

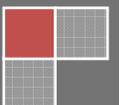
2010

VUU FACULTY HANDBOOK

Constitution and Bylaws for the Faculty of
Virginia Union University



Virginia Union University
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THE FACULTY HANDBOOK
For The
FACULTY
Of
VIRGINIA UNION UNIVERSITY

Constitution and Bylaws



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Foreword

The Faculty Handbook contains guidelines for all faculty and staff members in the academic programs at Virginia Union University. It should be read and used in conjunction with the companion University Organization and Functions Handbook and Policy and Procedures Manual. The Vice President for Academic Affairs and the Faculty Senate share the responsibility for updating this publication.

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SECTION I

GENERAL

Preamble

The faculty of Virginia Union University which, within the scope of the mission of the university, seeks to offer a program of liberal education; to provide our students with outstanding educational opportunities; to foster an environment designed to enhance the appreciation of world culture and African American heritage and identity; to provide input to the administration in the formulation, review, amendment, and execution of institutional policies and programs affecting the curriculum, classroom, the student body, and related aspects of the university life; to provide for a medium for initiating discussion on matters relevant to teaching and fulfilling professional responsibilities; to manifest the highest level of integrity in all matters relating to the administration and student body; and to promote due process and academic freedom; does create this Constitution and Bylaws.

The primary responsibility of the faculty is to provide the highest quality of instruction to students; to engage in scholarly activities that will improve their teaching and to ensure that the curriculum is current, challenging, and comprehensive.

The primary responsibility of the administration is to provide adequate resources, fiscal and otherwise, for faculty to teach and engage in related scholarly activities that support and advance the academic mission of the university. Accordingly, the formulation of academic policy will be a collaborative venture between the Administration and the faculty to insure adequate input from all levels of the university structure. This is referred to as “Shared Governance.”

Article I

Definition of Faculty

Section 1: Faculty

The faculty of Virginia Union University shall consist of all full-time instructional, research, and supporting staff who hold the rank of Professor, Associate Professor, Assistant Professor, Instructor, or Lecturer.

Appointments—and all other personnel actions—of faculty members and all administrative officers who have supervisory responsibilities of faculty members will comply with the mandates of accrediting agencies and state and federal law.

Section 2: Part-time Faculty

Those persons being paid on the basis of a percentage of a full-time contract shall be part-time faculty.

Section 3: Adjunct Faculty

Teachers being paid on a standard per credit hour/course basis, shall be adjunct faculty members.

Article II

Voting Privileges

Only persons included in Article I, Section 1 shall have the right to vote in faculty meetings. Part-time and adjunct faculty members are invited to faculty, school and department meetings as non-voting associates.

Article III

Meetings

Section 1: Calendar Meeting

The Faculty shall normally meet in Pre-School Conference, the fourth Thursday in September, October, January, February, March, and April; the third Thursday in November; and in Post-School Conference.

Section 2: Faculty Meeting Presentations and Minutes

The administration and the faculty shall be allotted sufficient time for faculty meeting presentations. The responsibility for presiding over faculty meetings shall be determined by the Vice President for Academic Affairs (who is the Dean of the Faculty and Chief Academic Officer) or the President of the University. Presiding over faculty meetings may alternate between a designee of the administration and a designee of the Faculty Senate.

The Secretary of the Faculty will be the recorder for faculty meetings. The Parliamentarian and Secretary will be elected by the Faculty at the September Faculty Meeting for a one year term. There is no limit to the number of terms these officers may serve.

The President of the Faculty Senate will consult with the Vice President for Academic Affairs in the planning of faculty meeting agendas. However, this does not imply that the Academic Administration cannot initiate the meeting agenda.

Article IV

The Faculty Senate

Section 1: Purpose

The Faculty Senate shall be established to provide for coordination and communication between the Administration and the faculty in matters related to faculty well being. The full faculty forum and its committees shall be the medium through which the faculty will participate in university governance.

Section 2: Composition

The Faculty Senate shall consist of seventeen full-time faculty members who are duly elected to the position of Faculty Senate Representative within each of the major academic units of the university and of full-time faculty members who are elected by the Faculty at-large. The School of Basic and Applied Science and Technology shall elect three representatives; the School of Humanities and Social Science shall elect three representatives; The Sydney Lewis School of Business shall elect two representatives; The School of Education shall elect one representative, and the faculty members of the library staff shall elect one representative to the Senate. The Samuel DeWitt Proctor School of Theology shall elect one representative to the Senate.

The general Undergraduate Faculty will elect six additional members to the Senate in an at-large election.

Consistent with The Scott, Foresman Robert's Rules of Order, Newly Revised, the faculty members of each of the major academic units of the university and the library faculty members shall have the authority to determine the process to be used in nominating and electing the members of the Senate from each area.

The faculty members attending the election meeting will be authorized to determine the process of electing the at-large members of the Senate.

Section 3: Term of Office

Senators shall serve one-year terms from October 1 through September 30. There shall be no limit to the number of terms a senator may serve.

Section 4: Recall

A senator may be recalled by a majority of the faculty members in his/her constituency, i.e., library faculty, schools, full faculty, in the following manner:

1. Twenty percent of the senator's constituency or two of the senator's constituents -- whichever is the greater number--shall state, in writing to the Faculty Senate and the senator's other constituents that they are dissatisfied with the senator's representation. They shall further state the reasons for their dissatisfaction.
2. Thirty days after the "notice of dissatisfaction," the dissatisfied constituents may formally petition for the senator's recall.
3. The recall vote shall be held within 10 to 15 working days after the filing of the recall petition. The recall vote shall be secret ballot after the senator has been given the opportunity to oppose his/her recall.
4. The President of the Faculty Senate or his/her designee shall convene the library faculty or the school faculty and conduct the meeting to consider the recall petition and the vote. The Vice President of the Senate or his/her designee shall convene recall meetings if the recall action is directed at the President of the Senate. The meeting to consider the recall petition shall be conducted in accordance with The Scott, Foresman Robert's Rules of Order: Newly Revised.

Section 5: Responsibilities

The responsibilities of the Senate shall include – but are not be limited to:

1. Appointing and monitoring faculty committees
2. Proposing and preparing the Faculty Handbook

3. Planning faculty meetings in consultation with the Vice President for Academic Affairs
4. Bringing faculty concerns to the attention of the administration
5. The faculty's representative to the Board of Trustees will be the President of the Faculty Senate.

The officers of the Faculty Senate (or their designee) may meet with the Academic Affairs Committee of the Board at the request of the Academic Affairs Committee of the Board, or of the Faculty Senate upon approval of the Academic Affairs Committee of the Board.

Section 6: Officers of the Faculty Senate

Officers of the Senate shall be elected for one-year terms beginning October 1 and ending September 30 of the second year. These elections shall normally take place between the September meetings of the faculty and October 1.

Section 7: Organization

The Faculty Senate shall elect its own President, Vice President, Secretary, and Treasurer. The President shall call meetings.

Section 8: Duties of Officers

1. **President**: Shall convene and preside at meetings of the Senate and act as official representative of the Faculty in execution of its business and the enforcement of the Constitution. The President shall execute approved position statements, carry out decisions of the Faculty and exercise leadership in achieving the mission and goals of Virginia Union University. In consultation with the VPAA, the President shall assist in developing the faculty meeting agenda and may preside at the faculty meetings as determined by the VPAA.
2. **Vice President**: Shall perform all of the duties of the President in his/her absence or in the inability of the President to act.
3. **Secretary**: Shall record and retain records of the actions of the Faculty Senate.
4. **Treasurer**: (When applicable) Shall record and retain financial transactions.

Section 9: Meetings

The Senate shall normally meet on the third Thursday of September, October, January, February, March, and April and the second Thursday of November. All meetings of the Senate -- except executive sessions -- shall be open to the university community.

Article V

Faculty Representation on Committees

Faculty members are expected to serve on faculty committees appointed by the Faculty Senate and on other committees appointed by the administration.

Article VI

Amendments

The faculty of the college may, in any regular meeting in which a majority of the membership is present, recommend to the President of the University and the Board of Trustees, amendments to this Constitution and By-Laws provided that “every member of the [college] faculty shall have been notified of the proposed amendment in writing two weeks in advance of the meeting.”

Amendments shall be approved upon adoption by the faculty and ratification by the Board of Trustees. The Board shall set the effective date of each amendment at the time it ratifies each amendment.

Article VII

Rules Governing Procedures

The rules governing procedures in faculty meetings shall conform to The Scott, Foresman Robert’s Rules of Order: Newly Revised.

Article VIII

Ratification

This Constitution and Bylaws shall be ratified when it is adopted by the faculty and approved by the Board of Trustees. Upon ratification it shall appear at the beginning of subsequent faculty handbooks. This Constitution and Bylaws shall supersede all prior rules and regulations governing the faculty.

University Mission and Goals

Mission

Virginia Union University is nourished by its African American heritage and energized by a commitment to excellence and diversity. Its mission is to 1) provide a nurturing, intellectually challenging, and spiritually enriching environment for learning; 2) empower students to develop strong moral values for success; and 3) develop scholars, leaders, and lifelong learners in a global society. To accomplish this mission, Virginia Union University offers a broad range of educational opportunities that advance liberal arts education, teaching, research, science, technology, continuing education, civic engagement, and international experiences (**Revised 2009**).

Goals

For the realization of its Mission, the University continuously seeks to achieve the following goals:

1. Quality of Academic Programs
 - ❖ To enhance the quality of academic programs
 - ❖ To strengthen the quality of undergraduate academic programs
 - ❖ To evaluate all academic programs
 - ❖ To ensure that all academic programs are current and adhere to the demands of global society
 - ❖ To maintain and/or gain accreditation
2. Adequacy of Resources/Financial Affairs
 - ❖ To strengthen the resource base for all University activities
 - ❖ To increase institutional operating funds
 - ❖ To improve financial stability
 - ❖ To ensure that the University's operations are sound and efficient so that a positive change in net assets is realized
 - ❖ To increase the University endowment
3. Student Engagement/Empowerment
 - ❖ To increase the level of student engagement, campus-wide
 - ❖ To increase retention efforts
 - ❖ To ensure that communication is consistent in programs designed to enhance student engagement

- ❖ To create an environment that cultivates holistic student development

4. Image Enhancement

- ❖ To assure a positive image for the University among all constituencies
- ❖ To improve public perception of the University
- ❖ To engage the University family in all developing a University brand

5. Quality of Life

- ❖ To enhance the quality of life of the entire campus community
- ❖ To expose students to the proliferation of cultural and ethnic experiences
- ❖ To improve the quality student of life

6. Student Learning

- ❖ To improve the learning environment of the University
- ❖ To encourage lifelong citizenship
- ❖ To create a conducive environment for student learning

7. Technology

- ❖ To ensure that the technological infrastructure keeps pace with the needs of the University
- ❖ To enhance the technological literacy of all students
- ❖ To ensure the reliability and integrity of the University's technology infrastructure
- ❖ To enhance VUU's technological infrastructure in order to enhance the University's position to compete in a global society

8. Community Outreach

- ❖ To increase the number of community outreach activities
- ❖ To cultivate the constituents of the University
- ❖ To engage the University community as an active participant in the local, regional, national and global communities through outreach and involvement
- ❖ To ensure programs are offered which will engage the surrounding community in campus sponsored cultural events and educational experiences
- ❖ To develop connections and collaboration with the larger community

Board of Trustees

The Board of Trustees is a self-perpetuating body of members elected for three-year terms. The duties and responsibilities of the Board are defined in the *Virginia Union University Board of Trustees Policy Manual*.

The Board of Trustees is the ultimate authority for all matters pertaining to university policy. Most internal academic matters and student regulations are left to the Faculty and Administration. Those actions of the Board pertaining to the Faculty, staff, and curriculum include the following:

- ❖ Approval of the Faculty Handbook
- ❖ Approval of promotions and tenure
- ❖ Approval of faculty recommendations for awarding earned and honorary degrees
- ❖ Approval of new majors and programs, or the deletion of existing ones
- ❖ Any other items, which involve major academic policy change.

President of the University

The President is the chief executive officer of the University, responsible to the Board of Trustees. Subject to the Board, the President holds veto power over all employment, assignment, and supervision of all faculty and staff members. The President often delegates portions of responsibilities to administrative colleagues.

It is the President's duty to recommend to the Board the major plans and policies of the University, including the annual budget (and whatever revision thereof which may be required), development plans, and major curriculum proposals approved by the faculty.

All administrators serve, in their administrative positions, at the pleasure of the President.

Honors

President Emeritus

This is an honorary title bestowed on a former President of the University by the Board of Trustees for distinguished service to the University.

Professors Emeriti

In recognition of meritorious service and outstanding dedication to the University, the status of Professor Emeritus may be granted. Normally, eligibility is limited to full-time faculty members who have retired at the rank of Professor or Associate Professor and who have given long-time consecutive service to the University prior to retirement.

A recommendation for conferment of this designation shall usually be initiated by the department in which the individual has served and shall be forwarded to the Dean of the School, the Vice President for Academic Affairs, the President, and the Board of Trustees.

This designation shall entitle the Professors Emeriti to such rights and privileges that are relevant and possible, to include the following:

- ❖ Use of university library facilities
- ❖ Participation in university academic processions
- ❖ Tuition waiver
- ❖ Complimentary parking decals
- ❖ Identification cards
- ❖ Complimentary admission to activities such as concerts and dramatic productions
- ❖ Use of laboratory space – if available
- ❖ Eligibility for research grants subject to the normal approval process
- ❖ Representation of the University in professional groups
- ❖ Use of the designation in correspondence
- ❖ The names of Faculty Emeriti shall be listed in the University Catalog and other appropriate publications, such as the university telephone directory, during the remainder of their lifetimes.

Their names shall also be placed on a mailing list to receive university publications and such other communications, as the administration deems appropriate.

SECTION II

FACULTY RESPONSIBILITIES

Faculty: Definitions

Full-Time

Full-time members of the faculty are instructional, research, and support staff who hold the rank of Distinguished Professor, Professor, Associate Professor, Assistant Professor, Instructor, and Lecturer. Full-time faculty members are expected to teach a minimum of 12 semester hours (as described under Teaching Load) of classes per semester, advise students, take an active part in committee work, engage in scholarly activities, and actively support student activities.

Full-time faculty members must meet all qualifications as described in the section of this handbook titled "Faculty Status – Promotion and Tenure." Part-time and Adjunct faculty members must meet those provisions of the handbook applicable to them.

Part-Time

Part-time members of the Faculty are instructional, research, and supporting faculty who teach eight or more semester hours (up to a full load) or who perform developmental, directing, or supervisory duties equivalent to eight or more semester hours - and who are required to participate in departmental committee work and activities and to post and hold office hours. Part-time faculty shall not be required to serve as advisors unless their ability to do so effectively is clearly established. Part-time faculty will be paid not less than one-half of the present minimum gross salary for full-time faculty at the rank of instructor. Part-time faculty is expected to schedule at least two hours per week to assist and counsel students in addition to class time spent teaching. Part-time faculty is invited to department, school, and faculty meetings as non-voting associates.

Adjunct Faculty

Adjunct members of the Faculty are instructional, research, or support faculty members who teach up to seven semester hours or who perform developmental, directing, or supervisory duties equivalent up to seven hours. Adjunct faculty is expected to schedule at least one hour per week in addition to class time to assist and counsel their students, by appointment.

Adjunct faculty will be paid a specific amount per credit hour. Adjunct faculty is invited to department, school, and faculty meetings as non-voting associates.

Instructional Staff

Staff persons would be those employees who hold faculty rank but whose duties, responsibilities, compensation, and contracts differ from those of full-time nine-month classroom teaching faculty. (See full description in section on faculty ranks).

Guidelines for Assignment of Duties and Responsibilities

The deans and the department chairs are expected to be equitable and reasonable in the assignment of duties. Assignments are made by department chairs in consultation with faculty members and the deans. Guidelines for the assignment of duties take into consideration-(but are not limited to) classroom instruction, laboratory assignments, tutorials, academic advising, committee membership, guidance of student organizations, and research and service to the public.

Faculty members are urged to be candid about any concerns or complaints they may have about their assignments.

Office Hours

During the first week of each semester or summer session, faculty members shall announce to each class their office hours and post the hours on their office doors. The schedule should provide for a minimum of eight hours each week. This does not constitute the total time the faculty members will be in their office, only time committed to students regardless of other duties. Students shall be clearly advised that the scheduled office hours belong to the students and that the faculty member's first priority shall be given to the students during office hours. The schedule is to be filed with the Dean during the first week of classes.

Academic Advising

Academic advising is a major responsibility of the academic faculty at Virginia Union University. Each freshman, sophomore, transfer student, upperclassman, and graduate student enrolled in a program terminating in a special certificate, a baccalaureate degree, or a graduate degree must be provided advice by faculty members representing the area of interest chosen by the student. Faculty members will follow the procedures and guidelines on advising in the current advising handbook and/or the current guidelines provided by the departments, schools, and the Office of Academic Affairs.

Meetings and Cap and Gown Events

Faculty members are required to attend all meeting of committees, department, schools, the Faculty, etc., as applicable, and participate in all events requiring the wearing of ceremonial academic regalia. Faculty members who are unable to attend a meeting or a ceremony should notify committee chairpersons, department chairpersons, the deans of the schools, Vice President for Academic Affairs, etc., as applicable.

Department Chairs

Department chairs are recommended by the deans of the undergraduate schools in consultation with the Vice President for Academic Affairs, when there are at least three full-time faculty members in an academic discipline, and appointed by the President. Chairpersons are appointed for one-year terms and can be reappointed annually, pending subsequent recommendations by the Dean and the Vice President for Academic Affairs, and satisfactory performance evaluation (conducted annually by the deans). Chairpersons teach reduced loads of 9 semester hours each semester depending on the normal teaching load of 12 semester hours. Department chairs report directly to the deans.

Department chairs are full time faculty members who are given release time and compensation for their administrative responsibilities.

The primary responsibilities and duties of chairpersons are as follows:

Responsibilities to the University at large

1. Familiarity with approved policies and procedures, university missions and goals, academic programs and resources, academic regulations
2. Attendance at general faculty meetings and university-sponsored special events

Responsibilities to the School

1. Attendance at meetings
2. Assisting and apprising the deans concerning issues in the department
3. Representation of the department in the affairs of the school

Responsibilities to the Department

1. Department governance (facilities, committees, class scheduling, evaluations and convening regular meetings)
2. Faculty and staff supervision and annual evaluation
3. Curriculum and instruction - monitoring, revising, and assessing curricula in conjunction with the Office of Research, Planning and Special Programs; reviewing syllabi, selecting textbooks, planning events, facilitating the registration process, monitoring of academic advising and maintenance of office hours
4. Fiscal management – maintenance of accurate records and files with relevant documents; adherence to the purchasing policy; preparation and oversight of department budgets
5. Student concerns – review of majors' transcripts, graduation applications and registration forms

Other Responsibilities

1. Timely dissemination and processing of forms and
2. Other requests for information
3. Timely submission of reports

4. Facilitates resolution of interdepartmental problems
5. Preparation of departmental annual report
6. Working closely with the academic affairs advisory council
7. Other duties assigned by the deans or the Vice President for Academic Affairs

Deans of the Undergraduate Schools

There are four undergraduate schools of the University. These are the School of Humanities and Social Science, the School of Basic and Applied Science and Technology the Sydney Lewis School of Business (SLSB), and the School of Teacher Education and Interdisciplinary Studies (STED). The deans of the schools are appointed by the President on the recommendation of the Vice President for Academic Affairs.

Deans are administrators who hold faculty rank and teach one course per term.

The duties and responsibilities of the deans include the following:

1. Recruiting, orienting, and supervising faculty members within the schools; encouraging faculty development; evaluating department chairs and recommending appointments, dismissals, and promotions of faculty members.
2. Planning for future program emphases, strategies, and procedures, which specifically address the needs of students and contemporary society.
3. Maintaining accurate records regarding:
 - a. Faculty assignments and all such data as shall be pertinent to faculty evaluation; sick and leave time;
 - b. The approved budget for the unit;
 - c. Student performance and needs.
4. Formulating the budget of the school for the academic year and the general administration of that budget.
5. Scheduling of courses during the registration periods in cooperation with the Vice President for Academic Affairs and academic support units.
6. Reporting annually the school's status and overall contribution to the mission and goals of the University.
7. Organizing and providing leadership at monthly school meetings.

The Graduate School of Theology

Because Virginia Union University was founded to prepare freedmen for Christian ministry, the School of Theology, is, in a sense, the oldest school within the University. However, it was separated from the undergraduate curriculum and first operated as a seminary in 1941, under the leadership of Dr. John Malcus Ellison, the University's first African American president. The school was first called the Graduate School of Religion.

It carried that name until 1969, when it was renamed the School of Theology at Virginia Union University (STVU) and moved from the main campus location to its fifteen year location on the campuses of the Presbyterian School of Christian Education and Union Theological Seminary in Virginia. These three institutions, along with the Baptist Seminary at Richmond, form the Richmond Theological Center. This is a cooperative effort unique to theological education, for no other cluster of seminaries in the United States or Canada brings together faculties and students differing in denomination and in race or culture as this one does. This Center provides a singular opportunity for interracial and interdenominational dialogue, while preserving the heritage and insights, which come from centuries of African American church experience.

The STVU was housed in C.D. King Hall at 1601 West Leigh Street until Fall of 1997 when they moved into the newly renovated Kingsley Hall. In February 1998, STVU was renamed the Samuel DeWitt Proctor School of Theology. STVU has full membership in the Association of Theological Schools in the United States and Canada.

Throughout its life, STVU has been a covenanting seminary of its founding denomination, the American Baptist Churches, USA. In addition, five other Baptist bodies contribute regularly to various facets of the curriculum and the scholarship aid network: Lott Carey Baptist Foreign Mission Convention; National Baptist Convention, USA, Inc.; Progressive National Baptist Convention, and the Southern Baptist Convention.

The mission of the School of Theology is to prepare persons for ministry by providing the setting and stimulus for sound scholarship, moral and spiritual growth, and high standards for leadership in the Christian Church. In seeking to fulfill this mission, appropriate graduate faculty committees, structures, policies, and schedules will be established for addressing in the School of Theology matters related to governance, academic excellence, and ministerial formation.

Resolution of Problems Involving Faculty Members and Students

In cases related to faculty/student personality conflicts, course class organization, content, management, and other related problematic areas of an academic nature, the parties involved should take steps in the resolution of such problems:

1. Initially, every effort should be made, between student and instructor, to resolve the problem.
2. If the problem is not resolved at this level, the instructor, on behalf of the student, or the student individually if the instructor does not act, shall within 5 working days, make an appeal to the department chair of the academic area.
3. If the problem persists, the department chair, on behalf of either party, shall (within 5 working days) make an appeal to the Dean of the School.
4. If there is no solution at this level, the matter is referred to the Vice President for Academic Affairs. If after conducting consultations with all parties involved, the Vice President for Academic Affairs is convinced that a satisfactory resolution of the issues cannot be reached, the Vice President for Academic Affairs shall appoint an appeals board for final resolution. Faculty nominations to serve on this board will be made by the deans of the schools.

Note: The grade appeals process is outlined in the University Policy and Procedures Manual.

Resolution of Problems Between/ Among Faculty Members

In cases related to faculty/faculty conflicts and other related problematic areas, the parties involved should take steps in the resolution of such problems:

1. Initially, every effort should be made, between faculty member and faculty member to resolve the problem.
2. If the problem is not resolved at this level, either faculty member or both shall within five (5) working days make an appeal to the department chair of the academic area. (If the conflict involves the department chair, the parties shall skip this provision and make an appeal to the dean of the school.)
3. If the problem is not resolved at this level, the department chair, on behalf of either or both parties, shall within five (5) working days, make an appeal to the dean of the school.
4. If there is no resolution at this level, the matter is remanded to the VPAA. If after conducting consultations with all of the parties involved, the VPAA is convinced that a satisfactory resolution of the issues cannot be reached, the VPAA shall forward the matter to the President for final resolution.

Evaluation of Faculty

The University complies with the latest guidelines of the Southern Association of Colleges and Schools regarding faculty performance evaluation.

Full-time faculty members (including library faculty), who hold the rank of Instructor, Assistant Professor, Associate Professor, or Professor (with or without tenure) are evaluated annually by the administrators of their respective departments. Department chairpersons and the Library Director will evaluate the faculty members in their areas; the deans of the schools will evaluate department chairpersons in their schools.

By the Post-School Conference, each faculty member shall receive a copy of the appropriate evaluation instrument completed by the department chairperson and/or dean. The primary purpose of the completed faculty performance evaluation instrument(s) is to aid in the improvement of instruction offered to students at Virginia Union University. Other purposes of evaluations include the following:

- ❖ Promotion and tenure applications (criteria categories are identical to the evaluation instrument)
- ❖ Special awards and recognition
- ❖ Termination decisions
- ❖ Merit pay decisions (if applicable)

In specific cases when warranted, a Post-Tenure Review is conducted according to the rules and procedures delineated later in the handbook.

SECTION III

ACADEMIC POLICY

Formulation of Academic Policy

The faculty and the Vice President for Academic Affairs are responsible for formulating academic policy in consultation with the Academic Affairs Committee of the Board of Trustees. Recommendations on academic policy or curriculum come to the faculty from the Academic Review Committee of the Faculty (ARC). Recommendations on academic policy or curriculum come to the Academic Review Committee of the Faculty from the schools, the department, groups of faculty members, and individual faculty members.

Non Substantive Change

Academic policy recommendations on individual degree programs normally go from the department curriculum committee (if applicable) to the department, to the school curriculum committee (if applicable) to the School, to the ARC, and finally to the faculty at large.

Substantive Change

Academic policy recommendations on curricula, which have university-wide ramifications, normally go from individual faculty members or groups of faculty members, to departmental curriculum committees, then to school curriculum committees, then to the ARC, then to the faculty at large, before submission to the VPAA. This process requires using the approved form for curricular change and the signatures of authorized persons at each stage. Academic policy initiatives on matters which do not relate to curriculum may come to the faculty from the Leadership Council, the Deans' Council/Academic Affairs Advisory Council, the Faculty Senate, Faculty Standing Committees, Faculty Ad Hoc Committees, etc. as appropriate.

The academic administrators, i.e., department chairs, the deans of the schools, and the Vice President for Academic Affairs, maintain faculty ranks and are expected to play leading roles in the faculty's efforts to formulate academic policy.

The primary responsibility for academic programs and curriculum development rests with the University faculty subject to the approval by the Board of Trustees upon the recommendation of the University President.

SPECIAL RULE OF ORDER

It shall be "standard operating procedure" to have two (2) readings on all "substantial" matters which require faculty action, i.e., 1) Constitutional changes, 2) Faculty Handbook changes, 3) General Education requirement changes, 4) Items accompanied by minority reports, and 5) Other items deemed appropriate by the faculty. The second reading may be dispensed with when, 1) All relevant materials have been distributed to the faculty ten working days before the faculty meeting, or 2) When the faculty agrees (by general consensus) to dispose of the second reading.

If there is any objection to the call for general consensus to dispose of the second reading, a motion may be made to dispose of the second reading. Such motion shall require a vote of three fourths of the faculty members present for it to pass.

It shall be "standard operating procedure" to have one reading and a vote on curriculum changes which affect one department, program, school, etc. provided:

1. The Academic Review Committee of the Faculty's recommendations are received by all voting faculty 5 working days prior to faculty meeting.
2. The Academic Review Committee of the Faculty, the Vice President for Academic Affairs and the discipline/department involved are in concurrence; and
3. There is no minority report.

Note: Only the President and/or Board of Trustees have veto power in these approval processes.

Academic Affairs Advisory Council

The Academic Affairs Advisory Council (AAAC) may function in an advisory capacity to the VPAA. Its composition is determined by the VPAA.

The Council's functions may include:

1. Advising, counseling, and making recommendations to the Vice President for Academic Affairs on matters related to academic affairs
2. Reviewing and monitoring Self-Study recommendations on academic matters and recommending actions and responses to Self Study Recommendations
3. Preparing for Self-Study activities
4. Making strategic planning recommendations
5. Monitoring strategic planning activities related to academic affairs
6. Other functions assigned by the Vice President for Academic Affairs and the administration

Faculty Standing Committees and Other Faculty Committees

Faculty standing committees are those committees which deal with facets of faculty duties, privileges, and responsibilities on a continuing basis. They are ultimately subject to the authority of the faculty. Such committees include-but are not limited to-Academic Review, Faculty Evaluation, Library, Student Relations, and University Life. Each faculty standing committee shall elect a chairperson and a recorder. The guide for standing committee actions shall be The Scott Foresman Robert's Rules of Order: Newly Revised. Library faculty members may serve on all faculty standing committees.

Subcommittees can be generated in support of the major Faculty Standing Committees.

Academic Review Committee of the Faculty

The Academic Review Committee of the Faculty (ARC) shall be a sixteen member committee composed of three faculty members from the Sydney Lewis School of Business, four faculty members from the School of Humanities and Social sciences, four faculty members from the School of Basic and Applied Sciences and Technology, a faculty member from the School of Education, a faculty member from the Library, and two students appointed by the Student Government Association. The Vice President for Academic Affairs is Ex-Officio member and may serve as an advisor to this committee. In addition, a representative of the Graduate School is invited to participate as an observer.

The primary function of the Committee is three-fold: (1) to continuously monitor the General Education requirements/Core Curriculum and make appropriate recommendations; (2) to review and recommend proposed modifications and requests related to policies that govern academic affairs; and (3) to review requests for new academic programs and courses. Such requests may be submitted by the administration or the schools.

The members of the ARC have no obligation to sponsor or support proposals from their subject areas, i.e., departments or schools. This shall be the function of the deans of the schools, chairpersons of the schools' internal committees, department chairs, and/or faculty members designated by the schools or the departments.

Curriculum changes sent to the ARC from the schools must have been approved by the department curriculum committee (if applicable), the department, the school curriculum committee (if applicable), and the school. This committee's recommendations on proposals for curriculum changes shall be based on the validity of the justification for the proposed change, the appropriateness of the requested change, the relation of the

requested change to the University's goals, mission, and programs, and the financial impact of the requested change. Subcommittees may be created from the ARC to address special issues with regard to the General Education core.

The ARC must forward all of its recommendations to the Vice President for Academic Affairs and to the Faculty. The Vice President for Academic Affairs shall report all of the Committee's recommendations and his/her recommendations for faculty action to the Faculty within a reasonable time after the committee has acted.

The faculty shall act on all requests that are forwarded to them by the ARC. The faculty may accept or reject the requests and recommendations of the schools, the Academic Affairs Committee of the Faculty, and/or the Vice President for Academic Affairs. Upon faculty approval of requests for curriculum changes, the Vice President for Academic Affairs must forward these requests to the President. The President shall transmit the faculty's action to the Board with his/her recommendations.

The institution and/or implementation of curriculum change without following this process shall constitute a serious breach of professional ethics.

More specifically the ARC will:

1. Assist Academic Affairs in ensuring that the student's breadth of knowledge acquired through general education is sufficient and appropriate to the university mission.
2. Assist Academic Affairs in ensuring that courses selected for inclusion in the general education core curriculum (GECC) address the goals/objectives of GECC and are consistent with the University rationale for general education.
3. Ensure that the GECC represents a substantial component VUU's undergraduate degree programs.

Faculty Evaluation Committee

Faculty Evaluation Committee shall be a fifteen member committee composed of three faculty members from the School of Business, four faculty members from the School of Humanities and Social Sciences, four faculty members from the School of Basic and Applied Science and Technology one faculty member from the School of Education, one faculty member from the Library, and two students. This committee will recommend the process of evaluating the members of the faculty and it will recommend the evaluation instruments to be used.

Library Committee

The Library Committee shall be an eleven member committee composed of the Library Director, two faculty members from the Sydney Lewis School of Business, three faculty members from the School of Humanities and Social Sciences, three faculty members from the School of Basic and Applied Science and Technology, one faculty member from the School of Education, and two students appointed by the Student Government Association. The Director of the Library is not eligible to chair this committee. This committee functions to aid the Library faculty and staff in recommending policies for more effective use of the Library. The committee also functions to scrutinize the proportion of acquisitions in relation to various academic programs and conduct periodic evaluations of services and the current status of the collection.

Faculty-Student Relations Committee

The Student Relations Committee shall be a twelve member committee composed of six students-appointed by the Student Government Association-and one faculty member from the Library, one faculty member from the School of Business, one faculty member from the School of Education, one faculty members from the School of Humanities and Social Sciences, one faculty member from the School of Basic and Applied Science and Technology, and one faculty member from the Graduate School. The purpose of this committee is to work with the Vice President for Student Affairs and the Director of Student Activities to promote wholesome faculty-student relations and to listen to and address general student concerns.

University Life Committee

This committee, with unlimited membership represents a forum for constituent elements of the University to advise, coordinate, and plan on extracurricular matters, which enhance the academic life of students and faculty members. The functions of this committee include, but are not limited to-planning concerts, the Fine Arts Festival, and public lectures. The Committee shall be composed of faculty members from the Graduate School, the School of Arts and Sciences, the Sydney Lewis School of Business, the School of Education, and the Library; four undergraduate student representatives, and one student from the School of Theology.

The Teacher Education Council

The Teacher Education Council is composed of representatives of the University Faculty, Administration, students, and the public school districts. These representatives are invited by the Dean of the School, or appointed by the VPAA in consultation with the dean of the School. The Council serves in an advisory capacity to the School of Teacher Education and Interdisciplinary Studies.

Following the guidelines of the Virginia Department of Education and the National Council for Accreditation of Teacher Education it recommends policies and procedures related to all VUU program endorsement areas that lead to teacher licensure.

Other Faculty Committees

There are other faculty committees which shall be elected by the faculty or appointed by the Senate or the Vice President for Academic Affairs on an "as need" basis. They include-but are not limited to-the Grievance Committee, and the Promotion and Tenure Committee (See the section on Faculty Status-Promotion and Tenure for the composition of this committee).

Academic Freedom

Virginia Union University advocates and supports academic freedom for faculty. The faculty member is entitled to full freedom in research and in the publication of research, subject to the adequate performance of academic duties. The faculty member is entitled to freedom in the classroom in discussing subject matter, but should be careful not to introduce into the teaching controversial matter, which has no relation to the subject taught.

The college or university faculty member is a citizen, a member of a learned profession, and an officer of an educational institution. When such a person speaks or writes as a citizen, the faculty member should be free from institutional censorship or discipline. As a person of learning and a member of the teaching profession, the faculty member should remember that the public may judge the profession and the institution by his or her utterances. Hence, the faculty member must show respect for the opinions of his/her colleagues and others and should make every effort to indicate that he or she is not speaking for VUU.

The faculty member's special position in the community imposes special obligations to comply with the established and clearly enunciated rules and regulations of the University, the accepted standards of academic and professional ethics, and the laws of the land.

The University is committed to the collegial model and the democratic process in meeting of committees, departments, schools, the Faculty, etc. A high premium is placed on a commitment to the Bill of Rights, particularly the right of faculty members to voice their good faith opinions, and tolerance for the opinion of others.

SECTION IV

PERSONNEL
POLICY

Faculty Appointment/ Recruitment Procedure

The University has an orderly process for recruiting and appointing members of the faculty. Files of applications and letters of interest from qualified persons interested in a career at Virginia Union are kept in the Office of Human Resources, with copies sent to the relevant schools or department levels when appropriate. When positions are available, VPAA will consult with the deans of the schools and department chairs and initiate the selection process for reviewing the files of suitable candidates who have applied for available positions. The applications from suitable candidates on file will be considered along with files of other qualified applicants, who may have been recruited by the University.

A pool of qualified candidates will be developed and interviewed. In consultation with the department chair and the dean after screening the candidates, the Vice President for Academic Affairs will make recommendations to the President. If the position is not filled, the above process is repeated from that point.

Appointments of educational staff (faculty and academic administrative staff) are authorized by the President upon recommendation of the Vice President for Academic Affairs. In exceptional cases, persons who may not have the full credentials required to be a regular member of the faculty may be appointed as lecturer. Such persons will not have the status of a regular faculty member but may provide assistance and service based on skill level and expertise.

Employment contract letters for faculty members with and without tenure between Virginia Union University and its educational staff are written in accordance with provisions of the University's rules and are signed by the President. Each contract sets forth terms of employment, including beginning and ending dates, salary to be paid, title and academic rank, services to be rendered, and such other provisions as are required to protect the interests of the respective parties. Letters of Contract are rendered in duplicate. Acceptance is indicated by signing the original copy and returning it to the President or the Human Resources designee.

Virginia Union University is committed to equal employment opportunity. The University does not discriminate on the basis of age, color, gender, national origin, race, or religion.

Faculty Status – Promotion and Tenure

I. Non-Promotion Faculty Ranks

Instructional Staff

The purposes for this new rank/classification are listed below:

1. To define a category for 12-month, full-time employees who carry faculty ranks and whose duties and responsibilities fall outside classroom teaching.
2. To establish for these employees a different pay scale comparable to peer institutions and acknowledging their 12-month obligation.
3. To allow the University to offer competitive salaries to persons in technical and professional fields (e.g., information technology, library science, teacher preparation, and business) while utilizing their expertise to benefit the University outside the classroom.
4. The rank/classification at which an instructional staff member is initially appointed shall remain unchanged for persons who continue to remain employed as instructional staff.

Instructional staff persons would be those employees who hold faculty rank but whose duties, responsibilities, compensation, and contracts differ from those of full-time nine-month classroom teaching faculty. The terms of employment for these persons would then be as follows:

- ❖ 12-month contracts
- ❖ Primary responsibility would not be classroom teaching, but includes other assignments appropriate to the unit or department.

II. Faculty Ranks: (Standards for Appointment and Promotion)

All degrees referred to in the minimum qualifications for appointment or promotion at each of the following ranks must be earned from and awarded by a regionally accredited institution recognized by the Council on Higher Education Accreditation (CHEA). The eligibility and standard for appointment and promotion are listed for the following faculty ranks:

Lecturer

- ❖ A Bachelor's degree in the field in which the appointment is made.

- ❖ In lieu of the Bachelor's degree, exceptions may be made for documented outstanding professional service and demonstrated contributions to the teaching/instruction discipline/profession.
- ❖ Lecturers are not eligible for tenure but are eligible for multi-year contracts.
- ❖ Documented record of excellent classroom teaching, student instruction, or relevant field experience in the discipline of appointment.

Instructor

- ❖ Master's degree in the field or related field in which the appointment is made.
- ❖ At least 18 graduate semester hours (or equivalent quarter hours) in the teaching/instruction discipline/profession.
- ❖ In lieu of the 18 semester hour requirement, exceptions may be made in the case of documented outstanding professional service/academic accomplishments and demonstrated contributions to the teaching/ profession discipline.
- ❖ Instructors are not eligible for tenure but are eligible for multi-year contracts.
- ❖ Documented record of excellent classroom teaching, student instruction, or relevant field experience in the discipline of appointment.

Assistant Professor

- ❖ Master's degree in the teaching/instruction discipline/profession or related discipline/profession in which 18 graduate semester hours (or equivalent quarter hours) are in the teaching/instruction discipline/profession
- ❖ Assistant Professors are not eligible for tenure but are eligible for multi-year contracts.
- ❖ Documented record of excellent classroom teaching, student instruction, or relevant field experience in the discipline of appointment.

Associate Professor

- ❖ An earned doctorate or terminal degree in the teaching/instruction discipline/profession
- ❖ In lieu of a doctorate in the teaching/instruction discipline/profession, a Master's degree in the teaching/instruction discipline/profession **and** an earned doctorate (including the Doctor of Education degree) or a terminal degree **and** at least 18 graduate semester hours (or equivalent quarter hours) in the teaching/instruction the teaching/ discipline/profession.
- ❖ Five years or more of college/university teaching at the baccalaureate level, at least three years of which must have been at the rank of assistant professor.
- ❖ A documented record of professional/artistic/scholarly productivity in the teaching/instruction discipline/profession.
- ❖ Documented record of excellent classroom teaching or student instruction.
- ❖ A documented record of exemplary university and public service.
- ❖ Associate Professors become tenure eligible at the time of promotion but may be hired without tenure.

Professor

- ❖ An earned doctorate or terminal degree in instruction discipline/profession.
- ❖ Seven years of college/university teaching, at least five of which shall have been at the rank of associate professor.
- ❖ A demonstrated record of professional/artistic/scholarly productivity in the teaching/instruction discipline/profession to include a minimum of five publications (discographies and/or monographs are acceptable) in one or more refereed journals in the teaching/instruction discipline/profession, or one book (excluding theses and dissertations), authored or edited, and published by an established publishing entity.
- ❖ A documented record of distinguished service to the university and the community (to include awarded grantsmanship)
- ❖ Documented record of outstanding classroom teaching or student instruction at the baccalaureate level
- ❖ Professors may be granted tenure at the time of promotion, or they may be hired without tenure.

Distinguished Professor

- ❖ An established scholar or artist with proven renown.
- ❖ Documented professional/artistic/scholarly record of national/international renown
- ❖ Rank may be conferred directly by the President

III. Tenure/Tenure-Track Eligible Positions

Fiscal Parameters

The allotment of new tenure slots to, or the reclassification of a current non-tenure track position to tenure track/eligible in a department shall be based on the principle that the number/percentage of faculty positions with tenure in that department shall not exceed 50% of the total full-time faculty number in that department. This stipulation is applicable only to future tenure slots, and is not retroactive.

The purposes of this principle include:

- ❖ To allow the University to maintain fiscal control of limited resources.
- ❖ To allow the University the flexibility to add programs when needed without financial distress.

However, faculty members who meet the requirements for tenure may be placed on tenure waiting lists and given preference for tenure track/eligible positions.

Policy and Procedure

Once a position is designated *tenure track/eligible* (per the specifications above), if the faculty member who fills the position is on the tenure waiting list, tenure is granted that person. If the faculty member holding the position does not already have tenure—and is not on the tenure waiting list—she/he has five years from the point that the position is designated so, to earn tenure by the criteria set forth in the current *Faculty Handbook*.

If the faculty member does not earn tenure by the established process at the end of the five-year period, the VPAA in consultation with the Dean and Department Chairperson may recommend one of the following:

- ❖ A one-year terminal contract
- ❖ Year-to-year non-tenure track appointment of the faculty member (in this case the tenure-track status for that position is suspended until such time as a new faculty member is appointed to the position, at which time the position regains its tenure track/eligibility status)

A faculty member who does not receive tenure after a period of five years in a tenure-track position will not be eligible to serve the University in a tenure-track position but may be eligible for successive year-to-year non-tenure track appointment contracts.

Definition

Tenure status is an entitlement to continuous employment terminable only for cause by reason of misconduct, as defined herein *, moral turpitude, incompetence, disability, or because of program discontinuance, or financial exigency.

* Misconduct is defined as an ongoing pattern of rules and regulations of the University specified in the Faculty Handbook, a serious breach of professional ethics, dereliction of duty, conviction of a felony or conviction of behavior involving moral turpitude. It includes insubordination to one's supervisor or an individual higher in one's chain of command. Insubordination is defined as the documented continuous refusal to comply with lawful directives.

Eligibility & Standards for Tenure

Tenure may be granted to qualified faculty members at the rank of Associate professor or higher, who have met certain specific and advertised standards, including serving the University with distinction. Specifically, tenure status entitles the faculty member to certain procedures prior to dismissal. These procedures differ, depending on whether the dismissal is for cause as specified herein or by reason of program discontinuance or financial exigency. The Board of Trustees retains the authority to limit and/or freeze tenure.

Tenure is not granted solely on the basis of length of service. Tenure is never automatically conferred; only the Board of Trustees may grant it upon the recommendation of the President.

Individuals may receive tenure only in an academic department; administrative positions and instructional staff are not tenure eligible. All administrators serve at the pleasure of the President in their administrative positions and roles.

Faculty members at the rank of Lecturer, Instructor, and Assistant Professor are not eligible for tenure. Only faculty at the rank of Associate Professor or higher may apply for tenure.

Tenure at the Rank of Associate Professor

Eligibility

- ❖ This is the lowest rank eligible for tenure. When assistant professors apply for promotion and tenure simultaneously, promotion will be considered first. Tenure will not be considered unless promotion is granted.
- ❖ Associate Professors may apply for and be granted tenure, but may be hired at this rank without tenure.
- ❖ Five years of college/university classroom teaching, a minimum three of which shall have been at the rank of Assistant Professor or above at Virginia Union University.

Standards

- ❖ A documented record of excellent classroom teaching evidenced by faculty performance evaluations, commendations (citations, letters, etc.).
- ❖ A documented record of professional/scholarly/artistic productivity recognized by peers in the teaching discipline/profession and evidenced by at least two published articles in discipline/profession-specific refereed journals within the five years directly preceding the tenure application **OR** a record of at least five professional, scholarly or artistic presentations during the five years directly preceding the tenure application; **AND** consistent, current, active membership in at least one nationally recognized discipline-specific professional organization during the five- year period directly preceding the tenure application
- ❖ A documented, consistent distinguished record of service to the University beyond classroom teaching, including: leadership of faculty standing and ad hoc committees
- ❖ Leadership/sponsorship of student organizations and/or other special student activities;
- ❖ Special projects undertaken independently or by request such as, but not limited to, procurement of external funding, events planning/direction, accreditation, etc.
- ❖ A documented record of volunteer community service.

Tenure at the Rank of Professor

Eligibility

- ❖ Associate Professors may apply for promotion and tenure simultaneously.
- ❖ Professors may apply for and be granted tenure, but may be hired at this rank without tenure.

- ❖ Seven years of college/university teaching, five of which shall have been, minimally, at the rank of Associate Professor at Virginia Union University.

Standards

- ❖ A documented record of outstanding classroom teaching and pedagogy evidenced by faculty performance evaluations, commendations (citations, letters, etc.).
- ❖ A documented record of professional/scholarly/artistic productivity recognized by peers in the teaching discipline and evidenced by at least three published articles in discipline-specific refereed journals during the five-year period directly preceding the tenure application; **OR** publication (by an established publishing house/organization) of at least one book in the teaching discipline within the five-year period directly preceding the tenure application (discographies or major artistic portfolios/expositions may be substituted); **AND** a record of at least five scholarly/artistic presentations during the five years directly preceding the tenure application; and consistent, current, active participation to include a leadership role (in the organization as a local, national, or regional officer, committee chair, etc.) in at least one nationally recognized discipline-specific professional organization during the five-year period directly preceding the tenure application.
- ❖ A documented, consistent distinguished record of service to the University beyond classroom teaching, including: leadership of at least two faculty standing and ad hoc committees; leadership/sponsorship of student organizations and/or other special student activities; and a principal role in special projects undertaken independently or by request such as-but not limited to-procurement of external funding, events planning/direction, accreditation, etc.
- ❖ A documented record of volunteer community service.

IV. Tenure by Administrative Process

In exceptional cases, individuals who have achieved special acclaim may be awarded tenure by the President with the approval of the Board of Trustees if that step is deemed to be in the best interests of the University.

V. Promotion and Tenure Schedule

On or before:

September Faculty Meeting

- ❖ Election of Promotion and Tenure Committee initiated by the incumbent Chair, the results to be announced by the VPAA within 24 hours.

October 15

- ❖ Applications/nominations for promotion and tenure sent to Vice President for Academic Affairs for transmittal to the Chairperson of the Promotion and Tenure Committee.
- ❖ Department Chairpersons' recommendations for tenure candidates developed and forwarded to the Dean/Division Head.

October 30

- ❖ Dean and Chairperson's recommendations, candidates' portfolios, and supporting materials due in the Office of the VPAA to be forwarded to the Promotions and Tenure Committee.

December 15

- ❖ Promotion and Tenure Committee recommendations sent to Vice President for Academic Affairs.

January 15

- ❖ Vice President for Academic Affairs recommendations sent to the President.

February 1

- ❖ President's recommendations considered by the Board of Trustees.

February 20

- ❖ President's notifications of Board actions sent to applicants.

March 1

- ❖ Notices of Appeals sent to the President and Vice President for Academic Affairs, with copies to the Faculty Senate.

March 22

- ❖ Appeal to the Academic Affairs Committee of the VUU Board of Trustees-if necessary

VI. Applications/Nominations

Applications: Applications for promotion or tenure shall consist of a letter of application-citing the reasons the applicant believes she/he should be promoted and/or receive tenure and a current curriculum-vita. Applicants should submit the application to the Promotion and Tenure Committee, in care of the Vice President for Academic Affairs, with copies to their department chairs and deans by October 15.

Nominations: Immediate supervisors of faculty members may nominate faculty members for promotions and/or tenure on or before October 15. Immediate supervisors-who wish to make nominations-will submit a letter of nomination to the Promotion and Tenure Committee in care of the Vice President for Academic Affairs. Nominees shall have until October 30 to accept nominations, submit an updated curriculum vita, and submit the support materials to the Promotion and Tenure Committee care of the Vice President for Academic Affairs. (For list of support materials, see C below).

Support Materials: Applicants and nominees for promotion will submit the following support materials:

1. A portfolio organized in the sequence of the promotions evaluations instrument-which addresses and provides documentation for all of the relevant data on the evaluation instrument(s)

2. Other materials the applicant/nominee deems pertinent. Department chairpersons and the deans shall forward written responses to applications/nominations to the Promotion and Tenure Committee through the Vice President for Academic Affairs by October 30.

VII. Promotion and Tenure Committee

The Promotion and Tenure Committee shall be a seven-member committee of faculty members with tenure. They shall be elected by the faculty at large. Candidates for promotion/tenure shall be ineligible to serve on the committee in the years in which they apply.

VIII. The Appeals Process Regarding Promotion and/or tenure.

The Committee shall forward its recommendations to the Vice President for Academic Affairs. The Vice President for Academic Affairs shall review the Committee's recommendations and shall forward them to the President with any comments the Vice President for Academic Affairs deems appropriate.

The President, at his or her sole discretion shall make the decision to approve or disapprove promotion and/or tenure recommendations.

The President shall advise those applicants for promotion and/or tenure in writing of the recommendations of the Promotion and Tenure Committee and the President's decisions on those recommendations.

IX. Appeals of the President's Decision

Applicants recommended for promotion and or/tenure by the Promotion and Tenure Committee but denied promotion and/or tenure by the President may elect to appeal directly to the Academic Affairs Committee of the Board of Trustees.

X. The President's Action on the Appeal

When the President sustains the recommendation of the Promotion and Tenure Committee to deny promotion and/or tenure to an applicant, he/she shall advise the applicant that he/she has accepted the Promotion and Tenure Committee's recommendations. The President's disposition shall be final.

When the President's decision is in conflict with the Promotion and Tenure Committee, and the applicant requests a review of the President's decision by the Academic Affairs Committee of the Board of Trustees, the decision of the Academic Affairs Committee is final. No further appeals are available under VUU's administrative procedures.

XI. Requests for Review by the Academic Affairs Committee of the Board of Trustees

Persons requesting reviews of the President's decision shall forward their requests with copies to the President of the University and to the President of the Faculty Senate for transmittal to the Chairperson of the Academic Affairs Committee of the Board.

XII. Post-Tenure Review Policy

Introduction

Tenure serves to protect academic freedom; encourage academic and professional excellence and leadership; and represents a shared commitment among members of the University family. Tenure is a distinction that is not readily conferred; it is granted only after an exacting review of an individual's teaching, university and community service, and commitment to and demonstration of superior scholarship. Once he/she earns tenure, the faculty member's responsibilities increase substantially. The faculty member with tenure is an intellectual leader of, and role model for, the University family. The faculty member with tenure provides expertise, stability and direction to the University's academic programs and must be committed to the maintenance of levels of professional competence that meet or exceed clearly established and articulated expectations. As leaders, faculty members who earn tenure bear the responsibility for demonstrating these qualities of leadership by setting examples of dedication and conduct for their colleagues. Clearly, tenure means exemplary service to the University and, along with the distinction and the provision by the University of a high degree of job security and allowance for academic freedom, imposes an obligation upon the individual to persevere in the standards of excellence that enabled the same individual to be so conferred.

The intent of the Post-tenure Review is to provide the following:

1. To foster improved faculty development;
2. To facilitate attainment the university's educational mission;
3. To facilitate a system of recognition, reward, morale building and remediation;
4. To improve on the overall quality of teaching and learning;
5. To develop a highly motivated, active faculty;
6. To formally recognize and reward outstanding professional accomplishments by faculty members;
7. To detect and remedy sub-standard professional performance;
8. To provide orderly and fair procedures for sanction of faculty members who have tenure and who are unwilling or unable to perform their professional activities at or above established expectations.

The faculty member with tenure is subject to the same annual evaluation as that of other colleagues, as stated in the *Virginia Union University Faculty Handbook*. As specifically indicated in the *Faculty Handbook*, there is a mechanism in place delineating the grounds upon which and procedure through which faculty members with tenure might be subject to dismissal for cause or financial exigency. This post-tenure review policy does not contradict pre-existing policy and procedure as written in the *Faculty Handbook*, nor does it encroach upon the power of the University's chief executive officer by denying avenues for the exercise of discretionary actions in personnel matters.

Policy and Procedure

The post-tenure review is a two-step process composed of a remedial/developmental phase, and administrative action/decision-making phase. The review is "triggered" when faculty member with tenure has for two successive years, end of year scores falling below basic standards of expectations (i.e.: overall numerical scores of less than 70). Post-tenure review may be "triggered" only through the medium of the Annual Faculty Performance Evaluation Instrument as approved by the Faculty and as interpreted by the Faculty Performance Evaluation Committee.

When a faculty member who has tenure and his/her annual performance evaluation score falls below 70 for two consecutive years, the first phase of the review begins with a mandatory period of *two developmental years (this period may be extended up to four years upon the decision of a majority of the Ad-hoc committee)*** during which the faculty member must design (in consultation with his/her immediate supervisor and other parties defined below) a plan to remedy deficiencies documented in the evaluation instrument. Copies of the plan will be delivered to the Dean/Division Head and VPAA. If the faculty member with tenure is a dean, the copy is delivered only to the VPAA. Since the purpose of the Post-Tenure Review is not primarily punitive but to help the faculty member overcome the conditions that had led to the downturn in the end of year evaluation scores for two consecutive years, and considering that these conditions can vary widely from person to person, it would be prudent give the Ad-Hoc committee the flexibility to decide if more that the standard two year remedial period is needed for the faculty member to improve the evaluation scores.

****NB:** The numerical qualification may vary in the event of restructuring of the faculty evaluation instrument by the Faculty Performance Evaluation Committee, subject to the approval of the Faculty. In any case, the numerical qualification shall hinge upon an agreed-upon figure fairly reflecting the minimum basic standard of expectations.

The two-year (or up to four years) plan composed of clearly measurable objectives is developed and documented by the faculty member, the faculty member's department chair, and an ad hoc committee composed of one faculty colleague designated by the faculty member, another named by the department chair, another appointed by the Dean/Division Head, and another appointed by the VPAA. The following are the objectives for the plan:

1. To identify specific areas for improvement.
2. To delineate specific methods and implementation strategies designed to assist the faculty member in realizing improvements in these areas.
3. To establish precise, appropriate, and realistic timelines for improvement.
4. To identify institutional resources (when possible) which may be used to assist the faculty member in realizing these improvements.

The plan will be endorsed by the members of the ad hoc committee, the faculty member, the department chairperson, and the Dean/Division Head. Copies will be forwarded to the signatories and the Office of the Vice-President for Academic Affairs.

If, at the end of the second year of the developmental (remedial strategic planning) period the faculty member is able to document fulfillment of the objectives in the plan-reflected in standard or above-standard evaluation scores and other documents-the strategic plan ad hoc committee will review the documentation and formally (by majority vote) declare the post-tenure review completed. The strategic plan ad hoc committee and the department chair shall then issue signed statements to the Dean/ Division Head, the Vice-President for Academic Affairs, and the President to the effect that the faculty member has been removed from the post-tenure review process, and that the faculty member retains his/her tenure.

If, however, after the full two-year period has expired, the faculty member is unable to document achievement of the improvements/objectives identified in the plan (evidenced by unanimous vote of the ad hoc committee), the department chair and the ad hoc committee shall then issue signed statements to that effect, clearly indicating and explaining the rationale (point-by-point), to the Dean/ Division Head, the Vice-President for Academic Affairs, and the President no later than May 22.

A decision must then be made by the Administration as to whether or not to proceed with Phase two of the Post-Tenure Review case through a memorandum issued by the Office of Academic Affairs to the Promotion and Tenure Committee of the Faculty. If the administrative decision is made not to pursue with the case, then the Post-Tenure Review is terminated and the Promotions and Tenure Committee notifies the faculty member of the administrative decision and that the faculty member now continues employment in good standing, retaining his/her tenure status. If, on the other hand, the administration decides to pursue the case, then the procedure indicated below must be followed:

- ❖ The Vice President for Academic Affairs shall then send to the Promotion and Tenure Committee of the Faculty - by September 1 - a memorandum that Phase Two of the Post-tenure Review must proceed and that the case for this faculty member be placed on its docket. Adhering, as in the case of applications for promotion and/or tenure, to the timetable set forth for it in the *Faculty Handbook* the Committee, shall deliberate in closed hearings to determine its recommendation as to whether or not the removal of tenure is warranted in this instance.
- ❖ Prior to beginning its deliberations, all documentation including (but not limited to) the strategic plan, all performance evaluations, all signed statements from the department chair, the faculty member and ad hoc committee members, and statements/responses from the faculty member, department chair and the Dean Head (the last two of which, as per the case with promotion and/or tenure applications, are required), shall be delivered to the Committee c/o the Office of the Vice President for Academic Affairs no later than the date set forth in the

Faculty Handbook for the handing in of responses and portfolios to the Committee.

- ❖ In the course of its deliberations, the Promotion and Tenure Committee may, at its sole and unchallengeable discretion seek clarification of any point, requesting either written or oral explanation (the latter to be effected only by invitation of the Committee, in closed session, and initiated only by the Committee). In the case of an individual appearing before the Committee by invitation, the presence of the individual's attorney is not permitted. Legal council retained by faculty who are the subject of post-tenure review will be in no way be involved in the process or be privy to any documentation thereof.
- ❖ The Promotion and Tenure Committee shall issue its recommendation in favor of either the retention of the faculty member's tenure or the removal thereof to the VPAA by the same date set for the submission of recommendations for promotion and/or tenure. Thereafter, the VPAA will submit his/her recommendation (along with that of the Promotion and Tenure Committee) to the President for final disposition.
- ❖ Thereafter, the procedure will follow the normal process for promotion and/or tenure recommendations as specified in the *Faculty Handbook*, with the faculty member retaining all rights to appeal provided for in the same *Handbook*.

Once tenure has been removed, the faculty member will no longer be eligible to apply for tenure at the University until seven years from the date of the removal of tenure, assuming that the faculty member is still employed at VUU.

XIII. Tenure for Administrators in an Academic Department and/or an Instructional Staff Unit (*Non-classroom-teaching Faculty*)

Individuals may only be granted tenure as faculty in an academic department; tenure is not applicable to administrative posts. Administrators who have tenure in an academic department (non-teaching faculty), become eligible for the Post-Tenure Review process when the administrator vacates (either voluntarily or involuntarily) an administrative post to become full-time faculty.

Professional Development

Faculty Travel

The University is committed to assisting faculty members in achieving professional development and growth. Faculty members who wish to pursue any faculty development opportunities are urged to consult with the Vice President for Academic Affairs when support is not available at program, departmental or school levels.

The object of the faculty travel allowance program is to enhance the effectiveness of the University through the professional development of the Faculty. Allowances for faculty travel are provided within the limits of budgeted funds available to assist faculty members in attending and participating in regular meetings of recognized scientific and professional organizations and learned societies. Since the funds available will not provide for desired travel of faculty members to all regular meetings of recognized organizations, travel authorizations shall be based on the following considerations:

1. The conservation and most effective use of travel funds
2. Meetings from which the University and the particular faculty members will derive the greatest benefits
3. Faculty members who should attend by virtue of special interest in a given field or in particular organization; and relations of the University to national, regional, and state organizations.

Leave of Absence

Study/Research/Publication Leave of Absence

A study/research/publication leave of absence may be granted to a faculty member for the purpose of completing a terminal degree, for acquiring professional skill, which may be considered beneficial to the University or for engaging in professional endeavors. Leaves of absence are granted by the President upon the recommendations of the Vice President for Academic Affairs. The Vice President for Academic Affairs makes his/her recommendation after consultation with the Dean of the School and the department chairperson in the faculty member's area. Each leave will normally be limited to one year and shall normally be taken without pay; however, the University seeks to secure stipends from external sources for these purposes.

The applicant will be obligated to return to the University after the leave period for at least one academic year for each academic year of leave granted.

Approved study/research/publication leaves are counted towards service to the University.

Sabbatical Leave

If funds are available, sabbatical leave may be granted for study or research subject to the following conditions:

1. The applicant has completed six years at the University
2. The application must be submitted not later than one complete semester prior to the semester when leave is desired
3. Resources are available for the temporary replacement of the applicant
4. The applicant may apply for one semester's leave at full salary or one academic year at half-salary
5. Sabbatical leave may not be taken more than once every seven years
6. The applicant must give bond to repay leave compensation if he or she does not return to the University for one year of service immediately following the sabbatical leave

Sabbatical Leave is granted by the President upon recommendation of the Vice President for Academic Affairs. Faculty members who apply for sabbatical leave shall submit applications to the Vice President for Academic Affairs along with requests that department chairs and the deans respond to the requests. Sabbatical leave shall count as service at the University for all purposes for which time of service applies.

Sick Leave

Faculty members who are unable to conduct classes due to illness are required to provide, as much advance notice of each such absence to their respective department heads, deans, and the Vice President for Academic Affairs as is possible and practical under the circumstances. They are also required-to the extent possible-to compensate for the class periods missed by giving make-up assignments, etc. Each faculty member shall be entitled to 15 calendar days of sick leave per year, for which days the faculty member shall be compensated at his/her normal rate of pay. Such leave may be accumulated each year up to a maximum of one semester-approximately 85 working days.

This accumulation will be retroactive, i.e., faculty members who have completed 6 years of service have one semester of sick leave minus any sick leave they have taken in the past 6 years. Faculty members with 5 years have 75 days minus leave taken during the past 5 years, etc.

When a faculty member is absent for more than 15 days a year, the following rules shall apply with respect to payment to such faculty member for days in excess of 15 days provided for above:

1. When the class assignments and other responsibilities of the absent faculty member can be rearranged without cost to the University and without seriously affecting the educational program, or when his/her colleagues voluntarily carry out his/her duties without charge, the absent faculty member shall receive his/her full salary for the period of absence, not to exceed two (2) semesters. Department chairpersons, the deans, and the Vice President for Academic Affairs shall make every effort-consistent with sound educational principles-to arrange the duties of the absent faculty member as economically as possible. Department chairpersons, the deans, and the Vice President for Academic Affairs shall make a reasonable effort to encourage the absent faculty member's colleagues to voluntarily assume the duties of such faculty member without pay. Faculty members are encouraged to volunteer to assume some of the duties if indisposed colleagues. However, the assumption of these duties without pay must be strictly voluntary. In each case, the decision as to whether an absent faculty member's class assignments and other responsibilities can be effectively rearranged as provided for herein shall be made by the Vice President for Academic Affairs after consultation with the appropriate department chairperson, dean, and the President. The responsibility of reassigning the duties of absent faculty member shall rest with the appropriate department chair after consultation with the dean and the Vice President for Academic Affairs.
2. When the President determines that a faculty member's use of sick leave has expired (either his/her 15 days per year or his/her accumulated sick leave) and requires the hiring of a substitute, the absent faculty member will be entitled to sick leave compensation-for a maximum of two semesters-in the amount of his or her salary minus the amount which the University pays the substitute-provided the faculty member's salary is greater than the amount paid the substitute. In order to

obtain any of the benefits provided herein, including paid sick leave for fifteen (15) or fewer days of absence due to illness, an affected faculty member shall, when requested by his/her department chair, dean the Vice President for Academic Affairs, or the President, provide a written statement or statements from his/her physician indicating the nature of the faculty member's infirmity and the estimated period of absence.

Maternity Leave

Maternity leave is granted for the period of time before and after childbirth when there is a medical reason for not working. Maternity leave shall be covered by the sick leave policy.

Personal Leave Without Pay

Faculty members with at least seven years of service to the University shall be entitled to one academic year of personal leave without pay once every seven years.

Faculty Work-Release Time

Faculty work release time will be granted according to the University policy Section 9.23 published in the *University-Wide Administrative Policies and Procedures Manual*.

Termination of Appointments by the Institution

Faculty members at Virginia Union University are required to possess high levels of competence and dedication and high standards of professional integrity.

Non-Renewal of Contracts of Faculty Members Who Do NOT Have Tenure - When Cause is NOT Involved

Unless tenure has been accorded to a faculty member by the University, all appointments of full-time, part-time and adjunct faculty are on an annual or temporary basis, renewable one year at a time at the discretion of the University. Faculty members who do not have tenure and who have been faculty members for less than five continuous one year contract periods will normally receive fixed term one-year appointments. Faculty members who do not have tenure and have been faculty members for 1, 2, 3, or 4 years will be notified of non-renewals of contracts at least 45 days prior to the end of the contract period. Faculty members who do not have tenure and who have been faculty members continuously up to the beginning of the fifth one-year contract period or more will receive notice of termination in the form of a *one-year terminal* contract. At the option of the President, the faculty member may receive payment of one semester's salary in lieu of a one-year terminal contract.

When the one semester's salary option is exercised, faculty members will be notified no less than 45 days before the end of the contract period.

The decision not to renew a contract or the decision to issue a terminal contract will normally be made by the President after consultation with the department chair, the Dean, and the Vice President for Academic Affairs.

Faculty members who have not earned tenure and receive notice of the non-renewal are not entitled to an appeal or hearing.

Termination of Employment

The employment of faculty members who have tenure and those who do not have tenure may be terminated by the President for the reasons below. All such faculty members are entitled to due process and reasonable notice and are entitled to appeal in accordance with the Appeals Procedure of the Faculty Handbook.

I. Termination Due to Discontinuance of Program or Financial Exigency

When financial exigency is declared, or departments or programs are discontinued, faculty members whose employment is terminated shall be notified as follows:

1. Those in the first year of employment will be notified-in writing-at least three months prior to the contract expiration date.
2. Those faculty members who have been employed by the University for one year will be notified-in writing-at least six (6) months prior to the contract expiration date; and,
3. Faculty members with tenure shall be given at least one year's notice that their employment may be terminated.
 - a. When departments or programs are terminated, faculty members with tenure will be given first preference for vacancies in other departments or programs, which they are qualified to fill;
 - b. The University will make every effort to assist faculty members with tenure to secure retraining for transfer to other departments/programs;
 - c. In cases of financial exigency, faculty members with tenure who secure retraining will be given first preference for vacancies for which they qualify.

II. **Termination for Medical Reasons**

Cases involving faculty members who are terminated for medical reasons shall be governed by the University's disability policies and the applicable disability laws. Faculty members who dispute the conclusion that they are unable to perform because of medical reasons have the right to employ the Grievance Procedure in the Faculty Handbook to contest dismissal on medical grounds.

III. **Termination for Cause**

Faculty members may be terminated for cause, which includes (but is not limited to) misconduct, as defined in this handbook, moral turpitude, incompetence, or refusal to abide by duly prescribed guidelines, procedures, and regulations of the University. The Dismissal Procedures set forth below shall apply. Faculty members in such cases are entitled to due process in accordance with the appeals procedure of the Faculty Handbook. The following dismissal procedure shall apply:

1. Dismissal Procedures: A written warning will be given to the or faculty member with tenure or without tenure that he/she is behaving in a manner which may lead to termination of employment. The warning must come within a reasonable time after the President learns of the behavior. The only exceptions to the requirement for at least one written warning in rare and extraordinary situations involving misconduct as defined herein, or where the faculty member is a threat to himself/herself, others or the University buildings or facilities. When in the judgment of the President, termination or suspension is warranted in such cases, suspension or termination shall be immediate. The President shall determine

whether suspension or termination is appropriate. In the event that an immediate termination or suspension is required, written notice of intention to terminate or suspend will be given. The notice will contain the information included in section 2 below.

2. Written notice of the intention to terminate the faculty member's employment. This notice of the intention to take action to terminate the faculty member's employment must:
 - a. Give the reason(s) for the termination of employment, and
 - b. Advise the faculty member of her/his right to contest and dispute the termination of employment action.
3. Faculty members whose employment is being terminated for cause because of incompetence-- and who have tenure--will be notified of the intent to terminate their employment at least one full semester prior to the time the termination is scheduled to take place. They shall have the right to appeal prior to termination. However, in a case of misconduct, they may, at the President's sole discretion, be terminated or suspended pending the appeals process.
4. Faculty members who have tenure and who contest the termination will not have their employment terminated until the appeals process is completed or until the scheduled time in the notification of the intent to terminate employment arrives-- whichever first occurs.
5. If a faculty member with or without tenure is deemed to be a threat to himself/herself, others, the university buildings or facilities, he or she may be terminated immediately. In such case, he or she may appeal after termination.
6. A faculty member without tenure may be terminated immediately after the expiration of the requisite notice. In such case, he or she may appeal after the termination.
7. Except for cases where the President determines that immediate termination is warranted, faculty members whose employment is terminated for cause and who do not have tenure will be notified of the intent to terminate their employment at least 45 days prior to the end of the effective termination date.

The decision to terminate employment is established by due process if the allegations against the faculty member stated in the notice are substantiated in the appeals process, or if the faculty member fails to successfully contest and dispute the grounds for termination. The process for appealing termination is detailed under the Grievance Procedures.

1. A faculty member dismissed for cause shall be so notified by the President in writing after the appeals process is complete with a statement of the reason for such dismissal.
2. Dismissal for cause shall be effective immediately upon the date of the final decision and salary payments shall cease at such date.

IV. **Termination resulting from a Post-Tenure Review Process**

See policy listed earlier.

Fringe Benefits

Fringe benefits include, but may not be limited to, a retirement program, hospitalization and medical insurance, disability benefits, Social Security, scholarship aid for faculty members, their spouses and dependents for courses taken at Virginia Union University, special rates for athletic and other events, the "flex" program, and a "salary protection" life insurance program.

Additional information on all University fringe benefits is available from the Office of Human Resources.

Retirement

Virginia Union University does not discriminate on the basis of age. Retirement policies are consistent with federal guideline.

The University participates in retirement plans with Teachers Insurance and Annuity Association and the College Retirement Equity Fund (TIAA/CREF) and the Principal Group. All full time employees are eligible for participation after one year of service. The plan is contributory. The employee contributes a certain minimum percentage of his/her gross salary through payroll deduction and the University makes a contribution bases on a percentage of the employee's gross salary.

Detailed information may be obtained from the Office of Human Resources.

Medical and Hospitalization Insurance

Full time faculty members are able to participate in a health insurance plan contracted for by the University. The University pays part of the cost for individual coverage. Faculty members may obtain family coverage through this plan by agreeing to pay the difference between individual coverage and family coverage. Optional medical insurance may be obtained through the Office of Personnel.

Disability Insurance

Full time faculty members are normally covered by the University's disability program after one full year of employment.

Social Security

Faculty members are included in the Federal Social Security Program. Participant contributions and the University's contributions are in compliance with applicable regulations.

Life Insurance

Faculty members are normally covered by the University's life insurance program. The death benefits under this program are determined by the faculty's members' incomes.

Scholarship Aid

Full-time faculty members, their spouses, and their sons and daughters are eligible for reductions of fifty percent of the regular tuition rate for courses taken at Virginia Union University during regular fall and spring semesters. This does not apply to summer sessions.

Special Rates for Events at Which Admission is Charged

Season tickets for basketball games, football games, and special rates for other events at which admission is charged may be made available to full time faculty members.

Offices of Human Resources and Payroll

The Office of Human Resources is responsible for processing contracts for faculty. The Payroll Office is responsible for computing and disbursing salaries and for taking the appropriate actions regarding fringe benefits-based on contract information submitted to that office by the Office of Human Resources via the Office of the President. The Office of Human Resources and the Payroll Office are under the supervision of the Vice President of Financial Affairs.

Requisitions, Purchase Authorities, Travel Authorities

All supplies and equipment authorized within budget allocations must be purchased through the Business Office. Requisitions require proper authorization through the various management levels and are processed by the Division of Financial Affairs. When orders are received, they should be checked promptly.

Any commitment of funds for which the University becomes liable without proper authorization becomes the personal responsibility of the person who made the purchase.

Faculty members, department chairs, and the deans should review policies and procedures and check with the Business Office to make sure that the proper forms, i.e. requisitions, expense reimbursement vouchers, travel authorizations, etc., are submitted for the various types of transactions.

Grievance Procedure

Faculty members shall have the right to file grievances when, from any decisions not otherwise stated to be final in this handbook, they feel their rights are being infringed upon or when they feel that they are being subjected to maltreatment. Faculty members are urged to seek resolution of differences through conference and correspondence with department chairs, the deans of the schools, and the Vice President for Academic Affairs when this is possible.

When a faculty member feels that the filing of a grievance is warranted, he/she shall give written notice to all parties involved and the Vice President for Academic Affairs and the Chairperson of the Faculty Senate. This written notice shall specify the particulars of the grievance and the relief being sought. Any grievance filed within the last 45 days from the last day of the spring semester shall be completed no later than October 1st of the following semester.

General Grievances:

I. The Faculty Senate will review each grievance to determine if the grievance warrants further consideration.

1. When the Senate decides the grievance warrants further consideration, the Senate will seek to resolve the grievance informally. (See IV below for the process when the Senate does not see merit in grievances.) The Senate will resolve the grievance within a reasonable time. Either party to the grievance shall be authorized to limit the Senate's efforts to thirty days and to require the Senate to have a formal hearing.
2. If the Senate cannot resolve the grievance informally, the Senate shall hold a formal hearing to hear the grievance and to make a recommendation to the President through the Vice President for Academic Affairs. This hearing will be conducted by the members of the Senate who are not party to the grievance.
3. When members of the Senate are party to grievances they shall be excluded when the Senate, in executive session, considers the grievances to which they are party. The Vice President for Academic Affairs shall serve in an advisory capacity to the Faculty Senate for the purpose of a hearing. If the Vice President for Academic Affairs is a party to a grievance, the President shall appoint the person of his/her choice-from an area other than that from which the complaint arises-to serve as advisor to the Faculty Senate.
4. If the President of the Senate is a party to grievance, the Vice President shall serve as President of the Faculty Senate for the purpose of the hearing. If both the President and the Vice President are parties to a grievance, those members of the

Senate who are not parties to the grievance shall select a President from the Senate. Each party to a grievance may be accompanied by a peer, advisor, counselor, or supporter.

II. The Faculty Senate shall hear both sides of the dispute and submit its findings to the University President-through the Vice President for Academic Affairs-and to the other parties involved in the grievance. The report will summarize the issues involved and the Senate's conclusions and rationale for its findings.

III. The President shall notify all parties involved of his/her disposition. When the President's disposition is consistent with the finding of the Faculty Senate, his/her disposition shall be final. If the President's disposition is inconsistent with the Senate's findings, any party to the grievance shall have the right to request a review of the grievance by the Academic Affairs Committee of the Board of Trustees.

If the Senate cannot resolve the dispute informally, the Senate will have ten working days from the date it determines that the matter cannot be resolved informally to hold a formal hearing. And the Senate will have five working days after the hearing has been concluded to deliberate and make a recommendation to the President.

When persons filing grievances wish to appeal from one level to another, they will have 10 working days-after the receipt of notification-to appeal to the next level.

IV. When the Senate informally concludes that a grievance warrants no further consideration, and:

The Vice President for Academic Affairs is not a party to the grievance, the Senate shall advise the Vice President for Academic Affairs that it has received a grievance, and it has concluded that the grievance warrants no further consideration. If the Vice President for Academic Affairs concurs with the Senate the Vice President for Academic Affairs will notify the President of the Senate's conclusion. If the Vice President for Academic Affairs disagrees with the Senate-the Vice President for Academic Affairs will request a formal hearing by the Senate to hear the grievance.

1. When the Vice President for Academic Affairs and the Senate concur that no hearing is warranted, the Vice President for Academic Affairs will notify the President. The President will:
 - a. Sustain the Senate's position and advise the faculty member seeking to file a grievance that he/she may take his/her concerns to the Academic Affairs Committee of the Board of Trustees, or
 - b. Require the Senate to formally hear the grievance.
2. When the Vice President for Academic Affairs is party to the grievance, and the Senate decides not to hold a formal hearing, the Senate will submit its conclusions directly to the President. The President will:

- a. Sustain the Senate's position and advise the faculty member seeking to file a grievance that he/she may take his/her concerns to the Academic Affairs Committee of the Board of Trustees, or
- b. Request that the Senate hold a formal hearing to hear the grievance.

Grievances Due to Termination/ Termination for Cause

Faculty members who are notified that their employment will be terminated for cause will have 10 working days, following receipt of notification of the intention of termination with cause, to contest and dispute their termination.

A faculty member whose employment is being terminated for cause must give written notice to the President of the University, the Vice President for Academic Affairs, the President of the Faculty Senate, and the Secretary of the Senate of his/her intention to contest and dispute the action to terminate her/his employment. This notification must contain a response to the reasons cited for the intentions to terminate the faculty member's employment.

1. The Faculty Senate will hold an informal hearing on the proposed termination of employment within 10 working days after the receipt of a faculty member's challenge of a decision to terminate his/her employment. The Senate will have five working days following the hearing to complete its deliberations and to report to the President and to the faculty member whose termination of employment is proposed. The report will consist of : 1) a summary of the situation, 2) the Senate's conclusions, and 3) the Senate's rationale for its conclusions.
2. The President will notify the faculty member of his disposition on the Senate's report. If the faculty member is satisfied with the President's disposition, the matter shall be concluded. If the faculty member is not satisfied with the President's disposition, the faculty member will have 10 working days from the receipt of the President's disposition to file a formal grievance with the Faculty Senate. At this point, the challenge to the proposed termination rises to the level of a formal grievance.

The Senate will have ten (10) working days from the receipt of the formal grievance to hold a formal hearing.

The Vice President for Academic Affairs shall serve in an advisory capacity to the Faculty Senate. If the Vice President for Academic Affairs is a party to grievance, the President shall appoint the person of his/her choice-from an area other than that from which the complaint arises-to serve as an advisor to the Senate.

If the President of the Senate is a party to a grievance, the Vice-president of the Senate shall serve as chair of the Senate for the purpose of the hearing. If both the President and the Vice-president are parties to a grievance, those members of the Senate who are not parties to the grievance shall select a chair of the Senate from the Senate. The Senate will

have 5 working days after the hearing to deliberate and to report to the President and the faculty member involved. This report will consist of: 1) a summary of the situation, 2) the Senate's conclusions, and 3) the rationale for the conclusions.

The President will notify the faculty member involved of his/her response to the Senate's findings. If the faculty member is satisfied with the President's disposition, the matter shall be concluded. If the faculty member is not satisfied with the President's disposition, the faculty member will have 10 working days from the receipt of the President's disposition to appeal the termination action to the Academic Affairs Committee of the Board of Trustees.

Sexual Harassment Policy

Rationale

1. Sexual harassment constitutes conduct that will not be tolerated by the University. Prohibited by both federal and state law, sexual harassment destroys the positive work environs of the university community and constrains the productivity and effectiveness of its trustees, faculty, academic staff, administrators, other employees, and students. Sexual harassment undermines the University's ability to fulfill its educational mission. Because the University believes strongly in cultivating and maintaining a work environment where gender issues are not a source of unfair treatment, embarrassment, and/or intimidation, it has implemented an anti-sexual harassment policy in order to sensitize as well as inform those working within the university community.
2. Sexual harassment is especially serious when it threatens relationships between teacher and student or supervisor and subordinate. A teacher or supervisor can have a decisive influence on a student's, staff members, or faculty member's career at the University and beyond.
3. While sexual harassment usually occurs in situation where a power differential exists between the persons involved, the University also recognizes that sexual harassment may occur between persons of the same university status. The University will not tolerate behavior between or among member of the university community that creates an unacceptable working or educational environment.

Prohibited Acts

No member of the university community shall engage in sexual harassment. For the purpose of this policy, sexual harassment is defined as advances, requests for sexual favors or other verbal or physical nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or advancement or status in a course, program, or activity; or
2. Submission to or rejection of such conduct is used as a basis for an employment or educational decision affecting an individual; or
3. Such conduct has the purpose or effect of unreasonable interfering with an individual's work or educational performance or of creating an intimidating, hostile, or offensive environment for work or learning.

Examples Of Sexual Harassment

Sexual harassment encompasses any sexual attention that is unwelcome. Examples of the verbal or physical conduct prohibited by Section 2 above include, but are not limited to:

1. Physical assaults;
2. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
3. Direct propositions of a sexual nature;
4. Subtle pressure for sexual activity, an element of which may be conduct such as repeated and unwanted staring;
5. A pattern of conduct intended to discomfort or humiliate, or both, that includes one or more of the following: (i) comments of a sexual nature; or (ii) sexually explicit statements, questions, jokes, or anecdotes;
6. A pattern of conduct that would discomfort or humiliate, or both, a reasonable person at whom the conduct was directed that includes one or more of the following: unnecessary touching, patting, hugging, or brushing against a person's body; remarks of a sexual nature about a person's clothing or body; remarks about sexual activity or speculations about previous sexual experiences; or displays visual materials or alters visual materials displayed by others if the displays or alterations are commonly considered by members of the group in question of average sensibilities be demeaning to members of that group.
7. A pattern of conduct that either seriously interferes with the work or learning performance of the person to whom the conduct was directed or makes the university's work, learning, or service environment intimidating, hostile or demeaning to a person of average sensibilities.

Retaliation

Retaliation against a person who brings a sexual harassment complaint is prohibited. Retaliation constitutes a violation of university polity and the law.

Procedures

Informal Complaint Procedure

1. Any person who feels that he/she has been the target of sexual harassment may make an oral or written complaint to his/her direct supervisor, faculty advisor, or the University Counselor and avail themselves of informal complaint procedures. Informal talks and mediation can be useful in resolving perceived instances of harassment or unprofessional conduct. The use of informal procedures is not a prerequisite to initiating formal procedures. (If the complainant feels that he/she is uncomfortable reporting or feels unable to report the matter to his/her direct supervisor, faculty advisor, or the University Counselor, he/she may make an oral or written complaint directly to the Director of Human Resources.) The supervisor/advisor/counselor shall report the complaint within five (5) working days to the Director of Human Resources, who will investigate the complaint and administer informal sexual harassment procedures if agreed upon by the

- complainant. The Director of Human Resources will give written notification of the complaint to the accused and provide him/her with an opportunity to respond. The Director will counsel the complainant on options for resolving the problem, and upon request, if warranted initiate immediate action to protect the complainant from harm or reprisal. If mediation seems appropriate and the complainant agrees, the Director of Human Resources will attempt to mediate a resolution of the complaint. The complainant may accept the resolution or initiate formal proceedings. The informal complaint procedure must be completed within sixty (60) days from the date on which the complaint was filed.
2. Even if the complainant accepts the mediated resolution, if fact gathering indicates that disciplinary action may be warranted, the Director of Human Resources shall so advise the Vice President for Academic Affairs or the Vice President for Student Affairs, who then shall notify the President who will undertake formal complaint procedures. Statements made by the complainant and the accused to the Director of Human Resources during the informal process may not be used, without their consent, as evidence in the formal procedures.

Formal Complaint Procedure

1. Any person who feels that he/she has been the target of sexual harassment may make a written complaint to his/her direct supervisor, faculty advisor, or the University Counselor and avail themselves of formal complain procedures. (If the complainant feels that he/she is uncomfortable reporting or feels unable to report the matter to his/her direct supervisor, faculty advisor, or the University Counselor, he/she may make a written complaint directory to the Director of Human Resources, the Vice President for Academic Affairs, the Vice President for Student Affairs, or the Vice President for Financial Affairs).
2. The supervisor/advisor/counselor shall report the complaint either to the Director of Personnel, the Vice President for Academic Affairs, the Vice President for Student Affairs, or the Vice President for Financial Affairs, who then will give written notice of the complaint to the accused and report the complaint directly to the President. The notification to the accused will identify the complainant, give the facts of the allegations, and explain that a panel will be appointed to investigate the complaint.
3. Within ten (10) working days of receiving notice of the complaint, the President shall appoint three individuals from within the University to a panel. The panel shall convene a hearing at which the complainant and the accused are present. Both the accused and the complainant will have an opportunity to present their evidence and to call witnesses to support their positions. These proceedings are not those of a court of law and the presence of legal counsel is not permitted during these proceedings.
4. The panel may at any point dismiss a complaint if it is found to be clearly without merit. If the complaint is not dismissed, the panel shall submit a written report summarizing the evidence to the President for decision and disposition.
5. Formal complaint procedures must be completed within 90 days from the date on which the formal procedures were initiated.

6. The President's disciplinary options shall include, but are not limited to, mandatory participation in a University Sensitization Program (see Paragraph 3 below) verbal or written reprimands; suspension with or without pay; or termination of employment, depending upon an assessment of each individual case and the determination of the President. An appeal by the accused of any disciplinary action shall follow grievance or appeal procedures as outlined in the appropriate university handbook. The complainant is not entitled to any appeals. This policy is intended to be the sole administrative remedy for any complainant seeking redress under its terms and provisions.
7. A Sensitization Program prepared and implemented by the University's Department of Personnel will educate those who engage in the proscribed conduct of the kind described in the above paragraphs. The Program is designed to sensitize participants to the harm they are doing when they engage in such conduct.
8. If, after participating in the Sensitization Program, a person continues to engage in the conduct described in the above paragraphs, he/she will be deemed to have engaged in a pattern of conduct intended to discomfort or humiliate the one at whom the actions or statements are directed. Such person as well as any person, who refuses to participate in the Sensitization Program after being directed by the President to do so, shall be subject to termination of employment by the President. An appeal of such termination shall follow normal termination grievance procedures as found within university handbooks.
9. All reasonable efforts will be made to ensure the confidentiality of any complaint, the identity of the complainant, the nature of the investigation, and its outcome. Confidentiality cannot be guaranteed, however.
10. A complainant found to have been intentionally dishonest in making the allegations or to have made them maliciously is subject to discipline by the University.

Limitations

This policy is strictly a method for internally investigating and resolving complaints. The University's internal investigative procedures shall be immediately suspended in the event the complainant lodges a complaint with the Equal Employment Opportunity Commission or any other federal, state, or local agency, panel, organization, or entity.

Library Services

Circulation Department

Faculty members are allowed to borrow books for a semester, except for books which are requested for reserve use. Books may be renewed. Families of faculty and staff members may use all facilities of the library and must abide by its policies.

Reserve Materials Section

This section is for students' required or recommended readings in addition to the textbooks and materials which students are required to purchase. These materials are placed on reserve by faculty members.

Reserve materials are checked out for two-hour intervals. For overnight use, reserve materials may be checked out before closing time and due the next morning by 9:00 a.m.

Reserve Book List

Faculty members requesting reserve privileges should fill out a reserve request form and bring the form and any reserve items to the Library Reserve Desk. Faculty members should submit reserve requests to the Library at least three days before students are required to do the reading. Only faculty members are authorized to place materials on reserve.

Faculty members who place their personal materials on reserve do so at their own risk. They should be certain that their books/materials have some permanent identification to show ownership and should specify whether they are to be used only in the library or if they may be checked out overnight.

Reference Materials

Generally reference and periodical materials do not circulate. At the discretion of the Reference Librarian, faculty members may borrow materials overnight for their own use only.

Interlibrary Loan

Faculty members may borrow materials from other libraries through interlibrary loan. Faculty, staff and students may arrange interlibrary loan privileges by contacting the Inter Library Loan Librarian.

Richmond Area Library Consortium

Through this consortium, faculty members and students may borrow materials from Richmond area college libraries and the State Library.

Media Center

The Media Center, which is a part of the Library, is responsible for non-print materials, media services, instructional design and audio visual equipment. Films, videotapes and DVD's are available through the Media Center from the University's collection, the Richmond Area Film/Video Cooperative, and other agencies. Filmstrips, audio tapes, CD's and slides are also available.

Media production facilities and services are provided. Available resources are listed and distributed by the Media Center to the schools to each department. Arrangement for media and equipment use must be made one week prior to the requested date. Students may utilize Media Center materials and equipment in accordance with Media Center policy.

Ordering Books, Videos, DVD's to Supplement Curriculum

Faculty may order supplementary resources to enhance and supplement what is taught in the classroom. Faculty should submit orders by contacting both the Acquisitions Librarian and one's Department Chairperson for assistance.

Bibliographic Instruction

Bibliographic or Library Instruction is designed to create a "can do" attitude in students. Library Instruction enables students to locate appropriate and credible resources for assignments and projects. Faculty may schedule Bibliographic Instruction for themselves as well as their students by contacting the Library Secretary to schedule a session.

University Archives and Special Collections

The University Archives serves as the official repository for the archival records of Virginia Union. The archives collects and makes accessible official university publications and records that document the history of the university and also provides information about VUU activities/events, faculty, and alumni. In addition to preserving the historical records of the campus, the Department endeavors to collect the history of African American Richmond.

The Special Collections Department is a growing collection of rare books, photographs, manuscripts and sheet music. The rare book collection contains over 1200 volumes with a particular emphasis on African American children's books of the late 19th and early 20th

centuries. This non-circulating collection is open to anyone for legitimate research purposes.

Faculty members are encouraged to visit the archives and promote student use of primary source material in their study and research.

Duplication

Duplication for administrative, school, and department use is processed in designated areas under the supervision of the Office of the Director of University Services. Only materials concerning university-related matters are to be duplicated on university equipment. Coin-operated duplicating machines are available in the library.

Classroom Scheduling and Changes

The responsibility for scheduling space for academic classroom use is that of the deans of the schools. The following policies and procedures are employed in making classroom assignment; any variation must be cleared with the designated officer:

1. All requests for specific classrooms, seminar rooms, and auditorium must be directed to the designated officer with the expected number to be enrolled indicated for each class during the semester/session.
2. All rooms will be assigned on the basis of the estimated enrollment listed. This procedure enables proper and appropriate space assignment in keeping with the maximum utilization of all facilities on the campus. The schools/departments are given preference in the buildings and areas of buildings designated for them if space permits. Requests for specific classrooms because of physical disability or the need for specialized equipment must be clearly delineated with each request.
3. The scheduling of teaching laboratories and special purpose rooms is done by the individual departments/schools responsible for these facilities.
4. It is important that all changes, additions, deletions in classroom use be reported as the variations occur.
5. Faculty members may not combine sections of a class, add or eliminate a course, or change scheduled time and location of class meetings. Changes of this nature are made by the Vice President for Academic Affairs in consultation with the deans, department chairs, and the Registrar.

SECTION V

UNIVERSITY
SERVICES

University Services

Campus Post Office

The campus post office is located on the first floor of Henderson Center. Faculty members may secure mail boxes by contacting the director of the post office. The post office offers limited mail services. The lobby is open from 8:30 a.m. to 4:30 p.m., Monday through Friday. Window hours and week-end hours are posted.

Campus Bookstore

The University has a contract with Follett College Stores for bookstore services. Guidelines for ordering textbooks are furnished by the manager of the bookstore and the Vice President for Academic Affairs. Careful adherence to these guidelines helps assure that books are available when they are needed.

Issuance of Keys

Keys to university buildings and specific rooms are issued by the Director of Facilities Management upon approval of the Vice President for Academic Affairs. No university keys are to be duplicated by private business. A lost key is to be reported at once. Upon the payment of a fee, a duplicate key is issued. No locks to doors should be changed with approval from the Vice President for Academic Affairs.

Building Repairs

Whenever building and/or general use equipment repair is needed, the Office of Buildings and Grounds or the Office of the Director of Facilities Management should be notified by memorandum or by use of the appropriate form. The schools and departments arrange for the maintenance and specific use of school and department equipment.

Telephone Calls

Persons authorized to make long distance telephone calls are issued personal identification numbers (PINs) to be used when making long distance telephone and FAX calls for business purposes. This number should be kept in a secure location so that there will be no unauthorized use.

Automobile and Parking Regulations

Faculty members who park motor vehicles on campus are required to register these vehicles with the Office of Campus Security. Regulations on parking are available from this office.

University Insurance Coverage

Basic insurance policies are necessary for an educational institution open to the public. In order to protect the University's ability to retain coverage, it is necessary to supply detailed information to the Office of the Director of Human Resources when it seems possible that the University may be involved in a matter related to insurance coverage, i.e. loss, damage, injury, etc. A telephone call to the Office of the Director should be made immediately and a written report should be made within 24 hours.

University Vehicles

University vehicles may be available for certain types of travel. Contact the Office of the Vice President for Financial Affairs to determine the availability of vehicles and the rules and regulations regarding their use.

Security and Campus Police

The University's Security and Campus Police Department, under the auspices of the Office of Financial Affairs, is charged with the safety and well-being of persons and property on the campus.

All Campus Police Officers are sworn by the court and have full arrest powers. The officers will use every legal resource to ensure the enforcement of the policies, regulations, and rules of the University and the enforcement of the codes of the Commonwealth of Virginia and the City of Richmond.

Violations are referred to the University's judicial system and/or the courts as applicable.

Smoking

Faculty members will comply with posted regulations on smoking. Smoking is strictly prohibited in classrooms.

Parking

Faculty members will comply with posted regulations on parking. Faculty members will respond promptly to duly authorized requests.

Other Services/ Information

Solicitation

Permission to solicit funds in the name of the University or any of its components must be approved in writing by the President. An accounting of all funds raised must be provided to the Vice President for Financial Affairs.

Student Employment

The employment of students who are to be paid with university funds or university dispersed funds must be based on the approval of the Office of Financial Aid and in compliance with guidelines from this office.

Students employed by the University will be assigned institutional work only during university work hours. Timely reports of students' payroll vouchers are required.

Faculty members who hire students to perform private tasks assume the responsibility for compensating the students.

Faculty Course Enrollment

Faculty members who take courses at the University will comply with the academic regulations of the University. Faculty members will not enroll in courses, which will conflict with their responsibilities to the University.

Financial Responsibility

The University will not assume any responsibility for money or property which faculty members lend to students, faculty members, or staff members.

