

The Chronicle 1983-84

Shawn

July 13th
#19 of 1984

CHRISTOPHER NEWPORT COLLEGE

MON.

July 16

TUE.

July 17

WED.

July 18

THU.

July 19

FRI.

July 20

Fine & Performing Arts Monthly Concert - 8:15 PM - CC Theater
Neal Ramsey, Saxophonist

SAT.

July 21

SUN.

July 22

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Vice President for Academic Affairs**

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WASHINGTON, D. C.

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OFFICIAL ANNOUNCEMENTS

Resolutions Passed, Board Meeting of June 28, 1984

Resolutions shown below were unanimously passed during the meeting of the Board of Visitors on Thursday, June 28, 1984:

- Resolution 2: Administrative Faculty Appointment
Norma J. Brown, Assistant Director of Continuing Education
- Resolution 3: Faculty Appointment
John Thornton Casey, Assistant Professor, Department of English
- Resolution 4: Faculty Appointment
Lawrence L. Mills, Instructor, Department of Management & Marketing
- Resolution 5: Faculty Appointment
Merritt W. Stark, Jr., Assistant Professor, Department of English
- Resolution 6: Faculty Leave of Absence
Dr. Bruce Hoiberg, Associate Professor of Psychology
- Resolution 8: T/R Administrative Faculty Appointment
Judith A. Hietanen, Director of Employer Relations
- Resolution 9: Coach of Men's & Women's Cross Country, Indoor Track, and Track & Field
G. Vincent Brown, Jr.
- Resolution 10: Faculty Leave of Absence
Dr. Frances G. Slocumb, Associate Professor of Psychology
- Resolution 11: Faculty Leave of Absence
Dr. Andrew J. Papageorge, Professor of Management & Marketing
- Resolution 12: Faculty Appointment
Donna Joan Scheeter, Assistant Professor, Department of Leisure Studies
& Physical Education
- Resolution 13: Faculty Appointment
Alice P. Wakefield, Assistant Professor, Department of Education.
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Self-Study Office

The Office for the Institutional Self-Study, which is located in Smith Hall next to the Faculty Lounge, will be open during the summer months from 9:00 to 12:30 on Monday, Wednesday, and Thursday, and from 1:00 to 4:30 on Tuesday and Thursday each week. The telephone number of the office is 599-7179.

-- Vice President for Academic Affairs

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Scheduling of Special Classes, Events and Activities

All events other than normal class schedules should be scheduled through Ms. Debra Ruffin, Room Reservationist, located in the Campus Center. Ms. Ruffin submits a weekly schedule to the Building & Ground Department for the purpose of entering all activities for the week into the Computer Energy Management System.

In submitting your schedule of events it is imperative for us to know the actual time of occupancy of the rooms or building, not the "Blocked" set aside time. Many hours of air con-

2

ditioning and heating have been wasted in the past, conditioning buildings or rooms that are unoccupied. It is our policy to start conditioning areas required, one (1) hour prior to occupancy. I ask your assistance to help us conserve and cut the staggering cost of utilities.

-- Vice President for Financial Affairs

CORRESPONDENCE SUBMITTED FOR PUBLICATION

June 20, 1984

TO: President John E. Anderson

FROM: Faculty Advisory Committee, Dr. Elizabeth A. Daly, Chairman

Re: College Handbook Section VII

The Faculty Advisory Committee makes the following recommendations relative to Section VII as distributed on June 12, 1984:

- p. V 11-5 #4 Line 3
Should it be stipulated that the accumulated contributions are those from the employee only, not from the State?
- p. VII-9 #17
This section should be renamed "Departure Briefing." An "exit interview" deals with reasons for the employee's leaving and an assessment of the relationship of employee and employer. As described this is not an "exit interview."
- p. VII-11 line 32-33
Change "until terminated" to "denied" as tenure cannot be terminated.
- p. VII-11 #7 line 38
After "Tenure appointments," add "are continuing appointments which"
- p. VII-13
In lines 35 and 42, change "dossier" to "file." Note the use of "file" in line 45.
- p. VII-15 line 24
After "help" add, "by the department Chairman and by senior" The chairman should be primarily responsible for this briefing.
- p. VII-18 line 28
Eliminate "retraining" from this section. A separate category of funding should be used for this and a separate process has already been defined as described in this document.
- p. VII-23 lines 6-7
Change "may consist of twelve (12) lecture hours" to "will normally consist of twelve (12) lecture hours."
- p. VII-28
Strike line 13 beginning with "Faculty" to line 16 ending with "Committee." The process has already been defined differently under previous sections.
- p. VII-30 b 2 - line 11
Change "Maternity" to "Maternity and paternity."
- p. VII-31 lines 3-4
Change to "An admonition is warranted when a member's behavior demonstrably reflects unfavorably upon the department"

- p. VII-31 line 13
Add to the last sentence, "in a location other than the personnel file of the member."
- p. VII-31 line 44
Change "dean or VPAA" to "President" as this is a serious measure.
- p. VII-31 line 49
Change "President" to "Board of Visitors."
- p. VII-32
Omit 8 a 2), lines 24-35. This is a philosophical statement and contains at the end a waiving of one's rights to action. It probably would not be upheld as a waiver, but should not be here as an attempt to accomplish that objective.
- p. VII-34 lines 4 and 5
Change "procedures are decided by the VPAA" to "procedures are resolved by the President upon recommendation of the VPAA."
- p. VII-35 lines 8-12
Omit lines 8-12 as members of the evaluatee's department are best able to evaluate in these non-critical decision instances. See VII-32, lines 6-13 for such a statement.
- p. VII-35 line 21
Change "VPAA" to "dean." Such a decision is more appropriately made at that level and in an office which has a closer relationship to the department.
- p. VII-35 line 35
After "consideration," add "written, signed" information.
- p. VII-40 C 2) lines 26-32
Substitute for the entire text the statement, "The determination of the definition of the highest degree held as a terminal degree will be established at the initial time of hiring. Such a determination should be consistent with practice in academic institutions across the nation."
- p. VII-41 line 12
Change to "length of relevant professional experience, both academic and non-academic."
- p. VII-41
Evaluate standards do not usually contain degrees of attainment. The level of attainment is described as the standard should be applied. The descriptive words need to be removed from the standards. They confuse the issue. Example: What is the difference between "exemplary performance in teaching" (line 6) and "truly outstanding teaching effectiveness" (p. VII-42, lines 29-30)?

Therefore omit:

lines 6 and 14 "exemplary"
line 49 "outstanding"

- p. VII-42

Omit: line 29-30 "truly outstanding"
line 32-33 "widely-respected"

Change line 38-39 "great stature" to "significant contributions."

Line 43 - Strike "previous." It is redundant.

- p. VII-44 line 10

Change "two" to "three," which is the standard practice.

Line 50 - Change "market lows" to "market values."

June 25, 1984

TO: Professor Elizabeth Daly, Chairman, F.A.C.

FROM: President Anderson

Re: COLLEGE HANDBOOK, SECTION VII

Following is a summary of the disposition of F.A.C.'s recommendations of June 20, 1984:

1. Page 5, #4, line 3:

This can vary with the individual, depending upon his date of initial employment. The statement will be amended to read: "... , plus interest, consistent with applicable VSRS regulations."

2. Page 9, #17:

Exit interview can mean whatever it is defined to mean. Since there is an EEO statement on "Exit Interviews," a reference to it in the Handbook is indicated. No changes.

3. Page 11, line 32:

Recommendation accepted. "Until terminated" deleted, and "denied" substituted.

4. Page 11, #7, line 38:

The language used is consistent with that used elsewhere, and is recommended by Counsel. No change.

5. Page 13, line 35:

Recommendation accepted.

6. Page 15, line 24:

Recommendation accepted.

7. Page 18, line 28:

"Retraining" is a wholly appropriate object for "faculty development." No change.

8. Page 23, line 6-7:

Counsel advises that language is appropriate as stated.

9. Page 28, lines 13-20:

The indicated passage will be deleted and replaced by:
"Requests for development funds will be considered in accordance with provisions of VII-B-3-b-5)."

10. Page 30, b-2, line 11:

Despite the Shipyard court decision, the Commonwealth advises that we are not ready for this yet. No change.

11. Page 31, lines 3-4:

The value of an admonition is that it comes before, not after the fact; hence the preventative language. No change.

12. Page 31, line 13:

No. This sets up an officially sanctioned "secret file." I suspect we ought to use a person's file for those items pertinent thereto.

13. Page 31, line 44:

No. We need to appellate steps.

14. Page 31, line 49:

No. The Board may review any decision of the President.

15. Page 32:

No. This is not only protective of the Board and the College, but of the peer group and other relevant faculty groups (as well as the integrity of the process.)

16. Page 34, lines 4 and 5:

Not necessary. The President may review all interpretations at his discretion.

17. Page 35, lines 8-12:

No. Some representation from outside the evaluatee's department is in order.

18. Page 35, line 21:

No. The dean has already chosen one member. "Critical" decisions are of College-wide importance, so the VPAA's appointing role is appropriate.

19. Page 35, line 35:

Recommendation accepted.

20. Page 40, C-2, lines 26-32:

No. The definition stated is more definitive, fair, and clear, thereby allowing more efficient and quicker decisions on the part of Department Chairmen.

21. Page 41, line 12:

Recommendation accepted.

22. Page 41:

The descriptive words in question are intended to convey desired levels of expectation.

23. Page 42:

No change. (cf. #23)

24. Page 44, line 10:

To allow more than two years' credit provides too little time to evaluate tenure potential.

25. Page 44, line 50:

"Focus" is a typographical error. It will be changed to "forces."

TO: President John E. Anderson

(June 25, 1984)

FROM: Faculty Advisory Committee
Dr. Elizabeth A. Daly, Chairman

Re: Recommendations, College Handbook Section VII pp. 45-56

The F.A.C. makes the following recommendations relative to Section VII pp. 45-56:

- VII-45 lines 1-52 Every assurance should be made that the text of this section is identical to that in the By-Laws section.
- VII-50 line 31 insert "instructional" between "full-time" and "faculty."
- VII-53 lines 39 & 40
Can a person who is a resident of Va. be kept from entering the library?
- VII-53 lines 46-47 The phrase "substantially full-time capacity" is vague.
Exactly what criteria will be used to determine this, i.e., time, salary?
- VII-54 lines 53-54 Change "susceptible to remedy within the College to "capable of remedy by the College."
- VII-55 line 14 Change 5 days to 10 days.
24
28
line 49 - Change "three" to "five."

Historically ad hoc grievance committees had three members. Then it became evident that three members were insufficient to offer a broad perspective and careful analysis of the situation and upon the recommendation of F.A.C., the Faculty changed the membership to five. This appeared to be a wise change.

- VII-56 line 29 After Rector of the Board, add "or designee."
- VII-56 line 39 After "recommendation" add, "by the same grievant."

June 27, 1984

TO: Dr. Elizabeth A. Daly, Chairman, Faculty Advisory Committee

FROM: President Anderson

RE: Recommendations from FAC, College Handbook, Section VII, 45-54.

I have considered each of the FAC's recommendations as contained in your memorandum of June 25, 1984. Disposition is as follows:

1. VII-45, 1-52 Your concern for consistency between the regulations and Board By-Laws and Policies is well-taken. Appropriate steps have been taken to assure such consistency.
2. VII-50, 31 Recommendation accepted.
3. VII-53, 39-40 In the event such a drastic measure were contemplated, the College would proceed only under circumstances warranting such action and through appropriate procedures to protect whatever rights the affected individual might have.
4. VII-53, 46-47 The language allows for interpretation and application based upon a myriad of possible circumstances. The intent is to maintain the College's fiscal responsibility and is consistent with the concept of mitigation. Moreover, an individual who is either not dismissed or is subsequently reinstated via Board hearing would be entitled to whatever employment considerations he/she would have been entitled to had the dismissal proceedings not occurred.
5. VII-54, 53-54 The recommendation will be taken under advisement in consultation with the Attorney General's Office.
6. VII-55, 14, 24,28 Unduly protracted grievance procedures defeat the purpose of prompt efforts to resolve a problem. Five days is ample time for individual who sincerely believes himself to be aggrieved to decide whether or not to pursue the grievance to the next level. Recommendation not accepted.
7. VII-55, 49 The Handbook Committee recommended a membership of three, which appears to be a reasonable number in light of the fact that the total membership of the FGC, the body from which the hearing panel is drawn, is seven. The prospect of selecting three disinterested members, rather than five, from a committee of seven members is more likely and would avoid the unnecessary delay of replenishing the pool of eligible panel members. The recommendation will be taken under further consideration.
8. VII-56, 29 The recommendation identifies a need for a more appropriate and efficient means of transmitting an appeal to the Board without infringing upon the Board's power to establish its own procedure for receiving and processing such matters. Therefore, the line will be changed to read:
"delivered to the President not later than five (5) working days from the date of the President's decision. The President will promptly transmit the petition to the Board."
9. VII-56, 39 Your recommended language might create the unintended implication that an action, decision, or recommendation affecting more than one individual in an identical manner could be grieved by each affected individual. Once a particular issue has been resolved through the grievance process, it would be an unproductive exercise to regrieve the same matter by multiple grievants. Of course, to the extent an individual alleges some unique professional loss or some demonstrably different aspect of a previously grieved issue, the possibility of a new grievance arising from the same action, decision, or recommendation is possible. The language of the provision as it stands is adequate to assure fair access to the grievance process. Recommendation not accepted.

Thank you for your comments and recommendations.

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F.A.C. Report

1. Dr. Douglas Gordon was selected by F.A.C. to serve as the interim chairman of the committee from July 1 until elections for F.A.C. occur in the fall semester. Please address all inquiries to him after July 1. Thank you.
2. The F.A.C. sent recommendations to President Anderson on June 20 reference Section VII Personnel Practices. These recommendations are published in another section of the Chronicle. Section VII is available from any department chairman, Vice Chairman of the Faculty, Handbook Committee, or Library Reserve. It is necessary to look at Section VII in order to understand the F.A.C. recommendations.

It should be noted that pages 45-63 dealing with termination and grievance procedures for faculty have not been distributed as yet. According to Pres. Anderson's memo to F.A.C. and others on June 12, "These sections are currently under review by the Executive Committee of the Board and will be distributed for comment as soon as possible."

-- E. Daly, Chairman, F.A.C.

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Report of the Faculty Liaison to the Buildings and Grounds Committee of the Board of Visitors -- Meeting of June 28.

Highlights of the meeting are as follows:

1. The Campus Center addition is essentially complete. The Bookstore opened at its new location on July 9.
2. The Science Building will be open for classes with the beginning of the fall semester. The VPFA has met with the Departmental Chairmen involved, regarding various concerns which they have with the building, and he will be working on these with the architect.

-- Paul Killam
