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# CNC CHRONICLE

## 1982-83

February 11th  
#5 of 1983**MON.**February 14

Women's Basketball - (home) - 5:45 pm - N.C. Wesleyan College  
9:00 President/VP's Step 8 - Evaluation to Dean of  
Appropriate School  
1:00 - VP/Deans 1st Year Faculty

**TUE.**February 15

Men's Basketball - (home) - 8:00 pm - N. C. Wesleyan College  
3:00 - Open Meeting of Handbook Bylaws Committee on Section IV  
W202

**WED.**February 16

"Crossroads: Decisions for the Eighties -  
Cable TV, 14 or 25 - 8:30 pm  
Dr. Judith Ewell, W&M - "The Forced Emergence  
of Latin America"

Men's Basketball - (away) - 8:00 pm - Salisbury State College

**THU.**February 17

"Crossroads: Decisions for the Eighties -  
Cable TV, 14 or 25 - 9:30 am  
Dr. Judith Ewell - W&M - "The Forced  
Emergence of Latin America"

**FRI.**February 18**SAT.**February 19**SUN.**February 20

Step 9 - Evaluation to VPAA - 1st Year Faculty  
Men's Basketball - (home) - 8:00 pm - Va. Wesleyan College  
Women's Basketball - (home) - 5:30 pm - Va. Wesleyan College

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





## OFFICIAL ANNOUNCEMENTS

### Graduate Program

A complete preliminary draft of the CNC Status-Change Self-Study Report has this week been submitted to the staff of the State Council for Higher Education. Council staff will review this draft and make suggestions for the College's consideration. A final Status-Change Report will be submitted for State Council action in May. Copies of the present draft report are available for inspection in the Library and from any member of the Status-Change Committee (Daly, Doerries, Durel, King, Papageorge, Summerville).

-- Vice President for Academic Affairs

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### Name Change

Beginning with the Fall 1983 semester the name of the Department of Fine and Performing Arts will be changed to the Department of Arts and Communication.

-- Acting Dean  
School of Liberal Arts, Sciences,  
and Education

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### Prior Approval Reminder

All personnel of the College should be aware that the policy concerning prior approval for expenditures, or financial commitments, applies to all fund sources, including both appropriated and "local" funds. Commitment of funds of the College may not be made without certification of fund availability by a financial officer of the College, i.e. Vice President for Finance, Budget Director, or Comptroller. Appropriated funds availability may be certified by the VPFA or Budget Director. Commitments to local funds must be based on certified availability of cash as determined by the Comptroller. Cash availability must be certified by the Comptroller for both restricted and unrestricted local fund accounts.

-- Vice President for Financial  
Affairs

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## FACULTY/STAFF NEWS

Dr. Andrew Papageorge was interviewed Monday, February 7, by Station WGH(AM) concerning the climate for Small Business in the present economic environment.

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Bob Cummings was recently elected president of the Peninsula Soccer Officials Association. Bob was also elected to the Board of Directors of the Virginia Intercollegiate Soccer Officials Association.

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Bob Cummings attended the December annual convention of the Virginia Association for Health, Physical Education and Recreation and was appointed a Delegate to the Southern District AAHPER Convention in Tulsa, Oklahoma, in late February.

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Priscilla Woodley, instructor of music, was Artist-in-Residence at the Hood River, Oregon Alliance Church during the 1982 Christmas season. Her work involved singing for services and working with members of the congregation who are involved in the church's music program.

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NEWS & GENERAL INFORMATION

Dear Faculty and Staff,

Because of our mutual interest in Education, the members of the Student Education Association are inviting you to participate in a fundraiser for the exceptional learners' activity fund at Eastern State Hospital. The fundraiser we are presently planning is a basketball game between the Girls' Basketball Team and the Faculty and Staff. The tentative date scheduled is Tuesday, April 5th at 7:30 pm in Radcliffe gymnasium. At least one representative from each department will be necessary to make this project a success; however, we hope to see more than one. For those of you who do not wish to be a player, your participation as a cheerleader or fan in the faculty and staff rooting section will be greatly needed.

Please help to encourage educational programs for exceptional learners, such as those at Eastern State, by contributing your time and talent in this fundraiser for the children.

-- Julie P. Thomas, CNC-SEA President

Please Return by March 11, 1983 to Mr. John Jenkins - Education Department  
(Please check one of the below blanks)

Basketball player \_\_\_\_ Cheerleader \_\_\_\_ Fan \_\_\_\_

Name \_\_\_\_\_ Office Phone No. \_\_\_\_\_

Department \_\_\_\_\_

\* \* \* \* \*

Menu for the Week of February 14-18

Mon. Roast Beef	Thurs. Chopped Sirloin	Lasagna
Mashed Potatoes	w/Onions & Gravy	or Garlic Bread
Corn	Mashed Potatoes	Applesauce
\$2.15	Corn	\$2.15
Tues. Meat Loaf	Fri. Spaghetti & Meat Sauce	
Scalloped Potatoes	Garlic Bread	
Butter Beans	Salad	\$2.15
\$2.15		
Wed. Lasagna	Clam Chowder	.85 bowl
Garlic Bread		
Salad		
\$2.15		

-- Director of Food Services

COMMITTEE INFORMATION & FACULTY BUSINESS

Handbook Committee

TO: T&R Personnel

Subject: Draft of Policy for Administration Sanctions for Inappropriate Conduct on the Part of T&R Administrators

The Handbook Committee would appreciate your written comments on this policy by February 15.

- 1 f. Administrative Sanctions for Inappropriate Conduct on the Part of T&R Ad-  
2 ministrators



- 1) These sanctions are designed to protect the rights of T&R Administrators and to assure compliance with college rules and policy and public law.
- 2) The sanctions provide Directors, Deans and Vice Presidents with guidelines to follow when an administrator's conduct is inappropriate or in violation of the policies of the College.
- 3) This process also defines the measures which are appropriate in relation to the offense:

4) Sanctions:

a. Introduction

There are four types of sanctions. These do not represent a sequential process wherein one must always begin with an admonition. The seriousness of the offense(s) will determine the sanction which is initiated.

b. Examples of unsatisfactory behavior

- (1) Failure to perform satisfactorily one's duties, follow instructions, comply with established written policy, or otherwise fail to maintain professional standards of conduct.
- (2) Acts of violence or harassment; unauthorized use of drugs or alcohol; unauthorized use of, misuse of, or willful or negligent damage to state or employee property, equipment or facilities.

c. Admonition

- (1) An admonition is warranted when an administrator's behavior is of such a nature that is likely to or does reflect unfavorably upon the office or the college or on his or her professional status as an administrator.
- (2) The Director, Dean or Vice President is responsible for orally admonishing the administrator and keeping a memorandum of the substance and date of the discussion.

d. Written warning

- (1) A written warning is issued when unacceptable behavior continues after admonishment or when an administrator's misbehavior is of a more serious nature to such a degree that a written warning is appropriate.
- (2) The Director, Dean, or Vice President are authorized to issue written warnings.
- (3) An appeal is permitted to the next higher level, but not beyond the appropriate Vice President.
- (4) The written warning will include descriptions of the unacceptable behavior and those actions necessary to correct or eliminate the problem, a reasonable time within which those actions must be taken, and the consequences of failure to take those actions.



e. Loss of Pay

- (1) Loss of pay occurs when unacceptable behavior continues after a written warning has been issued or when the seriousness of the offense warrants such a drastic step.
- (2) Only the appropriate Vice President or President are authorized to impose this sanction.
- (3) If a Vice President has taken the action an appeal is permitted to the President.
- (4) The President is the final authority.

f. Suspension

- (1) Suspension occurs when an administrator's misbehavior continues after written warnings or loss of pay, or when the misbehavior is of such a nature that immediate suspension is warranted.
- (2) Only the appropriate Vice President or President are authorized to impose this sanction.
- (3) If a Vice President has taken the action an appeal is permitted to the President.
- (4) The President is the final authority.

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TO: Members of the Faculty

Subject: Draft of Administrative Actions for Inappropriate Conduct on the Part of the Faculty

The following draft has been reviewed by the vice presidents and the FAC. The Handbook Committee would appreciate your written comments on this policy by February 15.

f. Administrative Actions for Inappropriate Conduct on the Part of Faculty Members

- 1) These sanctions are designed to protect the rights of faculty members and to assure compliance with college rules and policy and public law.
- 2) The sanctions provide chairmen, deans, and the VPAA with guidelines to follow when a faculty member's conduct is inappropriate or in violation of the policies of the College.
- 3) This process also defines the measures which are appropriate in relation to the offense.
- 4) Sanctions:

a. Introduction

There are four types of sanctions. These do not represent a sequential process wherein one must always begin with an admonition. The seriousness of the offense(s) will determine the sanction which

1 is initiated.

2 b. Examples of unsatisfactory behavior

- 3 (1) Excessive tardiness,  
4 (2) Repeated absences from class,  
5 (3) Unauthorized use of college/state equipment or facilities, and  
6 (4) Failing to comply with established written policy.

7 c. Admonition

- 8 (1) An admonition is warranted when a faculty member's behavior is  
9 of such a nature that is likely to or does reflect unfavorably  
10 upon the department or the College or on his or her professional  
11 status as a faculty member.  
12 (2) The departmental chairman, dean or VPAA is responsible for  
13 orally admonishing the faculty member and keeping a memorandum  
14 of the substance and date of the discussion.

15 d. Written warning

- 16 (1) A written warning is issued when unacceptable behavior continues  
17 after admonishment or when a faculty member's misbehavior is of  
18 a serious nature to such a degree that a written warning is ap-  
19 propriate.  
20 (2) The chairman, dean, or VPAA is authorized to issue written  
21 warnings.  
22 (3) An appeal is permitted to the next higher level, but not beyond  
23 the VPAA.  
24 (4) The written warning will include descriptions of the unaccepta-  
25 ble behavior and those actions necessary to correct or eliminate  
26 the problem, a reasonable time within which those actions must  
27 be taken, and the consequences of failure to take those actions.

28 e. Loss of Pay

- 29 (1) Loss of pay occurs when unacceptable behavior continues after  
30 a written warning has been issued or when the seriousness of  
31 the offense warrants such a drastic step.  
32 (2) The dean or VPAA are authorized to impose this sanction.  
33 (3) An appeal is permitted to the next highest level,  
34 (4) The President is the final authority.

35 f. Suspension

- 36 (1) Suspension occurs when a faculty member's misbehavior continues  
37 after written warnings or loss of pay, or when the misbehavior  
38 is of such a nature that immediate suspension is warranted.



- 1 (2) The dean or VPAA are authorized to impose this sanction.  
2 (3) An appeal is permitted to the next highest level,  
3 (4) The President is the final authority.

4 g. Recourse

5 Actions taken under this policy may be grieved under the provisions  
6 under the Faculty Recourse Procedures only when unfair or inequitable.

-- Buck Miller, Chairman  
Handbook Committee

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