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## FOREWORD

Welcome to Richard Bland College. As a faculty member or faculty administrator you are an integral part of the Richard Bland College commitment to quality instruction and education.

The Richard Bland College *Faculty Handbook* provides the policies, information concerning the policies, and related administrative matters associated with the role of a faculty member or faculty administrator. Any questions concerning the administrative policies of the College may be directed to the Provost or the President. Concerns and questions related to course content and instructional needs may be directed to the appropriate Academic Division Chair and/or the Office of the Provost. It shall be the responsibility of the office of the Provost to maintain the *Handbook* and provide to the President any recommendations and/or changes from the appropriate administrative units or the faculty.

This *Faculty Handbook* and the *Richard Bland College Catalog* are provided for your information and preparation for serving as a member of the Richard Bland College faculty.

# **FACULTY HANDBOOK**

## **RICHARD BLAND COLLEGE**

**Of**

**The College of William and Mary**

### **I. MISSION**

Richard Bland College of The College of William and Mary in Virginia was founded in 1960. It is the junior college of the Commonwealth of Virginia. The College offers a traditional curriculum in the liberal arts and sciences leading to the associate degree, and other programs appropriate to a junior college. The curriculum is intended to allow students to acquire junior status after transferring to a four-year college, or to pursue expanded career opportunities. The College also recognizes its responsibility to serve the public by providing educational and cultural opportunities for the community at large.

### **II. GOALS OF THE COLLEGE**

- A. Be guided by the Mission Statement in its directions, decisions, and activities.
- B. Engage in the development and support of dynamic operational and academic policies and practices.
- C. Provide and support programs, services, activities, and learning/information resources to promote student learning and development.
- D. Provide access to programs and services that promote community enrichment.
- E. Integrate long-range planning and continuous improvement in the decision-making and budgetary processes.

### **III. GENERAL STATEMENT OF POLICY**

#### **A. ACCREDITATION**

Richard Bland College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate 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 Richard Bland College of the College of William and Mary.

In order to comply with the requirements for integrity and accuracy in reporting in its relationships with the Commission, the president must review and ensure the accuracy and

integrity of materials submitted by the institution, such as the Compliance Certification and Quality Enhancement Plan. In addition, an institution shall meet the following expectations:

1. Ensure that all documents submitted to the Commission are candid and provide all pertinent information, whether complimentary or otherwise. With due regard for the rights of individual privacy, every institution applying for candidacy, extension of candidacy, accreditation, or reaffirmation of accreditation, as well as every candidate and accredited institution, provide the Commission with access to all parts of its operations, and with complete and accurate information about the institution's affairs, including reports of other accrediting, licensing, and auditing agencies.
2. Respond in a timely manner to requests by the Commission for submission of dues, fees, reports, or other information.
3. Ensure that other information submitted to the Commission (such as that provided in the annual institutional profile, institutional responses to visiting committee reports, and monitoring reports) is complete, accurate, and current.
4. Cooperate with the Commission in preparation for visits, receive visiting committees in a spirit of collegiality, and comply with the Commission's requests for acceptable reports and self-analyses.
5. Report substantive changes, including the initiation of new programs or sites outside the region, or new sites within the region in accordance with the Commission policy on substantive change.
6. Report accurately to the public its status and relationship with the Commission.
7. Provide counsel and advice to the Commission and agree to have its faculty and administrators serve, within reason, on visiting teams and on Commission committees.
8. Provide the Commission or its representatives with information requested and maintain an openness and cooperation during evaluations, enabling evaluators to perform their duties with maximum efficiency and effectiveness.

#### B. Equal Opportunity

Richard Bland College is an equal educational opportunity institution that makes no illegal distinction in the admission of students or in any of its official activities based on sex, race, color, age, religion, national origin, sexual orientation, or disability; all standards and policies governing student admissions, recruitment, support programs, financial aid, and employment are applied accordingly.

Within the limits of its facilities and its obligations as a state institution of higher education, the College opens the possibility of admission and participation in its educational programs, financial aid and other school administered programs to all qualified persons without illegal discrimination based on sex, race, color, age, religion, national origin, sexual orientation or disability. The College will seek to provide reasonable accommodations to qualified

individuals with disabilities. This policy is enforced by federal law under Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Sections 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

1. If you are a student, you may not be illegally discriminated against in: admission to school; access to enrollment in courses; access to and use of school facilities; counseling and guidance materials, tests, and practices; vocational education; physical education; competitive athletics; graduation requirements; student rules, regulations, and benefits; treatment as a married and/or pregnant student; housing; financial assistance; health services; school-sponsored extra-curricular activities; **or** most other aid, benefits, or services.
2. If you are an employee, you may not be illegally discriminated against in: access to employment, including recruitment policies, practices, and advertising; application procedures, testing and interviewing practices; hiring and promotion; selection practices; application of nepotism policies; demotion, lay off; termination; tenure; compensation, including wages and salaries; extra compensations; job assignments, including classification and position descriptions; lines of progression; seniority lists; assignment and placement; leaves of absence, including leaves for temporary disability; childbearing leave and related medical conditions; childrearing leave; family medical leave; fringe benefits, including insurance plans, retirement plans, vacation time; travel opportunities; selection and support for training, employer-sponsored programs or contracts.
3. If you believe that you have been illegally discriminated against, you may file a claim or grievance with the Director of AA/EEO, Richard Bland College, Petersburg, VA 23805 (804) 862-6224.
4. You may also file a complaint of illegal discrimination with the U.S. Equal Employment Opportunity Commission (EEOC), 2401 E Street, N.W., Washington, D.C. 20506, at the same time you file the grievance, during or after use of the grievance process, or without using the grievance process at all. If you file your complaint with the Office for Civil Rights, you must file it in writing no later than 180 days after the occurrence of the alleged discrimination.
5. A faculty member with a grievance concerning termination or a grievance to appeal through the internal structure of Richard Bland College should use the “Appeal Procedure” set forth in Section VIII of this Faculty Handbook.

## IV. ADMINISTRATIVE STRUCTURE

### A. BOARD OF VISITORS

The Board of Visitors is the governing authority of the College of William and Mary, including the Virginia Institute of Marine Science and Richard Bland College. In executing its duties, the Board will be guided by the laws and policies of the Commonwealth of Virginia. It will strive to preserve the ideals and traditions of the institutions under its jurisdiction, including the student-administered Honor System that originated in the earliest years of the College of William and Mary.

From its membership the Board elects a Rector of the College, a Vice Rector of the College, and a Secretary of the Board. The Board appoints Presidents for both the College of William and Mary and Richard Bland College; and it appoints academic officers, faculties, and other employees essential to the effective operation of all the institutions under its control.

Appointed by and accountable to the Governor, the seventeen members of the Board of Visitors serve for terms of four years each. If any member of the Board fails to perform the duties of the office for one year without justification to the Board, the Rector may, after notifying that member, report such failure to the Governor.

Annually the Rector shall appoint a student and full-time faculty member from Richard Bland College nominated by the College President to the position of non-voting, advisory representatives. Faculty members shall be eligible to serve two consecutive one-year terms. The terms of office of each non-voting, advisory representative shall begin on the day following Commencement at each institution and will extend through the following year's Commencement. Each non-voting advisory representative will sit with the Board of Visitors during the open sessions of those committee meetings and full meetings of the Board which deal with matters pertaining to the College of William and Mary or Richard Bland College, respectively. In the event a student or faculty representative is not able to complete the term, the Rector, acting in concert with the appropriate institution's President, will appoint a replacement.

The Board of Visitors shall meet regularly four times each year on dates selected by the Rector of the College, the last session in the academic year being designated the regular annual meeting. Special meetings may be called by the Rector, and in the Rector's absence or disability, by the Vice Rector, or must be convened on request of any five members of the Board. Notice of meetings shall be provided in accordance with the relevant provisions of the Code of Virginia. A simple majority of the membership of the Board shall constitute a quorum for the transaction of business.

The Executive Committee shall consist of the Rector, who shall serve as Chairperson, the Vice Rector, the Secretary of the Board, the Chairperson of the Committee on Financial Affairs, and three members of the Board at large to be appointed by the Rector for two-year terms. The Executive Committee shall exercise the powers and transact the business of the Board of Visitors between meetings of the full Board as needed. All members of the Board shall be informed promptly of any action taken.

Immediately following the election of officers, the Rector shall appoint one member of the Board to chair each of nine standing committees and such other special committees the Board may deem necessary or advisable. One of these standing committees shall be the Richard Bland College Committee.

The Richard Bland College Committee shall be composed of five Board members. It shall consider and make recommendations concerning the financial and academic affairs of Richard Bland College, review the submission and approval of any and all budgets and the administration of the academic and financial policies and procedures of Richard Bland College. The Committee shall serve as the Board contact with faculty and student liaison committees and make recommendations on resolutions submitted by Richard Bland College for consideration by the Board of Visitors. The non-voting, advisory student and faculty representatives from Richard Bland College shall also serve as members of this Committee.

The President of Richard Bland College of the College of William and Mary shall have the same authority and responsibility for Richard Bland College as the President of the College does in Article II, Section 1 of the by-laws of the Board of Visitors, and shall be directly responsible to the Board of Visitors.

The President of Richard Bland College, while remaining responsible for the overall administration of the college, shall be assisted in the performance of duties by a Provost, who shall serve as Dean of the Faculty, a Dean of Administration and Finance, and a Director of Institutional Advancement. The authority, reporting relationships, and responsibilities of these officers shall be comparable, except where inappropriate, to their counterparts at the College of William and Mary as described in the by-laws of the Board of Visitors in Article II, Sections 2-7.

[from by-laws of the Board of Visitors to the College of William and Mary in Virginia as revised, 2005]

## B. EXECUTIVE ADMINISTRATIVE OFFICERS--RBC

### 1. President

The President of Richard Bland College, under the authority and direction of the Board of Visitors, is placed in charge of the administration and courses of instruction of the College. He or she shall be the authorized means of communication between the Board of Visitors and faculty, the Board and the students, and the Board and the various officers of instruction and administration employed in the College. The Board of Visitors, as the governing authority, delegates to the President operating responsibility and accountability for the administrative, fiscal, and program performance of the College.

The President, while remaining responsible for the overall administration of the College, shall be assisted in the performance of his duties by a Provost, who shall serve as Dean of the Faculty, by a Dean of Administration and Finance, a Director of Institutional Advancement, a Director of Institutional Effectiveness and Assessment, a Director of Admissions and Student Development, a Director of Admissions and Student Development, a Director of Financial Aid, a Director of Media Services, and a Director of Administrative Computing. He shall establish, with the approval of the Board of Visitors, such faculty positions and other administrative offices as he may deem

necessary for carrying out the work of the College. He shall recommend appointments of all persons to serve in such other administrative positions and on the faculty of the College, subject to appointment by the Board of Visitors. He may appoint such committees from members of the administrative staff and faculty of the College as in his judgment may be needed.

The President shall represent the College on public occasions and shall confer all properly authorized degrees, with the exception of honorary degrees, which shall be conferred by the Rector of the College or his or her duly authorized agent.

It shall be the duty of the President to direct the operation of the College and to supervise the work of the faculty and staff. He is charged particularly with responsibility for the internal order and discipline of the College, and to this end he shall hold all deans and members of the faculty to the faithful and efficient discharge of their duties. He may, when he deems it advisable, preside over any meetings of the faculty.

As the chief administrative officer of the College, the President may attend all meetings of the Board of Visitors or any committee meetings of the Board, except as otherwise designated by the Board, and participate in the discussions of such committees, and submit recommendations on matters falling within the purview of such committees, as he may deem proper.

He will formulate plans and operating policies and objectives covering all phases of operation of the College and will develop and maintain a plan of organization, through which these operating policies and objectives may be implemented, directed and controlled.

He shall cause reports of the fiscal and other affairs of the College to be prepared and submitted to the Board of Visitors and to its committees.

He shall be responsible for planning, implementing, coordinating and evaluating the College's communications, information, and public relations program.

It shall be his duty to bring to the attention of the Rector and the Board of Visitors all matters within his knowledge that in his opinion are in the interest of the College and require consideration by the Board.

In case of the death or resignation of the President, the Board of Visitors shall designate as promptly as possible an Acting President to serve until a President shall have been elected by the Board and shall have assumed office.

## 2. Provost and Dean of the Faculty

The Board of Visitors will, on recommendation of the President of the College, appoint a Provost who shall serve as the senior administrative and chief academic officer of the College under the President. He or she shall administer the affairs of the College during the temporary absence or disability of the President, except as otherwise directed by the Board.

The Provost, under the direction of the President and in accordance with policies established by the Board of Visitors, has general purview over all educational programs, activities, personnel and policies of the College. Under the direction of the President, the Provost is responsible jointly with the Dean of Administration and Finance for budget planning and for recommendations to the President regarding College resource allocation and expenditure budgets.

The Provost, who shall serve as Dean of the Faculty, is responsible for working directly with the Academic Division Chairs on academic planning, curriculum, budgetary, personnel, and educational policy matters, for recommendation as appropriate to the President. The Provost shall, upon recommendation of the appropriate Division Chair or administrative officer, make recommendations to the President regarding salaries, appointments, promotions of his staff and the faculty of the College, filling of vacancies on the faculty, and establishment of new positions, subject to appropriate approval and appointment by the Board of Visitors.

He or she shall serve as the accreditation officer of the College. He shall establish, under the direction of the President, and in consultation with the appropriate administrative officers, priorities regarding the College's needs for new financial resources for educational purposes. He or she shall recommend to the President of the College the calendar of the College, the curriculum of the faculty of the College, and the inauguration of new programs, the latter being subject to approval by the Board of Visitors. Such recommendations shall be formulated with due regard to the roles of the respective faculty, the educational mission of the College in the Virginia system of higher education, and budgetary and administrative feasibility.

### 3. Dean of Administration and Finance

The Board of Visitors will, on recommendation of the President of the College, appoint a Dean of Administration and Finance of the College. The Dean of Administration and Finance, under the direction of the President and in accordance with policies established by the Board of Visitors, shall administer the business affairs of the College and shall coordinate College activities with governmental entities. Under the direction of the President, the dean is responsible jointly with the Provost for budget planning and for recommendations to the President regarding College resource allocation and expenditure budgets.

He shall have custody of its valuable papers such as evidence of title and contracts to which the College is a party. He shall be responsible for the deposit of copies of all deeds and deeds of trust in appropriate files of the College and for the proper recording of all such deeds. He shall determine that land surveys have been made on all properties of the College to indicate the precise lines of demarcation between the properties of the College and other properties.

The Dean of Administration and Finance shall be responsible for the effective operation of the plant, the auxiliary enterprises, the general purchasing and supply system, and the buildings and grounds of the College. He shall take appropriate action to assure that the property and all materials in the College under his cognizance are properly safeguarded and in good condition and that appropriate maintenance, safety, and security procedures are established to utilize the materials and property of the College.

The Dean of Administration and Finance shall be responsible for the payrolls, handling of financial contracts, and preparation of annual fiscal reports. It shall be his or her responsibility to assure that private funds under the custody of the Board of Visitors of the College are properly invested with the approval of the President and the Committee on Financial Affairs of the Board of Visitors.

All reports prepared by the Dean of Administration and Finance will be submitted to the President and, where appropriate, transmitted by the President to the Board of Visitors.

#### 4. Director of Institutional Advancement

The Board of Visitors will, on recommendation of the President of the College, appoint a Director of Institutional Advancement. The primary responsibility of the Director of Institutional Advancement is to plan, implement, coordinate, and evaluate all programs and special events by which the college's voluntary private financial support, both for annual operations and capital purposes, will be sustained and increased. The Director of Institutional Advancement organizes and manages a comprehensive program to seek and/or coordinate gifts and grants from alumni, parents, other individuals, corporations, foundations, and other organizations.

The Director of Institutional Advancement maintains and/or coordinates information on gifts and grants to the College for both annual operations and capital purposes. The Director prepares and submits reports on the status of all fundraising activities of the college.

The Director of Institutional Advancement coordinates the scheduling of fundraising initiatives and other potential sources of funds.

The Director of Institutional Advancement is an effective organizer and administrator who has a firm belief in the institution, its values and objectives, thus serves as liaison to the Virginia General Assembly. The Director reports directly to the President of the College, and works with the Provost and Dean of Finance on all budgetary matters.

### C. ACADEMIC DIVISION STRUCTURE

The Academic Division is an administrative unit composed of related academic disciplines established to facilitate coordination of faculty efforts to promote inter-disciplinary activities. The twenty-five (25) academic disciplines are grouped under two divisions, the Division of Humanities and Social Sciences and the Division of Sciences and Quantitative Methods.

#### 1. Division of Humanities and Social Sciences – David Majewski, Chair

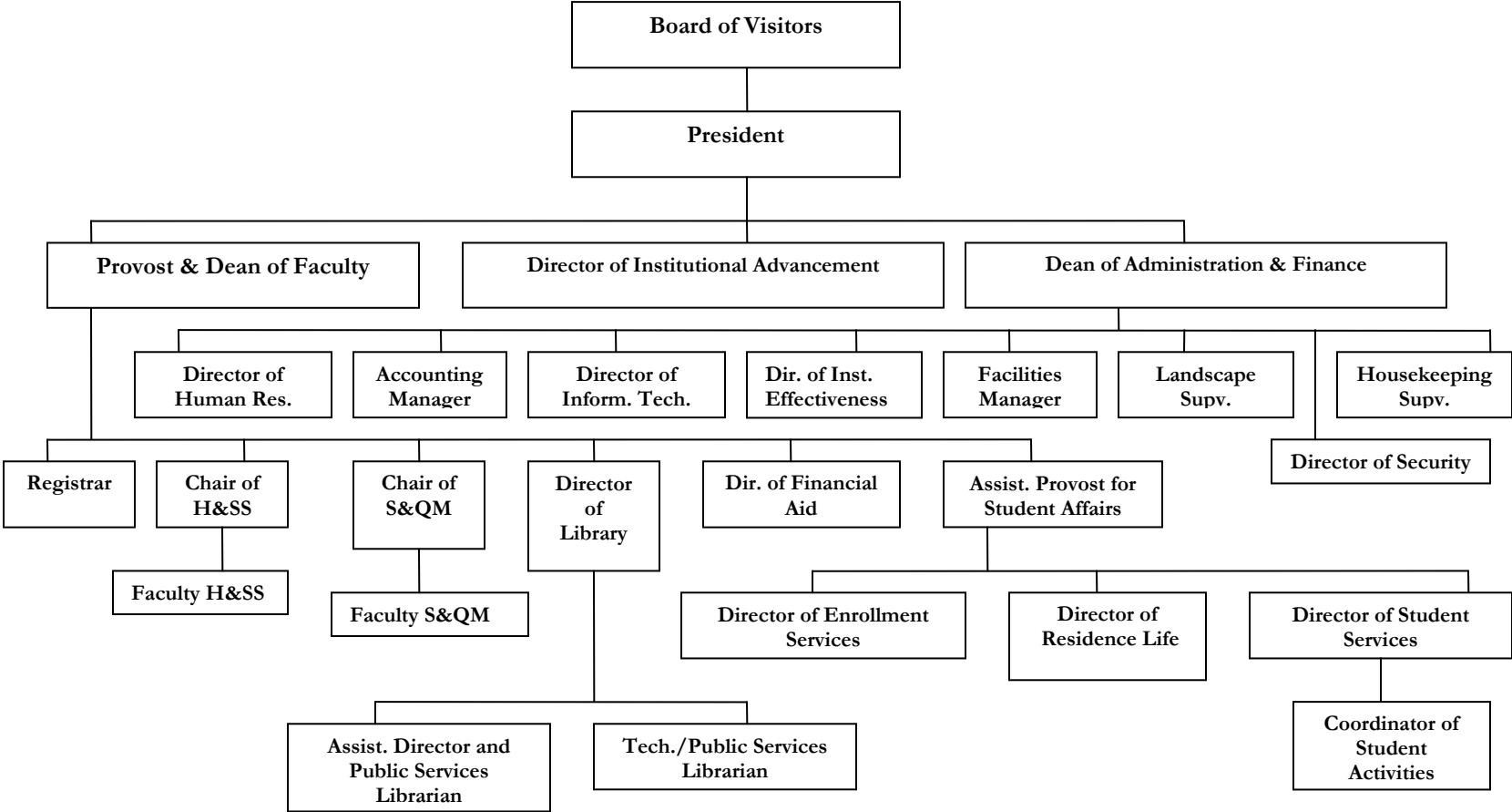
Art, Business, Economics, English, French, Geography, Government, History, International Studies, Music, Philosophy, Religion, Psychology, Sociology, Spanish, Speech, Theatre

#### 2. Division of Science and Quantitative Methods – Steve Martin, Chair

Accounting, Biology, Chemistry, Computer Science, Health, Mathematics, Physical Education, Physics

3. A Division Chair (who teaches a full-time load) will be elected by each division subject to the recommendation of the Provost to the President for final approval. Division Chairs shall hold office for a term of three years, subject to annual review by the President, or until they are re-elected or their successors elected.

D. ORGANIZATION CHART



01/16/08

## V. INSTITUTIONAL POLICIES

### A. EQUAL EDUCATION/EMPLOYMENT OPPORTUNITY POLICIES

The Richard Bland College Student Recruitment and Retention Plan is designed to promote, consistent with law, equal opportunity in education and employment without unlawful regard to sex, race, color, age, religion, national origin, sexual orientation, or disability.

The College also is committed to assuring that all affirmative action and equal employment programs and activities are developed and implemented consistent with law. In particular, it is the policy of the College to maintain and promote equal employment opportunity, consistent with law, and without regard to race, color, religion, national origin, sexual orientation, disability, sex or age (except where sex or age is a bona fide occupational qualification).

An integral part of this policy is to provide equal employment opportunity for all persons; to recruit; and to administer hiring, working conditions, benefits, and privilege of employment, compensation, training, appointments for advancements, including upgrading, promotions, and transfers, and terminations of employment, including layoffs and recalls, for all employees, without illegal discrimination.

### B. INSTITUTIONAL COMMITTEES

1. Institutional Effectiveness Committee -- The Institutional Effectiveness Committee is a combined faculty/staff committee charged with developing, implementing, and revising the Richard Bland College Strategic Plan, and with implementing and monitoring college program-evaluation activities, including student outcomes assessment.
  - a. Membership--The membership of the Institutional Effectiveness Committee includes the Provost; the Dean of Administration and Finance; the Director of Institutional Effectiveness; the Division Chairs, four faculty members, two elected from each division, for staggered two-year terms; two representatives from the classified staff; and two students. The President of the College will serve as an ex-officio member. The President may appoint other members to the Committee as needed.
  - b. Responsibilities--The Institutional Effectiveness Committee has two primary responsibilities. It is charged with on-going implementation, monitoring, and updating of the College's Strategic Plan. At the beginning of each year, the Committee will establish a timetable for its activities, taking into account requirements from various state and accrediting agencies. Second, the Committee will oversee evaluation of programs at the college, including setting the expectations and timetable for assessing the outcomes of student learning.

- c. Staffing--The Committee will be staffed by the Director of Institutional Effectiveness and chaired by a member elected annually by the Committee membership.
2. Information Technology Planning Committee--The Information Technology (IT) Planning Committee is a joint faculty/staff committee that plans, monitors, and makes recommendations to the Provost and to the Dean of Administration and Finance concerning the purchase and use of computer equipment on campus, develops and recommends to the President policies related to technology, and serves as a means for coordination of planning for the acquisition and use of technology on the campus.
- a. Membership--The members of the ITP Committee are:
    - (1) the Director of Information Technology Services, the Library Director and the Coordinator of Instructional Technology Support, are permanent, standing members;
    - (2) one representative from the administration who will serve a two-year renewable term, appointed by the Provost and the Dean of Administration and Finance;
    - (3) six faculty members, three elected by each division to alternate terms for no more than two terms in succession.
  - b. Leadership—the Director of Information Technology Services will normally chair the committee, although an alternate chair may be elected by the committee at the beginning of a given academic school year.
  - c. Responsibilities
    - (1) Recommendation of the approval/disapproval and the prioritizing of requests for purchase of computer equipment or software for the College. In particular, the IT Planning Committee will develop a plan for spending state funds especially allocated for technology, such as the Equipment Trust Fund and college funds allocated for technology to demonstrate its commitment to Maintenance of Effort . This includes the authority to set up reasonable requirements for documentation of the needs for such purposes.
    - (2) Recommendation for general policy guidelines for computer-related utilization, where appropriate. An example would be development of the “Acceptable Use Computer Policy” and “Email Policy”.
    - (3) Coordination of activities related to computers and technology by administrative and academic users. This includes problem solving and sharing of expertise.
    - (4) Assistance in the development and review of strategic planning documents at the behest of the college Strategic Planning Committee.

(5) Performance of such other related tasks as directed by the Dean, Provost, and/or President.

d. Responsibilities of the Administrative and Academic IT Directors

(1) The Administrative and Academic IT Directors will provide inventory information to the Information Technology Planning committee as needed.

(2) The Directors will review all purchase requests within their areas of responsibility. One part of the review will be to determine if there is existing equipment on campus to meet the need indicated as justification for the purchase. The Directors will consult to determine the availability across administrative/academic departments.

(3) The Directors will approve all recommendations for the surplus of existing equipment.

### C. STUDENT RECORD POLICY

The College maintains a Student Record Policy dealing with student records, their use, and their access. This policy reflects the requirements of both state and federal law, including the federal family Educational Rights and Privacy Act (FERPA), commonly called the “Buckley Amendment.” A copy of the Student Record Policy is available in the Office of the Registrar.

### D. INTELLECTUAL PROPERTY

1. Acknowledgment: The Richard Bland College Intellectual Property Policy closely parallels the policy developed by The College of William and Mary.

2. Introduction: The purpose of this policy is to define the ownership rights to copyrightable works of authorship and inventions which may be patented that are created by employees and students of Richard Bland College.

3. Definition of Terms

a. Administrative Activity – An administrative activity is one that relates to the management or administrative functions of the College. Such activity is typically found in other organizations not involved with teaching or scholarship.

Administrative activities include, for example, preparing budgets, developing policies and contracts, maintaining a personnel system, keeping inventories of equipment, developing long-range plans, and preparing brochures.

Administrative activities also include activities that are not found outside of educational institutions but which support teaching and scholarship indirectly, such as preparing a database of student information, printing a catalogue of course descriptions, designing and constructing classrooms, or writing a patent and copyright policy. There is no hard and fast line between administrative activities

and teaching or scholarship activities. The question is whether an activity is predominantly one or the other, not whether it is entirely one or the other.

- b. Assigned duty – “Assigned duty” is narrower than “scope of employment,” and is an undertaking of a task or project as a result of a specific request or direction. A general obligation to do research, even if it results in a specific end product such as a vaccine, a published article, or a computer program, or to produce scholarly publications, is not a specific request or direction and hence is not an assigned duty. In contrast, an obligation to develop a vaccine or a request or direction to write an article or produce a computer program is a specific request or direction and is therefore an assigned duty.
- c. College – Richard Bland College. The Provost will serve as the College’s agent for matters of applying this policy.
- d. Creator – Either an inventor in the context of patentable invention, or an author in the context of copyrightable works of authorship.
- e. Employee – All individuals employed by the College, including full- and part-time faculty, classified employees, and administrative staff.
- f. Invention – machine, article of manufacture, composition of matter, process or any improvement to those.
- g. Intellectual Property
  - (1) the right to apply for a patent, or
  - (2) an issued patent, or
  - (3) a legal right that inheres in a patent, or
  - (4) a copyright, or
  - (5) a legal right that inheres in a copyright.
- h. Reporting Period – The period of July 1 of one year through June 30 of the following year.
- i. Royalties Received – Any value received, including cash payments as well as the fair market value of any property or services received, in consideration for a transfer of any intellectual property in which an institution claims an interest.
- j. SCHEV – State Council of Higher Education for Virginia.
- k. Significant Use of General Funds (required by legislation for determining when transfers of intellectual property must be approved by the Governor) – This phrase and the phrase “developed wholly or significantly through the use of general funds” mean that general funds provided \$10,000 or more of the identifiable

resources used to develop a particular intellectual property. A reasonable cost should be assigned to those resources for which a cost figure is not readily available, such as salary, support staff, and other equipment and resources dedicated to the creator's efforts. Resources such as libraries that are available to employees generally should not be counted in the assessment in the use of general funds.

The definition of significant use must be answered on the basis of the facts and circumstances of each case. Generally, the use of offices, laboratories, studios, libraries, or the receipt of salary, all of which would otherwise be used in the normal course of teaching and research duties, will not be construed as constituting significant use of general funds.

1. Work – “an original work of authorship fixed in a tangible medium” as used in the Copyright Act.

#### 4. Policy Requirements

- a. Applicability of the Policy – This policy applies to all employees and students of the College.
- b. Ownership of Intellectual Property (Employees) – The College owns the intellectual property created by its employees when:
  - (1) the intellectual property results from an administrative activity, or
  - (2) the intellectual property results from an assigned duty, or
  - (3) creation of the intellectual property involved a significant use of general funds.

Ownership otherwise resides with the employee creating the intellectual property. As provided in the paragraph on Administrative Responsibilities, the Provost may waive the College's interest in the intellectual property, under such terms as shall be provided by the Provost. Such a waiver will be in writing.

- (4) Grants--Whenever the College provides or administers a grant, it may vary the terms of this policy if it provides notice at the time the grant is applied for. In the absence of that notice, the following paragraphs generally will apply:

Ownership of intellectual property created under a grant from the College is the same as ownership of intellectual property not covered by a grant: i.e. it is described in this policy.

Ownership of intellectual property created under an outside grant directly to an individual employee is governed by agreement between the employee and the granting agency.

Ownership of intellectual property created under an outside grant that is administered by the College is not completely within the College's control. This policy will govern unless in conflict with any term or condition of the grant. Whenever the granting agency retains ownership of intellectual property if the College does not elect to claim it, the College will elect to retain ownership and either keep it or transfer it to the employee according to the provisions of Section 4. b.

- (5) Contracts--The College sometimes has copyrightable or patentable work done on contract with third parties who are not employees or students. Rights in these situations are governed by a combination of federal law, state law, and the contract.
- (6) Consulting--Employees who perform consulting work for outside organizations do not act as College employees when they do so, and the terms of this policy are therefore inapplicable. Outside employment must be approved beforehand by the College, as specified in the *Faculty Handbook* and state law.

c. Ownership of Intellectual Property (Students)

Unless the intellectual property has been created as a result of an administrative activity, or assigned duty, or involved a significant use of general funds, students will own intellectual property resulting from their classroom assignments. Students own any intellectual property resulting from their own initiative and not required by the College or a faculty member, such as a paper written for an essay contest. A statement to this effect will be placed in the *Student Handbook*.

- d. Administrative Responsibilities: The Provost is responsible for the implementation and administration of this intellectual Property policy and will:
  - (1) develop amendments and guidelines deemed appropriate for the implementation of this policy;
  - (2) promptly consider all notifications of intellectual property and determine the circumstances of creation to establish whether significant use of College facilities, personnel and resources is involved;
  - (3) determine whether to apply for a patent or register a copyright on behalf of the College;
  - (4) determine whether the intellectual property in which the College holds an interest is marketable, and if so, take appropriate steps on behalf of the College for marketing the property, including transferring the College's rights to the Richard Bland College Foundation or another entity;
  - (5) distribute royalties as a result of the implementation of this policy;

- (6) advise the creator in writing whenever the College does not claim ownership of an intellectual property of which the creator has notified the College.
  - e. The President will review and approve the standards and guidelines and any amendments to them developed by the Provost for the implementation of the Intellectual Property Policy and at the request of any interested party or on his own review any determination of the Provost. The Provost, if he deems necessary, may appoint a committee to advise him. The Provost also shall conduct periodic reviews of the Intellectual Property Policy.
  - f. In implementing the Intellectual Property Policy, the Provost will:
    - (1) maintain records on all requirements regarding patents and copyrights in any grant or contract accepted by the College;
    - (2) provide patent, copyright and other pertinent information as required by the terms of a grant, contract, or agreement to which the College is party;
    - (3) submit appropriate reports as the College and the State Council of Higher Education require.
  - g. The President of the College may reassign the administrative responsibilities of administering this policy as he deems necessary.
5. Employee Responsibilities

Employees will promptly notify the Provost in writing of all intellectual property of marketable value that the College owns as provided in Section 4.c. Notifications will go through the appropriate administrative head to the Provost for the purpose of determining whether, and to what extent, the College has a proprietary interest in the material and determining the use of State general funds in its development. If more than one individual participated in the development, the notification should identify the percent of each participant's interest and should be signed by all participants. The participants will furnish additional information and execute documents from time to time as the Provost may reasonably request.

Responsibility for timely and responsible notification of intellectual property rests with the creator. Notification forms will be available in the Provost's Office. Guidance is available from the Provost on the steps to be taken to protect the interests of the creator and the College.

The Provost will so advise the creator in writing if the College claims no ownership of the intellectual property.

The determination of ownership will normally be expected within thirty (30) days after the creator submits a completed notification to the Provost.

The creator and all participants will cooperate in the application for a patent on the invention or in registering the copyright to the work, whether requested by the

College or an agent or assignee of the College, such as the Richard Bland College Foundation.

If at any point in the process the College decides that no further current action is desirable for intellectual property that the College owns, it will so notify the creator within thirty (30) days. In this case, the College may transfer full or limited ownership to the creator, or reserve ownership until a subsequent date.

#### 6. Protection and Commercialization

Nothing in this policy requires the College to sell, license, or use any intellectual property. The Provost and the President must approve institutional agreements between the College and any outside patent management firm. The President will determine whether the agreement is in the College's interest.

#### 7. Distribution of Royalties

Generally, the creator(s) and the College will share the gross royalties that are received from intellectual properties for which the College obtains a patent or holds a copyright. The creator will receive 50% of the gross royalties received on the first \$10,000, then 20% of the gross royalties received over \$10,000 and up to \$100,000, and 10% thereafter of the gross royalties that exceed \$100,000. Under special circumstances the creator, or the College may propose an alternate arrangement.

The royalties to the College will be used to fund faculty development, general research, and intellectual property development expenses unless the Board of Visitors or the President directs otherwise.

Individual grants or contracts for sponsored research with a granting agency may specify a different assignment of patent or copyright ownership or a different distribution of royalties.

#### 8. Appeal of Action by the Provost

A creator who claims to be adversely affected by an action of the Provost may appeal in writing within ten (10) calendar days of notification of the action to the President. Grounds for appeal include an alleged failure of the Provost to comply with this Intellectual Property Policy.

The creator will submit his or her appeal to the President and demonstrate that the creator has made a reasonable effort to resolve his complaint with the Provost as a preliminary matter. Proceedings will be informal, and all parties will have adequate notice and opportunity to be heard.

After considering all relevant information, the President will decide the merit of the creator's grievance and advise the Provost and the creator of his decision. Review of appeals will take no longer than thirty (30) days from the date they are filed unless

both parties mutually agree upon an extension or if additional time is authorized by the President for cause.

9. The College has the right, with the Governor's written approval when legally required, to transfer any intellectual property in which it claims an interest.
10. The Governor's prior written approval is required for transfers of title to patents and copyrights that were:
  - a. developed wholly or significantly through the use of state general funds, by an employee of the institution acting within the scope of his assigned duties, or
  - b. developed wholly or significantly through the use of state general funds and are to be transferred to an entity other than the following:
    - (1) the Innovative Technology Authority, or
    - (2) an entity whose purpose is to manage intellectual properties on behalf of nonprofit institutions, or
    - (3) an entity whose purpose is to benefit the transferring institution, such as the Richard Bland College Foundation.
11. When prior written approval is required, the College will send a description of the intellectual property and the proposed transaction to the State Council of Higher Education. The Council may recommend action to the Governor, including any conditions the Council thinks should be attached to the proposed transfer. The Governor also may attach conditions to the transfer.

When the College specifically directs an employee to develop a particular intellectual property, the development becomes a specific administrative activity. If the development is done with significant use of state funds (substantial use. . .), the College must obtain the Governor's approval before transferring the property, whether or not the transferee is one of the entities previously listed.

## 12. Reporting Requirements

The State Council of Higher Education, in cooperation with the Innovative Technology Authority, must collect and report certain information about intellectual property to the General Assembly. To comply with this requirement, the College must annually collect and report the information for the preceding fiscal year. The Provost will be responsible for compiling and submitting the report.

Each annual report must include the following information: the number of intellectual properties in which the College claims an interest under this policy (the number should be divided into patentable and copyrightable subject matter); the name of all transferees to whom the College has transferred any interests, including licenses, in

intellectual properties; and the total royalties received by the institution during the reporting period.

If the College is unable to publicly identify the transferee of any intellectual property, the College should identify the particulars of the transfer as well as the reasons why such information should not be reported. The Council will determine whether to report the information to the legislature.

### 13. Intellectual Property and Software Use Policy

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to all works of all authors and publishers in all media. It encompasses the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication.

Because electronic information is easily reproduced, respect for the work of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, defamation, unauthorized access, and trade secrets and copyright violations may be grounds for sanctions against students or employees of Richard Bland College.

- a. Richard Bland College licenses the use of computer software from a variety of outside companies. Richard Bland College does not own this software or its related documentation and, unless authorized by the software developer, neither the College nor its students has the right to reproduce it.
- b. With regard to use on local area networks or on multiple machines, Richard Bland College students and employees shall use the software only in accordance with the license agreement.
- c. Richard Bland College students and employees learning of any misuse of software or related documentation within the College shall notify the Director of Academic Computing.
- d. According to the U.S. Copyright Law, persons involved in the illegal reproduction of the software or related documentation can be subject to substantial civil damages, and criminal penalties, including fines and imprisonment. Richard Bland College does not condone the illegal duplication of software or related documentation. Richard Bland College students or employees who make, acquire, or use unauthorized copies of computer software or related documentation shall be disciplined as appropriate under the circumstances.
- e. Richard Bland College faculty and staff who use software and/or the intellectual property of others must sign the following statement:

I am fully aware of the <u>Intellectual Property and Software Use Policies of Richard Bland College</u> and agree to uphold those policies.
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## E. SEXUAL HARASSMENT POLICY

Richard Bland College desires to provide a positive, discrimination-free educational and working environment. In this spirit, sexual harassment in the educational setting or work place is unacceptable and will not be tolerated. This policy applies to all members of the College community including students, classified employees, and members of the instructional, administrative, and professional faculty.

Sexual harassment is a form of sex discrimination prohibited by Title IX of the Educational Amendment of 1972 and Title VII of the Civil Rights Act of 1964. For purposes of this policy, sexual harassment is defined as unwelcome conduct of a sexual nature, physical or verbal, by a member of the College community when:

1. submission to such conduct is made explicitly or implicitly a term or condition of work or academic performance; or,
2. submission to or rejection of such conduct is used as a basis for an employment decision, performance evaluation, or academic performance evaluation concerning a member of the College community; or,
3. such conduct is known or should have been known to interfere with an individual's work or academic performance, or to create an intimidating, hostile, or offensive working or educational environment.
4. It is a violation of College policy for any faculty member, administrator, student or staff employee, hereafter referred to as members of the College community, to seek or offer gain, advancement, or consideration in return for sexual favors.
5. It is a violation of College policy for any member of the College community to make an intentionally false accusation of sexual harassment.
6. It is a violation of College policy for any member of the College community to initiate a negative personnel or academic action against an individual in retaliation for reporting an incident or allegation of sexual harassment, except in cases of intentionally false accusations of sexual harassment.
7. In determining whether the alleged conduct constitutes sexual harassment, those charged with making such determinations will consider all relevant information including the nature of the alleged sexual conduct and the context in which the alleged conduct occurred. Such determination will be based on fact and will be made on a case-by-case basis.

In cases of alleged sexual harassment, an ad-hoc faculty committee will be appointed by the Provost to review and resolve the allegation. Procedural standards, similar to the Appeal Procedure outlined in the *Faculty Handbook*, will be observed.

## F. POLICIES AND PROCEDURES AFFECTING CONSENSUAL AMOROUS RELATIONSHIPS

The appearance of a compromising conflict of interest or of coercion, favoritism or bias in educational or academic evaluation is prejudicial to the interests of Richard Bland College, its members, and the public interest that it serves. Amorous relationships between faculty members and students with whom they also have an academic evaluative role create such an appearance, even where the relationship is genuinely consensual. Such relationships are particularly susceptible to exploitation. The respect and trust accorded a professor by a student, as well as the power exercised by the professor in an academic or evaluative role, make voluntary consent by the student suspect. Even when both parties initially have consented, the development of such a relationship renders both the faculty member and the institution vulnerable to possible later allegations of sexual harassment in light of the significant power differential that exists between faculty and students.

Therefore, faculty members are advised against participating in amorous relationships with students enrolled in their classes or with students whom they otherwise evaluate, grade, or supervise. Similarly, faculty members should avoid situations requiring them to evaluate, grade, or supervise students with whom they currently have an amorous relationship. Whenever such a situation arises or is foreseen, the faculty member shall report the situation promptly to an appropriate administrative superior (Division Chair, Provost) and seek advice and counsel. That superior shall take effective steps to ensure unbiased supervision or evaluation of the student.

For purposes of this policy, “faculty” shall include all full-time or part-time College personnel who teach, and administrators with faculty status. Evaluative situations may include, but are not limited to, supervising instruction, evaluating academic performance, or serving on committees for awards or prizes.

Members of the College community who believe themselves to be affected adversely by a violation of this policy may initiate a complaint with the appropriate division chair. A complaint alleging that a division chair or an administrator has violated this policy may be filed with the Provost or other appropriate administrative authority. Complaints should be filed within ten (10) calendar days of the time at which the complainant becomes aware of the adverse effect of an alleged violation of this policy, but not more than one year after the alleged violation.

Failure of members of the College community to comply with the foregoing policy shall be handled in accordance with the provisions for handling allegations of misconduct described in the *Faculty Handbook*, including the procedural guarantees therein outlined. (see VIII. S.)

## G. SMOKING REGULATIONS

1. Regulation: As an institution of higher education, Richard Bland College of The College of William and Mary has a responsibility to its students, faculty, staff, and

members of the surrounding communities to provide an atmosphere in which healthy living is promoted. The College has adopted the following as one of its curriculum goals: “An understanding of the components of a healthful lifestyle, including the benefits of physical fitness.” To achieve this, the College educates students on many issues related to health. Therefore, the following regulations have been established regarding smoking:

- a. All classrooms, hallways, and other inside public areas of all buildings on campus will be smoke free.
- b. Additionally, the Virginia Indoor Clean Air Act prohibits smoking in (1) elevators, regardless of capacity, except any open material hoist elevator, not intended for use by the public, (2) indoor service lines and cashier lines and (3) public restrooms in any building owned or leased by the Commonwealth.

2. Enforcement:

- a. In addition to the enforcement mechanism set forth in the Virginia Indoor Clean Air Act, cases involving students who have violated the Policy will be handled through the Student Disciplinary Policy outlined in the *Student Handbook*.
- b. Cases involving faculty and staff who have violated the Policy will be handled through the corresponding discipline policies. (see VIII. S.)

## H. ALCOHOL AND ILLICIT DRUGS

No employee will report to work while under the influence of alcohol or illegal drugs. In addition, the possession, use, distribution, or sale of any alcoholic beverages (with the exception of functions wherein such possession or use is authorized by the Office of the President) or illicit drugs on College property or at College activities is prohibited.

Under local, state and federal laws, 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.

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 (5) days after such conviction. The College must notify any federal contracting agency within ten (10) days of having received notice that an employee engaged in the performance of such contract has had a criminal drug conviction for a violation occurring in the workplace. The College will impose a sanction 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 removal. This policy

applies to all employees, full-time or part-time; students; and anyone on the College campus.

## I. POLICY ON TRANSMITTABLE DISEASES

In the event a student, faculty, or staff member is diagnosed as having a transmittable disease that must be reported to the State Department of Health, the College reserves the right to determine, on a case-by-case basis, whether conditions should be established to limit or prohibit the person's continued participation in College activities or employment in the interest of public health and/or the health of the College community. This determination shall be made by the Provost of the College (or designated representative) in consultation with appropriate medical and legal advisors. If, in the opinion of the Provost after such consultation, the person's condition requires immediate exclusion from the campus, the person shall be immediately excluded from the campus. The person may request a full review of the Provost's determination by the President.

### 1. Procedures:

- a. Cases of transmittable or communicable diseases will be reported to the Department of Health in compliance with local, state, and federal requirements.
- b. In accordance with the Family Education Rights and Privacy Act of 1974, no specific or detailed information concerning complaints or diagnosis of communicable diseases will be provided to faculty, administrators, parents, or others without prior written approval of the affected person.
- c. When the Provost determines that conditions must be met for a person's continuance or that circumstances require that the person leave the campus community to protect the public health or the person's own health, he or she will notify the person in writing of the reasons for such action. The Provost will also explain that the decision may be reviewed if the person wishes to present medical or other evidence suggesting that the Provost's decision should be reconsidered.
- d. In determining the action to be taken or to ensure desired compliance with decisions reached, the Provost may consult with others in the community whose knowledge and information may be essential to a well-considered judgment but such discussions should be undertaken without revealing the name of the person, or other personally identifiable information.
- e. Under the direction of the Provost, a set of precautions and procedures will be published to treat situations where exposure to body fluids, blood, or other agents might lead to the transmission of the disease. These situations include, but are not necessarily limited to, laboratories, activities of physical education, and physical plant operations.
- f. Persons who know or have reasonable basis for believing that they have a communicable disease are expected to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves

responsibly in accordance with such knowledge for the protection of themselves and other members of the College community. Furthermore, these persons are required to inform the Provost, either directly or through the individual's supervisor, of their condition so that measures may be taken to ensure their safety and the safety of others.

2. For Human Immuno-Deficiency Virus (HIV)/Acquired Immune Deficiency Syndrome (AIDS):
  - a. Persons with HIV disease will not be denied the opportunity to attend class or participate in College employment or other activities on the basis of a positive HTLV-III test or diagnosis of HIV disease under routine circumstances. The College will work with and follow the Department of Public Health's guidelines and/or those of the attending physician.
  - b. A specific program of College-wide education concerning HIV/AIDS has been developed and implemented for students, faculty, and staff and includes information about the current recommendations of the U.S. Public Health Service and Center for Disease Control concerning the disease.

The presence of persons with unrecognized HIV disease requires that health care workers, emergency service workers, public safety officers, and certain other employees or volunteers handle all blood and body fluids as potential sources of HIV infection. Thus faculty and staff who may come in contact with an individual's blood or body fluids are required to comply with the current Center for Disease Control "Guidelines for Prevention of Transmission of Human Immunodeficiency Virus and Hepatitis B Virus to Health-Care and Safety Workers" and other applicable guidelines. The Department of Human Resources will designate those employees who are in positions that expose them occupationally to HIV.

- c. On June 15, 1990, the Board of Visitors approved the Richard Bland College AIDS Education Program, bringing the institution in compliance with Section 23-9.2:3.2 of the Code of Virginia.

## J. WEAPONS

### Purpose:

This policy provides rules and regulations concerning the possession of weapons on campus and in all facilities and locations owned, leased, or controlled by Richard Bland College in an effort to provide a safe and secure learning and working environment for its students, employees, and visitors.

### Applicability:

This policy applies to all Richard Bland College faculty, staff, students, visitors, and contracted service representatives, regardless of whether a license to possess has been issued.

Definition of “Weapon”:

Defined as, but not limited, to any kind of ammunition, firearms, explosives, fireworks, air rifles, air pistols, paintball guns, BB or pellet guns, any knife other than a pocket knife with a blade no longer than four inches, bow and arrow, crossbow, sling shot, blackjack, brass knuckles, nunchakus, throwing star, fighting chain, and/or any other potentially lethal instrument.

Policy:

No person shall possess, store, display, or use a weapon on any property owned, leased, or controlled by Richard Bland College. Storage of weapons in vehicles while on Richard Bland College’s property is also prohibited.

Exclusion:

This policy does not apply to law enforcement officials duly authorized to carry such weapons.

Sanctions:

Violators are subject to Richard Bland College’s disciplinary policies and/or criminal charges.

**K. PETS ON CAMPUS**

Because the presence of pets in office and classroom space contributes to health and maintenance concerns, faculty, staff, and students will not bring pets onto the campus while the College is in session. (Exceptions to this policy are dogs trained to assist handicapped persons and, subject to permission from the Provost, pets included in course presentations.) Pets, which present no danger and are kept under control (for dogs, this means on a leash), may be brought on campus when the College is not in session.

**VI. POLICIES REGARDING ADMINISTRATIVE PERSONNEL: TEACHING AND RESEARCH FACULTY**

**A. DEFINITION OF PERSONNEL AFFECTED**

These policies and procedures apply to those persons employed full-time at Richard Bland College in State-funded positions recognized as essentially for academic administration and supervision but comparable in professional qualifications to the teaching and research staff and assigned academic faculty rank of professor.

Appointment to such positions is made by the Board of Visitors upon recommendation of the President and confirmed by written contract. Such a contract specifies, among other provisions, the administrative title of the position and either (a) a faculty-equivalent academic rank that, however, is not located in a department of instruction and not, therefore, considered tenure-eligible; or (b) an academic rank in a department of instruction that is held simultaneously with the administrative position and in which academic tenure may be achieved or held.

Only persons holding such contracts are considered “Teaching and Research Administrative” personnel and the following policies and procedures apply only to them. This applies only to the Provost and Dean of Faculty, the Dean of Administration and Finance, and the Director of Institutional Advancement.

## B. GENERAL POLICIES REGARDING ADMINISTRATIVE APPOINTMENTS

1. Administrators accountable to the President--The President is charged by the Board of Visitors with the administration of the College. All administrators defined above exercise their authority through his delegation and are in turn ultimately accountable to him. It is thus within the President’s authority to recommend appointment and at any time to reassign administrative duties and titles as he may deem necessary or desirable. It is also the President’s prerogative to terminate the employment of an administrator at any time, without ascription of cause, subject only to the requirement of appropriate notice.
2. Academic tenure not relevant--A status understood as permanent academic tenure, either in a particular administrative assignment or generally as a member of the administration, is not consistent with VI.A. above and cannot be achieved by a college administrator. Nothing in this paragraph, however, may be construed as affecting an individual’s status of, or eligibility for, academic tenure in a department of instruction as determined under the policies and procedures contained in the *Faculty Handbook*.

Faculty and employees should be aware that provisions of the “State and Local Government Conflict of Interest Act” (VA. Code 2.1-639.1 *et seq.*) may apply to their receipt of royalties or other transactions involving exploitation of intellectual property. Where doubtful, it is incumbent upon the faculty member to seek appropriate legal advice and make disclosures required by that Act.

## C. FORMAL AND PERIODIC EVALUATIONS

Administrators defined in VI.A. above shall be subject to formal and periodic evaluations of their administrative performance according to the detailed procedures outlined below.

1. Procedures of Evaluation:
  - a. Period of review:

A review of performance is to be made every year by the President at the time of contract renewal (see VIII, B, 1, b). To supplement this annual review, and formally to bring into the procedures a wider group of persons than are normally involved in an annual review, a more extensive committee evaluation will regularly be made (1) during an administrator’s second year in a particular administrative position--this evaluation will be conducted irrespective of the individual’s total length of service as a member of the administration; (2) during an administrator’s sixth year as a member of the administration regardless of any

changes in administrative assignment; and (3) every five years thereafter. However, if the evaluations mandated in (1) and (2) above should coincide during the same year, they may be merged into one evaluation. Delay of these evaluation schedules may be made by the President when deemed in the best interest of the College (e.g., when a person due for a fifth-year evaluation is in the first year of an administrative assignment substantially different from that previously held), but in no case will such delay be for more than one year.

Regardless of the above schedule, the President may call for a committee evaluation of an administrator at any time.

b. Evaluation committees:

For each administrator, the President shall appoint an evaluation committee after notice to the administrator to be evaluated, and after approval of the committee membership by the person to whom the administrative superior reports. Committees shall ordinarily have three or four members, but no more than seven. Each committee shall elect its chair. Committees will be chosen to provide representation both from the groups of administrators with whom the individual works and from the constituency that the individual especially serves. The exact degree and number of such representation of constituencies necessarily varies from one committee to another.

Thus, in the case of evaluation of officers especially charged with academic administration, the teaching faculty of the College would be well represented, less so when the administrative office touches faculty concerns less directly. In all instances, however, at least one member of the teaching and research instructional faculty will serve on the committee, as those individuals being evaluated are in positions “essentially for academic administration and supervision” and “are assigned academic faculty ranks.” Similarly, students would be well represented in evaluations of student personnel officers.

Where appropriate, the President may appoint an individual who is not a member of the College community where that individual possesses competency in a specialized area related to the administrative duties under review. The individual’s direct administrative superiors, i.e. those persons who must later consider the committee’s report, are not eligible to serve on the evaluation committee.

c. Administrative Superiors

The immediate administrative superior of the person to be evaluated has the responsibility of initiating the process of evaluation at the appropriate time by appointing the evaluation committee after the consultations stipulated in section 1.b. above and instructing it as to its duties and timetables.

d. Criteria

The indispensable criterion of administrative performance is effectiveness in the position. Questions of academic and professional qualifications, efficiency, initiative, cooperativeness, civic or professional activity, diligence, and others may, if the committee wishes, be detailed and judged. The essential questions, however, remain: is the individual effective in the position as defined, and does he or she have the respect both of peers and constituents for the job being done?

2. Schedules

a. For the second-year evaluation, the following schedule is observed:

- (1) On or before January 15: Evaluation committee appointed.
- (2) February 15: Committee reports in writing to the administrative superior of the person evaluated.
- (3) March 15: All necessary comments on the report are completed and all documents are submitted to the President.
- (4) March 31: The individual is notified of the substance of the evaluation and of the President's decision by the President or his designee.

b. For all other evaluations, the following schedule is observed:

On or before

- |              |   |
|--------------|---|
| October 1:   | Evaluation committee appointed.   |
| November 1:  | Committee reports in writing to the administrative superior of the person evaluated.                  |
| December 1:  | All necessary comments on the report are completed, and all documents are submitted to the President. |
| December 15: | The president (or his designee) notifies the individual of the president's evaluation and decision.   |

These schedules assume contract termination dates related to either the fiscal or academic year (i.e. between June 30 and August 31). In cases of contracts with other termination dates, or in the case of an evaluation requested by the President outside of the specified regular schedule, the process of evaluation must be appropriately adjusted by the administrative superior of the person to be evaluated.

## D. POSITION NUMBERS, TITLES AND DESCRIPTIONS

### Teaching and Research Faculty

<u>Position Number</u>	<u>Title</u>
1. FA064	Provost and Dean of Faculty
FA005	Dean of Administration and Finance
FA041	Director of Institutional Advancement.

#### 2. Provost and Dean of Faculty

The Board of Visitors will, on recommendation of the President of the College, appoint a Provost and Dean of Faculty who shall serve as the senior administrative and chief academic officer of the College under the President. He or she shall administer the affairs of the College during the temporary absence or disability of the President, except as otherwise directed by the Board.

The Provost, under the direction of the President and in accordance with policies established by the Board of Visitors, has general purview over all educational programs, activities, personnel and policies of the College. Under the direction of the President, the Provost is responsible jointly with the Dean of Administration and Finance for budget planning and for recommendations to the President regarding College resource allocation and expenditure budgets.

The Provost, who shall also serve as Dean of the Faculty, is responsible for working directly with the Academic Division Chairs on academic planning, curriculum, budgetary, personnel, and educational policy matters, for recommendation as appropriate to the President. The Provost shall, upon recommendation of the appropriate Division Chair or administrative officer, make recommendations to the President regarding salaries, appointments, promotions of his staff and the faculty of the College, filling of vacancies on the faculty, and establishment of new positions, subject to appropriate approval and appointment by the Board of Visitors.

He or she shall serve as the accreditation officer of the College. He shall establish, under the direction of the President, and in consultation with the appropriate administrative officers, priorities regarding the College's needs for new financial resources for educational purposes. He or she shall recommend to the President of the College the calendar of the College, the curriculum of the faculty of the College, and the inauguration of new programs, the latter being subject to approval by the Board of Visitors. Such recommendations shall be formulated with due regard to the roles of the respective faculty, the educational mission of the College in the Virginia system of higher education, and budgetary and administrative feasibility.

#### 2. Dean of Administration and Finance

The Board of Visitors will, on recommendation of the President of the College, appoint a Dean of Administration and Finance of the College. The Dean of Administration and Finance, under the direction of the President and in accordance

with policies established by the Board of Visitors, shall administer the business affairs of the College and shall coordinate College activities with governmental entities. Under the direction of the President, the dean is responsible jointly with the Provost for budget planning and for recommendations to the President regarding College resource allocation and expenditure budgets.

He shall have custody of its valuable papers such as evidence of title and contracts to which the College is a party. He shall be responsible for the deposit of copies of all deeds and deeds of trust in appropriate files of the College and for the proper recording of all such deeds. He shall determine that land surveys have been made on all properties of the College to indicate the precise lines of demarcation between the properties of the College and other properties.

The Dean of Administration and Finance shall be responsible for the effective operation of the plant, the auxiliary enterprises, the general purchasing and supply system, and the buildings and grounds of the College. He shall take appropriate action to assure that the property and all materials in the College under his cognizance are properly safeguarded and in good condition and that appropriate maintenance, safety, and security procedures are established to utilize the materials and property of the College.

The Dean of Administration and Finance shall be responsible for the payrolls, handling of financial contracts, and preparation of annual fiscal reports. It shall be his or her responsibility to assure that private funds under the custody of the Board of Visitors of the College are properly invested with the approval of the President and the Committee on Financial Affairs of the Board of Visitors.

All reports prepared by the Dean of Administration and Finance will be submitted to the President.

### 3. Director of Institutional Advancement

The Board of Visitors will, on recommendation of the President of the College, appoint a Director of Institutional Advancement. The Director of Institutional Advancement, under the direction of the President and in accordance with policies established by the Board of Visitors, will plan, implement, coordinate, and evaluate all programs and special events by which the college's voluntary private financial support--both for annual operations and capital purposes--will be sustained and increased. A primary responsibility of the Director of Institutional Advancement is to organize and manage the College's comprehensive development program that will seek and/or coordinate gifts and grants from alumni, parents, other individuals, corporations, foundations, and other organizations. Individual serves as liaison to the Virginia General Assembly.

Under the direction of the President and in accordance with the policies of the Board of Visitors, he or she will coordinate the efforts of the several volunteer groups that seek contributions in the name of or in support of the College, resolving any differences that may arise regarding the scheduling of campaigns and the potential sources of funds upon which each will concentrate.

S/he will maintain and/or coordinate information on gifts and grants to the College for both current operations and capital purposes of the College, from all sources including endowments, in conjunction with other appropriate offices. He or she will prepare and submit reports on the status of all fund-raising activities of the College when such information is requested by the Board of Visitors or the President, or when it might otherwise be timely.

## **VII. EVALUATION, COMPENSATION, AND PERSONNEL ADMINISTRATION PLAN FOR ADMINISTRATIVE PERSONNEL: ADMINISTRATIVE AND PROFESSIONAL FACULTY**

These policies and procedures apply to those persons employed full-time at Richard Bland College in State-funded positions recognized by the Governor as essentially for academic administration and supervision. Position descriptions, including a chart of the organization indicating the position's level in relation to the President, as well as subordinate positions with position number and class titles, shall be retained by the Office of Human Resources, and subject to audit by the Virginia Department of Human Resource Management.

Acting for the President, the Dean of Administration and Finance shall ensure that administrative and professional faculty positions meet the established criteria and shall maintain a current listing thereof for audit.

Written performance evaluations of administrative and professional faculty shall be conducted, and pay increases given incumbents shall be based on an objective analysis of the performance of each individual. These evaluations shall be in accordance with the Richard Bland College Policies and Procedures Regarding Evaluation of Teaching and Research Administrative Personnel (see VII, B, below).

### **A. POSITION NUMBERS, TITLES AND DESCRIPTIONS**

#### **Administrative Faculty**

<u>Position Number</u>	<u>Title</u>
1. FA054	Director of Institutional Effectiveness
2. FA059	Assistant Provost for Student Affairs
3. FA001	Director of Financial Aid
4. FA014	Director of Information Technology Services
5. FA031	Director of the Library
6. FA058	Director of Student Services
7. FA055	Director of Enrollment Services
8. FA070	Director of Residence Life
9. FA069	Director of Security

## Professional Faculty

<u>Position Number</u>	<u>Title</u>
10 FA061	Technical/Public Services Librarian
11. FA062	Assistant Director and Public Services Librarian

## Position Descriptions

### 1. Director of Institutional Effectiveness

The Director of Institutional Effectiveness reports to the Dean of Administration and Finance and is responsible for the conduct of research, assessment, and the preparation of reports in support of the Office of Academic Affairs. The Director will participate in Strategic Planning, and perform other duties as required under the direction of the President, the Provost, and the Dean of Administration and Finance.

### 2. Assistant Provost for Student Affairs

Reporting to the Provost, the Assistant Provost for Student Affairs serves as Senior Student Affairs Officer overseeing all functions and personnel associated with the Division of Student Affairs at RBC. Primary areas of oversight include, Enrollment Services, Student Services, Residence Life, Counseling, Academic Advising, and Student Activities. Other duties are completed as assigned.

### 3. Director of Student Services

Reporting to the Assistant Provost for Student Affairs, the Director of Student Services provides a comprehensive student services program for the students at RBC. Primary areas of responsibility include ADA services, student discipline, issues of academic integrity, student activities, and counseling/advising. Other duties are completed as assigned.

### 4. Director of Enrollment Services

Reporting to the Assistant Provost for Student Affairs, The Director of Enrollment Services provides a comprehensive enrollment services program for RBC. Primary areas of responsibility include student recruitment and admission initiatives, student initiatives, and student advising. Other duties are completed as assigned.

### 5. Director of Residence Life

Reporting to the Assistant Provost for Student Affairs, The Director of Residence Life provides a comprehensive residence life program for the students living on the RBC campus. Primary areas of responsibility include supervision of in-hall personnel and oversight of in-hall program planning and implementation. Other duties are completed as assigned.

6. Director of the Library

The Director of the Library oversees all functions of the library and its staff. Reports to the Provost.

7. Technical/Public Services Librarian

The Technical/Public Services Librarian will work with cataloging, interlibrary loan, maintaining SIRSI and OCLC records, and processing new materials. Reports to the Director of the Library.

8. Assistant Director and Public Services Librarian

The Assistant Director oversees circulation, maintains the library web page, serves as reference librarian, and teaches library orientation classes. Reports to the Director of the Library.

9. Director of Financial Aid

The Director of Financial Aid is responsible for the administration of Federal, State, and institutional financial aid programs according to regulations. The Director also serves as coordinator of Veterans Affairs. Reports to the Provost.

10. Director of Information Technology Services

The Director supervises, coordinates, and directs the activities of the ITS department. The director will manage the selection, purchase, installation, and operation of hardware, equipment, and software to meet the technology needs of the College. Reports to the Dean of Administration and Finance.

11. Director of Security

The Director of Security plans, develops and implements an extensive law enforcement program for Richard Bland College. The Director advises Richard Bland College administration on the most effective use of resources to provide a safe and secure environment. Reports to the Dean of Administration and Finance.

## B. FORMAL ANNUAL EVALUATIONS

All employees classified as Administrative and Professional Faculty shall be subject to formal annual evaluations conducted by the immediate supervisor and reviewed by the appropriate executive officer. (Teaching and Research Administrative personnel).

1. Procedure for Evaluation

a. Period of review:

All affected administrative faculty whose beginning date of employment is no later than February 15 of the year being reviewed must complete a self evaluation no later than October 1<sup>st</sup> of the fiscal year (July 1 – June 30) being reviewed.

b. Evaluation tool:

All annual reviews of all administrators below the level of President will use the Richard Bland College Administrative Evaluation Form to conduct a self-assessment. All supervisors will respond to each self-assessment using the same tool, giving each employee the opportunity to respond in writing to that assessment.

c. Right to Respond

In the case of a recommendation of non-retention, the individual will be advised in writing of the adverse evaluation by the administrator immediately superior to the person or group first making the adverse evaluation and will be given a copy of the full evaluation as it stands at that point in the process. At this time, the individual will be given an opportunity to make a written rebuttal to the adverse evaluation; the written rebuttal will be considered a comment on the report and, as such, will be transmitted with the report and administrative recommendations through designated offices to the President.

Except in the foregoing circumstances, the evaluation reports are not shared or discussed with the individual being evaluated until after the President has informed him or her of his decision. At that time the report in its entirety will be shared and discussed with the person evaluated.

d. Contracts, Termination, and Notice

1. Annual contracts--Contracts for the following fiscal or academic year are normally issued in late spring.

2. Termination of contracts by the individual--An administrator is expected to fulfill his or her contractual term of appointment except in unusual circumstances, where resignation may be accepted before completion of term. In any case, intention to resign should be given in writing at least ninety (90) days before the effective date of resignation.

3. Termination of contract by the College--Administrators whose employment is to be terminated by the College will be so informed in writing by the President or his designee and, if he or she so requests, the administrator will be advised of the reasons that contributed to that decision. If he or she so further requests, the reasons contributing to the non-renewal decision will be confirmed in writing to the terminated administrator.

4. Notice--Written notice that an administrator's employment is to be terminated on the basis of an adverse evaluation should be given in advance of the effective termination date and, where consistent with the interests of the College and appropriate, should be according to the following time frames:

- a. in the first year of service, at least three months before the termination date of the existing contract;
- b. in the second year of service, at least six months before the termination date of the existing contract;
- c. after two or more years of service, at least twelve months before the termination date of the existing contract.

## C. APPEAL AND GRIEVANCE PROCEDURES

### 1. Appeal of Termination Notice

If an administrator alleges in writing that a termination decision was based on inadequate consideration or significant procedural irregularities, an ad hoc committee appointed by the President will review the allegation. If the committee concludes that the decision was based on inadequate consideration or procedural failure, it will request through the President reconsideration by all involved in the decision. The committee will not substitute its judgment on the merits for those of the evaluation committee or administrative officers.

The above appeal must be submitted in writing to the President for presentation to the ad hoc committee no later than thirty (30) calendar days after the date of the termination notice. The committee must render its report in writing no later than thirty (30) calendar days following receipt by the President of the request for consideration of alleged procedural irregularities. An appeal will not stay the notice time given in VI, E, 4, above.

### 2. Civil Rights

If an administrator alleges in writing that an evaluation or a termination was based illegally and significantly upon considerations of sex, race, color, age, religion, national origin, sexual orientation, or disability, the allegation will be heard by the President and by a panel appointed by the President to advise him on the merits of the allegation. The individual alleging the violation shall have the right to appoint one member to such advisory panel from the College community and may have counsel present at all such meetings.

### 3. Grievances not Relating to Termination

Whenever possible, grievances should be heard and solved informally and at the lowest appropriate level of the administration. If, however, the grievance remains

unsettled, the individual may address higher administrative authority up to and including the President, taking reasonable care only that all intermediate authorities are informed of the grievance and that the issue be kept as confidential as possible while solution is being sought.

#### 4. Petition for Redress

Petition for redress of grievance must be submitted in writing to the immediate supervisor, who shall have thirty (30) days in which to respond. If the matter then remains unresolved, and is referred to higher authorities, a like response time is applicable for each administrative review, unless extenuating circumstances require a more appropriate response time.

### D. WORK SCHEDULE

The normal work schedule will be an eight-hour day (8:00 AM to 5:00 PM) and a five-day week (Monday through Friday). Inasmuch as these are professional positions, no compensatory time is granted for performance of duties outside the normal work schedule.

### E. CIVIC ORGANIZATION MEMBERSHIPS

Participation and membership in civic, service, and/or charitable organizations are encouraged for administrative and professional faculty. These activities promote the mission of Richard Bland College. Such participation, however, is voluntary and each individual is personally responsible for dues or membership fees. Also, participation should be limited to no more than two hours a week during the normally scheduled work hours. Whenever possible, organizational meetings, programs, or activities should be restricted to non-work hours.

### F. ANNUAL LEAVE POLICY (12-Month)

Effective April 1, 1996, faculty members on twelve -month contracts accrue annual leave at the rate of two days per month of full-time employment. Annual leave not used during the period may be accumulated so long as the accumulation at the end of any calendar year or at the date of termination of appointment does not exceed thirty days.

### G. SICK LEAVE POLICY (12-Month)

Sick leave for faculty members under twelve-month contracts is extended on essentially the same basis as applies to regular ten-month positions; it may not exceed a semester's equivalent, and it does not accumulate.

#### H. FAMILY LEAVE (12-Month)

Administrative and professional faculty with a minimum of one year's service are entitled to six (6) weeks of paid leave for certain family reasons. These reasons include (1) care of the employee's child (birth, or placement for adoption or foster care) within the first twelve months of birth or placement; and (2) care of the employee's spouse, child, stepchild, legal ward, or parent who has a serious health condition.

An employee may request to extend family leave for up to six (6) additional weeks to the extent that he/she has accumulated sufficient annual leave. Any additional time beyond twelve (12) weeks will be taken as unpaid leave, making the employee responsible for health-insurance coverage.

#### I. TERMINAL LEAVE POLICY (12-Month)

If the employment of any twelve-month administrative faculty member is terminated prior to the end of the contract year, annual leave will be computed at the rate of 2.0 days per month worked for an annual total of twenty-four (24) days and the leave balance will be paid upon employment termination. An incumbent having more than twelve months' service with the College at the time of termination of employment with accumulated annual leave shall be entitled to the benefit of such leave and for pay purposes shall remain on the payroll until such leave is exhausted.

#### J. ANNUAL LEAVE AND SICK LEAVE (11-Month)

For eleven-month faculty, annual leave is calculated on the calendar year at the rate of 1.67 days per month. A maximum of twenty (20) days of annual leave may be carried over from a previous year. In cases of illness of professional faculty, it is expected that the duties of the position will be assumed by others in the functional unit or by other administrators. In cases of long-term illness or excessive absences claimed for medical reasons, the supervisors may require a doctor's statement to verify the need for sick leave. When necessary, the President may extend sick leave to such administrators not to exceed the equivalent of one half of any one-contract year. When an illness extends beyond one half of a contract year, an administrative faculty member with a minimum of one year's service may, upon proper application and approval, be granted a leave of absence without pay, and a temporary appointment made to replace the person. Sick leave does not accumulate from year to year.

#### K. TERMINAL LEAVE (11-Month)

If the employment of any eleven-month administrative faculty member is terminated prior to the end of the contract year, annual leave will be computed at the rate of 1.67 days per month worked for an annual total of twenty (20) days and the leave balance will be paid upon employment termination. An incumbent having more than twelve months' service with the College at the time of termination of employment with accumulated

annual leave shall be entitled to the benefit of such leave and solely for pay purposes may remain on the payroll until such leave is exhausted

## **VIII. INSTITUTIONAL POLICIES AFFECTING FACULTY**

### **A. ACADEMIC FREEDOM**

Richard Bland College endorses the principles of academic freedom and subscribes to the Principles on Academic Freedom and Tenure, adopted jointly in 1940 and interpreted in 1970 by the Association of American Colleges and by the American Association of University Professors, the main points of which are:

Faculty members are entitled to freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties and compliance with College policies.

Faculty members are entitled to freedom in the classroom in discussing their subjects. Controversy is at the heart of free academic inquiry. Faculty members should be careful not to introduce into their teaching controversial matter that has no relation to their subjects.

Faculty members are entitled to their political rights and should be free from institutional censorship or discipline for exercising them; but their special position in the community imposes special obligations. They should remember that they are members of a learned profession and officers of an educational institution. 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 institutional spokespersons.

This protection of academic freedom applies to all faculty members and to all others who exercise teaching or research responsibilities while they are fulfilling their responsibilities as faculty members.

### **B. FACULTY RESPONSIBILITIES**

Faculty members are responsible for supporting the mission and goals of Richard Bland College and its academic, administrative, and institutional policies. This responsibility encompasses reviewing and revising the mission and goals and policies appropriately.

## C. RICHARD BLAND COLLEGE BY-LAWS OF THE FACULTY

### ARTICLE I

#### MEMBERSHIP OF THE FACULTY

Section 1.1 The membership of the College Faculty will consist of two groups:

- (a) the regular, or voting members,
- (b) the associate, or non-voting members.

Section 1.2 The regular, or voting membership will consist of:

- (a) all those who hold full-time teaching appointments at the College who teach a minimum of two classes a semester,
- (b) the President and the Provost.

Section 1.3 The associate, or non-voting membership shall consist of all members of the administrative staff and faculty who are not included in Section 1.2 above.

Section 1.4 The meetings and the recording of minutes of the College Faculty, as delineated above, shall abide by Robert's Rules of Order Newly Revised in all of its proceedings and all committee meetings. Minutes of all committee meetings and of the College Faculty shall be distributed to all members of the faculty through the Provost.

### ARTICLE II

#### OFFICERS OF THE FACULTY

Section 2.1 The President of the College shall hold the office of Chairman and shall preside ordinarily at faculty meetings. In his or her absence or at his designation, the Provost shall preside at meetings of the faculty. If unusual circumstances necessitate, the President shall designate a Division Chair to preside.

Section 2.2 The presiding officer at each meeting shall designate a secretary for that meeting to keep the minutes according to the proper parliamentary procedure as stated in Article I, Section 1.4.

Section 2.3 A parliamentarian shall be nominated and elected at the August faculty meeting by the faculty at large for a term of one year or until a successor is elected. No parliamentarian shall be eligible to serve for more than two consecutive terms.

Section 2.4 Three faculty members shall serve as faculty representatives to the Committee on Academic Affairs of the Board of Visitors. As the current faculty representatives complete their terms, each Academic Division will elect every other year one of its members to serve as a representative for a term of three years or until the successor is elected. The method of

election for faculty representative will be by written nomination submitted to the Division Chair along with nominations from the floor and by secret ballot. The Humanities and Social Sciences division will elect members in odd years; the Science and Quantitative Methods in even years.

### **ARTICLE III**

#### **MEETINGS**

- Section 3.1 Ordinarily there shall be monthly meetings of the Faculty from September to May on the first Monday of the month. Notice of these meetings and an agenda shall be given in writing at least one week prior to the meeting.
- Section 3.2 Special faculty meetings may be called by the President, the Provost, any standing committee, or by a petition signed by twenty-five (25) percent of the Faculty.
- Section 3.3 At any meeting a simple majority of the members of the Faculty eligible to vote shall constitute a quorum.
- Section 3.4 No motion or resolution affecting the educational policy of the College shall be voted on in a meeting unless it shall have been submitted in writing to the Provost and copies thereof sent by him or her to all members of the Faculty at least one week prior to the date of the meeting. In emergency situations, this provision may be waived only by unanimous consent of the voting faculty members present. Except in such emergency situations, any major motion should be presented to the Provost in advance so that it may be included in the agenda.
- Section 3.5 At the request of any one member of the Faculty, a secret ballot shall be taken on any motion brought to vote.

### **ARTICLE IV**

#### **RESPONSIBILITIES OF THE FACULTY**

- Section 4.1 It is the expressed responsibility of the Faculty to concern itself with the educational programs (as outlined in Article IV, Section 4.2) of the College and to make recommendations to the Provost regarding all matters related thereto. No change in the educational functions of the College shall be effected without due consideration of the proper committees herein established and/or the Faculty-at-large at a meeting organized in accordance with these By-laws. The Faculty shares with the administration the general responsibility to develop and maintain an educational program of high quality.
- Section 4.2 The responsibility of the Faculty shall include:
- (a) recommending and maintaining admissions standards and curricula consistent with the stated goals of the College and its primary responsibilities;

- (b) recommending policy, including standards, requirements and procedures, for awarding all degrees granted by the College and certifying to the Registrar all degree candidates;
- (c) recommending to the administration procedures for maintaining and improving faculty competence through programs of sabbatical leave, in-service instruction, attendance at professional meetings, and other such items leading to professional growth;
- (d) recommending professional standards and criteria in such areas as retention, promotion, and tenure; and
- (e) recommending and maintaining policies conducive to maintenance of high standards of quality education, including determining academic prerequisites for courses and degrees, policies governing transfer credits, academic probation, admissions, and withdrawals.

## **ARTICLE V**

### **ACADEMIC DIVISIONS OF THE FACULTY**

- Section 5.1 The Faculty shall be organized into two academic divisions: the Division of Humanities and Social Sciences and the Division of Science and Quantitative Methods:
- (a) The Division of Humanities and Social Sciences shall be composed of the following academic disciplines: Art, Business, Economics, English, French, Geography, Government, History, International Studies, Music, Philosophy, Psychology, Religion, Sociology, Spanish, Speech, and Theatre.
  - (b) The Division of Science and Quantitative Methods shall be composed of the following academic disciplines: Accounting, Biology, Chemistry, Computer Science, Health, Mathematics, Physical Education, and Physics.
- Section 5.2 A Division Chair will be elected by each academic division subject to the recommendation of the Provost to the President for final approval. Division Chairs shall hold office for a term of three years, subject to annual review by the President, or until they are re-elected or their successors elected.
- Section 5.3 The method of election for Division Chair will be by written nomination submitted to the Parliamentarian along with nominations from the floor and by secret ballot.
- Section 5.4 The responsibilities of the Division Chairs to the Provost and to the faculty of the Division shall include:
- (a) providing leadership to an academic division;
  - (b) distributing to faculty members the mission, goals, and policies of the College;
  - (c) coordinating the instructional and professional responsibilities of the Division;
  - (d) providing the faculty of the Division with appropriate opportunities for professional involvement;

- (e) reviewing periodically the curriculum of the Division and recommending revision;
- (f) ensuring that course outlines, course syllabi, and textbook selections follow College policies and procedures;
- (g) recommending the composition of faculty search committees within the Division in consultation with appropriate faculty members;
- (h) reviewing the qualifications of adjunct applicants in consultation with appropriate faculty members;
- (i) orienting new faculty, adjunct faculty, and substitute instructors to the Division;
- (j) participating in the evaluation of faculty members;
- (k) recommending each semester's course offerings, class schedule, and instructional assignments;
- (l) arranging for substitute instructors in case of the extended absence of regular instructors;
- (m) developing the preliminary budget and supervising administration of the approved Division budget;
- (n) giving leadership in the planning and purchasing of instructional supplies and equipment;
- (o) scheduling meetings of the Division as necessary and distributing accurate minutes to the College community.

## **ARTICLE VI**

### **ELECTED COMMITTEES OF THE FACULTY**

Section 6.1 The Elected Committees of the Faculty shall be:

- (a) the Academic Standards Committee,
- (b) the Instructional Programs Committee,
- (c) the Faculty Affairs Committee,
- (d) the Student Affairs Committee, and
- (e) other committees elected by the voting Faculty.

Section 6.2 Each committee will have a total of six full-time faculty members, three from each division. Members will be elected by their division for a two-year term or until their successors are elected. Members may serve no more than two consecutive terms on the same committee. Membership of less than one year shall be considered a partial term and will not restrict the serving of an additional two consecutive terms. Membership of one year or more shall be considered a full term. The method of election for each standing committee will be by written nomination submitted to the

Division Chair along with nominations from the floor and by secret ballot. The President of the College is an ex officio member of all committees.

- Section 6.3 All committees will announce their meetings one week in advance through the Office of the Provost, distribute their minutes to all faculty, and generally seek the widest possible input from the entire faculty. Ten days after distribution of the minutes (in accordance with Article I, Section 1.4) any action or policy recommendation from the committee will automatically be recommended to the appropriate administrative officer for his or her consideration and recommendation to the President. During this ten-day period, a petition signed by twenty-five (25) percent of the faculty and presented to the Provost may call for discussion of the action or proposed policy by the faculty as a whole. Upon the passage of the ten-day consideration period, the President will notify the entire faculty of his or her approval or disapproval of the action or proposed policy.
- Section 6.4 There shall be student representation on all committees not involving student records, faculty affairs, or other confidential matters. The Coordinator of Student Activities shall be responsible for these appointments of students, cooperating with the Student Government Association.
- Section 6.5 The following sub-sections describe the composition and responsibilities of the elected committees.

#### Section 6.5:1 The Academic Standards Committee

1. The responsibilities of this committee shall include:
  - (a) developing admission standards and policies consistent with the stated goals of the College and its primary responsibility;
  - (b) developing academic standards and policies conducive to quality education;
  - (c) reviewing and determining academic status of students in cases not clearly delineated by established standards;
  - (d) hearing and deciding, subject to any further right of appeal, individual exceptions and/or appeals in areas such as admissions, academic status, adjustment of academic records, and waiver of degree requirements in exceptional cases; and
  - (e) certifying degree candidates to the Registrar.
2. Composition of the Committee shall be in accordance with Article VI, Section 6.2.
3. In addition, the Provost, the Assistant Provost for Student Affairs, the Registrar, and the Director of Institutional Effectiveness will ex officio non-voting members.

#### Section 6.5:2 The Instructional Programs Committee

1. The responsibilities of this committee shall include:
  - (a) reviewing, proposing, and considering modifications of policies, procedures, and programs of the Library;

- (b) keeping informed of the degree requirements of area colleges and of national curriculum trends;
- (c) reviewing, proposing, and considering modifications of, additions to, or deletions from the degree requirements and curricula;
- (d) seeking the advice of the representatives of the academic discipline involved before making changes in policy or programs that will be presented to the Provost and to the President of the College for approval and inclusion in the College catalogue; and
- (e) reviewing and recommending modifications of, additions to, or deletions from policies, programs, course descriptions, and syllabi to the Provost and to the President of the College for approval.

2. Composition of the Committee shall be in accordance with Article VI, Section 6.2.

3. In addition, the Provost, the Assistant Provost for Student Affairs, the Registrar, the Division Chairs, the Director of the Library, and a faculty representative to the Committee on Academic Affairs of the Board of Visitors will be ex officio non-voting members. There will also be two voting student members.

#### Section 6.5:3 Faculty Affairs Committee

1. The responsibilities of this committee shall include:

- (a) studying the concerns of the faculty with regard to faculty welfare in such areas as salaries, fringe benefits, and working conditions;
- (b) proposing various programs and policies for faculty development in such areas as in-service activities, continuing education, promotions and tenure; and
- (c) oversee the activities of the Faculty Development Coordinator; and
- (d) reviewing, proposing, and considering modifications of, additions to, or deletions from the By-laws of the Faculty on an annual basis.

2. Composition of the Committee shall be in accordance with Article VI, Section 6.2.

3. In addition, the Provost and a faculty representative to the Committee on Academic Affairs of the Board of Visitors will be ex officio non-voting members.

#### Section 6.5:4 The Student Affairs Committee

1. The responsibilities of this committee shall include:

- (a) overseeing the activities of the student organizations;
- (b) overseeing the athletic and intramural programs;
- (c) overseeing the disposition of funds available for all student activities;
- (d) developing guidelines for physical conditions, parking, safety and traffic on the campus grounds;

- (e) approving or disallowing petitions on parking tickets; and
- (f) developing recommendations relating to the process of student advising and financial aid.

2. Composition of the Committee shall be in accordance with Article VI, Section 6.2.

3. In addition, the Dean of Administration and Finance, the Director of Admissions and Student Development, the Director of Financial Aid, and the Coordinator of Student Activities will be ex officio non-voting members. There will also be four voting student members.

## **ARTICLE VII**

### **AMENDMENTS AND RATIFICATION**

- Section 7.1 Subject to the approval of the President of Richard Bland College and the Board of Visitors of the College of William and Mary, these By-laws may be amended at any meeting by a two-thirds vote of the total faculty eligible to vote provided that a copy of such amendment shall have been provided every faculty member at least a week in advance.
- Section 7.2 The By-laws become effective upon approval by the President of Richard Bland College and the Board of Visitors of the College of William and Mary.
- Section 7.3 These By-laws recognize the provision in the By-laws of the Board of Visitors with regard to inconsistencies, as follows: "All By-laws of the faculties and other organizations of the College and its branch colleges must be consistent with the By-laws of the Board."

#### **D. GUIDELINES FOR FULL-TIME FACULTY RECRUITMENT**

- 1. Advertisements will be published or mailed to organizations, publications, and institutions on the list in the Richard Bland College AA/EEO Faculty Recruitment Plan.
- 2. Applications postmarked through the published deadline will be processed according to criteria described in the advertisement and the AA/EEO Guidelines. The AA/EEO Officer will explain these guidelines at the first meeting of the Screening Committee.
- 3. The Screening Committee, appointed by the President, will review all applications for the position using the Faculty Recruitment Evaluation Sheet provided by the respective Division Chair. The Screening Committee may use telephone conference calls with each semi-finalist as part of the screening process.
- 4. The Screening Committee will present a list to the Provost of not more than three finalists and a recommendation of how many of the three should be invited to the campus for an interview.

5. The Provost will review the Committee's recommendation and, following a reference check, invite one or more candidates to the campus for an interview. The campus interview will include the following activities:
  - a. meeting with the Provost,
  - b. meeting with faculty and staff,
  - c. meeting with the President,
  - d. meeting with the Screening Committee,
  - e. meeting with the Director of Human Resources to review benefits and financial policies,
  - f. tour of campus and Petersburg area.
6. The credentials of candidates invited to campus will be available in the Office of the Provost for review by all faculty and staff. Reactions of the faculty and staff should be provided to the Screening Committee.
7. If consensus to offer a position is reached by the Screening Committee, a recommendation is forwarded to the Provost.
8. If the Provost concurs with the recommendation of the Screening Committee, it is forwarded to the President for his or her review and decision.
9. If the Provost does not concur with the recommendation of the Screening Committee, he or she will inform the Committee of his reasons and request consideration of other candidates. If the Screening Committee continues to support their initial recommendation, it may be forwarded to the President for his consideration.
10. The President will have the final authority on all appointments. A letter of intent to make an offer will be presented by the President to the candidate. (When possible, during the candidate's visit.)
11. Expenses for the candidate only (not family) will be paid.

The Provost will involve the discipline coordinator and Division Chair in the selection of adjunct faculty, time permitting. See the *Adjunct Faculty Handbook* for the guidelines and procedures for the selection and appointment of adjunct faculty members.

#### E. POLICY ON FACULTY CREDENTIALS

The following provisions for selecting faculty pertain to all faculty members chosen to teach for Richard Bland College. The College considers academic competence, teaching

effectiveness, and qualifications, including licensures, honors and awards, and continuous documented excellence in teaching as it chooses its faculty.

1. In keeping with long-time practice, the College will hire individuals who
  - a. hold the terminal degree or the masters degree in the specific discipline being taught or
  - b. hold a masters degree in a related field and eighteen graduate hours in the specific discipline being taught or
  - c. hold a masters degree in a related field and appropriate documented experience in lieu of 18 graduate hours in the field being taught or
  - d. hold a masters degree in a related field, a verifiable portion of whose course content is equal in scope to that in a discrete course in the discipline being taught or
  - e. for individuals teaching associate degree courses not designed for transfer to the baccalaureate degree, hold a bachelor's degree in the teaching discipline or an associates degree and demonstrated competencies in the teaching discipline.
2. The Provost and Dean of Faculty of Richard Bland College will be the arbiter of the appropriateness among the options other than the coursework within a discipline and, with advice from the appropriate Division Chair as necessary, will serve as the final authority in judging the adequacy of non-teaching credentials.

#### F. FACULTY APPOINTMENTS

The teaching faculty (9/10-Month Teaching and Research Faculty), including Division Chairs, whose original appointments are made by the Board of Visitors, are reviewed annually by the President. If a change of status results in a promotion in rank, Board approval is again required.

Full-time faculty appointments at the College are held under one of the following categories:

1. tenured appointments – Richard Bland College accepts the principles of tenure. A tenured appointment may be terminated by the College only for adequate cause. A detailed description of the rights, obligations, and policies associated with a tenured appointment may be found in the Academic Tenure Policy.
2. tenure-eligible appointments – Faculty who hold tenure-eligible appointments may be considered for tenure under the provisions specified in the Academic Tenure Policy.
3. specified-term appointments – A specified-term appointment is one with a written contract that states the appointment is not tenure-eligible and terminates on the date specified in the contract. Specified-term contracts may be made for periods up to five years.

## G. FACULTY EVALUATION AND PROFESSIONAL ADVANCEMENT

### 1. Definition

- a. An evaluation of the performance of all faculty members will be conducted on a periodic basis, including an Annual Faculty Evaluation of all faculty members and an in-depth evaluation of non-tenured faculty at the end of their second year at Richard Bland College and tenured faculty at least every five years following immediately upon award of tenure. Tenure considerations occur in an individual's fifth year. The three criteria on which this evaluation will be based are teaching effectiveness, College service, and professional development and community service.
- b. The primary responsibility for evaluation of the performance of faculty members rests with the Division Chair and the Provost. The Division Chair will make the initial evaluation on the information provided by the faculty member, Student Course Evaluations, classroom observations, and other relevant information. Each faculty member will see the Division Chair's evaluation and have an opportunity to provide a written response. The Division Chair's evaluation and the faculty member's response will be submitted to the Provost for review. Each faculty member will see the Provost's written comments and have an opportunity to respond in writing.
- c. Policies and Procedures for evaluation of Adjunct Faculty are found in the Adjunct Faculty Policies and Procedures Manual.

### 2. Procedures

#### a. Annual Evaluation

All full-time faculty members must complete an annual Faculty Development Report. ([www.rbc.edu/faculty/forms](http://www.rbc.edu/faculty/forms)) This report will detail evidence in support of the faculty member's teaching effectiveness, College service, and professional development and community service as follows:

#### (1) Teaching Effectiveness

- (a) A description of the nature and quality of the faculty member's teaching to include -- but not be limited to -- course load, updating of course presentations, innovative techniques, use of technology, helping students outside of class time, grading of papers, testing procedures, choice of textbooks, and any additional demonstrations of professional growth.
- (b) A self-evaluation of student achievement of course objectives listed on the syllabus for each course.
- (c) The Student Course Evaluation form administered in all courses.

#### (2) College Service

- (a) Advising

(b) Discipline and Division Responsibilities

(c) Committee Work

(d) College-wide Activities

(3) Professional Development and Community Service

(a) Membership in Professional Organizations

(b) Attendance at Professional Meetings and Conferences  
(indicate program participation)

(c) Research and/or Publications

(d) Graduate Credits earned during this academic year

(e) Public Service – Civic and Social Services Activities, Memberships and  
Talks

(f) Additional comments concerning professional development not already  
covered

- b. Committee chairs will submit evaluations for faculty members on all standing committees, Self-study committees, and major ad hoc committees to the faculty member in time to forward with the Report. Faculty members of other committees may request evaluations from the chairs.
- c. Faculty members may submit other information that they wish taken into consideration.
- d. The Division Chair, using the Faculty Development Report and other available evidence, will write an evaluation of each faculty member. In the case of Division Chairs, the Provost will write the evaluation. These evaluations should be narrative interpretations of the submitted information that will be helpful to the faculty members and other evaluators. The Division Chair will rate the performance of each faculty member:
- Excellent
  - Above average
  - Average
  - Needs improvement
  - Needs considerable improvement
- e. The criteria and weights for evaluation will generally be as follows, although in the course of a faculty member's professional growth the weights in College Service and Professional Development and Community Service may vary. (Adjustment in the thirty percent/ten percent will be initiated by the faculty member in consultation with the Division Chair and the Provost as the circumstance arises and before completion of the Annual Faculty Development Report):

(1) Teaching effectiveness (60%)

The evaluation will take into consideration evidence on the Faculty Development Report, Student Course Evaluations, classroom observations, and other available information.

(2) College Service (30%)

The evaluation will take into consideration evidence on the Faculty Development Report and committee chair evaluations.

(3) Professional Development and Community Service (10%)

The evaluation will take into consideration evidence on the Faculty Development Report.

- f. The faculty member will see the Division Chair's evaluation and have an opportunity to provide a written response.
- g. The Division Chair's evaluation and the faculty member's response will be submitted to the Provost for review. Each faculty member will see the Provost's written comments and have an opportunity to respond in writing. Final decisions regarding salary increases will include a joint review by the Division Chair, the Provost, and the President.
- h. If the Annual Faculty Evaluation identifies a pattern of deficient performance, the Provost will conduct a thorough assessment to include those items in VIII, I, 2, g, below.

## H. PROMOTION POLICIES AND ACADEMIC RANK

- 1. Recommendations for the promotion of a faculty member at Richard Bland College shall be made by the Peer Review Committee. Recommendations are also to be made by the Division Chair. In the event the person being considered is a Division Chair, the recommendation shall be made by the Peer Review Committee directly to the Provost. In all cases, the Provost, upon receipt of the Peer Review Committee's report, shall make recommendations regarding promotions to the President of the College whose decision is final, subject to the approval of the Board of Visitors. Though there will be consideration of promotion at the stated times in rank, promotion is not automatic upon completion of stated time in rank. The following are guidelines for minimum requirements:
  - a. Instructor:  
A master's degree and a minimum of eighteen graduate hours in the area of instruction.
  - b. To Assistant Professor:  
Two years as instructor at Richard Bland College, master's degree in the field of appointment, and performance at the College that reflects considerable promise of

being a strong addition to the College and his or her professional field.

Candidates for promotion from instructor to assistant professor must complete a pre-tenure review prior to promotion.

- c. To Associate Professor:  
At least four years as Assistant Professor (at least six years total college teaching), demonstrated competence in his or her field, considerable promise of being a strong addition to the College and his professional field.
  - d. To Full Professor:  
At least six years as Associate Professor with a minimum of twelve years of college teaching experience, achievement of terminal degree in his or her field, or sustained academic excellence in his field (significant scholarly publications). The M.F.A. can be considered as a terminal degree for a faculty member whose field is theatre or studio art. No more than one third of the full-time faculty shall hold the position of Full Professor at any one time. Promotions to Full Professor should be based on recommendations made by a committee consisting of all the Full Professors.
2. Years at another accredited academic institution may be counted in the record toward promotion, but service outside the academic world may not. At the time of initial appointment, the credit given at another institution or in the professional field is decided.
  3. Fractional years of service as a result of qualifying Faculty Development will count toward time in rank only if prior approval is granted by the Provost.
  4. The primary responsibility of the faculty member is support of the mission and goals of Richard Bland College, conscientious and effective teaching, and helpfulness to students. Additional criteria to be considered for promotion would include possession of the professional education, experience, and degrees necessary for his or her duties; contributions to his or her field through research or activity and professional service; responsible participation in divisional, faculty, and College government; and service to the community.
  5. It is the responsibility of the candidate for promotion to see that his or her completed Faculty Development Report is provided to the Peer Review Committee. In addition, other measures of performance that can enable the Committee to conduct a more thorough assessment of the candidate may include:
    - a. The submission by the candidate to the Committee of a list of ten students who may be consulted with regard to teaching performance,
    - b. Other materials the candidate may deem relevant.
  6. Each faculty member shall be advised when decisions affecting his or her promotion are made, and when an evaluation of his performance is to be conducted, and shall be afforded adequate opportunity to present in person or in writing all information relevant to his status. Each member who so requests shall also be informed of the substance of all material considered and shall be afforded an opportunity to respond.

## I. PROCEDURES FOR FORMATIVE PRE-TENURE REVIEW

1. Non-tenured faculty will submit for evaluation a portfolio at the beginning of their third year of teaching at Richard Bland College. The purpose of the portfolio is to provide another means for the evaluation of teaching effectiveness, College service, and professional development and community service. The portfolio will cover the first two years.
2. The portfolio will include:
  - a. A curriculum vita and a reflective essay addressing the faculty member's teaching philosophy and professional development, and may include those issues listed in VIII, I, 2, g, below.
  - b. The first two faculty development reports.
  - c. A sampling of instructor-provided materials used in each course taught during this interval, materials such as course syllabi, assignment lists, research paper assignments, reading lists, study guides, handouts, problem sets, laboratory exercises, tests, final examinations, descriptions of films shown, and any other course material useful to the evaluators.
  - d. Grade distributions and Student Course Evaluations for these two years, if available.
  - e. A list of committee service and committee chair evaluations, a summary of activities pertaining to advising, discipline, division, and college-wide activities, and professional development and community service.
  - f. The portfolio will be evaluated by the Peer Review Committee. The Committee will consist of three tenured members of each Division selected by the Provost, and will be co-chaired by representatives of the two Divisions. This committee will make all pre-tenure, post-tenure, and tenure recommendations, and promotion recommendations through the rank of associate professor.
  - g. The Peer Review Committee will address the following eleven topics in its deliberations:
    - (1) the faculty member's teaching load,
    - (2) the quality of the materials selected in each course,
    - (3) the development of each course,
    - (4) the appropriateness of the intellectual tasks set by the instructor,
    - (5) the quality of testing in each course,
    - (6) if appropriate, the distribution of grades,

- (7) Student Course Evaluations,
  - (8) the quality of committee service,
  - (9) the quality of discipline, division and College-wide activities, including advising,
  - (10) the commitment to professional growth, and
  - (11) the representation of Richard Bland College in the community.
- h. The Peer Review Committee will write an evaluation based on the above topics. The Formative Pre-Tenure Review Evaluation will be given to the faculty member and a copy will be kept on file in the Office of the Provost and Dean of Faculty. The faculty member may choose to use the findings of the evaluation in later summative evaluations for promotion and tenure. The Provost and Dean of Faculty may use the pre-tenure formative evaluation to provide guidance to the faculty member concerning ways to improve performance.

## J. ACADEMIC TENURE POLICY

Richard Bland College, a branch college of The College of William and Mary in Virginia, accepts the principle of tenure and adheres to it as a moral and professional obligation, although under the laws of the Commonwealth it is not permitted to grant a contract of unlimited duration. Tenure is defined by the 1940 Statement of Principles on Academic Freedom and Tenure with 1970 Interpretive Comments as “an appointment which may be terminated by the College only for adequate cause, or by retirement, or because of a bona fide reduction of staff or necessary curtailment or discontinuance of a department.” Adequate cause in faculty dismissal proceedings includes, but is not necessarily restricted to (a) demonstrated incompetence or dishonesty in teaching or research, (b) substantial and manifest neglect of duty, (c) personal conduct that substantially impairs the individual’s fulfillment of meeting responsibilities to the institution, (d) bona fide financial exigency on the part of the College, (e) discontinuance of a program or department of instruction, or (f) when a discipline is not being discontinued, but student demand/enrollment does not justify retaining that number of faculty. The burden of proof in establishing cause for dismissal rests upon the institution.

1. Academic Tenure – When a faculty member joins the faculty of Richard Bland College, a probationary initial appointment for a specified period begins, at the conclusion of which the appointment (or contract) expires unless reappointment is offered; reappointment is also for a specified period and likewise expires unless renewed. In the sixth year of probationary service, faculty shall become eligible for consideration for tenure. Upon approval of the Board, tenure will be awarded at the close of the seventh full-time service year.
2. No faculty member has any rights, real or inferable, to appointment or reappointment during the full probationary period.

3. In exceptional cases, early eligibility for the tenure review process may be granted by the Provost.
4. Full-time, tenure-eligible service only, in any rank, from instructor to professor, or any combination of ranks, will count towards tenure. However, tenure will not be accorded those below the academic rank of Assistant Professor. Faculty members on academic leave, with or without pay, may gain credit toward tenure if such leave is approved and is designated “tenure eligible” by the Provost. Richard Bland College is administered under a July 1 - June 30 fiscal year. Faculty who serve under twelve-month appointment will be considered to have served a full year if they commenced duties by July 1, and faculty under academic-year appointment only if they serve the entire academic year. Fractional years of service may not be combined into one or more whole years in the computation of probationary years of service.
5. Permissible reasons for non-renewal of probationary contract or non-appointment to tenure include but are not limited to the following: (a) unsatisfactory performance or lack of sufficient progress in meeting the institution’s stated criteria for reappointment or award of tenure; (b) qualification and performance which, although satisfactory, will not enable the institution to achieve or advance its educational objectives and standards; (c) full staffing at tenure level in the areas of the candidate’s principal competence or specialty; (d) changes in the institution’s academic program; (e) budgetary constraints that make it impossible or imprudent to renew the appointment or to increase the tenure staff; and (f) failure to complete educational requirements agreed upon in writing at time of hiring.
6. Faculty members applying for tenure should submit to the Peer Review Committee a portfolio as described in VIII, I, 2,g, and any other evidence bearing on the question that they believe may be relevant and helpful to their case.
7. Full-time teaching/research experience at the rank of Instructor or above at any other accredited institution of higher learning will be credited towards the above tenure probationary period. The individual may be required, however, to serve a probationary period of as much as four years at Richard Bland College before tenure is granted, even if the total full-time service thereby exceeds seven years. The terms of such a probationary period will be stated at the time of initial appointment, both in the letter of offer and the final written contract.
8. Conditions for the Granting of Tenure: Upon approval by the Board of Visitors, the College will give notification of tenure decisions by June 30 of the year preceding the last academic year of the faculty member’s period of probation. In essence, tenure consideration will be given not later than June 30 of the sixth year of full-time service.
9. Non-renewal Notice of Probationary Contract: Written notice that a probationary appointment is not to be renewed will be given to the faculty member in advance of the expiration of appointment as follows:

- a. Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or if a one-year appointment terminates during an academic year, at least three months in advance of its termination.
  - b. Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year.
  - c. At least twelve months before the expiration of an appointment after two or more years at the institution.
  - d. Upon its inability or failure to give notice by the required date, the College may meet this requirement by providing advance notice time commensurate with the above time duration.
10. Special Considerations: Richard Bland College occupies a unique status in the Commonwealth of Virginia as its sole public junior college. Because its full-time faculty must serve in other capacities, including that of Academic Division Chairs, they should not be caused to suffer any discrimination with regard to tenure by virtue of serving, additionally, in an administrative capacity. Division Chairs performing full-time duties shall accrue credit toward tenure.
11. Procedures for Termination of Employment of Tenured Faculty Members: Notice of intent to terminate employment of any tenured faculty member shall be given not later than March 1, one academic year prior to the intended effective date and will be preceded by (a) discussions between the faculty member and appropriate administrative officers looking toward a mutual settlement; and (b) a statement of reasons framed with reasonable particularity by the President.
12. Appeal Procedure: The individual concerned will have the right to be heard initially by an ad hoc committee of the faculty. The ad hoc committee shall be elected by the faculty and will consist of five members. Members deeming themselves disqualified for bias or interest shall remove themselves from the case. The complainant and the defendant will have the right if they wish to reject one member of the hearing committee. The faculty will then elect replacements.

(The Appeal Procedure may also be followed by any faculty member who has a grievance to appeal through the internal structure of Richard Bland College.)

- a. Pending a final decision by the ad hoc committee, the faculty member may be assigned to other duties only if immediate harm to him or herself, others, or the College is threatened by continuance in the present position.
- b. The hearings of the ad hoc committee shall be closed, unless otherwise requested by the faculty member.
- c. During the proceedings the faculty member will be permitted to have an academic advisor or a legal counsel of his or her own choice and expense.

- d. At the request of either the faculty member or the ad hoc committee, a representative of a responsible educational association shall be permitted to attend the proceedings as an observer. The right to call in more than one such observer shall not be denied.
- e. Ordinarily, a record of the hearing will be taken, but the form and availability of this record is left to the discretion of the ad hoc committee.
- f. The College will have the burden of proving the propriety of the dismissal (or sanction).
- g. The ad hoc committee may grant adjournments to enable either party to investigate evidence to which a valid claim of surprise is made.
- h. The faculty member will be afforded a reasonable opportunity to obtain necessary witnesses and documentary or other evidence. The administration will cooperate with the ad hoc committee in securing witnesses and making available documentary and other evidence.
- i. The faculty member, the administration, and the complainant have the right at the hearing on the complaint to cross-examine in person all first-hand witnesses to the event or events that led to the complaint. Those not direct first-hand witnesses to the event or events that led to the complaint may, if they wish, submit signed statements in writing.
- j. In the hearing of charges of reasons of incompetence, the testimony shall include that of qualified faculty members whom either party may wish to call.
- k. The ad hoc committee will not be bound by strict rules of legal evidence and may admit any evidence of probative value in determining the issues involved. Every possible reasonable effort will be made to obtain the most reliable evidence available.
- l. The findings of fact and decision will be based solely on the evidence presented at the hearing.
- m. Except for such simple announcements as may be required, covering the time of meetings and similar matters, public statements and publicity about the case either by the faculty member or administrative officers will be avoided insofar as possible until the proceedings have been completed, including consideration by the Board of Visitors in instances of suspension or termination.
- n. The President and the faculty member will be notified in writing by the ad hoc committee of the decision. If the President rejects the report, he or she will state in detail the reasons for doing so in a written communication to the ad hoc committee and to the faculty member. The President will also provide an opportunity for response before transmitting the case to the Board of Visitors in instances of suspension or termination.

- o. The President will, on request of the faculty member in cases of suspension or termination, transmit to the Board of Visitors all pertinent information pertaining to the case. The Board of Visitors' review will be based on this information, including the record of the ad hoc committee if one was prepared. Any further opportunity for argument shall be at the discretion of the Board.

#### K. PROCEDURES FOR POST-TENURE REVIEW

1. In addition to the annual faculty Development Report, every five years a portfolio review will be conducted for tenured faculty. The portfolio will cover the previous five years. It will include the Faculty Development Reports and Division Chair Evaluations from those years and Student Evaluations from the previous two years. The portfolio will be evaluated by the Peer Review Committee.
2. For faculty members engaged in the five-year review, the Division Chair will write a review from the faculty member's record of the five-year interval.
3. If the Peer Review Committee identifies a pattern of deficient performance, the Provost will conduct a thorough assessment, to include:
  - a. the faculty member's expected long-term contributions to Richard Bland College,
  - b. areas where improvement is needed,
  - c. a plan for ways to deal with problem areas,
  - d. a timetable for the next three semesters to measure progress toward improvement.
  - e. Appeal process described in VIII, J, 12.
  - f. Annual evaluations in succeeding years will specifically address the progress toward improvement established in the timetable.
  - g. A faculty member who does not meet the requirements for satisfactory performance as specified in the plan within the agreed-upon timetable will be subject to disciplinary actions consistent with institutional policy on such matters.
  - h. Faculty and administration will adhere to Procedures for Termination of Employment of Tenured Faculty Members and the Appeal Procedure outlined in the *Faculty Handbook* (See VIII, J, 12).

## L. TIMETABLE FOR PROMOTIONS AND TENURE REVIEWS

Last Monday in March:

The candidates and the committees are announced.

First Monday in April

The Provost announces the Peer Review Committee for the following year.

Third Monday in September:

The candidate submits the portfolio to the Peer Review Committee. The Division Chair submits a five-year review.

Third Monday in November:

The committee sends its report to the candidate. Before the Committee makes its report, at least one member of the Committee will visit an entire class meeting for each faculty member under review. If the Committee is not prepared to make a final report, additional information or documentation as necessary will be required of the candidate at this time. Before the Committee evaluation is submitted to the Division Chair, either the faculty member or the Committee may request a meeting.

Third Monday in January:

The candidate submits additional information or documentation as requested to the Committee and to the Division Chair.

Second Monday in February:

The committee evaluation goes to the Division Chair.

Last Monday in February:

The Division Chair makes his or her evaluation. If either the committee or the Division Chair finds the faculty member's performance unsatisfactory, the portfolio, including evaluations, will be forwarded to the Provost.

The faculty member will be given one week to add additional materials and a response to the committee evaluation and Division Chair review.

Third Monday in March:

The Provost makes his or her assessment.

Should the Provost judge the faculty member's performance unsatisfactory, he or she will meet with the faculty member and form a plan of action specifying what areas need to be addressed and how performance in these areas will be judged.

Last Monday in March:

Next year's cycle begins.

First Monday in April:

The plan of action is submitted to the faculty member. The faculty member may appeal the plan and the requirements for satisfactory performance to the Faculty Affairs Committee within one week of the plan's being submitted. The Committee has two weeks to accept the Provost's recommendations or to suggest revisions. If the Committee suggests revisions, the Provost may accept the revisions, or send the original proposal and the suggested revisions to the President, who will make the final decision before contracts are issued.

## M. FACULTY SALARY INCREASES

### 1. Board of Visitors Policy

Depending on the availability of funds, all faculty members at Richard Bland College are considered for annual salary increases. These increases will be based on merit. All faculty members must complete an Annual Faculty Evaluation of professional performance in teaching effectiveness, College service, and professional development and community service. ([www.rbc.edu/faculty/forms](http://www.rbc.edu/faculty/forms)) The Annual Faculty Evaluation serves as the basis for merit pay considerations.

### 2. Procedures

- (a) The Provost advises each Division Chair of the total amount of dollars available for merit increases.
- (b) The Division Chair conducts an annual evaluation of each faculty member of the Division. This evaluation is based on the completion of the Faculty Development Report by the faculty member, Student Course Evaluations, classroom observations, and other relevant information. Each faculty member is evaluated using the following criteria and weights, although in the course of a faculty member's professional growth the weights in College Service and Professional Development and Community Service may vary (adjustment in the 30%/10% will be initiated by the faculty member in consultation with the Division Chair and the Provost as the circumstance arises and before completion of the Annual Faculty Development Report):
  - (1) Teaching Effectiveness (60%)
  - (2) College Service (30%)
  - (3) Professional Development and Community Service (10%)

The procedures for faculty evaluation are described above.

- (c) The Division Chair makes a recommendation for salary increases for each division member to the Provost. The recommendation contains specific dollar amounts.
- (d) The Division Chair, the Provost, and the President arrive at a consensus regarding merit increases.

- (e) Each faculty member has an opportunity to discuss the final salary increase recommendation with the Provost before signing the contract by the due date.

#### N. OUTSIDE COMPENSATED ACTIVITY

Faculty members are expected to avoid outside employment if it interferes with teaching effectiveness. Persons with full-time teaching contracts who are asked to teach part-time for other institutions or who wish to do consulting or other kinds of paid work must gain prior written permission, each semester, from the President or designee. The primary obligation of full-time faculty members and other employees is to the College. No other form of gainful employment should interfere with this commitment. Faculty members should be aware that provisions of the “State and Local Government Conflict of Interests Act” (VA. Code 2.1-639. 1 et seq.) may apply to their outside employment or consulting contracts.

#### O. EMERITUS RANK POLICY

Upon recommendation of the President, members of the faculty will be awarded the rank of Emeritus Professor after completion of ten years of full-time continuous meritorious service and retirement under the statutes of the Commonwealth of Virginia. All professors in the ranks of Assistant, Associate, and Full Professor will be awarded their respective emeriti ranks upon retirement. Additionally, exceptional Administrative Staff members who retire and meet these criteria will also be awarded Emeriti ranks in their academic grades.

#### P. FACULTY LOADS

Full-time Faculty:

1. Faculty workloads will consist of a combination of teaching, committee membership, student advising, and office hours.
  - a. Faculty will teach twelve-fifteen (12-15) credit hours and fifteen-eighteen (15-18) contact hours per semester. Each lecture hour shall equate to one (1) credit hour and one (1) contact hour; each laboratory hour shall equate to one-half (1/2) credit hour and one (1) contact hour.
  - b. Faculty will serve on one or more college committees as follows:
    - (1) Institutional, faculty, or peer-review committees: One (1) or two (2).
    - (2) Ad hoc committees: As requirements for ad hoc committees arise, faculty will be selected on a rotational basis from a list maintained by the Dean of Faculty.

- (3) Volunteer committees: Faculty may serve on as many or as few volunteer committees as they choose. Service on these committees will count as college service.

Faculty will not be required to serve on more than four (4) institutional, faculty, peer-review, or ad hoc committees during an academic year.

- c. Student advising: Faculty will be assigned approximately 15 students as advisees.
  - d. Full-time faculty will schedule and post ten (10) office hours per week. [see VIII. O.]
2. Other faculty activities. All full-time faculty are encouraged to engage in the life of the College beyond the required workload. College service, community service, active membership on professional associations or societies, and scholarly research contribute toward the vitality of the College and should be included in an individual's annual Faculty Development Report.
  3. Unusual and/or unforeseen circumstances may require adjustments to a faculty member's workload on a short-term basis. Faculty members will be consulted before decisions are made concerning adjustments in assignments. Should workload exceed full-time assignment as defined above, the College will reduce the instructional load and/or offer additional compensation as appropriate.

## Q. FACULTY WORK SCHEDULES

All faculty are expected to meet all assigned classes, to maintain office hours properly posted and approved by the Provost, to attend all general faculty meetings, academic processions and convocations and to attend all meetings of committees to which such member may be elected or assigned.

## R. FACULTY ABSENCE FROM CLASS

Faculty unable to meet a class or classes (e.g., illness or car trouble) will notify the Provost or the Division Chair and submit a Faculty/Staff Absence Request/Report. ([www.rbc.edu/faculty/forms](http://www.rbc.edu/faculty/forms))

## S. FACULTY OFFICE HOURS

Faculty members are expected to schedule a minimum of ten (10) office hours a week for student consultation. Faculty also will be available for student conferences, assistance by appointment, and advising. At the beginning of the semester, each faculty member will provide the Division Chair a schedule of teaching and office hours.

It is recommended that any conference to be held with a student that is related to College business be held on campus and structured to reduce the possibility of a serious problem

or misunderstanding that could be confusing or embarrassing to the faculty or staff member, the College, or the student.

## T. LABORATORY SUPERVISION

In all laboratory situations the faculty member is responsible for the supervision and instruction in the laboratory. Even though student assistants are used at times, no student will be expected to take charge of or direct the laboratory.

## U. STATEMENT OF LEAVE POLICIES

### 1. Annual Leave:

No annual leave is accumulated by such faculty members who are provided leave during the normal College holiday periods of Fall Break, Thanksgiving, Christmas, Spring Break, and summer breaks when the College is not in session.

### 2. Medical Leave:

In case of a serious health condition that makes the faculty member unable to perform his/her responsibilities, a Request for Medical Leave should be made in writing to the Dean of Faculty. In cases of long-term illness or excessive absences claimed for medical reasons, the Provost may require a doctor's statement to verify the need for medical leave.

If medical leave necessitates a faculty member's absence from the classroom exceeding two weeks, the Division Chair will provide for classroom coverage. Full-time faculty who cover these classes will be compensated in accordance with the Adjunct Faculty Pay Plan.

Faculty with continuing need for medical leave beyond an initial semester may request consideration for a leave of absence and will be compensated as provided for in his/her long-term disability policy, as provided through William and Mary.

### 3. Family Leave

Teaching faculty with a minimum of one year's service are entitled to six (6) weeks of paid leave for certain family reasons. These reasons include (1) care of the employee's child (birth, or placement for adoption or foster care) within the first twelve months of birth or placement; and (2) care of the employee's spouse, child, stepchild, legal ward, or parent who has a serious health condition.

The College recognizes that the circumstances surrounding a request for family leave will vary depending upon the time in the semester, the availability of replacement faculty, and other factors. In general, any time remaining within an academic semester after the six (6) weeks of paid leave will be taken as unpaid leave. Alternatively, a faculty member may request of the Dean of Faculty a Change in Duties in lieu of unpaid leave for the remainder of the semester. Approval of a Change in Duties request depends upon individual circumstances and institutional needs. Such duties will be assigned by the Dean of Faculty in

conjunction with the Division Chair, and may include but not be limited to special projects, increased advising load, recruitment activities, and/or advising student clubs.

Requests for Family Leave will be made in writing to the Dean of Faculty as early as practicable.

If family leave necessitates a faculty member's absence from the classroom exceeding two weeks, the Division Chair will provide for classroom coverage. Full-time faculty who cover these classes will be compensated in accordance with the Adjunct Faculty Pay Plan.

Faculty with continuing need for family leave beyond an initial semester may request consideration for an unpaid leave of absence or part-time employment at proportional pay, less benefits. Probationary faculty moving to full or partial leave will receive an extension on the mandatory tenure-review date. Part-time status will be limited to four full semesters during the faculty member's employment at the institution.

#### 4. Educational Leave:

Educational Leave Policies for all personnel--classified, faculty, and administrators--are covered under "Educational Aid for State Employees" as authorized by the State Department of Personnel and Training. Additional information and policies concerning Educational Leave are found under Faculty Development.

#### 5. Unpaid Personal Leave:

A full-time faculty member, tenured or non-tenured, may apply for unpaid personal leave not to exceed two semesters.

### V. FACULTY DEVELOPMENT

Richard Bland College is committed to faculty development. The College has therefore designed a program to provide resources and opportunities for professional development for the full- and part-time faculty. A faculty member will be appointed annually to coordinate this program under the supervision of the Faculty Affairs Committee. Areas supported by the College include, but are not limited to, the funding of professional travel; attendance at professional meetings; on-campus workshops and seminars, institutional membership in professional societies; study leave; educational leave; and release time for special projects.

#### 1. Faculty Development Coordinator

The coordinator shall be selected from the full-time faculty by the Faculty Affairs committee by April 15 of each year and shall serve for one year. The current coordinator shall notify the Committee by February 15 if he or she wishes to be reappointed. Terms of service are limited to three (3) consecutive years. The

coordinator will serve during the academic year covered by his or her Faculty Contract and may receive up to three (3) credit hours of release time in the fall and spring to meet these responsibilities. The coordinator is responsible for:

- a. administering the faculty development budget, to include establishing and updating guidelines for awarding development funds;
- b. discussing professional goals with faculty and assisting them in reaching these goals;
- c. publishing a newsletter and/or website to keep the College community aware of the professional activities of the faculty and to alert faculty members to upcoming opportunities;
- d. helping faculty members coordinate on-campus seminars and professional meetings; and
- e. providing regular status and budget reports to the Faculty Affairs Committee, and an annual report on Faculty Development to the Committee by April 1.

## 2. Supported Faculty Development Activities

### a. Faculty Travel and Participation in Professional Meetings

- (1) Funding for faculty travel can come from discipline or division budgets, the Faculty Development Program budget, the Richard Bland College Foundation, funds from grants, or from a combination of these and other sources.
- (2) Faculty members are encouraged, within budgetary constraints, to attend professional meetings. If classes are in session during the time of the meeting, arrangements to cover classes must be made in advance with the Division Chair, who will in turn notify the Provost as to the disposition of classes during the period of absence using the Faculty Absence Report Form ([www.rbc.edu/faculty/forms](http://www.rbc.edu/faculty/forms))
- (3) Faculty members are required to complete travel forms prior to departure. Travel regulations are discussed in X. J. below. Complete information regarding travel regulations may be found in the Office of the Dean of Finance and Administration. Faculty should review these policies before making professional travel plans or arrangements.

### b. Study Leave, Study Leave Without Pay, and Educational Leave

- (1) Study Leave entails taking coursework full time that meets a College curricular need and that leads toward either the doctorate or eighteen graduate hours in an area of instruction, or a second master's degree, if the College needs competence in the area. Educational Leave entails any professional-development endeavor within the faculty member's academic field.
- (2) For Fall semester or an entire academic year, the application for study leave must be submitted by the previous December 15; for Spring semester, by the previous June 15, both deadlines contingent upon acceptance by the graduate school.

- (3) “Educational Aid for State Employees,” issued by the Governor’s Office, as revised May 1, 1974, restricts payments of salary to qualifying leaves for the purpose of academic study. For Study Leave or Educational Leave, the faculty member may be awarded up to full salary for one semester or half salary for a maximum of two semesters, logistical support, and possible tuition assistance. In return, the faculty member signs a three-percent promissory note for the total of all monies awarded that is forgiven if subsequent to the Leave the faculty member returns to serve full time for two years, prorated if the faculty member serves less than two full years full time, and not forgiven if the faculty member does not complete the course of study.
- (4) A faculty member seeking Leave will compose a letter of application to the Division Chair that includes:
  - (a) a copy of the letter of acceptance (which may be forthcoming) signed by the proper authority, from the graduate school;
  - (b) an explanation of how the anticipated coursework meets the College’s curricular needs;
  - (c) the dates of the Leave;
  - (d) an estimate of the costs of up to full salary and possible tuition assistance involved (books are disallowed); and
  - (e) other supporting data.
- (5) The application for Leave is submitted for review to the Division Chair and will forward its recommendation to the Provost. The Provost forwards his or her recommendation, along with the Committee’s, to the President.
- (6) All full-time faculty are eligible for Leave. Not more than three faculty members will be absent from the College during the same period of time. Not more than two faculty members will be recommended from each division during any given selection period. In the selection process, priority will be given to:
  - (a) the College’s curricular needs;
  - (b) the applicant closest to completion of the degree;
  - (c) tenured faculty over non-tenured faculty regardless of rank; and
  - (d) the applicant’s contribution to the mission of the College.
- (7) Not later than sixty (60) days following completion of the Leave, the faculty member will file with the Provost, with copies to the President and the appropriate Division Chair, a written report. In the case of Study Leave, the report will include documentation from the graduate school attesting to the successful completion of the course of study. For Educational Leave, the report will include a description of how the Leave will contribute to the faculty member’s teaching effectiveness.
- (8) Under the guidelines stated above, a full-time faculty member may apply for Study Leave Without Pay.

- (9) Under the same guidelines, a full-time faculty member may apply for Educational Leave, defined as a leave of absence to undertake a professional-development endeavor within the faculty member's academic field. Partial salary support is possible. A full-time faculty member is eligible to be considered for Educational Leave every seven years.
- (10) Full-time faculty considering Leaves are advised to refer to Academic Policy VIII, F, 4, and Promotion Policies and Academic Rank VIII, J, 3.

c. Institutional Memberships

Institutional membership in national, regional, state, and local associations or organizations has the potential of benefiting all groups.

Institutional membership in national, regional, state, and local associations or organizations has the potential of benefiting all groups within the Richard Bland College community. Open channels of communication can provide information exchanges, as well as personal and professional development. There are instances when membership in an association or organization is required for certification or accreditation. It is for these reasons that Richard Bland College supports institutional participation in such associations.

To assist members of the College community in their consideration of Richard Bland College's participation in such organizations, the following policies and procedures will act as guides in determining such participation:

(1) Policies:

- (a) An institutional membership shall be defined as a membership held by the institution in a professional, technical, occupational, or related organization or association.
- (b) The membership is held by the institution or an organizational sub-unit and not by an individual.
- (c) The payments for institutional memberships shall be limited to those professional, technical, occupational, or related organizations and associations that provide publications and/or services of direct benefit to Richard Bland College.
- (d) Even when the aforementioned criteria can be justified, the cost of membership shall be carefully weighed against other important institutional obligations and budgetary considerations.

(2) Procedures:

- (a) Division Chairs will be responsible for recommending to the Provost those organizational memberships they deem desirable and affordable for sub-units within their divisions. Based on budgetary considerations and

institutional priorities, the Provost will recommend approval or denial for application for membership.

- (b) The Provost will be responsible for assessing institutional memberships requested by those individuals in Student Services.
- (c) The final decision for approving or disapproving institutional memberships rests with the President or designated representative.

d. Other Categories of Faculty Development

Many additional opportunities exist for supporting the professional development of faculty members. They include, but are not limited to:

- (1) release time and/or reorganized teaching schedule to take individual graduate courses;
- (2) release time and/or reorganized teaching schedule to pursue research and writing, including faculty who are completing graduate degrees;
- (3) release time to plan a new course or significantly revise an existing course;
- (4) release time to coordinate on-campus meetings of professional organizations;
- (5) release time to develop grant proposals or work on other special projects; and
- (6) purchase of hardware, software, or other educational supplies that discipline budgets cannot fund.

e. Applying for and Receiving Faculty Development Funding

Funding for faculty development comes from many sources. Discipline budgets, the Faculty Development Program budget, and funds from the Richard Bland College Foundation have all been used to support the professional goals and development of the Faculty. Additional funding sources, such as grants, are other potential sources of support. The following guidelines apply to allocating these funds.

(1) In-state travel

Each academic discipline has funds budgeted. Faculty members should look to these funds, first. Should funds be unavailable or inadequate, the Request for Travel Approval form should be sent to the Faculty Development Coordinator. For travel during instructional time, the Coordinator will send the form first to the Division Chair and then to the Provost. If no classes are missed, the form will be sent to the Provost. Once all signatures have been attached, the Business Office will provide a copy to the faculty member and the Faculty Development Coordinator.

(2) Out-of-state travel

Faculty should use the Request for Travel Approval form and attach an itemized listing of funds requested. The Coordinator will approve the funds; the Division Chair approves if classes are being missed; the Provost approves in all cases, and the President approves all out-of-state travel and trips

estimated to cost over \$1,000. Once all signatures have been attached, the Business Office will provide a copy to the faculty member and the Faculty Development Coordinator.

(3) Funding requests not involving travel

Faculty should submit a written request for funding that explains why the request is being made and estimated costs. The initial request need not exceed a single page, although faculty may submit as much documentation as they wish. Should the Coordinator need additional information, he or she may request that this be provided before approving the funds. Within sixty (60) days of completion of the activity not involving travel, the faculty member should submit, to the Coordinator, a report--proportionate in length to the level of funding obtained--describing or listing results of the supported activity.

## W. ACADEMIC FACULTY MISCONDUCT

Faculty misconduct involves inappropriate faculty actions with regard to students, other faculty, classified employees, members of the administration, or the community at large. Failure to comply with the institution's policies concerning sexual harassment, consensual amorous relationships with students, reasonable accommodation to students protected under the Americans with Disabilities Act, and other institutional policies or specific administrative directives are considered instances of faculty misconduct. Instances of faculty misconduct will be reviewed by the Provost, who will determine the extent of the misconduct and the appropriate institutional response.

In instances of significant or repeated violation of major institutional policies or administrative directives, the Provost initially will , with the involvement of the Division Chair, counsel the faculty member to ensure future cooperation and compliance. If counseling is not successful, or if the misconduct is extreme or clearly confrontational, then the Provost will administer additional or alternative sanctions. These sanctions may include, but are not limited to:

1. Memorandum of Concern – A Memorandum of Concern is the first step in formally documenting an inappropriate faculty action. This sanction will be considered by the Provost in evaluating a faculty member's Annual Faculty Evaluation.
2. Letter of Reprimand – A Letter of Reprimand is a second and more serious step in formally documenting an inappropriate faculty action. This sanction will be considered by the Provost in evaluating a faculty member's Annual Faculty Evaluation and will be considered in any pre- or post-tenure review or consideration for reappointment.
3. Suspension – Suspension involves the temporary removal of a faculty member from College service. This suspension may be with or without pay, for a specified period of time, usually one semester. Suspension involves a serious instance of faculty misconduct requiring significant institutional response. In addition, conditions of continued employment may be specified. Recommendations for suspension will be reviewed and authorized by the President.

4. Termination for Cause--Termination for Cause involves the permanent severing of all contractual ties between the individual and the institution. Termination for Cause will be recommended by the Provost and approved by the President.

Individuals sanctioned for faculty misconduct at any level have the right to appeal through the Appeal Procedure outlined in the *Faculty Handbook*. **[note location]**

The Provost and the President or the faculty member may request that the faculty member be put on administrative leave until the situation is resolved.

## X. REVIEW OF ACADEMIC DISCIPLINES FOR THE PURPOSE OF POSSIBLE CURTAILMENT OR DISCONTINUANCE

### 1. Statement of Policy:

During times of financial and enrollment constraint, it is essential that institutions of higher education periodically review their academic disciplines in order to make reasonable and educationally sound decisions regarding the overall allocation of funds and personnel for their particular institution.

Decisions of this nature that affect the viability and financial well-being of the institution may be necessary due to a substantial decline in student enrollment, a reduction in State allotments or appropriations, loss of other income received from non-State sources, or an internal reallocation process.

### 2. Guidelines for the Review of Academic Disciplines:

Listed below are several broad areas that shall be reviewed for the purpose of making decisions involving academic discipline curtailment or discontinuation. Each of the areas is followed by questions illustrating some specific kinds of inquiry that should be developed.

#### a. Mission

- (1) What is the relationship of the discipline to the mission of Richard Bland College?
- (2) How is it related to the mission of the Division?

#### b. Quality

- (1) What is the overall quality of the discipline at present in terms of instruction?
- (2) What is the performance of the students currently enrolled in the discipline?
- (3) What is the quality of the faculty affiliated with the discipline in terms of their academic preparation, teaching, and professional service?
- (4) What is the quality and quantity of library holdings for the discipline and how do they compare with established standards?
- (5) What is the quality of equipment, facilities, and laboratories dedicated to the program?

c. Cost and Revenues:

- (1) What are the direct and indirect costs associated with the discipline per year/biennium?
- (2) How much revenue does the discipline generate from tuition, fees, and other sources of funding?
- (3) What is the cost effectiveness of the discipline?
- (4) What resources will be required to maintain the discipline at its present level or to raise it to a desired level of excellence within a reasonable period of time?
- (5) What is the cost per student credit hour in the discipline? How does it compare with the College average and similar disciplines at other institutions?
- (6) What revenue loss will be anticipated if the discipline is discontinued?
- (7) What is the cost of continuing employment for faculty members, both tenured and non-tenured, as well as for clerical and other non-faculty personnel directly associated with the discipline for the next two biennia?
- (8) What is the significance of the discipline's curtailment or discontinuation on the College's financial situation?

d. Enrollment and Productivity:

- (1) What is the pattern of the discipline's current and past (5 years) enrollment in terms of numbers and types of students?
- (2) What are the enrollment projections for the discipline for the next five years?
- (3) Can the discipline's enrollment be improved by some simple efforts?
- (4) What has been the discipline's retention rate over the past five years?

e. Relationship with Other Programs:

- (1) How does the discipline relate with others offered or planned by the College?
- (2) To what extent are the discipline's faculty involved with those of other disciplines in joint instructional activities?

f. Distinctive Program Features:

- (1) Is the discipline unique in concept, design, or implementation?
- (2) Does the discipline address specific local or regional needs that cannot be met in any other manner?
- (3) Does the discipline have a demonstrable significant value to the area and population served by the College?

g. Comparable Disciplines:

- (1) Are there disciplines comparable to the one being considered for curtailment or closure offered by other institutions in Virginia?
- (2) If such disciplines are offered by other institutions in Virginia, can they respond adequately to the needs of the College's service area residents?

h. Impact of Discontinuation:

- (1) What would be the impact of the discipline's curtailment or discontinuation on other College units and programs?
- (2) What will be the effect of curtailing or closing the discipline on the educational opportunities available in the College's service area?
- (3) Will the curtailment or closure of the discipline have an adverse effect on the recruitment efforts of the College?
- (4) How will the discipline's curtailment or closure affect the College's affirmative action goals?

i. Alternatives to Curtailment or Discontinuation:

- (1) As an alternative to the discipline's curtailment or closure, what are the possibilities of cost reduction, merger with another discipline, or development of a joint or cooperative offering with another institution?
- (2) Is there a viable educational or fiscal alternative to discipline curtailment or closure that can be recommended?
- (3) Have any of the following been considered: voluntary early retirements, voluntary reductions in salary, outside funding, or summer teaching as a part of regular load?

3. Procedures:

The procedures detailed below shall be followed in the review of academic disciplines for the purpose of possible curtailment or discontinuance:

- a. The Provost shall charge the Instructional Programs Committee, as constituted under VIII. C. Article VI. Section 6.5.2. (c). of the By-laws of the Faculty, to undertake the review of any discipline or disciplines that may fall under the purview of the provisions of this policy.
- b. The Instructional Programs Committee shall apply the guidelines provided under VIII. T. 2. of this policy in its review procedure, and its recommendations shall be communicated to the faculty and the Provost as provided in the By-laws of the Faculty.
- c. If a discipline is curtailed or discontinued because student demand/enrollment does not justify retaining that number of tenured faculty, the Provost in consultation with the Division Chair in charge of the discipline shall recommend which faculty member or members should be transferred or terminated. They shall give strict consideration to such factors as academic credentials, teaching effectiveness, seniority, College and community service, and the provisions of the Equal Employment Policy available in the Office of the Provost.
- d. A good faith effort will be made to transfer a tenured faculty member, insofar as his or her academic preparation and expertise allows, to another discipline or disciplines.

- e. In the event the tenured faculty member is deemed unqualified to fill another position at the College, he or she, at the discretion of the College, may be offered a special leave of absence of up to one half of salary (as prescribed under Faculty Development) for a period not to exceed one academic year. During that period of time the individual must be enrolled full-time in a course of study approved by the College. Upon successful completion of the College-approved course of study, the individual will be returned on a full-time basis to the institution.
- f. If the tenured faculty member is not offered a year's leave of absence or does not choose to accept it if offered by the College, a terminal contract of one academic year will be offered to the individual.
- g. Any tenured faculty member who has received a terminal contract under these provisions is referred to the Academic Tenure Policy and Appeal Procedure outlined in the *Faculty Handbook*.

#### Y. RETIREMENT (The College of William and Mary and Richard Bland College)

In accordance with the 1986 Amendments to the Age Discrimination in Employment Act (1967), there is no mandatory retirement age for any member of the faculty. Information about retirement options is available from the Office of Human Resources. A faculty member who becomes *emeritus* upon action of the Board of Visitors at the time of retirement continues to enjoy many pre-retirement rights and privileges.

### IX. ACADEMIC PROCEDURES AND GUIDELINES

This section is composed of administrative guidelines and directives related to the instructional process and the role of faculty at Richard Bland College.

#### A. GENERAL ACADEMIC POLICIES

General academic policies are printed in the *Richard Bland College Catalog*.

#### B. COURSE CONTENT

Richard Bland College respects the principles of academic freedom and the autonomy provided faculty in the selection of their instructional materials. However, it is the responsibility of the faculty to provide instruction that is current and consistent with the course descriptions listed in the *Richard Bland College Catalog*. The College is primarily a transfer institution. It is therefore the responsibility of the faculty to provide instruction consistent with the general expectations of academe.

## C. COURSE OFFERINGS AND SCHEDULE

Recommendations for course offerings will be made by faculty to the Division Chair. After review by the Division Chair, a proposed Division schedule will be submitted to the Provost. The final schedule will be determined by the Provost. Courses and times of instruction will be based upon the needs of the students and the institution.

Faculty should inform the Office of the Provost of any change in location or time or postponement or cancellation of class, so that if necessary a student can be located.

## D. COURSE SYLLABI

A well-developed course syllabus that provides students with essential information about the course in which they are enrolled is required for each course offered by Richard Bland College. At the beginning of every semester, a syllabus for each course taught that semester is to be forwarded through the Division Chair to the Office of the Provost. For a course with multiple sections taught by more than one faculty member, these faculty should coordinate major course expectations and requirements. Specific information to be covered in course syllabi includes:

1. Richard Bland College Mission Statement;
2. relevant College curriculum goals;
3. course prerequisites;
4. course objectives;
5. course textbooks, workbooks, supplementary texts and selected readings, and other resources;
6. office hours--minimum of ten (10) scheduled hours, additional availability by appointment for advising;
7. importance of class attendance and the individual faculty member's attendance and tardiness policies (federal regulations require a record of attendance taken at least once a week);
8. treatment of late course requirements;
9. attendance at the final examination;
10. pertinent discussion in the syllabus and during the first week of class of the principles of the Richard Bland College Honor System and the consequences of their violations. A Richard Bland College faculty member's obligation and responsibility regarding the Honor System are not optional;

11. course requirements--nature and approximate number of course activities, projects, and examinations;
12. grading scale (e.g., 80-89% = B) and weighting of course requirements in relation to the semester grade, including percentage for class attendance and participation if so desired;  
  
(Sufficient course work should be evaluated and returned to students before the semester's date by which to drop a course or to change from credit to audit status without academic penalty to indicate to the student his or her level of achievement.)
13. dates important to the course, such as the semester's date by which to drop a course without academic penalty, dates of examinations, due dates for projects and papers, the final examination date;
14. disclaimer statement to the effect that changes can be made in the syllabus due to unforeseen circumstances. Whenever possible, faculty will contact students and the Provost in advance of significant changes in the syllabus. [add a cross reference to a new statement in the section on faculty responsibilities, either in the by-laws (Article IV, section 4.2; or under Work Schedules, VIII. M.)]

#### E. CLASS ROLLS

Faculty must verify official class rolls (student name, course, section) by each semester's deadline, so that total class count, grade sheets, and student directories are accurate and that if necessary a student can be located.

#### F. FINAL EXAMINATIONS

1. Faculty should assure that all quizzes, tests, and final examinations are conducted according to the Honor Code.
2. Final examinations will be given for all scheduled academic classes. These examinations will be conducted at the established examination time. An exception is made for Lab classes – which may hold their exams during the last week of the semester – and online courses, which will conduct their exams according to the policies laid out in their syllabi.
3. Special requests regarding exceptions to these rules, such as take-home final exams must be discussed with and approved by the Provost at the beginning of the semester in which the exam is scheduled to be given.

Final examinations will not normally involve take-home examinations. A special request to administer a take-home final examination must be discussed with the Provost significantly prior to the final examination period.

4. All faculty will retain a copy of each student's final examination for at least one year, in the event of a grade appeal or litigation.

## G. FINAL GRADES

Final grades should be turned in to the Office of the Registrar within forty-eight (48) hours of the examination. Final grades for Friday and Saturday classes must be received in the Office of the Registrar by 10:00 AM the following Monday.

## H. INCOMPLETE GRADES

The grade of “Incomplete” exists for unusual circumstances. It is not an automatic option for the student who does not complete the required work in a course. A student may not “take an incomplete”. A faculty member may award an “Incomplete” in a special or unusual circumstance. However, this requires a meeting or discussion between the faculty member and the student, and the completion of the “*Application for Temporary Grade of Incomplete*” (forms available from the Office of the Registrar). This completed form must then be submitted to the Registrar with the final class grade roster. If the grade of “Incomplete” is given, the faculty member should inform the student that such a grade might influence the student’s financial aid status for the next semester.

The faculty member should also clarify with the student that the requirements for a grade of “I” (Incomplete) must be completed prior to THE LAST DAY TO DROP A CLASS WITHOUT PENALTY during the next regular semester, or the grade will become an “F”. A faculty member may extend an “Incomplete” for unusual circumstances.

Faculty members should not post “incomplete” grades for an entire class without prior approval of the Division Chair.

## I. POSTING GRADES

Official grades will be mailed to students by the Office of the Registrar. Faculty electing to post grades may do so, but students may not be identified by name, social security number, student identification number, or in any other way that would conflict with the student’s right to privacy.

## J. STUDENT COURSE EVALUATIONS

All courses taught by Richard Bland College faculty will be evaluated each semester through Student Course Evaluations. Evaluation forms are distributed by the Division secretaries and must be administered prior to the final examination. Each faculty member will arrange for a colleague to administer the Student Course Evaluations and to return the evaluations to the respective Division secretary.

## K. DROP/WITHDRAWAL POLICIES

Students requesting to drop a course or withdraw from the College must complete the appropriate form (available in the Office of the Registrar), obtain the signature of the

instructor, the advisor, and a representative of the Office of Financial Aid. To avoid academic penalty, this procedure must be completed before the academic penalty/withdrawal date published in the Course Schedule for each semester. Unless a student officially drops a course or officially withdraws, a grade of “F” will appear on his or her permanent record. Students requesting to drop a course or withdraw from the College after the academic penalty deadline has passed should be referred to the Provost.

Any exceptions to this rule must be for verifiable medical or legal circumstances and be approved by the Provost.

#### L. STUDENT REFUND POLICY

Student refund policies are printed in the *Catalog*, the *Student Handbook*, and in each course schedule. The student may also obtain information concerning Richard Bland College refund policies from the Office of the Dean of Administration and Finance.

#### M. TEXTBOOK POLICY

1. Purpose—The Purpose of the textbook policy is to establish procedures for ordering textbooks for the students and faculty of Richard Bland College. The policy should further serve as a reminder for the faculty to use care in selecting textbooks essential to the teaching of each class. The ever-accelerating cost of textbooks is a factor to be considered; however, texts should be selected on the basis on their quality rather than price.

Responsibilities and Related Guidelines—Textbook adoption recommendations are made by the members in the academic disciplines to the Division Chair. The Division Chair is responsible for seeing that book orders are sent to the Bookstore Manager by the specified dates.

The Purchasing Manager is the liaison between the bookstore and college personnel.

The bookstore is responsible for receiving and processing requests of textbooks to be used in courses offered at Richard Bland College.

Professors needing complimentary or desk copies should request them from the bookstore. The bookstore will order these materials. Professors with duplicate copies of textbooks are urged to place extra copies on reserve in the library. Additionally, the faculty should fully utilize the comprehensive library resources available to the college community.

All classes do not have to have a required textbook. They can have what is recommended titles, which means that the student has the option to purchase or not purchase the textbook.

Each faculty member should carefully review the proposed textbook for each course taught well in advance of the semester intended for use. In evaluating such texts, faculty members are encouraged to consider comments from colleagues, students, and publishers as well as their own personal judgment regarding the desirability of the text.

2. Procedures—To ensure timely delivery of textbooks, the bookstore must receive textbook orders for the summer session by April 1, for the fall semester by May 1, and for the spring semester by November 1. The reason for the early need of the book orders is to have an appropriate amount of time to acquire used books and to be able to offer a higher buyback amount to the students as early as possible.

The Bookstore Manager will be responsible for overseeing any and all enrollment changes and to handle book orders accordingly.

The Bookstore Manager will promptly notify the faculty member of any information received regarding delay in the shipment or the inability of a publisher to provide the textbook by a required date. The manager will assist in obtaining delayed books or substitute books by the most expedient means.

Faculty members are to supply as much information as possible about each textbook, i.e. author, title, edition, publisher, paper or hardcover, etc. (This information can be obtained with the help of the bookstore manager through the use of Books in Print).

Faculty members should be aware that contracts with textbook publishers may be governed by provisions of the “State and Local government Conflict of Interests Act” (VA Code 2.1 – 639.1 *et seq.*) or may be exempt from that Act. When doubtful, the faculty member should inform the Provost of the faculty members proposed contract with the textbook publisher so that legal advice may be obtained regarding the applicability of the Act.

## N. PROCEDURE FOR ADDING A COURSE TO THE CURRICULUM

1. The faculty member proposing the addition of a new course will fill out a Proposal for New Course form and sign it. Forms available at [www.rbc.edu/faculty/forms](http://www.rbc.edu/faculty/forms).
2. Copies of the proposal will be distributed to all members of the Division where the course will be taught and a Division meeting will be held to discuss the proposal.
3. After the proposal has been discussed in the Division, the faculty member will submit it to the Instructional Programs Committee.
4. The Instructional Programs Committee will set a meeting date and distribute a copy of the Proposal for New Course form to all members of the faculty as part of the agenda for the meeting.

5. The Instructional Programs Committee will approve or disapprove the proposed course and submit such recommendation to the Provost.
6. The Provost will recommend to the President either approval, with any appropriate modifications, or disapproval of the course.

## O. ACADEMIC PROCESSIONS

One academic procession is normally held each year – on Commencement Day. Faculty members will participate and wear appropriate academic regalia. If faculty members do not own caps, gowns, and hoods, they may rent them through the Office of the Dean of Administration and Finance. The President may schedule additional academic processions, as deemed necessary. Faculty participation is required. Any requests to be excused from an academic procession must be submitted in writing to the President for review and approval.

## X. INSTITUTIONAL PROCEDURES AND GUIDELINES

### A. BOOKSTORE

The Bookstore is located in the Campus Center adjacent to the Cafeteria. Hours of operation are:

Monday - Thursday	8:30 a.m. - 4:00 p.m.
Friday	8:30 a.m. - 12:00 p.m.

### B. LIBRARY HOURS

The Library is open at the following hours during the academic year while the College is in session:

Monday - Thursday	8:00 a.m. - 6:00 p.m.
Friday	8:00 a.m. - 5:00 p.m.
Sunday	2:00 p.m. - 5:00 p.m.

During academic holidays when the College is open, the Library is also open.

### C. EMERGENCY CLOSING OF THE COLLEGE

Any decision made regarding the closing of Richard Bland College for emergency reasons (such as snow) will be announced on local radio and television stations, placed on the College web site, and on the College recorded announcement line, 804-751-4574. The announcement will be made as early in the morning as possible or, if practical, the night before.

## D. SUPPLY REQUISITION PROCEDURES

1. General office and classroom supplies (paper, pencils, paper clips, etc.) are available from the supply room.
2. Procedure
  - a. Fill out the Interdepartmental Requisition for Supplies form (short form). The form must have your name, department or discipline to be charged, and the item you need. Be specific on color and size.
  - b. Send the form to Purchasing via inter-campus mail.
  - c. Maintenance will deliver the items to your office.
  - d. A form with two copies (white and yellow) will be returned with the supplies. Sign and return both copies to purchasing. Photocopy the form if you need a copy.
3. If an item is not listed on the supply form, a Requisition Form (long form) should be completed.
4. Long and short forms are available from purchasing and division secretaries.

## E. PURCHASE OF GOODS, SERVICES, AND SUPPLIES

All requests for goods, services, and/or supplies must comply with the stipulations in the On-Line Purchasing Guide found on the Richard Bland College website.

1. Requests for the purchase of supplies from the Bookstore are submitted to the Bookstore Manager on a Requisition for Purchases form.
2. Requests for the purchase of supplies and equipment from outside vendors are submitted to the Office of the Dean of Administration and Finance on a Requisition for Purchases form.
3. Division Chairs must approve all academic requests; the appropriate supervisor must approve all administrative requests.
4. Purchase authorization must be obtained for all purchases above \$50.00, or they become the employee's personal responsibility.
5. Provide complete information as required by the form.
6. Items over \$300.00 or involving travel require approval also by the Provost. During times of particular financial stress, all expenditures must be approved by the appropriate budget supervisor (President, Provost, Dean of Administration and Finance, or Director of Institutional Advancement).

7. See the Office of the Dean of Administration and Finance for additional information and purchasing policies.

## F. PROCEDURES FOR HANDLING MAINTENANCE AND REPAIR REQUESTS

The College's maintenance and repairs efforts are intended for the sole purpose of providing the physical environment necessary to support strong academic and student service programs. In order to better achieve this goal, the College attempts to streamline the requests for service procedure as follows:

1. Except for extreme emergency situations, all requests for maintenance and repairs must be submitted on a request form available from the Office of the Dean of Administration and Finance.
2. The person initiating the request should complete the form and sign it in the space provided. All requests from academic divisions are normally signed by the Division Chair. Requests from Student Services are normally signed by the Director of Admissions and Student Development.
3. Upon approval by the appropriate supervisor, the request slip will be transmitted to the Dean of Administration and Finance, who will establish priority and will assign the request to the Buildings and Grounds Department. After completion of the assigned task, the Supervisor of Buildings and Grounds will return the slip to the Office of the Dean of Administration and Finance.

The Maintenance Supervisor and Grounds Supervisor have been instructed to perform only those jobs assigned in this manner.

## G. REGULATIONS GOVERNING THE USE OF COLLEGE FACILITIES

1. General Availability
  - a. College facilities are designed and constructed primarily for College functions; therefore, College organizations have first priority for their use. Second priority is for College-related organizations. Third priority is for non-College-related organizations.
  - b. It is not the intent to deprive non-College organizations of making use of College facilities. However, there are other considerations such as complaints from owners of private facilities and demands on the off-duty time of College personnel.
  - c. Finally, in the interest of public order and safety and the welfare of the majority of its citizens, the College reserves the right to refuse any group or individual the use of a College facility. All requests for the use of College facilities must first be approved by the President's Office.

## 2. General Rules

- a. All requests must be in writing and be submitted at least two weeks prior to the event for which the facility is requested. No blanket authorizations are given.
- b. No facility may be considered reserved until a written license agreement has been issued.
- c. The use of alcoholic beverages must be approved by the College and requires an ABC license. Alcoholic beverages will not be available at student functions.

## 3. Fees are charged to cover the costs of rental, utilities, maintenance, custodial services, and supervision.

## 4. Parking

- a. Parking areas are provided near all College facilities. Vehicles will not be driven or parked on unpaved areas, grassed areas, road shoulders, or contrary to the markings where such are provided.
- b. During College-sponsored activities, the College will be responsible for traffic control. If a large attendance is expected, arrangements with the county or state police for proper control will be made.
- c. During College-related and non-College activities, the sponsor will be responsible for traffic control. If a large attendance is expected, the sponsor must arrange with the Office of the Dean of Administration and Finance for county or state police for proper control.
- d. College employees will not be used to enforce or control traffic except for official College functions.

## 5. Refreshments and Smoking

- a. Refreshments may be served with the permission of and under regulations of the College. Refreshments will not be allowed in the auditoriums.
- b. College employees will not be responsible for handling or safeguarding refreshments.
- c. All classrooms, hallways, and other inside public areas of all buildings on campus will be smoke-free.
- d. See X.G.6. for regulations pertaining to the gymnasium.

## 6. Gymnasium

### a. Equipment

- (1) Use of the gymnasium will include the use of dressing rooms and showers. Sponsors/organizers of College activities must furnish soap and towels, if needed, and are responsible for safeguarding College belongings.
- (2) Use of apparatus and other athletic equipment by non-College individuals or groups will not be allowed without permission.

### b. Floor

- (1) Special treatment of the floor surfacing is usually required after the use of the gymnasium. This shall be the responsibility of College personnel. Users may be charged for the College's reasonable costs of providing this floor treatment.
- (2) Participants must wear athletic gym shoes.
- (3) For a non-athletic type of activity, a special floor covering is used.

c. Smoking will not be allowed in any area of the gymnasium, refreshments in the lobby only.

d. Fees are charged to cover the costs of rental, utilities, maintenance, custodial services, and supervision.

## H. USE OF COLLEGE VEHICLES

1. Check with the Office of Admissions and Student Development (862-6249) as to the availability of the college van.
2. For use of the college van: After securing the keys from the Office of Admissions and Student Development, the authorized driver may pick the vehicle at the faculty and staff parking lot across from the cafeteria.
3. The vehicle will be filled with gas before each requested use; however, if additional gas is needed during the trip, the driver should purchase the gas; keep the receipt, which should note the number of gallons purchased, and present the receipt to the Office of Administration and Finance for reimbursement.
4. Upon return to the College, the vehicle should be parked; cleaned of all papers, trash, etc., and locked.
5. The keys are to be turned in immediately upon return. If, however, return is made after 5:00 p.m. on Monday through Friday, any time on Saturday, Sunday, or holidays, the keys and form should be turned in the morning of the next workday.
6. In case of an accident notify the State Police.

## I. TRAVEL REGULATIONS--RICHARD BLAND COLLEGE

1. A Travel Expense Reimbursement Voucher is to be secured from the Office of Administration and Finance.
2. The current mileage rate for reimbursement is available from the Office of Administration and Finance.
3. Arrangements for use of State vehicles are made through the Office of Administration and Finance.
4. All room reservations and public transportation reservations (plane, train, etc.) must be made through the Purchasing Office.
5. Conference registration forms and fees must be submitted to the Purchasing Office thirty (30) days prior to the registration deadline in order for the College to process payment. If not submitted by that time, the employee must pay and be reimbursed after the travel is completed.
6. Travel advances may be requested from the Office of Administration and Finance. Requests must be received three (3) days prior to the day needed and must be repaid within sixty (60) days.
7. The State Comptroller reviews meal costs – keep them reasonable. Review Travel Regulations – State below.
8. Miscellaneous
  - a. The employee must have receipts for lodging and conference fees that are paid for personally. Receipts must be submitted for meals costing more than \$25.00.
  - b. Travel Expense Reimbursement Vouchers must have employee's last name, first name, middle initial, social security number, and signature.
  - c. Out-of-State travel must be approved by the President.
  - d. Vouchers should include only one employee's expenses. Do not combine them with another employee's expenses.
  - e. Travel Expense Reimbursement Vouchers must be submitted to the supervisor within five (5) days after travel is completed. Supervisor must sign and submit the Voucher to the Office of Administration and Finance within three (3) days of receiving.
  - f. Please contact the Office of Administration and Finance with questions.

## J. TRAVEL REGULATIONS – STATE

1. All travel must be pre-approved. Submit an estimate of the costs of the travel. All travel that has a per-trip cost of \$1000 or more or involves out-of-State travel must be approved by the appropriate supervisor and the President. (Approval forms may be received from the Division secretary, the Office of Administration and Finance or the Office of the Provost.)
2. Request travel advances at least three (3) days before the first date of travel. Advance forms may be received from the Office of Administration and Finance.
3. Travel Expense Reimbursement Vouchers must be submitted within five (5) days of the last date of travel. The travel voucher must have a copy of the approval form attached if the approval form has not been previously submitted.
4. A meetings/convention that requires an overnight stay may be attended by only two College employees. An exception to this restriction may be granted by the Secretary of Education when request is submitted prior to the meeting/convention.
5. Travel expenses may not be claimed for anyone but the faculty member.
6. All receipts must be original receipts. Copies will not be accepted.
7. Lodging must be arranged through the Purchasing Office. Lodging costs that exceed the allowable maximum amount for your travel area will be paid at the maximum rate. The difference will be the responsibility of the employee.
8. Lodging may not be prepaid or direct billed. A travel advance may be requested from the Office of Administration and Finance to cover necessary expenses.
9. Food and telephone calls may not be billed to hotel room.
10. Lodging costs may exceed the maximum by 50% if the lodging is at the convention/meeting hotel, but only with written justification from the faculty member and approval by the Dean of Administration and Finance prior to the actual travel dates.
11. All lodging receipts should show charges per day and be itemized. You should request and receive this at the time of checkout.
12. Meals are reimbursable only for official overnight travel.
13. Meals will be reimbursed by a per diem allowance. This per diem will cover the costs of all meals and incidental expenses for that day.
14. Incidental expenses included in the per diem are service fees, tips, personal telephone calls, laundry expense, and transportation between places of lodging/meetings and places where meals are taken. These expenses may not be reimbursed other than through the per diem payment.

15. Per Diem Rate is 75% on departure and return days. Meals included with registration must be deducted (see 17 below).
16. The Travel Expense Reimbursement Voucher must include the times of departure and return.
17. When attending a convention or meeting, submit a program/agenda of that convention or meeting. Meals included as part of the registration fee will be deducted from the per diem allowance.
18. Parking and tolls are reimbursable with original receipts.
19. Requests for faculty travel must be approved by the Division Chair or the appropriate Coordinator and the Provost. If the travel is out-of-State or exceeds \$1000, approval of the President is required. Travel forms may be obtained from the Division secretary or the Office of Administration and Finance.
20. Current Meals and Incidental Expenses (M&IE) Per Diems and Lodging Guidelines may be obtained from the Office of Administration and Finance. All faculty should review lodging and M& IE rates prior to making reservations or initiating travel.

## **XI. PERSONNEL INFORMATION SUMMARY**

### **A. GENERAL INFORMATION:**

1. Pay Dates – All full-time employees are paid twice a month. Payday is usually the first and sixteenth of each month. When the first or sixteenth is a Saturday or Sunday, payday is normally the previous Friday. Payday at the end of September, December, and March is the last working day of the month.
2. Direct Deposit – Pay will be deposited into an account at the financial institution (bank, credit union, savings and loan association, etc.) of your choice. Information and applications are available from the Office of Human Resources. All new employees are required to use direct deposit.
3. Holidays – Eleven paid holidays are authorized by the State. The College observes the following: Independence Day, Labor Day, Martin Luther King Day, Memorial Day, Thanksgiving Day and the Friday following, and six days during Christmas, including New Year's Day.

### **B. MANDATORY PAYROLL DEDUCTIONS**

1. Federal and State Income Taxes are withheld in accordance with a set formula based on the number of exemptions claimed. For Federal and State, employees may request additional withholding or claim fewer exemptions on forms available from the Office of Human Resources.

2. Social Security is withheld in accordance with requirements of the Social Security Administration.

#### C. BENEFITS PROVIDED BY THE COMMONWEALTH OF VIRGINIA/RICHARD BLAND COLLEGE

1. The Virginia Retirement System (VRS) is a State-funded retirement plan for all full-time personnel designed to supplement the retirement, disability, health, and survivor benefits provided by Social Security. The State pays the employer's as well as the employee's share of the cost.

In lieu of VRS, full-time faculty and administrators may substitute retirement plans such as TIAA-CREF, and Fidelity. The State pays the employer's as well as the employee's share of the cost.

2. Group Life Insurance is a mandatory State-funded plan for all full-time personnel at no cost to the employee. The face value (death benefit) is equal to the annual gross salary rounded to the next highest thousand dollars, then doubled. For accidental death, the basic death benefit is doubled again. Loss of one or more limbs or eyesight is covered. No medical examination is required.
3. Long-Term Disability Insurance is provided to all full-time faculty and administrators at Richard Bland College. The College pays 60% of the premium and the employee pays 40% . No medical examination is required. Full-time faculty and Administrators can waive this benefit.

#### D. OPTIONAL PAYROLL DEDUCTIONS

(Information, choices, and application forms are available from the Office of Human Resources.)

1. Medical Insurance – All full-time personnel may enroll a spouse and dependents under age nineteen (until age twenty-three if unmarried, full-time students) or apply for employee-only coverage.
2. Flexible Benefits Program – Premium Conversion allows the pre-tax deduction of the health insurance premium; and Reimbursement Accounts allow the pre-tax deduction of amounts towards predictable medical, dental, and vision care expenses not covered by the health benefits plan and day care expenses for dependents.
3. Cancer Insurance provides medical benefits for cancer victims over and above those provided by other hospitalization or medical plans. The rates vary according to the plan selected.
4. Optional Life Insurance – An active, insured employee is eligible for optional life insurance for natural and accidental death and for dismemberment up to four times his/her salary, not to exceed \$500,000.
5. Credit Union Deductions – Employees are eligible to participate in the Virginia Credit Union. Deposits or loan payments may be made through payroll deduction.

6. United States Saving Bonds may be purchased by payroll deduction through the Office of Human Resources.
7. Supplemental Retirement Annuities (SRA's/403(b)'s) and Tax-Sheltered Annuities through payroll deduction are funded with pre-tax dollars. Contracts are available with TIAA-CREF, The Equitable, and additional choices.
8. The Deferred Compensation Plan (457b) is a contributory Retirement plan. Faculty participate in the plan through voluntary salary deferral. Contributions and earnings, if any, are tax-deferred until withdrawn, usually at retirement. The plan is administered by the State.
9. Group Legal Care Plan provides unlimited advice and consultations for covered services.
10. The Commonwealth of Virginia Campaign (United Way) is the only solicitation approved for all employees. The campaign is scheduled each October, and payroll deduction is provided.
11. The Richard Bland College Foundation supports a number of student scholarships. Employees may elect to contribute through payroll deduction.

## **XII. IMPLEMENTATION**

### **A. BOARD OF VISITORS AUTHORITY**

Nothing in the *Faculty Handbook* is intended to limit the Board of Visitors as the final institutional authority for the College. This *Faculty Handbook* affirms also the proper rights and responsibilities of the faculty as it continues to work cooperatively with the administration and Board of Visitors.

### **B. EFFECTIVE DATE**

This *Handbook* shall become effective at the time of its approval by the Board of Visitors or, to the extent the Board's approval is not required, at the time of its approval by the President.

### **C. REPEAL**

This *Handbook* repeals and supersedes the 1998 *Faculty Handbook* (as amended).