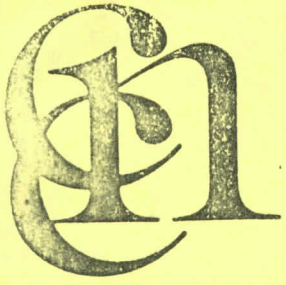


Vickie

August 22
#20 of 1986



CHRISTOPHER
NEWPORT
COLLEGE

THE CHRONICLE

1985-86 Academic Year

Monday
August 25

Classes begin - 8:00 a.m.

Tuesday
August 26

Wednesday
August 27

Thursday
August 28

Friday
August 29

Saturday
August 30

Sunday
August 31



OFFICIAL ANNOUNCEMENTS

Evaluation Calendar

Attached to this edition of the CNC Chronicle is the calendar for the formal faculty evaluation process for the 86-87 academic year. This calendar reflects the steps enumerated on pages 34-38 of the College Handbook.

-- Vice President for Academic Affairs

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About the CNC Chronicle

As the new academic year gets under way, I want to remind all members of the College Community of the purposes and nature of this publication and to invite each of you to take advantage of its presence on our campus. The CNC Chronicle exists for two purposes: (1) to serve as a formal conduit for the communication of official announcements to the College Community; and (2) to facilitate open and dependable periodic communication within that community on matters of reasonably broad interest to it. The responsibility for organizing, editing, and publishing the Chronicle resides with the VPAA's office. Consistent with the above purposes and with the College's commitment to the free exchange of ideas, it is the practice of this office to publish in the Chronicle articles, announcements, minutes, memoranda, and other materials submitted by any College organization or by any individual member of the College Community. However, the office reserves the right to decline to publish in the Chronicle any submission which in its judgment is false, misleading, libelous, of unreasonable length, inconsistent with the above purposes, or otherwise patently inappropriate for inclusion in this College publication. (Such things can, of course, be published; but they will have to be published in some other way.) Submission from individuals or constituencies external to the Division of Academic Affairs should be submitted through the appropriate Vice President. Only those submissions identified in the Chronicle as "official announcements" are to be construed as having the institutional sanction of Christopher Newport College. Although it will exercise reasonable care relative to the accuracy of all information published in the Chronicle, the College accepts no institutional responsibility for the accuracy of the content of any part of the Chronicle other than "official announcements." All submissions for the Chronicle are due in the VPAA's office by 4:00 pm of the Wednesday preceding the Friday on which they are to appear. Submission must consist of the exact text intended for publication and must be presented in "Chronicle format" (heading, body, and identity of the contributor). The cooperation of the College community in these matters is appreciated and will contribute to keeping the Chronicle an open and useful channel of communication for each of us and for our College.

-- Vice President for Academic Affairs

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BOARD OF VISITORS

Governor Gerald Baliles has appointed a CNC alumnus to the College's Board of Visitors to a four year term. Barry L. French, senior vice president in the corporate lending division of United Virginia Bank, graduated with a bachelor of science degree in business administration and accounting in 1977.

In addition to French, four board members were reappointed to four year terms. They were Martha M. Ailor, Billie M. Millner, William T. O'Neill, and William R. Walker, Jr. All appointments were effective July 1, 1986.

--- Joanne Landis
Board Liaison

NEWS & GENERAL INFORMATION

Holiday Leave

The College will observe the following holiday schedule during the Fall Semester:

LABOR DAY - The College will be closed on Labor Day, September 1, 1986. This is an authorized holiday, and annual leave is not charged. Classes will meet but all offices will be closed.

THANKSGIVING - The College will be closed on Thanksgiving Day, November 27, and on Friday,

November 28, 1986. Both days are authorized holidays and annual leave is not charged. CHRISTMAS AND NEW YEAR'S DAY - The College will close at 12:00 noon December 24, 1986, and remain closed until 8:00 a.m., January 2, 1987. All of these days are authorized holidays with the exception of December 24, 1986. Traditionally, Governors have authorized State government offices to be closed for one-half day for Christmas Eve. Taking this practice into consideration, one-half day will be observed as Christmas Eve on December 24. If the Governor does not authorize the additional four hours of Christmas leave, four hours of annual leave will be charged for the afternoon of December 24.

Employees required for necessary services on the above holidays are eligible for compensatory leave.

-- Personnel

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Menus for August 25 through August 29

The following is a schedule of menus to be published in the August 25th edition of "The Chronicle".

MONDAY, AUGUST 25th

Taco Salads
Lasagna
Turkey & Dressing
Roast Beef

Mashed Potatoes
Corn O'Brien
Lima Beans
Roll & Butter

"Variety

TUESDAY, AUGUST 26th

Taco Salads
Lasagna
Fried Chicken
Ham Steak

Broccoli
Macaroni & Cheese
Peas
Cabbage

OF

WEDNESDAY, AUGUST 27th

Taco Salads
Lasagna
Stuffed Shells
Meatloaf

Buttered Potatoes
Cauliflower
Green Beans
Mashed Potatoes & Gravy

DESSERTS

THURSDAY, AUGUST 28th

"CHEF'S CHOICE"

EACH

FRIDAY, AUGUST 29th

"CHEF'S CHOICE"

DAY"

The Food Service Department welcomes all students, staff and faculty back from an enjoyable summer. We also welcome any suggestions on how we may better serve you.

-- Management

FACULTY/STAFF/STUDENT NEWS

Meritt W. Stark Jr. was the guest speaker at the monthly meeting of the Virginia chapter of the National Secretaries Association in Newport News on August 12, 1986. He discussed the integration of computer-assisted instruction and word processing into the curriculum of college English.

Christopher Newport College
Evaluation Calendar

1986-1987
(academic year)

EVENT	DEADLINE		
	REAPPT OF PROB FACULTY TO A (CNC) SECOND YEAR	THIRD YEAR	ALL OTHER CANDIDACIES
1. Calendar published.	8/18/86	8/18/86	8/18/86
2. Each school dean notifies appropriate department chairmen and FRC of this year's required and optional evaluations.	8/29/86	8/29/86	8/29/86
3. Each department chairman notifies the department's potential evaluatees of required and optional evaluation decisions for the year and of the evaluatees' attendant responsibilities.	9/5/86	9/5/86	9/5/86
4-a. Each department chairman submits for the approval of the appropriate dean the department's statement of internal standards and procedures.	9/5/86	9/5/86	9/5/86
4-b. The dean reviews each departmental statement of internal standards and procedures for consistency with college-wide standards and procedures, notifies the department of any required changes, and forwards an approved statement for each department to the VPAA.	9/12/86	9/12/86	9/12/86
4-c. The VPAA reviews each statement submitted by the deans (4-b) for consistency with college-wide standards and procedures, notifies the dean and the department of any required changes, and forwards an approved statement for each department to the appropriate dean and the FRC.	9/19/86	9/19/86	9/19/86
4-d. Requests from tenured faculty for waiver of formal performance evaluation in the present academic year are received in the school dean's office bearing the endorsements of a majority of the requestor's full-time departmental colleagues (form EVAL-3).	N/A	N/A	9/19/86

EVENT	DEADLINE		
	REAPPT OF PROB FACULTY TO A (CNC)		ALL OTHER CANDIDACIES
	SECOND YEAR	THIRD YEAR	
4-e. The school dean acts on all requests from tenured faculty for waiver of formal performance evaluation and distributes the completed forms EVAL-3 to the VPAA, department chairman, FRC Chairman and respective requestors.	N/A	N/A	9/26/86
5-a. The department chairman (or, in the event that the evaluatee is a department chairman, the school dean) supervises the formation of the three or five member peer group (for "class C" or "class B" decisions) or the selection of the first five members of the seven-member peer group (for "class A" decisions), and submits the appropriately completed form EVAL-5 to the school dean.	11/3/86	9/26/86	11/3/86
5-b. The school dean reviews the resulting document for consistency with all applicable school and departmental requirements, effects any necessary changes, and submits the resulting form EVAL-5 to the VPAA for final review and certification.	11/7/86	10/1/86	11/7/86
5-c. The VPAA reviews the resulting document for consistency with college-wide requirement, effects any necessary changes (including VPAA appointments for "class A" decisions), certifies the membership, and forwards copies of the completed form EVAL-5 to the evaluatee, the deans, the FRC, and all peer group members.	11/21/86	10/6/86	11/21/86
5-d. The peer group holds its first (organizational) meeting and establishes timetables and procedures for the conduct of its business.	12/3/86	10/10/86	12/3/86
6. The evaluatee submits his or her required annual activities reports (form EVAL-6) and updated dossier to the peer group chairman.	1/13/87	10/10/86	1/13/87
7-a. The peer group submits its signed summary statement and recommendation(s) (form EVAL-7) to the evaluatee for review and acknowledgement.	1/23/87	10/28/86	1/30/87

EVENT

DEADLINE

EVENT	REAPPT OF PROB FACULTY TO A (CNC)		ALL OTHER CANDIDACIES
	SECOND YEAR	THIRD YEAR	
7-b. The peer group submits its signed summary statement and recommendation(s), bearing the evaluatee's acknowledgement, together with appropriate annual activities reports (form EVAL-6), to the school dean.	1/26/87	10/30/86	2/2/87
8. The school dean completes the appropriate section of the "summary of administrative action" (form EVAL-8) and forwards it, together with the appropriate completed forms EVAL-6 and EVAL-7, to the VPAA. A copy of the resulting form EVAL-8 is sent to the evaluatee.	2/2/87	11/6/86	2/12/87
9-a. The VPAA refers the materials in step 8 to the FRC.	2/4/87	11/10/86	2/16/87
9-b. The FRC completes the appropriate section of form EVAL-8 and forwards it, together with the other materials in step 9-a, to the VPAA. A copy of the resulting form EVAL-8 is sent to the evaluatee.	2/11/87	11/24/86	3/4/87
10. The VPAA completes the appropriate section of form EVAL-8 and forwards it, together with the other materials in step 9-b, to the President.	2/18/87	12/4/86	3/23/87
11. The President completes the appropriate section of form EVAL-8. The completed forms EVAL-7 and EVAL-8 are placed in the evaluatee's official personnel file, and copies are sent to the evaluatee, the department chairman, the school dean, and the FRC. The forms EVAL-6 are returned to the department chairman for inclusion in the evaluatee's dossier.	2/23/87	12/9/86	3/26/87
12. For those positive Presidential decisions requiring action by the Board of Visitors, the appropriate dean prepares a resolution for approval of the VPAA and President and action by the Board.	N/A	N/A	4/1/87
13. The Board of Visitors acts on the resolution(s) in Step 12.	N/A	N/A	4/22/87

Distribution: President
School Deans
FRC Members

CNC Chronicle
Reading File

