

APPENDIX II

SUPPORTING MATERIALS
FOR PRESIDENT'S REPORT

PART A

Directions: Please record your responses for this section in the appropriately numbered blanks on your response sheet. In reacting to each of the first twelve statements, please use the following scale for your responses.

- | | |
|---|-----------------------|
| + | A = STRONGLY AGREE |
| + | B = MILDLY AGREE |
| + | C = MILDLY DISAGREE |
| + | D = STRONGLY DISAGREE |

If you have no opinion regarding some statement or if you believe that it does not apply to this class, please leave its response space blank.

1. The course the instructor presented was consistent with the course description in the Catalogue.
2. The instructor came to class well-prepared.
3. The instructor's grading policies were clearly explained early in the term.
4. The instructor's grading procedures were fair.
5. Graded assignments and tests were returned promptly.
6. Tests covered knowledge, application, or reasoning that could be expected on the basis of course lectures and readings.
7. The instructor maintained regular office hours and/or encouraged students to seek help when needed.
8. The instructor demonstrated command of the subject matter of the course.
9. The instructor's presentation of the course material was clear and understandable.
10. The instructor demonstrated interest in and enthusiasm for the subject matter of the course.
11. The instructor was intellectually motivating and stimulated learning.
12. The instructor met classes on time and for adequate duration.

Please examine the twelve characteristics given above and identify the three (3) that you consider most important in this class in determining your overall impression of the instructor's success (or lack of success) in teaching it. Then look on the response sheet and blacken-in the blank labelled "E" for each of these three.

NOTE: The three items you select are not necessarily to be the three on which you rated the instructor highest (or lowest); rather, they are to be the three which were most important to you in this class in determining your impression of the instructor's overall order of success in teaching this course..

13. At the end of many courses, the overall performance of students is often graded on a scale of the following kind:

+	A = OUTSTANDING
+	B = STRONG
+	C = SATISFACTORY
+	D = WEAK
+	E = UNACCEPTABLE

Which of these ratings do you consider to be the most accurate description of the overall instructional performance of the instructor in this course?

Questions 14 through 25 are included for the sole purpose of providing statistical information about the make-up of the class. They do not pertain to the evaluation of the instructional performance of this instructor in this class. The statistical summary generated by these responses will be constructed so that individual respondents cannot be identified.

14. What is your present class standing (freshman, sophomore, etc.) at the College?

A = Freshman; B = Sophomore; C = Junior; D = Senior; E = Other.

15. What percent of the meetings of this class have you actually attended?

A = 100%; B = 90-99%; C = 80-89%; D = 70-79%; E = less than 70%.

16. How old are you?

A = 18 or less; B = 19-21; C = 22-25; D = 26-30; E = 31 or older.

17. What is your sex?

A = Female

B = Male

18. What is your race?

A = Black

B = White

C = Other.

19. What grade do you expect to receive in this course? (Note: If you are taking this course on a pass-fail basis, as an auditor, or on any other basis under which you will not be graded on an "A-B-C-D-F" scale, please leave the response space for question 19 blank.)

A = A;

B = B;

C = C;

D = D;

E = F.

20. Which statement best describes your reason for enrolling in this course?

A to meet distribution requirements.

B to meet major field requirements.

C as an elective.

In responding to statements 21 through 25; please use the same response scale as was used for statements 1 through 12.

+	A = STRONGLY AGREE
+	B = MILDLY AGREE
+	C = MILDLY DISAGREE
+	D = STRONGLY DISAGREE

If you have no opinion regarding some statement or if you believe that it does not apply to this class, please leave its response space blank.

- 21. The subject matter of this course is difficult.
- 22. The subject matter of this course is appealing.
- 23. This course is a valuable component of my education.
- 24. When I enrolled in this course I was strongly motivated to succeed.
- 25. This form has permitted me to address those characteristics about course content and instructor performance that I consider to be of greatest importance.

FACULTY: FULL TIME 1981-82

TOTAL FULL TIME FACULTY COMPLEMENT 1981-82 110

A. Returning Faculty

1. Tenured	79
2. Probationary - tenure track	22
3. Restricted (Math)	1

B. Vacancies

1. Probationary	7
2. Restricted (Math)	<u>1</u>

TOTAL 110

FACULTY VACANCIES 1981-82

<u>SOURCE</u>	<u>NO.</u>	<u>SEARCH CHAIRMAN</u>
A. Resignations/Expirations/Returnees		
1. Actg. & Fin. (Sanderson)	1	Shaver
2. Actg. & Fin. (Fuller)	1	Shaver
3. Economics (Hall)	1	Colonna
4. Mgt. & Mkt. (Lewis)	1	Coker
5. Math (Pearson)	1	Bartelt
6. History (PT ---- Saunders)	0	--
7. Psych (Schulz ---- Slocumb	0	--
8. Social (Unfilled ---- Pellett)	0	--
B. New positions		
1. Actg. & Fin.	1	Shaver
2. Comptr. Sci	1	Engel
3. Mgt & Mkt	1	Coker
C. On Leave - Tentative		
1. Actg. & Fin. (White)	0 (part time as needed)	
2. Pol.Sci. (Greenough)	0 (part time as needed)	
3. Social (Durel)	<u>0 (part time as needed</u>	
TOTAL VACANCIES	8	

The Procedure for Filling Classified Positions is included in the Appendix of this Plan.

All employees engaged in hiring and selection decisions are briefed to assure non-discrimination in decision-making.

FACULTY

Each Department, when hiring is to be done, follows the Procedures For Recruiting and Initial Appointment in the CNC Faculty Handbook (pp. V-2 through V-4) and Affirmative Action Guidelines for Faculty and Major Administrative Appointments. These are included in the Plan in the Appendix.

→ Each Department sends out ethnic data retrieval forms (Search Committee Form 5) which are returned to the EEO/AA Coordinator who tallies them to assure that there is a representative pool of minorities and women. Each Department completes an EEO/AA Summary Form (Search Form 4) to assure that EEO/AA guidelines have been followed. Because the ethnic data retrieval forms are returned anonymously, and because there is no race and sex identification requested of applicants by name, it is not possible to identify specific applicants by race and sex; however, each Department keeps applicants dossiers on file for inspection by the EEO/AA Coordinator should a question arise regarding comparative qualifications.

Each search committee generates the following data:

- | | |
|--|---------------|
| 1. Sources of advertising | Search Form 2 |
| 2. Ethnic data | Search Form 3 |
| 3. The Pool, the Search Committee, the Selection | Search Form 4 |
| 4. Process Approval | Search Form 5 |

These forms can be found in the Appendix of this Plan.

D. PROMOTIONS

CNC has an internal job announcement plan: All vacancies are posted on a special bulletin board in each building on campus; they are also printed in the CNC Community Chronicle. Any employee may apply whether the position is a lateral transfer or a promotion.

If a promotion request is rejected an explanation for the rejection will be made, and a recommendation for qualifying in the future will be sent to the employee by the Agency Personnel Supervisor or the Academic Dean.

Advertisement Approval - Affirmative Action

Position _____

Department _____

Date Authorized _____

Search Committee Chairperson _____

Proposed Ad:

List below publications where advertisement will be placed:

Approved

Dean or Authorizing Agent

Date

Affirmative Action Representative

Date

CHRISTOPHER NEWPORT COLLEGE

P.O. Box 6070

Newport News, Virginia 23606

Dear Applicant,

You have recently applied for a position at Christopher Newport College.

Pursuant to the requirements established by the State of Virginia it is required that the ethnic identification of applicants for employment in Virginia state-supported institutions of higher education be determined.

This form solicits this information from you. We have, at the same time, requested such data as date of birth, sex, etc., in order to complete our census data.

Please complete the form and return it within ten days of this letter to the Affirmative Action Coordinator. These data are for institutional studies only, and do not become a part of the application you submitted; these data are not forwarded to the Search Committee.

Thank you for your cooperation.

Very truly yours,

Lora Friedman

Lora Friedman

Affirmative Action Coordinator

Rev. 6/78

AFFIRMATIVE ACTION POTENTIAL EMPLOYEE CENSUS DATA

DATE OF BIRTH

CITY OF BIRTH

STATE OF BIRTH

COUNTRY OF BIRTH

CITIZENSHIP STATUS

- ☐ 01 U.S. Citizen
☐ 02 Permanent Resident
☐ 03 Non-Citizen

ETHNIC

- | | |
|--|----------------------------|
| <input type="checkbox"/> 01-White Male | 09-American Indian Male |
| 02-White Female | 10-American Indian Female |
| 03-Black Male | 11-Alaskan Native Male |
| 04-Black Female | 12-Alaskan Native Female |
| 05-Spanish-descent Male | 13-Pacific Islander Male |
| 06-Spanish-descent Female | 14-Pacific Islander Female |
| 07-Asian-American Male | 15-Other Male |
| 08-Asian-American Female | 16-Other Female |

POSITION APPLYING FOR (Rank and Department) _____

How did you find out about the above position? _____

AFFIRMATIVE ACTION SUMMARY FORM

INSTRUCTIONS: Please complete and return this form to the Chairperson of the AA Committee. This should be submitted at the same time that you present to the Dean of Academic Affairs and/or the President the name of the applicant selected.

I. Department _____

II. Position Open _____ (specify specialty)

III. Search Committee Members

Chairperson	_____
_____	_____
_____	_____
_____	_____

TOTAL: No. of members on committee _____

No. of minority members _____

No. of female members _____

IV. Identify all educational institutions and other organizations contacted. Check "F" or "Mn" if predominately female or minority group and describe the type of contact made (e.g. visitation, telephone call, letter, etc.)

F	Mn	NAME	TYPE OF CONTACT
		_____	_____
		_____	_____
		_____	_____
		_____	_____
		_____	_____
		_____	_____

V. List all publications in which the position was advertised. Check F or Mn if the publication is primarily read by females or minorities

F	Mn	NAME	DATE OF PUBLICATION
		_____	_____
		_____	_____
		_____	_____
		_____	_____
		_____	_____

IX. Explain why the females who are not finalists were found less qualified.

X. THE CHOSEN APPLICANT

Name _____

Sex _____

Race _____

Proposed date of appointment _____

Explanation as to why your committee felt this applicant was the best qualified of all applicants.

XI. If position was offered to a woman or minority and offer was refused, note the reason given.

Signature, Chairperson

*Minority: Black, American Indian, Alaskan native, Asian, Pacific Islander, Hispanic

- I. List the names of all applicants who meet the minimum advertised requirements. Check sex and race if known. Mark the finalists with an *

Finalists		SEX	RACE				
*	NAME	(M,F)	Black	Asian-Am	Am-Indian	Span-Am	Cauc.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- etc.

- VII. List the names of all applicants who do not meet the minimum advertised requirements. Check sex and race if known.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

- VIII. Explain why the identified minorities who are not finalists were found less qualified.

DATE:

TO: President
EEO/AA Coordinator
Academic Dean
Affirmative Action Committee Chairman

POSITION: _____

DEPARTMENT: _____

SEARCH COMMITTEE CHAIRPERSON: _____

I served as Affirmative Action Representative for the above-noted search.

☐ The search conformed to EEO/AA guidelines.

☐ The search did not conform to EEO/AA guidelines. Explain.

☐ I am unable to certify whether the search conformed to EEO/AA guidelines. Explain.

EEO/AA Committee Representative