



# Faculty Handbook

2021-2022

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## **INTRODUCTION**

The **Virginia Wesleyan University Faculty Handbook** is issued under the authority of the President of the University by the office of the Vice President for Academic Affairs. This edition of the faculty handbook was developed in consultation with members of the Faculty Standards and Welfare Commission and Faculty Assembly.

The purpose of this handbook is to enumerate the mutual obligations assumed by the University and the faculty member toward one another. It describes the university's academic organization, faculty governance, conditions of employment, benefits, programs of development and evaluation, and support services.

### **Mission Statement**

An inclusive community dedicated to scholarship and service grounded in the liberal arts and sciences, Virginia Wesleyan University inspires students to build meaningful lives through engagement in Coastal Virginia's dynamic metropolitan region, the nation, and the world.

Endorsed by the Faculty, October 2017

Approved by the Board of Trustees, February 2019

### **Statement of Non-Discrimination**

Virginia Wesleyan University is an Equal Opportunity Employer. Applicants are considered on the basis of skills, experience, and qualifications without regard to race, religion, color, creed, gender, national and ethnic origin, age, marital status, covered veteran status, sexual orientation, gender identity and expression, the presence of non-job-related medical disability, or any other legally protected status.

Complaints relevant to Title IX are managed by the University's Title IX Coordinator, Karla Rasmussen, (757) 455-3316 or [krasmussen@vwu.edu](mailto:krasmussen@vwu.edu). Complaints may also be reported directly to the Office for Civil Rights.

## **ACADEMIC ORGANIZATION AND ADMINISTRATION**

### **Board of Trustees**

The governing body is the Board of Trustees, consisting of from 22 to 36 members. The trustees hold three regular meetings each year, in October, February, and May. The President is the Chief Executive Officer of the University and holds authority for all areas of operations. The President is supported by five Vice Presidents of the main divisions (academics, finance and administration, advancement, campus life and operational management, and enrollment) of the University. Vice Presidents are appointed by the President and serve at his/her discretion. The descriptions of duties of administrative officers listed below, as approved by the Board and listed in the University bylaws, include currently delegated responsibilities.

### **The President**

The President is the Chief Executive Officer of Virginia Wesleyan University. The President is a member, *ex officio*, of the Board of Trustees. The President is responsible directly to the Board of Trustees for the promotion, maintenance and operation of the University in accordance with the policies established by that governing body. The President presents to the Board at each meeting a report on the work, condition, and needs of the University. Some specific duties involved in the President's general responsibility for the total life and program of the University are: appointing and dismissing all administrative personnel and, in consultation with the Vice President for Academic Affairs, appointing and dismissing all educational personnel; appointing committees of the faculty; presiding at faculty meetings except when he or she designates someone else to preside in his or her stead; representing the University at various educational meetings and other occasions; interpreting the University to its constituencies (students, faculty, alumni, parents, local community, Church, general public); planning, fund raising, particularly with reference to the cultivation of potential donors; and preparation of the annual budget.

## **ACADEMIC AFFAIRS**

### **Vice President for Academic Affairs**

The Vice President for Academic Affairs (hereinafter, VPAA) is the principal academic officer of the University. The VPAA performs a leadership role in designing and implementing the total academic program of the institution. In addition, the VPAA represents the administration in working with the faculty in establishing and maintaining acceptable standards for student academic performance, revising the curriculum, and overseeing the total academic life of the University. The VPAA is responsible for determining and publishing the academic calendar. The VPAA represents the faculty in preparation of the annual operating budget and other areas of University policy making.

The VPAA presides at meetings of the Community Council and the Academic Council (i.e., Deans, Associate VPAA, Assistant VPAA, and others as designated by the VPAA). The VPAA has general oversight of the recruiting of faculty and recommends to the President the appointment of new members of the faculty. Working with appropriate committees of the faculty, the VPAA also recommends to the President promotions in rank, the granting of tenure, and the granting of sabbatical leave. The VPAA joins the President in determining matters of salary and in overseeing programs of faculty development. The VPAA administers the budget for faculty travel and development, assigns faculty offices and maintains faculty personnel files.

VPAA direct reports include:

- Associate Vice President for Academic Affairs (AVPAA)
- Assistant Vice President for Academic Affairs
- School Deans
- Dean of the Batten Honors College
- Dean of Virginia Wesleyan University Global Campus
- Library Director
- Executive Director of the Lighthouse
- Registrar

AVPAA direct reports include:

- Director of Academic Effectiveness
- Director of INTEL

Assistant VPAA direct reports include:

- Assistant Director of the Learning Center and Disabilities Specialist
- University Advising Coordinator
- First-Year Advisor

Dean of the Susan S. Goode School of Arts and Humanities direct reports include:

- Director of the Office of Gender and Sexuality Equity

Dean of the Kenneth R. Perry Dean of the Joan P. Brock School of Mathematics and Natural Sciences direct reports include:

- Director of Sustainability

Dean of the Birdsong School of Social Science direct reports include:

- The Joan P. and Macon R. Brock, Jr., Director of the Nusbaum Center

Dean of the D. Henry Watts School of Professional Studies direct reports include:

- Director of Nursing and Allied Health

Executive Director of the Lighthouse direct reports include

- Director of Study Away
- Director of Career Development
- Director of Undergraduate research

### **Associate Vice President for Academic Affairs**

Chosen by the VPAA, the Associate Vice President for Academic Affairs (AVPAA) is a senior faculty member who assists the VPAA in developing a strategic plan for academic affairs, formulating and managing an annual budget, promoting faculty professional development, superintending the curriculum, and generally overseeing the affairs of the University. The AVPAA reviews, approves and reports on faculty development funding, including internal conference funding and summer research grants as well as external support opportunities such as the Mednick and Fulbright grants; facilitates nomination materials for internal and external teaching and scholarship honors; oversees Summer Session and January Term; participates on various institutional committees such as the Academic Council; and presides at campus events in place of the VPAA.

The AVPAA also serves as the Chief Assessment and Accreditation Officer for Academic Affairs. In this role, the AVPAA organizes and oversees the University's comprehensive system of program assessment,

particularly as it relates to learning outcomes. The AVPAA serves on the University's Accreditation Leadership Team and on the Academic Effectiveness Committee and coordinates the University's compliance with the standards of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), which is the University's regional accrediting agency.

### **Assistant Vice President for Academic Affairs**

The Assistant Vice President for Academic Affairs (Assistant VPAA) is a full-time administrator who superintends academic advising and the Learning Center (including Writing Services), academic policy exceptions, and various special projects, which include, but are not limited to, faculty advising, development of freshman advising files, summer new student orientation, web registration, academic alert, and student success. The Assistant VPAA also oversees the Advanced Scholars, Early Enrollment, and Dual Credit Programs. The following positions fall within the Assistant VPAA's purview.

➤ **Assistant Director of the Learning Center and Disability Services Specialist**

The Assistant Director of the Learning Center manages professional and peer subject tutoring, organizes study skills workshops, and responds to student referrals for services. The Assistant Director also oversees Disability Support Services, which include evaluating relevant documentation, training faculty on disability law and accommodations, selecting appropriate assistive technology, arranges accommodations, addresses special situations, and meets with students.

➤ **University Advising Coordinator**

Reporting to the Assistant VPAA, the Advising Coordinator is a full-time administrator who manages a referral system for academically at-risk students to ensure that they access appropriate learning resources and support services to maximize their potential for success in the classroom. The Coordinator also oversees the faculty advising system; prepares students and faculty for advising weeks; addresses student concerns and serves as a backup for faculty; and manages advising for freshman and transfer orientation. The Coordinator creates advising-related professional development opportunities for faculty, workshops for students, and resources via the University website and printed materials.

➤ **First-Year Advisor**

Reporting to the Assistant VPAA, the Academic Advisor is part of the Learning Center team responsible for developing and implementing an advising program for first-year and undeclared students as well as managing a caseload of assigned advisees. This staff member coordinates academic skills and major exploration events as well as social media platforms and other marketing efforts for the Learning Center.

### **Registrar**

The Registrar is responsible for the registration processes and assists in the preparation of the schedule of course offerings. The Registrar is the official interpreter of transfer credit and is responsible for maintaining the official academic record for each student, including collecting, recording, and reporting course grades. Student registrations and grades are monitored by the Registrar's Office to ensure compliance with academic policies of the University. The Registrar approves all requests for off-campus study (cross registration, transient registration, and study abroad); certifies all graduates; and determines eligibility for Latin honors. The Registrar serves as an *ex officio* member of the Educational Programs Commission, and as Chair of the Committee on Academic Standing. As appropriate, the Registrar accumulates and presents various statistical data regarding student performance for internal University use.

## **Director of the Hofheimer Library**

The Director of the Library, who reports to the VPAA, is responsible for coordinating and overseeing all library functions, including collection selection, purchasing and cataloging; staff hiring and supervision; budget preparation; patron services and education; and applications of technologies. The Director is a full-time staff member with faculty status in the library and represents the University at professional meetings.

## **Joan P. and Macon F. Brock Jr. Director of the Robert Nusbaum Center**

The Director of the Robert Nusbaum Center holds faculty rank and has primary responsibility for the development, implementation, oversight, and evaluation of the mission, strategic plan, and programming of the Center. The Director coordinates the planning and development of academic initiatives, and regularly teaches courses in religious studies and religious freedom. The Director serves as a resource for media, and represents the center through public speaking, educational forums, and other activities. With the Associate Director, the director builds and strengthens relationships with the campus and broader community and develops community-based partnerships for Center programming. The Director coordinates fund-raising activities and oversees communication efforts for the center.

## **Executive Director of Experiential Learning**

The Lighthouse is an academic center that assists students with experiential learning opportunities. The Lighthouse brings together programs—study away, internships, undergraduate research, and civic engagement—that are fundamental to the academic experience at the University. The Lighthouse was created to unite and advance these programs.

The **Executive Director** is a full-time staff member who reports to the VPAA. The Executive Director's primary charge is to provide leadership to help the University promote experiential learning opportunities. The following positions report to the Executive Director:

- The **Director of Undergraduate Research** is a tenured or tenure-track faculty member who serves a renewable three-year term. The Undergraduate Research Director develops and communicates the strategic vision for the University's Undergraduate Research Program. The Director's primary responsibility is to work with faculty to integrate research into courses and academic major programs. The Director also coordinates research programming and administers student research grants. The Director also promotes and coordinates students' applications for external research grants and scholarships, such as the Rhodes, Marshall, and Truman. The Director convenes and collaborates with the University's Undergraduate Research Committee, composed of representatives from each academic division and the library.
- The **Director of Career Development** is a full-time staff member whose primary charge is to develop and communicate a strategic vision for students' professional development, with special attention to internships and career advancement. The position collaborates with faculty to integrate internship, externship, and career development instruction into courses and major programs. The Director also provides career counseling to students and alumni, cultivates relationships with employers, and implements policies for externships, internships, and professional development programs.
- The **Director of Study Away** is a full-time staff member who is responsible for promoting study



abroad/study away opportunities for VWU students and overseeing international students studying at VWU. The Director manages the Global Scholars program and works to support grant opportunities for students wishing to study abroad and VWU faculty wishing to conduct a scouting trip in advance of offering a study abroad course. The Director works with the Dean of the Batten Honors College (BHC) to provide study away opportunities critical to the BHC program. The director also supports activities that increase the globalization of the campus.

## **Faculty Directors of Academic Programs**

The following positions are held by faculty who carry out their administrative duties in addition to teaching; the directors (or, in one case, chair) report to the VPAA or her/his designee. Directors are full-time faculty who serve three-year terms as part-time administrators; they are appointed by the VPAA in consultation with Academic Council and can be reappointed.

- **Director of Innovative Teaching and Engaged Learning (INTEL).** The VPAA selects the Director for INTEL from among faculty applicants for a three-year term. The Director for INTEL's broad mandate is to foster pedagogical and community service initiatives in and beyond the classroom. The Director for INTEL oversees initiatives and faculty development supportive of institutional strategic commitments to "inquiry," active learning, service, and civic engagement. Specifically, the Director for INTEL fosters faculty development opportunities focused on innovative, active pedagogies, experiential/community-based learning, and effective integration of new technologies; conducts periodic workshops, "talks about teaching," and training in new pedagogies; and works with the Office of Civic Engagement and Service learning to facilitate relationships between faculty and community partners for service-learning opportunities.
- **Director of the Office of Gender and Sexuality Equity.** The Director oversees the operation of the Office of Gender and Sexuality Equity. This office strives to develop and maintain safe, inclusive, and validating environments at VWU that value and support all genders and sexual identities. It educates campus members about the intersectionality of gender and sexuality with race, ethnicity, class, sex, ability, age, nationality, and belief systems by continuously engaging in dialogue with students, staff, faculty, alumni, and the broader community. The Office also works with other campus organizations to promote programs that support and educate about gender and sexuality equity.
- **Director of Academic Effectiveness.** The Director, along with the Chief Assessment Administrator for Academic Programs, guides the work of the Academic Effectiveness Program, whose purpose is "to ensure ongoing demonstration of student learning as well as continuous improvement in the curriculum and educational support services." The Chair and Chief Administrator lead the Academic Effectiveness Committee, whose members assist faculty and staff "to annually collect, assess, analyze, evaluate, and report on program-specific learning outcomes" and other aspects of academic assessment. (Please see Appendix A-1 for additional details on the operation of the AEC.)
- **Director of Sustainability.** The director provides leadership for all campus sustainability efforts and initiatives. They chair the Environmental Issues Council (EIC) and serve as adviser to student environmental groups such as Marlins Go Green. They compile the annual reports on campus energy usage and carbon emissions, in conjunction with representatives from the physical plant and other campus offices. They supervise the campus sustainability and Greer Center/landscaping work study students. They serve as the contact person for the Greer Environmental Sciences Center, including arranging outside tours and authorizing use of the Greer Center by outside environmental groups. The director reports to the Kenneth R. Perry Dean of the Joan P. Brock

School of Mathematics and Natural Sciences, but will interact with many campus constituents across disciplines.

- **Director of Nursing and Allied Health.** The Director of Nursing and Allied Health is responsible for the overall planning, direction, organization, and operation of the Joint Bachelor of Science in Nursing (BSN) Program at VWU with Sentara College of Health Sciences (SCOHS). The director also provides guidance to students interested in any of the allied health professions.

## ACADEMIC SCHOOLS AND DEPARTMENTS

### Academic Schools Structure

Virginia Wesleyan's academic program is administered through the Birdsong School of Social Science, D. Henry Watts School of Professional Studies, the Joan P. Brock School of Mathematics and Natural Sciences, and the Susan S. Goode School of Arts and Humanities. The schools' structure affords opportunities for inter-disciplinary communication and action beyond that normally afforded by the departmental structure.

### Deans of the Schools

Deans of the four schools are tenured faculty appointed by the President of the University, on the recommendation of the VPAA, in consultation with the Academic Council and other faculty. The deans are tenured faculty at the rank of associate professor or higher and ordinarily come from the ranks of a discipline within the school they represent. They carry a two-thirds teaching load in order to provide time for their administrative duties.

Deans call and preside at school meetings. They serve *ex officio* on the Educational Programs Commission. Deans administer their school budgets and exercise general oversight of departmental budgets administered by department chairs. On matters of curriculum, including which courses shall be offered in a given semester, the deans make recommendations to the VPAA after discussion in the schools. The four deans and VPAA review and approve the University's total course offerings. When reviewing course schedules, deans coordinate and approve the use of adjuncts and faculty overloads. The appropriate dean receives proposals from faculty for new courses to be acted upon by the school and submits the recommendation of the school, along with a personal appraisal, to the Educational Programs Commission for final action.

Deans, after constituting the committee to identify faculty positions to be filled in a given year, assist the VPAA and departmental faculty in the initial screening and interviewing of applicants for faculty positions in their respective schools, and make recommendations as to final selection and rank. They also interview all faculty candidates for positions in other schools and attend meetings of the University's Board of Trustees.

They prepare annual written evaluations of members of their respective schools for the President and the VPAA and identify those members of their schools who are especially deserving of recognition where merit stipends and salary increments are concerned. Deans also serve on various campus-wide communities and serve their schools as leaders in university-wide initiatives and recruiting.

## **Dean of the Batten Honors College**

The Dean of the Batten Honors College provides overall leadership and direction and serves as the principal administrator of the Honors College. This position is held by a full-time faculty member who serves as a part-time administrator and carries a two-thirds teaching load. The Dean is appointed by the President in consultation with the VPAA and can be reappointed. It is the responsibility of the Dean to manage the overall quality and future direction of the honors curricula, articulate a clear vision for the University, execute responsible budget planning and fiscal management, coordinate with department chairs and school deans to identify and select honors faculty, recruit and support faculty to teach the honors courses, work closely with Enrollment Services to recruit and admit high-profile students to the Honors College, facilitate opportunities and experiences for students who participate in the Honors living-learning community, and direct the mentoring and advising of honors students.

## **Dean of Virginia Wesleyan University Global Campus**

The newest unit of Academic Affairs, Virginia Wesleyan University Global Campus serves evening, weekend, online, early enrollment/advanced scholars, our students at our Japan campus and non-degree-seeking and non-credit learners. Fully integrated with Virginia Wesleyan's excellent curriculum, Global Campus coordinates recruitment, enrollment, support services, and course and program delivery across the University in order to promote the following opportunities for non-traditional students: (1) Lakeland University Japan and Virginia Wesleyan University Global; (2) Evening and Weekend Program; (3) VWU Online; (4) Continuing Education; (5) Westminster/Wesleyan Lifelong Learning Institute; and (6) Robert F. Boyd Institute (which, in partnership with the Virginia Conference of the United Methodist Church, hosts an annual workshop for UMC pastors that yields continuing education units). The first four programs report to the Dean of Virginia Wesleyan University Global Campus; the next Westminster/Wesleyan Lifelong Learning Institute reports to the VPAA or their designee; the Robert F. Boyd Institute reports to the Senior Vice President for Advancement.

This position is held by a full-time faculty member who serves as a part-time administrator and carries a two-thirds teaching load. Duties include overseeing online course scheduling and course/program development, recruitment and hiring of adjunct faculty, and compiling of enrollment reports. The Virginia Wesleyan University Global Dean also oversees the CIC Online Course Sharing Consortium (Acadeum). They work with the University's online educational partner to develop new online program initiatives, and work with the office of institutional research to maintain monthly reports on the above programs and additional non-credit learning opportunities.

## **Academic Council**

The VPAA, four school Deans, Batten Honors College Dean, Dean of Virginia Wesleyan Global Campus, AVPAA, and Assistant VPAA make up Academic Council, which meets weekly and attends to the management of the academic program, including curriculum, budget, recruitment and retention of faculty and staff, management of facilities, scheduling, contingency planning, and other matters.

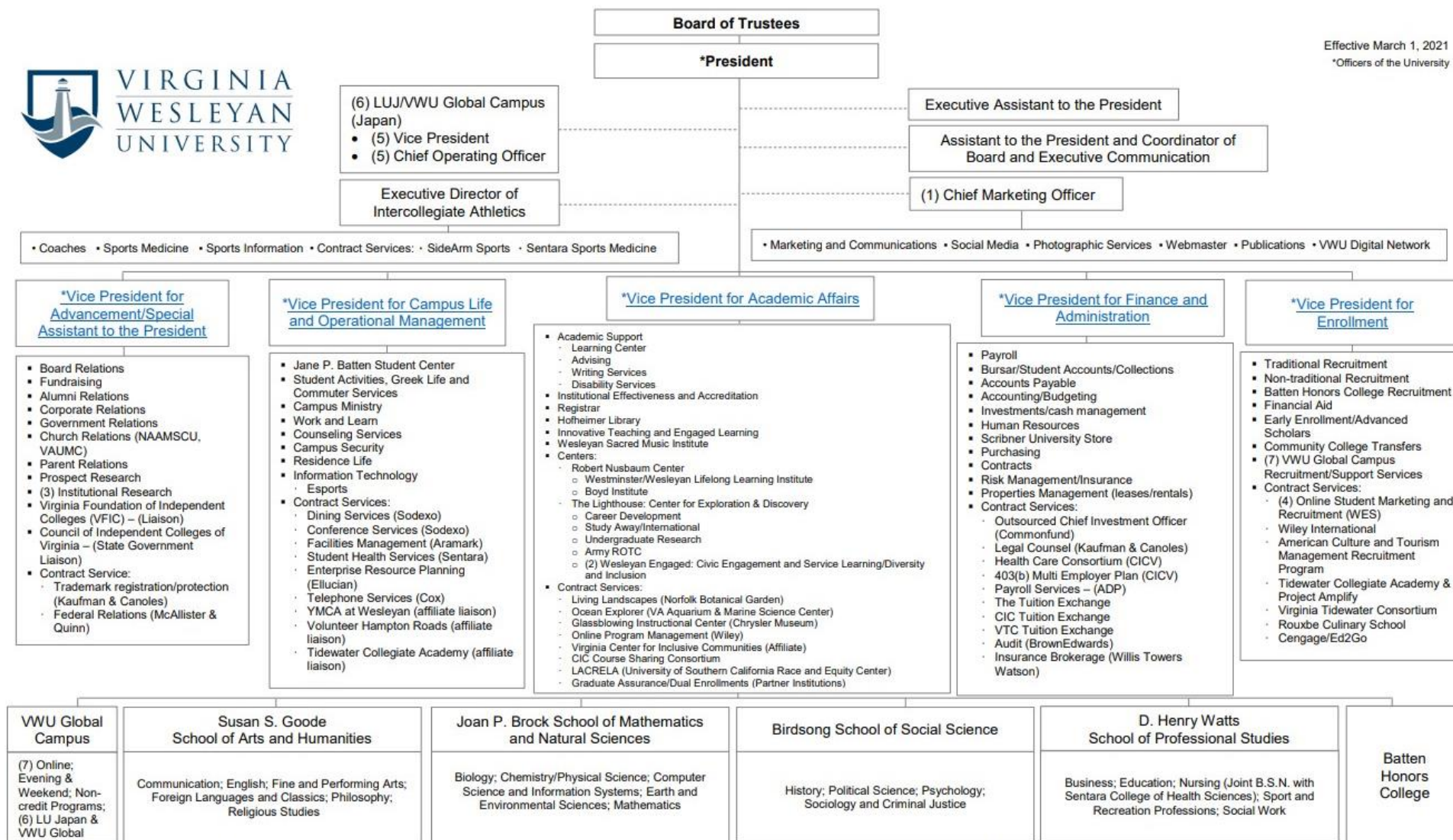
## **Department Chairs and Program Coordinators**

Departmental faculty select one of their members to serve as Chair for a three-year term, subject to approval of the VPAA and President of the University. Program Coordinators, including graduate program directors, are selected by the VPAA to serve a three-year term, subject to the approval of the President of the University. Chairs are responsible for overseeing curriculum, facilitating teaching

schedules, overseeing instructional budgets, supervision and evaluation of adjunct faculty members, requests for new faculty positions, and program review and assessment. Coordinators work with faculty from different departments to oversee curriculum and ensure course offerings that support the interdisciplinary program. They serve as a point of contact for the program and coordinate assessment and program review efforts. Both Chairs and Program Coordinators manage the departmental/programmatic advising process and ensure that advising is available year round.



Effective March 1, 2021  
\*Officers of the University



(1) CMO reports to President; Coordinating report to Special Assistant to the President.  
(2) CDO reports to President with coordinating relationship to Special Assistant to the President; as Executive Director of Civic Engagement and Service Learning reports to VP for Campus Life and Operational Management

(3) Reports to President; Coordinating report to Special Assistant to the President  
(4) Recruitment report to the Vice President for Enrollment; Marketing reports to the CMO  
(5) Shared reporting relationship to President of VWU and President of LU

(6) Operations reports to the President; Academics reports to the Dean of VWU Global  
(7) Reports to VP for Enrollment with coordinating relationship to VWU Global Campus

# **FACULTY GOVERNANCE**

## **THE FACULTY ASSEMBLY**

The Bylaws of the University provide for faculty enactment of regulations deemed necessary for the carrying out of its duties (see University Bylaws, Article 6). That article of the Bylaws also defines the membership of the faculty to include the President of the University, officers designated by the President as primarily responsible for instruction and research, all persons at the rank of full-time instructor or above who are engaged in teaching, and members of the faculty emeriti.

### **Background Information**

Those categories of faculty membership function collectively as the Faculty Assembly to carry out the duties identified in the Bylaws and other functions necessary for the creation and implementation of the academic program. The Faculty Assembly in turn functions through two standing commissions, designated as the Educational Programs Commission and the Faculty Standards and Welfare Commission.

### **Meetings**

The Faculty Assembly meets from 1:15 - 3:00 p.m. on the first Friday of October, November, December, February, March, and April and the last Friday of April. Special sessions may be ordered by the Assembly or called by its chairman, the President of the University. Normally, the President will designate the Agenda Committee to take turns as presiding officer of the Faculty Assembly on a rotating basis.

### **Agenda**

Notices of the Faculty Assembly meetings will be distributed by the Secretary of the Faculty. Commissions or individuals who have business to be brought to the faculty may contact the Secretary of the Faculty or any other member of the Faculty Assembly Agenda Committee, which will set the agenda for Faculty Assembly meetings.

Initial elections for the reformed Agenda Committee will be held by the schools in the fall 2018 semester, with initial terms to begin with the spring 2019 semester. After that, staggered elections to three-year terms will occur in the spring in the following order, with terms beginning with the subsequent fall semester:

- Spring 2019: Arts and Humanities
- Spring 2020: Natural Sciences and Mathematics
- Spring 2021: Social Sciences
- Spring 2021: Professional Studies

Individuals elected to the agenda committee are subject to approval by the President and VPAA.

### **Liaison with Student Government**

The Community Advocate elected in the spring by Faculty Assembly serves as the liaison working with students/faculty/administration. Any issue the faculty wants to take to the student organizations shall be scheduled through the Community Advocate.

### **The Secretary**

The Secretary of the Faculty is elected at the April meeting of the Faculty Assembly. This secretary,

assisted by a clerical secretary, records the proceedings of the Faculty Assembly as well as Community Council. It is the duty of the Secretary of the Faculty to publish notices of meetings and to be a primary contact for persons wishing to bring matters before the Faculty Assembly.

### **The Parliamentarian**

The Parliamentarian is elected at the April meeting of the Faculty Assembly. The duties of the Parliamentarian are 1) to serve as an adviser to the chair and any other member of the Faculty Assembly on parliamentary procedure and 2) to maintain a current list of all special rules of order and amendments to the Bylaws of the Faculty Assembly. Meetings of the Faculty Assembly shall be conducted in accordance with the Bylaws of the Faculty Assembly and any special rules of order adopted by the body. In lieu of any other authority, the current edition of Robert's Rules of Order Newly Revised shall be used.

### **THE COMMISSIONS**

Each of the two commissions reporting to the Faculty Assembly operates within its articulated mission statement. Members will elect their chair, who must have obtained tenure before the first organizational meeting of the commission (this becomes effective with the 2015-16 academic year), determine their organizational structure, and create their agenda for each academic year.

### **Academic Governance**

Academic Governance is accomplished through two standing commissions (EPC and FSW), two standing committees (INTEL and AEC), and any ad hoc commissions.

The purpose statement for each commission identifies those faculty memberships which are elective and those which are appointive. Three-year staggered terms shall be served by those elected or appointed to commissions. Elections shall take place in a spring meeting of the Faculty Assembly. In the spring of each year, faculty members complete a form in which they indicate their preference for appointive commission assignments. Willingness to serve should be a major criterion for considering any faculty member for appointment, selection, or election to any commission. The School Deans will consult with the VPAA in making recommendations for assignments of persons who will serve for the coming year. Commissions select their chairpersons each year from among the faculty members serving on a given commission.

At the Fall Faculty Workshop, the two commissions will convene to organize for the semester. Each Commission Chairperson will present a brief report, identifying agenda items to be considered during the year.

All subunits and individuals within a commission will have the responsibility of reporting in writing to the Commission Chairperson in time for the Chairperson to prepare reports for Faculty Assembly meetings, including context for any action sought from the Faculty Assembly.

### **The Commission on Educational Programs**

#### Mission:

- to review and interpret academic policies and, where appropriate, develop modifications or new policies for consideration by the Faculty Assembly.
- to establish guidelines for faculty members wishing to introduce new or modified course proposals.
- to review and act on new course proposals which have gone through the school review process.

–to review and recommend to the Faculty Assembly new program proposals and major requirements, or revisions in existing programs and major requirements.

–to initiate periodic review of the general studies requirements and to review any proposed changes before submission to the Faculty Assembly.

**Membership:**

Seventeen faculty and staff:

- VPAA
- School Deans
- Registrar
- Nine Faculty (four to be elected by the faculty, at least two of whom must be tenured and elected in alternating years (becomes effective with the 2019-20 academic year), and four to be elected by schools, all for staggered three-year terms; and one education faculty member selected by that department)
- Representative of VWU Global Campus
- A representative from the General Education Committee
- Student members as determined by the commission

**The Commission on Faculty Standards and Welfare**

**Mission:**

-to consider issues pertaining to faculty welfare and professional development, to conduct hearings and to make recommendations when appropriate.

**Membership:**

Ten faculty members:

- One representative from the Committee on Advancement and Tenure
- Three faculty members elected to Faculty Hearing Committee
- Four faculty members elected by their schools for staggered three-year terms
- Two at large members of the faculty elected for staggered three-year terms, at least one of whom must be tenured and appointed in alternating years (becomes effective with the 2019-20 academic year).
- Elections to positions filled by the rotation of faculty members shall be held each March.

**Committees:**

Two standing committees contribute members to this commission. The committees are organized as follows:

**The Committee on Advancement and Tenure**

It is the responsibility of this committee to give regular and systematic consideration to faculty candidates for advancement and tenure in consultation with the VPAA, to promote high standards of faculty performance as expressed in the standards of faculty excellence described in Section III, Faculty Evaluations, and to bring recommendations for faculty advancement and tenure to the VPAA.

**Membership:**

The committee has five members and one alternate elected from the full- time teaching faculty. Each school shall elect one person to represent the school, and one at-large member and the alternate shall be elected by the Faculty Assembly. Members serve a three-year term, and these



terms are staggered so that one member is elected in the spring of each year. Only tenured members of the full-time teaching faculty with the rank of professor are eligible to serve on this committee. At any one time, no more than two members of the committee may be from the same school, and no department may have more than one person serving on the committee.

Duties:

The duties of the committee are:

- a. To identify qualified candidates for promotion and tenure;
- b. To evaluate these candidates according to the University's established criteria for excellence;
- c. To bring recommendations for faculty advancement and tenure to the VPAA;
- d. To make recommendations for revision of policies and procedures for faculty promotion and tenure.

Procedures:

- a. New members for a current academic year are elected by the faculty in the previous spring.
- b. Each spring, the office of the VPAA reminds the faculty of the requirement to make use of student evaluation forms in their courses each semester since these will become an important part of the committee's data.
- c. Early in October, the committee draws up an initial list of candidates, reviews this list with the VPAA, and then formulates the final list of candidates for consideration.
- d. In proceeding with its deliberations, the committee then has available to it the resources listed under Section III Faculty Evaluations.
- e. All candidates may request individual interviews with the committee.
- f. During the spring semester, the committee brings a written report on each candidate to the President of the University and the VPAA, making its recommendations and indicating the main considerations guiding its decision.
- g. These summary reports are retained in a cumulative Advancement and Tenure file for each candidate. In this file the committee at its discretion may also retain other documents which it has used. The candidate may, on request, examine the committee's summary report.
- h. The President of the University makes final recommendations to the Board of Trustees which has authority to grant promotion and tenure.

**The Faculty Hearing Committee\* Membership:**

Three members of the full-time teaching faculty, (one of whom shall be from the rank of professor, one from the rank of associate professor, and one from the ranks of assistant professor or instructor) elected annually by a majority vote of the faculty.

Duties:

This committee shall consider any charges brought against a faculty member which are transmitted to it by the VPAA. In addition, the committee shall receive appeals from faculty members under the provisions of the harassment policy (faculty) and make its recommendations to the President of the University.

Vacancies or disqualification of members of the committee shall also be filled by a majority vote of the faculty from persons of the same rank as the member who has been disqualified.

\*Please see the section on Termination of Employment for a full description of this committee's responsibilities.

## **STANDING COMMITTEES OF THE FACULTY ASSEMBLY**

### **Agenda Committee**

The committee shall consist of a designated member of the Academic Council; Secretary of the Faculty Assembly; and three tenured members of the faculty, one from each school, who are elected to staggered three-year terms by the faculty of their schools in the spring, with terms beginning with the subsequent fall semester.

### **Nominating Committee**

The committee shall consist of the Secretary of the Faculty Assembly and the three elected school members of the Agenda Committee.

### **Committee on Academic Computing**

The committee shall consist of nine members of the faculty and staff plus any student members as determined by the committee. These members shall be the Chief Information Officer; the VPAA, the Registrar, the Instructional Technology Director; one librarian; and four members of the faculty, one selected by each school.

### **Other Committees**

*Ad hoc* or standing committees may be created by the Faculty Assembly whenever the body finds them necessary to conduct its business, and they may be created at any meeting by a majority affirmative vote of the members present.

# **POLICIES RELATING TO EMPLOYMENT, ACADEMIC FREEDOM, AND ADVANCEMENT AND TENURE**

## **ACADEMIC FREEDOM AND PROTECTION AGAINST DISCRIMINATION**

Virginia Wesleyan University is committed to the free expression and exchange of ideas, without which education in the liberal arts tradition is impossible. All members of the faculty, regardless of rank or tenure, are guaranteed full academic freedom, subject to the definitions and restrictions below:

1. Faculty are entitled to free expression in their classrooms and other teaching venues, provided that the material they introduce is related to the subject of the class.
2. Faculty are entitled to freedom in research and in publication related to it, as long as they adequately perform their other academic duties. The terms for any research or publication that may produce a significant pecuniary return should be established in advance with the administration.
3. When faculty speak or write outside of their role as teachers and researchers, they will be free from institutional censorship or discipline, but they should take care to be accurate, exercise appropriate restraint, and show respect for the opinions of others. They should also make clear that they are not speaking for the institution.

All members of the faculty are entitled to protection from discrimination not demonstrably related to academic performance, including but not limited to race, sex, religion, national origin, age, disability, marital status, or sexual orientation.

## **TYPES OF FACULTY APPOINTMENTS**

Except in circumstances that are both unusual and temporary, all full-time faculty appointments are of four kinds: tenured or tenure-track (probationary) teaching faculty, full-time lecturer, visiting faculty, and library faculty, all of which are discussed in detail below. In addition to these full-time faculty, the University may hire part-time adjunct faculty to teach individual courses.

### **Statement of Terms of Appointment to the Faculty**

The guidelines for the initial assignment to a rank are as follows:

- A. Professor: Earned doctorate in the teaching field, or a terminal degree in fields where the doctorate is not usually given, and a minimum of ten years of distinguished experience in college/university teaching.
- B. Associate: Earned doctorate in the teaching field, or a terminal degree in fields where the doctorate is not usually given, and at least 6 years of full-time teaching experience at the Assistant Professor rank.
- C. Assistant: Earned doctorate in the teaching field, or a terminal degree in fields where the doctorate is not usually given.
- D. Instructor: Earned master's degree in the teaching field.  
Faculty who are ABD at the time of appointment may be appointed at the Assistant or Instructor level, at the discretion of the VPAA. If hired at the Instructor level, the new faculty member will automatically be promoted to Assistant Professor as soon as his or her doctorate has been awarded. In this one instance, an Instructor will be considered a probationary appointment, and unless the VPAA specifies otherwise in writing, all of the faculty member's time at Virginia Wesleyan will count toward the seven-year limit.
- E. Lecturer – Earned master's degree in the teaching field.

In contrast to the above named ranks, “lecturer” is a full-time non-tenure track position for a one- year term that is renewable without limit; thus, a lecturer is not subject to the five-year limitation applicable to visiting positions (see below).

The course assignments of lecturer shall be primarily lower level. The number of lecturer positions for the University as a whole shall not, at any time, exceed ten percent of the number of full-time tenured and tenure-track faculty members. Because lecturer is non-tenure-track, a person in this position is expected to perform teaching duties principally, along with such limited service responsibilities as are agreed upon in writing at the time of the appointment. A lecturer will be evaluated for teaching effectiveness on an annual basis by the school dean.

If a lecturer’s appointment is not to be renewed, the faculty member will be notified no later than March 1 in the first year of service and December 15 in the second; thereafter, a non-renewed faculty member will be offered a full academic year before termination from the institution. The termination of a lecturer’s appointment shall be only for financial necessity or for cause, which means failure to meet the standards for effective teaching (see 4-e), and/or violation of University policies. In a case of dismissal before the end of the period appointment, the administration will set forth cause for the action and the faculty member will have the right to a hearing before the Faculty Hearing Committee.

At the discretion of the President, administrators with the appropriate credentials can hold faculty status that is coterminous with their administrative appointments. Such faculty are not subject to the rules of visiting or probationary faculty. This provision does not apply to administrators who are hired with tenure or on the tenure track.

Under extraordinary circumstances, the President may appoint new faculty with immediate tenure or in other ways go outside the above guidelines. Such proposed appointments will be presented to the Committee on Advancement and Tenure and VPAA for immediate review, though the final authority rests with the President.

Any college/university teaching experience accrued at an institution other than Virginia Wesleyan University which is to be counted toward the years of experience required for promotion and/or tenure will be stated in a written agreement reached between the faculty member and the University prior to initial appointment, as stated below.

Accumulation of time toward tenure shall be suspended, but previously accumulated time shall not be lost, during leaves of absence. Tenure shall terminate at resignation or retirement. If a previously tenured faculty member is rehired, tenure may be reinstated by the Board of Trustees upon recommendation of the VPAA and the President.

The terms and conditions of every appointment will be stated in writing, with a copy provided to the faculty member. Any extensions, modifications, or special understandings, or any notices incumbent upon either party to provide, must also be in writing, with a copy given to the faculty member.

Except for faculty members who have tenure status, every person with a teaching or research appointment of any kind will be informed each year in writing of the renewal of the appointment and of all matters relative to eligibility for the acquisition of tenure.

### **Probationary appointments**

Faculty hired at the Associate Professor or Professor rank but without tenure must present themselves for tenure review in their fourth year unless otherwise stated in the initial contract or mutually agreed with the VPAA at a

later date. Such faculty are not required to have mentoring committees, but will have a pre-tenure review halfway through the agreed period.

The appointments of all Assistant Professors will be probationary. Such appointments are subject to annual renewal, but they may only be terminated for cause as explained below. Except as stated below, the total period of full-time service prior to the granting of tenure will not exceed seven years at the Assistant Professor rank, including any years of previous service at other institutions. The number of years of service at other institutions that will be counted toward the seven-year probationary period will be stated in writing at the time of appointment, as will the year that the faculty member will submit materials for his or her pre-tenure review.

The VPAA and the faculty member may mutually agree to extend the probationary period for no more than four years. Extensions can be granted either at the time of appointment or, if circumstances so dictate, at a later date, but in either case the extension will be stated in writing. Examples of appropriate circumstances include but are not limited to care of a newborn or newly adopted child or of a sick family member.

A tenure-track faculty member who becomes the parent of a child by birth or by adoption will be entitled to an automatic one-year extension of the probationary period. The VPAA will grant the extension in writing upon formal request by the faculty member, provided that the faculty member makes the request within one year of the child's arrival in the family and prior to September 1 of the academic year in which the faculty would have been required to apply for tenure. A faculty member is limited to one automatic extension of term during the time she or he is serving in tenure track status, although the faculty member may request an additional extension of the probationary period for a new birth or adoption. A faculty member who declines to request an automatic extension remains eligible to request an automatic extension for a subsequent birth or adoption. Multiple births or multiple adoptions at the same time constitute the same right to a one-year extension as single births or adoptions. Faculty who qualify for the automatic extension also may seek extension of the clock for other reasons, as set out in the preceding paragraph, provided that automatic and discretionary extensions cannot exceed four years.

The faculty member will be advised, at the time of initial appointment, of the substantive standards and procedures generally employed in decisions affecting renewal and tenure. Any special standards adopted by the faculty member's department or school will also be transmitted. The faculty member will be advised of the time when decisions affecting renewal or tenure are ordinarily made, and will be given the opportunity to submit materials believed to be helpful to an adequate consideration of the faculty member's circumstances.

If a probationary appointment is not to be renewed, the faculty member will be notified no later than March 1 in the first year of service and December 15 in the second; thereafter, non-renewed faculty will be offered a full academic year before their termination from the institution.

The decision not to renew a probationary appointment up to the tenure evaluation year will be made by the president upon the recommendation of the VPAA. The VPAA will provide the faculty member an explanation in writing for his or her recommendation. The faculty member may request a reconsideration by the Committee on Advancement and Tenure, in which case the committee will evaluate all of the available materials, including any new material offered by the faculty member.

If the faculty member believes that the recommendation of the Committee on Advancement and Tenure was based on inadequate consideration of the materials, the VPAA will appoint an ad-hoc committee of at least three full professors not on the Committee on Advancement and Tenure to review the allegation. The ad-hoc committee will determine only if the decision was the result of adequate consideration of the relevant materials; it will not substitute its judgment for that of the Committee on Advancement and Tenure on the merits of the material. If the ad-hoc committee believes that parts of the faculty member's materials have been inadequately considered it will request a new evaluation by the Committee on Advancement and Tenure, and will in any case provide copies of its findings to the faculty member, the Committee on Advancement and Tenure, and the

VPAA.

### **Tenured appointments**

There is no cap on the percentage of tenured appointments, but every five years the Board of Trustees will reexamine this policy to see if some limitations on the number or percentage of such appointments should be imposed.

A tenured appointment is one that cannot be terminated or reduced in rank except for adequate cause as defined below or because of extraordinary financial exigency as defined below.

Ordinarily, tenure is granted to faculty engaged full-time in teaching services upon promotion to Associate Professor after the sixth year of the probationary period served as an Assistant Professor. Any promotion or appointment to the rank of Associate Professor or Professor that does not confer tenure must be so specified in writing at the time of the promotion or appointment. Under special circumstances tenure can be granted at the time of initial appointment or any time thereafter.

### **ADVANCEMENT AND TENURE**

Decisions regarding promotions will be made by the President upon the recommendation of the VPAA and the Committee on Advancement and Tenure. The Committee on Advancement and Tenure will base its recommendations on the policies and criteria defined below.

The Committee on Advancement and Tenure will consist of five tenured full professors and one alternate. One member will be selected by and representing each of the four academic schools at the University. The remaining at-large member and alternate will be elected by the Faculty Assembly. Each member will serve for three years, with the terms staggered to allow for continuity. The Committee will elect two co-chairs annually, one to oversee promotion decisions and the other to direct pre-tenure and post-tenure reviews. The full committee will participate in all evaluations. No more than two members of the committee may serve from the same school at any one time and no more than one individual from a specific department may serve on the committee at the same time. The VPAA will not participate in the deliberations of the Committee, but the Committee may solicit him or her to provide necessary information.

To be promoted to Associate Professor, Assistant Professors must demonstrate that they meet the Virginia Wesleyan standard in three assessed categories: a) teaching effectiveness, b) professional development, and c) service.

To be promoted to Professor, Associate Professors must demonstrate that they significantly exceed the standard for professional development as well as that of one other category, while demonstrating that they continue to meet the standard for the remaining one.

The VPAA will periodically convene an ad-hoc Standards Committee composed of him or herself, the school deans, and two additional elected representatives from each school. This committee will be charged with determining or adjusting the standards for teaching effectiveness, service, and professional development, which will be university-wide and based on university-wide assessment. The faculty through vote of the faculty assembly will approve the adjusted standards before they are officially entered into the Faculty Handbook.

### **The standard for teaching effectiveness**

Teaching that engages, challenges, and transforms students is the centerpiece of the Virginia Wesleyan academic experience. As a general matter, an effective teacher exudes a passion for the subject matter and the quest for truth, sparks students' intellectual curiosity, draws them into the research enterprise, pushes them to work hard and think creatively, and serves as a model of integrity, commitment, compassion, and a life of

learning.

A faculty member who meets the standard of effective teaching:

- possesses current knowledge in the content area and familiarity with recent research on teaching and learning
- exhibits careful preparation in syllabi, assignments, and classroom presentations
- effectively draws students into the learning process through a variety of pedagogical approaches
- establishes high expectations for student performance consistent with prevailing standards in the relevant academic discipline
- develops assignments that stress conceptual understanding, critical thought, student engagement, inquiry, and research
- is accessible to students for guidance outside class
- grades assignments in a timely fashion
- displays civility inside and outside the classroom
- is open to teaching, as departmental needs require, across the major and General Education curriculum
- responds constructively to student evaluations and peer observations
- revises and updates courses to keep them current and compelling.

The tangible evidence of teaching effectiveness can include, but is not limited to:

- syllabi, tests, and other instructional materials;
- peer observations of classroom performance;
- student course evaluations;
- testimonial letters from students;
- objective data on student success at the program level (such as passing required state examinations, admission to graduate school, and immediate hiring in a chosen professional field);
- participation in cross-curricular and other teaching initiatives and workshops;
- creation of new courses and/or development of online courses;
- teaching awards; and
- conspicuous student successes (*e.g.*, placement in internships or graduate school).

Teaching effectiveness focuses primarily on the quality of a faculty member's instruction within the domain of her or his regularly assigned courses; teaching overloads, therefore, neither adds to, nor detracts from, teaching effectiveness.

With respect to tenure and promotion, the pattern of student course evaluations over time will show, in the absence of special circumstances (such as courses dealing with unusually difficult material), that the faculty member is teaching near or above the departmental average. In addition, an effective mentor combines the teaching, research, and service roles of a faculty member in guiding or supervising students in, among other activities, independent studies, research presentations, art exhibitions, musical recitals, theatrical performances, and journalistic endeavors; an effective mentor may offer highly specialized advice on such matters as choice of career or graduate school.

A faculty member who regularly receives a positive evaluation (either meeting or exceeding) from the school dean and the mentoring committee's optional teaching observation summaries, along with a positive assessment in pre-tenure review, enjoys a presumption that he or she has met the standard for teaching effectiveness.

### **The standard for professional development**

Virginia Wesleyan recognizes that the professional vitality of its faculty nourishes the curriculum and enhances the quality of the classroom experience: scholarly activities of faculty inform and enliven what they teach and provide a model for undergraduate research that is an increasingly important component of students' intellectual

development. As a general matter, a faculty member who meets the standard for professional development maintains a pattern of scholarly activity.

A common thread in such professional development is that the faculty member achieves recognition as an engaged scholar or creative artist among her or his disciplinary peers at a state, regional, or national level. Depending on a faculty member's discipline, examples of notable professional vitality can include, but are not limited to:

- chairing a panel at a professional conference
- presenting a paper at a professional meeting
- mentoring a student paper presentation at a regional or professional conference
- supervising undergraduate research presentations
- holding office in a scholarly organization
- writing a scholarly article or book chapter for publication
- writing a textbook or scholarly book for publication
- performing or displaying artistic work
- receiving an honor or award for scholarly or artistic achievement
- writing a grant proposal
- taking a significant role in the organization of a scholarly conference

The list is not intended to be exhaustive. Nor is it intended to establish a rank ordering of activities of more or lesser importance.

To be sure, greater acclaim usually will attach to scholarly/artistic endeavors subject to peer review, but the standard imposes no *per se* requirement for some, or some number of, peer-reviewed works. The core value to be assessed here is sustained professional engagement beyond the campus setting, consistent with the norms of one's discipline and the limitations of a teaching-centered institution. A professionally engaged faculty member will show that she or he, as a threshold matter with regard to tenure and promotion, averages one or two significant activities every two years.

The engaged faculty member seeking promotion to full professor, in addition, will be able to document, via three letters from external evaluators, that she or he has achieved significant recognition of peer professionals beyond the campus setting.

A faculty member who regularly receives a positive evaluation (either meeting or exceeding the standard) from the school dean and the mentoring committee's optional support letters, along with a positive assessment from the pre-tenure review, enjoys a presumption that he or she has met the standard for professional development.

### **The standard for service to the university and community**

A faculty member who exhibits effective campus citizenship is collegial; demonstrates concerns for the aims and purposes of the University; assumes a fair share of assignments to general departmental and university-level committees and commissions; takes part in admissions events, advancement, and co-curricular activities; participates, on a selected and rotating basis, in summer orientation, January Term, the Evening and Weekend Program, and other collaborative programs; serves as a faculty advisor or consultant to student organizations; and serves, as appropriate, as a member of a faculty mentoring committee.

A faculty member who participates in area civic, cultural, and religious organizations—as a speaker, lay leader, academic expert, and/or ordinary volunteer—builds vital connections between campus and community and, thus, contributes to the enrichment of both.

An effective advisor is, above all, actively committed to the well-being of every student and, beyond the mechanics of class schedules and degrees, seeks to guide each advisee toward sound habits of action, mature



judgment, and a meaningful life and career beyond Virginia Wesleyan University.

An effective advisor is conversant with, and follows, the academic regulations of the University, knows how to access online advising information, attends advising workshops, assumes a fair share of advisees, schedules an appropriate amount of time for meeting with advisees during the semester, renders sensitive guidance designed to help students succeed in the curriculum and career, and, as necessary, refers students to support services (such as the Learning and Counseling centers) within the University.

The tangible evidence of service can include, but are not limited to:

- an enumeration of committee and organizational responsibilities
- a description of particularly time- consuming and consequential assignments (*e.g.*, heading a search committee, chairing the Educational Programs Commission)
- testimonials to one's service activities
- service awards
- data on the number of students advise
- student evaluations of advising sessions
- testimonial letters from students
- participation in advising workshops
- support for various institutional initiatives

A faculty member who regularly receives a positive evaluation (either meeting or exceeding) from the school dean and the mentoring committee's optional support letters, along with a positive assessment in pre-tenure review enjoys a presumption that he or she has met the standard for effective service with regard to promotion or tenure.

### **Mentoring committees**

Each new assistant professor with a probationary appointment must, by March 31 of his or her first year of employment, form a mentoring committee composed of two or three associate or full professors, at least one of whom is from within his or her department.

It is the faculty member's responsibility to ask each of the chosen mentors if he or she is willing to serve. The composition of the mentoring committee may change over time, but must always have at least two members.

Faculty members serving as School Dean in the same school as the faculty member may not serve on the mentoring committee.

Faculty serving on the Committee of Advancement and Tenure must recuse themselves from voting on an application from a candidate upon whose mentoring committee they have served, though they may participate in deliberations on that candidate.

The purpose of these committees is to provide mentoring to faculty as they progress through pre- tenure review and the tenure application process.

In the first year, the committee's primary responsibility is to work with the new faculty member to compose a blueprint for success, or pre- tenure plan. This pre-tenure plan includes an articulation of professional development in his or her field and records the faculty member's plan of action. The initial meeting should be in response to the school dean's annual evaluation of the faculty member's performance outlined in the PAF. The pre-tenure plan will be submitted as another supporting document with the following year's PAF.

## **The Mentoring Committee Schedule**

The committee meets according to the schedule outlined below. Faculty with a typical tenure clock should follow the schedule below. Faculty who have contracted an abbreviated tenure clock are advised to work with their mentoring committees to adjust this schedule accordingly.

- Year 1: After the mentoring committee has formed it must meet at least once during the probationary faculty member's first year to discuss VWU's faculty promotion standards, the probationary faculty member's plan to meet those standards, and any issues of adjustment to VWU's culture that may come up. The committee works with the faculty member to compose a pre-tenure plan. The committee members sign off on the plan.
- Year 2: Committee meets any time during the second year. The probationary faculty member is responsible for circulating the school dean's evaluation among committee members prior to, or at, this meeting. The committee works with the faculty member to update the pre-tenure plan as necessary. The committee members sign off on the plan.
- Year 3: Prior to the probationary faculty member's pre-tenure review, the faculty member may request that the mentoring committee write a letter to the Committee on Advancement and Tenure that addresses the faculty member's progress toward tenure over the span of time since being hired by the University.
- Year 4: The committee meets to discuss the pre-tenure review.
- Year 4, 5, 6: The committee meets as deemed necessary to discuss the probationary faculty member's progress toward tenure, updating the pre-tenure plan as needed.
- Year 6: Prior to the probationary faculty member's application for tenure, the faculty member may request that one or more members of the mentoring committee write a letter of support to the Committee on Advancement and Tenure.
- In addition to prescribed meeting times, the new faculty member is also encouraged to consult informally with members of the mentoring committee throughout the academic year.
- Teaching observations will be completed on a voluntary basis.

## **Pre-tenure review**

Faculty who have served their entire probationary period at Virginia Wesleyan must present materials for a pre-tenure review in the spring of their third year of service. Faculty who have received written credit for service elsewhere will submit materials in the year agreed upon at the time of initial appointment.

In the case of extensions granted after initial appointment or other extenuating circumstances, the VPAA and the faculty member may agree to change the time the faculty member presents materials for pre-tenure review.

The materials required for the pre-tenure review are the same as those required for tenure review, except that an outside letter is not required.

After consideration of the submitted materials, the Committee on Advancement and Tenure will prepare a report on the faculty member's progress toward meeting the required standards for promotion and will provide copies of this report to the faculty member, the mentoring committee, and the VPAA.

If the mentoring committee disagrees with any part of the pre-tenure review assessment by the Committee on Advancement and Tenure, they may request a meeting with the Committee on Advancement and Tenure to discuss and clarify the progress of the faculty member.

## **Tenure review**

Probationary candidates must present an application portfolio by November 1 of their sixth year at the University, or in whatever year has been previously specified. Failure to do so without the express written consent of the VPAA automatically defines the following year as the terminal year of employment. No further notice is required of the University.

The application portfolio must contain items i through xi; items xii through xv are optional:

- i. a letter of application, including a narrative statement
- ii. a current curriculum vita
- iii. the University's standard teaching evaluation forms for all classes
- iv. copies of all syllabi and other relevant teaching materials
- v. all of the faculty member's PAF forms
- vi. all of the school deans' annual evaluation letters
- vii. copies of all publications
- viii. letters of recommendation by the school dean and at least one member of the faculty member's department (unless there are no other members), preferably the chair
- ix. at least one letter of support from outside the institution
- x. the pre-tenure review letter(s) of the Committee on Advancement and Tenure
- xi. if the faculty member has been credited with years of service at another institution, that service should be documented in the portfolio and should be considered, and credited along with service at VWU, by the Committee on Advancement and Tenure.
- xii. all of the annual evaluation letters of the mentoring committee
- xiii. all of the teaching evaluations of the mentoring committee
- xiv. the pre-tenure review letter(s) of the mentoring committee
- xv. the tenure review letter of the mentoring committee
- xvi. The portfolio can contain any other materials the faculty member sees as useful.

The Committee on Advancement and Tenure will base its evaluation of whether the submitted materials meet (or in the case of applications for full professor, exceed) the published criteria for each standard.

If the faculty member has been credited with years of service at another institution, that service will be considered and credited along with service at VWU. The Committee on Advancement and Tenure will produce a written letter summarizing their evaluation for each candidate and recommending either promotion to associate professor and tenure or the issuance of a terminal contract, then present their findings to the VPAA and the President, who will then make the final decision.

Faculty denied promotion and tenure will be offered their current position for the full next academic year, after which they will no longer be employed by Virginia Wesleyan University. They will not have any claim to tenure.

Faculty denied promotion who believe the decision was based on other than their professional performance have grievance rights.

Faculty granted promotion to Associate Professor will at the same time be granted tenure, beginning the following academic year.

## **Post-tenure review**

The Committee on Advancement and Tenure will examine each tenured faculty member every five years to evaluate that she or he continues to meet the published criteria for the three standards. In general, reviews will occur five years after the award of tenure or the most recent promotion, whichever is more recent.

The basis for the post-tenure evaluation will be the yearly Professional Activities Forms submitted by the faculty member and the annual letters written by the appropriate school dean. The evaluation will be based on the totality of the faculty member's contributions to the University, and on the standards in place at the time of his or her hire. Faculty themselves do not need to submit any materials. Should these forms suggest a possible problem, the Committee on Advancement and Tenure may solicit the faculty member's teaching evaluations, and if it feels it necessary, materials directly from the faculty member. In the case of a tenured faculty member who has applied for and received a promotion in rank, the promotion will be viewed as satisfying the requirement for post-tenure review, and the next post-tenure review will be in five years from the time of promotion to Full.

If the Committee on Advancement and Tenure determines that the faculty member continues to meet the appropriate criteria for each of the three standards, it will so inform him or her, as well as the VPAA. If there appears to be a deficiency in one or more of the standards, it will inform the faculty member and allow him or her to provide additional information.

If the faculty member does not provide more information or the provided information does not establish that she or he is meeting the standard or standards, the Committee on Advancement and Tenure will report the deficiency to the VPAA. The VPAA will then meet with the faculty member to develop a plan for addressing the deficiency. The plan will establish in writing a set of specific objectives with respect to the faculty member's performance and a timetable, not to exceed two years, for reaching those objectives. If the faculty member objects to the plan, she or he may appeal to the Faculty Hearing Committee, which may approve the plan or ask the VPAA to modify the plan. Otherwise, the plan shall be considered binding on the faculty member and the faculty member's failure to satisfy the terms of the plan shall be grounds for the bringing of charges that could result in termination.

Nothing in this subsection shall be read to limit the authority of the VPAA to address issues of non-performance that arise outside the regular timetable for post-tenure review. If the VPAA believes that a tenured faculty member is failing to meet one or more of the performance standards, the VPAA may ask the Committee on Advancement and Tenure to conduct a post-tenure review during the current academic year, provided, however, that the faculty member shall have the opportunity to present evidence to the Committee that such a review should not take place.

### **VISITING AND SPECIAL FACULTY; ADJUNCT FACULTY**

Visiting faculty appointments are annual appointments. Their renewal is entirely at the discretion of the VPAA, provided, however, that the VPAA shall give notice of non-renewal by March 31 preceding the start of the fall semester. Except under extraordinary circumstances, the assignment of rank for visiting faculty shall follow the standards set out above and shall include "visiting" in the title.

The maximum for any full-time, visiting appointment is five years, but the maximum for a given appointment will be established in writing at the time of employment.

Visiting faculty may apply for tenure-track positions, but their position as a visiting faculty does not confer any special status in the search for a permanent position. If hired for a permanent position, the number of years to be counted toward the seven-year probationary period must be agreed in writing by the VPAA and the faculty member at the time of appointment.

Special appointments, such as for a faculty member temporarily returning from retirement, will have the same provisions as visiting appointments.

Adjunct (part-time) faculty may be hired to teach individual courses or a cluster of courses for one semester; renewal of an adjunct teaching arrangement is entirely at the discretion of the VPAA and no notice of non-renewal is required. Except under extraordinary circumstances, the assignment of rank for visiting faculty shall follow the standards set out above and shall include “adjunct” in the title. The terms and conditions of every appointment to a part-time non-tenured faculty position will be stated in writing, including the length of service. A copy of the appointment document will be provided to the part-time faculty member.

In a case of dismissal before the end of the period of appointment, the administration will set forth cause for the action and the visiting or adjunct faculty member will have the right to a hearing before the Faculty Hearing Committee.

In a case of non-reappointment, if a part-time faculty member establishes a prima facie case, to the satisfaction of the Faculty Hearing Committee, that considerations that violate academic freedom or governing policies against improper discrimination significantly contributed to his or her non-retention, it is incumbent on those who made the decision to come forward with evidence in support of that decision.

Service as a part-time faculty member does not count toward tenure, nor is it subject to the term limitations of visiting appointments.

## **LIBRARY FACULTY**

Guidelines for initial assignment of professional rank:

- A. Librarian I / Instructor Librarian (correlates to Instructor.) Entry-level rank for Librarians; earned terminal degree;<sup>1</sup> potential for continued commitment to academic librarianship, professional development, and academic service with the expectation of successful overall performance.
- B. Librarian II / Assistant Librarian (correlates to Assistant Professor.) Earned terminal degree or equivalent; three years of full-time professional experience at VWU or elsewhere; demonstrated continuing commitment to academic librarianship, professional development, and academic service through participation in continuing education, professional associations, and service to the University.
- C. Librarian III / Associate Librarian (correlates to Associate Professor.) Earned terminal degree or equivalent; six years of full-time professional experience at VWU or elsewhere; demonstrated record of achievement to academic librarianship, professional development, and service to the University.
- D. Librarian IV / Senior Librarian (correlates to Professor.) Earned terminal degree or equivalent; ten years of full-time professional experience at VWU or elsewhere; service at the Associate Librarian level at VWU for at least four years; demonstrated excellence in position effectiveness and significant contributions to the library profession and the University.

### **Salary Determination**

Taking into consideration their twelve-month schedules, without extra pay for January Term or Summer Sessions, librarians merit salaries equivalent to their correlating academic ranks. After salaries are initially brought to an equitable level, librarians will be held to the same procedures and policies outlined in the Faculty Handbook regarding ordinary and extraordinary salary increases.

### **Annual evaluations**

Librarians will submit a Professional Activity Form to the Library Director, who will then submit the form to the VPAA along with an annual evaluation for each librarian.

### **Promotion policy**

Requests for promotion will be submitted to the Director of the Library, who will then forward requests and relevant material to the Committee on Advancement and Tenure. Following these submissions, the process outlined in the Faculty Handbook will be followed, utilizing the following criteria: Candidates for promotion must rigorously demonstrate their proficiencies in the areas of faculty excellence for librarians, and they must also meet the minimum standards as set forth in the professional ranks. Exceptions, such as the application of equivalent professional experience to degree or teaching experience requirements should be agreed upon in writing at the time of appointment. When a librarian is being considered the Director or her designate will be available during the deliberation of the Committee on Advancement and Tenure to answer questions for the committee, as needed, about current practices in the library profession.

Items to be submitted in the portfolio include:

- i. a letter of application, including a narrative statement
- ii. current curriculum vitae
- iii. all of the faculty member's Professional Activity Forms (PAFs)
- iv. all of the Library Director's/VPAA's annual evaluation letters

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<sup>1</sup> \* Statement on the terminal professional degree for academic librarians.

"Approved as policy by the Board of Directors of the Association of College and Research Libraries, a division of the American Library Association, on January 23, 1975. Reaffirmed by the ACRL Board of Directors, June 2001 and June 2007. Modified and reaffirmed by the ACRL Board of Directors at the Spring Executive Committee Meeting, May 11, 2011. The Master's degree from a program accredited by the American Library Association or from a program in a country with a formal accreditation process as identified by ALA's Human Resource Development and Recruitment Office is the appropriate terminal professional degree for academic librarians." <http://www.ala.org/acrl/standards/statementterminal>, visited March 1, 2013

- v. copies of all publications
- vi. letter of recommendation by the Library Director/VPAA
- vii. a letter of recommendation from at least one VWU faculty colleague with whom the librarian has worked closely and a librarian colleague outside of VWU who can speak to contributions within the profession. For those seeking the rank of Senior Librarian at least three letters of support noting that the applicant has achieved significant recognition by peer professionals from outside the institution are required.
- viii. if the faculty member has been credited with years of service at another institution, that service should be documented in the portfolio and should be considered, and credited along with service at VWU, by the Committee on Advancement and Tenure.
- ix. The portfolio can contain any other materials the faculty member sees as useful.

### **Criteria for Advancement of Library Faculty**

Decisions regarding promotions will be made by the President upon the recommendation of the VPAA and the Committee on Advancement and Tenure. The Committee on Advancement and Tenure will base its recommendations on the policies and criteria defined below.

To be promoted to Associate Librarian, Assistant Librarians must demonstrate that they meet the Virginia Wesleyan standard in three assessed categories: a) teaching and research assistance effectiveness, b) professional development, and c) service. To be promoted to Senior Librarian, Associate Librarians must demonstrate that they significantly exceed the standard for teaching effectiveness as well as that of one other category, while demonstrating that they that they continue to meet the standard for the remaining one.

### **The standard for teaching effectiveness**

Teaching that engages, challenges, and transforms students is the centerpiece of the Virginia Wesleyan academic experience. As a general matter, an effective teacher exudes a passion for the subject matter and the quest for truth, sparks students' intellectual curiosity, draws them into the research enterprise, pushes them to work hard and think creatively, and serves as a model of integrity, commitment, compassion, and a life of learning.

A library faculty member who meets the standard of effective teaching:

- possesses current knowledge of information literacy standards and best practices in library instruction
- exhibits careful preparation in classroom presentations
- effectively draws students into the learning process through a variety of pedagogical approaches
- works in close collaboration with course instructors to develop learning outcomes for library sessions that are relevant to the course assignments and learning goals
- develops assessments that evaluate student learning related to the library session
- develops activities that stress conceptual understanding, critical thought, student engagement, inquiry, and research
- is accessible to students for guidance outside the library session
- displays civility inside and outside the library
- responds constructively to student feedback, peer observations by library faculty and feedback from instructional faculty
- revises and updates library instruction to keep it current and compelling

Tangible evidence of teaching effectiveness could include the number of instruction sessions taught; the number of research consultations held with individual students or faculty; post-instruction feedback from faculty and students; feedback from instructors and other librarians on lesson plans; creation of instructional tools (research guides, tutorials, etc.); student learning assessment.

### **The standard for professional development**

Virginia Wesleyan recognizes that the professional vitality of its library faculty nourishes the curriculum and

enhances the quality of the classroom experience.

Examples of notable professional vitality for library faculty can include, but are not limited to:

- participation on a panel at professional conference
- presenting at a professional meeting
- serving as a committee member or committee chair in a professional organization
- writing an article or book chapter for publication
- receiving an honor or award from a professional association
- writing or co-authoring a grant proposal
- taking a significant role in the organization of a professional conference or meeting
- acceptance in a competitive professional development program or institute
- completion of an online course related to professional development for librarians
- supervising/mentoring of graduate student interns from Library/Information Science Master's programs

The core value to be assessed here is sustained professional engagement beyond the campus setting, consistent with the norms of librarianship and the limitations of a teaching- centered institution. A professionally engaged library faculty member will show that she or he, as a threshold matter with regard to promotion, averages one significant activity every two years. The engaged librarian seeking promotion to Senior Librarian, in addition, will be able to document, via three letters from external evaluators, that she or he has achieved significant recognition of peer professionals beyond the campus setting.

#### **The standard for service to the University and community**

A faculty member who exhibits effective campus citizenship:

- is collegial
- demonstrates concerns for the aims and purposes of the University
- assumes a fair share of assignments to general departmental and university- level committees and commission
- takes part in admissions events, advancement, and co- curricular activities
- participates, on a selected and rotating basis, service-learning initiatives and other collaborative programs
- serves as a faculty advisor or consultant to student organizations

A faculty member who participates in area civic, cultural, and religious organizations—as a speaker, lay leader, academic expert, and/or ordinary volunteer—builds vital connections between campus and community and, thus, contributes to the enrichment of both. An effective member of the library faculty is, above all, actively committed to the well-being of every student and, beyond the mechanics of class schedules and degrees, seeks to guide each advisee toward sound habits of action, mature judgment, and a meaningful life and career beyond Virginia Wesleyan University.

An effective librarian is conversant with, and follows, the academic regulations of the University, knows how to access on-line advising information, attends academic workshops, renders sensitive guidance designed to help students succeed in the curriculum, and, as necessary, refers students to support services (such as the Learning and Counseling centers) within the University. The tangible evidence of service can include, but are not limited to, a listing of committee/task force participation, a description of particularly time-consuming and consequential assignments (e.g. strategic planning, search committees, etc.) testimonials to one's service activities, service awards, and participation in academic workshops.



## **TERMINATION OF APPOINTMENTS**

### **Termination of Appointments by Faculty Members**

Faculty members may terminate their appointments effective at the end of an academic year, provided that they give notice in writing at the earliest possible opportunity, but not later than May 15, or thirty days after receiving notification of the terms of appointment for the coming year, whichever date occurs later. Faculty members may properly request a waiver of this requirement of notice in case of hardship or in a situation where they would otherwise be denied substantial professional advancement or other opportunity.

### **Termination of Appointments by the Institution**

Except in the case of financial exigency or the bona fide discontinuance of a program or department, adequate cause for the dismissal of tenured or probationary faculty will be related, directly and substantially, to their fitness in their capacities as teachers or researchers. Dismissal will not be used to restrain faculty members in their exercise of academic freedom or other rights of American citizens.

### **Financial Exigency or Discontinuance of Departments or Programs**

Where termination of appointment is based upon financial exigency, or bona fide discontinuance of a program or department of instruction, faculty members will be entitled to have the issues reviewed by the faculty, or by a committee of the faculty, with ultimate review of all controverted issues by the Board of Trustees. The dismissal of any tenured faculty member, including under this clause, must be specifically approved by the Board of Trustees.

If a dismissal or dismissals under this clause are necessary for the health of the institution, the faculty member or members concerned will be given notice as soon as possible, and never less than twelve months' notice, or in lieu thereof, will be given severance salary for twelve months or a combination of notice and severance salary equaling twelve months. Before terminating an appointment because of the abandonment of a program or department of instruction, the University will make an effort to place affected faculty members in other suitable positions. If an appointment is terminated before the end of the period of appointment, because of financial exigency, or because of the discontinuance of a program of instruction, the released faculty member's place will not be filled by a replacement within a period of two years, unless the released faculty member has been offered reappointment and a reasonable time within which to accept or decline it.

#### **Probationary faculty**

Probationary faculty whose performance falls so seriously below the criteria required for promotion that they are unlikely to be able to reach them by the time of their tenure review may be dismissed according to the procedures detailed below.

A probationary faculty member who is not to be reappointed will be notified in writing by the President, not later than March 1 of the first year of academic service (or three months prior to termination of an appointment that ends during the academic year) and not later than December 15 of the second year of service (or six months prior to the end of a contract terminating during the academic year). Probationary faculty members in their third or subsequent year of service who are not to be reappointed will be given written notice of non-renewal twelve months prior to the end of their contract.

#### **Tenured faculty**

Except in cases of financial exigency or the discontinuance of departments or programs, tenured faculty may only be dismissed for justifiable cause and through the procedures laid out here.

## **DISMISSAL AND SANCTION PROCEDURES**

### **Faculty Hearing Committee**

There will be a Faculty Hearing Committee consisting of three members of the full-time teaching faculty, (one of whom will hold the rank of professor, one at associate professor, and one at assistant professor or instructor rank), elected annually by the faculty. This committee will consider any charges brought against a tenured faculty member which are transmitted to it by the VPAA. Vacancies or disqualification of members of the committee will also be filled by a majority vote of the faculty by persons of the same rank as the member who has been disqualified.

### **Charges against a faculty member**

Charges which could result in termination may be brought by an interested party by delivering a written complaint to the VPAA who will immediately transmit the charges to the Faculty Hearing Committee. Specific charges in writing will be sent promptly to the faculty member. The faculty member will within five (5) days of receipt of the charges notify the VPAA of any challenge for cause of a member or members of the faculty committee, together with the reasons therefore.

Within five (5) days of receipt of the notice, the VPAA will notify the faculty member of his decision on the challenge, and, if the challenge is upheld, the faculty will promptly elect a substitute for any disqualified member. The substitute will serve during any hearing related to the charges for which the regular member of the committee was disqualified. A member of the committee will remove himself or herself from a case, either at the request of a party or on their own initiative, if the faculty member deems himself or herself disqualified for bias or interest.

### **The Hearing**

Notice of a hearing will then be given the charged faculty member at least 20 days prior to the faculty committee hearing. Prior to the hearing, the faculty member will have the right to know who is to testify against him/her, provided that after the hearing begins the faculty member will be entitled to receive reasonable notice of any additional witnesses.

The faculty member may waive a hearing or may respond to the charges in writing at any time before the hearing. If the faculty member waives a hearing, but denies the charges against him/her or asserts that the charges do not support a finding of adequate cause, the faculty committee will evaluate all available evidence and rest its recommendation upon the evidence before it. The faculty committee, after consultation with the President and the faculty member, will exercise its judgment as to whether the hearing should be public or private. A verbatim record of the hearing or hearings will be taken and a typewritten copy will be made available to the faculty member without cost to him or her, at her or his request.

During the proceedings, the faculty member will be permitted to present witnesses, to be heard in his or her own behalf and to be accompanied by an academic advisor of his or her own choice. The administration may have an academic representative, and this representative will have the right to present evidence and examine witnesses.

### **Review by the Board of Trustees**

If dismissal or other severe sanction is recommended, the President will, if requested by the faculty member, transmit to the Board of Trustees the record of the case. The Board of Trustees' review will be based on the record of the Faculty Hearing Committee, and it will provide opportunity for argument, oral or written or both, by the principals at the hearings or by their representatives. The decision of the Faculty Hearing Committee will either be sustained or the proceeding returned to the committee with specific objections. The committee will then reconsider, taking into account the stated objections and receiving new evidence if necessary. The Board of Trustees will make a final decision only after study of the committee's reconsideration.

The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence and the administration of the University will, insofar as it is practicable for it to do so, secure the cooperation of such witnesses and will make available necessary documents and other evidence within its control. The faculty committee will not be bound by strict rules of legal evidence, and may hear any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available. If the Faculty Hearing Committee concludes that adequate cause for dismissal has not been established by the evidence, it will so report to the President. If the President rejects the conclusion, he will state in writing to the faculty member and the Faculty Hearing Committee his reasons for doing so, and provide an opportunity for response before transmitting the case to the Board of Trustees. If the hearing committee concludes that adequate cause for a dismissal has been established, but that an academic penalty less than dismissal would be more appropriate, it will so recommend, with supporting reasons.

Until the final decision upon termination of an appointment has been reached, the faculty member may be suspended or assigned to other duties. Salary will continue during the period of suspension. Except for such simple announcements as may be required, covering the time of the hearing and similar matters of fact, public statements and publicity about the case will not be provided by either the faculty member or the administration so far as possible until a final decision has been rendered.

#### **Imposition of major sanctions other than dismissal**

If the administration believes that the conduct of a faculty member, although not constituting adequate cause for dismissal, is sufficiently grave to justify imposition of a severe sanction, such as suspension from service for a stated period, the administration may institute a proceeding to impose such a severe sanction; the procedures outlined in b, c, and d above will govern such a proceeding.

#### **Imposition of minor sanctions**

If the administration believes that the conduct of a faculty member justifies imposition of a minor sanction, such as a reprimand, it will notify the faculty member of the basis of the proposed sanction and provide the faculty member with an opportunity to persuade the administration that the proposed sanction should not be imposed.

A faculty member who believes that a major sanction has been incorrectly imposed under this paragraph, or that a minor sanction has been unjustly imposed, may appeal the decision of the Faculty Hearing Committee. The hearing on the appeal need not follow all the forms outlined in b and c above, but the hearing must be on the record and must allow for both sides to introduce evidence and witnesses. The Faculty Hearing Committee will make its recommendation to the VPAA and the President, the latter of whom will make the final decision.

#### **Terminal salary or notice**

If the appointment is terminated, the faculty member will receive salary or notice in accordance with the following schedule: at least three months, if the final decision is reached by March 1 (or three months prior to the expiration) of the first year of probationary service; at least six months, if the decision is reached by December 15 of the second year (or after nine months but prior to eighteen months) of probationary service; at least one year, if the decision is reached after eighteen months of probationary service or if the faculty member has tenure. This provision for terminal notice or salary need not apply in the event that there has been a finding that the conduct which justified dismissal involved moral turpitude. On the recommendation of the Faculty Hearing Committee or the President, the Board of Trustees, in determining what, if any, payments will be made beyond the effective date of dismissal, may take into account the length and quality of service of the faculty member.

## **COMPLAINTS OF VIOLATION OF ACADEMIC FREEDOM OR OF DISCRIMINATION IN NON-REAPPOINTMENT**

If a faculty member in a probationary or other non-tenured appointment alleges that a decision against reappointment was based significantly on considerations that violate (a) academic freedom or (b) governing policies on making appointments without prejudice with respect to race, sex, religion, national origin, age, disability, marital status, or sexual orientation, the allegation will be given preliminary consideration by the Faculty Hearing Committee, which will seek to settle the matter by informal methods.

The allegation will be accompanied by a statement that the faculty member agrees to the presentation, for the consideration of the faculty committee, of such reasons and evidence as the institution may allege in support of its decision. If the difficulty is unresolved at this stage, and if the committee so recommends, the matter will be heard in the manner set forth above, except that the faculty member making the complaint is responsible for stating the grounds upon which the allegations are based, and the burden of proof will rest upon the faculty member. If the faculty member succeeds in establishing a prima facie case, it is incumbent upon those who made the decision against reappointment to come forward with evidence in support of their decision. Statistical evidence of improper discrimination may be used in establishing a prima facie case.

## **POLITICAL ACTIVITIES OF FACULTY MEMBERS**

Faculty members, as citizens, are free to engage in political activities. Where necessary, leaves of absence may be given for the duration of an election campaign or a term of office, on timely application, and for a reasonable period of time. The terms of such leave of absence will be set forth in writing, and the leave will not affect unfavorably the tenure status of a faculty member, except that time spent on such leave will not count as probationary service unless otherwise agreed in writing.

## **ADMINISTRATIVE PERSONNEL AND OTHER ACADEMIC STAFF**

### **Administrative staff**

The foregoing regulations apply to administrative personnel who hold academic rank, but only in their capacity as faculty members. Administrators who allege that a consideration that violates academic freedom, or governing policies against improper discrimination as stated above, significantly contributed to a decision to terminate their appointment to an administrative post, or not to reappoint them, are entitled to the procedures set forth in the section on Dismissal and Sanction Procedures.

### **Other academic staff**

In no case will a member of the academic staff who is not otherwise protected by the preceding regulations that relate to dismissal proceedings be dismissed without having been provided with a statement of reasons and an opportunity to be heard before a duly constituted committee. (A dismissal is a termination before the end of the period of appointment.)

With respect to the non-reappointment of a member of such academic staff who establishes a prima facie case to the satisfaction of a duly constituted committee that considerations that violate academic freedom, or of governing policies against improper discrimination as stated in the section on termination of appointments by the university, significantly contributed to the non-reappointment, the academic staff member will be given a statement of reasons by those responsible for the non-reappointment and an opportunity to be heard by the committee.

## **GRIEVANCE PROCEDURE**

If any faculty member alleges cause for grievance in any matter not covered by the procedures described in the above regulations, the faculty member may petition the Faculty Hearing Committee for redress. The petition will set forth in detail the nature of the grievance and will state against whom the grievance is directed. It will contain any factual or other data that the petitioner deems pertinent to the case.

Statistical evidence of improper discrimination, including discrimination in salary, may be used in establishing a prima facie case. The committee will decide whether or not the facts merit a detailed investigation; if the faculty member succeeds in establishing a prima facie case, it is incumbent upon those who made the decision to come forward with evidence in support of their decision. Submission of a petition will not automatically entail investigation or detailed consideration thereof. The committee may seek to bring about a settlement of the issue(s) satisfactory to the parties.

If in the opinion of the committee such a settlement is not possible or is not appropriate, the committee will report its findings and recommendations to the petitioner and to the appropriate administrative officer and faculty body, and the petitioner will, upon request, be provided an opportunity to present the grievance to them. The grievance committee will consist of three [or some other number] elected members of the faculty. No officer of administration will serve on the committee.

## THE HIRING PROCESS

At the beginning of each academic session departments may submit requests for faculty positions, reflecting the need either to fill vacancies or to expand the number of departmental positions. A committee consisting of the school deans will review the requests, incorporating interviews with requesting chairs, and then make recommendations to the President and VPAA, who in turn will make final determination.

When a new faculty position has been approved, the VPAA confers with the appropriate school dean and department chair before naming a search committee. In addition to the persons just named, the committee normally consists of two or three additional persons from the department involved or from related departments.

The screening committee develops a job description, a time table with deadline for receiving applications, and an announcement to be posted in/on venues such as the *Chronicle of Higher Education*, professional association websites, and professional journals. The position must also be advertised in venues aimed at underrepresented populations. Frequently, position announcements also are sent to numbers of graduate schools. Potential candidates are requested to send a letter of application in which they state their philosophy of education; a resume; letters of reference; and other pertinent materials, including a diversity statement. Members of the committee review applications as they arrive.

Once the published deadline for receiving applications has passed, the VPAA calls a meeting of the committee for the purpose of a final screening in which the top candidates are identified. The screening process will include a consideration of professional experience and the candidates' ability to teach and mentor students from diverse populations. A short list of 5-10 individuals will be identified for phone or video interviews. Short lists must include at least one candidate from an underrepresented population. Normally the top three candidates are invited to the University for interviews which take from one to one and one-half days. Included in the interview process are those faculty members whose teaching fields are in some way related to that of the candidate, the four school deans, the president, the VPAA, and a representative group of students. Faculty members and students who have a particular interest in a given position may ask to be included in the interview process. The object is to allow those who participate in the interviews to have free exchanges with the candidates and to give the candidates a full understanding of the position and a strong "feel" for the nature of the University.

All who have participated in the interviews provide a written evaluation of each candidate. The Screening Committee meets again to review these responses and by consensus to pick the top candidate, to whom the VPAA then makes an offer of appointment. If the Screening Committee cannot reach a consensus, or if none of the candidates is judged to be viable, the search process may be extended.

The precise terms and conditions of every appointment will be stated in writing and be in the possession of both institution and teacher before the appointment is consummated. In cases where prior experience at another institution or institutions is to be used as a basis for appointment at a rank higher than assistant professor or for fixing eligibility for consideration for promotion or tenure earlier than the guidelines in effect at the University, the years of previous service to be credited will be determined and set forth in writing at the time of initial appointment. The only previous service which will be taken into account is full-time faculty service at an institution of higher education that was accredited or was an official candidate for accreditation by a recognized United States accrediting agency.

## **TRANSITIONAL POLICIES FOR THE NEW ADVANCEMENT AND TENURE POLICY**

### **Implementation of the new system**

This transition system assumes the following: that the Trustees, University Administration, and Faculty Assembly, have approved a tenure and promotion policy as stipulated in AAUP guidelines prior to Spring of 2009; that the restructured promotion and tenure committee outlined above has been approved by the three constituencies named above prior to the Spring of 2009; and that a revised mentoring process as well as the definitions for the standards by which faculty will be evaluated also has been approved by the three constituencies named above prior to the Spring of 2009.

The current three-person Committee on Advancement and Tenure will expand to five members in the spring of 2009, constituted as stated in 4.b of the “Policies Relating to Academic Freedom, Faculty Evaluation, and Employment” document. The larger committee will begin evaluating faculty in the 2009-10 academic year.

In addition, before the new policy can go into effect, the faculty will have to establish the three standards it requires for promotion evaluation. The Standards Committee (defined in the Advancement and Tenure policy document) will present to the faculty a set of criteria for each of the three standards. Only upon approval by the faculty can the standards be placed in the faculty handbook. This process will insure that the criteria for the three standards are reasonable for all faculty and are consistent with administrative assessment of those standards.

If all of the above happen, the new system will be in force for new hires whose first year on campus is 2009-2010. For those in this class who are not granted time based on full-time service elsewhere, mandatory pre-tenure review based on all new requirements clearly stated in a revised faculty handbook will occur in the Spring of 2012 and Tenure review (up or out with Tenure and Associate being granted simultaneously) will occur in the Fall of 2014. The deadlines for pre-tenure review and/or tenure may be adjusted by mutual agreement of the faculty member and the VPAA in the event of unusual circumstances, as specified in the permanent policy document.

For purposes of implementing the initial round of post-tenure review, the VPAA shall establish a schedule of reviews so that approximately one-fifth of the tenured faculty are reviewed in each year, beginning in the 2009-10 academic year.

### **Rules for faculty employed before the implementation of the new system, but not yet promoted to Associate Professor or granted tenure**

Faculty hired prior to the Spring of 2009 and who have not yet been promoted to Associate Professor and/or granted tenure may if they wish form mentoring committees, as described in the section on Policies Relating to Academic Freedom, Faculty Evaluation, and Employment. Their advancement and tenure applications will be treated in the following manner:

### **Eligible for Promotion 2007-2008, 2008-2009 (either for first time or after being denied in a prior attempt)**

Old system, tenure and promotion considered separately, failure to achieve either promotion or tenure allows a faculty member to try again. If, in the unlikely event, a faculty member has not achieved tenure and/or promotion by the academic year 2009-2010, that member must submit materials in the fall of 2009. A failure to achieve tenure and/or promotion at this point will result in the fall 2009 evaluation being treated as a pre-tenure review with the faculty member being mandated to apply within one to three years for tenure and promotion again. If the faculty member is not approved for tenure and/or promotion after that period of time, he or she will receive a terminal, one-year contract. Failure to reapply will result in a terminal, one- year contract. Criteria for promotion and tenure will be based on the requirements stated in the faculty hand book at the time of hire and as documented by the promotion and tenure standards committee in Fall 2008, which will serve as a guide to the transitional candidates and the Advancement and Tenure Committee alike.

**Eligible for Promotion in 2009-2010, 2010-2011, 2011-2012, 2012-2013, 2013-2014 (for first time only)**

New system -modified, faculty in these cohorts must apply for combined tenure and promotion when eligible, but if they are not granted tenure, their tenure application will be treated effectively as a mid-tenure review with the faculty member being mandated to reapply for tenure within one to three years. If the faculty member is not approved a second time, she or he will receive a terminal, one-year contract. Failure to reapply will result in a terminal, one-year contract. Criteria for promotion and tenure will be based on the requirements stated in the faculty hand book at the time of hire and as documented by the promotion and tenure standards committee in Fall 2008, which will serve as a guide to the transitional candidates and the Advancement and Tenure Committee alike.

**The special case of faculty members who have met their eligibility requirements prior to 2007-2008 but have not chosen to submit tenure and/or promotion materials**

Faculty who are eligible to go up for tenure under the old system but have not done so will be required to apply under the old system in 2008-2009. If tenure and/or promotion is denied under the old system, that faculty member will be required to submit materials in the fall of 2009. A failure to achieve tenure and/or promotion at this point will result in the fall 2009 evaluation being treated as a pre-tenure review with the faculty member being mandated to apply within one-three years for tenure and promotion again. If the faculty member is not approved for tenure and/or promotion after the period of time, he or she will receive a terminal, one-year contract. Failure to apply will result in a one- year terminal contract. Criteria for promotion and tenure will be based on the requirements stated in the faculty hand book at the time of hire and as documented by the promotion and tenure standards committee in Fall 2008, which will serve as a guide to the transitional candidates and the Advancement and Tenure Committee alike.

**Faculty whose employment at Virginia Wesleyan began before September 1, 1995**

Faculty in this category may choose to be exempt from the requirement to participate in the tenure and promotion process, in which case they may not move beyond their current rank. If they choose to participate, they must notify the VPAA of that intention with the understanding that they have to comply with the process outlined in paragraph “c”. Criteria for promotion and tenure will be based on the requirements stated in the faculty hand book at the time of hire and as documented by the promotion and tenure standards committee in Fall 2008, which will serve as a guide to the transitional candidates and the Advancement and Tenure Committee alike.

**The special case of faculty members who are in the category of exempt from contractual stipulations**

Agreements between the administration and these faculty members should remain in place and be honored.

**Rules for tenure track faculty whose initial appointment to the Associate or Full professor level was made prior to the implementation of the new system**

Faculty hired at or above the associate level who have not yet reached their eligibility year to apply for tenure must apply for tenure in the year stipulated by their contract. A failure to achieve tenure at this time will result in this evaluation being treated as a pre-tenure review with the faculty member being mandated to apply within one-three years for tenure again. If the faculty member is not approved for tenure after the period of time, he or she will receive a terminal one-year contract. Failure to reapply will result in a terminal one-year contract. Criteria for tenure will be based on the requirements stated in the faculty hand book at the time of hire and as documented by the promotion and tenure standards committee in Fall 2008, which will serve as a guide to the transitional candidates and the Advancement and Tenure Committee alike.



## **SALARY DETERMINATION**

### **Ordinary Salary Increases**

Each year, by the time that contracts are distributed, the administration will announce a standard increase, if any, for all faculty members.

### **Extraordinary Salary Increases**

Faculty can receive extraordinary salary increases (above the standard percentage increase) on the basis of (a) merit, based on recommendations of school deans, department chairs and/or other faculty colleagues, the VPAA and or the President; (b) equity that addresses compression, inversion, or other inequities; and/or (c) any other reason that the President and/or VPAA deems worthy of consideration.

### **Salary Petitions**

An individual faculty may submit a letter requesting special consideration for an extraordinary salary increase for any of the reasons listed above. Eligibility for an extraordinary increase does not depend, however, on the submission of a letter; further, submission of a letter does not ensure an extraordinary increase.

### **Salary Increases for Promotion in Rank**

The salary increase for promotion will be commensurate with the standards of the faculty members' new rank.

### **Merit-based Stipends**

These guidelines do not preclude the awarding of merit-based stipends based on recommendations by school deans, the VPAA, the President, department chairs and/or other faculty colleagues.

# **PERIODIC EVALUATIONS AND FACULTY DEVELOPMENT**

## **PERIODIC EVALUATIONS FOR ALL FACULTY MEMBERS**

For purposes of periodic evaluation, faculty are required to annually submit to the VPAA the following materials in electronic form, via the Director of Institutional Research. The following materials are due June 1:

- Professional Activities Form (PAF)
- current course syllabi
- Student Course and Instructor Evaluation Forms, either hard copy or on Blackboard.

Optional materials include:

- peer evaluations
- a self-evaluation essay
- copies of publications, speeches or presentations
- letters of appreciation
- teaching portfolios
- electronic copies of examinations
- other items documenting performance

School deans review these submissions, along with any additional reports from the VPAA, which she or he deems appropriate, and evaluate each of the faculty in their schools by producing and submitting periodic evaluation reports. Department directors/chairs shall have access to departmental colleagues' PAF and student course evaluations for the limited purpose of evaluating departmental programs. For departments such as Education and Sport and Recreation Professions that are subject to external accreditation, the relevant department director/ chair shall consult with the school dean in preparing the evaluation reports for that department's faculty. These reports are shared with the faculty and reviewed by the VPAA in preparation for making recommendations to the President for salary increases. Professional Activities Forms are circulated to faculty via email each spring.

## **Reviewing the Performance of Professional Duties**

In addition to many laudatory comments, the VPAA regularly receives concerns about faculty members from members of the campus community. Students may bring concerns about problems with availability of faculty, about classroom or grading issues, or about communication challenges. Faculty may bring concerns about departmental conflicts, organizational commitment, participation in governance, meeting deadlines, or issues of cooperation and authority. Coordinators and/or the registrar may bring concerns about class meeting and enrollment issues, or the submission of grades and related procedures. School deans may have concerns arising from conditions related to the evaluation of teaching or to the submission of records and student evaluations.

It is the responsibility of the VPAA to note and evaluate such concerns and, where necessary, to further investigate and take action. In cases where the VPAA deems there is sufficient cause to believe the faculty member is not meeting expectations, she/he will speak about those expectations with the faculty member in question, and as a follow up, write a report to be sent to the faculty member and to his or her school dean. The school dean shall consider and address this report in the periodic evaluation of the faculty member and in recommendation letters to the Committee on Advancement and Tenure.

Recognizing that the continuing effectiveness of our academic program depends on the vitality of the faculty, the university offers various means of promoting continuing professional development. See the appropriate sections of this handbook.

## **PROFESSIONAL DEVELOPMENT AND TRAVEL FUNDS**

The Office of the VPAA, acting through the AVPAA, administers Faculty Development funds to support the participation of full -time faculty in professional conferences, workshops, and other professional development opportunities. Faculty can apply for funds as early as June 1, but, in any case, should apply for support as soon as they identify the need and, for full consideration, they should apply no later than February 15. Applications made after February 15 will be considered, but may not be funded as fully as earlier applications; applications made later than April 30 are unlikely to be funded.

Once the budgeted funds are exhausted, no additional professional development funding will be available for any reason.

Guidelines on the VWU website provide detailed information regarding the parameters and procedures for Faculty Development Funding applications, as well as the electronic form on which the application is submitted. To the extent that funds are available, conferences will be funded in relation to these limits:

- Faculty formally participating in a conference or seminar (that is, presenting a paper, giving a poster presentation, moderating or otherwise participating in a panel discussion, or acting as an officer of the professional organization): Up to \$1,500.
- Faculty attending a conference or workshop but not formally on the program: Up to \$500.
- Course enhancement funding: Up to \$500.
- Membership in a professional organization: Up to \$200.
- Faculty attending workshops or other instructional events that develop pedagogical knowledge that helps faculty teach more effectively: Up to \$500.

Please note that the firm total individual annual funding cap is \$1,500.

## **Summer Development Grants**

Each year the university can provide funding for several faculty development projects. This funding is available as grants to individuals or for teams of faculty. The primary purpose of this program is to encourage a wide range of professional development activities.

Projects may include research aimed at publication, the enhancement of teaching effectiveness, development of interdisciplinary interests, the design of innovative and/or interdisciplinary courses, and experimentation with new instructional modes. Funds may be used to cover travel necessary for carrying out research. Projects may also include attending seminars, short courses, or similar activities.

The full guidelines for developing a faculty development proposal and application forms may be obtained from the Office of the VPAA. Each year a spring-time deadline for proposals is announced, and an ad hoc peer committee is formed to review the proposals and to make recommendations to the VPAA with respect to the awarding of grants.

## **LEAVES OF ABSENCE**

Leaves of absence may be granted for continued academic study, research, or travel. Application for a leave must be made to the VPAA at the earliest possible date but no later than February 1 of the academic year prior to the one in which leave is to be granted. The granting of leaves will depend upon the number of faculty making application, the proposed program to be undertaken during the leave (if applicable), and the rank and length of service of the applicant. Such leaves are without pay, and the leave time does not apply toward length of service for purposes of advancement or tenure consideration.

## **SABBATICAL LEAVE POLICY**

Tenure-track faculty members who are in their sixth year of full-time teaching at Virginia Wesleyan University, and who have completed or are undergoing the tenure and review process become eligible to apply for a sabbatical which, if approved, would occur during their seventh year. Whether initially approved or not, no sabbatical can be granted for a terminal year of employment. Faculty members hired at the rank of associate or full professor become eligible to apply in their sixth year at VWU.

The sabbatical year counts as the first year of the next cycle. In the sixth year of this second cycle, faculty are eligible to apply for another sabbatical, which, if approved, would take place during the subsequent year (the thirteenth year, at the earliest); future applications would follow this model.

The applicant must present her or his departmental chair with a plan for covering courses, for taking care of advisees, and meeting the applicant's other departmental obligations. The departmental chair in turn must certify that this plan has been received and that the department can meet its obligations during the proposed sabbatical.

Faculty members who are granted sabbaticals may be relieved of responsibilities at the university for one semester with full salary or two semesters with half salary. The faculty member is obligated to return to the university for one year after the sabbatical. Requests for leave should be submitted to the VPAA by November 1 of the academic year prior to the one in which the faculty member proposes to take leave and shall be granted after approval by a faculty committee and recommended by the VPAA, with the subsequent approval of the President and the Board of Trustees. Unless it was approved as part of the sabbatical project, a faculty member on sabbatical leave from Virginia Wesleyan may not teach at another institution or receive remuneration for other services performed. Unless approved by the VPAA, faculty members may not teach overload courses at VWU while on sabbatical.

No more than 5% of the full time teaching faculty may receive a sabbatical in any academic year.

Sabbatical request forms are available online at the Faculty Forms link of the Academic Affairs website.

## **WORKSHOPS FOR FACULTY**

### **The Virginia Tidewater Consortium**

Virginia Wesleyan is a member of the Virginia Tidewater Consortium of Colleges and Universities. This organization sponsors numerous faculty workshops and seminars led by outstanding academicians and practitioners. In most instances there is no cost to participating members of the Virginia Wesleyan faculty. Announcements of the workshops are published by the VPAA.

The Virginia Tidewater Consortium also provides a summer workshop held at the College of William and Mary on the improvement of teaching. Virginia Wesleyan annually can provide funds for participation by two or more members of our faculty.

## **Virginia Foundation for Independent Colleges**

Virginia Wesleyan is one of the fifteen private colleges and universities in the Commonwealth which have been elected to membership in the VFIC. In addition to providing annual operating support for member colleges/universities, the VFIC seeks grants to fund periodic workshops in teaching technologies and other areas of support for faculty members. A VFIC endowment provides the opportunity for a Virginia Wesleyan faculty member each year to receive a Mednick research fellowship.

## **GRANTS**

### **NEH, NSF, and Similar Grants**

The National Endowment of the Humanities and the National Science Foundation offer a wide array of grants to individuals, extended summer seminars, and similar programs. Announcements of these opportunities are provided through the office of the VPAA. Numbers of Virginia Wesleyan University faculty have participated in these programs. Further information is available from the Academic Affairs office.

### **Fulbright Grants**

Persons who have an interest in pursuing a Fulbright Fellowship, or in bringing a Fulbright scholar to Virginia Wesleyan, should contact the office of the VPAA.

### **Other Grants**

Faculty and academic staff wishing to pursue grants and awards from sources external to Virginia Wesleyan University must present their funding requests in writing to the Dean of their respective school before completing/submitting any grant or award application. Faculty and academic staff must provide the following information when making such a request: (1) names of the funding source, (2) purpose of grant, (3) brief written summary of the grant prior to development, and (4) amount of grant, including a budget summary. The Dean of each school shall review this request within 5 business days and respond to requester and copy the Vice President of Academic Affairs. If the Dean approves of this grant or award activity, he or she will recommend such grant or award to the Vice President for Advancement and Special Assistant to the President to review and make a final recommendation to the President.

The Vice President for Advancement and Special Assistant to the President along with the Associate Vice President for Advancement and Executive Director of Alumni Relations will take into consideration several factors when reviewing this request including but not limited to: (1) all other grants or awards in process, (2) any matching funds requirements by granting agencies, (3) other financial implications for the university and (4) aligned with VWU's mission. The Vice President for Advancement and Special Assistant to the President will review this request within 5 business days and present a final recommendation to the President. Vice President for Advancement and Special Assistant to the President will notify the faculty member involved and copy the Vice President for Academic Affairs and the respective Dean.

# **FACULTY OBLIGATIONS**

As citizens, members of a learned profession, and officers of the university, faculty are expected to fulfill professional duties maintaining constructive and collegial relationships with faculty, students, and staff.

## **TEACHING**

### **The Virginia Wesleyan Academic Program**

The faculty at Virginia Wesleyan University are committed to an academic experience which is student-driven, but facilitated by faculty. The 4x4 curriculum emphasizes inquiry-based learning in which students learn to develop intellectual interests and independent questioning skills that lead them to new knowledge. The small student to faculty ratio allows faculty to provide individualized attention and mentorship. This is most clear in mentorship of undergraduate research and internship experiences, and through other forms of experiential learning. The VWU academic program fosters intellectual exploration and moral reflection. At VWU, the students are expected to take responsibility for their learning. They undertake substantial work and avail themselves of a wide variety of educational experiences, guided by faculty mentors. The students who will benefit most from VWU's academic program are well-organized, self-motivated, and prepared to embark upon a journey of academic and ethical transformation.

### **Teaching, Independent/Guided Study and Student Mentoring**

The normal teaching load for an academic year is 24 credit hours per school year, or the equivalent of six four-credit-hour courses (typically 18 contact hours). For teachers of the natural sciences, laboratory contact hours are equated with course credit hours, and the standard load is 21 contact hours per year. Due to the shifting needs of a growing institution, inevitably the loads of given instructors will vary from this norm, and loads over 24 credits approved by the VPAA will be compensated. Independent research/guided study supervision during the academic session is currently treated as part of one's load, without additional compensation, but faculty members are encouraged to limit themselves to two or three such projects per semester. The January Term is a three-week program offered during January of each year that enables students to enroll in one four-credit course (or two courses for a maximum of five credits) and concentrate on that academic experience. Upper-class students and faculty members are not required to participate in the January Term, but faculty members who teach during the session could reduce their teaching loads during either the spring or fall semester of that school year or receive overload compensation. The teaching semester extends through exam period. Faculty are expected to treat the exam period as a week of class, whether or not an exam is given. It is unfair to students and to other instructors to schedule exams before the exam period.

### **Faculty and Students Outside of Class**

To support student engagement, each faculty member must foster good relationships with the students both in and out of class. This does not mean that faculty members are always on call, but it does mean that they create an atmosphere of openness, that they are regularly available, and that they are knowledgeable about the university's academic program.

## **OFFICE HOURS**

Faculty are expected to be available (i.e., either on campus, by phone, via Zoom or other video conferencing software, or where appropriate by email), for advising, consultation, committee work, etc., on the days when university classes normally meet. They are expected to keep regular office hours, which are announced in their syllabi and posted near office doors. Colleagues are encouraged to add "and by appointment," because a given student's class schedule may conflict with a faculty member's regular office hours. Faculty also should indicate under what circumstances students may contact them by phone at home and via email.

## **ACADEMIC ADVISING**

Each full-time faculty member will be assigned academic advisees after one year of teaching at Virginia Wesleyan. Each faculty member is expected to become thoroughly familiar with the academic policies included in the catalog, with the General Education and other graduation requirements, and with departmental requirements. Through WebAdvisor, each adviser has access to grades, progress reports, general studies audits, academic standing, and other academic records. Typically, most advising occurs during the spring and fall semesters, especially during advising weeks prior to course registration. However, departments may be asked to advise transfer students during the summer months, and departments should devise a plan to ensure that transfer students can receive advising in a timely manner during the summer.

Upon entering the university, the student is assigned an adviser. A student desiring to change advisers secures the consent of a new adviser and notifies the Registrar's office. When a student is reassigned, both the previous and the new advisers are notified and online access to the academic files of the student involved is shifted to the new advisor. When students declare a major, they select a faculty adviser in the area of their major. Again, both advisers are notified and the new adviser will be assigned access to the advising files on WebAdvisor. Faculty members should be aware of various confidentiality requirements imposed by the university and by federal laws, e.g. VIII. Confidentiality of Academic Records and the Family Educational Rights and Privacy Act of 1974 ("FERPA").

### **Non-Academic Counseling**

There are occasions when as an adviser you will need to refer students to one of the university's professional counselors. To do so, please call Counseling Services. Students should feel free to consult with university counselors. However, these counseling services do not replace the student- faculty adviser relationship; rather, the counseling service supplements this relationship and adds a further dimension of assistance to students. Matters discussed in counseling sessions are held in confidence. Only with the student's permission are these issues shared with other people on campus. Students interested in services offered through external providers may contact the counseling office in the Batten Center. The chaplain of the university also is available for regular counseling with students.

## **COURSES, PROGRESS REPORTS, AND SUBMISSION OF GRADING**

### **Course Syllabi**

On the first meeting day of each course, faculty members are expected to provide a syllabus in either hard copy or electronic form. Faculty also must post Syllabi on Blackboard. Syllabi must include:

- the course title, number, section, and semester (ex. Fall 2019)
- the class meeting days and times (ex. MWF 8AM)
- the instructor's contact information (email and office phone)
- the instructor's office hours
- the course modality
- the course prerequisites
- the required texts and supplies
- course objectives
- an outline of course meetings and topics
- an indication of how various elements of the course will be weighted in determining the grade for the course
- a statement of grading policy (e.g. an "A" is equivalent to 92-100, or 95-100, etc.)
- the final exam information (including date and time of the exam)
- a statement on the instructor's attendance policy
- a statement on the Honor Code
- a statement about Learning Center/Writing Center
- a statement about student accommodations

## **Blackboard**

VWU uses Blackboard as its Learning Management System. Every course has a Blackboard shell. While the extent to which faculty members use Blackboard is up to individual instructor discretion, each Blackboard course shell must include the following information:

- Course syllabus
- Instructor contact information
- Final course grade
- Link to SmartEvals for course and instructor evaluations

## **Honor Code**

Every VWU faculty member has the following rights and responsibilities:

- To resolve violations of the Honor Code by private discussion with the student(s) in question after first contacting the VPAA to determine whether the student has a previous offense, and to report actions taken to the VPAA.
- To refer matters involving a violation of the Honor Code immediately to the Honor Council if the faculty member feels the situation cannot be resolved between the student and the professor.
- To provide a written statement of the charges for the Chairperson of the Honor Council.
- To have written notice of the date, time and place of any hearing in which he/she has an official interest.
- To testify before the Honor Council.
- To request a continuance be granted for good cause.

## **Progress Reports**

Faculty are expected to report lapses in attendance and weak student performance throughout the semester. Throughout the semester, faculty use the Academic Alert system to submit this information. Reporting of attendance is required by the Department of Education, so it is crucial that faculty submit information when students consistently miss class for any extended period of time.

Additionally, early in each semester the Registrar will notify faculty members of the process and deadline for submitting mid-semester progress reports so that the information will be available to students and advisers via WebAdvisor beginning on the date published in the university calendar. The information also can be helpful to the Academic Standing Committee during its deliberations each semester.

## **Final Exams and Final Grades**

Final exams are to be given on the date and during the time scheduled by the Registrar. Faculty are not to schedule exams during the final week of classes or before the exam period. A period of 2 ½ hours is scheduled for each exam. A copy of the final exam schedule is available on the Registrar's home page. Faculty have agreed to submit final grades within 48 hours of the scheduled final exam. It is important that the deadline for submission of grades be met in order to allow time for necessary processing required to meet such subsequent deadlines as certification for graduation. Senior grades should be submitted first, to be followed by grades for the remainder of the students on the class roster. Grades should be submitted electronically using WebAdvisor.

## **C- Reports**

For students earning a final grade of C- or below, faculty must complete and submit a "C- Report." C- reports will be available to students on WebAdvisor, and may also be used by the Academic Standing Committee during its deliberations each semester.



## **PROFESSIONAL RECORDS AND OBLIGATIONS**

### **Submission of Evaluation Records including Professional Activities Form**

For purposes of periodic evaluation, faculty are required to submit to the VPAA their professional activities form (PAF). This form is due June 1st and records the preceding calendar year. The materials to be submitted with this form are described in the section of this document under the heading “PERIODIC EVALUATIONS FOR ALL FACULTY MEMBERS.

### **Use of Evaluation Records including Professional Activities Form**

At the end of each semester, all students will be asked to evaluate both the course and the instructor for all classes in an online system called SmartEvals. This process serves a faculty development purpose by generating information regarding instructional methods, reading materials, course pacing, and the professionalism of the instructor. Faculty are urged to review the SmartEvals feedback after final grades have been submitted to the Registrar.

Instructors are notified when the evaluations are available on SmartEvals to verify that all of their classes are listed and to allow faculty enough time to add any additional questions to the evaluation. We begin this process approximately one month before the end of the semester. Instructors will receive an email from the SmartEvals administrator, requesting that you log on and verify your evaluations. This will also provide advance warning that the evaluation process is about to begin. Instructors are asked to remind students to open the SmartEvals email and follow the hyperlink to complete their course and instructor evaluations before the beginning of final exams. It is the responsibility of the instructor to encourage student feedback through the SmartEvals system. Results are first available to instructors AFTER end of semester grades have been turned in for ALL classes. Evaluation results and cumulative reports as well as student comments are collected online and are available for download by the instructor for your permanent records. Course and instructor evaluations are retained on file electronically by SmartEvals.com and the University.

### **Textbook Orders**

Faculty members are required to submit book orders for their classes through Akademos by the announced deadline each semester. Institutions receiving federal funding are required to distribute a list of all required/recommended textbooks and other materials required for the course to students well in advance of the start of the course, including the title, author, ISBN number and price. Timely submission of book orders by faculty helps the institution meet this obligation.

### **Overload/Adjunct Reporting**

Faculty must ensure that before classes begin for any semester, the VPAA's office gets a written record of overload hours. These, as well as adjunct hours, are to be submitted through department chairs.

### **Faculty Absences from Campus**

Faculty members who plan to be absent from their regular duties for professional reasons should inform the VPAA's administrative assistant. The purpose of this is not to check on the faculty member or in any way cause him/her to seek permission, but to provide information in case of emergency or in case of calls for the particular professor. It is assumed that personal absences will be held to a minimum and that, in such cases, the same procedure will be followed. In cases of illness, the faculty member should have someone notify the VPAA's administrative assistant so that the affected classes may be informed.

### **Extra-Contractual Employment**

Faculty must negotiate with the VPAA terms for engaging in compensated employment outside what is specified in his or her contract with Virginia Wesleyan University and should update the VPAA annually on the state of any such arrangements.

**Identification with the University**

Individuals employed by Virginia Wesleyan University should avoid at all times the use of university stationery or other official identification with the university in their personal correspondence and possible commercial contracts. When VWU faculty members speak publicly, either as official representatives of the university or on their own, they should openly differentiate between their personal views and the views of the university.

**INSTITUTIONAL SERVICE****Participation in Faculty Governance**

Faculty members are expected to attend Faculty Assembly and school meetings and to attend meetings and perform duties associated with faculty commission assignments. Faculty members are also expected to participate in departmental decision making and to share in departmental tasks and responsibilities.

**Virginia Wesleyan Pre-Session Faculty Workshops**

The Pre-Session Faculty Workshops that precede the spring and fall semesters each year are frequently built around themes that relate to professional development. Faculty Workshops are held the week before the fall and spring semesters. All faculty are expected to attend.

**Attendance at Special Occasions**

Classes are scheduled to meet Monday through Friday. Occasionally, academic events take place on weekends. Special events such as New Student Orientation, Parents and Family Weekends, VWU Days, and commencement will be announced well in advance. Attendance by faculty (or in some instances by department representatives) is expected for these events.

# SERVICES

## **LIBRARY**

The Hofheimer Library is both geographically and figuratively at the academic heart of Virginia Wesleyan University. As noted in its mission statement, the Library is “an integral component of [the University’s] educational curriculum.” Librarians support the academic mission by teaching students about the use of the library, its resources, and research strategies. Librarians collaborate with faculty on collection development and instruction, offering sessions tailored to specific courses, assignments and instructors.

Besides providing critical resources, equipment and services that enhance students’ on-campus learning experiences, the Library also serves as a link to the outside world and to resources beyond local collections. To ensure that the needs of our small liberal arts university community are met effectively and efficiently, the library’s dedicated professional staff continually evaluates library resources and services for quality, relevance, and accessibility, and strives to keep up with professional and technological advances.

## **MALBON CENTER FOR TECHNOLOGY**

The Malbon Center for Technology provides campus leadership in Information Technology (IT) Services. The Center maintains and operates the administrative computer systems (Datatel, Web Advisor and MARSIS), Internet services, and access for the university, the university’s internal computer network including wireless access, student computer laboratories, computer classrooms, multimedia classrooms, email, and office computers for faculty and staff. It is currently the policy that the faculty member’s department will fund the office computer and software needed by the members of that department. Instructional Technology is facilitated by the Director of Instructional Technology.

Requests for specific technologies or computer/software upgrades in classrooms and faculty offices are made to the Committee on Academic Computing (CAC), a standing committee of the Faculty Assembly, during the year preceding the anticipated need and are paid for out of the IT Services and Academic Affairs technology budgets.

The IT staff provides support, including maintenance, some upgrades, and instruction on solving specific issues. This service is available by calling the Help Desk at x5900. In addition, there are five general-purpose computer laboratories or spaces available to the students; Clarke 100 (open 24-7), the Hofheimer Library computer lab, the computer lab in Blocker Hall, the computers available on the second floor of Greer Hall, and the computers in the Learning Center on the second floor of Clarke Hall. Some of these labs offer printing and there is scanning and color printing available in the Clarke 100 lab and the Library computer lab. The Marlins' Creative Bay in the first floor of the Library (near the circulation desk) has three computers, several scanners, and the 3D Printer, as well as a small conference area for faculty, staff and student use.

## **OTHER SERVICES PROVIDED**

### **Mail**

#### **Sending Mail**

As a courtesy to the University, Duplication and Postal Services will handle any personal mail brought to the mail room. Personal mail must be sealed and have correct postage affixed. All stamped mail should be kept separate from all other mail. Personal mail cannot be billed to a departmental account: *no exceptions*.

### Campus to Campus Mail

Duplication and Postal Services will not accept personal packages sent from one campus address to another campus address. There is a liability risk associated with this practice.

### Receiving Mail

The University requires all faculty and staff to receive their personal mail at an address other than Virginia Wesleyan University. All packages delivered to the campus are subject to being opened, especially if it is unclear who they are for. Virginia Wesleyan University should not be given as your permanent address. Persistent failure to comply with this policy could result in your personal packages being refused by the mail center and returned to the sender. If you have any questions regarding personal mail, please contact the Duplication and Postal Services office.

### **Telephone Messages**

The University provides Voice over Internet Protocol (VOIP) phones that allow faculty and staff to leave and receive messages. These phones, through the Webex app, also allow faculty to access messages and receive calls on their cell phone and/or computer. Faculty should avail themselves of this service and their message should provide the extension of Academic Affairs for callers who need to talk with someone immediately and/or leave a detailed message. Faculty should provide Academic Affairs with an up-to-date schedule of office hours.

### **Work and Learn Program**

Virginia Wesleyan University's Work and Learn Program (WLP) is dedicated to providing students with meaningful work opportunities that allow them to better engage with the Virginia Wesleyan University community. Students will develop the necessary skills and experiences to be competitive in today's job market. The program also gives students the opportunity to actively contribute towards the cost of their education.

WLP consists of four components: Campus Cooperative, Federal Work-Study, Opus, and Residential Leadership. Participating students are able to align their academic pursuits and passions with their on-campus employment.

A limited number of work and learn students are available to support departmental needs. Requests for work-study help should be submitted to the Office of Academic Affairs in June prior to the academic year for which such help is desired. Please note: due to limited funding for the program, availability of a student worker is not guaranteed.

### **University Store**

The University Store is open weekdays during regular semesters.

### **Photocopying Services**

Photocopying machines are available for faculty use in the Library and in academic buildings across campus. Faculty may also utilize the Duplication and Postal Services office located in the Jane P. Batten Student Center.

## **BENEFITS**

The following is a synopsis of the benefits offered at Virginia Wesleyan University. In all cases, Virginia Wesleyan University will abide by any and all applicable federal and state laws. In addition, benefits are offered under the terms of each benefit plan. For more detailed information, please review the appropriate plan document or contact Human Resources.

### **Health Insurance**

The University currently offers two options for health insurance coverage. Each option offers a slightly different range of benefits with a corresponding range of monthly employee cost share premiums. A dental plan is offered with each of the two options. All full-time administrative and faculty personnel may enroll at the start of the month following commencement of employment. Full-time support staff and hourly personnel are eligible to receive this coverage at the start of the month following full-time employment. Open enrollment for health insurance is held annually, usually in October for a January 1 effective date.

### **Life Insurance**

Group life insurance is available to all full-time university employees. Premiums are paid by Virginia Wesleyan. This benefit is available to administrative and faculty personnel on the first of the month following employment, and is available to staff and hourly personnel on the first of the month following full-time employment. This benefit provides life insurance coverage at the rate of one times annual base salary rounded up to the nearest thousand unless the annual salary falls on an even thousand. It is payable to the beneficiary, designated by the employee, upon death. At the termination of employment, all employees have the option of converting to an individual policy, at the policy holder's expense.

### **Term Life and AD&D Insurance**

Employees who are eligible for VWU benefits may purchase additional term life insurance and accidental death and dismemberment insurance (AD&D) for themselves and their eligible spouses and children. There are limits to this benefit. The employee pays the total premium for this additional life/AD&D insurance; however, premiums may be paid through payroll deductions.

### **Long Term Disability (LTD)**

Group long term disability insurance is available to all full-time Virginia Wesleyan employees. Premiums are paid by the university. This benefit is available to administrative and faculty personnel on the first of the month following employment, and is available to staff and hourly personnel on the first of the month following full-time employment. LTD income begins on the ninety-first day following continuous disability and can continue to age 65. The monthly income benefit is equal to 60 percent of base monthly salary, not to exceed \$7,000 per month, less any benefits payable from Social Security or other sources. Under certain conditions, LTD income for partial disability is also available.

### **Short Term Disability (STD)**

Virginia Wesleyan offers a self-funded short term disability plan to all full-time university employees with no monthly premium requirement. The length of time an eligible employee may receive STD income is based upon total years of full-time employment with the University as follows: 0 - 1 year: not eligible; 1 - 2 years: 30 calendar days; 2 - 3 years: 60 calendar days; 3 or more years: 90 calendar days. After 90 days, the University's long-term disability policy may then be in effect (In the case of faculty, short-term disability leave may be extended at the discretion of the University for a period not to exceed one semester.). For the duration of the short term disability, an employee will receive full pay and benefits. The University reserves the right to evaluate all requests for short term disability pay on an individual basis.

### **Flexible Benefits Program**

The flexible benefits program enables participating employees to take advantage of a unique IRS-approved program which allows reimbursement on a tax-free basis for eligible health care and/or dependent care expenses. All full-time employees are eligible to participate, at the start of the month following the beginning of employment. Open enrollment for this program is held annually, usually in the Fall.

### **Long-Term Care Insurance**

Long-term care insurance covers the type of care received either at home or in a facility, when someone needs assistance with activities of daily living (bathing, dressing, toileting, transferring, continence, or eating) or suffers severe cognitive impairment. Each Virginia Wesleyan employee has a one-time opportunity to enroll in this insurance at VWU group rates without undergoing underwriting. This benefit is offered each summer to employees who were hired during the previous twelve-month period. The employee pays the total premium for this insurance; however, it may be paid through (after-tax) payroll deduction.

### **Retirement Program**

The University's retirement program is administered through TIAA-CREF. Virginia Wesleyan makes a monthly contribution to the employee's retirement account and the employee makes a minimum of a five percent (5%) contribution of his or her gross monthly salary. Eligibility begins on the first of the month following employment for all full time administrative and faculty personnel, and on the first of the month after one year of employment for all full time support and hourly personnel. Participation in this program is a condition of employment and is mandatory for all eligible personnel at age 30. Participation is optional prior to that age.

### **Tuition Remission, Assistance and Exchange Programs**

A full tuition waiver is granted to dependent children and the spouse of any full-time Virginia Wesleyan employee provided certain standards and criteria are met. Full-time University employees are eligible to enroll in classes on the basis of available space with full tuition waiver dependent upon the successful completion of the course. The **Tuition Remission Program** offers free tuition at VWU to all full-time University employees, full-time Aramark and Sodexo employees assigned to the VWU campus, and their dependent children and/or spouse. Tuition remission is available for all eligible employees, their spouse and/or their dependent children taking online courses while enrolled in the traditional undergraduate program or Evening and Weekend Program.

In addition, Virginia Wesleyan participates in two **Tuition Exchange Programs** for dependent children of faculty and administrative staff through The Tuition Exchange (TTE) and The Council of Independent Colleges Tuition Exchange (CICTE). The University must maintain a balanced exchange program, thus in some years we may not be able to send out our students or accept those from other institutions. The exchange program requires reciprocity and we must remain in balance as part of the criteria for membership in the programs. Applications for the Tuition Exchange program may be obtained from the Financial Aid Department. An Intent to Apply for Tuition Exchange Form may be obtained from the Department of Human Resources and must be submitted *before October 31* for the following academic year.

Faculty and administrative staff may apply for **Tuition Assistance** for their dependent children who are attending an institution other than Virginia Wesleyan and who are not eligible for coverage under the Tuition Exchange Program. Effective July 1, 2018, the Tuition Assistance benefit was eliminated for any new hire from that date forward. Any faculty employed prior to July 1, 2018 have grandfathered eligibility for the Tuition Assistance Program. Staff are not eligible for this benefit. With this program, VWU will pay up to ½ of the posted VWU tuition charge each semester per accepted applicant for a dependent child of an administrative employee (see Definitions later in this document) or of a VWU faculty member's dependent who is enrolled in another institution. Such grants are limited to the amount budgeted each year.

Please see the appendix of this document or the Staff Policy and Procedure Manual for the full text of this

benefits policy, and for all applicable eligibility stipulations.

### **Outside Employment**

The University discourages a full-time faculty member from accepting outside employment during the regular school session. Any outside employment must be approved in advance by the VPAA.

### **Salary Payments**

Salary checks for full-time faculty members are distributed over a twelve-month period, payable on the last working day of each month. Salary changes become effective September 1. Part-time faculty members normally receive monthly checks during the period in which they are actually teaching. See appendix for more information regarding payroll.

### **Social Security**

According to Federal Law, the university is required to withhold FICA taxes for specified amounts from each employee unless an individual has special exemptions under the law. The amount of salary subject to FICA withholding taxes varies from year to year. The current schedule may be obtained from the Office of Finance and Administration.

### **Maternity Leave**

Maternity leave is treated as any other short-term disability and will be paid according to the terms of the Short Term Disability Policy. An employee may work for as long as is permitted by her physician. If it is medically necessary for her to stop working before her due date, Short Term Disability leave will begin at that time. The employee may return to work when medically approved to do so. If, at that time, or any time during the medically necessary leave, the employee runs out of Short-Term Disability and PAL, the employee will be granted leave without pay in accordance with the federal Family Medical Leave Act. For faculty members who deliver babies over the summer or winter vacation, maternity leave begins from the date of delivery. Short Term Disability, which is the pay part of the leave, runs concurrently with the maternity leave but begins on September 1 (the start of Fall semester) or February 1 (the start of Spring semester). In the case of faculty, Short Term Disability may be extended, at the discretion of the University, for a period not to exceed one semester.

## **OTHER BENEFITS**

In addition to the above mentioned benefits which are available to full-time employees, Virginia Wesleyan offers a wide variety of benefits to its entire staff.

### **Athletics**

Faculty, Staff and their immediate family have FREE admission to all regular season VWU athletic events.

### **University Store**

At the University Store, staff and faculty receive 10% off their purchases, family members included.

### **Career Services**

The Career Services Center maintains job search training handouts on various aspects of changing jobs or career fields. The handouts include: job search strategies, resume preparation, job search correspondence, effective interviewing. A resource library is also available for staff to use during business hours for researching careers, jobs and graduate schools. Current job listings and related links are maintained on Career Services' extensive website. Please contact Career Services for the job listing user name and password. Individual career and job search counseling is available only to employees who are also graduates of VWU.

### **Chaplain's Office**

The Chaplain offers pastoral care, counseling, spiritual direction, reflection groups, hospital and home visitation upon request.

The Chaplain is available to discuss plans for weddings, baptisms, funerals and memorial services. The office is located in Room 028 inside the Jane P. Batten Student Center.

### **Civic Engagement**

The Office of Civic Engagement and Service Learning primarily engages students in service experiences off campus to develop their citizenship skills and empower them to be change agents in their communities beyond graduation. To that end, the Office invites faculty and staff members, and their families, to participate in these volunteer activities, often providing transportation and rewards for participation. Where faculty and staff members are engaging students in volunteer projects, our small community service van (seats 7) is available for scheduling and assistance is provided for community partner development and logistical arrangements.

### **Concert Series**

The Virginia Wesleyan University Concert Series presents more than a dozen music performances throughout the academic year in Hofheimer Theatre. The concerts are FREE to staff and their guest.

### **Dining Services**

Sodexo Dining Services provides food service to the Campus Community in the Boyd Dining Center Student Restaurant and the Marlin Grill Food Court in the Jane P. Batten Student Center. Meal discount rates are available to faculty. Many healthy options are available.

### **Health Services**

The Office of Health Services is staffed by two registered nurses. The office provides first aid for simple injuries as well as treatment for minor health concerns such as sore throat, common cold, allergies etc. Blood pressure checks, recommendations for local doctors and general health information can be provided.

### **Library**

VWU library materials are available for use by faculty and staff. These include academic and popular books, magazines, DVDs, and other equipment.

### **Duplication and Postal Services**

Staff members can use our services for shipping packages out (but not in) through UPS, and we also can do UPS tracking. We will do personal copying, photograph copying, laminating, binding, etc. for staff for a charge, although any university work projects must take precedence over personal projects.

### **UREC Recreation and Wellness**

A number of free recreation opportunities are available for VWU faculty, including

- Use of the Aquatics facility for open swim
- The 9-hole VWU Disc Golf course
- Use of the Batten Fitness Center
- Use of outdoor recreation equipment, as available

### **Security**

- 24 hr. escort service from the parking lots to the office or residence hall.
- Assistance with flat tires/bad batteries...will jump-start your vehicle or assist in changing a tire.
- Emergency rides...if you have a bona fide emergency and have no way to get back to campus, give us a call, we can help.



**Campus Life**

Virginia Wesleyan University faculty and staff can attend all Wesleyan Activities Council, Greek Life, Club and Organizations and Leadership events for FREE. The week and weekend events are listed on the website. Additionally, outside guests of our campus community may gain tickets to these events online as announced. Many of these events are family friendly. Attending these events not only gives you a peek at what students are involved in out of the classroom but also builds our campus community.

**Student Counseling Services**

In Student Counseling Services, both clinicians are available to staff members and faculty for consultations and brief therapy. We are also able to suggest referrals in the community for anyone who needs ongoing treatment or would rather work with someone off campus.

**Fine and Performing Arts Department**

The campus offers FREE Admission to faculty, staff, and their guests for VWU Theatre Productions and to most events at the Susan S. Goode Fine and Performing Arts Center, the Neil Britton Gallery, the Barclay Sheaks Gallery, the Beazley Recital Hall, and the Hofheimer Theatre.

**Office of Gender and Sexuality Equity**

The Office of Gender and Sexuality Equity exists as a place of support, service and education for all students, faculty, staff, and community members. The mission is to promote a campus community that is safe, equitable and supportive for women, that celebrates their achievements, and recognizes and welcomes their diversity. The Office of Gender and Sexuality Equity Co-Sponsors Women's History Month events, and provides a lending library and information center containing a range of materials on topics including domestic violence, personal safety, relationships, and sexual health, available to the campus community at large.

## MISCELLANEOUS INFORMATION

### **Confidentiality of Academic Records**

Faculty members must protect the privacy of information with respect to student grades and academic performance. No grades should be posted with student names or other identifying information, nor should a faculty member release to a third party information on a student's performance without written permission of the student. In keeping with the provisions of the Family Educational Rights Act of 1974, the university subscribes to the following guidelines:

All educational records of students enrolled at the university are maintained in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974. The Act was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

Student consent is required for the release of records covered by the Act to outside parties (i.e., prospective employers), except for those agencies entitled to access under the provisions of the Act (i.e., university personnel with a legitimate educational interest, federal educational and auditing officials, and requests related to the application for or receipt of financial assistance). Any other access must have written authorization from the student, with the exception of certain "directory information," which includes the name, address, and telephone number of the student, major field of study, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended.

### **Publicity, News Releases, Publications, and Speakers' Bureau**

Please coordinate all news releases and contacts with the press through the Office of University Communications. Information concerning attendance at professional meetings, special projects, speaking engagements, articles published, research, etc., is solicited by that office for appropriate publication. This office not only coordinates relations with various news media, but edits the university newsletter and other special publications. Members of the university faculty who would be willing to participate in a speakers' bureau are asked to contact the office of University Communications.

The University has many opportunities to use speakers on a wide variety of subjects before civic, school, church, and social groups.

### **Campus Security**

The safety of the university community and reasonable enforcement of its traffic regulations and the law are the goals of campus security. Moreover, campus security provides the university community with the following services:

- Security 24 hours a day, 365 days a year.
- Enforcement of campus traffic and parking regulations
- Personal escorts late at night
- Transportation in emergency situations
- Unlocking room and car doors
- Assistance with automotive difficulties
- Coordination of community emergency services
- Help with special campus social events
- Issuing campus identification cards, parking permits, and temporary parking passes
- Providing general information and assistance
- Registering off campus guests at the front gate
- Other special assistance to the campus community

**Parking**

Faculty parking is provided in designated lots. All faculty members are requested to register their automobiles with the Security Office upon arrival on campus. Registration normally runs from September to September.

**Supplies**

Please contact the purchasing department in the Office of Finance and Administration for all purchasing request including paper, stationery, ink cartridges, and all other office supplies. Costs of supplies are charged against budgets for a given faculty member's discipline.

**Field Trips**

In general, field trips which conflict with scheduled classes should be avoided, however there are times when a given course may be enriched by such activities. When a trip must be scheduled, a written request should be directed to the Office of the VPAA well in advance of the trip. Questions relating to university insurance coverage for off-campus activities should be directed to the Office of Finance and Administration.

Any time students are traveling off campus as part of a class or academic activity, the Office of Academic Affairs must be notified and provided with contact information for all members of the group.

**Office Hours**

Each faculty member is expected to post office hours so that students may know when faculty persons are available for appointments. The hours should be distributed as broadly as possible over the weekly schedule so that students with varying class schedules will be able to counsel with their advisers and instructors. Faculty are also asked to submit their office hours to the Office of Academic Affairs each semester.

The VPAA assigns faculty offices. After faculty members receive their office and classroom assignments, they may pick up the appropriate keys at the Campus Security Office.

**The Council of Independent Colleges Online Course Sharing Consortium**

The CIC Online Course Sharing Consortium facilitates online course sharing among members of the Council for Independent Colleges that have similar goals for academic quality, a commitment to the liberal arts, affordability, and accessibility. The increased opportunities and flexibility will better meet the needs of Virginia Wesleyan students and support their timely academic progress and degree completion. Faculty members may participate by sharing seats in their online courses with consortium students. Contact the Office of Academic Affairs for more information.

# Appendices

## **ACADEMIC EFFECTIVENESS PROGRAM AND COMMITTEE**

*As Adopted by the Faculty Assembly, April 1, 2011*

Charge Academic Year 2010 - 2011:

Through September 2011, the Academic Effectiveness Committee, through the review of evidence and ongoing assessments, shall respond to SACS Standard 3.3.1.1. The Committee shall also address a plan of action for Academic Effectiveness and the Academic Effectiveness Committee subsequent to the Interim Review.

Charge: September 2011 and forward

The Academic Effectiveness Committee shall create, implement, evaluate and enhance a comprehensive program of institutional effectiveness that assesses student learning outcomes continuously at the program level, the Wesleyan Seminars, and educational support services. The Committee will collect, assess, analyze, and evaluate evidence in order to improve student learning and educational support services.

### **Academic Effectiveness Program**

Purpose:

In order to ensure ongoing demonstration of student learning as well as continuous improvement in the curriculum and educational support services, Virginia Wesleyan University will annually collect, assess, analyze, evaluate, and report on program-specific student learning outcomes, core competencies, the Wesleyan Seminars, institutional success measures, and educational support services. The Academic Effectiveness Program includes ongoing faculty development initiatives and will foster the improvement of teaching and learning, and the use of assessment to validate that improvement, as a valid University activity in research and scholarship.

The core emphases of the Virginia Wesleyan University Academic Effectiveness Program are:

1. Continuous improvement in student learning across the curriculum;
2. Ongoing demonstration of student learning at the program level;
3. Ongoing demonstration of student learning relative to all General Studies Competencies;
4. Ongoing demonstration of student learning relative to all Wesleyan Seminars;
5. Fostering the improvement of teaching and learning as a valid University activity in research and scholarship

As the Chief Academic Officer, the VPAA, is uniquely accountable to ensure that the Institutional Effectiveness Program for Academic Assessment—to be known as Academic Effectiveness—is comprehensive and rigorous, and that the stated learning outcomes at the institutional and program level are being accomplished continuously.

### **The Academic Effectiveness Committee**

Purpose:

The Academic Effectiveness Committee will guide the Academic Effectiveness Program for all educational programs and educational support services at Virginia Wesleyan University.

The University will use a variety of both direct and indirect measures to assess and evaluate student learning outcomes at the program level, in the core General Studies competencies, and in the Wesleyan Seminars. Simultaneously, it will assess educational support services and collaborate with an administrative team to ensure that the Institution is engaged in a

comprehensive program of institutional effectiveness.

**Structure:**

The Academic Effectiveness Committee will act on behalf of the VPAA to ensure that an ongoing comprehensive program of academic assessment is integrated across the curriculum. Because the curriculum and student learning are overwhelmingly the purview of the faculty and academic affairs, committee membership is primarily faculty and, as such, is faculty driven. Given current accreditation standards and to ensure appropriate levels of administrative support, the Director of Academic Effectiveness will be shared collaboratively between an appointed faculty member and the Director for Institutional Research and Effectiveness or a comparable staff member appointed by the VPAA.

**Objectives:**

Using multiple methods, the Academic Effectiveness Committee will annually collect, assess, analyze, evaluate, and report on program-specific student learning outcomes, core competencies, the General Studies Frames of Reference, institutional success measures, and educational support services.

**Members:**

The following represent the minimum membership that should serve on the Academic Effectiveness Committee:

Director of Academic Effectiveness: to be appointed by the VPAA

Administrative Co-Chair: Chief Assessment Administrator for Academic Programs Elected Tenured Faculty Member, Humanities: Three Year Term

Elected Tenured Faculty Member, Natural Sciences & Mathematics: Three Year Term Elected Tenured Faculty Member, Social Sciences: Three Year Term

Elected Tenured Faculty Member, Professional Studies: Three Year Term

Three faculty elected at large: Three Year Terms

One Faculty Member: Representing Programs Earning Specialized Accreditation Librarian

**Election:**

Faculty elected to the Academic Effectiveness Committee will serve three year terms. The election should provide for one tenured representative for each school and three faculty elected at large for a total of six faculty elected by the schools/faculty assembly. Additionally, programs that have earned a specialized accreditation or state approval will elect one faculty representative for their programs combined. That term shall also be for three years and will rotate across the programs. Elections will occur at the first Faculty Assembly meeting in April.

**Committee Service:**

All faculty service and participation on the Academic Effectiveness Committee 1) shall be recognized and credited as service applicable for promotion and tenure; and/or 2) is to be recognized as fulfilling a faculty obligation that is comparable to service on a faculty commission. Members are expected to be active participants in Academic Effectiveness meetings, planning, and implementation.

# **BYLAWS OF THE FACULTY ASSEMBLY OF VIRGINIA WESLEYAN UNIVERSITY**

## **Article I - Purpose**

The Bylaws of the University provide for the faculty to enact regulations deemed necessary to "... conduct instruction and research, promote faculty and student welfare, advance the standards of work, and otherwise further the aims of the University" (University Bylaws, Article 8, Section IIa). The Faculty Assembly shall carry out the duties identified in the Bylaws of the University and other functions necessary for the creation and implementation of the academic program.

## **Article II - Membership**

The Bylaws of the University define the faculty as "... (a) the President of the University and such officers designated by the President as are primarily responsible for instruction and research,

(b) all persons of the rank of full instructor or above who are engaged in work from which recognized college degrees are awarded, and (c) members of the faculty emeriti" (University Bylaws, Article 6, Section I). Any person meeting this definition is a voting member of the Faculty Assembly.

## **Article III - Meetings**

### **Section 1 - Regular Meetings**

The Faculty Assembly shall meet on the first Friday of October, November, December, February, March, and April and the last Friday of April. The President of the University or his/her designate may alter the schedule of meetings of the Faculty Assembly to conform with the academic calendar and other contingencies.

### **Section 2 - Notice of Meeting**

Notice of a meeting of the Faculty Assembly will be distributed by the Secretary of the Faculty Assembly no later than the Wednesday preceding the date of the meeting. Notice of the meeting will include the minutes of the preceding meeting and the agenda of the meeting. The agenda shall include the place, the time of call to order, the order of business, and the time of adjournment.

### **Section 3 - Order of Business**

The order of business of all meetings shall be established by the Agenda Committee. Commissions or individuals who have business to be brought to the faculty may contact the Secretary of the Faculty Assembly or any other member of the Agenda Committee.

### **Section 4 - Quorum**

The quorum of the Faculty Assembly shall be 50% of the members of the faculty, excluding faculty emeriti, plus one member. Members of the faculty who are on sabbatical leave or on any other type of leave will not be included in determining the quorum during the semester or semesters of that leave.

The quorum shall be determined by the VPAA before the beginning of each academic semester, and given to the Parliamentarian prior to the first meeting of that semester and announced by him/her or a representative at that meeting.

## **Section 5 - Voting**

All members of the faculty attending a meeting of the Faculty Assembly may vote on any issue before the body. Votes *in absentia* or by proxy shall not be permitted.

## **Section 6 - Special Meetings**

Special meetings may be ordered by the President of the University, or the VPAA, or by vote of the Faculty Assembly. The place, the time of call to order, the order of business, and the time of adjournment must be published in advance of any special meeting. Notice of a special meeting and the agenda should be presented to the members of the Faculty Assembly at least two days before the date of the meeting.

## **Article IV - Officers and Their Duties**

### **Section 1 - Chair**

Effective with the spring 2019 semester: The President of the University is the chair of the Faculty Assembly. Normally, the President will designate four elected school members of the Faculty Assembly Agenda Committee to take turns, on a rotating basis, as the presiding officer of the Faculty Assembly.

The duties of the chair or presiding officer are 1) to determine if a quorum is present; and 2) to conduct the meetings according to the Bylaws, special rules of order, and any other prescribed parliamentary authority.

### **Section 2 - The Secretary**

The Secretary of the Faculty Assembly, assisted by a clerical secretary, shall record the proceedings of the Faculty Assembly as well as the Community Council. It is the duty of the Secretary of the Faculty Assembly 1) to publish notices of meetings; and 2) to be a primary contact for persons wishing to bring matters before the Faculty Assembly.

The Secretary of the Faculty Assembly shall be elected as prescribed by Article VI of these Bylaws.

### **Section 3 - The Parliamentarian**

The duties of the Parliamentarian are 1) to serve as an adviser to the chair and any other member of the Faculty Assembly on parliamentary procedure and 2) to maintain a current list of all special rules of order and amendments to the Bylaws of the Faculty Assembly. This list will include the text of each special rule of order or amendment and its date of adoption. A copy of this list will be maintained in the Office of the VPAA along with a copy of the Bylaws. The Bylaws, any amendments, and special rules of order shall be made readily available to all members of the Faculty Assembly.

The Parliamentarian must be seen as an impartial observer; however, being a member of the faculty, he or she may have information that is important to an issue before the Faculty Assembly. Because of this possibility, the Parliamentarian has the full right of debate, but may not vote on a question except when a ballot is used.

The Parliamentarian of the Faculty Assembly shall be elected as prescribed by Article VI of these Bylaws.

### **Section 4 - Community Advocate**

The Community Advocate serves as the liaison working with the students, the faculty, and the administration. Any issue the faculty wants to take to the student organizations shall be



scheduled through the Community Advocate.

The Community Advocate shall be elected as prescribed by Article VI of these Bylaws.

## **Article V - Commissions and Committees**

### **Section 1 - The Commissions and Committees of the Faculty Assembly**

The Faculty Assembly shall have two commissions: The Commission on Educational Programs and the Commission on Faculty Standards and Welfare, which has two standing committees, the Committee on Advancement and Tenure and the Faculty Hearing Committee.

The Faculty Assembly shall have three standing committees: The Agenda Committee, the Nominating Committee, and the Committee on Academic Computing.

Missions, duties, and responsibilities of the commissions and committees shall be published in each edition of the *Faculty Handbook*. The Faculty Assembly may amend, change, or alter the missions, duties and responsibilities of any commission or committee at any meeting with consent of a majority vote of the members present.

Each commission reporting to the Faculty Assembly operates within its articulated mission statement. Members will elect their chair, who must have obtained tenure before the first organizational meeting of the commission; will determine their organizational structure; and will create their agenda for each academic year.

### **Section 2 - The Commission on Educational Programs**

The commission shall consist of fifteen members of the faculty and staff plus any student members as determined by the commission. These members shall be the VPAA, the chair of each school, the Registrar, the Coordinator of the Evening and Weekend Program, the Director of the General Education Program, and nine members of the faculty. Four of the eight are to be elected by the Faculty Assembly, of whom two must be tenured and elected in alternating years, and three are to be elected by the divisions, all for staggered three-year terms; and one faculty member selected by the Department of Education.

### **Section 3 - The Commission on Faculty Standards and Welfare**

The commission shall consist of eleven members of the faculty. These members shall be one representative of the Committee on Advancement and Tenure, the three members of the Faculty Hearing Committee, four representatives elected by the schools, and four at-large members faculty selected by the school deans for staggered three-year terms, at least two of whom must be tenured and appointed in alternating years, all for staggered two-year terms.

The commission shall have two standing committees, the Committee on Advancement and Tenure and the Faculty Hearing Committee.

### **The Committee on Advancement and Tenure**

The committee shall consist of five members elected from the full-time teaching faculty. Each school shall elect one person to represent the school, and two at-large members shall be elected by the Faculty Assembly as prescribed by Article VI of these Bylaws. Members shall serve a three-year term, and these terms shall be staggered. Only tenured members of the full-time teaching faculty with the rank of professor are eligible to serve on this committee. At any one time, no more than two members of the committee may be from same school, and no department may have more than one person serving on the committee.

## **The Faculty Hearing Committee**

The committee shall consist of three members of the full-time teaching faculty. One member shall be from the rank of professor, one from the rank of associate professor, and one from the ranks of assistant professor or instructor. Members shall be elected annually by the Faculty Assembly as prescribed by Article VI of these Bylaws.

Vacancies or disqualification of members of the committee shall be filled by a special election, as prescribed by Article VI of these Bylaws, from persons of the same rank as the member who leaves the committee.

## **Section 4 - Committees of the Faculty Assembly Agenda Committee**

The committee shall consist of a designated member of the Academic Council; Secretary of the Faculty Assembly; and four tenured members of the faculty, one from each school, who are elected to staggered three-year terms by the faculty of their schools in the spring, with terms beginning with the subsequent fall semester.

## **Nominating Committee**

The committee shall consist of the Secretary of the Faculty Assembly and the four elected school members of the Agenda Committee.

## **Committee on Academic Computing**

The committee shall consist of eight members of the faculty and staff plus any student members as determined by the committee. These members shall be the Chief Information Officer; the VPAA; the Registrar, the Instructional Technology Director; one librarian; and four members of the faculty, one selected by each school.

## **Other Committees**

*Ad hoc* or standing committees may be created by the Faculty Assembly whenever the body finds them necessary to conduct its business, and they may be created at any meeting by a majority affirmative vote of the members present.

## **Article VI - Elections**

### **Section 1 - Date of Elections**

Election of the Secretary, Parliamentarian, Community Advocate, and elected members of commissions and committees shall be conducted during the first regular meeting in April. Special elections to fill unexpected vacancies may be called as necessary.

### **Section 2 - Selection of Candidates**

Notification of upcoming elections shall be made at the meeting prior to the elections. The Nominating Committee shall call for nominations. Any member of the Faculty Assembly may place in nomination a name or names that shall be included in the slate of candidates created by the committee. Prior to announcing the names of the candidates, the Nominating Committee shall contact each person and verify that he or she is willing to stand for election.

The slate of candidates to appear on the ballot shall be published in the agenda for the meeting

during which the elections are held.

Before the election is held, the chair must call for any nominations from the members of the Faculty Assembly who are in attendance.

If a special election is necessary, the Nominating Committee shall notify the faculty as soon as possible. The Nominating Committee may create a slate of candidates for a special election.

### **Section 3 - Method of Elections**

Printed ballots shall be used in the election of all officers and elected members of commission and committees. The ballots will have the names of all candidates selected by the Nominating Committee. Space will be provided for nomination from the floor and write-in candidates. A candidate must receive a majority of the votes cast to be elected.

### **Section 4 - Voting**

Only members of the Faculty Assembly who attend the meeting when elections are held may vote. Absentee ballots shall not be permitted. The Nominating Committee shall oversee the counting of the ballots.

### **Section 5 - Publishing Results**

After they are determined, results of the elections will be sent to all members of the Faculty Assembly as soon as possible.

## **Article VII - Rules of Order**

Rules of order are a way of conducting meetings in a systematic, expedient, and fair way. They allow for the will of the majority to prevail while protecting the rights and interests of the minority and those who are not present.

Meetings of the Faculty Assembly shall be conducted in accordance with the Bylaws of the Faculty Assembly and any special rules of order adopted by the body. In lieu of any other authority, the current edition of *Robert's Rules of Order Newly Revised* shall be used.

Special rules of order may be adopted or amended at any meeting of the Faculty Assembly by a two-thirds vote, provided that the proposed special rule of order or the amendment has been submitted in writing at the previous regular meeting.

## **Article VIII - Amendments**

These Bylaws may be amended at any meeting of the Faculty Assembly by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

## **Article IX - Adoption of the Bylaws**

The preceding Bylaws constitute the Bylaws of the Faculty Assembly of Virginia Wesleyan University, and they supersede any special rules adopted prior to their ratification. These Bylaws were adopted by the general meeting of the Faculty Assembly on December 7, 2007.

**Special Rules of Order  
Adopted by the  
Faculty Assembly of Virginia Wesleyan University**

**Time of Meeting**

Regular meetings of the Faculty Assembly shall be called to order at 1:15 and shall adjourn at 3:00. The President of the University or his/her designate may alter the time a meeting of the Faculty Assembly is called to order so as to conform with the academic calendar and other contingencies. The published length of a special meeting may not exceed that of a regular meeting.

**Reports of Commissions, Committees, and Officers of the University**

Regular reports by commissions are not required. Commissions may ask the Agenda Committee for time to give a report. Otherwise, reports of commissions shall be appended to the agenda for the meeting.

Reports of the officers of the University and the commissions shall generally not exceed five minutes. If a report may exceed that limit, the person giving the report may request, in advance, that additional time be allotted by the Agenda Committee.

**Questions about a Motion**

After the motion has received a second, the presiding officer shall open the floor for questions about a debatable motion. These questions shall be limited to the fundamentals (the who, what, where, when, why, or how) of the motion. No commentary or opinion shall be heard during this period.

**Method of Elections**

To eliminate the need for run-off elections, the “instant run-off” shall be used. When more than two candidates are on the ballot for a position, those voting shall indicate their preference by ranking the candidates. The most preferred candidate is given a “1,” the next preferred a “2,” and so on. The 1's shall be counted first. If no candidate receives a majority, the candidate with the fewest votes shall be eliminated, and the candidates with the 2's from those ballots shall be counted and added to the totals of the remaining candidates. This process shall be continued until a candidate is found to have a majority of votes.

**The above special rules of order were adopted with the Bylaws of the Faculty Assembly on December 7, 2007.**



## HR 6.7.1 POLICY ON COMPANION AND SERVICE ANIMALS

### ***Goals:***

Virginia Wesleyan University is committed to providing full access to its programs, services, and facilities for all people, regardless of physical or other disability and/or other special needs.

Virginia Wesleyan recognizes that the assistance of service or companion animals may be necessary for some individuals to gain access to programs, services, and facilities or to better manage their particular disability. Virginia Wesleyan also is mindful of the health and safety concerns of the campus community. The University seeks to balance the needs and rights of campus and community stakeholders in effectuating this policy on companion and service animal campus use.

This Policy seeks to encourage information flow and dialogue as necessary to assure the best possible environment for animal users, animals, and other Virginia Wesleyan community members.

### ***General Rule Regarding Animals on Campus:***

The University generally enforces a “no-pet” policy on campus, allowing only fish in aquariums that are 10 gallons or less. Exceptions are made for service animals and may be made for companion animals with appropriate documentation as defined under Procedures, item #2.

Additionally, at University sponsored events to which animals are invited, it is expected that the animal be secured on a leash at all times.

### ***Definitions:***

**Service Animal** – A service animal is an animal individually trained to assist an individual with a disability.

**Companion Animal** – A companion animal is a pet owned by an individual and used by that individual to manage a disability.

### ***Procedures:***

1) Individuals seeking to use a service or companion animal at the University should complete the steps of this Policy and the registration form included in this Policy. The registration form should be provided to the **Director of Residence Life** if a residential student will be the animal user; to the **Director of the Learning Center** if a non-residential student will be the animal user; and to the **Director of Human Resources** if an employee will be the animal user. Any questions should also be directed to one of these individuals. Proof that the animal is current on all required vaccinations must be submitted at the time of request and annually thereafter.

2) The university will consider any request for use of a companion animal on a case-by-case basis. For companion animals, please provide the following:

The credentials and contact information of the health care provider(s);

- a) A diagnostic statement identifying the disability;
- b) A description of the diagnostic methodology used;
- c) A description of the current functional limitations;
- d) A description of the expected progression or stability of the disability;
- e) A description of current and past accommodations, services and/or medications;
- f) Statement on how the animal serves as an accommodation for the verified disability;
- g) Statement on how the need for the animal relates to the ability of the resident/student or live-in family member to use and enjoy the living arrangements provided by the University.

The University reserves the right to ask follow-up questions and seek clarifying information, as necessary, upon review of the healthcare provider's statement. After receipt of the requesting party's registration form, the relevant Director will consider the request; seek additional information, if necessary; and establish guidelines for the companion animal's presence on campus. Such guidelines may vary from user to user, depending on the needs being addressed by the animal. Typically, companion animals will only be permitted in the Residence Halls and certain outdoor spaces. Unlike service animals, companion animals typically will not be permitted in classrooms, labs, and other non-residential areas of the campus. The university will notify the requesting party, in writing, of its decision regarding the companion animal and any guidelines attending the animal's use. Should the requesting party wish to appeal or seek modification of the Director's written decision, he or she should provide a written explanation to the Disability Awareness Committee ("Committee") to assist it in considering the appeal. Should a requesting party appeal a Director's decision and that Director be a current member of the Committee, that Director will not participate in the Committee's deliberations with respect to the appeal. The Committee will consider the appeal on its merits, and seek clarifying information from the appealing party as well as the relevant Director. The Committee may meet with the appealing party and/or the relevant Director as part of the appeal process, but such meeting is not required. The requesting party will be notified of the appeal decision in writing

3) The user of the animal must be in full control and in the presence of the animal at all times when outside of the user's residential or office setting and be secured on a leash.

4) All animals must be housebroken. The user is responsible for any necessary clean-up and any property damage caused by the animal. (The University may designate areas adjacent to residential settings where animals can excrete waste).

5) A service animal may be excluded from, or otherwise, limited in its access to a campus space if its presence creates an undue burden on the University, fundamentally alters the University's services, or poses a direct threat to the health and safety of others. Such exclusions might occur in commercial kitchen areas, laboratories, and/or other spaces. The university will discuss such potential exclusions with the animal's user. Where accommodations short of exclusion are reasonable, the university will consider alternate arrangements. Any decisions made under this section of this Policy will be made on a case-by-case, fact-specific basis.

6) Where a service or companion animal creates a conflict with another campus user, such as by triggering allergies, biting, excessive barking, etc., the relevant Director will collect information as to all concerns at hand and resolve the conflict consistent with the goals of this

Policy and applicable law. A resolution may require the animal be removed from the campus.

7) The University reserves the right to exclude, or restrict use of, an animal where circumstances indicate that the animal is not an appropriate member of the campus community. To be clear, the University is committed to supporting users of service and companion animals, and any exclusion or restriction on the animal will be established after dialogue, gathering of information, and a decision by the Director that the animal's continued use is *not* a reasonable use under the guidance of this Policy and applicable law. In his or her decision-making, the Director will consider the use of the animal, the needs of non-users, the relative costs associated with the use or non-use of the animal, and any other relevant circumstances. If any person wishes to appeal a Director's decision under this section of this Policy, he or she should follow the appeal process in section 2 of this Policy.



HR 6.7.2 REGISTRATION FORM FOR COMPANION/SERVICE ANIMAL

User Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Animal's Name: \_\_\_\_\_  
Type of Animal: \_\_\_\_\_  
Service Animal or Companion Animal? \_\_\_\_\_  
Description of Animal (breed, color, any other relevant identification):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach proof that the animal is up-to-date on all required vaccinations. Such proof is required on an annual basis.

For companion animals, please provide the following:

The credentials and contact information of the evaluator(s);

- A diagnostic statement identifying the disability;
- A description of the diagnostic methodology used;
- A description of the current functional limitations;
- A description of the expected progression or stability of the disability;
- A description of current and past accommodations, services and/or medications;
- Statement on how the animal serves as an accommodation for the verified disability;
- Statement on how the need for the animal relates to the ability of the resident/student or live-in family member to use and enjoy the living arrangements provided by the University.

For service animals, please answer the following:

1. Is the animal a service animal required because of a disability? Yes/No
2. What work or task has the animal been trained to perform?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The University reserves the right to ask follow-up questions and seek clarifying information, as necessary, upon review of the healthcare provider's statement.

"I have read and understand the Virginia Wesleyan University Companion and Service Animal Policy. I understand that the **Director of Residence Life, Director of the Learning Center or the Director of Human Resources** is available to answer any questions I have about this Policy."



**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

HR 6.7.2 – Form for Policy on Companion and Service Animals



#### HR 4.3 CONTINUATION OF BENEFITS REFORM ACT (COBRA)

Virginia Wesleyan University complies with the federal Continuation of Benefits Reform Act (COBRA) and as such, offers the same group benefits to employees and/or their dependents when they would otherwise lose their group coverage due to a qualifying event. Qualifying events are defined as termination of employment (unless termination is for gross misconduct), reduction of work hours, your death, your divorce or legal separation, loss of dependent coverage due to your eligibility for Medicare, your dependent child ceases to be eligible under plan guidelines.

In accordance with IRS guidelines, in coordinating COBRA with the Family and Medical Leave Act (FMLA), a qualifying event for an employee who is under FMLA leave occurs if the following three conditions are met:

1. The employee (or spouse or dependent) is covered by the employer's group health plan on the day before the first day of FMLA leave.
2. The employee does not return to work at the end of FMLA leave.
3. The employee would, in the absence of COBRA, lose coverage under the health plan before the end of the maximum coverage period provided by COBRA.

If all three conditions are met, a qualifying event occurs on the last day of FMLA leave. It is the employee's responsibility to notify Human Resources of a COBRA qualifying event. Once the employee has notified Human Resources of a qualifying event, it is the responsibility of Human Resources to send the appropriate notification and election forms to the employee (or spouse or dependent).

## **COURSE GRADE APPEAL PROCESS**

A student who believes that he or she has received an unjust course grade may appeal the grade. The burden of proof of injustice rests with the student. A student pursuing an appeal must follow these steps:

- First, the student must review the course syllabus for the grading policy and calculate a legitimate grade, based on all tests, papers, and other work graded by the faculty member during the semester.
- If the student still believes the grade is in error, then no later than the end of the second week of the subsequent semester, summer not counting as a semester, the student must confer directly with the faculty member who assigned the grade, bringing to the meeting all graded work that was required for the course.
- If after this meeting the student is still not satisfied with the faculty member's decision, then no later than the end of the fifth week of the same semester, the student must prepare and send to the VPAA a written appeal with all supporting evidence. At the same time, the student must send copies of all materials to the faculty member. After consultation with both the student and the faculty member, the VPAA, if she or he believes the case so warrants, calls together the members of the department in which the course was taken. This process is intended to ensure fairness and to ensure that all supporting materials are seen by neutral parties. After this consultation with the VPAA and the other members of the department, the faculty member makes the final determination.

# EMERITUS FACULTY POLICY

## PROFESSOR EMERITUS STATUS

Those faculty members who have served at Virginia Wesleyan University--with full-time status and a full-time load--for at least 12 consecutive years, ending with retirement from VWU, are eligible for consideration for emeritus status.

Retiring faculty are named to emeritus status after a review by--and recommendation from--the FSW Commission, after subsequent approval by the Faculty Assembly, and upon the recommendation of the President to the Board of Trustees. Faculty members whose teaching, scholarship (defined broadly), and service are judged to have been well below that of their peers will not be awarded such status.

Should a member of the full-time teaching faculty switch to full-time administrative responsibility, the subsequent years in the administrative role will not count towards emeritus status, even though this person may continue to hold academic rank and, for example, teach one course.

The following represent the privileges of and responsibilities for those faculty who have achieved this status:

### A. Title and Recognition

1. Retention of title and the right to use it in appropriate correspondence, on business card, etc. It is understood that the responsibilities of the emeritus faculty member in this instance are comparable to those in effect for full-time faculty.
2. Opportunity to march in academic processions.
3. Emeritus faculty ID card with photograph. F/S parking sticker(s), if desired.
4. Inclusion in certain mailings, such as the events calendar, magazine, etc.
5. Inclusion in campus directory and academic catalog listings.

### B. Employee Benefits

1. Tuition waiver at VWU. Emeriti faculty themselves, along with their spouses, could also choose to take or audit courses (on a space-available basis).
2. Opportunity to attend computer workshops (on a space-available basis).
3. E-mail account.
4. Free admission to campus events which are free to VWU faculty/staff/students.
5. Opportunity to teach on a limited basis with office space provided on a space-available basis.

(Note: EPC may preserve under the "IS" designation those courses unique to a particular instructor.)

### C. Library Privileges

1. Full VWU library privileges for self and family (but no extended charge courtesy).
2. Opportunity to submit book selections to the library director.
3. Opportunity to apply for a faculty carrel (when available).

*Approved by the Faculty 12/05/97, Revised 8/4/2017*

## **EQUAL EMPLOYMENT OPPORTUNITY**

Virginia Wesleyan University is an equal opportunity employer. The University offers employment, advancement opportunities, and benefits in a harassment-free environment on the basis of merit, qualifications, and competency to all individuals without regard to race, religion, color, creed, gender, national and ethnic origin, age, marital status, covered veteran status, handicap, sexual orientation, or any other legally protected status.

The Director of Human Resources is responsible for formulating, implementing, coordinating, and monitoring all efforts in the area of equal employment opportunity. Any communication from an applicant for employment, an employee, a government agency, or an attorney concerning any equal employment opportunity matter is to be referred to the Director of Human Resources.

While the Director of Human Resources has the overall authority for implementing this policy, an equal opportunity program can only be achieved with the support of supervisory personnel and employees at all levels. Any employee who feels he/she is the victim of discrimination is responsible for reporting this fact to his/her supervisor, department head, and/or the Director of Human Resources.



## **HR 6.2 FAMILY AND MEDICAL LEAVE (FMLA)**

Virginia Wesleyan University recognizes that an employee may need time away from work because of certain major life events, such as becoming a parent; experiencing a serious health condition that causes incapacity or requires continuing treatment; caring for a family member who has a serious health condition or a service member with a serious injury or illness; or needing time with a family member called up for or on active duty in the Armed Forces. To balance these needs with Virginia Wesleyan's need to have employees available to work, Virginia Wesleyan has established the following Family and Medical Leave Policy in accordance with the Family and Medical Leave Act of 1993 (FMLA). Exceptions to this policy will occur if necessary to comply with any applicable state or local laws.

This policy summarizes employees' rights and responsibilities under Virginia Wesleyan University's Family and Medical Leave Policy. More details about the FMLA may be obtained by contacting Human Resources.

### **Employee eligibility**

Unless using military caregiver leave, an employee eligible for FMLA leave can take up to 12 weeks of unpaid leave during a rolling 12-month period, measured backward from the first day of each FMLA leave ("the 12-month leave year"). For military caregiver leave, an eligible employee can take up to 26 weeks of unpaid FMLA leave during a single 12-month period that begins on the first day of military caregiver leave.

To be eligible for FMLA leave, an employee must satisfy three conditions:

- Reports to a facility that
  - employs 50 or more employees or
  - is located within a 75-mile radius of other Virginia Wesleyan University facilities that have a combined total of 50 or more employees.
- Have been employed by Virginia Wesleyan University for at least 12 months.
- Have worked at least 1,250 hours in the 12 months before FMLA leave begins. (When determining whether this eligibility requirement has been met for an employee returning from military obligations, the employee will be credited with hours of service that would have been performed but for the period of military service).

### **Circumstances qualifying for leave**

The following circumstances qualify for FMLA leave:

***Parental leave related to a child's birth or placement for adoption or foster care and to care for the child.*** Eligible employees may take up to 12 weeks of unpaid FMLA leave during the 12-month leave year to bond with and care for a newborn or a child placed with the employee for adoption or foster care. This leave also covers activities related to an adoption or foster

placement, such as counseling sessions, court appearances, consultations with lawyers or doctors, and/or travel. Spouses employed by Virginia Wesleyan University are entitled to a combined total of 12 weeks of leave for this purpose. The leave(s) must be completed within the first 12 months after the child's birth or placement.

***Medical leave for employee's own serious health condition.*** Eligible employees may take up to 12 weeks of unpaid FMLA leave during the 12-month leave year if a serious health condition leaves them unable to perform essential job functions. "Serious health condition" means any illness, injury, impairment, or physical or mental condition that involves either

- any period of incapacity (such as inability to work, attend school or perform other regular daily activities) or treatment connected with inpatient care (that is, an overnight stay) in a hospital, hospice or residential medical care facility, as well as any period of incapacity or subsequent treatment in connection with such inpatient care; or
  - continuing treatment by a health care provider that includes any period of incapacity
- lasting more than three consecutive full calendar days that requires treatment by a health care provider within the first seven days and
- a second provider visit within the first 30 days after the first day of incapacity (unless circumstances beyond the employee's control – such
  - as the provider's lack of available appointments – prevent the follow-up visit from occurring as planned) or
  - a continuing regimen of treatment under the health care provider's supervision;
- caused by pregnancy or prenatal care (a visit to the health care provider is not necessary for each absence);
- caused by a chronic serious health condition that requires treatment by a health care provider at least twice per year (not for each absence), continues over an extended period (including recurring episodes of a single underlying condition), and may cause episodic rather than continuing incapacity (as can happen, for example, with asthma, diabetes or epilepsy);
- caused by a permanent or long-term condition (such as Alzheimer's, a severe stroke or terminal cancer) for which treatment may not be effective (so only supervision rather than active treatment by a health care provider is required); or
- involving absences to receive multiple treatments for restorative surgery or for a condition that would probably cause incapacity of more than three consecutive full calendar days if not treated (such as chemotherapy or radiation treatments for cancer).

***Family leave for a family member with a serious health condition.*** Eligible employees may take up to 12 weeks of unpaid FMLA leave during the 12-month leave year to care for a spouse, son, daughter or parent with a serious health condition, as defined above. A son or daughter must be younger than age 18, unless incapable of self-care because of a mental or physical disability. In-laws are not family members for this purpose. Spouses employed by Virginia Wesleyan University are entitled to a combined total of 12 weeks of family leave to care for sick parents.

***Military family leave for qualifying exigencies.*** Eligible employees may take up to 12 weeks of FMLA leave during the 12-month leave year for one or more of the following qualifying exigencies related to a spouse, son, daughter or parent being on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation:

- military events and related activities (including official activities sponsored by the

military, a military service organization or the American Red Cross and related to the covered military member's active duty or call to active duty);

- child care and school activities (including arranging alternative child care, providing child care on an urgent or immediate-need basis, enrolling or transferring a child to a new school or day care facility, or attending meetings with staff at a school or day care facility);
- financial and legal arrangements (including making these arrangements because of a covered military member's absence due to active duty or a call to active duty status);
- counseling (for benefit of the employee, a covered military member or a child of a covered military member if counseling is needed as a result of a covered military member's active duty or call to active duty and is provided by someone other than a health care provider);
- post-deployment activities (including attending arrival ceremonies and reintegration briefings or addressing issues resulting from a covered military member's death during active duty); and
- any other activities Virginia Wesleyan University and an employee agree constitute qualifying exigencies.

An eligible employee whose spouse, son, daughter or parent is on active duty or called to active duty may take the following amounts of FMLA leave for these qualifying exigencies:

- up to seven calendar days prior to the date of a short-term deployment, calculated from the date notified of an impending call or order to active duty in support of a contingency operation; and
- up to fifteen days to spend time with a covered military member on each short-term rest and recuperation period during deployment.

The covered military member must be a member of the National Guard or Military Reserves or a retired member of the Armed Forces or Reserves. Active members of the Regular Armed Forces are not covered.

***Military caregiver leave related to a service member's serious illness or injury.*** Eligible employees may take up to 26 weeks of FMLA leave during a single 12-month period beginning on the first day of leave to care for a current member of the Armed Forces, the National Guard or Reserves or a member on the temporary disability retired list of the Armed Forces, the National Guard or Reserves (a "service member") who has a serious injury or illness

- that was incurred in active duty and may render the service member unfit for duty; and
- for which the service member is undergoing medical treatment, recuperation or therapy or is on either outpatient status or the temporary disability retired list.

To take this leave, an employee must be the service member's spouse, parent, son, daughter or next of kin. An employee may not take more than one 26-week period of leave to care for the same service member, unless it is for a different serious illness or injury. Military caregiver leave, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period. Spouses employed by Virginia Wesleyan University are entitled to a combined total of 26 weeks of family leave for this purpose.

### **Reduced-schedule or intermittent leave**

When medically necessary to address an employee's own serious health condition, to care for



a family member with a serious health condition, or to care for a service member with a serious illness or injury, an employee may take FMLA leave intermittently or on a reduced-schedule basis. The employee must make reasonable efforts to schedule medically necessary intermittent leave so it does not unduly disrupt Virginia Wesleyan University's operations. An employee is also entitled to take reduced-schedule or intermittent leave for qualifying exigencies when necessary.

Virginia Wesleyan University may transfer an employee to an alternative comparable position to accommodate intermittent or reduced-schedule leave and business needs.

### **Substitution of paid benefits for unpaid FMLA leave**

An employee may elect, or Virginia Wesleyan University may require, use of appropriate accrued paid time off during some or all of the 12- or 26-week FMLA leave period, as long as the policy requirements for the paid time off are met. An employee may receive short-term disability or workers' compensation benefits, if applicable, during FMLA leave. Virginia Wesleyan University and the employee may agree to use paid leave to supplement disability or workers' compensation benefits, if permitted by applicable state laws and plan provisions. Remaining FMLA leave must be taken on an unpaid basis. An employee's total FMLA leave, paid or unpaid, may not exceed 12 weeks (or 26 weeks to care for a service member with a serious illness or injury) in the applicable 12-month period.

### **Reinstatement after leave**

Unless an employee is a "key employee," Virginia Wesleyan University will reinstate the employee returning from FMLA leave to the same or an equivalent position with equivalent benefits, pay, and other terms and conditions of employment; however, employees returning from leave have no greater right to reinstatement or other benefits and conditions of employment than if they had been working continuously.

If, while on a family or medical leave of absence, the employee pursues other employment or self-employment inconsistent with the stated need for time off, Virginia Wesleyan University will consider the employee to have resigned from employment.

Virginia Wesleyan University will not consider the use of FMLA leave as a negative factor in any employment decision.

### **Notice and certification requirements**

When an employee's need for FMLA leave is foreseeable, the employee must provide Virginia Wesleyan University with 30 days' advance written notice of the requested leave. Otherwise, the employee must provide as much notice as possible – generally within one to two business days of realizing the need for leave. The notice should be made in writing and state the reason for leave and the amount of time requested. Whenever possible, employees should schedule medical treatments so as not to unduly disrupt Virginia Wesleyan University's operations.

To obtain FMLA leave, an employee needs to follow these basic steps:

- Inform the employee's manager and Human Resources of the requested leave.
- Obtain a copy of an FMLA request form and the applicable FMLA certification form from Human Resources.

- Return the FMLA request form and the FMLA certification form as soon as possible to Human Resources.
- Continue to communicate with supervisor and Human Resources about the progress of the leave and return-to-work date, providing additional medical certifications or obtaining additional medical evaluations as needed to justify the length of absence or as requested by Human Resources.

### **Leave-specific obligations**

Different notice obligations apply for different types of leave requests. Consistent with applicable laws, Virginia Wesleyan University may ask for additional information to support requests for qualifying exigency or military caregiver leave, including confirmation of family relationship. At minimum, however, employees should provide the following information when requesting FMLA leave for these purposes:

***An employee's own or a family member's serious health condition.*** To qualify for an FMLA leave related to an employee's own or a family member's serious health condition, an employee must provide a written certification issued by a health care provider that includes the approximate date on which the serious health condition began, the probable duration of the condition and the appropriate medical facts about the condition. The information to include in the certification varies depending on the type and reason for leave:

- If the leave is for planned medical treatment and will be taken on an intermittent or reduced schedule basis, the certification must include expected dates of treatments (or at least the frequency of treatments) and the duration of the course of treatments.
- If the leave is to care for a family member, the certification must state that the employee is needed to provide such care and estimate the amount of time needed for such care.
- If the leave is due to the employee's own serious health condition, the certification must identify which essential job functions the employee is unable to perform and indicate any other work restrictions and their likely duration.

***Qualifying exigency leave.*** If an employee is requesting "qualifying exigency" leave, the employee must submit a certification showing that the spouse, son, daughter, parent or next of kin who is a covered military member has been called to active duty or notified of an impending call or order to active duty.

***Military caregiver leave.*** If requesting military caregiver leave, written certification of the need for the leave to provide the care is required.

### **Virginia Wesleyan University's process for evaluating leave requests**

Human Resources will review and grant leave requests for qualifying reasons and for the period of time certified, subject to the limits established by the FMLA or applicable state or local law.

Failure to provide adequate certification(s) may result in denial of the requested leave and may result in other employment consequences if the employee's absence is not otherwise authorized.

Within five business days of receiving a request for FMLA leave, Virginia Wesleyan University will notify the employee whether he or she is eligible for FMLA leave and whether the requested leave is designated and will be counted as FMLA leave.

Virginia Wesleyan University will advise an employee of any certification found incomplete or insufficient and will state in writing what information is needed to correct the problem. The employee will then have seven calendar days to provide a corrected certification (unless this deadline is impracticable under the circumstances). After the employee has had an opportunity to correct the certification, Virginia Wesleyan University may contact the health care provider for clarification and/or authentication. Contact with the health care provider will be made only with the employee's written authorization and will never be handled by the employee's direct supervisor.

An employee seeking additional FMLA leave for a previously certified condition must specifically mention the need for FMLA leave or the previous condition for which FMLA leave was used.

If a certification is in a language other than English, the employee must provide a written translation at his or her own expense.

### **Recertifications**

Virginia Wesleyan University may require periodic recertification of a serious health condition and periodic reports during the leave regarding an employee's status and intent to return to work. In addition, Virginia Wesleyan may request that the employee provide annual certifications for medical conditions lasting longer than a leave year. Finally, Virginia Wesleyan University may require certification of an employee's ability to return to work at the end of a leave.

### **Second or third medical opinions**

In some cases, Virginia Wesleyan University may require periodic status reports and/or second and third opinions. To facilitate the process for a second or third opinion, an employee must authorize the release of relevant medical information to the health care provider supplying a second or third opinion, if that provider requests records related to the condition for which leave is sought. If the employee does not comply, Virginia Wesleyan University may deny FMLA leave.

### **Benefits during leave**

During FMLA leave, a Virginia Wesleyan University employee will continue the same benefits received before leave began. If the leave is running concurrently with paid leave, employee benefit contributions are deducted from the employee's paycheck as usual. If the leave is unpaid, the employee is billed directly for the contribution. If an employee fails to pay required insurance premiums on time (within 30 days), Virginia Wesleyan University may elect to pay the employee's premiums and later recover those amounts from the employee. Alternatively, Virginia Wesleyan University may elect to terminate coverage. In some cases, Virginia Wesleyan University may recover all premiums it paid for an employee's health coverage during leave if the employee fails to return to work. To the extent required by law, all employee benefits will be unconditionally reinstated upon the employee's return to work.

## **Conclusion**

Questions relating to leave entitlements and/or the status of employee benefits or compensation during approved leaves should be directed to Human Resources.

Exceptions to this policy will occur if necessary to comply with applicable laws. All exceptions to this policy must be reviewed in advance and approved by the Director of Human Resources.

## **GUIDELINES FOR FACULTY RECRUITMENT**

These guidelines are offered in order to make the faculty recruitment process comfortable and productive for all participants, and to insure that university personnel do not inadvertently violate federal guidelines involving privacy and avoidance of discrimination. This document is designed for recruitment of full-time faculty members, but the sections dealing with legal issues apply to recruitment of part-time instructors as well. Since the VPAA has ultimate responsibility for faculty recruitment, questions about any stage in the following guidelines should be addressed to him/her.

### **Announcement of Position and Initial Screening of Applications**

- a. Positions approved for recruitment will be determined by the process endorsed by the Faculty Assembly in Fall, 1997.
- b. When a new faculty position has been approved, the VPAA confers with the appropriate school dean and department chair before naming a search committee. In addition to the persons just named, the committee normally consists of two or three additional persons from the department involved or from related departments.
- c. The screening committee develops a job description, a time table with deadline for receiving applications, and an announcement to be posted in/on venues such as the *Chronicle of Higher Education*, professional association websites, and professional journals. The position must also be advertised in avenues aimed at underrepresented populations. Frequently, position announcements also are sent to some graduate schools, to ensure a wider candidate pool. Potential candidates are requested to send a letter of application in which they state their philosophy of education; a resume; letters of reference; and other pertinent materials, including a diversity statement. Members of the committee review applications as they arrive. It also is customary to post the announcement on the Virginia Wesleyan home page.
- d. As applications arrive, files are created in the Academic Affairs office and members of the screening committee are encouraged to review applications on a regular basis. It is important that no evaluative comments be written on the application materials, but separate note taking by screening committee members is encouraged so that candidate credentials will not blur with one another during subsequent meetings of the screening committee.
- e. Once the published deadline for receiving applications has passed, the VPAA calls a meeting of the committee for the purpose of a final screening in which the top candidates are identified. The screening process will include a consideration of professional experience and the candidates' ability to teach and mentor students from diverse populations. A short list of 5-10 individuals will be identified for phone or video interviews. Short lists must include at least one candidate from an underrepresented population. Normally the top three candidates are invited to the University for interviews which take from one to one and one-half days. Included in the interview process are those faculty members whose teaching fields are in some way related to that of the candidate, the four school deans, the president, the VPAA, and a representative group of students. Faculty members and students who have a particular interest in a given position may ask to be included in the interview process. The object is to allow those who participate in the interviews to have free exchanges with the candidates and to give the candidates a full understanding of the position and a strong "feel" for the nature of the University.

## **Preparation for Campus Interviews**

- a. Once the screening committee has identified a short list of persons to be invited for campus interviews, the Academic Affairs office will contact the candidates to extend the invitation and coordinate travel arrangements. The goal will be to allow enough time for reasonable airline fares to apply, to enable candidates to work around teaching or other commitments, and to avoid having two candidates on campus at once, if possible. The Academic Affairs office will arrange for lodgings once candidate schedules are confirmed.
- b. Academic Affairs will coordinate a schedule of interviews and related activities, including details as to who will meet candidates at airports, hotels, etc.
- c. In order to maintain budget accountability, arrangements for entertainment of candidates, including participation by persons other than those on the interview schedule, must be approved by the VPAA.
- d. Prior to participation in interviews, members of the university community should review the application materials in the Academic Affairs office for a given candidate. Again, no evaluative comments are to be written on the application materials. Interviewers also must read the materials on basic interviewing techniques which are provided by our Human Resources office and can be found in the Supervisor's Handbook on the Human Resources website under faculty and staff information.

## **The Interview Process**

- a. The purpose of on-campus interviews is to gain insights about a candidate's qualifications which cannot be ascertained or appreciated through written materials or even telephone and video conversations. Areas of legitimate concern would include the nature of one's academic preparation, the value of relevant prior teaching experience, and the candidate's level of appreciation for the kind of school and teaching/professional environment Virginia Wesleyan represents. Again, it is important to be familiar with the guidelines on appropriate questions as provided by the Human Resources office.
- b. At the end of an interview session, interviewers should be sure to offer to escort the candidate to his/her next appointment.
- c. All interviewers are asked to submit a written evaluation of each candidate to the screening committee within 24 hours of the interview. The evaluations may be left in the Academic Affairs office.
- d. Interviewers involved in providing some form of hospitality (at meals, during transit from motel to campus, on campus or community tours, etc.) are reminded that the same guidelines for appropriate questioning apply as for formal interviews.
- e. During the interview process, it is the responsibility of the VPAA to discuss with the candidate such personnel issues as salary ranges and benefits.

## **The Final Selection Process**

- a. The screening committee should meet as soon as possible after the final candidate's visit. At that meeting the written evaluations of all interviewers are read and discussed. If

comments by non- interviewers (faculty spouses, other faculty, etc.) are to be considered, those comments also should be in writing. An open and frank discussion is appropriate at this stage. If no one of the three interviewed candidates is deemed appropriate, the screening committee may consider inviting one or more additional applicants to the campus to be interviewed. The need for such action should be weighed against resources available in the recruitment budget, but the ultimate goal is to select strong candidates who are likely to become valued, long-term colleagues.

b. Once a candidate is selected, the VPAA will telephone the candidate to extend an offer of employment. Screening committee members should not discuss the results of their decision until a candidate has accepted an offer of employment. The VPAA will notify all other applicants of the final outcome of the selection process.



### **HR 3.6.1 HARASSMENT POLICY (FACULTY)**

#### **Definition**

Virginia Wesleyan University is committed to providing its students, faculty, and staff a working and learning environment that is free from discrimination in the form of harassment by any member of the University Community and, in certain circumstances, agents and non-employees who have contact with our students and employees. Harassment on the basis of sex, race, color, age, disability, religion, national origin, or sexual orientation of students and employees at Virginia Wesleyan University is unacceptable conduct and will not be tolerated. In many cases it is also unlawful.

At the same time, Virginia Wesleyan University is firmly committed to the principles of Academic Freedom, and hence to the protection of the right of all members of the university community to engage in all forms of inquiry and debate.

Sexual harassment, in particular, encompasses a wide range of verbal, non-verbal, and physical behaviors. Although it includes any attempt to coerce an unwilling person into a sexual relationship, it is also unlawful to subject a person to unwanted sexual attention, to punish a refusal to comply, or to create a sexually intimidating, hostile, or offensive working or educational environment. Sexual harassment includes verbal and physical behaviors, from sexual assault to the unwelcome emphasizing of sexual identity. Violations may also be non-verbal as in the case of offensive gestures or the display of offensive pictures.

What constitutes harassment of any type, including sexual harassment, will be interpreted and applied with consistency and in accordance with prevailing law, accepted standards of mature behavior, academic freedom, and freedom of expression. It is especially likely that a faculty member who uses his or her position of authority in the course of prohibited conduct is guilty of unlawful harassment. In addition, the frequency and severity and the content of the behavior will be taken into account.

Speech or conduct is reasonably regarded as offensive if it substantially impairs the academic or work opportunity of students, colleagues, and/or co-workers. If it takes place in the teaching context, to be considered harassment it must also be persistent, pervasive, and not germane to the subject matter. The academic setting is distinct from the workplace in that wide latitude is required for professional judgment in determining the appropriate content and presentation of academic material.

#### **Confidentiality**

Complaints about harassment will be responded to promptly and equitably. The right to confidentiality of all members of the academic community will be respected insofar as is practical without jeopardizing the University's duty to investigate.

#### **Retaliation**

This policy explicitly prohibits retaliation against individuals for bringing good faith complaints of harassment. Any person who retaliates against a complainant shall be subject to



disciplinary action up to and including discharge.

### **False Charges**

Purely malicious accusations of harassment are harmful to the personal and professional reputation of the person so accused. The University regards harassment complaints made with malicious intent to be a very serious matter and subject to appropriate sanctions. They may also subject the complainant to civil liability.

### **Informal and Formal Procedures**

Any Virginia Wesleyan University student or employee having a complaint of harassment may raise the matter informally and/or file a formal grievance. The informal process is an attempt to mediate between the parties involved and effect a mutually agreeable solution without entering into a formal hearing/grievance process. An informal complaint may result in disciplinary action only if the Vice President for Academic Affairs is aware of a pattern of complaints regarding harassment involving the accused faculty member.

A formal procedure will not be initiated without a written, signed complaint. A formal complaint may result in disciplinary action being taken against a person who, as a result of an investigative process, is found to have committed an act or acts of harassment against the individual filing the complaint.

Regardless of whether the complainant raises the matter informally or formally, any allegation of harassment at Virginia Wesleyan University will be taken seriously by the university and will be investigated in a timely manner.

### **Office of the President**

Any individual who believes that a harassment complaint did not receive prompt and equitable response after pursuing the appropriate procedures, should inform the Office of the President.

### **Informal Complaint**

If a member of the University Community believes that he or she has been a victim of harassment by a member of the faculty, he or she is encouraged to discuss the concern with the VPAA. As a result of that discussion, the individual initiating the complaint process may select one of three courses of action: Proceed with a formal complaint; ask the VPAA to attempt an informal resolution of the matter; or drop the complaint.

If the individual decides to drop the complaint, the VPAA will decide what, if any, further action shall be taken.

If a request for an informal resolution is made, the VPAA, along with the Director of Human Resources, shall meet with the complainant to document the complaint and to determine if the complainant is comfortable with having his/her identity revealed to the faculty member. Subsequent to this meeting, a meeting of the VPAA, the Director of Human Resources, and the faculty member being accused will be held to inform the faculty member of the informal charges being levied against him/her.

If it is necessary to effect an informal resolution, and with the agreement of all involved parties, the complainant will meet with the accused faculty member in the presence of the VPAA and the Director of Human Resources.

If, as a result of these discussions, all parties involved believe that a satisfactory resolution has been achieved, the VPAA shall decide what, if any, further action shall be taken. If the VPAA

decides that some type of further action is needed, the accused faculty member may appeal this decision to the Faculty Hearing Committee. The Faculty Hearing Committee, after considering evidence presented by both sides of the issue, shall make a recommendation to the President of the University. The final determination of what action, if any, shall be taken shall be made by the President.

If a mutually agreeable solution is not achieved, the person bringing the complaint may elect to bring a formal complaint.

### **Formal complaint**

A formal complaint of harassment against a member of the faculty begins with a meeting of the person bringing the complaint, and the VPAA. To this meeting, the complainant brings a written and signed statement of the complaint.

### **Procedure/Investigation**

The VPAA, in conjunction with the Director of Human Resources, shall meet with the faculty member to discuss the charge. The faculty member shall receive a copy of the written complaint at that meeting. If the faculty member requests, and the complainant agrees, the complainant may meet with the faculty member at an appropriate stage of the procedure. This meeting shall take place in the presence of the VPAA, and the Director of Human Resources. If the faculty member claims to be innocent of the charge, this shall be stated in writing to the VPAA.

If the VPAA and/or the Director of Human Resources decides at any time before resolution, that further investigation is necessary, this shall be pursued in the most timely manner possible. In addition, in the case of further investigation, wherever possible the confidentiality of all involved individuals shall be maintained.

If the VPAA and the Director of Human Resources decide that the charges are to be upheld, the case shall be forwarded, with documentation, to the Faculty Hearing Committee. The Faculty Hearing Committee shall proceed as outlined in the Faculty Handbook.

### **Counseling**

Harassment of students and employees at Virginia Wesleyan University on the basis of sex, race, age, color, disability, religion, national origin, or sexual orientation is unacceptable conduct that will not be tolerated. Therefore, the University offers, and encourages, any individual who might have been a victim of such harassment on its campus the use of the Virginia Wesleyan University Counseling Center.

## **IMMIGRATION REFORM AND CONTROL ACT OF 1986**

Virginia Wesleyan University complies with the Immigration Reform and Control Act of 1986 and in doing so hires only employees who are legally employable and who provide the University with identity verification and/or work authorization in compliance with the Act.

It is the responsibility of the newly hired employee to provide the university payroll department with the necessary documents. This is to be done within three (3) days of the employee's first day of work. The employee completes the Employee Section of the appropriate Eligibility Verification/I-9 Form. The Payroll department employee or his/her designee views the presented necessary documents and completes the Employer Section of the Form.

The payroll department files the completed Form in a file separate from the employee's payroll file.

## **INSTITUTIONAL REVIEW BOARD**

Virginia Wesleyan University's Institutional Review Board (IRB) has been established to ensure that all research conducted at the University meets high ethical standards and complies with federal mandates regarding the treatment of human research participants. Any member of the campus community (faculty, students, or staff) wishing to conduct research that involves human participants should determine whether their research protocol is exempt from review or should be submitted for approval by the IRB. Exempt research would include (but is not limited to) research done for purely pedagogical purposes, research conducted with no intent to publish or present the results at conferences, and research involving oral histories. If your research will result in making inferences beyond your sample of collected data and you plan to publish or present these results in any form, then your research is not exempt and you should plan on submitting your proposal before collecting data. Additional information concerning specific procedures, exemption policy, as well as all forms needed for the application process may be found using the Institutional Review Board link on Blackboard. This link is available to all faculty members.

## INNOVATIVE TEACHING AND ENGAGED LEARNING (INTEL) PROGRAM AND COMMITTEE

*As Adopted by the Faculty Assembly, April 25, 2014*

Innovative Teaching and Engaged Learning (INTEL) activities are central to the enhanced curriculum and student learning and to faculty development more broadly. One of the five strategic priorities of VWU's emerging strategic plan - *Support Innovative Teaching and Engaged Learning* - is the direct focus, and partially an outgrowth, of the work undertaken by the initial current Innovative Teaching and Engaged Learning Advisory Group. A Center for Innovative Teaching and Engaged Learning is under development that will provide leadership and support for new academic initiatives and faculty development that promote our strategic institutional commitments to students' intellectual inquiry, active learning and civic engagement.

The Innovative Teaching and Engaged Learning Committee will work to:

- advise and facilitate the activities of the Center for Innovative Teaching and Engaged Learning on ***core capacities necessary for experiential learning*** both in and outside of the classroom
- grow Innovative Teaching and Engaged Learning-related ***faculty knowledge and skills***
- design an ***institutional infrastructure*** supporting Innovative Teaching and Engaged Learning
- cultivate an ***academic culture*** of Innovative Teaching and Engaged Learning
- nurture Innovative Teaching and Engaged Learning-related ***partner relationships with community organizations***

Tasks undertaken by the current Innovative Teaching and Engaged Learning Advisory Group to date include but have not been limited to: initiatives and faculty development supportive of institutional strategic commitments to “inquiry,” active learning, service, and civic engagement; building capacity and sustainability; highlighting career connections; strengthening community-based learning programming and community partnerships; establishing assessment protocols; and facilitating a range of Innovative Teaching and Engaged Learning-related faculty development opportunities.

### The Innovative Teaching and Engaged Learning Committee

Structure:

The Committee shall consist of eight faculty members. These members shall be the Director of Innovative Teaching and Engaged Learning, one librarian with faculty status, and eight other members of the faculty, 2 of whom who are elected by each School for staggered three year terms.

Members:

- Director of Innovative Teaching and Engaged Learning
- Eight faculty members (2 from each School, elected by Schools, all for staggered three year terms)
- One librarian with faculty status

Election:

Members of the Innovative Teaching and Engaged Learning Committee will serve three year

terms. Positions will be elected. The election should provide for 2 representatives from each school. The librarian faculty member will be appointed by the Library Director. Members may succeed themselves for consecutive terms if so elected or appointed.

In preparation for these changes, the first Committee members will be appointed by school deans. Appointees would be those current members who volunteer to continue, plus any new members appointed to fill vacancies. Faculty elections will begin in the 2015-16 academic year.

# **INTELLECTUAL PROPERTY AND TECHNOLOGY TRANSFER POLICY**

## **INTELLECTUAL PROPERTY**

### **Section I. Introduction**

Virginia Wesleyan University is a community dedicated to teaching, scholarship, and research. The University seeks to encourage creativity and innovation among its faculty, students, and staff. To support this endeavor, the University provides equipment, facilities, information resources, and personnel. The University also seeks specific support for creative activity from external sources, both private and public.

Increasingly, intellectual property and technology transfer are matters of importance to Virginia Wesleyan because of their potential to advance the state of knowledge and contribute to the greater social good; to absorb substantial institutional resources in their creation; to generate income; and to raise ethical and legal questions of actual or perceived conflict of interest for the inventor and the University.

Traditionally, in institutions of higher learning, the ownership of literary, artistic, and scholarly works has rested with the creator.

The policy exists to encourage creativity, innovation, and research, clarify ownership of intellectual property rights, create opportunities for public use of University innovations, and provide for the equitable distribution of monetary and other benefits derived from intellectual property. Its focus is on the determination of a property's ownership and the equitable division of the rewards stemming from it. This policy does not reverse the traditional ownership by the creator of, for example, a poem, a painting, or a scholarly work.

### **Section II. Purpose**

This policy is implemented as part of our mission as a not-for-profit institution. The specific aims of the policy are to:

1. Ensure that the traditional rights of scholars and researchers to the monetary and other benefits of their labor are respected;
2. Protect the rights of the University (which it might or might not choose to exercise) with respect to intellectual property created with substantial University resources beyond normal use, or with substantial resources dedicated to the creator's use in the production of the property;
3. Encourage the development and dissemination of intellectual property by providing appropriate incentives to creators and the University;
4. Facilitate the wide transfer of useful inventions, writings and works of art to society; and
5. Protect the University's name and trademarks.

### **Section III. Definitions**

Subd. 1. Creator. "Creator" refers to the individual(s) who invent, author, create, or were otherwise responsible for the intellectual creation of the intellectual property, as defined in the applicable intellectual property statutes.

Subd. 2. Intellectual Property. "Intellectual property" refers to inventions, creations, new

processes, etc. It includes any work eligible for copyright protection and any invention eligible for patent protection under U.S. or international law.

Subd. 3. Net Income. “Net income” means the gross monetary payments the University receives as a result of transferring rights in the intellectual property less the University’s out-of-pocket expenditures (including legal fees) directly attributable to protecting, developing, and transferring that intellectual property.

Subd. 4. Regular Academic Work Product. “Regular academic work product” means any copyrightable work product which is an artistic creation or which constitutes, or is intended to disseminate the results of, academic research or scholarly study. Regular academic work products include, but are not limited to, books, class notes, theses and dissertations, course materials designed for the web, distance education and other technology-oriented educational materials, articles, poems, musical works, dramatic works, pantomimes and choreographic works, pictorial, graphic and sculptural works, or other works of artistic imagination. Software specifically needed to support a regular academic work product or which is designed to disseminate the results of academic research and scholarly study is also considered a regular academic work product.

Subd. 5. Covered Individual. “Covered individual” means persons who are:

1. Employed by Virginia Wesleyan, including full-time and part-time faculty members, adjunct faculty, administrative officers, and staff members;
2. Independent contractors or consultants;
3. All Virginia Wesleyan students. For the purpose of this policy, a “student” is any individual who registers for a course at Virginia Wesleyan; and
4. Anyone using University facilities or resources under the supervision or with the permission of University personnel, including, but not limited to, volunteers.

Subd. 6. Specially Commissioned Work. “Specially commissioned work” means a work specially ordered or commissioned by the University and which the University and the creator expressly agree in a written instrument signed by them shall be considered as such.

#### **Section IV. Application**

Subd. 1. Application. This policy applies to all intellectual property meeting the criteria for University ownership as described in Section VI, produced by covered individuals, acting individually or in groups, performing research or engaging in work or study at Virginia Wesleyan or in connection with a University program.

Subd. 2. Effective Date. This policy applies to intellectual property disclosed to the University after the effective date of this policy. The effective date of this policy is to be determined by action of the Board of Trustees pending necessary reviews and approvals. [The effective date is October 19, 2005.]

#### **Section V. Administrative Procedures**

The development of a work of intellectual property that might be copyrightable or patentable and meets the criteria for University ownership as described in Section VI should be reported fully and in writing, at the earliest time possible, to the VPAA of the University. S/he will promptly meet with the inventor to consider the issues of ownership, copyright, and patent, all aspects of the invention, including but not limited to the extent to which University resources have been used and the distribution of potential proceeds. It is assumed that in most cases a



timely and amicable agreement will be reached.

If an agreement cannot be reached, the school deans (or the appropriate vice president or supervisor in the case of a staff member) will review the circumstances attending the development of the intellectual property, including the prior investment of University resources, and make a recommendation to the VPAA of the University.

## **Section VI. University Ownership**

The University shall own copyright only in the following three circumstances:

1. The University expressly directs a faculty member to create a specified work, or the work is created as a specific requirement of employment or as an assigned institutional duty that may, for example, be included in a written job description or an employment agreement.
2. The faculty author has voluntarily transferred the copyright, in whole or in part, to the institution. Such transfer shall be in the form of a written document signed by the faculty author.
3. The University has contributed to a “joint work” under the Copyright Act. The institution can exercise joint ownership under this clause when it has contributed specialized services and facilities to the production of the work that goes beyond what is traditionally provided to faculty members generally in the preparation of their course materials. Such arrangement is to be agreed to in writing, in advance, and in full conformance with other provisions of this agreement.

## **Section VII. Exceptions to University Ownership**

Subd. 1. Regular Academic Work Product. A regular academic work product is owned by the creator and not the University.

Subd. 2. Course Requirement. Intellectual property created solely for the purpose of satisfying a course requirement is owned by the creator and not the University.

Subd. 3. Pre-Existing Rights. If the intellectual property referred to in subdivisions 1 and 2 is a derivative of or otherwise uses preexisting University-owned intellectual property, this section shall not prevent the University from asserting its preexisting rights.

Subd. 4. Contractual Agreements. For intellectual property created in the course of or pursuant to work done under agreement between the University and external sponsor(s), ownership will be determined in accordance with the terms of the University’s agreement with the external party and applicable law.

## **Section VIII. Use of Intellectual Property**

Subd. 1. Rights to Publish. Nothing in this policy shall be construed as affecting the rights of a creator to publish, except that in cases when University ownership has been established the creator must agree to observe a brief period of delay in publication or external dissemination if the University so requests and such a delay is necessary to permit the University to secure protections for intellectual property disclosed to it by the creator.

Subd. 2. Use of Teaching Materials. In order to facilitate joint work on teaching materials and support collaborative teaching, and notwithstanding the ownership rights otherwise granted by this policy,

individuals who contribute teaching materials used in jointly developed and taught University courses thereby grant a nonexclusive, nontransferable license to the University to permit other contributors to the course to continue using those jointly produced teaching materials in University courses.

Subd. 3. Derivative Works. Jointly owned works (under section VI above) enable both the faculty member and the University to independently or cooperatively create derivative works from those works where there is shared ownership. As an example, if the University pays a faculty member to develop an online course under a joint ownership agreement stipulated in writing, the faculty member retains the right to develop derivative works, such as an online textbook or a lab manual, and the university also retains the right to develop derivative works, such as modifications to the master course from those online course materials.

## **Section IX. Distribution of Income**

Subd. 1. In cases where no use has been made of University equipment, facilities, or employee and/or student time, or in traditional cases involving the creation of literary, artistic, and scholarly work, the University will have no claim of equity. In cases where this applies, the inventor is at liberty to pursue patent negotiations independently. However, in such cases, the name of the University may not be used in connection with inventions in which the University has no equity interest without prior written permission.

Subd. 2. In cases where the University does have equity rights according to Section VI and there has been normal use of University equipment, facilities, or employee and/or student time devoted to the invention, the University will be deemed to have a 40% of gross equity interest in the invention.

Subd. 3. In cases where the University does have equity rights according to Section VI and there has been significantly above normal use of University equipment, facilities, or employee and/or student time or University contributions, including additional salary, devoted to the development of the invention, the University will be deemed to have a 60% of gross equity interest in the invention.

Subd. 4. In cases that would normally be covered by Subd. 2 and Subd. 3, but where gross equity has been determined to be less than \$5,000, the University shall assert no claim of a percent of gross equity interest.

## **Section X. University Responsibilities**

The University shall have the responsibility to:

1. Provide oversight of intellectual property management and technology transfer;
2. Establish effective procedures for licensing and patenting intellectual property;
3. Promote effective distribution and marketing of intellectual property;
4. Protect the University's intellectual property; and
5. Inform individuals covered by this policy about its provisions.

## **Section XI. Responsibilities of Applicable Individuals**

Covered individuals have a responsibility to:

1. Adhere to the principles and procedures embodied in this policy;
2. Create, retain, and use intellectual property according to the applicable local state,

- federal, and international laws and University policies;
3. Disclose promptly in writing intellectual property owned by the University pursuant to this policy or created pursuant to sponsored research or other contractual arrangements with external parties that are governed by section VII, subdivision 4, and assign title to such intellectual property to the University or its designee to enable the University to satisfy the terms of any applicable funding or contractual arrangement; and
  4. Cooperate with the University in securing and protecting the University's intellectual property, including cooperation in obtaining patent, copyright, or other suitable protection for such intellectual property and in legal actions taken in response to infringement.

## **Section XII. Compliance**

Failure to comply with the provisions of this policy is a violation and may result in discipline of an employee in accordance with applicable University policies and procedures.

## **MATERNITY LEAVE POLICY**

For all full-time salaried employees, maternity leave is treated as any other short-term disability and will be paid according to the terms of the Short-Term Disability Policy. An employee may work for as long as is permitted by her physician and may return to work when medically approved to do so. (The customary amount of time allowed is six (6) weeks for a vaginal delivery and eight (8) weeks for a Cesarean section.) If additional time off is requested, but is **not medically required**, an employee may then use any accumulated personal time or vacation time with supervisor's approval.

### **Explanation of above policy**

*Regarding faculty:* For deliveries that occur over summer vacation, maternity leave (6 or 8 weeks) begins from the date of delivery. Short Term disability, which is the paid part of the leave, runs concurrently with the maternity leave but begins on 9/1 (the renewal date for contracts.) As indicated in the Summary of Benefits, page 2, "short term disability leave may be extended, at the discretion of the University, for a period not to exceed one semester."

In all cases, Virginia Wesleyan will abide by any and all applicable federal and state laws.

## MOTOR VEHICLE RECORD POLICY

The administration of Virginia Wesleyan University takes seriously the safety of its employees and students and expects anyone driving a university-owned vehicle as well as employees using personal vehicles in the course of University business to have a current driver's license and to maintain a safe driving record. The following guidelines have been established to include Motor Vehicle Record (MVR) acceptability levels for prospective drivers and current Virginia Wesleyan drivers. It is Virginia Wesleyan's policy and a requirement that every employee and student with driving duties maintain an MVR that meets the requirements outlined in this policy.

### Purpose

The purpose of this policy is to establish compliance with requirements of Virginia Wesleyan University's liability insurance carrier. The insurance carrier determines what is an acceptable driving record (for insurance purposes) for an individual who drives university-owned or leased vehicles, or who routinely use personal vehicles in the course of University business. The insurance carrier uses Motor Vehicle Record (MVR) reports to determine if drivers meet the carrier's criteria.

*To be clear, this MVR policy applies both to drivers of university-owned and/or leased vehicles as well as employees routinely using personal vehicles in the course of University business. **Routinely can be defined as the need to drive on a weekly basis.** We appreciate the adjustments you will make to your plans to comply with this policy.*

### Driver Selection and Qualification

Virginia Wesleyan will examine MVR's for all employees and students driving university-owned vehicles and/or vehicles leased by the University prior to authorizing driving privileges and at least annually thereafter. Virginia Wesleyan University will examine MVR's for all employees and students using personal vehicles routinely in the course of University business. Continued driving privileges in these positions requires maintenance of an MVR that meets the standards presented within this policy.

### Procedure

1. Prior to making an offer of employment, for those positions whose job function may involve driving a University owned and/or leased vehicle for the University or driving routinely in the course of University business, an applicant will be required to provide a recent MVR, within the last 30 days, for review. An applicant who refuses to complete, sign and submit the form may not be offered employment.
2. For current employees and or students, prior to obtaining an MVR, the hiring supervisor, the VPAA, or Human Resources/Payroll will obtain consent from the employee or student. A current employee or student may personally provide a certified copy of their recent MVR, within the last 30 days, or may authorize the University to obtain the MVR on their behalf. A current employee or student who refuses to provide a recent MVR or who refuses to complete, sign, and submit the authorization form authorizing the University to obtain the MVR may not be allowed to continue as an employee should driving responsibilities be a part of the employee's job description or may have driving privileges restricted,

- depending on the importance of driving to the position in question.
3. This written consent form will be forwarded to the Human Resources Department. Human Resources or Payroll will forward the request to the University's third-party background service to obtain an MVR. The MVR will be obtained from the Virginia Department of Motor Vehicles and/or any other state in which the applicant, employee, or student is licensed or has recently been licensed to drive.
  4. If the results of an individual's MVR indicate that the applicant, employee, or student may be a driving risk, the Director of Human Resources will evaluate the findings and make a recommendation on hiring, continuing employment, or restricting driving privileges to the relevant supervisor if driving is pertinent to the position as written within the individual's job description.
  5. Questionable MVR's will be forwarded to the University's insurance carrier for final review.

### **General Information**

1. MVR information will be used only for the purpose of this policy. All other Virginia Wesleyan policies will be observed when implementing this policy.
2. Offers of employment will be contingent on satisfactory results of the MVR check for those positions requiring employees to drive University owned and/or leased vehicles or personal vehicles routinely for University business.
3. Any MVR obtained during implementation of this policy will be maintained as confidential by the Human Resources Department.
4. The supervisor or the Director of Human Resources may verify or clarify any questions raised by the MVR with the relevant applicant, employee, or student.

### **Motor Vehicle Record Standards**

Any applicant, employee, or student may be denied employment or continued employment if driving is pertinent to the individual's responsibilities as defined in the job description while others may be restricted from driving a University vehicle or a personal vehicle for University purposes as part of the relevant position if any of the following combinations of offenses are found on the MVR:

1. One or more type "A" violations in the past 3 years
2. Three or more accidents in the past 3 years (regardless of fault)
3. Three or more type "B" violations in the past 3 years
4. Any combination of accidents and type "B" violations equaling four or more in the last 3 years.

#### **A. Serious Offenses (as outlined by the DMV and recognized by insurance providers)**

1. Leaving the scene of an accident
2. Reckless/careless driving
3. Speeding more than 15 mph over posted limit
4. Driving under the influence of alcohol or drugs
5. Use of vehicle in drug trafficking, reckless homicide, soliciting or unlawful use of weapons
6. Driving under suspension or revocation
7. Fleeing a police officer
8. Vehicle theft
9. Chemical test refusal
10. Improper or illegal lane change

11. Following too close

**B. Minor Offenses**

1. Stop sign and traffic signal offenses
2. Speeding less than 15 mph over limit
3. Improper turns, failure to signal, failure to yield, improper backing
4. Operating a defective vehicle
5. Failure to observe a funeral procession, crossing a fire hose
6. Seat belt violation
7. Registration, overweight or permit violations

The Director of Human Resources will be accountable for implementation and adherence to this program.

## **OSHA**

The OSHA/VOSH 1910.1030 Blood borne Pathogens Standard was issued to reduce the occupational transmission of infections caused by microorganisms sometimes found in human blood and certain other potentially infectious materials. The purpose of this exposure control plan is to eliminate or minimize employee occupational exposure at Virginia Wesleyan University to blood or other potentially infectious materials as detailed in this standard.

All employees who are exposed to blood and other potentially infectious materials as a part of their job duties are included in this program.

### **EXPOSURE DETERMINATION**

All job categories in which it is reasonable to anticipate that an employee will have skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials (see list below) are included in this Exposure Control Plan. Exposure determination is made without regard to the use of personal protective equipment – employees are considered to be exposed even if they wear personal protective equipment.

#### **Other Potentially Infectious Materials**

##### Body Fluids

- Semen
- Vaginal secretions
- Cerebrospinal fluid
- Pleural fluid cultures
- Pericardial fluid
- Peritoneal fluid
- Amniotic fluid
- Any bodily fluid visibly contaminated with blood
- Saliva in dental procedures

##### Other Materials

- Any unfixed tissue or organ (other than intact skin from a human (living or dead))
- HIV/HBV containing cell or tissue and culture medium
- Blood, organs, or other tissues from experimental animals infected with HIV or HBV

At Virginia Wesleyan University employees in the following job classifications are included in this category:

- Athletic Department (Coaches and Trainers)
- Health Services
- Housekeeping
- Maintenance (except Administrative Assistant and Secretary/Receptionist/ Work Center Coordinator)
- Residence Life (except Secretary)
- Security (except Reserve Officers)

## COMPLIANCE METHODS

**Universal precautions** will be observed at Virginia Wesleyan University in order to prevent contact with blood or other potentially infectious materials. This means that all blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual. Universal precautions do not apply to feces, nasal secretions, sputum, sweat, tears, urine, or vomitus unless they contain visible blood.

**Engineering and Work Practice Controls** shall be used eliminate or minimize employee exposure. All procedures will be conducted in a manner which will minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials. The methods which will be employed at VWU to accomplish this goal are the use of puncture resistant sharps containers and biohazard garbage containers. These controls will be examined every six months by the Director of Health Services to ensure their effectiveness.

**Tags/labels** that comply with 29 CFR 1910-145(f) shall be used to identify the presence of an actual or potential biological hazard. The tags shall contain the word "BIOHAZARD" or the biological hazard symbol and shall state the specific hazardous condition or the instructions to be communicated. The word/message shall be understandable to all employees who may be exposed to the identified hazard. The tags/labels may be an integral part of the container, or may be affixed as close as safely possible to the hazard by string, wire, or adhesive. This is to prevent loss or unintentional removal. VWU may substitute red bags or red containers for labels on containers of infectious waste. All appropriate employees shall be informed of the meaning of the labels/tags.

**Hand washing** is a primary infection control measure. Appropriate hand washing must be diligently practiced. Employees shall wash hands thoroughly using soap and water whenever hands become contaminated and as soon as possible after removing gloves or other personal protective equipment. When other skin areas or mucous membranes become exposed, the skin in these areas shall be washed with soap and water, and the mucous membranes shall be flushed with water as soon as possible.

**Sharps** such as used needles, shall not be bent, recapped, broken, resheathed by hand. Sharps containers must be closable, puncture resistant, labeled or color-coded, leak proof on sides and bottom, and maintained upright throughout use. Containers are to be easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used or found. In the Health Services office, the sharps container is located in the treatment room. In the Security Office, a sharps container is located in the training room. In the gym, a sharps container is located in the Trainer's office. Containers distributed to students with individual medical needs are turned in to the Director of Health Services for disposal as needed. Contaminated disposable sharps are to be discarded, as soon as possible after use, in the disposable sharps containers. Contaminated broken glass is also to be placed in disposable sharps containers. Broken glass which may be contaminated is to be cleaned up with something **other than** the hands, i.e. Brush and dust pan, or tongs. A blood borne pathogen disposal kit will be located in each building on campus. Location of kits will be clearly marked. As soon as possible after use, reusable contaminated sharps are to be placed in the reusable sharps container until properly processed. Nearly full sharps containers are to be promptly disposed of (or emptied and decontaminated in the case of reusable sharps) and replaced. This is to prevent the hazard of overfilling of sharps containers. The Health Service staff is solely responsible for maintaining the sharps containers.



**Personal Protective Equipment** is specialized clothing or equipment used by workers to protect themselves from direct exposure to blood or other potentially infectious materials. Virginia Wesleyan University will provide, repair, clean, and dispose of appropriate personal protective equipment based on the anticipated exposure to blood or other potentially infectious materials. This equipment shall be provided and readily available in a variety of sizes as needed at no cost to the employee. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used. If a garment is penetrated by blood or other potentially infectious material, the garment shall be removed as soon as possible and placed in a designated container for laundering or disposal. A container for this purpose is located in each appropriate department. Protective equipment will be provided to employees through their individual department by the department head or his/her designee who is responsible for its distribution. Protective equipment is to be worn whenever there is a risk of exposure.

## **HOUSEKEEPING**

Virginia Wesleyan University will ensure that the campus and campus buildings are maintained in a clean and sanitary condition. The written Housekeeping procedure guide is located in the Housekeeping Policy and Procedure Manual at the Physical Plant. All contaminated surfaces will be decontaminated as soon as feasible. The Housekeeping staff is to wear appropriate Personal Protective Equipment while carrying out their duties.

**Gloves** shall be worn when it can reasonably be anticipated that hands will contact blood or other potentially infectious materials, mucous membranes, and non-intact skin and when handling or touching contaminated items or surfaces. Disposable gloves are not to be washed or decontaminated for re-use. These gloves are to be replaced as soon as feasible when they become contaminated, torn, punctured, or when their ability to function as a barrier is compromised.

Laundry workers shall wear protective gloves and other appropriate personal protective equipment to prevent exposure to blood or other potentially infectious materials during handling of linen. Laundry that is contaminated with blood or other potentially infectious materials or that may contain contaminated needles or sharps shall be treated as if it were a HBV/HIV infection and handled as little as possible and with a minimum of agitation. Contaminated laundry shall be bagged and tagged at the location(s) where it was used.

## **HEPATITIS B VACCINATION**

The hepatitis B vaccine shall be offered, at no cost, to all employees of Security and Health Services whose jobs involve the risk of directly contacting blood or other potentially infectious materials (please see Exposure Determination). The vaccine will be offered within 10 working days of their initial assignment as an employee in an at risk category unless the employee has previously had the vaccine or wished to submit to antibody testing which shows the employee to have sufficient immunity. Employees who decline the Hepatitis B vaccine will sign a waiver (please see attached).

Employees who initially decline the vaccine, but who later wish to have it may then have the vaccine provided at no cost to the employee. Human Resources is responsible for assuring that the vaccine is offered to appropriate employees and that appropriate forms are signed. Campus Health Services will administer the vaccine to VWU employees.

An **exposure** incident is a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

Employees who experience an exposure incident are to immediately report their exposure to their department Chair. The department Chair will inform the Health Services Department of the exposure within 24 hours. When an employee reports an exposure incident, he/she will immediately be offered a confidential medical evaluation and follow-up including:

- documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred;
- identification and documentation of the source individual unless identification is not feasible;
- an offer to collect a blood sample from the exposed employee as soon as possible after the exposure incident for determination of HIV and/or HBV status; if the employee consents to baseline blood collection, but does not give consent to HIV serologic testing, the sample shall be preserved for at least 90 days. If within 90 days of exposure incident, the employee elects to have the sample tested, such testing shall be done as soon as feasible.
- an offer to repeat HIV testing to the exposed employee six weeks' post-exposure and again at 12 weeks and six months after exposure;
- counseling, medical evaluation of any acute febrile illness that occurs within 12 weeks after exposure and use of safe and effective post-exposure measures, according to recommendations for standard medical practice.

If the status of the source individual's blood is unknown, the individual's blood will be tested as soon as feasible after consent is obtained.

After an exposure, the following information will be provided to the healthcare professional who is evaluating the employee:

- a copy of 1910.1030 blood borne pathogens standard;
- a description of the exposed employee's duties as they relate to the exposure incident;
- the documentation of the route(s) of exposure and circumstances under which exposure occurred;
- results of the source individual's blood testing, if available;
- all medical records relevant to the appropriate treatment of the employee including vaccination status.

A written opinion by the Health Care Professional shall be obtained whenever an employee is sent for a post exposure incident. Virginia Wesleyan University shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation. The written opinion **will be limited to** the following information:

- whether the Hepatitis B vaccine is indicated;
- the employee has been informed of the results of the evaluation;
- the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

**All other findings shall remain confidential and shall not be included in the written report.**

## **RECORD KEEPING**

Virginia Wesleyan University shall track each employee's reported exposure incident to blood and/or other potentially infectious materials. Such documentation shall be kept in the employee's health file, separate from the personnel file. The record shall be maintained for the duration of employment plus 30 years in accordance with 29 CFT 1910.20. The file shall be maintained by VWU Health Services. Such medical record shall include the following:

- name and social security number of the employee;
- a copy of the employee's hepatitis B vaccination status with dates of hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination;
- a copy of examination results, medical testing, and any follow-up procedures;
- a copy of the healthcare professional's written opinion;
- a copy of the information provided to the healthcare professional who evaluated the employee for suitability to receive hepatitis B vaccination prophylactically and/or after an exposure incident.

The employee's medical record will be kept confidential. The contents will not be disclosed or reported to any person within or outside the workplace without the employee's express written consent, except as required by law or regulation.

Needle stick injuries shall be included on the OSHA 200 occupational injury and illness log if medical treatment is prescribed and administered by a licensed medical professional.

HBV and/or HIV shall be recorded on the OSHA 200 log if the illness can be traced back to an injury or other exposure incident.

## **TRAINING AND EDUCATION OF EMPLOYEES**

Employees will be trained regarding blood borne pathogens at the time of initial assignment to tasks where exposure may occur and annually thereafter. Training will take place during work hours. Additional training will be provided whenever there are changes in tasks or procedures which affect employees' occupational exposure; this training will be limited to the new exposure situation.

The training will be tailored to the educational level, literacy, and language of the employees. The training plan will include an opportunity for employees to have their questions answered by the trainer.

The Director of Health Services or his/her designee is responsible for arranging and/or conducting training. The following will be included in the training:

- explanation of the blood borne pathogens standard;
- general explanation of the epidemiology, modes of transmission, and symptoms of blood borne diseases;
- explanation of this Infection Control Plan and how it will be implemented;
- procedures which may expose employees to blood or other potentially infectious materials;

- control methods that will be used at VWU to prevent/reduce the risk of exposure to blood or other potentially infectious materials;
- explanation of the basis for selection of personal protective equipment;
- information on the hepatitis B vaccination program including the benefits and safety of vaccination;
- information on procedures to use in an emergency involving blood or other potentially infectious materials;
- what procedure to follow if an exposure incident occurs including method of reporting the incident;
- explanation of post-exposure evacuation and follow-up procedures; an explanation of warning labels and/or color coding;
- location of disposal kits.

Training records will be maintained for at least three years from the date on which the training occurred. The following information will be included in these records:

- dates of training sessions;
- contents or a summary of the training sessions; names and qualifications of trainer(s);
- names and job titles of all persons attending.

## **RULES OF CONDUCT**

While employment for staff at Virginia Wesleyan University is terminable at the will of either the employee or the University, there are certain actions which, if engaged in by any employee (faculty or staff), will most invariably result in disciplinary action up to, and including, termination of employment. The following are illustrative of these areas, but should not be taken as all inclusive:

- No alcoholic beverages, weapons, illegal drugs, dangerous instruments are allowed on campus unless such activity takes place at an event which has been approved by the University administration and for which all necessary licenses have been obtained. Alcohol or drug use while on duty or before reporting for work will not be tolerated.
- Assaultive, criminal, or sexual behavior is forbidden by any person on the University campus.
- Faculty and staff members are to conduct themselves at all times and in all circumstances in a manner that will reflect their professionalism as members of the academic community in general, and Virginia Wesleyan University in particular.

## **SUBSTANCE ABUSE POLICY**

### **PURPOSE**

Virginia Wesleyan University recognizes that one of its most valuable assets is its employees, and its most important responsibility is to the students whom they serve. The purpose of this Policy is to promote the health, safety and welfare of its employees and the students by striving to eliminate the negative effects of alcohol and substance use and abuse from the workplace, and to assist those employees who have a drug-related or alcohol-related problem with rehabilitation. In furtherance of this purpose, any employee who has a drug-related or alcohol-related problem is encouraged, for his or her own benefit as well as the benefit of fellow employees and the students, to voluntarily seek treatment for such problems through a treatment program of his or her choice.

If a supervisor has reasonable cause to believe that an employee is under the influence of alcohol and/or a controlled or illegal substance while at work, or following an accident, the supervisor, with the approval of the department head and the Director of Human Resources, may require the employee to submit to an alcohol or drug screen test at the expense of the University.

### **APPLICABILITY**

This Policy shall be applicable to all employees of Virginia Wesleyan University. An employee is anyone who receives a paycheck for services and who also receives a Form W-2 or a person who is considered a contract worker and receives a Form 1099.

### **EMPLOYEE RESPONSIBILITY**

- A. In accordance with the Drug-Free Schools and Communities Act of 1989, as amended, it is the policy of Virginia Wesleyan University that as a condition of employment, an employee will notify the University of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction.
- B. Employees are prohibited from engaging in the following activities:
  - 1. Using, purchasing, selling, possessing, distributing or accepting illegal drugs or drug-related paraphernalia while on or off the job;
  - 2. Using, purchasing, selling or distributing alcohol while on campus unless such activity takes place at an event which has been approved by the University administration and for which all necessary licenses have been obtained;
  - 3. Using, purchasing, selling or distributing alcohol at university-related activities off-campus may be prohibited under certain circumstances by appropriate employee handbooks;
  - 4. Showing up for work or being on the job while impaired by illegal drugs and/or alcohol;
  - 5. Transporting illegal drugs, drug-related paraphernalia and/or alcoholic beverages in a university-owned, leased or hired vehicle with the following exception: Alcoholic beverages may be transported in such a vehicle if prior approval has been given by either the President or appropriate Vice-President.

For the purposes of this subsection, “on the job” shall be deemed to include meal periods,

breaks, stand-by duty and any time that an employee is acting in his or her capacity as a Virginia Wesleyan University employee, whether on or off university property.

- C. Although the medically-authorized use of prescription drug(s)/medication(s) is not prohibited, any employee who is taking prescription or nonprescription drug(s)/medication(s) and has reason to believe, based on information provided by his or her physician, pharmacist or the drug/medication label that the drug/medication may impair the ability to safely and effectively perform the duties and responsibilities required of his or her position shall promptly advise his or her immediate supervisor of the use of such drug(s)/medication(s).

## **HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND/OR ALCOHOL**

Illicit drugs and alcohol and the health risks involved in using them include, but are not necessarily limited to:

- A. Alcohol

Effects of acute intoxication include motor impairment, slowed reaction time and impaired judgment. The risk of accident, injury, suicide, and abusive behavior is greatly increased under the influence of alcohol. Chronic alcohol abuse can result in permanent damage to major organ systems. Fetal Alcohol Syndrome is the most prevalent preventable cause of mental retardation in newborns. Dependence upon alcohol is identified by the presence of tolerance and/or withdrawal.

- B. Cannabis (Marijuana)

Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Marijuana can also produce paranoia and psychosis.

- C. Inhalants (Gases or Volatile Liquids)

Immediate negative effects may include nausea, sneezing, coughing, nose bleeds, fatigue, lack of coordination and loss of appetite. Solvents and aerosol sprays may also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches and involuntary passing of urine and feces. Long term use may result in hepatitis or brain damage.

- D. Cocaine

Use causes the immediate effects of dilated pupils, elevated blood pressure, increases heart rate and elevated body temperature. Chronic use can cause ulceration of the mucous membrane in the nose and produce psychological dependency. Crack or freebase rock, a concentrated form of cocaine, produces effects within ten seconds of administration. In addition to the above, additional effects include loss of appetite, tactile hallucinations, paranoia and seizures. Cocaine in any form may lead to death through disruption of the brain's control of heart and respiration.

- E. Other Stimulants

These include amphetamines and methamphetamines. Users may perspire, experience

headache, blurred vision, dizziness, sleeplessness and anxiety. Extremely high doses can cause physical collapse, very high fever, stroke or heart failure.

#### F. Depressants

Included are barbiturates, methaqualone and tranquilizers. Effects can cause slurred speech, staggering gait and altered perception. Very large doses can cause respiratory depression, coma and death. The combination of depressants and alcohol can be devastating. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs. Some show birth defects and/or behavioral problems.

#### G. Hallucinogens

Effects of hallucinogens vary depending upon the type of drug. Chronic users may experience mood disorders, paranoia, violent behavior, hallucinations, panic, confusion, loss of control and death.

#### H. Narcotics (including heroin)

Overdose may produce slow and shallow breathing, clammy skin, convulsions, coma and death. Tolerance to narcotics develops rapidly and dependence is likely. Addiction in pregnant women can lead to premature, stillborn or addicted infants.

#### I. Designer Drugs

These drugs have had their molecular structure changed chemically to produce analogs such as synthetic heroin and hallucinogens. These analogs can be hundreds of times stronger than the original drug which they are designed to imitate. One dose can cause uncontrollable tremors, drooling, impaired speech, paralysis and irreversible brain damage.

### **LEGAL CONSEQUENCES REGARDING THE ILLEGAL USE AND/OR POSSESSION OF DRUGS AND/OR ALCOHOL**

Employees should be aware that under Virginia law, a conviction for the use, possession or distribution of illicit or unlawful drugs may result in the following criminal sanctions.

#### A. Marijuana

1. Possession (under ½ ounce for personal use – misdemeanor)
  - Up to 30 days in jail and/or a fine up to \$500
  - For a second or subsequent violation – up to one year in jail and/or a fine up to \$2,500
2. Possession with intent to sell or distribute (based on weight)
  - Up to ½ ounce (misdemeanor) – up to one year in jail and/or fine up to \$2,500
  - ½ ounce to 5 pounds (felony) – from one to ten years in jail and/or a fine up to \$2,500
  - 5 pounds or more (felony) – from five to 30 years in jail
  - An 18-year-old or older selling to someone under 18 and three years their junior (felony) – from ten to 50 years in jail and/or a fine up to \$100,000
3. Manufacturing (felony – growing, producing, processing, etc.)



- from five to 30 years in jail and/or a fine up to \$10,000
- B. Drug Related Material (Drug Paraphernalia)
1. Possession (misdemeanor)
    - up to one year in jail and/or a fine up to \$1,000
  2. Providing to minors (felony)
    - from one to ten years in jail and/or a fine up to \$1,000
  3. Providing to adults (misdemeanor)
    - up to one year in jail and/or a fine up to \$1,000
- C. Controlled Substances (marijuana, cocaine, narcotics and hallucinogens)
1. Possession (dependent upon the classification of the substance)
    - misdemeanor offenses – up to one year in jail and/or a fine up to \$2,500
    - felony offenses – from one to ten years in jail and/or a fine up to \$2,500
  2. Distribution/Manufacturing (dependent upon the classification of the substance)
    - misdemeanor offenses – up to one year in jail and/or a fine up to \$1,000
    - felony offenses – from five years to life in jail and/or a fine up to \$500,000

Employees should also be aware that, under the provisions of the United States Code, conviction for the use, possession or distribution of illicit or unlawful drugs may result in the following criminal sanctions.

- D. Controlled Substance
1. Prohibited /Unlawful Acts
    - To manufacture, distribute, dispense or possess with the intent to manufacture, distribute or dispense a controlled substance
    - To create, distribute, dispense or possess with the intent to distribute or dispense a counterfeit substance
  2. Penalties (dependent upon substance and number of violations)
    - Narcotic Drugs
      - First Offense – up to 15 years in jail and/or a fine up to \$25,000
      - Second Offense – up to 30 years in jail and/or a fine up to \$50,000
    - Other controlled substances
      - First Offense – from up to one year to five years in jail and/or a fine up to \$15,000
      - Second Offense – from one to ten years in jail and/or a fine up to \$30,000

Under Virginia law, a conviction for the unlawful use, possession or distribution of alcohol may result in the following criminal sanctions.

- A. Underage Possession and/or Transportation (misdemeanor)
- up to 12 months in jail
  - fines up to \$2,500
  - loss of driver's license for up to one year
- B. Using a False Driver's License (misdemeanor)
- fines up to \$500
  - loss of driver's license for up to one year
- C. Buying for a Minor (misdemeanor)
- up to 12 months in jail
  - fines up to \$2,500
  - loss of driver's license for up to one year

- D. Selling to Minors or Intoxicated Persons (misdemeanor)
  - up to 12 months in jail
  - fines up to \$2,500
- E. Drunk in Public (misdemeanor)
  - fines up to \$250
- F. Disorderly Conduct (misdemeanor)
  - up to 12 months in jail
  - fines up to \$2,500
- G. Abusive Language (misdemeanor)
  - fine up to \$500
- H. Driving Under the Influence (misdemeanor)
  - loss of driver's license for six months (first offense) to loss of driver's license for up to three years (subsequent offense)
  - fines from up to \$200 to \$2,500
  - Confinement from one month to one year
- I. Unlicensed Sale (misdemeanor)
  - up to 12 months in jail
  - fines from \$100 to \$1,000
- J. Drinking in Public (misdemeanor)
  - fines up to \$250

### **COUNSELING, TREATMENT AND/OR REHABILITATION**

Any employee who believes he/she has a problem with drug and/or alcohol abuse is urged to seek counseling and treatment through the Employee Assistance Program or at a clinic of his or her choice. A list of some of the available clinics, which provide counseling and/or treatment in this area, is provided in Appendix A that is attached to this policy statement. All counseling and treatment sessions, as well as referrals, will be handled in a confidential manner.

### **SANCTIONS**

- A. In applying sanctions as provided by the appropriate employee handbook and regulations it will be the policy of Virginia Wesleyan University to concentrate upon the work results and performance of its employees.
- B. If, based on letter "A" above, or following an accident, a supervisor has reasonable cause to believe that an employee is under the influence of alcohol and/or a controlled or illegal substance while at work, the supervisor, with the approval of the department head and the Director of Human Resources, may require the employee to submit to an alcohol or drug screening test at the expense of the University. The failure of an employee to submit to a drug/alcohol screen is grounds for disciplinary action, up to and including suspension and/or termination. Should the results of the test be positive, the employee may be required to seek professional help through the Employee Assistance Program, as a condition of continued employment.
- C. Any employee who voluntarily admits, in the absence of reasonable suspicion or any conduct which alone would subject the employee to discipline, that he or she has a drug-related or alcohol-related problem may be referred to the Employee Assistance Program or to one of the clinics listed in Appendix A, and shall not be disciplined solely as a result of the admission.

D. Any employee found to be in violation of Section III of this policy and/or who has received a final conviction in local, state or federal court will be subject to discipline up to and including termination.

The Director of Human Resources will review this policy at least every two years to ensure that it is effective and that it is applied consistently on the Virginia Wesleyan University campus. This policy will be distributed annually to all employees.

## **VIRGINIA WESLEYAN UNIVERSITY SUBSTANCE ABUSE POLICY APPENDIX A**

The Hampton Roads area has many qualified clinics and therapists who work with addictive behaviors. Some have been listed as a part of this appendix, but the University does not recommend any particular clinic or therapist. Additional information may be obtained from the University's Director of Human Resources or from members of the University's Counseling Center staff.

- \* Meridian Associates
- \* The Virginia Beach Group
- \* First Hospital Corporation
- \* Comprehensive Substance Abuse Service of Virginia Beach
- \* Chesapeake Substance Abuse
- \* Tidewater Psychotherapy Services
- \* Alcoholics Anonymous
- \* Narcotics Anonymous

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## **TOBACCO USE POLICY**

### **Introduction**

Virginia Wesleyan University acknowledges and supports the findings of the Surgeon General that tobacco use in any form, active and passive, is a significant health hazard.

Virginia Wesleyan further recognizes that tobacco smoke has been classified as a Class-A carcinogen.

The American College Health Association has adopted a NO TOBACCO USE policy and encourages colleges and universities to be diligent in their efforts to achieve a 100% indoor and outdoor campus-wide tobacco-free environment. (Position Statement on Tobacco on College and University Campuses, Nov. 2011)

In light of these health risks and recommendations, and in support of a safe and healthy learning and working environment, Virginia Wesleyan has implemented the following tobacco use campus policy.

### **Definitions**

For the purposes of this policy, tobacco is defined to include any lighted or unlighted cigarette (clove, bidis, kreteks), cigars, cigarillos, pipes, and any other smoking product.

This also includes smokeless, spit or spitless, dissolvable, or inhaled tobacco products, including but not limited to: dip, chew, snuff, or snus, in any form (orbs, sticks, pellet, etc.).

Nicotine products not approved by the Food and Drug Administration (FDA) as a smoking cessation product, such as e-cigarettes, are also prohibited.

### **Exceptions**

Nicotine replacement products approved by the FDA (patches, gum, etc.) are allowed on campus to support those who are quitting.

This policy does not apply to the practice of cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act, 42 USC, sections 1996 and 1996a. All ceremonial use exceptions must be approved in advance by the Facilities/Operations Office.

### **Statement of Policy**

Virginia Wesleyan University prohibits smoking, including e-cigarettes, and the use of smokeless tobacco inside all buildings on campus to include classrooms and administrative buildings, residential facilities, dining areas, athletic facilities, and University -owned vehicles.

Smoking is prohibited within 25 feet of the outside of any building to prevent non-smokers from having to move through the vapors. Smoking should be done in areas that prevent smoke and e-cigarette vapors from entering through entrances, windows, ventilation systems, or other means.

Smokeless tobacco products are prohibited from use in non-residential campus facilities.

This policy applies to all faculty, staff, students, clients, contractors and visitors during and after campus hours.

All Virginia Wesleyan University staff, faculty and students are responsible for compliance and for advising visitors of the policy. Smoking urns will be placed 25 feet or more from select building entrances. Smokers are strongly encouraged to use them to help keep the grounds free of tobacco product waste. Designated smoking areas may be established as warranted.

Violations will be handled like other work rule or policy violations.

The Office of Human Resources will provide access to smoking cessations programs for faculty and staff upon request. Health Services will provide access to smoking cessation programs for students upon request.



## **HR 4.2 Policies and Guidelines For Tuition Remission And Exchange Programs At Virginia Wesleyan University**

All faculty, staff and full time employees of campus-based Aramark and Sodexo, and in some cases their dependents, are eligible for Tuition Remission and Tuition Exchange through The Tuition Exchange (TTE) and The Council of Independent Colleges Tuition Exchange (CICTE).

### **TUITION REMISSION**

This program offers free tuition at VWU to all full-time University employees, full-time Aramark and Sodexo employees assigned to the VWU campus, and their dependent children and/or spouse (please see Definitions section). To qualify for this benefit you must:

- Have been employed by VWU, Aramark, or Sodexo for one full year before the start of the semester in which you, or your dependent(s) wish to take classes,
- Be a full-time employee, or a regularly scheduled part-time employee working a minimum of 20 hours per week (please note: dependents of part-time employees are not eligible for this benefit),
- Have completed an application for Tuition Remission in accordance with the deadlines as follows: July 15 – fall semester, December 15 – spring semester, May 1 – summer semesters. If you submit a Tuition Remission form for the fall semester, you do not need to complete one for the spring semester. However, if you submit one for the spring semester, you must still complete one for the following fall. A form must always be submitted for the summer semesters. Tuition remission is not available for January Term.

Each employee is expected to successfully complete each course. An employee who fails to complete two or more courses taken in this program will be required to reimburse the University at a rate equal to 1/3 the current posted rate for the course in question. Such reimbursement begins with the second unsuccessfully completed course. Full time employees who are working toward a degree may take no more than 6 courses in the remission program in any given fiscal year; there is a limit of 18 credit hours per semester of enrollment at VWU in the Tuition Remission program. Students will pay regular, existing costs for overloads. No employee may take the same course twice tuition free. Employees who are taking courses but are not working toward a degree may take no more than 2 courses in any fiscal year. Part-time employees may take no more than one course per semester. Students may enroll in classes through Tuition Remission on a space available basis only. Applications for tuition remission for employees should be received by Human Resources in accordance with the above indicated schedule, but in all cases *must* be received by Human Resources prior to the start of classes.

### **TUITION REMISSION FOR ONLINE PROGRAMS**

Tuition remission is available for all eligible full-time employees who are accepted into the University's online MBA or Degree Completion programs. Tuition remission is not available for spouses and/or dependent children enrolled in the online MBA or Degree Completion programs.

Tuition remission is available for all eligible employees, their spouse and/or their dependent children taking online courses while enrolled in the traditional undergraduate program or Evening and Weekend Program.

### **TUITION EXCHANGE**

To be eligible for this program an employee must:

- Be a full-time administrative employee or faculty member of VWU,
- Have been employed for one full year prior to the start of the semester in which your dependent child wishes to take classes and,

- Have completed the Intent to Apply form *prior to October 31* of the year preceding the dependent's entry into college.

After one year of employment, eligible employees may apply for tuition privileges for their dependent children within one of two Tuition Exchange programs in which the University participates. The lists of member institutions are available online for TTE at [www.tuitionexchange.org](http://www.tuitionexchange.org), and for CICT at [www.cic.edu](http://www.cic.edu), and/or from the Director of Financial Aid and/or the Director of Human Resources. The University must maintain a balanced exchange program, which means that in some years we may not be able to send out our students or accept those from other institutions. The exchange program requires reciprocity and we must remain in balance as part of the criteria for membership in the programs. Applications for the Tuition Exchange program may be obtained from the Financial Aid Department. An Intent to Apply for Tuition Exchange Form may be obtained from the Department of Human Resources and must be submitted *before October 31* for the following academic year.

### **Tuition Assistance**

Effective July 1, 2018, this benefit was eliminated for any new hire from that date forward. Any faculty employed prior to July 1, 2018 have grandfathered eligibility for the Tuition Assistance Program. Staff are not eligible for this benefit. Any faculty employed after this date are eligible CICTE or TTE. Below describes the program as it applies for current participants.

With this program, VWU will pay up to ½ of the posted VWU tuition charge each semester per accepted applicant for a dependent child of an administrative employee (see Definitions later in this document) or of a VWU faculty member's dependent who is enrolled in another institution. Such grants are limited to the amount budgeted each year. To qualify for this program, faculty and staff must:

1. Have been a full-time administrative employee or faculty member of Virginia Wesleyan University,
2. Have been employed for one full year before the start of the semester in which your dependent child wishes to take classes,
3. Have completed the Intent to Apply Form prior to October 31 of the year preceding the dependent's entry into another institution less any financial aid given. These forms are available from the Human Resources Department.

If the employee leaves VWU during the time a dependent child is enrolled in another institution through the Tuition Assistance Program, the tuition assistance will be prorated based on the percentage of the semester the employee is actively employed at VWU. If the complete semester has already been paid for by VWU, the leaving employee will be responsible for reimbursing the university accordingly. Each year, the Cabinet will approve, during the budget process, the amount of Tuition Assistance that will be available for the following academic year. The Office of Finance and Administration will notify each employee of the final decision on his/her tuition assistance request. When budget limitations occur, consideration will be given to length of service. In addition, please refer to "General Guidelines" (later in this document) to determine how tuition assistance grants will be allocated when budget limitations occur.

### **Definitions**

#### **Dependent:**

- Is under 25 years of age at any time during enrollment in the appropriate tuition program,
- Is the documented dependent of the employee (not just of the employee's spouse) and is included on the employee's federal tax return as a dependent, *and*
- Is the documented legal son or daughter of the employee (i.e., the employee himself or herself is the documented legal parent or guardian of the child).

#### **Administrative Employee:**

Is a department head and/or a member of upper management who has the authority to hire and fire. (Please note: This definition is effective August 2005. Any exempt employee who is currently using this benefit and who does not fit this new definition will be allowed to continue using the Tuition Assistance benefit for his/her dependent(s) who is currently receiving tuition assistance from VWU).

## **GENERAL GUIDELINES**

- Tuition Remission, Assistance and Exchange programs are for tuition only. Grant money from any of these programs may not be used for books, housing, lab fees, or any other non-tuition charges.
- When space or budget limitations occur, funds will be distributed in the following order of priority, unless otherwise stipulated:
  1. Currently enrolled individuals who are working toward a degree, using credit hours completed (those with the highest numbers of completed hours will be given priority);
  2. Dependent children new to the program and working toward an initial degree;
  3. Employees new to the program and working toward an initial degree;
  4. Spouses new to the program and working toward an initial degree;
  5. Others who may be eligible for courses according to the guidelines.
- Each spouse and/or dependent enrolled full-time in any of the University's tuition aid programs has either 10 semesters of eligibility or until the initial degree is earned, whichever is the lesser.
- Any summer session, complete or partial, is equivalent to one semester of the total term of eligibility.
- Tuition Remission is not available for January Term.
- Tuition Remission only covers up to 18 credit hours in the fall or spring semesters. It does not cover overload courses.
- Any student may be enrolled in only one of these tuition aid programs at any given time.
- Any dependent child or spouse enrolled in the Tuition Remission program must be working toward an initial baccalaureate degree or fulfilling requirements for teacher certification.
- Any employee taking courses through Tuition Remission, but not working toward a degree, may take no more than two (2) courses in any fiscal year.
- An employee not in a degree program must register for classes on the last day of the drop/add period. The employee may attend earlier sessions of the class, but these procedures are required in order to assure spaces in the classes for degree seeking students.
- No more than two (2) family members may be enrolled in the programs during any given semester.
- All persons involved in any of these tuition aid programs must first complete all procedures for applying for admission to the University and be admitted as a matriculating student before they can request tuition aid through one of these programs.
- All full-time students involved in one of these programs must apply, during the admission process, for Virginia Tuition Assistance Grants (TAG) for which they may be eligible. Such funds could reduce the University's costs for tuition aid. Should the student choose not to apply, the university will not fund those federal and state grants for which a student would be eligible, and the student must make up that difference. Please contact the Financial Aid department for more information on applying for TAG funds).
- Tuition Remission is not available for use in semesters spent in study abroad (TAG funds may be available to help with tuition costs for Virginia residents enrolled in such programs); Tuition Assistance and Exchange programs, in conjunction with study abroad, will be paid in accordance with what Virginia Wesleyan normally pays per semester for that particular school,
- Students in one of these tuition aid programs must remain in good academic standing at the University or he or she will be dropped from tuition privileges as soon as the student is placed on any academic probation or suspension.
- The Tuition Remission and the Tuition Assistance programs at VWU are administered by the Director of Human Resources. The Tuition Exchange program at Virginia Wesleyan is administered by the Director of Financial Aid. Requests for exceptions to this policy will be considered on a case-by-case basis and should be submitted in writing to the appropriate director.
- Applications for the Programs are available in the Financial Aid Office, the Human Resources Department, and online at <http://www.vwu.edu/hr/forms.php>.



## **WORKER'S COMPENSATION**

In accordance with the Virginia Worker's Compensation Act, employees of Virginia Wesleyan University are covered under worker's compensation insurance. Worker's compensation is an insurance program which provides medical and, in some cases, income benefits to employees who are injured on the job or who contract an occupational disease.

If you are injured on the job at Virginia Wesleyan, you should do the following:

- Notify your supervisor of the injury immediately, or no longer than 24 hours from the occurrence, even if the injury does not seem serious.
- Your supervisor will direct you to seek medical treatment. This is to be obtained at the campus Health Services, I & O Medical Center on Diamond Springs Drive, or another agreed upon medical provider.
- In the event of a life-threatening emergency, dial 911.
- Instruct the provider to bill Virginia Wesleyan directly for any care/treatment you receive. Bills should be sent to the Department of Human Resources. If you receive bills/statements directly, forward them to the Office of Finance and Administration, Department of Human Resources, for processing as soon as you receive them.
- With your supervisor's assistance, begin to fill out the Employer's First Report of Accident form paying special attention to the details surrounding the accident, injury, or illness.
- Forward the partially completed Employer's First Report of Accident form to the Human Resources/ Office of Finance and Administration.

It is the supervisor's responsibility to alert the Office of Finance and Administration/Human Resources, as soon as possible, that a work related injury or illness has occurred. Human Resources will complete the Employer's First Report of Accident and forward it to the insurance company for processing, if appropriate, or to the Office of Finance and Administration for payment.

If you are released from the doctor and then have future problems that you feel are related to the workplace injury/illness, contact your supervisor and/or Human Resources before seeking further medical treatment.

7/09 HR 4



## **VIRGINIA WESLEYAN UNIVERSITY PHASED RETIREMENT PROGRAM FOR TENURED FACULTY**

I. Purpose. Customarily, Virginia Wesleyan University faculty who are retiring announce their intention shortly before or at the beginning of the academic year that will be their last year of full-time employment. This practice has been problematic because: (1) it creates an abrupt break from service for highly engaged faculty members who are teaching one year and separated from institutional involvement in the next; (2) it challenges a faculty member's department and school to adjust in a relatively short period to the departure of a key colleague; and (3) it makes it difficult for the institution to respond to, and plan for, the retirement in the face of important questions regarding whether, if at all, to replace the retiring faculty member in the same or another department and how and when to proceed with a search for the replacement.

Therefore, the University hereby establishes a voluntary Phased Retirement Program (hereinafter, "the Program") that incentivizes eligible tenured faculty members to embark on a phased retirement plan that, for the faculty member, eases the transition from full-time status to retirement and that, for the institution, facilitates strategic decision-making about the number and deployment of faculty.

II. Eligibility. The Program is open to all tenured faculty members who will be at least 60 years of age and who will have been engaged in full-time teaching at the University for at least four consecutive academic years by the start of the first academic year of the phased retirement. The Program is not available to staff, tenured faculty who also hold full-time administrative appointments, or to non-tenured faculty of whatever rank or teaching status. Faculty members who meet the eligibility requirements will qualify as a matter of right, provided, however, that faculty members who have submitted a retirement letter and been approved for retirement prior to the effective date of this Program shall not be eligible to participate in the Program.

III. Duration. The Program will consider applications immediately upon approval by the Board of Trustees ("Board"), will begin implementation in the 2018-19 academic year, and continue through the 2022-23 academic year unless extended by the Board, provided however, that any faculty members participating in the Program at the time of its termination shall be permitted to complete the Program.

IV. Application. An eligible faculty member must declare in writing the intention to retire under one of the two Program options by March 1<sup>st</sup> prior to the first academic year under the relevant Program option. Absent subsequent, mutual agreement, the faculty member's participation in the Program will become irrevocable after the faculty member and institution have mutually agreed to Program option and after the review and revocation periods under the Age Discrimination in Employment Act (ADEA), as modified by the Older Workers Benefit Protection Act (OWBPA) have been satisfied as set forth in Section VII hereof. After proper time for consideration and legal advice if desired, participating faculty will be required to execute the University's Phased Retirement Agreement ("PRA").

V. Program Options. A faculty member may choose phased retirement under one of the following two options:

*Option A.* The faculty member will retire at the end of the next academic year following the academic year of application. For example, a faculty member who applies for the plan on or before March 1 of 2018 will retire at the end of the 2018- 19 academic year. During the retirement year, the faculty member will be assigned a half-time teaching load (which, in the typical case, will be three, four-credit courses over the academic year) and will be expected to participate in routine service activities (such as departmental and school meetings). The faculty member will be relieved of any expectation to undertake professional development activity or extraordinary service obligations (such as participation on a major commission). The faculty member will be paid 80 percent of the sum of the salary paid in the academic year prior to the retirement year plus any general salary increase applicable to his or her position. Until the time of retirement, which shall be August 31st of the retirement year, the faculty member will remain eligible for all University benefits, including health, dental, vision, disability, and life insurance, tuition assistance and tuition remission, and the University contribution to TIAA, provided, however, that such contribution shall be based on the actual amount of the salary paid to the faculty member.

*Option B.* The faculty member will retire at the end of the second academic year following the academic year of application. For example, a faculty member who applies for the plan on or before March 1 of 2018 will retire at the end of the 2019- 2020 academic year. During year one of the phased retirement plan, the faculty member will be assigned a half-time teaching load (which, in the typical case, will be three, four-credit courses over the academic year) and be expected to participate in routine service activities (such as departmental and school meetings). The faculty member will be relieved of any expectation to undertake professional development activity or extraordinary service obligations (such as participation on a major commission). The faculty member will be paid 65 percent of the sum of the salary paid in the application year plus any general salary increase applicable to his or her position. During year two of the retirement plan, the faculty member will be assigned a one-third teaching load (which, in the typical case, will be two, four- credit courses over the academic year) and be expected to participate in routine service activities (such as departmental and school meetings). The faculty member will be relieved of any expectation to undertake professional development activity or extraordinary service obligations (such as participation on a major commission). The faculty member will be paid 50 percent of the sum of the salary paid in the application year plus any general salary increase applicable to his or her position. Until the time of retirement, which shall be August 31<sup>st</sup> of the retirement year, the faculty member will remain eligible for all University benefits, including health, dental, vision, disability, and life insurance, tuition assistance and tuition remission, and the University contribution to TIAA, provided, however, that such contribution shall be based on the actual amount of the salary paid to the faculty member.

VI. Additional Terms and Conditions. Until retirement, faculty members participating in the Program shall continue (a) to hold their current rank and tenure, (b) to occupy appropriate office space, enjoy continuing use of University facilities, and to have access to administrative support, (c) to possess voting rights in the Faculty Assembly, and (d) to have access to faculty development and course enhancement funding. Such faculty continue to be subject to the terms of the *Faculty Handbook* and other University policies. Unless there are special circumstances approved by the VPAA, faculty enrolled in the Program will be ineligible to teach for additional compensation courses above the prescribed load, as described under Options A and B, and the prescribed courses to which they are assigned must be

approved by the Dean of the appropriate school and the VPAA. For purposes of earning emeritus status, the semesters of reduced teaching load under either Option A or B shall be treated as full-time teaching (see *Handbook*, Appendix A-7). Faculty participants in the Program remain eligible for adjunct teaching upon their retirement.

VII. Release. In conjunction with the PRA executed under the Program, a participating faculty member must execute a waiver of rights (hereinafter, the “Release”) applicable under the ADEA and other laws. The Release will fully comply with the requirement for knowing and voluntary waivers under the ADEA and OWBPA. The Release will be offered to the faculty member after the faculty member has applied for the Program, designated his or her desired option, and the VPAA has accepted the application. The faculty member will have no fewer than forty- five (45) days within which to consider the Release. During this time, the eligible faculty member is advised to consult with an attorney before signing the PRA and its included Release. The PRA does not become effective and enforceable for a period of seven (7) calendar days following execution, and during such period the faculty member may unilaterally revoke the PRA. If the faculty member elects to revoke the PRA within the seven (7) day period, the faculty member will retain the same full-time, tenured employment status as he or she held prior to execution and the PRA will become null and void. Revocations must be in writing, personally signed by the applying faculty member, and effected by personal delivery to the VPAA, or timely posting by United States mail to the Office of Academic Affairs. The postmark date will be deemed conclusive unless manifestly in error.

VII. Retirement During Program. Nothing shall prevent a participating faculty member from retiring before the completion of a Program option (“Early Program Retirement”). In such event the participating faculty member will be paid at the chosen Program option rate through the date of the Early Program Retirement. University benefits, as described above, other than continuation of group health care pursuant to the federal law known as COBRA, will cease at the end of the calendar month during which the Early Program Retirement becomes effective. COBRA coverage may be elected upon separation in the same manner and to the same extent as available to other separating employees.

IX. Other Retirement. Nothing in the Program shall prevent a tenured professor from retiring outside the provisions of the Program. Any such retirement should be communicated at a time that will provide adequate notice to the University to recruit and hire a highly qualified replacement.

**References:** The foregoing draws on the Phased Retirement Programs at these institutions:

The phased retirement plan at Loyola University New Orleans, on which much of the foregoing (especially Section VII) is based, is set out at: <http://academicaffairs.loyno.edu/renewal-loyola-university-new-orleans-phased-retirement-program-tenured-faculty>. Loyola establishes an age threshold of 60 with 15 years of full-time service; the phased retirement can last up to three years. See also the phased retirement plan at the University of Rhode Island, which appears at: <https://web.uri.edu/VPAA/forms-policies/phased-retirement/>. URI uses an age threshold of 55 with 10 years of full-time service; phased retirement covers two years.

## **ADDENDUM TO VIRGINIA WESLEYAN UNIVERSITY PHASED RETIREMENT PROGRAM FOR TENURED FACULTY**

This Addendum to the Virginia Wesleyan University Phased Retirement Program for Tenured Faculty (“the Program”) amends the Program as provide below.

1. Notwithstanding the language of Paragraph V of the Program, including the description of University provided employee benefits in Options A and B set out therein, from and after commencement of participation in the Program, participants will not be eligible for long- term disability or life insurance benefits provided by the University.
2. In any conflict between the Program and this Addendum, the language of this Addendum will prevail.
3. This Addendum is effective March 1, 2018 and will remain in effect until further modified or is no longer necessary.

February 27, 2018

## POLICY ON TRANSGENDER STUDENTS AND EMPLOYEES<sup>2</sup> (TGO, FEBRUARY 21, 2018)<sup>3</sup>

The University shall take the following steps, to become effective on July 1, 2018, unless otherwise noted.<sup>4</sup>

1. Add “gender identity” to its general statement on non-discrimination.<sup>5</sup>

### Catalog Language

Virginia Wesleyan University admits students of any race, religion, color, creed, gender, national and ethnic origin, age, marital status, covered veteran status, disability, sexual orientation, gender identity and expression, or any other legally protected status to all the rights, privileges, programs, and activities generally accorded or made available to students at the University. It does not discriminate on the basis of race, religion, color, creed, gender, national or ethnic origin, age, marital status, covered veteran status, disability, sexual orientation, gender identity and expression, or any other legally protected status in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other University-administered programs.<sup>6</sup>

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<sup>2</sup> The National Center for Transgender Equality offers the following definitions:

**Transgender** is a broad term that can be used to describe people whose gender identity is different from the gender they were thought to be when they were born. “Trans” is often used as shorthand for transgender. To treat a transgender person with respect, you treat them according to their gender identity, not their sex at birth. So someone who lives as a woman today is called a **transgender woman** and should be referred to as “she” and “her.” A **transgender man** lives as a man today and should be referred to as “he” and “him.” . . . **Gender identity** is your internal knowledge of your gender. **Gender expression** is how a person presents their gender on the outside, often through behavior, clothing, hairstyle, voice, or body characteristics. When a person begins to live according to their **gender identity**, rather than the gender they were thought to be when they were born, this time period is called **gender transition**. Some transgender people identify as neither a man nor a woman, or as a combination of male and female, may use terms like **non-binary** or **genderqueer** to describe their identity. [Emphasis in original] Quoted from “Understanding Transgender People: The Basics,” at <https://transequality.org/issues/resources/understanding-transgender-people-the-basics>.

Transgender is the “T” in LGBTQ, which refers to Lesbian, Gay, Bisexual, Transgender, and Questioning or Queer. See “What does the Q in LGBTQ stand for?” *USA Today*, 22 July 2016, available at <https://www.usatoday.com/story/news/nation-now/2015/06/01/lgbtq-questioning-queer-meaning/26925563/>.

<sup>3</sup> This draft builds on the May 2, 2017, outline of principles presented to the Board of Trustees. Thus, the current draft includes the same numbered items, or principles, as in the May outline, but provides implementing language, in bold green, for each of the principles. Additional documentation, in the form of expanded or new footnotes, appears in non-bold green font.

<sup>4</sup> It is important to point out that this policy advances two of the six goals in the draft strategic plan, which will take Virginia Wesleyan University forward to 2027. One goal calls for “Strengthen[ing] the University’s commitment to be an inclusive campus community” and another calls for “Achiev[ing] greater academic eminence by continuing to recruit and retain diverse, well-credentialed faculty and staff.”

<sup>5</sup> In 2016, it appeared that the federal government would compel schools, colleges, and universities to implement a specific form of transgender policy. Under the Obama administration, the departments of Justice and Education in 2015 and 2016 had issued “Dear Colleague” letters that held that Title IX of the Education Amendments of 1972 applied to transgender students, in particular, “mean[ing] that a school must not treat a transgender student differently from the way it treats other students of the same gender identity” and requiring, with respect to “restrooms and locker rooms,” that “[a] school may provide separate facilities on the basis of sex, but must allow transgender students access to facilities consistent with their gender identity.” U.S. Department of Justice and U.S. Department of Education, “Dear Colleague Letter on Transgender Students,” 13 May 2016, available at <https://www.justice.gov/opa/file/850986/download>. At the same time, a case involving a transgender high school student in Gloucester County, Virginia, was making its way through the federal courts and was accepted for review by the U.S. Supreme Court. On February 22, 2017, the Trump Administration’s Justice Department withdrew the earlier guidance, noting that it lacked “extensive legal analysis” and had not undergone “any formal public process” [for federal rule-making]. The letter observed, however, that schools must protect transgender students from discrimination, bullying, and harassment,” and further, that “[a]ll schools must ensure that all students, including LGBT students, are able to learn and thrive in a safe environment.” U.S. Department of Justice, “Dear Colleague” Letter, 22 February 2017, available at <https://www.justice.gov/opa/press-release/file/941551/download>. In March the Supreme Court, in light of the Justice Department’s new position, vacated and sent the Gloucester County case back to the Fourth Circuit Court of Appeals. Thus, Virginia Wesleyan University has a continuing obligation not to discriminate against transgender students, but some degree of flexibility in defining the meaning of that obligation in light of the ambiguity created by the conflicting legal views of the Obama and Trump administrations. For additional background, see National School Boards Association, 2016 Transgender Students in Schools (Updated 10-12-2017), pp. 3-4, available at [https://cdn-files.nsba.org/s3fs-public/reports/Transgender\\_Guide\\_101217\\_V11.pdf?qkRqeN\\_CKoKzjsOpzKQ62VT98vfHzgkv](https://cdn-files.nsba.org/s3fs-public/reports/Transgender_Guide_101217_V11.pdf?qkRqeN_CKoKzjsOpzKQ62VT98vfHzgkv). See also “G.G. v. Gloucester County School Board” at <https://www.aclu.org/cases/gg-v-gloucester-county-school-board> (accessed 1-9-2018) for an up-to-date summary of the history and current status of this case, along with links to the relevant court decisions.

<sup>6</sup> See the statement of Wesley College, at <http://wesley.edu/wp-content/uploads/2015/03/Notice-of-Non-Discrimination.pdf>, “Wesley College does not discriminate against any person on the basis of race, color, national origin, sex, gender identity, sexual orientation, marital status,

## Human Resources (Employment)<sup>7</sup>

Virginia Wesleyan University is an Equal Opportunity Employer. Applicants are considered on the basis of skills, experience, and qualifications without regard to race, religion, color, creed, gender, national and ethnic origin, age, marital status, covered veteran status, sexual orientation, gender identity and expression, the presence of non-job-related medical disability, or any other legally protected status.<sup>8</sup>

2. Set out a more specific set of policies defining the meaning of its general statement of non-discrimination to the effect that the University will:
  - a. With regard to the privacy rights of a transgender person, recognize or protect the identity of a transgender student or employee as requested by the affected transgender person;  
The University invites students and employees to self-identify as a member of any protected class or status so that it can take appropriate steps to ensure that they suffer no discrimination. Alternatively, persons choosing not to self-disclose will not be placed at any disadvantage with respect to any University benefit or practice.<sup>9</sup>
  - b. With respect to prefix, provide the title of Mr., Ms., Mrs., or no designation, as requested by the student or employee;<sup>10</sup>  
For purposes of institutional correspondence and records, students and employees shall be given the option of designating an appropriate prefix among these options: no prefix, Mr., Ms., Mrs., or Dr.
  - c. With respect to restroom facilities, designate **two or more additional** gender-inclusive

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disability, age, genetic information, disability, or status as a veteran in admission to, access to, treatment in, or employment in its programs, activities, or employment.” Randolph-Macon College offers the following statement: “In compliance with Title IX of the Education Act Amendment of 1972, Title VII of the 1964 Civil Rights Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and Amendment (2008) and other federal, state and local equal opportunity laws, and in accordance with our values, Randolph- Macon College will not discriminate on the basis of race, gender, disability, age, national origin, religion, sexual orientation, or gender expression in any phase of its admissions, financial aid, educational, athletic or other programs or activities, or in any phase of its employment practices” (<https://www.rmc.edu/offices/ombuds/policy-on-harassment-and- nondiscrimination>).

<sup>7</sup> It is important to note that health insurance for VWU employees, under the terms of its Consortium policy administered by Anthem, covers gender-transgender services, including sex-reassignment surgery. Karla Rasmussen email to T. O’Rourke, 5 January 2018, and Anthem Clinical UM Guideline #CG-SURG-27 (12/27/2017).

<sup>8</sup> <sup>7</sup> See, for example, the policy at Iowa Wesleyan, at <https://www.iw.edu/human-resources/>. The policy provides: Iowa Wesleyan University is an Equal Employment Opportunity (EEO) employer. No person may be unlawfully discriminated against in employment because of race, color, religion, sex, gender, gender identity or expression, sexual orientation, veteran status, creed, national origin, age, disability, genetics, or any other protected status in accordance with applicable federal, state, and local laws. All aspects of the employment relationship are covered by this policy, and all employees and applicants are protected from unlawful discrimination in recruiting, hiring, placement, training, evaluation, job assignment, pay, benefits, promotion, termination, layoff, recall, transfer, leave of absence, compensation, or discharge. Any form of discrimination or retaliation is not allowed. Iowa Wesleyan University expressly prohibits any form of workplace harassment based on race, color, religion, sex, gender, gender identity or expression, sexual orientation, veteran status, creed, national origin, age, disability, genetics, or any other protected status.

According to its website (<http://www.randolphcollege.edu/humanresources/non-discrimination-and-equal-employment- opportunity/>), “Randolph College is an *equal opportunity employer*. We do not discriminate or allow discrimination on the basis of race, color, religion, gender, sexual orientation, sex (including pregnancy), gender identity, gender expression, national origin, age, disability, genetic information, marital status, veteran status, political beliefs, or any other classification protected by applicable law. This policy applies to all terms and conditions of employment, including but not limited to hiring, promotion, termination, placement, transfer, layoff, recall, compensation, and training.”

<sup>9</sup> The University will invite students and employees to self-identify any protected class or status so that it can take appropriate steps to ensure that they suffer no discrimination. Alternatively, persons choosing not to self-disclose will not be placed at any disadvantage with respect to any University benefit or practice. [The footnote language closely paraphrases Robert Barry, “Kaufman & Canoles Equal Employment Opportunity Policy,” 17 April 2017; see also National School Boards Association, *2016 Transgender Students in Schools* (Updated 10-12-2017), p. 9.

<sup>10</sup> *Ibid.* See as well U.S. Department of Education, Office of Elementary and Secondary Education, Office of Safe and Healthy Students, *Examples of Policies and Emerging Practices for Supporting Transgender Students* (May 2016), p. 5, available at <https://www2.ed.gov/about/offices/list/oese/oshs/emergingpractices.pdf>.



(or gender- neutral) restrooms on campus;<sup>11</sup> and allow persons to use those single-sex restrooms that match their gender identity,<sup>12</sup> provided that such restrooms offer a reasonable expectation of privacy;<sup>13</sup>

Unless a restroom facility is expressly excluded from this regulation, Virginia Wesleyan University policy is that persons can use the single-sex restroom that matches their gender identity. Prior to the effective date of this policy, the University will survey and identify any restroom that will be excepted from this policy.

The University now has gender-neutral restrooms on the first floor of Clarke Hall (in Room 100, the Computer Laboratory) and on the first floor of Pruden Hall. By December 31, 2018, it will establish at least two additional gender-neutral restrooms (at least one additional is located in the Goode Center).

- d. With respect to locker room facilities, allow persons to use those locker rooms that match their gender identity, provided that such locker rooms already ensure or have been modified to ensure a reasonable expectation of privacy;

Unless a locker room facility is expressly excluded from this regulation, Virginia Wesleyan University policy is that persons can use the single-sex locker room that matches their gender identity. Prior to the effective date of this policy, the University will survey and identify any locker room facility that will be excepted from this policy or, in the alternative, establish a date certain at which the facility will be brought into conformity with this policy.

- e. With regard to complaints of discrimination, sexual harassment, or bullying, provide that complaints by or against transgender students are handled in a manner consistent with existing policies on these matters;<sup>14</sup>

Complaints of discrimination on the basis of sexual orientation, gender identity, or gender expression shall be handled according to the procedures already in place for dealing with complaints for gender discrimination.<sup>15</sup>

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<sup>11</sup> As an example of one institution's policy, see Washington and Lee University, "All Genders Restroom Initiative," identifying more than two dozen "all genders" restrooms on the campus (<https://www.wlu.edu/lgbtq-resource-center/resources/all-genders-restroom-initiative>).

<sup>12</sup> Illinois Wesleyan University policy provides that "transgender and gender non-conforming individuals should use bathrooms that correspond to their sex or gender identity, depending on which option they feel is safer, or utilize bathrooms that are designated gender inclusive. This policy does not imply that presently gendered bathrooms are de facto all gender; cisgender persons are expected to continue using bathrooms that correspond with their lived and expressed gender identities" (<https://www.iwu.edu/residential-life/policies/community-living-policies.html#bathroomusagepolicy>).

<sup>13</sup> "While remaining sensitive to the rights of all students, a practical way of addressing these concerns [that all students are made to feel welcome] is to make spaces available for any student who does not want to share locker rooms or restrooms with other students. Such options can include privacy curtains in locker rooms and separate restrooms." National School Boards Association, *2016 Transgender Students* (Updated 10-12-2017), p. 15. See also Ann Forman, "Creating Gender- Inclusive Restrooms on Campus" (Education Advisory Board, 14 January 2016), which recommends that institutions "consider student privacy when making multi-stall restrooms gender inclusive" (available at <https://www.eab.com/research-and-insights/facilities-forum/expert-insights/2016/creating-gender-inclusive-restrooms-on-campus>). See as well U.S. Department of Education, "Examples of Policies and Emerging Practices," pp. 7-8.

<sup>14</sup> National School Boards Association, *2016 Transgender Students* (Updated 10-12-2017), pp. 8-9.

<sup>15</sup> See Virginia Wesleyan University *Student Handbook 2017-2018*, "Policy Governing Sexual Misconduct," pp. 24-44, available at <http://www.vwu.edu/student-life/student-affairs/student-handbook/>; also Virginia Wesleyan University *Staff Policy and Procedure Manual*, HR 3.6.1 and HR 3.6.2, available at <https://www.vwu.edu/about-us/campus-offices/human-resources/staff-policy-and-procedure-manual.php>; Virginia Wesleyan University Faculty Handbook 2017-2018, Appendix A-11, available at <https://www.vwu.edu/about-us/campus-offices/human-resources/pdfs/faculty-handbook/>.



- f. With regard to participation in intercollegiate athletics, follow NCAA policy on transgender athletes;

According to NCAA policy, which Virginia Wesleyan University follows:

- i. A trans male (FTM) student-athlete who has received a medical exception for treatment with testosterone for diagnosed Gender Identity Disorder or gender dysphoria and/or Transsexualism, for purposes of NCAA competition may compete on a men's team, but is no longer eligible to compete on a women's team without changing that team status to a mixed team.
  - ii. A trans female (MTF) student-athlete being treated with testosterone suppression medication for Gender Identity Disorder or gender dysphoria and/or Transsexualism, for the purposes of NCAA competition may continue to compete on a men's team but may not compete on a women's team without changing it to a mixed team status until completing one calendar year of testosterone suppression treatment.<sup>1615</sup>
- g. With regard to student housing policy, provide an appropriate placement consistent with the student's gender identity.

The *Student Handbook* shall include within its materials a general statement of non-discrimination, along the following lines: "Residence Life at Virginia Wesleyan University is committed to providing safe, inclusive and supportive experience for all students and supports students who identify as transgender or gender non-conforming in choosing (or being placed with) a roommate of any gender."<sup>17</sup>

Within a year of the effective date of this policy, Residence Life shall adopt a more comprehensive policy on gender-inclusive housing, for which there are many examples at universities and colleges across the country.<sup>18</sup>

3. Commit not merely to follow applicable federal and state law regarding non-discrimination, but to promote through training, education, counseling, and administration equal opportunities and a

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<sup>16</sup> Items *i* and *ii* as quoted from NCAA Office of Inclusion, *NCAA Inclusion of Transgender Student Athletes* (August 2011), p. 13, available at <http://www.ncaapublications.com/p-4335-ncaa-inclusion-of-transgender-student-athletes.aspx>.

<sup>17</sup> This language borrows from the housing policy at the University of Michigan, which can be found at: <http://www.housing.umich.edu/gender-inclusive>. As an alternative, Illinois Wesleyan notes, with respect to Transgender and Gender Non-Conforming (TGNC) students, "housing staff will always recognize and respect the stated gender identity of the students with whom we work. It is our intention to work closely with students to find safe and comfortable housing spaces in keeping with the students' gender identity and expression" (<https://www.iwu.edu/lgbt/identity/tgncsupport.html>). Roanoke College provides for "Students Beyond the Binary": "No two students are alike, and at Roanoke College we recognize this. We work to ensure that all students have an opportunity to prosper. Students who inform Roanoke College Residence Life & Housing in a timely manner that they identify beyond the binary or as transgender will be housed in keeping with their gender identity; and every attempt will be made to give those students safe and comfortable housing" ([https://www.roanoke.edu/inside/a-z\\_index/residence\\_life\\_and\\_housing/housing\\_selection/current\\_student\\_housing\\_selection/students\\_beyond\\_the\\_binary](https://www.roanoke.edu/inside/a-z_index/residence_life_and_housing/housing_selection/current_student_housing_selection/students_beyond_the_binary)). Another example is Pacific Lutheran University, <https://www.plu.edu/gender-equity/resources/trans-and-gender-nonconforming-resources/>, which states, "Residential Life is committed to creating inclusive living communities that foster a sense of belonging and comfort for all students, including those who are trans, gender non-conforming, and/or identify along the gender spectrum. Residential Life at PLU routinely works with students to address issues of individual need, comfort and fit with the on-campus living experience." Still another example is Housing and Residence Life at the University of Virginia, which "enables upperclassmen and transfer students, 18 years and older, to request roommates regardless of the students' sex, gender, sexual orientation, or gender expression" (<http://lgbtq.virginia.edu/grounds-connections>).

<sup>18</sup> See Ohio Wesleyan University, "Gender Inclusive Housing," creating an option for gender-inclusive housing and noting that "gender inclusive housing is an option in which two or more students mutually agree to share a multi-occupancy bedroom or suite regardless of students' biological sex or gender identity." Details appear at: <https://www.owu.edu/student-life/housing-dining/housing-options/gender-inclusive-housing/>. Cornell University offers gender-inclusive housing with well-designed admissions criteria ([http://living.sas.cornell.edu/live/apply/undergrad/gender\\_inclusive\\_housing.cfm](http://living.sas.cornell.edu/live/apply/undergrad/gender_inclusive_housing.cfm)).

supportive, respectful, and caring environment for all persons.<sup>19</sup>

Virginia Wesleyan University subscribes to the principles that promote inclusion<sup>20</sup>. Thus,

We welcome students to our campuses regardless of their race or ethnicity, their creed, national origin, sexual orientation, or gender identity [and expression]. We encourage the free exchange of ideas and therefore recognize that diversity of backgrounds, values, and viewpoints is essential for rich conversation and sound learning. We promote a vision of life in which people are judged by the content of their character and not their skin color, their gender, their sexual orientation, or any of the other artificial barriers used to devalue some of God's children.<sup>21</sup>

Consistent with these principles, Virginia Wesleyan will continuously:

assess its own institutional practices and then take explicit action to prioritize and reshape its policies and institutional culture to foster more fully the dignity of all people. These actions will include policies that address the health and wellbeing of all persons regardless of race, sexual orientation, gender [identity and expression], social class, and other aspects of human difference.<sup>22</sup>

4. Encourage all members of the campus community to join in the active support of these policies. Consistent with its Methodist heritage, its mission statement, and its core values, the Virginia Wesleyan community recognizes, cherishes, respects, and supports the dignity and worth of all persons.<sup>23</sup>

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<sup>19</sup> This section closely tracks Article IV of The Fairfax County School Board Policy 1450.6 (Revised 7 May 2015), available at <https://www.boarddocs.com/vsba/fairfax/Board.nsf/goto?open&id=867SAA2A6973>.

<sup>20</sup> A Statement of the National Association of Schools, Colleges, and Universities of the United Methodist Church. "Adopted unanimously by the NASCUMC members attending the semiannual meeting of the organization in a plenary session in Washington, DC, on February 2, 2015." For the full statement, see: <http://www.justiceanddignity.org/resolution>. See also: <https://www.gbhem.org/article/nascumc-explores-wesleyan-identity-takes-action-justice-and-dignity-campus>.

<sup>21</sup> *Ibid.* (I have "and expression" is added to the original language.)

<sup>22</sup> *Ibid.* (I have substituted after "gender" "identity and expression" for "preference" as it appears in the original text.)

<sup>23</sup> See, e.g., Kansas Wesleyan's "Statement of Connection" (<http://www.kwu.edu/about-kwu/statement-of-connection>), as adopted by KWU's Board of Trustees on June 20, 2015.

Kansas Wesleyan University has seen many transformations in our history but one constant has been our view that education is part of the redemptive work of the Church. The Kansas Wesleyan University community embraces the vision of the National Association of Schools and Colleges of the United Methodist Church expressed by Five Faith Commitments:

- Connect and resource supportive opportunities that nurture faith traditions and journeys of students, faculty and staff; connect and resource supportive opportunities that nurture faith traditions and journeys of students, faculty and staff;
- Uphold the vital principle of academic freedom where there is an open and honest pursuit of knowledge and wisdom without restriction;
- Prepare students, regardless of social standing, ethnic identity, gender, gender identity or sexual orientation, for lives of intellectual vigor, moral integrity, spiritual fulfillment, and for personal and societal benefit.
- Emphasize through teachings and example the worth and dignity of each person, with an emphasis on service and international relations.
- Affirm this relationship between the United Methodist Church and Kansas Wesleyan University openly and with pride in our mutual history and shared potential for the future.

As the Disciples received their great commission (Matthew 28:16-20) the faculty and staff take up our commission by pledging our support to provide quality education, to be a vital and vibrant Christian faith community, and to prepare individuals for lives of committed service. See also "Beloved Friends and Allies: A Pastoral Plan for the Support and Holistic Development of GLBTQ and Heterosexual Students at the University of Notre Dame," available at <http://friendsandallies.nd.edu/>. This thoughtful and sensitively-argued document recognizes, and attempts to bridge the differences between, the dignity interests of the LGBTQ community and the traditional claims of the Roman Catholic faith. Needless to say, Methodist institutions of higher learning confront the same challenges of fitting the legitimate demands of the LGBTQ community within Church doctrine. While aware of the doctrinal issues in play, the present draft transgender policy for VWU makes no attempt to address, let alone resolve, these issues, but instead responds to the moral and legal commands that VWU must ensure that members of the LGBTQ are fully integrated into the VWU community and suffer no discrimination. (On this point, see especially note 4 above.) Outside the realm of church doctrine, a balanced debate on the tension between the civil rights claims of the LGBTQ community and the religious freedom claims of traditional Christians within a constitutional framework is John Corvino, Ryan T. Anderson, and Sheriff Girgis, *Debating Religious Liberty and Discrimination* (New York: Oxford University Press, 2017).

# **VIRGINIA WESLEYAN UNIVERSITY**

## **Non-Fraternization Policy**

### **POLICY/PROCEDURE**

Virginia Wesleyan University is committed to creating and maintaining a working and learning environment in which all of its community members feel they are safe. Mutual trust and respect are essential elements in the educational process and employment relationship; care must be exercised to assure that employees' safety and comfort are not damaged. This policy applies to all employees, including volunteer employees.

#### **A. Definitions**

1. "Employee" is defined as a person employed by the University, in any capacity, whether faculty or staff.
2. "Employee fraternization" is defined as an employee's engagement in a relationship involving another employee or student in a way that falls outside of normal work-related interactions and communications. Such a relationship is usually, but not exclusively, romantic or sexual in nature. It also may include, for example, a private employment relationship.

#### **Core Principles**

1. No employee shall pursue, have, or maintain a romantic or sexual relationship with any student. Significant social (outside of educational, mentoring/advising, or athletic) relationships between University employees and students are also prohibited. Even where there is no such relationship, employees are expected to exercise a high level of professionalism and avoid situations that may create the appearance of an inappropriate relationship.
2. The University strongly discourages romantic or sexual relationships between employees, especially among those within the same department, and prohibits them between employees in supervisory relationships. These relationships create concerns about consent and fairness of treatment of the involved employees and others in the department, may create a conflict of interest, and may damage the trust and respect within the University and its community members.
3. A relationship that contravenes the provisions of either B-1 or B-2 also may constitute a violation of the University's non-discrimination and sexual harassment policies and, thus, may be subject to disciplinary actions under those policies.

#### **B. Special Circumstances**

1. There are circumstances in which employees work with students that have other potential for the exploitation of the students.
  - a. A student may be asked to perform services that go beyond the normal student relationship; providing child care for a faculty member's children is an example.
  - b. A student may hold an employment relationship with the University and be asked to perform services that are beyond the normal scope of the student employment; running a personal errand for a staff member is an example.
  - c. In all such cases, it must be clear that:
    - i. The student may decline to perform such additional services without any adverse consequences,
    - ii. If accepted, the student must provide the assistance voluntarily and

- receive a fair wage for those personal services, and
- iii. The student's choice to perform or not to perform such personal services shall have no impact or relationship to the continuation or evaluation of the student's regular University employment.
2. There may be exceptional circumstances in which the spouse, partner, or family member of a faculty or staff member is a student at the University; or, there may be a relationship that pre-exists the enrollment in, or employment at, the University. Such exceptional circumstances or relationships must be reported to the Director of Human Resources at the time of employment or enrollment. Under no circumstances will an employee be permitted to supervise another employee involved in such a relationship or a family member.

### **C. Violations**

1. An employee of the University who becomes aware of a relationship prohibited by this policy or not disclosed as required under this policy shall report such relationship to the Vice President of Campus Life and Operational Management (if the person engaged in the relationship is a student) or the Director of Human Resources (if the person engaged in the relationship is an employee; including volunteers). Violations involving a faculty member shall be disclosed to the Vice President for Academic Affairs. All disclosures are kept confidential.
2. Relationships reported as being in violation of this policy will be reviewed by the Director of Human Resources and the Vice President overseeing the specified department to assure there is no conflict of interest or risk of damage to the University, its students, or other employees as a result. If such a risk is determined to be present, the University may take steps to eliminate the risk such as a change in supervision or work assignment.
3. Violations of this policy are considered to be unprofessional conduct and may be grounds for disciplinary action with consequences up to and including termination of employment for administrators or staff members, or dismissal for cause in the case of faculty members.

## **HR 7.1 Whistleblower Policy Purpose and Applicability**

The purpose of this policy is to set forth procedures under which an employee of Virginia Wesleyan University can report suspected unlawful and/or unethical behavior by an employee or official of the University and be protected against retaliation in the form of an adverse employment action.

### **Statement of Policy**

Virginia Wesleyan University expects its employees and officials to perform their duties in accordance with applicable federal, state, and local laws and regulations, University policies, and the highest ethical standards. At the same time, the University recognizes that improper conduct, whether intended or not, may occur. The University, therefore, encourages each employee to report any illegal or unethical conduct by an employee or official of the University. Such conduct may include, but is not limited to, the following kinds of activities:

- Forgery or alteration of documents
- Questionable accounting and internal controls
- Unethical business practices
- Unauthorized alteration or manipulation of computer files
- Fraudulent financial reporting
- Misappropriation or misuse of University resources, including funds, supplies, or other assets
- Authorization or receipt of compensation for services not received or not performed, or hours not worked

### **Reporting Improper Activities**

Virginia Wesleyan University has a responsibility to investigate and report to appropriate parties allegations of suspected improper activities and to report the actions taken by the University. Any allegations of improper activities that may result in subsequent actions bringing disciplinary charges against a faculty or staff member shall be coordinated with the applicable faculty or staff personnel conduct and disciplinary policies.

1. All employees are encouraged to report possible improper activities to his or her immediate supervisor or department head and to the President.
2. Members of contracted services, including Food Service, Physical Plant, Student Health Center and Athletic Training operations, as well as other external campus-based organizations are encouraged to follow the policies and procedures of their respective organization. The campus-based representative should report improper activities to their University Administrator and the President.
3. Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation.
4. Under this policy, an employee that believes that there is a conflict of interest on the part of the person to whom the allegations of suspected improper activities are to be reported, the next higher level of authority shall be contacted.
5. In the event the employee is uncomfortable reporting the alleged matter to the above referenced parties, the employee may instead contact the Campus Hotline service by calling 757-493-2161. This is a secure voicemail system that will be received by the Director of Human Resources. The Chairperson of the Board of Trustees Audit Committee will also receive an email notification of the received voice mail message. Upon receipt of such, either directly or as received through the Campus Hotline, the Director of Human Resources shall consider the disclosure and take whatever action is determined to be appropriate under University policies, the law and the circumstances of the disclosure.
6. In the case of disclosure alleging misconduct by the President, the disclosure shall be directed to the Chairperson of the Virginia Wesleyan University Board of Trustees.
7. The disclosure recipient, the party to whom the comment is made, will be responsible for:

- a. Ensuring all investigations are carried out in a fair and unbiased manner.
  - b. Ensuring that those making complaints and/or reporting compliance concerns are treated fairly, their confidentiality is protected to the extent the law allows, and no retaliation takes place.
9. Employees reporting suspected improper activities may do so orally, but they are encouraged to make such reports in writing so as to assure a clear understanding of the issues raised. Written allegations of suspected improper activities should include the following information:
- a. The name, address and position of the complainant
  - b. The name and title of the VWU employee or official against whom the complaint is made
  - c. A detailed description of the time, place(s), and manner in which the misconduct occurred along with a reference to any records that might document the misconduct

#### **Process for Disclosure**

- 1. The disclosure recipient shall handle the matter in accordance with the relevant policies of Virginia Wesleyan University in a fair and unbiased manner.
- 2. To ensure that the Whistleblower Policy is being adequately enforced, the Director of Human Resources shall prepare and submit to the Chairperson of the Board of Trustees Audit Committee a report annually on the number of complaints submitted, the disposition of the complaints, and an account of significant actions undertaken as the result of meritorious complaints. The Audit Committee may use this information to identify important trends requiring further consideration outside of the policy, but important to best practices of Virginia Wesleyan University.

#### **Complaints of Retaliation as a Result of Disclosure**

- 1. If an employee believes that he or she has been retaliated against in the form of adverse employment action for reporting possible misconduct under this policy, he or she may file a written complaint requesting an appropriate remedy. An employee who reports suspected improper activities and who believes that he or she has been retaliated against may file a written complaint with the Director of Human Resources.
- 2. For purposes of this policy, an adverse employment action shall be defined as actions including: discharge, demotion, suspension, being threatened or harassed, or in any other manner discriminated against with respect to compensation, terms, conditions or privileges of employment. This policy does not prohibit an employment action that would have been taken regardless of a disclosure of information.

#### **Penalty for Intentionally False Report**

An employee who knowingly makes false allegations of alleged wrongful conduct shall be subject to discipline, up to and including termination of employment, in accordance with University rules, policies and procedure.



## HR 9.2 Social Media Policy

### General

Social media presents both opportunity and responsibility for the Virginia Wesleyan University community. This policy is meant to provide guidance and encourage caution with social media use both professionally and personally.

All campus community members are expected to use good judgment in their online interactions and to carefully consider any commentary that may serve or be seen as a reflection of the University's mission and core values.

On social media, as in all aspects of conduct associated with the University, faculty and staff are expected to abide by VWU's Rules of Conduct and Code of Personnel Relations. Similarly, VWU students are expected to abide by the Honor Code. The same rules and policies that apply in the "real world" also apply on social media. Any unprofessional or inappropriate online behavior or content that violates University policies will be handled in the same manner as on-campus violations. It is understood, however, that the perceived meaning of thoughts and opinions is subjective by nature, and issues assumed in violation will be reviewed on a case-by-case basis. Employees and students must also follow VWU's Acceptable Use Policy with regard to any activity conducted while utilizing the University's computer systems and networks.

Social media is constantly evolving, and the Office of Marketing and Communications is available to offer support for utilizing these tools. The following tips represent best practices and also serve as expectations for VWU community members using social media for professional and/or personal use.

- **Think before you post.** Whether it's on a personal or VWU-affiliated page, keep in mind nothing is truly private in social media. Consider your comments, photos, or shared content carefully before posting. If it's something you wouldn't want shared or re-posted for a broad audience, it is best not to share it at all. Remember that VWU policies govern all verbal conduct, whether or not that conduct takes place online or in person. If you are sharing someone else's post, recognize that a retweet or share connects you to the shared content. Do not share any content you would not be comfortable posting yourself. Also be aware that any visual imagery shared that features VWU apparel or branding creates a connection to the University and could be seen as a reflection of official University endorsement of the subject matter.
- **Keep it civil.** Professionalism and respect for others is a must. Social media can be a great place to engage in constructive dialogue. But remember, anything you post in your role as a Virginia Wesleyan employee or student reflects not only on you but on the University as a whole. Be careful when participating in negative comment threads or unhealthy debates. Above all, refrain from posting derogatory, false, inflammatory, or harassing comments. If deemed in violation of University standards, Virginia Wesleyan reserves the right to remove comments, as well as to ban or block offending users, from institutional social media pages. The same is true for commentary on University pages that is intended to be defamatory, libelous, inciting, or threatening.
- **Be transparent, but private.** Use privacy settings to restrict personal information as needed, but

remember, people with access to your private accounts have the ability to screenshot and share your content. If there is any question that your content is inappropriate, do not post it. If you participate in or maintain a social media site on behalf of VWU, make that clear in any relevant communications. Relationships between faculty/staff and students on social media should reflect those that are appropriate given their respective roles and in their day-to-day interactions on campus and in the community.

- **Be aware of liability.** You may be legally liable for what you post. Individuals can be held liable for online commentary deemed to be proprietary, copyrighted, defamatory, libelous or obscene.
- **Maintain confidentiality.** Do not post confidential or proprietary information about Virginia Wesleyan University, its students, alumni, employees, or yourself. Use good ethical judgment and follow all local, state and federal regulations, such as FERPA and HIPPA.
- **Be accurate and address problems.** Strive for accuracy and correct errors in a timely fashion. If issues arise on social media that are best handled through another campus office or form of communication, contact the appropriate person and follow through to see that the problem is resolved.

### Administrative Rights and Passwords

Social media accounts established to represent the University or any of its departments and programs should be created and maintained by an employee or authorized representative of the University. Student workers may be authorized users on social media sites but should be supervised by a faculty or staff member.

Any social media accounts created to represent Virginia Wesleyan University or any of its offices, departments, teams or affiliate groups are considered the property of the University. The University reserves the right to monitor these accounts. The Office of Marketing and Communications should be notified of any new social media pages created.

Any employees (or student assistants) who maintain VWU-related social media accounts and who leave the University for any reason are expected to make arrangements to either close those accounts or transfer them to an appropriate VWU colleague along with all relevant logins, passwords or other administrative rights. For assistance, please contact the Office of Marketing and Communications.

### Policy Review

Virginia Wesleyan University's Social Media Policy is maintained and reviewed annually by the Office of Marketing and Communications.