

RESOLUTION TO RATIFY THE 2016-17 FACULTY HANDBOOK

Documents included:

1. Resolution to ratify the 2016-17 faculty handbook.
2. Table of revisions made to faculty handbook.
3. Redlined version of changes to faculty handbook.

RESOLUTION TO RATIFY THE 2016-17 FACULTY HANDBOOK

WHEREAS, the Faculty Handbook is the record for policies pertaining to all types of faculty employees; and

WHEREAS, the oversight of policies governing all types of faculty employees at the university is the responsibility of the Board of Visitors; and

WHEREAS, the Faculty Handbook is revised annually to incorporate editorial updates, new or amended policies; and

WHEREAS, to ensure that the Faculty Handbook reflects the policies passed by the board and that any changes to the handbook are appropriate and accurate, the board annually reviews and ratifies a revised edition of the Faculty Handbook;

NOW, THEREFORE, BE IT RESOLVED that the Virginia Tech Board of Visitors hereby ratifies the August 29, 2016 version of the Faculty Handbook that incorporates the revisions summarized in the attachment.

RECOMMENDATION:

That the 2016-17 Faculty Handbook be ratified.

August 29, 2016

Global Changes		<ol style="list-style-type: none"> 1. Department of HR is now Human Resources. 2. Purchasing is now Procurement. 3. Office for Equity and Access has become Office of Equity and Accessibility. 4. Vice President for Administrative Services has become Vice President for Administration. 	<ol style="list-style-type: none"> 1. To reflect departmental name change 2. To reflect departmental name change 3. To reflect departmental name change 4. To reflect title change
COVER PAGE			
Section No.	Section Name	Revision	Source
Cover Page		<ol style="list-style-type: none"> 1. New EO/AA statement 2. New language replaces, "Anyone having concerns . . ." 	<ol style="list-style-type: none"> 1. Per resolution approved by BOV, 11/09/15 2. Per resolution approved by BOV, 11/09/15
CHAPTER ONE: MISSION AND GOVERNANCE OF THE UNIVERSITY			
Section No.	Section Name	Revision	Source
1.2.1	Governance Structure	1. Table updated.	1. For clarity and consistency.
1.2.2	Board of Visitors	1. Changes made to second paragraph	1. For consistency with BOV Bylaws, Article I, Section 5.
1.2.7	University Committees	<ol style="list-style-type: none"> 1. Honor System Review Board became Honor Council. 2. University Curriculum Committee for Liberal Education became University Curriculum Committee for General Education. 	<ol style="list-style-type: none"> 1. Per resolution approved by BOV, 3/21/16 2. Per resolution approved by University Council 10/5/15.
1.3.4	Graduate Student Assembly	1. Revisions to the functions of GSA.	1. Per GSA constitution revised 4/7/16.
1.3.5	Faculty Senate	1. Added, "collegiate professor series."	1. Per resolution approved by BOV, 3/21/16
1.4.1	President	<ol style="list-style-type: none"> 1. Updates to functions 2. Added, "The director of internal audit has a dual reporting line to the president and the Board of V 	<ol style="list-style-type: none"> 1. To be consistent with BOV Bylaws, Article II, Section 1. 2. Consistent with President's organizational chart, and included at the request of the President's Office.
1.4.2	Executive Vice President and Provost	<ol style="list-style-type: none"> 1. Revised list of those who report to provost. 2. Change executive director of Virginia Tech Carilion Research Institute to "vice president of health sciences and technology and executive director of the Virginia Tech Carilion Research Institute" 	<ol style="list-style-type: none"> 1. Per Provost organizational chart 2. To reflect title change
1.5.4	Dean of Honors College	1. New section added	1. Per resolution establishing Honors College approved by BOV, 6/6/16
1.5.5	Director of Virginia Cooperative Extension	1. Section number changed.	1. Updated to account for new section 1.5.4 being added.

CHAPTER TWO: EMPLOYMENT POLICIES AND PROCEDURES FOR ALL FACULTY			
Section No.	Section Name	Revision	Source
2.2	Faculty Definitions	<ol style="list-style-type: none"> 1. "Collegiate" faculty becomes "college" faculty. 2. Added collegiate professor series to paragraph on non-tenure instructional ranks. 	<ol style="list-style-type: none"> 1. To avoid confusion with new collegiate professor series approved by BOV, 3/21/16 2. Per resolution establishing collegiate professor series approved by BOV, 3/21/16
2.3.1	The Collegiate College Faculty	<ol style="list-style-type: none"> 1. "Collegiate" faculty becomes "college" faculty. 2. Added collegiate professor ranks. 	<ol style="list-style-type: none"> 1. Per resolution establishing collegiate professor series approved by BOV, 3/21/16 2. Per resolution establishing collegiate professor series approved by BOV, 3/21/16
2.3.2	University Libraries Faculty	<ol style="list-style-type: none"> 1. "Collegiate" faculty becomes "college" faculty. 	<ol style="list-style-type: none"> 1. To avoid confusion with new collegiate professor series approved by BOV, 3/21/16
2.3.3	Virginia Cooperative Extension Faculty	<ol style="list-style-type: none"> 1. "Collegiate" faculty becomes "college" faculty. 	<ol style="list-style-type: none"> 1. To avoid confusion with new collegiate professor series approved by BOV, 3/21/16
2.3.4	Administrative and Professional Faculty	<ol style="list-style-type: none"> 1. "Collegiate" faculty becomes "college" faculty 	<ol style="list-style-type: none"> 1. To avoid confusion with new collegiate professor series approved by BOV, 3/21/16
2.3.7.1	Leadership of the Faculty of Health Sciences	<ol style="list-style-type: none"> 1. New title and job responsibilities for associate vice provost of health sciences. 	<ol style="list-style-type: none"> 1. To reflect change to title and responsibilities.
2.3.7.2	Types of Appointments to the Faculty of Health Sciences	<ol style="list-style-type: none"> 1. "Associate provost for health sciences" changed to "vice president for health sciences and technology". 	<ol style="list-style-type: none"> 2. To reflect change to title
2.5	General Procedures for Searches	<ol style="list-style-type: none"> 1. Updated with new EO/AA statement 	<ol style="list-style-type: none"> 1. Per resolution approved by BOV, 11/09/15
2.5.1	Faculty Search Procedures	<ol style="list-style-type: none"> 1. Language added: "The provost must approve any offer with tenure. Refer to chapter three, 'Procedures for Faculty Appointments with Tenure.'" 	<ol style="list-style-type: none"> 1. For consistency with language in Chapter 3.
2.5.7	Conviction and Driving Record Investigation	<ol style="list-style-type: none"> 1. Replaced "criminal background" with "conviction," replace "checks" with "investigations." 	<ol style="list-style-type: none"> 1. For consistency with Policy 4060
2.5.10	Faculty Credentialing Guidelines	<ol style="list-style-type: none"> 1. Updated credential guidelines as they appear on the provost's faculty credentials website. 	<ol style="list-style-type: none"> 1. For clarity and consistency.
2.6.6	University-Sponsored Applications for Permanent Residency	<ol style="list-style-type: none"> 1. Added collegiate professor ranks. 	<ol style="list-style-type: none"> 1. Per resolution establishing collegiate professor series approved by BOV, 3/21/16
2.7.4	Campus and Workplace Violence Prevention	<ol style="list-style-type: none"> 1. Text added 	<ol style="list-style-type: none"> 1. For consistency with "Weapons on Campus Regulation" approved by the BOV on 3/26/12.
2.7.7	Policy on Anti-Discrimination and Harassment Prevention	<ol style="list-style-type: none"> 1. New EO/AA statement. 2. Updates to language. 	<ol style="list-style-type: none"> 1. Per resolution approved by BOV, 11/09/15 2. Per Policy 1025 revised 11/09/15
2.7.9.1	Privacy of Electronic Communications	<ol style="list-style-type: none"> 1. Edited and added language. 	<ol style="list-style-type: none"> 1. For clarity and consistency with Policy 7035 (revised 1/9/15) and Policy 7010 (revised 3/14/16)
2.9	Leave	<ol style="list-style-type: none"> 1. "Collegiate" faculty becomes "college" faculty 	<ol style="list-style-type: none"> 1. To avoid confusion with new collegiate professor series approved by BOV, 3/21/16

2.12.2	Reduction in Force	1. "Collegiate" faculties becomes "college" faculties.	1. To avoid confusion with new collegiate professor series approved by BOV, 3/21/16
2.14.1	Consulting Activities	1. Added references to fourth bullet: "university resources and facilities are not involved (except as described in University Policy 5000 . . . and in chapter two, 'Use of University Facilities')".	1. For clarity
2.16.4.1	Disclosure of External Activities	1. Changes to third paragraph.	1. For consistency with Policy 13010, revised 8/31/15.
2.16.4.2	Disclosure of Potential Conflicts of Interest	1. Revisions to language.	1. For consistency with Policy 13010, revised 8/31/15.
2.16.4.3	Virginia Statement of Economic Interest	1. Revisions to language.	1. For consistency with Policy 13010, revised 8/31/15.
2.16.4.4	Management of Potential Conflicts	1. Revisions to language.	1. For consistency with Policy 13010, revised 8/31/15.
2.16.5	Compliance	1. Language throughout Policy 13010 uses "university" conflict of interest officer rather than "designated" conflict of interest officer.	1. For consistency with Policy 13010, revised 8/31/15.
2.16.7	Definitions	1. Revisions to language.	1. For consistency with Policy 13010, revised 8/31/15.
2.19	Use of University Facilities	1. Revisions to language. 2. Associate vice president for facilities services has become associate vice president and chief facilities officer. 3. Revision to departments.	1. For consistency with Policy 6362. 2.To reflect title change 3.For consistency with Policy 5000 revised 7/30/15
2.19.1	Required Use of Continuing and Professional Education Program	1. Revisions to language.	1. For consistency with Policy 6362.

CHAPTER THREE: EMPLOYMENT POLICIES AND PROCEDURES FOR TENURED AND TENURE-TRACK FACULTY			
Section No.	Section Name	Revision	Source
3.2.3	University Distinguished Professor	1. At the same time they may freely decide to teach . . ." changed to "At the same time they are encouraged to teach . . ."	1. For consistency with UDP appointment letter language.
3.4.5.4	Promotion Consideration and Decision	1. "Collegiate" faculty becomes "college" faculty.	1. To avoid confusion with new collegiate professor series approved by BOV, 3/21/16
3.5.5	Periodic Review	1. Added dean of the Honors College to section title and text.	1. Per resolution establishing Honors College approved by BOV, 6/6/16
3.7.2	The Formal Grievance Procedure	1. "Collegiate" faculty becomes "college" faculty.	1. To avoid confusion with new collegiate professor series approved by BOV, 3/21/16
3.8	Study-Research Leave	1. Added "dean, department head"	1. For consistency with procedures.
3.9	Research Assignment	1. Added "dean, department head"	1. For consistency with procedures.

CHAPTER FOUR: EMPLOYMENT POLICIES AND PROCEDURES FOR FACULTY WITH CONTINUED APPOINTMENT OR ON CONTINUED-APPOINTMENT TRACK			
Section No.	Section Name	Revision	Source
4.1	University Libraries Faculty	1. "Collegiate" faculty becomes "college" faculty.	1. To avoid confusion with new collegiate professor series approved by BOV, 3/21/16
4.2	Virginia Cooperative Extension Faculty	1. "Collegiate" faculty becomes "college" faculty.	1. To avoid confusion with new collegiate professor series approved by BOV, 3/21/16
4.5.4	Evaluation Procedures for Promotion and Continued Appointment	1. "Collegiate" faculty becomes "college" faculty.	1. To avoid confusion with new collegiate professor series approved by BOV, 3/21/16
4.6.5	Periodic Review	1. Added "dean of the Honors College" to section title and text.	1. Per resolution establishing Honors College approved by BOV, 6/6/16
4.12	Consulting Activities for Virginia Cooperative Extension Faculty	1. Added language.	1. For consistency with section 2.16.4.2
CHAPTER FIVE: EMPLOYMENT POLICIES AND PROCEDURES FOR NON-TENURE-TRACK INSTRUCTIONAL FACULTY			
Section No.	Section Name	Revision	Source
5.1.5	Clinical Faculty Ranks	1. "Collegiate" faculty becomes "college" faculty.	1. To avoid confusion with new collegiate professor series approved by BOV, 6/6/16
5.1.6	Collegiate Professor Ranks	1. New series of faculty effective 7/01/16.	1. Per resolution approved by BOV 6/6/16
5.1.7	Instructor Faculty Ranks	1. Section number changed.	1. To account for addition of section to chapter.
5.2.4	Promotion Guidelines for Non-Tenure-Track Faculty Appointments	1. Paragraph 5: added "associate and full collegiate professors."	1. Per resolution establishing collegiate professor series approved by BOV, 6/6/16
5.4	Participation in Governance	1. Paragraph 2: added "collegiate professor."	1. Per resolution establishing collegiate professor series approved by BOV, 6/6/16
5.7.2	The Formal Grievance Procedure	1. "Collegiate" faculty becomes "college" faculty.	1. To avoid confusion with new collegiate professor series approved by BOV, 6/6/16

CHAPTER SIX: EMPLOYMENT POLICIES AND PROCEDURES FOR RESEARCH FACULTY			
Section No.	Section Name	Revision	Source
6.12	Merit and Special Adjustments	1. Paragraph 1: added "in the case of regular research faculty members."	1. For clarity and consistency with procedures.
		2. Paragraph 2: added "the support of"	2. For clarity and consistency with procedures.
6.13	Reappointment	1. Paragraph 2: Removed " are typically reappointed on a cycle coinciding with the merit adjustment. Reappointments may be for one or more years. Since faculty members on regular appointments "	1. For clarity and consistency with procedures.
6.16	Instructional Responsibilities for Research Faculty Members	1. Added final paragraph, which is a reference to the faculty credentialing guidelines.	1. For consistency.
CHAPTER SEVEN: EMPLOYMENT POLICIES AND PROCEDURES FOR ADMINISTRATIVE AND PROFESSIONAL FACULTY			
Section No.	Section Name	Revision	Source
7.1.2	Standard Faculty Rank	1. Change "collegiate or extra collegiate faculty" to "college" faculty.	1. To avoid confusion with new collegiate professor series approved by BOV, 6/6/16
7.6.5	Imposition of Sanctions Other Than Dismissal	1. Reformatted text into numbered list.	1. For clarity
CHAPTER EIGHT: EMPLOYMENT POLICIES AND PROCEDURES FOR GRADUATE ASSISTANTS			
Section No.	Section Name	Revision	Source
		NO REVISIONS TO THIS CHAPTER	

CHAPTER NINE: INSTRUCTION-RELATED POLICIES			
Section No.	Section Name	Revision	Source
9.1.2	Independent Study and Undergraduate Research	1. Revision to language.	1. Per CUSP resolution 2015-16O, approved by University Council on 5/02/16
9.3.1	Drop-Add Period	1. Removed "of the part of the term", changed "second" to "first", and removed "part of"	1. For clarity and consistency with current policy.
9.5	Grading Systems	1. Revised to add "by the instructor"	1. For consistency with Section 9.6.7.
9.6.6	Grade Adjustments for Undergraduate Honor Suspects	1. Revisions to language.	1. For consistency with resolution to adopt a new undergraduate honor code, approved by the BOV on 3/21/16.
9.8	The Undergraduate Honor System	1. Revisions to language.	1. For consistency with resolution to adopt a new undergraduate honor code, approved by the BOV on 3/21/16.
9.8.1	Undergraduate Offenses and Honor Code Sanctions	1. Revisions to language.	1. For consistency with resolution to adopt a new undergraduate honor code, approved by the BOV on 3/21/16.
9.8.2	Definitions of Academic Misconduct	1. Revisions to language.	1. For consistency with resolution to adopt a new undergraduate honor code, approved by the BOV on 3/21/16.
9.8.3	Faculty Participation	1. Revisions to language.	1. For consistency with resolution to adopt a new undergraduate honor code, approved by the BOV on 3/21/16.
9.8.4	The Honor Code Pledge	1. Revisions to language.	1. For consistency with resolution to adopt a new undergraduate honor code, approved by the BOV on 3/21/16.
9.8.5	Course Syllabi	1. Revisions to language.	1. For consistency with resolution to adopt a new undergraduate honor code, approved by the BOV on 3/21/16.
9.15	Faculty Awards	1. Research and outreach added those to the title and text.	1. For clarity and consistency.
		2. Addition of "Academy of Faculty Leadership"	2. Per resolution approved by University Council 12/7/16

CHAPTER TEN: RESEARCH, CREATIVE, AND SCHOLARLY ACTIVITIES			
Section No.	Section Name	Revision	Source
10.1.3	Sponsored Research	1. Added, "dean's office. . ."	1. For clarity and consistency.
10.1.7	Research Involving Human Subjects, Animal Subjects, and Biohazardous Agents	1. 45CFR46 replaced with "Code of Federal Regulations title 45, part 46" (copy in supporting documents); NIH replaced with "National Institutes of Health"; APHIS replaced with "Agriculture, Animal, and Plant Health Inspection Service"	1. For clarity and consistency with federal policy and regulations.
10.2.2	Activities Covered	1. Paragraph 1 revisions to language.	1. For consistency with Policy 13020 revised 8/16/15 and approved by the Board of Visitors.
CHAPTER ELEVEN: FACULTY BENEFITS PROGRAM			
Section No.	Section Name	Revision	Source
11.1.1	Group Life Insurance	1. Revisions to language.	1. For consistency with federal and state policies and regulations.
11.1.3	Faculty Retirement	1. Revisions to language.	1. For consistency with federal and state policies and regulations.
11.1.3.1	The Virginia Retirement System	1. Revisions to language.	1. For consistency with federal and state policies and regulations.
11.1.3.3	Virginia Retirement System Retirement Plans 1 and 2	1. Removed section.	1. For consistency with federal and state policies and regulations.
11.2.3	Health Insurance	1. Revisions to language.	1. For consistency with federal and state policies and regulations.
11.2.11	Legal Resources	1. Revisions to language.	1. For consistency with federal and state policies and regulations.
11.2.13	Aflac	1. Revisions to language.	1. For consistency with federal and state policies and regulations.
CHAPTER TWELVE: FACULTY PREPAREDNESS			
Section No.	Section Name	Revision	Source
		NO REVISIONS TO THIS CHAPTER	