

CNC CHRONICLE

1982-83

February 18th
#6 of 1983

MON.

February 21

Noon-1:00 pm - Brown-Bag Lunch - Admiralty Room, CC (students over 30)
Dr. Powell, Speaker

TUE.

February 22

9:00 - President/VP's

1:00 - VP/Deans

WED.

February 23

Men's Basketball - Dixie Conference Championship - February 23, 25 & 26

February 23, 25, & 26 - DIAC Championship

THU.

February 24

Step 10 - VPAA's Recommendation to President - 1st Year Faculty

FRI.

February 25

CNC Theatre - Guys & Dolls - 8:00 pm

ALSO - Saturday, February 26th - 8:00 pm

SAT.

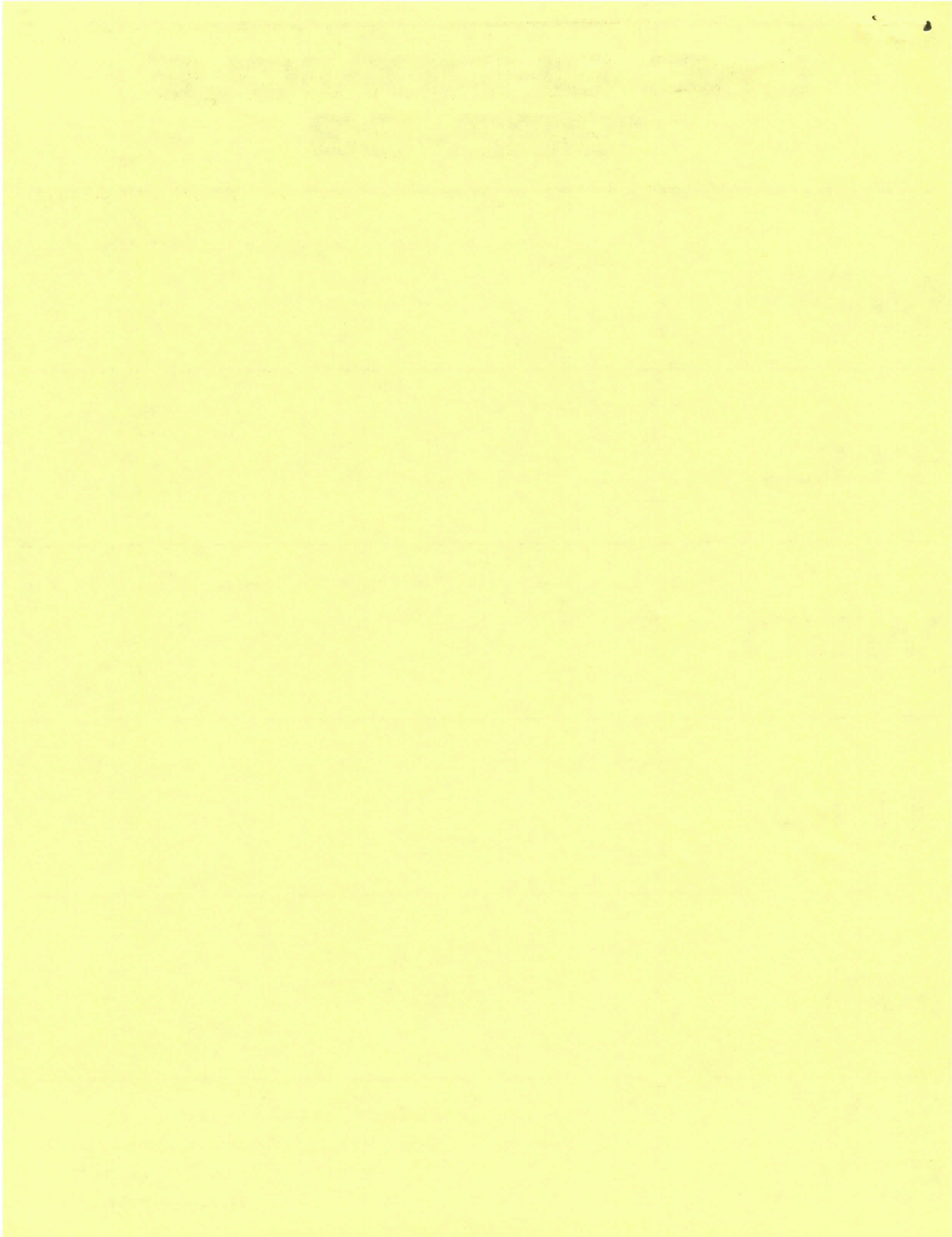
SUN.

February 26

February 27

President Reviews & Makes Decisions
on Tenure/Promotion Recommendations to Board of Visitors - Step 11
(1st Year Faculty)

**Published weekly by the
Vice President for
Academic Affairs**



OFFICIAL ANNOUNCEMENTS

Addendum - Memorandum of Understanding

In a memorandum dated January 31, 1983, Secretary of Education John T. Casteen wrote to the Presidents of Virginia's public colleges and universities requesting that certain amendments to the memoranda of understanding prepared and signed in the fall 1982 be made. Those amendments, along with transmittal material, are given below for the information of the faculty of the College.

-- President Anderson



COMMONWEALTH of VIRGINIA

Office of the Governor

Richmond 23219

John T. Casteen, III
Secretary of Education

MEMORANDUM

January 31, 1983

To: Presidents, State-Supported Colleges and Universities
Chancellor, Virginia Community College System

From: John T. Casteen, III *jr*

Following lengthy work on how properly to count personnel in higher education, I write now to request certain amendments to the memoranda of understanding that you prepared during the fall. This memo is a follow-up to memos dated December 22 and 23.

By way of preamble, these remarks:

1. The enclosed copy of a memo prepared by the working group made up of Mike Mullen, Bill Girling, and Cecil Carter indicates that how to count can be a vexed question. The procedure detailed below is the Governor's effort to leave to you the greatest possible managerial discretion while controlling in a general sense the numbers of employees in "permanent" positions of the kind counted by the PMIS system. The Governor excluded sponsored program activities from controls back in November. In the approach detailed in the commitments requested below, he seeks to control numbers of adjunct or other wage employees not by position counts but by actual expenditures. This approach matches that followed in all other state activities.
2. Budget amendments now pending in the General Assembly can add to the M.E.L. levels published in the appropriations act, and

perhaps also to actual employment. Pending action of the General Assembly and the Governor's signature on the bill, I cannot speculate on the impact of 1983 legislation on our memoranda. Please complete the revisions requested below without reference to actions that may or may not occur in the 1983 Session. The Governor will give me specific instructions on adjustments that may be required after the Session, and I will share these instructions with you.

3. Several presidents have made the case that popular assumptions about the meaning of the M.E.L. figures in the appropriations act as they apply to higher education generally err. Please note that on page 2 of the working group memo the group finds that you are correct on this point. The Governor has attempted in the employment guidelines below to acknowledge this reality. He has instructed me not to seek reduction for reduction's sake and not to constrict you unnecessarily in managing your resources, but at the same time to ascertain that we use managerial strategies appropriate to higher education to reduce commitments while resources are tight, and to make sure that we define and sustain our most essential activities.

4. You will note that I am asking for commitments to retrenchment planning, but not for plans. The reason is that I must certify to the Governor that we are progressing expeditiously toward better use of state resources. The Governor has not asked for a "hit list" of expendable programs, faculty positions, institutions, or whatever. Rather, he has said that good management implies strategic planning, and he has called for us to plan collaboratively (not adversarially within the house of education, or competitively) for a future with less growth, if any, and with essentially constant resources from the General Fund.

5. The Governor has no desire to threaten or reduce higher education, but he has very specific obligations with regard to balancing the budget, protecting state resources, and sustaining our system of higher education. As you know, he sees no essential conflict in these duties. His reasons for concern about Virginia's economy are well known. Despite a concerted effort, in which the Governor is taking part along with many members of the General Assembly, to find ways to protect us from damaging revenue losses in FY 1984, I hear little or no talk against the essential strategy that the Governor followed in developing his original recommendations. We differ on details, but everyone seems to agree that in tight times the Commonwealth must contain expenditures from the General Fund. The external causes of the Governor's concern to contain growth and to foster frugal management as well as retrenchment planning ought to be apparent to all of us. We have discussed among ourselves both the horror stories (the use of tuition revenues to pay interest on defaulted dormitory bonds in New York, terminations of untenured faculty and of productive programs because of the taxpayers' revolt in California) and the gentler warnings closer to home (the absence of faculty salary increases this year in North Carolina, the upcoming faculty furloughs, without pay, in West Virginia where Governor Rockefeller must now do, late in the fiscal year, what Governor Robb did early in the year with the 5% reductions). The Governor reads the same reports we read. He shares our concern for the quality

and accessibility of our programs. So do key legislators. The Governor's intention in the memoranda is that we deal wisely with options no one likes now, while also planning to make optimal use of whatever resources may be available to us from the state when we move out of the recession.

The Requested Amendments

With these conditions in mind, I ask you now to develop and send to me during the next two weeks commitments to the following, to be appended to the existing memoranda of understanding:

- I. ° To develop and share with me each month during September through April counts of actual full-time regular or permanent teaching, research, and classified employees (i.e., those on P-3 appointments), excluding those in sponsored program positions; and reports of actual expenditures for adjunct faculty.
- II. ° To maintain an eight-month actual employment average (September through April) of full-time regular or permanent teaching, research, and classified employees, excluding employees in sponsored program positions, adjunct faculty, and wage employees, that will be lower in FY 1983 than in FY 1982 and lower in FY 1984 than in FY 1983 -- calculate and include this figure for FY 1982; indicate your goals for FY 1983 and FY 1984.
- III. ° To initiate now an internal program of planning for possible retrenchment on three scales: 5%, 10%, and 15% reductions in General Fund allotments or appropriations -- to establish a suitable benchmark for this exercise, you may wish to use the appropriations bill as it stands at the end of the 1983 Session; to complete these exercises during FY 1983 or (if you cannot complete the exercises in FY 1983 or intend to pursue a plan that leads to some outcome other than completion of a specific chore on a specific date) on a specific schedule that will get the job done expeditiously; to share with me your general assumptions about these plans as they are developed, but not your specific plans. (Virginia Commonwealth University has recently begun this process; others have completed it; you may want to seek sample documents from V.C.U., N.S.U., O.D.U., or others.)
- IV. ° If you have not already done so, to initiate reviews of managerial practices to identify savings in FY 1984 and beyond; to stipulate specific goals for these reviews (savings of some estimated percentage in specific objects, of some estimated dollar magnitude, or of some other kind); to indicate when you will send the results of these reviews.
- V. ° To initiate, in collaboration with the Council of Higher Education, discussions of possible consolidations of similar programs within your primary service region, of possible consolidations of administrative activities when duplication is found to exist and when institutions can benefit by sharing functions, or of collaborative actions to deal with emerging needs, such as continuing education of engineers and scientists, research support of private industry, and direct services to public schools; to notify me periodically of progress in these efforts.

With regard to the VCCS, I need these commitments from the Chancellor for the entire system, not from the individual presidents. In all instances, I recognize that preparing these amendments will involve some administrative burdens. I am sorry to have to make this request now, but I believe that the effort will prove worthwhile for all of us. I am eager to work with you to keep paperwork to a minimum as we progress through the term of the amended memoranda (i.e., through FY 1984).

These commitments should perhaps take the form of a letter, addressed to me, with suitable specific information about progress already made and about matters unique to your college or university. I have no preference as to whether rectors join in signing these letters. To the extent that these guidelines may seem inapplicable to you, please write directly to me or to the Governor. You can perhaps understand our eagerness to complete this final step and enter the results into the public record well before the end of the Session. Accordingly, I ask you to respond on or before February 16.

JTC:dtb

cc: Governor Charles S. Robb
 Chairman, House Appropriations Committee
 Chairman, Senate Finance Committee
 Chairmen, House and Senate Education Committees
 Rectors, State-Supported Colleges and Universities
 Chairman, State Board for Community Colleges
 Director, Council of Higher Education
 Chairman, Council of Higher Education



Christopher Newport College

50 Shoe Lane
 Newport News, Virginia 23606

February 2, 1983

The Honorable John T. Casteen, III
 Secretary of Education
 Office of the Governor
 Richmond, VA 23219

Dear John:

RE: AMENDMENTS TO MEMO
 OF UNDERSTANDING

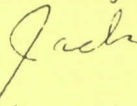
There will be many questions on clarity and precision of each of the requested amendments. I am sure that your office will provide answers as they emerge.

I write, however, to request an assessment as to applicability of item #2, i.e., "To maintain an eight month actual ... " to the College, since we are in a growth posture which is partially driven by economic conditions. We are thus a College of last economic resort for our local students, who are not faced with an elective choice of colleges, but of college vs. no college.

In a status quo posture our student faculty ratio has gone from 17:1 in 1981-82 to 19:1 in 1982-83, with 22:1 in 83-84 planned. Most of the growth is, as you can imagine, in accounting, management, and computer science, all of which produce students with marketable skills. In addition, these courses are tailored to the industrial and scientific needs of the Peninsula growing technology.

I do not believe that the Governor's intention is to stifle this type of development nor intrastate shifting, consequently I ask that a review of our situation be made at your earliest convenience.

Sincerely yours,



John E. Anderson
President



COMMONWEALTH of VIRGINIA

Office of the Governor

Richmond 23219

John T. Casteen, III
Secretary of Education

February 9, 1983

President John E. Anderson
Christopher Newport College
50 Shoe Lane
Newport News, Virginia 23606

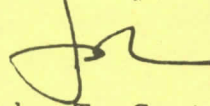
Dear Jack:

With some regret, I have to let you know that I do not have the authority to grant the exceptions described in your letter about amendments to the memorandum of understanding. The state's financial position is precarious enough that the Governor is requiring constraint throughout state government. Adding employees or determining now not to bring down by carefully calculated steps higher education's largest expenditure (personal services) simply invites disaster.

Before responding to your letter, I had my analysts look carefully at your budget. They tell me that you may take some comfort in the fact that the 1982-84 budget actually funded Christopher Newport College at 97% and 96.1% of the appendix M guidelines, not at the 92.1% that applies to the other colleges. They say that even with your revised enrollment projection the funding stands at 95% of the guidelines. I realize that more support would help, but you can perhaps see the difficulty I would have in justifying some unusual action in light of the appropriation record.

You should, of course, feel free to address a letter to the Governor if you want to pursue the matter with him. He follows carefully the changing conditions on our campuses, and he will give every possible consideration to whatever accommodation you may wish to request.

Sincerely,



John T. Casteen, III



Christopher Newport College

50 Shoe Lane
Newport News, Virginia 23606

February 11, 1983

The Honorable John T. Casteen, III
Secretary of Education
Office of the Governor
Richmond, Virginia 23219

Dear John:

Thank you for your letter of February 9 in response to my request for a re-evaluation of the addendum Memorandum of Understanding.

In light of your assessment of Appendix M guidelines, and our support thereunder, and your continued vigilance in preserving equity throughout the institutional spectrum, I will pursue the matter no further.

We will respond to the memo as quickly as possible. Thank you for your continued efforts on our behalf.

Sincerely,



John E. Anderson
President

Special Meeting of the Faculty

The Faculty will meet at 3:00 pm, Friday, February 25, 1983, in N125, for the purpose of considering and acting upon recommendations from the ad hoc Committee on Bylaws. No other items of business will be considered at this meeting. The subject recommendations appear in this Chronicle as pages 13 to 38. All members of the Faculty are urged to bring this issue of the Chronicle with them to the 2/25/83 meeting.

Agenda

- I. Consideration of a proposal from the ad hoc Committee on Bylaws
- II. Announcements
- III. Adjournment.

-- Vice President for Academic Affairs

* * * * *

Expenditure Planning, FY 1982-83

The Governor's budget proposed for Fiscal Year 1983-84 includes a 6% reduction in planned allocation of Operating General Funds to the College. The proposed reduction is in addition to the 5% General Fund reduction imposed in fiscal year 1982-83. The Governor has also proposed a freeze on all salary and wage increases for fiscal year 1983-84, including merit raises for classified personnel.

Although the proposed reductions have been presented by the Governor to the General Assembly for approval, and exact reversion amounts will thus not be known until later, the College must begin actions now to adjust to the decreased budget.

Accordingly, I am requesting that all known planned procurements of supplies, equipment, and one-time services for the remainder of FY 1982-83 be submitted via departmental requisition or travel approval as soon as practical. Please limit requests to valid requirements in support of established instructional or support programs. Requisitions must be received and logged into the Purchasing Office by 4:30 pm, March 1, 1983.

The Comptroller is requested to process all received requisitions into the open commitment file by March 15, 1983, including reconciliation of status on commitments already made.

All balances after the March 15 reconciliation, will revert to central accounts of the College.

Account Managers are hereby informed that unexpended balances will be then pooled and reallocated based on analysis of expressed needs for FY 1983-84. The reallocation plan will be determined by a coordinated effort of the Vice President, and subject to the President's approval. We will thus be using our unexpended balances for 1982-83 in support of our needs for 1983-84.

This procedure will apply to State accounts, including Auxiliary Enterprises (i.e., Campus Center, Bookstore-State Accounts, and Intercollegiate Athletics) but excluding Sponsored Programs (Grants) and State Student Financial Aid. The reversion to Central College Holding Accounts includes Repair and Replacement Accounts within Auxiliary Enterprises, but excludes reserves for Debt Service requirements.

The proposed 6% reduction is over \$333,000, and in addition the salary/wage freeze is expected to amount to nearly \$200,000.

The proposed reductions represent a substantial challenge to achieve a balanced budget for 1983-84. Your wholehearted cooperation and support are requested.

-- Vice President for Financial Affairs

* * * * *

Curriculum Task Force

On February 8, 1983, a Curriculum Task Force was appointed and charged by the Vice President for Academic Affairs. The task force was appointed so as to consist of the four members of the leadership of its 1978-1979 forerunner, a member of the present Curriculum Committee, and a member of the Faculty Advisory Committee. The result was a six-member committee whose membership was chosen so as to preserve continuity with the past and promote liaison with the most directly interested faculty committees of the present. The result, however, was also a six member committee devoid of representation from the faculty of the School of Business and Economics.

That circumstance should never have come into being, and it is not in the College's best interests for it to continue. The School of Business and Economics contains twenty percent of the College's regular faculty; nearly forty percent of the College's graduates pursue their major field of study in the School. It is therefore essential not only that the work of the task force reflect the participation of the faculty of the School of Business and Economics but also that the eventual recommendations of the task force be such as to deserve and enjoy the confidence and support of that faculty.

Consequently, I have this week appointed to the task force Professors Dexter Rowell and Carl Colonna, thereby enlarging its voting membership to eight members, two of whom hold faculty rank in the School of Business and Economics.

-- Vice President for Academic Affairs

NEWS & GENERAL INFORMATION

Menu for the Week of February 21-25, 1983

| | | | | | | |
|-------|--|--------|--------|--------------------------------------|--|--------|
| Mon. | Quiche Boiled Potatoes Green Peas | \$2.15 | Thurs. | Turkey & Dressing Butter Beans | Lasagna Garlic Bread Apple Sauce | \$2.15 |
| Tues. | Hamburger Steak & Onions Scalloped Potatoes Corn | \$2.15 | Fri. | Meat Loaf Mashed Potatoes Corn | | \$2.15 |
| Wed. | Lasagna Garlic Bread Salad | \$2.15 | | Clam Chowder | .85 bowl | |

-- Director of Food Services

* * * * *

Theatre Productions

The CNC Theatre presents the popular musical Guys and Dolls on Friday, February 25 and Saturday, February 26 in the Campus Center Theatre. Curtain time: 8:00 pm. Performances are also scheduled for March 4 and 5.

Faculty and Staff are given a one dollar discount per ticket. General Admission: \$5.00. Group rates are also available. For further information call 599-7088.

On opening night there will be a presentation of awards to the winners of an essay contest in conjunction with last year's production of Antigone by Sophocles.

-- Bruno Koch, Director of Theatre

* * * * *

Brown-Bag Lunch

The next "brown bag" lunch for students over 30 years old will be held Monday, February 21, 1983, from noon to 1:00 pm in the Admiralty Room of the Campus Center.

These lunches are a response to the need expressed by some non-traditional age students to meet other members of the CNC community, to share a time of relaxation and fun, and to discuss topics of general interest.

Dr. Jouett Powell of the Philosophy and Religious Studies Department will speak about "Personal Religious Perspectives in an Academic Setting."

Faculty and staff are invited and welcome.

-- Carolyn Lawrence, Campus Minister

* * * * *

FROM THE FACULTY SENATE OF VIRGINIA

Tax Sheltering State Employee Contributions to the Virginia Retirement System

There are two bills before the General Assembly which tax shelter our contributions to the Retirement System. If either of these bills passes, the state will deduct the amount we pay into the Retirement System from our salaries (i.e., reduce our salaries by that amount) which will have the effect of keeping the same number of dollars going into our retirement accounts, while removing these dollars from our taxable income. The net gain accrues to the employee and the loss goes to the federal treasury.

A study by the Virginia Senate shows that employees, even those already with IRA's and TSA's, would have to be in the 29% tax bracket or higher after retirement, to not benefit from this legislation. Last year, similar legislation passed the General Assembly, but was vetoed because injurious amendments weakened the employee advantages. If passed this year, without amendments, this legislation may provide the only pay raise we can get. If you agree with this approach, the Faculty Senate of Virginia urgently suggests that you contact legislators to stress your support for the legislation, without amendments. In the House, floor debate is expected on Monday, Feb. 21st.

The legislation is labeled as:

House Bill (HB-519)
Senate Bill (SB-250)

Senator Hunter Andrews is managing the Bill in the Senate, and would appreciate your support as he takes it to the floor. His office number is 786-6593. Delegate Richard M. Bagley, Chairman of the House Appropriations Committee, will also appreciate your call (786-6600) to Richmond, as would other local representatives (listing below).

Sen. William Fears
786-6980

Del. Shirley F. Cooper
786-6602

Del. Robert S. Bloxom
786-6596

Sen. Robert Scott
786-6886

Del. Alan A. Diamonstein
786-6992

Del. Harvey B. Morgan
786-6607

Sen. Elmo Cross
786-6075

Del. Henry Maxwell
786-7192

Del. J. Paul Councill, Jr.
786-6909

Sen. Elmon Gray
786-7397

Del. Theodore V. Morrison
786-6597

Del. J. Samuel Glasscock
786-6698

Sen. Richard Holland
786-7392

Del. Edwin H. Ragsdale
786-6609

Del. Richard M. Bagley
786-6596

Del. S. Wallace Stieffen
786-7191

Bill Winter
CNC Representative
Faculty Senate of Virginia

* * * * *

Research Grant Funding Sources: Spring Update

The following list of funding sources is provided by the Grants Coordinator. Faculty who desire additional information are asked to contact Lee Doerries at ex. 7096 or 7094.

Fulbright Senior Scholars

application deadlines:

| | |
|--|-----------|
| American Republics, Australia, and New Zealand | June |
| Africa, Asia, Europe, and the Middle East | September |
| Fulbright Junior Lectureships to France, Germany, Italy, Portugal, and Spain | December |
| Fulbright Travel Awards to France, Germany, and Italy and West German programs in foreign student exchange and German civilization | February |
| Indo-U.S. Subcommission Research Awards | July |
| NATO Research Fellowships | December |
| Spanish Treaty Research Fellowships | January |

National Endowment for the Humanities Summer Seminars for College Teachers

Eight-week summer program for undergraduate teachers to complete advanced study or research in their own fields or in other fields related to their interests. Participants work under the direction of a distinguished scholar in an area of mutual interest and have access to the collections of a major library; they will discuss a body of common readings with their colleagues in the seminar, prepare a written report, and outside the seminar will pursue an individual project of their own choosing and design.

Stipend: \$2,700

Deadline for Application: April 1, 1983

Announcement of Awards: April 19, 1983

Specific information on the 84 seminars in various disciplines of the humanities and the humanistic social sciences is available from the Grants Office.

NSF Chautauqua Short Courses for College Teachers

Applications are still being taken for spaces in Chautauqua Short Courses that meet one time in the spring.

Gilbert F. White Fellowship Program

Post Doctoral fellowship for young professionals who wish to devote a year to scholarly work on a social or policy problem in the areas of natural resources, energy, or the environment.

Stipend: \$24,000 plus research support and an allowance for moving expenses up to \$1000

Deadline: March 1, 1983 (Awards will be announced April 1, 1983)

The RFF (Resources for the Future) Small Grants Program

Small grants program to be awarded annually for the support of research on issues related to the environment, natural resources, or energy. Proposals should address a need that is not now being met by most funding agencies. Proposals may originate in the humanities or in the social or natural sciences and may deal with either theoretical or applied topics.

Amounts: The maximum grant will be \$30,000, including overhead, but most grants will be for smaller amounts. The maximum allowable overhead rate will be 10 percent.

National Endowment for the Humanities Challenge Grants Program

The National Endowment for the Humanities announces a June 1, 1983 deadline for submitting an application to the Challenge Grants Program. NEH Challenge Grants offer support for a variety of needs in order that institutions and organizations performing work of recognizable merit within the context of their missions and resources may achieve greater financial stability and a reasonable growth of those resources. All Challenge Grants applicants must demonstrate that funds will sustain or develop a high quality of work within the humanities.

The Virginia Foundation for the Humanities and Public Policy

The Virginia Foundation continues to solicit applications for public humanities programs on the environment. Funded by the Virginia Environmental Endowment, the special grant category will be used to support educational programs in a variety of formats. Interested non-profit Virginia groups and institutions are encouraged to apply.

National Endowment for the Humanities

Information is available from the Grants Coordinator concerning funding

1. improving introductory courses
2. promoting excellence in a field
3. fostering coherence throughout an institution
4. feasibility grants
5. humanities programs for nontraditional learners
6. developing teaching materials from recent research

National Endowment for the Humanities Program Development Grants

Grant application booklets and proposal forms are available in the Grants office. The next deadline for applications in Program Development is March 14, 1983.

Department of Agriculture

Alcohol Fuels Research Grants Program
Animal Health Research Grants Program

April 15, 1983
March 25, 1983

National Science Foundation

The Foundation considers proposals for support of research in any field of science, including but not necessarily limited to: astronomy, atmospheric science, biological and behavioral sciences, chemistry, computer sciences, earth sciences, engineering, information science, mathematical sciences, materials, oceanography, physics, and social sciences. Interdisciplinary proposals also are eligible for consideration

Proposals may be submitted at any time

particular interest is currently be expressed for proposals in:

anthropology
linguistics
memory and cognitive processes
neurobiology
psychobiology
sensory physiology and perception
social and developmental psychology

National Research Council Associateship Awards

The NRC Research Associateship Programs offer scientists and engineers with the Ph.D. degree opportunities for basic and applied research in various laboratories in the United States. Stipends begin at \$23,500 a year for recent doctoral graduates, with higher stipends for Seniors. In the NRC-NASA program, completed applications must be received by the NRC by January 15, April 15, or August 15, 1983 for awards to be made in April, July, and November, respectively.

Information on areas of research and program/laboratory location are available from the Grants Office.

-- Lee Doerries, Grants Coordinator

FACULTY/STAFF NEWS

Dr. Bruno Koch was interviewed on Channel 13 TV in connection with the upcoming production of Guys & Dolls. The program will be aired on Wednesday, February 23.

* * * * *

The Educational Foundations Project Committee has named Dr. Lora Friedman its "1983 Educational Foundations Named Grant Honoree" for the Newport News Branch of the American Association of University Women. The Virginia Division AAUW will present a certificate to Dr. Friedman at the Educational Foundations Banquet, March 20, in Roanoke, VA.

* * * * *

Dr. Elizabeth Daly conducted a discussion group and addressed a general conference session on the topic "Using Self Study to Develop Leadership" at the Conference of the Southern Association of Colleges & Schools, Va. Elementary Commission in Williamsburg on February 15.

* * * * *

Dr. Algin B. King, Dean of the School of Business & Economics, and Professor Carl Colonna, Department of Economics, spoke to the Peninsula Personnel Directors at the Ramada Inn on February 10. The subject of their presentation was "The National and Local Economic Outlook for 1983."

COMMITTEE INFORMATION & FACULTY BUSINESS

FAC Report

The deadline for the receipt of Faculty Grant applications by FAC is February 28. Guidance relative to the process is contained in the CNC Chronicle dated February 4 (p. 8) and in the "pink pages, V34f." Questions may be addressed to the chairman or any member of FAC.

-- E. Daly, Chairman, FAC

* * * * *

Report of the Handbook Bylaws Committee on Section IV

Having completed numerous meetings, conducted and tabulated a survey of the Faculty on issues involved, and met with the FAC on two occasions to discuss and revise our recommendations, the Handbook Committee on Section IV herewith submits to you for your consideration its proposal.

This lengthy document, which will be submitted to the VPAA after action by the Faculty, is, we believe, of vital importance to each and every faculty member and to the future of the College. Accordingly, we urge each of you to read it carefully and completely before it is brought before the Faculty.

In order to answer any questions concerning the contents of this document, the members of this committee and members of the FAC will meet with interested faculty members on Wed., Feb. 23, at 2:00 p.m. in Wingfield 202. If you cannot attend the meeting, please contact any member of the committee to discuss questions you may have.

By vote of the Faculty at its meeting of February 11, a special meeting of the Faculty will be held on Friday, February 25 at 3:00 p.m. to discuss and vote upon this proposal.

Thank you.

John Jenkins (X7069)
Jouett Powell (X7173)
James Morris, Chairman, (X7121 or 7024)

1 Section IV, Participation in College Governance [recommended committee version]

2 Section IV

3 Participation in College Governance

4 This section describes the participation in College governance by constituen-
5 cies other than the Administration. It defines the functional responsibilities of
6 the General Faculty, General Faculty committees, the Faculty Senate, Department
7 chairmen, individual faculty members, certain ancillary positions, administrative

committees, the Student Body, and student affairs committees.

This section is authorized by the President, and any revisions are to be approved by the President. Recommendations for changes are made through the appropriate Vice President.

1. Section IV, A, The General Faculty [recommended committee version]

A. The General Faculty

The General Faculty of the College is the body of all persons holding full-time faculty appointment with appropriate departmental approval as distinguished professor, professor, associate professor, assistant professor, or instructor and who are members of an academic department. The Deans of the Schools, the Vice President for Academic Affairs, and the President are non-voting members of the Faculty. The Vice President for Academic Affairs is the Dean of the Faculty and presides over the meetings of the General Faculty.

The General Faculty shall concern itself with the academic policies of the College and shall have the right to participate in the formulation, development, review, and alteration of these policies under the procedures contained in this document. These policy areas shall include:

- certification of students who have fulfilled the academic requirements for graduation
- academic standards for admissions and retention
- curriculum and transfer credit
- grading system, examinations, and appeals
- faculty development
- standards for retention, promotion, tenure, and the recognition of merit
- faculty personnel policies, such as fringe benefits, outside employment, leaves of absence, and other working conditions
- grievance procedures

-- long- and short-range institutional academic and fiscal planning

Regarding all matters within its jurisdiction, the General Faculty makes the results of its deliberations known in writing to the Vice President for Academic Affairs, who in turn formulates his recommendations to the President. The Vice President for Academic Affairs informs the Faculty in writing of his recommendations.

2. Section IV, B, "Officers of the General Faculty" [new article; nothing in pink]

(1) The officers of the General Faculty shall be a Chairman, a Vice Chairman, and a Secretary. The Vice President for Academic Affairs shall hold the office of Chairman. The President of the Faculty Senate shall hold the office of Vice Chairman. The Secretary shall be elected from among the Faculty for a term of two years.

(2) The Chairman, or in his absence or at his instance the Vice Chairman, shall preside at meetings of the Faculty. In the absence of both, or at the instance of the President, the Vice President for Academic Affairs and the Vice Chairman, the Faculty may elect a temporary presiding officer.

(3) The Secretary shall record the minutes of each meeting and distribute them to the members of the General Faculty no later than three class 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 Faculty.

3. Section IV, C, Meetings of the General Faculty [new article; nothing in pink]

(1) Two regular meetings of the General Faculty shall be held during each academic year at a regularly scheduled time, one in November to certify graduates as necessary and one in April to certify graduates and to

1 conduct elections to Faculty committees and in each instance to con-
2 duct any other business appropriate to the body. Notice of these meet-
3 ings shall be given in writing at least two weeks in advance of each
4 meeting.

5 (2) Special meetings of the General Faculty may be called by the President
6 of the College or the Vice President for Academic Affairs. Notice of
7 such meetings shall be distributed in writing at least three days in
8 advance of the meeting date.

9 (3) Special meetings of the General Faculty may also be called upon the
10 written request of a standing committee of the Faculty, of the Faculty
11 Senate, or of 20 percent of the Faculty. The petition shall be present-
12 ed to the President or to the Vice President for Academic Affairs. If
13 they are unable to call a meeting, the petition shall be presented to
14 the Vice Chairman of the Faculty; this failing, to any Department Chair-
15 man. The meeting shall then be called within 48 hours by the placement
16 of notices in Faculty mailboxes, if possible, or through department
17 channels.

18 (4) A simple majority of the voting members of the General Faculty shall
19 constitute a quorum at any meeting.

20 (5) No motion or resolution affecting the educational policies of the Col-
21 lege shall be voted on in a meeting unless it shall have been submitted
22 in writing to the Vice President for Academic Affairs and copies there-
23 of sent by him to all members of the General Faculty at least three
24 class days prior to the date of the meeting. In emergency situations
25 this provision may be waived only by the unanimous consent of the
26 Faculty members present.

27 (6) Meetings shall be conducted in accordance with Robert's Rules of Order.
28 At the request of any member of the Faculty, a secret paper ballot
29 shall be taken on any motion before the body.

4. Section IV, D, Committees of the General Faculty [recommended committee version]

All members of the General Faculty are eligible for membership on committees of the General Faculty, 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 one elected committee at the same time. In each case where there is no Faculty Senate member elected or appointed to a General Faculty committee, a member of the Faculty Senate shall be appointed by the President of the Faculty Senate to serve as an ex officio, non-voting member of the committee to assure liaison between the two bodies.

(1) Elected Academic Committees

a. Curriculum Committee shall consist of seven faculty members elected by the General Faculty, three students selected by the Student Association, and the Deans of the schools (non-voting). The committee

(a) reports to the Faculty Senate;

(b) conducts a continuing study of educational developments pertaining to the College curriculum;

(c) recommends changes in the curriculum;

(d) determines priorities for the development of the curriculum;

(e) makes recommendations concerning the adoption and termination of degree programs;

(f) conducts a periodic review of all academic offerings.

b. The Degrees Committee shall consist of six faculty members elected by the General Faculty and the Registrar (non-voting). The committee

(a) reports to the General Faculty, and to the Faculty Senate as appropriate;

(b) determines which students have completed the requirements for earned degrees and recommends their names for certification by the General Faculty;

(c) reviews student petitions concerning degree requirements and makes recommendations thereon to the Faculty Senate;

(d) conducts an on-going study of degree requirements.

c. The Academic Status Committee shall consist of six faculty members elected by the General Faculty and the Registrar (non-voting).

The committee

(a) recommends to the Faculty Senate standards for student retention, dismissal, placement of probation, reinstatement and for all other matters relating to academic performance;

(b) considers all appeals pertaining to the academic status of students and makes appropriate recommendations to the Vice President for Academic Affairs;

(c) considers the requests of students who wish to carry overload courses and students who require more than one semester to complete a course in which a grade of "I" was earned and makes appropriate recommendation to the Vice President for Academic Affairs.

d. The Admissions Committee shall consist of six faculty members elected by the General Faculty and the Dean of Admissions (non-voting). The committee

(a) recommends to the Faculty Senate standards for admission;

(b) reviews appeals to denial of admission and makes appropriate recommendations to the Vice President for Academic Affairs.

e. The Academic Hearing Board shall consist of three faculty members elected by the General Faculty; three student members elected by the students; and the Academic Hearing Examiner (non-voting).

1 The Board

2 (a) reviews cases which involve a violation of the Code for Academic
3 Work and makes recommendations to the Vice President for Aca-
4 demic Affairs for his actions;

5 (b) recommends changes in the Code to the Student Association and
6 to the Faculty Senate for their recommendations to the Vice
7 President for Academic Affairs.

8 f. The Honors Council shall consist of three members elected by the
9 General Faculty and three members appointed by the Vice President
10 for Academic Affairs; the Dean of Admissions (non-voting); and the
11 Deans of the Schools (non-voting). The Council

12 (a) reports to the Vice President for Academic Affairs;

13 (b) administers the Honors Programs of the College including the
14 Styron Scholars, the Degree with Distinction and CNC Honors
15 Scholars programs;

16 (c) recommends to the Faculty Senate changes in the Honors programs.

17 (2) Elected Faculty Affairs Committees

18 a. The Faculty Review Committee shall consist of six tenured faculty
19 members elected by the General Faculty. The committee

20 (a) consults with the Vice President for Academic Affairs on faculty
21 personnel issues;

22 (b) reviews recommendations from the academic departments and the
23 Deans of the Schools on matters of retention, promotion, tenure
24 and merit increases and makes its recommendations to the Vice
25 President for Academic Affairs;

26 (c) members shall not participate in any review of a member of
27 their own academic departments or of any faculty members on
28 whose peer evaluation group they have served during that academic
29 year.

- 1 b. The Faculty Hearing Committee (FHC) shall consist of seven faculty
2 members elected by the General Faculty. The Faculty Hearing Panel
3 (FHP) shall consist of five faculty members elected by the General
4 Faculty. The FHP fills vacancies on the FHC. The FHC
5 (a) reports to the General Faculty and the Vice President for Aca-
6 demic Affairs;
7 (b) serves as the formal hearing committee during dismissal proce-
8 dures.

9 c. Faculty Grievance Committee

10 The Faculty Grievance Committee (FGC) shall consist of seven faculty
11 members elected by the General Faculty. The Faculty Grievance Panel
12 (FGP) consists of five faculty members for grievances involving
13 critical personnel decisions and three faculty members for all
14 other grievances, selected by lot from the members of the FGC.
15 The FGC serves as the formal grievance committee.

- 16 d. The Nominations Committee shall consist of six faculty members
17 elected by the General Faculty. The committee

- 18 (a) reports to General Faculty;
19 (b) presents a slate of nominations when vacancies occur on the
20 elected committees of the Faculty;
21 (c) supervises elections to committees and to the Faculty Senate.

22 (3) Appointed Academic Committees

- 23 a. The Library Advisory Committee shall consist of six faculty members
24 appointed by the Faculty Senate and two students appointed by the
25 Student Association. The committee
26 (a) reports to the Faculty Senate and to the Vice President for
27 Academic Affairs;
28 (b) advises the Director on the library budget allotted for academic
29 departments use;
30 (c) assesses the Library's overall needs in holdings, equipment

and facilities and makes recommendations on these matters;

(d) provides liaison between the Library and the Faculty and Student Body;

(e) is kept informed by the Library Director on Library policies affecting academic programs and shall make the opportunity to make recommendations to the Director regarding such policies.

b. The William Parks Colloquium Committee shall consist of seven faculty members appointed by the Vice President for Academic Affairs. The committee

(a) reports to the Vice President for Academic Affairs;

(b) 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 shall consist of four faculty members appointed by the Vice President for Academic Affairs. The Board

(a) reports to the Vice President for Academic Affairs;

(b) reviews and approves research activities which involve human subjects;

(c) safeguards the rights and welfare of subjects at risk in activities supported under grants and contracts.

d. The Teacher Preparation Council shall consist of eleven members from the Faculty and Administration appointed by the Vice President for Academic Affairs. The Council

(a) advises the Chairman of the Department of Education;

(b) coordinates the total teacher preparation program and assures continuous inter-institutional action.

e. The Continuing Education Committee shall consist of seven faculty

members 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 and off-campus credit programs, including methods of offering such programs.

(4) Ad Hoc Committees

From time to time, in order to provide appropriate faculty input on issues or projects that do not have long-standing status, ad hoc committees are appointed. These committees are appointed by the President, the Vice President for Academic Affairs, or the Vice President for Student Affairs. Ad hoc committees dissolve when they submit their final report or recommendation to their appointing officer. The General Faculty may elect ad hoc committees which report directly to the General Faculty.

5. Section IV, E, Amendment of the By-Laws of the General Faculty

Subject to the subsequent approval of the President and with the understanding that they shall in no way conflict with the By-Laws of the Board of Visitors, these By-Laws as stated in Section IV, Sections, A,B,C,D above may be amended at any meeting of the General Faculty by a two-thirds vote of the total Faculty eligible to vote, provided that a copy of the proposed amendment shall have been sent to every member of the Faculty at least one academic week in advance.

6. Section IV, F, Faculty Senate Constitution

I. Name

The name of this body shall be the Faculty Senate of Christopher Newport College.

II. Purpose

The faculty of the College, by virtue of their particular competence and the principle of collegiality, are essential participants in the development and implementation of academic policy. The Faculty

Senate is a representative body of the faculty, deriving its authority from the General Faculty. As such, it shall exercise the authority of the General Faculty with respect to policy on academic matters and the professional affairs of faculty, and perform such other functions as are delegated to it by the General Faculty of the College. Specifically, the Faculty Senate shall represent the General Faculty in recommending policies to the President and to other appropriate individuals and bodies on academic requirements; academic standards for admission and retention; curriculum; grades and academic credit; faculty development, personnel policies, standards for retention, promotion, tenure, and merit; institutional planning; and all other concerns which affect the welfare of the faculty.

III. Membership

- A. All members of the General Faculty having full-time teaching appointments and holding the rank of assistant professor or above on probationary or tenured contracts are eligible to serve in the Faculty Senate.
- B. The Faculty Senate shall consist of one member from each academic department having three to ten full-time members and one additional member from each department for each five additional members above ten. Members shall be nominated and elected by their respective departments.

OR

- B. The Faculty Senate shall consist of one at-large member from each School of the College and an additional for each ten full-time faculty members in each school. No more than one of the non-at-large members shall be from any one department.
- C. The term of office of Faculty Senators shall be two years be-

1 ginning the first day following spring commencement.

2 D. Elections shall be held each spring and at least two months
3 prior to spring commencement. One half of the membership shall
4 be elected in odd-numbered years and the other half in even-
5 numbered years, the respective terms for the initial election
6 to be determined by lot. Elections shall be conducted by the
7 Faculty Senate and shall be by secret ballot. Election shall
8 be by a majority of votes in each election.

9 E. Vacancies shall be filled within ten class days through elec-
10 tion by the constituency from which the vacancy occurred.

11 IV. Officers and Duties

12 A. The officers of the Faculty Senate shall be the President, the
13 Vice President, the Secretary, and such other officers as the
14 Faculty Senate deems necessary, to be elected annually by the
15 Faculty Senate from among its membership at its organizational
16 meeting. All officers shall be regular voting members of the
17 body.

18 B. The President of the Faculty Senate shall hold the office of
19 Vice Chairman of the Faculty, shall preside at all meetings of
20 the Faculty Senate, shall represent the Faculty Senate and the
21 General Faculty to all constituencies of the College community,
22 and shall coordinate the collection and publication in the ap-
23 propriate College publication of all reports to the General
24 Faculty.

25 C. The Vice President of the Faculty Senate shall perform the
26 duties of the President in the President's absence.

27 D. The Secretary shall prepare and distribute to the Faculty Senate
28 and to the General Faculty the agenda and minutes of all meet-
29 ings of the Faculty Senate in the appropriate College publica-
30 tion.

1 E. The Executive Committee of the Faculty Senate shall consist of
2 the President, the Vice President, the Secretary, and two
3 members elected by the Senate from among its membership. The
4 Executive Committee shall prepare the agenda for all Faculty
5 Senate meetings, maintain liaison with Senate members on each
6 faculty committee, maintain liaison with the Administration,
7 and perform such other duties as assigned to it by the Faculty
8 Senate. In addition, the members of the Executive Committee,
9 or their designated alternates in case of absence, shall repre-
10 sent the Faculty Senate and the General Faculty on all appro-
11 priate matters at all times when the College is not in regular
12 session and when a quorum of the Faculty Senate cannot be ob-
13 tained, all decisions to be by a majority of members present
14 and voting. All deliberations and decisions of the Executive
15 Committee taken under such conditions shall be reported to the
16 Faculty Senate at its next regular meeting.

17 V. Meetings

- 18 A. Meetings of the Faculty Senate shall be held at least four
19 times during each semester and at the call of 10 percent of the
20 members of the Faculty Senate to the President of the body.
- 21 B. Meetings of the Faculty Senate shall be governed by Robert's
22 Rules of Order.
- 23 C. All members of the College community have the right to observe
24 Faculty Senate meetings. At its discretion, the Faculty Senate
25 may invite members of the College community to participate in
26 its meetings as non-voting guests.

27 VI. Liaison representatives to the Board of Visitors

28 The Faculty Senate shall recommend faculty members to the President
29 of the College to act as faculty liaison representatives to the

standing committees of the Board of Visitors.

VII. Relationship to General Faculty Committees

General Faculty committees as provided for in the college Handbook report to the Faculty Senate for action on their deliberations and recommendations. If no members of the Faculty Senate shall be elected to any particular faculty committees, the Faculty Senate shall appoint one of its members to serve as an ex officio, non-voting member of the committee to assure liaison between the two bodies. The Faculty Senate shall have the right to establish ad hoc committees.

VIII. Referral of Faculty Senate Actions to the General Faculty

Upon petition of at least 25 percent of the members of the General Faculty to the President of the Senate, any action of the Faculty Senate shall be submitted within 30 days to deliberation by the General Faculty. Any action of the Faculty Senate may be overturned by a 2/3 vote of the members of the General Faculty present and voting.

IX. Faculty Senate Review

At the end of the fourth complete academic semester of regular functioning by the Faculty Senate and every five years thereafter there shall be constituted a Faculty Senate Review Committee. It shall be composed of three members of the Faculty Senate and three members elected by the General Faculty. This committee shall review the workings and effectiveness of the Faculty Senate and shall make any recommendations it deems necessary regarding it to the Senate and to the General Faculty for their deliberation and action.

X. Amendments

This constitution may be amended by a majority of ballots cast in a referendum of the members of the General Faculty, providing the

proposed amendment and nature of the referendum are made available to the members of the General Faculty in writing at least two weeks prior to the referendum. Amendments may be proposed by two-thirds vote of the Faculty Senate or by petition of 10 percent of the General Faculty to become the subject of a referendum conducted by the Faculty Senate.

7. Section IV, G, Department Chairmen

The content for this section will be derived on the basis of decisions yet to be made.

8. Section IV, H, Individual Faculty Members

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 grades.

Each faculty member who is also a member of the Faculty (See IV, A) is responsible for formulating and implementing a professional development plan and for department, college, and community service.

Section 1. The Faculty at the Department Level

Departments are administrative and organizational units headed by a chairman elected from the Department's members and designed 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.

Delegated Authority

Faculty at the department level bear primary responsibility for the instruction of students and for curriculum development. They also define the major, approve textbooks and procedures for student evaluation in courses taught by more than one member of the department, advise students, and decide poli-

1 cies for equivalency testing or other ways of earning credit for the major.
2 Departmental faculty members set the professional standards and establish
3 the administrative policies within the department. Members on probationary
4 or tenured appointments vote in elections for department chairmen. Members
5 of the departments involved in interdisciplinary courses approve such
6 courses and provide instruction. If several departments in an academic
7 school are involved in a course, the course is considered as a course in
8 the school and offered under the auspices of the school.

9 Participation in Decision-Making

10 Faculty members participate in the evaluation of the professional perform-
11 ance of colleagues in accord with College policies governing peer evalua-
12 tion; recommend new instructional programs within the department; recom-
13 mend policies related to interdepartmental, interdivisional, and interin-
14 stitutional cooperation; and recommend student advising policies.

15 Departmental faculty members make recommendations to the chairman concern-
16 ing scheduling of courses (time and place); assignment of instructors; as-
17 signment of office space; cancellation of courses due to insufficient en-
18 rollment; allocation of computer time; selection of new faculty (regular
19 and adjunct); secretarial services; and student assistants. Faculty also
20 assist the Chairman in formulating the departmental budget and consult
21 with him concerning its administration.

22 Section 2. The Individual Faculty Member

23 Consistent with the goals and policies of the College and those of their
24 respective departments, individual faculty members determine the specific
25 objectives of the courses that are their individual responsibility. With-
26 in each of the courses they teach, faculty members decide the course con-
27 tent; methods and procedures of evaluating student performances; the level
28 of instruction appropriate to the class and the students; the administra-
29 tive policies of the course; the research they do as a complement to teach-

ing; 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 to their department chairman; in those activities related to continuing education and public service, to the Dean of his School. The details of these several responsibilities are described in the appropriate sections of the College Handbook.

Functions

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.

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 peer 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.

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 committees; serve on appointed and ad hoc committees; advise students; assist their department in registration procedures; and attend College commencement ceremonies.

9. Section IV, I, Ancillary Positions

To assist the College administration in managing the College programs some members are 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. The Hearing Examiner is a faculty member who is selected by, reports to, and serves at the pleasure of the Vice President for Academic Affairs.
2. The Affirmative Action Coordinator is responsible for monitoring the College's EEO/AA plan. The coordinator 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 publication 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 Center Theatre. The manager is selected by, reports to, and serves at the pleasure of the Dean of the School of Liberal Arts, Sciences, and Education.

1 5. The Grants Coordinator assists faculty members in the application for
2 and administration of grants from private or governmental sources.
3 The Grants Coordinator is selected by, reports to, and serves at the
4 pleasure of the Vice President for Academic Affairs.

5 6. The Director of Student Teaching directs the student teaching program
6 and certifies candidates with respect to requirements for State Teach-
7 ing Certificates. The Director is appointed by, reports to, and serves
8 at the pleasure of the Vice President for Academic Affairs.

9 10. Section IV, J, Administrative Committees

10 Section 1.

11 The Affirmative Action Committee shall consist of nine members appointed
12 by the President for a term of two years upon the recommendation of the
13 appropriate Vice Presidents and the Affirmative Action (EEO/AA) Coordina-
14 tor (non-voting). The committee

- 15 a. reports to the President;
- 16 b. advises the EEO/AA coordinator on the formulation and implementation
17 of the College's EEO/AA plan;
- 18 c. monitors the procedures for recruitment, hiring, promotion and termina-
19 tion of personnel;
- 20 d. monitors College policies and procedures to insure that they are fair
21 and fully consistent with the plan;
- 22 e. assesses complaints and grievances relating to EEO/AA, and assists em-
23 ployees through appropriate referrals;
- 24 f. furnishes a member to be adviser to and non-voting member of every search
25 committee for the purpose of assuring compliance with the EEO/AA proce-
26 dures.

27 Section 2.

28 The Athletic Advisory Committee shall consist of four faculty members, four
29 students, one alumnus, one member of the Captain's Crew appointed by the

1 President, and the Director of Intercollegiate Athletics (non-voting).

2 The committee

3 a. reports to President;

4 b. makes recommendations on all matters relevant to intercollegiate athle-
5 tics programs;

6 c. reviews athletic philosophy and policy;

7 d. considers matters related to athletic conference and national athletic
8 governing bodies;

9 e. reviews need for additional equipment for gymnasium and outdoor facili-
10 ties, addition of sports to the Department of Athletics, scheduling and
11 transportation;

12 f. monitors the athletics budget.

13 Section 3.

14 The Automatic Data Processing Advisory Committee shall consist of six members
15 including three faculty members appointed by the Vice President for Finan-
16 cial Affairs and two students appointed by the Student Association, and the
17 Director of Computer Center (non-voting). The committee

18 a. advises the Director on Computer Center operations;

19 b. determines the long range needs of the College for ADP services and
20 makes recommendations to the Vice President for Financial Affairs.

21 Section 4.

22 The Buildings and Grounds Committee shall consist of six members appointed
23 by the Vice President for Financial Affairs; the faculty and student re-
24 presentatives to the Buildings and Grounds Committee of the Board (non-voting);
25 and the Supervisor of Buildings and Grounds (non-voting). The committee

26 a. reports to the Vice President for Financial Affairs;

27 b. reviews requests for changes in the external physical appearance of
28 the campus and makes recommendations to the Vice President for Financial
29 Affairs for action thereon;

c. prepares and updates the campus landscape plan.

Section 5.

The Campus Center Theatre Advisory Board shall consist of six members including three faculty members appointed by Vice President for Student Affairs upon the recommendation of the Dean of Liberal Arts, Sciences, and Education, the student director of the Campus Program Board (non-voting), and the Manager of the Campus Center Theatre (non-voting). The Board

- a. advises Manager of theatre in scheduling of all functions in the Campus Center Theatre;
- b. recommends policy on theatre use to the Dean of Liberal Arts, Sciences, and Education.

Section 6.

The College Handbook Committee shall consist of seven members appointed by the President to include three faculty, three administrators and one student. The committee

- a. reviews all proposed changes in the College Handbook with the parallel committee of the Board of Visitors and makes recommendations to the President;
- b. consults with all constituencies of the College on matters related to the College Handbook.

Section 7.

The Employee and Organizational Training and Development Committee shall consist of six members appointed by Vice President for Financial Affairs. The committee

- a. advises the Training Specialist, Office of The Director of Personnel, on the development of the training program.

Section 8.

The Safety Committee shall consist of the Building wardens appointed by the Vice President for Financial Affairs and Chief of Security (non-voting).

- 1 The committee
- 2 a. reports to the Vice President for Financial Affairs;
- 3 b. reviews all aspects of safety at the College;
- 4 c. initiates proposals for elimination of safety hazards;
- 5 d. committee members conduct periodic inspections of assigned building
- 6 and detection and elimination of safety hazards and assists in the
- 7 evaluation of handicapped and nonambulatory persons in the event of
- 8 emergency situations.

9 Section 9.

10 The Spece Utilization Committee shall consist of nine members appointed
11 by the President. The committee reviews space requirements and utiliza-
12 tion of college facilities and makes recommendations to the President.

13 Section 10.

14 The Traffic Accident Review Committee shall consist of three members ap-
15 pointed by the President. The committee

- 16 a. reports to the President and Department of State Police;
- 17 b. investigates each accident involving a State vehicle.

18 Section 11.

19 The Traffic Control Committee shall consist of six members, including one
20 faculty member, appointed by Vice President for Financial Affairs and three
21 students appointed by the Student Association. The committee

- 22 a. reports to Vice President for Financial Affairs;
- 23 b. recommends policies and procedures regarding parking, and traffic con-
24 trol needs on campus;
- 25 c. recommends assignment of designated parking spaces.

26 11. Section IV, K, The Student Body

27 The Student Body consists of all persons admitted and enrolled for at least
28 one credit during a given semester. The Student Body participates in the
29 governance of the College through the Student Association and makes recom-

mendations 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 advice and guidance 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.

12. Section IV, L, Student Affairs Committees

Section 1.

The Graduation Committee shall consist of four members, including two faculty members, appointed for a term of two years by the Vice President for Student Affairs, and one student appointed by the Student Association.

The committee

- a. reports to Vice President for Student Affairs;
- b. recommends matters related to the graduation ceremonies such as graduation speakers, dates, and sites.

Section 2.

The Student Publications Review Board shall consist of five faculty members appointed for a term of two years by Vice President for Student Affairs, three students appointed by the Student Association and the Director of Student Life (non-voting). The Board

- a. reports to Vice President for Student Affairs;
- b. selects editors for Student publications and reviews all procedures, guidelines, and practices for the Student publications.

Section 3.

The Scholarship Incentive Grant Committee shall consist of four members appointed by Vice President for Student Affairs and EEO/AA coordinator (non-voting). The committee

- a. reports to Vice President for Student Affairs;

- 1 b. administers the State Incentive Grant Program and determines student
- 2 eligibility for awards under the program.

Addendum

(Included in this document for information purposes only.)

BYLAWS OF THE FACULTY SENATE OF CHRISTOPHER NEWPORT COLLEGE

1 I. Election of Officers

2 Each spring, after the election of new members of the Faculty Senate
3 and prior to spring commencement, the incumbent Senate President shall
4 convene the membership of following year's Faculty Senate for the pur-
5 pose of electing officers. The incumbent officers shall officiate at
6 this meeting and shall distribute notices of the meeting and minutes as
7 for regular meetings. Only the members of the following year's Faculty
8 Senate are eligible to vote in this meeting.

9 II. General Faculty Committees and the Faculty Senate

10 A. Recommendations of the standing committees of the General Faculty
11 and of ad hoc committees of the Faculty Senate are to be presented
12 to the Faculty Senate for its approval except when such committees
13 have been specifically empowered by the Faculty Senate to act with-
14 out such approval.

15 B. Recommendations of committees to the Faculty Senate shall be in the
16 form of written motions placed before the Senate for its considera-
17 tion, accompanied by written rationales for the specific recommenda-
18 tions made.

19 C. Each standing committee shall have at least one Faculty Senate member
20 among its membership.

21 D. General Responsibilities

22 1. Committee chairmen shall have the responsibility for keeping
23 the Secretary of the Faculty Senate informed of the current work
24 of the committee.

25 2. All committees are required to file agendas and accurate minutes

1 of all committee meetings and hearings with the Secretary of
2 the Faculty Senate. The Faculty Grievance Committee is exempted
3 from this requirement.

- 4 3. When a committee is ready to bring a resolution to the Faculty
5 Senate, the committee chairman will inform the Secretary of the
6 Faculty Senate and submit a written copy of the resolution, with
7 rationale, for consideration by the Faculty Senate. Resolutions
8 and rationales shall accompany the agenda for the meeting at
9 which the resolution is scheduled for action by the Faculty Senate.

10 III. Resolutions

11 All members of the academic community may submit matters for considera-
12 tion to the Faculty Senate. All resolutions, petitions, suggestions,
13 or other matters shall be submitted in writing to the Senate through the
14 President of the Faculty Senate.

15 IV. Attendance

16 Any Faculty Senator who for any reason misses three meetings of the
17 Faculty Senate in an academic year shall be deemed to have vacated his
18 seat and the Faculty Senate shall conduct a new election for that seat.

19 V. Amendment

20 These bylaws may be amended at any meeting of the Faculty Senate by a
21 two-thirds vote of the members present, provided the amendment has been
22 submitted in writing and read at the previous regularly scheduled meeting.