s) after consultation with all concerned parties. This statement stipulates the following:
 - (i) person to be retrained, present affiliation, reason for retraining;
 - (ii) specific competencies and level of skill attainment to be reached, particularly when an applied skill, as well as knowledge, is involved;
 - (iii) specific retraining tasks to be performed include formal courses, degrees to be earned, informal learning, apprenticeships;
 - (iv) a time schedule;
 - (v) locus(i) for the retraining;

- (vi) compensation mode for the retraining process; i.e., payment of tuition, textbooks, relevant f-es, services, or retrainers;
- (vii) the financial obligation of the retrainee to CNC;
- (viii) released time and/or compensation to the retrainee during the period of the retraining;

(In turn, the statement specifies the obligation of the receiving department, subject to the retrainee's completion of the required retraining.)

- (ix) the general duties for which the retrainee will be responsible in post-retraining assignment;
- (x) the status of the retrainee in the receiving department upon completion of the requirements of the retraining will be specified, i.e., joint appointment, full-time, or less than full-time appointment.

(5) Documentation

To ensure academic integrity or professional qualification, the retrainee is responsible for documenting his/her formal retraining and expertise to the satisfaction of the appropriate vice president.

4. Academic Freedom

Since a vital role of a college or university is to examine intelligently and carefully ideologies and institutions, it is essential that faculty members be able to express their views without fear of unlawful censorship or penalty. This statement is embodied in the Board Policy on Academic Freedom.

5. Faculty Workload Responsibilities

a. General Requirements

The teaching load for full-time instructional faculty is fifteen (15) lecture hours (or its equivalent in or in combination with studio/laboratory instruction) per week each semester, based on a semester credit hour system. Reductions for other academic duties for the welfare of the College may be made under the direction of the President.

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

b. Specific Requirements

In the fulfillment of their duties faculty members must participate in a number of activities:

1) Meeting of Classes

- a) Each faculty member's teaching assignment is determined by the school dean upon the recommendation of the appropriate department chairman or chairmen.
- b) Faculty members are required to meet their assigned classes at the times and places designated by the school dean. Changes in established schedules must be approved by the department chairman and the dean of the appropriate school. If an emergency should prevent a member of the faculty from teaching a class, he/she must notify, at the earliest possible time, the department chairman or the dean of the school as appropriate and must make every effort to arrange for a colleague to meet the class. In the case of a prolonged illness, the department chairman is responsible for preserving the continuity of the class. Temporary adjustments may be made by the instructor with the knowledge and agreement of the class, so long as the department chairman is informed.

2) Residence During the Academic Calendar

Full-time and part-time faculty members are required to be on campus in the late summer in time to participate in Fall registration and orientation. The exact date on which faculty report in late summer is determined by the VPAA. The regular academic year concludes with spring commencement. Faculty members are in residence during the academic calendar of orientation, registration, classes, and examination. They are, therefore, to be available to students and colleagues during this period. The beginning and end of each semester are especially critical times when student advising, registration, grade reporting, and decisions on academic or degree status may necessitate the ready availability of a faculty member. Requests

for absences from required activities are made to the dean of the appropriate school.

3) Office Hours

It is required that each member of the faculty be regularly available to students for consultation during the academic calendar of registration, classes, and examinations. As a convenience to student and colleagues, specific office hours will be posted by each faculty member on the door of the office. A copy of these office hours must be submitted each semester prior to the first day of classes to the department chairman and the dean of the appropriate school.

4) Uniform Student Evaluation Survey (USES)

Faculty members are required to administer the USES instrument to such class sections, and according to such procedures, as might be specified by the Vice President for Academic Affairs.

5) Overload Teaching

- a. Overload teaching is a means of meeting student needs, serving the professional development of faculty, and supplementing faculty salaries. As such it is an important element in the academic scheduling and program development at Christopher Newport College. The possibility of some negative results from excessive hours of teaching must, however, be carefully guarded against. Teaching "burn-out" and inability because of lack of time or energy to meet daily responsibilities such as office hours and committee work are only the most obvious potential problems.
- b. The following policy guidelines will be observed by the Deans of the Schools in approving requests for approval of overload teaching.
 - 1) No instructional faculty member will be assigned more than three or four lecture hour equivalents (LHE) of overload courses per semester at Christopher Newport College.
 - 2) In addition, one course per academic year at another institution may be approved if the kind of teaching opportunity is not available at CNC (e.g., graduate level courses, distinctive subject areas), or meets a need for a subject matter expert at that institution and is viewed by the Dean of the school as being in the College's best interest to

provide the instructor. This kind of possibility must be demonstrated to be a means of professional development. A faculty member who teaches such an overload course at another institution will submit a self-report of this activity and the impact on his/her responsibilities at CNC. The chairman of the department in which the faculty member is a member will also submit a report of the impact of such an overload on the Department and on the individual faculty member.

- 3) In no case shall overload teaching be considered to relieve a faculty member of involvement in areas other than teaching. Professional development in one's discipline, departmental and College responsibilities, and community service remain important in the evaluation process.

- 6) Commencement Ceremonies

The College holds commencement ceremonies in the course of the academic year. Full-time faculty members are required to attend each of these ceremonies unless their absence has been authorized in advance by the dean of the school. Academic regalia is prescribed for the occasion. The Office of the Registrar assists the faculty with the purchase, loan, or rental of academic regalia.

- c. Regulations Pertaining to Professional Activity

- 1) Consultation, Research and Public Service Requiring College Facilities, Services, or Personnel

- a) Faculty members wishing to use college facilities, services, or personnel to provide consultation, conduct research or to sponsor public service conferences must have the approval of the dean of the appropriate school.
- b) Participating faculty members have the right to publish and copyright the results of these studies. Reference to the College, including names of faculty members, for commercial advertising purposes is prohibited unless approved in advance by the dean; reference made in research publications is allowed.

- 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 College: federal

agencies; state and local governmental agencies; nonprofit foundations and agencies; businesses and industries. The Grants Coordinator will assist faculty in these efforts by gathering information about grant sources and will provide guidance in the preparation of proposals.

b) Approval

Proposals in which the College is named as the applicant must be assigned to or sponsored by a school or an academic department and approved by the department chairman (where appropriate), the dean of the school, the Grants Coordinator, the Vice President for Academic Affairs, the Vice President for Financial Affairs, the AA/EEO Coordinator and the President. For research involving human subjects, proposals are also reviewed and approved by the Review Board for the Protection of Human Subjects.

c) Certification

The Proposal Review Cover Sheet, which carries lines for the signatures or initials of the appropriate college officials, is to accompany the submitted proposal and can be obtained from the Grants Coordinator. The President will not approve any proposals without these signatures indicating the proposed project is feasible and can be carried out within the scope of the College's mission and the faculty member's responsibilities.

d) Responsibilities

The project director is responsible for duplicating and delivering proposals to grantor. Once the project is funded, the director is responsible for performing the proposed activity within the guidelines of the award, including the approved budget. The director is to meet with the Grants Coordinator at the outset of the approved projects, periodically during, and prior to closing out the account in order to prevent complications. The Grants Coordinator will assist the project director in the preparation of forms required by the Commonwealth of Virginia and in the preparation of reports of expenditures and request for funds to the funding agency. The Grants Coordinator will serve as the liaison between the project director and the Business Office.

e) Fiscal Management

For grants and contracts made to the College, funds are deposited with and disbursed from the Business Office. Any salary and accompanying fringe benefits to be paid from such awards are included in the grant or contract budget and must be paid as part of the annual compensation through routine college procedures. This becomes a part

of the total annual compensation, which will be defined as the original CNC contract amount less the percentage of salary equivalent to requested release time plus the amount awarded to the individual as salary in the grant.

f) Indirect Cost Recovery, Fund 0303

- (1) Indirect Cost Recovery Funds, Fund 0303, are generated by the College's collection of 70 percent of indirect costs for grants programmed under Program 110-04, Sponsored Research.
- (2) The State mandates 100 percent recovery of indirect costs for grants awarded to the College. Prior to the transfer of funds to Fund 0303, the State collects a 30 percent share of indirect costs, as support to Educational and General Services.
- (3) Revenues to Fund 0303 are allocated to the following expenditure budgets:

(a) Grants Office (25 percent)

Funds are used to support the work of the Grants Coordinator relative to the responsibilities outlined in (IV.G.5.). Requests for expenditures from this category are initiated by the Grants Coordinator and approved by the VPAA, with fund availability certified in accord with college procedures.

(b) Departmental Research (30 percent)

Funds are used to support departmentally sponsored research. Requests for expenditures from this category are initiated by the department chairman to the Grants Coordinator. In recommending approval of the funding request, the Grants Coordinator 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 Grants Coordinator will verify availability of funds in 0303 with the Comptroller and forward his recommendation to the dean of the appropriate school. The dean will approve or disapprove the request. The

dean will forward an approved request to the VPAA for final approval. The budget office will certify fund availability within the allocation percentages above.

(c) Faculty Development (30 percent)

Funds are used to support faculty research and development. The VPAA determines the allocation of monies included in this category. The majority of funds will be used to support research and scholarship in accordance with criteria established by the College. Requests for development funds will be considered in accordance with the provisions of VII.B.3.b.5. The VPAA will consult with the Budget Office to determine available budget allocation for this purpose. Fund availability will be certified prior to grant award.

(d) Unemployment Compensation Reserve (15 percent)

(4) Budget Allocation Procedures:

Unexpended budget balances within the percentage allocations reflected above shall revert to the general balance of Fund 0303 at the end of each fiscal year. The beginning fund balance will be used to determine initial budget allocation at the beginning of each fiscal year, based on the percentages shown above. The Comptroller will report revenue deposits into Fund 0303 to the Budget Officer, who will increase expense budget allocations to the limits established by the College's appropriated expenditure budget for Fund 0303. When the combined total of beginning fund balances and revenues to Fund 0303 exceed the appropriated expenditure plan, additional expenditures may be approved only with the approval of the Commonwealth Secretary of Education and the Department of Planning and Budget. Adjustments to Fund 0303 appropriations are normally requested in the early spring of odd years, and appropriated by the General Assembly in the following year. Adjustments outside this cycle may not normally be made unless the requested increase is over \$5,000 in total, and require the approval of the President in any case.

3) Research Involving Human Subjects

The College safeguards the rights and welfare of subjects at risk in research activities conducted through the College. Where research involving human subjects is to be supported by a grant or contract, the Review Board for the Protection of Human Subjects reviews,

approves, and certifies that research benefits clearly outweigh risks to subjects and that the rights and welfare of subjects are adequately protected.

6. Faculty Leaves for Illness, Disability, or Maternity

a. Leave with Full Pay and Benefits

The College grants leave for illness, disability, or maternity with full pay and benefits to a full-time faculty member when this becomes necessary during the period covered by his or her contract, subject to the following conditions:

- 1) for members in their first contract year at Christopher Newport College, the maximum leave period is three months under contract or until June 30, whichever is less.
- 2) Except for members in their first year, the maximum period of such leave is the remainder of the contract year. A member who is on sick leave at the time of contract renewal may be offered a new contract, if otherwise eligible, or on the member's request may be placed on leave without pay (LWOP) for up to one(1) year thereby retaining medical and group life insurance coverage. Members on leave without pay do not contribute to the Retirement System (VRSR) and do not earn service credit while on leave without pay. It is sometimes possible to purchase service credit when the member returns to work.
- 3) Leave may be used when serious illness or death of a member's immediate family requires his or her absence from assigned duties.
- 4) A member who requests leave notifies or causes his or her dean to be notified as soon as possible of the absence and the estimated date of return to work. The person notified assures that the appropriate arrangements are made so that all assigned classes and other pertinent responsibilities of the member are met as scheduled. If the absence lasts longer than one week, the substitute(s) is(are) remunerated in accordance with current college pay scales.
- 5) If the absence lasts longer than two weeks, the illness or disability and the necessity for continued leave must be certified by the attending physician. This certification sets forth the nature of illness, disability, or injury sustained by the member and the approximate date of expected return to work.
- 6) Maternity leaves of absence may be taken in accordance with the provisions stated in 5) above.

b. Leave Without Pay and Benefits

- 1) A leave of absence for disability or illness without pay may be granted on request for up to one academic year following completion of the paid sick leave period. Additional leave of absence for disability or illness is at the discretion of the President; such decision is based on the needs of the College and prognosis for the member's return.
- 2) Maternity leave of absence without pay may be granted on request for one semester on timely receipt of a written request. Leave for periods of more or less than one semester is at the discretion of the President; such decisions are based on the needs of the College and the particulars of the situation.

7. Administrative Actions for Inappropriate Conduct on the Part of Instructional Faculty Members

a. Purposes

- 1) These sanctions are designed to protect the rights of faculty members and to assure compliance with college rules and policy and public law.
- 2) The sanctions provide chairmen, deans, and the VPAA with a process to follow when it is deemed that a faculty member's conduct is inappropriate or in violation of the policies of the College.
- 3) This process also defines the measures which are appropriate in relation to the offense.

b. Sanctions

1) Introduction

There are four types of sanctions short of dismissal. These do not represent a process wherein one must always begin with an admonition. The seriousness of the offense(s) will determine the sanction which is initiated. Dismissal, furthermore, need not be preceded by any of these lesser sanctions.

2) Examples of Unsatisfactory Behavior

- a) Excessive tardiness to required activities to include assigned classes.
- b) Repeated absence from class, repeated failure to meet classes at assigned times, or repeated early release of classes.
- c) Unauthorized use of college/state equipment of facilities; and
- d) Failing to comply with established policy.

3) Admonition

- a) An admonition is warranted when a faculty member's behavior is of such a nature that is likely to or does reflect unfavorably upon the department of the College or on his or her professional status as a faculty member.
- b) The departmental chairman, dean or VPAA is responsible for orally admonishing the faculty member and keeping a memorandum of the substance and date of the discussion.

4) Written Warning

- a) A written warning is issued when unacceptable behavior continues after admonition or when a faculty member's misbehavior is of a more serious nature to such a degree that a written warning is appropriate.
- b) The chairman, dean, or VPAA are authorized to issue written warnings.
- c) An appeal is permitted to the next higher level.
- d) The written warning will include descriptions of the unacceptable behavior and those actions necessary to correct or eliminate the problem, a reasonable time within which those actions must be taken, and the consequences of failure to take those actions.

5) Suspension

- a) Suspension, with or without loss of pay, occurs when a faculty member's misconduct continues after written warnings or when the conduct is of such a nature that immediate suspension is warranted to protect the interests of the College, the faculty member, students, or other members of the College community.
- b) The dean or VPAA are authorized to impose this sanction.
- c) An appeal is permitted to the next higher level.
- d) The President is the final authority
- e) Suspension with loss of pay is a sanction that may be imposed only with the approval of the President. No loss of pay will be incurred until the faculty member has had an opportunity for a hearing.

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

a. Introduction

- 1) The evaluation procedures for decisions concerning retention, promotion, and tenure are predicated on the propositions that peers ought to have first-hand familiarity with the accomplishments, limitations and potential of each faculty member; thus, members of the department and, to a lesser extent, members of related departments are directly involved in an initial recommendation. The dean reviews the recommendation and acts on it from the perspective of school management. A college committee of members of the faculty provides college-wide faculty perspective in its review of all recommendations and forwards its recommendation, together with that of the dean, to the Vice President for Academic Affairs, who makes the final recommendation to the President. The President makes the final decision and, subject to the approval of the Board of Visitors, authorizes a contract reflecting that decision
- 2) The College considers promotion, tenure, and (in the case of nontenured faculty) retention to be privileges to be sought by the evaluatee. In so seeking, the evaluatee asks that both certain peers and certain academic administrators render informed judgments on the strength of the evaluatee's candidacy. It is therefore a condition of the evaluation process that the recommendations or decisions of peer groups, committees, and administrative officers be accepted by the evaluatee unless the evaluatee can demonstrate that the recommendation or decision has been rendered in a fashion that violates applicable policy, regulations, or law.

b. General Standards and Procedures

1) College-wide Standards and Procedures

- a) The criteria for retention, promotion and tenure are teaching, professional development, and service. At Christopher Newport College the first, teaching, is of paramount importance, and poor teaching cannot be redeemed by superiority in the other two areas.
- b) Decisions involving promotions or awarding of tenure, henceforth designated "critical decisions," receive special attention, due to the long-term commitment involved. All other decisions are considered "non-critical." The procedures include a step-by-step guide to the operation of the evaluation process and a calendar for timely completion of each step.

2) Departmental Standards and Procedures

Consistent with the general standards described below, each department delineates the specific criteria and procedures it will use in evaluating its members. The criteria are submitted to the dean of the school for approval of the initial statement or amendments thereto. The dean submits the resulting criteria to the Vice President for Academic Affairs for final approval. (In the absence of departmental action, the dean writes the departmental criteria.) In rendering this decision, the VPAA acts on the advice of the Faculty Review Committee (FRC).

3) Evaluation Scope and Schedule

- a) By the end of September, the VPAA, after consultation with the FRC, publishes a calendar of deadlines for each step of the evaluation process. The schedule is driven by the deadlines for notification of appointments for probationary faculty members. See, VII.B.9.b.2).

If the faculty member is in his/her second year of service at the College, and, as a result of the initial evaluation in the second year, has been recommended to receive an appointment for a third year, the faculty member will be evaluated again before the end of the second year of service. The purpose of this second evaluation in the same year is to provide, prior to July 1, a basis for recommendation concerning appointment for a fourth year at the College.

- b). Faculty members holding other than tenured appointments are evaluated each year. Tenured members are evaluated each year unless a petition for a waiver of evaluation for that year is approved by a majority of the full-time members of the department (evaluee excluded) and the school dean; such waiver may be granted for no more than two successive years. Tenured faculty members cannot waive evaluation in any year following a presidential decision for renewal with reservation.
- c) Evaluation of faculty members holding other than probationary or tenured appointments is conducted entirely within the department by a committee appointed by the chairman, or, if circumstances prevent this, by a committee appointed by the dean of the school. Such evaluation provides information for the chairman or the dean for future decisions; it does not constitute an intention to renew these term appointments.

4) Step-by-Step-Procedure

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

a) Step 1

The VPAA publishes the evaluation calendar for the year by the end of September, with deadlines for each step.

b) Step 2

The school dean notifies the department chairman, the FRC, and the potential evaluatees of required and optional decisions to be made for each faculty member during the coming year.

c) Step 3

The department chairman notifies each member of the department of the evaluation decision(s) for that year; the members are thus advised to gather the necessary documentation for the evaluation.

d) Step 4

The department chairman submits for approval of the dean and VPAA any changes in departmental standards and procedures, and the VPAA forwards these changes to the FRC.

e) Step 5: Formation of the Peer Group

- (1) The chairman of the department will be a member of the peer group, except his own, and acts as chairman of the peer group or appoints a chairman. (The chairman of the peer group for the department chairman is appointed by the dean.) No member of the FRC who serves on a peer group shall also participate in the FRC review of the recommendation of that peer group. For promotion decisions, peer group members are of the same or higher rank as the evaluatee. The peer groups for tenured members of the faculty or for tenure decisions are composed of tenured members of the faculty.
- (2) The department chairman is responsible for the formation of the peer group for each other member of the department. For evaluation of the chairman, the school dean is responsible for the formation of the peer group.
- (3) For noncritical decisions, the peer group consists of three members selected in the following sequence:

First, one faculty member (other than the chairman of the department), selected by the evaluatee; second the chairman of the department (except for his own peer group, in which case the second member is selected by the other members of the department); and third, one faculty member selected by the dean. If both of the first two members are members of the evaluatee's department, then the member selected by the dean must be chosen from another department in a related field.

- (4) For critical decisions, the peer group consists of at least seven members, three selected as set forth above in (3), then two selected by the department chairman (except for his own peer group, in which case these two are selected by the other members of the department), and then two selected by the VPAA. For tenure decisions, the peer group must consist of tenured faculty members.
- (5) The final membership of each peer group must be certified by the VPAA before any subsequent steps occur.

f) Step 6

- (1) The peer group receives the Annual Activities Report and the dossier from the evaluatee.
- (2) Consistent with college and departmental standards and procedures, the peer group solicits and accepts for consideration written, signed information from the school dean and other sources, including peer group members' first-hand knowledge about the evaluatee. Examples of information to be considered are: classroom visitation reports, discussions with students and colleagues, and information from chairmen of committees on which the evaluatee has served. In the special case of information from a source requesting anonymity, the evaluatee may request verification of the source, without revealing the identity, by a third party mutually acceptable to the evaluatee and the peer group. If agreement cannot be reached, the third party is selected by the FRC. The peer group may recommend to the evaluatee the inclusion of additional information or clarification concerning any submissions.
- (3) In its deliberations the peer group may call upon other members of the academic community to contribute written statements concerning the evaluatee and/or to participate in part or all of the deliberations. However, the decisions are those of the peer group.

- (4) The peer group meets to combine the individual findings of each member. On a form furnished by the VPAA, the peer group reports its recommendation, along with an accompanying statement justifying that decision. Each member signs the report form, indicating agreement or disagreement, and either signs the statement or prepares a separate statement indicating the area or areas of disagreement with the recommendation and/or accompanying statement.

g) Step 7

- (1) The signed recommendations are presented to the evaluatee for signature. This signature confirms that the evaluatee has read them. If in disagreement with the recommendation or with any minority statement, the evaluatee may forward a signed statement concerning the areas of disagreement. The recommendation(s) of the peer group and any accompanying statement by the evaluatee are forwarded to the dean; the dossier is retained by the peer group chairman.
- (2) The peer group chairman forwards to the dean a file containing all recommendations and statements. For critical decisions, the dossier is also forwarded; for other decisions, it is retained in the peer group chairman's office until the completion of the evaluation process, at which time the dossier is returned to the custody of the department chairman.

h) Step 8

The school dean reviews the file to add a school-wide perspective to the evaluation. In case of questions, the dean may consult with the department chairman, the peer group and/or the FRC and has access to the dossier upon request to the chairman. The dean adds a recommendation to the file, with a copy to the evaluatee, and forwards the file to the VPAA. The evaluatee may furnish the VPAA comments on the dean's recommendation to be included in the file.

i) Step 9

The VPAA refers the file to the Faculty Review Committee (FRC) which reviews all files to provide college-wide perspective to the evaluation process and assigns relevant college-wide priorities. The FRC has access to the dossier to request to the chairman. The FRC forwards a recommendation to the

VPAA, with copy to the evaluatee.. The evaluatee may furnish the VPAA comments on the FRC's recommendation to be included in the file.

j) Step 10

The Vice President for Academic Affairs reviews the file of each evaluatee and forms a final recommendation, which is submitted to the President. Should there be a failure to act on the part of any of the bodies in Steps 1 through 8, the dean, upon the request of the faculty member(s) to be evaluated, proceeds to develop the file for presentation to the VPAA.

k) Step 11

The President reviews all evaluation recommendations and makes his recommendations to the Board of Visitors. The President's decision, together with the VPAA's recommendation, are communicated to the evaluatee.

5) Evidence to be Considered

a) Annual Activities Report

Each probationary and tenured faculty member prepares an annual activities report highlighting activities for the preceding year in the three major areas of evaluation--teaching, professional development and service. The report should provide guidance for the peer group and the chairman to areas the member considers of primary importance. It provides the starting point for the evaluation at the departmental level for those members being evaluated that year and provides information from each member for the departmental Annual Report. Guidelines for preparation of the Annual Activities Report is provided by the FRC, subject to the approval of the VPAA.

b) Dossier

Each faculty member being evaluated must prepare, cooperatively with his department chairman, a dossier containing supporting evidence for the Annual Activities Reports for the preceding three academic years (or for the period of time since the evaluatee's initial employment at Christopher Newport College, whichever commences later). Every evaluatee's dossier must contain at least:

- (1) the evaluatee's Annual Activities Reports,
- (2) a current vita for the evaluatee, and

- (3) official summaries and reports from the Uniform Student Evaluation Survey (USES) for classes taught by the evaluatee during the three-year period immediately preceding the semester in which the evaluation in question will culminate, or for the entire period of time since the evaluatee's initial employment at CNC, whichever commences later.

Providing the items in (1) and (2) is the responsibility of the evaluatee; providing the items in (3) is the responsibility of the department chairman. The dossiers of tenured members of the faculty need not contain any other materials unless such are requested by the peer group, the department chairman, the dean, or the VPAA. When not being used in the evaluation process, the dossier is returned to the custody of the department chairman.

c) Student Evaluations

- (1) Student evaluation of instruction serves two distinct functions: providing data for evaluating the instructor and providing assistance for improving the instruction. The former function is served exclusively by the collegewide Uniform Student Evaluation Survey (USES), which is administered in each class section unless exemption is received in writing from the VPAA. The procedures for administration of the USES are specified by the VPAA. The latter function may also be served by an evaluation instrument prepared by the instructor and/or the department for that purpose. The results of student evaluations other than the USES may not be used as part of the College evaluation process.
- (2) Student responses to the USES are considered in summary form, with a typewritten transcript of student comments; this information is also available to the faculty member. Student evaluations in every course are carried out by each department during the last two weeks of each semester.

d) Departmental Enrollment Patterns and Projections

For decisions involving retention of a faculty member or the award of tenure to a faculty member, the recommendation or decision which is made at each level (peer group, dean, FRC, VPAA, President) of consideration must take cognizance of the continuing need that the College will have for the evaluatee's services. Recommendations for retention or tenure must be compatible with the long-term instructional needs of the College.

6) Evaluation Areas

The evaluatee supports the statements in the Annual Activities Report through inclusion of relevant materials in the dossier. These relate to the three major areas of evaluation which the peer group considers in reaching its decision.

a) Teaching effectiveness

This criterion is the major concern in the evaluation process. Evidence to be included concerns course planning, preparation and election of course materials, evaluation of students and interpersonal effectiveness as a teacher. Documentation may include examples of course syllabi, tests, handouts, self-description of teaching methods, statement of colleagues following class visitation, and other statements. Summaries of student evaluations for evaluation purposes are included in this section of the dossier.

b) Professional Development

Professional development includes participation in professional societies, including presentations; formal and informal interaction with college peers in professional matters; participation in short courses and additional course work in professionally related areas; completion of additional degrees; research in progress and publications; attainment of honors and awards.

Documentation includes research proposals and publications or progress reports; statements by colleagues, and certificates. An updated vita is included in this section of the dossier.

c) Service

Service includes service in the department, including advising, meeting classes regularly, keeping posted office hours, carrying-out departmental assignments, meeting deadlines, and interpersonal effectiveness with colleagues; to the College, including attendance at faculty meetings, performance on committees, cooperation with college policies and meeting deadlines; and to the community in providing professional expertise in any way that makes the community aware of the presence and concern of the College. Documentation of the above may be in the form of statements by department chairmen, administrative personnel, community people or a self-report.

d) Other Considerations

In addition to evaluating a faculty member's performance, the peer group considers those departmental trends which are likely to change the expectation of a continuing need for the member's services. These trends are enrollment patterns, especially within the faculty member's areas of specialization, and projections of need for services.

c. Promotions

Academic Rank

- 1) The faculty is arranged in a hierarchical system of academic ranks, representing successively higher experience, accomplishments, expectations and recognition. For faculty members holding other than adjunct appointments, these ranks are: Instructor, Assistant Professor, Associate Professor, Professor, and Distinguished Professor. Within each rank is listed first the minimum qualifications that anyone in that rank must possess and second (where appropriate) the evaluation standards that must be satisfied before promotion to that rank will be considered.
- 2) The expression "terminal degree" is defined to mean an earned doctorate other than a first professional degree. Examples of terminal degrees are Ph.D., Ed.D., D.B.A., D.A., Sc.D., D.S.W.; examples of degrees that are not terminal are J.D., M.D., D.D.S., D.M.D., V.M.D. Non-terminal degrees may be considered terminal; but such exceptions must be individually authorized by the VPAA.

3) Promotion Standards

Academic rank is bestowed by the Board of Visitors, consistent with the following requirements:

a) Instructor

An instructor normally holds at least the master's degree in the academic discipline in which service is rendered, preferably having completed work toward the accepted terminal degree in this discipline. Evidence or promise of competence in teaching, research and service is expected of faculty at the rank of instructor

b) Assistant Professor

(1) Minimum Qualifications

An assistant professor normally holds the terminal degree in the appropriate field of expertise.

(2) Evaluative Standards

A candidacy for promotion to assistant professor will be judged according to:

- (a) evidence of exemplary performance in teaching
- (b) evidence of professional development;
- (c) evidence of academic service;
- (d) evidence of a history of predominantly positive evaluations.
- (e) educational level;
- (f) length of relevant professional experience, both academic and non-academic; and
- (g) length of service to CNC

c) Associate Professor

(1) Minimum qualifications

An associate professor must have:

- (a) the terminal degree in the appropriate field of expertise, or functional equivalent authorized by the VPAA.
- (b) at least four years of college teaching and/or relevant research experience at the rank of assistant professor;
- (c) at least two years of service at CNC; and
- (d) a total of five years college teaching and/or relevant experience.

(2) Evaluation Standards

A candidacy for promotion to associate professor will be judged according to:

- (a) evidence of successful compliance with the expectations of the rank of assistant professor;
- (b) evidence of exemplary performance in teaching
- (c) evidence of continuing professional development;
- (d) evidence of outstanding academic service;
- (e) history and promise of being a strongly contributing member of the department, school, college and academic discipline;
- (f) evidence of a history of predominantly positive evaluations;
- (g) extent to which minimum qualifications are exceeded.

d) Professor

(1) Minimum qualifications

A professor must have:

- (a) the terminal degree in the appropriate field of expertise;
- (b) at least seven years of teaching and/or relevant research experience at the rank of associate professor;
- (c) a total of twelve years of teaching and/or relevant research experience;
- (d) at least four years of service to Christopher Newport College.

(2) Evaluation Standards

A candidacy for promotion to professor will be judged according to:

- (a) sustained evidence of successful compliance with the expectations of the rank of associate professor;
- (b) sustained evidence of truly outstanding teaching effectiveness;
- (c) sustained evidence of widely-respected professional development;
- (d) sustained evidence of leadership and high achievement in academic service;
- (e) sustained evidence of great stature as a member of the department, school, college, and academic discipline;
- (f) evidence of a history of strongly positive previous evaluations; and
- (g) extent to which minimum qualifications are exceeded.

e) Distinguished Professor

This extraordinary rank is established to recognize those exceptional teacher-scholars who have met the criteria for professor and have, in addition, established a national or international reputation in the professional discipline through extensive and creative scholarly contributions.

d. Tenure

1) Introduction

- a) Christopher Newport College accepts the principle of tenure as stated in the Policies of the Board of Visitors. No reference to other documents is intended or implied. An appointment with tenure may be terminated by the College as provided by Board policy and College regulations.
- b) An appointment with tenure is granted to a faculty member only after the grantee has demonstrated excellence of professional performance during a probationary period and only upon clear and compelling demonstration of a continuing need by the College for the faculty member's services.

2) Standards for Awarding Tenure

a) Minimum Qualifications

(1) Type of Service

Tenure is granted only to full-time faculty who hold rank in an academic department. Part-time positions, and T&R administrative positions do not, in themselves, qualify the holder for tenure. However, a faculty member who earns tenure in an academic department does not relinquish tenure because of the acceptance of an administrative position on a part- or full-time basis.

(2) Years of Service

- (a) The normal probationary period at CNC is six years, and can be extended for an additional year for exceptional circumstances only by the Board of Visitors.

Faculty members with prior service may, on joining the faculty at CNC, be given credit for all or part of that prior service, even if the total number of years of employment without tenure is thereby extended beyond seven years (including one year under a terminal contract if tenure is not awarded). Service at one or more other academic institutions will ordinarily be counted as satisfying no more than two years of the CNC probationary period.

(b) Leaves of absence are not counted as part of the probationary period except in those instances where leave is granted for full-time teaching or research (not in pursuit of a degree) at another institution of higher learning, in which case, with the approval of the VPAA, no more than one year may be counted.

(3) Candidates for tenure are normally required to hold the terminal degree in their field [VII.B.8.c.2)]. Exceptions must be justified on the basis of the standards in [VII.B.8.d.2)b)].

b) Evaluation Standards

A decision on tenure is based on two judgments: the long-range needs of the department and the College, and the overall performance of the candidate. These judgments are independent and tenure is awarded only if both judgments are positive. Since a tenure decision carries long-range implications for all concerned, this decision is made with great care. The peer group, dean, FRC, and VPAA consider all previous recommendations and supporting evidence, as well as information for the current year. Particular attention is given to the long-term needs of the department, school, and College, and to the need for the candidate in fulfilling the mission of the College.

e. Salary of Instructional Faculty

The amount of contractual salary to be offered each instructional faculty appointee for each academic year is determined annually by the VPAA on the recommendation of the appropriate school dean. Such amount is to be consistent with relevant considerations of rank, seniority, educational achievements, market forces and quality of service. (Regarding quality of service, the dean is guided in his recommendations by the results of applicable recent evaluations.) All final determinations of contractual salary are subject to negotiation between the individual employee and the VPAA (representing the College).

9. Termination of Appointments

a. Tenured Faculty Appointments

The employment of a faculty member with a tenured appointment may be terminated at any time as a consequence of:

- 1) Retirement
- 2) Resignation
- 3) Failure of the faculty member to execute and return a new employment contract within the time period specified by the College, such failure to be deemed a voluntary resignation
- 4) Physical or mental incapacity
- 5) Financial exigency as declared by the Board of Visitors
- 6) Noncontinuance of positions compensated by wages
- 7) Elimination or reduction of a program, department, or school
- 8) Declaration of an emergency, as made by specified Board resolution
- 9) Dismissal for one or more of the following causes:
 - a) Incompetence in one or more areas of assigned job responsibilities
 - b) Continuing neglect of duty in one or more areas of assigned job responsibilities
 - c) Academic misconduct in one or more areas of teaching, research, public service, or administration
 - d) Physical or mental incapacity in one or more areas of assigned job responsibilities
 - e) Fraud or falsification of official documents, credentials, or experience
 - f) Repeated violation of Board policies
 - g) Violation of the terms of the employment contract
 - h) Repeated violation of the rights and freedom of students, Board members, or employees of the College
 - i) Conviction of a felony after initial employment

b. Non-Tenured Faculty Appointments

1) General

There are seven (7) types of instructional faculty appointments other than tenured appointments. These seven (7) are:

- a. Part-time Appointments
- b. Temporary Appointments
- c. Restricted Appointments
- d. Probationary Appointments
- e. Terminal Appointments

- F. Adjunct Appointments
- g. Sponsored Research Appointments

Each of these instructional faculty appointments is for the term specified in the employment contract and terminates automatically at its expiration date, subject to the right of tenured faculty members only to be offered new employment contracts for the succeeding academic year and the right of faculty members holding probationary appointments to receive reasonable notice in the event they are not to be offered new employment contracts. The College is not obligated to show cause when a nontenured faculty member is not offered a new employment contract.

2) Probationary Appointments - Reasonable Notice

Although a new appointment may be made for probationary faculty members in writing at the College's discretion, the College is not obliged to show cause or state reasons when no new appointment is made. Probationary faculty members who are not to be offered a new employment contract are notified according to the following schedule:

- a) Not later than March 1 of the first academic year of service
- b) Not later than December 15 of the second academic year of service
- c) After two or more years, not later than the July 1 immediately preceding the academic year which is to be the final year of service.

3) Termination within a term of employment

Employment of a faculty member with a nontenured faculty appointment may be terminated at any time as a consequence of the circumstances under which a tenured faculty member may be terminated at any time. (VII.B.9.a.)

c. Procedures for Termination Due to Financial Exigency and Elimination or Reduction of a Program, Department, or School (VII.B.9.a.5) & 7))

For faculty members with tenured faculty appointments and for faculty members with other than faculty tenured appointments within the term of their contract, terminations may be made as a result of financial exigency or elimination or reduction of a program, department, or school. For such terminations the following procedures are to be followed whenever reasonably possible and with reasonable timetables established for steps (1) through (7) as determined by the VPAA. In the event a step is not completed on schedule, that step is omitted and the next step is begun.

- 1) The Faculty Hearing Committee (FHC) is notified by the President or his designee that one or more terminations are being considered in accordance with the provisions of this subsection.
- 2) Within two calendar weeks of the date of the Presidential notification, the VPAA presents to and discusses with the FHC all information pertinent to the possible termination(s).
- 3) The FHC considers the information, formulates written recommendations concerning the proposed termination(s), and forwards its recommendations to the VPAA within four calendar weeks of the Presidential notification. In formulating its recommendations, the FHC may request additional relevant information and call upon other members of the College for advice.
- 4) If, after reviewing the FHC's recommendation, the VPAA decides to continue the termination process, the VPAA notifies, in writing, within seven calendar weeks of the Presidential notification, those individuals immediately affected, specifying the reason(s) for the termination. A copy of the FHC's written recommendations accompanies this notification. Should the VPAA decide not to continue the termination process, those individuals who would have been affected are notified and the process terminates at this point.
- 5) Following receipt of the VPAA's recommendation, the President decides whether the termination(s) being considered is (are) will be carried out. If the President's decision is to not recommend termination to the Board of Visitors, the termination procedure ends. If the decision is to proceed with the termination(s), the President prepares a resolution of termination for presentation to the Board of Visitors. Termination results from passage by the Board of the resolution and becomes operative on the date specified in the resolution. Notification to the faculty member(s) is by certified mail to the last known address by the President or his designee.
- 6) The Board of Visitors, at its discretion, may hold a hearing upon the written request of the affected faculty Member(s). A request for a hearing must be filed within ten (10) calendar days of the certified mailing date of the President's notification of intent to present a resolution of termination to the Board. Absent such written request, all hearing rights are waived.
- 7) Recourse through the College's grievance procedures is neither applicable to nor available for decisions concerning termination under this section.

8) Order of Consideration of Positions

- (a) The order in which positions are normally considered for termination is:

- (i) Part-time appointments
- (ii) Temporary appointments
- (iii) Restricted appointments
- (iv) Terminal appointments
- (v) Probationary appointments
- (vi) Tenured appointments

However, in all cases, the order of termination must be consistent with the academic needs of the department(s) in which reduction is made as determined by the Vice President for Academic Affairs, with the approval of the President.

- (b) If a decision involves more faculty members holding like appointments than are to be considered for termination, discrimination among such members is based upon the results of the evaluations of these members for the past six years and other relevant documented evidence.

d. Procedures for Termination Due to Physical or Mental Incapacity

Termination for physical or mental incapacity under section VII.B.9.a.4) or section VII.B.9.a.9)4) is based upon evidence that the faculty member will be unable to meet his or her responsibilities for a period exceeding that covered by existing College regulations on leaves of absence for illness or other disability. Appropriate evidence of physical or mental incapacity is required. In considering termination of a faculty member under this subsection, the College will comply with applicable law(s) protecting the employment interests of handicapped individuals. If medical evidence establishes that the incapacity is likely to be temporary in nature, the College, as an alternative to termination, may, at its discretion, extend the leave period, with or without pay, for a reasonable period of time beyond its normal expiration. If the College initiates termination proceedings for physical or mental incapacity, the faculty member has access to the procedures for dismissal due to termination for cause set forth herein. (VII.B.9.e.).

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e. Procedures for Termination Due to Dismissal for Cause (VII.B.9.a.9))

(1) Preliminary Proceedings

When reason arises to question the fitness of a tenured faculty member or one whose non-tenure appointment has not expired, preliminary efforts are made to resolve the situation without the necessity of formal dismissal proceedings. The appropriate administrative officers (VPAA, deans, department chairmen) should ordinarily discuss the matter with the faculty member in personal conference in an attempt to reach mutual agreement on a resolution of the matter. If, within a reasonable time, a resolution is not reached through preliminary discussions, the VPAA advises the faculty member of the right to request that the Faculty Advisory Committee be consulted by the VPAA for its recommendations concerning the initiation of formal dismissal proceedings. Such request, if made, must be in writing and contain the faculty member's permission for the FAC to receive from the VPAA, the faculty member, and/or other members of the College community all information pertinent to the possible dismissal. The VPAA, in advising the faculty member of the right to request that the FAC be consulted, will establish a reasonable time period in which such request must be made.

Within three (3) working days of receiving a timely request and grant of permission to disseminate information to the FAC, the VPAA notifies the FAC that he will meet with that committee for the purpose of presenting and discussing all pertinent information relating to the possible dismissal. In formulating its recommendation(s) to the VPAA, the FAC may call upon the VPAA, the affected faculty member, or other members of the College community for advice or further information. The FAC forwards its written recommendation(s) concerning the possible dismissal within twenty (20) calendar days of being notified by the VPAA. If no recommendation is received by the VPAA in this time period, the VPAA will forward his recommendation on whether or not to proceed with formal dismissal procedures to the President.

(NOTE: In this and all other steps in the dismissal procedure, if the day on which an act is to be done falls on a Saturday, Sunday, or holiday observed by the College, the next regular business day becomes the operative date.)

(2) Formal Dismissal Procedures and Information

(a) Commencement of Proceedings

The President of the College, after considering the recommendation of the VPAA (to whose recommendation the recommendations of the FAC, if any, are appended for the President's information), decides whether formal dismissal proceedings should be initiated. If formal dismissal proceedings are to be commenced, the President or his designee shall prepare and communicate to the

faculty member a statement of the charges, with reasonable particulars. This communication shall also advise the faculty member that, if he/she so requests, a hearing will be conducted by a faculty committee. If within seven (7) calendar days of receipt of notification the faculty member does not so request, in writing to the President or his designee, the right to a hearing is waived. If the faculty member wishes to have a hearing, his/her written response to the President's notification should include an answer to the charges upon which the hearing will proceed.

(b) Faculty Dismissal Hearing Panel (DHP)

The Faculty Dismissal Hearing Panel (DHP) hears dismissal cases and advises the President on dismissals. The DHP consists of five (5) members of the Faculty Hearing Committee not previously concerned with the case who are selected by lot by the FHC chairman. The VPAA and the faculty member are each allowed one peremptory challenge to the resulting membership on the DHP, and each is allowed one additional challenge for cause. Rulings on challenges for cause are made by the unchallenged members of the DHP, a majority being required to sustain a challenge for cause. Replacement of any member of the DHP excluded from service is by lot from among the remaining members of the FHC. If this process does not yield five (5) members eligible to serve on the DHP, the remaining places on the panel shall be filled by faculty members not previously concerned with the case selected in alphabetical order from the roster of full-time instructional faculty. Once empaneled, the DHP elects one of its members as chairman.

(c) Notice of Hearing

If the faculty member has made a timely request for a hearing, the DHP, within three (3) working days of being empaneled, establishes a time, date, and place for the hearing and so notifies the faculty member, the President and the VPAA at least ten (10) calendar days before the hearing date.

(d) Pre-Hearing Conferences

At his discretion, the DHP chairman may initiate pre-hearing conferences with the DHP, the VPAA, and the faculty member for the purpose(s) of:

- (i) establishing relevant facts which are not in dispute;
- (ii) exchanging and providing to the DHP copies of documentary or other evidence;
- (iii) clarifying the grounds upon which dismissal is being sought and the responsive answer of the faculty member;

- (iv) achieve such other objectives as will make the hearing fair, effective, and expeditious.

(e) Hearing

- (i) The formal hearing shall commence within twenty (20) calendar days from the date the DHP is empaneled. However, this period may be extended for a reasonable additional time at the discretion of the President if, in his judgment, commencing the hearing within this period would create undue hardship for a party to the proceeding or a member of the DHP or unreasonably interfere with the ordinary operation of the College.
- (ii) The faculty member has the right to be present at the hearing to present arguments and evidence against the charges and/or may submit written documentation in his defense. During the hearing procedures, the faculty member and the VPAA will be permitted to have an academic adviser and/or counsel present.
- (iii) At the request of either party, one representative of each of one or more educational/professional associations may attend the proceedings as observers.
- (iv) A record of the hearing will be made and a copy made available to the faculty member at no charge.
- (v) The recommendation of the DHP will be based upon evidence in the record of the proceedings.
- (vi) The faculty member and the VPAA (including their counsels and advisers) have the right to confront and cross-examine all witnesses present. If a witness cannot or will not appear, the DHP may consider a written, notarized statement for whatever probative value it might have in the absence of an opportunity for cross-examination.
- (vii) The College administration will cooperate to the extent reasonable under the circumstances with the faculty member in securing witnesses and making available documentary and other evidence. Although all witnesses and evidence should be available at the time set for the hearing, in extraordinary circumstances, the chairman of the DHP may grant brief and reasonable adjournments, not to exceed two (2) working days, to prevent substantial prejudice to either party.
- (viii) In a hearing on charges of incompetence, the testimony may include that of qualified faculty members from this or other institutions of higher learning.

- (ix) The DHP is not bound by strict legal rules of evidence, discovery, or procedure and may consider any evidence which is of probative value in formulating its recommendation concerning dismissal. Deviation from these procedures is not grounds for reconsideration or reversal of the DHP's recommendation so long as the faculty member has received a fundamentally fair hearing and neither the faculty member nor the College has been unduly prejudiced as a result of technical error in the proceedings.
- (x) The chairman of the DHP rules on all questions of procedure and is responsible for conducting the hearing as expeditiously as possible without undue prejudice to the parties.
- (xi) When the DHP has heard the testimony and received the evidence on the dismissal charges, the hearing terminates. Deliberations of the DHP after the close of the hearing are in private conference.

(f) Recommendation of the DHP

- (i) The DHP submits its recommendation of dismissal or no dismissal to the President within thirty (30) days of being empaneled, unless the President, in his discretion, extends the time period for good cause. For the recommendation of the DHP to be considered by the President, it must be submitted within the authorized time. The DHP is dissolved at the end of the authorized time or at the time of submission of its recommendation, whichever comes first. The hearing record and all evidence are forwarded to the President.
- (ii) The recommendation of the DHP must be supported by a majority of its members. Any member of the DHP who disagrees with the majority recommendation may prepare a minority report which will be attached to the DHP recommendation submitted to the President.
- (iii) The President sends a copy of the DHP's recommendation and minority report, if any, to the faculty member and to the VPAA. Any claim that the DHP recommendation or any previous aspect of the dismissal proceedings has been affected by prejudicial impropriety or unlawful discrimination must be presented in writing with specificity for the President's consideration within five (5) calendar days of receipt from the President of a copy of the DHP recommendation.

(g) Decision by the President

If the President decides that dismissal is appropriate, he prepares a resolution of dismissal for presentation to the Board of Visitors at its next regularly scheduled meeting or at a specially called meeting.

(h) Action by the Board of Visitors

Dismissal is effective upon passage by the Board of Visitors of the resolution of dismissal. The Secretary of the Board notifies the faculty member or his representative of the Board's decision by certified mail to the last known address. This notification will advise the dismissed faculty member of his right to appeal the dismissal by requesting, in writing within thirty (30) days of the date the Secretary's notice was mailed, a hearing. If no timely request for a Board hearing is made, the hearing right is waived.

In the event a timely request for a Board hearing is made, the Rector will establish the time, date, and place of the hearing and notify the appropriate parties accordingly. The Board may proceed in whatever manner it deems appropriate to provide the dismissed faculty member a reasonable review of the dismissal decision.

(i) Status of the Faculty Member During Dismissal Proceedings

During dismissal proceedings a faculty member may be suspended or assigned other duties in lieu of suspension at the discretion of the President. Such suspension or reassignment may occur at any time after reason has arisen to question the fitness of the faculty member. If, in the opinion of the President, the presence of a suspended faculty member on campus would present a threat to property or persons or disrupt any of the College's operations, the President may bar the faculty member from all or part of the College buildings and grounds. Any person so barred may request permission to return to campus to retrieve personal property while accompanied by a College official designated by the President. Salary continues during the period of suspension; except, no salary will be paid for periods of time during which a suspended faculty member is employed elsewhere or is self-employed in a substantially full-time capacity.

(j) Confidentiality

Dismissal proceedings are considered confidential, and publicity or public statements are avoided unless authorized by the Dismissal Hearing Panel in order to gather information before or during its hearing.

(k) Discontinuance of Compensation

The compensation of any faculty member, tenured or non-tenured, who is dismissed under this section (VII.B.9.e.) will be discontinued as of the date of notification of the Board resolution of dismissal. If the faculty member timely requests a Board hearing, and as a result of such hearing the dismissal decision is reversed, the faculty member will be compensated for the time period between notification of the resolution of dismissal and any subsequent reversal of the dismissal decision.

(l) Suspension of Notice of Termination/Employment Schedules

The schedules for notice of termination or intent to offer new employment contracts are not applicable to the affected faculty member during dismissal proceedings. If, during the course of dismissal proceedings, an operative notification date passes without the College's offering an employment contract or giving notice that no employment contract will be offered for the following academic year, the affected faculty member does not thereby automatically become entitled to be offered further employment or compensation. If the proceedings result in a decision not to dismiss, the faculty member will be entitled to whatever employment considerations he would have received in the absence of the dismissal proceedings.

(m) Caveat to Non-Tenured Faculty Members

The procedural due process described in this section applies only to tenured faculty members and to non-tenured faculty members whose dismissal is sought for stated cause during the term of a non-tenured appointment. The existence of these procedures should not be construed by non-tenured faculty members as limitation on the College's right to decline, without stating reasons, to offer new employment beyond the expiration of the non-tenured appointment.

- (n) The grievance procedures provided below are neither applicable to the dismissal process nor available to faculty who have been dismissed.

10. Faculty Grievance Procedures

- a. A faculty member who has suffered material or professional loss other than salary, wages, or other compensation and who considers that the decision, action, or recommendation resulting in such loss has been made or taken in a fashion that violates applicable policy, regulation, or law may seek recourse through these grievance procedures. These procedures are available only when the alleged loss is of a clearly definable nature susceptible of remedy within the College. These procedures are not available to alter the substance of a decision, action, or recommendation with which the faculty member disagrees absent substantial evidence that applicable policy, regulation, or law has been violated to the

prejudice of the faculty member. These procedures are not applicable to the dismissal process or to questions concerning salaries, wages, or other compensation.

b. Informal Grievance Procedures

- 1) The party who believes himself aggrieved presents a written request for reconsideration to the College official making the recommendation or decision or taking the action in question. This request must be made within ten (10) calendar days of notification of the recommendation, action, or decision.
- 2) If the grievance is not resolved in Step 1, the grievant may register, within five (5) calendar days of notification of refusal to reconsider or redress, at the next higher administrative level, a request for reversal or modification of the previous decision or action and include a written statement of reasons supporting such request.

c. Formal Grievance Proceedings

- 1) If the grievance has not been resolved after carrying it to the highest administrative level in the informal procedures, the faculty member, within five (5) working days of notification of failure of the grievance, may file a petition for redress with the Faculty Grievance Committee. If the petition is not filed with the Faculty Grievance Committee (FGC) within the five-day time period, the grievance is terminated without recourse. The petition is directed to the Chairman of the FGC and must state with precision the nature of the alleged loss; the policy, regulation, or law alleged to have been violated; and the specific redress sought.
- 2) When a proper grievance has been timely filed, the Chairman of the FGC, within three (3) working days of receipt of the petition, acknowledges receipt of the petition.
- 3) The Chairman of the FGC may then call upon other members of the FGC or the College community to ascertain whether the petition contains grievable matters and whether attempt has been made to first seek resolution through the informal procedures. If these prerequisites to the formal grievance procedure have not been satisfied, the FGC must decline to process the grievance further.
- 4) If, however, the grievance is properly before the FGC and remains unresolved, the Chairman selects, by lot from among the membership of the FGC, a Faculty Grievance Panel (FGP) consisting of three members. The party defending against the grievance and the grievant are, in turn, allowed one (1) peremptory challenge to the membership of the panel and each party is allowed one (1) additional challenge for cause. Challenges for cause are decided by the unchallenged members of the FGC, and replacement of any member excluded from the panel is by lot from among the remaining members of the FGC. The FGP elects one of its empaneled members as chairman.

- 5) The chairman of the FGP notifies the concerned parties of the time, date, and place for the purpose of meeting to discuss the matters alleged in the grievance. The panel seeks initially, through informal discussions, to assist the parties in reaching a resolution. If, however, resolution cannot be reached through informal discussions, the panel may examine written statements and documents submitted by both parties and interview individuals who may possess information relevant to the grievance.
- 6) Within thirty (30) days of the date the petition for formal grievance proceedings was filed by the faculty member with the FGC, the FGP transmits its signed report and recommendation to the grievant and the party defending against the grievance, and to the next higher administrative officer or to the Board if the grievance is against the President. Failure to transmit the report within the 30-day time limit automatically dissolves the FGP and refers the case to the President for disposition. That officer or the Board (if the grievance is against the President) takes final action and notifies all concerned of the action.
- 7) The Board may hear appeals of full-time faculty on decisions of the President on matters of initial employment, promotions, and tenure at its discretion. In order to request a discretionary Board hearing, a written petition, containing the particulars of the grievance and the grounds for seeking reversal of the President's decision, must be delivered to the President not later than five (5) working days from the date of the President's decision. The President will promptly transmit the petition to the Board.
- 8) The grievance procedures described in this section are available to a faculty member with regard to a particular decision, action, or recommendation only once. Once the opportunity for recourse through these procedures has passed, or once the processes of this section have been initiated, they cannot be initiated again relative to the same decision, action, or recommendation. Further, decisions, actions, or recommendations made or taken under the provisions of this section are not themselves grievable in any fashion.

11. Emeritus Status

Upon retirement, a faculty member who has served with distinction and with at least ten (10) years of service at Christopher Newport College (or seven years at Christopher Newport College if the faculty member has at least 20 years of teaching/research service to academe or his profession) may be awarded the rank of Professor Emeritus upon nomination and supporting statement of his department and school dean, the recommendation of the Faculty Advisory Committee, the recommendation of the Vice President for Academic Affairs and the President, and the approval of the Board of Visitors. Emeriti enjoy many of the rights and privileges of faculty members and the use of college services as appropriate.

C. Administrative Faculty Personnel Regulations and Information

1. Introduction

Changes in administrative faculty personnel regulations and information are authorized by the President after consultation with the appropriate vice president(s) and College constituencies.

2. Selection/Appointment/Notice Provisions

Administrative faculty are normally selected with the aid of advisory search committees operating in accordance with procedures approved by the hiring official and with the College's Affirmative Action Plan. Recommendations of the search committee are considered by the hiring official, and a recommendation for appointment is made to the President who may recommend to the Board of Visitors that the individual be appointed. Appointments which will include academic department affiliation must include participation of the academic department in the selection process and the concurrence of the appropriate school dean and the Vice President for Academic Affairs prior to including academic department affiliation in the employment offer. Recommendation for appropriate academic rank must be processed through the VPAA prior to referral to the President and Board of Visitors. Each administrative appointee serves at the pleasure of a responsible official. Appointments, unless vacated earlier, are normally for 12-month periods, but may be for a shorter period.

The appropriate vice president informs each administrative faculty member of his intention not to recommend the issuance of a new employment contract according to the following conditions:

- a) In or prior to the first full fiscal year of service, at least 90 days prior to the date of expiration of the current employment contract.
- b) Thereafter, not less than 180 days prior to the expiration of the current employment contract.
- c) The College reserves the right to extend, in lieu of notice, compensation equivalent to that which would have been earned during the notice period.
- d) The College is not obligated to show cause or state reasons when no new employment contract is offered for the following year.

3. Termination of Administrative Faculty Appointments

Administrative faculty appointments are non-tenured and expire automatically at the end of the period specified in the employment contract. Administrative faculty appointments may be terminated at any time during the term of an employment contract for one or more of the reasons established by the Board for termination of administrative and instructional faculty appointments. Review of any termination of an administrative faculty appointment, including dismissal for cause, is by written appeal to the President within five (5) working days of notice of termination. The President will rule

expeditiously on the appeal in order to preserve the administrative faculty member's Board hearing rights. The Board provides a hearing for any full-time faculty member who has been terminated by reason of dismissal for cause, if requested in writing by the employee within 10 days of notification of the dismissal. The Board may hear appeals of full-time faculty on decisions of the President on terminations other than dismissals at its discretion. The terminated faculty member must request the Board's discretionary review in writing within 10 days of notice of dismissal.

4. Compensation to Terminated Administrative Faculty Members

An administrative faculty member whose appointment has been terminated (as a result of dismissal for cause or otherwise) will continue to receive compensation at his/her regular annual rate for a period of sixty (60) days from the date of notice of dismissal or until the end of the current contract term, whichever period of time is less.

5. Administrative Faculty Grievances

Administrative faculty members who consider themselves to have suffered material professional detriment as a result of an action, decision, or recommendation of their administrative supervisor may seek recourse by:

- a) requesting reconsideration by the official making the decision or recommendation or taking the action in question;
- b) failing resolution at Step a), submitting a written request for reconsideration or reversal of the action, decision, or recommendation at successively higher administrative levels through the Presidential level.

Matters concerning compensation and termination, including dismissal for cause, are not grievable under this section (VII.C.5).

The Board of Visitors, at its discretion, may hear appeals of full-time administrative faculty on decisions of the President on matters subject to discretionary review as established by Board policy. The Board's discretionary review must be sought in writing within five (5) working days of the Presidential decision for which discretionary review is sought.

6. Leaves of Absence

- a. The College grants leave for illness, disability, or maternity with full pay and benefits to administrative faculty members during the contract period. The following conditions apply:
 - 1) In the first contract year at the College, the maximum leave period is three months during the contract period, or until June 30, whichever is less.
 - 2) Except for employees in their first year, the maximum period of sick leave for administrative faculty is for the remainder of the contract year. A member who is on sick leave at the time for issuance of a new contract may be offered a new

contract, if otherwise eligible, or, at the member's request, may be placed on leave without pay (LWOP) for up to one (1) year, thereby retaining medical and group life insurance coverage. Members on leave without pay do not contribute to the retirement system (VSRS) and do not earn service credit while on leave without pay. It is sometimes possible to purchase service credit when the member returns to work.

- 3) Leave may be used when serious illness or death in the member's immediate family requires absence from assigned duties.
 - 4) A member requesting leave notifies or causes to be notified the immediate superior as soon as possible of the absence and the estimated return date.
 - 5) If the absence lasts longer than two weeks, the illness or disability must be certified by the attending physician. This certification sets forth the nature of the illness, disability, or injury and the approximate date of expected return to work.
 - 6) Maternity leave is taken in accordance with the provisions of 5) above.
- b. Annual leave is credited at the beginning of the contract year as though it were being accrued at the rate of eight (8) hours for each pay period (192 hours credited for use during the contract year). Not more than ten (10) days of (unused) leave will be carried forward into the next contract year. The approval of annual leave shall be subject to such scheduling as to insure minimum disruption of the normal operation of the College. Payment for unused leave on contract termination (non-issuance of a new employment contract) or early release from the contract will be on the basis of the annual salary converted to an hourly rate for unused hours of annual leave, up to a maximum of 80 hours.
 - c. Officially designated holidays will be observed with no deductions against individual leave accounts.
 - d. Annual leave is reported to the Payroll Office during the pay period the leave is completed using appropriate forms.
 - e. Administrative leave may be granted with full pay for any absence necessary for serving on a jury, attending court as a witness under formal subpoena, or appearing before an administrative agency under subpoena. Leave with pay can be granted at the discretion of the appropriate vice president or the President where the charging of annual leave would be unfair to the employee due to the nature of the absence.

7. Evaluation

Each administrative faculty member position is evaluated annually by the employee's supervisor. The evaluation is in the form of a

letter report on performance and is incorporated in the employee's personnel file. The supervisor's evaluation will include information gathered from the evaluatee's peers and subordinates at the College.

8. Promotions in Academic Rank

a. Introduction

The faculty is arranged in a hierarchical system of academic ranks, representing successively higher experience, accomplishments, expectations and recognition. For administrative faculty members these ranks are: Instructor, Assistant Professor, Associate Professor, Professor, and Distinguished Professor. Position and degree of responsibility are factors in establishing rank.

b. Academic Rank Promotional Standards

The Vice President for Academic Affairs shall advise the President on any recommendations involving academic rank. Academic rank is bestowed by the Board of Visitors, consistent with the following requirements:

(1) Instructor

An instructor normally holds at least the master's degree. Evidence or promise of competence in service is expected of faculty at the rank of instructor.

(2) Assistant Professor

(a) An assistant professor must hold at least a master's degree and should have successfully completed at least 60 hours of graduate credit.

(b) Evaluative Standards

A candidate for promotion to assistant professor will be judged according to:

- (1) evidence of exemplary performance in his position;
- (2) evidence of professional development;
- (3) evidence of academic service as appropriate for an administrator;
- (4) evidence of service to the community in providing professional expertise in any way that makes the community aware of the presence and concerns of the College;
- (5) evidence of a history of predominantly positive evaluations; and
- (6) length of professional experience.

(3) Associate Professor

- (a) An associate professor should hold a terminal degree, but must have:
- (1) at least 60 hours of graduate work beyond the master's degree;
 - (2) at least four years of college experience at the rank of assistant professor; and
 - (3) a total of five years college teaching and/or relevant experience.

(b) Evaluation Standards

A candidate for promotion to associate professor will be judged according to:

- (1) evidence of successful compliance with the expectations of the rank of assistant professor;
- (2) evidence of exemplary performance in his/her position;
- (3) evidence of continuing professional development;
- (4) evidence of outstanding academic service as appropriate for an administrator in an institution of higher education. Teaching at least one credit or noncredit course each year at CNC as an Assistant Professor is desired.
- (5) history and promise of being a strongly contributing member of the college and academic community;
- (6) evidence of service to the community in providing professional expertise in any way that makes the community aware of the presence and concerns of the College;
- (7) evidence of a history of predominantly positive evaluations; and
- (8) extent to which minimal qualifications in (3) (a) are exceeded.

(4) Professor

- (a) A professor must have:
- (1) at least a terminal degree;
 - (2) at least seven years of teaching and/or relevant research or administrative experience at the rank of associate professor; and
 - (3) a total of twelve years of teaching and/or relevant research or administrative experience.

(b) Evaluation Standards

A candidate for promotion to professor will be judged according to:

- (1) sustained evidence of successful compliance with the expectations of the rank of associate professor;
- (2) sustained evidence of truly outstanding professional effectiveness;
- (3) sustained evidence of widely respected professional development;
- (4) sustained evidence of leadership and high achievement in academic and administrative service;
- (5) sustained evidence of great stature as a member of the college and academic community;
- (6) evidence of service to the community in providing professional expertise in any way that makes the community aware of the presence and concerns of the College;
- (7) evidence of a history of strongly positive previous evaluations; and
- (8) extent to which minimal qualifications in (4) (a) are exceeded.

9. Administrative Actions for Inappropriate Conduct on the Part of Administrative Faculty

a. Purposes

- 1) These sanctions are designed to protect the rights of administrative faculty and to assure compliance with College rules and policy and public law.
- 2) The sanctions provide directors, deans, and vice presidents with guidelines to follow when an administrator's conduct is inappropriate or in violation of the policies of the College.
- 3) This process also defines the measures which are appropriate in relation to the offense:

b. Sanctions

1) Introduction

There are four types of sanctions. These sanctions are not progressive or sequential; rather, the seriousness of the offence(s) will determine the sanction which is initiated. Dismissal need not be preceded by any of these lesser sanctions.

2) Examples of Unsatisfactory Behavior

- a) Failure to perform satisfactorily one's duties, follow instructions, comply with established written policy, or otherwise fail to maintain professional standards of conduct.
- b) Acts of violence or harassment; unauthorized use of drugs or alcohol; unauthorized use of, misuse of, or willful or negligent damage to state or employee property, equipment or facilities.

3) Admonition

- a) An admonition is warranted when an administrator's behavior is of such a nature that is likely to or does reflect unfavorably upon the office or the college or on his or her professional status as an administrator.
- b) The director, dean or vice president is responsible for orally admonishing the administrator and keeping a memorandum of the substance and date of the discussion.

4) Written Warning

- a) A written warning is issued when unacceptable behavior continues after admonishment or when an administrator's misbehavior is of a more serious nature to such a degree that a written warning is appropriate.
- b) The director, dean, or vice president is authorized to issue written warnings.
- c) An appeal is permitted to the next higher level, but not beyond the appropriate vice president.
- d) The written warning will include descriptions of the unacceptable behavior and those actions necessary to correct or eliminate the problem, a reasonable time within which those actions must be taken, and the consequences of failure to take those actions.

5) Suspension

- a) Suspension, with or without loss of pay, occurs when an administrator's misbehavior continues after written warnings, or when the misbehavior is of such a nature that

immediate suspension is warranted.

- b) Only the appropriate vice president or the President are authorized to impose this sanction.
- c) If a vice president has taken the action an appeal is permitted to the President.
- d) The President is the final authority.

D. Classified Personnel Policies

Commonwealth of Virginia Personnel Policies and Procedures Manual presents all relevant policies for classified employees. A copy of the manual is located in the Personnel Office.

E. Student Employment Policies

1. Introduction

Changes in student employment practices are recommended by the Director of Student Life to the VPSC to the President after adequate consultation with appropriate constituencies of the College.

2. Purpose

The purpose of this policy is to establish uniform hiring procedures and pay for student employees of Christopher Newport College. The Director of Student Life is charged with the responsibility of managing, implementing, and interpreting the policy under the direction of the Vice President for Student Affairs. It is important to note that a permanent record of the student employee's employment with the College provides work reference information that is very valuable to the student when seeking full-time employment elsewhere. Exceptions to the policy may be made by the Vice President for Student Affairs in case of need. The policy does not cover procedures for work study student employment; these are described in the Catalog under "financial aid" and in the Financial Assistance brochure.

3. Conditions of Employment

- a. Student employment shall generally be limited to full-time students (12 credit hours or more.) Part-time students may be employed as hourly personnel in which case their status with the College is, as matter of record, that of hourly employees.
- b. Student employment shall generally be limited to twenty hours per week when classes are in session

during fall and spring semesters, and not more than forty hours per week during vacation periods. Students may be employed during break periods as long as full-time status is not intended to be continuous. However, social security withholding applies during such periods.

- c. Students may be employed in only one position at any given time when that position is for twenty hours of work per week. A student may hold any number of positions as long as the total hours of work for all jobs held per week does not exceed twenty.

4. Hiring Procedure

Students must apply for employment through the Office of the Director of Student Life by completing an Application for Student Employment, Form SE-1. The department chairman or supervisor must contact the Director's office for referrals. Procedural instructions are on the reverse side of the Application for Student Employment Form.

5. Compensation

- a. The prevailing minimum wage rate shall be established as the base pay for student positions. Pay increases shall be based on continuous employment in the same position and a written statement of merit signed by the department chairman or supervisor and approved by the Director of Student Life. Eligibility for pay increase shall be after one semester of continuous employment and thereafter on an annual basis. Each pay increase shall be at 4.5% of the current rate. It is the responsibility of the department chairman or supervisor to initiate, at the appropriate time, the pay increase by completing the Student Evaluation Form, SE-2. The Director of Student Life must approve the pay increase and forward the evaluation form to the Payroll Office.
- b. Payment will be made on the basis of a properly completed Time and Attendance Report, SE-3, by using the full name of the student (not nickname), social security number, department name, account number to be charged, total hours worked, rate per hour, total amount earned, and signature of the student. The department chairman or supervisor is the only person authorized to sign the Time and Attendance Report. Omissions or inaccuracies in the completion of required forms could result in the student's not receiving his/her pay in a timely manner.

6. Termination of employment

It is the responsibility of the department chairman or supervisor to complete the Student Employment Termination Form, SE-4, when the student is no longer working under his/her supervision. The Director of Student Life is responsible for approving this action and forwarding the termination form to the Payroll Office.

