

The University of Virginia's College at Wise



Faculty Handbook

2017

The policies described in this handbook apply to all faculty and staff of The University of Virginia's College at Wise and are only accurate as of the date of publication. Faculty and staff are responsible for being aware of and following all current policies. Links to the policies are provided where available. For the most up-to-date information please consult these links or the appropriate vice chancellor.

EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION

It is the policy of The University of Virginia's College at Wise not to discriminate in any of its programs, procedures or practices on the basis of age, color, disability, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, or veteran status, or on any other basis prohibited by state or federal law. The College adheres to the University of Virginia's affirmative action and equal opportunity programs for faculty, staff, and students consistent with resolutions of the Board of Visitors and with federal and state requirements.

To carry out this policy, the College takes affirmative action to ensure that all applicants for employment and all employees are considered equitably in University personnel actions such as hiring, compensation, benefits, transfer, promotion, demotion, layoff, return from layoff, and training and apprenticeship programs.

The University has specific policies and procedures to implement this general policy. The Policy on Discriminatory harassment states that such harassment in any form is unacceptable behavior and will not be tolerated. Discriminatory Harassment Training is available online at <http://www.virginia.edu/eop/>. The training is available 24 hours a day, 7 days a week and can be accessed from any computer.

The Discrimination Complaint Procedures are available to any faculty member, staff employee, or student having a complaint of prohibited discrimination. A complainant may file a discrimination complaint with the Office of Equal Opportunity Programs (EOP), University of Virginia, Washington Hall, East Range, Charlottesville, Virginia, 22903; telephone – Toll free – 1-888-882-9258. The EOP Office is responsible for the enforcement of the College's non-discrimination obligation, including dissemination of the policy.

The College is committed to equal opportunity and affirmative action. A copy of the Equal Opportunity Plans, including the Equal Employment Opportunity Policy, the Non-Discrimination Policy, the Policy on Discriminatory Harassment, and the Discrimination Complaint Procedures, is available for review in the Human Resources Office, Resource Center, UVa-Wise, 1 College Avenue. Wise, Virginia 24293, telephone 276-328-0240.

EMERGENCY PREPAREDNESS

The UVa-Wise Crisis Management Team is tasked with the planning as well as the external and internal communication for UVa-Wise in the event of a crisis or emergency situation. Emergency protocol information sheets are posted in campus buildings and residential facilities. For more information about UVa-Wise emergency response planning and preparedness, visit www.uvawise.edu/emergency.

Campus Notifications

Please take a moment to familiarize yourself with these UVa-Wise campus notification methods. Be sure that you take any notification from Campus Police or College personnel seriously. Note that the notification systems are tested periodically with advance notice provided to the campus community.

UVa-Wise Emergency Siren – The College has an emergency siren that will sound in the event of a campus emergency. Please listen to the siren and the following loudspeaker announcement from Campus Police.

UVa-Wise Electronic Mail – College email is one of the first places to look for alert notifications and instructions on what to do in the event of an emergency.

UVa-Wise Emergency Alert System (phone/text message) – This system allows for phone and/or text messages to registered numbers. Visit <http://www.uvawise.edu/uva-wise/administration-services/emergency-preparedness/> to update your information and to register.

UVa-Wise Web Site – Emergency notifications and additional information will be posted on the UVa-Wise main web site at www.uvawise.edu.

UVa-Wise TV Channel 55 - Emergency notifications and additional information will be posted on the local UVa-Wise Comcast television channel.

NOTE: Your contact information will NOT be used for any other use than campus emergency notifications. Dangerous situations, weather warning events, and text messages will include College closure notifications.

Lockdown/Shelter in Place

In the event that the campus is in lockdown, no one is permitted to leave the campus. Do NOT go to your vehicle, do NOT leave buildings, do NOT go to class/meetings, etc.

Immediately seek shelter in the nearest secure location, lock and barricade doors, and stay behind solid objects away from the door and windows. Stay quiet and calm. Minimize noise that may draw attention to your location – turn off lights, computers and radios, and put cell phones on vibrate.

If you have knowledge of an incident or assailant, call 911 when it is safe and provide as much detailed information as possible, including location, description, etc.

Follow all directions of authorities; do not challenge law enforcement.

Accreditation and Memberships

The University of Virginia's College at Wise is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of The University of Virginia's College at Wise.

Computing Accreditation Commission of ABET

Degree programs in computer science and software engineering are accredited by the Computing Accreditation Commission of ABET, <http://www.abet.org>.

Commission on Collegiate Nursing Education

The baccalaureate at The University of Virginia's College at Wise is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle NW, Suite 530, Washington, D.C. 20036, (202) 887-6791.

Teacher Education

The University of Virginia's College at Wise Teacher Education Program is accredited by the Council for Accreditation of educator Preparation (CAEP) from Spring 2017 through Spring 2020; www.CAEPnet.org.

UVa-Wise is a member of the Council of Public Liberal Arts Colleges (COPLAC) and recognized as a College of Distinction.

Organizational Chart

Please visit <http://www.uvawise.edu/ir/org-chart> for the most recent UVa-Wise Organizational Chart.

Office of Compliance and Conduct

<http://www.uvawise.edu/compliance>

UVa-Wise is committed to operating with integrity and honor in full compliance with all applicable federal and state laws and regulations, as well as College policies. The Office of Compliance and Conduct serves to:

- promote campus compliance with applicable laws, regulations and policies
- keep the campus community informed of compliance information and resources
- support the coordination of campus compliance activities and ongoing training
- provide updates to the campus community regarding required guidelines and mandates
- promote a campus culture of ethical conduct and commitment to compliance
- oversee the student conduct system and Student Code of Conduct

CLERY ACT

Originally known as the Campus Security Act, the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f))* is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law is tied to an institution's participation in federal student financial aid programs and it applies to most institutions of higher education both public and private. The Clery Act is enforced by the United States Department of Education.

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery, a 19-year-old Lehigh University student that was raped and murdered in her dorm room by a fellow student. Subsequent amendments in 2000 and 2008 added provisions dealing with registered sex offender notification and campus emergency response. The 2008 amendments also added a provision to protect crime victims, "whistleblowers", and others from retaliation.

Individuals in certain positions throughout campus whose functions include significant responsibility for student and campus activities, building relationships with students, and/or providing access to campus events are designated as Campus Security Authorities (CSAs).

CSAs include, but are not limited to, the following personnel: campus police, resident advisors (RAs), club/organization advisors, athletics, student life, student center, convocation center, and Greek life. Licensed counselors and athletic trainers are exempt from reporting. NOTE: Counselors and trainers serving as club or organization advisors forfeit this exemption.

CSAs are required to promptly report any crimes of which they become aware to the Campus Police Department (276-328-0190 and 276-328-COPS weekday business hours; 276-328-3756 after hours, non-emergency; 911 emergency). These incidents will be included in campus crime reports and logs in accordance with Clery Act requirements.

Clery Act reporting requirements also include off-campus locations when students travel overnight for College-sponsored events, such as athletics and Study Abroad trips. Those faculty and staff coordinating the travel must provide: the name and address of the hotel(s) stayed in during the trip, dates of the trip, and the specific room numbers and floor numbers occupied. The Clery Compliance Administrator will compile all information and request additional information from law enforcement agencies in those localities for Clery reporting purposes.

For more information, contact Stephanie Shell, the Clery Compliance & Student Conduct Administrator at 276-328-0216 (office), 276-870-5127 (cell) or stephanie.shell@uvawise.edu.

STUDENT CONDUCT

The Student Conduct System of UVa-Wise is designed to support the purpose and mission of the College. A fundamental premise of the system is that students are expected to act responsibly so that each student has the opportunity to grow intellectually, spiritually, physically and socially. The System also is designed to encourage accountability by stressing the relationship inherent between individual action and consequences. The System is intended to be educational in nature, rather than punitive. The principles of fairness and reasonableness serve as foundations for the System, using a preponderance of the evidence to determine responsibility.

CODE OF CONDUCT Students of the College are expected to conduct themselves in a manner befitting a civilized society, both within the College and elsewhere. For student conduct which is outside the jurisdiction of the Honor Court but which tends to discredit or injure the College, the Chancellor is authorized by the President of the University of Virginia to impose such penalty as he/she may deem appropriate, including expulsion from the College. This authority has been delegated by the Chancellor to the Clery Compliance & Student Conduct Administrator and the Student Conduct Board. The College reserves the right to suspend, enforce the withdrawal of, or expel a student who violates the Code of Conduct.

The Student Conduct Board is composed of five student members appointed by the Clery Compliance & Student Conduct Administrator who serves as its advisor. The Board hears cases that are violations of the Code of Conduct and imposes such penalties as it deems appropriate for conduct that tends to discredit or injure the College.

All student conduct violations accumulate during a student's time at the College. Student conduct records are maintained for a minimum of seven academic years.

Inquiries or concerns regarding the Student Conduct System or Code of Conduct infractions should be referred to Stephanie Shell, the Clery Compliance & Student Conduct Administrator at 276-328-0216 (office), 276-870-5127 (cell) or stephanie.shell@uvawise.edu.

THREAT ASSESSMENT TEAM

In accordance with requirements outlined in the Code of Virginia (23-9.2:10), UVa-Wise has established a Threat Assessment Team for education and the prevention of violence on its campus. The UVa-Wise Threat Assessment Team (TAT) serves to assess and to intervene regarding any individual whose behavior may potentially pose a threat to self, others, or the campus community. The team will plan and respond to potential threats or any act of violence in an attempt to prevent a critical incident and to maintain the safety of those involved as well as the safety of the campus community.

In the event of any campus emergency, you may contact the Campus Police Department (276-328-0190 and 276-328-COPS weekday business hours; 276-328-3756 after hours, non-emergency; 911 emergency). In the event that you would also like consultation regarding individuals, events or other concerns, please contact one of the TAT members or chairperson Jewell Worley, Associate Vice Chancellor for Compliance & Conduct at 276-376-1004 (office), 276-708-6405 (cell) or jewell.worley@uvawise.edu. Additional information is available online at www.uvawise.edu/threat_team.

TITLE IX

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on the gender in all academic, educational, extracurricular, athletic and other programs and activities of students and employees of educational institutions which receive federal financial assistance. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. The US Code specifically states:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance..."

20 U.S.C. § 1681

Educational institutions that receive federal financial assistance are covered by Title IX. If only one of the institution's programs or activities receives federal funding, all of the programs within the institution must comply with Title IX regulations. In compliance with Title IX, UVa-Wise prohibits discrimination in employment as well as in all programs and activities on the basis of sex.

UVa-Wise strives to provide a working and educational environment for all faculty, staff and students that is free from sexual misconduct/harassment. Sexual harassment, sexual assault and other acts of sexual misconduct are forms of sex discrimination prohibited by Title IX. The prohibition against gender discrimination applies regardless of whether the activity is conducted on campus, off campus, in transit, or if sponsored at other locations.

UVa-Wise does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually-based or not and include dating violence, domestic violence, and stalking. The College reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the College community.

The Title IX Coordinator at UVa-Wise is Tabitha Smith. She may be reached at 276-328-0131 (office), 276-870-5065 (cell), and tabitha.smith@uvawise.edu.

All Faculty members are expected to fulfill the duties of being a "responsible employee" under Title IX. A Responsible employee includes any employee: who has the authority to take action to redress sexual violence; who has been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX Coordinator or other appropriate school designee; or whom a student could reasonably believe has this authority or duty.

Reporting an Incident A complainant is encouraged to immediately report an incident to a responsible employee of the College (i.e. an employee who has the authority and/or duty to report to the Title IX Coordinator, including Campus Police and student employees such as Resident Advisors (RAs)). The Title IX Coordinator is responsible for accepting and processing all sexual misconduct/harassment complaints.

Reporting to Campus Police Campus Police may be contacted by calling 276-328-0190 during regular business hours, 276-328-3756 after hours, or 911 at any time. Reporting an incident is a separate step from choosing to prosecute. When a report is filed with Campus Police, a complainant is not obligated to pursue either criminal or campus charges. Campus Police will maintain a written report which will be available should the complainant choose to pursue charges immediately or at a later date.

Additional information, including the Title IX Notification reporting form, the Notice of Complainants Rights, and the full Sexual Misconduct & Interpersonal Violence Policy with definitions, reporting, investigations, sanctions, recordkeeping, and resource material are available on the Compliance and Conduct webpage at www.uvawise.edu/compliance.

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HISTORY AND MISSION

CHAPTER ONE

1.1 HISTORY

The only four-year branch of the University of Virginia, The University of Virginia's College at Wise is accredited by the Southern Association of Colleges and Schools Commission on Colleges. Thomas Jefferson founded the University of Virginia in 1819. He planned the curriculum, recruited the first faculty, and designed the academical village. He wished the publicly supported school to have a national character and stature. The University was an innovation because it was dedicated to educating leaders in practical affairs and public service, rather than preparing students exclusively for professions in the classroom or the pulpit. It was the first nonsectarian university in the United States and the first to use the elective course system.

UVa-Wise, founded in 1954 as Clinch Valley College of the University of Virginia, was an initiative of the local community. The College began as a two-year college, then in 1968-69 changed to four-year status. The College awarded the first Bachelor of Arts degrees in June 1970 and the first Bachelor of Science degrees in 1973.

The College has maintained a distinctive character throughout its history. Possessing a rich cultural heritage, the region provided the College with a wealth of values, traditions, and community. UVa-Wise was the first public college or university founded in Virginia without a policy of racial exclusion and the first to recruit actively among all races. The College was the first state institution of higher education to be established in Virginia with a co-educational student body. The College was one of the first institutions to argue that almost total dependence on College Board scores for admission was unfair to lower income students from rural areas. It was one of the first to admit students on the basis of overall merit, promise, attitude, and need, a humanistic view that now has been accepted by more four-year institutions.. The College was the first higher education institution in Virginia to question the presumption of absolute honesty or dishonesty and to provide for intermediate sanctions in its honor system, as part of the student learning experience. UVa-Wise was among the first institutions to have student representation on standing committees and to open faculty meetings to student attendance. The distinctly singular nature of this institution is evident across many domains.

In an atmosphere of this kind, the College community has been privileged to constantly discuss the most fundamental higher education questions. From this dialogue, the College community has developed a philosophy and purpose.

1.2 MISSION STATEMENT ¹

The University of Virginia's College at Wise, a public liberal arts institution, provides students with learning experiences that offer opportunities to develop the insight, competence, sensitivity, and integrity necessary for living enriched lives and for enriching the lives of others. Established in 1954 as a division of The University of Virginia, it is guided by the values of citizenship and altruism. Proud of its Appalachian heritage, the College continues to honor its commitment of service to

¹ Adopted by the Board of Visitors, June 5-6, 2014

Southwest Virginia, the nation, and the world. The College is guided by a legacy of teaching and scholarly excellence and by a dedication to quality in both the arts and sciences and professional programs. Above all, The University of Virginia's College at Wise is a diverse community of people who believe that information can be transformed into knowledge and that teaching and learning create a foundation for wisdom.

Goals and Vision Statement

The University of Virginia's College at Wise has as its goals:

- To provide its students the finest possible education in the public liberal arts tradition that has guided the College since its inception.
- To give students the ability, confidence and initiative to use their undergraduate educational experience as a springboard for greater accomplishment.
- To encourage critical thinking among our students and enable them to make decisions based on research and evidence while retaining their commitment to fairness and compassion.

Through these goals, UVa-Wise emphasizes personal and professional excellence among its students. By inculcating in them an appreciation for the benefits of lifelong education and teaching them the skills necessary to carry that habit forward, UVa-Wise is helping lay the foundation for the success of future generations. Through these habits, students will develop leadership skills based in honor, integrity, effort and knowledge. As a result, graduates of UVa-Wise are globally aware, prepared for the responsibilities of citizenship, and poised to become stewards of their community, state, nation and world.

With these goals in mind, The University of Virginia's College at Wise is striving to become an outstanding liberal arts college recognized for its commitment to and expansion of the College's traditional liberal arts foundation. In order to achieve this, the College is committed to a series of endeavors that will strengthen the institution and its mission. UVa-Wise will continue to strengthen its liberal arts core in ways that will make it a regional leader in interdisciplinary education, engaged learning and community service. The College will increase its commitment to experiential learning through international study, guided research, and internship opportunities. The College will utilize the liberal arts as a way to enhance and expand STEM-H programs. The student body will be better qualified, more inspired and possess greater diversity as primary elements in our path toward excellence. To fulfill our mission, the College will expand its outreach and service efforts within our local community and region. These interconnected elements will provide a transformational impetus to existing programs and encourage the development of new initiatives.

ORGANIZATION

CHAPTER TWO

2.1 THE UNIVERSITY RECTOR AND BOARD OF VISITORS

In 1819 an act of the General Assembly of Virginia established the University as a public corporation with the name "The Rector and Visitors of the University of Virginia." The governing body of this corporation is styled the "Board of Visitors." The seventeen members of the Board of Visitors are appointed by the governor and confirmed by the Senate of Virginia and the House of Delegates for four-year terms. Twelve must be from the commonwealth at-large and twelve must be alumni of the University. The board may appoint a full-time student at the University as a nonvoting member of the board for a one-year term.

The duties and powers of the board are exercised in order to carry into effect the Statement of Institutional Purpose of the University. The major powers and duties of the Board are as follows: to preserve the ideals and traditions of the University, especially to encourage and maintain the Honor System; to establish general educational policy; to establish any additional center, branch, college, or school and to present such action to the state government for its approval, if necessary; to authorize the creation or discontinuation of degrees; to elect a rector, vice rector, president, chief operating officer, provost, secretary, and salaried members of the faculty (except those appointments vested in the president); to determine the salary ranges, insurance, and retirement programs, and other benefits of faculty; to establish or discontinue any faculty rank; to grant leaves of absence and approve tenure and promotions of faculty members; to establish named chairs; to regulate and govern the discipline of students and the renting of rooms and dormitories; to approve general policy governing student scholarships and loans; to fix tuition charges and other fees; to issue revenue bonds to finance student facilities; to approve regulations for use of automobiles by students; to care for and preserve University property, including the sale or purchase of real estate; to grant easements and exercise the power of eminent domain; to approve the annual budget; and to formulate and revise long-range plans. Finally, on nomination from and concurrence of the President, the Board of Visitors elects the vice presidents of the University and the Chancellor of UVa-Wise, all of whom are responsible directly to the President.

UVa-Wise is an integral part of the University of Virginia and is therefore subject to the rules, regulations, and policies enacted by the University's Board of Visitors. In 1997-98 the Board of Visitors took action that established the UVa-Wise Committee as a regular, standing committee of the Board.

2.2 PRESIDENT OF THE UNIVERSITY²

The President of the University shall be the principal administrative officer of the University, including of The University of Virginia's College at Wise. The President also serves as the chief executive officer of the Academic Division. The President shall be a member of the General Faculty and of the faculty of the College and of each of the schools of the University.

² Added Sept. 13, 2010 to comply with SACS

2.3 THE COLLEGE BOARD

The College Board serves in an advisory capacity to the Board of Visitors, the Chancellor and the President concerning the management and development of the College. The Board is comprised of not less than nine and not more than 20 persons, to be appointed by the Board of Visitors. The Rector of the University, the Chair of The University of Virginia's College at Wise Board of Visitors Committee, and the President of the University are ex-officio members.

2.4 THE CHANCELLOR

The **Chancellor**, as the chief executive officer of the College, reports to the President and is responsible to the President, the College Board, and the Board of Visitors. The Chancellor is a member of the Administrative and Professional Faculty and the Academic Faculty; is responsible for operating the College in conformity with the purposes and policies determined by the College Board and the Board of Visitors; acts as advisor to the College Board and Board of Visitors; recommends policies and programs, including educational programs and new degrees, that will best promote the interests of the College; determines the internal administrative structure of the College; oversees and exercises appropriate administrative and fiscal control over the intercollegiate athletics program; and appoints or provides for the appointment of all administrative officers. Serving as the chief development officer, the Chancellor promotes and controls fundraising activities at the College. This responsibility includes accepting gifts, directing gifts to the Foundation and serving as a member of the Foundation Board. The Chancellor maintains relationships and structural ties between the College and the University and performs duties as designated by the President of the University of Virginia. The Chancellor is authorized to suspend any faculty member at any time for proper cause, in accordance with appropriate procedure, after consultation with other affected administrative officers.

2.5 THE VICE CHANCELLORS

The **Provost and Vice Chancellor for Academic Affairs** is the chief local academic officer of the College and acts in the Chancellor's absence. The Provost is responsible for the development, implementation, and assessment of all academic policies and programs, as well as for academic planning and budgeting. The Provost participates in College administration and policy development as a senior member of the Chancellor's Cabinet, serves as chair/senior staff to select committees of the College and the College Board, and represents the College with external constituencies. Additionally, the Provost maintains cooperative working relationships with administration of local community colleges in Virginia and Kentucky. Reporting to the Provost are the Academic Dean and Associate Provost, the Department Chairs, the Associate Vice Chancellor for Information Services, the Director of the Center for Teaching Excellence, the Registrar, and the Director of Library Services.

The **Academic Dean and Associate Provost** reports to and is responsible for support of the Provost and Vice Chancellor for Academic Affairs. Reporting to the Academic Dean are the Director of International Programs and the Director of the Honors Program. The Academic Dean is charged with providing academic leadership necessary to realize the College's commitment to the highest standards of excellence in teaching, scholarship, creative activity and service. The Academic Dean collaborates with the Provost in the development, implementation, and assessment of all academic programs and policies, as well as the recruitment, development and evaluation of faculty and academic administrators. The Academic Dean also serves as the Director of Summer College.

The **Vice Chancellor & Chief Operating Officer** reports to the Chancellor and is responsible for financial management and budget preparation of the College and for management of service units that support the mission of the institution. The Vice Chancellor & Chief Operating Officer oversees the functions of: facilities planning, construction and operation, procurement and contract management, dining services, the bookstore, campus police, intercollegiate athletics, human resources, management of the David J. Prior Convocation Center, budgeting and financial management. The Vice Chancellor & Chief Operating Officer also serves as the College's legislative liaison officer.

The **Vice Chancellor for Development and College Relations** reports to the Chancellor and is the principal fund-raising and external relations officer; oversees alumni relations, media relations, and development/fund-raising activities; manages the professional and support staff of the development office; develops plans, programs, and strategies to achieve established fund-raising, marketing, and public relations objectives of the College; and coordinates the activities of the University of Virginia's College at Wise Foundation, Inc.

The **Vice Chancellor for Enrollment Management and Student Life** reports to the Chancellor and directs the operation and administration of the offices of admissions, financial aid and the advising center. The Vice Chancellor for Enrollment Management and Student Life will implement and manage student recruitment and retention programs; and develop programs and policies to manage new student orientation, on-campus residential life, student organizations, minority affairs, intramurals and recreation, Greek life, career development, counseling and health services, the student judicial process and services for commuter and non-traditional students. The Vice Chancellor for Enrollment Management and Student Life ensures that all enrollment management and student life policies and procedures are in compliance with all College, state, and federal guidelines.

The **Associate Vice Chancellor for Information Services** reports to the Provost and is responsible for overseeing the Offices of Information Technology, Institutional Research, and Assessment and Evaluation, and for promoting innovative and effective applications of technology for both academic and administrative purposes. The Associate Vice Chancellor for Information Services must ensure a safe, secure, and stable computing environment; explore ways that technology can improve learning; raise the technology skill level of faculty, staff, and students; and steer the College through federal, state and University of Virginia policies relevant to technology in higher education. He or she must direct and conduct institutional research to provide information to support institutional and academic planning and decision-making. In addition, he or she supervises the Director of Assessment and Evaluation and is thus involved in the assessment practices of both the academic and administrative units of the College.

The **Associate Vice Chancellor for Economic Development and Engagement** reports to the Chancellor and is charged with supporting growth and economic prosperity in Southwest Virginia. The Office of Economic Development and Engagement serves as a gateway to College assets and plays a critical role in connecting these assets with local businesses and the overall community. It facilitates a variety of professional development courses, seminars, workshops and leadership events to meet the needs of community members and businesses. Through collaborative partnerships, the Office participates in and leads initiatives to encourage entrepreneurship in the region. Through the Healthy Appalachia Institute and the Appalachian Prosperity Project, the Office aims to improve the health, education and prosperity of residents in central Appalachia. The Associate Vice Chancellor oversees the College's operations at the Southwest Virginia Higher Education Center in Abingdon, Va. The Associate Vice Chancellor's direct reports include the Director of Economic Development, the Director of Professional Development, the Director of the Healthy Appalachia Institute, the Entrepreneurship Coordinator, and several administrative and

support staff.

The **Associate Vice Chancellor for Compliance and Conduct** reports directly to the Chancellor and serves as the principal institutional official responsible for oversight of the Office of Compliance and Conduct and the administration of policies, procedures and accurate data collection to ensure compliance with Title IX of the Education Amendments of 1972 and The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as amended by the 2013 Reauthorization of Violence Against Women Act. The Associate Vice Chancellor for Compliance and Conduct oversees the student conduct system and Student Code of Conduct, as well as the Threat Assessment Team with responsibilities including assessment, intervention and response to potential threats of violence on campus.

The **Chief of Staff** reports to the Chancellor and coordinates special projects for the Chancellor's office; serves as Clerk to the College Board; coordinates meetings for Senior Staff and Cabinet; serves as an alternate point of contact for FOIA requests; prepares various state and university reports; and drafts presentations and other materials at the request of the Chancellor.

2.6 THE CHANCELLOR'S CABINET

The Chancellor has delegated authority to four Vice Chancellors described in section 2.5, who have responsibility for administering the major functional areas of the College. In addition to the Vice Chancellors and the Provost, members of the Cabinet include the Associate Vice Chancellor for Compliance and Conduct; Associate Vice Chancellor for Economic Development and Engagement; Associate Vice Chancellor for Information Services; Academic Dean; Chief of Staff; the Directors of Athletics, Library Services, News and Media Relations, and Human Resources; Registrar; Chair of the Staff Senate; Chair of the Faculty Senate; Board of Visitors Faculty Consulting Member; and President of the Student Government Association.

2.7 THE COUNCIL OF CHAIRS

The *Department Chair* is both an academic leader responsible for leading the department in carrying out its academic mission and an administrator responsible for effectively managing the routine activities of the department. Within the department, the duties of the Chair include, but are not limited to, holding departmental meetings, scheduling classes, supervising departmental assessment activities, directing faculty searches, evaluating faculty performance, assigning and supervising advisors for students majoring in that department, assisting students in their progress toward graduation, leading development and implementation of curricular changes, and administering the departmental budget.

Traditionally, Department Chairs are tenured faculty. If the position must be filled by a non-tenured faculty member, the title Department Coordinator will be used. Chairs serve three-year terms at the pleasure of the Provost and may be re-appointed. The appointment process begins with a departmental vote in which departmental faculty nominate a person to be Chair. The nomination goes to the Provost, who makes a recommendation to the Chancellor.

The Council of Chairs is chaired by the Provost and Vice Chancellor for Academic Affairs and is comprised of the academic Department Chairs, the Academic Dean, and the Director of Library Services. The group has responsibility for the planning, implementation, and evaluation of the educational program. The functions of the Council of Chairs are to:

1. Develop educational goals consistent with the approved institutional mission;
2. Formulate priorities of program activities;
3. Coordinate implementation of educational plans and programs;

4. Implement the Virginia Assessment Program;
5. Advise the Provost and the Academic Dean about other educational matters; and
6. Study the impact of new issues on the academic program and recommend policy concerning those issues.

2.8 SACSCOC ACCREDITATION LIAISON

The Southern Association of Colleges and Schools Commission on Colleges recommends that each member organization appoint an Accreditation Liaison to assist the organization in fulfilling its responsibilities. At UVa-Wise the Accreditation Liaison is the Academic Dean.

While the CEO – in this case, the Chancellor – continues to receive all official communications, the Accreditation Liaison receives them also and, according to SACSCOC, has the following responsibilities:

1. Ensuring that compliance with accreditation requirements is incorporated into the planning and evaluation process of the institution.
2. Notifying the Commission in advance of substantive changes and program developments in accord with the substantive change policies of the Commission.
3. Familiarizing faculty, staff, and students with the Commission's accrediting policies and procedures and with particular sections of the accrediting standards.
4. Serving as a contact person for the Commission staff. This includes encouraging institutional staff to route routine inquiries about the *Principles of Accreditation* and accreditation policies and processes through the Accreditation Liaison.
5. Coordinating the preparation of the annual profiles and any other reports requested by the Commission.
6. Serving as a resource person during the decennial review process and helping prepare for and coordinating reaffirmation and other accrediting visits.
7. Ensuring that electronic institutional data collected by the Commission is accurate and timely.
8. Maintaining a file of all accreditation materials.

2.9 ACADEMIC DEPARTMENTS

2.9.1 Business and Economics

The Department of Business and Economics offers Bachelor of Arts and Bachelor of Science degrees in Business and Economics with majors in accounting, business administration and economics. Faculty teach courses in economics, accounting, business computing, business education, business statistics, commercial law, economics, finance, marketing, military science, strategy and management. The department's Bachelor of Arts degree is well suited for pre-professional study in law or public administration. Both the Bachelor of Arts and Bachelor of Science degrees prepare students for careers or graduate studies in economics, accounting, finance, marketing, management, business administration, or business education.

2.9.2 Communication Studies

The Department of Communication Studies offers a major that incorporates coursework from the diverse specialty areas of the discipline. These include rhetorical

studies, journalism, public speaking, media studies, film, and interpersonal, business and professional communication. The major in communication studies is recommended for students who plan careers or graduate school in communication, journalism, media studies or related areas. Students are encouraged to participate in campus publications, radio and television productions, and theatre. Internships in the areas of the student's interest are also encouraged.

2.9.3 Education and Teacher Certification

Council for Educator Preparation (CAEP) accredited programs leading to licensure to teach in the elementary and secondary schools in Virginia are offered. Each student enrolled at the College who elects to meet requirements for teacher licensure must be admitted to the Teacher Education Program and must complete the appropriate prescribed program of studies which includes the general education requirements, requirements for one of the majors offered by the College, specific teaching endorsement requirements, professional studies requirements, and the teaching internship. Students seeking licensure in elementary education, special education, or health and physical education must choose the Bachelor of Arts in Liberal Arts and Sciences.

2.9.4 History and Philosophy

The Department of History and Philosophy offers a history major for the Bachelor of Arts degree. It also offers minors in history, philosophy, and religious studies, which are open to all students. Students who have studied history and/or philosophy at UVa-Wise have successfully pursued many different careers including law, private business, journalism, government service, and teaching. The department also offers courses supporting the general education requirements and oversees the Appalachian Studies and Women's Studies minors.

2.9.5 Language and Literature

The Department of Language and Literature offers majors in English Literature, French, Spanish, and Foreign Studies leading to the Bachelor of Arts degree. Majors are offered in Foreign Studies with a concentration in French, German or Spanish. The department offers minors in English, French, German, Hispanic and Hispanic-American Studies, Medieval-Renaissance Studies, and Spanish.

2.9.6 Mathematics and Computer Science

The Department of Mathematics and Computer Science offers courses in mathematics, computer science and software engineering leading to majors in mathematics, computer science, management information systems and software engineering. Minors may be earned in mathematics and computer science. The department also provides general education courses and courses designed for students majoring in other disciplines, particularly the sciences.

2.9.7 Natural Sciences

The Natural Sciences Department offers Bachelor of Arts and Bachelor of Science degrees in Natural Science with majors in biochemistry, biology, chemistry, environmental science and medical technology/clinical laboratory science. It offers minors in biology, chemistry, earth science and physics. Pre-professional studies are available in dentistry, forestry, medicine, pharmacy, physical therapy and veterinary medicine.

2.9.8 Nursing

The Department of Nursing offers a four-year Bachelor of Science in Nursing degree. The department collaborates with health care institutions and agencies throughout Southwest Virginia and Northeast Tennessee to provide clinical learning experiences. The goal of the program is to prepare baccalaureate graduates to practice competently in the community and the health care delivery system.

2.9.9 Social Sciences

The Department of Social Sciences offers Bachelor of Science degrees with majors in administration of justice, psychology, and sociology and a Bachelor of Arts degree in government with concentrations in foreign affairs and political science. Minors are available in administration of justice, government, pre-law, psychology, and sociology. The department also offers courses supporting the general education component of the College.

2.9.10 Visual and Performing Arts

The Department of Visual and Performing Arts offers the Bachelor of Arts degree in Liberal Arts and Sciences with majors in art, music and theater. Minors are available in art, music and theater. The department also offers courses supporting the general education curriculum and substantial co-curricular programming in the arts with exhibitions, concerts, and theater produced by and for the greater campus community.

2.10 DEPARTMENTAL COORDINATORS³ AND LEAD FACULTY

2.10.1 Departmental Coordinators

The Provost, with the advice of the department chair and Academic Dean, determines which departments with multiple disciplines require a coordinator. In consultation with the Provost and Academic Dean, the department chair selects a faculty member in a specialized departmental discipline. Selection is based on factors such as seniority, credentials, experience, and rapport with faculty in the discipline. The faculty member selected is then appointed by the Provost and will receive a stipend each semester in which he/she serves. The stipend is the same regardless of the discipline.

Responsibilities of program coordinators are assigned by the chair and typically

³ Added Aug. 2011

include:

- Assisting the chair in scheduling classes in their discipline;
- Assist in editing catalog copy;
- Recommending adjuncts;
- Assuming responsibility for assessment of their discipline;
- Assuming responsibility for program review of their discipline;
- Developing and/or revising curricula, may include proposing new programs;
- Assuming responsibility for developing and maintaining advising sheets and brochures;
- Assisting the chair in assigning workloads and helping to replace members temporarily absent;
- Assuming responsibility for student placement (i.e. foreign language, mathematics);
- Assisting the chair in student recruitment, screening and recognition;
- Managing a budget in some cases; and
- Performing other duties as assigned by the chair.

2.10.2 Lead Faculty

In some disciplines there are so few faculty members that the College has not designated an official coordinator. In these majors a lead faculty member has been selected. As with departmental coordinators, selection of lead faculty is based on credentials, experience, and rapport with faculty in the discipline.

Responsibilities of these faculty members are also assigned by the chair and include:

- Collaborating with the chair to coordinate the curriculum;
- Assessing the major;
- Working with other faculty in the discipline to initiate curricular proposals and to evaluate majors;
- Recommending adjuncts;
- Assisting the chair with program review of the major;
- Assisting the chair in student recruitment, screening and recognition; and
- Assisting the chair in scheduling classes in their discipline.

In two interdisciplinary majors, lead faculty are also selected based on their credentials and experience. Their responsibilities are the same as those of the lead faculty in individual disciplines, but also include collaborating with faculty members from other disciplines who teach courses required by their programs to discuss curriculum, learning outcomes, measures and capstone strategies.

2.11 THE HONORS PROGRAM

The **Peake Honors Program** offers academically-motivated students further opportunities for engagement and growth through participation in intensive, interdisciplinary courses and enriching out-of-class activities. Students completing the program not only gain the skills associated with advanced study, but also earn the distinction of graduating “With College Honors.”

2.12 SUMMER COLLEGE

The **Summer College** is an extension of the regular academic year with course offerings that meet the academic needs of resident degree students, teachers, and other professionals. There is a core of summer courses that are taught each summer with additions as needed. The Academic Dean serves as the Director of Summer College.

2.13 CENTER FOR TEACHING EXCELLENCE

The **Center for Teaching Excellence (CTE)** was established to enhance the quality of public education and serves as the outreach arm of the UVa-Wise Department of Education. It provides outreach, continuing education, and professional development for PK-12 educators through workshops, training and coursework. The Center assists professional school personnel in the acquisition, understanding, and use of knowledge in their academic disciplines; developing and effectively using pedagogical skills and competencies in their instruction; addressing and successfully meeting the Standards of Learning established by the State Board of Education; and addressing and successfully meeting the legislative mandates set forth by the federal and state government. Opportunities for teachers include college classes, online classes, and intensive institutes. The Center currently serves over 2,500 educators each year who are employed in over 100 Virginia public school divisions.

2.14 CONSORTIA

The College is a member of two consortia: the Southwest Virginia Higher Education Center and the Southwest Virginia Public Education Consortium.

The Southwest Virginia Higher Education Center (SVHEC) was created by the Virginia General Assembly to strengthen the economy of the region through education and training of the current and future workforce. Through its college and university partners (Emory and Henry College, Old Dominion University, Radford University, The University of Virginia, UVa-Wise, Virginia Tech, and Virginia Highlands Community College) the SVHEC coordinates the development and delivery of undergraduate and graduate degree programs and professional development courses. Located on the campus of Virginia Highlands Community College near Exit 14 off Interstate 81 in Abingdon, the SWVHEC is an 89,000 square foot, high-technology learning center for college and university programs and regional economic development events. The facility also houses the A. Linwood Holton Governor's School for gifted and talented secondary school students.

The Southwest Virginia Public Education Consortium (SVPEC) was created by the Virginia General Assembly in 1992 and is a partnership of sixteen public school districts and nine higher education institutions including the Southwest Virginia Higher Education Center. The purposes of the Consortium are to collaborate on regional programs that address area educational needs and to provide enhanced educational opportunities and technical assistance to local public school teachers. The Consortium coordinates the development of educational opportunities, but does not offer any degrees or certificates. The offices of the Consortium are located on the campus of UVa-Wise.

Additionally, the College hosts the Upward Bound Program in the summer and the offices of the Pro-Art Association and Healthy Appalachia Institute.

COLLEGE GOVERNANCE

CHAPTER THREE

3.1 THE FACULTY AS A WHOLE

The role of faculty at the University of Virginia has evolved directly from the ideals of Thomas Jefferson, who conceived the faculty as a peer group responsible both for instruction and administration of the University. He provided for a faculty chair to convene and preside at meetings, to identify matters affecting institutional governance, and act as a public spokesperson for the University. Each member of the faculty was to take a turn as chair so as to understand university operations and to share the burdens of administration. This system continued until 1904, when the Board of Visitors elected the first president. Administrative functions have diversified during subsequent growth of the University, but the tradition of faculty participation in governance persists.

While the focus of any publication of this nature is to articulate policies for addressing difficulties, the essence of this handbook differs substantively in purpose. It is common that individuals have differences of opinion, for these provide the hallmarks of a vital learning environment. However, at this institution, we have united in creating a healthy living and learning environment rather than an adversarial atmosphere. In this spirit of cooperation, UVa-Wise was founded, developed, and will find continued success. Although procedures are articulated to handle disagreements, it is assumed that in a context of support and encouragement, the goal is to work toward peaceful resolution, rather than to find fault and diminish one another. At the most essential level, by working together we all prosper.

3.2 FACULTY SENATE

Considered as early as 1985 as a possible successor to the Faculty Council and as an organization through which the Faculty could offer recommendations to the Administration on academic matters, the Faculty Senate became a reality in the fall of 1990. Since the advent of the Senate, the Faculty Council no longer exists.

The Faculty Senate's authority is outlined in the Faculty Senate Bylaws. According to the Bylaws, it exists to **recommend** academic policy to the Academic Dean, and to provide advice to the Academic Dean, the Provost, and the Chancellor on matters related to general College concerns including the educational mission of the College. The Faculty Senate Bylaws are in Appendix B of this document.

The Faculty Senate is comprised of representatives from academic departments and the faculty at-large. All Senators must be members of the Academic Faculty and only Academic Faculty are eligible to vote in the election of Senators. Each department shall be represented by two senators, whose term of office is staggered in a manner directed by the Senate to ensure a reasonable continuity. Non-tenure track faculty members, as a body, shall be represented by two senators elected from their number. The Faculty Senate will supervise their election according to the Bylaws. The term of service for each Senator is three years, beginning May 1 of the year elected. Senators may serve two consecutive terms after which they are ineligible for nomination for one year. Departmental elections are held by secret ballot early in the month of February.

The Senate has the following officers: Chair, Vice Chair, Secretary, and Executive Officer. The Senate elects officers from its own membership. The Chair and Vice Chair must be tenured faculty members.

The Faculty Senate has regular monthly meetings at convocation period on the first Wednesday of each month. Special meetings may be called by the Chair or the Executive Committee or upon the written request of four members of the Senate with at least three working days' notice except in cases of emergency. The Chair must provide the Faculty with an agenda and supporting materials at least one week in advance of regular meetings. All meetings are open to the public. The Senate may move into executive session as permitted in *Roberts Rules of Order, Revised*.

The Faculty Senate functions with the aid of standing and ad hoc committees, which make recommendations to the Senate as a whole. Members of standing committees shall be selected by the executive committee and may include faculty who are not members of the Senate and who may not qualify for such membership. Each committee is expected to meet at least once a semester and send minutes to the Chancellor, the Provost, the Academic Dean, and the Secretary of the Senate, who shall place them on reserve in the library. Resolutions considered by the Faculty Senate should have received prior consideration by the appropriate committee.

3.3 THE COMMITTEE SYSTEM

Faculty and students participate in the governance of the College through a system of standing advisory committees. Committees fall into three groups: College Committees, Faculty Senate Committees, and elected Faculty Committees. The Provost, in consultation with the Academic Dean, appoints members of College Committees. College Committees report directly to the Provost. The Faculty Senate appoints members of the Senate Committees which report to the Senate. Members of Faculty Committees are elected by the Academic Faculty from its own number. The Faculty Relations Committee is elected by the faculty and reports to the Chancellor. The Post-Tenure Committee reports to the Provost. The Faculty Committee on Evaluation reports to the Academic Dean.

Chancellor's Committees are appointed by and report to the Chancellor: Institutional Effectiveness, Stewardship, and College Art.

Each committee will keep minutes of committee meetings and maintain records of actions taken. Minutes of all committee meetings are sent to the Chancellor, the Provost, and the Academic Dean.

3.3.1 College Committees

3.3.1.1 Academic Appeals Committee

The Academic Appeals Committee will concern itself broadly with appeals of any academic policy and, more specifically, it will hear appeals and make recommendations to the Academic Dean regarding:

1. academic probation and suspension of students;
2. suspended students for readmission;
3. grades (at the recommendation of the Academic Dean); and
4. drops that do not fall within the required time frame.

3.3.1.2 Academic Technology Advisory Committee

This committee advises the Associate Vice Chancellor for Information Services. Members are appointed by the Provost and Academic Dean in consultation with the Associate Vice Chancellor. The functions of the committee are to:

1. Provide advice to the institution on faculty technology needs;
2. Provide feedback on current technology and practices;
3. Provide input on new hardware and software purchases; and
4. Assist in setting priorities for expansion of technological resources.

3.3.1.3 Affirmative Action/ADA Committee

The functions of this committee are to:

1. Advise the Chancellor on issues deriving from the College's stated commitment to equal opportunity in education and employment, and on affirmative measures that may be necessary to implement this policy;
2. Recommend policies and procedures that will encourage equality among the College's diverse members;
3. Identify institutional practices and policies that result in discrimination against women and minorities and recommend measures to eliminate these practices;
4. Serve as an advocate for persons with disabilities at the College;
5. Work to improve the supportive environment for persons with disabilities;
6. Improve services available to the disabled; and
7. Eliminate physical and other barriers.

3.3.1.4 Animal Care Committee

The Animal Care Committee is composed of members of the Department of Natural Sciences and representative faculty from other academic departments with varied professional backgrounds. A licensed veterinarian from outside the college community also serves as a permanent committee member. The functions of the committee are:

1. Provide review of research protocols using vertebrate subjects, as applicable under federal animal care and use guidelines;
2. Ensure the welfare and ethical use of vertebrate subjects in research projects; and
3. Provide an objective and timely review process for investigators.

3.3.1.5 Assessment Committee

The Assessment Committee is charged with the overall responsibility of ensuring that the academic departments demonstrate adequate and appropriate planning and evaluation processes. The committee is comprised of the Provost, the Academic Dean, the Director of Institutional Research and the Director of Assessment. The functions of the Committee are to:

1. Guide and monitor the academic departments' assessment and institutional effectiveness plans;
2. Ensure that departmental missions and outcomes are clearly defined and support the mission and goals of the College, are assessed regularly, utilized in the

- departments' planning and evaluation processes, and guide the allocation of resources;
3. Provide technical support and guidance to the departments in the area of assessment; and
 4. Review and approve all assessment plans for the departments.

3.3.1.6 Core Curriculum Committee

The Academic Dean serves as the Chair of this committee. The committee is made up of one member from each academic department and the Director of Assessment and Evaluation. The functions of the Core Curriculum Committee are to:

1. Develop goals and objectives for the liberal arts core curriculum;
2. Develop policies and procedures for evaluating the effectiveness of the core curriculum; and
3. Propose modifications to or revisions of the liberal arts core.

3.3.1.7 Honors Committee

The functions of the Honors Committee are to:

1. Approve courses and recommend course changes for the Honors Program to the Academic Program Committee;
2. Make policy recommendations for the program;
3. Review candidates for graduation with College honors; and
4. Approve and review proposals for departmental honors.

3.3.1.8 Honor Court Committee

This committee advises the student Honor Court.

3.3.1.9 Institutional Review Board

The Committee shall have a minimum of five and a maximum of seven members of varied backgrounds including, but not limited to, a scientist, lay person, non-UVa-Wise affiliated person, and a member with expertise in the area of interest most often reviewed by the Committee. The Committee shall:

1. Provide review of research protocols conducted at UVa-Wise;
2. Protect the rights and welfare of human subjects involved in research projects; and
3. Provide objective and timely review services for the investigators.

3.3.1.10 Interdisciplinary Studies Committee

The functions of the Interdisciplinary Studies Committee are to:

1. Administer regulations of the Interdisciplinary Studies Major listed in the current UVa-Wise Catalog;
2. Work with students seeking Interdisciplinary Studies Majors and their supervisory committees to ensure adherence to the current regulations of the Interdisciplinary Studies Major; and

3. Recommend guidelines and policies concerning the Interdisciplinary Studies Major.

3.3.1.11 International Committee

The functions of the International Committee are to:

1. Assist the Director of International Programs in increasing global awareness and comprehensive internationalization of our campus;
2. Review and approve short-term study abroad programs led by UVA-Wise faculty;
3. Review and approve student applications for study abroad scholarships;
4. Expand opportunities for and awareness of study abroad options; and
5. Assist with planning International Education Week and encouraging other initiatives which promote international programs.

3.3.1.12 Lecture Committee

The functions of the Lecture Committee are to:

1. Coordinate a full range of lectures for the academic year, including the Faculty Colloquium, and the Endowed Lectureships;
2. Establish a calendar for lectures;
3. Recommend policies, procedures, and guidelines for films and lectures;
4. Recommend guidelines for administration of the lecture budget; and
5. Recommend a roster of speakers to the Academic Dean.

3.3.1.13 Peer Review Committee for Distance Education

The functions of the Peer Review Committee for Distance Education are to:

1. Review and approve each online course proposal, whether it is a new course or a course which has been taught previously in a classroom setting;
2. Monitor and foster excellence in online teaching;
3. Support faculty who are teaching online; and
4. Provide updated information about online pedagogy.

3.3.1.14 Student Publications Committee

The functions of the Student Publications Committee are to:

1. Recommend policies, procedures, and guidelines for the newspaper, and other student publications;
2. Recommend editors and business managers for the College newspaper, and other student publications;
3. Verify that all students in paid positions are enrolled full time and are in good academic standing;
4. Approve the annual budget request, submit it to the appropriate office, and hear financial reports at each meeting from the editors of the publications; and
5. Serve in an advisory capacity to the advisors and editors of each student publication.

3.3.1.15 Women's Leadership Committee

The functions of the Women's Leadership Committee are to:

1. Advise the Chancellor on issues of concern to women students, staff, and faculty, with the goal of ensuring that women are included as full and equal partners in all aspects of the College; and
2. To observe Women's History Month.

3.3.2 Faculty Senate Committees

3.3.2.1. Executive Committee

The Executive Committee shall be composed of the Officers of the Senate.

The Executive Committee shall:

1. place items of business on the agenda for any meeting of the Senate;
2. verify that the appropriate body has taken action on items placed on the Senate agenda;
3. conduct the business of the Senate between May and September;
4. appoint members to standing or ad hoc committees or may call for the election of a nominating Committee;
5. create additional standing committees or create or dissolve ad hoc committees of the Senate; and
6. appoint *ex officio* and non-voting members of Senate committees.

3.3.2.2. Academic Enhancement Committee

The Committee shall be composed of six members selected from the Academic Faculty with each academic department being represented on a defined rotational basis. The Academic Dean will serve *ex-officio* as a liaison between faculty and administration. Two members of the Committee will be replaced each year. When a vacancy arises, the new Committee member will be selected from the next unrepresented academic department, listed alphabetically. The Committee shall:

1. review, rank, and recommend candidates to the Provost for one semester academic enhancement leave;
2. recommend funding to the Academic Dean for allocation of research stipend and/or relocation stipend;
3. review and evaluate follow-up documentation, matching accomplishments to goals; and
4. provide unsuccessful applicants with a justification statement.

3.3.2.3. Academic Program Committee

The Committee shall be composed of five members and, *ex officio*, the Academic Dean. The Committee shall have jurisdiction in all relevant academic matters on the Wise Campus, and for credit courses at off-campus sites. The Committee shall:

1. receive and review proposals from departments, College administration, and individuals for new programs, modifications in programs, and deletion of programs and recommend action to the Senate;

2. review departmental proposals for the deletion of existing courses or for minor changes (such as a change in course number);
3. review departmental proposals for new courses and the modification of
4. review proposals for establishing special academic procedures such as honors programs and recommend action to the Senate;
5. review proposals for the addition, division or abolishment of a department and recommend action to the Senate; and
6. examine all proposals for curricular additions or change for consistency with the College mission and goals.⁴

3.3.2.4. Admissions and Financial Aid Committee

The Committee shall be composed of five members and, *ex officio*, the Vice Chancellor for Enrollment Services and Student Life and the Director of Financial Aid.

The Committee shall:

1. review admission requirements, guidelines, and policies annually and recommend changes, if any, to the Senate;
2. review individual applications on the request of the Vice Chancellor for Enrollment Services and Student Life and recommend actions to the Vice Chancellor;
3. review financial aid award policy and recommend changes, if any, to the Faculty Senate for action; and
4. review estimated costs for attending the College prepared by the Office of Financial Aid and recommend action to the Faculty Senate.

3.3.2.5. Athletic Committee

The Committee shall be composed of three members, the Faculty Athletic Representative, the Athletic Director, and *ex officio* and non-voting, the coaches and Vice Chancellor for Enrollment Management and Student Life.

The Committee shall:

1. develop and recommend guidelines and policies regarding student participation in intramural and intercollegiate programs;
2. recommend policies for scheduling and use of College athletic facilities;
3. recommend policy concerning the governance of the intercollegiate athletic program including such matters as standards for the evaluation of coaches, number of games played, player eligibility, and other relevant issues; and
4. review with the Vice Chancellor for Enrollment Management and Student Life and Athletic Director implementation/compliance with Senate policies on athletic matters.

3.3.2.6. Faculty Development Committee

The Committee shall be composed of five members. The Committee shall:

⁴ Approved by the Faculty Senate Nov. 5, 2014

1. prepare guidelines, announce programs, and review applications for resources made available under the headings of Professional Travel, Mini-Leaves, Summer Research, and General Research;
2. recommend allocation of resources for Summer Research Grants to the Provost;
3. oversee the nomination and selection of faculty members for faculty awards;
4. assist in planning faculty retreats and other activities related to faculty development; and
5. recommend changes in faculty development policies to the Faculty Senate.

3.3.2.7. Finance Committee

The Committee shall be composed of three members. The Vice Chancellor for Finance and Administration shall serve *ex officio*. The Committee shall:

1. participate in discussions at all major steps in preparation of the College operating budget, including budget addenda;
2. present a general outline of the College operating budget to the faculty each fall and solicit faculty opinion.;
3. review proposals for new academic programs or significant program changes concerning resource allocations on the Wise campus, and for credit courses at off-campus sites; and
4. review auditors' reports and discuss them with appropriate College officials.

3.3.2.8. Non-tenure Track and Adjunct Faculty Committee⁵

The Committee shall consist of six members, including both non-tenure track Senators. The Committee shall:

1. review employment practices and policies regarding all non-tenure track employees, and recommend changes to the Senate as needed;
2. review policies and practices regarding promotion, merit benefits, and job security, making recommendations to the Senate as necessary regarding non-tenure track and adjunct faculty;
3. develop resources for non-tenure track academic and professional development;
4. develop uniform policies regarding adjunct employment practices for review by the Senate; and
5. work to integrate all non-tenure track faculty fully into the academic community, raising awareness of their integral role in the College's mission.

⁵ Approved by the Faculty Senate Sept. 4, 2013

3.3.2.9. Promotion and Tenure Review Committee⁶

The Committee shall be composed of three tenured faculty. The Dean shall serve *ex officio*. The Committee shall:

1. review criteria and procedures periodically for appointment, reappointment, promotion, and tenure of faculty;
2. review the application of appointment, tenure, and promotion criteria and procedures periodically for effectiveness and fairness; and
3. recommend changes in the criteria and procedures to the Senate.

3.3.2.10. Teacher Education Admissions Committee

The Committee shall be composed of twelve⁷ members including the Director of the Teacher Education Program. Additionally, the Chair of the Education Department will serve as an *ex-officio* member for conducting student interviews when another member is unable to serve.⁸ The Committee may divide into subcommittees for the purpose of interviewing candidates for the teacher education program. The Committee shall:

1. recommend criteria for admission to the teacher education program; and
2. review applications and recommend approval or denial of admission to the Teacher Education Program.

3.3.3 Elected Faculty Committees

3.3.3.1 Faculty Committee on Evaluation

The Faculty Committee on Evaluation shall consist of five members. Elections for the Faculty Committee on Evaluation are conducted by the Faculty Senate. One member will be elected from each group below, while the Chair will be elected at large. All members of the Committee must be tenured Academic Faculty. Those eligible to vote in the election of members of the Committee will include all Academic Faculty. The members will be elected for two-year terms. The Chair and the members representing groups I and II are elected in even numbered years. The members representing groups III and IV are elected in odd-numbered years. If a representative of a group leaves the Committee before completing the term, a new representative from that group will be elected by the faculty to complete the remainder of the term. Similarly, if the Chair leaves the Committee, a new Chair will be elected by the faculty to complete the remainder of the term. A member of the Committee who is being considered for evaluation will not take part in the deliberations. Department Chairs may serve on the Faculty Evaluation Committee but must recuse themselves when pre-tenure, tenure, and promotion questions regarding one of their department members are being discussed by the committee.

⁶ Approved by the Faculty Senate Oct. 2, 2013

⁷ Approved by the Faculty Senate April 2, 2014

⁸ Approved by the Faculty Senate Sept. 6, 2006 and March 4, 2009

GROUP I

Language and Literature
Visual and Performing Arts

GROUP II

Education
History and Philosophy
Communication Studies

GROUP III

Social Sciences
Business and Economics

GROUP IV

Mathematics and Computer Science
Natural Sciences
Nursing

The functions of the Faculty Committee on Evaluation are to:

1. Conduct pre-tenure reviews of tenure-track faculty members who have taught at the College for three years or the equivalent;
2. Review candidates for tenure and promotion; and
3. Make recommendations to the Academic Dean with regard to promotions, pre-tenure review, and tenure.

3.3.3.2 Faculty Relations Committee

This committee is comprised of fourteen full-time Academic Faculty members who hold no administrative positions at the College. Elections for the Faculty Relations Committee are conducted by the Faculty Senate as outlined in the charter and governing by-laws of the Faculty Relations Committee. A copy of the by-laws is in Appendix A of this document. The functions of the Faculty Relations Committee are to:

1. Investigate and mediate disputes between members of the faculty and administrative officers;
2. Investigate and mediate disputes between and among faculty members; and
3. Consider policy recommendations concerning faculty relations.

3.3.3.3 Post Tenure Review Committee

This committee is a faculty committee with five members and an alternate. Election is conducted annually by the Faculty Senate. Members serve for staggered two-year terms. All members must be fully tenured members of the UVa-Wise faculty. No more than one member shall be from any academic department. In the case that the committee reviews a post-tenure review application from a faculty member in the same academic department as one of the committee members, that committee member shall be recused and be replaced by the alternate. The Committee shall elect

a chair annually. The function of the Post-Tenure Review Committee is to evaluate the Post-Tenure Review Portfolio of a faculty member who has received a negative vote at any of the three levels of review and determine the appropriate outcome. More information concerning post-tenure review is available in section 4.5.6.

3.3.4 Chancellor's Committees

3.3.4.1 Institutional Effectiveness Committee

The Institutional Effectiveness Committee shall be composed of members representing academic, administrative, and support areas of the College. The functions of the IE Committee are to:

1. Oversee the annual planning and assessment of all academic, administrative, and support areas of the College;
2. Oversee the Office Program Review;
3. Implement training and other support activities to improve the IE process; and
4. Oversee integration of all components of IE with budgeting.

3.3.4.2 Stewardship Committee

The Stewardship Committee is a standing committee composed of faculty, staff, and student members and appointed by the Chancellor. It is a sustainability committee that addresses issues involving the physical environment of the College's campus. The functions of this committee are to:

1. Advise the Chancellor in decisions that may have an impact on the College's physical environment;
2. Serve as a channel of information to inform the College community about ongoing projects such as construction and other programs;
3. the visibility of the College's efforts to create an environmentally sustainable campus;
4. Make recommendations to the Chancellor on stewardship, policy, and infrastructure on campus environmental concerns and sustainability; and
5. Assist in the implementation of the stewardship engagement plan.

3.3.4.3 College Art Committee

The functions of the College Art Committee are to:

1. Build a permanent art collection;
2. Coordinate the placement of art on the UVa-Wise campus; and
3. Provide advice to the Chancellor on donations of art.

3.4 REVISION OF THE FACULTY HANDBOOK

Format and content of the Faculty Handbook is subject to change by the College. Periodic revision of the Faculty Handbook is the responsibility of the Provost. Changes will be noted and dated in footnotes.

FACULTY

CHAPTER FOUR

4.1 FACULTY STATUS

Faculty may be one of two categories: Academic (previously called College Faculty) or Administrative and Professional (formerly known as General Faculty).

4.1.1 Election and Appointment

The Board of Visitors has exclusive authority to confer faculty status. It does so by **electing** an individual to the faculty in a formal resolution, stating the title, salary, and term of the **election**. If the **election** is for a defined period of time, it is an **election *with term***. If no time limit is specified, the **election** is ***without term***, the equivalent of tenure. The word **election**, therefore, has a special meaning and is used only when action by the Board of Visitors is required. In contrast, the President makes administrative **appointments** to assist that office and other administrative officers in conducting the business of the University and the College. Specifically, the Board of Visitors approves only the **appointment** of the President, the Vice Presidents, and the Chancellor. Other appointments are reported by the President to the Board of Visitors. **Appointment**, therefore, is an action taken by or for the President and reported to the Board of Visitors. **Appointment** applies only to administrative assignments; **election** applies exclusively to conferring faculty status.

4.1.2 Academic Faculty

Faculty members **elected** initially in positions whose major emphasis is on teaching and research will be members of the Academic Faculty. They are recommended to the President of the University, who then recommends them to the Board of Visitors for election to the faculty. Faculty members employed initially in academic administrative positions with some responsibilities for teaching and research who possess suitable academic qualifications may be designated members of the Academic Faculty if deemed appropriate by the Chancellor, the Provost and the Academic Dean. Members of the Academic Faculty may acquire tenure after a probationary period not to exceed seven years under the provisions set forth in Section 4.5. If an Academic Faculty member's duties change appropriately, that faculty member may be moved from the Academic Faculty to the Administrative and Professional Faculty by the Chancellor upon recommendation from the Provost.

4.1.3 Administrative and Professional Faculty

Members of the Administrative and Professional Faculty are recommended by the Chancellor to the President of the University for **appointment**. Faculty members employed initially in administrative positions with minimal responsibilities for teaching and research will be members of the Administrative and Professional Faculty and may not acquire tenure.

Administrative and Professional Faculty will be entitled to fringe benefits such as participation in retirement, hospitalization, life insurance plans, sick leave and, if twelve month employees, annual leave. Members of the Administrative and Professional Faculty are **appointed** to serve defined terms.

If a member of the Administrative and Professional Faculty changes to a position with responsibilities normally associated with membership in the Academic Faculty, the Chancellor, upon recommendation from the Provost, may designate that person to be a member of the Academic Faculty. For acquiring tenure, the probationary period will be computed as if the election to the Academic Faculty were an initial election and service as a member of the Administrative and Professional Faculty will not be creditable to the probationary period. Such transfers must be consistent with the instructional needs of the appropriate academic department.

4.1.4 Search Procedure

Upon the recommendation of a Department Chair and the Academic Dean, the Provost may approve the hiring of additional/replacement Academic Faculty. The College adheres to the policy that no employee or applicant for employment will be discriminated against on the basis of age, citizenship, color, handicap, national origin, political affiliation, race, religion, sex, sexual orientation, or status as a disabled veteran or veteran of the Vietnam era in violation of federal or state law. The College is also committed to the policy of acting affirmatively to recruit minority faculty members for fair and equal consideration. The Affirmative Action/Equal Employment Opportunity Officer of the College will monitor the search process to ensure the affirmative action hiring policies and procedures are being followed and that the pool of applicants is reasonably constituted. Specific institutional recruiting and hiring policies and procedures may be found in the approved College Affirmative Action Plan.

Upon recommendation from the Department Chair, the Provost will appoint a search committee of at least three faculty members primarily from the academic department of the vacancy. When appropriate, members outside the academic department with the vacancy will be asked to serve on the search committee. Appointments to the search committee will be made in conformance with the College Affirmative Action Plan and require Search Committee Training within the last year. Training is available online. Each search committee will have one member from a department other than the one in which the search is being conducted.

Each position description for a faculty vacancy is reviewed and approved by the Director of Human Resources, the Provost and the Academic Dean to ensure it complies with established College hiring policies. A search will be conducted to establish a pool of qualified candidates for the vacant position. The Provost and the Affirmative Action Officer will meet with the committee to review the position description, selection criteria, and affirmative action policies.

The search committee should preferably identify three to five top candidates qualified for the position through review of applications and telephone interviews. The AA/EO Officer reviews those applicants identified for further consideration, and the other applications to ensure that affirmative action policies are being followed. If necessary, the search will be continued to ensure adherence to those policies. The selected candidates will be contacted to ascertain their continued interest as well as to obtain clearance to check references. The Provost will then authorize the chair of the search committee to invite

selected candidates to the College for interviews. The Chancellor, Provost, Academic Dean, and search committee are involved in the interviews. Depending on the wishes of the department conducting the search, candidates interviewed on campus will make a professional presentation to students and faculty on a topic of their choice or teach one or more classes in their discipline. Information on the candidate's suitability for the position is collected by the chair of the search committee from all interview participants. A second visit may be appropriate and may include the candidate's spouse.

The AA/EO Officer will determine that the appropriate affirmative action steps have been taken before an offer of employment is made. The offer of employment will be made by the Provost, and the candidate's name will be presented to the Chancellor, the President of the University and the Board of Visitors for approval. A background check is required before the hire is final.

Administrative and Professional Faculty are hired by the same process as Academic Faculty except that their appointment is made by the President of the University and therefore does not require action by the Board of Visitors. The Provost will consult with the respective Department Chair and the Academic Dean before assigning teaching responsibilities within that academic department to Administrative and Professional Faculty members.

4.1.5 Faculty Qualifications

When UVa-Wise recruits faculty, the College bases its decisions on excellence in teaching, pursuit of scholarship, fit for the College's goals and mission, and SACSCOC credentialing guidelines. Faculty searches require that those applicants interviewed on campus teach a class or hold a lecture in their discipline. In the case of candidates who lecture instead of teaching a class, weight is given to the pedagogical suitability of the content and to the delivery. However, with regard to faculty qualifications, primary consideration is always given to the highest earned degree in the discipline. Faculty members who do not meet the formal credentialing requirements, but whom the College wishes to hire for reasons related to excellence in their discipline are approved in accordance with SACSCOC suggestions regarding "related work experiences in the field, professional licensure and certifications, honors and awards," and "other demonstrated competencies and achievements." When these exceptions are made, they are done so with the concurrence of the department chair concerned, the Academic Dean, and the Provost. Although these exceptions have been made in the past, it is uncommon for them to be made today for full-time faculty members or for adjunct faculty.

In almost all cases, tenure-track faculty hold the doctorate or the terminal degree in the teaching discipline, and full-time faculty possess, at the minimum, the master's degree in the appropriate field. All full-time faculty have completed at least eighteen graduate semester hours in the discipline in which they teach, with the exception of those whose eligibility was established on the basis of other qualifications. Exceptions are also made for those teaching half-credit credit/no credit physical education activities courses but consideration is given in these cases to their experience.

Qualifications are documented in faculty personnel files. Documentation includes transcripts for the highest earned degree, up-to-date curriculum vitae, departmental chair evaluations, and teaching evaluations. In situations in which faculty do not meet formal

credentialing guidelines, institutional justifications are included.

4.2 STANDARDS FOR RANK and PROMOTION

Faculty rank and promotion are based on criteria adopted by the College Board. Rank is then granted on the basis of academic qualifications, years of experience, and demonstrated achievement. The criteria stated below will serve as guides in assigning academic rank. Exceptions to these criteria may be made in situations where the candidate shows outstanding merit based upon (a) academic qualifications; (b) professional experience; or (c) demonstrated achievement in teaching effectiveness, research/creative activity, professional licensure, and College/public service related to the faculty member's discipline.

In addition, an exception to the schedule for promotion and tenure process (acceleration or delay) can be granted by the Office of Academic Affairs after consideration of a written application by the faculty member. If the delay or acceleration is granted then the Office of Academic Affairs will provide the faculty member with a letter detailing the exception and the justification for it. This letter will be included in the promotion/tenure portfolio when submitted so it will be available for readers at all levels of review.

The Chair and faculty within each academic department should draft specific, written criteria for determining what constitutes "demonstrated achievement" for each rank. These written criteria should conform to minimum College standards listed below and must be distributed to each faculty member. Departmental guidelines for all ranks must be recommended by the Department Chair to the Academic Dean, and approved by the Provost.

4.2.1 Faculty Titles for Tenure Track Positions

4.2.1.1 Assistant Professor

1. Academic Qualifications: An earned doctorate or terminal degree appropriate for the discipline.
2. Potential for effective classroom instruction and student advising. The faculty member should have a demonstrable desire to improve teaching ability and a program for development of instructional skills.
3. Demonstrable evidence of the faculty member's intentions to engage in research/creative/professional activity as well as intentions to design and complete such research/creative/professional activity, including course development.
4. Evidence of ability to serve the institution through College committees, participation in College and departmental programs and activities, and community service.

4.2.1.2 Associate Professor

1. Academic Qualifications: An earned doctorate or terminal degree appropriate for the discipline.
2. Experience: A minimum of six years of service at the rank of assistant professor.
3. Superior achievement in classroom instruction and student advising. The faculty member should be willing to provide assistance to junior faculty members.
4. Demonstrable evidence of research/creative/professional activity including, but

not limited to, articles published, books written, papers presented, courses developed, dramatic productions staged, shows given, concerts and performances given.

5. Evidence of appropriate service to the institution through service on College committees, participation in College and departmental programs and activities, and service to the community which includes an appreciation of the unique relationship between the College and the local community. The faculty member should be progressing toward becoming a respected member of the College community.

4.2.1.3 Professor

1. Academic Qualifications: An earned doctorate or terminal degree appropriate for the discipline.
2. Experience: A minimum of six years of service at the rank of associate professor.
3. Excellence in classroom instruction and student advising. The faculty member should model outstanding faculty service and set a clear example of teaching excellence and leadership.
4. Demonstrable evidence of research/creative/professional activity including, but not limited to, articles published, books written, papers presented, courses developed, dramatic productions staged, shows given, concerts and performances given.
5. Evidence of leadership and appropriate service to the institution through service on College committees, participation in College and departmental programs and activities, and service to the community which includes an appreciation of the unique relationship between the College and the local community. The faculty member should be a respected member of the College community.

4.2.1.4 Endowed Professor¹⁰

Endowed professorships represent the highest accolade in the academic world, and are considered elite faculty positions reserved for teachers and scholars who have distinguished themselves in their careers. The existence of Endowed Professorships adds to the prestige of the College. They therefore serve to recruit and retain the best faculty. To be considered for such a position, the faculty member is expected to exceed the requirements for full professorship particularly as it relates to scholarship. A candidate with the same qualifications may also show comparable business or governmental experience.

4.2.1.5 Emeritus Rank

The honorary rank of professor emeritus or associate professor emeritus is conferred upon retiring faculty following nominations made by the Chancellor to the President of the University for action by the Board of Visitors for the following categories of employees: full or associate professors retiring after age forty-five with at least ten years of service; former full or associate professors who have previously

¹⁰ Adopted by the Faculty Senate Oct. 7, 2015

retired after age forty-five after ten years of service. Rank attained prior to retirement governs the emeritus rank.

4.2.2 Faculty Titles for Non-Tenure Track Positions

Academic non-tenure track faculty may hold any of the academic or professional ranks (lecturer, instructor, assistant professor, associate professor and professor) provided they possess the requisite degree requirement, years of experience and level of responsibility. Prefixes such as “visiting” and “research” also may be used in conjunction with these ranks.

Full-time instructors with renewable contracts are full members of the College’s academic community. It is expected that these instructors will participate fully and equally in all matters related to instruction, curriculum, hiring (as appropriate), service, and governance, both at the department level and in the College as a whole. Tenure track faculty members have special expectations regarding scholarship and research. For this reason, they have a special interest and voice in matters related to scholarship and research support. Full-time non-tenure track instructors are also encouraged to engage in and advance scholarship and research for the benefit of themselves, the College, and their field.¹¹

The following titles are either part-time or limited in term. Falling outside the sequence of professorial ranks, **they do not carry elections *without term***, even though they may be associated closely with teaching and research activities.

4.2.2.1 Visiting Professor

The title "visiting" is limited to persons who hold professorial rank, who are on leave from another institution or professorial affiliation.

4.2.2.2 Instructor

Instructors hold a Master's or higher degree in the discipline taught and have demonstrated ability in the field in which the candidate is employed. Responsibilities normally include advising and instruction at the freshman and sophomore levels, and College service.

4.2.2.3 Lecturer

Lecturers are employees with special experience or professional qualifications. Many offer part-time instruction. The title may be used to recognize contributions to the instructional program by a person whose primary responsibilities are in research, administration, or public service.

4.2.2.4 Part-time Faculty

Part-time faculty meet the same standards of qualifications and teaching excellence as full-time faculty. They teach less than a full-time load (12 credit hours/semester) and are not eligible for fringe benefits. They must also be recommended by the Department Chair of the respective department in which they

11 Adopted by the Faculty Senate April 4, 2012

will be teaching.

4.2.2.5 Adjunct Faculty

Adjunct Faculty are hired on a semester-to-semester or annual basis according to the demand for their services. Adjunct Faculty must meet minimum degree requirements or demonstrate qualifications by experience; they must be recommended by the Department Chair of the respective department in which they will be teaching and approved by the Academic Dean.

4.3 NON-TENURE TRACK FACULTY¹²

4.3.1. Term of Appointments

Appointments of most non-tenure track faculty are for a minimum of one (1) calendar or academic year and a maximum of five (5) calendar or academic years. Any appointment in excess of three (3) years, however, must be approved in advance by the President.

4.3.2. Performance Expectations

Performance expectations for non-tenure track faculty are based on the areas listed below, in addition to any requirement as may be stated elsewhere.

4.3.2.1. Position Duties and Responsibilities

Non-tenure track faculty members must maintain a high level of competence and professionalism in performing their job-related duties and responsibilities. This will be the major factor in any evaluation or advancement decision.

4.3.2.2 Service to the College

Non-tenure track faculty may reasonably be expected to participate in institutional initiatives. Such participation may include service on departmental, College, or Faculty Senate committees; service as chair of these committees; special assignments of a College-wide nature; etc.

4.3.2.3 Professional and Scholarly Activities

Non-tenure track faculty members are encouraged to keep abreast of developments in the professional fields in which they are employed. Effective administrators also benefit from active involvement in the intellectual and scholarly developments of their fields that often lead to professional contributions.

4.3.2.4 Consulting Activities

¹² Adopted by the Faculty Senate April 4, 2012

A non-tenure track faculty member may consult provided such private activity does not interfere with duties owed to the University and is in compliance with the Policy on Consulting by Faculty¹³ of the University of Virginia and the Conflict of Interests Policy.

Non-tenure-track faculty must also be attentive to “The State and Local Government Conflict of Interests Act” (Va. Code Title 2, Chapter 31, Section 2.2-3100) which comprehensively prohibits conflicts of interest, including using confidential information of the University for personal economic benefit or accepting service that “reasonably tends” to influence the performance of official duties. A conflict may also arise when faculty have a personal interest in a contract with another state agency which has not been competitively awarded or supported by appropriate authority of the agency head, or has a personal interest in a transaction or contract involving the University. An exemption may be provided by the University for research and development contracts under certain circumstances.

Non-tenure-track faculty may participate in volunteer public service, as provided in the above policies, and in political activity as long as it is in accordance with the Policy Statement on Political Activity.

4.3.3 Performance Review

4.3.3.1 Annual Review

Evaluating the performance of the non-tenure track faculty member is the responsibility of the supervisor. Each non-tenure track faculty member should be evaluated annually, including non-tenure track faculty members who have been awarded the Expectation of Continued Employment (see below).

Each year, every non-tenure track faculty member’s professional performance should be evaluated after the faculty member submits a written annual report in a form prescribed by the appropriate vice president or unit head to whom the faculty member reports. It is good practice for the evaluation to be written, to be shared with the faculty member and to be the subject of discussion between the faculty member and the supervisor. The setting of specific performance expectations for the coming year and monitoring progress toward their attainment is the joint responsibility of both parties. Performance expectations should be mutually agreed upon during the review discussion.

The faculty member’s annual report and the supervisor’s evaluation become part of the basis for salary adjustments and promotions. Salary increases are based on merit; they are not automatic. Recommendations for salary adjustments originate within the department and are reviewed and approved by the appropriate supervisor, vice president, and, as needed, the president. If the supervisor has not conducted an annual review, the faculty member shall have the right to insist that the review be conducted in a timely manner.

13 Full text of policies may be found at www.provost.virginia.edu/faculty-resources/policies

4.3.3.2 Contract Reappointment Review

Non-tenure track faculty members may be considered for renewal, but there is no presumption of or entitlement to renewal of an appointment. Moreover, the fact that a non-tenure track faculty member has earned the Expectation of Continued Employment (see below) does not entitle the faculty member to continuing automatic renewal obviating the need for further review.

For non-tenure track faculty members with one-year appointments, the annual review may serve as the contract reappointment review. For all other non-tenure track faculty, in the year prior to the terminal year of his/her contract, the supervisor has the responsibility to thoroughly review and evaluate the faculty member's performance over the contract period. If this evaluation takes place before the faculty member has earned the Expectation of Continued Employment and the evaluation is positive, the faculty member will be eligible for reappointment upon the recommendation of the supervisor, usually to a term commensurate with the term just completed, subject to the approval of the appropriate vice president, dean or unit head. If the review is not positive, notice of non-reappointment consistent with the Standards for Notice (see below) should be given.

4.3.4 Expectation of Continued Employment (ECE)

4.3.4.1 Conditions

With the first reappointment after the sixth year of continuous employment at the University, non-tenure track faculty members serve with the Expectation of Continued Employment (ECE) and may be reappointed, reassigned or terminated only in accordance with the terms of this policy.

Non-tenure track faculty members who have earned the Expectation of Continued Employment will normally be reappointed to a term commensurate with the term just completed, so long as the services of the University continue to be the type and scope requiring the faculty member's high level of professional skills and the annual performance review reveals job performance has been judged to be at a high level of productivity and effectiveness. Regardless of whether or not ECE has been earned, however, the reappointment of non-tenure track faculty whose salaries are funded from grants, contracts or private gifts is subject to the continued availability of such funds.

Except as limited below, all non-tenure track faculty members who occupy positions that are 0.5 FTE or greater are eligible for consideration for the ECE. Those occupying positions that are less than 0.5 FTE can be eligible only if their eligibility is explicitly provided for in their contracts, and that exception is approved in advance by the dean of the school or the appropriate vice president.

Unless expressly provided by contract, non-tenure track faculty employed in the Department of Athletics, who do not already have the ECE as of July 1, 2005, and who are 0.5 FTE or greater in the Department of Athletics, cannot obtain the ECE.

4.3.4.2 Review Process

The Expectation of Continued Employment Review must be completed before a non-tenure track faculty member may be considered to have earned the ECE. For non-tenure track faculty holding one-, two-, or three-year appointments, this review process shall usually take place in the fifth year of employment; for those with five-year appointments, it shall usually take place in the ninth year.

This review process shall substitute for the annual performance review in the year in which it is conducted. It shall be conducted by the supervisor using written procedures established by the relevant school or department and approved by the appropriate vice president. No supervisor shall have the unilateral power to award the ECE, and any recommendation regarding the ECE must follow successful completion of this review process. A non-tenure track faculty member shall have the right to insist that an ECE review be conducted with reasonable lead-time to allow appropriate consideration during the reappointment process.

Once a non-tenure track faculty member has undergone this substantial review, the supervisor may recommend to the appropriate vice president that the faculty member may be awarded the ECE. If the Expectation of Continued Employment Review has been successfully completed per the provisions of this policy, the appropriate vice president may approve in writing that the ECE be awarded to the non-tenure track faculty member. The ECE requires the affirmative written approval of the appropriate vice president, and absent such written approval, is not earned. The vice president may consider the needs of the University and the performance evaluation recommendation.

Those non-tenure track faculty members who have already attained the ECE under the prior version of this policy will not be subject to the Expectation of Continued Employment Review, although they will be subject to all other provisions of this policy, including an annual review.

If the ECE Review is not positive, or the supervisor or vice president does not recommend that the ECE be awarded, notice of non-reappointment, or the intention not to recommend reappointment, must be given in writing in accordance with the Standards for Notice described below.

A non-tenure track faculty member who is eligible for the ECE, but who has not, despite requesting such review, received it in a timely fashion, will be reappointed for a term commensurate with the previous term without the ECE. If the substantive review does not occur before the end of this new term, or if it does occur and the results are positive and the supervisor and vice president approve, the non-tenure track faculty member will be awarded the ECE. If the substantive review occurs before the end of this new term and the results are negative, or the supervisor or vice president do not award the ECE, the faculty member will receive notice of non-reappointment in accordance with the Standards for Notice described below.

4.3.4.3 Provision for Appeal on Procedural Grounds

If a dispute arises over whether the Expectation of Continued Employment Review was accomplished in accordance with this policy, the faculty member may file a written appeal to the provost or appropriate vice president stating the basis for procedural complaint within thirty (30) days of being made aware of the facts or

other basis for procedural complaint, otherwise any procedural challenge is and shall be deemed waived by the faculty member in the absence of good cause shown to the satisfaction of the provost or the appropriate vice president.. The provost or appropriate vice president to whom the appeal is made can, in addition to reviewing the complaint, delegate the power to investigate the complaint to an employee of the University. The provost or appropriate vice president has thirty (30) days after receipt of the written appeal to determine if the appeal will be upheld, rejected, or returned to the complainant for further information. The determination made by the provost or appropriate vice president shall be final. However, final determination shall not preclude a faculty member from appealing in a timely manner and seeking review on non-procedural grounds authorized by established University grievance procedures.

4.3.4.4 Review Waiver

Nothing, however, precludes the non-tenure track faculty member from waiving, in writing, the right to the Expectation of Continued Employment review and ECE status; and accepting, in lieu, a reappointment for a term commensurate with the term just completed.

4.3.5 Reappointment and Standards for Notice

4.3.5.1 Reappointment

Non-tenure track faculty may qualify for reappointment and/or promotion if they are judged to have met the criteria established for their positions by their school or unit and approved by the relevant vice president. Non-tenure track faculty who are to be recommended for reappointment should be notified in writing within three months of said reappointment by the appropriate dean, department head, and/or immediate supervisor.

4.3.5.2 Non-Reappointment

Notice of non-reappointment must be given in writing in accordance with the following standards:

Persons who have been employed in a non-tenure track faculty position at the University **for one year or less** should receive notice of non-reappointment three months before the expiration of their appointment. Regardless of when they receive notice, they are entitled to three months of employment following that notice.

Persons who have been employed in a non-tenure track faculty position at the University **for more than one year but up to two years** should receive notice of non-reappointment six months before the expiration of their appointment . Regardless of when they receive notice, they are entitled to six months of employment following that notice.

Persons who have been employed in a non-tenure track faculty position at the University **for more than two years** should receive notice of non-reappointment twelve months before the expiration of their appointment . Regardless of when they

receive notice, they are entitled to twelve months of employment following that notice.

Non-tenure track faculty members terminated for just cause (noted in Section 4.3.6.2.1 below) are not eligible for the standards of notice referenced above.

4.3.6 Reassignment and Termination

Members of the non-tenure track faculty may be reassigned or terminated under the following conditions:

4.3.6.1 Reassignment

Members of the non-tenure track faculty may have their duties reassigned at any time. In most cases, this would be because of, but not limited to, the reduction or elimination of the specific services for which they were employed or because of financial stringency. Reassignment shall be initiated by the faculty member's supervisor, subject to the approval of the appropriate vice president. Reassignment can involve change in administrative title or supervisory responsibilities, or reassignment to another department. Adequate notice shall be provided before reassignment.

The University's responsibility under reassignment shall be to make available a substitute position or duties reasonably commensurate with the faculty member's education, experience, and performance, and with the needs of the University. Administrative reassignment normally has no effect on compensation, academic rank, or the current term of employment.

4.3.6.2 Termination

Members of the non-tenure track faculty, whether or not they have earned the Expectation of Continued Employment, may be terminated before the end of the employment term under the following circumstances:

4.3.6.2.1 Just Cause

Members of the non-tenure track faculty may be terminated for just cause. Stated causes for termination shall include, but not be limited to: professional incompetence, unacceptable performance after due notice, unethical or unlawful conduct, misconduct that interferes with the capacity of the employee to perform effectively the requirements of employment, and falsification of credentials or experience. Non-tenure track faculty members terminated for just cause are not eligible for the standards of notice afforded to those terminated due to non-reappointment.

A supervisor may act to terminate a non-tenure track faculty member for cause only with the prior concurrence of the vice president to whom the faculty member ultimately reports. Termination for cause must be preceded, where feasible, by written notice of the specific cause or causes for termination, the effective date of the termination, a written explanation of the cause for termination, and a reasonable opportunity, with the assistance

of counsel if desired, for the non-tenure track faculty member to respond.

A member of the non-tenure track faculty may be immediately suspended and required to vacate the premises of the University if, in the discretion of the vice president to whom the faculty member ultimately reports, such action is necessary to prevent injury, damage, or disruption. In the event the vice president is unavailable and a perceived threat is imminent, action should be taken by the supervisor and the vice president notified of that action immediately. The required notice, explanation, and opportunity to respond must be given however, as soon as possible following the suspension.

4.3.6.2.2 Financial Stringency

In the event of financial stringency, members of the non-tenure track faculty may be terminated as set forth in the *Guidelines for General Faculty Staffing Due to Financial Stringency*.

4.3.6.2.3 Appointments Subject to Availability of Funding

Appointments subject to the availability of funding associated with grants, contracts, or private gifts may be terminated should such funds cease to be available for such purpose. Departments and units may elect to place the affected individual on leave without pay through the end of his/her current term of employment.

4.3.6.2.4 Abolition of Position

In the event that a position is abolished and reassignment is not feasible, members of the non-tenure track faculty may be terminated. The Standards for Notice for non-renewal previously stated apply.

4.3.6.2.5 Right of Appeal

Members of the non-tenure track faculty who have been reassigned against their will, suspended or terminated for just cause have the right to appeal the decision through established grievance procedures and to seek reinstatement, back pay, and other appropriate relief authorized by University policy.

4.3.6.3 Resignation

Members of the non-tenure track faculty wishing to resign should give written notice as far in advance as possible, taking into account the needs of the academic schedule. For administrative and professional non-tenure track faculty, ordinarily one month is the minimum acceptable notice.

4.3.7 Contracts That Supersede This Policy

Non-tenure track faculty members hired as a result of individually negotiated contracts of employment or those with “at will” employment terms contained in their contracts that are different from the employment rights and terms contained in this policy, are governed by the terms of their individually negotiated contracts. The employment terms contained in such contracts which have been approved by the vice president in charge of the position or function area and which are not otherwise in violation of law or policies of the Board of Visitors shall supersede this policy, including the policy provisions relating to non-reappointment and earning the Expectation of Continued Employment.

4.4 TENURE TRACK FACULTY¹⁴

Tenure is granted to those members of the academic community who demonstrate the academic qualifications and achievement in teaching, scholarly activity, and college/public service consistent with standards in Section 4.2, Standards for Rank and Promotion. Renewal and tenure decisions are individually determined, in light of departmental or College needs and appropriate standards. A candidate is entitled, of course, to fair consideration in light of those departmental or College needs and standards, but there is no presumption of tenure by being on the tenure track. Tenure is granted in expectation that the faculty member will continue to develop professionally and become a leader at the College.

The College conforms to the following AAUP provisions regarding academic tenure. Decisions on granting or withholding tenure are generally made during the sixth year of full-time employment at the assistant professor level or above. The seventh year provides the year of notice if the individual is not granted tenure. For faculty hired at the rank of Assistant Professor, a maximum of two years credit may be given toward tenure for service at other institutions when deemed appropriate by the Provost, the Academic Dean, and the Chair of the department housing the position. For faculty hired at the rank of Associate Professor or Professor and already having received tenure at another institution, tenure can be granted at the time of hire under the following conditions:

1. The search committee requests a hire with tenure and the Provost approves.
2. After reviewing the candidate’s application dossier including curriculum vitae, the department votes to grant tenure.
3. After reviewing the candidate’s application dossier including curriculum vitae, the Faculty Evaluation Committee votes to grant tenure.
4. The appointment with tenure is approved by the Chancellor and the Board of Visitors.

Successful candidates for tenure and promotion to the rank of associate professor and professor must validate, via positive review, a pattern of growth in all three dimensions of professional activity: teaching, scholarship, and service, compatible with the Mission of the College. Faculty are encouraged to be excellent and creative in all three areas. Evaluation standards are both a guarantor of and a statement about the high quality of the College’s faculty.

For purposes of evaluation, the College weighs the various responsibilities of faculty in the following way: the major emphasis of the evaluation, at least half, will concern the candidate’s

¹⁴ Adopted by the Faculty Senate March 9, 2012

teaching. This will be supported by the other two areas, scholarship and service, each with equal weight.

As the academic core of a liberal arts college, the faculty are expected to be present and available. Actively participating in the life of the College, per the liberal arts mission, is a quotidian activity. This is not an intention to be schedule bound, as flexibility is paramount for faculty to perform scholarly activities, but is simply an expectation of a constant and active presence on campus. In order to foster the spirit of the liberal arts tradition, faculty are expected to be accessible to students and other faculty on campus. Teaching online does not remove a faculty member's responsibility to have a regular physical presence on campus. Such a presence is necessary to provide the level of engagement, leadership, availability, and effective communication appropriate to a faculty member and should be considered for promotion and tenure before weighing the more specific measures of teaching, service, and scholarship.

4.4.1 Definition of Teaching¹⁵

From the time of its founding as a liberal arts institution, UVa-Wise has endorsed excellence in teaching as the foremost criterion by which fitness for tenure and promotion is ascertained. Teaching is thus the most prevalent scholarly activity in which faculty members participate. Pedagogical responsibilities consume the greater part of the instructor's time, and they include preparation for teaching, academic advising, and mentoring of students. Good pedagogical practice involves establishing goals and objectives; designing and selecting course content; securing instructional materials; researching and implementing successful pedagogical techniques; investigating, testing and implementing innovative learning technologies; preparing lesson plans; and writing course syllabi.

4.4.1.1 Guidelines for Evaluating Teaching

There are many different ways to be an excellent teacher, so yearly evaluation of teaching should be based on a variety of methods. In the following list, the first three methods are required each year of all full-time faculty. For Adjunct Faculty and Administrative and Professional Faculty only student evaluations and the chair evaluation are required. At times of major evaluations such as pre-tenure review, promotion, tenure, and post-tenure review, the tenure-track faculty member should add to his/her portfolio at least some of the methods from this list.

1. Student evaluations that are carried out each semester in each course taught.
2. Annual evaluation by the Department Chair.
3. Annual Statement of Professional Activity.
4. Statement of teaching philosophy and goals.
5. Self-evaluation of a particular course or sequence of courses.
6. Peer evaluation either by the Department Chair or by other faculty colleagues.
7. Videotapes of classroom performance.
8. Course syllabi, particularly of courses that are somewhat unique or courses in which the content and/or teaching methods have been substantially modified.
9. Student evaluation of advising.

¹⁵ Adopted by the Faculty Senate Oct. 7, 2015

10. Letters of recommendation from former students no longer at the College.
11. External tests of student performance.
12. Internal demonstrations of student learning. For example, students who have taken introductory courses in a sequence may be shown to have been well or poorly prepared for courses in the latter part of the sequence.
13. Evidence that the entire length of the semester has been covered, including finals week.

4.4.1.2. Performance Indicators for Teaching

Criteria used to evaluate teaching performance of all faculty include:

1. Demonstrates knowledge of discipline, including breadth and depth.
2. Demonstrates effective communication, including clarity of instruction, sound organization, provision of feedback to students, and prompt attention to student needs and questions.
3. Demonstrates success in motivating and engaging students, including the ability to develop rapport with students and to cultivate academic achievement.
4. Utilizes a variety of instructional methods and diverse resources. This may include technology; guest speakers; field trips; visiting artists and scholars; questioning and discussion techniques; and incorporating new educational approaches.

Excellent faculty may also demonstrate exemplary practices such as the following:

1. Mentors undergraduate research, whether through capstone experiences or special projects
2. Utilizes innovative teaching methods
3. Provides students with outstanding advising
4. Assists students in developing and achieving their career goals

4.4.2 Definition of Scholarship¹⁶

Scholarship encompasses the broad category of academic activities that contribute to the expansion of knowledge and understanding, either through research, integration of knowledge, or creative expression. Although scientific inquiry encourages replication, the quality of scholarly work lies in its originality and intellectual contribution to its field. Scholarly contributions should also reflect fair and honest inquiry that is free from either commercial or political bias. All scholarship is intended to be made public to an appropriate learned audience, whether through publication, scholarly presentation, public display, or performance. By allowing for critical review the true intellectual merit of scholarly work can be assessed. Therefore, most scholarly activity will pursue **peer** reviewed dissemination as a primary objective.

As a community of learning, the University of Virginia's College at Wise employs faculty members who are committed to a life of scholarship. Therefore, the College expects faculty to engage continually in scholarship. To be eligible for tenure or promotion each

¹⁶ Adopted by the Faculty Senate Oct. 7, 2015

tenure-track faculty member must pursue an active research agenda and progress should be reported each year in the Statement of Professional Activities. The research agenda may encompass a broad array of activities from on-going research projects and non-peer-reviewed work, to peer reviewed presentations, publications, and/or performances. However, in order to ensure successful tenure and promotion decisions, a faculty member is expected to have produced research-based or artistic/creative-based scholarship in a setting that includes specific, formal feedback by **peers** in the area of the candidate's academic specialty. This feedback is typically in the form of a blind **peer** review process by external referees with knowledge in the field of study.

Scholarship can be done in a number of ways, and some example categories are given below. Examples of specific acceptable scholarly activities can be found in Section 4.4.2.1, **Table 1**.

1. *Discovery* – Basic research which leads to the discovery of new knowledge.
2. *Integration* – The integration or interpretation of knowledge through preparing textbooks or studies which integrate findings from more than one academic discipline or presentation of intellectual work to the general public.
3. *Application* - Service to an academic discipline, as in editing a journal, or service activities in which a faculty member's intellectual work is directly applied to an issue or project at the College or in the community. Examples of the latter would include working with the public schools or with health/social welfare agencies. (Simply serving on college committees or participating in community organizations does not constitute scholarship.)
4. *Artistic/Creative Works*- Creative artistic or literary works, such as the writing of poetry, short stories and plays, and the composition of musical and artistic creations. Creative work also includes the development of original speculative work in philosophy, political theory, etc.
5. *Pedagogy*- Developing innovative, original instructional materials or pedagogies can be a part of an ongoing program of scholarship when included in a peer-reviewed research portfolio. An example could be an innovative pedagogical technique presented to a scholarly audience or published as a journal article, book, or monograph. The same standard could apply to researching, publishing, or reporting the effectiveness and outcomes of particular teaching methodologies.

4.4.2.1 Guidelines for Evaluating Scholarship¹⁷

Scholarship activities are listed in the **Examples of Scholarship Table 1** below. They are subsumed within the parameters of three broad categories: research agenda in process, non-peer reviewed, and peer-reviewed scholarship. Some forms of scholarship are quantifiable and amenable to empirical measurement; others are not. Amassing a specific number of positive teaching evaluations, publications, and community service activities does not guarantee a positive tenure or promotion decision. A rigid system of quantification is neither possible nor desirable. As with the assessment of teaching effectiveness, the evaluation of scholarship involves both objective and subjective measures; i.e., the quantity of research undertaken and its perceived quality. The latter includes the prestige of the medium in which the scholarship is presented, and other indicators of impact, including citations of one's work, and recognition of the importance of the contribution by external bodies.

¹⁷ Adopted by the Faculty Senate Oct. 7, 2015

The inability to achieve uniformity within or between academic disciplines does not invalidate the evaluation process. The involvement of multiple constituencies over an extended period of time minimizes the possibility that bias or errors in judgment will invalidate the assessment of a faculty member's performance. After all available empirical data is scrutinized and weighed in the balance, tenure and promotion decisions require the professional judgment of one's peers. Those responsible for assessing scholarly productivity will make an effort to achieve reasonable comparability between disciplines. Because definitions of scholarship differ widely from one discipline to another, the input of professionals in an academic specialty may be necessary to develop a working definition of scholarship in that field, especially in disciplines where artistic or creative endeavors are at the forefront of the faculty member's work. For those disciplines whose performances or applications may require non-traditional means of peer-review, such as theater and computer science, the school shall provide the resources for appropriate external review.

**Table 1. Taxonomy of Scholarship Suitable for Submission
by a Candidate for Annual Evaluation, Pre-Tenure, Tenure or Promotion**

Activity (Peer Reviewed)	Demonstration / Validation	Purpose / Objective
Writing an original manuscript, book, monograph, translation, critical edition, or play	Publication by academic or reputable commercial press with peer review	Discovery of new knowledge or ideas
Writing a journal article, book chapter, or short story	Publication by a journal or other peer-reviewed medium	Discovery of new knowledge or ideas
Researching and writing articles or books related to pedagogy in one's discipline	Publication in pedagogical journal or other peer-reviewed medium	Dissemination of new pedagogical techniques to those in discipline
Writing collections of poetry or short stories	Publication in peer-reviewed medium for academic dissemination	Dissemination to academic audience
Directing, developing, designing, and/or presenting an original creative or artistic performance for an academic audience, or a similar activity or product critiqued by professionals in one's field	Publication, performance, or public exhibition of the original work for critical review by peers	Professional development, dissemination to peers, enhancing the reputation of the program or one's self
Collaborating in research projects with students (that result in publication in appropriate refereed scholarly medium)	Publication in referred journal or other peer-reviewed scholarly medium	Dissemination to scholarly community; enhancement of program
Researching and writing grant proposals	Acceptance and approval of grant	Professional development, enhancement of program and reputation of College
Making a professional presentation	Presentation at meeting or conference of peers in one's field	Professional development that enhances expertise, peer standing, and academic or professional reputation
Activity (Non peer-reviewed)	Demonstration/Validation	Purpose/Objective
Writing a textbook	Publication for academic dissemination by a reputable academic or commercial press	Sharing and synthesizing of most recent knowledge in one's academic specialty

Writing a novel relevant to one's academic specialty	“	Discovery of new knowledge or ideas
Collecting/editing an anthology in one's academic specialty	“	Dissemination to an academic audience
Translating a text in one's academic specialty	“	Sharing of new knowledge in another language
Editing an academic journal	Publication of the journal	Dissemination of new knowledge to academic audience
Directing, developing, designing, and/or presenting a creative or artistic performance for an audience, or a similar activity or product critiqued by the public	Publication, performance, or public exhibition of the work for reception	Professional development, dissemination to the public, enhancing the reputation of the program or one's self
Activity (Research Agenda in Process)	Demonstration/Validation	Purpose/Objective
Writing a review of a published book or monograph	Publication of the review	Dissemination to peers of interesting or useful findings or ideas
Refereeing a conference panel, book or journal article for peer-reviewed presentation or publication	Acknowledgement by author or other evidence of one's role in the publication of the work	Application of one's expertise in an academic specialty
Organizing and chairing a panel at a conference	Presentation at meeting or conference of peers in one's field	Professional development that enhances expertise, peer standing, and academic or professional reputation
Collaborating in research projects with students	Student publications or presentations of conclusions	Dissemination to scholarly community; enhancement of program

4.4.2.2 Performance Indicators for Scholarship

A successful candidate for tenure or promotion to associate professor must present a **portfolio** with works or activities validating a consistent pattern of growth based upon the quality indicators enumerated in Table 1 above. Unpublished theses and doctoral dissertations shall not be considered in this process. Promotion to the rank of professor or a successful post-tenure review requires additional scholarly activity carried out since the previous review.

4.4.3. Definition of Service

All faculty are expected to serve actively on College committees to which they are assigned. Other forms of service include working with student organizations, participating in community organizations, and holding a leadership position in a professional organization. A more complete list with appropriate service activities is included in Section 4.3.3.1, Table 2.

4.4.3.1 Guidelines for Evaluating Service

Service involves the successful application of one's disciplinary knowledge in a setting outside the classroom. The service should be carried out in a manner which reflects positively upon the candidate, the institution, and the wider community. The successful candidate should demonstrate a pattern of growth throughout the

probationary period, including such activities as those listed in **Table 2**.

Table 2. Examples of Appropriate Service Activities

A. Participating in student recruitment
B. Advising academic clubs, honor societies, or student government activities
C. Participating in tutoring programs
D. Chairing a departmental committee
E. Serving on a departmental committee
F. Teaching freshman seminar (includes credit for additional advising)
G. Participating in a College-sponsored community outreach activity
H. Chairing a College, Senate, or ad hoc committee
I. Serving as a faculty senator
J. Providing pro-bono professional services to community organizations
K. Serving as department chair
L. Coordinating a major within a department
L. Serving on a departmental search committee
M. Serving on a non-departmental search committee
N. Directing a departmental or College Program or Center (e.g. Honors Program, Napoleon Hill Scholars, Center for Economics Education, etc.)
O. Serving as contact person or director for a lab or other College facility
P. Serving as an officer in a professional or scholarly organization (the weight depending upon the prestige of the organization and the commitment of time required to fulfill duties)
Q. Serving on a committee for a professional or scholarly organization
R. Chairing a committee for a professional or scholarly organization
S. Writing an op-ed article for general public dissemination
T. Teaching a workshop or seminar for a non-peer group
U. Serving as a member of a College, Senate, Chancellor's or ad hoc committee
V. Planning, coordinating, and hosting guest lecturers

4.4.3.2 Performance Indicators for Service

Academic Departments may employ a variety of objective and/or subjective standards to validate service requirements for a successful candidate for tenure or promotion to associate professor or professor. When recommending a candidate for tenure or promotion, a department may approve items in addition to those in Table 2. However, faculty are expected to engage in several of the activities listed in Table 2. It is the responsibility of the candidate, and his or her department, to make a persuasive case that the candidate is sufficiently involved in service activities. It should be obvious that the activities listed in Table 2 vary greatly in the expenditure of time required as well as in the duration of the activity.

4.5 EVALUATION OF TENURE TRACK FACULTY

4.5.1 Procedure for Evaluating Faculty

It is the practice of the College to conduct regular performance evaluations for each

faculty member and to award salary increases based on merit. The faculty member must be an excellent teacher, student advisor, and active contributor to research or professional activity in the respective discipline, and capable of stimulating student interest and lucidly presenting subject matter. Judgments on teaching ability should be made by all possible and appropriate methods. Evaluation of faculty members will also include other College-related activities such as contributions to professional consulting activities, participation in workshops, effective service with College committees, sponsorship of student activities, and public service activities. The following steps will be followed in the evaluation of faculty.

The Department Chair shall evaluate the performance of each faculty member in the respective department every year and discuss this evaluation with the individual faculty member. Specifically, the Department Chair shall determine if the faculty member has followed the College's criteria as described in this Handbook for satisfactory performance.

The faculty member is to have students complete course evaluations in all courses with seven or more students. The compiled results of these evaluations are to be submitted to the Department Chair, the Academic Dean, and the Provost.

Each year the faculty member is to submit a Statement of Professional Activities to the Department Chair by the third week of May. This report should include descriptions of teaching activities, of recent professional activities, of research or other work designed to keep the individual academically up-to-date, of any work done to develop new courses or to improve existing courses, a description of plans for professional activities and development for the coming year, and a summary of mentoring undergraduate research and/or creative activities¹⁸.

The Department Chair will submit a written evaluation, the student evaluation summary, and the Statement of Professional Activities to the Academic Dean by Friday of the fourth week of June.

The Provost may meet with the Academic Dean and the Department Chair to discuss any faculty member's evaluations, but will do so in the case of any faculty member whose evaluation is deemed less than satisfactory.

4.5.2 Frequency of Evaluations

Each faculty member will be evaluated every year. In addition, three years after an initial appointment, an in-depth pre-tenure review of the faculty member will be made. This mid-point review will follow the regular evaluation standards, consultation with students and a review by other faculty in the department, the Department Chair, the Faculty Committee on Evaluation, the Academic Dean and the Provost.

Decisions on granting or withholding tenure must be made during the sixth year of full-time tenure track employment at UVa-Wise; at that time another major evaluation will be conducted.

4.5.3 Procedure for Evaluating Department Chairs

Department Chairs are evaluated in a manner similar to the teaching faculty (see above). Chairs provide an annual Statement of Professional Activities and their course evaluations to the Academic Dean and the Provost. In addition, every third year faculty in their respective departments complete an evaluation of their Chair and submit it to the

Office of the Provost. The Provost employs this information, along with interaction throughout the year, to write an evaluation.

4.5.4 Procedural Guidelines for Pre-Tenure Review, Tenure, Promotion, and Post-Tenure Review

Each faculty member shall be evaluated annually. In May, each faculty member must turn in a Statement of Professional Activity (see Section 4.5.1). The Statement, along with student evaluations and other information, will be used by the Department Chair in the preparation of the annual evaluation. In addition, certain faculty members may be eligible to be evaluated for pre-tenure review, tenure, promotion, or post-tenure review. The procedures for pre-tenure review, tenure, promotion, or post-tenure review consideration are initiated by the Department Chair following the normal evaluation process according to a schedule issued by the Provost each year.

The Department Chair's responsibilities in the matter of pre-tenure, tenure, or promotion, are the following: the Chair will inform the faculty member to be reviewed in the fall of the academic year the review will take place; the Chair and the Academic Dean will discuss with the faculty member the materials to be included in the member's portfolio, giving advice in the matter of the letters of recommendation if the candidate wishes; the Chair will conduct the secret ballot as described below, adding the results of the ballot to the candidate's portfolio; and the Chair will send the portfolio to the Office of the Academic Dean where it will be made available to the Faculty Committee on Evaluation.

The candidate must have three written letters of nomination for promotion and/or tenure. One letter must be from the chair of the respective department; one letter must be from a member of the respective department; and one letter may be from either another member of the respective department or from a member of another academic department. Individual letters will be weighted equally. The most important recommendation is that coming from the department as a whole.

The candidate's department must vote by secret ballot in reference to pre-tenure, tenure, or promotion. A written explanation is required for a negative vote or an abstention. **Only tenured members of the department may vote.**

Situations may exist where departments have fewer than three members eligible to vote on promotion and/or tenure. When these situations arise, the Department Chair will request the Promotion and Tenure Procedures Committee to choose in advance, faculty members from other departments who are eligible to vote on promotion and/or tenure, to join in the department's tenure deliberations. This is to ensure that the number of eligible persons voting on promotion and/or tenure decisions will be at least three.

A faculty member should submit appropriate materials to support the consideration for pre-tenure review, tenure, or promotion. These materials will be the following:

- A cover letter;
- A written recommendation from the Department Chair which includes a discussion of the departmental vote;
- Two additional letters of nomination for promotion and/or tenure as described above;
- Student evaluations for all courses;
- Statements of Professional Activities for the entire probationary period;
- An up-to-date curriculum vitae;

- Yearly evaluations by the Department Chair and Provost for the entire probationary period; and
- Any other supportive materials the faculty member might wish to add.

The Department Chair will include the results of the department's secret ballot in the faculty member's portfolio and send the portfolio to the Academic Dean and the Faculty Committee on Evaluation. Faculty members who fail to get a positive recommendation from their department may independently request, in writing, that the Faculty Committee on Evaluation consider their request for tenure or promotion.

In all matters involving pre-tenure review, tenure, or promotion the Faculty Committee on Evaluation will place first consideration on the materials provided in the **portfolio**. The Faculty Committee on Evaluation will review all recommendations from the departments. If a person from the same department as the faculty member is on the Faculty Committee on Evaluation that person shall recuse themselves from the vote. The Chair of the committee shall inform the candidate of its recommendation and the candidate shall have the opportunity to discuss the recommendation with the Chair of the Faculty Committee on Evaluation. The Chair of the committee shall send a written recommendation to the Academic Dean, with copies to be sent to the candidate and the appropriate Department Chair. The Academic Dean will review all appropriate materials and submit an independent recommendation to the Provost. The candidate, the appropriate Department Chair and the Chair of the Faculty Committee on Evaluation shall receive copies of the recommendation.

Independently, the Provost shall act on the recommendations for promotion and/or tenure received from the department, the Faculty Committee on Evaluation, and the Academic Dean. The Provost will then submit a recommendation and all other materials for pre-tenure review, tenure, and promotion cases to the Chancellor for his/her independent action. There should be no expectation that the Provost will automatically accept the recommendation of the Faculty Committee on Evaluation, or that of the Academic Dean. Also, there should be no expectation that the Chancellor will automatically accept the recommendation of the Faculty Committee on Evaluation, the recommendation of the Academic Dean, or the recommendation of the Provost.

The candidate shall be informed of the final decision by the Chancellor. When tenure is denied, the faculty member may request the Faculty Relations Committee to review the procedure. The Faculty Relations Committee will not reassess the substantive judgments involved therein. (See Section 3.3.3.2 and Appendix A.) Following notification of the results, a negative decision may be appealed to the Provost. The appeal must be made within thirty days of the decision and must be made on procedural grounds only. The Provost may request the assistance of the Faculty Committee on Evaluation before rendering a decision.

After review by the Board, the Chancellor's recommendation to grant tenure or promotion will be sent to the President of the University of Virginia for action by the Board of Visitors. There should be no expectation that the Board of Visitors will automatically accept the recommendation of the Chancellor.

4.5.5 Promotion and Tenure Appeals Procedure

A faculty member who believes he or she has not been appropriately considered for promotion or tenure at the departmental level should first discuss the situation with the

appropriate Department Chair. If no agreement is reached the faculty member may appeal to the Provost for further consideration of the case.

A faculty member may request the Faculty Relations Committee to review the **procedural** issues in a tenure or promotion case but the committee will not reassess the judgments involved therein. This committee has the power to mediate disputes within its stated jurisdiction between members of the Administrative and Professional faculty, administrative officers and members of the Academic Faculty. (See Appendix A).

4.5.6 Post-Tenure Review¹⁹

In the sixth year after “appointment without term” (attainment of tenure) or a successful promotion application subsequent to tenure, and every six years thereafter, each faculty member will undergo a post-tenure review. Department Chairs will be reviewed as faculty members and participate in essentially the same process as other faculty. Work done as Chair of a department shall, for purposes of the review, be considered as “Service.” Tenured faculty members holding an administrative position will not be subject to post-tenure review so long as their teaching responsibilities are less than 50 percent of a normal teaching load. Upon recommendation of the Department Chair in consultation with the Academic Dean, a full post-tenure review of a tenured faculty member may be initiated at any time. Such action must be supported by an annual evaluation.

A brief Post-Tenure Review Portfolio will be prepared by the reviewee. This portfolio is to contain a letter addressing the faculty member’s activities in the areas of teaching, scholarship, and service. It will be supported by the five most recent Statements of Professional Activities, the last five Chair evaluations, five years’ teaching evaluations and any other relevant documentation. The Post-Tenure Review portfolio will be presented to the department chair for department consideration no later than the third week in January.

The tenured faculty members of the department will vote by secret ballot for a positive or negative post-tenure review. This ballot must include the opportunity to provide explanatory comments. Comments must be provided in the case of a negative vote or an abstention. Situations may exist where departments have fewer than three members eligible to vote on post-tenure. When these situations arise, the Academic Dean and Chair of the Faculty Senate will choose one or two tenured faculty members to join in the department's vote. This is to ensure that the number of eligible persons voting will be at least three.

The department chair will send a written recommendation, the results of the secret ballot of the tenured faculty members of the department, and the Post-Tenure Review Portfolio, along with any supporting documentation to the Academic Dean no later than the first Friday in February. (In the case of a review of Academic Department Chair, the Academic Dean will review in the place of the Chair and the Provost will review in the place of the Dean.)

The Academic Dean will review all appropriate materials and submit an independent recommendation to the Provost no later than the third Friday in February. The candidate and the appropriate Department Chair shall receive copies of the recommendation.

If all three levels of review are positive then a positive post-tenure review will be issued by Provost. The faculty member and the appropriate Department Chair shall receive copies of the decision. If the department, the department chair, or the Academic Dean recommend a negative post-tenure review or referral to the Post-Tenure Review Committee

¹⁹ Revised November 2012

for further examination, the Provost may refer the Post-Tenure Review Portfolio and accompanying materials for review. The Provost will act on this matter no later than the first Friday of March.

The Post-Tenure Review Committee will review the Post-Tenure Review Portfolio and accompanying materials. The Committee also may contact the faculty member, academic administrators, or others for additional information necessary to their deliberations. This review will be completed no later than the first Friday of April.

Possible outcomes from the Post-Tenure Review Committee are as follows: (1) All standards have been satisfactorily met and a letter to this effect will be produced by the committee. (2) The committee may decide that there are one or more major deficiencies in any specific area. The deficiencies must be clearly described by the committee in a report to the reviewee. This report must have the approval of the Academic Dean and the Provost, and a copy must be sent to the Department Chair. A conference must be held, chaired by the Academic Dean, and including the Department Chair and the reviewee. The reviewee will be given until April 15 of the following year to make the necessary corrections. At the end of this probationary period, another post-tenure review portfolio with a letter addressing the enunciated deficiencies and the corresponding corrections will be submitted to the Post-Tenure Review Committee. If the Committee determines that all standards have been satisfactorily met, the faculty member will receive a satisfactory post-tenure review and a letter to this effect will be produced by the committee. If the Committee returns a second negative review, the faculty member will be notified by registered mail that proceedings may be initiated for the Abrogation of Tenure. AAUP guidelines will be followed with regard to any such dismissal. Any of the above “possible outcomes” may be appealed to the Chancellor.

4.5.6.1 The Post-Tenure Review Committee

The Post-Tenure Review Committee is a faculty committee with five members and an alternate. Election is conducted annually by the Faculty Senate. Members serve for staggered two-year terms. All members must be tenured members of the UVa-Wise faculty. No more than one member shall be from any academic department. In the case that the committee reviews a post-tenure review application from a faculty member in the same academic department as one of the committee members, that committee member shall be recused and be replaced by the alternate. The Committee shall elect a chair annually.

4.6 TERMINATION OF SERVICE

Employment at UVa-Wise may be terminated by abolition of position, by resignation, by retirement, by termination for cause or financial exigency, or non-renewal of a term election. A teaching faculty member who wishes to resign should inform the relevant Department Chair or the Provost of such intention in writing as soon as possible and no later than March 1 of the year in which the resignation is to become effective.

Termination of a faculty member's employment before the end of a specified term, or after a faculty member has been elected without term, is possible but rare, and occurs for proper cause, financial exigency, or abolition of position. Proper cause without limitation includes a clear level of professional incompetence, a serious breach of professional ethics, willful neglect of duty, serious

misconduct, or a failure to observe the College regulations such as the Policy on Discriminatory Harassment (see Section 6.2). Any such case would invoke the procedures for handling "a dispute of particular importance" as specified by the Faculty Relations Committee. The Provost may conduct exit interviews with faculty members terminating service.

4.6.1 Policy on Disciplinary Suspension or Termination of Academic Faculty

4.6.1.1 Termination of College Employment

Employment at the College may be terminated by non-renewal of a term election, by resignation, by retirement, or by termination for financial stringency or for proper cause. Termination of a faculty member's employment before the end of a specified term or after a faculty member has been granted tenure is rare, but possible. It can occur if the College faces financial stringency. Or it can occur for proper cause revealed by the faculty performance review process or in other situations where proper cause exists. "Proper cause" includes a clear level of professional incompetence, a serious breach of professional ethics, willful neglect of duty, or serious misconduct. Termination of a faculty member requires the approval of the Provost (or designee if she or he is unavailable).

4.6.1.2 Suspension of College Employment

Suspension of a faculty member from College employment is available as a sanction for unacceptable performance disclosed as part of the faculty performance review process or as a disciplinary sanction for a serious breach of College policy. Emergency suspension for a serious breach of College policy is also available if an immediate response is required to prevent irreparable harm if behavior leading to the suspension is allowed to continue without prompt remedial action. Suspension of a faculty member requires the approval of the Provost (or designee if she or he is unavailable).

Restoration of employment following a suspension will occur if and when the faculty member can demonstrate that the cause of the suspension has been addressed and the behavior leading to the suspension is not likely to be continued. A suspended faculty member may be terminated from College employment if the criteria for "proper cause" listed in the section entitled "Termination of College Employment" have been met.

4.6.1.3 Procedure for Disciplinary Suspension or Termination of Academic Faculty

1. The following administrative procedures govern "for-cause" disciplinary suspensions and terminations of academic faculty, except for cases falling under Title IX of the United States Education Amendments of 1972. These are governed by procedures detailed in the College's *Sexual Misconduct and Interpersonal Violence Policy*, which can be found at www.uvawise.edu/compliance/sexualmisconduct. These procedures do not apply to employees classified as administrative or professional non-tenure-track faculty, nor do they apply to decisions involving promotion, election to an indefinite term, reappointment, renewal, or non-renewal of appointments.

2. Academic faculty appointments are terminable for proper cause. Proper cause without limitation includes a clear level of professional incompetence, a serious breach of professional ethics, willful neglect of duty, or serious misconduct. These procedures provide

that faculty members who face possible disciplinary suspension or termination shall receive (a) written notice of the charges against them, (b) an opportunity to meet with the responsible administrator to discuss the charges, (c) an opportunity to have an advisory faculty panel review the charges, and (d) written notice of the Provost's decision.

3. Written Notice: Prior to initiating a termination or suspension, the Provost shall provide a faculty member with written notice of the charges. EXCEPT that when the Provost, in consultation with the Academic Dean and the chair of the Faculty Senate, determines that an immediate suspension is justified to safeguard the College community or its operations from harm or disruption, a faculty member may be suspended before receiving written notice of the charges. As soon as is practicable, and no later than five business days later, the Provost shall provide the faculty member with written notice of the suspension including a description of the charges involved. Such interim suspension shall normally be with pay.

4. Meeting with the Provost: The Provost shall schedule a meeting with the faculty member to discuss possible charges as soon as practicable, but normally within ten calendar days after the date of the written notice of charges.

5. After meeting with the faculty member, the Provost shall formulate a recommendation to the Chancellor. The Provost may recommend termination, suspension (with or without pay), a lesser sanction, or no sanction at all. As soon as practicable, the Provost shall provide the faculty member with written notice of the recommendation.

6. Final administrative responsibility for deciding whether to suspend or terminate rests solely with the Provost or other person authorized by the College's Chancellor. At any time, however, deans and other appropriate administrators are authorized to accept employment resignations without seeking further approval.

7. Requesting Peer Review: After receiving written notice of a recommended termination or suspension a faculty member may request peer review. Such a request must be in writing and delivered to the Provost's office within twenty calendar days after the date of the written notice of the Provost's recommendation to the Chancellor, or the date of the Provost's notice in those cases when the Provost acts on his or her own authority. This request for peer review shall describe in clear terms the faculty member's objections to the recommended disciplinary action.

8. Peer Review Process: Upon timely receipt of the faculty member's request for peer review, the Provost shall direct the chair of the Faculty Senate to appoint a faculty panel to assist in reviewing the charges, and to explore prospects for mediated resolution.

9. The panel shall be composed of at least three members selected from the ranks of the academic faculty. Every effort shall be made to avoid appointing non-tenure track administrative or professional faculty or any individual known to be directly involved in the underlying dispute. The chair of the Faculty Senate shall designate the chair of the panel.

10. The panel shall review the charges and the administration's justification for disciplinary action. The panel shall provide the faculty member with an opportunity to appear before the panel to address the charges and offer his or her explanation as to why the recommended disciplinary action is unjustified. Such meeting shall be scheduled promptly and normally within 15 calendar days following appointment of the panel.

11. The chair of the panel shall preside over all of its meetings and shall exercise his or her sound discretion to resolve any procedural issue that may arise, consistent with the following guidelines:

- The chair shall schedule panel meetings and shall promptly notify the affected faculty member, the Provost, and the Academic Dean of that schedule.
- The chair shall determine the order of appearance of all persons who are invited to appear before the panel.
- The affected faculty member shall be responsible for ensuring that any person who wishes to appear before the panel on the faculty member's behalf is available at the scheduled time.
- All other persons wishing to communicate with the panel shall be responsible for making arrangements to appear on schedule.
- The affected faculty member may be represented by counsel and may question witnesses, subject to the authority of the chair of the panel to control the proceedings.
- No one appearing before the panel shall be compelled to answer questions in violation of their constitutional privilege against self-incrimination.
- Formal rules of evidence, courtroom practices, and discovery rules do not apply to the panel's proceedings.
- The Provost may be present to observe panel meetings with the faculty member and other persons.
- A full record of the hearing will be kept.
- The burden of proof shall be upon the administration to establish grounds for termination or other serious disciplinary action.

12. At the conclusion of its review, the panel shall prepare a written report and recommendation to the Provost. In this report, the panel shall advise the provost whether, in its opinion, the charges appear reasonably justified and constitute grounds for termination or other serious disciplinary action. The panel shall base its decision on all of the information available to it. The unavailability of witnesses or any person's refusal to answer questions shall not prevent the panel from concluding its review. Any dissenting reports shall be included in the panel report.

13. The chair of the panel shall promptly deliver its report and recommendation to the Provost and provide copies to the affected faculty member, the Academic Dean, and the chair of the Faculty Senate. Except in unusual circumstances, the panel's report and recommendation should be delivered within 10 calendar days following completion of its review and not later than 30 calendar days from the appointment of the panel. The Provost may extend these deadlines for good reason.

14. Provost's Decision: The Provost shall review the advisory recommendation of the faculty panel, make a decision, and communicate that decision in writing to the parties involved including the faculty member, the panel members, the chair of the Faculty Senate, and the Academic Dean.

15. Grievance: The faculty member may appeal the Provost's decision in accordance with and subject to the grievance procedures established by the Faculty Senate bylaws and approved by the Provost or Chancellor for the College. He or she may seek in this appeal appropriate relief, including reinstatement and/or reasonable back pay, excluding attorneys' fees or an award of damages.

16. No Waiver or Delegation: Nothing in these procedures or elsewhere shall be interpreted as a waiver or delegation of management responsibility, imposed by the laws of Virginia, for the affairs and operations of the College.

17. Changes in Procedures: These procedures are subject to change at any time upon notice from the Provost; provided that any change shall not apply to proceedings pending before a faculty panel appointed hereunder.

18. Designations: Whenever the Provost, Academic Dean, or chair of the Faculty Senate is mentioned in these procedures, such reference includes their designees or other appropriate persons with authority.

19. Notice: Notice shall be effective when a written or other document is hand delivered to the person or received in the mail by the intended recipient within the time provided in these procedures.

4.6.2 Non-renewal of Tenure Track Faculty During the Probationary Period

A faculty member serving a probationary period will receive notification of non-renewal if and when such a decision is made. The Provost must inform the faculty member in writing by March 1 of a one-year term (or at least three months before the termination date), by December 15 of the second year of service (or at least six months in advance of a termination date at the end of the fall semester), and at least twelve months in advance of the expiration of a term if the faculty member has completed two years of service. Faculty elections and appointments that from the beginning are explicitly designated to be short or limited term do not require prior notice of non-renewal.

Leaves of absence also count as part of a probationary period, unless specifically excluded by advance written notice from the Provost. The Academic Dean and the Department Chair are responsible for providing advance notice of consideration for renewal of tenure track faculty. Faculty members are entitled to an opportunity to submit appropriate materials to support their case for renewal. Faculty who have been issued a terminal year contract are not eligible for promotion or tenure.²⁰

4.7 EMPLOYMENT CONDITIONS AND COMPENSATION

Teaching faculty in most departments of the College are employed on a nine-month academic year basis which begins with the Faculty Workshop in the third week of August and extends through graduation in the third week of May. Faculty have the choice of being paid on a nine-month or twelve-month schedule. This decision is made at the time of hiring and is irrevocable. For new faculty the first paycheck will be issued on October 1.

Faculty members holding nine-month appointments will be subject to call without added compensation for two weeks before and two weeks after the session, and normally will receive in-session academic holidays.

All new faculty members should participate in the orientation program organized by the office of the Academic Dean. (For orientation of adjunct and part-time faculty see Section 4.10.5.) Faculty will need to meet with Human Resources Department staff during the first week of employment to sign withholding forms for federal and state income taxes, deductions for benefit programs, and direct deposit of payroll checks. Direct deposit is mandatory for all faculty. The Provost will provide faculty members with updated versions of their conditions of employment (Salaried Employee Status Report) whenever a change in salary or source of funding occurs.

Annual salary increases are based on policies established by and funds appropriated by the

²⁰ Adopted by the Faculty Senate Nov. 3, 2011

4.7.1 Twelve Month Employment

The College has the option to use twelve-month employment for full-time instructional faculty, if duties are assigned throughout the year and if funds are available to support the assignment over an extended period. Twelve-month assignments also may be used wherever full-time instructional, research or administrative duties extend for a period of years. Faculty members on twelve-month assignments do not receive extra compensation for summer teaching or sponsored research.

4.7.2 Summer College Employment

A faculty member who is elected on an academic year basis may receive a maximum of one-third of the previous academic year salary from all College sources, according to the Provost's Office at the University of Virginia. These sources include, for example, the total of teaching in Summer College, research on a sponsored program, and teaching or public service with the Center for Teaching Excellence. The limit is based on the past academic year salary, not on the upcoming salary.

A faculty member who is appointed for twelve months may not receive extra compensation, including pay during the vacation period, except as provided by the policy on overload/consulting.

Appointments for summer teaching are made by the Academic Dean through the departments. A full load consists of teaching two courses (three semester hours each) per each five-week session. A salary scale prepared by the Academic Dean, determined by the Summer College budget, is the normal basis for compensation.

The Summer College salaries at UVa-Wise are subject to at least the following three determining principles:

1. As noted above, faculty with a nine-month appointment may receive a maximum of one-third of the previous academic year salary from all College sources.
2. For a class with fewer than seven paying students, the College reserves the right to cancel the class or offer the faculty member the opportunity to teach for a lesser rate of pay.
3. The Summer College at UVa-Wise must be self-supporting. The total amount paid for salaries may not exceed the total amount collected for tuition.

4.7.3 Policy on Salary Increases

When there is available funding, it is the practice of the College to conduct annual performance evaluations for faculty and to award salary increases based on merit. Annual reports are filed by individual faculty and are reviewed by the Department Chair, the Academic Dean, and the Provost as part of the salary setting process. Salary increases are effective November 25.

4.7.4 Internal Overload Compensation

The policy on overload/consulting permits a faculty member to receive extra pay for responsibilities that are assumed on an overload basis within the College. An internal

overload is defined as an assumed task that is clearly outside the normal responsibilities of a faculty member as determined by the Provost or in the case of the Provost, by the Chancellor. The task must be in the best interest of the College, of short duration, and one the faculty member is eminently qualified to undertake.

4.8 FACULTY RIGHTS and RESPONSIBILITIES

4.8.1 Academic Freedom

The College endorses fully the statement on Academic Freedom in the 1940 Statement of Principles of the American Association of University Professors (AAUP), and the following specifically:

(a) Teachers are entitled to freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be in compliance with College policy.

(b) Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject or which would violate College policy. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

(c) College or university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution. Faculty members must avoid expressing their personal views on College letterhead.

(d) Any events or issues involving academic freedom shall be addressed by the Faculty Relations Committee, which is the principal organization of the College charged with protecting academic freedom. Please see Appendix A: Faculty Relations Committee for further information.

4.8.2 Professional Ethics

UVa-Wise subscribes to the Statement on Professional Ethics of the AAUP (*AAUP Policy Documents & Reports, 1990 Edition*). The applicable portions of the introduction and the statement are reprinted here.

“In the enforcement of ethical standards, the academic professions differ from those of law and medicine, whose associations act to ensure the integrity of members engaged in private practice. In the academic profession, the individual institution of higher learning provides this assurance and so should normally handle questions concerning propriety of conduct within its own framework by reference to a faculty group.”

“Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this

end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.”

“As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.”

“As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.”

“As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give notice of their intentions.”

“As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.”

4.8.2.1 University Code of Ethics²¹

1. We perform our public responsibilities, services and activities ethically, competently, efficiently and honestly, in keeping with University policy and applicable law.
2. We expect that all necessary and proper controls safeguarding public resources are in place and observed, with periodic auditing of functions and departments by the State Auditor of Public Accounts and/or the University Auditor who shall report directly to the Board of Visitors' Audit and Compliance Committee.

21 Approved 10/2/04 by the Board of Visitors of the University of Virginia

3. While in the service of the University, we conduct ourselves free of personal conflicts or appearances of impropriety, mindful that our exercise of authority on behalf of the University has been delegated fundamentally for the public good. Conflicting interests or influences are promptly disclosed to our superiors and appropriate steps are undertaken to promote the integrity of University business and other transactions.
4. We do not accept anything of value offered in consideration of performing our public duties, other than the compensation, benefits and reimbursement of expenses duly authorized by the University or otherwise permitted by law. We do not accept any favor, loan, service, business or professional opportunity from anyone knowing (or when it should be known) that it is offered in order to improperly influence the performance of our public duties, or when acceptance thereof may reasonably be perceived as an impropriety in violation of University policy or state law. University procurements of goods or services are undertaken only by authorized personnel and, when competitive principles apply, decisions are made impartially and objectively in accordance with established policy and state law.
5. We preserve and respect the confidentiality of University records, including patient and student records. We do not externally disclose confidential records or other non-public information without appropriate authorization, and any confidential record or information we access as a result of our position or duty is neither exploited for personal benefit nor misused for any unauthorized purpose.
6. We are committed to the principles of federal and state law guaranteeing equal opportunity and nondiscrimination with respect to University services, programs, activities and employment, and we support an environment that respects the rights and opinions of all people which, in the words of our founder, promote “the illimitable freedom of the human mind.” Complaints of discrimination, harassment and retaliation are investigated and when warranted appropriate corrective action is taken and disciplined in accordance with University policy and applicable law.
7. Our communications on behalf of the University with all persons, including co-employees, clients, customers, patients, students, guests and vendors, are conducted professionally and with civility.
8. We do not condone dishonesty in any form by anyone, including misuse of University funds or property, fraud, theft, cheating, plagiarism or lying. We encourage and expect reporting of any form of dishonesty, and our managers and supervisors to appropriately investigate such reports. We also expect that the police and/or State Auditor of Public Accounts will be notified when circumstances reasonably indicate fraud or theft of University funds.
9. We strive for continuous improvement in our performance of public duties for the University, mindful of the public cost to our activities which must be reasonable and appropriately authorized.
10. We bring to the attention of supervisors and managers, the University auditor or other responsible University office, any violation of these principles or circumstances reasonably indicating that a violation has occurred or may occur. Such reporting in good faith in order to promote the ethical integrity of operations is expected and encouraged by the University, and retaliation by any University employee as a result against the person making such good faith report

shall be subject to disciplinary action. We appropriately investigate all such reports and, when warranted by the facts, require corrective action and discipline in accordance with University policy and state law.

4.8.3 Policy on Release of Information from Faculty Personnel Records

Faculty personnel files are kept in the office of the Provost and consist of initial application documents, letters of appointment, conditions of employment, Department Chair evaluations, student evaluation summaries, evaluations for pre-tenure, tenure, and promotion, and other matters related primarily to state employment matters. Information in these files which is not exempt from disclosure is available to faculty members, who may request the opportunity to review their personnel files from the Provost in the presence of the supervisor of faculty records. By law and College policy, confidential letters and statements of recommendation and evaluations of qualifications for employment, retention, or promotion are not available for access to faculty members.

The College adheres to the Virginia Freedom of Information Act (FOIA) and the Virginia Privacy Protection Act of 1976. Categories of personnel information considered public information under the Freedom of Information Act are an individual employee's "position, job classification, official salary or rate of pay [above \$10,000]... and allowances or reimbursements for expenses." Faculty salary information is publicly available as part of the budget summary.

4.8.4 Faculty Workloads

The normal full-time teaching load for faculty members is 12 semester hours. Faculty members are also expected to participate in the work of their departments outside of the classroom, to provide academic advising to students, to serve in governance of the College, to develop new courses as needed, to engage in regular department assessment of student learning outcomes, and to engage in scholarly activities. Teaching loads may be reduced for faculty engaged in special activities which require an unusual amount of time. Every academic administrator is considered a part of the teaching faculty and is expected to teach as needed.

By institutional policy, all college faculty are required to engage in the assessment of student learning at the program level. Faculty are expected to play a role in measuring student educational success through the use of program learning outcomes, measures, and targets and to assist in determination of the extent to which students have met these outcomes, as well as to help establish means through which student learning can be improved. Faculty also are required to indicate clear learning outcomes in their courses, which must be listed on course syllabi and communicated with students.

Part of a typical faculty member's time is spent in scheduled classroom instruction, part directly on research and individual direction of undergraduate students, and part on departmental and other professional activities. Faculty members are expected to participate in the work of their departments and schools outside of the classroom, to provide academic advising to students, to serve in governance of the College, and to conduct research.

Each faculty member is expected to maintain eight scheduled office hours per week to accommodate the students who want consultation. The responsibility for academic advising and counseling is divided between the Academic faculty and approved Administrative and Professional Faculty. The advising of entering students is coordinated

with the orientation program conducted by the Coordinator of Advising and prior to fall semester registration. After a student attains 45 hours of credit, the departmental faculty will perform the advising functions.

Faculty are responsible for fair grading practices. They must state in the course syllabus at the beginning of each semester's classes the basis for grading that will be in effect for each class. Faculty are responsible for submitting grades in a timely manner, in most instances within 48 hours of the examination. Final examination papers must be retained long enough for students to receive and react to their grades, i.e., until the start of the next registration period. Student examination files must be retained for one year after the term for which the grade was received, or until resolution of pending or ongoing litigation, claims, or audit reviews. Faculty who anticipate an absence from the classroom must consult with their chair prior to the absence regarding reasons for the absence and arrangements for covering their responsibilities. When a faculty member is unable to meet a class, arrangements must be made for alternative coverage, or the class must be rescheduled.

4.8.5 The Faculty and the Curriculum

4.8.5.1 Curriculum Planning

While the legal authority and responsibility for the establishment of general educational policy rests with the Rector and Visitors of the University of Virginia, the general policies of the College regarding faculty participation in curriculum planning are consistent with recommendations of the AAUP.

The AAUP recommendations are as follows:

"The faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process. On these matters, the power of review or final decision lodged in the governing board as delegated by it to the president should be exercised adversely only in exceptional circumstances, and for reasons communicated to the faculty. It is desirable that the faculty should, following such communication, have opportunity for further transmittal of its views to the president or board. Budgets, manpower limitations, the time element and the policies of other groups, bodies and agencies having jurisdiction over the institution may set limits to realization of faculty advice."

"The faculty sets the requirements for the degrees offered in courses, determines when the requirements have been met, and authorizes the president and board to grant the degrees thus achieved."

4.8.5.2 Curriculum Change

All proposals for the addition, deletion, or changes in courses will be submitted to the Academic Program Committee with a copy to the Academic Dean. Such proposals may originate with a department or an individual faculty member. In any case, the proposal should be justified in terms of special needs, students to be served, how the course enhances the student's educational opportunity, how it helps the existing program, etc., and should be accompanied by some estimate of the cost of the course in terms of additional library resources, staff, etc. Proposals for new courses should be submitted to the Academic Program Committee at least two

months prior to their inclusion in the schedule for the first time. Minor course changes require written approval of the Academic Program Committee and the Academic Dean. Changes in programs, new programs, new courses, minors and majors also require approval of the Faculty Senate. New programs, minors and majors require the additional approval of the Provost.

While “Topics in” or “Problems in” courses are a valuable educational experience, the offering of “Topics in” courses shall not be used to circumvent the normal curriculum development process. Any course offered more than twice must be submitted to the Academic Program Committee for designation as an approved course.

4.8.5.3 Credit Hour Policy²²

UVa-Wise has policies and procedures for assigning credit conforming to commonly accepted practices and policy of the Southern Association of Colleges and Schools Commission on Colleges. In the determination of credit hours the commonly accepted practice is the Carnegie unit which defines the credit hour as one hour in class and two hours outside of class for each credit earned.

The University of Virginia’s College at Wise operates on a fifteen to sixteen week semester. The unit of credit earned at the College is the semester credit hour. UVa-Wise’s definition of a credit-hour is the amount of student work in a lecture-discussion class equivalent to at least 50 minutes of classroom or direct faculty instruction each week in the semester for each credit earned or a minimum of two 50-minute class periods each week in the semester (or the equivalent amount of time) for every credit earned in a laboratory or fieldwork. Fieldwork is defined as internships, practica, studio work, or any other academic work for which credit is assigned. This policy is used to determine credit for traditional face-to-face classes and for distance education classes.

4.8.5.4 Substantive Change Policy²³

The College’s accreditation with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires that the College report substantive changes consistent with federal policy. Substantive change is defined by SACSCOC as “a significant modification or expansion in the nature and scope of an accredited institution.” These modifications may include, but are not limited to the following:

- Initiating distance education constituting 25 percent or more of a degree program
- Initiating programs or courses offered through contractual agreement or consortium
- Initiating off-campus sites
- The establishment of a branch campus

22 Approved by Chancellor and Senior Staff 11/19/14

23 Approved by Chancellor and Senior Staff on 3/11/13

- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50 percent of an educational program
- Initiating joint or dual degree programs with another institution
- Initiating a certificate program at a new off-campus site or that is a significant departure from previously approved programs
- Altering the length of a program significantly
- Changing from clock hours to credit hours
- Initiating degree completion programs

Questions about whether a proposed change/academic action represents substantive change may be directed to the SACSCOC Liaison (Academic Dean) or the Provost. Or for further information about what constitutes substantive change, please see the SACSCOC Substantive Change Policy at <http://www.sacscoc.org/pdf/081705/Substantive%20change%20policy.pdf>.

Procedures and Responsibilities

A department or unit that is considering any possible substantive change or program modifications, including significant on-line program delivery or new degree programs, must discuss the required notification with the Provost and the SACSCOC Liaison. Depending on the specific change, notification to SACSCOC must be made between three and six months before the change is made. Most substantive changes require the preparation of a comprehensive prospectus, and the majority require approval from SACSCOC before implementation.

The SACSCOC Liaison is responsible for ensuring that all such proposed changes comply with SACSCOC regulations regarding substantive change, for reviewing proposed changes in a timely fashion, for assisting departments and other units in identifying the best way in which to meet the regulations, and for ensuring that chairs and other administrators (directors, vice-chancellors) meet their responsibilities with regard to substantive change. The SACSCOC Liaison is responsible for notifying the Provost, chairs and other administrators about any changes in the SACSCOC policy on substantive change.

Procedures are as follows:

- When discussing any changes such as those listed above, chairs, program directors and other administrators will inform the SACSCOC Liaison and Provost.
- The SACSCOC Liaison and Provost will determine if the proposed change is one that falls under the definition of Substantive Change.
- With the assistance of the Office of Academic Affairs, the department or unit proposing the change will complete the prospectus required by SACSCOC.
- The prospectus will be reviewed by the SACSCOC Liaison and Provost before being transmitted to SACSCOC.

- The Chancellor will send the prospectus and other required materials to SACSCOC.

4.8.6 Independent Study Policy

Full-time faculty who carry a regular load of twelve credits may offer no more than two independent study courses in an academic term and none if he or she has an overload. An independent study course may not be offered during a semester when the course is offered on a regular basis. Part-time faculty are not eligible to offer independent study courses.

4.8.7 Class Scheduling

The schedule of classes is the responsibility of the Department Chair and the Registrar. Any proposed changes in the meeting time, room, or instructor must be cleared through the Department Chair and Registrar **in advance**. Decisions regarding changes in class assignments, canceling of classes and addition of classes will be made by the Academic Dean.

4.8.8 Course Syllabi

A course syllabus is required in all courses. The course syllabus is both a valuable learning tool and a binding legal contract between the course instructor and the student. When grade challenges are decided in courts of law, the syllabus is frequently the defining document, and when courts rule against instructors in such cases, it is usually because of deficiencies in the course syllabus.

Copies of the course syllabus **must** be provided to each student on the first day of class. **Syllabi for all classes must also be sent to the department chair and the Provost at the beginning of each semester.**

A good syllabus should include the following information:

1. Course information: title and number of course, credit hours, prerequisites, location of classroom (if available), and time of class meetings.
2. Instructor information: name, title, office location, office phone number, office hours, email address, emergency phone number (may be departmental office number, or home number).
3. Texts, reading, materials: author, title, date and edition, publisher; materials required, e.g. safety equipment, art supplies, calculators, computers, etc.
4. Student learning outcomes
5. Course description/objectives: Also daily or weekly schedule of topics, dates of tests and exams, due dates for major assignments, required special events, e.g. field trips, attendance at cultural activities.
6. Course policies: attendance, class participation (if active participation required, the syllabus should indicate how participation is to be evaluated), missed exam policy, extra credit (if available), lab safety, grading policies and percentages.

7. Academic Honesty Policy: Cheating and plagiarism. May refer them to the Student Handbook section on the Honor System. Go over honesty policy, especially the definition of plagiarism employed in the class including any penalties that may be imposed by the instructor independently of an Honor Court sanction.
8. Support Services: library assignments or collections available, writing center, computer labs, etc.
9. Americans with Disabilities Act: how to request accommodations for the class.
10. Title IX statement: The University of Virginia's College at Wise is committed to maintaining a respectful, professional and nondiscriminatory academic, living and working environment for students, faculty, staff, and visitors. This includes having an environment free from sexual and gender-based harassment, sexual assault, intimate partner violence, stalking, sexual exploitation, complicity and retaliation. The College will take prompt and equitable action to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects in order to foster a climate of respect and security on campus.

4.8.9 Examinations

Written examinations are held at the end of each semester. A schedule of examinations is listed in the class schedule provided by the Registrar's Office. **All examinations are to be administered during the time provided on the published schedule. Any exception to this policy must be approved in advance by the Department Chair and Academic Dean.**

Final examination papers should be retained long enough for students to receive and react to their grades, i.e., until the start of the next registration period. Student examination files should be retained for one year after the term for which the grade was received, or until resolution of pending or ongoing litigation, claims, or audit reviews.

4.8.10 Grades

Faculty members have full responsibility for the assignment of grades utilizing fair grading practices. They must describe the grading procedure in the course syllabi and provide explanation at the beginning of the course. Final semester grades are to be submitted to the Registrar's Office **within 48 hours after each examination is administered**. Instructors should use only those grade symbols designated in the UVa-Wise Catalog.

If a student believes a grade has been assigned incorrectly, the student should discuss the matter with the instructor. If this does not resolve the issue, the student may appeal to the chair of the academic department in which the course is housed. In the event the issue is not resolved at this level, the student may appeal in writing to the Academic Dean who may refer the appeal to the Academic Appeals Committee. The appeals procedure must be initiated during the first four weeks of the next regular semester of enrollment after the grade in question has been assigned.

4.8.11 Office Hours

College faculty members are required to schedule eight (8) hours a week to be available in their offices to meet with students. Each semester faculty members will send a

copy of their class schedules and office hours to the Provost. The schedule of their office hours should be posted on their office doors and included in the course syllabi given to students in each of their courses.

4.8.12 Absence From Assigned Duties

Any faculty member who finds it necessary to miss class for any reason should report this to the Academic Dean and the appropriate Department Chair. The Department Chair will make the decision regarding assignment of an alternate instructor. Faculty should miss class only for illness, illness or death of family, and attendance at professional meetings. Faculty who anticipate a lengthy absence from the classroom (e.g., more than one week) should consult with their Chair and the Academic Dean prior to the absence regarding reasons for the absence and arrangements for covering their responsibilities.

4.8.13 Class Rolls

Faculty members should check their class rolls carefully during the first week of classes. Faculty should report any missing students (or students attending who are not on the roll) via the online Roll Verification process during the first three weeks of the semester. Shortly after, faculty then have the opportunity to provide information via the Early Alert Process. Early Alerts are also submitted through the faculty portal and instructors are asked to share any and all concerns they have regarding the student's academic progress in the course. This information is shared with various offices across campus as well as the students' advisors. The Office of Advising and Retention follows up on any needed student interaction. Faculty are expected to comply with all requests for information from the Office of the Registrar regarding the identification of absent or under-performing students.

4.8.14 Student Advising

Careful academic advising requires that the advisor be knowledgeable about the general education curriculum, course selection, major requirements, graduation requirements, appropriate referrals on and off campus, and sensitivity toward student and institutional requirements. Faculty are expected to provide quality advising to students and as such this is an element of all faculty evaluations. It is important that faculty are acquainted with curricular requirements of the liberal arts core, the academic programs and requirements as well as work with the student to help ensure successful completion of the student's college goals. Faculty are responsible for the advice they provide, the confidentiality of the student folders, and upholding the College policies, procedures, and mission. Advising is a critical element in student satisfaction and success and as such is vital to the College.

4.8.14.1 Responsibilities of Advisors

The importance of accurate and compassionate advising is implicit in the mission of the College and in the faculty appointment process. Faculty need to know the proper information (or contact someone who does), inform students of College policies and procedures regarding registration, course changes, graduation, appeals, and withdrawals. Responsibilities of an advisor are:

1. To help students define and develop realistic goals;

2. To assist students in achieving their educational goals and development as individuals;
3. To educate advisees about core curriculum and major requirements;
4. To recognize the individuality and integrity of each student and respect student rights and advising needs (including referrals when necessary);
5. To suggest and counsel ways to prevent problems;
6. To help students develop awareness of self, others, and the greater community;
7. To familiarize students with the College and campus resources;
8. To follow students' progress through their course work, and discuss the relationship between a degree, a job and a career; and
9. To encourage advisees to accept the responsibilities necessary for their progress toward an academic degree and for their continuing growth as individuals.

4.8.14.2 Responsibilities of Advisees

Students have responsibilities in the advising process. These responsibilities are articulated in the catalog, at orientation, and also should be discussed in an early advising session the faculty have with each student. These responsibilities are:

1. To become familiar with the requirements for graduation in the catalog and accept the responsibility for fulfilling the requirements;
2. To connect with the assigned advisor during posted office hours or arranged times;
3. To know and follow the policies, procedures, requirements, and deadlines at the College;
4. To pre-plan schedules in anticipation of the advising time;
5. To let their advisors know of concerns, problems, or questions about the College or their experience as students;
6. To work toward developing a proactive rather than reactive approach to academic, career, and personal situations;
7. To focus on long-term career goals while accomplishing requirements for graduation; and
8. To contribute to the campus community and their own development by participation in advising, clubs and organizations, residence life activities, courses, research, and service.

4.8.14.3 Advising Files

Faculty members are responsible for the advising folders and electronic records for each of the students they advise. These folders need to be returned to the Registrar if the student withdraws or graduates; electronic records should be made secure. Maintaining current records on each student's progress is essential for good advising.

4.8.14.4 Change of Advisors

Students may change advisors at any time by securing the permission of the

Department Chair, who will electronically notify the Registrar's Office. The student's record will then be available to the advisor via the Faculty Portal.

4.8.14.5 Advising First-year Students

Success coaches work with first-year students during the first three semesters of College to help them navigate academic as well as non-academic transitions. Coaches meet with students on a regular basis to encourage thoughtful scheduling, career preparation, and long-term planning, and serve as the primary resource for first-time freshmen.

Foundational academic skills instruction is provided to freshmen through a one semester course, Seminar 1010 (SEM 1010). This class is designed to introduce new students to the general education core, its purpose and requirements, to familiarize them with the academic environment and to assist them in developing the tools they need to succeed in college such as critical reading and writing. Freshman seminar enrollments are limited to promote maximum interaction between student and instructor; the freshman seminar is an important resource in helping students make the transition to college.

First year students who are on academic warning or probation at the end of their first full semester of enrollment at the college are required to register for and complete a skills seminar (SEM 1020) in the next immediate semester of enrollment. Students should refer questions on this subject to the Coordinator for Advising and Retention.

Seminar 1010 is a required course; however, it may be waived for freshmen who have completed 15 or more hours of transferrable dual enrollment credits with a grade point average of at least 3.5. These students will be directed to a faculty advisor by the Coordinator for Advising and Retention or the Registrar.

All freshmen receive midterm grade reports for their first year of study; midterm grades are sent to the advisor and are made available to students through the student information portal.

4.8.14.6 Transfer Students and Readmits with More Than 24 Semester Hours

Readmits and students transferring from another institution are advised in the Office of Advising and Retention until they declare a major or are assigned a full-time advisor in their discipline.

4.8.14.7 Academic Warning, Academic Probation, Academic Suspension

Each semester, the Registrar's Office updates the student portal with notices of Academic Warning, Probation, or Suspension. Faculty are requested to meet with advisees in academic jeopardy as soon as possible to adjust course load or schedules according to the need and situation, ascertain academic problems, and seek outside assistance or planning for the student as deemed necessary.

Students who have need of outside assistance should be referred to The Tutor Connection and/or Student Support Services. Student Support Services offers a wide range of counseling services in addition to providing tutoring and help with successful study strategies.

4.8.14.8 Assessment

Assessment of its core curriculum and its majors' curricula is the responsibility of the faculty of each department. The assessment effort should be led by the Chair, but all faculty will participate in assessment activities as necessary, and as requested by the Academic Dean.

Assessment is required by both the Southern Association of Colleges and Schools – Commission on Colleges (SACSCOC), the College's accrediting agency, and the State Council for Higher Education in Virginia (SCHEV).

Assessment, as promoted by SACSCOC, is a tool which not only tells faculty whether they are achieving the learning outcomes they have set in all academic areas, but also permits them to continually improve student learning, teaching, and the curriculum.

The College is obligated to assess both majors and general education competencies. For the most part, the general education competencies assessed are those required by SCHEV: writing, oral communication, scientific reasoning, quantitative reasoning and foreign language.

Writing and oral communication are assessed by means of college-wide rubrics in the capstones or senior seminars for those majors that have these classes. In the case of majors that have no capstones, writing and oral communication are assessed in upper division writing intensive courses which include oral presentations. Scientific reasoning is assessed by means of post-test which is embedded in the final exams of general education science courses, but only scored for assessment purposes. Quantitative reasoning is assessed with the use of quantitative reasoning problems embedded in semester tests. These problems are not graded, but are scored using a rubric developed for the purpose. Foreign languages are assessed through oral exams, cultural competence pre- and post-tests, and minimum competency exams embedded in the finals.

All assessment is reported in WEAVE, an online tool the College has been using for several years. **Assessment reports in WEAVE are due by June 1 each year.** Any questions about assessment should be addressed to the Director of Assessment or the Academic Dean.

4.9 FACULTY DEVELOPMENT

4.9.1 Conferences

Faculty are encouraged to attend professional conferences dealing with subjects in their disciplines at the local, state, regional and national levels. In order to emphasize the importance the College attaches to this kind of activity, each faculty member has traditionally been supported in attending at least one professional meeting a year even if he or she does not participate by reading a paper or chairing a session. The College annually provides a limited amount of funds for faculty. Application for professional travel funds should be made to the Academic Dean, who will verify that the travel was carried out for legitimate professional purposes and was within the guidelines of College policy. Additional support is sometimes available from the Faculty Development Committee for those who present

papers, chair sessions or serve on a discussion panel. However, funds available through the Provost's Office must be used before Faculty Development funds will be approved.

4.9.2 Faculty Leaves²⁴

4.9.2.1 Academic Leave (Sabbatical)

The College offers a research leave program for faculty who have recently undergone a successful tenure, promotion, pre-tenure or post-tenure review. One semester leaves with full salary (sabbaticals) are available for research, scholarship or professional development. Availability of academic leave is limited to faculty who have: recently been awarded tenure, successfully passed post-tenure review, and passed pre-tenure review (extraordinary circumstances).

A preference will be given to tenured faculty members and those who have not been granted Academic Leave for seven or more years. Academic Leave requires approval by the academic department chair, the Academic Enhancement Committee, and the administration.

4.9.2.2 Course Reduction

A limited number of one course reductions are available per semester (typically five) for full-time instructional faculty. A preference will be given to tenure-track faculty members. One course reductions require approval by the academic department chair, the Academic Enhancement Committee and the Administration.

4.9.2.3 Application Guidelines

Applications for Leave or Reassignment should be addressed to the Academic Enhancement Committee and should include:

1. An overview of the project (scholarship/research), including a literature search or purpose statement.
2. A schedule of activities.
3. Anticipated scholarship or research outcome.
4. Plans for the publication (which journals or publishers are most likely to accept your work) or professional presentation.
5. A statement of how this proposal fits into the overall long-term research program of the applicant.
6. Benefit to classroom teaching, interaction with students (i.e., research), and program development.
7. Curriculum vita.
8. If research is to be conducted at another institution.
9. Letters of understanding. Letter of support should be prepared by that institution's host (i.e., your collaborator). The role of the collaborator in the applicant's proposed research project must be clearly defined.

²⁴ Adopted by the Faculty Senate March 9, 2012

10. Detailed separate budgets for relocation expenses and research supplies (a justification must be provided for requested supplies).
11. Approval by departmental chair. (Please submit a letter approving of your request from your chair indicating that your courses can be managed by the department.)

4.9.2.4 Judging Criteria

Proposals will be judged on the basis of:

1. Goals. These must be clearly stated and comprehensible to academics outside of the applicant's discipline.
2. Ability to Complete. Given the scope of leave/reassignment, are the objectives realistic?
3. Outcome. Will this work result in a published paper, book, professional presentation, or performance?
4. Development. What impact will leave/reassignment have on the applicant's professional future?
5. Track Record. Has the applicant received academic leave before? Has the applicant made good use of other money awarded (external and internal grants) for specific research-related tasks?
6. Impact. The importance of the proposed work on an applicant's area of expertise versus the actual cost to UVa-Wise will be considered.

4.9.2.5 Post-Leave Accountability

According to documentation in the Faculty Handbook section 3.3.2.2: The Academic Enhancement Committee shall review and evaluate follow-up documentation, matching accomplishments to goals. To accomplish this, faculty members will:

1. Submit project summaries to the Academic Enhancement Committee.
2. Within three months of returning to the College following a leave of absence, faculty will present the results of their project in the form of a Faculty Colloquium or other public presentation. Faculty are encouraged to submit their work for publication.

4.9.2.6 Leave without Pay

Leaves without pay must be approved by the relevant Department Chair, the Academic Dean, the Provost, and the Chancellor and are formally approved by the Board of Visitors. Such leaves of absence are not granted for longer than two consecutive years, except under very unusual circumstances if approved by the Chancellor. The duration of a leave counts within the probationary period of a tenure-track faculty member on a term election, unless specifically exempted in advance by the Provost. Certain faculty benefits are affected by leaves without pay. If a leave without pay is characterized as for "educational purposes" by the Provost and the Chancellor, the College will make its contribution to the optional retirement plan and other benefits to the extent allowable by federal and state law. "Educational purposes" are defined as activities that have as their primary purpose the acquisition

of new knowledge, techniques, and experiences that are judged by the Provost and the Chancellor to facilitate or enhance an ability to contribute to the College.

4.9.3 Summer Research Grants and Mini-Leaves

Summer research grants are available to provide support for uninterrupted research and writing during the summer. Proposals should be for support of work on a specific research project that will ultimately result in a scholarly contribution (article, book, performance, play, report, etc.). Faculty who receive stipends are expected to restrict the teaching that they do during the summer sessions.

Mini-leave grants are designed to refresh, renew, and rejuvenate faculty members in their teaching areas. This may involve taking graduate courses or other training in a new area or field within one's discipline, traveling to areas with extensive resources in one's field, traveling to universities to attend seminars or confer with specialists in one's teaching areas, etc. The faculty members' educational activities should be related to the discipline of their primary appointment. Faculty development funds are not intended to pay for graduate work toward a degree.

Applications for a summer research grant are evaluated by the Faculty Development Committee. Information regarding the application procedure is sent to faculty at the beginning of the academic year by the committee chair, and is available in the Office of the Provost.

4.10 PART-TIME AND ADJUNCT FACULTY

4.10.1 Definition

4.10.1.1 Part-time Faculty

Part-time faculty teach less than a full-time load based on the demand for particular course offerings on a continuing basis and are not otherwise employed at the College.

4.10.1.2 Adjunct Faculty

Adjunct faculty are hired on a semester-to-semester or annual basis, according to the demand for their services for the teaching of particular courses.

4.10.2 Limitation of Use

The use of part-time and adjunct faculty is limited to instances of demonstrated need. Minimally, this requires that first consideration be given to full-time faculty for the delivery of any course taught by part-time or adjunct faculty.

4.10.3 Qualifications

The College recruits and selects competent and qualified part-time and adjunct faculty. Part-time and adjunct faculty meet the same standards of qualifications and teaching excellence as full-time faculty.

All part-time and adjunct faculty meet minimum degree requirements or demonstrate

qualifications by professional experience. Each part-time or adjunct faculty member teaching credit courses must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree, or hold the minimum of a master's degree with eighteen graduate semester hours in the teaching discipline. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation. Such cases must be approved by the Academic Dean.

Adjunct faculty instructing courses for UVa-Wise should have the time necessary to make each course a quality educational experience. An adjunct faculty member who is otherwise employed full-time may instruct a maximum of four credit hours per semester. Someone who is otherwise partially employed may instruct a maximum of six credit hours per semester, while an instructor who is not otherwise employed may instruct up to eight credit hours per semester. Variation from these guidelines may, in exceptional circumstances, be approved by the Department Chair and the Academic Dean.

4.10.4 Hiring Procedures

The Office of Academic Affairs receives and keeps on file for all adjunct and part-time faculty members documentation of academic preparation, such as official transcripts and, if appropriate for demonstrating competence, official documentation of professional and work experience, technical and performance competency, records of publications and certifications and other qualifications.

All part-time and adjunct faculty are approved by the Department Chair of the respective department in which they will be teaching and by the Academic Dean. Prior to employment, each potential faculty member participates in a personal or telephone interview with the Department Chair or his/her designee. This hiring and interview process includes an assessment of the potential faculty member's command of spoken and written English.

An adjunct faculty member may be approved to teach a particular course for a period not to exceed three years. In all instances, this approval requires continued satisfactory performance. Part-time faculty are elected by the U.Va. Board of Visitors on a year-to-year basis.

4.10.5 Orientation

Adjunct and part-time faculty will have conferences with the appropriate Department Chair regarding syllabi, academic policies, policies on attendance, assessment, specific course expectations and desired outcomes, and any external regulations which may apply (such as those for licensure or certifications). All Adjunct Faculty are provided with access to the online *Adjunct Faculty Handbook* for additional information.

4.10.6 Student Access

Part-time and adjunct faculty must provide for student access. Minimally, this requires that enrolled students be provided an email address and a work or home phone number for the faculty member and acceptable hours when such faculty member will routinely be available to the students. The faculty member shall also provide adequate time for personal contact with students as requested. This may be immediately prior to or after

class sessions, or as otherwise arranged.

4.10.7 Supervision

Part-time and adjunct faculty are supervised by the appropriate Department Chair. This requires that he/she be approved by the Chair prior to the offering of the course. The Department Chair also reviews the student course evaluations. Routine contact between the part-time and adjunct faculty member and departmental faculty and Chair, in person and by telephone, is encouraged.

4.10.8 Evaluation

Course evaluations are completed by students in each course offered by part-time and adjunct faculty. These are reviewed by the appropriate Department Chair and the Academic Dean and kept on file in the Provost's Office. It is expected that all part-time and adjunct faculty be routinely rated above satisfactory. Immediate attention will be given to any deficiencies noted.

Department Chairs will evaluate adjuncts and part-time faculty members preferably yearly, but not less than every two years. These chair evaluations and course evaluations will be kept on file in the Provost's office.

4.10.9 Professional Development for Adjuncts and Part-time Faculty

Each year adjunct and part-time faculty are invited to attend the fall and spring faculty workshops to assist them in learning about the College and its policies.

They will also be invited to participate in technology classes and workshops held by the Office of Information Technology. Additionally, the College has made Atomic Learning available to all employees, an online program which provides training in a variety of topics, such as online teaching, use of Moodle, the College's learning management system, and various software programs.

A small amount of money has been set aside to provide funding for Adjunct Faculty to attend regional conferences. The Academic Dean will administer these funds. Further information about eligibility and the application process is available in the Dean's office.

4.11 CONFIDENTIALITY OF STUDENT RECORDS

Faculty are encouraged to speak with the Office of Academic Affairs or the Registrar any time they have questions or concerns regarding students' privacy, or communicating with parents.

4.11.1 Family Education Rights and Privacy Act (FERPA)

Students attending, or who have attended, UVa-Wise have certain rights under the Family Education Rights and Privacy Act of 1974 (the Buckley Amendment) and Rules of the United States Department of Education: to review educational records; to obtain copies of those records; to receive a response from the College to reasonable requests for explanation of those records; to obtain a hearing to challenge the content of those records; to have educational records treated confidentially; to exercise all rights on the student's

behalf, regardless of the student's dependence upon parents; and to file complaints with the Office of Family Educational Rights and Privacy of the United States Department of Education of alleged failures by the College to comply with the requirements of the Act and rules. FERPA policy is published on the UVa-Wise website and students are notified annually of the FERPA policy by the registrar's office.

It is important to remember that any communication you have with the student in writing (emails, notes, grades) becomes part of the student's academic record and is subject to review by the student. An important caution would concern the information you place in emails to students regarding grades and other activities. Those emails, when containing information relating directly to the student's educational record, are then part of the FERPA protected content.

The student's written consent is required before disclosing personally identifiable information from a student's education records, except to College officials and certain other statutory officials in the course of pursuing their official duties. Parents of dependent students may obtain access to a student's records by submitting a written request to the Registrar's Office providing proof of tax dependency, or providing the signed consent of the student for such release.

Directory information may be released without a student's prior written consent unless the student informs the Registrar's Office in writing within five days of the first day of classes that specified categories of directory information are not to be released. Students have the right to restrict the disclosure of directory information, and for those who do so, no information whatsoever can be released without written permission, except as otherwise permitted or required by law. Students can establish a privacy flag by writing to the registrar. Directory information includes the following: student name, address, campus address, telephone number, date/place of birth, class level, major and minor fields of study, participation in activities and sports, weight and height of team members, dates of attendance, fraternity and/or sorority membership, degrees sought, degrees conferred, date of graduation, awards and honors, educational society membership and student photograph. Faculty are encouraged to review the UVa-Wise FERPA brochure at www.uvawise.edu/registrar/ferpa

4.11.2 Communication with Parents

Speaking with the student's parents requires discretion, and faculty should be familiar with UVa-Wise confidentiality policies. Non-directory information (grades, attendance, classroom performance, etc.) about a student may not be discussed unless the following conditions are met:

- The student has signed a FERPA waiver in the Office of the Registrar. You may check with the Registrar's Office to verify.
- The parent has submitted a recent year tax return to the Office of the Registrar to provide documentation that the student is a dependent under the federal law and has permission to receive non-directory information.
- There is a direct threat of harm to self or others in the community. (These should be reported directed to the Academic Affairs representative on the Threat Assessment Team – the Registrar.)

4.11.3 Policies Concerning Confidentiality and Security of Student Records

The University of Virginia’s College at Wise has multiple policies and procedures designed to ensure comprehensive protection of the privacy of all students, regardless of course delivery method. UVa-Wise policies regarding the protection of student rights and the security of academic records and other institutional data can be found in the Faculty/Staff Computing Policies Handbook on the College website. These policies guarantee compliance with FERPA, HIPPA, and Graham-Leach-Bliley. FERPA policies are addressed on the webpage; in a FERPA brochure for students; in the student handbook; in the faculty handbook; and the College Catalog.

Administrative Computing at UVa-Wise is a core service to the campus community. The campus uses Active Directory authentication to manage access for all college students and employees. Active Directory is managed by the Office of Information Technology. This is supplemented by Jenzabar’s Total Campus Solution for the management of student information services. Jenzabar is jointly managed by the Office of Information Technology and individual campus office module managers.

The Administrative Computing System at UVa-Wise provides and guarantees security for the following functions that involve the privacy of student records.

1. Online registration and student records
2. Online advising and degree audit
3. Online applications and admissions information management
4. Institutional reporting and reporting support
5. Financial operations for accounts payable, accounts receivable, and general ledger operations
6. Housing and health records data

The Office of Information Technology has a policy manual which provides an overview of all online education policies and procedures. This manual may be found at <https://www.uvawise.edu/academicaffairs/files/academicaffairs/onlineeducation.pdf>.

The policies and procedures that protect the data/information and privacy of all students include those listed below. These UVa-Wise policies can be accessed at the following URL www.uvawise.edu/oit/files/oit/docs/policy/UVa-Wise%20Policies%20and%20Index.pdf

UVa-Wise Institutional Policies Protecting the Security of Student Data

UVa-Wise Policies		
Identifier	Title	Description
UVAW-1 & UVAW-2	College Information Technology Infrastructure, Architecture, and Ongoing Operations	Establishes standards and procedures for configuring the firewall/s, network/s and system/s to minimize risks of exposing sensitive electronic data to unauthorized access and/or misuse.
UVAW-3	Administrative	Establishes rules for access to administrative data, including

	Data Access	definitions explaining what such data include and the rules for using such data. [Information Technology Services]
UVAW-7	Unique Identifiers	Ensures authentication and provide a secure computing environment to insure the confidentiality, integrity and availability of College resources. Unique Identifiers–unique user ID, password (identity) verification, background checks, contracts, encryption, user revocation, group/shared passwords, password complexity and rules
UVAW-8	Physical Data Access	Establishes rules for physical access to sensitive data systems– access controls, data retention
UVAW-11	Risk Management and Recovery	Provides a method for assessing risks and provides guidance for recovery.
UVAW-13	Information Security Incident Management and Reporting	Establishes guidelines and procedures for handling all incidents involving Information Technology Resources, including but not limited to data, equipment, access, and infrastructure. Such reporting ensures particularly serious incidents, such as violations of confidentiality or integrity of sensitive College data, are handled by experts in accordance with relevant laws.
UVAW-16	Electronic Data Removal	Establishes procedures to minimize the risks of exposing electronic data to individuals unauthorized to view such data and transferring software to those not licensed to use it.

Applicable UVA Policies

IRM-015	Electronic Storage of Highly Sensitive Data	Establishes requirements that must be met by those who store highly sensitive University data on individual-use electronic devices or electronic media. [Information Security, Policy, and Records Office] https://policy.itc.virginia.edu/policy/policydisplay?id=IRM-015
IRM-014	Protection and Use of Social Security Numbers	Assists the University in its commitment to safeguard personal and confidential information by protecting the privacy and legal rights of the University community, reducing the use of the social security number (SSN) for identification purposes, and promoting confidence by students, employees, patients, and others that SSNs are handled in a confidential manner. [Information Security, Policy, and Records Office] https://policy.itc.virginia.edu/policy/policydisplay?id=IRM-014
Institutional FERPA Policies & Procedures		College Catalog
		Faculty Handbook
		Student Handbook

UVa-Wise IT Handbooks and Policy Guides

Source	Title	Description
Faculty/Staff Computing Policies Handbook,	Responsible Computing at UVa-Wise	Educates employees of the College on the responsible use of computing resources.

Sections 3-4		
UVa-Wise Student Computing Policies Handbook	Responsible Computing	Educates students on the responsible use of computing resources.

4.12 THE FACULTY AND THE HONOR SYSTEM

The Honor System was adopted by the students of UVa-Wise in May, 1956. It is recognized and approved by the College as an integral part of College regulations. Administered and controlled by students, it is the basis for student self-government. At the heart of the system is the assumption that anyone who enrolls at the College is bound by an Honor Code. An honor offense is defined as an *intentionally* dishonest *act* of lying, cheating, or stealing within the scope of academic work. It is the responsibility of each student to ensure that the community of trust is maintained by reporting any suspected honor offense.

Students and faculty accept an active guardianship of the Honor System. Since the Honor System as adopted by the students cannot work without cooperation of the faculty, it is necessary that the faculty share collective responsibility with the student body in encouraging and upholding the System. Faculty members have a responsibility to understand the system and to organize their classes to further its success.

In cases in which knowledge of a suspected breach of honor comes to faculty members, they should report the fact to the Prosecutor of the Honor Court. (The name of this officer may be obtained from the Office of the Provost.) The faculty member should then be ready to act as accuser or witness should the case come before the Honor Court for trial. Full-time faculty members are appointed by the Provost to serve as advisors to the Honor Court.

A verdict of guilty by the Honor Court does not entail automatic dismissal. The Court may suspend the accused student temporarily, or permanently expel the accused student, or pronounce any other reasonable and lawful sanction the Court may deem proper. The College will, however, automatically enforce the dismissal of a student certified to be guilty of a breach of the Honor Code when the Honor Court assigns a sentence of dismissal. UVa-Wise was the first institution in the state to provide for intermediate punishment and rehabilitation in its honor system, and faculty members must be prepared to cooperate in enforcing any intermediate punishments. Faculty members are expected not to use their own sanctions as a substitute for an Honor investigation. However, faculty members have the discretion to assign grades, or take other appropriate academic measures, regardless of the outcome of an Honor investigation. The assignment of grades and other academic measures are subject to College policies and procedures, including grade appeals.

4.12.1 Faculty Responsibilities

Each faculty member should establish clear-cut rules as well as penalties regarding pledged work for his/her classes especially in the case of online classes (including tests, exams, labs, papers, and group projects), make the policy clear, and if possible, give it to the students in writing at the beginning of the semester.

Faculty who assign special projects or take-home tests should be careful that these

projects or tests cannot be misconstrued as normal assignments which a student receiving tutoring may work on with the tutor. It is advisable to notify the tutors when such projects or tests are given. Faculty should design tests and exams that do not encourage cheating. Faculty who assign papers should clarify the meaning of plagiarism to reinforce what students have learned in high school, freshman English, and other courses.

4.12.2 The Honor Pledge

Appended to an assignment or examination, the pledge is a signed reaffirmation of the student's commitment to academic integrity. The Honor Court recommends requiring all students to write out and sign the pledge on all graded work.

The standard pledge is: "On my honor as a student of UVa-Wise, I certify that I have neither given nor received aid on this examination (or assignment)."

The wording may be altered to suit specific course requirements. Faculty should clearly state what assignments (examinations, homework, laboratory exercises) require an honor pledge.

4.13 INFORMATION TECHNOLOGY

4.13.1 Major Resources

The Office of Information Technology maintains the IT Helpdesk located on the first floor of Darden Hall. The Helpdesk is staffed Monday-Friday from 8 a.m. until 5 p.m. Anyone needing technical assistance can call 376-4509, email helpdesk@list.uvawise.edu, or stop by the Helpdesk in Darden.

4.13.2 Connectivity

The campus network is a modern, high-speed, Ethernet Local Area Network (LAN) offering wired and wireless connectivity for access to college-owned resources and the Internet (data, voice, and video). Internet access provided to the College through a high-speed connection into one of the first Rural Area Networks (RAN) in the nation, originally established by LENOWISCO.

For off-campus access faculty, staff, and students use accounts with a local Internet Service Provider (ISP).

4.13.3 Computer Labs

Several computer labs are available for faculty, staff and student use across campus. For information on locations and specific lab capabilities, contact the OIT Helpdesk at 376-4509 or email helpdesk@list.uvawise.edu.

4.13.4 Electronic Mail

The Office of Information Technology (IT Office) provides an electronic mail (email) system that allows users to communicate with other email users both on campus and around the world via the Internet. Campus email accounts can be accessed four ways.

1. Computers attached to the campus network (LAN) which are located in faculty offices and computer labs.
2. Off-campus access through an Internet Service Provider (ISP). This convenient method avoids toll or long distance calls by allowing the user to access the campus email system with a local call to their ISP's dial up service.
3. Web-based email access using a standard web browser. This method is especially useful for students in computer labs and for faculty on travel. If you can get to a computer with Internet access, you can check your email and send email from this page. The UVa-Wise email page prompts for user id and password then displays your messages. Any valid email account on the UVa-Wise mail server can be accessed through this screen. For your own privacy, be sure to close the email window when you have finished working with your email so it cannot be viewed by the next person using the computer.
4. Using a mobile device such as Android or Apple IOS that supports ActiveSync.

Mail for UVa-Wise recipients should be addressed to <user>@uvawise.edu, where <user> is the official user ID assigned to the user by the IT Office.

4.13.5 Media Services

The College's Media Services Department centrally located in Zehmer Hall provides audio-visual equipment and services such as TVs and DVD players, movie cameras, slide projectors, overhead projectors, tape duplication, video projectors, and videotaping of conferences, seminars and colloquiums.

Two video-conferencing rooms are available to teach to other locations or to take part in video conferences. Other facilities include a TV studio and cable channel. One-on-one instruction on the use of the equipment is available upon request. Contact Rosa Bott at 328-0312 or grb5u@uvawise.edu for assistance.

4.13.6 The College Web Systems Specialist

The College Web Systems Specialist works to maintain the college web sites. The Web Systems Specialist also provides training on web page development and related topics. Departments and faculty members are responsible for maintaining their own sites on the College web page. Training sessions and individual consulting sessions are available to help faculty and staff in this effort. To request training or for general questions regarding web services, please email webmaster@uvawise.edu.

4.14 LIBRARY SERVICES

The library (<http://library.uvawise.edu>) is open Monday-Thursday from 8 a.m. to 10 p.m., Friday from 8 a.m. to 5 p.m., Saturday from 1 to 5 p.m., and Sunday from 1:30 to 10 p.m. Although closed for Thanksgiving and Christmas, the library is open during most other holiday periods, including the breaks between semesters. Special hours of operation, including extended hours during exams, will be posted in the library during these periods, and for the summer sessions.

4.14.1 Circulation Policies

The campus ID card is also the library card for faculty members. Faculty may borrow library materials for the semester and audiovisuals for three weeks. At the end of each semester, faculty will receive a list of unreturned library materials. Books may be renewed for another semester by presenting them at the circulation desk. Materials may be renewed a maximum of three times. Books loaned to faculty must be returned if requested by a student. If requested, a notice will be sent to the faculty member when the student returns the book to the library.

Faculty member's spouses will be issued a borrower's card upon request and completion of the appropriate form. The loan period is three weeks with renewal privileges. Any faculty dependents enrolled in courses at UVa-Wise must abide by the same library rules as other students.

4.14.2 Other Services to the Faculty

A brochure entitled *Services to Faculty* is available in print from the library. The brochure describes the facilities and services provided by the library. This section highlights those described in the brochure.

Curriculum Support under Library Services on the library's webpage includes a section on copyright, links to higher education web sites, and resources for the selection of books and periodicals.

Subject Guides under Research Help highlight library resources available to students and faculty by subject area and are available from the library's homepage. These resource pages include both print resources and links to databases and internet sites.

Reserve Materials

Books, articles and media may be placed on reserve for classes by completing a Reserve Form at the circulation desk. Personal copies may also be placed on reserve. Reserve loan periods are 2 hour, 1 day, 3 day and 7 day. Please allow 2-3 working days to process requests.

Faculty need to be aware that the library adheres to copyright regulations. For more information on copyright, see <http://www.copyright.com>.

Interlibrary Loan

Interlibrary Loan (ILL) Service is available to help faculty obtain material which the library does not own. There is no fee for this service. A completed ILL Request Form, with a full bibliographic citation and an email address are required to initiate a loan. ILL request forms may be submitted either in paper or online. Although the library processes requests promptly, please allow a minimum of ten working days to obtain materials. Loan periods are set by the lending libraries; therefore, there is a charge of \$0.25 per day per item for overdue ILL materials. Requests for articles must comply with copyright law. Abuse of ILL services may result in suspension of user privileges.

Library/Bibliographic Instruction

The library faculty instruct classes on the use of library resources and research strategies, utilizing both print and electronic resources. The librarians emphasize course-

related and course-integrated instruction tailored to the needs of each faculty member and their course; hence, it is best to arrange such classes two weeks in advance to allow library staff adequate preparation time. Bibliographies or other guides prepared by the library faculty may be distributed to students as part of a library instruction session or by the faculty member in the classroom.

Reference Services

Five professional librarians are available to assist with research. Access to indexes and databases, many of them full-text, is provided through VIVA, the Virtual Library of Virginia. In addition, the library provides access to full-text articles through databases such as EBSCO. Direct access to electronic journals is also available through the library's catalog.

FACULTY BENEFITS

CHAPTER FIVE

NOTE: For the most recent information on all benefits, please visit www.hr.virginia.edu/hr-for-you/faculty/fac-benefits

5.1 FACULTY BENEFITS

UVa-Wise complies with the policy of the Commonwealth of Virginia, which provides that benefits should be available to certain employees. The policy specifies that full-time, salaried faculty with appointments of six months or more are eligible for retirement, life insurance, disability insurance and health care benefit programs. Part-time salaried faculty with a term of six months or more and currently working at least 50 percent effort (20 hours per week minimum) are eligible for retirement, life insurance and disability insurance. Part-time and wage faculty are not eligible for benefits. Visiting faculty members who are employed for six months or more and are full-time are eligible for benefits.

The benefits restriction for wage employees affects summer employment of nine-month faculty as summer employment is paid on a wage basis. Summer wages do not qualify for retirement contributions, for example. Nine-month faculty are covered by certain benefits (i.e., health care, regular and supplemental life insurance, and disability) throughout the summer. *For those benefit programs not paid by the College, an additional deduction is taken from each regular paycheck to ensure continuation of benefit programs during the summer months.*

Employee benefit plans are generated by the University of Virginia and faculty benefits are identical for U.Va. and UVa-Wise faculty. The UVa-Wise Human Resources Office serves as the on-site contact regarding faculty benefits and may be reached at 276-328-0142 or 276-376-0240. Faculty are expected to keep the Human Resources Office advised of such events as leave of absence, death, retirement, disability or other personal changes such as name or address change, marriage, birth or adoption of a child, etc.

Summary legal descriptions of plans described herein are available in the benefits office. Benefit programs are subject to change due to new developments in the tax laws, changes in offerings of the participating companies, changes in College policies, or action by the General Assembly. Faculty are expected to consult the benefits office for current term and conditions which supersede anything to the contrary in this Handbook or any provision that may be inconsistent or out of date.

New faculty members **must** schedule an interview with the Human Resources Office **within 30 days of their hire date** to discuss and enroll in the various benefit programs. Timing of entry into some of the benefit programs is critical, so it is important that the faculty member contact the Human Resources Office promptly.

5.1.1 Retirement Programs

All full-time, salaried faculty not restricted by a temporary appointment must participate in either the Optional Retirement Plan (ORP) or the Virginia Retirement System

(VRS). The retirement program selected affects the life and disability insurance benefits, so careful consideration should be given to this decision. Once a retirement program is elected, the decision is irreversible. Part-time salaried faculty not restricted by a temporary appointment with a term of six months or more and working at least 50 percent effort (at least 20 hours per week) must participate in the Optional Retirement Plan.

5.1.1.1 Optional Retirement Plan (ORP)

The ORP is a “defined contribution” plan in which retirement benefits are based on employer contributions plus earnings of the account balance over the course of the participant’s working years. In a defined contribution plan, the value of the retirement benefits may change, depending on investment gains or losses.

Optional Retirement Plan (ORP) Plan Summary

Effective July 1, 2014	ORP Plan 1 (Members Hired Before July 1, 2010 who have not taken a refund)	ORP Plan 2 (Members Hired After July 1, 2010 and Before July 1, 2014)	ORP Plan 2 (Members Hired or Rehired On or After July 1, 2014)
ORP Contribution Rates	10.4 percent employer contribution	Establishes an 8.9 percent employer contribution for ORP members. ORP employees also are required to make a 5 percent member contribution.	Establishes an 8.9 percent employer contribution for ORP members. ORP employees also are required to make a 5 percent member contribution.
Vesting	100% employee and employer contribution from start	100% employee and employer contribution from start	100% employee contribution from start and 100% employer after 2 years of continuous employment

Beginning July 1, 2014, new hires who elect the ORP will be subject to a two year “cliff” vesting schedule with the exception of transfers of another higher institution in Virginia (see below). By definition “vesting” refers to ownership of the employer’s contribution to retirement. By law and by definition, the employee is always 100 percent vested in any money they contribute directly to their own retirement plan. Cliff vesting transfers ownership in full to the employee after a specific period of service. Employees have no right to any of the employer contributions if they leave before the two year period ends, other than by death or involuntary separation due to causes other than job performance or misconduct, as determined by the University. Two years after their date of hire, they have access to the full fund balance when they separate service. These vesting provisions permitted by law apply only to the University’s ORP and not the VRS hybrid retirement plan, which is subject to its own vesting requirements.

New hire transfers (no break in service) from another Virginia higher Ed institution in the ORP will not be subject to the two year vesting.

If you were in the Virginia State ORP Plan 1 and did not take a refund then you are eligible to remain in the ORP Plan 1 if documentation of the most recent quarter’s statement or a current online statement showing the balance in your account is provided.

Common Questions about ORP Vesting beginning with New Hires July 1, 2014:

When am I vested?

When you participate in the Optional Retirement Plan, you become vested once you have two years of continuous employment.

What if I leave UVa employment before I am vested Do I get to take any of the accumulated funds with me?

If you leave UVa before you are vested you will not have access to any of the contributions made by UVa. However, the 5 percent contribution you have made is fully yours when you leave UVa employment.

What if I transfer from Operational & Administrative position to a Managerial & Professional position and are now eligible to elect the ORP? Does my O&A service count towards the vesting requirement if I enroll in the ORP?

The vesting requirement must be fulfilled while the employee is actually in the retirement plan, so the O&A service does not count toward the two year requirement.

What if I transfer from the UVa Medical Center to the Academic Division and have an option of enrolling in the ORP? does my Medical Center service count towards the vesting requirement if I enroll in the ORP?

The vesting requirement must be fulfilled while the employee is actually in the retirement plan, so the Medical Center service does not count toward the two year requirement.

Participants may invest employer contributions in one of the following companies: TIAA-CREF or Fidelity Investments. Employees have 60 days from their date of hire to elect a retirement program. Changes in vendor selection may be made at any time of year, up to three times per year. NOTE: If no program is selected during the 60 days, state policy requires members to be enrolled in VRS

How to Enroll in the ORP

- [Complete a VRS 65-Election to Participate ORP for Higher Education form](#) - Return to the UVa-Wise Benefits Office.

Vendor Website	Customer Service	Complete Investment Elections
TIAA-CREF	1.800.842.2733	TIAA-CREF 401(a)
Fidelity	1.800.343.0860	Fidelity 401(a)

5.1.1.2 Virginia Retirement System (VRS)

The Commonwealth of Virginia requires all full-time and part-time (benefit eligible, greater than 20 hours) State employees to participate in VRS, unless they are eligible and participate in the ORP. All full-time and part-time salaried **University Staff Managerial & Professional, Faculty, Research Associate, and Research Scientist** employees must participate in either the Optional Retirement Plan (ORP) or the Virginia Retirement System (VRS). **All full-time and part-time salaried University Staff Operational & Administrative employees must participate in the Virginia Retirement System (VRS).** *Once a retirement program is elected, the decision is irreversible.* VRS is a “defined benefit” plan that provides retirement benefits based on years of service, age, and your average final compensation at retirement using a formula.

If you were previously a VRS Plan 1 or VRS Plan 2 member and did not take a refund, then you will remain a VRS Plan 1 or Plan 2 member if you enroll in the Virginia Retirement System. If you were in VaLORS, then you will remain in VaLORS as long as you remain in a VaLORS covered position. Most employees hired on or after January 1, 2014 with no previous VRS service credit and elect to participate in VRS will be covered automatically under the VRS Hybrid Plan.

- [VRS Plan 1, VRS Plan 2, and VRS Hybrid Plan Comparison Guide](#)

Virginia Retirement System (VRS) Plan Summary

Effective January 1, 2014	VRS Plan 1 (Members Hired Before July 1, 2010, and you were vested as of January 1, 2013)	VRS Plan 2 (Members Hired After July 1, 2010 and Before January 1, 2014)	Hybrid Retirement Plan (Members Hired On or After January 1, 2014)
Average final compensation	Average of the employee's 36 highest consecutive months of creditable compensation	Average of the employee's 60 highest consecutive months of creditable compensation	Defined Benefit is Same as VRS Plan 2
5 percent member contribution	Employees contribute the 5% member contribution.	Employees contribute the 5% member contribution.	Employees contribute 4% in defined benefit and 1% in defined contribution. <u>Optional Voluntary contribution</u> of 4 percent with employer cash match in .5 increments
Normal retirement age	VRS: Age 65 VaLORS (Law Enforcement) Hazardous Duty Members: Age 60	VRS: Normal Social Security retirement age Same	Defined benefit is Same as VRS Plan 2 Defined Contribution when you leave employment, subject to restrictions Same

Earliest unreduced retirement eligibility	VRS: Age 65 with at least five years of service credit or age 50 with at least 30 years of service credit VaLORS (Law Enforcement) Hazardous Duty Members: Age 60 with at least five years of service credit or age 50 with at least 25 years of service credit	VRS: Normal Social Security retirement age with at least five years of service credit or age 60 with age and service equaling 90 (e.g., age 60 with at least 30 years of service credit) Same	Defined Benefit is Same as VRS Plan 2 Defined Contribution when you leave employment, subject to restrictions Same
Earliest reduced retirement eligibility	VRS: Age 55 with at least five years of service credit or age 50 with at least 10 years of service credit VaLORS (Law Enforcement) Hazardous Duty Members: Age 50 with at least five years of service credit	VRS: Age 60 with at least five years of service credit Same	Defined Benefit is Same as VRS Plan 2 Defined Contribution when you leave employment, subject to restrictions Same
Cost-of-Living Adjustment (COLA) (effective July 1 following the first full calendar year after retirement)	Matches first 3 percent increase in the Consumer Price Index-Urban and one-half of the remaining increase up to a maximum of 5 percent, when provided	Matches first 2 percent increase in the Consumer Price Index-Urban and one-half of the remaining increase up to a maximum of 6 percent, when provided	COLA is not applicable to Defined Contribution

*Employees participating in the VRS Hybrid plan **and** a TDSP are only eligible to receive the TDSP Cash Match if they contribute the **full 4% Optional Voluntary Contribution** in their defined contribution.* [Log in or create a myVRS account](#) check your member account balance or create a benefit estimate. [Subscribe to Member News](#) to receive the latest information about your VRS benefits. In order for VRS members to remain up to date on changes affecting them, we recommend participating employees read [Member News](#) quarterly updates. To contact VRS call toll free (888) 827.3847 or visit <http://www.varetire.org/>.

Important: An individual may not receive a retirement annuity from the Virginia Retirement System (VRS) or one of the Optional Retirement Plans while the University of Virginia is making contributions to a regular retirement program. An individual who is receiving a retirement annuity from an account to which any Commonwealth of Virginia agency contributed should contact UHR Benefits.

VRS Retirement Program Resources

VRS Website: <http://www.varetire.org/>

VRS Customer Service - 1.888.827.3847

5.1.2 Tax Deferred Savings Program

The University of Virginia offers optional savings programs that allow employees to tax-defer income and invest for the future. The 403(b) plans are available through TIAA-CREF and Fidelity Investments and the Commonwealth Deferred Compensation 457(b) plan is offered through ICMA-RC. Both plans are open to all employees who can contribute the monthly minimum of \$20. Employee contributions will be matched at 50 percent up to a maximum of \$40.00 per month for an employee contribution of \$80.00 per month. *Employees participating in the VRS Hybrid plan **and** a TDSP are only eligible to receive the TDSP Cash Match if they contribute the **full 4% Optional Voluntary Contribution** in their defined contribution.*

The 2014 IRS maximum contribution is \$17,500. If you are 50 years or older you may defer \$23,000.

Employees who have been employed with the University for at least 15 consecutive years may be eligible for an additional catch-up of up to \$3,000. Employees may participate in both the 403(b) and Commonwealth 457(b) and can contribute the maximum to both.

5.1.2.2 How to Enroll with TIAA-CREF, Fidelity

Enroll in the Tax Deferred Savings Plan using [Employee Benefits Self-Service](#). You can choose your deferral amount and elect either Fidelity or TIAA-CREF as your vendor.

Elect your Cash Match Plan using [Employee Benefits Self-Service](#). You can elect either Fidelity or TIAA-CREF as your vendor.

Once enrolled, you will want to work with the vendor, TIAA-CREF or Fidelity, to make your investment elections.

5.1.2.3 How to Enroll in the Commonwealth 457 Plan with ICMA-RC

Enroll online through ICMA-RC and create an Initial User ID and Password;

Or by phone, 1-VRS-DC-PLAN1 (1-877-327-5261), available weekdays 8:30 a.m. - 9:00 p.m.

Once enrolled, you will work with [ICMA-RC](#) to make your investment elections. Call the Plan Information Line at 1-877-327-5261 or see [ICMA-RC Plan's Investment Elections](#) for more information.

5.1.2.4 How to Change your Deferral Amount to your TDSP or 457 Plan

- Tax Deferred Savings Plan - can be changed any time in accordance with payroll using [Employee Benefits Self-Service](#).
- ICMA-RC - can be changed quarterly online through [ICMA-RC](#); Or by phone, 1-VRS-DC-PLAN1 (1-877-327-5261) *The cut-off for the change is the 15th of the month prior to the next quarter. If the 15th is not a business day, the deadline will be the next business day after the 15th.*

Important: With the conversion of the 457 Plan vendors, ING to ICMA-RC, your designation of beneficiary information must be updated. ICMA-RC is unable to accept third party forms from ING. You can update your designation of beneficiary through [ICMA-RC](#).

5.1.2.5 Automatic Enrollment

Beginning January 1, 2008, all eligible newly hired or re-hired salaried state employees will have \$40 per month automatically deferred to the 403(b) Plan with Fidelity Investments unless you actively enroll in a 403(b) or 457 plan within 60 days of your date of hire or opt out of participation. Employees who are enrolled automatically will receive a \$20 per month match to the Cash Match Plan with Fidelity Investments.

5.1.2.6 Roth 403 (b)

The traditional 403(b) is “pre-tax,” meaning you invest your money before you pay taxes on your gross income. When you withdraw the money during retirement, you will pay taxes at the rate in place at that time. Roth contributions differ from traditional “pre-tax” 403(b) contributions in that Roth contributions are “after-tax.” This means you invest money in the Roth out of your net income, after you have already paid taxes out of your paycheck, unlike the other retirement options we offer. You don’t get a tax savings on your contributions currently, but when you are eligible to take distributions from your Roth account (presumably when you are retired) **the money is not taxable**, including all of the accumulated earnings on the Roth contributions (some qualifications apply. See details for further information).

You have the option to designate all or a portion of your future 403(b) contributions, with Fidelity and/or TIAA-CREF, as Roth contributions, or designate a new contribution amount separate from your existing retirement portfolio. The annual limits on contributions are the same, regardless of whether the contributions are on a pre-tax or a post-tax basis: a maximum of \$17,500 for 2014, or \$23,000 for someone age 50 and over. However, the impact on your taxes and on your paycheck will differ depending on whether you contribute to retirement pre-tax or post-tax.

- [TIAA-CREF Roth 403\(b\)](#)
- [Introduction to Fidelity Roth 403\(b\)](#)

- [Fidelity Roth 403\(b\) Facts](#)

Tax Deferred Savings Program and 457 Plan Resources

Vendor Website	Customer Service	Schedule an Appointment	Fund Performance
TIAA-CREF	1.800.842.2733	Meet a Representative	403(b) 401(a)
Fidelity	1.800.343.0860	Meet a Representative	403(b) 401(a)
ICMA-RC	1.877.327.5261	Meet a Representative	457

5.1.3 Flexible Reimbursement Accounts

The [Flexible Spending Account Program](#) allows you to pay for certain expenses on a pre-tax basis. This means that your money goes farther. For example, if you put aside \$5,000 for day care expenses in a Dependent Daycare Reimbursement account, you get to spend the whole \$5,000 on day care. If you take the \$5,000 in pay, you will only have roughly \$3,500 left after taxes to spend on day care!

For most individuals whose adjusted gross income is greater than \$25,000, this program may be more beneficial than the federal dependent care tax credit – consult a tax professional for an assessment of your personal situation. The Full FSA (FSA Medical Reimbursement Account) can also help offset the cost of out-of-pocket health care expenses such as copayments, deductibles, coinsurance, and **certain** over-the-counter medications.

Features of the Flexible Spending Account Program:

- **Benny Card**, a [pre-paid benefits debit card](#) that will provide you an easy, automatic way to pay for qualified health care/benefit expenses at the point of purchase (example: copays while at the doctor’s office, prescriptions picked up at the local pharmacy). The pre-paid card lets you electronically access the pre-tax amounts set aside in your accounts. Please be aware that when using the Benny Card, especially for payments made after the date of service, Chard Snyder may request documentation from you regarding the services provided and the name of the provider. If this documentation is requested, the participant must provide this information to Chard Snyder or the Benny Card will be temporarily suspended until this audit verification has occurred. Once enrolled, you will receive your Benny Card in approximately 7-10 business days. *Please keep your Benny Card in a safe place and keep from year to year as a replacement card will cost members \$10. If you participated in a Full or Limited Flexible Spending Account the year prior, then your Benny Card will remain the same.*

- **Online Services** including online enrollment, claims submission, account balances, and claims history and detail.
- **Annual FSA Dollars** will be credited to your account after the subsequent date in which payroll has been processed. This applies to the Full and Limited FSA only. Money must be put in the Dependent Daycare Reimbursement Account before you can be reimbursed.
- **Tri-weekly Reimbursement** of approved claims. *Claims can take up to 24 to 48 hours to process.*
- **Direct Deposit Reimbursement** to your bank account when submitting a paper [claim form](#). Paper checks will not be mailed to you. Therefore you will need to set up your direct deposit information with [Chard-Snyder](#). Go to my account login in Chard Snyder to set up your account. *Direct deposit of paper claims is mandatory.* If you are a new enrollee, you can enter your direct deposit information on your [personal Chard-Snyder](#) account.

• The [2015 Summary Plan Description](#) for UVA's Flexible Spending Account Program details the Plan benefits and rules.

5.1.3.1 Medical Reimbursement Account

Full FSA

Full-time and part-time salaried employees working at least 20 hours per week are eligible to participate in the Full FSA program. You must enroll online through [Employee Benefits Self-Service](#) within 60 days of your hire date or during open enrollment. This account allows the participant to set aside pretax dollars to pay for medical, dental, and vision care, or other [eligible expenses](#) that are not covered by the health insurance plan. In addition to claiming out-of-pocket expenses for the participant, expenses for eligible dependents such as spouses, dependent children and other persons considered to be an eligible dependent for Federal income tax purposes may be included. The maximum amount that you may place in this account is \$2,500 per plan year. The minimum contribution is \$240 per year.

Important: You may not participate in the Full Flexible Spending Account if you or your spouse is participating in a HSA with the Basic Health Plan or another employer's high deductible health plan with their HSA.

- [Full Flexible Spending Account Eligible Expenses](#)

5.1.3.2 Dependent Care Reimbursement Account

Full-time and part-time salaried employees are eligible to enroll in the dependent daycare reimbursement account, beginning on the first day of the month following the date of hire or during a subsequent open enrollment period. This account allows the participant to set aside pretax dollars to pay for [eligible dependent care expenses](#), such as childcare. In order to participate in a Dependent Daycare Reimbursement Account, you must meet at least one of the following qualifications:

- Single parent who works full-time
- You and your spouse both work, and your spouse's annual income is greater than the amount you are claiming for dependent care
- Your spouse is enrolled full-time at an institution of higher learning (if your spouse is a full-time student at least five months out of the year or is disabled,

federal law limits the maximum amount you may contribute on a pretax basis to \$3,000 for one dependent and \$5,000 for two or more dependents)

- Your spouse is medically disabled and cannot care for your dependents (if your spouse is a full-time student at least five months out of the year or is disabled, federal law limits the maximum amount you may contribute on a pretax basis to \$3,000 for one dependent and \$5,000 for two or more dependents)
- If divorced, you must have custody and be claiming the child as a dependent on your tax return

Money must be in the account before you can be reimbursed. The maximum amount you may place in your account is \$2,500 during a plan year if you are married and filing tax returns separately from your spouse. If you are single, or married and filing jointly, the maximum is \$5,000. The minimum contribution is \$240 per year.

- [Dependent Daycare Eligible Expenses](#)

5.1.3.3 Enrollment Rules

Participation in FSA Accounts must be renewed every year during the annual open enrollment period. Generally, you may not change the amount of money set aside until the next annual open enrollment period. However, the IRS will allow you to make changes during the Plan Year due to certain qualifying events. The change must, however, be a result of one of these events and must be consistent with the status change (i.e. can add dollars to FSA if dependent(s) added/can decrease if dependents are dropped). Qualifying events (or family status changes) include:

- a marital status change due to marriage, divorce, or death of a spouse
- birth, adoption, or death of a child
- employee obtaining permanent custody of a child
- termination or commencement of employment by the employee, spouse, or dependent
 - employee or employee's spouse taking or returning from an unpaid leave of absence
 - change in employment status for employee or spouse
 - dependent satisfying or ceasing to satisfy the requirements for unmarried dependents
 - and significant change in coverage or costs or a change in daycare provider

[Supporting documentation for Academic employees](#) requesting changes in Benefits@ due to mid-year qualifying events must be handled by the UVa-Wise Human Resources Office within 7 calendar days of the request being entered in Benefits@. Francene Meade serves as the UVa-Wise HR contact. She may be reached at 276-328-0142 (p), 276-328-0239 (f), or send email to kfm4x@uvawise.edu.

[Documentation for Mid-year Qualifying Events](#)

5.1.4 Health Insurance

The UVa Health Plan offers three health options for participants, Choice Health, Value Health, and Basic Health. All options are administered by Aetna and provide a broad scope of hospital and medical services offered by a carefully selected network of hospital and professional providers, including primary care physicians (PCP). Since UVa-Wise is located more than fifty miles from The University of Virginia in Charlottesville, Virginia, out-of-area health options are offered to UVa-Wise employees for the Choice Health and Value Health plans (see schedules below). Out-of-area options allow UVa-Wise employees to take advantage of lower co-pays for Choice and Value Health plans. All options allow you direct access to physicians and specialists. In other words, it is not necessary for UVa Health Plan members to have a referral from their PCP to see a specialist. In fact, you do not have to select a PCP, although a relationship with a PCP is encouraged. To receive the maximum benefits available, all hospital and medical care must be performed by participating network providers. It is the member's responsibility to be sure that all pre-authorizations are in place before receiving medical services. Contact **Aetna's Member Service at 1.800.987.9072** to check on the status of an authorization or claim.

ID Cards: Participants who have a covered spouse and/or dependent will receive two family ID cards after joining the UVa Health Plan. The ID cards will contain the names of all covered family members. Families with more than five covered members will receive a second set of cards that contain the participant's name and any dependent(s) that didn't fit on the first set of cards. Participants with single employee coverage will receive one card. Additional cards can be requested by calling Aetna Member Service at 1.800.987.9072 or visiting [Aetna Navigator online](#).

Part-time salaried classified employees who work at least 20 hours per week (50% effort) but less than 30 hours a week (75% effort) are eligible to be covered under the Plan but are required to pay both the employer and employee portion of the health plan premium. Part-time salaried Faculty, University Staff, Research Associates, and Senior Professional Research Staff who work at least 20 hours per week (50% effort) but less than 30 hours a week (75% effort) and participate in the Health Insurance Program are entitled to receive a 50% subsidy toward the cost of the employer portion of the health insurance premium. A salaried employee of the University of Virginia who works at least 30 hours a week (75% effort) will pay the Employee Cost of the health insurance.

While on leave without pay, individuals are ineligible for health rewards.

Notice to J-1 and J-2 visa status holders: *The U.S. government mandates strict adherence to the requirement under the J-1 program for all J-1 and J-2 visa status holders to maintain health insurance coverage for the duration of their program in the United States. If you will be eligible for health insurance coverage as part of your employment benefits at the University of Virginia, please be advised that your options under the program are limited to Choice Health **or** Value Health. Basic Health is a high deductible health option and does NOT meet the requirements for coverage under the US government's regulations. J-1 and J-2 visa holders are not eligible to enroll in Basic Health.*

Extended Coverage

Terminating employees and dependents who lose eligibility for coverage may have the option to extend continuous health care coverage through enrollment in Extended Coverage under

the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA). See COBRA Eligibility, Rates and Enrollment

UVA HEALTH PLAN MONTHLY PREMIUMS 2016

2016 UVa Health Plan Monthly Rate - Choice Health	Employee Rate	Employer Rate	Total Rate
Employee	\$99	\$410	\$509
Employee + Child(ren)	\$237	\$766	\$1,003
Employee + Spouse	\$271	\$769	\$1,040
Family	\$476	\$1,145	\$1,621

2016 UVa Health Plan Monthly Rate - Value Health	Employee Rate	Employer Rate	Total Rate
Employee	\$51	\$410	\$461
Employee + Child(ren)	\$85	\$766	\$851
Employee + Spouse	\$94	\$769	\$863
Family	\$153	\$1,145	\$1,298

2016 UVa Health Plan Monthly Rate - Basic Health	Employee Rate	Employer Rate	Total Rate
Employee	\$19	\$410	\$429
Employee + Child(ren)	\$24	\$766	\$790
Employee + Spouse	\$31	\$769	\$800
Family	\$59	\$1,145	\$1,204

Aetna Member Services - 1.800.987.9072

Aetna Web Address www.aetna.com

UVA Health Plan, Choice and Value Out of Area Schedules, Basic Health Schedule

- [Choice Health Out of Area Schedule of Benefits](#)
- [Value Health Out of Area Schedule of Benefits](#)
- [Basic Health Schedule of Benefits](#)

Go to [The UVa Health Plan](#) for more information.

5.1.4.1 Dental Coverage

The UVA Dental Plan offers two options: Basic Dental and Enhanced Dental. Both options are administered by United Concordia and provide a broad scope of dental services offered by a carefully selected network of dentists. When United Concordia participating dentists are used, participants receive the maximum benefits available. Members may be balance-billed and incur more expenses if non-participating dentists are used. A current listing of network dental providers can be found at the www.unitedconcordia.com.

Basic Dental features include:

\$1,000 in coverage per person each calendar year for dental benefits

In-network coverage is 100% of the allowable charge for diagnostic and preventive services including two cleanings annually

After a \$50 deductible is satisfied annually, in-network coverage for primary and periodontal services is 80% of the allowable charge and 50% for complex restorative services

Enhanced Dental features include:

\$2,000 in coverage per person each calendar year for dental benefits

In-network coverage is 100% of the allowable charge for diagnostic and preventive services including two cleanings annually

After a \$50 deductible is satisfied annually, in-network coverage for primary and periodontal services is 80% of the allowable charge and 60% for complex restorative services

\$1,000 lifetime maximum per person for orthodontia care. Coverage for orthodontia services is 50% of the allowable charge. The orthodontia benefit is separate from the annual maximum dental benefit.

Rates below apply to full time salaried UVA Academic Division and Medical Center employees. Part-time employees, postdoctoral fellows, COBRA enrollees, and retirees have different premium rates.

Part-time salaried Faculty, University Staff and Research Associates who participate in the Dental Insurance Program are entitled to receive a 50% subsidy toward the cost of the employer portion of the Dental Insurance premium.

Extended Coverage

Terminating employees and dependents who lose eligibility for coverage may have the option to extend continuous health care coverage through enrollment in Extended Coverage under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA). See COBRA Eligibility, Rates and Enrollment.

ENROLLMENT MUST BE COMPLETED ONLINE USING:

- [Employee Benefits Self-Service](#) for academic employees

2016 Basic and Enhanced Dental Comparison Chart

UVA Dental Plan Rates	Basic Dental	Enhanced Dental	Employer Rate
Employee	\$1	\$10	\$21
Employee + Child(ren)	\$2	\$24	\$38
Employee + Spouse	\$4	\$28	\$38
Family	\$7	\$48	\$56

United Concordia Web Site - www.unitedconcordia.com

United Concordia Customer Service - 1.800.332.0366

UVa Dental Plan Schedules

- [2016 Dental Options Comparison Schedule](#)
- [2016 Basic Dental Schedule of Benefits](#)
- [2016 Enhanced Dental Schedule of Benefits](#)

Go to [UVa Dental Plans](#) for more information.

5.1.4.2 Prescription Drug Coverage

Prescription drug coverage is provided under the UVa Health Plan as a covered benefit for employees and their eligible dependents. Employees in the Choice and Value Health plans have prescription drug coverage through Catamaran. Employees in the Basic Health plan have prescription drug coverage through Aetna.

PRESCRIPTION BENEFITS FOR CHOICE HEALTH AND VALUE HEALTH

The Outpatient Prescription Drug program is administered by [OptumRx Catamaran](#) and covers certain medically necessary prescription drugs dispensed by licensed pharmacies with mandatory generic substitution. For enrollees with diabetes, the program also covers insulin, glucose meters, syringes, and lancets. **For all prescriptions, if a generic drug is available, only the allowance for the generic is covered. If the physician prescribes a brand name drug, you must pay the brand costsharing as well as the difference between the price of the generic and the cost of the brand name drug, which can potentially be a significant member expense, unless the brand is approved by medical necessity appeal with Catamaran.**

Tier 2 and Tier 3 drugs purchased at a retail pharmacy have an annual deductible of \$100. After that, the prescription copayments for tier 1 drugs are \$6 for a 30-day retail supply and \$14 for a 90-day mail order supply. The prescription coinsurance for a 30-day retail supply of a tier 2 drug is 20% of the cost of the drug with a minimum payment of \$26 and a maximum payment of \$100. A 90-day mail order supply of a tier 2 drug is 20% of the cost of the drug with a minimum payment of \$65 and a maximum payment of \$300. The prescription coinsurance for a 30-day retail supply of a tier 3 drug is 20% of the cost of the drug with a minimum payment of \$52 and a maximum payment of \$100. A 90-day mail order supply of a tier 3 drug is 20% of the cost of the drug with a minimum payment of \$130 and a maximum payment of \$300.

If you fill a generic script at a pharmacy with a “\$4 generic program”, remember to present your UVa Health Plan Prescription Drug member ID card. The pharmacy will charge you the lower \$4 copayment. It will also check your prescription history at Catamaran for potentially dangerous drug-to-drug interactions and allow your expenses to be applied to your deductible.

- **Contact Catamaran:** Catamaran Member Services Department is available 24 hours a day, 365 days a year at 1.877.629.3123. [Catamaran’s OptumRx website](#) provides access to coverage, drug pricing, and pharmacy locations.
- **ID Cards:** Participants will receive one set of ID cards and a welcome packet after joining the UVa Health Plan. The card will contain the name and ID number of the primary participant. All covered family members will use the same card and ID number. Additional cards can be requested by calling Catamaran Member Services Department.

- **Cost Calculator:** Catamaran’s website offers a variety of web-based features including locating a participating pharmacy and reviewing your plan’s benefits. It also allows you to search for lower-cost prescription alternatives and lists the cost-sharing for your particular prescription at each local pharmacy. View the [Catamaran Price & Save Drug Pricing Center](#) after logging onto their website. The Price & Save tool includes \$4 generic programs that exist at your local pharmacies when listing your cost-sharing amount.
- **Catamaran Formulary:** [OptumRx Catamaran Comprehensive Formulary](#) and [Contraceptive Supplement](#) identifies tier 1, tier 2, and tier 3 drugs. See [OptumRx Catamaran Abbreviated Formulary](#) for an abbreviated drug list which includes the most popular preferred drugs.
- **Catamaran Home Delivery:** Enroll in Catamaran’s mail service pharmacy, Catamaran Home Delivery, by mail, online, or by telephone. Enroll online at www.mycatamaranrx.com or phone Catamaran at 1.877.629.3123 Monday through Friday from 8:00am to 10:00 pm EST or Saturday 9:00am to 5:00pm EST to enroll or request enrollment forms.
- **Specialty Drugs:** The Catamaran Specialty Drug Management Program provides support and prior authorization for users of specialty drugs and dispenses these medications through BriovaRx, Catamaran’s Specialty Pharmacy. Specialty drugs may also be filled at the UVA Specialty Pharmacy. These drugs are used to treat complex and chronic conditions such as cancer, Hepatitis C, HIV/AIDS, multiple sclerosis, psoriasis, and rheumatoid arthritis. See the Choice and Value Health Specialty Drug List provided in the link below to determine if you are currently taking one of the specialty medications. This list is subject to change without notice to accommodate the introduction, removal and availability of new drugs and clinical information. Prescriptions written by physicians affiliated with UVA clinics that are filled at UVA Specialty Pharmacy cost the health plan a fraction of the cost charged by BriovaRx.
- **Clinical Programs:** Catamaran manages several clinical programs including Step Therapy, Quantity Limitations, Prior Authorization, and Diabetes Management Program.
 - **Step Therapy** requires members to try a preferred alternative before a non-preferred brand-name medication will be covered. Drug classes that require Step Therapy include those used for blood pressure, osteoporosis, sleep aids, nasal allergy, ulcer, antidepressants, growth hormones, androgens, atypical antipsychotics, and anti-migraine agents. See [OptumRx Catamaran Step Therapy, Quantity Limits, and Prior Authorization Guide](#) to view the list of drugs that require Step Therapy. If you have previously tried the generic or preferred brand-name medication and it did not work for you, your healthcare provider can request that a prior authorization be initiated.
 - **Quantity Limits** are based on FDA and manufacturer dosing recommendations and/or current literature. Quantities in excess of the established limits will require a Prior Authorization. The list is subject to change to accommodate new drugs and to reflect the most current clinical literature. The drug classes that have quantity limitations include ADHD/Stimulants, anti-nausea products, antidepressants, antipsychotics, blood pressure, cholesterol lowering medications, family planning/hormone replacement, flu agents, migraine products, nasal allergy, osteoporosis, pain management products, respiratory products, sexual dysfunction drugs, sleep aids, ulcer, and supplies. See [OptumRx Catamaran Step Therapy, Quantity Limits, and Prior Authorization Guide](#) to view the list of drugs that have quantity limits.
 - **Prior Authorization** ensures appropriate use of prescription medications. Medications subject to a PA require pre-approval from the Catamaran Prior

Authorization team before they can qualify for coverage. Drug classes needing pre-approval include acne medications for participants over age 18, ADHD/Stimulants for participants over age 18, raw bulk chemicals, compounds, many specialty drugs, and new drugs on the market less than 6 months. See page 3 of the [OptumRx Catamaran Step Therapy, Quantity Limits, and Prior Authorization Guide](#) to view the list of drugs that require prior authorization.

- **The Diabetes Management Program** provides you with tools and resources to help you manage your diabetes. The Diabetic Sense program, administered by Liberty Medical Supply for Catamaran, gives you access to Certified Diabetes Educators, registered pharmacists, and dieticians who can answer your questions about diabetic issues. You can also receive a 90-day supply of diabetes testing supplies delivered to your home at the mail order costsharing amount. Call 1.866.325.9036 or visit [Diabetic Sense Program](#) for help managing your diabetes.
- **HealthyRx Program** reduces drug costsharing for a list of tier 1 and tier 2 drugs used to treat nine specific conditions when the member fully participates in Aetna's Disease Management (DM) Program for one of the following conditions: Asthma, COPD, Diabetes, High Cholesterol, Hypertension, CAD, Stroke, Peripheral Artery Disease, and Heart Failure. See [HealthyRx](#) for additional information including how the program works and the [HealthyRx](#) drug list.

Prescription Drug Summary Information for Choice and Value

- **Catamaran Website** - www.catamaranrx.com
- **Catamaran Customer Service** - 1.877.629.3123

PRESCRIPTION BENEFITS FOR BASIC HEALTH

The Outpatient Prescription Drug program is administered by Aetna and covers certain medically necessary prescription drugs dispensed by licensed pharmacies with mandatory generic substitution. For enrollees with diabetes, the program also covers insulin, glucose meters, syringes, and lancets. **For all prescriptions, if a generic drug is available, only the allowance for the generic is covered. If the physician prescribes a brand name drug, you must pay the brand costsharing as well as the difference between the price of the generic and the cost of the brand name drug, which can potentially be a significant member expense.**

All prescription drugs have a combined prescription/ medical annual deductible of \$2,000 for employee only and \$4,000 for employee plus spouse, employee plus child(ren) and family coverage. After that, the prescription copayment is 20%.

If you fill a generic script at a pharmacy with a "\$4 generic program", remember to present your Aetna member ID card. The pharmacy will charge you the lower \$4 copayment. It will also check your prescription history at Aetna for potentially dangerous drug-to-drug interactions and allow your expenses to be applied to your deductible.

- **Contact Aetna:** Aetna Pharmacy Management is available Monday – Friday 9am-7pm (EST) at 1.888.792.3862. An on-call pharmacist is available 24 hrs/day, 7 days/wk, 365 days/yr. Aetna's website provides access to coverage, drug pricing, and pharmacy locations.

- **ID Cards:** Participants should use their Aetna ID card at the pharmacy.
- **Aetna Formulary:** The [Aetna Preferred Drug Guide](#) identifies tier 1, tier 2, and tier 3 drugs.
- **Aetna Rx Home Delivery:** Enroll in Aetna’s mail service pharmacy, Aetna Rx Home Delivery, by mail, fax, online, or by telephone. Enroll online at [Aetna Navigator](#) using the “Aetna Pharmacy” link or call Aetna Pharmacy Management at 1.888.792.3862 to enroll using the Aetna Rx Courtesy Start program.
- **Specialty Drugs:** The Aetna Specialty Pharmacy provides medications, precertification, and clinical support for patients with chronic medical conditions at 1.866.782.2779. Specialty drugs may also be filled at the UVA Specialty Pharmacy at 1.800.251.3627. These drugs are used to treat complex and chronic conditions such as cancer, Hepatitis C, multiple sclerosis, and rheumatoid arthritis. See [Aetna Specialty Drug List](#) to determine if you are currently taking one of the Aetna specialty medications. This list is subject to change without notice to accommodate the introduction, removal and availability of new drugs and clinical information.
- **Clinical Programs:** Aetna manages clinical programs including Step Therapy, Precertification, and HealthyRx.
- **Step Therapy** requires members to try a preferred alternative before a non-preferred brand-name medication will be covered.
- **Precertification** ensures appropriate use of prescription medications. Medications subject to precertification require pre-approval from Aetna Member Services before they can qualify for coverage. See [Aetna Precertification List](#) to view the list of drugs that require prior authorization.
- **HealthyRx Program** reduces drug costsharing for a list of tier 1 and tier 2 drugs used to treat nine specific conditions when the member fully participates in Aetna’s Disease Management (DM) Program for one of the following conditions: Asthma, COPD, Diabetes, High Cholesterol, Hypertension, CAD, Stroke, Peripheral Artery Disease, and Heart Failure. See [Aetna HealthyRx](#) for additional information including how the program works and the [HealthyRx](#) drug list.

Aetna Website – www.aetna.com

Aetna Pharmacy Management – 1.888.792.3862

Go to [The UVa Health Plan Prescription Drug website](#) for more information on the UVa Health Plan Prescription Drug plans.

5.1.4.3 Discount Vision Plan

Aetna Vision Discount Program is automatically provided under the UVa Health Plan as a covered benefit. Enrollees have access to [Aetna Vision Discount Program](#), a national network of vision care professionals comprised of optometrists, opticians, and national vision chains. Discounted prices are charged to participants when they use providers in the Aetna Vision Discount Program network. Note that some providers may offer promotional sales that are less expensive than the Aetna Vision discount. Members are advised to ask about specials a provider may be offering.

DISCOUNT VISION PLAN RESOURCES

Aetna Member Service - 1.800.987.9072

Aetna Website – www.aetna.com

Aetna Vision Discount Program Brochure and Providers

Go to [Aetna Discount Vision Plan](#) for more information.

5.1.4.4 Davis Vision

The optional vision program is a fully-insured, employee paid vision insurance program administered by [Davis Vision](#) and includes these benefits: eye examination, spectacle lenses, frames, and contact lenses. Contact lenses purchased from the Davis Vision Formulary at independent network provider offices include fitting and follow-up charges. Retail locations and optometrists affiliated with these locations do not offer the Davis Vision Formulary or the Davis Vision Eyeglass Collection options. This vision insurance plan is optional coverage and is not included as part of your health plan benefits. Those enrolled in the UVa Health Plan will continue to receive the Discount Vision Plan as part of their UVa Health Plan benefits. Participation in the UVa Health Plan is not necessary to enroll in the optional vision insurance offered by Davis Vision. For more information about Davis Vision including their website please visit, [Davis Vision website](#).

DAVIS VISION RATES

Coverage Level	Monthly Rate
Employee	\$6.29
Employee + Child(ren)	\$11.01
Employee + Spouse	\$11.33
Family	\$17.62

Davis Vision Plan Resources

Customer Service - 800-804-6115

Davis Vision website – www.davisvision.com

5.1.4.5 Making Changes in Your Health Care Insurance

The annual open enrollment period is the time when you may make plan or membership changes. Typically open enrollment is in October to be effective January 1 each year.

Open enrollment has *no impact* on a participant's ability to add or remove a dependent within 60 days of a qualifying life event such as the birth or adoption of a child, change in spouse's health care coverage, marriage, or divorce. Changes take effect the first of the month after notice of election is received. If notice is given on the first day of the month the election is effective that day. Other exceptions are birth, adoption, placement for adoption (changes are effective the first of the month of the event) and termination of ineligible members (changes are effective the last day of the month in which the participant loses eligibility). Contact Human Resources at 328-0142 or 328-0240 if you have questions.

5.1.5 Group Life Insurance

5.1.5.1 VRS Basic Group Life Insurance

VRS Basic Group Life Insurance provides the following: (a) a natural death benefit in the amount of double the annual salary rounded to the next highest thousand; (b) a benefit of twice the salary for accidental loss of one or more limbs or of eyesight; and (c) coverage at the level of four times the salary for accidental death. For service retirees, the plan also provides 25 percent of the original value of insurance at the time of retirement for each service retiree. The cost of the benefit is paid entirely by the University. Since the Life Insurance program is a group term plan, insurance coverage stops 31 days after termination for reasons other than service or disability retirement. The insurance may be converted to an individual policy with Minnesota Life Insurance Company if application is made within 31 days after termination of employment.

5.1.5.1.1 VRS Supplemental Optional Life Insurance

VRS members may also purchase additional life insurance for themselves or coverage for their spouse or dependents. In some cases, “Evidence of Insurability” (EOI) will be required. With this optional life insurance coverage, a participant has four options from which to choose. You can be insured for one, two, three or four times your annual salary up to \$750,000. If you enroll in the optional coverage, you may also insure your spouse, your child(ren), or both. The amount of the coverage corresponds with the selected employee option. Spouse coverage provides half of your optional insurance amount up to a maximum of \$375,000. Depending on which option you select, your children can be insured for a maximum of \$30,000.

5.1.5.1.2 The Standard Group Term Life Insurance

Employees who enroll in the ORP must also participate in The Standard Group Term Life Insurance Plan. The Plan provides \$75,000 of coverage for each participant age 64 or under. Coverage does not begin to decline until age 65, when it reduces to \$48,750 and coverage levels out at \$37,500 at age 70. The plan also provides \$10,000 of life insurance for retirees. The University pays the total cost of the insurance.

5.1.5.1.3 The Standard Supplemental Life Insurance

In addition to the basic policy, all members may purchase supplemental insurance in increments based upon a multiple of salary (1 to 4 times salary) up to the maximum benefit of \$1,000,000. When participating in the multiple of salary plan, members may also cover their spouse (maximum benefit of \$100,000) and/or dependents (maximum benefit of \$10,000). [Premiums vary according to age.](#)

If a new member enrolls within 60 days of their date of hire, there is no requirement to complete The Standard Medical Statement up to the guarantee issue amount of \$500,000. Any enrollment/change to supplemental life insurance after the

60 day new hire period will require this form to be completed for the employee, spouse and/or child(ren).

Since The Standard Life Insurance program is a group term plan, insurance coverage stops the day you terminate employment for reasons other than retirement. The insurance may be converted to an individual policy with The Standard if application is made within 31 days of coverage termination.

5.1.6 Annual Leave

Faculty members employed for nine months observe regular academic holidays and the summer recess as vacation time. Faculty members who are employed for twelve months are entitled to twenty-two (22) working days of vacation per fiscal year, as well as regular academic holidays. The vacation days need not be taken all at once but may be distributed throughout the year at the faculty member's option with concurrence of the supervisor. In most cases prior approval for annual leave must be obtained from the supervisor and submitted at least one week in advance. Unused annual leave lapses at the end of each fiscal year and may not be accumulated. Faculty members will **not** be paid for unused vacation days. The office of the Provost maintains annual leave records of twelve month faculty. Leave slips which are available from each of the faculty secretaries must be completed, signed by the supervisor and sent to the office of the Provost within one (1) week prior to the planned leave.

If the academic calendar schedules classes on a holiday, Labor Day for example, faculty members do not observe this holiday. Other employees are permitted an alternative if their services are required on a holiday.

5.1.7 Sick Leave Policy

Faculty members employed for nine-months who teach full-time earn fifteen (15) days of sick leave per academic year and may accumulate leave up to ninety (90) days. Sick leave applies only during the regular session; those teaching under a separate contract during the summer are not covered by the sick leave accumulated during the regular session. Twelve-month faculty (administrators) earn twenty (20) days during the fiscal year and are covered during the summer. They may accumulate up to a maximum of ninety (90) days. In the event of an extended illness or pregnancy, leave taken beyond the accumulated sick leave will be covered under Family Leave (Section 4.9.11) or Disability Leave (Section 4.9.12) In that event, accumulated leave is considered part of the paid leave provided under said policies. Further disability coverage is provided through either of the following: The Standard Company Plan (Section 4.9.13), VRS Disability Retirement (Section 4.9.14), or Virginia Sickness and Disability Program (Section 4.9.15).

The Office of the Provost maintains records on faculty sick leave. A faculty member who finds it necessary to miss class due to illness should notify the department's faculty secretary and the Provost. In addition, leave slips which are available from each of the faculty secretaries must be completed, signed by the Department Chair/supervisor and sent to the office of the Provost within one (1) week of returning to work. Faculty who anticipate a lengthy absence (e.g., more than one week) should consult with their Department Chair, the Academic Dean, and the Provost.

5.1.8 Family Leave

Family leave policies apply to faculty on continuing contracts (members of the tenured and tenure-track and General Faculties who hold ongoing contracts of one year or more); and other College Faculty members who have been employed for at least twelve months by the College (with the exception of adjunct faculty and wage employees) or another agency of the Commonwealth and have been employed within the last twelve months on more than a half-time basis.

5.1.8.1 Maternity Leave

For pregnancy and childbirth (including pre-delivery, delivery, and postpartum), up to twelve weeks of leave will be granted. The College will continue full salary and allowable fringe benefits during the first six weeks of leave. Paid leave days will be deducted from accumulated sick leave as described in Section 5.1.7 and annual leave balances as described in Section 5.1.6. As there is a presumption of disability during the first six weeks, no physician's statement will be required. During the remainder of the leave, the College will pay no salary, but will contribute the employer's portion of any allowable health and life insurance premiums, so long as the employee continues to pay her premium portion. When required for medical reasons, leave taken beyond the initial six-week period will be covered under the College policy on temporary disability leave with pay for up to six months. In that event, the maternity leave is considered part of the total six-month period for temporary disability.

5.1.8.2 Paternity Leave

At the birth of a child, the father shall be entitled to no more than twelve weeks of leave. During the leave, the College will pay no salary but will contribute the employer's portion of any allowable health and life insurance premiums, so long as the employee continues to pay his premium portion.

5.1.8.3 Adoption/Foster Care Leave

If a child is placed with an employee for adoption or foster care, leave of no more than twelve weeks shall be granted, to be taken within twelve months of the date of placement. During the leave, the College will pay no salary but will continue to contribute the employer's portion of any allowable health and life insurance premiums, so long as the employee continues to pay his or her premium portion. If the child placed is under seven years of age, the first three weeks shall be leave with full pay and all allowable fringe benefits. Paid leave will be deducted from accumulated sick leave as described in Section 5.1.7 and annual leave balances as described in Section 5.1.6.

5.1.8.4 Employment of Both Parents

If at the birth or placement of a child both parents are employees of the College, maternity and paternity or adoption/foster care leave for both employees

may be limited to a combined total of twelve weeks. The paid portion of the leave is limited to a total of six weeks for maternity leave or three weeks for adoption leave. If because of continuing medical reasons the mother's maternity leave is considered temporary disability leave, the father shall be limited to no more than twelve weeks of unpaid paternity leave.

5.1.8.5 Modified Service Leave

Modified service leave of up to a maximum of one semester for teaching faculty or six months for administrative or non-teaching faculty will be granted on request, to the primary caretaker of one's child or spouse. During this period, salary will be pro-rated to amount worked, with the restriction that the modified service must involve no less than 50 percent commitment. Allowable fringe benefits will continue with the retirement benefits being prorated as permitted by the individual faculty member's retirement plan to the percentage of effort worked. The College will contribute the employer's portion of any allowable health (up to twelve weeks if not previously used for maternity or adoption leave) and life insurance, so long as the employee continues to pay his/her premium portion.

5.1.8.6 Family Leave Without Pay

Family Leave without pay but with the continuation of allowable fringe benefits may be granted for a period not to exceed one year when circumstances in a faculty member's family, such as a need for additional maternity or extended parental leave or to serve as primary caretaker for a disabled or elderly adult, make it difficult for the faculty member to carry out assigned duties. Modified service leave and family leave combined should not exceed one year for the same incident.

NOTE: There is no compensation made for any unused leave at the time of separation from College employment or transfer to or from the classified system.

Tenure-track faculty members may request that family disability leave not be counted as part of the probationary period.

5.1.9 Leaves of Absence for State Employees on Military Duty

Faculty called to military duty should be placed on leave without pay by the department. If the faculty member is a twelve-month employee, the individual may use up to 22 days of annual leave before being moved to a non-pay status. Paid leaves of absence, which are limited to 15 working days per federal fiscal year, have now been defined to include training time.

5.1.10 Disability Leave

5.1.10.1 Short-Term Disability Leave

Temporary Disability Leave (sick leave) with salary and fringe benefits (if the employee normally receives such benefits) is available to members of the General Faculty on continuing contracts (members of the tenured and tenure-track and

General Faculties who hold ongoing contracts of one year or more); and other College Faculty members who have been employed for at least twelve months by the College or another agency of the Commonwealth and have been employed within the last twelve months on more than a half-time basis. Leave is available for the period of temporary disability for **up to six months or to the end of the contract period, whichever comes first.** This leave applies to the period of temporary disability caused by accident, ill health, pregnancy or childbirth and the recovery therefrom. During this period, the College will continue full pay and also continue health, life insurance and retirement contributions. At the discretion of the supervisor, a physician's verification of temporary disability may be required. Paid leave under this policy will be deducted from accumulated sick leave as described in Section 5.1.7 and annual leave balances as described in Section 5.1.6.

ORP Disability

By selecting the Optional Retirement Plan you will have Short-Term Disability and Long-Term Disability with The Standard Insurance Company. If employees are unable to return to work before short-term disability benefits are exhausted their position will no longer be held to return to work. If employees are able to return to work at the University after the short-term disability benefits have expired it must be through the competitive hiring process.

Short-Term Disability - University Staff (excluding faculty who elected to switch to University Staff)

For *University Staff* (excluding faculty who elected to switch to University Staff), in the ORP STD plan, salary will be continued on a graded schedule that phases benefits over time with the intention of easing the transition to Long Term Disability where the end income of the STD is nearer to the income replacement level of the LTD. The ORP disability plan has a 5 business day waiting period before the benefit coverage begins. For University Staff, incidental use of leave for short-term absences of less than five days, such as two sick days for the flu or one day off to care for a sick child, will be charged to the University Staff leave program balance.

University Staff (excluding faculty who elected to switch to University Staff)

Eligibility	Waiting Period	100% of Salary	80% of Salary
Immediate	5 days	25 workdays (200 hours)	Through the 180th calendar day of disability

Short-Term Disability - Faculty (including faculty who elected to switch to University Staff) Short-term disability is generally described as a type of "sick" leave for absences of more than five days, including maternity leave. Current and future faculty employees (including those A&P faculty who convert to University Staff) will retain the 100% salary continuation for the approved leave period with no waiting period.

Eligibility	100% of Salary	80% of Salary
Immediate	180 calendar days	0 days

5.1.10.2 Long Term Disability Leave

Members who participate in the ORP are eligible to receive income replacement benefits in the event they become totally disabled from The Standard Disability Benefit Plan. Total disability is defined by The Standard as the "inability of the employee, by reason of sickness or bodily injury, to engage in any occupation for which the employee is reasonably fitted by education, training or experience." The benefit begins at the end of the STD period and continues for the duration of the disability or until normal Social Security retirement age.

The plan provides a Monthly Income Benefit that is equal to 66-2/3percent (offset by any social security or workers' compensation benefits) of the covered member's monthly salary, but not to exceed \$20,000 monthly. The plan also includes an annual 3 percent cost-of-living increment and continued contributions to the Optional Retirement Plan.

[Request for LTD Conversion](#)

5.1.11 VRS Disability

Hired on or after July 1, 2008

When you become employed as a full-time or part-time salaried state employee and are enrolled in VRS, you are enrolled in the [Virginia Sickness and Disability Program \(VSDP\)](#). If you were hired on or after July 1, 2009, you must complete one year of continuous employment before becoming eligible for short-term and long-term disability coverage for non-work related illnesses or injuries.

Short-Term Disability

VSDP Income Replacement – Non-Work Related Disabilities

Date of Hire after July 1, 2009

Months of State Service	Workdays of Income Replacement at 100%	Workdays of Income Replacement at 80%	Workdays of Income Replacement at 60%
Less than 12	0	0	0
13-59	0	0	125
60-119	25	25	75
120-179	25	50	50
180 months or more	25	75	25

Hired after January 1, 1999 and before July 1, 2009

An employee covered by the Virginia Retirement System and hired after January 1, 1999 and before July 1, 2009 will have sick leave and short and long-term disability benefits provided by the Virginia Sickness and Disability Program. The number of sick leave days and percentage of income replacement is defined by the number of months of State service.

The short-term disability benefit starts at 100 percent of pay, reducing to 80 percent and ending at 60 percent based on years of service. The long-term disability benefit is 60 percent regardless of months of State service. There is no cost to the employee for this disability benefit.

VSDP Income Replacement – Non-Work Related Disabilities			
Date of Hire before July 1, 2009			
Months of State Service	Workdays of Income Replacement at 100%	Workdays of Income Replacement at 80%	Workdays of Income Replacement at 60%
Less than 60	5	20	100
60-119	25	25	75
120-179	25	50	50
180 months or more	25	75	25

[How to Initiate a Claim with UNUM](#)

VRS Long-Term Disability

You may be eligible for long-term disability benefits if your medical condition is expected to extend beyond 125 workdays of short-term disability. Benefits cover those in a return-to-work

program who can work 20 or more hours a week but cannot perform their full duties at their regular schedules and those who are unable to work at all or only up to 20 hours a week.

Benefits

Long-term disability provides an income replacement of 60 percent of your annual compensation, including any salary increases applied during your short-term disability. Payments are adjusted if you receive payments or income from other sources or other disability programs.

COLA for Long-term Disability Benefits Effective July 1, 2008: 2.8%

After you have been on long-term disability for a full calendar year (January 1 to December 31), you may be eligible for a cost-of-living adjustment (COLA) July 1 of the following year. Upon recommendation of the program actuary, the VRS Board of Trustees sets the COLA amount each fiscal year.

Catastrophic Disability Benefits

If your disability becomes catastrophic, your income replacement level will be at 80 percent for the duration of the catastrophic condition. To qualify, you must be unable to perform at least two out of six Activities of Daily Living: bathing, dressing, eating, maintaining continence, toileting and getting in and out of bed and chairs.

5.1.12 Accidental Death and Dismemberment Insurance

ORP AD&D

ORP members who are **full time** employees, are eligible to purchase CIGNA Accident Insurance. The CIGNA plan provides coverage for death or dismemberment for accidental causes if permanent total disability or death results within one year of the accident.

Participants may select benefits, in multiples of \$5,000, between the minimum of \$25,000 and the maximum of \$200,000. The amount may not exceed ten times the participant's annual salary. Members also may select coverage for a spouse and dependent children at a reduced benefit level. Coverage under the CIGNA plan terminates on the last day of the month in which active service terminates.

VRS AD&D

For VRS members, Accidental Death and Dismemberment Insurance is provided for no additional cost. In the case of accidental death, this amount is four times your annual salary, rounded to next \$1000 if the amount is not a round number. Accidental death and dismemberment insurance benefits are payable if you sustain bodily injuries while you are actively employed, through violent, external, and accidental means and as a direct result, you lose your life, limb or eyesight within 90 days of the accident. Information is available on the [VRS Website](#).

5.1.11.3 Long-term Care Insurance

Basic VSDP Long-Term Care

If you are enrolled in VRS Plan 1, VRS Plan 2, or the Hybrid Retirement Plan and participate in the **Virginia Sickness and Disability Program (VSDP)**,

you are covered under the [Basic VSDP Long-Term Care Plan](#) at no cost to you. The maximum daily benefit amount is \$96 with a lifetime maximum of \$70,080. Members with VSDP LTC call 1-800-761-4057 to start a claim.

Voluntary Group Long Term Care

You have the option of purchasing additional coverage through the Commonwealth of Virginia Voluntary Group Long Term Care Insurance Program. In addition to enrolling yourself, you can include your spouse, adult children, parents, parents-in-law, step parents, step parents-in-law, grandparents, grandparents-in-law, step grandparents and step grandparents-in-law who are between the ages of 18 and 79.

Most of us don't think about long-term care as a part of long-range financial or retirement planning. But most medical insurance plans don't cover long-term care services such as nursing home care or at-home care to assist with bathing, eating or other activities of daily living. The Voluntary Long Term Care Program helps with these costs, which could quickly deplete savings and retirement income.

You are eligible to enroll in the Commonwealth of Virginia Voluntary Group Long Term Care Insurance Program if:

- State employee or faculty member who works at least 20 hours a week;
- School instructional or management employee or political subdivision employee who works at least 20 hours a week, provided your employer has elected to participate in the program;
- Deferred member who is vested (you have at least five years of service credit)
- Retiree receiving a VRS-administered benefit; or
- Retiree of a Virginia public college or university.

This long-term care insurance plan is overseen by the state's Department of Human Resources Management.

5.1.13 Social Security

All employees of the University must pay Social Security taxes, except regularly enrolled students and exchange visitors with an F1 or J1 Visa. The employee's share of the cost of Social Security is withheld from each paycheck until the employee's gross salary reaches the Social Security earnings base. The University matches the contribution to the program.

5.1.14 University of Virginia Community Credit Union, Inc.

The University of Virginia Community Credit Union is a not-for-profit, member-owned Virginia Corporation. Its mission is to provide a wide range of professionally managed financial services responsive to the members' needs. The Board of Directors and Committees are made up of member volunteers. Each member of the U.Va. Community Credit Union has the right to vote (and/or be nominated) in the Board of Directors' elections.

Employees are eligible for membership if they are full-time, part-time or retired employees or officers of the University of Virginia, a relative of a current Credit Union member, or an employee of other University affiliated organizations.

Membership benefits include Savings (Share) Accounts, Checking (Share Draft)

Accounts, Christmas Clubs, Federal Insurance, Direct Deposit/Payroll Deduction, Dividends, Share Certificates, Life Savings Insurance, IRAs, personal and automobile loans, home equity loans, and VISA. The Human Resources Office has applications and brochures or you may visit their website at uvacreditunion.org or call toll-free at 888-887-9136.

5.1.15 Worker's Compensation

Under certain conditions, the Virginia Worker's Compensation Act (Title 65.2) provides compensation and medical treatment to faculty members in the event of an injury by accident or an occupational disease arising out of and in the course of employment. All accidents or occupational disease must be reported **immediately** upon occurrence to your supervisor and to the Human Resources Office.

5.1.16 Benefits for Faculty on Leave of Absence

Benefits during leaves of absence depend on type and duration of leave. **Faculty members should contact the office of the Provost or the UVa-Wise Human Resources office for detailed information.**

Faculty called to military duty should be placed on leave without pay by the Provost. If the faculty member is a twelve-month employee, the individual may use up to twenty-two days of annual leave before being moved to a non-pay status. Paid leaves of absence, which are limited to fifteen working days per federal fiscal year, have now been defined to include training time.

5.1.17 Faculty Benefits After Termination of Service

Faculty members who plan to terminate employment must contact the Human Resources Office within thirty days of termination. Terminating employees and dependents who lose eligibility for coverage may have the option to extend continuous health care coverage through enrollment in Extended Coverage under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA). For more information and to apply for COBRA coverage contact UHR Benefits Division at 434-924-4392 or the UVa-Wise Office of Human Resources at 276-328-0142. An exit interview will be scheduled to discuss faculty benefits. Go to <http://www.hr.virginia.edu/hr-for-you/medical-center/mc-benefits/cobra/> for more information on COBRA.

5.1.18 Unemployment Compensation

Unemployment compensation is granted through the Virginia Employment Commission and entitlement to benefits is determined on the basis of separation information received from the College and the former employee. Should either party disagree with the commission's determination, an appeal may be filed and a hearing held at the Virginia Employment Commission office.

Unemployment compensation to faculty is not allowed between terms (May to September) or over an extended holiday such as at Christmas/Hanukkah.

5.1.19 U.S. Savings Bonds

Any salaried employee, full-time or part-time, may purchase U.S. Savings Bonds through payroll deduction. Contact the UVa-Wise Human Resources Office for details and applications. Go to www.savingsbonds.gov for more information. Any salaried employee, full-time or part-time may establish a payroll deduction to purchase U.S. Treasury Securities, including Savings Bonds, through TreasuryDirect. More information can be found at TreasuryDirect.

5.1.20 UVA Faculty and Employee Assistance Program (FEAP)

The University through FEAP offers *employees and their families' assessment, brief counseling, referral, and follow-up with common concerns at no cost to the employee*. Please call FEAP at 434.243.2643 to speak with a counselor or visit their website at <http://www.healthsystem.virginia.edu/pub/feap>

5.1.21 Wellness Program

Changes in your lifestyle can have a big impact on your health. The CommonHealth employee wellness program strives to make a difference in the health of employees and the workplace by integrating health into the work culture. More than 40 different health promotion services are offered to state agencies, including fitness and stress management, personal health and safety, and weight control and nutrition.

5.1.22 Hooswell Programs

The University of Virginia cares about your health. When you're healthy, you have the energy and focus to do your best work. We want to help you stay healthy. That's why we've invested in comprehensive wellness programming that helps you know more about your current health status and how to make improvements. Hoo's Well provides strategies to support better health and well-being through every stage of life.

Hooswell offers many programs and/or monetary rewards and incentives to eligible participants to include fitness challenges, Weight Watchers at Work programs, financial wellness check-ups, tobacco cessation coaching, maternity management, free and/or reduced medications, as well as providing support and advice with access to trained nurse coaches for many health conditions. Go to [Hooswell Go To Guide](#) for more information. You may also visit the [Hooswell website](#) for up-to-date fitness challenge information.

5.2 Education Benefits Program

5.2.1 Tuition Benefits Program Overview

The University supports employee career development, including education, vocational and professional development. Educational and career development opportunities encourage growth and commitment from employees, often resulting in greater engagement, enhanced capabilities and improved performance.

In addition to numerous training and development programs, the University also offers \$2000 per employee per calendar year in tuition benefits for academic and related coursework, including vocational and professional development opportunities. Education Benefits may be used for academic degrees or courses at UVa and other accredited institutions, and non-credit courses, certificates and licenses at UVa and other education providers. Enrollment in the program is through [Employee Benefits Self-Service](#).

Schools and departments may provide additional departmentally-funded financial support by providing a PTAO that will be charged for the amount approved by the department.

While the Education Benefits program does provide funding for part-time employees as described below, the primary purpose of the program is to support full-time employees who are part-time students. The program is not intended to support the coursework of full-time students.

The University encourages employees to explore the rich educational, vocational and professional development opportunities available on-Grounds, locally, regionally and on-line. [Career Services](#) is available to meet with University Academic Division employees and managers to advise on career development and educational, vocational and professional development choices. These services are available without fees; they are a benefit to University Academic Division employees.

5.2.2 Program Details

Each **calendar year**, under the Education Benefits Program, eligible employees will have access to a defined benefit amount available from a central University fund, currently \$2000. Schools & departments may provide additional, departmental funds to eligible employees.

A. Centrally-funded Education Benefits

Full and Part-time employees, including classified and university staff, faculty, and professional research staff with one year of benefits-eligible service, are eligible for the centrally-funded Education Benefits Program and are subject to all other terms of the Program. Part-time is defined as at least 20 hours per week or 50% effort. The period of service is measured from date of hire to the first day of the course.

For each eligible employee, the University will pay up to \$2000 per calendar year for eligible, approved education, undergraduate, graduate, professional or vocational study. An employee may use all or part of the amount during one semester, or throughout the calendar year. The defined benefit amount is subject to change. Payment will be made for tuition, registration, exams and laboratory fees. Fees normally required at registration are considered part of registration and will be paid. Generally tuition will be paid at the in-state rate when applicable. Other fees, including but not limited to drop fees, application fees, special course fees, and expenditures for books or study materials are not eligible for reimbursement. Room and board are also ineligible fees.

What is Covered

Education and professional development opportunities are eligible under the Education Benefits Program when the courses or degree programs meet at least one of the following criteria:

- Job related
- Support the developmental plan of an employee's Lead@ performance management process
- Career growth related
- Required for a job-related degree program (all undergraduate degree programs and courses are considered job-related)
- Required for job related professional certification or license

Participants are expected to provide supporting documentation of payment and completion/participation. See [Compliance](#) for more specific information.

B. Departmentally-Funded Education Benefits

Departments may choose to financially support eligible employees' education, vocational and professional development beyond that which is centrally funded through the University. Benefits-eligible full-time and part-time employees, including classified and university staff and faculty, are eligible for departmentally-funded education benefits after 90 days of service. Part-time is defined as at least 20 hours per week or 50% effort. Adjunct faculty, professional research staff, temporary and wage employees are also eligible after 90 days of continuous service. The period of service is measured from date of hire to the first day of the course.

Employees must meet [eligibility requirements](#).

School and Departments must administer departmental-funds equitably and uniformly. Guidelines and procedures must be communicated to employees.

For employees who have been contemplating a UVa degree but hadn't started yet, our educational contract program may be a viable option. This program involves a contract with your department which has agreed to fund your education and you, in return, agree to stay as an employee at UVa or in your own department, typically for 24 months after you complete your degree. If you are interested in pursuing this option contact your supervisor.

Payment will be made for tuition, registration, exams and laboratory fees. Generally tuition will be paid at the in-state rate when applicable. Other fees, including but not limited to drop fees, application fees, special course fees, student activity fees, technology fees, and expenditures for books or study materials are not eligible for reimbursement. Room and board are also ineligible fees.

C. Excluded Participants

Student workers are not eligible for Education Benefits.

D. Separation from Employment

If the employee separates from the University for any reason, classes approved that are centrally- or departmentally-funded under the Education Benefits Program and scheduled for completion during the last semester of employment may be completed subject to Performance Standards and Compliance. The employee is no longer eligible for the Education Benefits Program effective the academic semester following the date of separation.

E. Performance Standards

Employees are expected to attend and satisfactorily complete education undertaken through the Education Benefits Programs. Employees who take a class for a grade or credit must receive a passing grade. For all other education opportunities, employees must be able to demonstrate successful completion.

- If you do not satisfactorily pass the course with a C-minus or better, you must notify UHR within a month of receiving your grade or status (including unsatisfactory or withdraw). You will be required to repay funds received. See [Compliance](#) for more specific information.

5.2.3. What is Covered

Education and professional development opportunities are eligible under the Education Benefits Program when the courses or degree programs meet at least one of the following criteria:

- Job related
- Support the developmental plan of an employee's Lead@ performance management process
- Career growth related
- Required for a job-related degree program (all undergraduate degree programs and courses are considered job-related)
- Required for job related professional certification or license

ESL, GED, Literacy and related classes are eligible for the Education Benefits Program. Academic coursework for undergraduate or graduate degrees, certification, licenses or professional academic credit must be taken from regionally accredited higher education institutions.

Classes in support of vocational studies, such as technical or technology studies, are eligible when they support career development or preparation for a career. Classes that support professional career development directly or indirectly, i.e., support the employee's job, or career development are eligible.

Employees may take up to two UVa courses per semester through the School of Continuing & Professional Studies.

5.2.4 What is Not Covered

The Education Benefits Program is not intended to cover workshops or professional conferences, which are more appropriately funded at the School and Department level. However, if certification or credits can be obtained, then only the instructional portion of the conference or workshop will be eligible for reimbursement with central funding. Meals, transportation, lodging, and materials will not be covered.

Courses involving sports, games, or hobbies will not be covered unless they:

1) have a reasonable relationship to the business of your employer or 2) are required as part of a degree.

Payment will be made for tuition, registration, exams and laboratory fees. Fees normally required at registration are considered part of registration and will be paid. Generally tuition will be paid at the in-state rate when applicable. Other fees, including but not limited to drop fees, application fees, ~~and~~ special course fees, and expenditures for books or study materials are not eligible for reimbursement. Room and board are also ineligible fees.

Academic coursework must be taken for a grade or credit. Auditing is not permitted.

5.2.5 Attendance during Work Hours

The University encourages supervisors and managers to support employee utilization of education benefits and adjust work schedules to facilitate eligible employee attendance to the extent possible.

- Full-time, salaried, classified and university staff and professional research staff - If a course is job-related and offered during working hours, supervisors are encouraged to release full-time salaried classified and university staff and professional research staff from work duties to attend a course, up to “three semester credit hours” (i.e., actual class time for a three credit course) during a standard semester (fall, spring, summer). In such cases, class time is recorded as “Educational leave”.
- Adjunct faculty, part-time, salaried, classified and university staff, professional research staff, temporary and wage employees - must take non job-related courses during non-working hours, or adjust work schedules to attend courses during non-working hours. Supervisors are encouraged to adjust work schedules as far as practical to permit attendance.
- Full-time and part-time salaried faculty - There are no restrictions on attendance during working hours.

It may not be practical to grant time off to all employees who request it for classes because of pressing workloads or other legitimate business reasons. In these cases, the needs of the business shall prevail. Supervisors may request an employee to adjust his/her work hours or not permit attendance during work hours for work-related reasons.

If an employee disagrees with a supervisor’s denial of time off, the employee may appeal the decision to the dean, director, or department head, with the final appeal level being the relevant vice president.

5.2.6 Academic Restrictions

The total number of academic credits for coursework per standard semester, (fall, spring, and summer) whether centrally or departmentally funded, may not exceed 7 undergraduate credits, or 6 graduate credits. Exceptions to the maximum credit limit may be considered with approval by the relevant Vice President and University Human Resources.

Academic coursework must be taken for a grade or credit; auditing is not permitted.

Employees who use the Education Benefits Program in a degree-granting program must apply and be admitted to an accredited Institution. Employees who wish to take courses for academic credit must follow registration requirements and related procedures.

5.2.7 Payment and Compliance

Employees are responsible for monitoring their use of the Education Benefits Program to ensure that payment limits are not exceeded and that they are in compliance with program requirements. **Participants are expected to provide supporting documentation of payment and completion/participation no later than one month after completion of the course.**

How to provide proof of payment and completion/participation:

- Log on to [Employee Benefits Self-Service](#).

- Under History tab, choose the corresponding Education record on the left and click ‘Upload Proof’ on the top right

- Choose the file to upload and click ‘Save changes’

If proof of completion is not submitted, repayment of the benefit is expected.

If a course is canceled or you have to drop a course and repay the money, you must contact University Human Resources within **one month**. You should request that the amount be withheld from your next paycheck by e-mailing AskHR@virginia.edu.

The University conducts program audits on a regular basis to ensure eligibility and program compliance. An employee may be required to repay the Education Benefits Program for the cost of Education Benefit assistance and/or lose eligibility for further Education Benefit assistance if he/she:

- does not pass the course with a C-minus or better
- does not satisfactorily finish an Incomplete
- fails to successfully complete a non-credit course, certificate or license
- has requested payments that exceed Program limits
- receives funds that are not applied directly and in a timely manner to the requested education benefit

Employees approved for the education benefit and also receive a student loan, must immediately begin repayment of the student loan or the tuition itself ensuring that the education benefit they received is directed towards the tuition or the student loan.

Employees who do not inform UHR of any of the above circumstances may face disciplinary action, up to and including termination, will be required to repay the Education Benefit, and may lose eligibility for future Education Benefit assistance.

5.2.8 Taxability

Per Internal Revenue Code Section 127 and IRS guidelines, the value of education benefits furnished by the University to you pursuant to the educational assistance program that exceeds \$5,250 in a calendar year (October to October) is considered taxable income to you. The University must include this amount as taxable income on your Form W-2 (Box 1) and must withhold social security and medicare taxes from your paycheck on that taxable amount. You will be required to pay any associated federal and state taxes when you file your tax return. Please contact the HR Service Center at 434.982.0123 with any questions.

COLLEGE POLICIES

CHAPTER SIX

The policies described in this section apply to all faculty and staff of The University of Virginia's College at Wise. Policies may change before the next edition of the Faculty Handbook is available. Faculty and staff are responsible for being aware of and following all current policies. Links to the policies below are provided where available. For the most up-to-date information please consult these links or the appropriate vice chancellor.

6.1 NON-DISCRIMINATION POLICY

The College recognizes that it is important to coordinate this policy with other existing policies related to harassment and discrimination knowing that harassment related to an individual's sex, sexual orientation, or gender expression can occur in conjunction with misconduct and harassment related to a person's race, ethnicity, national origin, religion, age, pregnancy or parenting status, disability, or other protected status. Therefore, when a report is made of harassment or discrimination based on sex as well as harassment or discrimination based on some other protected status, the College will use all applicable policies respectively to address the reports and will coordinate the investigation and resolution efforts.

The College is committed to maintaining an environment free from harassment and discrimination for everyone and does not discriminate on the basis of race, sex, national origin, religion, sexual orientation, gender identity or expression, or any other protected status. Further, the College does not discriminate on the basis of sex in any educational, employment, or extracurricular activity. Sexual misconduct, as described in this policy, is a form of sexual harassment, which is a form of discrimination and is prohibited by Title IX of the Education Amendments of 1972. Domestic violence, dating violence and stalking also are prohibited conduct as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Violence Against Women Reauthorization Act of 2013.

An individual violates this policy when: (1) submission to unlawful conduct is made as express or implicit term or condition of an individual's employment, performance, appraisal, or evaluation of academic performance; or (2) unlawful conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, humiliating, or offensive working or learning environment.

*Employees should seek further information regarding equal opportunity, disability, harassment, discrimination and retaliation that **is NOT Sexual Misconduct related** with:*

Stephanie Perry, Director of Human Resources | The University of Virginia's College at Wise |
1 College Avenue | Wise VA 24293 | 276-328-0240 | Email: stephanie.perry@uvawise.edu

UVA Office of Equal Opportunity Programs | Washington Hall, East Range | P.O. Box 400219
Charlottesville, VA 2290 | Telephone: 434-924-3200 | Fax: 434-924-1313

Students, faculty, and staff may direct questions and concerns regarding accommodations for

persons with disabilities to the ADA Coordinator. The Section 504 Coordinator and the College's Americans with Disabilities Act (ADA) Coordinator is:

Whitney Wells, ADA Coordinator | The University of Virginia's College at Wise | Zehmer Hall
Wise, Virginia, 24293 | 276-328-0177 | Email: wew3x@uvawise.edu

6.2 DISCRIMINATORY HARASSMENT²⁵

As an employer and institution of higher learning, UVa-Wise seeks to discharge its legal responsibilities as well as serve its diverse and talented community through fair and responsible application of this policy. This policy does not allow curtailment or censorship of constitutionally protected expression, nor does it attempt to address behaviors that do not constitute discriminatory harassment. Offensive workplace behavior that violates this policy should be addressed by the appropriate supervisor or office.

6.2.1 Definition of Discriminatory Harassment

Discriminatory harassment is contrary to College policy and may also be illegal. The College defines discriminatory harassment as:

1. Conduct that conditions a person's employment, enrollment as a student, or participation in College activities on that person's age, color, disability, sex(including pregnancy), national or ethnic origin, political affiliation, race, religion, sexual orientation, or veteran status, unless otherwise permitted or required by applicable law; or
2. Employment or academic decisions made in retaliation for a person's unwillingness to submit to such conduct, or benefits or privileges provided as a result of such submission; or
3. Conduct of any type (oral, written, graphic or physical) directed against a person because of his or her age, color, disability, sex(including pregnancy) national or ethnic origin, political affiliation, race, religion, sexual orientation, veteran status, or participation in a College, state, or federal discrimination investigation and which also unreasonably interferes with the person's work or academic performance or participation in College activities, or creates a working or learning environment that a reasonable person would find threatening or intimidating.

A person must be in a position of authority to act on behalf of the College (for example, a supervisor with respect to an employee, or a faculty member with respect to a student) for parts 1 or 2 above to be applicable. Part 3, however, does not require that a person misuse College-delegated authority, and applies whenever such conduct by any person while on College grounds or during College activities interferes with work or academic performance or participation in College activities, or creates a working or learning environment that would be threatening or intimidating to any reasonable person under the same circumstances. Nothing herein overrides existing College policy, or circumscribes the authority of the College to establish policy that is not otherwise contrary to law.

6.2.2 Responding to Harassment

If you believe you are experiencing treatment that violates this Policy, you may take the following steps:

²⁵ Revised 11/20/14

1. If possible, clearly tell the harasser to stop. Make a note of what happened, what you did, and when.
2. If you cannot or do not wish to confront the harasser, or your efforts did not stop the conduct, you should contact your supervisor, the department chair, or a faculty advisor for help.
3. You may also contact the Office for Equal Opportunity and Civil Rights at any time whether or not you have taken the above steps. EOCR is the office responsible for receiving and addressing discriminatory harassment complaints. You may seek informal help or information from EOCR, or you may file a formal complaint. Information on the complaint process is provided below.
4. Regardless of whether you have done any of the above, you may contact a state or federal office authorized to receive complaints of discrimination. EOCR can provide information on how to contact these offices. You may contact the University of Virginia EOCR office toll-free at 888-882-9258 or by email at uvaecr@virginia.edu.

6.2.3 Supervisor Responsibilities

Supervisors are responsible for communicating the College's Policy on Discriminatory Harassment to employees, and for taking action when they observe or hear of incidents that may violate this Policy. A supervisor must:

1. Be receptive and open to concerns of harassment. Know and be able to explain the College's policy and employees' or students' options.
2. Take action suitable to the circumstances, which may include among other things, talking to persons involved or witnesses, examining other evidence, or arranging for training.
3. Contact EOP for assistance or to refer matters that have not been resolved.
4. Make sure that persons who have raised concerns of discriminatory harassment in good faith are not subject to retaliation.
5. Monitor situations that have been addressed, and follow-up if necessary.

Note: Supervisors who do not appropriately handle reports or incidents of discriminatory harassment or retaliation, or do not refer them to EOP, will be subject to disciplinary action. All supervisors and faculty members should complete Discriminatory Harassment training. The training is available on-line at <http://eocr.virginia.edu/>.

6.2.4 Formal Complaint Process

Formal complaints of discriminatory harassment may be filed with the Office of Equal Opportunity Programs. EOP's procedures for processing harassment complaints are described in the brochure entitled "Discrimination Complaint Procedures," which is also available on the website at <http://eocr.virginia.edu/>

EOP requires that complaints be in writing and made within 300 days of the last allegedly discriminatory action, but both requirements may be waived at EOP's discretion under appropriate circumstances.

EOP will:

1. Respond to every complaint of discriminatory harassment;
2. If investigations are conducted, act impartially considering the interests of all parties;

3. To the extent practicable and legal, protect the privacy of all parties and the confidential nature of the complaint; and

4. In the case of formal complaints that are not resolved through negotiation, issue a report to both parties and the relevant Vice Chancellor containing findings and conclusions, and recommending appropriate actions depending upon the circumstances.

For further information regarding equal opportunity, disability, harassment, discrimination and retaliation that is **not sexual misconduct related** please contact:

Stephanie Perry, Resource Center, UVa-Wise, 1 College Avenue, Wise VA 24293
Phone: 276-328-0240 | Email: stephanie.perry@uvawise.edu

6.3 SEXUAL MISCONDUCT UNDER TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

<http://www.uvawise.edu/uva-wise/administration-services/compliance/>

UVa-Wise is committed to maintaining a respectful and professional academic and working environment for students, faculty, staff, and visitors. This includes having an environment free from unlawful sexual misconduct. So that the College may continue to foster a climate of respect and security on campus as it relates to preventing and responding to acts of sexual misconduct, it maintains a Sexual Misconduct Policy that applies to all settings and activities of the College, whether on campus property or off campus.

6.3.1 Definition of Sexual Misconduct

This policy covers all students, employees and other individuals who have a relationship with UVa-Wise that enables the College to exercise some control over the individual's conduct in places and activities that relate to the College's work (e.g., contractors, vendors, etc.). Sexual misconduct, as described in this policy, is a form of sexual harassment, which is a form of discrimination and is prohibited by Title IX of the Education Amendments of 1972. Domestic violence, dating violence and stalking also are prohibited conduct as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Violence Against Women Reauthorization Act of 2013.

An individual violates this policy when: (1) submission to unlawful conduct is made as express or implicit term or condition of an individual's employment, performance, appraisal, or evaluation of academic performance; or (2) unlawful conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, humiliating, or offensive working or learning environment.

6.3.2. Policies and Procedures Related to Sexual Misconduct

The policy on Sexual Misconduct, including procedures for reporting, may be found at <http://www.uvawise.edu/compliance/sexualmisconduct>

For further information regarding sexual misconduct please contact:

Tabitha Smith, Title IX Coordinator & Director of Compliance Programming
Office of Compliance and Conduct
1 College Avenue, Wise VA 24293
Office: 276-328-0131 | Cell: 276-870-5065 | Email: tabitha.smith@uvawise.edu

6.4 CONFLICT OF INTEREST POLICY

<http://provost.virginia.edu/node/67>

Faculty members are public officials whose professional activities may create situations in which their private or personal interests are potentially in opposition to their official responsibilities. A faculty member must be sensitive to the potential for conflict of interest situations, or the appearance of such, and act in a manner to minimize their effects.

As a matter of state law and College policy, it is the responsibility of faculty members to avoid being in a position of authority over a spouse, a member of the immediate family or an individual sharing the same household who also is employed by the College. A faculty member and his or her spouse or another member of the immediate family may both be employed by the College, so long as the faculty member does not exercise any control over the employment conditions and activities (such as initial appointment, retention, promotion, tenure, salary, leave of absence, grievance advantage) of the spouse or relative. Furthermore, the state Conflict of Interests Act permits dual employment of spouses or other immediate family members, in the following limited circumstances: (a) if both the employee and the family member are in teaching, research, or administrative support positions; (b) if the Board of Visitors finds that it is in the best interests of the institution and the Commonwealth for such dual employment to exist; and (c) if the Board of Visitors ensures that neither the employee nor the family member supervises, evaluates, or otherwise participates in personnel decisions regarding the other.

As a matter of sound judgment and professional ethics (see Section 4.10.2), faculty members have a responsibility to avoid any apparent or actual conflict between their professional responsibilities and personal interests in terms of their dealings or relationships with students. It is the responsibility of faculty members to avoid being placed in a position of authority - by virtue of their specific teaching, research, or administrative assignments - over their spouses or other immediate family members who are students at the College. It is also the responsibility of faculty members to avoid engaging in sexual relationships with or making sexual overtures to students over whom they are in a position of authority by virtue of their specific teaching, research, or administrative assignments. In this context, the term "faculty members" broadly includes all full-time and part-time College personnel who hold positions on the academic or general faculty, as well as all teaching fellows, graders, and coaches. These professional constraints derive from AAUP ethical standards and the College's policy prohibiting conflict of interests, in order to ensure that the evaluation of students is conducted fairly and without any perception of favoritism or bias. Equally compelling is the interest in avoiding potential harm to students as well as the liability that could occur, for example, if facts regarding a sexual relationship or sexual overture are demonstrated that support a legal claim of sexual harassment by either party.

The Conflict of Interests Act also currently contains other pertinent provisions. For example, a College employee may be allowed to have a contract with another state agency if the contract is awarded through a competitive process and the employee discloses the employee's personal interest in such a contract to the administrative head of that agency. Except under extraordinary circumstances, the College does not buy goods or services from faculty or staff members. Should an occasion arise where such a purchase appears to be in the best interest of the

College, the department must gain the approval of the Chief Operating Officer and the Provost. An employee is prohibited from soliciting or accepting money or any other item of value for performing official duties, except the compensation or expenses paid by the College. Under the Act, an employee of the College may not use for his own economic benefit confidential information not available to the public and acquired by reason of his/her position.

In accordance with the Act and the Ethics in Public Contracting section of the Virginia Public Procurement Act, College employees must not accept personal gifts of any kind, including food and beverages, travel, and tickets to sporting and cultural events, from firms with which the College does business. Gifts of goods or services to the College or to an employee cannot influence the selection of a vendor to provide goods or services to the College. Offers of incentives, free goods and services, gifts, and coupons must be reported to the Chief Operating Officer and the Provost.

The technical details of these and other conflict of interests situations are set forth in the *University of Virginia Policies and Procedures Manual* (<http://www.virginia.edu/uvapolicies/>) and in the *Code of Virginia* (<http://law.lis.virginia.gov/vacode>), which should be consulted by all faculty members who may be involved in any such situation. Failure to abide by the conflict of interest principles described above can have serious consequences. Violations of the employment-based restrictions contained in the State Conflict of Interests Act may lead to civil, and if willful, criminal penalties, as well as termination from state employment. Breaches of professional ethics standards (e.g., an abuse of the faculty member's authority over students) may also prompt disciplinary action.

6.5 FRAUDULENT TRANSACTIONS

A deliberate action to obtain an unauthorized personal benefit is a fraudulent transaction. This might include misappropriation of cash or property, unauthorized use of College property, unauthorized use of College employees to perform non-College business, or use of the College telephone system for personal long distance telephone calls. All personnel are responsible for reporting any fraudulent transactions to Campus Police, the Chief Operating Officer, and the Provost.

6.6 SOLICITATION OF GRANTS and CONTRACTS

<http://www.virginia.edu/finance/polproc/pol/viii1.html>

All solicitations of grants and contracts must be made in the name of "The Rector and Visitors of the University of Virginia" and authorized by one of the officials designated to sign sponsored program documents on behalf of the College. When processed in this way, the College is legally and financially responsible for fulfilling the contracted requirements of the sponsoring agency. Faculty members are not authorized to sign contracts on behalf of the College. Please refer to the policies and procedures set forth by the University regarding authorized personnel. An unauthorized person signing a contract in the College's name may be held personally liable for the contract.

All grant and contract solicitations must be cleared through College administrative channels before submission to a potential funding agency. The channels include the principal investigator who is proposing the research, the Department Chair, the Provost and/or the Academic Dean, and the Grants Administration Office. The Grants Administration Office serves as the liaison for the Office of Sponsored Programs for the University, therefore, they must be contacted at the start of

the grant process to ensure that all policies and procedures are followed, ensuring that the grant process flows through the processing channels in a timely manner. The Academic Dean and the Provost are responsible for certifying that the proposal is consistent with the educational and research objectives of the department and the College, that the faculty time allocated is appropriate, and that the various resources available to conduct the proposed research activities are adequate.

Prior to the submission of a grant solicitation, all documentation will be reviewed by the Office of Sponsored Programs to ensure that the grant or contract does not contain any restrictions or obligations that are contrary to College policies and procedures. The Grants Administration Office must submit the application to OSP a minimum of five working days prior to the grant or contracts due date to the funding agency. During this time the College will review if appropriation levels are sufficient to expend the funds if awarded, and if needed work with the Commonwealth of Virginia's Department of Planning and Budget to obtain sufficient appropriation. After approval by the Office of Sponsored Programs, it will then be submitted by the appropriate personnel to the grants' sponsors. If it is awarded, the award document will be reviewed by the Office of Sponsored Programs. Once the award is accepted by OSP, an account will be established for the receipt of the funds.

6.7 PATENT POLICY

As a condition of employment, the College requires all persons engaged in research to sign the Patent Policy Agreement. This agreement specifies the rights and obligations of both parties when a patentable product is produced in the course of research activities for which an employee has been compensated by or through the College or has used facilities owned, operated, or controlled by the College. The policy of the College is to consider and, where appropriate, assist in the patenting and commercial development of discoveries or inventions that are the product of College research. This policy is intended to provide incentive for creative intellectual effort, to ensure that the respective interests of the faculty member, the College, any supporting sponsor, and society are considered and protected through the development of fair contracts and procedures; to assist the researcher and the College to realize tangible benefits from inventions or discoveries; and to advance and encourage further research.

The faculty member is responsible for timely and responsible disclosure of potentially patentable inventions and discoveries. At present the policy provides that the inventor will receive 15 percent of the gross royalties that accrue from inventions for which the College obtains a patent. The College assigns patents to a patent management firm, such as the University of Virginia Alumni Patents Foundation, which negotiates licensing agreements and royalty rates. The College will normally relinquish any claim to an invention or discovery that is judged not to be a product of College-sponsored research. The *University of Virginia Policies and Procedures Manual* outlines the Patent Policy in much greater detail.

6.8 USE OF COPYRIGHTED MATERIAL

<http://records.ureg.virginia.edu/content.php?catoid=37&navoid=2044&hl=copying+copyrighted+material&returnto=search#copyright>

It is the policy of the College to respect the copyright protections given by federal law to owners of intellectual property, including books, journals, music, art, multi-media materials, digital materials and software ("Copyright-Protected Materials") It is against College policy for faculty, staff, or

students to use College equipment, services, or facilities to access, use, copy, reproduce, distribute, or display Copyright-Protected Materials except as permitted under copyright law. Application of the legal principle of “fair use” or other exemptions under the Copyright Act (Title 17 U.S.C) which protect many teaching and learning activities; obtaining the permission of the copyright holder; or receiving a license to use Copyright-Protected Materials; are ways to address the federal copyright requirements. It is the individual responsibility of faculty, staff and students to comply with this policy in all College programs and activities and in use of all College equipment, services, or facilities. The College Library and Information Technology can provide copyright guidance and information resources.

Copyright-Protected Materials include software, library, and other technology and information resources provided through the College for use by faculty, staff, and students. Such materials must be used for teaching, education, and research activities consistent with the licenses that have been entered into by the College.

Special requirements apply to public performance of motion pictures and videos. Federal law grants copyright owners the exclusive right to perform motion pictures in any “place open to the public or at any place where a substantial number of persons outside a normal circle of a family and its social acquaintances is gathered.” (United States Code, Title 17, Section 101). Students should be aware that dormitories, clubs, fraternities and sororities may also be “semipublic” places. Further information regarding the showing of videotapes can be obtained by contacting the Director of the C. Bascom Slemple Student Center at 376-1000.

Under federal law, violations of copyright law may result in civil and criminal penalties, including imprisonment. The College regards violation of its copyright policy as a serious matter. Any such violation is without its consent and is subject to appropriate disciplinary action or sanction ranging from loss of access to the relevant College services, resources, or property (including computing privileges) to dismissal or removal from the College as determined by applicable employment or student disciplinary policies. For other policies related to computer use, consult <http://www.uvawise.edu/oit/SecureComputing/Policies>

6.9 POLICY REGARDING INTELLECTUAL PROPERTY RIGHTS

Intellectual property rights at UVa-Wise are governed by University policy *RES-001*. This policy aims to balance the rights of faculty to their scholarly production and the interest of the institution in products that they have supported with significant university resources. This policy states in-part:

“This policy governs the respective ownership rights of the University and its employees in copyrightable material produced within the scope of employment. The “work-for-hire” rule in the Copyright Act gives the University ownership of the copyrights to works produced by its employees within the scope of their employment. The University cedes copyright ownership to the author(s) of scholarly and academic works (such as journal articles, books and papers) created by academic and research faculty who use generally available University resources. However, the University asserts its right of copyright ownership if significant University resources (including sponsor-provided funds) are used in the creation of such works, and: (a) the work generates royalty payments; or (b) the work is of commercial value that can be realized by University marketing efforts. The University retains a non-exclusive, royalty-free right to use for non-commercial purposes works produced by its employees while acting within the scope of employment even if copyright ownership is ceded to the author or authors.”

6.10 COMPUTING POLICIES

<http://www.virginia.edu/informationpolicy/>

6.10.1 Software Copyright Policy

It is the policy of the College to respect the copyright protection given by federal law to owners of digital materials and software. It is against College policy for faculty, staff, or students to use College equipment or services including, but not limited to the College network, to access, use, copy or otherwise reproduce, or make available to others any copyright-protected digital materials or software except as permitted under copyright law (especially with respect to “fair use”) or specific license.

The software provided through the College for use by faculty, staff, and students may be used only on computing equipment as specified in the various software licenses.

The College regards violation of this policy as a serious matter, and any such violation is without its consent and is subject to disciplinary action. Repeated violations will result in loss of computing privileges, among other sanctions.

6.10.2 Computer Usage Policy

Faculty, staff and students are required to abide by institutional computing policies. Current UVa-Wise computing policies may be found online at <http://www.uvawise.edu/oit/SecureComputing/Policies>. The Commonwealth of Virginia restricts the use of state-owned computer and network resources for accessing sexually explicit materials. More information on this subject can be found online in the link above and at <http://its.virginia.edu/policy/explicit.html>.

Everyone within the College community who uses College computing and communications facilities has the responsibility to use them in an ethical, professional and legal manner. This means that users agree to abide by the following conditions:

- Respect for intellectual property rights (e.g., as reflected in licenses and copyrights) and ownership of data.
- The integrity of the systems must be respected. This means that users of systems will not divulge passwords, pins, private keys or similar elements to anyone else, and they will not exploit sessions left open or otherwise misappropriate or steal the “identity” of another user.
- Privacy of other users must not be intruded upon at any time.
- Users must recognize that certain data are confidential and must limit their access to such data to uses in direct performance of their duties.
- The rules and regulations governing the use of facilities and equipment must be respected. Persons responsible for computing devices connected to the network will ensure that those devices are maintained in a secure state in accord with related policy.
- No one shall obtain unauthorized access to other users’ accounts and files.
- Peer-to-Peer networking is prohibited at the University of Virginia’s College at Wise. P2P networks include but are not limited to the following: Kazaa, Morpheus, Gnutella, eDonkey, BitTorrent, etc.

- No faculty member or department shall install, move or modify any networking equipment without the explicit authorization of the Office of Information Technology. This includes but is not limited to: WAPs (Wireless Access Points), routers, Hubs, Switches, etc.
- The intended use of all accounts, typically for College research, instruction and administrative purposes, must be respected.
- E-mail, College computers, and the College network cannot be used by individuals for commercial purposes or for personal gain.
- Employees may not use the College name in personal Web pages in any way that implies College endorsement of other organizations, products, or services.
- Users shall become familiar with and abide by the guidelines for appropriate usage for the systems and networks that they access.
- Respect for individuals' rights to be free of intimidation, harassment, and unwarranted annoyances.
- Access to College computing and communications equipment and facilities may be revoked for reasons including, but not limited to, attacking the security of the system, modifying or divulging private information such as file of mail contents of other users without their consent, modifying or destroying College data, or using the national networks in a manner contrary to the established guidelines. Revocation of access may be done at any time by College system administrators in order to safeguard College resources and protect College privileges.
- If abuse of computer systems occurs, those responsible for such abuse will be held accountable and may be subject to disciplinary action.

6.10.3 Retention of Computer Files

It is the responsibility of each individual user to backup, to an appropriate medium, and/or make a copy of any electronic mail and/or personal document that they deem important. The College regards electronic mail and network servers as a method and means to enhance communications and work flow among students, faculty and staff. It is not the responsibility or policy of the College to retain personal email and documents. All records should be retained in accordance with the College policy on records retention and disposition and the code of Virginia. Records that are retained by an individual, even if they are retained on an electronic medium, are subject to the Virginia Freedom of Information Act and the Privacy Act.

6.10.4 Data Security

It is the responsibility of every individual who uses the College computing network to protect and maintain a secure working environment. This includes privately owned computers that attach to the College network. These responsibilities include but are not limited to:

- Installing antivirus software and maintaining current virus definitions.
- Regularly backing up your data files on removable media such as CD-R,

DVD-R, external hard drives and flash drives. NOTE: More than one copy of important files is highly recommended.

- Do not share your login ID or password with anyone. (That includes writing them down on a “post-it” and attaching it to your monitor.)
- Abiding by all laws, policies and guidelines.
- Installing only properly licensed software.
- Reporting violators

Refer to Section 6.10.2 Computer Usage Policy for additional guidelines for securing the network. Anyone who has reason to suspect a deliberate or significant breach of established security policy or procedure should promptly report it to the Director of Information Technology at 276-376-4578 or send an email to abuse@uvawise.edu.

6.10.5 Privacy of Electronic Records

All users of electronic systems at the University of Virginia’s College at Wise have a right to electronic privacy. Within reason, all College systems and services will be protected in a manner that provides security to users’ electronic information. No member of the administration, staff, or any other users will view, use or otherwise access personal user data except under the following conditions:

- (1) the owner of that information gives consent; or
- (2) Information Technology staff need to install updates or make repairs, in which case the staff will access only those files necessary to complete the task; or
- (3) sufficient cause exists, based upon a violation or suspected violation of College policy, University policy, federal and/or state law.

All College electronic equipment is the property of the institution. Therefore, UVa-Wise and the University of Virginia reserve the right to retain, analyze, and hold as evidence any computer, component, or device necessary to the investigation of possible violations of UVa-Wise policy, U.Va. policy, state and/or federal law. This aforementioned privacy statement does not cover routinely bounced messages; however, the Office of Information Technology will employ extreme discretion when dealing with bounced email messages from its users. All personnel and student information is subject to federal and state regulations on privacy and confidentiality.

6.11 SOLICITATION OR ACCEPTANCE OF GIFTS AND BEQUESTS

The term "gift" refers exclusively to private gifts or contributions from private sources including individuals, foundations, or corporations from which no goods or services are expected and in which no proprietary interests are to be retained by the donor.

The Office of Development and College Relations is responsible for encouraging financial support for the College and is staffed to advise and assist faculty, departments, and the College in securing greater private support. The development office is the general clearinghouse for all fund-raising activities throughout the College and is responsible for coordinating private fund-raising efforts. Before any program of fund-raising from private sources is initiated, plans should be discussed with the Office of Development and College Relations as well as appropriate academic leaders before approaching the Vice Chancellor for Development for approval.

Private contributions to the College may be for the general purposes of the College as a whole or for the specific use of the College, an individual department, a particular program, area of study, or facility. Gifts may be made directly to the College or to the University of Virginia's College at Wise Foundation.

6.12 POLICY ON OVERLOAD/CONSULTING

<http://provost.virginia.edu/node/49>

This policy sets an institutional maximum on the number of days that a faculty member may spend in paid professional activity while on faculty salary. The Provost may set lower limits in individual cases, but the institutional limits may not be exceeded. The following policy, administered by the Provost, applies to both Academic Faculty and Administrative and Professional Faculty. Full-time faculty members may consult for supplemental compensation outside of the College and, under exceptional circumstances, for internal overload responsibilities within the College as part of their employment contract. This privilege may not exceed an average of one day in seven calendar days during the period of academic employment. Faculty members who hold administrative appointments may undertake external consulting or internal overload responsibilities only with the approval of the Academic Dean and the Provost, or, in the case of the Academic Dean or a Vice Chancellor, the Chancellor.

External consulting is construed in the broad sense as outside professional activity in which faculty engage for compensation. Such activity should further the professional development of the individual in a way that will enhance the faculty member's contribution to the College. Only activities implied by the above definition are included in the consulting privilege of a fully-employed faculty member. Outside employment or self-employment that detracts from a faculty member's capability to carry out responsibilities as a full-time employee are in conflict with College policy.

The College has no interest in the amount of compensation faculty members receive from external consulting, but the Chancellor, acting through the Provost, is accountable for the *amount of time* that faculty devote to outside activities, for deciding questions about potential conflicts of interest, and for deciding if any outside activity will jeopardize fulfillment of the obligations assumed by election to the faculty. Therefore, faculty members are required to report the sources and extent of their consulting activities to the Academic Dean and the Provost on an annual basis.

Public service and activities in professional organizations that are related directly to an individual's position at the College are considered a normal part of the responsibilities of a faculty member, and they are not chargeable against the permissible consulting privilege.

The possibility of internal overload responsibilities that may be undertaken for supplemental compensation arises from the consulting policy and the needs of the College for delivery of continuing education, public service, and research programs that cannot be included within the normal duties of a faculty member. Faculty deliver most services as part of their ordinary duties, but when the intended task clearly lies outside of the faculty member's normal responsibilities, as determined by the Provost or the Chancellor, internal overload for supplemental compensation may be approved.

During the academic session when a faculty member is on regular salary, the total time permitted for *both* external consulting and internal overload assignments *together* may not exceed one day in seven. This is equivalent to 39 days during the regular academic session and 13 days during the summer, if the faculty member is employed during the summer. For teaching activities, a consulting day consists of both preparation time and contact teaching hours. Three contact teaching hours equals one consulting day under this policy. Both credit and non-credit activities are

computed on a contact hour basis, and the rates of pay are established annually by the Provost and the Chancellor.

A maximum of 50 contact hours of overload per semester is normally permitted for credit, non-credit, or a combination of credit and non-credit teaching. The Provost, with concurrence of the Chancellor, may approve up to the full consulting privilege of 58.5 contact hours for a given semester. The internal overload for a three-credit hour course is equivalent to 45 contact hours or 15 consulting days under this policy. The rate of compensation may vary up to a maximum 120 percent of the faculty member's daily salary rate, but in no case will the compensation per course exceed that authorized by the Provost and the Chancellor.

Faculty members who are employed full-time on salary or wages during the summer will normally be permitted to engage in 33 contact hours of overload activity, or a maximum of 39 contact hours with concurrence of the Provost. A faculty member's total compensation during the summer may not exceed 33 percent of the regular nine-month salary during the previous academic session, except for duties approved on an overload basis.

The Chancellor and the Provost are responsible for implementing these policies through established administrative procedures.

6.13 POLITICAL and CIVIC ACTIVITY

<http://provost.virginia.edu/node/68>

A faculty member is entitled to engage freely in political and civic activity. This engagement should be consistent with obligations as a teacher and scholar and with the principles of academic freedom. The political and civic positions assumed by members of the faculty are personal ones, and faculty members must ensure that they do not necessarily, nor even inferentially, imply that such positions are endorsed by the College. For this reason, a faculty member must avoid expressing such political and civic positions using College resources, i.e., letterhead stationery.

Many kinds of political and civic activity are consistent with effective public service and the College encourages such service. Some activities may involve so much time as to affect adversely the faculty member's ability to perform expected academic responsibilities. In that situation a faculty member should seek a leave of absence. The Provost and the Chancellor are responsible for determining whether a given kind of public service will require modification of a faculty member's full-time employment status or will require some form of leave of absence. Such a leave of absence, should it be required, shall not affect unfavorably the tenure status of a faculty member.

The Board of Visitors has established a policy on campaigning for and serving in an elected public office. A faculty member who becomes a candidate for the General Assembly must take a leave of absence without pay during both primary campaigns and general elections, and, if elected, during the time that the General Assembly is in session. Any other time devoted to legislative business must conform to the limits on consulting activity. A faculty member who holds an administrative position is governed by the same policy, except that a leave of absence must be taken from the administrative position during any election campaign, and, if elected, the administrative position must be relinquished at the beginning of the elective office.

6.14 GOVERNMENTAL RELATIONS

Any faculty member is free to communicate with members of the General Assembly or Congress, or other elected officials, but in doing so must be careful to distinguish *personal* opinion

from the position or policy of the College. In particular, a faculty member may not express such an opinion on College letterhead or by use of the College's name in a verbal presentation.

State law and directives from the Office of the Governor require the College to designate official spokesmen to represent its positions to the General Assembly and to coordinate its legislative proposals through the governor's secretaries. The Chancellor and his/her designees are the spokespersons.

6.15 PRESS AND COMMUNICATIONS

<http://provost.virginia.edu/node/69>

The College communicates its activities openly to the public, principally through mass media.

The Office of College Relations releases news, videotape and social media information about the College to the print and electronic media. Media requests for information should be directed to College Relations. An exception to this policy is sports information, which is handled by the Sports Information Director in the Athletics Department.

Departments and/or faculty who have news regarding conferences and events, recently published books, new research, awards, or other information of public interest should inform the Office of College Relations. The director will provide advice and consultation in planning external communications and media contacts. The Vice Chancellor for Development and College Relations, or his/her designee, is the official spokesperson representing the College in all emergency situations. All media calls must be directed to the spokesperson under emergency circumstances.

The Chancellor has responsibility for the College's compliance with the Virginia Freedom of Information Act. Faculty members are free to communicate with the media as private citizens in matters not directly related to the College.

Posters, brochures and other marketing material must be approved by College Relations before the material is distributed to the general public.

6.16 USE OF COLLEGE LOGOS AND STYLE GUIDE

The Rector and Visitors of the University own all names, nicknames, indicia, and logos identified with the College. UVa-Wise uses a marketing firm to monitor use of the trademarked logos, nicknames, and all names associated with the College.

The Office of College Relations is charged with drafting and maintaining the Style Guide, as well as setting procedures to carry out the guide's policies to meet institutional needs. The Office of College Relations will monitor policy, as well as resolve conflicts and answer questions regarding the policy.

All material to be printed using College funds must be printed by Printing Services, located in the Resource Center, who will assist departments by outsourcing any request that cannot be printed internally. It is the responsibility of the department to ensure Printing Services is given the appropriate amount of time to ensure the piece is printed in accordance with all College policies and procedures.

Every printed piece that will be distributed externally or on campus, uses any College logo or seal, or will have the signature of the Chancellor must have prior documented approval of the Office of College Relations prior to being submitted for printing. Attempts to circumvent this policy by printing a document yourself are prohibited.

No publications are exempt from the logo and identity standards. Any questions should be directed to the Office of College Relations.

For the complete policy regarding publications and visual identity guidelines for UVa-Wise, consult the UVa-Wise Style Guide, available from the Office of College Relations. Call 276-376-1027 or e-mail kls7ad@uvawise.edu for more information.

In an effort to present a cohesive graphic identity for UVa-Wise, departments and offices may not have their own logos. With help from the Office of College Relations, logos may be developed for special purposes, such as fundraising campaigns, special events, academic centers or programs, student recruiting events or projects, or special projects designated by the Chancellor.

6.17 WORK STOPPAGE BY FACULTY

Section 40.1-55 of the *Code of Virginia* provides that any employee who engages in a strike (by abstaining, impeding, or suspending activity of the employing agency) in concert with two or more other employees is considered automatically to have terminated employment. Such a person is not eligible for re-employment by the state during any part of the next twelve months.

6.18 PURCHASE ORDERS/REQUISITIONS

State statutes and policies control the procurement of all supplies, equipment and services. College Services implements all guidelines and procedures for carrying out these statutes and policies. Please contact your department secretary and/or College Services for these guidelines and procedures. Purchases made without proper approval and procedure could prevent the vendor from being paid through the use of state funds and require the individual placing the order to be held personally liable for payment to the vendor.

6.19 REIMBURSEMENT OF EXPENSES

With prior authorization from the director of College Services, certain expenditures that a faculty member may make are reimbursable. These include travel expenses on College business, authorized relocation or moving expenses. Reimbursement for Christmas cards, club membership, parking lot rental fees and parking tickets/fines are prohibited regardless of the source of funds. Other types of expenditures, such as gifts and flower arrangements, are allowed from local funds under special circumstances with appropriate prior approval from the director of College Services.

6.20 TRAVEL POLICIES

<http://www.procurement.virginia.edu/pagetravelbasics>

The College encourages faculty to attend meetings of professional associations. For this purpose and other professional development activities, the College annually provides a limited amount of funds to academic departments. The Department Chair is responsible for setting the policies that determine the allocation of these funds. Travel expenses from state funds, sponsored program funds, and private gifts are all controlled by the same policies and procedures. A traveler should check the travel policy website referenced above to ensure that travel policies have not

changed.

Faculty may travel from their normally assigned location or "base" to and from another location, at College expense, to accomplish official business for the College. Local travel which does not involve expenses for meals or lodging, and which is considered a normal function of the employee's position does not require additional authorization. However, faculty must complete the Proposed Travel Pre-approval Form for all other travel and obtain the approval of the Provost **prior to the trip**. Failure to obtain the approval of the Provost may cause the faculty member to be held personally liable for any expenses incurred in the name of the College and/or to repay the College for any charges paid by the College. Travel expenses for official business must be booked through TravelUVA, with the exception of group or conference travel, may be expensed to the degree that they have been previously authorized and if funds are available. Travel by private or chartered airline requires prior written approval.

6.20.1 Travel Requiring Advance Approval of the Vice Chancellor

Anyone proposing travel which will require reimbursement from a state account must prepare an estimate of the total cost, including **all costs** associated with transportation, lodging, meals, associated gratuities, conference registration, and training or course fees.

6.20.2 Out of Country Travel

A Pre-approval of Proposed Travel Estimate form from the Travel Workbook must be completed and signed by the Provost prior to the trip. Should the travel be to a country which is sanctioned, approval must be obtained from the University of Virginia's Office of Export Controls.

6.20.3 Meal and Lodging Expenses

Travelers should limit meal expenses to reasonable, moderate costs, and request government rates at hotels. Travelers should select lodging in the economy class. Cost of meals will not be reimbursed unless the travel requires the traveler to be away from home overnight as evidenced by a hotel bill. Maximum rates of reimbursement of in-state and out-of-state lodging and meals are set by the Commonwealth of Virginia and reimbursement shall be in accordance with applicable regulations.

6.20.4 Payment of Travel Expenses

Travel expenses for official College business may be paid through various methods to the degree that they have been previously approved and the availability of funds. Airline tickets must be charged to a Travel & Expense Card. Airline tickets may not be charged to the College. Conference registration fees may be charged to the Travel & Expense Card. Some expenses can be directly billed to the College. Faculty members may obtain a Travel & Expense Card to pay for ground transportation, lodging, meals, etc. by completing an application with College Services. All travel must be expensed by the end of each month in ExpenseUVA.²⁶ Expenses must be itemized and supported by receipts or **paid** bills covering hotel accommodations, automobile rentals, and transportation. Additional information

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regarding travel guidelines may be obtained from the UVa-Wise Office of Accounts Payable and the *University of Virginia Policies and Procedures Manual*.

6.21 USE OF COLLEGE VEHICLES

When approved by the department head, faculty and staff who have a valid operator's permit shall use College vehicles when traveling on official College business. Under certain conditions, students may also operate College vehicles when pre-approved by the Campus Police and when traveling on official College business. All users are responsible for operating the vehicle in a safe and courteous manner, for all traffic citations incurred while the vehicle is assigned to them, for damages resulting from misuse, abuse, or negligence, for reporting needed repairs and maintenance to Fleet Management, and for reporting accidents to the State Police and Campus Police. Use of a state vehicle for personal business or pleasure or transporting hitchhikers is strictly prohibited. Please contact Fleet Management at 328-0101 for procedures and forms.

6.21.1 Vehicle Safety Belt Policy

All College personnel must wear safety/seat belts at all times while operating College/State vehicles/equipment in or on which such belts are provided. Removal, cutting, or to any other way render safety/seat belt systems inoperable is strictly prohibited. This policy is entirely for the benefit of users, and its sole aim is to reduce injuries in the case of an accident. The safety and protection of persons will more than compensate for the inconvenience of "buckling up".

Persons who are ticketed for failure to wear a safety belt may be denied further use of College or State vehicles or equipment, regardless of the impact this may have on the person's continued employment or association with the College.

6.22 USE OF COLLEGE EQUIPMENT

The following policy statements address the use of College-owned equipment by faculty, staff, and students for personal or commercial purposes; and the use of such equipment by individuals and organizations who are not part of the College community. The intent of this policy is to ensure that any extracurricular use of equipment is consistent with the purpose, mission, and goals of the College.

"College community," as used herein, includes the College, its departments, service units, affiliated or related organizations and foundations, faculty members, staff members, students, groups of students, and institutionally approved student organizations.

The administrative head of each unit of the College, or the head of a subunit when so delegated, is responsible for the control and accountability of use of all equipment assigned to the unit and for assuring that use of the equipment is consistent with this policy and the purpose, mission, and goals of the College.

College equipment may not be used by College faculty, staff, or students for personal purposes unrelated to the College's mission or for commercial purposes. Likewise, College-owned and provided consumable materials and supplies may not be used for such personal purposes or commercial purposes.

Personal activities related to teaching, scholarship and research, or public service promote the College's mission. Accordingly, faculty and staff members may be granted the privilege of occasional and reasonable use of college equipment in connection with their personal academic pursuits and professional development, provided the College incurs no unreasonable costs for materials and supplies, maintenance, and repairs. Approval of these situations is made on a case-by-case basis.

Use of College equipment by individuals and organizations not part of the College community is not permitted unless the responsible unit head approves a user request form. Such a form may be approved only when the use meets one of the following criteria:

1. The use is in connection with approved College-sponsored activities, events, or services.
2. The use is part of a contractual agreement between the College and a government agency, a private business, or another educational institution; and the agreement has been reviewed for consistency with College policy relative to competition with the private sector and unrelated business income by the administrative head of the related unit.
3. The use is by official visitors to the College and is appropriate to the purpose of the visit.
4. The use is in connection with a public service activity and the equipment does not exist elsewhere or is not reasonably otherwise available to the user.

The unit head responsible for the equipment may establish a user fee, when appropriate, with the approval of the Comptroller's Office and the Provost.

College-owned equipment may be taken home by College faculty, staff, or students for College business only with the approval of the appropriate unit head.

Faculty members must also distinguish between their general obligations as scholars to produce and disseminate knowledge and their personal interests when using College resources such as College letterhead, postage, secretarial time, long-distance telephone service, photocopying services, computer facilities and other supplies, equipment, or services that the College normally provides to support professional activities. Professional ethics are the best guide to maintaining this distinction.

6.23 EXTRACURRICULAR USE OF COLLEGE PROPERTY

In general, College space, playing fields, and other facilities are available to any group of students, academic or administrative department, or College related organization or foundation for any use if employed in a matter which is consistent with the goals of the College, which is not unlawful, which does not discriminate, which does not violate College policies and procedures, and which does not disrupt academic activities, scheduled events, College functions, and other normal pursuits that take place in the property. Specific rules for the use of particular buildings have been developed (for example, the Chapel of All Faiths).

Some College facilities, however, may be rented to unsponsored, non-College groups (if the other general policies are followed) under contractual arrangements approved by the Director of the David J. Prior Convocation Center (for the convocation center, athletic playing fields, and Greear gymnasium) or the Director of the C. Bascom Slemple Student Center when such use will not interfere with other functions of the College, as determined by the Chancellor or Chancellor's designee.

College facilities may be used - subject to the *University of Virginia Policies and Procedures Manual* guidelines and other space restrictions - for religious purposes by College students, groups of students, student organizations, faculty members, or staff members. However, College property may

not be used for regular and routine meeting purposes by a religious congregation.

College space may be used by a non-college group as long as the group is sponsored by a College group or executes a facilities use agreement. Individual students, faculty, or staff members may not act as sponsors for non-College groups for the purpose of using College facilities.

College space can and should be reserved. Information on availability and user fees may be obtained and reservations may be made through the Special Events office at 276-376-4522, David J. Prior Convocation Center at 276-376-4505, and the C. Bascom Slemp Student Center at 276-376-4651. In cooperation with those who have reserved the space, specific rules may be promulgated to govern conduct at a given event in order to prevent disorder or other interference with the activity and to prevent physical harm to the property or participants.

Please refer to the *University of Virginia Policies and Procedures Manual* for additional guidelines.

6.24 FACULTY WITH MANAGERIAL RESPONSIBILITY

On occasion, faculty members may be invited to assume managerial responsibility for a program, center, department, or school. Managerial responsibility would include the supervision of other faculty members, students, and full-time and part-time staff. Should faculty members accept managerial positions, they are responsible for assisting employees in understanding their work assignments, the Standards of Conduct, and the goals, objectives, and performance standards of their position. As supervisors, faculty members should be aware of unsatisfactory work performance or behavior on the part of employees and attempt to correct the performance or behavior immediately. *The University of Virginia Policies and Procedures Manual* includes policies related to collection of cash, procurement of goods and services, travel and moving expenses, solicitation of gifts and investments. Personnel in the Office of Accounting Services can also be a source of guidance in financial matters.

Faculty members assuming managerial roles must become familiar with and work within the financial policies and procedures of the College and state laws and regulations. Faculty members assuming managerial responsibilities may be evaluated by College administration on their management of personnel and financial resources. Failure to manage personnel and financial resources in compliance with College policy and state regulations may result in the release of managerial responsibilities or legal action.

6.25 INCLEMENT WEATHER POLICY

<http://www.uvawise.edu/academics/InclementWeatherPolicy>

Winter weather in the mountains can often necessitate schedule changes. When severe conditions exist, the decision to alter the class schedule will be made by appropriate administrative officers. An announcement will be made on the College's inclement weather line at **376-4SNO** and www.uvawise.edu, as well as area radio and television stations at the earliest possible time. When classes are canceled and offices are closed, essential personnel will work to meet the needs of the residence hall students.

Given the variability of the weather in the Southwest Virginia mountains, there will be occasions when classes will not be canceled even though conditions on some surrounding areas may make travel hazardous. When weather conditions in the immediate area permit classes to be held, the College will be open on a snow schedule. This decision will be made at the earliest possible time

and will be announced on the telephone hot line 376-4SNO and regional television and radio stations. The approved snow schedule for classes is as follows:

M-W-F Classes*

<u>Block</u>	<u>Regular Schedule</u>	<u>Snow Schedule</u>
I	8:00 - 9:00	9:30 - 10:20
II	9:00 - 9:50	10:30 - 11:20
III	10:00 - 10:50	11:30 - 12:20
IV	11:00 - 11:50	12:30 - 1:20
V	12:00 - 12:50	1:30 - 2:20
Conv	1:00 - 1:50	<i>Canceled</i>
VI	2:00 - 2:50	2:30 - 3:20
VII	3:00 - 3:50	3:30 - 4:20
VIII	4:00 - 4:50	4:30 - 5:20
IX	5:00 - 5:50	<i>Canceled</i>
X	6:00 - 7:15 (M, W)	6:00 - 7:00
XI	7:30 - 8:45 (M, W)	7:00 - 8:00

T-TH Classes#

<u>Block</u>	<u>Regular Schedule</u>	<u>Snow Schedule</u>
XII	8:00 - 9:15	9:30 - 10:30
XIII	9:30 - 10:45	10:45 - 11:45
XIV	11:00 - 12:15	12:00 - 1:00
XV	12:30 - 1:45	1:15 - 2:15
XVI	2:00 - 3:15	2:30 - 3:30
XVII	3:20 - 4:35	3:45 - 4:45
XVIII	4:40 - 5:55	5:00 - 6:00
XIX	6:00 - 7:15	6:00 - 7:00
XX	7:30 - 8:45	7:00 - 8:00

***If classes are on a snow schedule on Monday, Wednesday, or Friday, then the Convocation period is canceled.**

#Tuesday and Thursday classes on a snow schedule are only 60 minutes in length.

Student safety is of the utmost importance. When the college is operating on a delayed schedule or during any other severe weather conditions such as flooding, commuter students should use their best judgment about whether it is safe to drive from their homes. Commuter students also should use their best judgment on whether to leave the College early on days when snow begins to fall during the school day.

Commuter students who live outside the Town of Wise corporation limits who are unable to attend class because of inclement weather are allowed to make up any academic work missed in consultation with the appropriate professor. Contact with the professor should occur immediately upon return to class. Residence Hall students, including those living in the Townhouse Apartments

and students living within the Town of Wise corporation limits are expected to attend classes when the College is operating on a snow schedule and will not be granted excused absences.

Addendum to Inclement Weather Policy -- Transportation Difficulties for UVa-Wise Staff Members (Non-essential)

When weather conditions create transportation difficulties that result in late arrival of an employee to work, lost time need not be applied to leave balances nor should the employee otherwise experience loss of pay provided the arrival is within a one-hour grace period beginning at the scheduled time to report. In the case of extreme inclement weather later arrivals will not be charged against leave balances if, in the judgment of the departmental head or designee, such lost time was justifiable in consideration of weather conditions, place of residence, or other pertinent factors. Compensatory leave will not be credited to employees who report at their normal time under these conditions.

6.26 DRUG-FREE WORKPLACE POLICY

<http://www.hr.virginia.edu/hr-for-you/university-staff/university-staff-policies-and-procedures/university-staff-employee-relations-policies-and-procedures/drug-and-alcohol-use/>

The College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by any employee (faculty or staff) on its property or as any part of its activities. Under local, state, or federal law, those individuals who violate this policy are subject to the full range of criminal penalties including fines and imprisonment. In addition to criminal penalties, violators of this policy may be subject to College disciplinary action up to and including termination.

The use of alcohol by employees while on College owned or controlled property, including meal periods and breaks, is absolutely prohibited except when authorized by the College for approved College functions. Authorization must be obtained through the office of the Chancellor in writing prior to the event. No employee will report to work while under the influence of alcohol or illegal drugs.

In order to comply with federal law and state policy, the College requires that an employee notify a supervisor in writing of any criminal drug statute conviction no later than five days after such a conviction. The College must notify any federal contracting agency within ten days of having received notice that an employee engaged in the performance of such contract has had a criminal drug statute conviction for a violation occurring in the workplace. The College will impose sanctions on or require satisfactory participation in a drug/alcohol abuse assistance or rehabilitation program by any employee who is so convicted.

Violations of these rules by an employee will be reason for evaluation/treatment for a substance use disorder or for disciplinary action up to and including dismissal. This policy applies to all employees (full-time, part-time, students, etc.).

6.27 TOBACCO PRODUCTS USE²⁷

The University of Virginia's College at Wise is dedicated to providing a healthy, comfortable, and productive learning environment for faculty, staff, and students. Smoking and/or the use of other tobacco products pose a significant health risk to both individual members and the campus

²⁷ Approved by Senior Staff July 24, 2014

community at large. All members of the UVa-Wise community, as well as visitors on campus for events, receptions, and classes, are responsible for abiding by the tobacco products policy outlined below.

The College prohibits any tobacco product use within all campus buildings, residence halls, seating areas/stands of outdoor athletic facilities, and College-owned vehicles. Tobacco product use is also prohibited within 25 feet of the entrance to campus buildings, residence halls and the seating areas/stands of outdoor athletic facilities.

For the purposes of this policy, *"tobacco product"* is defined as any substance containing tobacco leaf including but not limited to: cigarettes, cigars, blunts, bidis, pipe tobacco, hookah tobacco, chewing tobacco, dipping tobacco, snuff, nicotine vapor products (e.g. electronic cigarettes), alternative nicotine products and any other items containing or reasonably resembling tobacco or tobacco products. *"Tobacco product use"* includes smoking, chewing, dipping, or any other use of tobacco products.

The policy does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco addiction.

6.28 RIGHTS AND RESPONSIBILITIES OF FACULTY AND STAFF WITH HIV DISEASE

The College has adopted this policy for all academic division faculty and staff in response to the epidemic of infection with Human Immunodeficiency Virus (HIV), the agent that causes Acquired Immunodeficiency Syndrome (AIDS).

All College policies relating to HIV disease foster the same goals: (a) to provide education, information, and counseling concerning the causes, effects, transmissibility, and treatment of HIV disease; (b) to safeguard the personal rights of individuals with HIV disease; (c) to promote a safe environment for all members of the College community; and (d) to comply with the requirements of applicable federal and state laws relating to HIV disease.

There are three components to this policy: (a) education, information, and counseling programs; (b) provisions to safeguard the rights of faculty and staff with HIV disease; and (c) standards to govern personnel and other administrative actions involving HIV-positive status.

The College will periodically review and, when appropriate, revise or update this policy as warranted by advances in scientific and medical understanding of HIV pathophysiology, new epidemiological perspectives on HIV-related diseases, and evolving social policy and legal thought.

The College recognizes that, as a result of the fear, anger, and anxiety some people feel in reaction to AIDS, some employees who are either known to have or suspected of having HIV disease may be subjected to emotional, verbal, or physical abuse by other employees. The College will provide counseling and education to employees engaging in such behavior as may be necessary and appropriate in the circumstances. The College will also take such administrative and disciplinary action as may be appropriate under applicable personnel policies and procedures.

6.29 PETS ON CAMPUS

Pets are not permitted in College buildings by state law. Pets may be walked outdoors on campus grounds, but must be appropriately leashed or caged and under the control of and accompanied by their owners. Pets must not be left unattended. Pet owners must clean up after their pets while on campus. Pet owners shall be held responsible for any personal injury or property damage inflicted by their pets.

Exceptions to this policy are limited to service animals, and animals under the control of and used by academic departments for approved teaching and/or research purposes. The police have the right to pick up and hold unattended pets and any pet, whether or not under an owner's control, constituting a public hazard or nuisance. Pets creating a nuisance may be banned from campus by the College Police. The Office of Housing & Residence Life promulgates and administers policies governing pets in residential facilities.

6.30 FIREARMS POLICY

The possession, storage or use of any kind of ammunition, firearms, fireworks, explosives, air rifles and air pistols on College-owned or operated property, without the expressed written permission of the College police, is prohibited. Requests for permission should be addressed in advance to the College Police Department where they will be evaluated on a case-by-case basis in accordance with State and federal law and the safety of the College community. See Section 6.32 et.al.

6.31 KEY AND LOCK POLICY²⁸

Key control is one of the most important phases of any security program. Without proper key control, locks provide little deterrent to unauthorized or illegal entry into a facility. Therefore, it is essential that UVa-Wise provide guidance and regulation on the issuance, accounting, control, and return of all keys.

Facilities Management (FM) is authorized to make and issue keys for the College's Master Keyed System. Unless specifically approved by FM, keys manufactured or duplicated by a vendor or through any other source are strictly prohibited. (See CODE OF VIRGINIA Section below).

6.31.1 Code of Virginia

No person shall knowingly possess an unauthorized key or duplicate any key to property owned or leased by the UVa-Wise. Violation will constitute a Class 3 misdemeanor of the State Code reproduced below:

18.1-503. POSSESSION OR DUPLICATION OF CERTAIN KEYS:

- a. No person shall knowingly possess any key to the lock of any building or other property owned by the Commonwealth of Virginia, or a department, division or agency thereof, without receiving permission from a person duly authorized to give such permission to possess such key.
- b. No person, without receiving permission from a person duly authorized to give such permission shall knowingly duplicate, copy, or make a facsimile of any key to a lock of a building or other property owned by the Commonwealth of Virginia, or a department, division or agency thereof. (Code 1950, 18.1-408; 1972, c. 1939; 1975, cc, 14, 15)

6.31.2 Master Key Approval and Verification

Requested master keys for personnel to use in areas directly under their control must

²⁸ Adopted by the Senior Staff April 24, 2009

be approved by the appropriate Vice Chancellor responsible for the area requested. Requests for master keys will be sent to Facilities Management. Annually, Vice Chancellors or their designee shall verify the physical existence of Master Keys they have authorized. Vice Chancellors or their designee are responsible for 1) ensuring the return or 2) approving the transfer of all UVa-Wise keys when an employee leaves their organization. Should a key be lost, Facilities Management and Campus Police shall be notified immediately.

6.31.3 Returning of Master Keys

When master keys are broken or when no longer required, the responsible person shall return the master key in person to the College locksmith. The College locksmith shall fill out receipt for the master key on the Key Request form, providing a copy to the responsible person.

6.31.4 Destruction of Master Keys

The College Locksmith is solely responsible for the destruction of the master key in such a manner to prevent its duplication.

6.31.5 Responsibility of Key Recipients

All keys remain the property of the UVa-Wise. Individuals with custody of College keys are authorized to use them for access to their work areas. Key recipients are responsible for returning keys when they are no longer needed.

Departmental keys are for use by several people within a department. These keys will remain secured at the College after working hours. A member of the department must have custody of these keys and be responsible for their security. Individuals assigned custody of departmental keys may request and receive more than one key to a particular area.

Key recipients are responsible for reporting lost keys immediately to departmental representatives who in turn must advise Facilities Management and the Campus Police and their Vice Chancellor. Lost or stolen keys or possession of unauthorized keys will be reported to the Campus Police and to the department head for appropriate investigation, disciplinary and/or legal action. Supervisors may request the return of keys during period of leave.

6.31.6 Lockouts

Occasionally, keys are forgotten by an individual requiring building access. When this occurs and a building master key is not available, Campus Police personnel may be of assistance. Additionally, FM lock-shop personnel will respond to a lock-out situation.

6.31.7 Key Verification Reports

FM will annually prepare and distribute Master Key Verification Reports to Vice Chancellors. These reports are for informational purposes and used for verification of keys issued under their authority.

6.31.8 Financial Responsibility

Maintenance and repair of master keyed systems for Educational and General Facilities are funded by FM. Auxiliaries are responsible for funding repairs to their master keyed systems. Should a key be lost or stolen, the department of the employee assigned the key shall be financially responsible for the cost to re-key all locksets associated with that key.

6.31.9 Vendor Access to College Property

Vendors requiring access to College property should obtain keys from the department responsible for the vendor contract. When a vendor is provided a key(s) from a department, the department shall notify Facilities Management and Campus Police of the key(s) provided, vendor and duration of key assignment.

6.32 REGULATION OF WEAPONS, FIREWORKS, AND EXPLOSIVES²⁹

This chapter applies to all University of Virginia personnel, students, trainees, or volunteers and the general public while on University property or while attending a sporting, entertainment or educational activity.

6.32.1 Definitions

The following words and terms when used in this chapter shall have the following meanings unless the context clearly indicates otherwise:

“Firework” means any combination of explosives and combustibles, set off to generate colored lights, smoke and/or noise.

“Law enforcement officer” means any sworn law enforcement officer who has the duty and obligation to enforce the penal or traffic laws of the Commonwealth of Virginia, or any portion thereof, as certified by his appointing authority and including, but not limited to, any person appointed pursuant to Code of Virginia sections 4.1-100, 9.1-101, 15.2-1609, 15.2-1700, 23-232, 29.1-200, 30-34.2:1, 52-1, 53.1-1, 53.1-143, 66-25.3; any attorney for the Commonwealth as provided in Code of Virginia section 18.2-308(B)(9); any conservator of the peace exempt from the Code of Virginia section 18.2-308(A) pursuant to section 18.2-308(C)(4); and any sworn federal law enforcement officer or agent and any law enforcement agent of the Armed Forces of the United States who is authorized to carry a weapon by federal law and who is within his or her territorial jurisdiction or who is contracted with the University to provide services within the University’s territorial jurisdiction and who is on-duty and/or providing services to the University.

“University” means the University of Virginia, including its College at Wise and its Medical Center.

“University Medical Center” means the hospital and all other buildings that make up the Medical Center such as facilities used for administrative, clinical, or lab activities.

“University property” means any land, buildings, or vehicles that the University owns or leases or that is under its control.

“Weapon” means any firearm including any pistol, revolver, rifle, shotgun, air-pistol, paint-ball gun or other instrument designed or intended to propel a bullet, cartridge or other

²⁹ Adopted by the Board of Visitors Nov. 11, 2011

missile of any kind including a bow or cross-bow; or any dirk, bowie knife, switchblade knife, ballistic knife, butterfly knife, sword, machete, or other bladed weapon with a blade longer than four inches in length, razor slingshot, spring stick, metal or lexan knucks, blackjack; or any flailing instrument consisting of two or more rigid parts connected in such manner as to allow them to swing freely, which may be known as nun chahka, nun chuck, nunchaku, shuriken, or fighting chain; or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as throwing star or oriental dart.

6.32.2 Weapons, Fireworks and Explosives prohibited

A. The safety of the University community is promoted by the reasonable regulation of weapons, fireworks and explosives.

B. Members of the University Community. The possession, storage or use of any weapon by any University student, faculty, employee, trainee, or volunteer, except a law enforcement officer, on University property is prohibited.

C. General Public and Visitors. The possession, storage or use of any weapon by the general public or visitors, except a law enforcement officer, on University property in academic, administrative, athletic, entertainment, or student residence buildings, child care or dining facilities, the University Medical Center, or while attending sporting, entertainment or educational activities is prohibited.

D. Exceptions. In the following circumstances, the Chief of the University Police Department, or his designee, may authorize in writing a person to possess, store or use a weapon: (i) educational or artistic display, parade, or ceremony in connection with a University-sponsored activity (unloaded or disabled only and with other specified safeguards, if appropriate); (ii) official military or ROTC activities; (iii) University contracted protection or security details; (iv) any University-approved training, course, or class; or (v) University personnel, other than law enforcement officers, required to possess a weapon as part of their official duties. A request for permission pursuant to one of the above exceptions shall be addressed in advance to the Chief of the University Police Department where it will be evaluated on a case-by-case basis in accordance with state and federal law, university policy and the safety of the university community.

E. Fireworks and other explosives. Except as approved by authorized University personnel or otherwise authorized by applicable University policies and procedures, the possession, storage, or use of any firework or other explosive or any lethal combustible chemical or combination of chemicals on University property or while attending sporting, entertainment or educational activities is prohibited.

6.32.3 Persons lawfully in charge

In addition to University personnel responsible for the management or supervision of University property and activities, University police officers are lawfully in charge of University property for purposes of forbidding entry upon or within, or prohibiting remaining upon or within University property while possessing weapons or other devices, instruments, fireworks, explosives or combustible chemicals in violation of this chapter. University personnel or students who violate this chapter also may be subject to disciplinary action. The provisions of this chapter apply regardless of whether a person has a concealed weapon permit.

APPENDIX A

FACULTY RELATIONS COMMITTEE

1. Creation, Composition, Authority

The Faculty Relations Committee will consist of a Chair, an Informal Procedure Subcommittee, and a Formal procedure Subcommittee. There will be 14 members on the Committee. All members will be full-time faculty members who hold no administrative positions at the College.

At the beginning of the academic year, the Executive Officer of the Faculty Senate shall distribute to all eligible voters a ballot of candidates eligible for election to the Faculty Relations Committee. Voters are requested to nominate a number of eligible candidates equal to the numbers of vacancies to be filled. Nominations are to be returned to the Executive Officer. The ballots will be reviewed by the Executive Committee and candidates receiving a least two votes will be considered as nominated. If the number of nominees receiving two votes is less than the number of vacancies, all persons receiving a vote will be considered as nominated. The Executive Officer shall then distribute to all eligible voters a ballot of the candidates nominated for election to the Faculty Relations Committee. Voters are requested to vote for a number of candidates equal to the number of vacancies on the committee. The ballot will be returned to the Executive Officer. Eligible ballots must be placed in a sealed envelope which is then placed in a second envelope which must bear the signature of the voter. The ballots will be counted by the Executive Committee and the results announced as is appropriate.

Committee members will be elected for three year terms. At the first election, five members will be elected for three years, five members will be elected for two years, and four members will be elected for one year. The term each member receives will be determined randomly after the first election. All subsequent elections will be held as terms expire, except that members will be elected to fill vacancies in unexpired terms when they occur.

After each regular election, the Committee will elect a Chair and then by whatever means it deems appropriate, will constitute itself into an Informal procedure Subcommittee of eight members. New members filling vacancies in unexpired terms will assume the assignment of the predecessor, but if a vacancy occurs in the Chair's position, the whole Committee shall elect another Chair from among the incumbent members, and then reorganize itself into subcommittees.

The Committee shall utilize the procedures and provisions outlined in this document. Where it is not inconsistent with this document, the Committee will use the standards and policies of the American Association of University Professors (AAUP), including the 1940 Statement of Principles on Academic Freedom and Tenure, the 1968 Recommended Institutional Regulations on Academic Freedom and Tenure (except paragraphs 5, 6, 15), the Standards for Notice of non-reappointment endorsed by the Fiftieth Annual Meeting, and 1872 Recommended Regulations on Procedures for Non-renewal.

The Committee has the authority to investigate and mediate disputes between members of the faculty and administrative officers of the College, or between and among faculty members. The Committee may request training in mediation and/or conflict resolution.

The Chair has general administrative supervision over the operations of the Committee, in addition to the functions listed elsewhere in this document. The Chair will schedule and preside over all full Committee meetings.

Except for decisions of no jurisdiction, actions of the Committee may be appealed to the Chancellor within two weeks of the date of decision. The Committee's action will have the force of advice to the Chancellor, and thus may be approved or overruled. However, the Chancellor's review of each case will be based on the facts in the record developed by the Committee. A party may appeal an adverse decision by the Chancellor to the Board of Visitors which may, at its discretion, hear or refuse to hear the case.

A decision of no jurisdiction is conclusive with respect to the Faculty Relations Committee dispute settlement procedures.

2. Commencing Dispute Settlement

An aggrieved party (faculty or administration member) may submit a written request for mediation to the chair of the committee. The request must contain a statement of the conduct about which the faculty member is complaining, the persons involved, the relief requested, and the willingness of the aggrieved party to cooperate with the mediation effort.

The Faculty Relations Committee has jurisdiction over disputes and grievances between or among faculty members and members of the administration. It will not accept dispute settlement jurisdiction where the parties involved have not made meaningful attempts to resolve the dispute through private discussions, where the claims are patently frivolous, where the appropriate relief is not within the power of the College to grant, or where the dispute insufficiently relates to the concerns of the College. A decision that the dispute is not within the Committee's jurisdiction must be made by the whole Committee and requires the support of at least nine Committee members. A decision of "no jurisdiction" must include a written statement of the reasons for the Committee's decision. A copy of this statement will be delivered to the Chancellor and the parties involved.

All parties who use the dispute settlement procedures must honestly and fairly present their cases, and they must conscientiously attempt to resolve the dispute. If the Committee, with concurrence of at least nine members, decides that a party's conduct does not meet this standard, it will issue a written notice to that party, specifying what conduct is believed to violate the standard. The party will then be given the opportunity to appear before the Committee to defend or explain such conduct. If this conduct continues and is insufficiently justified, the Committee, with the concurrence of nine members, may decide to terminate the proceedings. When such termination occurs, the Committee will regard the party provoking termination as having waived its position. The Committee will then prepare a written report, stating the facts and its reasoning. Copies of this report will be given to the parties and the Chancellor.

If the conduct of the parties meets the required standard, and the dispute is within the Committee's jurisdiction, the Committee shall commence informal dispute settlement as described in Part 1: Creation, Composition and Authority. If informal procedures do not resolve the dispute and the dispute qualifies under Paragraph 4, Formal Procedures, the committee will initiate formal procedures.

3. Informal Procedures

After the aggrieved party delivers a written request for dispute settlement to the Chair, the Chair will appoint a panel of three from the Subcommittee for Informal Procedure to hear the case. Members appointed to the panel may not have any interest in the dispute. The panel will choose a

member to preside and will be the exclusive informal mediators of the dispute for the Committee.

The panel and the parties will make every attempt to settle disputes informally. In this context, informal procedures require fair written notice of the date and time of the hearing, of the issues involved, and of the procedures described in this document. At the hearing, each side will be allowed to present its position and evidence, but without the aid of counsel or cross-examination. The panel will have sole discretion to deal with the dispute, including discussing the issues and alternative solutions with the parties in an attempt to negotiate a settlement. If such an agreement occurs, the panel will prepare a written statement. This statement will be signed by all parties and delivered to the Chair, who will provide copies to the parties and the Chancellor. Subject to the Chancellor's approval, this agreement will bind the parties and terminate the case unless new material information is introduced.

If the parties cannot reach an agreement after a good faith effort, the panel will conclude its proceedings and make its recommendations. All recommendations must identify the crucial issues and must be supported by findings of fact. The panel will prepare a written report, submitting its recommendation to the Chair. The Chair will provide each party with a copy. If the dispute qualifies for formal procedures, the Chair shall proceed under Paragraph 4, Formal Procedures. If the dispute does not warrant formal procedures, the Chair will forward the panel's report to the Chancellor, who may then endorse or overrule the recommendations.

4. Formal Procedures

The Committee may use formal procedures under the following circumstances:

- a. Unilateral dismissals in violation of indefinite tenure or prior to the expiration of a contracted term;
- b. Violations of AAUP standards for dismissal, academic freedom, or non-renewal; and
- c. Issues of extreme and vital importance to the College as determined by a unanimous vote of the Committee on the basis of the Informal Subcommittee record.

When a dispute qualifies for formal procedures, the Chair appoints a panel of five members from the Formal Procedure Subcommittee who have no interest in the dispute. Each party has one pre-emptive challenge of a panel member. When exercised, this challenge causes the Chair to appoint another subcommittee member to fill the vacancy.

After the formal panel is final, it will choose a presiding member. The panel will then hear evidence, witnesses and arguments, and rule by majority vote on admissibility when the parties contest what should be entered into the record. The panel's decisions are not binding in a court of law, but the panel will conduct the formal proceeding with concern for procedural fairness. The Committee may retain legal counsel for advice.

Each of the parties before the panel will be provided with a complete copy of the record made by the Informal Subcommittee. The issues before the formal panel will be confined to those introduced under the informal proceedings. The panel will provide all parties with reasonable notice of the time and place of the hearing and the procedures contained in this document. Each party will provide the other party and the panel with a complete list of witnesses who will be called so as to allow reasonable time for examination before the hearing.

(Each party has the right to retain counsel at his or her own expense. Each party has the right of reasonable cross-examination of witnesses. The panel has the discretion to determine what is reasonable cross-examination. A verbatim record of the proceedings will be kept. (Who will pay

for this record should be decided in advance of the proceeding.)

If one party fails to meet the required standard of conduct or fails to complete the hearing procedures with no reasonable excuse for doing so, the hearing will be terminated in favor of the non-defaulting party.

The Committee will make its decision on the dispute by majority vote. This decision, as well as any dissents, must be written and must be based solely on the hearing record. The opinions must show the supporting findings of fact. The panel will present the entire record and the opinions to the Chair at the termination of the case. The Chair then forwards copies of the record and opinions to the parties and the Chancellor, who may approve or overrule the decision as provided in Part 1: Creation, Composition and Authority.

5. Policy Recommendations

The Committee is authorized to consider issues, exclusive of the dispute settlement, presented by its members or any member of the faculty or administration regarding faculty relations. Recommendations passed by the Committee must be presented to the Faculty Senate for approval. Appeal of the Committee's decision should proceed according to the guidelines presented in this document.

APPENDIX B

BYLAWS OF THE FACULTY SENATE OF THE UNIVERSITY OF VIRGINIA'S COLLEGE AT WISE

Adopted 3/21/91

Revised 2/10/95, 2/28/96, 11/6/96, 10/7/98, 9/15/04, 9/6/06, 3/4/09, 5/3/11,
7/20/11, 9/4/13, 10/2/13, 4/2/14, 11/5/14.

I. NAME

The name of this body shall be the Faculty Senate of The University of Virginia's College at Wise.

II. PURPOSE

The purpose of the Faculty Senate, hereafter called the Senate, by authority derived from the Faculty and Chancellor, shall be to: 1) recommend academic policy to the Academic Dean, hereafter called the Dean and 2) advise the Chancellor, the Provost and Vice Chancellor for Academic Affairs, hereafter called the Provost, and the Dean on matters related to general college concerns including the educational mission of the College.

III. MEMBERS

The Faculty Senate shall comprise representatives from academic departments and from the Non-Tenure Track Teaching Faculty.*

Except as indicated below, all department Senators shall be members of the College Faculty and only College Faculty are eligible to vote in the elections for department Senators. Departments shall have two Senators. A department not having two eligible representatives from the College Faculty may elect Senators from among the Non-Tenure Track Teaching Faculty of that department. Non-Tenure Track department Senators should be replaced as soon as members of the College Faculty become eligible.

Two Senators shall be elected from among the Non-Tenure Track Teaching Faculty. Only Non-Tenure Track Teaching Faculty are eligible to vote for these Senators. Faculty may not hold positions as department Senator and Non-Tenure Track Teaching Faculty Senator concurrently.

A. TERM OF OFFICE

The regular term of office for Faculty Senators shall be three years beginning May of the year elected. Senators may serve two consecutive terms, after which they are ineligible for nomination for one year.

B. VACANCIES

After two unjustified absences, the respective Department Chair will be notified. The seat of a Senator shall be deemed vacant by the Senate Executive Committee if the incumbent is absent for more than two regular meetings without just cause during the academic year. A vacant seat shall be filled through election by the respective Department or College Faculty by the next regular meeting. The new Senator will complete the term of the

vacated seat. If a senator takes leave during the academic year a replacement shall be elected to serve during the leave by the respective department or by College Faculty. Senators anticipating or expecting such absence shall notify the Chair of the Senate in writing.³⁰

* **Non-Tenure Track Teaching Faculty** are members of the teaching faculty whose primary responsibility is teaching (minimum of eight hours per semester) and who are not in a tenure track position.

C. ELECTIONS

All elections shall be by secret ballot and accorded to the individual receiving a plurality of votes. Any Faculty member who anticipates being absent at the time of an election may request an absentee ballot no later than 10 days prior to the election. The ballot must be received by the faculty Senate Executive Officer no later than 48 hours prior to the election.

1. Department Senators

Elections of department representatives shall be held late in February and announced no later than March 10.

2. Non-Tenure Track Teaching Faculty Senators

The Chair of the Senate shall request all Non-Tenure Track Teaching Faculty to submit written nominations of candidates for Non-Tenure Track Teaching Faculty Senate seats by March 15. All nominees shall be contacted by the Executive Officer of the Senate to confirm their willingness and availability to serve prior to ballot distribution. The Executive Officer shall prepare a ballot of all such nominees and distribute a ballot to each Non-Tenure Track Teaching Faculty member by conventional mail. Ballots shall be returned to the Executive Officer by March 25. The Executive Officer shall announce the results of the election by the first of April.

Non-Tenure Track Teaching Faculty who are serving as a departmental representative shall not be eligible for the Non-Tenure Track Teaching Faculty positions.

IV. OFFICERS

A. ELECTION OF OFFICERS

1. A Chair, Vice Chair, Secretary, and Executive Officer shall be elected by the Faculty Senate during the annual meeting on the first Wednesday of May unless otherwise ordered by the Senate. Terms of office will be one year and begin immediately following the meeting. Officers may not serve more than two consecutive terms in the same office.
2. At the time of their elections, the Chair and Vice Chair must have had their application for tenure approved by the Chancellor.³¹
3. Officers may be removed for non-performance of duties by a two-thirds vote of the Faculty Senate.

³⁰ Adopted by the Faculty Senate May 3, 2011

³¹ Adopted by the Faculty Senate Sept. 4, 2013

4. In the event that the Vice Chair must assume the Chair's position for the term of office, a special Senate election will be held at the next scheduled meeting for replacement of the Vice Chair.
5. All other executive committee positions, if vacated, will be filled immediately by special election.

B. DUTIES OF OFFICERS

1. The Chair shall:
 - a. call and conduct all regular and special meetings of the Senate and the Executive Committee;
 - b. present appropriate communications to the Senate;
 - c. sign and authenticate all resolutions, votes, and formal acts of the Senate and forward to the College archives;
 - d. appoint tellers for general and special elections;
 - e. serve as delegate to the Faculty Senates of Virginia or designate a representative as necessary; and
 - f. fulfill other duties applicable to the office as prescribed by the Senate and *Robert's Rules of Order newly Revised*.
2. The Vice Chair shall:
 - a. preside at all meetings of the Senate and Executive Committee in the absence of the Chair;
 - b. assume the Chair's duties when the incumbent is absent or ill, or assume the Chair's position if the Chair takes leave or is otherwise unable to serve; and
 - c. fulfill other duties applicable to the office as prescribed by the Chair and *Robert's Rules of Order Newly Revised*.
3. The Secretary shall:
 - a. record minutes of regular and special meetings of the Senate incorporating all documents, papers, reports, and communications introduced to the Senate;
 - b. prepare and distribute the agenda and attachments at least one week in advance of meetings;
 - c. distribute copies of minutes, both draft and approved, to Senators, the Chancellor, the Provost, and the Academic Dean;
 - d. place a copy of the minutes of the meeting in the College Library;
 - e. maintain Senate records and deposit them in the College archives at the close of each academic year; and
 - f. fulfill other duties applicable to the office as prescribed by the Chair and *Robert's Rules of Order Newly Revised*.
4. The Executive Officer shall:
 - a. advise the presiding officer of the Senate on questions of parliamentary procedure;
 - b. fulfill other duties applicable to the office as prescribed by the Chair and *Robert's Rules of Order Newly Revised*;

- c. serve as an advisor to the Senate Awareness Committee;
- d. administer election of at-large senators; and
- e. administer election of Faculty Relations Committee and Faculty Committee on Evaluation as designated in Faculty Handbook.

V. MEETINGS

- A. Days and times of regular Senate meeting will be selected by majority vote, for the upcoming academic year, at the annual Senate meeting in May.
- B. The meeting in May shall be the annual meeting and shall be to elect officers, appoint committees, receive reports from officers and committees, and any other business that may arise. Newly elected, continuing, and retiring members may attend the annual meeting. Continuing and retiring members shall elect officers.
- C. Special meetings may be called by the Chair or the Executive Committee upon: 1) a motion passed by the Faculty Senate at a regular meeting or 3) the written request of 4 members of the Senate.
- D. A majority of the members of the Senate shall constitute a quorum.
- E. The standard order of business for regular meetings of the Senate, which may be changed as needed, shall be:
 - 1. Call to order
 - 2. Reading and approval of the minutes
 - 3. Approval of the agenda
 - 4. Reports from Officers
 - 5. Reports from College Administrators
 - 6. Report from Student Government Association President
 - 7. Report from Honor Court Chair
 - 8. Reports of Standing Committees
 - 9. Reports of Special Committees
 - 10. Unfinished business
 - 11. New business
 - 12. Adjournment
- F. All meetings of the Senate shall be open to the public. Exceptions shall be in accord with the Virginia Freedom of Information Act and *Robert's Rules of Order Newly Revised*.
- G. All motions shall be submitted to the Secretary in writing.
- H. Faculty who wish to speak to the Senate, but who are not members, shall indicate their desire to do so and be recognized by the Chair.
- I. Items not submitted in time for distribution to Senators may be discussed but will require a majority vote to amend the agenda.

VI. COMMITTEES

- A. Standing committees of the Faculty Senate shall be:
 - 1. Executive Committee
 - 2. Academic Enhancement Committee
 - 3. Academic Program Committee
 - 4. Admissions and Financial Aid Committee

5. Athletic Committee
 6. Faculty Development Committee
 7. Finance Committee
 8. Non-tenure Track and Adjunct Faculty Committee
 9. Promotion and Tenure Review Committee
 10. Teacher Education Admission Committee
- B. The role of standing, special, and ad hoc committees shall be to make recommendations to the Senate unless otherwise designated in these Bylaws.
- C. Standing committees shall meet at least once a semester and shall submit minutes to the Chancellor, the Provost, the Dean, and the Secretary of the Senate, who shall place them on reserve in the Library.
- D. Members of standing committees shall be selected by the executive committee and may include faculty who are not members of the Senate and who may not qualify for such membership. The membership of Senate Committees shall be coordinated with the membership of the College Committees.
- E. Chairs of standing committees shall be elected by the Senate at the annual meeting. Faculty may not chair more than one Senate Standing Committee at a time. If the Chair of a committee is vacated it shall be filled at the next Senate meeting by special election.
- F. Committee members shall be appointed to two-year terms and may serve two consecutive terms. One-half of the members shall be appointed in even-numbered years and one-half in odd-numbered years.
- G. The Chair of each Standing Committee will represent or designate a representative for the committee at each regular Faculty Senate meeting.
- H. The list of Senate Committee members shall be distributed to the Chancellor, Provost, Dean and all faculty by June 1.
- I. Executive Committee
1. The Executive Committee shall be composed of the Officers of the Senate.
 2. The Executive Committee shall:
 - a. place items of business on the agenda for any meeting of the Senate;
 - b. verify that the appropriate body has taken action on items placed on the Senate agenda;
 - c. conduct the business of the Senate between May and September;
 - d. appoint members to standing or ad hoc committees or may call for the election of a nominating Committee;
 - e. create additional standing committees or create or dissolve ad hoc committees of the Senate; and
 - f. appoint *ex officio* and non-voting members of Senate committees
- J. Academic Enhancement Committee
1. The Committee shall be composed of six members selected from the College Faculty with each academic department being represented on a defined rotational basis. The Academic Dean will serve *ex-officio* as a liaison between faculty and administration. Two members of the Committee will be replaced each year. When a vacancy arises, the new Committee member will be selected from the next unrepresented academic department, listed alphabetically.
 2. The Committee shall:

1. Review, rank, and recommend candidates to the provost, for one semester academic enhancement leave;
2. Recommend funding to the Academic Dean for allocation of research stipend and/or relocation stipend;
3. Review and evaluate follow-up documentation, matching accomplishments to goals; and
4. Provide unsuccessful applicants with a justification statement.

K. Academic Program Committee

The Committee shall be composed of five members and, *ex officio*, the Academic Dean.

The Committee shall have jurisdiction in all relevant academic matters on the Wise Campus, and for credit courses at off-campus sites.

The Committee shall:

1. Receive and review proposals from departments, College administration, and individuals for new programs, modifications in programs, and deletion of programs and recommend action to the Senate.
2. Review departmental proposals for the deletion of existing courses or for minor changes (such as a change in course number);
3. Review departmental proposals for new courses and the modification of existing courses and recommend action to the Senate;
4. Review proposals for establishing special academic procedures such as honors programs and recommend action to the Senate; and
5. Review proposals for the addition, division or abolishment of a department and recommend action to the Senate.
6. Examine all proposals for curricular additions or change for consistency with the College mission and goals.³²

L. Admissions and Financial Aid Committee

1. The Committee shall be composed of five members and, *ex officio*, the Vice Chancellor for Enrollment Management and Student Life and the Director of Financial Aid.

2. The Committee shall:

- a. review admission requirements, guidelines, and policies annually and recommend changes, if any, to the Senate;
- b. review individual applications on the request of the Vice Chancellor for Enrollment Management and Student Life and recommend actions to him or her;
- c. review financial aid award policy and recommend changes, if any, to the Faculty Senate for action; and
- d. review estimated costs for attending the College prepared by the Financial Aid Officer and recommend action to the Faculty Senate.

M. Athletic Committee

1. The Committee shall be composed of three members, the Faculty Athletic

³² Approved by the Faculty Senate Nov. 5, 2014

Representative, the Director of Athletics, and *ex officio* and non-voting, the coaches and Vice Chancellor for Enrollment Management and Student Life.

2. The Committee shall:
 - a. develop and recommend guidelines and policies regarding student participation in intramural and intercollegiate programs;
 - b. recommend policies for scheduling and use of College athletic facilities;
 - c. recommend policy concerning the governance of the intercollegiate athletic program including such matters as standards for the evaluation of coaches, number of games played, player eligibility, and other relevant issues; and
 - d. review with the Vice Chancellor for Enrollment Management and Student Life and Director of Athletics implementation/compliance with Senate policies on athletic matters.

N. Faculty Development Committee

1. The Committee shall be composed of five members.
2. The Committee shall:
 - a. prepare guidelines, announce programs, and review applications for resources made available under the headings of Professional Travel, Mini-Leaves, Summer Research, and General Research.
 - b. recommend allocation of resources for Summer Research Grants to the Provost;
 - c. oversee the nomination and selection of faculty members for faculty awards;
 - d. assist in planning faculty retreats and other activities related to faculty development; and
 - e. recommend changes in faculty development policies to the Faculty Senate.

O. Finance Committee

1. The Committee shall be composed of three members. The Vice Chancellor and Chief Operating Officer shall as serve *ex officio*.
2. The Committee shall:
 - a. participate in discussions at all major steps in preparation of the College operating budget, including budget addenda;
 - b. present a general outline of the College operating budget to the faculty each fall and solicit faculty opinion.;
 - c. review proposals for new academic programs or significant program changes concerning resource allocations on the Wise campus, and for credit courses at off-campus sites; and
 - d. review auditors' reports and discuss them with appropriate College officials.

P. Non-tenure Track and Adjunct Faculty Committee³³

1. The Committee shall consist of six members, including both non-tenure

33 Approved by the Faculty Senate Sept. 4, 2013

track Senators. At least one seat shall be reserved for an adjunct faculty member. (To be eligible for this seat, an adjunct must have taught at least one class during the current academic year.)³⁴

3. The Committee shall:
 - a. review employment practices and policies regarding all non-tenure track employees, and recommend changes to the Senate as needed;
 - b. review policies and practices regarding promotion, merit benefits, and job security, making recommendations to the Senate as necessary regarding non-tenure track and adjunct faculty;
 - c. develop resources for non-tenure track academic and professional development;
 - d. develop uniform policies regarding adjunct employment practices for review by the Senate; and
 - e. work to integrate all non-tenure track faculty fully into the academic community, raising awareness of their integral role in the College's mission.
- Q. Promotion and Tenure Review Committee³⁵
 1. The Committee shall be composed of three tenured faculty. The Dean shall serve *ex officio*.
 2. The Committee shall:
 - a. review criteria and procedures periodically for appointment, reappointment, promotion, and tenure of faculty;
 - b. review the application of appointment, tenure, and promotion criteria and procedures periodically for effectiveness and fairness; and
 - c. recommend changes in the criteria and procedures to the Senate.
- R. Teacher Education Admissions Committee
 1. The Committee shall be composed of twelve³⁶ members including the Director of the Teacher Education Program. Additionally, the Chair of the Education Department will serve as an ex-officio member for conducting student interviews when another member is unable to serve.³⁷ The Committee may divide into subcommittees for the purpose of interviewing candidates for the teacher education program.
 2. The Committee shall:
 - a. recommend criteria for admission to the teacher education program; and
 - b. review applications and recommend approval or denial of admission to the Teacher Education Program.

VII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Faculty Senate in all cases in which they are applicable and are not inconsistent with these bylaws, any special rules of order the Senate may adopt, or laws or regulations of the

34 Approved by the Faculty Senate Nov. 5, 2014

35 Approved by the Faculty Senate Oct. 2, 2013

36 Approved by the Faculty Senate April 2, 2014

37 Approved by the Faculty Senate Sept. 6, 2006 and March 4, 2009

Commonwealth of Virginia.

VIII. AMENDMENTS

These bylaws may be amended at any regular meeting of the Faculty Senate by a two-thirds vote, provided that the amendment has been submitted in writing one week prior to the regular meeting. Bylaws may be amended at any regular meeting of the Senate without prior notice by unanimous vote of those present. Any Senator may move that revisions to the Bylaws be ratified by the College Faculty. If passed, a simple majority of the College Faculty is required for ratification.

Appendix C

INFORMATION DIRECTORY

All email extensions are @uvawise.edu unless otherwise noted.

Absence from class (student)	Elizabeth Steele, 328-0313, els3a
Academic Affairs	Pam McKnight, 376-4636, pjm4b
Academic Dean	Amelia Harris, 376-4557, ajh7a
Accommodations, students with disabilities	Whitney Wells, 328-0177, wew3x
Advising, freshmen	Elizabeth Steele, 328-0313, els3a
Advising, other students	Department Chair for the major
Alumni Hall	Katherine Fleming, 328-0128, krf5p
Athletics (administration):	
Director of Athletics (Interim)	Kendall Rainey, 376-4584, kmr7n
Asst. Dir. for Athletics/Internal Operations	Malinda Berglund, 376-3436, mberglund
Faculty Athletic Representative	Tom Costa, 376-4573, tmc5a
Athletics (coaches):	
Baseball	Hank Banner, 376-4504, wsb2e
Basketball, men's	Blake Mellinger, 328-0207, bam2r
Basketball, women's	Kristin Kunzman, 376-3424, krk3p
Cross-country	Sarah Carlson, 376-4514, scs6p
Football	Dane Damron, 376-1064, dmd8up
Golf, Men's	David Harvey, 328-0206, dkh4t
Golf, Women's	Drew Absher, 328-0207, da9va
Lacrosse	Meghan Dennehy, 328-0191, md5pp
Softball	Karen Bitter, 328-0260, kmb3vf
Tennis	Danny Rowland, 328-0206, drr5g
Volleyball	Kristen Salyer, 376-3423, khs2s
Audio-visual equipment	Rosa Bott, 328-0312, grb5u
Baptist Campus Ministries	328-6208
Bookstore	Scott Lawson, 328-0211, msl6r

Budget Office	Heather Wilson, 328-0109, hsw5c
Campus Police	Ronnie Shortt, 328-0190, rls6k Diane Reeves, 328-0190, dek7y Wise Dispatch 328-3756
After business hours	
Car (reserving a state car)	David Amos, 328-0101, fleet
Career counseling, students	Neva Bryan, 328-0126, njd8r
Catalog editing	Diane Cornett, 328-0285, dec3g
Catering	Chartwells, 328-5514, chartwells@list.uvawise.edu
CAVS card (ID card)	Jean Good, 328-0209, jlg5u
Chancellor's Office	Dawn Jessee, 376-7189, djj8e Linda Miller, 328-0122, lgm4a
Classroom scheduling	Janie Hamilton, 328-0116, jkh2t
Computer Help Desk	376-4509, helpdesk
Computer Labs	376-4509, helpdesk
Counseling, personal (students)	Rachel Carter, 376-4035, rlb7q
Convocation Center (David J. Prior)	Chris Davis, 376-4505, cdd3s
Darden Society	Amelia Harris, 376-4557, ajh7a
Dean's List	Amelia Harris, 376-4557, ajh7a Pam McKnight, 376-4636, pjm4b
Department Chairs:	
Business & Economics	Frank Frey, 376-1080, fmf2n
Communication Studies	Amy Clark, 376-4562, adc5q
Education	Jeff Cantrell, 328-0186, rjc2e
History & Philosophy	Tom Costa, 376-4573, tmc5a
Language & Literature	John Mark Adrian, 376-4588, jma6x
Mathematics & Computer Science	Jacob Somervell, 376-4569, jps5a
Natural Sciences	Margie Tucker, 328-0224, mat5w
Nursing	Cathie Collins, 328-0275, cac8ff
Social Sciences	Bryan Hoyt, 328-0138, bhh3f
Visual & Performing Arts	Michael McNulty, 328-0226, mm7dw

Departmental Administrative

Assistants:

Business & Economics	Elizabeth Mullins, 328-0185, em2vx
Communication Studies	Rhonda Bentley, 376-4586, rks3c
Education	Linda Davidson, 328-0184, ldb7q
History & Philosophy	Rhonda Bentley, 376-4586, rks3c
Language & Literature	Rhonda Bentley, 376-4586, rks3c
Mathematics & Computer Science	Roshita Stewart, 376-7289, rr9w
Natural Sciences	Brenda Whitaker, 328-0203, blw
Nursing	Kim Lawson, 376-4690, kal6j
Social Sciences	Elizabeth Mullins, 328-0185, em2vx
Visual & Performing Arts	Jessica Necessary, 328-0256, jjn5y

E-mail account 376-4509, helpdesk

Facilities, reserving

Academic classrooms	Janie Hamilton, jkh2t, 376-7178
Alumni Hall	Kathy Fleming, 328-0128, krf5p
Athletic venues	Christopher Davis, cdd3s, 376-4505
Classroom buildings	Susan Mullins, 376-1011, sm5fm
Chapel, Cantrell Hall, Sculpture Garden, Slemp Center	wellness.uvawise.edu/ (use your UVa-Wise login)
Greear Gymnasium	Christopher Davis, cdd3s, 376-4505
Greear Pool	Julie Scott, jba4f, 376-1000
Library	Angie Harvey, 328-0159, akw2r and Shannon Steffey, 328-0157, sb3h
Private dining room	Chartwells, 328-5514, chartwells@list.uvawise.edu

Faculty Handbook Sandy Huguenin, 328-0120, jsh4ew

Faculty leave records Darlene Moore, 328-0120, dhm2z

Faculty personnel files Darlene Moore, 328-0120, dhm2z

Faculty Senate Rachel Tighe, 376-1089, rt3n

Financial Aid Becky Huffman, 328-0277, reg5a

Gifts and donations Development Office, 328-0129

Graduation Committee Debra Wharton, 376-4522, daw2c

Health benefits Francene Meade, 328-0142, kfm4x

Honor Court charges Josi Stidham, jcs5gt

Honors, graduation with Narda Porter, 328-0118, nnb3h

ID Cards (CAVS card)	Jean Good, 328-0209, jlg5u
Interlibrary loan	Kim Marshall, 328-0160, kjs
Intramurals	Mikaela Logan, 376-3430, mra4p
Jenzabar Account	Matt Stanley, 376-1040, kms4x
Library tours	Robin Benke, 328-0151, rpb
Mail services	Jean Good, 328-0209, jlg5u
Media Services	Rosa Bott, 328-0312, grb5u
Moodle	376-4509, cs-helpdesk
Observatory	Brenda Whitaker, 328-0203, blw
Parking	Diane Thacker, 328-0190, dek7y
Peake Honors Program	John Adrian, 376-4588, jma6x
Post Office	Jean Good, 328-0209, jlg5u
Press releases	Kathy Still, 376-1027, kls7ad
Print Shop	Randy Patrick, 328-0171, rnp2r
Prior, David J., Convocation Center	Chris Davis, 376-4505, cdd3s
Pro-Art Association	Bonnie Elosser, 376-1083, belosser
Provost's Office	Darlene Moore, 328-0120, dhm2z
Registrar	Narda Porter, 328-0118, nnb3h
Retirement	Francene Meade, 328-0142, kfm4x
SACSCOC Accreditation	Amelia Harris, 376-4557, ajh7a
State vehicles, reserving	David Amos, 328-0101, fleet
Student Health	Nancy Pilkenton, 376-1005, nlp4p
Student Support Services	Marcia Mitchell, 328-0177, myb3u
Students with disabilities	Whitney Wells, 328-0177, wew3x

Swimming pool, reserving	Julie Scott, 376-1000, jba4f
Teacher Education Program	Andy Cox, 328-0165, pac4v
Telephone service	Susan Herron, 376-4641, slh4q
Textbook orders	Scott Lawson, 328-0211, msl6r
Theatre productions	Michael McNulty, 328-0226, mm7dw
Travel & Expense card	Liz Moore, 376-4527, mem3m
Travel reimbursement	Shirley Calton, 328-0111, smc3a
Tutoring	Whitney Wells, 328-0177, wew3x
Vehicle registration	Diane Reeves, 328-0190, dek7y
Video conferencing	Rosa Bott, 328-0312, grb5u
Voice mail assistance	Susan Herron, 376-4641, slh4q
Wesley Foundation	Beth Tipton, 328-6826, btipton
Withdrawal from class	Amelia Harris, 376-4557, ajh7a
Withdrawal from college	Elizabeth Steele, 328-0313, els3a
Work requests, maintenance	Sharona Burke, 376-7162, slb5r
Work Study	Becky Huffman, 328-0277, reg5a
Writing Center	Cyndi Newlon, 376-4551, cpg6d

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