



Academic Excellence and Student Success Committee
1:00 p.m.
June 6, 2024
Kyle Hall, Room 340, Radford, VA

DRAFT
MINUTES

Committee Members Present

Ms. Jeanne Armentrout, Chair
Dr. Betty Jo Foster, Vice Chair
Mr. Robert A. Archer
Mr. George Mendiola, Jr.
Dr. Kurt Gingrich, (Non-Voting Faculty Advisory Representative)

Committee Member Absent

Ms. Georgia Anne Snyder-Falkinham

Board Members Present

Dr. Debra K. McMahon, Rector
Mr. Marquett Smith, Vice Rector
Dr. Jay Brown
Ms. Joann Craig
Mrs. Jennifer Wishon Gilbert
Mr. Tyler Lester
Ms. Lisa Pompa
Mr. David A. Smith
Mr. James Turk

Others Present

Dr. Bret Danilowicz, President
Dr. Bethany Usher, Provost and Senior Vice President for Academic Affairs
Dr. Dannette Beane, Vice President for Enrollment Management and Strategic Communications
Dr. Rob Hoover, Vice President for Finance and Administration
Dr. Angela Joyner, Vice President for Economic Development and Corporate Education
Dr. Susan Trageser, Vice President for Student Affairs
Ms. Penny Helms White, Vice President for University Advancement
Ms. Karen Casteel, Secretary to the Board of Visitors and Special Assistant to the President
Ms. Susan Richardson, University Counsel

Call to Order

Ms. Jeanne Armentrout, Chair, formally called the meeting to order at 1:00 p.m. in Kyle Hall Room 340 on the campus of Radford University.

Approval of Agenda

Ms. Armentrout asked for a motion to approve the June 6, 2024 agenda. Dr. Betty Jo Foster so moved, Mr. Robert Archer seconded, and the motion was carried unanimously.

Approval of Minutes

Ms. Armentrout asked for a motion to approve the March 21, 2024 minutes of the Academic Excellence and Student Success Committee. Mr. George Mendiola so moved, Dr. Betty Jo Foster seconded, and the motion was carried unanimously.

Academic Affairs Update

Provost and Senior Vice President for Academic Affairs Bethany M. Usher delivered her fourth update to the Board of Visitors. She began with “Points of Pride,” including end of year celebrations of students and faculty, programs that continue to receive praise and earn accreditation, a strong transfer enrollment and an increase in retention rates. Provost Usher is filling out her team with new members, including Dr. Donna McCloskey, Dean of the Davis College of Business and Economics, and Dr. Jerel Benton, Assistant Provost for Student Success, and a new Dean for the College of Nursing will be named soon.

Provost Usher then updated the Committee on the Two-Year Strategic Plan for Academic Affairs. One of the items discussed was the Curriculum Lifecycle.

Recommendations and Action Items

Provost Usher discussed the Tenure Recommendation for 2024-25. Ms. Jeanne Armentrout asked for a motion to recommend to the full Board for approval. Dr. Betty Jo Foster so moved, Mr. George Mendiola seconded, and the motion passed unanimously. A copy of the resolution is hereto attached as ***Attachment A*** and is made a part hereof.

Provost Usher discussed the recommendation to Establish an Office of Graduate Affairs and the Dissolution of the College of Graduate Studies. Ms. Jeanne Armentrout asked for a motion to recommend to the full Board for approval. Mr. George Mendiola so moved, Mr. Robert Archer seconded, and the motion passed unanimously. A copy of the resolution is hereto attached as ***Attachment B*** and is made a part hereof.

Provost Usher discussed the Discontinuance of the M.A. Degree Designation in Criminal Justice. Ms. Jeanne Armentrout asked for a motion to recommend to the full Board for approval. Dr. Betty Jo Foster so moved, Mr. Robert Archer seconded, and the motion passed unanimously. A copy of the resolution is hereto attached as ***Attachment C*** and is made a part hereof.

Provost Usher discussed the Discontinuance of the B.A. in Recreation, Parks and Tourism. Ms. Jeanne Armentrout asked for a motion to recommend to the full Board for approval. Dr. Betty Jo Foster so moved, Mr. Robert Archer seconded, and the motion passed unanimously. A copy of the resolution is hereto attached as ***Attachment D*** and is made a part hereof.

Provost Usher discussed the Revisions to the Teaching and Research Faculty Handbook for Faculty Evaluation Policies in Section 1.4.1.1. Ms. Jeanne Armentrout asked for a motion to recommend to the full Board for approval. Mr. Robert Archer so moved, Mr. George Mendiola seconded, and the motion passed unanimously. A copy of the resolution is hereto attached as *Attachment E* and is made a part hereof.

Provost Usher discussed the Revisions to the Teaching and Research Faculty Handbook for Faculty Evaluation Procedures for Special Purpose, Temporary and Part-time Faculty. Ms. Jeanne Armentrout asked for a motion to recommend to the full Board for approval. Mr. Robert Archer, so moved, Mr. George Mendiola seconded, and the motion passed unanimously. A copy of the resolution is hereto attached as *Attachment F* and is made a part hereof.

Lastly, Provost Usher discussed Revisions to the Teaching and Research Faculty Handbook for T & R Language for Tenure. Ms. Jeanne Armentrout asked for a motion to recommend to the full Board for approval. Mr. Robert Archer so moved, Mr. George Mendiola seconded, and the motion passed unanimously. A copy of the resolution is hereto attached as *Attachment G* and is made a part hereof.

Information Items

As an informational item, Provost Usher announced the faculty members who were awarded emeritus status.

Faculty Senate Report

The Faculty Senate update was provided by Faculty Representative to the Board and Faculty Senate Immediate Past President, Dr. Kurt Gingrich. He began with a moment of silence and reflection on the anniversary of D-Day. Dr. Gingrich thanked the Board members with terms ending for their service. Dr. Gingrich reported on the items and changes that Faculty Senate made in the past year, including changes to the T&R Handbook and changes to the faculty morale survey.

Adjournment

With no further business to come before the Committee, Ms. Armentrout, adjourned the meeting at 1:57 p.m.

Respectfully submitted,

Karen Montgomery

Executive Assistant to the Provost and Senior Vice President of Academic Affairs

**RADFORD UNIVERSITY
ACADEMIC EXCELLENCE AND STUDENT SUCCESS COMMITTEE**

JUNE 6, 2024

RESOLUTION OF TENURE RECOMMENDATIONS

WHEREAS, the tenure-track faculty are appointed initially on one-year contracts and throughout the probationary period, which is normally six years, they are subject to reappointment annually upon recommendation by the Department Personnel Committee, the Department Chair, the College Dean, the Provost, and the President; and

WHEREAS, no later than the beginning of the fall semester of the sixth year of full-time appointment, tenure-track faculty are notified by their Department Chairs of their eligibility for consideration for award of tenure and candidates for tenure must submit to their Department Personnel Committees pertinent information regarding their qualification for tenure, including a statement justifying the granting of tenure, all past performance evaluations, including a summary of student evaluations and any peer evaluations, a current curriculum vita, and any other relevant documentation; and

WHEREAS, criteria for the award of tenure include: the continuing need for the individual's expertise; the individual's teaching effectiveness; effectiveness as an advisor; professional development; participation in University co-curricular activities; committee work; cooperation with colleagues; and contributions towards the objectives of the department, college, and University; and

WHEREAS, upon consideration of the candidate's achievement of the above criteria, the Department Personnel Committee submits its recommendation to the Department Chair, who in turn submits his or her recommendation to the College Dean. The Dean submits his or her recommendation to the Provost, and the Provost submits their recommendation in each case to the President. At each stage, the recommendation is added to the previous recommendations, and all are transmitted to the next level. Copies of each recommendation, together with justification, are sent to the faculty member, who has the right to appeal negative recommendations to the Faculty Grievance Committee; and

WHEREAS, the final authority for awarding or denying tenure lies with the Board of Visitors and all of the faculty members listed below have met the criteria for award of tenure;

DAVIS COLLEGE OF BUSINESS AND ECONOMICS

<u>Name</u>	<u>Department</u>
Donna McCloskey	Department of Management

THEREFORE, BE IT RESOLVED, it is recommended that the Academic Excellence and Student Success Committee recommend that the Board of Visitors approves the faculty Tenure recommendations listed above to become effective the beginning of the 2024-2025 academic year.

**RADFORD UNIVERSITY
ACADEMIC EXCELLENCE AND STUDENT SUCCESS COMMITTEE**

JUNE 6, 2024

**RESOLUTION TO ESTABLISH AN OFFICE OF GRADUATE AFFAIRS AND THE
DISSOLUTION OF THE COLLEGE OF GRADUATE STUDIES**

WHEREAS, Radford University reaffirms its commitment to supporting and growing graduate academic programs in alignment with our mission in Radford, in Roanoke, across Southwest Virginia, and online; and

WHEREAS, Radford University supports and plans to expand a wide range of highly ranked research-based profession and executive graduate programs; and

WHEREAS, several of the functions currently in the College of Graduate Studies can more efficiently and effectively be administered by leveraging strengths in other units, reducing redundancy in operations; and

WHEREAS, Academic Affairs defines Colleges as Academic Units that manage academic programs and have Teaching and Research Faculty assigned; and

WHEREAS, the Division of Academic Affairs proposes to discontinue the College of Graduate Studies and distribute the current responsibilities between Enrollment Management, University Registrar, and a newly formed Office of Graduate Affairs; and

WHEREAS, an Office of Graduate Affairs will be able to leverage internal and external partnerships to support graduate academic affairs, curriculum, development, and policy; and support graduate student success;

NOW, THEREFORE, BE IT RESOLVED, a decision has been made to dissolve the College of Graduate Studies and re-organize its various responsibilities across a newly formed Office of Graduate Studies, Academic Affairs, and Enrollment Management; and it is further **RESOLVED**, that the President and/or his designee(s) are hereby authorized to submit any and all documentation that may be required to receive approval of the discontinuance of the College to the State Council of Higher Education of Virginia (SCHEV).

Faculty Senate passed a motion in support of this action on April 18, 2024

Graduated Affairs Committee passed a motion in support of this action on April 19, 2024

**RADFORD UNIVERSITY
ACADEMIC EXCELLENCE AND STUDENT SUCCESS COMMITTEE**

JUNE 6, 2024

**RESOLUTION FOR DISCONTINUANCE OF THE MASTER OF ARTS (MA) DEGREE
DESIGNATION IN CRIMINAL JUSTICE**

WHEREAS, the Department of Criminal Justice in the College of Humanities and Behavioral Sciences at Radford University proposes to discontinue the Master of Arts (MA) degree designation in Criminal Justice; and

WHEREAS, the purpose of the Master of Arts (MA) Degree Designation in Criminal Justice was to prepare students for careers in criminal justice and related fields. The program is designed both to enhance students' existing capabilities and to develop unique competencies and skills for future academic and career goals;

HOWEVER, the program only had between 0 and 4 enrolled students annually; and

WHEREAS, the current MA degree designation has limited use among the criminal justice degree programs at public institutions in Virginia. In August 2023, faculty reviewed the degree programs offered by Virginia's 15 public four-year institutions. Of the 5 other Virginia public institutions that offer a masters level criminal justice degree program, only one (1) has a MA degree designation.; and

WHEREAS, the Criminal Justice Department intends to continue the existing Master of Science (MS) degree designation in Criminal Justice to serve the same purpose;

NOW, THEREFORE, BE IT RESOLVED, a decision has been made to discontinue the Master of Arts (MA) Degree Designation in Criminal Justice and remove it from the Radford University degree inventory; and it is further **RESOLVED**, that the President and/or his designee(s) are hereby authorized to submit any and all documentation that may be required to receive approval of the discontinuance of the program to the State Council of Higher Education of Virginia.

Proposed Intent to Discontinue

Radford University (Radford) requests to discontinue the Master of Art (MA) degree designation from the Master of Arts/Master of Science (MA/MS) degree program in Criminal Justice (CIP code: 43.0104). The degree program would be a Master of Science (MS) in Criminal Justice (CIP code: 43.0104). The degree program is located in the College of Humanities and Behavioral Sciences, Department of Criminal Justice.

Background

Radford University first offered the Master of Art/Master of Science (MA/MS) degree in Criminal Justice in fall 1987. The purpose of the degree program was and remains to prepare students for careers in criminal justice and related fields. The program is designed both to enhance students' existing capabilities and to develop unique competencies and skills for future academic and career goals.

On August 17th, 2023, the faculty of the Criminal Justice department discussed the future of the Criminal Justice Master's Degree program during a faculty retreat. This retreat is an annual meeting where enrollment data, student learning data and other matters related to curriculum are discussed. At this meeting, faculty discussed the presented enrollment data, in particular enrollment differences between the MA and MS degree designations. The department faculty for the graduate program determined there was a need to discontinue the MA degree designation. The graduate program coordinator presented a proposal to discontinue the MA degree designation on September 4, 2023, and it was approved by the department faculty on that date.

On January 2024 the proposal to discontinue the MA degree designation was approved by the Dean of the College of Humanities and Behavioral Sciences. On April 4, 2024, Faculty Senate approved the closure of the MA degree designation. On April 15, 2024, the Provost approved the closure.

Rationale for Intent to Discontinue

The proposed intent to discontinue the MA degree designation is needed for two reasons: 1) lack of student enrollment; and 2) common degree designation.

Enrollment

Enrollment in the MA degree designation in Criminal Justice has steadily decreased. Institutional records show enrollment has declined since 2014. Students have not consistently enrolled in the program and since fall 2022 no students have enrolled in the degree designation.

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Enrollments	3	0	1	1	1	0	4	0	1	0
New Enrollments	0	0	0	0	0	0	0	0	0	0

It is apparent that the degree designation is no longer desirable for students at Radford University. The lack of enrollment supports the need to discontinue the degree designation at this time.

Common Degree Designation

The current MA degree designation has limited use among the criminal justice degree programs at public institutions in Virginia. In August 2023, faculty reviewed the degree programs offered by Virginia's 15 public four-year institutions. Of the 5 other Virginia public institutions that offer a

masters level criminal justice degree program, only one (1) has a MA degree designation. Faculty determined that not offering the MA degree designation would be beneficial in that Radford's degree program's designation would align with the other public institutions in Virginia. Thus, the discontinuance of the degree designation is needed to help the University maintain appropriate similarity and competitiveness with public four-year institutions in Virginia.

Critical Shortage Area

The MA degree designation in Criminal Justice is not in a critical shortage area. The curriculum will continue to be offered in the MS degree designation in Criminal Justice.

Teach-out Plan

No students are enrolled in the MA degree designation of the program MA/MS in criminal Justice degree program. A teach-out plan is not needed.

All faculty have been made aware of the impending degree designation closure. No faculty positions will be lost as result of the discontinuance of the degree designation. All faculty will continue to teach core and required courses in the MS in Criminal Justice degree program.

“Stopped-Out” Students

Institution records show that no students are “stopped out” of the MA degree designation of the degree program. No plan is needed to notify students.

**RADFORD UNIVERSITY
ACADEMIC EXCELLENCE AND STUDENT SUCCESS COMMITTEE**

JUNE 6, 2024

**RESOLUTION FOR DISCONTINUANCE OF THE BACHELOR OF ARTS (BA) IN
RECREATION, PARKS AND TOURISM**

WHEREAS, the Department of Recreation, Parks, and Tourism in the College of Education and Human Development at Radford University proposes to discontinue the Bachelor of Arts (BA) Degree Designation in Recreation, Parks and Tourism; and

WHEREAS, the purpose of the Bachelor of Arts (BA) Degree Designation in Recreation, Parks and Tourism to enrich lives and make a positive impact on individuals, communities, and the environment, through empowering students with knowledge, skills, and experiences to create meaningful and sustainable recreational opportunities for people of all ages, backgrounds, and abilities.

HOWEVER, the degree designation only had 0-2 students enrolled annually, graduating only 7 students in 23 years; and

WHEREAS, the Recreation, Parks and Tourism Department intends to continue the existing Bachelor of Science (BS) degree designation in Recreation, Parks and Tourism to meet the purpose described above.

NOW, THEREFORE, BE IT RESOLVED, a decision has been made to discontinue the Bachelor of Arts (BA) Degree Designation in Recreation, Parks and Tourism and remove it from the Radford University degree inventory; and it is further **RESOLVED**, that the President and/or his designee(s) are hereby authorized to submit any and all documentation that may be required to receive approval of the discontinuance of the program to the State Council of Higher Education of Virginia.

Proposed Intent to Discontinue

Radford University requests to discontinue the Bachelor of Art (BA) degree designation from the Bachelor of Arts/Bachelor of Science (BA/BS) degree program in Recreation, Parks and Tourism (CIP code: 31.0101). The degree program would be a Bachelor of Science (BS) in Recreation, Parks, and Tourism (CIP code: 31.0101). The degree program is located in the College of Education and Human Development, Department of Recreation, Parks and Tourism.

Background

Radford University first offered the Bachelor of Art/Bachelor of Science (BA/BS) degree in Recreation Administration in 1969. Since that time the major has undergone a number of name changes and currently holds the name Recreation, Parks and Tourism. A separate, independent, self-governing Department of Recreation was established in 1974 and was renamed the Department of Recreation and Leisure Services in 1975. Subsequently, the name changed to the Department of Leisure Services in 1995 and in Spring 2000 became the Department of Recreation, Parks and Tourism. The program was first accredited by the Council on Accreditation for Parks, Recreation Tourism and Related Professions (COAPRT) in 1979.

The purpose of the degree program was and remains to prepare students for careers that enrich lives and make a positive impact on individuals, communities, and the environment. The program is designed to empower students with knowledge, skills, and experiences to create meaningful and sustainable recreational opportunities for people of all ages, backgrounds, and abilities.

At the Council of Chairs meeting on February 14, 2024, Provost Usher outlined a Curriculum Lifecycle and expressed her desire to streamline majors and reduce complexity. One element of this process was to look for uneven distribution of B.A. and B.S. degrees within a major. The Interim Department Chair, Dr. Susan Van Patten, contacted the Office of Institutional Research who provided degrees conferred since 2000-2001. It was determined that removing the Bachelor of Arts degree options would simplify the curriculum and reduce confusion for students with very minimal impact. This decision was supported by the Department and College Curriculum Committees, Dean, and Faculty Senate.

Rationale for Intent to Discontinue

The proposed intent to discontinue the BA degree designation is needed for two reasons: 1) lack of student enrollment; and 2) common degree designation.

Enrollment

Enrollment in the BA degree designation in Recreation, Parks and Tourism has been low for 23 years. Most years there have been no students in this designation and only in 4 of the past 23 years have there been any enrollment in the degree designation. Further, only 7 students have graduated with this degree designation in the past 23 years.

Common Degree Designation

The current BA degree designation has little or no recognition in the field. Currently, degree programs that are preparing students for professional positions or graduate programs use the BS degree designation. The Bachelor of Science designation typically indicates the curriculum included “science” coursework. The rigor of the coursework prepares students for leadership roles that can include complete management and oversight of an organization. The BA degree designation does not include this science coursework. Thus, the discontinuance of the degree designation is needed.

Critical Shortage Area

The BA degree designation in Recreation, Parks, and Tourism is not in a critical shortage area. The curriculum will continue to be offered in the BS degree designation in Recreation, Parks and Tourism.

Teach-out Plan

No students are enrolled in the BA degree designation of the program BA/BS in Recreation, Parks, and Tourism degree program. A teach-out plan is not needed.

All faculty have been made aware of the impending degree designation closure. No faculty positions will be lost as result of the discontinuance of the degree designation. All faculty will continue to teach core and required courses in the BS in Recreation, Parks and Tourism degree program.

“Stopped-Out” Students

Institution records show that no students are “stopped out” of the MA degree designation of the degree program. No plan is needed to notify students.

**RADFORD UNIVERSITY
ACADEMIC EXCELLENCE AND STUDENT SUCCESS COMMITTEE**

JUNE 6, 2024

**RESOLUTION TO AMEND THE
TEACHING AND RESEARCH FACULTY HANDBOOK**

WHEREAS, all proposed changes to the *Teaching and Research Faculty Handbook* must be managed in accord with §5.0 of that handbook; and

WHEREAS, the authority to amend or revise the Faculty Handbook lies with the Board of Visitors. However, proposals for revising the Handbook may be initiated by faculty, administrators, the President, or members of the Board of Visitors. Revisions fall into two categories: (1) those required to ensure that the University is in compliance with state policies and mandates, and (2) those within the purview of the decision-making processes within the University; and

WHEREAS, revisions required to ensure that the University is in compliance with state policies and mandates, and that do not require a decision by University personnel, will be effected through an administrative update, with faculty being informed of the change and the reasons for it; and

WHEREAS, revisions within the purview of the decision-making processes in the University Internal Governance system will be considered by appropriate committees as defined by the Internal Governance system. Proposals for changes will be made in the form of text intended to replace a portion of the Teaching and Research Faculty Handbook, noting new language and striking out the old language; and

WHEREAS, it will be the Faculty Senate's responsibility to ensure that the general faculty is provided time and opportunity to review the proposed change so faculty can communicate with their senators prior to any action by the Faculty Senate; and

WHEREAS, the Faculty Senate's recommendations on proposed revisions to the Teaching and Research Faculty Handbook will be forwarded to and approved by the President. The Provost will forward the Faculty Senate's recommendations to the Academic Excellence and Research Committee who will in turn make recommendations to the member of the full Board of Visitors;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Visitors of Radford University hereby approves in accordance with §5.0 of the *Teaching and Research Faculty Handbook*, **Section 1.4.1.1: Evaluation** of the *Teaching and Research Faculty Handbook* as hereby amended. Said sections are to now read as follows (additions are in **red**):

[Motion to Revise T&R Language for Faculty Evaluation Policies](#)

Referred by: Faculty Issues

MOTION:

The Faculty Senate approves the addition of language (**red type**) and the deletion of language (stricken through) in Section 1.4.1.1 of the T & R Faculty Handbook.

All full-time and part-time faculty are subject to annual evaluation. Responsibility and authority for evaluation of faculty of all classifications whose appointments are more than 50% teaching and research rests with the Department Chair and is subject to review by the Dean. Each faculty evaluation shall be made by the Department Chair consistent with the criteria that follow, in accordance with a given faculty classification and any published Department-specific evaluation criteria, and in accordance with College evaluation procedures.

The Department Personnel Committee also makes recommendations regarding reappointment of faculty as described in section 1.5 of this Handbook.

All evaluated activities shall be in the context of the faculty member's role as professor-scholar rather than in personal roles such as citizen or parent.

RATIONALE:

This motion clarifies that all faculty, including adjunct faculty, are to be evaluated on an annual basis. At present, adjunct faculty are evaluated at the end of each semester, which places a considerable administrative burden on both adjuncts and department chairs. This change, therefore, should make the evaluation process more efficient, while still adhering to SACS requirements.

**RADFORD UNIVERSITY
ACADEMIC EXCELLENCE AND STUDENT SUCCESS COMMITTEE**

JUNE 6, 2024

**RESOLUTION TO AMEND THE
TEACHING AND RESEARCH FACULTY HANDBOOK**

WHEREAS, all proposed changes to the *Teaching and Research Faculty Handbook* must be managed in accord with §5.0 of that handbook; and

WHEREAS, the authority to amend or revise the Faculty Handbook lies with the Board of Visitors. However, proposals for revising the Handbook may be initiated by faculty, administrators, the President, or members of the Board of Visitors. Revisions fall into two categories: (1) those required to ensure that the University is in compliance with state policies and mandates, and (2) those within the purview of the decision-making processes within the University; and

WHEREAS, revisions required to ensure that the University is in compliance with state policies and mandates, and that do not require a decision by University personnel, will be effected through an administrative update, with faculty being informed of the change and the reasons for it; and

WHEREAS, revisions within the purview of the decision-making processes in the University Internal Governance system will be considered by appropriate committees as defined by the Internal Governance system. Proposals for changes will be made in the form of text intended to replace a portion of the Teaching and Research Faculty Handbook, noting new language and striking out the old language; and

WHEREAS, it will be the Faculty Senate's responsibility to ensure that the general faculty is provided time and opportunity to review the proposed change so faculty can communicate with their senators prior to any action by the Faculty Senate; and

WHEREAS, the Faculty Senate's recommendations on proposed revisions to the Teaching and Research Faculty Handbook will be forwarded to and approved by the President. The Provost will forward the Faculty Senate's recommendations to the Academic Excellence and Research Committee who will in turn make recommendations to the member of the full Board of Visitors;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Visitors of Radford University hereby approves in accordance with §5.0 of the *Teaching and Research Faculty Handbook*, **Section 1.4.1.4.2: Evaluation** of the *Teaching and Research Faculty Handbook* as hereby amended. Said sections are to now read as follows (additions are in **red**):

Motion to Revise T&R Language for Faculty Evaluation Procedures for Special Purpose, Temporary, and Part-time Faculty

Referred by: Faculty Issues

MOTION:

The Faculty Senate approves the addition of language (**red type**) and the deletion of language (stricken through) in Section 1.4.1.4.2 of the T & R Faculty Handbook.

The evaluation of special purpose and full-time temporary faculty shall adhere to the same procedures as those for tenure-track faculty except that the range of weights for each category of evaluation shall be:

Teaching: 75% - 100%

Professional ~~Service~~ **Contributions**: 0% - 20%

University Service: 0% - 15%

~~The Personnel Committee shall administer student evaluations of special purpose, full-time temporary, and part-time faculty between the thirteenth and the fourteenth weeks of the semester for all courses, every semester.~~ The appeals procedures shall also be the same as for tenure-track faculty.

The evaluation of part-time faculty shall **occur at least once per academic year, the end of the semester**; based on assigned responsibilities outlined in their letter of appointment. The Department Chair shall prepare a written evaluation of the part-time faculty member's performance and send a copy to the faculty member. If the faculty member disagrees with the evaluation from the Department Chair, he or she may send a written statement of disagreement to the College Dean.

The Personnel Committee shall administer student evaluations of special purpose, full-time temporary, and part-time faculty for all courses, every semester.

RATIONALE:

This motion makes a number of changes for clarity and consistency. Changing "Professional Service" to "Professional Contributions" makes the language in this section consistent with language elsewhere in the Handbook. Moving the language about student evaluations to the end of the section, rather than the middle, makes the section's arrangement more coherent. The current language about when student evaluations are administered is unnecessary and overly specific and thus has been deleted. Finally, changing evaluation of adjuncts from every semester to once annually will decrease the administrative burden on department chairs.

**RADFORD UNIVERSITY
ACADEMIC EXCELLENCE AND STUDENT SUCCESS COMMITTEE**

JUNE 6, 2024

**RESOLUTION TO AMEND THE
TEACHING AND RESEARCH FACULTY HANDBOOK**

WHEREAS, all proposed changes to the *Teaching and Research Faculty Handbook* must be managed in accord with §5.0 of that handbook; and

WHEREAS, the authority to amend or revise the Faculty Handbook lies with the Board of Visitors. However, proposals for revising the Handbook may be initiated by faculty, administrators, the President, or members of the Board of Visitors. Revisions fall into two categories: (1) those required to ensure that the University is in compliance with state policies and mandates, and (2) those within the purview of the decision-making processes within the University; and

WHEREAS, revisions required to ensure that the University is in compliance with state policies and mandates, and that do not require a decision by University personnel, will be effected through an administrative update, with faculty being informed of the change and the reasons for it; and

WHEREAS, revisions within the purview of the decision-making processes in the University Internal Governance system will be considered by appropriate committees as defined by the Internal Governance system. Proposals for changes will be made in the form of text intended to replace a portion of the Teaching and Research Faculty Handbook, noting new language and striking out the old language; and

WHEREAS, it will be the Faculty Senate's responsibility to ensure that the general faculty is provided time and opportunity to review the proposed change so faculty can communicate with their senators prior to any action by the Faculty Senate; and

WHEREAS, the Faculty Senate's recommendations on proposed revisions to the Teaching and Research Faculty Handbook will be forwarded to and approved by the President. The Provost will forward the Faculty Senate's recommendations to the Academic Excellence and Research Committee who will in turn make recommendations to the member of the full Board of Visitors;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Visitors of Radford University hereby approves in accordance with §5.0 of the *Teaching and Research Faculty Handbook*, **Section 1.7: Tenure** of the *Teaching and Research Faculty Handbook* as hereby amended. Said sections are to now read as follows (additions are in **red**):

[Motion to Revise T&R Language for Tenure](#)

Referred by: Faculty Issues

MOTION:

The Faculty Senate approves the addition of language (red type) and the deletion of language (stricken through) in Section 1.7 of the T & R Faculty Handbook.

A decision to grant tenure is an affirmative decision and is available only to tenure-track faculty, College Deans, the Provost, and the President of the University.

Faculty members are only eligible for tenure at the conclusion of a probationary period. That probationary period, for all instructor and professorial ranks at Radford University, shall be six years. Should a tenure-track faculty member be approved for an Externally Funded Professional Leave, the time period of the leave shall be included in the probationary period for tenure.

Should a tenure-track faculty member take a Professional Leave Without Pay, the time period of the leave shall be included in the probationary period only with the recommendation of the Department Personnel Committee, the Department Chair, and the College Dean, and approval by the Provost. Should a faculty member take Personal Leave, the time period of the leave shall not be counted in the probationary period for tenure.

~~Faculty hired on a full-time temporary basis are not eligible for tenure.~~ Should a full-time ~~temporary~~ faculty member **in a position ineligible for tenure** later be hired to a tenure-track position, the faculty member will be offered the opportunity to count **up to five years of his or her their** continuous and uninterrupted prior service ~~as a full-time temporary faculty member~~ at Radford University as part of the probationary period. **The faculty member's decision to count or to waive credit for prior service will be made at the time of initial hiring to the tenure-track position.** Faculty hired on a part-time basis shall not be eligible for tenure. Should a part-time faculty member later be hired to a tenure-track position, previous part-time service shall not be counted as part of the probationary period.

RATIONALE:

This motion allows any non-tenure track faculty member who has served in a full-time role the option to count their continuous and uninterrupted service at Radford as part of the probationary period if later hired to a tenure-track position. Current handbook language specifies that FTT 32 faculty already have this option, but no mention is made of other non-tenure track positions (SPF, Visiting Faculty, In-Residence Faculty). These edits also eliminate a redundancy, as Section 1.1 already defines which roles are ineligible for tenure.

End of Board of Visitors Materials

