

Final Faculty Handbook Revisions - 2024-2025 Academic Year

#	Faculty Handbook Section	Revision to the Faculty Handbook
1	II.F. Word Usage (Change of heading)	II.F. Word Usage <u>Definitions</u>
2	<u>II.D.3.d. Quorum</u> (Addition of a new section)	<u>Four (4) members of the Faculty Handbook Committee constitutes a quorum for voting purposes. The lack of a quorum does not prevent a meeting but votes must not be taken.</u>
3	III.A.2.a Academic Freedom (First paragraph)	The university is an institution of higher learning in a democratic society. It is fundamentally committed to the open-ended pursuit of knowledge and the unfettered activity of inquiry and debate. Just as the university is entitled to academic freedom in the pursuit of its educational mission, so each member of the faculty is entitled to academic freedom in the discharge of their professional duties. Accordingly, each member of the faculty has a right to the freedom of thought and expression, including a right to reasoned dissent, in the conduct of their professional activities. This right to academic freedom safeguards one’s liberty to pursue, discuss, study, research, discover, question, critique, and teach relevant knowledge, ideas, and theory, in accordance with the standards of the academic profession and one’s discipline. Academic freedom must be exercised responsibly, in keeping with the standards of one’s academic profession and one’s discipline and with other university and professional duties.—
4	III.A.2.b.(4) Academic Responsibility	A faculty member must act ethically at all times. A faculty member must follow the professional code of ethics as described in the Faculty Handbook (i.e., III.A.3).
5	III.A.11 Outside Employment and Consulting (First paragraph)	If it affects or is deemed likely to affect a faculty member’s usefulness as an employee of the university, a full-time faculty member is prohibited from engaging in outside employment, or in any private business or profession during the period for which they are employed to work for the university, or outside such employment period, in a manner or to an extent that it affects or is deemed likely to affect their usefulness as an employee of the university.— <u>A faculty member may engage in outside employment, outside consulting, or keep any private business or profession during the period for which they are employed to work for the university, provided it does not create a conflict of commitment as an employee of the university.</u>
6	III.A.12 Class Schedules	Faculty members must adhere strictly to the scheduled time and place of class meetings as reflected in the official class schedule. No change in the time of class meetings, including final examinations, may be made without the advance approval of the <u>AUH and</u> dean. No change in the assigned place of class meetings, including final examinations, may be made without the advance approval of the AUH. No class may be added or dropped from the schedule without the advance approval of the AUH.
7	III.A.26.b Complaints (Second paragraph)	An informal complaint against a faculty member may be delivered orally, leaving further action to the discretion of the AUH or higher-level supervisor. <u>Informal allegations of misconduct must be reported by the AUH to the dean.</u> An official- <u>A formal</u> complaint requires a written submission to the faculty member’s AUH or higher-level supervisor. The

		<p>person receiving an official <u>a formal</u> complaint must ensure that a written acknowledgement is sent to the complainant. However, the complainant has no right to information about the outcome of the complaint. A higher-level supervisor who receives a complaint must send the official <u>formal</u> complaint to the AUH for initial processing unless there is a reason to do otherwise. Informal allegations of misconduct must be reported by the AUH to the dean. Formal allegations of misconduct will be reported by the AUH to the dean, who must report the allegations to the provost.</p>
8	III.C.3 Appointment of Academic Unit Heads (First paragraph)	<p>When a vacancy occurs in a position of an AUH, the dean must request the academic unit to nominate members of its faculty for service on a search committee, unless the dean determines that the position may be considered a promotional opportunity restricted to candidates from the current employees of the university, and the majority of the academic unit's full-time faculty members vote to approve the dean's decision not to have an external search. Additionally, any such decision not to hold an external search must include prior consultation with the equal opportunity officer, and must have the prior approval of the provost. An interim or acting AUH may be appointed by the dean until the position is filled.</p> <p><u>When a vacancy occurs in a position of an AUH, the dean must confer with the academic unit to determine whether they recommend the search be internal or external. The recommendation will be made by a majority vote of the unit's full-time instructional faculty to be taken under advisement by the dean. The dean will consult with the equal opportunity officer prior to determining that a search is internal. The dean determines whether a search is internal or external, subject to the provost's approval. The selection of an interim or acting AUH (up to 2 years until the position is filled) will be decided upon by the dean with input from the unit's full-time instructional faculty. If necessary, interim or acting AUHs may come from another unit.</u></p>
9	III.E.2.b.(1) Teaching (First paragraph)	<p>Consideration of teaching performance may include but is not limited to a well-developed teaching philosophy, self-evaluation, evaluations by peers and/ or AUH's, and s<u>Student evaluations may only be used as a formative tool or as part of teaching evidence when relating to</u> of the course content, rigor, assignments and learning experiences, rather than individual style or personality of the instructor. Student evaluations may only be utilized as a formative tool or as part of a teaching portfolio.</p>
10	III.E.6.b.(1) Promotion in Academic Rank (First paragraph)	<p>The faculty member may apply for promotion, or the AUPAC or AUH may nominate a faculty member for promotion. Written intent to apply or nomination must be made by Sept. 1 to the AUH. The faculty member must be informed if the AUPAC or AUH has nominated the faculty member, and must have the option to accept or decline the nomination without prejudice. The faculty member who wishes to be considered for promotion must submit a summary of activities and accomplishments in the areas of teaching, scholarly achievement and professional qualifications, and professional service to the dean, AUH, and AUPAC by Oct. 1 (<u>see II.F. definition of "day"</u>). Failure by the faculty member to submit a summary of activities and accomplishments by the Oct. 1 deadline must constitute a refusal of a nomination or withdrawal of an application, and no consideration of promotion is required.</p>

11	III.E.7.f.(1) Tenure (First paragraph)	A faculty member in the penultimate year of the probationary period must apply for tenure and submit a summary of activities and accomplishments in the areas of teaching, scholarly achievement and professional qualifications, and professional service to the dean, AUH, and AUPAC by Oct. 1 (<u>see II.F. definition of “day”</u>).
12	III.J.1.d Medical Leave	A faculty member may be entitled to either paid medical disability <u>benefits or intermittent leave through peer coverage for leave due to illness or injury. For more information, see <i>Manual of Policies and Procedures</i>, Policy 1338, Faculty Leave, or contact the Office of Human Resources.</u> A faculty member may be entitled to either paid medical disability leave or to peer coverage for leave due to illness, depending on the faculty member’s participation in the Virginia Sickness and Disability Program (VSDP) and on the disability leave option chosen. Faculty members enrolled in VSDP must track any sick leave used through a tracking report, which must be signed by the supervisor and submitted to the Office of Human Resources. For more information, see <i>Manual of Policies and Procedures</i>, Policy 1338, Faculty Leave, or contact the Office of Human Resources.