CHRISTOPHER NEWPORT COLLEGE

Date February 26
Number 8 of 1988

THE CNC CHRONICLE

Published by the Office of the Vice President for Academic Affairs

Monday
February 29

Tuesday
March 1

Wednesday
March 2

Baseball - (away) - 3 PM - Norfolk State

Women's Tennis - (away) - 3 PM - East Carolina

Thursday
March 3

Administrative Faculty Luncheon - 12 Noon - Banquet Room, Christopher's

Cornelius Eady Reading - 7:30 PM - Campus Center, First Floor

Friday
March 4

FACULTY MEETING - 3:00 P.M. - A105

Women's Tennis - (home) - 3:30 PM - Mary Washington

Saturday
March 5

Indoor Track - (away)
State Meet - Lexington, VA

Baseball - Fort Eustis - 2 PM
John Carroll

Sailing - Admiral Moore - SUNY-MC

Sunday
March 6

Sailing - Admiral Moore - SUNY-MC

Official Announcements

Agenda for the Fifth Meeting of the Instructional Faculty, 1987-1988, 3:00 P.M., Friday, March 4, 1988, A-105:

I. Approval of the Minutes of the Meeting of December 4, 1987 (p. 5 & 6).

II. Committee Reports:
- A. Academic Status Committee ..... Ms. Casey
- B. Admissions Committee ..... Dr. Mollick
- C. Curriculum Committee ..... Dr. Weber
- D. Degrees Committee ..... Dr. L. Morgan
- E. Faculty Advisory Committee ..... Dr. Healey
- F. Nominations Committee ..... Dr. Weber

III. Consideration of a recommendation from the Faculty Advisory Committee that the following statement be added to section V-J-1, p. V-16 of the College Handbook (cf., related memorandum of February 16, 1988 from FAC to all instructional faculty): ..... Dr. Healey

> Minor changes in a course syllabus (e.g., due dates, slight alterations of the relative weights of various assignments) may be made as long as due notice is given to the affected students. Major changes in a course syllabus (e.g., additional major assignments, papers, tests, etc.) should be avoided except in the most extreme and unusual circumstances.

IV. Consideration of recommendations from the Degrees Committee regarding eight student petitions (p. 6 & 7) ..... Dr. L. Morgan

V. Consideration of a motion to take from the table the following resolution from the meeting of September 25, 1987: ..... Dr. Healey

> Resolved, that the instructional faculty (a) endorse the establishment of a faculty senate and (b) approve the Faculty Senate Constitution and other changes in the College Handbook as presented by the Faculty Advisory Committee on April 21, 1987.

NOTE: A motion to adopt this resolution was offered and seconded at the April 24, 1987 meeting of the instructional faculty. In the course of its consideration a subsidiary motion was adopted that divided the main motion into two separate motions consisting, respectively, of parts (a) and (b) above. In the course of discussion of part (a), a motion to "lay on the table" was moved, seconded, and approved, with the understanding that a motion to "take from the table" would be considered at the meeting of September 25, 1987. At the September 25, 1987 meeting the motion was taken from the table, debated briefly, and returned to the table, with a request for the FAC " ... to study the matter further and to make recommendations to the faculty at a subsequent meeting." Should another motion to take from the table be approved on March 4, 1988, debate would resume at the point where it was interrupted on September 25, 1987. The document mentioned in (b) above is included as pages 9 to 23 of this Chronicle. All members of the instructional faculty will receive further information on this issue shortly under separate cover from Dr. Healey, including the text of a possible substitute for the main motion in the event that the motion to "take from the table" (above) is approved by the faculty.

VI. Announcements.

VII. Adjournment.

Those in attendance are requested to bring with them their copies of this edition of the Chronicle and their copies of the forthcoming correspondence from Dr. Healey mentioned in V above.

--Vice President for Academic Affairs

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Department Chairmen

Recent department chairman change (effective this semester):

Professor Joseph Healey	Sociology and Social Work

Recent department chairman elections (effective July 1, 1988):

Professor Lora Friedman	Education
Professor Bill Winter	Political Science & G.A.
Professor Robert Herrmann	Psychology

-- Dean Robert J. Durel, Social Sciences & Prof. Studies

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News and General Information

Chairmen's Meetings

Two Dean/Department Chairmen's meetings have been scheduled for the remainder of the spring semester. There is still the possibility of one additional meeting. The two meetings have been scheduled at the following times and places:

Thursday, March 24, at 2:30 P.M. -- CC-214 (Board Room)

Thursday, April 7, at 2:30 P.M. -- CC-233

I shall forward agendas to you as we move closer to those dates. The primary purpose of the April 7th meeting is to advise the Admissions staff on pertinent information important to their recruitment efforts.

I appreciate your setting aside these times for our meetings.

-- Dean Powell, School of Letters and Natural Sciences

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Candidates Interviewing for Positions in the School of Social Science and Professional Studies

Four candidates have been invited for interviews for positions in the School of Social Science and Professional Studies.

1. Yvonne Stringfield, R.N., M.S.N.

   Yvonne received her M.S.N. from Hampton Institute and is currently enrolled in the Educational Specialist Degree Program at the College of William and Mary. She is on the faculty at Norfolk State University. She will be interviewed on Thursday, February 25, 1988.

2. Rodrigo Carazo, Ph.D. candidate in Political Science at Geneva's Graduate Institute of International Studies.

   Rodrigo is currently doing post-graduate work at Indiana University and is being considered for a one-year appointment in International Education. He will be interviewed on Thursday, March 3, 1988.

3. Robert L. Walker, Ph.D. candidate in Educational Psychology, Texas A & M University.

   Robert has a varied background in communications as a news editor and radio announcer, and in elementary education as a fourth grade teacher. He will be interviewed on Monday, March 7, 1988.

4. Linda W. Price, Ph.D.

   Linda received her Ph.D. in Psychology from the University of Northern Colorado. She is currently Associate Professor and Chairperson of the Department of Behavioral and Social Sciences at Talladega College. She also directs the Institutional Honors Program at Talladega and has taught at Morehouse College in Atlanta. She will be interviewed on Wednesday, March 9, 1988.

--Dean Durel, School of Social Sci. & Prof. Studies

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Attention CNC Community

The Campus Center recently purchased new chairs for the Terrace. Many of the old wooden, upholstered chairs from the Terrace will be discarded as surplus property. Any department desiring any of these chairs before they go as surplus should contact Dick Ryther in the Campus Center at extension 7006. These chairs are suitable for office use, but are not durable enough for classroom use. Plan on providing your own manpower and transportation for moving if you would like any of these chairs. Thank you.

-- Dick Ryther, Campus Center Director

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Administrative Faculty Luncheon

Please plan to attend the Administrative Faculty Luncheon on Thursday, March 3, at noon in the Banquet Room of Christophers. Go through the cafeteria line for food and beverage and join us in the Banquet Room. Please call 7158 by Thursday, March 3 at 9 A.M. if you plan to attend.

-- Agnes Braganza, Continuing Education

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Aerobics Program

Beginning March 3rd, the Intramural Department will be offering an aerobics program every Tuesday and Thursday in the large gym. Each session will start at 12:15 and end at approximately 1:00 P.M. The cost for each session will be $.50. Your attendance will be extremely appreciated. If you have any questions, please call the Intramural Department (599-7054) or Joseph Emerson (867-8248).

-- Joseph Emerson

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Christopher's Menu - February 29 thru March 4, 1988

Monday - Liver 'n Onions, Country Fried Steak, Chicken Caccatori

Tuesday - Pork Fried Rice, Chicken Pot Pie, Ham Steak a la Orange, Potato Bar

Wednesday - Taco Salad, Pizza, Beef Stroganoff, Potato Bar

Thursday - Smoked Sausage Subs, Fried Chicken, Pepper Steak

Friday - Seafood Platter, Chili Macaroni, Breaded Pork Chops

Variety is our middle name. Christopher's offers something for everyone.

Thank you for your patronage.

-- Ann M. Taylor

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Corrections to the Faculty/Staff Telephone Book

If you have any corrections to the 1987-88 Faculty/Staff Telephone Book, please contact Kim Durham at extension 7282. Corrections will be printed in the Chronicle. Thank you.

-- James D. Eagle, Vice President for Financial Affairs

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Reading by Poet Cornelius Eady

Poet Cornelius Eady, prize-winning author of two books, will read from his work at Christopher Newport College on Thursday, March 3, at 7:30 P.M.

The reading, which is scheduled for the First Floor Lounge of the Campus Center, is free and open to the public. A reception will follow.

Mr. Eady's second book, Victims of the Latest Dance Craze, won the 1985 Lamont Prize for the most outstanding second book by a poet published that year. Copies are on sale at the CNC Bookstore.

A native of Rochester, New York, Mr. Eady resides in New York City and is currently Writer-in-Residence at the College of William and Mary.

His reading, which is the second in Christopher Newport's 1988 Writers' Series, is partly underwritten by the Virginia Center for the Creative Arts.

The Series will conclude on Tuesday, March 29, with a workshop and reading by nationally known story writer and novelist, Toni Cade Bambara.

--Jay Paul, Professor of English

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Thank You To All Staff

I would like to thank those of you that came to the banquet, those who gave donations and were unable to attend, and those that did neither but supported us in spirit. It could not have been a success without you, and we are forever grateful for the support which you have given us.

MSA will be making the banquet an annual event, and we would appreciate it if you would continue to shower us with support in all of our future endeavors.

--Sincerely, Yolanda D. Billups, President, MSA

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Faculty, Staff, and Student News

Presentation of Paper at the Sonneck Society-British Biennial Conference

The paper by Clyde Brockett about American musician Louis Moreau Gottschalk and his composition Morte has been accepted for the program of the Sonneck Society-British Biennial Conference on nineteenth-century music to be held this summer at Oxford University. This is the first international congress in which the Sonneck Society, devoted to the study and cultivation of American music, will participate. This is the paper most recently presented to the Dean's Colloquia Series.

-- Professor Clyde W. Brockett, Jr., Arts & Communication

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Committee Reports

Faculty Meeting - December 4, 1987

I. President Santoro addressed the Instructional Faculty prior to the start of the business meeting. He solicited comments on the possibility of restructuring the offices of Chair and Vice-chair of the Faculty. He also asked for comment on the new teaching evaluation forms. In addition, he explained the new affirmative action policies that will govern faculty hiring until the Faculty is at least 20% black.

II. Minutes of the Faculty Meetings of September 25, 1987 and November 13, 1987 were approved as written in the November 25, 1987 Chronicle.

III. Committee Reports
- A. Academic Status Committee -- No report.
- B. Admissions Committee -- No report.
- C. Curriculum Committee -- Dr. Weber stated that items VIII and IX were being removed from the agenda since they did not require action by the Faculty.
- D. Degrees Committee -- No report.
- E. Faculty Advisory Committee -- Dr. Healey reported that FAC was working on a recommendation on a Faculty Senate and would report back at the February 1988 or March 1988 Faculty Meeting.
- F. Nominations Committee -- No report.

IV. Dr. Mollick proposed for the Academic Hearing Board that the Faculty accept an amendment to the Code for Academic Work as stated in the November 25, 1987 Chronicle. An amendment to the amendment was offered to change the wording to:

> In particular, the use of purchased term papers or research for submission as one's own work is expressly forbidden.

There was discussion on the legality of the Captain's Log accepting advertisements for term paper sales. The Academic Hearing Board will look into Virginia law on this point and report back to the Faculty.

The amendment to the amendment passed.

The amended amendment passed.

V. Dr. Weber, for the Curriculum Committee, proposed that 18 new courses be added to the curriculum of the College as outlined in the November 25 Chronicle.

The Faculty passed the resolution.

VI. Speaking for the Curriculum Committee, Dr. Weber recommended that the Bachelor of Science degree program in chemistry be discontinued.

The Faculty passed the resolution.

VII. Speaking for the Curriculum Committee, Dr. Weber asked the Faculty to consider a recommendation for dual numbering of upper-level courses in the Department of History as outlined in the November 25, 1987 Chronicle.

After some discussion and clarification, the Faculty passed the resolution.

VIII. Dr. L. Morgan, speaking for the Degrees Committee, recommended that five student petitions be granted as outlined in the November 25, 1987 Chronicle.

The Faculty passed the resolution.

IX. Speaking for the Degrees Committee, Dr. L. Morgan recommended that the Faculty approve the list of candidates for January 88 graduation as listed in the Chronicle of November 25, 1987 with the change: Cornell Augisan (B.S. in Accounting) to Cornell Augisan Carpenter.

The Faculty approved the list as amended.

X. Announcements:

A. VPAA Summerville announced a probable average faculty salary increase of 8.6% for the College. This would be the next to the highest in the Commonwealth where the range is 5-9%.

B. VPAA Summerville announced that the College's share of the Higher Education Trust Fund would be over $500K for the Biology program and almost $340K for the Chemistry and Physics Programs. Funds for the Nursing program have not yet been decided. He thought that next fiscal year, money would be available for Fine Arts.

C. VPAA Summerville outlined recruitment procedures under the new affirmative action hiring policies.

XI. Dr. Summerville adjourned the meeting at 4:37 P.M.

Respectfully submitted

Richard W. Cheney Jr.

Richard W. Cheney, Jr.
Faculty Secretary

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Faculty Advisory Committee

Last September, the FAC was charged with the task of reviewing the faculty senate as a form of faculty governance. Since that time, we have published a list of arguments for and against the senate (Community Chronicle, December 11, 1987), held an open forum on the issue (February 8), revised the documents which define the senate, and debated the issue on several different occasions. Finally, at our February 17th meeting, we voted on the revised document and split with 3 in favor of the senate and 3 opposed. (Two members were absent--no one abstained).

In order to bring this matter back to the faculty, we will move to take the senate documents off the table at the March 4 meeting. We ask that each of you review the document (available by Friday, February 26), consider all the arguments, and be prepared to decide the issue.

-- Joe Healey, Chairman, FAC

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Committee on Degrees, December 1987

The Committee on Degrees met to consider the following student petitions:

1. The student petitioned to be allowed to present two humanities courses, non-sequence, to satisfy the humanities distribution requirement under the 1985-86 Catalogue. The courses Art Appreciation and Music Literature were taken in transfer.

   Committee action: Recommends approval based upon the approval of the Art and Communication Department.

2. The student petitioned to be allowed to use the 1985-86 Catalogue requirements because of the large number of transfer hours (71), and the large number of hours needed to complete requirements at CNC -- over 60 hours. To complete requirements under the new catalogue would mean another semester minimum beyond the old program. The spouse is in the service and will be transferred approximately at the time the old program requirements will end.

   Committee action: Recommends approval based on approval of the department and the hardship this situation will cause.

3. Student petitioned to be allowed to (a) use the 1985-86 Catalogue requirements and (b) present a non-sequence (a graduate level course) in chemistry and Chemistry 121, 121L to satisfy the natural science distribution requirement.

   Committee action: Based on the recommendation of the Economics Department and the Biology, Chemistry and Environmental Science Department, the Committee recommends approval.

4. Student petitioned to be allowed to present a non-sequence in Physics to satisfy the natural science requirement. A physics elective course in transfer and Physics 103, 103L taken at Christopher Newport College.

Committee action: Recommends approval based on the approval of the Department of Physics.

5. Student petitioned to be allowed to use the 1985-86 Catalogue requirements. When they arrived at CNC they were advised from that catalogue by the Admissions Office and the advisor. A total program was established at that point. Having to use the 1986-87 Catalogue would mean an additional year and making significant changes to the program planned (not taking some courses needed to enter graduate school).

Committee action: Recommends approval based upon approval of the concerned department (Economics).

One petition was tabled for more information.

The meeting was adjourned with all members present.

Respectfully submitted,

Linda Morgan, Chairman
Brenda Blount, Secretary

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Committee on Degrees Meeting, February 23, 1988

The Committee on Degrees met with all members present.

The following student petitions were considered and recommended for approval:

1. Student petitioned to be allowed to present a non-activity LSPE course to satisfy that requirement for medical reasons.

Committee action: Recommends approval based upon departmental recommendation.

2. Student petitioned to be allowed to take only one religious studies global course to complete 1/2 of the humanities distribution requirement.

Committee action: Recommends approval based on the recommendation of the Dean for the department concerned.

3. Student petitioned to be allowed to present a non-sequence for natural science distribution (area II) and a non-sequence of science for area IV to complete a B.S. in Interdisciplinary Studies. The courses would include an engineering course (upper level) for Chemistry 122, 122L and an upper level engineering course for Physics 202, 202L.

Committee action: Recommends approval based upon the consent of the Physics Department and the Department of Biology, Chemistry and Environmental Science.

The Committee tabled two requests and denied one.

Respectfully submitted,

Linda Morgan, Chairman
Brenda C. Blount, Secretary

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Academic Status Committee

At the April 24 faculty meeting, a motion was passed to change the withdrawal policy. This motion reads: "(1) necessary steps be taken to require the instructor's signature on all course withdrawal applications after the first week of each semester (i.e., following the drop-add period); and (2) in the event a faculty member is unwilling or unable to sign the form as requested by the student, the student may, instead, obtain validation from the department chairman or, that failing, from the dean of that college." The intention of this change was to allow instructors a chance to converse with students who felt the need towithdraw. This could possibly allow a meeting of the minds to occur, and the retention of the student in class.

The Registrar's Office has been unofficially enforcing this policy, since it is not yet in the College Catalog. Problems with enforcement have been experienced in the following categories:

Hospitalized or very sick individuals.
Military persons required to leave the area with sudden notice.
Those who totally withdraw from the College.
Students who say they can't bother to see the instructor.

The Academic Status Committee considered this question at a meeting in January with the Registrar and Larry Sacks, who proposed the original motion. We found that the vast majority of cases fall into the second and third categories, which can be excluded from this consideration in any case, since withdrawal from College is distinct from dropping a course; the few cases in the first category could easily be handled by phone, with the Registrar or student contacting the instructor; no relief for students in the last category was deemed to be warranted.

The ASC solicits further comment from members of the College community toward formulation of a clarifying motion covering the above points.

-- Susan Casey, Management & Marketing

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Dean's Colloquia Presentation

The Dean's Colloquia Committee is pleased to announce its first program of the academic year. On Wednesday, March 9, at noon, in A-105, Dr. Robert Durel of the Sociology Department will present a paper entitled "Democratic Reforms in Work and School: Requisites for the Information Society."

As is our usual practice, following Bob's talk the Dean's Colloquia Committee will honor him at a luncheon in the Banquet Room. All members of the administration and faculty are invited to join us on this occasion. To assure your reservation, please forward $5. to me by Monday, March 7, at the latest.

-- Jim Morris, Chairman, Dean's Colloquia Committee

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April 21, 1987

Memorandum

To: All Faculty

From: Bob Doane, FAC

Subject: Faculty Senate

The FAC was asked to present to the April faculty meeting a proposed constitution for a faculty senate. The attached documents include a constitution, by-laws, and highlighted changes in the College Handbook required for the adoption of this new form of faculty governance. Underlined sections indicate places we have been able to identify, where the existing Handbook would require changes. Sections that are entirely new are marked by a vertical line in the left margin.

The FAC was divided about the desirability of changing to a senate form of governance so we offer no recommendation or motion. There is however a motion for approval (See Item 10: Motion from Dr. Morris) in the agenda so the faculty will be able to vote on the matter, if it chooses to do so, at the April 24 meeting.

My thanks to Jim Morris for the tedious labor of marking the required Handbook changes.

Bob Doane, Chairman

Section IV

Information Concerning Participation in College Governance

The Faculty of the College

1. Definitions

a. The Faculty of the College is composed of both Instructional faculty and Administrative faculty who hold appointments with academic rank.

b. The Instructional faculty of the College is the body of all persons holding teaching appointments as professor, associate professor, assistant professor, or instructor in an academic department. The President, the VPAA, and the Deans of the Schools are ex-officio members of this body.

c. The Administrative faculty of the College is the body of all persons holding administrative appointments with faculty rank.

2. Responsibilities

a. The Instructional faculty shall have the reasonable opportunity to participate in the formulation, development, review, and alteration of regulations and procedures affecting academics and the Instructional faculty of the College. These regulatory and procedural areas shall include:

1) curriculum and transfer credit;

2) grading system, examinations, and appeals

3) faculty development;

4) standards for retention, promotion, tenure, and the recognition of merit;

5) faculty personnel matters such as fringe benefits, outside employment, leaves of absence, and other working conditions;

6) long and short range institutional academic and fiscal planning.

b. Regarding all matters within its jurisdiction, the Instructional faculty makes the results of its deliberations known in the form of written recommendations to the VPAA. These written recommendations are transmitted to the VPAA by the Secretary of the Instructional faculty or by the Secretary of the Faculty Senate.

c. The VPAA shall inform the Instructional faculty, not later than thirty (30) days following receipt of the Secretaries transmission, of his disposition of any recommendations thus made. Failing such notification, the Instructional faculty may then forward the recommendation in question directly to the President.

3. Officers of the Instructional Faculty

a. The officers of the Instructional faculty shall be a chairman, a vice chairman, and a secretary. The VPAA 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 membership of the Instructional faculty for a term of one year.

b. The Chairman, or in his absence or at his instance the Vice Chairman, shall preside at meetings of the Instructional faculty. In the absence of both, or at the instance of the President, the VPAA, and the Vice Chairman, the Instructional faculty may elect a temporary presiding officer.

c. The Secretary shall record the minutes of each meeting and distribute them to the members of the Instructional faculty no later than three 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 VPAA, and one for the Secretary. The copy in the possession of the VPAA may be consulted by any member of the Instructional faculty.

4. Meetings of the Instructional Faculty

a. Two regular meetings of the Instructional faculty shall be held during each academic year, one in November and one in April. The VPAA will schedule these meetings and publish an agenda for each at least one week in advance of the meeting date. In the absence of the VPAA and the President, the Vice Chairman of the Instructional faculty shall preside at these meetings.

b. Certification of graduates occurs at the November and April meetings and elections to certain committees of the College are

conducted at the April meeting. At each of these meetings any other business appropriate to the body may be conducted.

c. Special meetings of the Instructional faculty may be called by the President of the College or the VPAA. Notice of such meetings shall be given in writing at least three days in advance of the meeting date.

d. Special meetings of the Instructional faculty may also be called upon the written request of a standing committee of the College which reports to the Instructional faculty, of the Faculty Senate, or of twenty percent of the membership of the Instructional faculty. The petition shall be presented to the President or to the VPAA. This procedure failing, a copy of the petition shall be presented to the Vice Chairman of the Instructional faculty; this failing, to any school dean. The meeting shall then be called within seventy-two (72) hours.

e. A simple majority of the voting members of the Instructional faculty shall constitute a quorum at any meeting.

f. No motion or resolution concerning the educational policies of the College shall be voted upon in a meeting unless it shall have been submitted in writing to the VPAA and copies thereof sent by him to all members of the Instructional faculty in sufficient time to be included on the agenda. In emergency situations, this provision may be waived only by the unanimous consent of the members present.

g. Except as otherwise provided for in this section, meetings shall be conducted in accordance with Robert's Rules of Order. At the request of any member of the Instructional faculty, a secret paper ballot shall be taken on any motion before the body. The VPAA shall appoint a parliamentarian to advise him/her on matters dealing with the conduct of the business of the Instructional faculty. Questions of interpretation will be decided by the VPAA in consultation with the Parliamentarian.

5. The Faculty Senate: Constitution

a. Name

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

b. 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 Instructional faculty. As such, it shall exercise the authority of the Instructional 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 Instructional faculty of the College. Specifically, the Faculty Senate shall represent the Instructional 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 college.

c. Membership

1) All members of the Instructional faculty having full-time contractual teaching appointments on probationary or tenured contracts are eligible to serve in the Faculty Senate.

2) The Faculty Senate shall consist of five at-large members from each school of the College. Members shall be nominated and elected by their respective schools. No department shall have more than two members elected to the Senate.

3) The term of office of Faculty Senators shall be two years beginning the first day following spring commencement.

4) Elections shall be held each spring and at least two months prior to spring commencement. Eight members shall be elected in odd-numbered years and seven in even-numbered years, the respective terms for the initial election to be determined by lot. Elections shall be conducted by the Faculty Senate and shall be by secret ballot. Election shall be by a majority of votes in each election.

5) Vacancies shall be filled within ten class days through election by the constituency from which the vacancy occurred. Should a vacancy occur when the college is not in regular session, the election shall be held within ten class days of the beginning of the following semester.

d. Officers and Duties

1) The officers of the Faculty Senate shall be the President, the Vice President, the Secretary, and such other officers as the Faculty Senate deems necessary, to be elected annually by the Faculty Senate from among its membership at a meeting held prior to spring commencement. All officers shall be regular voting members of the body.

2) The President of the Faculty Senate shall hold the office of Vice Chairman of the Faculty, shall preside at all meetings of the Faculty Senate, shall represent the Faculty Senate and the Instructional faculty to all constituencies of the College community, and shall coordinate the collection and publication in the appropriate College publication of all reports to the Instructional faculty.

3) The Vice President of the Faculty Senate shall perform the duties of the President in the President's absence.

4) The Secretary shall prepare and distribute to the Faculty Senate and to the Instructional faculty the agenda and minutes of all meetings of the Faculty Senate in the appropriate College publication.

5) The Executive Committee of the Faculty Senate shall consist of the President, the Vice President, the Secretary, and two members elected by the Senate from among its membership.

The Executive Committee shall prepare the agenda for all Faculty Senate meetings, maintain liaison with the Senate members on each faculty committee, maintain liaison with the Administration, and perform such other duties as assigned to it by the Faculty Senate. In addition, the members of the Executive Committee, or in cases of their absence alternates as designated by the Senate, shall represent the Faculty Senate and the Instructional faculty on all appropriate matters at all times when the College is not in regular session and when a quorum of the Faculty Senate cannot be obtained, all decisions to be by a majority of the members of the Executive Committee. All alternates shall be members of the Faculty Senate. All deliberations and decisions of the Executive Committee shall be reported to the Faculty Senate at its next regular meeting.

e. Meetings

1) Meetings of the Faculty Senate shall be held at least four times during each semester and, in addition, at the call of twenty percent of the members of the Faculty Senate to the President of the body.

2) Meetings of the Faculty Senate shall be conducted by Robert's Rules of Order.

3) All members of the College community have the right to observe Faculty Senate meetings. The Faculty Senate may invite members of the College community to participate in its meetings as non-voting guests.

f. Liaison representatives to the Board of Visitors

The Faculty Senate shall appoint faculty members to annually act as faculty liaison representatives to the standing committees of the Board of Visitors.

g. Relationship to General Faculty Committees.

Instructional 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 committee, 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 its own committees.

h. Referral of Faculty Senate Actions to the Instructional faculty

Upon petition of at least twenty-five percent of the members of the Instructional faculty to the President of the Senate, any action of the Faculty Senate shall be submitted within 30 days for deliberation by the Instructional faculty. Any action of the Faculty Senate may be overturned by a 2/3 vote of the members of the Instructional faculty present and voting at meeting of the Instructional faculty.

i. 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 Faculty Senators elected by that body and three members elected by the Instructional faculty. This committee shall review the working and effectiveness of the Faculty Senate and shall make any recommendations it deems necessary regarding it to the Senate and to the Instructional faculty for their deliberation and action.

j. Amendments

This constitution may be amended by a majority vote of the members of the Instructional faculty, providing the proposed amendment is made available to the members of the Instructional faculty in writing at least two weeks prior to the voting. Amendments may be proposed by 2/3 vote of the Faculty Senate or by petition of ten percent of the Instructional faculty to become the subject of a vote conducted by the Faculty Senate.

Addendum

(Included in this document for information purposes only.)

BYLAWS OF THE FACULTY SENATE OF CHRISTOPHER NEWPORT COLLEGE

I. Election of Officers

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

II. Instructional Faculty Committees and the Faculty Senate

A. Recommendations of the standing committees of the Instructional faculty and of ad hoc committees of the Faculty Senate are to be presented to the Faculty Senate for its approval except when such committees have been specifically empowered by the Faculty Senate to act without such approval.

B. Recommendations of committees to the Faculty Senate shall be in the form of written motions placed before the Senate for its consideration, accompanied by written rationales for the specific recommendations made.

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

D. General Responsibilities

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

2. All committees are required to file agendas and accurate minutes of all committee meetings and hearings with the Secretary of the Faculty Senate. The Faculty Grievance Committee is exempt from this requirement.

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

III. Resolutions

All members of the academic community may submit matters for consideration to the Faculty Senate. All resolutions, petitions, suggestions, or other matters shall be submitted in writing to the Senate through the President of the Faculty Senate.

IV. Attendance

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

V. Amendment

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

The Student Body

The Student Body consists of all persons admitted and currently enrolled for at least one semester hour of credit during a given semester. The Student Body participates in the governance of the College through the Student Association and makes recommendations pertinent to student concerns on the coordination and development of a full program of student activities to the VPSA. With the guidance and advice of the Director of Student Life and the VPSA, the Student Association is the representative governing body of students which advises all constituencies of the College. The Student Association selects members to represent the Student Body on appropriate College Committees.

Standing Committees of the College

1. Introduction: This introduction pertains to the committees identified in C.2. and C.3. of this section (following below).

   a. All members of the Instructional faculty are eligible for membership on these committees, with the following exceptions: 1) no member may serve on more than one of the following standing committees at the same time: Curriculum, Degrees, and Faculty Review. 2) No more than one member of each academic department may serve on any committee with elected membership at the same time. In each case where there is no Faculty Senate member elected or appointed to an Instructional faculty

committee. a member of the Faculty Senate shall be appointed by the Faculty Senate to serve as an ex officio non-voting member of that committee to assure liaison between the two bodies.

b. The term of office for all elected and appointed committee members shall be two years, with a limit of two consecutive terms. Each committee with elected membership shall elect its chairman and vice chairman annually at its last meeting of the academic year. The appointing authority will appoint the chairman of appointed committees prior to the end of the academic year and the appointed committees will elect the vice chairman annually at the first meeting of the new elected year.

c. Chairmen of appointed committees will provide to the official who has appointed the committee copies of each agenda in advance of all meetings and a written report of the results of the meeting. All Academic Committees with elected membership will provide the VPAA with a copy of the agenda in advance of the meeting and a written report of the results of the meeting.

2. Academic Affairs Committees with Elected Membership

a. Curriculum Committee (CC) shall consist of six faculty members (two from each school) elected by the faculty of each school; three students selected by the Student Association; the deans of the schools; and the Library Director (nonvoting). The committee:

1) reports to the Faculty Senate;

2) recommends changes in the curriculum;

3) recommends priorities for the development of the curriculum;

4) makes recommendations concerning the adoption and termination of degree programs.

b. The Degrees Committee (DC) shall consist of three members (one from each school) elected by the faculty of each school; three faculty members elected by the Instructional faculty; and the Registrar (nonvoting). The committee:

1) reports to the Instructional faculty and the Faculty Senate as appropriate;

2) reports to the Instructional faculty its determination as to which students have completed the requirements for earned degrees and recommends their names for certification by the Instructional faculty;

3) reviews students' petitions concerning degree requirements and makes recommendations thereon to the Faculty Senate;

4) makes recommendations concerning degree requirements.

c. The Academic Status Committee (ASC) shall consist of three faculty members (one from each school) elected by the faculty of each school; three faculty members elected by the Instructional faculty; and the Registrar (nonvoting). The committee:

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

2) considers all appeals pertaining to the academic status of students and makes appropriate recommendations to the VPAA;

3) considers the requests of students who wish to carry overload courses and students who seek an extension on the maximum time allowed to complete a course in which the grade "I" was earned, and makes appropriate recommendations to the VPAA.

d. The Admissions Committee (AC) shall consist of three faculty members (one from each school) elected by the faculty of each school; three faculty members elected by the Instructional faculty; and the Dean of Admissions (nonvoting). The committee:

1) recommends to the Faculty Senate standards for admission;

2) reviews appeals to denial of admission and makes appropriate recommendations to the VPAA.

e. The Academic Hearing Board (AHB) shall consist of three faculty members (one from each school) elected by the faculty of each school; three student members selected by the Student Association and the Academic Hearing Examiner, who is appointed by the VPAA and is a voting member of the Academic Hearing Board and its Chairman. The Board:

1) hears cases which involve charge(s) of violation of the Code for Academic Work and makes recommendations to the VPAA for his actions;

2) recommends changes in the Code for Academic Work to the Student Association and to the Faculty Senate for their recommendations to the VPAA.

f. The Honors Council (HC) shall consist of three faculty members (one from each school), each elected by the faculties of the respective schools; three faculty members appointed by the VPAA; two students, each appointed for a term of one academic year, by the VPAA; the Dean of Admissions (nonvoting); and the VPAA (nonvoting). The Council:

1) reports to the VPAA;

2) administers the Honors Programs of the College including the Styron Scholars, the Degree with Distinction, and CNC Honors Scholars programs;

3) recommends to the Faculty Senate changes in the Honors programs.

3. Faculty Affairs Committees with Elected Membership

a. The Faculty Review Committee (FRC) shall consist of three tenured faculty members (one from each school) elected by the faculties of the respective schools; and three tenured faculty

members (one from each school) appointed by the VPAA. The committee:

1) consults with the VPAA on faculty personnel issues;

2) reviews recommendations from the academic departments and the deans of the schools on standards for evaluation and on the matters of retention, promotion, tenure, and merit increases and makes its recommendations to the VPAA.

NOTE: Members of the FRC shall not participate in any review of a member of their own academic departments or of any faculty members on whose peer evaluation group they have served during that academic year.

b. The Faculty Hearing Committee (FHC) shall consist of nine faculty members (two from each school) elected by the faculty of each school; and three elected by the Instructional faculty. The FHC:

1) reports to the Faculty Senate and the VPAA;

2) advises the VPAA and the President on termination matters;

3) serves as the source of members for any Dismissal Hearing Panel (DHP).

c. Faculty Grievance Committee (FGC) shall consist of seven faculty members (at least two from each school) elected by the Instructional faculty. The FGC serves as the source of members for any Faculty Grievance Panel (FGP).

d. The Nominations Committee (NC) shall consist of three faculty members (one from each school) elected by the faculty of each school; and three faculty members elected by the Instructional faculty. The committee:

1) reports to the Instructional faculty;

2) presents a slate of nominees to fill vacancies in that portion of the elected membership elected by the Instructional faculty of any committee possessing such membership;

3) supervises elections to committees by the Instructional faculty.

4. Appointed Academic Committees

a. The Library Advisory Committee (LAC) shall consist of six faculty members (two from each school) appointed by the VPAA upon consultation with the deans and the Library Director; two students appointed by the Student Association; and the Library Director (nonvoting). The committee:

1) reports to the Faculty Senate, Director of the Library, and to the VPAA as appropriate;

2) advises the Director of the Library on the library budget allotted for academic departments use;

3) provides a liaison between the Library and the faculty and the student body;

4) is kept informed by the Library Director on matters of equipment, facilities, collection, services, and on library policies affecting academic programs and advises the Director regarding such matters.

Section V

Academic Regulations and Information

Roles

While the initiation of an academic program change may come from any college constituency, it is the instructional faculty, the deans, and the VPAA who have the major responsibility for the development and organization of the curriculum. The VPAA acts on the establishment, reorganization or discontinuance of academic programs after formal faculty consultation, with the Faculty Senate acting on the recommendation of the Curriculum Committee. Changes in the College's curriculum are recommended by the VPAA to the President for approval. In meeting this responsibility, the VPAA may appoint such task forces and commission such studies as he deems appropriate. The Academic Program Review Committee (PRC) advises the VPAA on curriculum reorganization or program discontinuation and on the reallocation of resources committed to program support. The PRC utilizes data provided by many sources, including the VPAA and the academic department under study. The recommendations of the PRC are forwarded directly to the VPAA with copies to the department, Curriculum Committee, and the Faculty Senate. The department is provided with a suitable period of time in which to respond to the recommendations. The response is forwarded directly to the VPAA. If the VPAA decides that a change in the curriculum should be considered, he presents an appropriate proposal to the dean for action.

The academic programs, procedures, and criteria described in this section apply only to matters which are generated from within the College's academic structure. This section does not apply to the actions of agencies or authorities outside the College which are empowered to establish requirements and initiate actions which may affect the College's programs, procedures, or criteria.

Criteria for the Establishment of Academic Programs (Major Changes)

In considering the establishment of new academic programs the following criteria are examined:

1. academic integrity;
2. consistency with the College's missions;
3. enrollment projections;
4. needs of the College's service area;
5. financial feasibility, and
6. availability of instructional faculty personnel.

Criteria for the Reorganization and Discontinuance of Academic Programs

(Major Changes)

The following criteria for reorganization and discontinuance are examined:

1. centrality to the mission of the college;

2. community and student demand;

3. program management;

4. program quality; and

5. financial viability.

D. Procedure for Major Changes to Academic Programs

Timeliness of action is required of all participants to ensure that external deadlines and the needs of the College are met. In the absence of timely recommendations, the process continues. The review procedure cannot be terminated by a level preceding the one which initiated the process. A department may petition the Curriculum Committee or Faculty Senate to call for recommendations on a proposed change which has been initiated at a lower level.

Changes in the College's academic programs initiated from within the College are effected after this procedure is followed, or a deviation therefrom is approved by the VPAA. The VPAA may prescribe reasonable timetables for the procedure in order to ensure timeliness of action.

1. Step 1. Departmental Level

   If a proposed change is initiated at the department level or involves an expansion or curtailment of the department's academic programs, the department reviews the change and forwards its recommendation and supporting evidence to the dean.

2. Step 2. School Level

   Either upon receipt of the department's recommendation, a request from the VPAA or at his own initiative, the dean refers the proposed change and department recommendation to the school faculty as a whole, or, if applicable, to an ad hoc interdepartmental body for the purpose of reviewing the change and formulating its recommendation to the dean. The dean forwards his recommendation with accompanying evidences to the Curriculum Committee.

3. Step 3. Curriculum Committee Level

   The Curriculum Committee reviews the proposed change and accompanying evidence and recommendations. The Committee makes its recommendations to the Faculty Senate.

4. Step 4. Faculty Level

   The Faculty Senate reviews the proposed change and makes its recommendation to the VPAA.

5. Step 5. Vice President for Academic Affairs Level

   The VPAA reviews the proposed change and recommendations.

   The VPAA makes his recommendations to the President.

6. Step 6. President Level

The President reviews the proposed change in academic programs and the recommendations. In the event of an affirmative decision by the President, the changes are incorporated into the next six-year curricular plan which is submitted to the Board of Visitors.

Procedure for Other than Major Changes to Academic Programs (Adding and Deleting Courses, Establishing Minors, and Making Internal Adjustments to Degree Programs)

1. In these matters the VPAA approves changes in the College curriculum upon the recommendation of the Faculty Senate.

2. Courses are added to the College curriculum, minor programs are established and internal adjustments to degree programs are made when evidence demonstrates that such changes:

   a. improve the quality and integrity of the curriculum;

   b. meet a student demand;

   c. reflect the College's mission;

   d. are consistent with the aims and purposes of the department, school and College;

   e. are financially feasible.

   These proposed curricular changes are submitted to the Curriculum Committee by the dean of the appropriate school and are accompanied by supporting evidence and the required recommendations.

   The procedure for making these changes in the curriculum follows Step 1 through Step 5 of the procedure for making major changes in the curriculum.

   d) Procedures

   (1) The Faculty Senate is responsible for initial college-wide review of faculty development and dissertation grants. Applications for grant support are made on the appropriate form which is available from the dean's office. The completed application form is submitted to the department for its recommendation. The department's recommendation (positive, negative, or mixed) is an important part of the screening process. The department's recommendation is forwarded directly to the school dean by the department chairman. The school dean assigns priorities from the school-wide perspective to all applications and forwards them to the Faculty Senate. The Faculty Senate will consider only those applications accompanied by departmental recommendations and assigned priorities by the school dean.

   (2) Normally, the Faculty Senate will schedule fall and spring application periods. Applications for summer grants will be considered during the spring application period.

(3) Applications are reviewed by the Faculty Senate and recommendations for approval or rejection will be forwarded to the VPAA who has the final discretionary authority over the disposition of applications and the amounts of awards.

(4) Faculty members who receive dissertation grant awards are required to execute a promissory note at a low interest rate compounded annually for the amount of the expenses paid by the State. The note and interest rate are prepared and set each year by the VPFA and are canceled in their entirety if the employee continues in the employment of the College for a period equal to at least twice that of the period covered by the grant. If the employee serves for a lesser period, he must repay on a pro rata basis the proportion of the note and interest which has not been fulfilled by employment. The note is to be executed at the date of the initial payment, with interest to accrue at the date study is terminated; the principle is to be listed at the amount of the approved award.

(5) Each recipient of a Faculty Development Grant is required to submit a written report on the progress of the project or research at the end of the grant period to the VPAA with copies to his or her academic department, the Faculty Senate, and the

8) Independent of these grievance procedures, the Board of Visitors may hear appeals of full-time faculty on decisions of the President on matters of initial employment, promotions, tenure, or terminations other than dismissal at its discretion. In order to request a discretionary Board hearing, a written petition containing the particulars of the grievance and the grounds for seeking reversal of the President's decision must be delivered to the President not later than five (5) working days from the date of notification of the President's decision. The President will promptly transmit the petition to the Board.

9) The grievance procedures described in this section are available to a faculty member with regard to a particular decision, action, or recommendation only once. Once the opportunity for recourse through these procedures has passed, or once the processes of this section have been initiated, they cannot be initiated again relative to the same decision, action, or recommendation. Further decisions, actions, or recommendations taken under the provisions of this section are not themselves grievable in any fashion.

11. Emeritus Status

Upon retirement, a faculty member who has served with distinction and with at least ten (10) years of service at Christopher Newport College (or seven years at Christopher Newport College if the faculty member has at least 20 years of teaching/research service to academe or his profession) may be awarded the rank of Professor

Emeritus upon nomination and supporting statement of his department and school dean, the recommendation of the Faculty Senate, the recommendation of the VPAA and the President, and the approval of the Board of Visitors. Emeriti enjoy many of the rights and privileges of faculty members and the use of college services as appropriate.

C. Administrative Faculty Personnel Regulations and Information

4. Compensation to Terminated Administrative Faculty Members

An Administrative faculty member whose appointment has been terminated (as a result of dismissal for cause or otherwise) will continue to receive compensation at his/her regular annual rate for a period of sixty (60) days from the date of notice of dismissal or until the end of the current contract term, whichever period of time is less.

5. Administrative Faculty Grievances

Administrative faculty members who consider themselves to have suffered material professional detriment as a result of an action, decision, or recommendation of their administrative supervisor may seek recourse by:
