

THE CHRONICLE

1984-85 Academic Year

August 9th
#21 of 1985

Published by the Office of the Vice President
for Academic Affairs

Monday

August 12

Tuesday

August 13

Wednesday

August 14

Thursday

August 15

Friday

August 16

Saturday

August 17

Dept. of F&P Arts, Monthly
Concert - 8:00 PM, CC Theatre
John Newell, Pianist

Sunday

August 18

CHRISTOPHER NEWPORT COLLEGE

THE CHRONICLE

August 9th
#51 of 1985

1984-85 Academic Year

Published by the Office of the Vice President
for Academic Affairs

Monday
August 12

Tuesday
August 13

Wednesday
August 14

Thursday
August 15

Friday
August 16

Saturday
August 17

Sunday
August 18

CHRISTOPHER NEWPORT COLLEGE

OFFICIAL ANNOUNCEMENTS

Board of Visitors

At the Executive Committee meeting of the Board of Visitors, on July 24, 1985, the following Resolutions were passed:

Resolution E-1: Instructional Faculty Appointments:

Sandra L. Bryan, Assistant Professor, Department of Education
Gwendelyn I. Sharoff, Assistant Professor, Department of Arts and Communication
Clyde W. Brockett, Associate Professor, Department of Arts and Communication
Sandra A. Greniewicki, Associate Professor, Department of Nursing, appointment effective January 1, 1986.

Resolution E-2: Awarding Plaque of Recognition to Dr. Algin B. King.

The Board Office is pleased to announce two new Visitors appointed by the Governor, as of July 1, 1985, to replace two retiring Visitors. Mr. Oliver C. Greenwood, former Superintendent of the Newport News Public School System; and Mr. Alan S. Witt, CNC Alumnus, and partner with the CPA firm of Rauch Witt Company.

The first regular session of the Board of Visitors for the 1985-1986 Academic Year, will be Wednesday, September 11, 1985.

-- Joanne Landis, Board Office

* * * * *

Evaluation Calendar

The calendar of deadlines for the formal evaluation of the professional performance of instructional Faculty on probationary or tenured appointments is attached to this edition of the Chronicle. All members of the instructional faculty are urged to review this calendar and retain it for future reference. The calendar reflects the requirements of section VII-B-8 of the College Handbook. Copies of the several forms used in the evaluation process are available in the offices of the three school deans.

-- Vice President for Academic Affairs

FORM EVAL-1
8/1/85

Christopher Newport College
Evaluation Calendar

1985-1986
(academic year)

| EVENT | DEADLINE | | |
|--|--|---------------|-----------------------------|
| | REAPPT OF PROB FACULTY TO A (CNC) SECOND YEAR | THIRD YEAR | ALL OTHER CANDIDACIES |
| 1. Calendar published. | 8/1/85 | 8/1/85 | 8/1/85 |
| 2. Each school dean notifies appropriate department chairmen and FRC of this year's required and optional evaluations. | 8/30/85 | 8/30/85 | 8/30/85 |
| 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. | 9/6/85 | 9/6/85 | 9/6/85 |

| | | | |
|--|----------|---------|----------|
| 4-a. Each department chairman submits for the approval of the appropriate dean the department's statement of internal standards and procedures. | 9/6/85 | 9/6/85 | 9/6/85 |
| 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. | 9/13/85 | 9/13/85 | 9/13/85 |
| 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. | 9/20/85 | 9/20/85 | 9/20/85 |
| 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 | 9/20/85 |
| 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 | 9/27/85 |
| 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. | 11/4/85 | 9/27/85 | 11/4/85 |
| 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. | 11/8/85 | 10/2/85 | 11/8/85 |
| 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. | 11/22/85 | 10/7/85 | 11/22/85 |

| | | | | |
|------|--|---------|----------|---------|
| 5-d. | The peer group holds its first (organizational) meeting and establishes timetables and procedures for the conduct of its business. | 12/4/85 | 10/11/85 | 12/4/85 |
| 6. | The evaluatee submits his or her required annual activities reports (form EVAL-6) and updated dossier to the peer group chairman. | 1/14/86 | 10/11/85 | 1/14/86 |
| 7-a. | The peer group submits its signed summary statement and recommendation(s) (form EVAL-7) to the evaluatee for review and acknowledgement. | 1/24/86 | 10/29/85 | 1/31/86 |
| 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. | 1/27/86 | 10/31/85 | 2/3/86 |
| 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. | 2/3/86 | 11/7/85 | 2/13/86 |
| 9-a. | The VPAA refers the materials in step 8 to the FRC. | 2/5/86 | 11/11/85 | 2/17/86 |
| 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. | 2/12/86 | 11/25/85 | 3/5/86 |
| 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. | 2/19/86 | 12/5/85 | 3/24/86 |
| 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. | 2/14/86 | 12/10/85 | 3/27/86 |
| 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 | 4/1/86 |

| | | | |
|---|-----|-----|---------|
| 13. The Board of Visitors acts on the resolution(s) in Step 12. | N/A | N/A | 4/23/86 |
|---|-----|-----|---------|

Distribution: President
School Deans
FRC Members

CNC Chronicle
Reading File

NEWS & GENERAL INFORMATION

Note of Appreciation

Bertha Daniels' Fund Contributors:

I would like to acknowledge with my warmest personal thanks and appreciation, for all the money that was collected on my behalf and all the support you have given me and my family during this period while I am ill.

In sincere Christian love,

Bertha Daniels

FACULTY/STAFF/STUDENT NEWS

Retirement Party

After twenty years of service to Christopher Newport College, Esther Beazley of the Business Office has decided to go on to bigger and better things - RETIREMENT!

Please join us on Thursday, August 29, 1985 between 3:00 and 5:00 PM in the Usry Board Room of the Campus Center to say farewell and thanks to our friend for her years of dedicated service.

* * * * *

Dr. Charles Behymer, Vice President for Student Affairs, and Robert Shearer, Assistant to the President, presented a workshop entitled "Legal Issues in Student Personnel Administration" at the regional meeting of the National Association of Student Personnel Administrators held in Virginia Beach June 16-18.