

BOARD OF VISITORS MEETING

June 6-7, 2022

Virginia Polytechnic Institute and State University

Board of Visitors Meeting Schedule June 6-7, 2022

Monday, June 6: *(Business casual attire; meetings are in the New Classroom Building (NCB). Transportation will be provided between The Inn/Grove and NCB or Board members may walk.)*

- 9:15 a.m. Bus transports BOV members from The Inn/Grove to the New Classroom Building
- 9:30 a.m. **Compliance, Audit, & Risk Committee** meets in Closed and Open Sessions in NCB 260
- 12:00 p.m. **Executive Committee** meets over lunch (Closed Session) with President Sands in NCB 230
- 12:00 p.m. **Lunch** for other Board members and invited administrators in NCB 220
- 1:15 p.m. **Information Session for the full Board** in NCB 260. Agenda includes 2022-23 Tuition & Fees, FY2022-23 Budget, Innovation Campus, IT transformation, Construction Costs, and Enterprise Risk Management. (Open Session)
- 3:45 p.m. **Governance & Administration Committee** meets in Open Session in NCB 260. All Board members are encouraged to attend.
- 5:45 p.m. Bus transports BOV members from the New Classroom Building to The Inn/Grove, then waits at The Grove to transport Grove houseguests to the Holtzman Alumni patio (and return afterwards).
- 6:00 p.m. Dinner for Board members and invited administrators on the Holtzman Alumni patio

Tuesday, June 7: *(Business casual attire; all morning meetings are at the New Classroom Building, unless otherwise noted. Please check out of your room at The Inn in the morning and load your luggage on to the bus.)*
Note: When your assigned committee is not scheduled to meet, you are welcomed to join another committee's meeting/tour.

- Morning Breakfast on your own. Breakfast served 7:00-9:00 a.m. in Preston's at The Inn.
- 7:00 a.m. **Academic, Research, and Student Affairs Committee** breakfast (Open Session) in the Old Guard Salon (by invitation only)
- 7:50 a.m. **Buildings & Grounds Committee** will assemble in the lobby of The Inn for an Urban Forestry and Campus Landscape tour. **Bus departs promptly at 8:00 a.m. All board members are welcomed to attend.**
- 8:00 a.m. **Academic, Research, & Student Affairs Committee** meets in Closed and Open Sessions in NCB 230
- 10:00 a.m. **Buildings & Grounds Committee** and **Finance & Resource Management Committee** meet jointly in Open Session in NCB 260
- 10:30 a.m. **Buildings & Grounds Committee** meets in Open Session in NCB 260
- 10:30 a.m. **Finance & Resource Management Committee** meets in Closed and Open Sessions in NCB 230
- 12:00 p.m. **Lunch** for Board Members and invited administrators in NCB 220
- 1:00 p.m. **Bus departs promptly** from the New Classroom Building for Torgersen Hall
- 1:15 p.m. **Full Board Meeting** in Torgersen Hall Board Room (2100)
- 4:00 p.m. (time approximate) Meeting adjourns. Board members depart Blacksburg.

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****These items have been reviewed by the Academic, Research, and Student Affairs Committee and the Finance and Resource Management Committee of the Board of Visitors.***

*****These items have been reviewed by the Buildings and Grounds Committee and the Finance and Resource Management Committee of the Board of Visitors.***

There is no public comment period at this meeting.

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

CURRENT MEMBERS OF THE BOARD OF VISITORS:

Mr. Edward H. Baine, Vice-Rector
Ms. Shelley B. Barlow
Ms. Carrie H. Chenery
Ms. Greta J. Harris
Mr. Charles T. Hill
Ms. Anna L. James
Ms. Letitia A. Long, Rector
Ms. Sharon Brickhouse Martin
Dr. Melissa Nelson
Mr. L. Chris Petersen
Mr. Mehul P. Sanghani
Mr. Horacio A. Valeiras
Mr. Jeff E. Veatch
Mr. Preston M. White

Undergraduate Student Representative: Paolo Fermin
Graduate/Professional Student Representative: Phil Miskovic
Staff Senate Representative: Serena Young
Administrative and Professional Faculty Representative: Holli Drewry
Faculty Senate Representative: Robert Weiss

ADMINISTRATIVE STAFF:

Dr. Timothy D. Sands: President
Dr. Cyril R. Clarke: Executive Vice President and Provost
Dr. Chris Kiwus: Interim Senior Vice President and Chief Business Officer

Ms. Lynsay Belshe: Vice President for Enterprise Administrative and Business Services
Dr. Lance Collins: Vice President and Executive Director for the Innovation Campus
Dr. Michael J. Friedlander: Vice President for Health Sciences and Technology
Mr. Bryan Garey: Vice President for Human Resources
Dr. Guru Ghosh: Vice President for Outreach and International Affairs
Dr. Chris Kiwus: Vice President for Campus Planning, Infrastructure, and Facilities
Dr. Steven H. McKnight: Vice President for Strategic Alliances
Dr. Scott F. Midkiff: Vice President for Information Technology & Chief Information Officer
Mr. Ken Miller: Vice President for Finance
Ms. Kim O'Rourke: Vice President for Policy and Governance & Secretary to the Board
Mr. Charles D. Phlegar: Vice President for Advancement
Dr. Menah Pratt-Clarke: Vice President for Diversity, Inclusion, and Strategic Affairs
Dr. Frank Shushok: Vice President for Student Affairs
Dr. Daniel Sui: Senior Vice President for Research and Innovation
Dr. Lisa J. Wilkes: Vice President for Strategic Initiatives and Special Assistant to the President
Mr. Christopher Yianilos: Vice President for Government and Community Relations

Ms. Kay K. Heidbreder: University Legal Counsel
Ms. Sharon M. Kurek: Executive Director of Audit, Risk, and Compliance

BOARD OF VISITORS
VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
Committee Assignments for 2021-22

Academic, Research, and Student Affairs Committee

Melissa Nelson, *Committee Chair*
Carrie Chenery
Anna James
Jeff Veatch

Buildings and Grounds Committee

Shelley Barlow, *Committee Chair*
Greta Harris
C. T. Hill
Chris Petersen
Mehul Sanghani
Horacio Valeiras

Compliance, Audit, and Risk Committee

Sharon Martin (rep FRM), *Committee Chair*
Greta Harris (rep B&G/G&A)
Anna James (rep ARSA)
Jeff Veatch (rep ARSA)

Finance and Resource Management Committee

Ed Baine, Vice Rector, *Committee Chair*
Carrie Chenery
Sharon Martin
Preston White

Governance and Administration Committee

Chris Petersen, *Committee Chair*
Greta Harris
Mehul Sanghani
Horacio Valeiras

Executive Committee (6 members)

Tish Long, Rector
Melissa Nelson, *Academic, Research, and Student Affairs Committee Chair*
Shelley Barlow, *Buildings & Grounds Committee Chair*
Sharon Martin, *Compliance, Audit, and Risk Committee Chair*
Ed Baine, Vice Rector, *Finance and Resource Management Committee Chair*
Chris Petersen, *Governance and Administration Committee Chair*

[The Rector is an ex officio member of all standing committees.](#)

The constituent representatives will sit in on the committee meetings of their choice:

Faculty Senate President – Robert Weiss
Administrative and Professional Faculty Representative – Holli Drewry
Staff Senate President – Serena Young
Graduate/Professional Student Representative – Phil Miskovic
Undergraduate Student Representative – Paolo Fermin

Virginia Tech Board of Visitors Meeting

Information Session

Monday, June 6, 2022

1:15 p.m.

New Classroom Building, Room 260

Virginia Tech Campus

◆ Tuition and Fees Presentation

- Dr. Chris Kiwus, Interim Senior Vice President and Chief Business Officer
- Mr. Ken Miller, Vice President for Finance

◆ FY2022-23 Operating and Capital Budgets

- Dr. Chris Kiwus, Interim Senior Vice President and Chief Business Officer
- Mr. Ken Miller, Vice President for Finance
- Mr. Tim Hodge, Associate Vice President for Budget and Financial Planning

+ Innovation Campus Update

- Dr. Lance Collins, Vice President and Executive Director for the Innovation Campus

+◆ IT Transformation Update

- Dr. Chris Kiwus, Interim Senior Vice President and Chief Business Officer
- Dr. Scott Midkiff, Vice President for Information Technology & Chief Information Officer
- Mr. Bryan Garey, Vice President for Human Resources
- Mr. David Crotts, Interim Director, IT Transformation Program Office

◆ Discussion of Construction Costs

- Mr. Bob Broyden, Associate Vice President for Campus Planning and Capital Financing

Enterprise Risk Management Update

- Ms. Sharon Kurek, Executive Director of Audit, Risk, and Compliance

◆ Discusses Enterprise Risk Management Topic

+ Discusses Strategic Investment Priorities Topic

MINUTES

April 4, 2022

The Board of Visitors of Virginia Polytechnic Institute and State University met on Monday, April 4, 2022, at 1:15 p.m. in Torgersen Hall Boardroom (Room 2100), Virginia Tech Campus, Blacksburg, Virginia.

Present

Edward H. Baine (Vice Rector)
Shelley Butler Barlow
Carrie H. Chenery*
Greta J. Harris
C. T. Hill
Anna L. James
Letitia A. Long (Rector)
Sharon Brickhouse Martin
Melissa Byrne Nelson
L. Chris Petersen*
Horacio A. Valeiras
Preston M. White

Absent

Mehul Sanghani
Jeff Veatch

*In accordance with the Board of Visitors Bylaws and §2.2-3708.2 (A)(1)(b) of the *Code of Virginia*, as amended, Ms. Chenery and Mr. Petersen participated electronically due to personal matters. Ms. Chenery was on family vacation and participated from 9423 Old Oregon Inlet Road, Nags Head, NC 27959. Mr. Petersen was on business travel and participated from 1515 Wyandotte St, Kansas City, MO

Constituent Representatives Present:

Holli Drewry, Administrative and Professional Faculty Representative
Paolo Fermin, Undergraduate Student Representative
Phil Miskovic, Graduate/Professional Student Representative
Robert Weiss, Faculty Representative

Constituent Representatives Absent:

Serena Young, Staff Representative

Also present were the following: President Timothy Sands, Kim O'Rourke (Secretary to the Board), Janice Austin, Mac Babb, Callan Bartel, Lynsay Belshe, Rosemary Blieszner, Bob Broyden, Lori Buchanan, Lance Collins, Jon Deskins, Corey Earles, Alexander Efird, Kari Evans, Ron Fricker, Bryan Garey, Emily Gibson, Cathy Grimes, Rebekah Gunn, Kay Heidbreder, Seungchan Jeong, Sharon Kurek, Caroline Lohr, Randy Marchany, Elizabeth McClanahan, Steven McKnight, Nancy Meacham, Scott Midkiff, Ken Miller, Mike Mulhare, April Myers, Justin Noble, Mark Owczarski, Charlie Phlegar, Ellen Plummer, Jon Porter, Robin Queen, Chris Rahmes, Frank Shushok, Aimee Surprenant, Don Taylor, Jon Clark Teglas, Tracy Vosburgh, Lisa Wilkes, Chris Yianilos, and members of the media.

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There was no public comment period.

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Rector Long convened the meeting and welcomed everyone.

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APPROVAL/ACCEPTANCE OF THE CONSENT AGENDA OPEN ITEMS*
(Refer to Attachments A through P)

[*Note: Items on the consent agenda are matters of importance that have been reviewed carefully by members of the board in preparation for the meeting but have been determined not to require discussion by the board or its committees.]

Rector Long asked if there was any objection to the consent agenda. Ms. James made a request to remove the resolution to reorganize the Colleges of Architecture and Urban Studies, Engineering, and Liberal Arts and Human Sciences and to rename the College of Architecture and Urban Studies. Rector Long stated that the resolution cited by Ms. James would be removed from the consent agenda and added to the regular agenda. Rector Long then asked for a motion to approve/accept the revised consent agenda open session items as listed. The motion was made by Mr. Baine, seconded by Ms. Barlow, and passed unanimously.

- **Minutes from November 8, 2021, BOV Meeting**
- **Minutes from March 22, 2022, Public Comment Period**
- **Minutes from April 3, 2022, Selection Committee Meeting** - Attachment A
- **Reports of February 22, 2022, and March 14, 2022, Ad Hoc Committee Meetings** - Attachment B
- **Report of Information Session on April 3, 2022** - Attachment C
- **Academic, Research, and Student Affairs Committee General Report (4/4/22)** - Attachment D
- **Buildings and Grounds Committee General Report (4/4/22)** - Attachment E
- **Compliance, Audit, and Risk Committee General Report (4/4/22)** - Attachment F
- **Finance and Resource Management Committee General Report (4/3/22)** - Attachment G

From the Academic, Research, and Student Affairs Committee Consent Agenda:

- **Resolution for Exclusion of Certain Officers/Directors** - Attachment H

From the Buildings and Grounds Committee Consent Agenda:

- **Resolution to Approve the New River Valley Passenger Rail Station Authority Agreement** - Attachment I
- **Resolution to Approve Appointments to the New River Valley Passenger Rail Station Authority** - Attachment J
- **Resolution to Approve an Appointment to the Montgomery Regional Solid Waste Authority** - Attachment K
- **Resolution to Approve the Disposition of University Building No. 0350 (Lumenhaus)** - Attachment L
- **Resolution to Approve an Easement to Atmos Energy Corporation in Support of Increased Gas Lines and Gas Line Capacity on Virginia Tech's Main Campus** - Attachment M

From the Finance and Resource Management Committee Consent Agenda:

- **Approval of Revised Resolution for Authority to Loan Funds to Virginia Tech Innovations Corporation and Its Subsidiary(ies)** - Attachment N
- **Approval of Resolution to Appoint University Commissioner to the Hotel Roanoke and Conference Center Commission** - Attachment O

Consent agenda information item; no Board of Visitors action required:

- **Report of Research and Development Disclosures** - Attachment P

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REPORT OF THE ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE

Rector Long called on Dr. Nelson for the report of the Academic, Research, and Student Affairs Committee. As part of the Academic, Research, and Student Affairs Committee report, approval of the following resolution, as revised by the committee, was moved by Dr. Nelson, seconded by Ms. James, and passed unanimously.

**Resolution to Approve Reorganizing
the Colleges of Architecture and Urban Studies, Engineering, and
Liberal Arts and Human Sciences
and to Approve Renaming the College of Architecture and Urban Studies
as the College of Architecture, Arts, and Design**

That the resolution restructuring the Colleges of Architecture and Urban Studies, Engineering, and Liberal Arts and Human Sciences, and renaming the College of Architecture and Urban Studies as the College of Architecture, Arts, and Design be approved, effective upon approval by the State Council of Higher Education for Virginia.
(Copy filed with the permanent minutes and marked Attachment Q.)

REPORT OF THE BUILDINGS AND GROUNDS COMMITTEE

Rector Long called on Ms. Barlow for the report of the Buildings and Grounds Committee.

REPORT OF THE COMPLIANCE, AUDIT, AND RISK COMMITTEE

Rector Long called on Ms. Martin for the report of the Compliance, Audit, and Risk Committee.

REPORT OF THE FINANCE AND RESOURCE MANAGEMENT COMMITTEE

Rector Long called on Mr. Baine for the report of the Finance and Resource Management Committee.

As part of the Finance and Resource Management Committee report, approval of the following resolution was moved by Mr. Baine, seconded by Dr. Nelson, and passed unanimously.

Approval of 2022-23 Compensation for Graduate Assistants

That the graduate assistant compensation program for 2022-23 be approved. (Copy filed with the permanent minutes and marked Attachment R.)

As part of the Finance and Resource Management Committee report, approval of the following resolution was moved by Mr. Baine, seconded by Mr. Valeiras, and passed unanimously.

**Approval of Year-to-Date Financial Performance Report
(July 1, 2021 – December 31, 2021)**

That the report of income and expenditures for the University Division and the Cooperative Extension/Agricultural Experiment Station Division for the period of July 1, 2021, through December 31, 2021, and the Capital Outlay report be approved. (Copy filed with the permanent minutes and marked Attachment S.)

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As part of the Finance and Resource Management Committee report by Mr. Baine and with the endorsement of the Buildings and Grounds Committee, approval of the following resolution was moved by Mr. Baine, seconded by Ms. Barlow, and passed unanimously.

**Approval of Resolution for a Long-term Lease
for the Research Swing Space**

That the resolution authorizing Virginia Tech to enter into a long-term lease with the Virginia Tech Foundation for the Research Swing Space facility be approved. (Copy filed with the permanent minutes and marked Attachment T.)

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As part of the Finance and Resource Management Committee report by Mr. Baine and with the endorsement of the Buildings and Grounds Committee, approval of the following resolution was moved by Mr. Baine, seconded by Ms. Barlow, and passed unanimously.

**Approval of Resolution for a Long-term Lease
for the Gilbert Street Project**

That the resolution authorizing Virginia Tech to enter into a long-term lease with the Virginia Tech Foundation for the Gilbert Street project be approved. (Copy filed with the permanent minutes and marked Attachment U.)

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As part of the Finance and Resource Management Committee report by Mr. Baine and with the endorsement of the Buildings and Grounds Committee, approval of the following resolution was moved by Mr. Baine, seconded by Dr. Nelson, and passed unanimously.

**Approval of Resolution for Planning for the
New Pamplin College of Business Building**

That the resolution authorizing Virginia Tech to plan the new Pamplin College of Business building be approved. (Copy filed with the permanent minutes and marked Attachment V.)

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Rector Long requested that the administration report back to the board with a cost comparison between commercial construction and collegiate gothic/Hokie Stone construction.

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REPORT OF THE AD HOC COMMITTEE

Rector Long called on Ms. Harris for the report of the Ad Hoc Committee, which is conducting a review of the current board and committee structure and meeting format and providing recommendations. Ms. Harris invited comments and suggestions from the board members. Formal recommendations will be brought to the June meeting.

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PRESIDENT'S REPORT

A copy of President Sands' remarks to the Board of Visitors is filed with the permanent minutes and marked Attachment W.

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CONSTITUENT REPORTS (no action required)

- Undergraduate Student Representative - Paolo Fermin
- Graduate Student Representative - Phil Miskovic
- Staff Representative - Serena Young
- Administrative and Professional Faculty Representative - Holli Drewry
- Faculty Representative - Robert Weiss

All representatives provided written reports. In addition, the report by the faculty representative was delivered orally at the Information Session on April 3, and the reports by the student and A/P faculty representatives were delivered orally at the full board meeting on April 4, 2022. The staff representative was absent. (Copies filed with the permanent minutes and marked Attachment X.)

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Motion to Begin Closed Session

Mr. Baine moved that the Board convene in a closed meeting, pursuant to § 2.2-3711, Code of Virginia, as amended, for the purposes of discussing:

1. Appointment of faculty to emeritus status, the consideration of individual salaries of faculty, consideration of endowed professors, review of departments where specific individuals' performance will be discussed, and consideration of personnel changes including appointments, resignations, tenure, and salary adjustments of specific employees and faculty leave approvals.
2. Consideration of the disposition of publicly held real property, where discussion in an open meeting would adversely affect negotiating strategy.
3. The status of current litigation and briefing on actual or probable litigation.
4. Fundraising activities.
5. Special awards.
6. Discussion of plans to protect public safety as it relates to cybersecurity vulnerabilities.

all pursuant to the following subparts of 2.2-3711 (A), Code of Virginia, as amended, .1, .3, .7, .9, .11, and .19.

The motion was seconded by Ms. James and passed unanimously.

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CLOSED SESSION REPORTS (No Board action required)

1. Fundraising report – Mr. Charlie Phlegar
2. Litigation report – Ms. Kay Heidbreder
3. Cybersecurity discussion – Dr. Scott Midkiff

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Motion to Return to Open Session

Following the closed session, members of the public were invited to return to the meeting. Rector Long asked Mr. Baine to make the motion to return to open session. Mr. Baine made the following motion:

WHEREAS, the Board of Visitors of Virginia Polytechnic Institute and State University has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provision of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Board of Visitors that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Board of Visitors of Virginia Polytechnic Institute and State University hereby certifies that to the best of each member's knowledge: (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Board of Visitors.

The motion was seconded by Ms. Barlow and passed unanimously.

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Upon motion by Dr. Nelson and second by Mr. Valeiras, approval was given to the following group of resolutions as considered in closed session. Items marked with an asterisk were considered by the Academic, Research, and Student Affairs Committee and the Finance and Resource Management Committee.

- ***Resolution to Approve Appointments to Emeritus/a Status (18)** - Attachment Y
- ***Resolution to Approve Appointments to Endowed Chairs, Professorships, or Fellowships (5)** - Attachment Z
- ***Resolution to Approve Appointments with Tenure (5)** - Attachment AA
- ***Resolution to Approve Faculty Research Leaves (77)** - Attachment BB
- ***Resolution for Ratification of the Personnel Changes Report** - Attachment CC
- ***Deferred Compensation Strategy for Highly Compensated Faculty and Resolution to Approve Retirement Contribution Corrections** - Attachment DD
- **Resolutions to Approve Facility Namings (4)** - Attachment EE
- **Resolutions to Approve External Awards (3)** - Attachment FF
- **Ratification of selection of 2022-23 student representatives to the board.**

(Copies are filed with the permanent minutes and marked as noted above.)

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The final item was considered jointly by the Buildings and Grounds and Finance and Resource Management Committees. Approval of the following resolution, as considered in closed session, was moved by Mr. Baine, seconded by Ms. Barlow, and passed. Mr. White abstained from voting on the resolution.

Approval of Resolution for the Disposition of Real Estate

That Virginia Tech be authorized to execute any and all documents to effectuate Virginia Tech's conveyance of the 2.19 acre parcel to the City of Falls Church, and to terminate the existing Ground Lease Agreement with the City of Falls Church for the 5.33 acre parcel, thereby transferring ownership of Virginia Tech Building Number 0844 to the City of Falls Church in accordance with applicable state procedures pursuant to the Code of Virginia. (Copy filed with the permanent minutes and marked Attachment GG.)

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Announcement of the 2022-2023 Student Representatives to the Board of Visitors

Rector Long announced that the 2022-23 representatives will be: Jamal Ross (undergraduate student representative) and Anna Buhle (graduate/professional student representative).

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Appointment of the Nominating Committee for Officers of the Board and the Retreat Planning Committee

Rector Long appointed the **Nominating Committee** that will bring nominations for Rector and Vice Rector for 2022-2023 to the June board meeting.

Chair: Horacio Valeiras
Members: Greta Harris
C.T. Hill

Rector Long appointed the **Retreat Planning Committee** that will work along with President Sands and Ms. O'Rourke to plan the annual board retreat to be held on August 21.

Members: Carrie Chenery
Sharon Martin

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Announcement of Annual Board Self-Assessment

Rector Long announced that the annual board self-assessment will be conducted in April, and board members soon will be receiving the survey instrument from the Association of Governing Boards (AGB).

The meeting was adjourned at 3:51 p.m.

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The dates of the next regular meeting are June 6-7, 2022, in Blacksburg, VA.

Letitia A. Long, Rector

Kim O'Rourke, Secretary

Minutes from
Executive Committee Meeting
June 6, 2022

Minutes from
Ad Hoc Committee on
Committees Meeting
May 4, 2022

Minutes of Information Session
Monday, June 6, 2022

**Academic, Research, and Student Affairs
General Report
of June 7, 2022
will be presented at
Tuesday's meeting of the Board**

**Buildings and Grounds Committee
General Report
of June 7, 2022
will be presented at
Tuesday's meeting of the Board**

**Compliance, Audit, and Risk Committee
General Report
of June 6, 2022
will be presented at
Tuesday's meeting of the Board**

**Finance and Resource Management
Committee
General Report
of June 7, 2022
will be presented at
Tuesday's meeting of the Board**

**Governance and Administration Committee
General Report
of June 6, 2022
will be presented at
Tuesday's meeting of the Board**

Pratt Funds Overview

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

April 27, 2022

In 1975, the university received a significant bequest from the estate of Mr. John Lee Pratt of Stafford County, following his death on December 20, 1975. The bequest was divided equally into two distinct parts, one to support Animal Nutrition and one to support the College of Engineering. According to the will, the bequest for Animal Nutrition was to be used to promote the study of animal nutrition by supplementing salaries, providing equipment and materials to be used for experiments in feeding and in the preparation of feeds for livestock and poultry, and publishing and disseminating the research results of the studies. The will provided that the bequest for the College of Engineering should be used to support research and scholarships.

Distributions of the Pratt Estate were received in several installments: \$9,561,819 in 1976, \$1,330,000 in 1977, \$47,000 in 1979, and \$30,164 in 1981, for a total of \$10,968,983. The Pratt endowment has grown to \$48.6 million as of March 31, 2022. The following paragraphs summarize some of the major accomplishments of the College of Engineering and the Animal Nutrition Programs that are directly tied to the funding provided by the Pratt estate.

When the Pratt Endowment was originally established, the College of Engineering was in the early stages of becoming a nationally recognized leader in engineering education and research. The Pratt Endowment has played a significant role in allowing the College to enrich its pool of students, to offer additional international study opportunities to students, and to provide increased support for its research.

Income from the Pratt Endowment provides an unusual opportunity to support an animal nutrition program of high quality. Use of these Endowment earnings have concentrated on enhancing research and educational opportunities beyond what departments could do with state and federal funding. The main funding strategy remains with strong support for Ph.D. training, direct research support, scientific equipment, and visiting professors that stimulate and inspire the faculty and students engaged in nutrition research.

2022-2023 PRATT FUND BUDGET PROPOSAL

Pursuant to the spending policy adopted for the Pratt Estate Fund, it is anticipated that additional income of \$2,083,465 will be available for expenditure in FY 2022-2023. Targets of \$1,101,664 and \$981,801 were given respectively to the College of Engineering and to the Animal Nutrition Programs.

College of Engineering

Source of Funds:

Endowment Income	\$1,011,664
Estimated Carryover from Fiscal Year 2022	90,000

Total Sources	<u>\$1,101,664</u>
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Proposed Expenditures:

Undergraduate Scholarships	\$496,558
Undergraduate International Scholarships	118,700
Graduate International Scholarships	59,350
Graduate Research Scholarships	132,000
Graduate Research Fellowships and Tuition Scholarships	178,045
Graduate Recruitment for Research Programs	117,011

Total Proposed Expenditures	<u>\$1,101,664</u>
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Animal Nutrition

Source of Funds:

Endowment Income	<u>\$981,801</u>
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Proposed Expenditures:

Animal Nutrition Research and Scholarship	\$981,801
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Total Proposed Expenditures	<u>\$981,801</u>
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RECOMMENDATION:

That the proposed 2022-2023 allocation and use of Pratt Funds be approved.

June 7, 2022

SUMMARY

RESOLUTION TO APPROVE REVISIONS TO STUDENT CODE OF CONDUCT

1. Resolution
2. Summary of Revisions
3. Proposed 2022 – 2023 Student Code of Conduct (edits indicated in red)

RESOLUTION TO APPROVE THE 2022 - 2023 STUDENT CODE OF CONDUCT

WHEREAS, by state statute, the Virginia Tech Board of Visitors is charged with regulating the discipline of all students; and

WHEREAS, the Board of Visitors carries out that responsibility through the university student conduct system and the Student Code of Conduct, which applies to all enrolled undergraduate, graduate, professional students, and student organizations; and

WHEREAS, the university conduct system reflects best practices for the education of students about appropriate behavior and responsibility to self, others, and the community; and

WHEREAS, changes in the Code of the Commonwealth of Virginia must be reflected in the Student Code of Conduct;

WHEREAS, the revisions proposed for the 2022-2023 Student Code of Conduct reflect the changes to the Code of Virginia §23.1- 821 requiring disciplinary immunity for students who make reports of hazing;

NOW, THEREFORE, BE IT RESOLVED that the attached 2022-2023 Student Code of Conduct applicable to undergraduate, graduate, professional students, and student organizations, be approved by the Board of Visitors and take effect upon approval of the board.

RECOMMENDATION:

The Board of Visitors approve the 2022 – 2023 Student Code of Conduct.

June 7, 2022

SUMMARY
REVISIONS FOR INCLUSION IN 2022-2023 STUDENT CODE OF CONDUCT
Virginia Tech Board of Visitors
June 7, 2022

Student Code of Conduct Table of Contents				
I.	Introduction	No revisions		
II.	Student Rights and Responsibilities	No revisions		
III.	Jurisdiction	No revisions		
IV.	Definitions	Administrative edit	Title Change resident advisor residential wellbeing student leaders	Page 8
V.	Prohibited Conduct	No Revision		
VI.	Self-Reporting and Bystander Intervention	Sentence added for clarity to support the New section per Code of Virginia §23.1- 821	Virginia Tech recognizes that the health, safety, and wellbeing of students is of utmost importance. Therefore, if someone requires assistance for themselves or others, we want them to seek help immediately. In an effort to encourage a culture of seeking help for others, Virginia Tech provides the following statements of immunity from disciplinary action.	Page 13
		New section per Code of Virginia §23.1- 821	Statement on Immunity for Reports of Hazing In an effort to remove any behavior(s) or action(s) which degrades, intimidates, or endangers the health, safety and wellbeing of any individual in our	Pages 13-14

			community, individual(s) who report an ongoing or pending act of hazing shall be provided immunity from disciplinary action for hazing or for their personal consumption of alcohol or other drugs occurring at the time of the reported incident providing: a)The disclosure is made by a bystander who is not an active participant in such acts; b) The disclosure is a good faith report of hazing made in advance of or during an incident of hazing. Student bystanders who report acts of hazing, while immune from disciplinary action, may be required to meet with Student Conduct to discuss the incident and may be assigned substance-related or other educational assignments.	
VII.	Additional University Policies	No revisions		
VIII.	Student Conduct Process	No revisions		
IX.	Sanctions	Clarification per the Vice President for Student Affairs to reflect current practice	Failure to complete sanctions Students are expected to complete their conduct sanctions, including educational sanctions,	Page 21

			within the timeframe and guidelines specified by their hearing officer. Failure to complete sanctions may result in placing holds on student accounts and additional conduct action.	
X.	Formal Hearing Appeals	No revisions		
XI.	Interim Measures and Administrative Actions	No revisions		
XII.	Student Conduct Records	No revisions		
XIII.	Appendices	Edited for clarification.	Encouraging or requiring persons to consume alcohol or other substances (i.e., food, other beverages) regardless of the age of the participant.	Page 35
			Public Reporting of Violations of Hazing: Per § 23.1-822 in the Code of Virginia, the university shall maintain and publicly report actual findings of violations of the institution's code of conduct or of federal or state laws pertaining to hazing that are reported to campus authorities or local law enforcement.	Page 38



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XIII.	Appendices	27

I. Introduction

The Virginia Tech community is guided by the [university's motto](#), Ut Prosim (That I May Serve), and is based on the fundamental values expressed in the [Principles of Community](#): to nurture learning and growth for all community members, to encourage open expression, and to respect our differences and common humanity.

When a student accepts admission to Virginia Tech as an undergraduate, graduate, or professional student, they also accept membership in the university community and responsibility for upholding its shared values and expectations. The Student Code of Conduct outlines policies established by the university that set standards for students' behavior, along with procedures for adjudicating and sanctioning violations of these standards. The code applies to all students and student organizations at Virginia Tech, as defined in this document. The university reserves the right to make changes to the code at any time.

Authority to approve policies and procedures for student discipline, as outlined in the Student Code of Conduct, lies with Virginia Tech's governing body, the Board of Visitors, as authorized under the [Code of Virginia](#). The Vice President for Student Affairs has responsibility for the university conduct system, with direct supervisory oversight of disciplinary matters assumed by the Office of Student Conduct, under the direction of the Director of Student Conduct. The director serves as the Chief Student Conduct Officer for the university.

The Student Code of Conduct does not apply to matters of academic integrity. For information on policies and procedures related to student academic integrity, please refer to the following:

- [Undergraduate Academic Integrity](#)
- [Graduate Honor System](#)
- [Doctor of Veterinary Medicine Honor Code \(Virginia-Maryland School of Veterinary Medicine\)](#)
- [Doctor of Medicine Honor Code \(Virginia Tech Carilion School of Medicine\)](#)

The Office of Student Conduct and the University Conduct System

The Student Code of Conduct is overseen by the [Office of Student Conduct](#). The university's conduct system supports the educational mission of the university by educating students about appropriate behavior and fostering a community in which students can flourish academically and personally.

The system assumes that students and student organizations have the capacity to assume responsibility for their own behavior and that the university has the authority to establish an internal structure for the enforcement of its policies and procedures, which students have agreed to accept by enrolling in the university. As part of its authority, Student Conduct may suspend or dismiss students from the university.

Conduct matters are addressed by Student Affairs professionals who have been appointed as hearing officers by the Director of Student Conduct. These individuals each have significant education and training on student development, student discipline, and university policies and procedures.

Additional Community-Specific Regulations

As part of their education and life at Virginia Tech, students may also be involved in organizations, programs, or other entities for which additional and separate standards and policies, including potential sanctions for violations, have been established. Students should be aware of additional policies that may apply to their involvement in certain programs, organizations, or communities, including but not limited to students in the [Corps of Cadets](#), [student athletes](#), members of [certain Greek-letter organizations under the Office of Fraternity and Sorority Life](#), and students in certain colleges or programs, such as the [Virginia Tech Carilion School of Medicine](#) or the [Virginia-Maryland College of Veterinary Medicine](#).

These policies and processes do not supersede a student's responsibilities under the *Student Code of Conduct*. In situations involving potential violations of policies in the *Student Code of Conduct* and community-specific policies, the student is accountable first to the university's *Code*. Additional sanctions may be issued by programs/organizations that address a student's participation or membership in those communities, specifically. Student Conduct is responsible for coordinating adjudication processes with these various entities, when appropriate.

II. Student Rights and Responsibilities

As individuals, Virginia Tech students enjoy basic rights. As members of the university community, they also accept certain responsibilities.

Rights

1. Students at Virginia Tech will be treated fairly and with dignity regardless of age, color, disability, sex (including pregnancy), gender, gender identity, gender expression, genetic information, national origin, political affiliation, race, religion, sexual orientation, or veteran status as described in [university policy 1025](#).
2. Students at Virginia Tech enjoy those rights guaranteed by the Constitutions of the United States and the Commonwealth of Virginia. This includes activities protected under the First Amendment. In accordance with the Code of Virginia, incidents of disruption of constitutionally protected speech may be reported via the [Speech on Campus webpage](#).
3. The Student Code of Conduct and the policies and procedures it outlines, under the administration of the Office of Student Conduct, provides an administrative process for resolving allegations of misconduct. This process includes certain procedural guarantees to ensure that students receive a fair and equitable resolution.

Responsibilities

1. Students are responsible for understanding and following university policies and procedures, including the *Student Code of Conduct*, and for abiding by all applicable state, federal, and local laws.
2. University email is the primary means by which the university communicates with students; therefore, students are responsible for reading all official communications delivered to their university email address.
3. Students who are offered admission to Virginia Tech and choose to matriculate [have a continuing duty to report](#) to the Office of Student Conduct any arrests or convictions, other than minor traffic violations, as well as any protective orders issued against them. This duty applies regardless of where the arrest occurred and regardless of whether the university is in session at the time of the arrest or conviction. Students must notify Student Conduct in writing, [using the Arrest Disclosure and Conviction Form](#), within 10 business days of the incident that led to their arrest or within five business days of the incident that led to their conviction. Failure to comply with this continuing duty may result in disciplinary action under the *Student Code of Conduct*.

III. Jurisdiction

Enrollment Status

For the purposes of disciplinary action, a “student” is defined as any individual who has accepted an offer of admission as an undergraduate, graduate, or professional student and who has not yet graduated or officially transferred to another institution.

If a student’s enrollment lapses for more than one calendar year, based on a student’s voluntary decision not to enroll, that student will no longer be subject to disciplinary action. However, students who are separated from the university for academic or disciplinary reasons are still considered students for disciplinary purposes, regardless of the duration of the separation.

Student Organizations

A student organization, as defined in this document (below), may be considered for disciplinary action if an incident(s) is determined to be an organizational activity, based on at least two of the criteria listed below. Student Conduct will consider the entirety of the information to determine whether to charge an organization.

- Any student serving as an executive officer of the organization who is aware of the incident sufficiently in advance of its occurrence to prohibit its taking place and takes no action to prohibit it.
- The incident involves the expenditure of any organizational funds.
- The incident involves or is actively or passively endorsed by a majority of the members of the organization.
- The incident occurs in property owned, rented, reserved, or used by the organization.

- Members and/or non-members of the organization learned about the event through members or communication associated with the organization.
- The incident occurred as a result of individual members of the organization acting in the capacity as members of the organization.

Student leaders and members of organizations who are complicit in any violation of the *Student Code of Conduct* or who permit or condone behavior that violates the code may also be held accountable as individuals in addition to the organization.

Location of Incidents

Students and student organizations that violate the *Student Code of Conduct* may be considered for disciplinary action whether the conduct occurs on or off university property.

The *Student Code of Conduct* may also apply to behavior conducted online or through an electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. The university does not regularly search for this information but may take action if and when such information is brought to the attention of university officials.

Alleged Violations of Criminal Law

When conduct violates both criminal law and the *Student Code of Conduct*, disciplinary action may be taken by the university, irrespective and separate from criminal action. At the university's discretion, the Office of Student Conduct may proceed with disciplinary action prior to a criminal trial or postpone action until after trial.

IV. Definitions

The following terms as used throughout the *Student Code of Conduct* are defined below. For definitions related to cases referred for formal adjudication under Title IX, refer to [Appendix III](#).

TERM	DEFINITION
Advisor	An advisor is one person of a student's choosing and cost who may accompany a student throughout the conduct process. They may consult with the student but not speak on the student's behalf or participate actively in the process.
Aggravating Factors	An aggravating factor is information, used during sanctioning (i.e., <i>after</i> a violation has been determined to have occurred), that may increase the sanction. Some factors may include but are not limited to a student's past conduct record and the nature and severity of the behavior and its impact.
Appeal	An appeal is a written request for review of a hearing and findings, based on specific grounds.
Appellate Officer	An appellate officer is an employee of Virginia Tech, external to the Office of Student Conduct staff, designated by the Vice President of Student Affairs to review and respond to appeals.

TERM	DEFINITION
Charge(s)	A potential violation of the <i>Student Code of Conduct</i> .
Complainant	Any individual who has reported a potential violation of the <i>Student Code of Conduct</i> .
Conduct Officer or Hearing Officer	A conduct or hearing officer is an individual designated by the Director of Student Conduct to adjudicate cases involving allegations of conduct violations.
Conduct Referral	A report or complaint that alleges violations of the <i>Student Code of Conduct</i> by a student(s) or student organization(s).
Consent (general)*	Consent is generally defined as knowing, voluntary, and clear permission for something to occur. *For a more specific definition of consent in the context of sexual activity, please see the definition below.
Consent (in the context of sexual activity)	<p>Consent is defined as knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. The existence of consent is based on the totality of circumstances, including the context in which the alleged consent occurred. Silence does not necessarily constitute consent and coercion, force, or threat of either party invalidates consent.</p> <ul style="list-style-type: none"> • Consent cannot be given where a person is incapacitated; or where a person has a disability; or is not of legal age to consent as defined by law. • Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Consent can be withdrawn at any time. • Previous relationships or prior consent cannot imply consent to future sexual acts.
Incapacitation	Incapacitation includes but is not limited to being asleep, drugged, intoxicated, or unconscious.
Mitigating Factors	A mitigating factor is information, used during sanctioning (i.e., <i>after</i> a violation has been determined to have occurred), that may decrease the sanction. Some factors may include but are not limited to a student's past conduct record and steps taken to remedy their behavior
Notice	Written notice of the alleged violations of the Code. Notice will be presumed to have been furnished when the notice is sent to the student's Virginia Tech email address or, when appropriate, provided at a prehearing meeting.
Preponderance of the evidence	The Office of Student Conduct uses preponderance of the evidence to determine whether or not a student has violated a policy in the <i>Student Code of Conduct</i> . This determination is made based on the information available to determine if it is more likely than not that a violation occurred.

TERM	DEFINITION
Respondent	Any student or student organization alleged to have violated the <i>Student Code of Conduct</i> .
Student	For the purposes of disciplinary action, a “student” is defined as any individual who has accepted an offer of admission as an undergraduate, graduate, or professional student and who has not yet graduated or officially transferred to another institution.
Student Organization	For the purposes of disciplinary action, a “student organization” includes Registered Student Organizations (RSO), Extended Campus Student Organizations (ECSO), and University Chartered Organizations (UCSO), as defined in university policy 8010 .
University Official	A university official is any person given authority by the university to perform administrative or professional responsibilities, including, but not limited to university police officers, residential well-being student leaders, resident assistants , graduate/teaching assistants, administrative support staff, faculty, etc.
University Property or University Facilities	University property or university facilities are any location, either permanent or temporary, owned or leased by Virginia Tech, and includes satellite campuses and offices. This includes, but is not limited to, the buildings, grounds, and the surrounding perimeters, including the parking lots, field locations, classrooms, alternate work or class locations, and university owned or leased vehicles.
Witness	A witness is a person who provides relevant information about an incident in a hearing or through a written statement. Character witnesses are not generally considered relevant.

V. Prohibited Conduct

Alcohol and Other Drug Offenses

- Alcoholic Beverage: Improper use of alcohol as defined by the regulations of the Commonwealth of Virginia and the university, including but not limited to underage possession/consumption, public intoxication (regardless of age), providing alcohol to any underage person, or any violation of university alcohol regulations, [as outlined in Appendix I](#).
- Drugs: Possessing, using, manufacturing, selling, or misusing any substance and/or possession of drug paraphernalia in violation of state or federal law.
 - ▶ Marijuana (Cannabis): Virginia law permits adults aged 21 or older to possess, use, and grow marijuana under certain circumstances; however, federal law continues to prohibit it and requires institutions of higher education that receive federal funds, including financial aid, to have policies prohibiting marijuana on university property or at university-sponsored off-campus events.

Therefore, in accordance with federal and state laws, Virginia Tech prohibits the following conduct related to marijuana. (Additional information is available in [Appendix II](#)):

- Possession or use of any form of marijuana for any purpose, including medical or recreational use, on university property or at university-sponsored events off campus. This includes but is not limited to smoking, consuming edibles, and using vaporizers. “Use” includes being under the influence of marijuana.
 - Possession of marijuana paraphernalia on university property or at university-sponsored event off campus.
 - Improper possession or use of marijuana off university property (with the exception of university-sponsored events) as defined by the regulations of the Commonwealth of Virginia, including but not limited to possession/use under the age of 21, possession of greater than 1 ounce, consuming in public, and selling, as outlined in [Appendix II](#).
- Driving Under the Influence: Operating or attempting to operate a motor vehicle, bicycle, or other personal transportation device while intoxicated or impaired by alcohol or other drugs.

Offenses Against People

- Abusive Conduct: The use of physical force against an individual or any acts that cause physical harm; threats, including words or actions, that may cause a person reasonable apprehension of imminent physical harm.
- Endangerment: Actions that intentionally or recklessly endanger the health, safety, or well-being of oneself or another person or group.
- Harassment: Unwelcome conduct not of a sexual nature that is sufficiently severe, pervasive, or persistent that it could reasonably be expected to create an intimidating, threatening, or hostile environment that limits the ability of an individual to work, study, or participate in the activities of the university. *Note: the Code also includes a Gender-Based Harassment policy.*
- Hazing: Any mental or physical requirement, request, or obligation placed upon any person for the purpose of admission, initiation, or continued association with a group or organization that could cause discomfort, pain, fright, disgrace, or injury; that is personally degrading; or that violates any federal, state, local statute, or university policy, the willingness of an individual to participate in such activity notwithstanding. [Additional information is available in Appendix IV](#).
- Stalking: Repeated contact of another person not based on gender when the contact is unwanted and may cause the other person reasonable apprehension of imminent physical harm or cause substantial impairment of the other person’s ability to perform the activities of daily life. *Note: the Code also includes a Gender-Based Stalking policy.*

- Recording and/or Distribution of Audio/Visual Material Without Consent: Making, attempting to make, sharing, or distributing an audio and/or visual recording of any person(s) without the knowledge and consent of all participants subject to such recordings, in locations where there is a reasonable expectation of privacy, and when the action is likely to cause injury, distress, or damage to one's reputation.
- Gender-Based Violence (these policies apply in cases outside of the jurisdiction of Title IX; for Title IX policy definitions, refer to [Appendix III](#)):
 - ▶ Sexual Violence: Physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.
 - ▶ Sexual Assault: Actual or attempted sexual contact with another person without that person's consent.
 - ▶ Sexual Battery: Intentional touching of another person's intimate parts without the person's consent; or other intentional sexual contact with another person without that person's consent.
 - ▶ Sexual Coercion: Using physical or verbal aggression or pressure to force or attempt to force a person to touch another person's intimate parts without that person's consent.
 - ▶ Rape: Penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person's consent.
 - ▶ Gender-based Harassment: Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.
 - ▶ Sexual Exploitation: An act or acts committed through non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose. The act or acts of sexual exploitation are prohibited even if the behavior does not constitute one of the other sexual misconduct offenses.
 - ▶ Domestic Violence: A pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

- ▶ Dating Violence: Acts of physical or sexual abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
 - The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.
 - Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse, but does not include acts covered under the definition of domestic violence.
- ▶ Gender-Based Stalking: Repeatedly contacting another person when the contact is unwanted. Additionally, the contact may cause the other person reasonable apprehension of imminent physical harm or cause substantial impairment of the other person's ability to perform the activities of daily life. Contact includes but is not limited to communicating with (either in person, by phone, or by computer) or remaining in the physical presence of the other person.

Offenses Against Property

- Damage or Destruction: Intentional, reckless, and/or unauthorized damage to, destruction of, tampering with, or vandalism of property.
- Fire Safety: The misuse of or tampering with firefighting equipment, unauthorized burning, disregarding fire alarm signals, deliberately initiating a false alarm or, tampering with fire detection or suppression equipment.
- Theft: Theft, attempted theft, or possession of stolen property.
- Unauthorized Entry: Entering, attempting to enter, or being present in buildings, residences, public or private property, and/or facilities or other areas without proper authority.

Offenses Against the Community

- Disorderly or Disruptive Conduct: Engaging in disorderly or disruptive conduct that interferes with university, community, or individual activities, including but not limited to studying, teaching, research, and university administration.
- Public Exposure: Any act or attempted act of public nudity or urinating/defecating in public.
- Hazardous Materials: Unauthorized possession or use of fireworks, explosives, or hazardous and potentially hazardous materials.
- Weapons: Unauthorized possession, use, or storage of firearms, ammunition, or weapons on university property at any location, either permanent or temporary,

owned or leased by Virginia Tech. Refer to Virginia Polytechnic Institute and State University Policy and Procedures [No. 5616](#) for additional information.

Offenses Against the University

- Failure to Comply: Failure to comply with a request and directives of university officials acting within the scope of their authority, including but not limited to the following: failure of a student to present their university identification card, failure to keep or attend a required meeting, and failure to leave an area when requested by an authorized university official. Upon the request of the student questioned, university officials must identify themselves and state the source of their authority.
- Furnishing False Information: Knowingly giving false information to a university official who is performing their official duties, including but not limited to perjury in a conduct hearing.
- Interference with University Complaint Processes: Attempting or actively influencing, impeding, intimidating, interfering, coercing, or retaliating against any person involved in a potential, actual, or past student complaint in a formal university complaint process.
- Involvement in a University Violation: Presence during any violation of the *Student Code of Conduct* and/or other university policies in such a way as to condone, support, or encourage that violation. Students who anticipate or observe a violation of university policy are expected to remove themselves from participation and are encouraged to report the violation.
- Visitation/Guest Policies: Students or student organizations will be held responsible for the conduct of their guests and are expected to inform them of all university regulations, including but not limited to [Housing and Residence Life policies](#).

Other Prohibited Conduct

- Actions Leading to the Conviction of Criminal Offenses: Any student convicted of a criminal offense is subject to university disciplinary action.
- Failure to Observe Rules and Regulations: Failure to observe rules and regulations issued by the university that are not listed specifically as “Prohibited Conduct” in the document, including but not limited to regulations linked above in the “[Additional University Policies](#)” and “[Additional Community Specific Regulations](#)” sections.
- Forgery or Fraud: Forgery or fraud, including attempts to obtain any item of value under false pretenses, falsification of official university documents, or possession of forged or altered identification or another person’s identification.
- Gambling: Participation in any form of illegal gambling.

Statement on Sanction Enhancements for Policy Violations Motivated by Bias

Any violation of the Virginia Tech Student Code of Conduct found to be motivated by an individual's age, color, disability, sex (including pregnancy), gender, gender identity, gender expression, genetic information, national origin, political affiliation, race, religion, sexual orientation, or veteran status (as stated in [Virginia Polytechnic Institute and State University Policy and Procedures No. 1025](#)) will be deemed an aggravating factor and will subject the student to a sanction more severe than would be imposed in the absence of such motivation.

This sanction enhancement will not apply in cases in which protected classes are specifically addressed within the language of the policy, such as gender-based violence or gender-based stalking.

VI. Self-Reporting and Bystander Intervention

Virginia Tech recognizes that the health, safety, and wellbeing of students is of utmost importance. Therefore, if someone requires assistance for themselves or others, we want them to seek help immediately. In an effort to encourage a culture of seeking help for others, Virginia Tech provides the following statements of immunity from disciplinary action.

Statement on Alcohol and Other Substances

If medical assistance is sought, Student Conduct will not pursue conduct charges against the individual or organization who sought assistance, or the individual in need of assistance. However, Student Conduct will still require students to attend a meeting with a hearing officer to discuss the incident and will assign substance-related and other educational assignments to the involved parties.

Violations having a significant individual or community impact and students with prior violations that demonstrate an actual, potential, or perceived pattern of behavior are not likely to have outcomes that are mitigated and are not likely to be protected under this policy.

Statement on Reports of Sexual Harassment and Gender-Based Violence and Immunity for Use of Alcohol or Other Drugs

Virginia Tech seeks to remove any barriers to reporting incidents of sexual harassment and gender-based violence. Therefore, any student, whether the complainant or a third party, who makes a good-faith report of sexual harassment or gender-based violence will be immune from disciplinary action for their personal consumption of alcohol or other drugs occurring at the time of the reported incident.

Statement on Immunity for Reports of Hazing

In an effort to remove any behavior(s) or action(s) which degrades, intimidates, or endangers the health, safety and wellbeing of any individual in our community, individual(s) who report an ongoing or pending act of hazing shall be provided immunity from disciplinary action for hazing or for their personal consumption of alcohol or other drugs occurring at the time of the reported incident providing:

- a) The disclosure is made by a bystander who is not an active participant in such acts; and
- b) The disclosure is a good faith report of hazing made in advance of or during an incident of hazing.

Student bystanders who report acts of hazing, while immune from disciplinary action, may be required to meet with Student Conduct to discuss the incident and may be assigned substance-related or other educational assignments.

VII. Additional University Policies

The *Student Code of Conduct* is intended to include other rules, regulations, and policies issued by the university that pertain to students and student organizations. Violations of these policies are actionable under the *Student Code of Conduct* when the violation warrants a process or sanction beyond what is available in these policies. Additional policies include but are not limited to the following:

- [Dining Policies](#)
- [Housing and Residence Life Policies](#)
- [Housing and Dining Contract](#)
- [Parking and Traffic Regulations](#)
- [Student ID Cards](#)
- [University-Level Policies](#) (see the university's policy library at policies.vt.edu/policy-library for a full list of policies relevant to students; the following policies are those most frequently referenced):
 - ▶ [Acceptable Use and Administration of Computer and Communications Systems](#)
 - ▶ [Arrest, Conviction, and Protective Order Disclosures](#)
 - ▶ [Bicycles and Personal Transportation Devices](#)
 - ▶ [Campus and Workplace Violence Prevention](#)
 - ▶ [Facilities Usage and Events](#)
 - ▶ [Harassment, Discrimination, and Sexual Assault](#)
 - ▶ [Operation of Unmanned Aircraft Systems](#)
 - ▶ [Sales, Solicitation, and Advertising on Campus](#)
 - ▶ [Serving Alcohol](#)
 - ▶ [Smoking](#)
 - ▶ [Social Media](#)
 - ▶ [University Names and Trademarks](#)

VIII. Student Conduct Process

The Office of Student Conduct uses the following procedures to address behavior that is alleged to have violated university policy. It should be noted that not all situations are of the same severity or complexity. Thus, these procedures are flexible and are not exactly the same in every situation, though consistency in similar situations is a priority. The procedures used in particular cases are determined at the sole discretion of the Office of Student Conduct.

The university conduct process is an administrative function and differs from civil or criminal legal proceedings. In some situations, students may be involved in both legal and university systems.

Step 1: Submitting a Conduct Referral/Complaint

Any student, faculty member, staff member, administrator, community member, or concerned party may submit a complaint, known as a “conduct referral,” to the Office of Student Conduct. While there is no time limit for referrals, Student Conduct encourages people who plan to bring a complaint against a Virginia Tech student to do so as quickly and prudently as possible.

Student Conduct will review the conduct referral to determine if there is information regarding behavior that may violate the *Student Code of Conduct* and thus warrants resolution within the conduct system.

This review may include a meeting with the person(s) who submitted the complaint and/or an investigation to gather additional information.

Potential outcomes of the review include the following:

- A determination that interim measures or administrative actions should be imposed in order to maintain safety or order.
- A determination that an investigation is needed to gather additional information to identify an appropriate avenue for resolution.
- A determination that the matter should be referred to another office or process.
- A determination that there may be a potential violation of the *Student Code of Conduct* and that an agreed resolution is the appropriate avenue for resolution.
- A determination that there may be a potential violation of the *Student Code of Conduct* and that a formal hearing is the appropriate avenue for resolution.
- A determination that the complaint may not involve a potential policy violation but is related to a conflict; in this case, Student Conduct may offer voluntary mediation, facilitated dialogue, or conflict coaching.
- In some cases, at Student Conduct’s discretion, students will be invited to participate in an educational conversation about the concerns raised in the complaint, even when Student Conduct determines that adjudication is

not appropriate.

- A determination that there is insufficient information to pursue the complaint.
- A determination that the behavior alleged, even if proven, would not violate the *Student Code of Conduct*.

Formal Complaints of Sexual Harassment and Gender-Based Violence

Formal complaints of sexual harassment and/or gender-based violence should be reported to the university's Title IX Coordinator. They will follow the steps detailed in Virginia Tech's [Title IX Reporting and Grievance Procedures for Sexual Harassment and Violence](#) to offer supportive measures and to determine whether a complaint falls within the scope of Title IX, as defined by the federal Department of Education, or under the policies in Virginia Tech's *Student Code of Conduct*.

Complaints that have been determined to fall under the policies in the *Student Code of Conduct* will be referred to the Director of Student Conduct. Per the process outlined above, the Director will review the complaint and, if appropriate, may request the Office for Equity and Accessibility conduct a thorough, impartial investigation into the complaint. Upon completion of an investigation, the Director will determine how the matter should be resolved.

Step 2: Resolution

After reviewing a conduct referral, Student Conduct will determine an appropriate resolution process from among the following:

Agreed Resolution: An agreed resolution is an informal resolution option in which the respondent meets with a hearing officer to discuss an incident and collaborates with the hearing officer to determine whether they violated a policy and, if so, what sanctions may be appropriate. If the respondent agrees to the resolution, they waive the right to a formal hearing, and the resolution is final. If an agreement cannot be reached, the respondent has the option to move forward to a formal hearing with a new hearing officer.

Formal Hearing: In a formal hearing, the hearing officer(s) determines whether the respondent violated policies in the *Student Code of Conduct*, along with appropriate sanctions, if necessary. In formal conduct hearings, the respondent is entitled to the following procedural guarantees and opportunities:

- To receive written notice of charges at least five (5) business days in advance of the hearing and in reasonable detail to allow the respondent to prepare for the hearing.
- To share their version of events and refute any information presented.
- To present witnesses/witness statements and question any witnesses present.
- To remain silent or not participate.
- To be accompanied by one advisor.
- To challenge the objectivity of a hearing officer(s), given reasonable cause to

believe that they may be biased or have a conflict of interest.

- To appeal if there is a loss of privilege (i.e., suspension, dismissal, denial of housing, etc.), provided there are appropriate grounds as found in the [Student Conduct Formal Hearing Appeals section](#).

In addition to witnesses who may be called by respondents participating in formal hearings, hearing officers may also call witnesses whom they believe are relevant for determining outcomes in a given case. The outcome of a formal hearing is final unless it qualifies for appeal, as outlined in the [Formal Hearing Appeals](#) section. If a respondent or complainant fails to attend a formal hearing after receiving proper notice, the case may be heard in their absence.

Formal Title IX Adjudication and Gender-Based Violence Hearings: Cases referred for adjudication by the Title IX Coordinator for a formal Title IX hearing are conducted in accordance with the policies and procedures outlined in [Appendix III](#), as required by the U.S. Department of Education.

Gender-based violence cases that fall outside of the jurisdiction of Title IX are adjudicated through the gender-based violence policies and formal hearing process outlined by the *Student Code of Conduct*, as described above. These formal hearings are conducted by a team of two hearing officers. In these hearings, both the complainant and respondent receive the same [procedural guarantees](#) outlined above, and both parties may appeal, regardless of the outcome. Appeals must be based on [appropriate grounds](#).

Adaptable Conflict Resolution (ACR): When complaints/referrals to Student Conduct are based in conflict between individuals or groups, Student Conduct may offer adaptable conflict resolution (ACR) options to students, including mediation, facilitated dialogue, or conflict coaching. Participation in ACR is optional, and in the case of mediation or facilitated dialogue, all parties must agree to participate. ACR options may result in a mutually satisfactory agreement between the parties, but it is not required.

Educational Conversation: An educational conversation is a discussion between a student and hearing officer in Student Conduct regarding behavior that does not rise to the level of a policy violation but is, nevertheless, inappropriate or having a negative impact on the student or others or, if it continues, may become a policy violation. These conversations are educational and supportive in nature and are intended to help the student reflect and to connect them with resources, when needed.

Additional Information

Standard of Proof

The preponderance of the evidence standard will be used to determine responsibility for violations of policies in the *Student Code of Conduct*. Preponderance of the evidence means that based on the information available to determine if it is “more likely than not” that a violation occurred.

IX. Sanctions

Student Conduct sanctions are designed to promote safety, individual accountability, and reflection. Whenever possible, Student Conduct makes efforts to educate students and to foster personal and academic success. When assigning sanctions, hearing officers consider the type and nature of any policy violation(s), including mitigating or aggravating factors, as well as the student's prior conduct record. Sanctions are generally cumulative in nature. One or more of the following sanctions may be imposed when a student or student organization is found responsible for violating the *Student Code of Conduct*:

SANCTION	DESCRIPTION
Formal Warning	A formal written notice that the student or student organization has violated a policy in the Student Code of Conduct and that further violations may result in more serious conduct action. Students or student organizations who receive a formal warning are still considered in good conduct standing with the university.
Probation	A specified period of time during which the student or student organization is considered not in good conduct standing with the university. Further violations during that time period may result in more serious conduct action, including a potential separation from the university.

SANCTION	DESCRIPTION
Deferred Suspension	A specified period of time during which the student or student organization is considered not in good conduct standing with the university. Violations for which deferred suspension is assigned are those that are serious enough to warrant suspension from the university, but due to mitigating factors, the student or student organization is given the opportunity to remain enrolled at the university, provided they do not violate further policies. The suspension may take effect if they violate additional policies during the period of deferred suspension.
Suspension	A specified period of time during which the student or student organization is separated from the university. During the suspension period, the student does not have the rights and access to privileges associated with being a student, which includes eligibility to be academically enrolled at Virginia Tech or transfer credits earned at other institutions during the period of disciplinary suspension. For student organizations, the university will withdraw recognition for the duration of the suspension. A student or student organization must complete all assigned sanctions and receive permission from Student Conduct to be eligible to re-enroll. For a student who has completed their academic work but whose degree has not yet been conferred, their degree may be withheld for the duration of the suspension period.
Deferred Dismissal	A specified period of time during which the student or student organization is considered not in good conduct standing with the university. Violations for which deferred dismissal is assigned are those that may warrant permanent dismissal, or expulsion, from the university, but due to mitigating factors, the student is given the opportunity to maintain student status with the university, provided they do not violate further policies. The dismissal may take effect if the student violates additional policies during the period of deferred dismissal. A deferred dismissal is often accompanied by a suspension or other conduct sanctions.
Dismissal	A formal notice that the student or student organization is permanently dismissed, or expelled, from the university, with no opportunity to re-enroll. For student organizations, the university permanently withdraws recognition.
Denial of Privileges or Associations	A specified period of time during which the student is denied certain privileges or associations, including but not limited to termination of the housing contract, removal from athletic events, loss of recreational sports privileges, network access, or access to certain university facilities. Student organizations may also have their social function privileges revoked.

SANCTION	DESCRIPTION
Restitution	Requirement for the student to make restitution for damage to university property, which, at the discretion of Student Conduct and the associated university department, may be in the form of monetary payment or community service.
Educational, Community, and Wellness Activities	Assignments or activities designed to provide opportunities for reflection, learning, and growth as well as to connect the student with resources to support their well-being and personal and academic success.

Failure to complete sanctions

Students are expected to complete their conduct sanctions, including educational sanctions, within the timeframe and guidelines specified by their hearing officer. Failure to complete sanctions may result in [placing holds on student accounts and](#) additional conduct action.

X. Formal Hearing Appeals

The respondent has the opportunity to appeal the outcome of a formal hearing if it results in a loss of privilege, including suspension, dismissal, or denial of certain university privileges, including but not limited to housing, network access, or athletic privileges. For gender-based violence hearings, both the complainant and respondent have the opportunity to appeal, regardless of the outcome of the hearing and whether or not there is a loss of privilege. Sanctions take effect immediately, pending the appellate officer's decision or the end of the appeal period.

The appeal process for formal Title IX hearings is outlined in [Appendix III](#).

Grounds for appeal

Appeals are not re-hearings; therefore, appeal requests are limited to the following grounds:

1. Denial of procedural guarantees
2. Significant and relevant new information that was not available at the time of the hearing
3. Unduly harsh or arbitrary findings or sanctions.

Appeals submitted that do not have sufficient grounds in one of these areas will be denied.

Potential Outcomes of an Appeal

The appellate officer will review the appeal and may:

1. Uphold the original decision and sanctions
2. Uphold the original decision and either decrease or increase the sanction
3. Vacate a finding
4. Send the case back to Student Conduct for a new partial or full hearing.

Timeframe to submit an appeal

The respondents (and complainants, in the case of gender-based violence hearings) have seven (7) business days from the date of the decision to submit the appeal. The date the decision is given is considered the first day of the appeal period. Appeals submitted after the deadline will not be accepted except in extenuating circumstances, as determined by Student Conduct.

Format of appeal

The appeal is a written request submitted by the student for a review of the original case. The student should include which grounds for appeal they believe apply and any information the student wants considered should be included in the written document. The burden is on the appealing student or student organization to demonstrate why the finding or sanction should be altered.

Appellate Officers

An appellate officer will be designated by the Assistant Vice President for Student Affairs, who serves as the university's Chief Appellate Officer. All appellate officers are external to the Office of Student Conduct.

XI. Interim Measures and Administrative Actions

Based on the nature and circumstances of the referral, the university may authorize interim measures or take administrative action to maintain safety and order and to ensure compliance with university processes and directives, including the following:

Hold on Student Account: Student Conduct may apply a hold on a student's account, which will prevent course registration, graduation, and access to transcripts. Situations in which holds may be applied include but are not limited to the following:

1. The student fails to complete sanctions by assigned deadlines
2. The student has been issued an interim suspension
3. The student is suspended and has a pending re-enrollment meeting
4. The student has a pending conduct matter that must be resolved

Interim Suspension: The university retains the authority to impose an interim (immediate) suspension from the university and/or selected campus facilities with proper notice if such action is necessary to preserve the safety of persons or property. During an interim suspension, a student may not participate in academic, extracurricular, or other activities of the university except as may be authorized by the Assistant Vice President for Student Affairs or their designee. In this instance, the students will be afforded an interim suspension meeting and the opportunity to show why their continued presence on campus does not constitute a threat to themselves, others, or property. The interim suspension meeting is separate from the student conduct process. The student will have five (5) business days within which to request an interim-suspension meeting. An opportunity to meet with Student Conduct for a final resolution will be provided as soon as possible.

- **Procedures:** The following steps explain the procedure for imposing an interim suspension:
 - ▶ **Initiating an Interim Suspension:** When a situation, as defined above, occurs, the responding university official contacts the Threat Assessment Team or the Assistant Vice President for Student Affairs or their designee to assess the situation and determine if an interim suspension is appropriate.
 - ▶ **Notification of an Interim Suspension:** The student will be sent an interim suspension letter immediately, which states that the student is either suspended from the university and/or suspended from all or selected campus residential facilities until a final resolution is determined through the Student Conduct process.
 - ▶ **Interim-Suspension Meeting:** The student can immediately request an interim suspension meeting to be conducted by the Assistant Vice President for Student Affairs or his/her designee. The interim suspension letter will contain instructions on how to request a review. Those present at the meeting may include the responding university official and other witnesses as deemed appropriate by the Assistant Vice President for Student Affairs. During the review, the student will be given an opportunity to demonstrate why his or her continued presence on campus does not constitute a threat to themselves, others, or property. As part of the review, the student may be required to submit to an immediate medical/psychological evaluation. The student will be evaluated by the director of the Cook Counseling Center or his/her designee.
 - ▶ **Timeframe to Request Interim-Suspension Review:** A student must request a meeting within five (5) business days; after that time frame, the interim suspension and/or suspension from campus residential facilities and all student activities will remain in effect until the matter is resolved through the student conduct process.
 - ▶ **Decision:** The decision made after the interim suspension meeting will be final. There will be no additional appeal.
 - ▶ **Student Conduct Process/Resolution:** Interim suspension information will be shared with Student Conduct and others who need to know. Student Conduct will determine and schedule, as soon as possible, the appropriate resolution process to determine whether the student is responsible for violating university policy and, if so, appropriate sanctions.

No Contact Order: In certain situations, Student Conduct may issue no contact orders to students for a period of time to prevent communication between two or more students if it is determined that contact between the parties may perpetuate or escalate behavior that may interfere with a person's rightful actions, including but not limited to their safety and security. No contact orders prevent students from face-to-face, electronic, or third-party contact. If a no contact order is issued, all parties involved will receive the order.

A student who violates a no contact order may be subject to conduct action; if a violation of the order threatens the safety of persons or property, an [interim suspension](#) may be imposed.

The process for no contact orders includes the following:

1. No contact orders may be requested by students, or Student Conduct may issue them independently of a request.
2. Before issuing an order, Student Conduct may request additional information to determine whether it is warranted.
3. Student Conduct may decline to issue an order.
4. A student who has requested an order be issued may subsequently request that it be lifted.
5. Student Conduct has the discretion to lift a no contact order at any time if it is determined that the circumstances under which it was issued are no longer present.

Cease Operations Order: In certain situations involving allegations of policy violations by student organizations that may involve potential impacts on the safety of persons or property or significant disruption to the community, Student Conduct may issue a cease operations order, which places restrictions on the organization while the matter is resolved. Examples of situations in which cease operations are issued include but are not limited to the following: hazing; alcohol distributed to underage members or guests; and disorderly or disruptive behavior, such as serious or ongoing violations of noise regulations in the Town of Blacksburg. The cease operations will remain in place until the matter is resolved by Student Conduct. Cease operations restrictions may include but are not limited to the following:

1. The organization is to stop operating in full, including meetings, communication, events, etc.
2. The organization is to stop hosting events with alcohol present.
3. The organization is to stop recruitment or holding meetings, events, or activities with new or prospective members.

XII. Student Conduct Records

Violations of the *Student Code of Conduct* are maintained in a student's conduct record for a period of five years from the date of the incident. This record is maintained electronically by the Office of Student Conduct and is separate from a student's academic transcript, though it is considered part of a student's educational record.

Records of formal Title IX hearings will also be maintained by the Office for Equity and Accessibility for a period of seven years, as described in the [Title IX Reporting and Grievance Procedures for Sexual Harassment and Violence](#).

Student conduct cases involving student organizations are not private. Accordingly, hearing notification and sanction letters are sent to organizational advisors and (inter)national headquarters.

Information Sharing within the University

Notification of student conduct outcomes or decisions is given to individuals in the university with a need to know. Other university agencies or organizations may be required to obtain a written release from students before they can receive notification.

Notification to Victims of Crimes of Violence

Victims of crimes of violence (including abusive conduct and gender-based violence) involving student respondents will be notified of the outcome and sanction(s). In Title IX matters, complainants will also be notified of the outcome and relevant sanctions for non-violent violations of gender-based violence policies.

Parental Notification

Parents/guardians of students under age 21 will be notified if their student is found responsible for a violation of the alcoholic beverage or illegal drug policies.

Student Conduct Transcript Notations in Cases of Suspension and Dismissal

When a student is suspended or permanently dismissed from Virginia Tech, a notation will be included on the student's academic transcript stating, "suspended [or dismissed] for a violation of the Student Code of Conduct." Suspension notations will be removed once the student completes the term and conditions of the suspension, including all assigned sanctions. In cases involving allegations of gender-based violence, a notation will also be placed on the transcript of a student who withdraws from Virginia Tech while under investigation. This notation will be removed if the student is subsequently found not responsible for violating policies in the *Student Code of Conduct*. Students may also petition to have transcript notations expunged, as outlined in the following section.

Lesser sanctions, such as warnings and probation, do not affect a student's academic standing and do not appear on the official transcript.

Petitions for Expungement

The university offers two opportunities for students to petition for expungement of documentation related to their disciplinary record:

1. In cases involving low-level violations of the *Student Code of Conduct*, such as cases in which a student received probation, the student may petition the Office of Student Conduct to have the record of that case expunged prior to the end of the five-year period (early record expungement).
2. In cases involving sanctions of suspension or permanent dismissal resulting in a notation on the academic transcript, the student may petition the Office of Student Conduct to have the notation on their academic transcript expunged. Expungement of the notation is not the same as expungement of the entire case record.

The process and timeline for each opportunity is outlined below.

1. Early Record Expungement for Low-Level Policy Violations: Students or graduates may petition Student Conduct to have the documentation of their cases involving low-level policy violations, such as those resulting in probation, “expunged” from their conduct record prior to the end of the five-year period. “Expungement” in this situation means that while the record is maintained by Student Conduct, per state and federal law, the record will not be shared with third parties, except as required by law. For example, a student applying to transfer to another institution may need to obtain a certified copy of their disciplinary record as part of an admissions application; if a record has been expunged, the documentation provided for the application will not include information about that incident.

The opportunity to request expungement reflects the student-centered and learning-focused values on which the Student Conduct process is based. Namely, we believe that students can learn and grow by reflecting on their decisions and examining their values.

Cases involving more serious violations of policy and more significant sanctions may not be considered for early record expungement, including but not limited to the following cases: those resulting in suspension or dismissal, gender-based violence and gender-based stalking, drug distribution, or other offenses against people.

An early record expungement applies only to records maintained by the Office of Student Conduct; records maintained by other offices or units, such as law enforcement and other university departments are not subject to expungement under this process.

Eligibility: A student may petition to have cases expunged from their conduct record in the following circumstances:

- ▶ An undergraduate student is classified as a senior, is not on an active status sanction (e.g., probation), and has completed all assigned educational sanctions.
- ▶ An undergraduate student is classified as a freshman, sophomore, or junior, has been off of an active sanction (e.g., probation) for at least one full semester (i.e., fall or spring), and has completed all assigned educational sanctions.
- ▶ A graduate or professional student is not on an active status sanction (e.g., probation) and has completed all assigned educational sanctions.

2. Transcript Notation Expungement for Cases Involving Suspension or Dismissal:

A student or former student may petition for a transcript notation to be expunged—or removed—from the academic transcript after a period of three years from the final resolution of the case if the student can show good cause. In cases involving suspension, the student must have completed the term of the suspension and all educational sanctions prior to submitting their petition. The Office of Student Conduct will work with former students who have outstanding educational sanctions to determine options, which could include alternate sanctions that are mutually agreed upon, for fulfilling sanction requirements so that the individual may petition to have the transcript notation expunged.

Expungement of the transcript notation is not the same as expungement of the entire case record.

Submission of Expungement Petitions

To petition for expungement, a student or former student must complete one of the following forms, which include the opportunity to explain why they are a good candidate for expungement and what they have learned and/or how they have changed since the incident for which they were referred to Student Conduct.

Evaluation of Expungement Petitions

The Director of Student Conduct or their designee will review petitions for early record expungements as well as transcript notation expungements based on the criteria above and will submit a recommendation to the Assistant Vice President for Student Affairs or their designee for final approval. The decision will be based upon the following criteria, as outlined in the petition application available on the Student Conduct website:

1. The nature of the violation(s) and the resulting impacts
2. The student's behavior after the violation(s) and their present demeanor
3. The student's demonstrated level of reflection and growth

After a petition is evaluated, the student will receive written notification of the decision. That decision will be final.

It is important to note that a student with an expunged record or transcript notation may still need to disclose information about their disciplinary history to third parties, including potential employers, other universities' admissions offices, a professional board, etc.

XIII. Appendices

Appendix I: Additional Policies and Procedures Governing the Use of Alcoholic Beverages

Virginia Tech recognizes that the misuse and abuse of alcohol is a persistent social and health problem in our society and that it interferes with the goals and objectives of any educational institution. The university fully complies with the alcohol regulations of the Commonwealth of Virginia, and all state laws apply to Virginia Tech students and student organizations. Students or student organizations who violate the Alcoholic Beverage Policy in the *Student Code of Conduct* and any associated policies or guidelines will face disciplinary action. Sanctions will likely include substance-related education.

In compliance with the laws of the Commonwealth, and to maintain conditions conducive to learning, possession or consumption of alcoholic beverages on campus is only permitted according to the following provisions:

LOCATION	DESCRIPTION
Residence hall room	In the privacy of a student room, alcoholic beverages are permitted for those persons 21 years of age or older in accordance with state law, provided that at least one of the 21-year-old residents of the room is present.

Other locations in residence halls	Aside from the privacy of a student's room, possession or consumption of alcoholic beverages in any area of residence halls, including suite living rooms, is forbidden.
Oak Lane	The Director of Fraternity and Sorority Life, in conjunction with the Director of Housing and Residence Life, determines regulations concerning the use of alcoholic beverages in the "Oak Lane Community" (also known as Special Purpose Housing) during events.
Corps of Cadets	The Commandant of Cadets establishes and publishes regulations to be observed by cadets regarding the possession and consumption of alcoholic beverages. This information is published in the Cadet Regulations Manual.
All residential locations	Kegs of any description in student rooms or residence halls, including Oak Lane, are prohibited.
All other university property	The possession and use of alcoholic beverages is prohibited on all other university property except in certain facilities that are fully registered with the Virginia Alcoholic Beverage Control Board (ABC).

Alcoholic beverages are further governed by Virginia Polytechnic Institute and State University Policy and Procedures [No. 1015](#).

For more information related to federal and state laws and regulations regarding alcohol or illegal drugs or prevention and substance-use programs available at Virginia Tech, please consult the website for [Hokie Wellness](#), as well as the university's [Drug and Alcohol Prevention Program document](#).

Appendix II: Additional Information about Policies and Laws Governing the Use of Marijuana/Cannabis

Effective July 1, 2021, marijuana is legal in the Commonwealth of Virginia for both recreational and medical use. As an academic community committed to well-being, Virginia Tech recognizes that using marijuana may negatively impact students' academic performance, relationships, mental health, and career goals. Therefore, it is important for students to understand the policies and laws that govern marijuana possession and use, as well as the support resources that are available to address negative effects and potential misuse.

Federal and State Laws and University Policy

1. Using or possessing marijuana or marijuana paraphernalia in any form is prohibited on all university properties and at university-sponsored off-campus activities. This prohibition includes, but is not limited to, smoking, edibles, and vaporizers.

Although recreational and medical uses of marijuana are both legal in the Commonwealth of Virginia as of July 1, 2021, [federal law continues to prohibit it](#). As an institution that receives federal funds, including federal financial aid, Virginia Tech is required to comply with all federal laws and regulations, including the [Drug Free Schools and Communities Act](#), which requires institutions to have policies prohibiting possession, use, or cultivation of marijuana on university property or at university-sponsored off-campus events. Therefore, Virginia Tech will enforce prohibitions of marijuana on university property and at university-sponsored events off campus, and students who violate this policy will be subject to action under the Student Code of Conduct. Sanctions will likely include substance-related education.

2. Students at off-campus locations/properties and off-campus events that are not sponsored by the university are expected to abide by Virginia laws related to marijuana use, possession, or growth. These include, among others, the list below. This list serves only as an overview; students should refer to the Code of Virginia for the most updated and accurate description of the law.
 - Legal age: Legal possession, use, or cultivation is limited to adults 21 or older.
 - Quantity: Individuals may not possess more than one ounce (28 grams) or the equivalent amount of another marijuana product.
 - Home growth: Individuals may cultivate up to four marijuana plants; these plants must be marked and may not be visible from a public street or accessible to children.
 - Locations: Use of marijuana is not permitted in public spaces or on public school grounds.
 - Selling: Sales of marijuana are prohibited; however, an adult over 21 may “gift” up to 1 ounce to another adult over 21.
 - Driving: Using marijuana in any form is prohibited while driving or riding in a motor vehicle, as is having an “open container” of marijuana in the passenger area of the vehicle.

For information about education and support resources regarding marijuana, alcohol, and other drugs, please consult the website for [Hokie Wellness](#), as well as the university’s [Drug and Alcohol Prevention Program document](#).

Appendix III: Title IX Definitions and Formal Title IX Adjudication Process

Title IX Sexual Harassment means any of the following conduct on the basis of sex:

- A university employee conditioning an educational benefit or service upon a person’s participation in unwelcome sexual conduct (i.e. quid pro quo harassment);
- Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it would effectively deny a person equal access to a university program or activity; or
- Sexual Assault, Dating Violence, Domestic Violence, or Stalking, as each of those terms are defined below.

The process for formal Title IX complaints, including definitions of terms and policies, reporting, investigations, and adjudication, is outlined fully in the university's [Title IX Reporting and Grievance Procedures for Sexual Harassment and Violence](#), under the [university policy 1026 on Title IX Sexual Harassment and Responsible Employee Reporting](#). The following excerpts include the policy definitions under Title IX, as well as the formal Title IX adjudication process for students, which is conducted by the Office of Student Conduct.

Title IX Definitions

Complainant means an individual who is alleged to be the victim of conduct that could constitute Title IX Sexual Harassment.

Consent means knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. The existence of consent is based on the totality of circumstances, including the context in which the alleged consent occurred. Silence does not necessarily constitute consent and coercion, force, or threat of either party invalidates consent.

- Consent cannot be given where a person is incapacitated due to drugs or alcohol; or where a person has a disability; or is not of legal age to consent as defined by law.
- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Consent can be withdrawn at any time.
- Previous relationships or prior consent cannot imply consent to future sexual acts.

Dating Violence means violence committed by a person: (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

Domestic Violence means felony or misdemeanor crimes of violence committed by: (a) a current or former spouse or intimate partner of the victim; (b) a person with whom the victim shares a child in common; (c) a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (d) a person similarly situated to a spouse of the victim under the domestic or family violence laws of Virginia; or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Virginia.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute Title IX Sexual Harassment.

Sexual Assault means misconduct that meets the definition of Rape, Fondling, Incest, or Statutory Rape, as defined below:

- Rape means penetration, no matter how slight, of the vagina or anus of a person with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

- Fondling means the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or temporary or mental incapacity.
- Incest means sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law.
- Statutory Rape means sexual intercourse with a person who is under the statutory age of consent.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (a) fear for the person's individual safety or the safety of others; or (b) suffer substantial emotional distress.

Formal Title IX Adjudication Process

When the Title IX Coordinator refers a case for formal adjudication, the Office of Student Conduct will hold a live hearing with cross examination to determine whether the respondent is responsible for the alleged conduct and to provide sanctions, as appropriate.

A. Procedural Guarantees

In formal conduct hearings for Title IX formal complaints, the complainant and respondent are entitled to the following procedural guarantees and opportunities:

- To receive a copy of the final investigation report, including any attachments and supporting documents from the Title IX Coordinator or designee at least ten (10) days in advance of the hearing.
- To receive written notice of the date, time, location, participants, and policies charged at least five (5) business days in advance of the hearing to allow the parties sufficient time to prepare for the hearing.
- To be accompanied by an advisor of their choice, at their own cost, or to have an advisor provided to them by the Office of Student Conduct without fee or charge.
- To inspect and review, during the hearing, all evidence obtained during the investigation that is directly related to the allegations in the formal complaint.
- To present that evidence that supports or refutes the alleged conduct*
- To present witnesses, including fact and expert witnesses.
- To have their advisor conduct live cross-examination on the other party and any witnesses.
- To remain silent or to participate as they see fit, including full, partial, or no participation.
- To challenge the objectivity of a hearing officer(s), given reasonable cause to believe they may be biased or have a conflict of interest.
- To appeal, regardless of the outcome, based on the following grounds: (1) Procedural irregularity; (2) Significant and relevant new information that was not available at the time of the hearing; (3) The Title IX Coordinator, Investigator, or hearing officer(s) had a conflict of interest or bias, which affected the outcome; (4) Unduly harsh or arbitrary findings or sanctions.

*Only evidence and information submitted prior to the final investigation report will be considered during at the hearing.

B. Advisors

At the hearing, each party may be accompanied by an advisor of their choice, at their own cost (e.g., parent, friend, attorney, etc.); if a party does not have an advisor, the university will provide one to them without fee or charge for the purposes of cross-examination. Advisors may not also serve as witnesses.

Advisors will be permitted to cross-examine (i.e., ask relevant questions and follow-up questions) the other party and any witnesses directly, orally, and in real time. The parties must use their advisors in this capacity, as they will not be permitted to ask questions personally.

Aside from cross-examination, advisors may not speak on the student's behalf or participate actively in the process. Advisors must follow the guidance of the hearing officers.

C. Cross-Examination

During the hearing, the parties' advisors will be permitted to ask relevant questions and follow-up questions, including those challenging credibility, of the other party and any witnesses. Cross-examination must be conducted directly, orally, and in real time. At no times will the parties directly conduct cross-examination.

Relevance

Questions asked during cross-examination must be relevant to the behavior and situation in question. Hearing officers will determine whether each question is relevant and, if they choose to exclude a question, explain why it is not relevant. The following topics/questions have been identified as automatic exclusions:

Questions or information about the complainant's prior sexual behavior, unless they are used to prove someone other than the respondent committed the alleged conduct or if they concern previous sexual activity with the respondent and are used to prove consent.

Questions or information that disclose or seeks to disclose privileged information, such as medical or psychological records.

For more information about relevant information, please refer to the Relevant Evidence section in the [Title IX Reporting and Grievance Procedures for Sexual Harassment and Violence](#).

Declining to Participate in Cross-Examination

If a party or witness declines to be cross-examined during the hearing or is otherwise not available for cross-examination, the hearing officers may still consider any statements made by that party or witness during the investigation or hearing when determining whether the respondent is responsible for the alleged conduct.

The hearing officers will also not draw conclusions regarding responsibility based solely on a party's or witness's absence from the hearing or decision to decline to answer questions from the hearing officers or during cross-examination.

D. Recording

The Office of Student Conduct audio records all formal hearings. A copy of the recording is maintained as part of the case file and will be made available to the parties, upon request.

E. Hearing Location and Virtual Participation

At the discretion of the Office of Student Conduct, a hearing may be conducted in a single physical location, with all parties present, or a hearing may be conducted virtually, with participants appearing via videoconference. If the hearing is held in person (i.e., in a single physical location), either party may request to be located in a separate room and to participate via video conference. Regardless of the participation method, the hearing participants will be able to simultaneously see and hear each other.

F. Determination of Responsibility

After the hearing, a determination of whether a respondent is responsible for violating any policy in the *Student Code of Conduct* will be made by the hearing officers based on the information presented in the investigation report and at the hearing.

Standard of Proof

The university uses preponderance of the evidence to determine whether or not the respondent is responsible for the alleged conduct. This determination is made based on the information available to determine if it is more likely than not that a violation occurred.

Decision Letter

The hearing officer will simultaneously provide the parties the decision in writing. The decision letter will include the following information: allegations and policies charged, procedural steps taken during the grievance procedure, information used to determine the findings and their application to the policies charged, rationales for each finding, any sanctions imposed on the respondent, any remedies provided to the complainant, and information about the appeal process.

Range of Possible Sanctions

If a respondent is found responsible for the alleged conduct, the hearing officers will make a determination regarding appropriate sanctions. One or more of the following sanctions may be imposed:

- Formal warning
- Probation
- Deferred Suspension
- Suspension
- Deferred Dismissal (i.e., deferred expulsion)
- Dismissal (i.e., expulsion)

- Denial of privileges or associations
- Educational, Community, and Wellness Activities

When assigning sanctions, hearing officers consider the type and nature of any policy violation(s), including mitigating or aggravating factors, as well as the student's prior conduct record. Sanctions are generally cumulative in nature.

For definitions and additional information about sanctions in the Student Conduct process, please refer to the [relevant sections in this document](#).

Remedial Action

Following a hearing, the Director of Student Conduct shall work with the Title IX Coordinator, who will oversee any necessary remedial action to restore or preserve the complainant's equal access to the university's education programs or activities.

Appeal Process

Both parties have the opportunity to appeal the outcome of a formal hearing in a Title IX case regardless of the outcome. Sanctions take effect immediately, pending the appellate officer's decision or the end of the appeal period.

A. Grounds for Appeal

Appeals are not re-hearings; therefore, appeal requests are limited to the following grounds:

- Procedural irregularity or denial of procedural guarantees
- Significant and relevant new information that was not available at the time of the hearing
- Conflict of interest or bias by the Title IX Coordinator, Investigator, or hearing officer(s), which affected the outcome
- Unduly harsh or arbitrary findings or sanctions.

Appeals submitted that do not have sufficient grounds in one of these areas will be denied.

B. Potential Outcomes of an Appeal

The appellate officer will review the appeal and may:

- Uphold the original decision and sanctions
- Uphold the original decision and either decrease or increase the sanction
- Vacate a finding
- Send the case back to the Title IX Coordinator for further investigation
- Send the case back to Student Conduct for a new partial or full hearing

C. Time Frame to Submit an Appeal

The parties have seven (7) business days from the date of the decision to submit the appeal. The date the decision is given is considered the first day of the appeal period. Appeals submitted after the deadline will not be accepted except in extenuating circumstances, as determined by Student Conduct.

D. Format of Appeal

The appeal is a written request submitted by the student for a review of the original case. The student should include which grounds for appeal they believe apply, and any information the student wants considered should be included in the written document. The burden is on the appealing party to demonstrate why the finding or sanction should be altered.

E. Notification to the Other Party

When one party submits an appeal, the Office of Student Conduct will notify the other party and provide them with an opportunity to review the appeal and submit a written statement in response, which will be included in the appeal documentation.

F. Appellate Officers

An appellate officer will be designated by the Assistant Vice President for Student Affairs, who serves as the university's Chief Appellate Officer. All appellate officers are external to the Office of Student Conduct and Title IX. When they are designated to review a case, the Assistant Vice President will ensure they do not have conflicts of interest or bias and are, therefore, able to review the case objectively.

G. Appeal Decision Letter

The appellate officer will issue a decision on the appeal in writing to both parties simultaneously. This notification will include a rationale for the decision.

Appendix IV: Additional Information Regarding the Hazing Policy

Hazing is a criminal offense in the Commonwealth of Virginia, as defined in [§ 18.2-56 in the Code of Virginia](#), and is prohibited at Virginia Tech in all forms. This policy is based on the proposition that students are entitled to be treated with consideration and respect at all times. It applies to all student organizations and individuals.

The *Student Code of Conduct* defines hazing as follows:

Any mental or physical requirement, request, or obligation placed upon any person that could cause discomfort, pain, fright, disgrace, or injury; that is personally degrading; or that violates any federal, state, or local statute or university policy, the willingness of an individual to participate in such activity notwithstanding.

Hazing shall include, but not be limited to, forcing, compelling, requiring, encouraging, or expecting, whether direct or implied, any individual to participate in any of the following actions or activities. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in these acts:

- Physical Acts
 - ▶ Encouraging or requiring persons to consume alcohol or other substances ([i.e., food, other beverages](#)) regardless of the age of the participant.
 - ▶ Encouraging or requiring that a person do or submit to any act that will alter his or her physical appearance in any significant degree for any substantial period of time (e.g. burning, branding, tattooing, using makeup, paint or markers on a person, or shaving the head or body).

- ▶ Encouraging or requiring activities that disrupt a person's normal schedule. A normal schedule includes three reasonably spaced meals per day, the opportunity for sufficient rest at night (at least six full hours) and reasonable time for personal hygiene.
- ▶ Encouraging or requiring a person to engage in physical activity of unusual kind or duration, such as: calisthenics, overly difficult work assignments, activities that may be excessive for a person, activities that require a person to remain in a fixed position for an extended period of time, binding or restricting an individual in any way that would prohibit them from moving on their own, confining a person or exposing participants to uncomfortable elements like in environments that are too hot, cold, noisy, small, or threatening/intimidating.
- ▶ Hinting, pretending, or misleading a prospective member into believing that they will be hit, hurt, or physically altered.
- ▶ Encouraging or requiring acts that are or seem to be dangerous.
- Psychological Acts
 - ▶ Encouraging or requiring a person to pretend to or actually violate a law.
 - ▶ Encouraging or requiring an individual to obtain or possess items or complete tasks in an unlawful manner (i.e. for a scavenger hunt).
 - ▶ Verbally abusing prospective members. Examples include but are not limited to yelling or screaming; calling individuals demeaning names; booing, hissing, or demeaning individuals when they make mistakes.
 - ▶ Encouraging or requiring a person to perform acts of servitude, perform personal errands for others, or engage in activities that are demeaning.
 - ▶ Misleading prospective members in an effort to convince them that they will not become members unless they complete tasks, follow instructions, or act in a certain way.
 - ▶ Misleading prospective members into believing that they will be hurt during induction or initiation.
 - ▶ Encouraging or requiring a person to publicly carry objects or wear apparel that is abnormal, not normally in good taste, conspicuous and/or indecent.
 - ▶ Encouraging or requiring a person to appear nude or reveal body parts.
 - ▶ Encouraging or requiring an individual or group to remain in a certain place or transporting them to a location without their knowledge (e.g. taking a person on a road trip or excursion to an unknown destination or kidnapping).
 - ▶ Parading individuals in public areas, transporting individuals in a motor vehicle while blindfolded, or privately conducting blindfolding activities that serve no constructive purpose.

- ▶ Requiring an individual to “pledge” or “associate” for a period of unusual length (more than 10-12 weeks) for reasons other than achieving academic requirements or extraordinary circumstances.

As it is impossible to anticipate every situation that could involve hazing, this list does not, and cannot, encompass every circumstance that will cause the institution to discipline for hazing. This policy is not intended to prohibit the following conduct:

- Customary athletic events, contests, or competitions that are sponsored by the institution or the organized and supervised practices associated with such events.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, extracurricular program or military training program, as approved by the institution.

Note: An individual may not consent to being hazed, and their voluntary or willful participation in hazing activities will not be considered as a defense against a violation of the institution’s hazing policy by an individual or organization.

University Reporting, Investigation, and Adjudication: The university encourages individuals to report any potential hazing activities. The initial report of a suspected violation may be reported in person, by phone or by electronic communication, and may be done anonymously.

Alleged violations of this policy can be reported through [an online reporting system](#) or to the following offices:

- [Student Conduct](#)
- [Student Engagement and Campus Life](#)
- [Fraternity and Sorority Life](#) (for Greek organizations)
- [Recreational Sports](#) (for club sports)
- [Virginia Tech Police Department](#)
- [Virginia Tech Corps of Cadets](#)

Reports of hazing will be referred to Student Conduct for further investigation and potential adjudication. Both individuals and organizations may be held responsible for their actions and participation in incidents of hazing. If an investigation concludes that an individual or individuals directed, engaged in, aided or otherwise participated in, actively or passively, an incident of hazing, disciplinary action may be imposed against the individual(s). If the investigation concludes that an organization knowingly permitted, authorized, or condoned hazing, disciplinary action may be imposed against the entire organization.

Reporting to the Commonwealth’s Attorney: Per [§ 18.2-56 in the Code of Virginia](#), the university must report incidents of hazing that cause bodily injury to the Commonwealth’s Attorney, who may take separate action.

Public Reporting of Violations of Hazing: Per § 23.1-822 in the Code of Virginia, the university shall maintain and publicly report actual findings of violations of the institution's code of conduct or of federal or state laws pertaining to hazing that are reported to campus authorities or local law enforcement.

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SUMMARY
Degree and Academic Programs
June 7, 2022

Actions

Attached: Materials prepared for approval by the State Council of Higher Education for Virginia (SCHEV)

Pamplin College of Business

Approve New Department of Real Estate

Summary Information – Organizational Change – Establish New Academic Unit

Action: New Department of Real Estate in the Pamplin College of Business

Virginia Tech requests approval of an organizational change to establish the Department of Real Estate. The school would be located in the Pamplin College of Business. The proposed effective date is November 1, 2022.

The establishment of the Department of Real Estate will:

1. Align the real estate programming and faculty members with the administrative structure of the other departments in the Pamplin College of Business and thereby, create a clear organizational structure for recruiting talented and diverse new tenure-track faculty members
2. Demonstrate to prospective students and faculty the institution's commitment to the Real Estate programming and allow Virginia Tech to remain competitive with its peers

Board of Visitors
June 6-7, 2022

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Institution

Virginia Polytechnic Institute and State University (Virginia Tech)

Nature of Proposed Change

Virginia Tech requests the approval to establish the Department of Real Estate in the Pamplin College of Business.

Background

During the summer of 2021, administrators in the Pamplin College of Business and faculty members in the Bachelor of Science (B.S.) in Real Estate degree program held meetings to discuss the history, current state, and vision for the future of the degree program as part of the college portfolio. During the discussions, it was noted that the degree program is an active degree program that exceeds the program productivity standards set forth by the State Council for Higher Education in Virginia (SCHEV). It was also noted that the college intends to strengthen and support additional growth in the real estate program in the college. As a result, the need to establish the proposed Department of Real Estate became central to the future trajectory and health of the program and college.

Since its inception in 2013, the B.S. in Real Estate degree program at Virginia Tech has included collaborative efforts across the institution. The degree program is currently housed in and administered by the Pamplin College of Business as a college level degree program. In addition to the courses provided by the Pamplin College of Business, a Memorandum of Understanding (MOU) is in place with the College of Agriculture and Life Sciences, the College of Architecture and Urban Studies, the College of Engineering, and the College of Liberal Arts and Human Sciences to provide additional courses for the degree program. Due to the existing MOU involving the four other colleges, the Pamplin College of Business administrators contacted the other college deans' offices to determine if there were any concerns and/or objections to the creation of a new Department of Real Estate in the Pamplin College of Business expressly responsible for administering the B.S. in Real Estate degree program. Finding no concerns, the faculty members and the Pamplin College of Business administration unanimously approved the proposal to establish the new Department of Real Estate.

Purpose of Proposed Change

The purpose of the proposed organizational change is to establish an academic unit solely responsible for the administration and oversight of real estate programming, research, and resources in the Pamplin College of Business at Virginia Tech.

Mission

The proposed organizational change will not alter the university's mission. The mission of Virginia Tech states:

Inspired by our land-grant identity and guided by our motto, Ut Prosim (That I May Serve), Virginia Tech is an inclusive community of knowledge, discovery, and creativity dedicated to improving the quality of life and the human condition within the Commonwealth of Virginia and throughout the world.

The proposed new department will align with the mission of Virginia Tech. The department will support the institution's mission to be a "community of knowledge" by providing a centralized location for all real estate students and faculty members to collaborate. The department will serve to focus the existing faculty and student 'knowledge' and 'discovery' efforts in the real estate field.

Rationale for Proposed Change

The proposed new Department of Real Estate will provide a formalized administrative unit within the Pamplin College of Business to house the academic and research efforts in real estate. The new department is needed and will help the college in two ways.

Create Clear Organizational Structure

The establishment of the proposed Department of Real Estate will signal to potential faculty members that the Pamplin College of Business is committed to the field of real estate. The proposed new department will align the real estate programming and faculty members with the administrative structure of the other departments in the Pamplin College of Business. The organizational structure of the department is important for the real estate program because all other programs in the college are seated within a department and receive allocations from the college for financial and faculty resources.

The proposed new department will also provide clear organizational structures for recruiting talented and diverse new tenure-track faculty members. A department will indicate to prospective faculty that the college is committed to both academic programming and research programming in the field of real estate. Recruiting faculty members with active research agendas in the field of real estate is fundamental to maintaining a cutting-edge academic program in real estate.

Remain Competitive with SCHEV Peers

In the summer of 2021, real estate faculty members examined real estate programs at its SCHEV peer institutions to see if departments of real estate existed and offered similar academic content as that offered at Virginia Tech. Among peer institutions, six (6) offer similar standalone undergraduate degree programs in real estate. Of those, two (2) institutions have an academic unit specifically called a 'department' as the unit administering the degree program. The other 4 institutions have a 'center' for the real estate program that appears to function in a similar role as a department/academic unit in administering the program. Centers do not serve as academic units or administer academic programs at Virginia Tech.

Having a standalone academic unit that includes the term 'real estate' and is designated for real estate programming can be interpreted by students as an indicator of the strength of the program and the commitment of the institution to the students in the program. The new department is needed so that the institution may remain competitive among peer institutions that have similar academic programming and academic units dedicated to real estate programming.

Appendix A presents the existing organizational structure of the college.

Appendix B presents the organizational structure of college after the new department.

Appendix C presents a list of departments at SCHEV peer institutions.

Academic Programs

The proposed Department of Real Estate will administer the B.S. in Real Estate degree program and the Real Estate minor.

Space

The physical space currently utilized by the Real Estate Program is adequate for the establishment of the proposed Department of Real Estate. There is a new building that is currently under construction and, once complete, will serve as the future home for the proposed new department. There is adequate office space for the new faculty hires in the existing space and in the new space.

Resources/Budget

The proposed Department of Real Estate will be funded through the central budget of the Pamplin College of Business. As part of the annual budget development process, the college's finance team will allocate funding from the Pamplin College of Business' budget to the proposed Department of Real Estate. The Department Chair will oversee funding for the administration and operation of the proposed Department.

Administration

The administrative structure of the proposed Department of Real Estate will include a department chairperson. The chairperson will be a faculty member in the Real Estate Program and will serve as the principal administrator for the department. The department chairperson will be responsible for the overall management and oversight of the department to include all academic, research, and outreach programming and for administering the academic degree program and minor. The department chairperson salary is anticipated at \$241,710 and fringe benefits of \$85,324 for the faculty portion of the salary. As an administrative stipend, the chairperson will also receive additional compensation of \$38,368 in salary and \$13,544 in fringe benefits for a total salary of \$280,078 and \$98,868 in fringe benefits. The total anticipated salary and fringe benefits for the department chairperson is \$378,946. The funding for this position is currently in place for an existing real estate faculty member in the Pamplin College of Business.

Faculty

The proposed Department of Real Estate will house a total of nine (9) faculty members in the first three years (in addition to the faculty member serving as the department chairperson). Faculty will include three (3) existing full-time contract/term (instructional, non-tenure-track positions) faculty members and three (3) existing part-time contract/term (instructional, non-tenure-track positions) faculty members. The proposed department will also include two (2) new tenure-track faculty member hires and two (1) new contract/term (instructional, non-tenure track position) faculty member hires.

The three (3) existing full-time contract/term (instructional) faculty members currently teach in the Real Estate Program. The faculty positions and funding for the positions will be reallocated to the proposed department from the Pamplin College of Business. The anticipated salary and fringe benefits for each faculty member will remain the same as the current salary and fringe

amounts. Combined, the existing full-time faculty salaries are \$326,696 and fringe benefits are \$115,324 for a total of \$442,020.

The three (3) existing part-time contract/term (instructional) faculty members currently teach in the Real Estate Program at the Instructor level. The part-time faculty member positions and funding for the positions will be reallocated to the proposed department from the Pamplin College of Business. The anticipated salary for each Instructor will remain the same as the current salary. Combined, the existing Instructor salaries are \$46,500 and fringe benefits are \$12,276 for a total of \$58,776.

New Tenure-Track Faculty Hire 1

It is anticipated that in the first year of operation, one new faculty member will be hired to fill a new faculty position. It is anticipated that the faculty member will be hired at the assistant professor level in a tenure-track position. The faculty member will be expected to hold a doctorate degree in Business, Real Estate, Finance, Marketing, Economics, or a closely related field. Professional or academic experience in real estate is also required. The anticipated compensation for this position will be approximately \$160,000 in salary and \$56,480 in fringe benefits for a total of \$216,480.

New Contract/Term (Instructional), Non-Tenure Faculty Hire

It is anticipated that in the first year, one new contract/term (instructional) faculty member will be hired into a new non-tenure faculty position at the assistant professor level. The position will be shared equally with the College of Engineering with each college responsible for 0.5 FTE and will be a Professor of Practice. The faculty member will be expected to hold a Master of Science or Bachelor degree with substantial professional experience in Civil and Environmental Engineering or a closely related field. The faculty member will also be expected to possess or obtain licensure as a Professional Engineer (PE) as well as have professional experience or academic accomplishment in land development design, real estate development, and project management and knowledge of software tools currently used in these areas. The 0.5 portion of the anticipated compensation for salary will be \$50,000 and \$17,650 in fringe benefits for a total of \$67,650.

New Tenure-Track Faculty Hire 2

It is anticipated that in the second year of operation, one new faculty member will be hired to fill a new faculty position. It is anticipated that the faculty member will be hired at the assistant professor level in a tenure-track position. The faculty member will be expected to hold a doctorate degree in Business, Real Estate, Finance, Marketing, Economics, or a closely related field. Professional or academic experience in real estate is also required. The anticipated compensation for this position will be approximately \$160,000 in salary and \$56,480 in fringe benefits for a total of \$216,480.

Classified Staff

The proposed Department of Real Estate will employ four (4) classified staff positions. The staff includes academic advisors and administrative support.

The proposed Department of Real Estate will have two (2) full-time academic advisors to provide support for the students. These existing positions currently serve the Real Estate Program. The positions and funding for the positions will be reallocated to the proposed department from the Pamplin College of Business. The academic advisors will be responsible for activities such as student recruitment events, supporting students in developing and monitoring progress of plans of study, helping students choose and register for courses, and making student referrals to other institutional resources when needed. The anticipated salary for each position will be \$50,000 and fringe benefits of \$17,650 for a combined total of \$135,300.

The proposed Department of Real Estate will have a full-time marketing and communications coordinator. This position currently serves the Real Estate Program. The position and funding for the position will be reallocated to the proposed department from the Pamplin College of Business. The marketing coordinator will be responsible for activities such as developing and implementing marketing materials, periodic communications, educating potential students and their parents about the academic program and career opportunities, promoting students to industry for internship and career opportunities, and maintaining website and social media platforms. The anticipated salary will be \$52,500 and fringe benefits of \$28,077 for a total of \$80,577.

The proposed Department of Real Estate will have a full-time program support specialist. This position currently serves the Real Estate Program. The position and funding for the position will be reallocated to the proposed department from the Pamplin College of Business. The program support specialist will be responsible for activities such as assisting in administrative activities, managing the industry advisory board, and coordinating program events. The anticipated salary will be \$45,300 and fringe benefits of \$24,226 for a total of \$69,526.

Graduate Assistants

The proposed department will not utilize graduate students within the first three years of operation.

Student Workers

The proposed Department of Real Estate will have 5 student wage/worker positions. Student workers will be hired on an hourly basis to assist with operational and administrative tasks. Hourly rates for student wage workers are typically \$12.00. Student wage/worker positions are not eligible for fringe benefits. The total available budget for student worker salaries for all 5 positions will be \$21,000.

Miscellaneous

There will be an initial expenditure of \$27,500 to be utilized for the purchasing of stationary, business cards, signage (internal and external to the building), and faculty search ads associated with the creation of the proposed new department. The department intends to conduct faculty

searches in years 1 and 2 of operation. All miscellaneous costs will be covered by the Pamplin College of Business.

One-time costs during the first year of operation include signage, print materials, and 75% of the costs associated with the new faculty searches (i.e., \$18,750). One-time costs during the second year of operation include the remaining 25% of the costs associated with the new faculty searches (i.e., \$6,250).

Signage	\$ 2,000
Print Materials (stationery, business cards, etc.)	\$ 500
Faculty Search Ads	\$25,000
Total	\$27,500

Sustainability

Resources to support the proposed department will be reallocated from the Pamplin College of Business. The college will reallocate resources from the central college budget and the college's existing Virginia Tech Foundation funds to cover all costs associated with the creation of the proposed new department including resources to support miscellaneous costs and new faculty hires. Website changes will be made as a part of duties and responsibilities of existing staff.

Virginia Tech and the Pamplin College of Business have adequate and sufficient resources to establish and operate the proposed new department. No new resources will be requested from the state to establish and or maintain the proposed organizational change for a new Department of Real Estate.

Budget

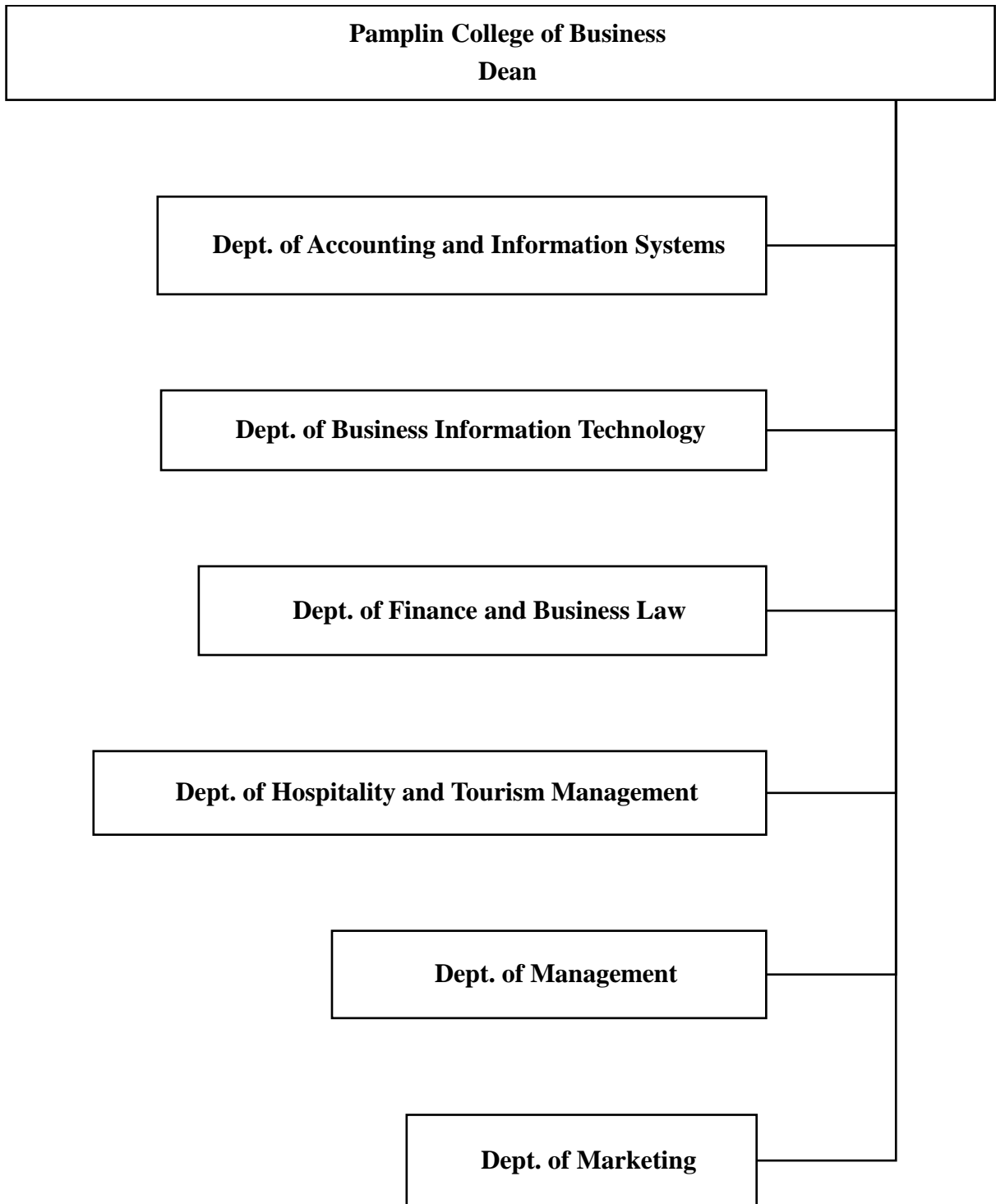
The proposed department budget presents proposed expenditures for the first three years of the Department of Real Estate. Personnel costs will include hiring three (3) new faculty members. All the costs associated with miscellaneous items have been included in the budget.

New Academic Unit - Proposed Name: Department of Real Estate

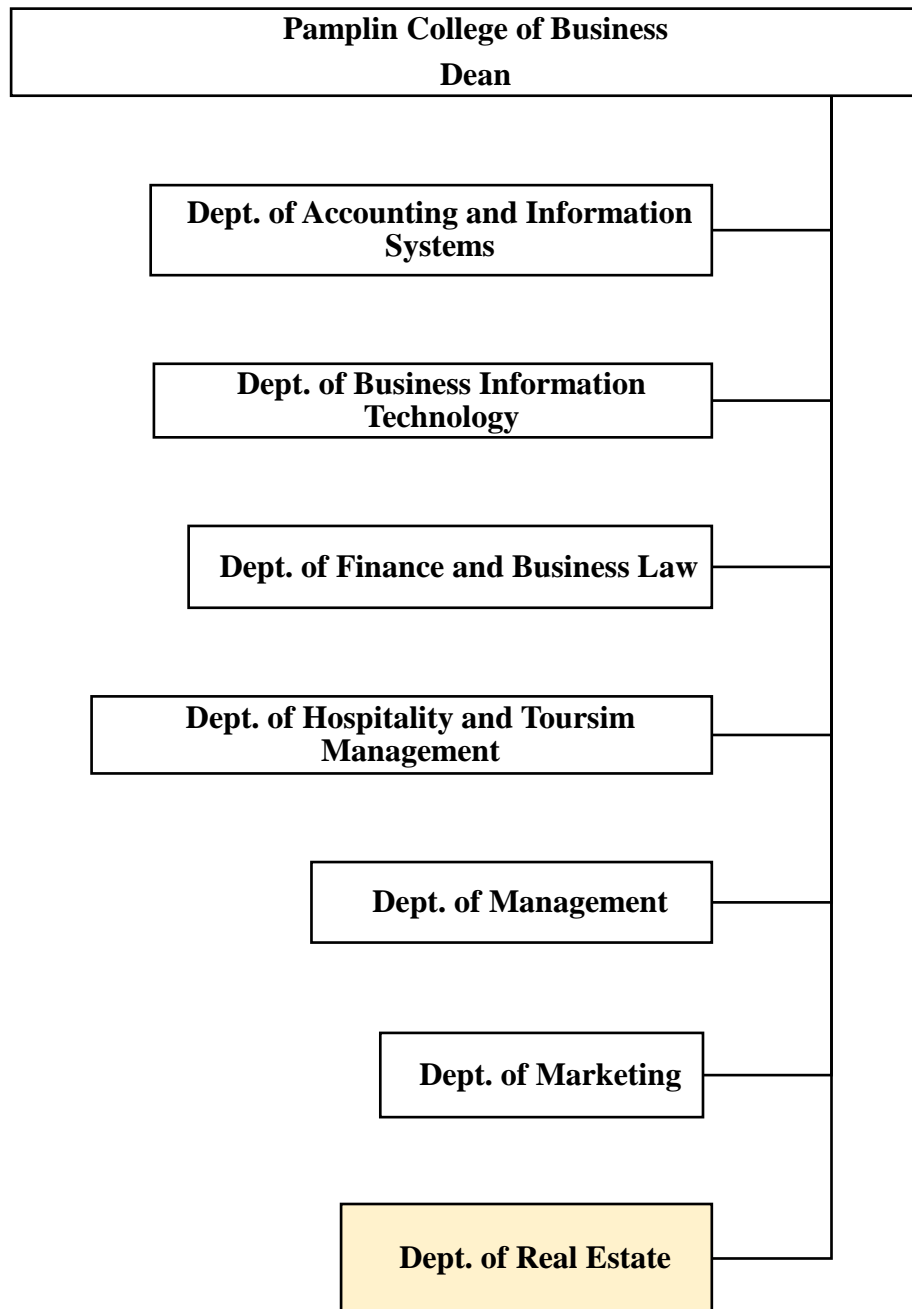
Expenditure Category	Proposed Budget			
	HDCT	2022 - 2023	2023 - 2024	2024 - 2025
Personnel Salary				
Department Chairperson	1	\$280,078	\$280,078	\$280,078
Fringe Benefits		\$98,868	\$98,868	\$98,868
Academic Advisor	2	\$100,000	\$100,000	\$100,000
Fringe Benefits		\$35,300	\$35,300	\$35,300
Marketing and Communications Coordinator	1	\$52,500	\$52,500	\$52,500
Fringe Benefits		\$28,077	\$28,077	\$28,077
Program Support Specialist	1	\$45,300	\$45,300	\$45,300
Fringe Benefits		\$24,226	\$24,226	\$24,226
Faculty	9	\$583,196	\$743,196	\$743,196
Fringe Benefits		\$201,730	\$258,210	\$258,210
Personnel Subtotal	14	\$1,449,275	\$1,665,755	\$1,665,755
Student Support				
Student Helpers Workers	5	\$21,000	\$21,000	\$21,000
Graduate Teaching Assistant				
Graduate Research Assistant				
Student Support Subtotal	5	\$21,000	\$21,000	\$21,000
Operating Expenses				
Office Supplies		\$13,095	\$13,095	\$13,095
Instructional Supplies		\$10,000	\$10,000	\$10,000
Travel		\$10,000	\$10,000	\$10,000
Marketing		\$17,000	\$17,000	\$17,000
Conference/Professional Development		\$800	\$800	\$800
Other Costs		\$27,500	\$6,250	
Operating Expenses Subtotal		\$78,395	\$57,145	\$50,895
Total	19	\$1,548,670	\$1,743,900	\$1,737,650

Appendices

Appendix A
Current Organizational Structure



Appendix B
Proposed Organizational Structure



Appendix C
Departments at SCHEV Peer Institutions

Institution	Department/Unit
Ohio State University	Center for Real Estate*
University of Colorado – Boulder	CU Real Estate Center*
University of Texas at Austin	Real Estate Center*
University of Southern California	Center for Real Estate*
University of Washington – Seattle	Runstad Department of Real Estate
University of Wisconsin – Madison	Department of Real Estate and Land Economics

*Appears to function in similar role as a department/academic unit.

RESOLUTION TO REVISE THE FACULTY SENATE CONSTITUTION AND BYLAWS

WHEREAS, the outline of a substantial revision to the Virginia Tech system of shared governance was approved by the Board of Visitors in 2020-2021; and

WHEREAS, the detailed changes to the University Council Constitution and Bylaws necessitated by that outline have been completed by the President's Committee on Governance and are currently moving through shared governance; and

WHEREAS, the changes to the University Council Constitution and Bylaws require extensive changes to the Faculty Senate Constitution and Bylaws; and

WHEREAS, additional changes were made to the Faculty Senate Constitution and Bylaws at this time to improve the operation of the Faculty Senate and clarify its nature and procedures; and

WHEREAS, though the rules of the Faculty Senate and the University Council do not require approval by the Board of Visitors when the Faculty Senate Constitution and Bylaws are changed, the President's Committee on Governance determined that the extent of the revision to shared governance warranted such approval;

NOW, THEREFORE, BE IT RESOLVED, that the Faculty Senate Constitution be updated as described below; and

BE IT FURTHER RESOLVED, that all portions of the Faculty Handbook and other relevant Virginia Tech documents be revised accordingly.

Recommendation

That the above Resolution to Revise the Faculty Senate Constitution and Bylaws be approved.

June 7, 2022

Faculty Senate Constitution and Bylaws

Established Sep. 1, 1969

(Last updated June 2022)

Published by the Faculty Senate of Virginia Tech

Faculty Senate Constitution

Article I. Name

This representative body shall be known as the Faculty Senate of Virginia Polytechnic Institute and State University, hereafter referred to as the Faculty Senate or the Senate.

Article II. Purpose

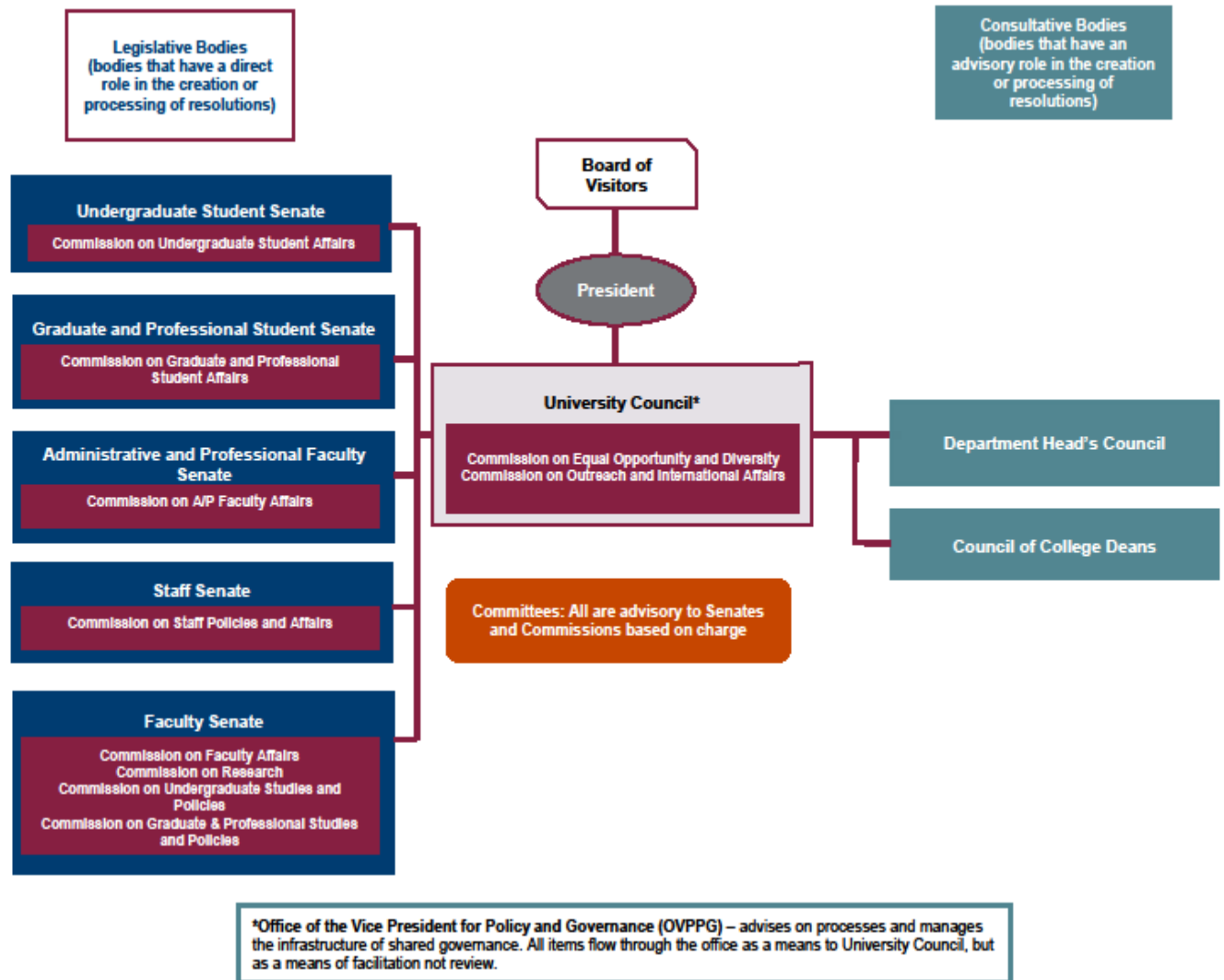
The purpose of the Faculty Senate is to represent the interests of faculty within Virginia Tech's system of shared governance (see below) and to work with the administration, A/P faculty, staff, and students to advance the shared goals of the university, including the creation and protection of a university environment conducive to the richest growth of scholarship, learning, teaching, research, service, and respect for human dignity and rights.

The Faculty Senate is part of the legislative system defined in the University Council Constitution. This system constitutes the main bodies for policy formation at Virginia Tech and also includes the University Council; the University Council Cabinet; the A/P Faculty Senate, the Staff Senate, the Undergraduate Student Senate, and the Graduate and Professional Student Senate; the university and senate commissions; and the standing committees of the University Council. The senate commissions formulate and recommend policies to the senates, which in turn recommend policies to the University Council; the university commissions formulate and recommend policies directly to the University Council. The University Council makes policy recommendations to the president of the university. Final authority rests with the president and the Board of Visitors. Because these bodies constitute a legislative system, their functions, relationships, and the processes they hold in common will be defined in the University Council Constitution and Bylaws. All aspects of the Faculty Senate not defined in those documents will be defined in the Faculty Senate Constitution and Bylaws.

In order for this system to function as intended, the roles and authority of its different components as presented in this document must be maintained, and participants in shared governance are expected to adhere to these statements of purpose, function, or charge. Senate and commission charges identify the areas of legislative authority and responsibility for the relevant body. These charges are not exhaustive: when questions arise regarding the relevance of the topic of a resolution to a commission or senate charge, they will be addressed to the University Council Parliamentarian, and if necessary, the University Council Cabinet. Per Article III Section 3 of the University Council Bylaws, the University Council Cabinet will review all resolutions for agreement with the commission charge. Determination of the authority of a commission to advance a resolution rests with the University Council Cabinet and the University Council.

Faculty Senate policy recommendations are advanced in the form of resolutions as prescribed in Article III of the University Council Bylaws and Article XI of the Faculty Senate Bylaws.

Governance Structure



Article III. Functions

In accordance with Article VII of the University Council Constitution, the functions of the Faculty Senate are as follows:

“The Faculty Senate shall be representative of the faculty as prescribed in chapter one of *The Faculty Handbook* and have the authority and responsibility to act on their behalf through legislative recommendations concerning academic policies and regulations, educational standards, curricula, methods of instruction, faculty status, matters of equity and diversity that affect the faculty environment, and the working conditions of faculty, among other topics.”

The Faculty Senate also has the right to consider any matter of general interest to its members and to seek wider discourse on these topics within our system of shared governance. However, concerns that fall outside the purview of the Faculty Senate or of its commissions as delineated in the University Council Constitution may not be advanced as resolutions.

More specifically, the functions of the Faculty Senate are to:

- Provide leadership in the formulation of academic and educational policies.
- Develop policy recommendations both within the Senate and through its assigned commissions that advance the interests of faculty and the missions of the university.
- Express the views and preferences of faculty regarding university affairs and policy recommendations that impact faculty no matter their point of origin within our system of shared governance.
- Apply the disciplinary knowledge and perspective of faculty members to the issues and aims of shared governance.
- Coordinate the efforts of and partner with the college faculty associations.
- Advise and respond to the university commissions, the University Council, the administration, and the Board of Visitors on university affairs.
- Actively communicate with the other participants in shared governance through formal and informal channels in a timely manner.
- Accept and share responsibility with the administration, staff, and students in all efforts to improve the stature and usefulness of the university.
- Elect, appoint, or recommend members to the University Council, senate and university commissions, and university standing committees.
- Provide referral for individual concerns and issues to appropriate organizations or personnel.
- Evaluate the nature and procedures of the Faculty Senate in an ongoing manner in order to improve the senate’s ability to fulfill its purpose and carry out its functions.

Senators, though uninstructed representatives of their constituents, have the responsibility to seek the opinions of their electorate. Having done so, they shall make decisions and vote on matters brought before the Faculty Senate according to their own reasoned judgment.

Article IV. Membership

Section 1. Composition

The Faculty Senate consists of 100 elected faculty members as determined and apportioned by the processes outlined in Article II of the Faculty Senate Bylaws. Except as noted in the bylaws, the majority of senators are elected by and represent the interests of their unit (e.g., department or school).

Section 2. Eligibility

Faculty members who hold full-time and continuing departmental appointments in the following tracks are eligible for election to the Faculty Senate: tenured and tenure-track, collegiate, clinical, professor of practice, and instructor (the college faculty); continued appointment and continued-appointment track (University Libraries and extension faculty); research professor, research associate, and research scientist (the research faculty); and tenured track, tenure-track, tenured-to-title track, tenure-to-title track, secondary, adjunct, clinical preceptor, and instructor (the VTCSOM faculty). Qualified faculty members who currently hold primary appointments in administrative positions at the college or university level or within the University Libraries and faculty members studying for a degree at the university are ineligible for election to the Faculty Senate or to vote in Faculty Senate elections.

Because of their instructional, research, and service expectations, University Libraries faculty who hold a continued appointment or are on the continued appointment-track, though classified as A/P faculty, are eligible to be members of the Faculty Senate. All other A/P faculty with instructional or research responsibilities, such as Extension agents, project associates, or instructors in the University Libraries, are eligible to serve in the A/P Faculty Senate.

Interpretations of these eligibility requirements are provided in the Faculty Senate Bylaws.

Section 3. Principles of Representation

Insofar as possible, each senator shall represent an equal number of faculty members eligible for Faculty Senate membership. The faculty of each department and college shall be represented by at least one senator. Additional representation is prescribed in the bylaws. The Faculty Senate Cabinet, upon recommendation of the operations officer, shall adjust annually the number of faculty senators as prescribed in the Faculty Senate Bylaws.

Section 4. Nominations and Elections

Eligibility to vote in the election of senators is limited to those eligible for membership under Article IV, Section 2 (see above). Nominations and elections are made as prescribed in the bylaws, including the timing of elections.

Section 5. Term of Membership and Vacancies

Senators are elected for a term of three years, or until their successor is elected, and are eligible for re-election as prescribed in Article II, Section 5 of the bylaws. Senators serve until their successors take office. Vacancies in unexpired terms are filled as prescribed in the bylaws.

Section 6. Elected Alternates

The Faculty Senate permits a department, college, the University Libraries, and the Virginia Tech Carilion School of Medicine to elect alternates who may attend Faculty Senate meetings and vote in the absence of a senator.

Article V. Officers

Section 1. Officer Titles and Duties

The Faculty Senate shall have a president, vice president, and operations officer elected by members of the Faculty Senate from elected senators. The previous president serves as the immediate past president. The president may appoint a parliamentarian from elected senators.

a. President

The duties of the president include representing the faculty as the main point of contact and advocacy to external entities including the Board of Visitors and the administration, presiding at all meetings of the Faculty Senate and cabinet, and performing duties prescribed in the constitution and bylaws. Due to the demands of the office, the president is ineligible for membership on commissions or university standing committees, unless policy designates *ex-officio* appointment, as is the case with the Commencement Committee.

b. Vice President

The duties of the vice president include assisting and supporting the president and acting in their absence, monitoring the activities of the Faculty Senate commissions and the external standing committees, and performing other duties as prescribed in the bylaws. Though not required, the vice president typically chairs the Commission on Faculty Affairs.

c. Operations Officer

The duties of the operations officer include organizing all Senate operations, monitoring internal standing committees and work groups, organizing the election of faculty members to the Senate, and performing other duties as prescribed in the bylaws.

d. Immediate Past President

The duties of the immediate past president include advising the president; organizing the election of the Faculty Senate officers and other senate elections; and performing other duties as prescribed in the bylaws.

e. Parliamentary (optional)

The duties of the parliamentarian include advising the Faculty Senate on the application of the rules of order.

Section 2. Nomination and Election of Officers

The Faculty Senate cabinet shall nominate a slate of officers and nominees for other senate elections. Additional nominations may be made from the floor of the Senate. The time and manner of election of officers are prescribed in the bylaws.

Section 3. Term of Office and Vacancies

Officers are elected for a term of one year or until their successor is elected and are eligible for re-election as prescribed in the bylaws. The beginning and ending dates of the terms of office are prescribed in the bylaws. Vacancies in unexpired terms are filled in the same manner as are full terms.

Article VI. The Faculty Senate Cabinet

Section 1. Membership and Functions

The members of the Faculty Senate Cabinet are the officers of the Faculty Senate and one senator from each college, the University Libraries, and the Virginia Tech Carilion School of Medicine. An officer may serve as their college's representative on the cabinet, provided that they are elected in that capacity by senators from their college. Given the variability of faculty experience in shared governance, the president of the Faculty Senate may also appoint up to two non-voting advisors to the cabinet.

The functions of the cabinet are to serve as the executive committee of the Faculty Senate, to which it is responsible and to which it reports regularly on the disposition of matters submitted to it; to act on behalf of the Faculty Senate between Senate meetings; and to discharge duties in accordance with the Faculty Senate Constitution and Bylaws.

Section 2. Nomination and Election of Cabinet Members

Cabinet members who are not Senate officers are elected by caucus of the senators of their respective colleges. The time and manner of election of officers are prescribed in the bylaws.

Section 3. Term of Office and Vacancies

Cabinet members are elected for a term of one year, or until their successor is elected, and are eligible for re-election as prescribed in the bylaws. Vacancies in unexpired terms are filled in the same manner as full terms.

Article VII. The Commissions of the Faculty Senate

All policy recommendations of the Faculty Senate must first be advanced and approved by one of its commissions before they are voted on by the Senate. The commissions of the Faculty Senate are the Commission on Faculty Affairs (CFA), the Commission on Graduate and Professional Studies and Policies (CGPSP), the Commission on Research (COR), and the Commission on Undergraduate Studies and Policies (CUSP).

Though senate commissions are part of senates, their charges and membership are maintained within the University Council Constitution and cannot be altered directly by the senates. Charges of senate commissions are defined in Article VIII of the University Council Constitution and repeated here for convenience.

The chairs of the Faculty Senate Commissions will be senators elected or appointed as prescribed in the bylaws.

Commission on Faculty Affairs (CFA)

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures affecting faculty working conditions and the professional standing of all faculty who qualify for membership in the Faculty Senate. Areas for consideration include commencement; academic freedom and faculty morale; procedures for appointing, evaluating, disciplining, and recognizing faculty, including department heads and chairs; tenure and/or promotion, benefits, academic and personal leave, and extra-university professional activity; and matters of equity and diversity that affect faculty.

Commission on Graduate and Professional Studies and Policies (CGPSP)

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures concerning graduate and professional academic matters. Areas for consideration include admissions, academic progress, degree requirements, commencement; registration and scheduling; graduate curricular standards and expectations, advising, and instruction, both of and by graduate students; research involving graduate students; financial assistance including assistantships, scholarships, and fellowships; and library resources.

Commission on Research (COR)

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures concerning research and research faculty. Areas for consideration include sponsored programs, core programs and interdisciplinary research; intellectual property; animal care

and human subjects; indirect costs and returned overhead; research facilities, centers and institutes, and library resources; and liaison with affiliated corporations and institutes.

Commission on Undergraduate Studies and Policies (CUSP)

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures concerning undergraduate academic matters. Areas for consideration include library resources, admissions, academic progress, degree requirements, Honor Systems and study environment; In-Honors programs, undergraduate curricular standards and expectations, advising, and instruction; student honors and awards; financial aid, scheduling, and registration.

Article VIII. Faculty Senate External and Internal Standing Committees and Work Groups

Section 1. Description

Standing committees and work groups are established to carry out the functions and operation of the Faculty Senate. The actions of all standing committees are subject to review by the Faculty Senate.

There are two types of Faculty Senate standing committees: external and internal. External Faculty Senate standing committees serve the needs of the faculty as a whole, report to the vice president of the Senate, are prescribed in *The Faculty Handbook*, and are summarized in the Faculty Senate Constitution (see below). Internal Faculty Senate standing committees serve the internal operations of the Faculty Senate, report to the operations officer, and are prescribed in Article XIII of the Faculty Senate Bylaws.

Faculty Senate standing committees and work groups may be established or revised upon recommendation of the Faculty Senate president, the cabinet, or a senator, and approval by the Faculty Senate. In addition to Senate approval, the establishment or revision of external Faculty Senate standing committees requires approval through the resolution process.

The **Committee on Faculty Ethics** receives and considers charges of violations of faculty ethics that involve the abuse of professional responsibilities as outlined in the principles of ethical behavior prescribed in *The Faculty Handbook*. It is the venue for the examination of possible violations of the standards for research, teaching, and appropriate behavior with colleagues and students that do not cross legal thresholds, such as behavior that is offensive but does not meet the standard for discrimination/harassment. The committee has an investigatory and reporting role.

The **Committee on Reconciliation** offers advice and counsel to faculty members who seek it, particularly in relation to disputes with immediate supervisors or university administrators. The committee has a designated role within the grievance process to assist in resolving disputes that are eligible for consideration as a grievance if so requested by the

faculty member, and can help facilitate conversations between faculty members and their supervisors with the goal of reaching mutually agreeable solutions. Faculty members may also consult the committee regarding serious disagreements with immediate supervisors or other university administrators over issues that are not eligible for consideration within the grievance process. In contrast to the Faculty Review Committee, the Committee on Reconciliation operates informally as a facilitator, similar to the University Ombuds Office. It meets with the respective parties to determine if there is common ground for resolution of the matter, facilitating a solution that is agreeable to the principal parties and consistent with university policy and practice.

The **Faculty Review Committee** oversees the movement of grievances through the grievance process as prescribed in *The Faculty Handbook*, provides faculty review of faculty grievances that are not resolved at the college level, and considers appeals in the promotion and tenure or continued appointment process when the provost does not concur with a positive recommendation from the University Committee on Promotion and Tenure or the University Committee on Promotion and Continued Appointment. The committee has an investigatory and reporting role.

Section 2. Membership, Terms of Membership, and Appointments

Memberships and terms of membership for external standing committees are prescribed in the *Faculty Handbook*. Membership and terms of membership for internal standing committees are prescribed in the Faculty Senate Bylaws.

The president of the Faculty Senate, with the advice of the cabinet, appoints members to and selects the chair of all external Faculty Senate standing committees. Members of internal standing committees are selected in the same manner, but chairs of internal standing committees are elected by the committee members subject to the concurrence of the president.

Article IX. Faculty Senate Representation on the University Council Cabinet, University Council, Senate and University Commissions, University Standing and Ad Hoc Committees, and the Faculty Senate of Virginia

Section 1. Principles of Representation

Recognizing the importance of democratic processes, representation of the Faculty Senate within the various bodies of shared governance shall be determined by election, except for *ex officio* appointments or appointments made at the prerogative of the president or cabinet. Faculty Senate representatives shall keep in mind that the prime function of such bodies is policy making and that the implementation of policies and programs is properly the responsibility of administrators. In all cases, Faculty Senate members or Faculty Senate representatives who serve on shared governance bodies are expected to represent the position of the Faculty Senate in the formulation of policy; to inform the Faculty Senate

of pertinent matters to be considered and of actions taken; and to bring matters of Faculty Senate concern before the body.

Section 2. Faculty Senate Representation on the University Council Cabinet

The president of the Faculty Senate shall serve as an *ex officio* member and co-chair of the University Council Cabinet. The president of the Faculty Senate, with the advice of the Faculty Senate Cabinet and the confirmation of the Faculty Senate, shall appoint two additional Faculty Senate members to the University Council Cabinet. While preference shall be given to the vice president and the immediate past president, experience in shared governance should be a significant factor in the selection. Term of membership (one-year) is prescribed in Article VI, Section 4 of the University Council Constitution. Eligibility for reappointment is prescribed in Article II, Section 5 of the Faculty Senate Bylaws.

Section 3. Faculty Representation on the University Council

Faculty Senate representation on the University Council shall include the president, vice president, and immediate past president, who serve as *ex officio* members, and one senator from each college, who are elected by the Senate. Term of membership (three-years) and the procedure to fill vacancies in unexpired terms are prescribed in Article IV, Section 3 of the University Council Constitution. Eligibility for reelection is prescribed in Article II, Section 5 of the Faculty Senate Bylaws. If the office of immediate past president is vacant, the operations officer will serve in their stead.

Section 4. Faculty Senate Representation on Senate and University Commissions

The Faculty Senate holds membership on Faculty Senate and university commissions as prescribed in Article VII of the University Council Bylaws. The Faculty Senate Commissions are also listed in Article VII of the Faculty Senate Constitution. The commissions of the other senates are the Commission on Administrative and Professional Faculty Affairs (CAPFA), the Commission on Graduate and Professional and Student Affairs (CGPSA), the Commission on Staff Policies and Affairs (CSPA), and the Commission on Undergraduate Student Affairs (CUSA). The university commissions are the Commission on Equal Opportunity and Diversity (CEOD) and the Commission on Outreach and International Affairs (COIA). Term of membership and the procedure to fill vacancies in unexpired terms are prescribed in Article VIII, Section 5 of the University Council Constitution. Eligibility for reelection is prescribed in Article II, Section 5 of the Faculty Senate Bylaws.

Section 5. Faculty Representation on University Standing and Ad Hoc Committees

The Faculty Senate representatives on university standing and *ad hoc* committees are nominated by the Faculty Senate and appointed by the president of the university. Nominations are requested on behalf of the president by the Office of the Vice President for Policy and Governance. Term of membership on university standing committees (three-years) and the procedure to fill vacancies in unexpired terms are prescribed in Article IX,

Section 3 of the University Council Constitution. Eligibility for reappointment is prescribed in Article II, Section 5 of the Faculty Senate Bylaws.

Section 6. Faculty Representation on the Faculty Senate of Virginia

The Virginia Tech Faculty Senate holds membership on the Faculty Senate of Virginia. The terms, functions, and duties of this representation are prescribed in the bylaws.

Article X. Meetings and Procedures

Section 1. Regular Plenary Meetings of the Faculty Senate

The Senate shall hold at least five regular plenary meetings each fall and spring semester and other meetings as prescribed in the bylaws.

Section 2. Special Plenary Meetings of the Faculty Senate

Special plenary meetings of the Faculty Senate may be called by the presiding officers at any time, including June, July, and August, upon recommendation of the cabinet. Requests for special meetings may be made as prescribed in the bylaws.

Section 3. Open Forum Meetings of the Faculty Senate

Open forum meetings may be called to provide an opportunity for all segments of the university to express their views on an issue of general concern. Such meetings are called as prescribed in the bylaws.

Section 4. Cabinet Meetings

Regular meetings of the cabinet shall be held at least once each month from September through May. Special meetings of the cabinet may be called at any time by the presiding officer.

Section 5. General Faculty Meetings

The Faculty Senate may call a meeting of the general faculty.

Section 6. Standing Committee Meetings

Each standing committee meets as frequently as required to fulfill its responsibilities. The presiding officer prepares the agenda and distributes it to all members prior to each meeting.

Section 7. Quorum

Fifty percent plus one of the total membership, excluding non-voting members and vacant positions, shall constitute a quorum for all meetings of the Faculty Senate, cabinet, or

standing committees, except open forum meetings where no quorum is required. In the absence of a quorum, a meeting can be held but no votes taken or decisions reached, except votes on motions to obtain a quorum or to adjourn the meeting.

Section 8. Faculty Attendance

Faculty members eligible for election to the Faculty Senate may attend but not vote in regular and special plenary meetings of the Faculty Senate.

Section 9. Guests

Any Virginia Tech faculty member, employee, or student may attend plenary and open forum meetings of the Faculty Senate as a guest, with the understanding that guests:

- May participate in discussions if and when recognized by the chair but cannot vote or make motions for consideration.
- Will treat participants in shared governance with respect and in accordance with the expectations for decorum outlined in *Robert's Rules of Order*.
- May be removed from a meeting by the request of any member and a majority vote of the members in attendance.
- May not displace a regular member of the body when seating/space is limited.

Members of the public who wish to attend Faculty Senate meetings should contact the president of the Faculty Senate.

Section 10. Parliamentary Procedure

The parliamentary rules used by the University Council, subject to special rules as may be adopted by the Faculty Senate, shall govern the procedures of the Faculty Senate, cabinet, commissions, and standing committees.

Section 11. Voting on Senate Commission Resolutions and Other Matters

All resolutions advanced to the Senate by the Faculty Senate commissions must have first and second readings and be voted on by the Senate, either by means of a consent agenda or by actual vote. Senate votes will be carried out via the same software used by the University Council. In accordance with Article XI, Section 5 of the University Council Constitution, Senate votes on resolutions are by recorded ballot. The nature of voting on all other matters shall be determined by the Faculty Senate as a whole.

Article XI. Amendments to the Constitution and/or Bylaws

Section 1. Development

Amendments to the constitution and/or bylaws may be developed by whatever means the Senate deems appropriate. Amendments to the constitution require a Commission on Faculty Affairs resolution; amendments to the bylaws do not.

One-fifth of faculty eligible for election to the Faculty Senate may petition the president of the university to convene a meeting of faculty eligible for election to the Faculty Senate to make changes to the Faculty Senate Constitution.

Section 2: Approval of Amendments to the Constitution

Amendments to the constitution become effective upon the following sequence of actions:

- a. An affirmative majority vote by the CFA.
- b. An affirmative vote of two-thirds (2/3) of the senators present and voting, provided that a quorum has been reached.
- c. An affirmative vote in the University Council of the majority of members present and voting, provided that a quorum has been reached.
- d. Approval by the president of the university.

Section 3. Approval of Amendments to the Bylaws

Amendments to the bylaws become effective upon an affirmative vote of the majority of the senators present and voting, provided that a quorum has been reached, and requires no further approval.

Section 4. Notice of Proposal

Notice of proposal to amend the constitution and/or bylaws shall be given in the Faculty Senate agenda and considered at no fewer than two meetings of the Faculty Senate prior to voting. A vote may be taken on an amendment at the second meeting. The proposed amendment shall be distributed with the agenda.

Faculty Senate Bylaws

Article I. Duties

Section 1. Faculty Senators

Senators are expected to:

- a. Attend plenary Senate meetings and other meetings required due to Senate-related service commitments.
- b. Familiarize themselves with Senate procedures.
- c. Develop an understanding of the issues considered by the Senate.
- d. Vote on the resolutions advanced by the commissions of the Senate.
- e. Report regularly to their constituents on Senate proceedings and represent the interests of their constituents in Senate discussions.
- f. Treat other senators and participants in shared governance with respect and in accordance with the expectations for decorum outlined in *Robert's Rules of Order*.
- g. Serve on at least one of the councils, commissions, and committees that comprise shared governance, either at the Senate or university level, if appropriate positions are available.

Article II. Membership

Section 1. Composition

The limit of 100 senators established in the constitution can be increased if necessary for reasons contained in Section 3(d) of this article (see below).

Section 2. Eligibility

The eligibility requirements for election to the Faculty Senate in Article IV, Section 2 of the constitution are interpreted as follows:

- a. An appointment is considered continuing unless the letter of appointment states otherwise.
- b. For the purpose of the Faculty Senate Constitution and Bylaws, the term “department” is understood to mean an academic unit in which at least one eligible faculty member resides. The term shall apply only to those departments and

divisions that are actively involved in the teaching of credit courses or the awarding of degrees in specific academic disciplines. The precise interpretation of this term will be made by the Faculty Senate Cabinet.

- c. The university-level, college-level, and University Libraries administrators are the president, provost, associate and assistant provosts, vice presidents, associate and assistant vice presidents, deans, associate and assistant deans, and assistants to any of the preceding.
- d. A faculty member is considered to be studying for a degree at the university if they are currently pursuing a program of study that has been filed in the graduate school office.
- e. An eligible faculty member who is not affiliated by appointment with an academic department is assigned by the Faculty Senate Cabinet to the department the cabinet considers most appropriate.

All senators are eligible for election or appointment to additional shared governance roles and to vote in these elections.

The eligibility requirements for non-senators who serve in shared governance roles are the same as the eligibility requirements for the election of faculty members to the Faculty Senate.

Section 3. Principles of Representation

Departments

- a. As established in the constitution, each department will have at least one senator.
- b. Schools that are a subdivision of a college are to be treated as departments.
- c. Two departments with limited faculty resources may join to elect a representative. A simple majority of faculty members in each department must agree to joining and the vote on joining must take place before each senatorial election. These joined departments are then considered a single department for election purposes. (The term “departments with limited faculty resources” implies that the joined departments would qualify for exactly one representative. If the joined departments would have a combined number of faculty that makes them eligible for two or more representatives, then those departments cannot join.)
- d. In the unusual case that the allotted number of senators for a college is less than the number of departments in that college:
 - i. All departments from that college will have one senator.
 - ii. The total number of senators prescribed in Article IV, Section 1 of the constitution will be increased so that each department in that college will have one senator.

- iii. Departments that have an unfilled position in the senate for the upcoming term will hold an election, except if a Faculty Senate officer or their college faculty association representative for the upcoming term is a member of that department.
- e. Insofar as possible within these bounds, the number of senators from each department will be proportional to the number of faculty members in the department.

Colleges

- a. As established in the constitution, each college will have at least one senator.
- b. The University Libraries and the Virginia Tech Carilion School of Medicine are to be treated as colleges.
- c. No college will have more than 20% of the total number of senators.
- d. The senators from each college will include:
 - i. Faculty Senate officers from that college.
 - ii. One senator elected by the respective college faculty association, if not waived (under Article II, Section 4(b), see below).
 - iii. At least one senator from each department.
- e. Insofar as possible within these bounds, the number of senators from each college will be proportional to the number of faculty members in the college.

The Virginia Tech Carilion School of Medicine will have one senator per department as an interim step in the process of the school's addition to shared governance. This exception to the standard method of election will be evaluated in 2026.

Section 4. Nominations and Elections

Nomination and Election of Faculty Senators

- a. In January, the Faculty Senate operations officer will:
 - i. Request the number of eligible faculty members in each college and department from the Provost's Office.
 - ii. Identify the college faculty associations that are required to hold a Faculty Senate election by virtue of having an unfilled position in the senate for the upcoming term, and notify all college faculty associations of their electoral obligations under the Faculty Senate Bylaws.
- b. In February, those college faculty associations that are required to hold an election will:
 - i. Generate a slate of faculty nominees.
 - ii. Hold an election.

- iii. Report the results of the election to the Faculty Senate operations officer. If the college faculty association does not exist or does not supply the election results by the end of February, the college waives its right to a college faculty association representative in the Senate, but does not change the total allotment of senators to that college.
- c. In February, the Faculty Senate operations officer will:
 - i. Propose a number of eligible faculty members for each college and department to the Faculty Senate Cabinet, who will make the final determination on the number of eligible faculty members.
 - ii. Identify departments that are required to hold an election by virtue of having an unfilled position or positions in the Faculty Senate for the upcoming term and notify all departments of the number of senators that must be elected for each department to fulfill its electoral obligations under the Faculty Senate Bylaws.
- d. In March, those departments that are required to hold an election as prescribed in Article II, Section 4(c) will:
 - i. Generate a slate of faculty nominees.
 - ii. Hold an election.
 - iii. Report the results of the election to the Faculty Senate operations officer.

Senate terms begin with the first Senate meeting in the fall semester. Newly elected senators may be observers until the date of their term of office, and may participate and vote in elections for the organization of the following year's Faculty Senate, including the election of commission and committee members who represent the Faculty Senate.

Nomination and Election of the Faculty Senate Cabinet

In August or September, at the first Senate meeting of the fall semester, senators from each college will caucus and elect their cabinet representative for the coming year. As stated in Article VI, Section 1 of the constitution, college representation in the cabinet may be provided by an officer, but colleges have the option to elect a separate representative. To facilitate this option, officers must abstain from the discussion and election of cabinet representatives. After the cabinet is formed, the Faculty Senate president may appoint one or two advisers to the cabinet and should review this decision with the cabinet and the Faculty Senate.

Nominations and Elections by the Faculty Senate (Including Officers)

In April, the Faculty Senate Cabinet shall solicit nominations for all positions within shared governance that must be filled by the Faculty Senate within the coming year, including the officers of the Senate. No later than the penultimate plenary meeting, the Faculty Senate cabinet shall present a slate of nominees for Senate representation on the relevant commissions, committees, and councils. Permission of candidates must be obtained before names are placed in nomination. Nominees are elected by majority vote of senators present and voting, provided that a quorum has been reached. Elections are by secret

ballot. Those elected shall take office two weeks prior to the first day of classes in fall, except for the officers of the Senate, whose term begins the first day after the June Board of Visitors meeting.

Section 5. Eligibility for Reelection or Reappointment (Term Limits) and Vacancies

Senators are eligible for reelection or reappointment within the bounds of the term limits presented below. Unless noted, term limits can be extended by a two-thirds affirmative vote of senators present and voting, provided that a quorum has been reached. In all cases, partial terms will be treated as full terms. The standard term for university-level service (University Council, commissions, etc.) is three years.

- a. President, vice president, and operations officer: three consecutive one-year terms in one office.
- b. Immediate past president: one one-year term. A president elected for a second or third term may request that the immediate past president serve as an advisor to the cabinet.
- c. Cabinet members (who are not officers): three consecutive one-year terms.
- d. Senators: while academic units (e.g., departments) are encouraged to limit Faculty Senate representatives to no more than three consecutive three-year terms, the determination for eligibility for reappointment shall be made by a vote among faculty within the academic unit.
- e. Senators appointed to the University Council Cabinet: three consecutive one-year terms.
- f. Faculty Senate representatives elected to the University Council and senate and university commissions: three consecutive three-year terms.
- g. Faculty Senate-nominated representatives to university standing committees: three consecutive three-year terms.
- h. Members of the external standing committees: a two-year appointment with a limit of three consecutive terms. (This information is included here for reference only, as these terms are prescribed in the *Faculty Handbook*.)
- i. Members of the Policy and Handbook Committee: a three-year appointment with a limit of three consecutive terms.

After two years absence from any role, senators and faculty are eligible for re-election or re-appointment to that same role for the maximum amount of time allowed.

In order to fulfill their role as immediate past president, the Faculty Senate president must remain a senator for one year following their service as president.

In the case of a vacancy caused for any reason, including replacement by a department or University Libraries faculty, the respective faculty, at its next meeting, shall elect a representative to fill the unexpired term.

Section 6. Elected Alternates and Attendance

Each department may elect one senator to fill in as an alternate when a senator cannot attend individual meetings or is on research or other leave. Unless arrangements have been made with the operations officer and approved by the cabinet for an alternate to fulfill a senator's obligations, the expectations for attendance expressed in Article III, Section 2 of the bylaws will be applied.

If not already serving on the Faculty Senate, colleges faculty associations are encouraged to assign their faculty association president as an alternate for the Faculty Senate.

Article III. Resignation or Removal of a Senator, Officer, Cabinet Member, or Commission Chair

Section 1. Notification and Consideration of Absences

If a senator is struggling to attend meetings required by their position, they should notify the Faculty Senate president or vice president who will schedule a meeting between the senator and Senate officers in which special circumstances for absences will be discussed and considered. Under normal circumstances, automatic resignation due to absences from meetings will proceed as described below.

Section 2. Resignation

A senator is deemed to have resigned from the Faculty Senate if they 1) submit a letter of resignation to the Faculty Senate President or 2) are absent from plenary senate meetings three times in one semester or four times in one academic year.

An officer, cabinet member, or commission chair is deemed to have resigned any of these positions if they 1) submit a letter of resignation to the Faculty Senate president (or in the president's case, the Faculty Senate vice president) or 2) are absent from a meeting required by their position two times in one semester or three times in one academic year (for officers and commission chairs) and three times in one semester or four times in one academic year (for cabinet members).

Absences are not cumulative across positions.

Section 3. Removal of a Senator

A senator may be removed from the Senate for failure to fulfill their duties as specified in the constitution and bylaws. The removal process is initiated when ten senators sign a statement calling for removal that includes the reasons for their request and supporting evidence. Upon receipt of this statement from the claimants, the president will add this proposed action to the agenda of the Senate, at which time the claimants will state their charges and the senator will be allowed to respond. At the following meeting, the Senate will vote on the matter by secret ballot. A 2/3 vote of the Senate is necessary to remove a senator. A senator so removed is unable to serve in the Senate for the next five years.

Section 4. Removal of an Officer, Cabinet Member, or Commission Chair

An officer, cabinet member, or commission chair may be removed from their position for failure to fulfill their duties as specified in the constitution and bylaws. The process for removing an officer, cabinet member, or commission chair from their position is the same as removal of a senator from the Senate, except that a senator removed from any of these positions remains a member of the Faculty Senate but cannot hold any of these positions for the next five years.

Section 5. Replacement

When a senator resigns or is removed, their department will be asked to elect a replacement.

When an officer, cabinet member, or commission chair resigns or is removed, that position is filled as soon as possible by a majority vote of the Senate, providing that a quorum has been reached. The cabinet arranges a slate of candidates for any position that becomes available in this manner.

Article IV. Regular Plenary Meetings of the Faculty Senate

Regular plenary meetings of the Faculty Senate shall be held each semester at a time set by the president and approved by the Faculty Senate. As prescribed in the constitution, at least five regular meetings shall be held each semester.

Article V. Special Plenary Meetings of the Faculty Senate

Special plenary meetings of the Faculty Senate shall be called by request of the president and approval by the cabinet; by recommendation of the cabinet; or on petition of at least ten senators or twenty-five faculty members. Requests for special plenary meetings shall include a statement of the purpose of the meeting. A special plenary meeting can be an

additional meeting or a meeting conducted in total or in part as a closed (or executive) session.

Article VI. Closed Sessions of the Faculty Senate

The Faculty Senate can meet in a closed session to consider topics that require the identification of an individual or individuals involved in or party to sensitive matters relating to instruction, scholarship, or service. A closed session is for the purpose of discussion only; any action(s) recommended in a closed session must be approved in an open session.

A motion passed by majority vote of senators present and voting, provided that a quorum has been reached, is required to enter and exit a closed session.

Closed sessions are limited to senators and invitees who will be asked to speak to the topic(s) discussed.

The meeting agenda must identify the topic(s) to be covered in the closed session and no other topic(s) can be considered. The meeting minutes should indicate when the Senate entered a closed session, the topic(s) considered, and when the Senate exited the closed session.

Minutes may be taken during a closed session but are not required. If minutes are taken, they must also be approved in closed session. To avoid calling another closed session to approve these minutes, they should be written during and approved at the end of the closed session. The minutes of a closed session can only be shared with participants of the meeting and should not be attached to the regular minutes.

Article VII. Additional Duties of Faculty Senate Officers and Cabinet Members

Officers and cabinet members are expected to attend cabinet meetings and all other meetings required by their position, represent the interests of the Senate in cabinet discussions with administrators, communicate the deliberations of the cabinet to the Senate, and perform additional duties listed below.

Section 1. Faculty Senate Officers

In addition to those prescribed in Article V of the constitution and Article I of the bylaws, officers will perform the following duties.

- a. President
 - i. Report regularly to the Senate and the cabinet information received from faculty, administration, the Board of Visitors, and other parties that relates to

the purpose and function of the Senate as prescribed in Articles I and II of the constitution.

- ii. Schedule a meeting of the officers, commission chairs, and administrative commission leaders to discuss commission agendas prior to the Senate's first regular plenary meeting in the fall.
- iii. Outline the Senate's objectives for the year at the earliest opportunity in the fall after providing the full Senate an opportunity to suggest and comment on objectives and consulting with the cabinet.
- iv. Prepare the agenda for Senate and cabinet meetings in consultation with the cabinet and provide the agenda to the operations officer no later than four days prior to a meeting.
- v. Oversee the functioning of the Senate and make temporary adjustments in work assignments based on the capacity of officers or cabinet members to fulfill their roles.
- vi. Organize fall and spring discussions between the Senate and the president of the university and/or the provost.
- vii. Organize fall and spring meetings between the cabinet and the provost.
- viii. Appoint members of the Committee on Faculty Ethics, the Faculty Review Committee, the Committee on Reconciliation, and the Policy and Handbook Committee in consultation with the cabinet and with confirmation by the Senate.
- ix. Manage the Senate budget and consult with the cabinet on all budgetary decisions.
- x. Attend all meetings of the Board of Visitors and deliver an address at each meeting representing current topics of interest to faculty and report to the Senate and/or the cabinet on topics of interest to faculty provided by the Board of Visitors, as appropriate.
- xi. Request information from faculty and senators pertaining to the following year's objectives no later than the senate's last plenary meeting in the spring.
- xii. Prepare and distribute to the Senate, faculty, administration, and Board of Visitors an annual report of the Senate's accomplishments in time for the June Board of Visitors meeting.

b. Vice President

- i. Organize a meeting between the officers, commission chairs, and the chair of the Policy and Handbook Committee no fewer than two weeks prior to the first plenary meeting of the Senate in the fall to discuss the commissions' ongoing and upcoming work and create draft commission agendas as prescribed in Article XI, Section 2 of the bylaws.
- ii. Coordinate the Senate review of resolutions from Faculty Senate commissions and the Senate vote on commission resolutions as prescribed in Article XI, Section 3 of the bylaws.
- iii. Assist in the Senate review of resolutions from non-Faculty Senate commissions as prescribed in Article XI, Section 4 of the bylaws.
- iv. Oversee the "Faculty Senate Position Development Process" (see Article XII of the bylaws).

- v. Update the cabinet on commission agendas and policy development plans no later than one week following the first plenary meeting of the Senate in the fall.
- c. Operations Officer
- i. Distribute the agenda no fewer than three days prior to each meeting of the Senate and the cabinet.
 - ii. Maintain records, attendance, and minutes for each meeting of the Senate and the cabinet.
 - iii. Distribute minutes of Senate and cabinet meeting minutes to senators and post these minutes to the Senate website and other Senate–related software platforms.
 - iv. Maintain the Senate website and other Senate–related software platforms.
 - v. Obtain a current list of faculty members eligible for membership in the Senate and organize the election of faculty members to the Senate as prescribed in Article II of the bylaws.
 - vi. Identify the college faculty associations that are required to hold a Faculty Senate election, notify all college faculty associations of their electoral obligations, and collect reports from college faculty associations as prescribed in Article II of the bylaws.
 - vii. Maintain a current list of senators and their membership as Senate representatives to all entities, including councils, commissions, committees, and work groups.
 - viii. Recommend new membership for the Senate’s internal standing committees and work groups to the president and the cabinet.
 - ix. Maintain a list of all nominees for election or appointment to the councils, commissions, and committees on which senators, or faculty members nominated by the Senate, serve. See Section 2 below.
- d. Immediate Past President
- i. Form and chair a committee of cabinet members who have chosen not to be considered for an officer position; organize this committee’s efforts to seek nominations for Senate officers and perform an open call for nominations by the Senate; prepare a slate of nominees for consideration by the cabinet; present this slate of nominees to the cabinet for review and approval; and on behalf of the cabinet, present the slate of nominees to the Senate for its consideration and vote, in accordance with Article V, Section 6 of the constitution. For the timing of this process, see Article II, Section 4 of the bylaws.
 - ii. Oversee the cabinet’s efforts to seek nominations or recommendations of Senate representatives to all bodies specified in Section 2 of this article (see below).
 - iii. If the office of immediate past president is vacant, the cabinet will elect a cabinet member to fulfill the duties outlined in subsections i and ii above.

Section 2. Faculty Senate Cabinet Members

In addition to those prescribed in Article VI of the constitution and Article I of the bylaws, members of the cabinet will perform the following duties.

- a. Report regularly to their respective colleges' senators and represent their interests in cabinet discussions.
- b. Assist the president in preparing the agendas for meetings of the cabinet and the Senate. (Cabinet members and Senators may move additions to the agenda at the time of adoption by the cabinet or Senate.)
- c. Prepare a slate of senators to be nominated for election as officers of the Senate.
- d. Prepare a slate of faculty senators to be nominated for election by the Senate to the following positions:
 - i. Senate representatives on the University Council (one per college).
 - ii. Chairs of the senate commissions (as noted in Article V, Section 3 of the constitution, though not required, the vice president typically chairs the Commission on Faculty Affairs).
 - iii. Senators on commissions.
 - iv. Senate representatives on university standing committees. Representatives are either senators or non-senator faculty members, depending on the committee. The president of the university must approve these appointments.
- e. Consult with the president on the president's appointments to the external and internal standing committees and work groups.
- f. Review resolutions received from commissions, draft Senate resolution responses, and offer comments on resolutions in accordance with Article XI, Sections 3 and 4 of these bylaws.
- g. Determine the best approach for the development of a policy -- whether by a commission or work group, for example -- subject to concurrence by the Faculty Senate.
- h. Identify topics that require the application of the Senate position development process, inform the Policy and Handbook Committee of identified topics, and make recommendations to the Policy and Handbook Committee following Senate discussions of identified topics as prescribed in Article XII of the bylaws.
- i. Call special meetings of the Senate as prescribed in Article X, Section 2 of the constitution.

Article VIII. Faculty Senate Work Groups and Internal Standing Committees

In accordance with Article VIII, Section 2 of the constitution, the Faculty Senate may form work groups and internal standing committees as needed that report to the Faculty Senate by way of the operations officer and are subject to the purview of the Senate.

Section 1. Internal Standing Committees

- a. College Faculty Association Committee: The members of the College Faculty Association Committee are the leaders of each of the college faculty associations or their designee. The functions and duties of the College Faculty Association Committee are to strengthen college faculty associations' roles in shared governance, strengthen the communication between all College Faculty Associations and the Faculty Senate, and provide a forum for faculty leadership engagement.
- b. The Policy and Handbook Committee (PHC): The members of the Policy and Handbook Committee shall consist of two or more members of the Senate. The functions and duties of the Policy and Handbook Committee are to serve and advise the Senate and its commissions in the creation and/or revision of policy documents and resolutions, participate in the position development process prescribed in Article XII of these bylaws, and consult with the Faculty Senate on matters of faculty interest prescribed in *The Faculty Handbook*. Committee members serve two-year terms and are eligible for reelection as prescribed in Article II, Section 5 of these bylaws.

Article IX. Membership on Commissions and University Standing Committees

In addition to electing the chairs of the Commission on Faculty Affairs, the Commission on Graduate Studies and Policies, the Commission on Research, and the Commission on Undergraduate Studies and Policies, the Faculty Senate elects senators to the following commissions and university standing committees:

Section 1. Commissions

- a. Commission on Administrative and Professional Faculty Affairs (CAPFA): one senator.
- b. Commission on Equal Opportunity and Diversity (CEOD): one senator.
- c. Commission on Faculty Affairs (CFA): eight senators (in addition to the chair).

- d. Commission on Graduate and Professional Student Affairs: one senator.
- e. Commission on Graduate and Professional Studies and Policies (CGPSP): two senators (in addition to the chair).
- f. Commission on Outreach and International Affairs: two senators.
- g. Commission on Research: one senator (in addition to the chair).
- h. Commission on Staff Policies and Affairs: one senator.
- i. Commission on Undergraduate Student Affairs: one senator.
- j. Commission on Undergraduate Studies and Policies: six senators (in addition to the chair).

Section 2. University Standing Committees

Subject to approval by the president of the university, the Faculty Senate elects senators or faculty members to the following university standing committees (for more details on these appointments, see Article VIII of the University Council Bylaws):

- a. Academic Support: one senator.
- b. Athletics: one senator.
- c. Budgeting and Planning: one senator.
- d. Campus Development: three faculty representatives.
- e. Climate Action, Sustainability, and Energy: four faculty representatives.
- f. Employee Benefits: three senators.
- g. Honor Council: three instructional or library faculty.
- h. Information Technology Services and Systems Committee: one senator and one tenured or tenure-track faculty representative.
- i. Intellectual Property: see the University Council Bylaws.
- j. Library: one senator.
- k. Transportation and Parking: three faculty representatives.

Article X. Faculty Representation on the Faculty Senate of Virginia

Section 1. Membership

According to the Faculty Senate of Virginia (FSVA) bylaws, the Virginia Tech Faculty Senate elects one senator and as many as four representatives to the FSVA.

Senators serve a three-year term. The term of representatives is determined by each faculty senate, and the practice of the Senate is to elect representatives for one-year terms.

Section 2. Functions and Duties

The functions and duties of the senator and faculty representatives to the FSVA are to:

- a. Represent the position of the Virginia Tech Faculty Senate and the faculty on pertinent matters considered by the FSVA.
- b. Inform the Virginia Tech Faculty Senate of pertinent matters to be considered and of actions taken by the FSVA.
- c. Bring matters of faculty concern before the FSVA.

Article XI. Policy Review and Recommendation Process

Section 1. Overview

The Faculty Senate is charged to develop policy recommendations that advance the interests of faculty and the missions of the university, and to express the views and preferences of faculty regarding all policy recommendations, no matter their point of origin within our system of shared governance.

For policy recommendations of the Faculty Senate to be advanced to the University Council, they must first be proposed as resolutions that are approved by one of its commissions (CFA, CGPSP, COR, and CUSP) and then by the full senate. Resolutions receive two readings in the senate: first reading opens the resolution for discussion and debate and second reading provides an opportunity for further discussion and to vote on the resolution. Resolutions are advanced by an affirmative vote of a simple majority of members present and voting, provided that a quorum has been reached, except for revisions to the senate constitution, which require a two-thirds majority vote of members present and voting. For more information on the policy review and recommendation process, including options for deferral of commission and senate readings, see Article III of the University Council Bylaws.

The Senate is expected to conduct its first and second readings of resolutions roughly concurrently with the first and second readings in its commissions, with a week between commission and senate readings whenever possible.

Commission chairs are expected to keep the cabinet and senate informed of their work, including the progress of resolutions through the commissions, and to meet with the cabinet and/or the Senate as necessary to facilitate the development and passage of resolutions.

While resolutions may be written by senators, they cannot be advanced directly by the Senate itself and must be processed by one of the Senate commissions prior to consideration by the Senate.

Section 2. Policy Planning

According to the University Council Constitution (Article VIII, Section 2): “The senate commissions report to and work with their respective senates in accordance with their respective charges. Chairs of senate commissions shall coordinate their agendas with the appropriate senate and administrative office, and meet with senate leadership on a regular basis according to expectations included in senate bylaws.”

Prior to the start of the fall semester’s senate and commission meetings, the Faculty Senate officers will meet with commission chairs and members of the Policy and Handbook Committee (PHC) to discuss the commissions’ ongoing and upcoming work and to draft commission plans for the coming year.

The officers will determine the best approach for the initial development of a policy, whether through a commission or by other means, such as a work group or task force, with the understanding that, however a policy recommendation is initially developed, it can only be advanced as a resolution through a commission. Once the cabinet is selected in the fall semester, they will review the commission agendas and policy development plans and recommend revisions. As soon as possible in the fall semester, the Senate will discuss the Senate’s legislative agenda.

Section 3. Senate Review of Resolutions from Faculty Senate Commissions

- a. The commission chair notifies the vice president of the date of the first commission reading of a resolution so that the vice president can schedule the first reading of the resolution in the Senate.
- b. Prior to the first reading in the Senate, the vice president posts the resolution for Faculty Senate review and comment and notifies senators via email or announcement of the posting.
- c. Resolutions received prior to the completion of the Faculty Senate agenda (no later than Tuesday in the week of a Faculty Senate meeting) are added to that agenda; those received after that are added to the agenda of the succeeding meeting. Resolutions are also added to the Faculty Senate Cabinet agenda. Once a resolution

has been added to these agendas, it is included on succeeding agendas until the Senate has voted on the resolution.

- d. The Faculty Senate cabinet forms a preliminary opinion about the resolution prior to its first reading by the Senate. If necessary, this can take place by electronic communication (e.g., email).
- e. Faculty Senate and Faculty Senate cabinet agendas shall include a section for resolutions that will be voted on by the Senate (see below). For each resolution, the following information is provided: resolution # and name; a summary of the resolution; the dates of the first and second commission readings; and the dates of the first and second readings in the Senate.
- f. At first Senate readings, all resolutions are discussed. The extent of the discussion depends on the response of senators and concerns about the nature of a resolution should be raised at this time. The commission chair leads the discussion, and along with senators who are members of the commission, answers questions about the resolution and takes notes on revisions recommended by the senators.
- g. If there is no clear consensus on whether the Senate supports a resolution, a straw ballot is conducted. If the Senate does not support passage of the resolution, the commission chair will meet with the cabinet to discuss if and how the resolution can move forward, including the possibility of deferring the second commission reading so that the commission has more time to develop the resolution.
- h. At second Senate readings, the commission chair again leads the discussion, after which the Senate votes on the resolution.

Example of what will be included in the Senate agenda for a resolution from one of the Senate commissions:

CFA 2020-21F: [Resolution to Approve the Awarding of Tenure in the Virginia Tech Carilion School of Medicine](#). *Establishes the authority of VTCSOM to award tenure to its faculty.* 1st CFA reading: 2/19/21. 2nd CFA reading: 3/5/21. 1st FS reading: 2/26/21. 2nd FS reading: 3/12/21.

Section 4. Senate Review of Resolutions from University Commissions and Commissions of Other Senates

- a. As soon as available, resolutions are posted for Faculty Senate review and comment and senators are notified via email or announcement of the posting. Resolutions received prior to the posting of the Faculty Senate agenda (no later than Tuesday in the week of a Faculty Senate meeting) are added to that agenda; those received after

that are added to the agenda of the succeeding meeting.¹ Resolutions are also added to the Faculty Senate cabinet agenda. Once a resolution has been added to these agendas, it is included on succeeding agendas until the comment on the resolution has been completed or the Senate's right to comment has been waived.

- b. The Faculty Senate cabinet forms a preliminary recommendation (waive comment; express support; express disapproval) prior to the consideration of the resolution by the Faculty Senate. If necessary, this can take place by electronic communication (e.g., email).
- c. Faculty Senate and Faculty Senate cabinet agendas include a section for resolutions under consideration by the Senate (see below). For each resolution, the following information is provided: resolution # and name; a summary of the resolution; when the resolution was received; when a response is due; the date of the senate review; the amount of time after senate review in which to write a response; and the preliminary cabinet recommendation (see examples below).
- d. Resolutions are discussed in the Faculty Senate at the request of any senator. If there is no clear consensus on how the senate wants to respond to a resolution, senators vote on the three options: waive comment; express approval; express disapproval. If no discussion is requested, the meeting moderator indicates the preliminary recommendation of the cabinet to make sure that the Faculty Senate agrees.
- e. Faculty Senate resolution responses are drafted by the cabinet. Senators who are not members of the cabinet may participate in writing the response, provided they can work within the time available. Responses reflect the consensus of the Faculty Senate and are posted for review by the Faculty Senate. If non-cabinet senators participate in drafting a response, editorial disagreements are resolved by the cabinet, which must have a minimum of three days to do so.

Example of what will be included in the Senate agenda from one of the University Commissions or a commission of other senates:

CAPFA 2020-21C: Resolution to Revise Chapter 7 of *The Faculty Handbook*. Revises chapter 7 of the FH to reflect the creation of the A/P Faculty Senate. Rcvd: 1/8/21. Due: 2/5/21. FS review: 1/21/21. Time to draft response: 12 days. Prelim. cabinet rec: waive.

¹ Under normal (non-holiday) circumstances, the most time that could elapse between receipt of a resolution and its consideration in the Senate is a little over two weeks, leaving approximately two weeks to write a response, should one be required.

Article XII. The Faculty Senate Position Development Process

Given that most policy recommendations will be revisions of or amendments to existing policies, the majority of these resolutions will be developed directly by one of the Faculty Senate commissions and require little discussion in the senate itself. For these “simple” resolutions, first and second Senate readings will almost always provide sufficient time for Senate consideration.

More complicated policy work may require the creation of a working group or task force connected to the Senate or one of its commissions, or may be handled as a University Mission Initiative (see Article XII of the University Council Constitution) overseen by a committee that includes Faculty Senate representation but is not a part of the Senate itself. Because policy work of this nature often involves multiple Senate discussions across one or a span of years, it is critical that the senate employs a process for gathering the views of senators on a policy, reflecting those views back to them, refining those views, conveying them to departments in order to obtain and incorporate the feedback of faculty throughout the university, and repeating these steps as required to facilitate an informed Faculty Senate position on the policy.

The Faculty Senate position development process is as follows:

- a. The cabinet will identify topics that require the application of this process and inform the PHC chair accordingly.
- b. A member of the PHC will take notes during relevant Faculty Senate discussions.
- c. Based on those notes and other information that may be provided by the cabinet, a member of the PHC will write a summary policy report. In addition to a summary of the discussion, the report will include a list of open questions and concerns and an initial assessment of the overall Faculty Senate position on the topic.
- d. The report will be presented to the cabinet at the first meeting of the cabinet following the discussion in Senate, which is typically one week later. The author of the report will participate in and take notes on that discussion and write an updated version of the policy report based on recommendations or alterations suggested by the cabinet.
- e. The policy report will be made available to senators, reviewed at the next senate meeting, and revised by the PHC based on that discussion. Stages 2-5 will be followed each time the Senate or cabinet discusses the topic.
- f. At the discretion of the cabinet, senators will be asked to share and review the report with the faculty in their departments and inform the Senate of the outcome of those discussions.

- g. Also at the discretion of the cabinet, the Senate may use periodic straw ballots as a means of ascertaining the support of senators for a given policy or alternative policy options.
- h. Notes on Senate and cabinet discussions and iterations of the policy report will be maintained by the Senate in order to create a record of its evolving and ultimate position on the topic.

Nothing in this process alters the requirement that all resolutions advanced by the senate are processed initially by commissions and voted on by the senate.

RESOLUTION TO APPROVE REVISIONS TO POLICY 13010 INDIVIDUAL CONFLICTS OF INTEREST AND COMMITMENT

WHEREAS, Virginia Tech must make disclosure requirements clear to protect the university and its employees; and

WHEREAS, the 2020 Conflict of Interest (COI) Task Force, convened at the request of President Sands, proposes revisions to Policy 13010: Individual Conflicts of Interest and Commitment, to clarify and streamline financial interest disclosure requirements; and

WHEREAS, the COI Task Force's report was endorsed by President Sands and includes the proposed changes to Policy 13010, as outlined in the attached; and

WHEREAS, as currently written, Policy 13010 covers both additional work commitments and financial interests; and

WHEREAS, work and financial are distinct forms of potential conflicts of interest with distinct processes, stakeholders; and

WHEREAS, the Faculty Handbook addresses potential work conflicts for faculty members, and Policy 4070 addresses potential work conflicts for staff employees; and

WHEREAS, the proposed revisions to Policy 13010 describe financial conflicts of commitment and the mechanisms for their disclosure for all faculty, staff, and students;

NOW, THEREFORE BE IT RESOLVED, that the title of Policy 13010: Individual Conflicts of Interest and Commitment be revised to Policy 13010: Conflicts of Interest; and

BE IT FURTHER RESOLVED, that the revisions to Policy 13010 be approved as outlined in the attached revised policy and published in appropriate electronic and other forms of university materials to be in effect upon approval by the Board of Visitors.

RECOMMENDATION:

That the resolution to approve revisions to Policy 13010 be approved.

June 7, 2022



Conflicts of Interest

No. 13010

Policy Effective Date:
01/20/1992

Last Revision Date:
xx/xx/xxxx

Policy Owner:
Dan Sui

Policy Author:
(Contact Person)
Cristen Jandreau

Affected Parties:
Undergraduate
Graduate
Faculty
Staff
Other

1.0 Purpose

A conflict of interest (COI) describes a situation in which an individual's professional judgment is at risk of being biased by a secondary interest, resulting in possible harm or the implication of personal gain. Having a COI does not mean the person is biased or has done something wrong – the term refers to the risk of bias, whether or not bias or harm have actually occurred. A COI assessment is a factual evaluation based on the existence of certain parameters that could lead to biased judgement or inappropriate personal gain in university operations such as research, contracting, or purchasing. State law and federal research regulations allow for certain conflicts of interest when specified conditions are met, as outlined in this policy.

Virginia Tech recognizes the value and necessity of engaging with external entities to translate research into beneficial products. Transparency and appropriate oversight of relationships with external entities promotes and safeguards the interests and reputation of Virginia Tech and its employees. Transparency and appropriate oversight also assure research sponsors, participants, and the broader public that possible personal gain has not influenced or biased research or decision-making around other university activities.

This policy summarizes professional conduct standards that relate to objectivity and provides the basic framework for disclosing financial interests to ensure university-wide compliance with COI directives. It also establishes standards that provide a reasonable expectation that the design, conduct, and reporting of research will be free from bias resulting from an Investigator's financial conflict of interest (FCOI).

Because financial interests might stem from an additional commitment other than one's Virginia Tech employment, this policy must be read in conjunction with the [Consulting and Outside Employment](#) policy of the Faculty Handbook and Policy 4070, [Additional/Outside Employment Policy for Salaried Classified and University Staff](#), as needed.

While this policy primarily focuses on the disclosure of financial interests, conflicts of interest can be present in many aspects of university business; therefore, this policy should be read in conjunction with other relevant policies related to professional conduct standards and objectivity, including the university's [Statement of Business Conduct Standards](#) maintained by the Office of the Vice President for Finance. All employees must acknowledge receipt and agree to adhere to the standards in accordance with established university policies and procedures. See the [Conflicts of Interest and Commitment](#) website maintained by the Research Conflict of Interest Program for a list of other Virginia Tech policies that touch on conflicts of interest more broadly.

1.0 Purpose

2.0 Policy

2.1 Overview

2.2 Disclosure to Virginia Tech

2.2.1 All Employees

2.2.2 Research

Investigators

2.3 Disclosure to the

Commonwealth of Virginia

3.0 Procedures

3.1 Overview

3.2 Disclosure to Virginia Tech

3.2.1 All Employees

3.2.2 Research

Investigators

3.3 Disclosure to the

Commonwealth of Virginia

4.0 Compliance

5.0 Definitions

6.0 References

6.0 Approval & Revisions



2.0 Policy

This policy applies to all Virginia Tech employees. All faculty, staff, and employed students, whether full or part-time, are considered employees for purposes of this policy. Employees who 1) are planning to participate or are participating in sponsored research as an Investigator or 2) manage or administer research have additional responsibilities under this policy.

The foundation of this policy involves two major COI directives: state law (i.e., the Code of Virginia “State and Local Government Conflict of Interests Act” or “the Act”) and the federal FCOI regulations (i.e., Public Health Service (PHS) “Promoting Objectivity in Research” regulations and National Science Foundation (NSF) “Conflict of Interest Policies”). While the Act uses the term “personal interest” and the federal regulations uses “significant financial interest”, the term “financial interest” will be used for purposes of this policy.

Although federal regulations inform this policy, the policy applies to all sponsored research, regardless of sponsor. A researcher’s disclosures, as described in this policy and recorded in the Disclosure and Management System, do not alleviate their obligation to disclose to specific sponsors. Principal investigators, project directors, and other senior/key personnel should review the guidance on [OSP’s website](#), which outlines the current requirements for disclosing to federal sponsors.

The Director of the Research COI (RCOI) Program administers this policy. The program oversees the university-wide processes for conflicts of interest and financial interest/additional commitment disclosure, with a focus on research. Contact coi@vt.edu for more information. Decentralized stakeholders, as noted, are responsible for administration of their individual unit’s policies and procedures as they relate to this policy.

2.1 Overview

All Virginia Tech employees must be committed to conducting their work in an objective and impartial manner. Employees must familiarize themselves with the conduct prohibited by state law, which prohibits employees from using their position for personal gain, accepting gifts in certain professional circumstances, and giving the impression they can be influenced in the performance of their job duties (see [the Act § 2.2-3103](#)). The law aims to assure that the judgment of employees will be guided by standards that define and prohibit inappropriate conflicts of interest. Note that donations of any kind (including equipment) must go through the proper channels and never to the employee directly.

The University Facilities Usage and Events policy (No. 5000) allows employees to use university resources if they pay the rate determined by the Controller’s Office and the use is approved by their supervisor in the context of their additional commitment disclosure, which documents the use of university resources. This only applies in the context of approved consulting activities, and the proposed use cannot interfere with or have priority over anticipated university use of the equipment or facilities.

The Act requires all Virginia Tech employees to disclose financial interests in certain circumstances; therefore, certain circumstances require disclosure to Virginia Tech and/or the Commonwealth of Virginia, as described below.



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Note that disclosure requirements are streamlined across types of disclosure. Disclosure for each circumstance below is required initially, annually, and within 30 days of any changes (e.g., when financial interests change). Visit the [Conflicts of Interest and Commitment](#) website for an overview of Virginia Tech's disclosure requirements for financial interests and additional commitments.

1. Employees must disclose to Virginia Tech when they or a member of their immediate family have a financial interest related to Virginia Tech operations, which could happen in the context of an immediate family member's employment contract with Virginia Tech, a purchase, or a sponsored project. The employee must disclose when they and/or a member of their immediate family hold >3% of the total equity in or receive >\$5,000 in annual payments from the university or a company that seeks to do business with the university.
 - a. See sections 2.2.1 and 3.2.1 ("Disclosure to Virginia Tech – All Employees").
 - i. For a procurement contract, also see section 3.2.1.2 ("A Financial Interest in a Business that is a Party to a Procurement Contract or Transaction").
 - ii. For a sponsored research contract, also see section 3.2.2.4 ("A Financial Interest in a Business that is a Party to a Sponsored Research Contract").
2. Employees who are participating in research as Investigators must disclose financial interests to Virginia Tech at the time of proposal submission and throughout the lifetime of the award. Investigators also have other responsibilities as outlined in this policy.
 - a. See sections 2.2.3 and 3.2.3 ("Disclosure to Virginia Tech – Research Investigators").
3. Certain employees must also disclose to the Commonwealth of Virginia. Disclosing to the Commonwealth is called filing, and the form is known as the Statement of Economic Interests. Human Resources will contact employees directly if this disclosure requirement applies to them.
 - a. See sections 2.2.3 and 3.2.3 ("Disclosure to the Commonwealth of Virginia").
4. Certain employees must disclose when they wish to engage in a work commitment other than their primary Virginia Tech appointment.
 - a. Faculty and staff must disclose additional work commitments to Virginia Tech for their supervisor to make a conflict of commitment determination. Refer to the [Consulting and Outside Employment](#) policy of the Faculty Handbook and Policy 4070, [Additional/Outside Employment Policy for Salaried Classified and University Staff](#), respectively.
 - i. The disclosure system, as described in this and the above policies, is designed so that additional commitment disclosure cover financial interest disclosure requirements (i.e., the same relationship doesn't have to be disclosed multiple times). Financial interests are reviewed by the relevant university official while the additional commitment portion of the disclosure is reviewed by the supervisor.
 - b. Graduate students must disclose additional employment to Virginia Tech in the manner prescribed in the [Graduate Catalog](#). Contact the [Graduate School](#) with questions.

Employees do not have any disclosure requirements to Virginia Tech under this policy if they do not have a financial interest in a contract/transaction to which Virginia Tech is a party and they are not participating in research as an Investigator.

2.2 Disclosure to Virginia Tech



2.2.1 All Employees

The Act considers a financial interest in a contract or transaction to which Virginia Tech is a party, other than one's employment contract, to be a prohibited COI. An employee has a financial interest in a contract or transaction when they or an immediate family member hold >3% of the total equity in or receive >\$5,000 in annual payments from a party to the contract or transaction (i.e., Virginia Tech or the business). There are certain exceptions to this prohibition under the Act as outlined below for contracts/transactions pertaining to employment of an immediate family member at Virginia Tech, procurement, and sponsored projects.

Employees must disclose to Virginia Tech when they or an immediate family member have a financial interest in a contract or transaction to which Virginia Tech is a party prior to the time at which the contract is entered into. This is an employee-initiated disclosure.

Disclosure to the Commonwealth is required by Virginia Tech employees when they have an approved exception for a financial interest in a business that is a party to a contract/transaction with Virginia Tech. See sections 2.2.3 and 3.2.3.

2.2.2 Research Investigators

Investigators on sponsored research projects must disclose financial interests (as outlined in this policy) for the university, through its designated institutional official, to identify and manage financial conflicts of interest to promote objectivity in research. The Director of the RCOI Program (or designee) is the designated institutional official responsible for making FCOI determinations.

Investigators must disclose when they or an immediate family member receive/hold >\$5,000 in payments and equity value (determined through public prices) in total for a publicly traded entity or receive >\$5,000 in payments or hold any equity interest in a non-publicly traded entity. This is in the context of the past 12 months from the disclosure date for financial interests that reasonably appear related to the Investigator's institutional responsibilities.

Investigators must disclose financial interests held by themselves and any member of their immediate family in the following circumstances:

- Before applying for research funding;
- Annually as prescribed by Virginia Tech; and
- Within 30 days of any changes *.

* Note that this is the only Investigator-initiated disclosure due to the automated disclosure prompts in place for the other two instances described above.

An Investigator might disclose all their financial interests (as described above) in the context of their additional work commitment disclosures. In those cases, the Investigator will be prompted to annually certify there are no changes.



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Investigators must complete research COI training before engaging in sponsored research, at least every 4 years, and in the following circumstances:

- An Investigator is new to the institution;
- This policy is revised in a manner that affects the requirements of Investigators; or
- The institution finds that an Investigator is out of compliance with this policy or a project's FCOI management plan.

Although the four-year training requirement is PHS-specific, Virginia Tech applies the same disclosure and management principles to all Investigators engaged in sponsored research, regardless of sponsor; therefore, the training requirement applies to all Investigators on sponsored research projects. Investigators will be notified when their training requirement is due.

Once an Investigator discloses a financial interest to the university, the designated institutional official determines whether the financial interest could directly and significantly affect the design, conduct, or reporting of research. If so, an FCOI exists and the designated institutional official must ensure that a plan to manage the financial interest is developed and implemented.

For disclosed financial interests that have state law implications, see section 3.2.2.4 ("A Financial Interest in a Business that is a Party to a Sponsored Research Contract").

2.3 Disclosure to the Commonwealth of Virginia

Per the Act, certain employees must take training and disclose financial interests to the Commonwealth of Virginia that they or an immediate family member hold. Disclosure to the Commonwealth is required by Virginia Tech employees when they 1) are designated by Human Resources as being in a position of trust or 2) have an approved exception for a financial interest in a business that is a party to a contract/transaction with Virginia Tech. Human Resources will contact employees directly if this disclosure requirement applies to them, including the deadlines for completion and potential penalties for non-compliance under the Act.

Disclosing to the Commonwealth is called filing, and the form is known as the Statement of Economic Interests (or SOEI). Employees who are required to complete an SOEI are known as SOEI filers (or filers). Filing is required initially (when hired or when an exception is approved) and annually thereafter (throughout one's employment or when the last contract closes, whichever comes later).

Training for SOEI filers is provided by the Virginia Conflict of Interest and Ethics Advisory Council, and is required initially and every two years. Note that this requirement is in addition to the Virginia Tech-specific COI training required for Investigators on sponsored research projects. SOEI filers must continue to disclose financial interests to Virginia Tech and take research COI training, as needed.

3.0 Procedures

3.1 Overview



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The university's disclosure system is designed so that the same relationship doesn't have to be disclosed multiple times (e.g., an additional commitment disclosure will also cover financial interest disclosure requirements, as outlined in this policy). In these cases, the commitment aspect is assessed by the supervisor and the interest aspect is assessed by the appointed university personnel in an automated, synchronous process. When the employee's supervisor is the owner of the company for which the employee is seeking permission to work, the disclosure should be routed to the supervisor's supervisor (or until an impartial supervisory level is reached).

Employment of faculty or staff in employee-owned businesses requires careful consideration, particularly when there is a risk of performance bias when a faculty or staff member works for a company owned by their supervisor. Any such employment must be approved as required by the [Consulting and Outside Employment](#) policy of the Faculty Handbook and Policy 4070, [Additional/Outside Employment Policy for Salaried Classified and University Staff](#), as needed.

Analogous procedures are in place for graduate students seeking employment in employee-owned businesses (although additional employment is disclosed in the manner prescribed in the [Graduate Catalog](#)). Additional procedures for graduate students engaged in research sponsored by their advisor's company are discussed in section 3.2.2, "FCOI Management to Promote Objectivity in Research".

The university seeks to assist employees in complying with the Act and has roles to play in the evaluation and approval of certain exemptions; however, it cannot provide employees advice on the applicability of the Act to an individual's specific circumstances. Employees may contact the Virginia Conflict of Interest and Ethics Advisory Council to request written informal advice or a formal advisory opinion. Contact coi@vt.edu for more information.

3.2 Disclosure to Virginia Tech

3.2.1 All Employees

The Act prohibits employees from having a financial interest in a contract or transaction to which Virginia Tech is a party, other than their own employment contract. This happens when the employee or an immediate family member holds >3% of the total equity in or receives >\$5,000 in annual payments from a party to the contract or transaction (i.e., Virginia Tech or the business).

There are exceptions, including for immediate family members who are employed by Virginia Tech, university purchases, and non-research sponsored projects. Refer to section 3.2.4 for exceptions for sponsored research.

3.2.1.1 A Financial Interest in Additional Virginia Tech Employment Contracts

Employees being considered for transfer or promotion or applicants for employment at the university will be required in the hiring process to disclose the identity of an immediate family member working at the university. This information will be analyzed by the hiring department, in coordination with the provost's office, to determine next steps. Proposed



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exceptions and alternate reporting relationships are reviewed and approved by the executive vice president and provost prior to submission to the Board of Visitors for approval. For non-academic appointments, the relevant vice president reviews and approves prior to submission to the Board of Visitors.

For questions about a financial interest in additional Virginia Tech employment contracts, contact [Human Resources](#).

3.2.1.2 A Financial Interest in a Business that is a Party to a Procurement Contract or Transaction

Employees with a financial interest in a procurement contract or transaction should contact [Procurement](#) for determination of next steps, to include disclosure in the university's [Disclosure and Management System](#). The Director of Procurement will determine whether an exception under the Act is available, assist the employee in applying for the approvals needed to qualify for an available exception, and oversee the implementation of a plan put into place to promote objectivity and uphold Virginia Tech's principles. Disclosures must be renewed annually for financial interests that continue into the next fiscal year and must be updated within 30 days of any changes.

3.2.1.3 A Financial Interest in a Business that is a Party to a Non-Research Sponsored Project Contract

An exception for a prohibited COI in a non-research sponsored project contract is possible if the employee with the COI has no authority or role in the contract negotiation between the business and Virginia Tech on behalf of either party (see [the Act § 2.2-3110](#)). Employees with a financial interest in a non-research sponsored project contract should contact the [Director of the RCOI Program](#) for determination of next steps, to include disclosure in the university's [Disclosure and Management System](#). The Director of the RCOI Program will determine whether an exception under the Act is available, assist the employee in applying for the approvals needed to qualify for an available exception, and oversee the implementation of a plan put into place to promote objectivity and uphold Virginia Tech's principles. Disclosures must be renewed annually for financial interests that continue into the next fiscal year and must be updated within 30 days of any changes.

3.2.2 Research Investigators

Virginia Tech employees who are, or who will be, participating in sponsored research as an Investigator have disclosure responsibilities. Departmental/unit employees who manage or administer research, the Office of Sponsored Programs (OSP), and the Director of the RCOI Program administer this policy as described herein.

Investigators are required to disclose financial interests prior to applying for research funding, annually as prescribed by the university, and within 30 days of acquiring or discovering a new



financial interest. Initial disclosures (prior to applying for research funding) are captured in the university's proposal submission system. Upon receipt of research funding, Investigators must disclose financial interests in the university's [Disclosure and Management System](#). Continued financial interest updates are required in the Disclosure and Management System for the duration of the sponsored research project award. If an employee involved in the research does not meet the definition of "Investigator" but has a financial interest related to the research, the employee should contact the [Director of the RCOI Program](#) for a reportability assessment.

3.2.2.1 Management Plan Advisory Committee

All disclosed interests are reviewed by the designated institutional official and, if necessary, the Management Plan Advisory Committee (MPAC). The MPAC is a standing committee of the university (composed of faculty, administrative personnel, and ex-officio members) convened by the Director of the RCOI Program who serves as chair. The MPAC considers an Investigator's disclosure within the context of the research and provides recommendations regarding how the FCOI should be managed, reduced, or eliminated to ensure, to the greatest extent possible, that the design, conduct, and reporting of the research will be objective and free from bias. Committee members, appointed by the Director of the RCOI Program for 3-year terms, are required to adhere to applicable rules of privacy and confidentiality pertaining to COI review.

3.2.2.2 FCOI Management to Promote Objectivity in Research

If the designated institutional official determines that an FCOI exists, they will develop a plan for managing the FCOI that must be adopted prior to the start of the research. If an FCOI is determined to exist when the research is ongoing, sponsored project funding might be frozen until a management plan is accepted by the Investigator.

The designated institutional official will develop the management plan based on state and federal requirements and input from the MPAC, the Investigator with an FCOI, and other relevant stakeholders, as needed. The management plan is designed to mitigate the conflict, promote research objectivity, and provide academic and professional protection of graduate students and postdoctoral scholars, respectively. Mitigations will be based on a risk assessment of the COI scenario. Possible management plan components include, but are not limited to:

- Disclosure of the financial interest in publications and presentations of the research;
- Disclosure of the financial interest to project colleagues, postdoctoral scholars, and graduate students;
- Recommendation of disclosure of the financial interest to prospective research participants (subject to Institutional Review Board (IRB) consideration);
- Appointment of an independent monitor to take appropriate measures, to the extent possible, to protect the design, conduct, and reporting of the research against potential bias resulting from the FCOI;



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- Appointment of an independent monitor to take steps, to the extent possible, to protect the academic and professional progress of graduate students and postdoctoral scholars, respectively;
- Modification of the research plan or personnel roles to ensure objectivity;
- Monitoring of research/research expenditures by personnel who do not have an FCOI with the external entity that is the basis of the management plan;
- Reduction or elimination of the financial interest.

While the Investigator with an FCOI bears primary responsibility for carrying out the plan, supervisors are expected to monitor compliance. The designated institutional official will report the FCOI determination and any agreed upon management plan to the following, as appropriate:

- OSP;
- The Human Research Protection Program (HRPP) or Animal Care and Use Program (ACUP) for review by the IRB or Institutional Animal Care and Use Committee (IACUC), respectively;
- The supervisor of the Investigator with an FCOI and others who might be asked to participate in the oversight of the management plan and/or reporting on management plan adherence, as needed;
- The Principal Investigator if that person is not the Investigator with an FCOI.

As described in the management plan, the Investigator and individuals engaged in oversight must periodically provide an update, by request, on the fulfillment of the management plan's terms. The designated institutional official is responsible for reporting an FCOI to PHS sponsors and, as deemed applicable by OSP, to other relevant federal agencies and sponsoring entities. The designated institutional official is responsible for reporting management plans to external IRBs serving as the IRB of record for the research.

The principles that govern Virginia Tech research remain the same regardless of the type of funding; therefore, although the federal FCOI regulations exempt Phase I SBIR/STTR projects from the requirements, Virginia Tech policy does not exempt these relationships from review and management.

3.2.2.3 Additional Requirements of the Federal Regulations

During an ongoing PHS-funded research project, whenever an Investigator who is new to participating in the research project or an existing Investigator discloses a new financial interest to the institution, the financial interest will be reviewed within 60 days by the designated institutional official to determine whether an FCOI exists and, if so, a management plan will be implemented on at least an interim basis.

For PHS-funded research, the designated institutional official must report an FCOI to the PHS funding agency: 1) prior to Virginia Tech's initial expenditure of funds, 2) within 60 days of



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identifying an FCOI for an added Investigator or a new FCOI for an existing Investigator, and 3) as an annual progress report or at the time of extension. If Virginia Tech is the prime awardee of PHS funds, the designated institutional official is required to report the FCOI of collaborating Investigators from subrecipient institutions to PHS. The designated institutional official is also required to submit FCOI reports of Virginia Tech Investigators to the awarded institution if Virginia Tech is a subrecipient.

OSP is required to verify, by way of a written agreement with subrecipient institutions on PHS or NSF-funded research, whether this policy in its entirety or the FCOI policy of the subrecipient institution will apply to its Investigators who are collaborating with Virginia Tech Investigators. As a rule, Virginia Tech will require subrecipient institutions to maintain and administer their own FCOI policies and will only in exceptional circumstances assume primary responsibility for directly soliciting and reviewing subrecipient disclosures to make an FCOI determination. If the subrecipient institution uses this policy, the subrecipient will enter into a written agreement requiring its Investigators to report financial interests to Virginia Tech and complete the university's COI training pursuant to this policy and associated procedures. Only the financial interests related to the subrecipient Investigators' responsibilities on the project must be disclosed to Virginia Tech.

As per PHS regulations, under certain criteria, the designated institutional official will make available required information about an FCOI held by an Investigator on PHS-funded research to a requestor within 5 business days of a request.

When the designated institutional official identifies a financial interest that was not disclosed, identified, reviewed, or managed in a timely manner, the official will review and make the determination of an FCOI and report the FCOI, if it exists, to the PHS within 60 days. If an FCOI exists, the official will implement, on at least an interim basis, a management plan specifying the actions that have been, and will be, taken to manage the FCOI going forward. Virginia Tech will complete and document a retrospective review within 120 days of the non-compliance determination to determine whether any PHS-funded research conducted during the time period of the non-compliance was biased in the design, conduct, or reporting of such research. The designated institutional official will enlist an independent individual to assist in making this assessment. If bias is found, the PHS awarding component will be notified promptly and a mitigation report will be submitted by the Director of the RCOI Program. If applicable, the official will update the previously submitted FCOI report to specify the actions that the university and the Investigator will take to manage the FCOI going forward. Phase I SBIR/STTR projects are exempt from retrospective review.

The designated institutional official must maintain records related to financial interest disclosure and FCOI management for a minimum of 3 years after final expenditures reporting.

3.2.2.4 A Financial Interest in a Business that is a Party to a Sponsored Research Contract



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The Act prohibits employees from having a financial interest in a contract or transaction to which Virginia Tech is a party, other than their own employment contract. There are exceptions, including for sponsored research contracts. An exception for a prohibited COI in a research contract is often possible if the following criteria are met:

1. The contract involves research and development and/or commercialization of intellectual property (which includes SBIR/STTR subawards);
2. The employee's financial interest is disclosed and the required approvals have been received prior to the time at which the contract is entered into; and
3. The employee with the COI either has no authority or role in the contract negotiation between the business and Virginia Tech on behalf of either party or promptly files a disclosure statement with the state initially and then annually as required (see sections 2.3 and 3.3, "Disclosure to the Commonwealth of Virginia").

Use of university resources on behalf of a small business is not permitted unless Virginia Tech is performing the scope of work authorized through the subaward from the small business to Virginia Tech and that subaward is fully executed before work begins. Only the documented subawarded work is authorized to be performed using Virginia Tech resources.

The Director of the RCOI Program will determine whether an exception under the Act is available and assist the Investigator in applying for the approvals needed to qualify for an available exception. In the case of research sponsored by a business in which the Investigator holds >3% of the total equity of the business, an Investigator may not serve as the Principal Investigator (PI) on both sides of the project (i.e., as the small business PI and the university subaward PI). Any exceptions must be approved by the MPAC.

3.3 Disclosure to the Commonwealth of Virginia

Certain employees deemed by Human Resources to be in a position of trust or those with an approved exception (for a financial interest in a business that is party to a contract/transaction with Virginia Tech) are required to file an SOEI annually with the Commonwealth of Virginia, disclosing their interests and those of their immediate family. SOEI filers should note that there is a particular emphasis in the Act on gifts that SOEI filers are prohibited from receiving (see [the Act § 2.2-3103.1](#)).

Procurement and the Director of the RCOI Program provide Human Resources the names of individuals with approved exceptions, as needed. Human Resources provides the Virginia Conflict of Interest and Ethics Advisory Council with the consolidated list of individuals who are required to submit the SOEI and complete the periodic training requirement. Human Resources will contact employees directly if this disclosure requirement applies to them, including the deadlines for completion and potential penalties for non-compliance under the Act. Disclosure is required annually on the form prescribed by the Virginia Conflict of Interest and Ethics Advisory Council (see [the Act § 2.2-3114](#)).

4.0 Compliance

The following are examples of non-compliance with this policy: a) failure to submit a timely disclosure; b) submission of an incomplete, erroneous, or misleading disclosure; c) failure to disclose information or



fulfill requirements as required by this policy; or d) failure to comply with prescribed plans to promote objectivity.

The Office of the Vice President for Research and Innovation is responsible for overseeing the implementation of the policy and associated procedures. The Director of the RCOI Program will work cooperatively with employees and others to resolve any minor issues of non-compliance. Breaches of the process will be forwarded to the relevant unit for appropriate action. Corrective actions for non-compliance may include an annual certification of the employee's financial interests (as defined by this policy). Disciplinary action for non-compliance will be decided in accordance with applicable disciplinary policies and procedures as outlined in the Faculty Handbook, the Staff Handbook, and other relevant policies. Violations of the Act can result in imposition of both civil and criminal penalties and might constitute malfeasance in office or employment.

The Director of the RCOI Program will oversee all identified breaches of Investigator financial interest disclosure, management, and training processes. Corrective actions for non-compliance may include disclosing the FCOI in each public presentation of the results of the research and requesting an addendum to previously published presentations, suspension or termination of the research and/or funding, and/or removal from the project. The Director of the RCOI Program will refer non-compliance with the agreed-upon management plan to the department head, dean, IRB, IACUC, and sponsor, as applicable. PHS-specific requirements for instances of non-compliance are addressed in section 3.2.3.

5.0 Definitions

Business

A term from state law that describes any corporation, partnership, sole proprietorship, firm, franchise, association, trust or foundation, or any other individual or entity carrying on a business or profession, whether or not for profit. The definition excludes the university or any other entity controlled by, controlling, or under common control with the university.

Conflict of interest (COI)

Describes a situation in which an individual's professional judgment is at risk of being biased by a secondary interest, resulting in possible harm or the implication of personal gain.

Contract

A term from state law that describes any agreement to which Virginia Tech is a party, or any agreement on behalf of Virginia Tech that involves the payment of money appropriated by the General Assembly or a political subdivision, whether or not such agreement is executed in the name of the Commonwealth, or some political subdivision thereof. Includes a subcontract only when the contract of which it is a part is with the employee's own governmental agency.

Disclosure



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The full recording of the employee's financial interests to the university or the Commonwealth of Virginia.

Employee

All faculty, staff, or employed students, whether full or part-time.

Entity

A term from the federal regulations that describes any domestic or foreign, public or private, organization which an Investigator (or a member of their immediate family) receives remuneration or has an ownership or equity interest. Excludes U.S. federal, state, and local government agencies; U.S. institutions of higher education and their affiliated research institutes; and U.S. academic teaching hospitals and medical centers.

Financial conflict of interest (FCOI)

A financial interest that could directly and significantly affect the design, conduct, or reporting of research.

Financial interest

Anything of monetary value, whether or not the value is readily ascertainable. State law calls a financial interest a "personal interest", while federal FCOI regulations calls it a "significant financial interest"; those definitions are included below. It is possible to have a financial interest with state law implications, federal regulations implications, or both.

Immediate family member

A spouse and any other person who resides in the same household and is a dependent of the employee.

Institutional responsibilities

The professional responsibilities an Investigator has by virtue of being a Virginia Tech employee, which might include activities such as research, research consultation, teaching, professional practice, institutional committee memberships, and service on panels such as Institutional Review Boards or Data and Safety Monitoring Boards. Institutional responsibilities for subrecipient Investigators refers to the work being done for Virginia Tech under the terms of the subaward.

Investigator

The PI, project director, and any other person, regardless of title or position, who is responsible for the design, conduct, or reporting of research. Exceptions include personnel or students whose research activities are directly supervised.

Management Plan

The actions taken to address an FCOI to promote research objectivity.

Payments



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A broad term that includes salary, income, and other types of remuneration.

Personal interest (referred to as “financial interest” in this policy)

A term from state law that describes a financial benefit or liability accruing to an employee or to a member of their immediate family that generally involves 1) ownership in a business exceeding 3% of the total equity of the business or 2) salary or other payments from the business or Virginia Tech that exceeds \$5,000 annually.

Personal interest in a contract (referred to as a “financial interest in a contract” in this policy)

A term from state law that describes a personal interest that an employee has in a contract with Virginia Tech, whether due to the employee being a party to the contract or due to having a personal interest in a business that is a party to the contract.

Personal interest in a transaction (referred to as a “financial interest in a transaction” in this policy)

A term from state law that describes a personal interest of an employee in any matter considered by Virginia Tech.

Position of trust

A term from state law that describes an employee who has substantial responsibility for procurement, audit, investment, or other activities that could be subject to abuse or improper influence as a result of a financial interest.

Significant financial interest (SFI, referred to as “financial interest” in this policy)

A term from the federal regulations that describes one or more of the following financial interests of the Investigator or a member of their immediate family that reasonably appears to be related to the Investigator's institutional responsibilities and could directly and significantly affect the design, conduct, or reporting of research:

- For a single publicly traded entity, payments and equity value (determined through public prices) >\$5,000 in total or
- For a single non-publicly traded entity, payments >\$5,000 or any equity interest.

Payments includes the following remuneration (except as exempted below) from entities other than Virginia Tech:

- Salary;
- Payments for services not otherwise identified as salary (e.g., consulting fees, honoraria);
- Intellectual property payments;
- Travel reimbursements or payments on one's behalf (disclosures must include the sponsor/organizer, purpose of the trip, destination, and duration); and



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- Income from investment vehicles, such as mutual funds and retirement accounts, if the investment decisions made in these vehicles are directly controlled by the Investigator or immediate family member.

Equity interest includes the following:

- Stock;
- Stock option; or
- Other ownership interest.

SFIs do not include:

- Payments or equity unrelated to the Investigator's institutional responsibilities;
- For a publicly traded entity, payments and equity value totaling $\leq \$5,000$;
- For a non-publicly traded entity, payments $\leq \$5,000$;
- Income or payments from Virginia Tech or Virginia Tech Intellectual Properties, Inc. (VTIP);
- Travel paid with Virginia Tech funds, including sponsored projects;
- Income from investment vehicles, such as mutual funds and retirement accounts, if the investment decisions made in these vehicles are not directly controlled by the Investigator or immediate family member; or
- Income from seminars, lectures, or teaching engagements; income from service on advisory committees or review panels; or reimbursed travel or travel paid on one's behalf if it is from:
 - A U.S. federal, state, or local government agency;
 - A U.S. institution of higher education or research institute affiliated with a U.S. institution of higher education; or
 - A U.S. academic teaching hospital or medical center.

Statement of Economic Interests (SOEI)

The disclosure form certain employees must file with the Commonwealth of Virginia (due to their designation by Human Resources as being in a position of trust or their having an approved exception for a financial interest in a business that is party to a contract or transaction with Virginia Tech) that discloses the personal economic (i.e., financial) interests held by themselves and their immediate family members.

6.0 References

Policy 4070, Additional/Outside Employment Policy for Salaried Classified and University Staff
<https://policies.vt.edu/4070.pdf>

Policy 5000, University Facilities Usage and Events
<https://policies.vt.edu/5000.pdf>

Faculty Handbook, Consulting and Outside Employment
<https://faculty.vt.edu/faculty-handbook/chapter02.html#2.24>

Statement of Business Conduct Standards
<https://financialmanagement.vpfin.vt.edu/business-practices/business-conduct-standards.html>



Virginia Tech Graduate Catalog

https://secure.graduateschool.vt.edu/graduate_catalog/

Code of Virginia, State and Local Government Conflict of Interests Act

<https://law.lis.virginia.gov/vacodepopularnames/state-and-local-government-conflict-of-interests-act/>

NSF, Conflict of Interest Policies

https://www.nsf.gov/pubs/policydocs/pappg19_1/pappg_9.jsp

PHS, Promoting Objectivity in Research

<https://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=992817854207767214895b1fa023755d&rgn=div5&view=text&node=42:1.0.1.4.23&idno=42#sp42.1.50.f>

PHS, Responsible Prospective Contractors

<https://www.ecfr.gov/cgi-bin/text-idx?SID=60a081f3168b8419aab915f4b8dda915&mc=true&node=pt45.1.94&rgn=div5>

7.0 Approval and Revisions

Recommended by the Commission on Research. Approved by University Council: January 20, 1992. Approved by the President: January 20, 1992.

- Revision 1
 - Change in Sections 2 and 3 to reflect changes in the Code of Virginia and to bring the university into compliance with current law.

Approved by the Board of Visitors: November 9, 1998.

- Revision 2
 - Complete revision of policy in all aspects to reflect broader range of external activities, new reporting and approval mechanisms, and other changes.

Recommended by the Commission on Research: April 26, 2000. Approved by University Council: May 1, 2000. Approved by the President: May 1, 2000. Approved by the Board of Visitors: June 5, 2000.

- Revision 3
 - April 23, 2002: References to Code of Virginia section numbers updated; position titles updated.
- Revision 4
 - May 13, 2008: Updates to position titles and/or responsibilities due to university reorganization. Delegation of Authorities and Responsibilities approved by the Board of Visitors, March 31, 2008.



Virginia Polytechnic Institute and State University

- Revision 5

- Recommendations for complete revision made by the Taskforce on Consulting and Conflicts of Interest and Commitment charged by the senior vice president and provost. Substantive changes intended to improve understanding of the policy and thereby encourage faculty compliance; to update the policy in light of changing federal regulation and expectations of research sponsors; to increase protection of students; and to adopt best practices related to conflicts of interest as recommended by federal agencies, professional societies, and other major research institutions. Eliminated references to Categories I, II, and II for assessing external activities. An extensive set of examples of activities that do, and do not, need to be reported are now available on comprehensive COI website.
- Eliminated section on Committee on Conflicts of Interest and Commitment and revised section on appeals.
- Added requirements of newly promulgated federal regulations including adoption of \$5,000 threshold for disclosure of financial interests; mandatory training; prompt response to FOIA request concerning possible investigator conflict of interest related to an NIH research project; retrospective review for relevant cases of non-compliance; and annual reports for management plans.
- Added sections on potential conflicts involving students and postdoctoral fellows/trainees, other employees, and spouses and immediate family members.
- Added reference to organizational conflict of interest, and sections on Statement of Economic Interest, Faculty Authored Instructional Materials, and Procurement-Related Conflicts.
- Clarified procedures for disclosures and for development of management plans once a potential conflict has been identified.
- Changed oversight of conflict of interest reporting from the senior vice president and provost to the vice president for research.
- Revised policy title from "Faculty Conflicts of Interest and Commitment" to "Individual Conflicts of Interest and Commitment."

Approved by the Commission on Research: February 8, 2012. Approved by University Council: March 19, 2012. Approved by the President: March 19, 2012. Approved by the Board of Visitors: June 4, 2012. Policy effective date: August 10, 2012.

- Revision 6

- Revisions include edits for clarity, updates related to changes in state law, new language regarding administrative routing of documents, and additional guidance for investigators of federal Public Health Service Grants.
- Section 3.2 addresses federal Public Health Services requirements for retrospective reviews and reporting in cases of non-compliance.

Approved August 31, 2015 by the Board of Visitors.

- Revision 7



Virginia Polytechnic Institute and State University

- Complete revision based on recommendations from the 2020 COI Taskforce charged by the president and vice president for research and innovation. The requirements remain the same but were streamlined and clarified, as needed.
- Removed provisions covered by other university policies, including conflict of commitment.
- Revised policy title from “Individual Conflicts of Interest and Commitment”.

Approved _____, 2022 by _____.

DRAFT

RESOLUTION TO APPROVE A POLICY FOR THE AWARD OF POSTHUMOUS DEGREES AND IN-MEMORIAM CITATIONS

WHEREAS, it is appropriate to recognize students who have made significant advancement towards their degree at Virginia Tech, but die before completing all degree requirements; and

WHEREAS, current practices in various Virginia Tech units with regard to posthumous recognition have not been codified as university policy, and in that way made congruent with one another; and

WHEREAS, in addition to awarding posthumous degrees to those students who have made significant advances towards completing degree requirements, there is also a desire to create a form of non-academic recognition for those students who die before they are able to complete most degree requirements;

NOW, THEREFORE, BE IT RESOLVED that the Board of Visitors approves the attached policy for awarding posthumous degrees across all colleges and degree levels and in-memoriam citations for those students who die before being able to meet posthumous degree criteria.

RECOMMENDATION:

That the attached policy for awarding posthumous degrees and in-memoriam citations be approved.

June 7, 2022



Posthumous Degree Award Policy

No. #####

Policy Effective Date:

xx/xx/xxxx

Last Revision Date:

xx/xx/xxxx

Policy Owner:

John Smith

Policy Author:

(Contact Person)

Jane Doe

1.0 Purpose

Virginia Tech acknowledges the importance of recognizing the academic accomplishments of students who made significant progress towards the completion of their degree and would likely have met all requirements were it not for their untimely death.

2.0 Policy

Academic and institutional integrity will be upheld in the awarding of degrees conferred posthumously by Virginia Tech's colleges, departments, and programs across all levels of study. The criteria and procedures outlined within this policy are to be followed in the event that a degree-seeking student dies and a request is made to posthumously award their degree.

3.0 Procedures

The family, program, department, college, or Dean of Students office may request a posthumous degree review for any student who dies while admitted to a degree-awarding program. The posthumous degree review will be initiated by contacting the Office of the University Registrar. Generally, requests should be made within 12 months of the student's death.

Upon receiving a request, the University Registrar will conduct the review of Associate and Undergraduate students, or forward the review request to the Graduate School, Virginia-Maryland College of Veterinary Medicine, or the Virginia Tech Carilion School of Medicine as appropriate.

If the request does not come from the student's family, the offices identified above, in consultation with the Dean of Students office should, if possible, consult with the family as to whether it is their wish that a posthumous degree be conferred upon the deceased student.

Using the appropriate criteria and procedure listed in section 3.1 below, the office identified above will conduct the review. If the criteria are satisfied, a resolution for the award of the posthumous degree will be presented to the Commission on



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Undergraduate Studies and Policies or Commission of Graduate and Professional Studies and Policies for final approval.

Upon approval or denial, the University Registrar or the appropriate Dean of the Graduate School, Virginia-Maryland College of Veterinary Medicine, or Virginia Tech Carilion School of Medicine will coordinate with the Dean of Students to communicate the results of the decision to the family of the deceased student, and the University Registrar, if appropriate.

Degrees awarded posthumously will be noted as such on the commencement program and official transcript, but not on the student's diploma. University representatives will communicate with the deceased's family or appointed representative regarding commencement arrangements as appropriate.

3.1 Level specific Criteria and/or Procedure for Posthumous Degree Award

Associate

- Student was in good academic and code of conduct standing at the time of death, and
- Student completed at least 30 credits of which a minimum of 10 must have been completed at Virginia Tech.

Undergraduate

- Student was in good academic and code of conduct standing at the time of death, and
- Student completed at least 60 credits of which a minimum of 15 must have been completed at Virginia Tech.

Graduate

- Student was in good academic and code of conduct standing at the time of death, and
- Student completed most of the coursework on the plan of study at the time of death.
- For degree programs that require a thesis, student's thesis was substantially complete at the time of death. Substantially complete comprises the thesis being substantially complete, or manuscripts or other appropriate written products in draft form that would comprise the thesis being substantially complete.



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Graduate Level procedure:

Upon receiving the request, the Graduate School then contacts the student's committee or department to request whether, in their judgment, the student met the requirements noted above. The committee, or the department-designated group, meets, decides, and submits their recommendation to the Dean of the Graduate School. The Dean of the Graduate School, in consultation with the Commission on Graduate and Professional Studies and Policies (CGPS&P), decides upon the request.

College of Veterinary Medicine

- Student was in good academic and code of conduct standing at the time of death.
- Student would likely have completed all the degree requirements by their anticipated graduation date had the student not died.
- Student had completed first 2 years of coursework.

College of Veterinary Medicine (CVM) procedure:

Upon receiving the request, the College then contacts the student's committee or department to request whether, in their judgment, the student met the requirements noted above. The committee, or the department-designated group, meets, decides, and submits their recommendation to the Dean of CVM. The Dean decides upon the request.

Virginia Tech Carilion School of Medicine

- Student was in good standing, including academic performance and standards for professional and personal conduct.
- Student was not facing any pending disciplinary actions.
- Student would likely have completed all degree requirements by their anticipated graduation date were it not for their untimely death.

Virginia Tech Carilion School of Medicine procedure:

- The Dean of the School of Medicine will appoint the Senior Dean of Students or equivalent appointee to review the request and confirm the School of Medicine's criteria have been met. Each case will be determined on its own merits, including the student's academic record.
- If confirmed, the request will be presented to the Medical Student Performance and Promotions Committee (MSPPC) for approval.
- If approved, the Chair of the MSPPC will notify the Dean of the School of Medicine who, after conferring with the School of Medicine Advisory Board grants final approval, as with the conferring of all VTCSOM degrees.



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- The Dean of the School of Medicine will communicate the decision to the family of the deceased student or their appointed representative, VTCSOM's Senior Dean of Student Affairs, and the University Registrar.

3.2 In-Memoriam Citation

If a deceased student was enrolled in a Virginia Tech degree program, but did not meet the posthumous degree criteria at the time of their death, a posthumous in-memoriam citation (Citation) may be given. The Citation may be requested by the student's family, department, college, or other interested party. Requests will be handled and decided upon by the registrar, with consultation as necessary, for example with the graduate school or the pertinent college. There are no minimum degree completion or credit requirements for the Citation. The student for whom the Citation is requested should have had good academic standing at the time of death. If the request is made by other than the family, the family should be contacted by the Registrar in consultation with the Dean of Students to determine the family wishes upon the matter. Posthumous Citations are not academic in nature and are not included in the official count of conferred degrees.

4.0 Definitions

Posthumous Degree: An academic degree conferred by Virginia Tech to a deceased student.

In-Memoriam Citation: A non-degree recognition by Virginia Tech of accomplishments by a deceased student.

5.0 References

6.0 Approval and Revisions

RESOLUTION TO REVISE FACULTY HANDBOOK SECTION 2.17.12 RELATED TO CHANGE OF DUTY STATION AND SPECIAL LEAVE

WHEREAS, the university's Faculty Handbook includes faculty employment policies; and

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

WHEREAS, on an annual basis, the Faculty Handbook is ratified by the Board of Visitors; and

WHEREAS, the Office of the Provost reviews the handbook and considers current practice and how it is described and reflected in the Faculty Handbook; and

WHEREAS, language in Chapter Two of the Faculty Handbook that describes Change of Duty Station and Special Leave requires clarification; and

WHEREAS, the addition of 2 subsections, one related to Change of Duty Station (proposed 2.17.12.1) and one related to Special Leave (proposed 2.17.12.2) accurately describes each type of leave;

NOW, THEREFORE BE IT RESOLVED, that Section 2.17.12 of the Faculty Handbook be revised to include 2 sections: one describing Change of Duty Station and one describing Special Leave, as indicated in the attached;

AND, BE IT FURTHER RESOLVED, that the revisions will be included in appropriate electronic and print materials.

FACULTY HANDBOOK (CURRENT)

2.17.12 Change of Duty Station or Special Leave

Absence from campus or the home work location for a period of more than two weeks while carrying out university-approved activities is called a change of duty station or special leave. A change of duty station may be approved in instances such as grant responsibilities, opportunity of a prestigious fellowship in residence at another institution, or similar activities of benefit to the individual faculty member and the university. Approval of the provost or senior vice president and chief business officer, depending upon the reporting structure, on recommendation of the department head or chair and dean (or appropriate administrator) is required when such absences involve salary payment by university general funds, either in full or in part. Such authorization is usually not granted for longer than one semester. The host institution, agency, or sponsored project is expected to make a significant contribution toward the cost of the faculty member's salary and/or benefits. The provost or the senior vice president and chief business officer determines whether a change of duty station involving institutional salary support or leave without pay is appropriate to the circumstances.

FACULTY HANDBOOK PROPOSED REVISION (in red)

2.17.12 Change of Duty Station or Special Leave

Absence from campus or the home work location for a period of more than two weeks while carrying out university-approved activities is called a change of duty station or special leave.

2.17.12.1 Change of Duty Station

A change of duty station may be approved in instances ~~where a faculty member would be hosted by another institution or organization and undertake activities such as grant responsibilities, opportunity of a prestigious fellowship in residence at another institution, or similar activities~~ of benefit to the individual faculty member and the university. Approval of the provost or senior vice president and chief business officer, depending upon the reporting structure, on recommendation of the department head or chair and dean (or appropriate administrator) is required. ~~when such absences involve salary payment by university general funds, either in full or in part.~~ Such authorization is usually not granted for longer than one semester. ~~The host institution, agency, or sponsored project is expected to make a significant contribution toward the cost of the faculty member's salary and/or benefits.~~ In certain circumstances, the provost or the senior vice president and chief business officer determines whether a change of duty station involving institutional salary support is appropriate. ~~The provost or the senior vice president and chief business officer determines whether a change of duty station involving institutional salary support or leave without pay is appropriate to the circumstances.~~

~~Change of duty station requests for temporary remote work, where the faculty member is not affiliated with another institution or organization, may be approved on a very limited basis. Faculty members who are approved for a change of duty station for temporary remote work are expected to fulfill all assigned responsibilities including teaching, research and scholarly work, outreach, and service. Change of duty station requests for temporary remote work are usually not granted for longer than one year.~~

2.17.12.2 Special Leave

A ~~special leave~~ may be approved in instances such as grant responsibilities, opportunity for a prestigious fellowship in residence at another institution, or similar activities of benefit to the individual faculty member and the university. Approval of the provost or senior vice president and chief business officer, depending upon the reporting structure, on recommendation of the department head or chair and dean (or appropriate administrator) is required ~~when such absences involve salary payment by university general funds, either in full or in part.~~ Such authorization is usually not granted for longer than one ~~year semester~~. ~~The host institution, agency, or sponsored project is expected to make a significant contribution toward the cost of the faculty member's salary and/or benefits.~~ ~~In addition to Special Leave, Study-Research Leave and Research Assignment Leave are available to tenured and continued-appointment faculty, and are described in detail in section 3.8, 3.9, 4.8, and 4.9 of this handbook.~~

RECOMMENDATION:

That the resolution to revise the change of duty station and special leave language in the Faculty Handbook be approved.

June 7, 2022

RESOLUTION TO CLARIFY LANGUAGE IN THE FACULTY HANDBOOK REGARDING EXTENDING THE TENURE AND CONTINUED APPOINTMENT CLOCK

WHEREAS, Virginia Tech's Faculty Handbook includes policies for all university faculty; and

WHEREAS, the Faculty Handbook provides guidance in chapter three for faculty extending the tenure clock and in chapter four for faculty extending the continued appointment clock; and

WHEREAS, extensions of the probationary period have been granted for the birth and adoption of children, illnesses, and other circumstances that have a significant impact on faculty members' productivity; and

WHEREAS, the 2021-2022 Faculty Handbook, section 3.4.2.1, notes that "a cumulative total of two years [of probationary period extensions] is usually the maximum probationary period extension for any combination of reasons." And that "[t]he provost may approve exceptions to these limitations;" and

WHEREAS, the COVID-19 pandemic resulted in significant impacts for faculty members and the provost has approved extensions related to the pandemic. When coupled with the potential for pre-tenure and continued-appointment track faculty to request additional extensions for other life events described above, it is reasonable to assume that there will be faculty members who exceed two years in extensions to their probationary period extension; and

WHEREAS, to mitigate some of the impacts from COVID-19, policy guidance ("Adaptations to Promotion and/or Tenure due to COVID-19") was developed and shared on the provost's Promotion and Tenure webpage. This guidance notes that "if a faculty member applies for tenure in or prior to their original mandatory year and is turned down, they should use all of their extensions before applying a second time"; and

WHEREAS, faculty members may have taken extensions and find that the impact on their productivity was not as significant as they anticipated or that they regained their momentum more quickly than they expected; and

WHEREAS, if a faculty member who has taken multiple extensions seeks tenure or continued-appointment in a non-mandatory year and are unsuccessful, under current guidelines described in the Faculty Handbook and "Adaptations to Promotion and/or Tenure" documents, they may have to wait several years to reach their mandatory year and apply a second time; and

WHEREAS, Virginia Tech has a successful history of non-mandatory promotions and is well positioned for the coming years;

WHEREAS, given the anticipated increase in the number of extensions that faculty have taken during the COVID-19 pandemic that will impact the promotion and tenure process for many years to come, it is valuable to revisit the language and practice around tenure decisions in non-mandatory years, and provide opportunities for faculty to advance in their careers when they are ready, and to feel supported by their department, their college, and the university in doing so;

NOW, THEREFORE, BE IT RESOLVED, that the Faculty Handbook include the following language in chapters three and four as indicated below in red:

Extending the Tenure Clock

A one-year probationary period extension is *automatically* granted to either parent (or both, if both parents are tenure-track faculty members) in recognition of the demands of caring for a newborn child or a child under five newly placed for adoption or foster care. The request should be made within a year of the child's arrival in the family.

An extension of the probationary period may also be approved on a discretionary basis for other extenuating non-professional circumstances that have a significant impact on the faculty member's productivity, such as a serious personal illness or major illness of a member of the immediate family. In rare cases, extraordinary professional circumstances not of the faculty member's own making may be acceptable justification for a probationary period extension, for example exceptional delays in providing critical equipment, laboratory renovations, or other elements of the committed start-up package essential to establishing a viable research program.

Faculty members who benefit from this policy are expected to fulfill their usual responsibilities during the probationary period extension unless they are also granted a period of modified duties or unless other arrangements are made. (See chapter three, "Modified Duties.")

Probationary period extensions are granted in one-year increments. A cumulative total of two years is usually the maximum probationary period extension for any combination of reasons. Requests should be made within a year of the qualifying event or extenuating circumstance. The provost may approve exceptions to these limitations.

Faculty members may only be evaluated two times for promotion and tenure or continued appointment. The two evaluations may each be in a non-mandatory year, but in the case of a second non-mandatory negative decision, the faculty member will not be allowed a third evaluation. If the second evaluation results in a negative decision, a one-year terminal appointment is offered.

Requests for a probationary period extension are submitted in writing to the department head or chair. (A form is available on the provost's website.) Approval is automatic for new parents. Documentation of medical reasons (other than childbirth or adoption) is required prior to approval; documentation of other extenuating circumstances may also be required. Approvals by the department head or chair, dean, and provost are required for probationary period extensions. The faculty member may appeal denial of the request to the next higher level in their organizational reporting structure.

It is very important that all individuals and committees participating in tenure reviews understand that any individual who receives a probationary period extension must be held to the same standard—not a higher or more stringent one—to which other candidates without such an extension are held. This is also true in the case where the candidate's dossier is considered on the original schedule for review. However, in this instance where an approved extension was granted but not utilized, the tenure review is not considered mandatory and can be conducted again in the subsequent year without penalty. A probationary extension usually extends the time frame for each subsequent review and reappointment during the probationary period. For example, an extension granted prior to the fourth year review and reappointment typically delays that review by one year.

RECOMMENDATION:

That the resolution to revise language in the Faculty Handbook to clarify extending the tenure and continued appointment clock be approved.

June 7, 2022

RESOLUTION TO REVISE FACULTY HANDBOOK LANGUAGE REGARDING APPEAL OF PROBATIONARY NON-REAPPOINTMENT

WHEREAS, the Board of Visitors approved language for inclusion in chapter three of the Faculty Handbook scheduled for implementation in 2022 – 2023; and

WHEREAS, language in subsection 3.4.5.1 of that revision does not include a process for resolving pre-tenure, probationary period, non-reappointment recommendations in which there is a difference of opinion between department heads/chairs and department personnel committee; now

THEREFORE, BE IT RESOLVED, that the language in 3.4.5.1 in the 2022-2023 Faculty Handbook be revised as indicated below (in red):

3.4.5.1 Appeal of Probationary Non-Reappointment Decision

Faculty members on probationary term appointments should make no presumption of reappointment. The department head or chair and the departmental personnel committee or the faculty development committee evaluate faculty for reappointment. (See chapter three, ~~“Pre-Tenure Probationary Period and Progress Reviews.”~~ Pre-Tenure Probationary Period and Reviews of Progress Toward Promotion and/or Tenure.”)

The ~~department~~ committee makes a recommendation on each candidate to the head or chair. If the head or chair does not concur with the committee’s recommendation, or if both the head or chair and the ~~department~~ committee recommend non-reappointment, the specific reasons for the negative recommendation(s) are provided to the faculty member in writing by the department head or chair, and there is an automatic review of the candidate’s dossier by the ~~college committee and the dean. If the dean reaches a decision of non-reappointment, the faculty member is notified by the dean in writing of the decision and the specific reasons for it.~~

~~The faculty member may then request, through the dean, that the college committee on promotion and tenure independently review the decision. The faculty member presents the appeal in writing as specified in chapter three (above) “Appeals of Decisions on Reappointment, Tenure, or Promotion.” The faculty member may elect to present oral arguments to the committee. If the committee concurs with the dean’s decision, the decision is final. The dean notifies the faculty member in writing of the reasons for the committee’s decision and no further appeal is provided.~~

~~If the committee’s recommendation varies from the dean’s, the case is automatically sent to the provost for review. The provost’s decision is final.~~

The dean notifies the faculty member in writing of the review, including their right to present oral arguments to the college committee. If the college committee and the dean recommend non-reappointment, the dean notifies the faculty member in writing of the specific reasons for the negative recommendations and no further appeal is provided. If the college committee's recommendation varies from the dean's, the case is automatically sent to the provost for review. The provost's decision cannot be appealed. (Notice of non-reappointment is furnished according to the schedule in chapter two, ~~"Non-reappointment for Faculty on Tenure-Track or Continued Appointment-Track."~~ "Retirement, Resignation, and Non-Reappointment.")

RECOMMENDATION:

That the resolution be approved to revise the language in the Faculty Handbook regarding appeal of probationary non-reappointment.

June 7, 2022

**RESOLUTION FOR A PUBLIC UTILITY EASEMENT
IN SUPPORT OF THE TOWN OF BLACKSBURG
SHENTEL ENTERPRISE EXPANSION PROJECT**

The Shenandoah Telecommunications Company ("Shentel") has requested Virginia Polytechnic Institute and State University ("Virginia Tech") to grant a public utility easement to the Town of Blacksburg (the "Town") in the area of Research Center Drive between Forecast Drive and Pratt Drive on the main campus of Virginia Tech located in the Town of Blacksburg, Montgomery County, Virginia, in support of the Town's Internet Expansion Project.

**RESOLUTION FOR A PUBLIC UTILITY EASEMENT
IN SUPPORT OF THE TOWN OF BLACKSBURG
SHENTEL ENTERPRISE EXPANSION PROJECT**

WHEREAS, The Town is participating in the Shentel Enterprise Expansion Project to lay fiber along The Virginia Tech Corporate Research Center Park ("The VTCRC") to include portions of Innovation, Research Center and Kraft Drives; and,

WHEREAS, The Shentel Enterprise Expansion Project will utilize public utility easements for the installation of a fiber line on real property owned by Virginia Tech; and,

WHEREAS, Shentel has requested Virginia Tech to grant a public utility easement ("PUE") to the Town in the area of Research Center Drive between Forecast Drive and Pratt Drive, which PUE area would contain approximately 46,795 square feet as more particularly shown and described on the attached drawing entitled "Exhibit for Variable Public Utility Easement affecting Tax Map #256-A 1 Town of Blacksburg, Mount Tabor Magisterial," dated March 31, 2022 and made by Hurt and Proffitt; and,

WHEREAS, Virginia Tech desires to grant the approximately 46,795 square feet PUE to the Town in support of the Shentel Enterprise Expansion Project;

NOW, THEREFORE BE IT RESOLVED, that the Interim Senior Vice President and Chief Business Officer, his successors and/or assigns, be authorized to execute a Deed of Easement, or Amendment to Deed of Easement, to the Town as described herein, in accordance with applicable Virginia Tech policies and procedures as permitted by the Higher Education Restructuring Act and the Management Agreement with the Commonwealth of Virginia, and the Code of Virginia (1950), as amended.

RECOMMENDATION:

That the above resolution authorizing the Interim Senior Vice President and Chief Business Officer to execute an amendment to the existing easement, or a new easement as may be appropriate, to the Town of Blacksburg be approved.

June 7, 2022

Part of Tax Parcel No. 070905
Part of Tax Map No. 256- A 1

VT Tract No.208-00001-00311 in association with 208-0001-00055 & 208-0001-00286

PREPARED BY: Virginia Polytechnic Institute and State University
Attn: Real Estate Management (MC0163)
230 Sterrett Drive
Blacksburg, VA 24061

RETURN TO: Town of Blacksburg
Attn: Town Clerk
300 South Main Street
Blacksburg, VA 24060

Exempted from recordation taxes under Sections 58.1-811(A) (3), and
58.1-811(C) (3), and exempted from recording fees under Sections 17.1-266
and 17.1-279 (E) of the Code of Virginia, 1950 as amended.

DEED OF EASEMENT

This Deed of Easement is dated the 1st day of June, 2022, by and between **VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY**, an institution of higher education and an agency of the Commonwealth of Virginia, hereinafter called Grantor, and the **TOWN OF BLACKSBURG**, an incorporated municipality of the Commonwealth of Virginia, hereinafter called Grantee.

WITNESSETH

That for the sum of One Dollar (\$1.00) and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and in accordance with Section 23.1-1000 *et seq.* of the Code of Virginia (1950), as amended, Grantor grants unto Grantee, its successors and assigns, the perpetual right, privilege, and easement of right-of-way, containing approximately 46,795 square feet, to lay, erect, construct, operate, maintain and repair an underground telecommunication lines and all related equipment, accessories and appurtenances necessary in connection therewith, hereinafter called facilities, for the purpose of providing public high-speed internet, phone and television service, under, upon and across the lands of the Grantor as more particularly shown and described on a drawing entitled "Exhibit for Variable Public Utility Easement affecting Tax Map #256-A 1 Town of Blacksburg, Mount Tabor Magisterial" dated March 31, 2022, and made by Hurt & Proffitt which drawing is attached hereto and made a part hereof; and being part of that real estate acquired by Grantor by deed dated July 30, 1936 from Grantee, which deed is recorded in the Clerk's Office of the Circuit Court of Montgomery County, Virginia, as Deed Book 104 Page 104.

This easement is subject to all existing easements, rights-of-way, covenants, encumbrances and restrictions of record, and is further subject to the following conditions:

- A. The facilities constructed shall remain the property of Grantee. Grantee shall have the right to inspect, rebuild, remove, repair, improve, and make such changes, alterations, additions to or extensions of its facilities within the boundaries of said right-of-way as are consistent with the purpose expressed

herein. All construction, maintenance, equipment and facilities shall comply with all applicable laws, ordinances, codes and regulations.

- B. Upon completion of any activity by Grantee upon the right-of-way, Grantee shall restore the right-of-way as nearly to its original condition as practicable, including backfilling of trenches, reseeding or resodding of lands, replacement of equipment and facilities of Grantor, removal of trash and debris, and removal of any of Grantee's equipment, accessories or appurtenances not consistent with the construction, maintenance or operation of said facilities or the exercise of any rights or privileges expressed herein. Grantee shall maintain said right-of-way and facilities in such repair as not to endanger or otherwise limit the enjoyment or use of Grantor's property and adjacent properties.
- C. Grantee shall have the right to trim, cut and remove trees, shrubbery or other natural obstructions on or over the right-of-way which interfere with or threaten the efficient and safe operation, construction or maintenance of said facilities. Horizontal boring shall be implemented during utility install and maintenance to reduce damage to trees and avoid disrupting the landscape. All trees cut by Grantee shall remain the property of Grantor. All brush, branches, and other debris resulting from any cutting, trimming, or clearing of said right-of-way shall be removed from lands of Grantor and disposed of by Grantee.
- D. Grantee shall have the right of ingress to and egress from said right-of-way over the lands of Grantor as may be necessary to exercise Grantee's rights herein. Grantee shall exercise such right in such manner as shall not occasion injury or inconvenience to Grantor. Grantee shall at Grantor's election pay for or repair any injury to any of Grantor's land, structures, roads, fences, and other improvements caused by Grantee, its employees, agents or contractors. Grantee shall notify Grantor as soon as it is aware of any such injury and shall make said payment or repair within thirty (30) days after such election by Grantor; provided, however, that if such injury results in an on-going hazardous condition or a material loss of use of Grantor's property (such as, by way of illustration and not by limitation, a disruption of any utilities or loss of access to Grantor's property) then Grantee shall immediately remedy the hazardous condition or material loss of use.
- E. Grantor may use said right-of-way for any purpose not inconsistent with the rights hereby granted, provided such use does not interfere with the safe and efficient construction, operation or maintenance of said facilities, and further provided that such use is not inconsistent with any laws, ordinances or codes pertaining to the construction, operation or maintenance of said facilities and to which the Grantor is subject.
- F. Grantee covenants and agrees to have its contractors working on the facilities maintain a commercial general liability policy covering bodily injury, death and property damage with combined single limit coverage of at least One Million and No/100ths Dollars (U.S. \$1,000,000.00) each occurrence and Five Million and No/100ths Dollars (U.S. \$5,000,000.00) aggregate. Virginia Polytechnic Institute and State University and the Commonwealth of

Virginia shall be named as an additional insured. A copy of the Certificate of Insurance and the associated additional insured endorsement are to be provided to the Grantor.

- G. The purpose of this easement is to complete fiber optic cable installation improvements to real property now or formerly owned by Virginia Tech Foundation, Inc. and Virginia Tech Corporate Research Center Inc., which is a wholly owned subsidiary of the Virginia Tech Foundation, Inc., and which real property adjoins Grantor's property. If Grantee at any time discontinues use of all or any portion of the easement herein conveyed for a period of one year, and after being provided notice by Grantor, all of the Grantee's rights and interest in said easement or portion thereof shall immediately terminate and revert to Grantor, its successors and assigns. Should this easement of right-of-way be terminated Grantee shall at its expense remove any facilities and restore Grantor's property as nearly to its original condition as practicable and, on written request by Grantor, Grantee shall quitclaim and release same.
- H. This easement of right-of-way, and the use thereof, is intended to be used solely as stated herein. No other use shall be permitted without the express written consent of Grantor, which consent Grantor shall be under no obligation to give. Consent shall be evidenced by an amendment to this Deed of Easement, approved and executed with the same formality as this Deed of Easement, and shall be subject to all conditions therein set out.
- I. If Grantor at any time deems it necessary or advisable to relocate for Grantor's convenience any of Grantee's facilities installed and used pursuant to this Deed of Easement, Grantee shall relocate such facilities to a route or place acceptable to Grantor, provided Grantor for no additional consideration shall grant unto Grantee such easement as may be necessary to effect such relocation, subject to the same rights, privileges and conditions, as herein set forth, and Grantor shall reimburse Grantee the reasonable, direct costs of such relocation. Upon relocation of any of the facilities from any portion of the easement hereby granted, the easement for or over that portion of the land no longer used by Grantee shall automatically terminate and all rights, title and interest therein shall revert to Grantor.

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK.)

WITNESS the following signatures and seals.

Grantor:

VIRGINIA POLYTECHNIC INSTITUTE AND STATE
UNIVERSITY

By: _____
Christopher H. Kiwus, PE., PhD,
Interim Senior Vice President Chief Business Officer

Commonwealth of Virginia,
County of Montgomery, to-wit:

I, _____, a Notary Public in and for the jurisdiction aforesaid,
certify that the foregoing instrument was acknowledged before me this _____ day of
_____, 2022, by Christopher H. Kiwus, PE., PhD, Interim Senior Vice
President and Chief Business Officer, Virginia Polytechnic Institute and State University,
an agency of the Commonwealth of Virginia and an institution of higher education, acting
for and on behalf of the said agency.

Notary Public

My commission expires: _____

Notary registration number: _____

[Notary Seal]

Approved as to form and legal sufficiency:

By: Special Assistant Attorney General

Grantee's Acceptance:

TOWN OF BLACKSBURG

By _____

Marc Verniel

Town Manager, Town of Blacksburg

Authorized to Accept this Easement by Town Council Resolution 8-H-08.

Commonwealth of Virginia,

City/County of _____, to-wit:

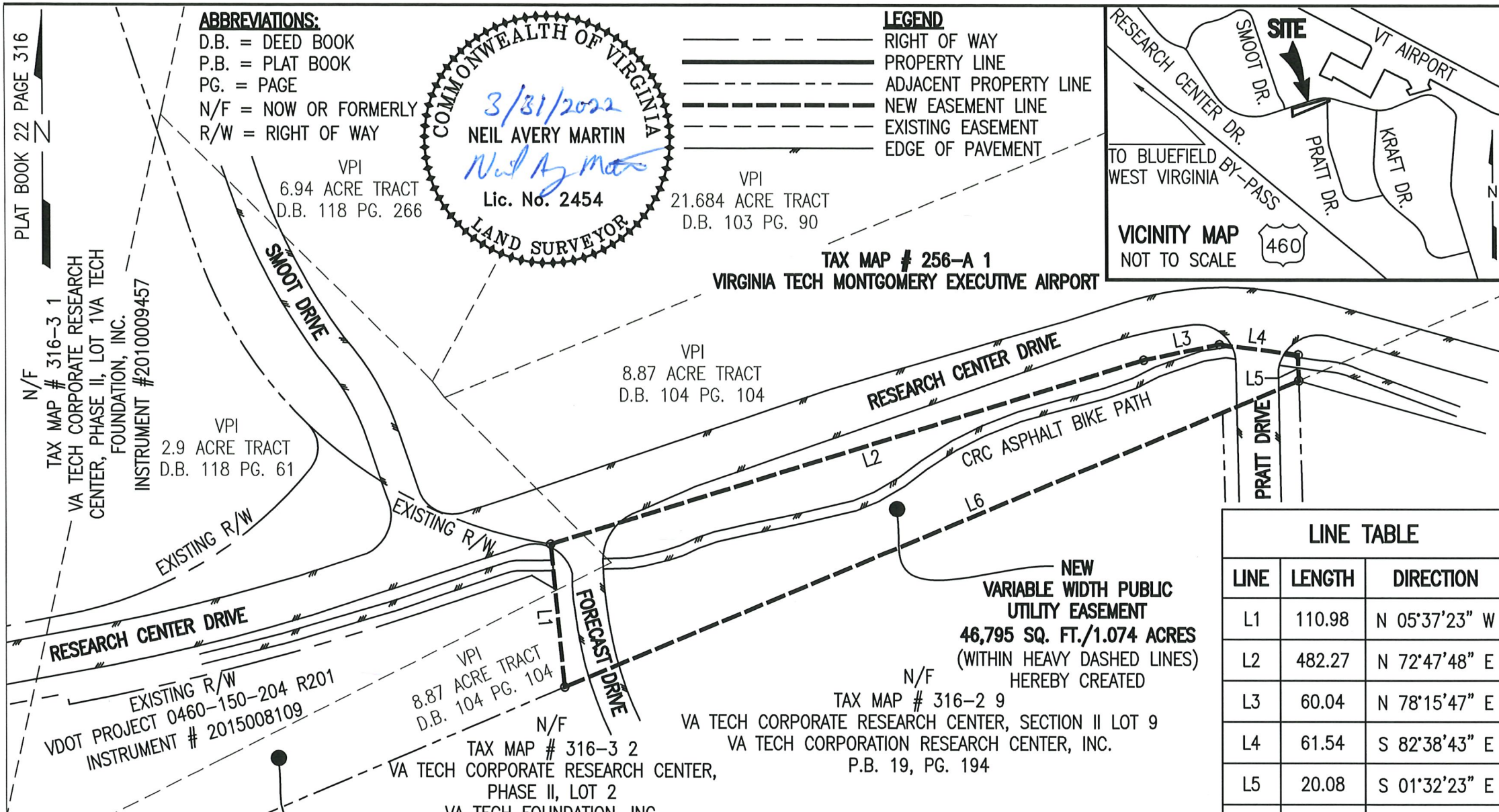
I, _____, a Notary Public in and for the jurisdiction aforesaid, certify that the foregoing instrument was acknowledged before me this _____ day of _____, 2022, by Marc Verniel, Town Manager, Town of Blacksburg, on behalf of the said municipality.

Notary Public

My commission expires: _____

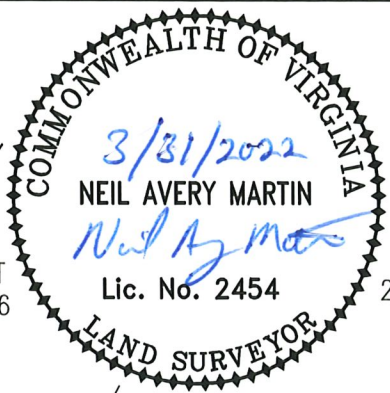
Approved as to form and legal sufficiency:

By: Town Attorney



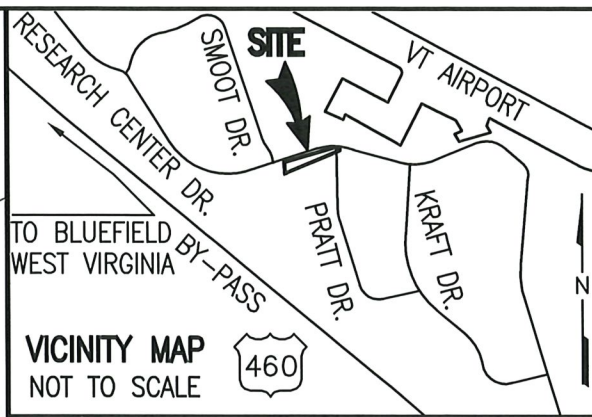
ABBREVIATIONS:

D.B. = DEED BOOK
P.B. = PLAT BOOK
PG. = PAGE
N/F = NOW OR FORMERLY
R/W = RIGHT OF WAY



LEGEND

- RIGHT OF WAY
- PROPERTY LINE
- - - ADJACENT PROPERTY LINE
- - - NEW EASEMENT LINE
- - - EXISTING EASEMENT
- EDGE OF PAVEMENT



NOTES:

1. THIS EXHIBIT FOR VARIABLE WIDTH PUBLIC UTILITY EASEMENT WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT, AND THEREFORE MAY NOT AGREE WITH DEEDS AND PLATS OF RECORD OR SHOW ALL ENCUMBRANCES UPON THE PROPERTY SURVEYED.
2. REFERENCES: D.B. 104 PG. 104, D.B. 118 PG. 61, D.B. 103 PG. 90, D.B. 118 PG. 86, D.B. 118 PG. 266.
3. THIS EXHIBIT FOR VARIABLE WIDTH PUBLIC UTILITY EASEMENT IS THE RESULT OF AN ACTUAL FIELD SURVEY PERFORMED IN MARCH, 2022 AND ONLY REFLECTS FIELD CONDITIONS PRESENT AT THAT TIME.

SOURCE OF TITLE:

THIS IS TO CERTIFY THAT THE PROPERTY SHOWN HEREON IS A PORTION OF THE PROPERTY ACQUIRED BY VPI BY DEED , RECORDED IN D.B. 104 PG. 104 AND D.B. 118 PG. 61, WHICH ARE THE LAST INSTRUMENTS IN THE CHAIN OF TITLE TO THE SAID PROPERTY.

NEIL AVERY MARTIN, L.S.# 2454
3/31/2022
DATE

LINE TABLE		
LINE	LENGTH	DIRECTION
L1	110.98	N 05°37'23" W
L2	482.27	N 72°47'48" E
L3	60.04	N 78°15'47" E
L4	61.54	S 82°38'43" E
L5	20.08	S 01°32'23" E
L6	617.61	S 67°23'57" W

DRAWN BY: JEL
CHECKED BY: NAM

PROJECT NO. 20220354
DATE: 03/31/2022
LAT. 37.205136°
LONG. -80.413519°

HURT & PROFFITT
INSPIRED / RESPONSIVE / TRUSTED

1861 PRATT DR, SUITE 1100
BL ACKSBURG, VA 24060

EXHIBIT FOR VARIABLE WIDTH PUBLIC UTILITY EASEMENT
AFFECTING
TAX MAP # 256-A 1

**RESOLUTION FOR A PUBLIC UTILITY EASEMENT TO
TOWN OF BLACKSBURG
TO RELOCATE AND CONSTRUCT UPGRADED SANITARY SEWER MAIN
ON VIRGINIA TECH'S MAIN CAMPUS**

The Town of Blacksburg has requested Virginia Polytechnic Institute and State University ("Virginia Tech") grant an easement to the Town of Blacksburg for the installation and upgrade of a sanitary sewer line in the area of Squires Student Center located in the Town of Blacksburg, Montgomery County, Virginia, in support of Virginia Tech's sanitary sewer capacity.

**RESOLUTION FOR A PUBLIC UTILITY EASEMENT TO
TOWN OF BLACKSBURG
TO RELOCATE AND CONSTRUCT UPGRADED SANITARY SEWER MAIN
ON VIRGINIA TECH'S MAIN CAMPUS**

WHEREAS, The Town of Blacksburg has identified a need to relocate and construct a sanitary sewer main to upgrade the existing sewer shed in support of increasing the Town's and Virginia Tech's sewer capacity including the Main Campus area of the Squires Student Center; and,

WHEREAS, the Town of Blacksburg has requested Virginia Tech grant a public utility easement on Virginia Tech land near the area of the Squires Student Center which easement area would contain approximately 11,307 square feet as more particularly shown and described on the attached drawing entitled "Public Utility Easement Over the Property of Virginia Polytechnic Institute" for the Town of Blacksburg dated April 13, 2022 and made by Draper Aden Associates; and,

WHEREAS, the installation by the Town of Blacksburg and subsequent Virginia Tech use of the sanitary sewer line will support the increasing sewer needs of Virginia Tech; and,

WHEREAS, Virginia Tech desires to grant the approximately 11,307 square feet access easement in support of increased sewer capacity for Virginia Tech;

NOW, THEREFORE BE IT RESOLVED, that the Interim Senior Vice President and Chief Business Officer, his successors and/or assigns, be authorized to execute a Deed of Easement to the Town of Blacksburg as described herein, in accordance with applicable Virginia Tech policies and procedures as permitted by the Higher Education Restructuring Act and the Management Agreement with the Commonwealth of Virginia, and the Code of Virginia (1950), as amended.

RECOMMENDATION:

That the above resolution authorizing the Interim Senior Vice President and Chief Business Officer to execute an easement to the Town of Blacksburg for the purposes stated and described herein be approved.

June 7, 2022

Part of Tax Map No.: 256-A-97 & 256-A-1
Part of Tax Parcel No.: 070814 & 070905
Part of Tract No. 208-00001-00166 & 208-00001-00004

PREPARED BY: Virginia Polytechnic Institute and State University
Real Estate Management (MC0163)
230 Sterrett Drive
Blacksburg, VA 24061

RETURN TO: Town of Blacksburg
Attn: Town Clerk
300 South Main Street
Blacksburg, VA 24060

Exempted from recordation taxes and fees
under Sections 58.1-811(A)(3),
58.1-811(C)(3), 17.1-266 and 17.1-279(E)
of the Code of Virginia (1950), as amended

DEED OF EASEMENT

This Deed of Easement is dated the _____ day of _____, 2022, by and between **VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY**, an institution of higher education and agency of the Commonwealth of Virginia, hereinafter called Grantor, and the **TOWN OF BLACKSBURG**, an incorporated municipality of the Commonwealth of Virginia, hereinafter called Grantee.

WITNESSETH

That for the sum of One Dollar (\$1.00) and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and in accordance with Section 23.1-1002 of the Code of Virginia (1950), as amended, Grantor grants unto Grantee, its successors and assigns, the perpetual right, privilege, and easement of right-of-way, Five-hundred and sixty three feet (563') in length, Twenty feet (20') in width, ten feet (10') on each side of the centerline, to lay, erect, construct, operate, maintain and repair an underground sewer line and all related equipment, accessories and appurtenances necessary in connection therewith, hereinafter called facilities, for the purpose of providing public sanitary sewer service, under, upon and across the lands of the Grantor situated in the Prices Fork District, County of Montgomery, Virginia, said right-of-way being shown on a drawing entitled "Public Utility Easement Over the Property of Virginia Polytechnic Institute" as prepared by Draper Aden Associates dated April 13, 2022, which is attached to and made a part of this Deed of Easement as Exhibit A; being part of that same real estate acquired by Grantor by deed dated October 1, 1965, recorded in the Clerk's Office, Circuit Court of Montgomery County, Virginia, in Deed Book 263 Page 107 and also being part of that same real estate acquired by Grantor by deed dated August 8, 1874, recorded in the Clerk's Office, Circuit Court of Montgomery County, Virginia, in Deed Book T Page 416.

This easement is subject to all existing easements, rights-of-way, covenants, encumbrances and restrictions of record, and is further subject to the following conditions:

- A. The facilities constructed shall remain the property of Grantee. Grantee shall have the right to inspect, rebuild, remove, repair, improve, and make such changes, alterations, additions to or extensions of its facilities within the boundaries of said right-of-way as are consistent with the purpose expressed herein. All construction, maintenance, equipment and facilities shall comply with all applicable laws, ordinances, codes and regulations.
- B. Upon completion of any activity by Grantee upon the right-of-way, Grantee shall restore the right-of-way as nearly to its original condition as practicable, including backfilling of trenches, reseeding or resodding of lands, replacement of equipment and facilities of Grantor, removal of trash and debris, and removal of any of Grantee's equipment, accessories or appurtenances not consistent with the construction, maintenance or operation of said facilities or the exercise of any rights or privileges expressed herein. Grantee shall maintain said right-of-way and facilities in such repair as not to endanger or otherwise limit the enjoyment or use of Grantor's property and adjacent properties.

Grantee shall take all safety precautions necessary to protect the public during construction of the facilities. Site security shall include fencing and trench covers as set forth in Virginia Tech's "Contractor Safety Program". Grantee's signage in the construction area shall clearly communicate that no one may access the construction site unless authorized to do so. Grantee and its contractors and subcontractors shall comply with the guidelines as set forth in Virginia Tech's "Contractor Safety Program" whenever performing work.

- C. Grantee shall contact the Virginia Tech University Arborist to discuss any trees, shrubbery or other natural obstructions that interfere with or threaten the efficient and safe operation, construction or maintenance of said facilities prior to removal, trimming, or cutting the trees, shrubbery or natural obstructions. The Grantor retains all rights and decision-making authority regarding whether to trim, cut and remove trees, shrubbery or other natural obstructions that Grantee feels may need to be trimmed, cut, or removed to install said Grantee facilities. All trees cut shall remain the property of Grantor. All brush, branches, and other debris resulting from any cutting, trimming, or clearing of said right-of-way shall be removed from lands of Grantor and disposed by Grantee. Grantor acknowledges that the three trees as indicated on Exhibit B will be affected by the installation of the Sanitary Sewer Line and will have to be removed. Grantee agrees to be responsible for the cost of the removal of said trees and also agrees to be financially responsible for planting three replacement trees, as approved by the Grantor, in another location on campus that Grantor chooses.

Grantee will install protection fences for the critical root zones of the four trees indicated on Exhibit B that have roots within the Easement. Grantee will contact the University Arborist prior to beginning work in these areas in order to locate and identify the specific trees that need protection fences. Grantee

further agrees to provide root invigoration for the trees that the University Arborist selects.

- D. Grantee shall have the right of ingress to and egress from said right-of-way over the lands of Grantor as may be necessary to exercise Grantee's rights herein. Grantee shall exercise such right in such manner as shall not occasion injury or inconvenience to Grantor. Grantee shall at Grantor's election pay for or repair any injury to any of Grantor's land, structures, roads, fences, and other improvements caused by Grantee, its employees, agents or contractors. Grantee shall notify Grantor immediately of any such injury and shall make said payment or repair within thirty (30) days after such election by Grantor; provided, however, that if such injury results in an ongoing hazardous condition or a material loss of use of Grantor's property (such as, by way of illustration and not by limitation, a disruption of any utilities or loss of access to Grantor's property) then Grantee shall immediately remedy the hazardous condition or material loss of use. Grantor retains the right for the existing sidewalks within or near the Easement area to remain. Grantor retains the right to install seat walls in the easement area in the future. If Grantee injures or damages the sidewalks or seat walls during construction or during any subsequent maintenance on the sewer line, Grantee agrees to return the property to its pre-construction condition.

Grantor and Grantee acknowledge that Grantor will be unable to use some parking spaces in the Squires Lot during the construction of the facilities. Grantee agrees to pay the Grantor for each parking spot that is unusable by the Grantor for the entirety of the period in which they cannot be used. The current rate for each parking space is \$33.00 per month, per parking space. The parties agree that this rate will be adjusted when the rates change to \$35.00 per month, per parking space on July 1, 2022. Grantee agrees to pay the new parking space rate once it is instituted. These rates are subject to change annually. The Grantee shall notify the Director of Parking and Transportation at (540) 231-3200 two weeks prior to the parking lot being affected so that notice to the university community can occur.

- E. Grantor, its successors and assigns, may use said right-of-way for any purpose not inconsistent with the rights hereby granted, provided such use does not interfere with the safe and efficient construction, operation or maintenance of said facilities, and further provided that such use is not inconsistent with any laws, ordinances or codes pertaining to the construction, operation or maintenance of said facilities and to which the Grantor is subject.
- F. Grantee covenants and agrees to indemnify, defend and hold Grantor, its employees and agents, harmless from and against any claims of injury to any persons or property and from and against any other liability of any nature whatsoever to the extent permitted by law, and without waiving its sovereign immunity resulting from the installation, operation, maintenance, replacement, repair, removal or use of any of Grantee's facilities or the connection to other utility facilities on or adjacent to said easement, or in any way arising out of Grantee's exercise of any rights herein granted.

- G. If Grantee at any time discontinues use of all or any portion of the easement herein conveyed for a period of one year, all of the Grantee's rights and interest in said easement or portion thereof shall immediately terminate and revert to Grantor, its successors and assigns, and Grantee shall at its expense remove any facilities and restore Grantor's property as nearly to its original condition as practicable and, on written request by Grantor, Grantee shall quitclaim and release same.
- H. This easement of right-of-way, and the use thereof, is intended to be used solely for the purpose of providing public sanitary sewer service. No other use shall be permitted without the express written consent of Grantor, which consent Grantor shall be under no obligation to give. Consent shall be evidenced by an amendment to this Deed of Easement, approved and executed with the same formality as this Deed of Easement, and shall be subject to all conditions therein set out.
- I. If Grantor at any time deems it necessary or advisable to relocate for Grantor's convenience any of Grantee's facilities installed and used pursuant to this Deed of Easement, Grantee shall relocate such facilities to a route or place acceptable to Grantor, provided Grantor for no additional consideration shall grant unto Grantee such easement as may be necessary to effect such relocation, subject to the same rights, privileges and conditions, as herein set forth, and Grantor shall reimburse Grantee the reasonable, direct costs of such relocation. Upon relocation of any of the facilities from any portion of the easement hereby granted, the easement for or over that portion of the land no longer used by Grantee shall automatically terminate and all rights, title and interest therein shall revert to Grantor.

WITNESS the following signatures and seals.

Grantor:

VIRGINIA POLYTECHNIC INSTITUTE AND STATE
UNIVERSITY

By _____
Christopher H. Kiwus, PE, PhD

Interim Senior Vice President and Chief Business
Officer

Commonwealth of Virginia,
County of Montgomery, to-wit:

I, _____, a Notary Public in and for the jurisdiction aforesaid, certify that the foregoing instrument was acknowledged before me this _____ day of _____, 2022, by Christopher H. Kiwus, PE, PhD, Interim Senior Vice President and Chief Business Officer, Virginia Polytechnic Institute and State University, on behalf of the institution.

Notary Public

My commission expires: _____

Office of the Attorney General
Approved as to form and legal sufficiency:

Special Assistant Attorney General

Grantee's Acceptance:

TOWN OF BLACKSBURG

By _____

Marc Verniel

Town Manager

Authorized to Accept this Easement by Town Council Resolution 8-H-08.

Commonwealth of Virginia,
City/County of _____, to-wit:

I, _____, a Notary Public in and for the jurisdiction aforesaid, certify that the foregoing instrument was acknowledged before me this _____ day of _____, 2022, by Marc Verniel, Town Manager, Town of Blacksburg, on behalf of the said municipality.

Notary Public

My commission expires: _____

Approved as to form and legal sufficiency:

By: Town Attorney

NOTES:
1.) SOURCE OF MERIDIAN FOR BEARINGS IS BASED UPON:
VIRGINIA STATE PLANE, SOUTH ZONE, (NAD 83).

2.) NO TITLE REPORT FURNISHED.

3) THIS COMPILED PLAT WAS PREPARED FOR THE SOLE
PURPOSE OF SHOWING AN EASEMENT. NO BOUNDARY
SURVEY WAS PERFORMED AT THIS TIME AND THE BEARINGS
AND DISTANCES SHOWN HEREON, MAY OR MAY NOT
CONFORM TO PREVIOUS DEEDS AND OR PLATS OF RECORD.

VIRGINIA STATE PLANE, SOUTH ZONE

PLAT ACCEPTED

Randy Jarman 4/13/22
TOWN ENGINEER DATE

LINE TABLE		
LINE	BEARING	DISTANCE
L1	N46°17'11"E	3.99'
L2	N50°15'08"E	16.39'
L3	S19°38'16"E	24.45'
L4	N51°56'35"E	8.59'
L5	S36°53'53"E	20.00'
L6	N35°26'17"W	20.02'
L7	N19°38'16"W	29.39'
L8	N50°15'08"E	18.47'

VPI, BUILDINGS AND LAND
TM 256-A-1
INSTR. No. 2010003159

COLLEGE AVE.

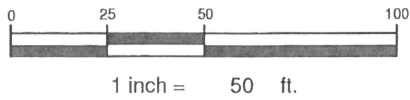
TOWN OF BLACKSBURG
TM 256-A-117
D.B. 411, PG. 620


VIRGINIA POLYTECHNIC INSTITUTE
TM 256-A-97
D.B. 263, PG. 107

20' PUBLIC UTILITY
EASEMENT TO BE
DEDICATED
10034 SQ. FT.

VIRGINIA POLYTECHNIC INSTITUTE
TM 256-A-97
D.B. 263, PG. 107

OTEY STREET





Draper Aden Associates
Engineering • Surveying • Environmental Services
2206 South Main Street
Blacksburg, VA 24060
540-552-0444 Fax: 540-552-0291

Richmond, VA
Charlottesville, VA
Hampton Roads, VA

Raleigh, NC
Fayetteville, NC
Northern Virginia
Virginia Beach, VA

DESIGNED: N/A
DRAWN: JFF
CHECKED: LWK
DATE: 04/13/22

PUBLIC UTILITY EASEMENT
OVER THE PROPERTY OF
VIRGINIA POLYTECHNIC INSTITUTE
PRICES FORK DISTRICT, TOWN OF BLACKSBURG, MONTGOMERY COUNTY, VIRGINIA

SCALE: 1" = 50'
PROJECT: 2109471

P:\2021\09400\2109471\05-SVY\CAD\2109471.dwg 2409471_EASE-PLAT17.dwg April 13, 2022 8:00:06 AM

NOTES:
1.) SOURCE OF MERIDIAN FOR BEARINGS IS BASED UPON:
VIRGINIA STATE PLANE, SOUTH ZONE, (NAD 83).

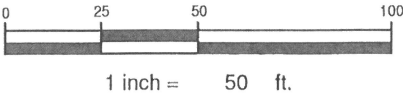
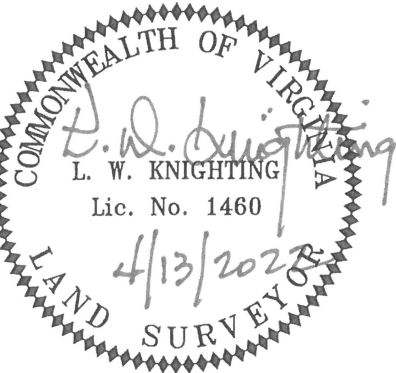
2.) NO TITLE REPORT FURNISHED.

3) THIS COMPILED PLAT WAS PREPARED FOR THE SOLE
PURPOSE OF SHOWING AN EASEMENT. NO BOUNDARY
SURVEY WAS PERFORMED AT THIS TIME AND THE BEARINGS
AND DISTANCES SHOWN HEREON, MAY OR MAY NOT
CONFORM TO PREVIOUS DEEDS AND OR PLATS OF RECORD.

PLAT ACCEPTED

Randy Jarman 4/13/22
TOWN ENGINEER DATE

LINE TABLE		
LINE	BEARING	DISTANCE
L1	S35°19'55"E	20.02'
L2	S51°56'35"W	27.21'
L3	S16°35'01"W	26.97'
L4	N73°24'59"W	20.00'
L5	N16°35'01"E	33.34'
L6	N51°56'35"E	34.53'



VIRGINIA STATE PLANE, SOUTH ZONE


VPI, BUILDINGS AND LAND
TM 256-A-1
INSTR. No. 2010003159

VIRGINIA POLYTECHNIC INSTITUTE
TM 256-A-97
D.B. 263, PG. 107

20' PUBLIC UTILITY
EASEMENT TO BE
DEDICATED
1221 SQ. FT.

VIRGINIA POLYTECHNIC INSTITUTE
TM 256-A-97
D.B. 263, PG. 107

VPI, BUILDINGS AND LAND
TM 256-A-1
INSTR. No. 2010003159



Draper Aden Associates
Engineering • Surveying • Environmental Services
2206 South Main Street
Blacksburg, VA 24060
540-552-0444 Fax: 540-552-0291

Richmond, VA
Charlottesville, VA
Hampton Roads, VA

Raleigh, NC
Fayetteville, NC
Northern Virginia
Virginia Beach, VA

DESIGNED: N/A
DRAWN: JFF
CHECKED: LWK
DATE: 04/13/22

PUBLIC UTILITY EASEMENT
OVER THE PROPERTY OF
VPI, BUILDINGS AND LAND

PRICES FORK DISTRICT, TOWN OF BLACKSBURG, MONTGOMERY COUNTY, VIRGINIA

SCALE: 1" = 50'

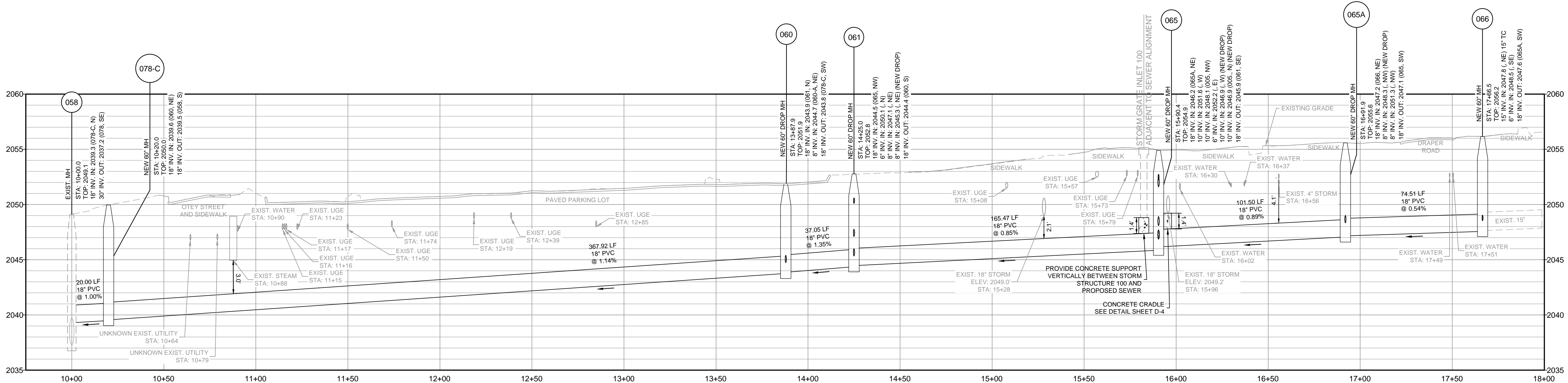
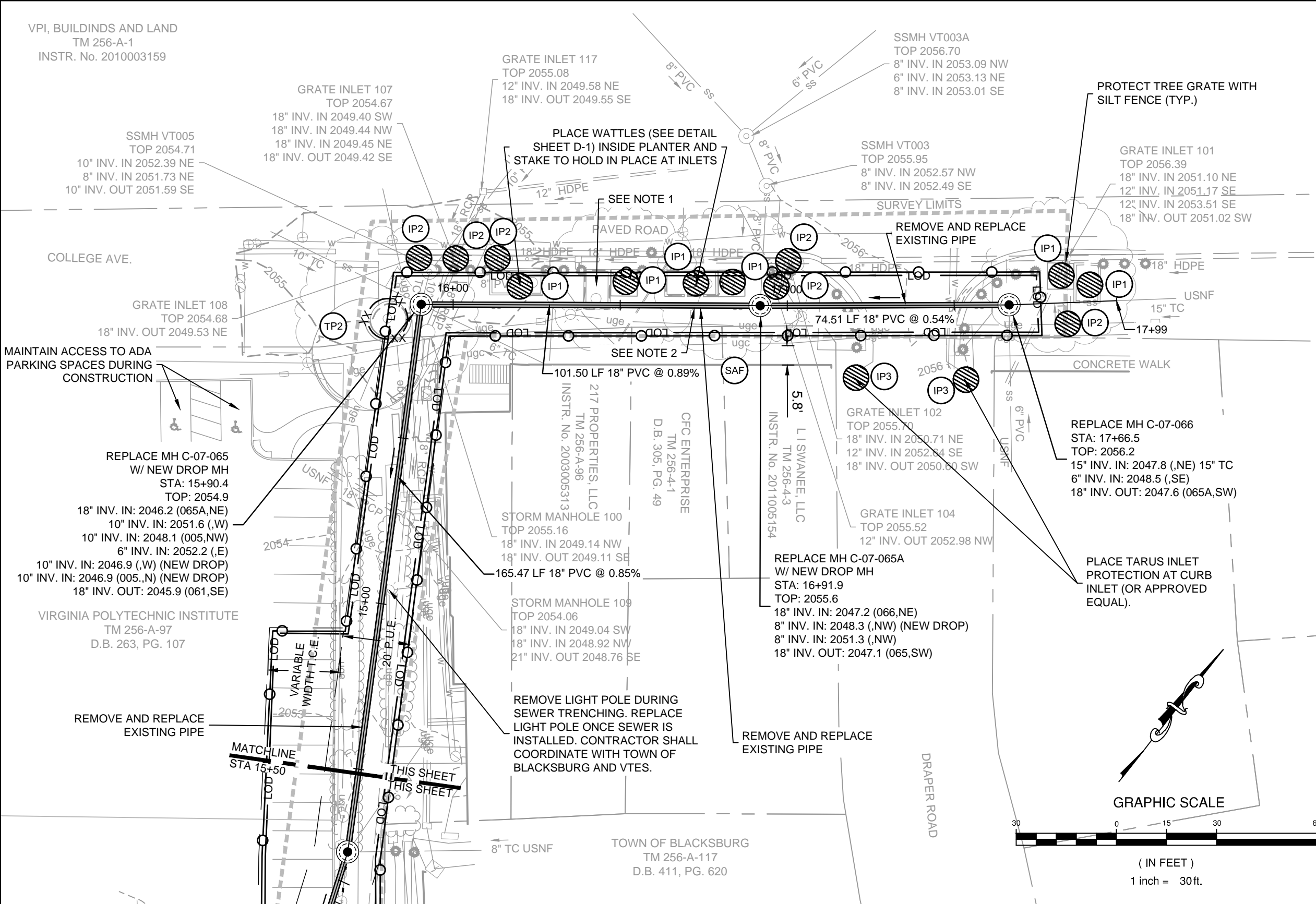
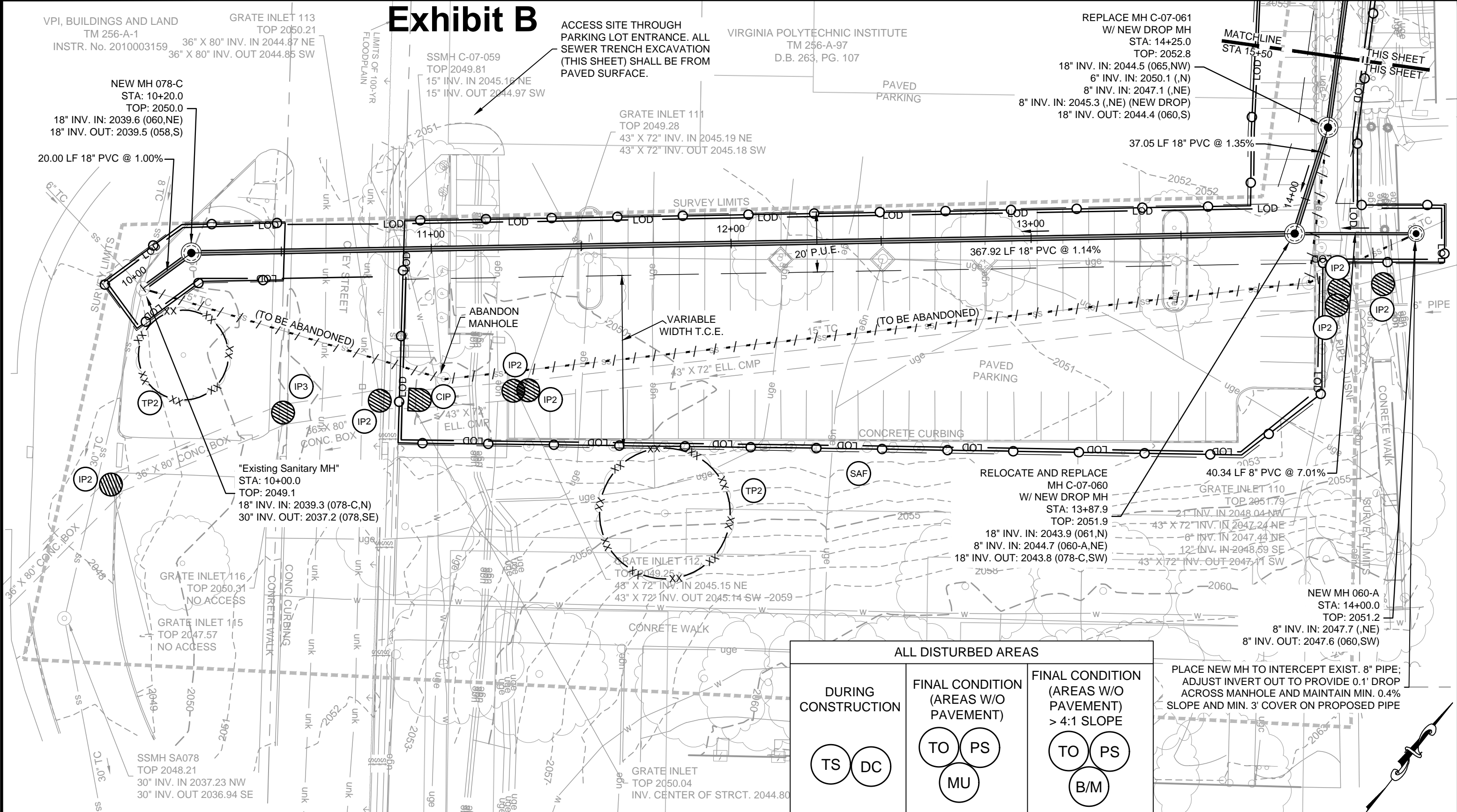
PROJECT: 2109471

FIGURE
18

P:\2021\0940002\09471\05-SVY\CAD\2109471.dwg April 13, 2022 7:58:49 AM

Exhibit

Exhibit B



SANITARY SEWER PROFILE STA 10+00 TO 15+50 - SCALE: H: 1"=30', V: 1"=5'

TOWN APPROVAL

TOWN ENGINEER	DATE
TOWN PLANNER	DATE

M. 6. UNDERGROUND UTILITY LINES SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING STANDARDS IN ADDITION TO OTHER APPLICABLE CRITERIA:

- A. NO MORE THAN 500 LINEAR FEET OF TRENCH MAY BE OPENED AT ONE TIME.
- B. EXPOSED WATERING AREAS SHALL BE PROTECTED WITH SHIELDING TRENCHES.
- C. EFFLUENT FROM WATERING OPERATIONS SHALL BE FILTERED OR PASSED THROUGH AN APPROVED SEDIMENT TRAPPING DEVICE, OR BOTH, AND DISCHARGED IN A MANNER THAT DOES NOT ADVERSELY AFFECT FLOWING STREAMS OR OFF-SITE PROPERTIES.
- D. WATER USED FOR FILLING TRENCHES SHALL BE PROPERLY COMPACTED IN ORDER TO MINIMIZE EROSION AND PROMOTE STABILIZATION.
- E. RESTABILIZATION SHALL BE ACCOMPLISHED IN ACCORDANCE WITH THIS CHAPTER.
- F. APPLICABLE SAFETY REQUIREMENTS SHALL BE COMPLIED WITH.

- NOTES:

1. REMOVE AND STORE FOR REUSE EXISTING PRECAST PLANTER BOX INCLUDING ALL SOIL, GRAVEL, AND PLANTS. RECORD AND NOTIFY THE OWNER OF ANY DEVIATIONS FOUND BETWEEN THE EXISTING INSTALLATION AND THE INCLUDED CONSTRUCTION DETAIL. AFTER PIPELINE CONSTRUCTION IS COMPLETE, REINSTALL PLANTER BOX PER DETAIL AND MATCHING EXISTING CONDITIONS. DO NOT INSTALL ANY ITEMS FROM THE DETAIL THAT WERE NOT PREVIOUSLY IMPLEMENTED UNLESS DIRECTED OTHERWISE BY THE OWNER. CONTRACTOR WILL REPLACE ANY MATERIAL DAMAGED AND RENDERED UNUSABLE AT HIS OWN EXPENSE.
2. REMOVE AND SAVE ALL EXISTING DECORATIVE SIDEWALK BRICKS FOR REUSE. RESTORE SIDEWALK TO EXISTING CONDITIONS AFTER CONSTRUCTION IS COMPLETE.
3. ALL ELECTRIC DUCT BANKS UNDERMINED DURING CONSTRUCTION WILL BE SUPPORTED WITH AN I BEAM AND CHAINS OR STRAPS SUFFICIENT IN STRENGTH AND QUANTITY TO FULLY SUPPORT THE DUCT BANK. CONTRACTOR SHALL COORDINATE WITH VTES.

NOTES FOR WORK ON VIRGINIA TECH (VT) PROPERTY:

1. IT IS RECOMMENDED FOR THE CONTRACTOR TO SCHEDULE WORK ON VT PROPERTY WHEN VT IS NOT IN REGULAR FALL OR SPRING SESSIONS.
2. IF ANY ADA PARKING IS IMPACTED DURING CONSTRUCTION, IT WILL NEED TO BE RELOCATED NEARBY FOR THE DURATION OF THE IMPACT. CONTRACTOR SHALL COORDINATE WITH VT PARKING SERVICES FOR COST RELATED TO PARKING SPACE IMPACTS.
3. CONTRACTOR SHALL SUBMIT PROPOSED WORK IMPACTS INCLUDING ROAD AND SIDEWALK IMPACTS TO VIRGINIA TECH OFFICE OF UNIVERSITY PLANNING AT LEAST 3 WEEKS PRIOR TO IMPACTS.
4. CONTRACTOR SHALL COORDINATE WITH VIRGINIA TECH GROUNDS AND LANDSCAPING FOR ALL DISTURBED AREA ON VT PROPERTY. CONTRACTOR SHALL USE A VT CONTRACTOR TO RE-ESTABLISH VEGETATION ON DISTURBED AREAS OF VT PROPERTY.
5. CONTRACTOR SHALL ADD SIGNAGE THAT CLEARLY COMMUNICATED THAT NO ONE IS TO ACCESS THE SITE UNLESS AUTHORIZED TO DO SO. CONTRACTOR SHALL COORDINATE WITH VT SAFETY EHS.
6. TRENCH COVERS SHALL BE DETERMINED BY THE CONTRACTOR AND COORDINATED WITH VT SAFETY EHS.
7. TREE PROTECTION SHALL MEET OR EXCEED VT STANDARDS. SEE SHEET D-2 FOR VT TREE PROTECTION DETAIL.
8. ANY WORK SCHEDULED TO OCCUR WITHIN TREE PROTECTION ZONES MUST BE COORDINATED WITH THE UNIVERSITY ARBORIST BEFORE, DURING, AND AFTER OPERATIONS SO MITIGATION MAY BE ASSESSED AND SCHEDULED TO PREVENT RISK AND TREE LOSS.

STRUCTURE DATA		
STRC. NUMBER	NORTHING	EASTING
060-A	N: 3612729.0121	E: 10925076.4107
060	N: 3612704.7023	E: 10925044.2242
061	N: 3612739.6022	E: 10925031.7716
078-C	N: 3612477.5301	E: 10924754.8183

STRUCTURE DATA		
STRC. NUMBER	NORTHING	EASTING
065	N: 3612883.6770	E: 10924950.3900
065A	N: 3612944.5940	E: 10925031.5800
066	N: 3612989.7490	E: 10925090.8500

PLAN AND PROFILE (1 OF 9)

HARDING SEWER SHED UPGRADE

BLACKSBURG, VIRGINIA

REVISIONS

DESIGNED BY: BH

DRAWN BY: NRHMHHM
SCALE:

DATE: _____


PROJECT NUMBER: 010001

2109471-00

C-2

6 OF 34

HURT & PROFFITT



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RESOLUTION TO APPROVE A JOINT APPOINTMENT TO THE NEW RIVER VALLEY REGIONAL WATER AUTHORITY

The New River Valley Regional Water Authority (the Authority) consists of five members who are responsible for the management and operation of the Authority. One member is appointed by each of the participating political subdivisions, and the other member is appointed jointly by the Virginia Tech Board of Visitors, the Blacksburg and Christiansburg Town Councils, and the Montgomery County Board of Supervisors.

The jointly appointed member of the Authority, Dr. William R. Knocke, has a term that expires on June 30, 2022. The members of the authority recommend re-appointment of Dr. Knocke as the at-large member to the Authority for a new four-year term.

Dr. Knocke is a Professor and Associate Department Head in the Charles E. Via, Jr. Department of Civil and Environmental Engineering at Virginia Tech. Dr. Knocke is a licensed Professional Engineer, specializes in Environmental and Water Resources Engineering, and his areas of interest include: physical-chemical treatment of water and wastewater, chemistry of aquatic systems, sludge treatment and disposal, and hazardous waste assessment and treatment. Knocke's Bachelor of Science, Master of Science, and Ph.D. are in civil engineering from the University of Missouri, with a concentration in environmental engineering.

**RESOLUTION TO APPROVE A JOINT APPOINTMENT TO THE
NEW RIVER VALLEY REGIONAL WATER AUTHORITY**

WHEREAS, the New River Valley Regional Water Authority (the Authority) consists of five members who are responsible for the management and operation of the Authority; and

WHEREAS, one member is appointed by each of the political subdivisions, and the other member is appointed jointly by the Virginia Tech Board of Visitors, the Blacksburg and Christiansburg Town Councils, and the Montgomery County Board of Supervisors; and

WHEREAS, the jointly appointed member of the Authority has a term that expires on June 30, 2022; and

WHEREAS, the members of the authority desire to re-appoint William R. Knocke as the at-large member for a four-year term;

NOW, THEREFORE, BE IT RESOLVED, that William R. Knocke be appointed as joint member of the New River Valley Regional Water Authority for a four-year term expiring June 30, 2026.

RECOMMENDATION:

That the above resolution appointing William R. Knocke as joint representative to the New River Valley Regional Water Authority through June 30, 2026 be approved.

June 7, 2022

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

HOTEL ROANOKE CONFERENCE CENTER COMMISSION

OPERATING BUDGET AND CAPITAL PLAN BUDGET

May 20, 2022

The Hotel Roanoke Conference Center Commission was established by resolutions adopted by Virginia Tech on November 18, 1991 and by the City Council of the City of Roanoke, Virginia on April 14, 1992, pursuant to Chapter 440 of the 1991 Acts of Assembly of the Commonwealth of Virginia, adopted March 20, 1991, and as amended in 1994 and 1997. Section 21 B of the enabling legislation provides that the Commission shall annually, prior to April 1 of each year, prepare and submit to the participating parties (City of Roanoke and Virginia Tech) (i) a proposed operating budget showing its estimated revenues and expenses on an accrual basis for the forthcoming fiscal year, and if such estimated expenses exceed such estimated revenues, the portion of the deficit proposed to be borne by each participating, and (ii) a proposed capital budget showing its estimated expenditures for such fiscal year for assets costing more than \$20,000 (or such higher amount as the Commission and the participating parties may determine) and having an estimated useful life of twenty years or more and the source of funds for such expenditures, including any amount requested from the participating parties.

The Commission has adopted and approved the operating budget and planned capital expenditures for fiscal year 2022-2023 as shown on the following pages. Virginia Tech and the City of Roanoke will make equal contributions of \$80,000 to the Commission for fiscal year 2022-2023. The budgeted net operating loss of \$52,640 is anticipated to be covered by the Commission's accumulated net assets or reserves and therefore no additional amount of support in excess of the \$80,000 will be needed from the university.

RECOMMENDATION:

That the Hotel Roanoke Conference Center Commission budget and capital plan for FY2022-2023 be approved.

June 7, 2022

**HOTEL ROANOKE CONFERENCE CENTER COMMISSION
OPERATING BUDGET
JULY 2022 - JUNE 2023**

Revenue from Participating Parties

City of Roanoke	\$ 80,000	
Virginia Tech	<u>80,000</u>	
Total Revenue from Participating Parties		\$160,000

Revenue from Operations

Food and Beverage	\$702,926	
Conference Service	\$2,246,925	
Garage and Parking	650,105	
Miscellaneous Income	<u>\$463,200</u>	
Total Revenue from Operations		<u>\$4,063,156</u>

Total Revenue		\$4,223,156
---------------	--	-------------

Expenses – Commission Administrative

Salaries and Fringe Benefits	\$63,545	
Fees for Professional Services	79,839	
Administrative Supplies	4,507	
Equipment	1,200	
Training and Development	8,609	
Commission Operations – Bank Fees	<u>2,300</u>	
Total Expenses – Commission		\$160,000

Expenses – Departmental

Food and Beverage	\$596,729	
Conference Services	808,893	
Garage & Parking	<u>311,465</u>	
Total		\$1,717,087

Undistributed Operating Expenses

Administrative & General	\$443,073	
Information and Telecommunications Systems	91,221	
Sales & Marketing	804,360	
Property Operations	365,676	
Utilities	<u>269,089</u>	
Total Undistributed Expenses		<u>\$1,973,419</u>

Total Expenses		<u>\$3,850,506</u>
----------------	--	--------------------

Gross Operating Profit		\$372,650
------------------------	--	-----------

Management Fees	\$100,000	
-----------------	-----------	--

Non-Operating Income & Expenses

Rent	\$141,240	
Property and Other Taxes	50	
Other Income/Expenses	0	
Insurance	25,000	
Other	<u>4,000</u>	
Total Non-Operating Income and Expenses		<u>\$170,290</u>

Total		<u>\$270,290</u>
-------	--	------------------

Earnings Before Interest, Taxes, Depreciation		\$102,360
---	--	-----------

FF&E Reserve	<u>\$155,000</u>	
--------------	------------------	--

Total		<u>\$155,000</u>
-------	--	------------------

Net Income		(\$52,640)
------------	--	------------

**Hotel Roanoke Conference Center Capital Plan Budget
FY2022-2023**

Employee Entrance Security Doors	\$6,000
Teammate Locker Room Wall Tiles and Floor	11,550
NIC Entry Storefront Replacement Doors, Windows, & Hardware	200,000
Acoustical Ceiling Replacement (Phase 1 of 3)	85,000
Upgrade CCTV Systems	3,300
Condenser & Boiler Pump Rewind/Replacements	4,950
Battery Back-Ups (UPS) and Associated Batteries	1,320
Replace Dry Storage Walk-in Refrigerators/Freezers	32,000
Christmas Decorations	15,000
Maywood 66" Rounds (Tables)	35,000
Maywood Original Series Rectangular Tables	6,000
Maywood Round Cart (Model MMTTRUCK) – 6	2,500
PC Replacement	6,600
Chiavari Chair Carts – 2	600
Gold Anodized Bell Stanchions	7,241
Conveyor Toasts - 2	800
Maywood 6' Carts - 6	2,000
Contingency for Emergency Repairs/Replacements	50,000
Podium Replacements – Phase 1	<u>30,000</u>
 Total	 \$499,861

**RESOLUTION TO APPOINT UNIVERSITY COMMISSIONER
TO THE HOTEL ROANOKE CONFERENCE CENTER COMMISSION**

WHEREAS, the Virginia General Assembly approved legislation known as the “Hotel Roanoke Conference Center Commission Act” to provide for the establishment of a conference center commission; and

WHEREAS, the Act provides for the appointment of three commissioners each from the City of Roanoke and from Virginia Polytechnic Institute and State University; and,

WHEREAS, the Act provides that the commissioner appointments be staggered; and,

WHEREAS, the terms of the appointments shall be four years, and shall end on June 30 of the respective year; and

WHEREAS, pursuant to the Act, the Board of Visitors of Virginia Polytechnic Institute and State University reappoints effective July 1, 2022, the following as commissioner:

- Associate Vice President for Engagement June 30, 2026

NOW, THEREFORE, BE IT RESOLVED, that the appointment of the Associate Vice President for Engagement shall be effective July 1, 2022, with the approval of this resolution.

RECOMMENDATION:

That the above resolution of the appointment of the Associate Vice President for Engagement as the university’s representative on the Hotel Roanoke Conference Center Commission be approved.

June 7, 2022

Notification of Provisions of the Appropriation Act Relating to Indebtedness of State Agencies (Unauthorized Deficits)

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

April 28, 2022

§ 4-3.00 DEFICIT AUTHORIZATION AND TREASURY LOANS

§ 4-3.01 DEFICITS

a. GENERAL:

1. Except as provided in this section no state agency shall incur a deficit. No state agency receiving general fund appropriations under the provisions of this act shall obligate or expend moneys in excess of its general fund appropriations, nor shall it obligate or expend moneys in excess of nongeneral fund revenues that are collected and appropriated.

2. The Governor is authorized to approve deficit funding for a state agency under the following conditions:

- a) an unanticipated federal or judicial mandate has been imposed,
- b) insufficient moneys are available in the first year of the biennium for start-up of General Assembly-approved action, or
- c) delay pending action by the General Assembly at its next legislative session will result in the curtailment of services required by statute or those required by federal mandate or will produce a threat to life, safety, health or property.
- d) Such approval by the Governor shall be in writing under the conditions described in § 4-3.02 a Authorized Deficit Loans of this act and shall be promptly communicated to the Chairmen of the House Appropriations and Senate Finance Committees within five calendar days of deficit approval.

3. Deficits shall not be authorized for capital projects.

4. The Department of Transportation may obligate funds in excess of the current biennium appropriation for projects of a capital nature not covered by § 4-4.00 Capital Projects, of this act provided such projects a) are delineated in the Virginia Transportation Six-Year Improvement Program, as approved by the Commonwealth

Transportation Board; and b) have sufficient cash allocated to each such project to cover projected costs in each year of the Program; and provided that c) sufficient revenues are projected to meet all cash obligations for such projects as well as all other commitments and appropriations approved by the General Assembly in the biennial budget.

b. UNAUTHORIZED DEFICITS: If any agency contravenes any of the prohibitions stated above, thereby incurring an unauthorized deficit, the Governor is hereby directed to withhold approval of such excess obligation or expenditure. Further, there shall be no reimbursement of said excess, nor shall there be any liability or obligation upon the state to make any appropriation hereafter to meet such unauthorized deficit. Further, those members of the governing board of any such agency who shall have voted therefor, or its head if there be no governing board, making any such excess obligation or expenditure shall be personally liable for the full amount of such unauthorized deficit and, at the discretion of the Governor, shall be deemed guilty of neglect of official duty and be subject to removal therefor. Further, the State Comptroller is hereby directed to make public any such unauthorized deficit, and the Director, Department of Planning and Budget, is hereby directed to set out such unauthorized deficits in the next biennium budget. In addition, the Governor is directed to bring this provision of this act to the attention of the members of the governing board of each state agency, or its head if there be no governing board, within two weeks of the date that this act becomes effective. The governing board or the agency head shall execute and return to the Governor a signed acknowledgment of such notification.

c. **TOTAL AUTHORIZED DEFICITS:** The amount which the Governor may authorize, under the provisions of this section during the current biennium, to be expended from loans repayable out of the general fund of the state treasury, for all state agencies, or other agencies combined, in excess of general fund appropriations for the current biennium, shall not exceed one and one-half percent (1 1/2%) of the revenues collected and paid into the general fund of the state treasury as defined in § 4-2.02 b. of this act during the last year of the previous biennium and the first year of the current biennium.

d. The Governor shall report any such authorized and unauthorized deficits to the Chairmen of the House Appropriations and Senate Finance Committees within five calendar days of deficit approval. By August 15 of each year, the Governor shall provide a comprehensive report to the Chairmen of the House Appropriations and Senate Finance Committees detailing all such deficits.



Governing Board Certification Form
Academic Year 2022-23

As Chair of the Governing Board at _____,
(institution name)

I attest that:

- 1) Responsibility for the administration of the athletics program has been delegated to the CEO/President/Chancellor of the Institution.
- 2) The CEO/President/Chancellor has the mandate and support of the board to operate a program of integrity in full compliance with NCAA, Conference and all other relevant rules and regulations.
- 3) The CEO/President/Chancellor, in consultation with the Faculty Athletics Representative and the Athletics Director, determines how the institutional vote shall be cast on issues of athletics policy presented to the NCAA and the Conference.

Date Presented to the Governing Board: _____

Signed: _____
(Chair of the Governing Board)

Signed: _____
(CEO/President/Chancellor of Member Institution)

*Please mail or email completed form before **October 14, 2022** to:*

Tracey Haith
thaith@theacc.org
Atlantic Coast Conference
4512 Weybridge Lane
Greensboro, NC 27407



Cristen Jandreau, Ph.D.
Director, Research Conflict of Interest Program
North End Center, Suite 4120
300 Turner Street NW
Blacksburg, Virginia 24061
P: (540) 231-4824 F: (540) 231-0959
Email: drj@vt.edu

Date: 4/15/2022

To: Board of Visitors

Subject: Report of open contracts entered into subject to the Code of Virginia "State and Local Government Conflict of Interests Act" ("the Act") § 2.2-3106 C. 8.

There was one contract entered into at the time of this report (from 1/1/2022 – 3/31/2022) subject to the Act's exception for prohibited contracts involving research and development or commercialization of intellectual property. Details as per the Act § 2.2-3106 E. are included below.

Contract	1 (of 1)
Open contract number	P6VPM6N
Names of parties	Virginia Tech and Corechips Co., Ltd.
Date contract executed	1/11/22
Contract term	9/1/21-12/31/21
Subject of contract	"Desaturation Controller for a Magnetic Core for Power Line Energy Harvesting"
Nature of COI	Dong Ha, Professor in the Department of Electrical and Computer Engineering, has reported outside consulting work with Corechips Co., Ltd. and has received compensation in excess of \$5,000. Virginia Tech has received an award from Corechips Co., Ltd. Dong Ha will serve as the Principal Investigator for Virginia Tech. Corechips Co., Ltd. may also seek to participate in further research and development with Virginia Tech. The nature of this financial interest in the context of sponsored research creates a financial conflict of

	interest (FCOI) with state law implications that requires management in order to promote research objectivity.
Institution employee responsible for administering contract	Trudy Riley, contract administration signatory Director, Virginia Tech Office of Sponsored Programs
The institution's commitment of resources or finances for the contract	N/A
Details of how revenues are to be dispersed	N/A (no revenues will be generated)

**RESOLUTION TO DELEGATE AUTHORITY FOR ESTABLISHING 2022-23 TUITION
AND FEE RATES AND APPROVING THE UNIVERSITY'S FY2022-23 OPERATING
AND CAPITAL BUDGETS TO THE EXECUTIVE COMMITTEE OF THE BOARD OF
VISITORS**

WHEREAS, the university has traditionally developed tuition and fee proposals in February and March of each year, incorporating a complete understanding of the impact of legislative actions taken during the General Assembly session, with final rate recommendations submitted to the Board of Visitors in late March and April; and,

WHEREAS, the 2022-24 state budget development process was continued into a Special Session of the General Assembly, thus delaying the traditional schedule for approving tuition and fees; and,

WHEREAS, students and the university's budget development process benefit from understanding tuition and fee assumptions as early as feasible; and,

WHEREAS, while the state budget process had not yet been completed as of the end of May, the university has incorporated the range of potential actions into the university budget and tuition and fee development process;

NOW, THEREFORE, BE IT RESOLVED that, having reviewed proposals for 2022-23 tuition and fee rates and FY 2022-23 operating and capital budgets at the June 6-7, 2022, Board meeting, the Virginia Tech Board of Visitors delegates the authority to establish tuition and fee rates for the 2022-23 academic year and to approve the university's FY 2022-23 operating and capital budgets to the Executive Committee of the Board of Visitors without the need for subsequent ratification by the full Board of Visitors.

RECOMMENDATION:

That the above resolution to delegate the authority to establish tuition and fee rates for the 2022-23 academic year and to approve the university's FY 2022-23 operating and capital budgets to the Executive Committee of the Board of Visitors without the need for subsequent ratification by the full Board of Visitors be approved.

June 7, 2022

Capital Project to Supplement the Student Wellness Improvements Authorization

JOINT FINANCE AND RESOURCE MANAGEMENT COMMITTEE AND BUILDINGS AND GROUNDS COMMITTEE

May 2, 2022

The authorization for the Student Wellness Improvements project includes a total budget of \$58 million with a scope to renovate War Memorial Hall and Schiffert Health Center in McComas Hall.

A Guaranteed Maximum Price proposal was received in March 2020 that was 125 percent of the authorized \$58 million project budget. The cost overrun was considered to be a result of early pandemic labor and supply chain risks combined with a saturated regional construction market. As the university was entering the pandemic and working to manage the impacts and uncertainties of students and employees being remote for an unknown future period, the university put the project on hold.

The project was on hold for nearly a year as the university worked to position this and several other projects in its portfolio for construction contracts. Meanwhile, the university worked with the A/E team and the Division of Student Affairs on solutions as the pandemic persisted disrupting the construction market and driving prices continually higher. A consensus solution was reached in March 2022 to remove certain scope elements and to infuse a \$12 million supplement to preserve the core services of the program for students. The resulting project will renovate War Memorial Hall to enhance recreation and wellness services and will renovate the head-house for academic uses. The renovation of Schiffert Health Center in McComas Hall is removed from the scope to control costs and because the program had made alternative arrangements for student health services during the pandemic.

The revised total project budget request is \$70 million including \$54.5 million for construction services. The budget request is based on pricing estimates from three sources obtained in February 2022 that were reconciled to a variance of 2.5 percent and then escalated for a July 2022 construction contract pricing.

The funding plan for the \$70 million budget includes \$26.2 million of cash earmarked for the project and \$43.8 million of debt serviced by Student Health and Recreational Sports auxiliaries' revenues, student fees, and an internal lease for the School of Education program. Any additional cash designated for the project and accumulated prior to the issuance of permanent debt would be used directly for project costs and to lower the estimated total debt issuance.

Under the 2006 Management Agreement between the Commonwealth of Virginia and the university, the Board of Visitors has the authority to approve the budget, size, scope, debt issuance, and overall funding of nongeneral fund capital outlay projects, including capital leases. This request is for a \$12 million supplement to adjust the total authorization for the Student Wellness Improvements project to \$70 million to complete a renovation of War Memorial Hall.

RESOLUTION FOR A CAPITAL PROJECT TO SUPPLEMENT THE STUDENT WELLNESS IMPROVEMENTS AUTHORIZATION

WHEREAS, The Student Wellness Improvements project authorization includes a total budget of \$58 million with a scope to renovate War Memorial Hall and Schiffert Health Center in McComas Hall; and,

WHEREAS, the project schedule originally called for entering the construction market in early 2020; and,

WHEREAS, the impacts of COVID-19 on the construction industry drove costs substantially higher than the project authorization and caused delays; and,

WHEREAS, the university developed a solution to preserve the core services of the program for students; and,

WHEREAS, the solution includes a renovation of War Memorial Hall to enhance recreation and wellness services and will renovate the head-house for academic uses; and,

WHEREAS, the estimated total cost to deliver the project is \$70 million including design, construction, and equipment; and,

WHEREAS, the university has developed an entirely nongeneral fund resource plan sufficient to support the \$70 million of project costs; and,

WHEREAS, under the 2006 Management Agreement between the Commonwealth of Virginia and the university, the university has the authority to issue bonds, notes or other obligations that do not constitute State tax supported debt; and,

WHEREAS, under the 2006 Management Agreement between the Commonwealth of Virginia and the university, the Board of Visitors has authority to approve the budget, size, scope, debt issuance, and overall funding of nongeneral funded capital outlay projects;

NOW, THEREFORE, BE IT RESOLVED, that the university be authorized to supplement and complete the Student Wellness Improvements project and to secure temporary short-term financing through any borrowing mechanism that prior to such borrowing has been approved by the Board, as applicable, in an aggregate principal amount not to exceed the \$70 million authorized project budget, plus related issuance costs and financing expenses.

RECOMMENDATION:

That the resolution authorizing Virginia Tech to complete the Student Wellness Improvements project be approved.

June 7, 2022

2022-23 Faculty Compensation Plan

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

May 25, 2022

As the university develops the annual Faculty Compensation Plan, it continues to use the parameters provided in the “Consolidated Salary Authorization for Faculty Positions in Institutions of Higher Education” document issued by the Secretary of Education several years ago. This document defines the qualification criteria for faculty, provides guidance on the compensation process for faculty, and requires board approval.

In accordance with the most recent Consolidated Salary Authorization, the 2022-23 Faculty Compensation Plan provides information about (1) the 2022-23 pay structure, (2) the promotion and tenure process, (3) the annual evaluation and salary adjustment process for teaching and research faculty and administrative and professional faculty, and (4) salary adjustments within the evaluation period.

This faculty compensation plan covers only faculty positions. The compensation plan for staff is administered separately by the university administration in accordance with the Board of Visitors’ approval of the university’s Management Agreement, effective July 1, 2006, as well as guidance from the commonwealth and the state Department of Human Resource Management.

Authorized Salary Average

The Authorized Salary Average applies to all full-time teaching and research positions with the rank of professor, associate professor, assistant professor, instructor, or lecturer that are engaged in teaching and research for 50 percent or more of the time. As noted in the Consolidated Salary Authorization document, “Institutions are expected to award differential salary increases to their faculty based on performance and other circumstances such as promotions, tenure, and changes in responsibility. The net effect of all salary actions should be an average salary that approximates the state authorized salary average.”

The commonwealth measures the adequacy of faculty salaries by comparing the authorized salary average with the average of a unique benchmark group for each public college and university. The benchmark groups are constructed by matching characteristics of colleges and universities, such as size of the student body, percentage of degrees granted in various disciplines, percentage of graduate degrees conferred, and research activity levels. These comparisons are utilized by the commonwealth for policy and funding purposes. In addition, the university compares the actual salary average with competitive peer averages as part of the university’s strategic plan.

Virginia Tech Actual Salary Average and Benchmark Ranking

For Fall 2021, Virginia Tech's Actual Salary Average was \$110,447. This overall average was 5.02% more than the Fall 2020 salary average. Within this overall average:

- **Continuing faculty:** 1,722 T&R faculty were a part of both the Fall 2020 and Fall 2021 averages and had an average salary of \$111,946, an increase of 6.2% over the prior year.
- **Departing faculty:** 164 T&R faculty who were a part of the Fall 2020 average did not subsequently appear in the Fall 2021 average and had an average salary of \$102,051.
- **New faculty:** 182 T&R faculty were a part of the Fall 2021 average who were not included in the Fall 2020 average and had an average salary of \$96,265.

For strategic planning purposes, the university has established a goal metric of reaching the 50th percentile of the Top 20 Land Grant universities in the nation as ranked by the Wall Street Journal/Times Higher Education World University Rankings. The university's actual salary average as compared to the Top 20 Land Grant group can be seen in the table below. Fall 2021 peer salary data is not yet available. The university's competitive positioning among this group for Fall 2021 will be computed once the Integrated Postsecondary Education Data System (IPEDS) data becomes available.

	Fall 2020	Fall 2021*	Change
<u>Top 20 Land Grant Group</u>			
50 th percentile (excl. VT)	\$110,924	N/A	-
VT Average Salary	\$105,167	\$110,447	5.02%
VT Rank	15 of 20	N/A	-
VT Percentile	30th	N/A	-

**IPEDS peer salary data for Fall 2021 is not yet available.*

Attachment A provides a list of the university's peer group and the comparative salary averages for Fall 2020.

2022-23 Pay Structure

In accordance with the intent of the Consolidated Salary Authorization, a pay structure for the teaching and research faculty for 2022-23 is presented in Attachment B. This plan is derived from the 2021-22 approved plan and incorporates the estimated impact of the planned merit program on entrance rates for 2022-23. The attachment also displays the normal entrance rate for each faculty category along with the change from the approved compensation rate for each rank, along with the distribution of faculty across the ranks.

The salary average for administrative and professional faculty may not exceed the authorized salary average for the teaching and research faculty by more than 35 percent.

Promotion, Tenure, and Continued Appointment

Promotion to a higher rank and appointment with tenure may be granted to faculty members on a regular faculty appointment who have demonstrated outstanding accomplishments in an appropriate combination of learning, discovery, and engagement. A current curriculum vitae together with student and peer evaluations of teaching, reprints of publications, evaluations by external reviewers from the same or a related field, and other similar documents comprise a dossier which furnishes the principal basis for promotion and tenure decisions. Faculty members being considered for either promotion or the awarding of tenure will have their dossiers reviewed at three levels: by a departmental committee and the head or chair; by a college committee and the dean; and by a university committee and the Provost. Each candidate for promotion or tenure will be evaluated in the light of the tripartite mission of the university: learning, discovery, and engagement. Although not all candidates can be expected to have equal levels of commitment or equal responsibilities in each of these missions, a high level of general competence is expected in recognition of the need for flexibility in the future establishment of priorities in academic programs. Beyond that basic foundation of competence, decisions related to tenure or promotion to associate professor will require evidence of excellence in at least one area.

The university's mission and commitment as a major research institution require high accomplishment for promotion to professor. Faculty members must demonstrate a high level of competence in an appropriate combination of instruction, outreach, and professional activities relevant to their assignment. Because of the university's mission and commitment as a major research institution, successful candidates for the rank of professor must demonstrate excellence in research, scholarship, or creative achievement, as appropriate for the candidate's discipline and assignment. Promotion to the rank of professor is contingent upon national or international recognition as an outstanding scholar and educator.

In addition to the rank promotions within the faculty categories described below, faculty may be promoted to ranks within other faculty categories, as appropriate (for example, an Instructor may be promoted to a rank within the Professor of Practice or Collegiate Faculty categories).

The Faculty Handbook provides detailed policies and procedures for the departmental evaluation, the college evaluation, and the university evaluation.

Members of the Library faculty and Cooperative Extension faculty not holding appointments in a collegiate department may be considered for continued appointment or for promotion in faculty rank in recognition of appropriate professional accomplishments. Candidates for promotion or continued appointment will be reviewed at two levels: first by the University Libraries or Extension promotion and continued appointment committee and Dean of University Libraries or Director of Virginia Cooperative Extension, and second by the University Promotion and Continued Appointment Committee and the Provost.

The following raises are recommended for promotions to:

Professor	\$7,000
Associate Professor	5,000
Assistant Professor	3,000

For academic-year faculty members who have Research Extended Appointments (10-, 11-, or 12-month appointments funded by sponsored projects) with salaries adjusted in accordance with formulas in Policy 6200 - Policy on Research Extended Appointments, or for those who have a limited-term appointment as department head or other administrator, the stipend is adjusted by the same conversion rate to preserve its value when the faculty member returns to the academic-year base appointment.

Clinical Faculty

The clinical faculty track provides for long-term, full-time or part-time faculty appointments to individuals whose primary responsibilities are instruction and/or service in a clinical setting, such as veterinary medicine. Tenure cannot be earned in these ranks, and time spent in one of these ranks is not applicable toward probationary tenure-track faculty service. There are four non-tenure-track clinical ranks beginning with Clinical Instructor. Those clinical faculty members with outstanding performance may be considered for promotion in rank by the relevant departmental and college promotion and tenure committees, with administrative approval by the Provost.

The following raises are recommended for promotions to:

Clinical Professor	\$7,000
Clinical Associate Professor	5,000
Clinical Assistant Professor	3,000

Collegiate Faculty

The collegiate professor series provides for short- or long-term, full- or part-time, non-tenure-track faculty appointments for individuals who bring specialized expertise to the instructional programs of the university, thereby complementing the qualifications and contributions of tenure-track faculty. There are three non-tenure-track collegiate professor ranks, beginning with Collegiate Assistant Professor. Tenure will not be awarded at any of these ranks and service at these ranks is excluded from the pre-tenure probationary period if the faculty member is subsequently appointed to a tenure-track position. Collegiate faculty members with a record of significant scholarly and/or professional achievement may be considered for promotion in rank by the relevant departmental and college promotion and tenure committees, with administrative approval by the Provost.

Collegiate Professor	\$7,000
Collegiate Associate Professor	5,000
Collegiate Assistant Professor	3,000

Professor of Practice

The professor of practice series provides for short- or long-term, full- or part-time, non-tenure-track faculty appointments for individuals who bring specialized expertise to the instructional programs of the university, thereby complementing the qualifications and contributions of tenure-track faculty. There are three non-tenure-track professor of practice ranks, beginning with Assistant Professor of Practice. Tenure will not be awarded at any of these ranks and all service at one of these ranks will be excluded from the probationary period should the faculty member later be appointed to a tenure-track position. Professor of practice faculty members with a record of outstanding performance may be considered for promotion in rank by the relevant departmental and college promotion and tenure committees, with administrative approval by the Provost.

Professor of Practice	\$7,000
Associate Professor of Practice	5,000
Assistant Professor of Practice	3,000

Instructors

The instructor track provides for full- and part-time appointments to individuals whose primary responsibilities are to the undergraduate instructional program. Tenure will not be awarded at any of these ranks and all service at any instructor rank will be excluded from the probationary period should the faculty member later be appointed to a tenure track position. There are three ranks in the series: Instructor, Advanced Instructor, and Senior Instructor. Those faculty members with outstanding performance may be considered for promotion in rank by the relevant departmental and college promotion and tenure committees, with administrative approval by the Provost.

The following raises are recommended for promotions to:

Senior Instructor	\$5,000
Advanced Instructor	3,000

Extension Agents

There are three ranks for extension agents: Associate Extension Agent, Extension Agent, and Senior Extension Agent. Criteria for promotion in rank include educational preparation, performance, and professionalism. The Director of Cooperative Extension makes a recommendation to the Provost based on an evaluation of the candidate's dossier and recommendations of the Peer Review Committees, District Director, and Associate Directors of Cooperative Extension.

The following raises are recommended for promotions within Cooperative Extension:

Senior Extension Agent	\$5,000
Extension Agent	3,000

Virginia Tech Carilion School of Medicine Faculty

Faculty members of the Virginia Tech Carilion School of Medicine are of two types: faculty employed by the university or faculty employed by affiliate entities (in most cases Carilion Clinic). At all times, regardless of employer, faculty members providing instruction, academic support, or performing academic duties or roles as a Virginia Tech Carilion School of Medicine faculty member are governed by Virginia Tech's policies and procedures. In the Virginia Tech Carilion School of Medicine, tenure-to-title is granted at the discretion of the school without any right to, interest in, or expectation of any compensation or guarantee for compensation or future employment and is granted only in the Virginia Tech Carilion School of Medicine to individuals who are not employed by Virginia Tech. Tenure-to-title is recognition of a faculty member's significant accomplishments in teaching, clinical care (if relevant), scholarship, and service to the school.

The tenure-to-title and/or promotion in rank dossier is reviewed at three levels: (1) by an appropriately charged departmental committee and the department head or chair, (2) by an appropriately charged college-level committee and the dean, (3) and by the Provost. The department head or chair and dean make separate recommendations to the subsequent review levels. The Provost reviews college and dean recommendations and makes recommendations to the President. The Board of Visitors grants final approval.

Annual Evaluation and Salary Adjustments

Teaching and Research Faculty

An evaluation of every faculty member's professional performance is held each year. All persons holding non-temporary faculty appointments are asked to prepare a report at the end of each academic year (or other appropriate 12-month period) citing their instructional activities, creative scholarship, and other professional activities and recognitions during the year. Salary recommendations are based upon performance documented in these annual reports, which are reviewed by departmental personnel committees in some cases, by the department head or chair, and the dean.

Salary adjustments are based on merit; they are not automatic. Recommendations for salary adjustments originate with the department head or chair and are reviewed by the dean. The dean then provides the salary adjustment recommendations for review by university leadership prior to submission to the Board of Visitors.

Administrative and Professional Faculty

Administrative and Professional Faculty are comprised of Senior Administrators and Managers and Professionals. Senior Administrators perform work directly related to management of the educational and general activities of the institution at least 50 percent or more of their contractual time, and typically serve in executive leadership roles such as vice president, dean, director, and assistant or associate vice president or dean.

Managers have responsibility for supervision and evaluation of a significant number of staff and/or professional faculty, and budgetary responsibility for their unit or a substantive program. Professionals provide direct service to students, other university constituencies, or clients external to the university as part of the university's missions of learning, discovery, and engagement. Professionals include, but are not limited to, extension agents, librarians, coaches, physicians, lawyers, engineers, architects, student or academic affairs professionals, development officers, specialists in public relations, human resources, information technology, and finance.

Evaluations are based upon standards set by the supervisor with the participation of the faculty member and relate closely to the duties inherent in the functional title and job description of the position. Annually set expectations become one of the important criteria for judging professional job performance in the subsequent year. In addition to maintaining a high level of performance in carrying out their job-related duties and responsibilities, senior administrators, managers, and professionals are expected to participate in and provide leadership of departmental, divisional, or university-wide committees, special university-wide assignments, or similar activity on behalf of important university priorities.

Salary adjustments are based on merit; they are not automatic. Recommendations for salary adjustments originate with the supervisor and are reviewed as appropriate by the department head, dean, and vice president. The dean or vice president provides salary adjustment recommendations for review by university leadership prior to submission to the Board of Visitors.

Research Faculty

Research faculty are those with the titles of research associate, senior research associate, postdoctoral associate, research scientist, senior research scientist, research assistant professor, research associate professor, research professor, project associate, senior project associate, or project director. Research faculty appointments are intended to promote and expedite the research activities of the university. Tenure cannot be earned in these ranks and service is not applicable toward probationary faculty service.

Each research faculty member is evaluated and given a merit adjustment on the same schedule for evaluations and raise recommendations as the other faculty groups. Salary adjustments are based on merit; they are not automatic. An annual performance review by the principal investigator and/or department head becomes part of the basis for salary adjustments. Recommendations for salary adjustments originate with the supervisor (usually the principal investigator or the department head or chair) and are reviewed, as appropriate, by the department head or chair, dean, and vice president for research and innovation. At the university level, the dean or vice president reviews the salary adjustment recommendations at a formal salary hearing with the President, the Provost, the Chief Business Officer, and others as needed.

Other Salary Adjustments

Faculty salary adjustments are normally reviewed and approved by the Board of Visitors in two phases: adjustments for promotion are recommended at the June meeting and adjustments based on performance are recommended at the fall meeting unless the process aligns better with another BOV meeting date.

In addition to this process, it is sometimes necessary to adjust the salaries of specific faculty members at other times during the fiscal year. These adjustments are primarily for changes in duties and responsibilities, special temporary assignments, retention or other exceptional needs, and faculty selected for a different position as part of a search. Adjustments on the anniversary date of appointment for a restricted faculty member may also be approved in lieu of the normal merit process.

To recognize continued educational attainment, faculty members may receive a base salary adjustment of up to \$3,000 for completion of the doctorate effective upon official certification by the degree-granting institution that all requirements have been met for award of the degree.

The President, Provost, and Chief Business Officer are authorized to administer the faculty compensation plan during the year and act upon requests for salary adjustments. The President has issued a set of guidelines establishing the parameters for approval of special salary adjustments. By a separate resolution, the Board has delegated authority to the President, or designee, for approval of changes in employment status that do not involve any salary action, salary adjustments made in accordance with existing policies and standard formulas, off-cycle salary adjustments for individuals with an adjusted base salary less than \$125,000 and with an adjustment of less than 20 percent, new appointments and salary adjustments for faculty members on restricted contracts, and new appointments of non-tenure track instructional faculty or administrative and professional faculty below the level of senior administrator and their direct reports. The quarterly Personnel Changes Report will reflect those actions of strategic importance to the institution as identified in the resolution.

Faculty Research Incentive Plan

During 2011-12, a university workgroup developed a university savings program by incentivizing faculty research activities. This effort resulted in the Board's creation of a Faculty Research Incentive Program (FRIP) that has similarities to programs at peer institutions. This plan was implemented in 2012-13 and will be continued in 2022-23.

The goal of the FRIP is to provide an incentive for principal or co-principal investigators to secure additional competitively awarded, externally sponsored activities. Through the leveraging of appropriately charged time to competitive grants and contracts, research time that is funded by departments or colleges can be reduced, resulting in salary savings that can be used to both support the incentive program as well as to support academic initiatives.

One-time research incentive payments are made from department or college salary savings and are based on a minimum savings threshold that is applied equitably within departments or colleges. Faculty must apply in advance to be considered for the program. Research incentive payments must be approved by the department head or chair, the dean, and the vice president for research and innovation (or the appropriate administrators based on reporting structure); all disapprovals must also be reviewed by each management level. When salary savings result in a reduction in faculty assignments, those salary savings are excluded from the program.

Current Faculty Compensation Plans

Based on the university's understanding of the state budget, a five percent faculty salary increase, effective June 10, 2022, has been planned. The university traditionally implements such state increases differentially on the basis of merit. In anticipation of this program, merit recommendations were developed during the spring of 2022, consistent with the proposed 2022-23 Faculty Compensation Plan. Results of this process are being shared with the Board in a separate resolution. Implementation of this increase is subject to Board approval and finalization of the state budget.

To maintain and improve upon the university's standing relative to the 50th percentile of the Top 20 Land Grant peers, the higher levels of competing offers offered to key faculty, and to minimize the high cost of turnover, the university will continue to explore opportunities to improve the competitiveness of Virginia Tech faculty compensation.

The university may also elect to create a supplemental pool to achieve certain targeted salary compensation or retention needs. For example, in some years the university has worked to address issues such as salary compression and equity needs. For 2022-23 such changes may result from one or more of the following processes:

- The university establishes a special pool of funds to address salary inequity and retention issues for specific faculty, such as national distinction. The funding will only be used to make adjustments based on evaluations of specific circumstances surrounding individual faculty members. As such, these adjustments would not be available to all faculty members and may occur at any time during the year, subject to approval by the Board.
- The President may use a special pool of funds to adjust individual salary recommendations made by the vice presidents and deans when he determines that a different adjustment is warranted.

RECOMMENDATION:

That the proposed 2022-23 Faculty Compensation Plan be approved.

June 7, 2022

VIRGINIA TECH

Peer Salary Benchmarking

Fall 2020

Top 20 Land Grants Ranked in THE 2021 World Ranking*

<u>Institution</u>	<u>Average Salary ⁽¹⁾</u>	<u>Rank</u>
University of California-Davis	\$138,585	1
University of Maryland-College Park	122,863	2
University of Wisconsin Madison	121,408	3
University of Delaware	119,163	4
Ohio State University – Main Campus	116,105	5
University of Illinois at Urbana-Champaign	115,406	6
University of Massachusetts Amherst	114,764	7
Purdue University – Main Campus	114,439	8
University of Hawaii Manoa	113,002	9
Rutgers University – New Brunswick	111,638	10
Texas A&M College Station	110,651	11
University of Minnesota – Twin Cities	110,465	12
University of Florida	108,407	13
Michigan State University	106,315	14
Virginia Tech	105,167	15
University of Tennessee – Knoxville	100,967	16
North Carolina State University	100,512	17
Pennsylvania State University – Main Campus	98,467	18
University of Arizona	92,534	19
Washington State University	91,859	20

Virginia Tech Actual Salary Average Percentile

30th

Average salary of peer institutions is based on the latest available data (Fall 2020) from IPEDS

*Excludes University of California-Berkeley and Cornell University

2022-23 Pay Structure

Virginia Tech

	9-Month Faculty		12-Month Faculty		Distribution of Faculty by Rank
	Entrance	Change	Entrance	Change	
Professor	\$100,313	4.0%	\$122,347	4.0%	31%
Associate Professor	76,723	4.0%	92,967	4.0%	26%
Assistant Professor	63,469	4.0%	77,201	4.0%	28%
Senior Instructor	54,435	4.0%	70,829	4.0%	3%
Advanced Instructor	48,532	4.0%	62,961	4.0%	2%
Instructor	44,482	4.0%	57,875	4.0%	10%

Financial Performance Report – Operating and Capital
FINANCE AND RESOURCE MANAGEMENT COMMITTEE
July 1, 2021 to March 31, 2022

The Financial Performance Report of income and expenditures is prepared from two sources: actual accounting data as recorded at Virginia Tech and the annual budgets which are also recorded in the university accounting system. The actual accounting data reflect the modified accrual basis of accounting, which recognizes revenues when received rather than when earned and commitments to buy goods and services as encumbrances when obligated and as an expenditure when paid. The Original Budget was approved by the Board of Visitors at the June meeting. The Adjusted Budget reflects adjustments to incorporate actual experience or changes made during the fiscal year. These changes are presented for review and approval by the Finance and Resource Management Committee and the Board of Visitors through this report. Where adjustments impact appropriations at the state level, the university coordinates with the Department of Planning and Budget to ensure appropriations are reflected accurately.

The July to March 2021-22 budget (year-to-date) is prepared from historical data which reflects trends in expenditures from previous years as well as known changes in timing. Differences between the actual income and expenditures and the year-to-date budget may occur for a variety of reasons, such as an accelerated or delayed flow of documents through the accounting system, a change in spending patterns at the college level, or increases in revenues for a particular area.

Quarterly budget estimates are prepared to provide an intermediate measure of income and expenditures. Actual revenues and expenditures may vary from the budget estimates. The projected year-end budgets are, however, the final measure of budgetary performance.

Capital program performance is measured against the Total Project Budget. The Total Project Budget amounts reflect appropriations and authorizations established by the State or Board of Visitors for each capital project. These amounts are recorded in the accounting system in grant funds with revenue and expenditure budgets upon the effective date of each project, which normally occurs on July 1 or regularly scheduled meetings of the Board of Visitors. Under restructuring authorities, university administration may make minor changes to a Total Project Budget, within ten percent, and the revised Total Project Budget is shown on the subsequent quarterly report. The Cumulative Expenditures reflect lifetime-to-date activity until a project is complete, and a project's life spans multiple fiscal years. The Annual Budgets are estimates of expected activity for a 12-month portion of the life of a project, and these budgets are approved by the Board of Visitors at the June meeting. Spending pace for a project may periodically slow or accelerate during a year for a variety of reasons including shifts in construction start dates, contractor performance or billing cycles, and supply chain disruptions. The Annual Budgets are revised accordingly and shown on the subsequent quarterly report.

RECOMMENDATION:

That the report of income and expenditures for the University Division and the Cooperative Extension/Agricultural Experiment Station Division for the period of July 1, 2021 through March 31, 2022 and the Capital Outlay report be approved.

June 7, 2022

OPERATING BUDGET

2021-22

Dollars in Thousands

	July 1, 2021 to March 31, 2022			Annual Budget for 2021-22		
	Actual	Budget	Change	Original	Adjusted	Change
Educational and General Programs						
<u>University Division</u>						
<u>Revenues</u>						
General Fund	\$150,172	\$150,172	\$0	\$214,722	\$214,275	\$-447 (10)
Tuition and Fees	627,716	623,766	3,950 (1)	619,620	631,842	12,222 (11)
All Other Income	31,578	33,474	-1,896 (2)	44,090	44,895	805 (12)
Total Revenues	\$809,466	\$807,412	\$2,054	\$878,432	\$891,012	\$12,580
<u>Expenses</u>						
Academic Programs	\$-411,721	\$-418,925	\$7,204	\$-559,541	\$-573,119	\$-13,578
Support Programs	-218,183	-218,510	327	-318,891	-326,478	-7,587
Reserve Drawdown/(Depos	0	0	0	0	8,585	8,585 (13)
Total Expenses	\$-629,904	\$-637,435	\$7,531 (3)	\$-878,432	\$-891,012	\$-12,580 (10,11,12)
NET	\$179,562	\$169,977	\$9,585	\$0	\$0	\$0
<u>CE/AES Division</u>						
<u>Revenues</u>						
General Fund	\$59,045	\$59,045	\$0	\$79,216	\$79,633	\$417 (14)
Federal Appropriation	12,332	13,091	-759 (4)	15,647	16,811	1,164 (15)
All Other Income	1,108	675	433 (5)	750	750	0
Total Revenues	\$72,485	\$72,811	\$-326	\$95,613	\$97,194	\$1,581
<u>Expenses</u>						
Academic Programs	\$-67,330	\$-72,108	\$4,778 (6)	\$-88,315	\$-92,801	\$-4,486
Support Programs	-5,501	-5,746	245	-7,298	-7,298	0
Reserve Drawdown/(Depos	0	0	0	0	2,905	2,905 (16)
Total Expenses	\$-72,831	\$-77,854	\$5,023	\$-95,613	\$-97,194	\$-1,581 (14,15)
NET	\$-346	\$-5,043	\$4,697	\$0	\$0	\$0
Auxiliary Enterprises						
Revenues	\$327,230	\$323,857	\$3,373 (7)	\$355,918	\$365,468	\$9,550 (7)
Expenses	-254,237	-263,468	9,231 (7)	-350,771	-389,326	-38,555 (7)
Reserve Drawdown/(Deposit	-72,993	-60,389	-12,604 (7)	-5,147	23,858	29,005 (7)
NET	\$0	\$0	\$0	\$0	\$0	\$0
Sponsored Programs						
Revenues	\$275,100	\$270,739	\$4,361 (8)	\$355,706	\$355,706	\$0
Federal Pandemic Relief	35,387	35,387	0	0	35,387	35,387 (17)
Expenses	-295,903	-302,371	6,468 (8)	-355,706	-380,604	-24,898 (17)
Reserve Drawdown/(Deposit	-14,584	-3,755	-10,829	0	-10,489	-10,489
NET	\$0	\$0	\$0	\$0	\$0	\$0
Student Financial Assistance						
Revenues	\$35,933	\$36,502	\$-569	\$38,340	\$38,087	\$-253 (18)
Expenses	-34,149	-35,492	1,343	-38,340	-38,087	253 (18)
Reserve Drawdown/(Deposit	0	0	0	0	0	0
NET	\$1,784	\$1,010	\$774	\$0	\$0	\$0
All Other Programs *						
Revenue	\$18,527	\$18,910	\$-383	\$13,923	\$23,342	\$9,419
Federal Pandemic Relief	23,148	23,148	0	0	23,148	23,148 (19)
Expenses	-4,600	-11,189	6,589 (9)	-13,923	-37,973	-24,050 (19)
Reserve Drawdown/(Deposit	-37,075	-30,869	-6,206 (9)	0	-8,517	-8,517 (19)
NET	\$0	\$0	\$0	\$0	\$0	\$0
Total University						
Revenues	\$1,597,276	\$1,588,766	\$8,510	\$1,737,932	\$1,829,344	\$91,412
Expenses	-1,291,624	-1,327,809	36,185	-1,732,785	-1,834,196	-101,411
Reserve Drawdown/(Deposit	-124,652	-95,013	-29,639	-5,147	4,852	9,999
NET	\$181,000	\$165,944	\$15,056	\$0	\$0	\$0

* All Other Programs include federal work study, surplus property, local funds, and unique military activities.

OPERATING BUDGET

1. Tuition and Fee revenues are higher than projected due to the timing of tuition payments and student financial aid activity.
2. University Division all other income revenues are lower than projected due to timing of revenues.
3. University Division E&G Academic and Support program expenditures are lower than projected due to timing of expenditures.
4. The budget for federal revenue is established to match projected allotments from the federal government that are expected to be drawn down during the state fiscal year. All expenses in federal programs are covered by drawdowns of federal revenue up to allotted amounts. Federal revenue in the Cooperative Extension and Agriculture Experiment Station Division is lower than projected due to the timing of federal drawdown.
5. Cooperative Extension and Agriculture Experiment Station Division All Other Income are higher than projected due to milk sales and self-generated revenues.
6. Cooperative Extension and Agriculture Experiment Station Division academic program expenditures are lower than historical projections due to timing of expenses and locality recovery activity.
7. Quarterly and projected annual variances are explained in the Auxiliary Enterprises section of this report
8. Historical patterns have been used to develop a measure of the revenue and expenditure activity for Sponsored Programs. Actual revenues and expenses may vary from the budget estimates because projects are initiated and concluded on an individual basis without regard to fiscal year. The sponsored research expenditures are 11.3% higher than March 31, 2021.
9. Expenses for All Other Programs was lower than projected due to timing of expenditures and lower than projected Surplus Property activity.
10. The annual budget for the University Division General Fund was decreased \$0.4 million for the state share of salary and fringe benefit rate changes.
11. In June, the budget for Tuition and Fees was increased \$0.8 million for planned Fall 2021 Graduate enrollment and scholarships. The budget was increased \$9.0 million for higher than projected graduate and professional on-campus revenue, undergraduate residency mixture, and higher than projected program fees. The tuition and fee budget was increased \$2.4 million for higher than projected summer enrollments. The corresponding expenditure budgets have been adjusted accordingly.
12. The University Division All Other Income revenue budget was increased \$0.8 million for self-generated earmarked revenues. The corresponding expenditure budgets have been adjusted accordingly.
13. The University Division had a cash balance of \$8.6 million at the end of the fiscal year 2020-21. The university authorized a one-time expenditure budget increase of \$8.6 million to accomplish work which was previously delayed by the pandemic.
14. The Cooperative Extension/Agriculture Experiment State Division General Fund revenue budget was increased \$0.4 million for the state share of salary and fringe benefit rate changes. The corresponding expenditure budgets have been adjusted accordingly.
15. The federal revenue budget in the Cooperative Extension/Agriculture Experiment Station Division has been increased by \$1.2 million for the carryover of unexpended federal funds in fiscal year 2020-21. The corresponding expenditure budgets have been adjusted accordingly.

16. The Cooperative Extension and Agriculture Experiment Station division had a state E&G cash balance of \$2.9 million at the end of fiscal year 2020-21. The university authorized a one-time expenditure budget increase of \$2.9 million to accomplish work which was previously delayed by the pandemic.
17. Virginia Tech received \$35.4 million funding through The Higher Education Emergency Relief Fund II and III (HEERF II & III) programs for the Student Financial Aid award expenditures. In addition, other miscellaneous CARES allocations received by the institution, not recorded in the Auxiliary or E&G programs, are recorded as Sponsored Programs activity. The Sponsored Programs budget was increased by \$35.4 million to accommodate the federal pandemic relief funds.
18. The Student Financial Assistance revenue and expenditure budgets were decreased \$0.6 million for the finalization of the scholarship budget and technical accounting changes and increased \$0.3 million for the SCHEV GEAR Up scholarship program.
19. The projected annual budgets for All Other Programs were increased \$0.2 million for increased Surplus Property business volume, and \$23.1 million for pandemic relief clearing. The projected annual revenue budgets were increased \$5.6 million for federal revenue earmarked for Kentland Farm capital lease and \$3.6 million for technical alignment of university initiatives. The projected annual expense budgets were increased \$0.9 million for outstanding 2020-21 commitments that were initiated but not completed before June 30, 2021.

AUXILIARY ENTERPRISES

Dollars in Thousands

	July 1, 2021 to March 31, 2022			Annual Budget for 2021-22		
	Actual	Budget	Change	Original	Adjusted	Change
Residence and Dining Halls *						
Revenues	\$128,838	\$127,992	\$846	\$132,387	\$135,691	\$3,304 (4)
Expenses	-85,303	-86,215	912	-128,747	-134,262	-5,515 (6,7)
Reserve Drawdown/(Deposit)	-43,535	-41,777	-1,758	-3,640	-1,429	2,211 (4,6,7)
Net	\$0	\$0	\$0	\$0	\$0	\$0
Parking and Transportation						
Revenues	\$16,394	\$15,798	\$596	\$15,722	\$18,700	\$2,978 (8)
Expenses	-9,975	-10,508	533	-16,912	-19,913	-3,001 (6,8)
Reserve Drawdown/(Deposit)	-6,419	-5,290	-1,129	1,190	1,213	23 (6,8)
Net	\$0	\$0	\$0	\$0	\$0	\$0
Telecommunications Services						
Revenues	\$18,533	\$18,403	\$130	\$21,594	\$21,671	\$77 (5)
Expenses	-14,363	-17,014	2,651 (1)	-21,856	-27,276	-5,420 (5,6,9)
Reserve Drawdown/(Deposit)	-4,170	-1,389	-2,781	262	5,605	5,343 (6,9)
Net	\$0	\$0	\$0	\$0	\$0	\$0
University Services * **						
Revenues	\$55,406	\$55,362	\$44	\$55,967	\$55,951	\$-16 (5)
Expenses	-35,388	-39,378	3,990 (2)	-55,493	-58,029	-2,536 (5,6,7,10)
Reserve Drawdown/(Deposit)	-20,018	-15,984	-4,034	-474	2,078	2,552 (5,6,7,10)
Net	\$0	\$0	\$0	\$0	\$0	\$0
Intercollegiate Athletics *						
Revenues	\$70,076	\$69,786	\$290	\$78,327	\$84,446	\$6,119 (11)
Expenses	-75,227	-75,333	106	-77,596	-96,642	-19,046 (6,11)
Reserve Drawdown/(Deposit)	5,151	5,547	-396	-731	12,196	12,927 (6,11)
Net	\$0	\$0	\$0	\$0	\$0	\$0
Electric Service *						
Revenues	\$22,893	\$22,806	\$87	\$34,775	\$31,396	\$-3,379 (5,12)
Expenses	-25,958	-26,006	48	\$-34,197	-35,293	-1,096 (5,6,12)
Reserve Drawdown/(Deposit)	3,065	3,200	-135	-578	3,897	4,475 (6,12)
Net	\$0	\$0	\$0	\$0	\$0	\$0
Inn at VT/Skelton Conf. Center						
Revenues	\$5,709	\$5,718	\$-9	\$9,056	\$8,152	\$-904 (5,13)
Expenses	-6,502	-6,558	56	-10,354	-10,463	-109 (5,6,13)
Reserve Drawdown/(Deposit)	793	840	-47	1,298	2,311	1,013 (5,6,13)
Net	\$0	\$0	\$0	\$0	\$0	\$0
Other Enterprise Functions ***						
Revenues	\$9,381	\$7,992	\$1,389 (3)	\$8,090	\$9,461	\$1,371 (5,14)
Expenses	-1,521	-2,456	935	-5,616	-7,448	-1,832 (5,6,14)
Reserve Drawdown/(Deposit)	-7,860	-5,536	-2,324	-2,474	-2,013	461 (5,6,14)
Net	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL AUXILIARIES						
Revenues	\$327,230	\$323,857	\$3,373	\$355,918	\$365,468	\$9,550
Expenses	-254,237	-263,468	9,231	-350,771	-389,326	-38,555
Reserve Drawdown/(Deposit)	-72,993	-60,389	-12,604	-5,147	23,858	29,005
Net	\$0	\$0	\$0	\$0	\$0	\$0

* University Systems include Dormitory and Dining Hall System, University Services System, Intercollegiate Athletics System, and Electric Service System. The Systems were created to provide assurance to bond holders that system revenues are pledged for the payment of debt service and to allow for dedicated repair and replacement that are not subject to liens of any creditor of the university.

** University Services System includes Career & Professional Development, Center for the Arts, Health Services, Recreational Sports, Student Engagement & Campus Life, Cultural and Community Centers, Student Organizations, and the VT Rescue Squad.

*** Other Enterprise Functions include Golf Course, Hokie Passport, Library Café, Library Photocopy, Licensing & Trademark, Little Hokie Hangout, New Student and Family Programs, Pouring Rights, Printing Services, Software Sales, Tailor Shop and Clearing Accounts.

AUXILIARY ENTERPRISE BUDGET

1. Expenses in Telecommunications Services are lower than projected due to timing of network telecommunication projects.
2. Expenses for the University Services System are lower than projected due to timing of expenses.
3. Revenues for Other Enterprise Functions are higher than projected due to increased business volume in New Student Programs and Software Sales.
4. The annual revenue for Residence and Dining Halls were decreased \$3.2 million in 2nd quarter for lower than anticipated residence hall occupancy, increased \$2.1 million in 3rd quarter for residential quarantine space agreements, higher residential spring occupancy, and summer conference revenues, and increased \$4.4 million in the 3rd quarter for higher than budgeted dining meal plan sales and self-generated revenues. Expenses were increased \$2.5 million in the 2nd quarter for a one-time equipment purchase of microwave-refrigerators for residence rooms and decreased \$5.8 million in the 3rd quarter for Dining expense savings.
5. In June 2021, the annual revenue, expense, and reserve budgets for Auxiliary Enterprises were adjusted for technical alignments and finalization of fixed cost estimates.
6. The annual expense budget for Auxiliary Enterprises was increased \$12.6 million for outstanding 2020-21 commitments and projects that were initiated but not completed before June 30, 2021.

Auxiliary Enterprise	Outstanding Commitments
Residence and Dining Halls	\$3,449,416
Parking and Transportation	732,928
Telecommunication Services	1,213,341
University Services System	2,308,486
Intercollegiate Athletics	1,857,700
Electric Service	2,299,715
Inn at Virginia Tech	149,749
Other Enterprise Functions	614,948
Total	\$12,626,283

7. The annual expense budgets for Residence and Dining Halls were increased \$5.4 million and University Services System increased \$0.2 million to increase entry level compensation to respond to the market.
8. The annual revenue, expense, and reserve budgets for Parking Services were increased \$2.9 million for parking permit sales, multi-modal transit project activity, and building maintenance.
9. The annual expense and reserve budgets for Telecommunications Services were increased \$4.1 million for the residential network refresh project.
10. The annual expense and reserve budgets for University Services System was increased \$0.1 million for Virginia Tech Rescue Squad dispatch system replacement.
11. The annual revenue, expense, and reserve budgets for Intercollegiate Athletics were increased to accommodate additional revenue of \$1.7 million for the football team's participation in the Pinstripe Bowl, \$0.7 million in private funds for the repayment of the football lounge advance, \$1.5 million bowl expenses (total bowl expense is \$2.5 million), and \$12.0 million for the football coaching transition loan. The annual revenue budget was increased \$1.1 million for football revenues, \$1.4 million in private funds for the baseball pitching lab, \$1.0 million in private funds for additional football transition salary needs not covered by coaching transition loan, and \$0.2 million in private funds for the president's box renovations, partially offset by a decrease \$0.1 million for lower than budgeted basketball ticket sales. The annual expense budget was increased \$1.5 million for football transition salary needs not covered by coaching transition loan, \$0.6 million for coaching contracts and faculty leave payouts, \$0.5 million for post-season and GPA bonuses, \$2 million to fully fund annual budgets for sports medicine, outdoor facilities, and external relations, \$0.2 million for stadium wifi, \$1.7 million for baseball pitching lab, \$0.2 million for president's box renovations,

and \$2.3 million for indoor practice facility capital project, partially offset by a decrease of \$5.4 million for alignment of scholarship expenses to private fundraising.

12. The annual revenue budget for the Electric Service auxiliary was decreased \$2.8 million due to lower than projected electric consumption. The annual expense budget was decreased \$2.0 million for lower electric consumption and increased \$2.0 million for higher than budgeted cost of wholesale electricity.
13. The annual revenue, expense, and reserve budgets for the Inn at Virginia Tech were decreased for lower than projected business volume and hotel management transition.
14. The annual revenue, expense, and reserve budgets for Other Enterprise Functions were increased for sustainability projects, the cost of winding down operations in Printing Services, technical accounting alignments, and scholarship expenses in Licensing and Trademark.

CAPITAL OUTLAY PROJECTS
AUTHORIZED AS OF MARCH 31, 2021
Dollars in Thousands

PROJECT INITIATED	FISCAL YEAR ACTIVITY		TOTAL PROJECT BUDGET				
	ANNUAL BUDGET	YTD EXPENDITURES	STATE SUPPORT	NONGENERAL FUND	REVENUE BOND	TOTAL BUDGET	CUMULATIVE EXPENDITURES
EDUCATIONAL AND GENERAL PROJECTS							
<u>Design Phase</u>							
Planning: Mitchell Hall (Replace Randolph Hall)	Jul 2020	\$ 2,500	\$ 775	\$ -	\$ -	\$ 11,000	\$ 11,000 \$ 809 (1)
Life, Health, Safety, Accessibility, & Code Compliance	Jul 2020	155	85	3,100	-	-	3,100 140 (2)
Planning: New Business Building	Apr 2022	-	-	-	8,000	-	8,000 - (3)
<u>Construction Phase</u>							
Maintenance Reserve	On-going	14,300	8,044	29,824	-	-	29,824 18,515 (4)
Livestock & Poultry Research Facilities, Phase I	Oct 2016	13,500	12,419	25,274	-	-	25,274 15,103 (5)
Corps Leadership and Military Science Building	Jun 2019	16,000	12,681	-	20,650	31,350	52,000 17,799 (6)
Data and Decision Science Building	Jul 2019	35,000	31,232	69,000	-	10,000	79,000 43,469 (7)
Innovation Campus - Academic Building	Jul 2019	30,000	25,479	168,000	-	134,136	302,136 40,342 (8)
Hitt Hall	Apr 2017	6,800	3,244	-	31,259	53,741	85,000 8,140 (9)
Undergraduate Science Laboratory Building	Jul 2017	2,000	110	90,412	-	-	90,412 4,786 (10)
<u>Equipment and Special Initiatives</u>							
Commonwealth Cyber Initiative	May 2019	70	67	1,500	-	-	1,500 1,337 (11)
Fralin Biomedical Research Institute Equipment	Jul 2020	2,500	1,402	18,133	-	-	18,133 8,942 (12)
Equipment for Workforce Development	May 2021	1,000	-	15,778	-	-	15,778 5,200 (13)
<u>Close-Out</u>							
Improve Kentland Facilities	Sep 2013	363	399	12,463	-	-	12,463 12,311 (14)
Gas-Fired Boiler at the Central Steam Plant	Apr 2017	400	501	-	8,200	-	8,200 8,038 (15)
Acquisition: Falls Church Property	Apr 2019	2,850	-	-	-	2,850	2,850 - (16)
Chiller Plant Phase II	Oct 2016	5,000	5,383	32,655	10,312	-	42,968 39,541 (17)
Holden Hall Renovation	Oct 2016	25,000	24,001	57,215	8,962	8,750	74,927 66,009 (18)
Construct Virginia Seafood AREC	Jul 2018	1,224	1,224	2,500	-	-	2,500 2,500 (19)
TOTAL EDUCATIONAL AND GENERAL PROJECTS		\$ 158,662	\$ 127,045	\$ 525,855	\$ 87,383	\$ 251,827	\$ 865,065 \$ 292,981

CAPITAL OUTLAY BUDGET

Education and General Projects

1. Planning: Mitchell Hall (Replace Randolph Hall): This state authorized planning project will design the replacement of Randolph Hall with an approximately 284,000 gross square foot building to accommodate engineering instruction and research. In accordance with the state capital budget program, the university will temporarily fund the planning costs and be reimbursed through a request for construction funding. Schematic design is underway.
2. Life, Health, Safety, Accessibility, & Code Compliance: This project improves pedestrian connectors to ensure accessible service in the North Academic District. Working drawings are underway with market pricing expected October 2022.
3. Planning: New Business Building: This is a new planning project authorized at the April Board of Visitors meeting to design a 104,000 gross square foot building for the Pamplin College of Business. A/E and CMAR procurements are underway.
4. Maintenance Reserve: The total project budget reflects \$2.73 million of carryforward from fiscal year 2020, and the State's fiscal year 2021 and fiscal year 2022 appropriations totaling \$27.46 million. The annual budget amount reflects the pace necessary to meet the state's 85 percent spending performance requirement by June 30, 2022.
5. Livestock & Poultry Research Facilities, Phase I: This project is the first of two phases to renew existing facilities for the livestock and poultry programs. Construction is underway for the swine, poultry, beef, and equine packages. Packages for three hay barns and demolition are under development. Construction funding for those packages is included in the Executive Budget Bill for the 2022 General Assembly session. The annual budget was increased to account for the pace of the contractor's work. Resources are available and sufficient to cover the accelerated cash flows, and the project remains within the authorized total budget.
6. Corps Leadership and Military Science Building: The project consolidates the Corps of Cadets and ROTC programs in the northern portion of the Upper Quad project. Construction is underway with substantial completion expected July 2023. The annual budget was increased to account for the pace of the contractor's work. Resources are available and sufficient to cover the accelerated cash flows, and the project remains within the authorized total budget.
7. Data and Decision Sciences Building: Construction of the new 120,000 gross square foot building is underway with substantial completion expected April 2023.
8. Innovation Campus – Academic Building: This project will construct a new 300,000 gross square foot academic building with below grade parking as part of the Innovation Campus in Alexandria Virginia. Construction of the parking garage and foundation is underway. The university received a Guaranteed Maximum Price (GMP) construction contract for the building package with substantial completion expected April 2024. The annual budget was increased to account for the pace of shared infrastructure activity. Resources are available and sufficient to cover the accelerated cash flows, and the project remains within the authorized total budget.
9. Hitt Hall: This project houses an expansion of Myers-Lawson School of Construction, a new dining center, and other academic spaces. Sitework is underway. Construction is underway and substantial completion expected March 2024. The annual budget was increased to account for the pace of the contractor's work. Resources are available and sufficient to cover the accelerated cash flows, and the project remains within the authorized total budget.
10. Undergraduate Science Laboratory Building: This project will construct a 102,000 gross square foot science instruction laboratory building. The university received a Guaranteed Maximum Price (GMP) construction contract for the project January 28, 2022 with construction starting April 2022 and substantial completion April 2024. The project received a General Fund administrative supplement on March 8, 2022 to cover a minor market price adjustment necessary to award the construction contract. The annual budget was decreased to account for the timing of the construction contract.
11. Commonwealth Cyber Initiative: This project makes improvements to support the Commonwealth Cyber Initiative Hub renovations, space enhancements, and equipment. The Virginia Innovation Partnership Authority (VIPA) approves spending requests which are then allocated to Virginia Tech for procurement. The maximum appropriation from the Commonwealth is \$3.5 million. The annual budget was decreased to account for extended lead times for equipment orders.
12. Fralin Biomedical Research Institute Equipment: This funding supports the procurement and installation of specialized research equipment for the Fralin Biomedical Research Institute. The annual budget was decreased to account for extended lead times for equipment orders.
13. Equipment for Workforce Development: This project supports space and equipment purchases for the instructional programs associated with the Tech Talent Investment Program. The annual budget was adjusted to account for extended lead times for equipment orders.
14. Improve Kentland Facilities: The project is substantially complete and the total cost is expected to be \$12.46 million. The project will be closed and financial accounts terminated when final invoices are received and paid.
15. Gas-Fired Boiler at the Central Steam Plant: This project is substantially complete and the total cost is expected to be \$8.038 million. The project will be closed and financial accounts terminated when final invoices are received and paid.
16. Acquisition: Falls Church Property: This project was established to acquire the fee simple title to the 5.33 acres currently leased from and owned by the City of Falls Church for a net cost of \$2.85 million. The university is working on a sale transaction for the property with the City of Falls Church.

CAPITAL OUTLAY BUDGET (Continued)

17. Chiller Plant Phase II: This project is substantially complete and the total cost is expected to be \$42.968 million. The project will be closed and financial accounts terminated when final invoices are received and paid.
18. Holden Hall Renovation: This project is substantially complete and the total cost is expected to be \$74.927 million. The project will be closed and financial accounts terminated when final invoices are received and paid. The annual budget was increased to account for the pace of the contractor's work. Resources are available and sufficient to cover the accelerated cash flows, and the project remains within the authorized total budget.
19. Construct Virginia Seafood AREC: This project is substantially complete. The project has exhausted the State resources and will be closed at the end of the fiscal year.

Capital Outlay Projects Authorized as of March 31, 2022 (Continued)

Dollars in Thousands

		FISCAL YEAR ACTIVITY		TOTAL PROJECT BUDGET				
	PROJECT INITIATED	ANNUAL BUDGET	YTD EXPENDITURES	STATE SUPPORT	NONGENERAL FUND	REVENUE BOND	TOTAL BUDGET	CUMULATIVE EXPENDITURES
AUXILIARY ENTERPRISE PROJECTS								
<u>Design Phase</u>								
Student Wellness Improvements	Jun 2016	\$ 2,500	\$ 556	\$ -	\$ 13,310	\$ 44,690	\$ 58,000	\$ 5,621 (1)
<u>Construction Phase</u>								
Maintenance Reserve	On-going	8,000	7,838	-	8,000	-	8,000	7,838 (2)
New Upper Quad Residence Hall	Jun 2019	13,000	8,575	-	2,000	40,000	42,000	11,062 (3)
Dietrick Renovation	Sept 2017	1,200	108	-	9,131	-	9,131	1,056 (4)
<u>Close-Out</u>								
Student-Athlete Performance Center	Mar 2018	18	18	-	20,417	-	20,417	19,726 (5)
Creativity & Innovation District LLC	Oct 2016	17,176	14,082	-	15,880	89,620	105,500	102,018 (6)
Planning: Tennis Center Improvements	Aug 2016	107	106	-	809	-	809	491 (7)
Global Business & Analytics Complex Residence Halls	Jun 2019	-	-	-	-	84,000	84,000	1,269 (8)
TOTAL AUXILIARY ENTERPRISE PROJECTS		\$ 42,001	\$ 31,282	\$ -	\$ 69,546	\$ 258,310	\$ 327,856	\$ 149,081
GRAND TOTAL		\$ 200,663	\$ 158,328	\$ 525,855	\$ 156,929	\$ 510,137	\$ 1,192,921	\$ 442,063

Auxiliary Enterprise Projects

1. Student Wellness Improvements: The estimated pricing for the design scope exceeds the project authorization, and the university is developing an alternative plan to accomplish the key project objectives. A resolution to move forward with the project will be presented at the June Board of Visitors meeting.
2. Maintenance Reserve: The auxiliary maintenance reserve program covers 106 assets with a total replacement value of \$1.4 billion. Projects are scheduled and funded by the auxiliary enterprises. The units prepare five-year plans that outline their highest priority deferred maintenance needs. The annual budget and total project budget reflect the spending plans of the auxiliary units on maintenance reserve work scheduled for fiscal year 2022.
3. New Upper Quad Residence Hall: The project constructs a 300 bed residence hall in the upper quad section of campus. The project is under construction with substantial completion expected August 2023. The annual budget was increased to account for the pace of the contractor's work. Resources are available and sufficient to cover the accelerated cash flows, and the project remains within the authorized total budget.
4. Dietrick Renovation: This project includes refurbishing the first floor of Dietrick Hall, inserting a modern food service venue, and enclosing a portion of the exterior overhang. Improvements to the outdoor plaza will be implemented concurrently as a non-capital activity supported with private gifts. The project is under construction with substantial completion expected March 2023. The university infused a minor increase to the total budget, which may be administratively implemented under the university's tier three Management Agreement with the State, for a schedule extension to maintain food service operations during the spring semester.
5. Student-Athlete Performance Center: The project is closed with a total cost of \$19.726 million. The annual budget was decreased to reflect actual expenses at the close of the project.
6. Creativity & Innovation District Living Learning Community (LLC): The project is substantially complete and the total cost is expected to be \$105.5 million. The project will be closed and financial accounts terminated when final invoices are received and paid.
7. Planning: Tennis Center Improvements: The planning project is complete and the total cost is expected to be \$809 thousand. The project will be closed and financial accounts terminated when final invoices are received and paid. The annual budget was decreased to reflect actual expenses at the close of the project.
8. Global Business & Analytics Complex Residence Halls: The university is exploring alternatives for additional residential beds in the northwest area of campus. The project will be closed at the end of the fiscal year.

RESOLUTION TO REVISE THE SYSTEM OF SHARED GOVERNANCE AT VIRGINIA TECH AND APPROVE THE NEW UNIVERSITY COUNCIL CONSTITUTION AND BYLAWS

WHEREAS, Virginia Tech has been well served by a system of shared governance structured to include representation by a wide cross-section of faculty, students, staff, and administrators; and

WHEREAS, the underpinning for Virginia Tech's system of shared governance is the "Statement on Government of Colleges and Universities" issued jointly by the American Council on Education, the American Association of University Professors, and the Association of Governing Boards of Universities and Colleges in 1966; and

WHEREAS, the last comprehensive review of Virginia Tech's system of shared governance occurred in the early 1990s and resulted in the current interlocking system of committees, commissions, advisory councils, and University Council, which is the main policy-making body of the university and is advisory to the President; and

WHEREAS, although minor modifications have been made to the governance structure and University Council Constitution and Bylaws, there had been no systematic evaluation of the system in 25 years, and the lack of a formalized path for the collective voice of the faculty, student, and staff constituencies to be represented through their formal bodies in the process of policy formulation and approval was identified as a deficiency; and

WHEREAS, in the spring of 2019, President Sands commissioned the ad hoc President's Committee on Governance composed of faculty, students, staff, and administrators to define a set of guiding principles for effective and equitable governance and outline any changes to the existing system required to put these principles into effect, and on February 15, 2021, University Council approved a set of "Principles of Shared Governance" and a framework for the revised system of shared governance; and

WHEREAS, the ad hoc President's Committee on Governance has since continued deliberations on a detailed proposal for a revised system of shared governance, resulting in a revised University Council Constitution and Bylaws presented here for approval; and

WHEREAS, a summary of major changes to the University Council Constitution and Bylaws is appended to this resolution for informational purposes; and

WHEREAS, each of the five senates is in the process of reviewing and revising its constitution and bylaws to align with the new University Council Constitution and Bylaws, and those senate documents will be approved separately through the governance process;

NOW, THEREFORE, BE IT RESOLVED that the attached revised University Council Constitution and Bylaws be approved effective July 1, 2022, contingent upon approval by the President and Board of Visitors, and corresponding changes will be made to the Faculty Handbook; and

BE IT FURTHER RESOLVED that reviews of the new system will be conducted after the first and second years of implementation, and any recommended refinements to the University Council Constitution and/or Bylaws or the senates' constitutions and/or bylaws will be presented for approval through the shared governance system; and

BE IT FURTHER RESOLVED that the dissolution of the Graduate Curriculum Committee, Pathways General Education Curriculum Review Committee, and Undergraduate Curriculum Committee, and the removal of these three committees from the University Council Bylaws, as proposed in an effort to streamline the curriculum review process, will occur at the start of the 2023-2024 academic year, to allow time for development of CourseLeaf, Virginia Tech's new curriculum management software; and

BE IT FURTHER RESOLVED that existing approval processes for course and program proposals will remain in effect for the 2022-2023 academic year, including the progression of program resolutions from the appropriate commission to the University Council without a vote by the Faculty Senate; and

LASTLY, BE IT RESOLVED that the dissolution of the Graduate Curriculum Committee, Pathways General Education Curriculum Review Committee, and Undergraduate Curriculum Committee, and the removal of these three committees from the University Council Bylaws, as proposed in an effort to streamline the curriculum review process, is contingent upon the provision of additional funding to the Registrar's Office, as requested in the critical needs budgeting process.

Recommendation

That the above Resolution to Revise the System of Shared Governance at Virginia Tech and Approve the New University Council Constitution and Bylaws be approved.

June 6, 2022

University Council Constitution and Bylaws

November 6, 1995

(Last updated June 1, 2021)

**Published by the University Council of Virginia
Tech**

Preamble

With the passage of Morrill Act by Congress in July, 1862 and subsequent action of the Virginia Legislature in 1864, 1872, 1944, and 1970, Virginia Polytechnic Institute and State University was created as a land-grant university and has been charged and developed with the responsibility to serve the citizens of Virginia and beyond.

BELIEVING that the fundamental goal of this land-grant university is to serve as a dynamic force in society by providing both a reservoir of knowledge and a stimulating academic atmosphere for the transmittal and application of that knowledge; and further believing that the establishment of these conditions encourages the discovery of new principles and truths and the development of an appreciation of human values; and

BELIEVING that the attainment of the objective requires mutual understanding and joint effort of the governing board, administration, faculty, A/P faculty, staff, and students; and

BELIEVING that a university functions most effectively under orderly but flexible and adaptive processes of administration and government:

Virginia Polytechnic Institute and State University does hereby enact a constitution and bylaws for the University Council and its internal and related components, with the approval of the president of the university and the Board of Visitors, and in accordance with the “Virginia Tech Principles of Shared Governance.”

Virginia Tech Principles of Shared Governance

Shared governance is the process by which the university community shares responsibility for reaching collective decisions on matters of policy and procedure. We believe that shared governance is essential to Virginia Tech’s mission as “an inclusive community of knowledge, discovery, and creativity dedicated to improving the quality of life and the human condition within the Commonwealth of Virginia and throughout the world.” We further believe that shared governance is the means by which we organize the components of the university into an interdependent whole; that collaborative decision-making is the foundation of strategic and coordinated effort; and that shared governance should operate within the framework of the following principles at every level of Virginia Tech’s various locations:

1) *Democratic processes*

We will employ democratic processes, including the use of representative bodies, to ensure that the views of all constituencies are reflected in our decisions and to increase the likelihood that a course of action will be broadly supported and implemented. All revisions to and the creation of new academic initiatives, policies, and programs will be carried out within our formal system of governance.

2) *Respect, collaboration, and trust*

We recognize that the Board of Visitors, administrators, faculty, administrative and professional faculty, staff, undergraduate students, and graduate/professional

students have differing roles, scopes of authority, and accountability; that these differences are necessary and productive; and that a mutuality of respect for each other and our varying roles and responsibilities is essential for good-faith dialogue, collaborative decision-making, and trust in the processes of governance.

3) Clarity of roles and authority

We commit to maintaining a shared understanding of Virginia Tech's system of governance, including clear guidelines for our separate and mutual areas of responsibility for determination, recommendation, and consultation on particular matters, and recognize that the roles and authority of the Board of Visitors, administrators, faculty, staff, and students can vary depending on context and topic.

4) Inclusion and diversity

We believe that a diverse community of people and perspectives is necessary for the creation of effective and equitable policies and procedures and commit to fostering a culture of inclusivity and respect that is reflective of our pluralistic community and strengthens our ability to address historical biases and impediments to equality.

5) Communication and transparency

In order to capture and reflect the scope of opinions across our various constituencies and locations, we expect honest and respectful communication; that every component of governance will maintain clearly defined channels for reciprocal communication within and between constituencies; and that we will reach our decisions in a transparent manner such that the various constituencies are aware of how decisions are made and the rationale for those decisions.

6) Efficiency and effectiveness

We will conduct deliberations and make decisions in a manner that is timely and appropriate to the issue and periodically evaluate the performance of shared governance in order to improve its operation and adapt it to evolving conditions.

7) Accountability

While recognizing that the Board of Visitors and president are legally accountable for the condition and operation of the university, we affirm that when acting as participants in governance we are accountable to each other, as individuals and constituencies, for our statements and decisions; that administrative rejection of shared governance recommendations should be unusual and for compelling reasons that are publicly conveyed and subject to collective response; and that in the rare instances exigent circumstances require university leaders to act outside the structure of shared governance, they will explain the exigent circumstances and discuss the action or actions taken in open forums and in a timely manner.

8) Commitment

We believe that shared governance requires a commitment of goodwill on the part of all participants, the broad recognition of shared governance as an important activity, and sufficient resources for the effective operation of shared governance.

Constitution of the University Council

Article I. Name

The name of the council is the University Council of Virginia Polytechnic Institute and State University, hereafter referred to as the University Council or the Council.

Article II. Purpose

The purpose of the University Council and its internal and related components is to assist the president of the university in formulating and implementing university policy in a manner that attempts to ensure that Virginia Polytechnic Institute and State University always strives effectively toward its goals, which are:

1. To provide an environment conducive to the pursuit of learning, teaching, scholarship, research, and service.
2. To anticipate and meet the educational needs of society in general and the Commonwealth and nation in particular.

The University Council, the senates, and the university and senate commissions constitute the main bodies for policy formation at Virginia Tech. The senate commissions formulate and recommend policies to the senates, which in turn recommend policies to the University Council; the university commissions formulate and recommend policies directly to the University Council. The University Council makes policy recommendations to the president. Final authority rests with the president of the university and the Board of Visitors.

Because the University Council, the senates, the senate and university commissions and the standing committees constitute a legislative system, their charges, memberships, relationships, and the processes they hold in common are defined in the University Council Constitution and Bylaws. All aspects of senates not defined in these documents shall be defined in senate constitutions and bylaws.

In order for this system to function as intended, the roles and authority of its different components as presented in this document must be maintained, and participants in shared governance are expected to adhere to these statements of purpose, function, or charge. Senate and commission charges identify the areas of legislative authority and responsibility for the relevant body. These charges are not exhaustive: when questions arise regarding the relevance of the topic of a resolution to a commission or senate charge, they will be addressed to the parliamentarian, and if necessary, the University Council Cabinet. Per Article III Section 3 of the University Council Bylaws, the University Council Cabinet will review all resolutions for agreement with the commission charge. Determination of the authority of a commission to advance a resolution rests with the University Council Cabinet and the University Council.

Further information about the nature and on-going work of our system of shared governance in all its aspects can be found here: [www.vt.edu/\[xxxxxxx\]](http://www.vt.edu/[xxxxxxx]).

Article III. Functions

The functions of the University Council are:

1. To advise the president on matters of university governance.
2. To accept functions and authority delegated to it by the president.
3. To review and make recommendations on matters of concern to the faculty, staff, A/P faculty, students, and administration, such matters being placed on the University Council agenda in accordance with this constitution and its accompanying bylaws.
4. To refer appropriate matters to the commissions, senates, committees, groups, or individuals for consideration and recommendations.

The University Council can recommend the creation, elimination, or revision of any of its internal or related components. Should a concern arise which calls for the University Council to consider such an action, the matter shall be placed on the Council agenda (in the form of an appropriate resolution) by one of the University Council commissions, senates, or a University Council member. Consideration of such an action shall follow the procedures for amending the constitution and/or bylaws contained in Article XIII of this constitution.

Article IV. Membership

Section 1. Composition

The (59) members of the University Council are:

Ex Officio Members:

- President of the University (non-voting chair)
- Secretary of the University Council (non-voting)
- Vice President for Policy and Governance (non-voting)
- Executive Vice President and Provost
- Executive Vice President and Chief Business Officer
- Senior Vice President for Research and Innovation
- Dean of the Graduate School
- Vice President for Human Resources
- Vice President for Strategic Affairs and Diversity
- Vice President for Student Affairs
- Vice Provost for Undergraduate Academic Affairs
- Deans of each college

- Dean of University Libraries
- Dean of the Honors College
- Dept. Heads Council Executive Committee Co-chairs
- President of the Faculty Senate
- Immediate Past President of the Faculty Senate
- Vice President of the Faculty Senate
- President of the A/P Faculty Senate
- Vice President of the A/P Faculty Senate
- Secretary of the A/P Faculty Senate
- President of the Staff Senate
- Vice President of the Staff Senate
- Secretary of the Staff Senate
- President of the Undergraduate Student Senate
- Vice President of Shared Governance for the Undergraduate Student Senate
- Vice President and Representative to the BOV for the Undergraduate Student Senate
- Vice President of Issues and Policy for the Undergraduate Student Senate
- President of the Graduate and Professional Student Senate
- Vice President of the Graduate and Professional Student Senate
- Director of Communications and Secretary of the Graduate and Professional Student Senate
- Graduate/Professional Student Representative to the BOV

Elected Members:

- One Faculty Senator from each of the academic colleges
- One A/P Faculty Senator
- Three Staff Senators
- Four representatives of the Commission on Equal Opportunity and Diversity
- One representative of the Commission on Outreach and International Affairs

Revisions to the membership of the University Council follow the procedures for Amendments contained in Article XIII of this constitution.

Section 2. Voting Privileges

All members of the University Council, exclusive of the chair, the secretary, and the Vice President for Policy and Governance, shall have voting privileges.

Section 3. Term of Membership

Faculty, A/P Faculty and staff senators are elected for terms of three years and are eligible for re-election subject to the bylaws of the respective senate. Student representatives are

elected for one-year terms and are eligible to serve up to three consecutive terms. When appropriate, terms are staggered to permit election of approximately one-third each year. Vacancies in unexpired terms are filled by the relevant body. Persons filling an unexpired term are eligible for re-election to a full term. Elections are effective the first day of July. For CEOD and COIA representatives on the Council, faculty, A/P faculty, and staff members are elected for three years terms and are eligible for re-election to a second term; student representatives are elected for one-year terms and are eligible to serve up to three consecutive terms.

Section 4. Alternates, Substitutes, and Guests

The University Council may permit elected alternates with voting privileges and substitute members with voting privileges, where such privileges are not limited by the rules of the participating group.

Any current Virginia Tech employee, faculty member, or student may attend meetings of the University Council, the senates, senate and university commissions, and university standing committees as a guest, with the understanding that guests:

- May participate in discussions if and when recognized by the chair but cannot vote or make motions for consideration.
- Will treat participants in shared governance with respect and in accordance with the expectations for decorum outlined in *Robert's Rules of Order*.
- May be removed from a meeting by the request of any member and a majority vote of the members in attendance.
- May not displace a regular member of the body when seating/space is limited.

Members of the public who wish to attend should contact the Office of the Vice President for Policy and Governance.

Article V. Officers

Section 1. Officers

The officers of the University Council are chair, parliamentarian, and secretary.

Section 2. Chair

The president of the university is chair of the University Council. In the absence of the president, the executive vice president and provost of the university acts for the president as chair of the University Council. If the executive vice president and provost is unable to attend, the president of the Faculty Senate will act as chair. When all three are absent, the University Council Cabinet will select an appropriate chair for the meeting or the meeting will be canceled. In all cases, the acting chair is ineligible to vote but may appoint a temporary member of the University Council to vote on their behalf.

Section 3. Secretary

The secretary of the University Council is appointed by the president of the university.

Section 4. Parliamentarian

The Vice President for Policy and Governance serves as the Parliamentarian for University Council and its internal and related components, and shall advise the chair on procedural matters during council meetings. The parliamentarian will be consulted regarding the revision of any portion of the Virginia Tech system of shared governance.

Article VI. University Council Cabinet

Section 1. Purposes

The purposes of the University Council Cabinet are to provide a small-scale forum for in-depth conversation among shared governance leaders, with a particular focus on the interests and concerns of senate leaders; to help shared governance leaders remain well-informed of the state of the university; and to facilitate collaborative decision-making and coordinated effort across the components of shared governance.

Section 2. Functions

The functions of the University Council Cabinet are to serve as the executive body of the University Council, to which it is responsible and to which it reports regularly on the disposition of matters submitted to it; to administer the business of the University Council between Council meetings; and to discharge other duties in accordance with the University Council Constitution and Bylaws, including the application of the university mission initiative process described in Article XII of the constitution and Article IV of the bylaws, and the annual shared governance review called for by Article VI of the bylaws.

Section 3. Membership

The University Council Cabinet consists of the following ex officio members

- Executive Vice President and Provost (co-chair)
- President of the Faculty Senate (co-chair)
- Executive Vice President and Chief Business Officer
- Vice President for Strategic Affairs and Diversity
- Vice President for Policy and Governance (non-voting member)
- Secretary of the University Council (non-voting member)

in addition to members appointed or elected by the following bodies

- One representative of the Council of College Deans
- One representative of the Department Heads Council Executive Committee
- Two representatives of the Faculty Senate (in addition to the Faculty Senate President)
- One representative of the A/P Faculty Senate
- One representative of the Staff Senate
- One representative of the Undergraduate Student Senate
- One representative of the Graduate and Professional Student Senate

Depending on the topic(s) under consideration, other administrators, faculty, A/P faculty, staff, or students may be invited to participate in meetings to consider resource implications and legal and other matters.

Members of the University Council Cabinet must also serve on the University Council or attend its meetings.

Section 4. Term of Membership

Except for deans, all appointed or elected members serve for one year and are eligible for reappointment or reelection subject to the bylaws or expectations of the appointing or electing body. Deans are elected by the Council of College Deans and serve for two years.

Section 5. Alternates, Substitutes, and Visitors

See Article IV Section 4 of the University Council Constitution.

Article VII. Senates

Section 1. Purpose

The senates are accountable to and responsible for representing the collective voice of their respective constituency. The senates provide representation within our system of shared governance for faculty, A/P faculty, staff, undergraduate students, and graduate and professional students.

To ensure that constituents can identify their senate representatives, senates will maintain membership rolls that are available on public or secure websites accessible to constituents.

Section 2. Functions

Each senate has a specific area of legislative authority and responsibility as defined below and at least one senate commission assigned to it that is responsible for the crafting of policy recommendations in the form of resolutions. To be advanced as recommendations to the University Council, resolutions of senate commissions must be approved by the appropriate senate under procedures described in Article III of the University Council Bylaws.

In addition to their legislative activities, senates appoint or recommend members to University Council, senate and university commissions, and committees; facilitate the exchange of information between constituencies; provide referral for individual concerns and issues to appropriate organizations or personnel; and accept and share responsibility with the administration, faculty, A/P faculty, staff, and students in all efforts to attain the shared goals of the university.

While senates have the right to consider any matter of general interest to its members and to seek wider discourse on these topics within our system of shared governance, concerns that fall outside of senate or commission purviews as delineated in this constitution may not be advanced as resolutions.

Section 3. Administrative and Professional (A/P) Faculty Senate

The A/P Faculty Senate shall be representative of the A/P faculty as defined in chapter one of the Faculty Handbook and have the authority and responsibility to act on their behalf through legislative recommendations concerning the working

conditions of administrative and professional faculty; procedures for hiring, evaluating, non-reappointing, disciplining, recognizing, and promoting administrative and professional faculty; benefits, educational, and personal leave; extra-university professional activity; and matters of equity and diversity that affect A/P faculty. Assigned commission: Administrative and Professional Faculty Affairs (CAPFA).

Section 4. Faculty Senate

The Faculty Senate shall be representative of the faculty as defined in chapter one of the Faculty Handbook and have the authority and responsibility to act on their behalf through legislative recommendations concerning academic policies and regulations; educational standards, curricula, and methods of instruction; faculty status; matters of equity and diversity that affect faculty; and the working conditions of faculty. Assigned commissions: Faculty Affairs (CFA), Graduate and Professional Studies and Policies (CGPSP), Research (COR), and Undergraduate Studies and Policies (CUSP).

Section 5. Graduate and Professional Student Senate

The Graduate and Professional Student Senate shall be representative of the entire graduate and professional student body and have the authority and responsibility to act on their behalf through legislative recommendations concerning campus life; academic and learning environment; working conditions; student health and wellness; dissemination of a portion of the student activity fee to registered graduate student organizations; matters of equity, inclusion, and access that affect graduate and professional students; and the learning conditions of the graduate and professional student body. Assigned commission: Graduate and Professional Student Affairs (CGPSA).

Section 6. Staff Senate

The Staff Senate shall be representative of all classified and university staff, including full and part-time and non-student wage employees, and have the authority and responsibility to act on their behalf concerning policies and regulations involving work environments, benefits, and matters of equity and diversity that affect staff working environments and morale. Assigned commission: Staff Policies and Affairs (CSPA).

Section 7. Undergraduate Student Senate

The Undergraduate Student Senate shall be representative of the entire undergraduate student body and have the authority and responsibility to act on their behalf through legislative recommendations concerning campus life; academic and learning environment equity; undergraduate student health and wellness; dissemination of a portion of the student activity fee to registered student organizations; matters of equity, inclusion, and access that affect undergraduate students; and the learning conditions of the undergraduate student body. Assigned commission: Undergraduate Student Affairs (CUSA).

Article VIII. Commissions

Section 1. Organization

Commissions gather administrators, faculty, A/P faculty, staff, undergraduate

students, and graduate and professional students in relatively small numbers to discuss topics and develop policies in the area defined by the commission charge. Each commission is chaired by a faculty, A/P faculty, staff, undergraduate student, or graduate and professional student member and advised by an *ex officio* administrative faculty member who oversees the unit or office at the core of the commission's charge and provides support and information to guide the commission's work. *Ex officio* and administrative faculty members may not serve as chair of any commission. While the membership of commissions varies in number and mix depending on the charge, all commissions include at least one faculty, A/P faculty, staff, undergraduate student, and graduate and professional student member, making them microcosms of shared governance.

There are two kinds of commissions: senate commissions, which are part of and whose policy recommendations are voted on by senates before advancing to the University Council; and university commissions, which are part of and whose policy recommendations are made directly to the University Council. The charges of all commissions are included in this article. Though senate commissions are part of senates, their charges are maintained within the University Council Constitution and cannot be altered directly by the senates. Memberships of commissions are maintained in the University Council Bylaws.

Section 2. Responsibilities

The senate commissions report to and work with their respective senates in accordance with their respective charges. Chairs of senate commissions shall coordinate their agendas with the appropriate senate and administrative office, and meet with senate leadership on a regular basis according to expectations included in senate bylaws. The university commissions report to the University Council. Chairs of university commissions shall coordinate their agendas with the appropriate administrative unit. In addition to the functions and duties prescribed for each commission in this article, the commissions shall undertake such other functions and duties as may be delegated to them from time to time by their senate, the University Council, the president, or the Board of Visitors.

Section 3. Election or Appointment of Chair

The chairs of senate commissions shall be elected in accordance with the constitution and bylaws of the respective senate, which are subject to the approval requirements of Article XIV of this constitution.

The chairs of the Commission on Equal Opportunity and Diversity and the Commission on Outreach and International Affairs shall be elected from faculty and staff members of the commission by majority vote of the commission membership present and voting.

University Commissions that include vice-chairs shall elect new vice-chairs from among the continuing eligible members as early as possible during the academic year, but no later than the end of October. The vice-chair shall serve as needed during the current year and shall become chair of the commission during the subsequent year. Should the vice-chair be unable to serve as chair in the subsequent year, the commission shall elect a chair from among eligible members.

Commission chairs serve one-year terms beginning July 1 and are eligible for re-election.

Section 4. Voting Privileges

All members of senate and university commissions shall have voting privileges. Commission members who are also members of a senate and/or University Council may vote again in those bodies on resolutions advanced by the commission(s) on which they serve.

Section 5. Term of Membership

Terms of membership of elected representatives on commissions are as follows: except for deans, all non-student members are elected for a term of three years. The number of consecutive terms they may serve is determined by the electing body. Terms are staggered to permit replacement of approximately one-third of the membership each year. Deans are elected by the Council of College Deans and serve for two years. The student representatives serve for terms of one year and are eligible to serve up to three consecutive terms. Elections are effective the first day of July.

Vacancies in unexpired terms are filled by the relevant body.

Section 6. Alternates, Substitutes, and Visitors

See Article IV Section 4 of the University Council Constitution.

Section 7. Senate Commissions

Commission on Administrative and Professional Faculty Affairs (CAPFA)

Charge: To study, formulate, and recommend to the A/P Faculty Senate policies and procedures affecting the working conditions of administrative and professional (A/P) faculty. Areas for consideration include morale of administrative and professional faculty; procedures for appointing, non-reappointing, evaluating, disciplining, recognizing, and promoting administrative and professional faculty; benefits, educational and personal leave, and extra-university professional activity; and matters of equity and diversity that affect A/P faculty. The Commission is also responsible for reviewing allegations of unprofessional or unethical conduct against an A/P Faculty member and grievances advanced to the level of the Executive Vice President and Provost or the Vice President for Human Resources and for advising these administrators prior to their taking action.

Commission on Faculty Affairs (CFA)

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures affecting faculty working conditions and the professional standing of all faculty who qualify for membership in the Faculty Senate. Areas for consideration include commencement; academic freedom and faculty morale; procedures for appointing, evaluating, disciplining, and recognizing faculty, including department heads and chairs; tenure and/or promotion, benefits, academic and personal leave, and extra-university professional activity; and matters of equity and diversity that affect faculty.

Commission on Graduate and Professional Studies and Policies (CGPSP)

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures concerning graduate and professional academic matters. Areas for consideration include admissions, academic progress, degree requirements, commencement; registration and scheduling; graduate curricular standards and expectations, advising, and instruction, both of and by graduate students; research involving graduate students; financial assistance including assistantships, scholarships, and fellowships; the graduate and professional honor systems, including approval of changes to the Graduate Honor Codes; and library resources.

Commission on Graduate and Professional Student Affairs (CGPSA)

Charge: To study, formulate, and recommend to the Graduate and Professional Student Senate policies and procedures concerning graduate and professional student life and morale. Areas for consideration include working conditions for GAs, GRAs, and GTAs; graduate and professional student relations with peers, staff, faculty, administrators, alumni, and the community; policy matters related to graduate and professional student conduct; graduate and professional student organizations, social life, and recreation; and residential life, health, safety, and quality of graduate and professional student related services.

Commission on Research (COR)

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures concerning research and research faculty. Areas for consideration include sponsored programs, core programs and interdisciplinary research; intellectual property; animal care and human subjects; indirect costs and returned overhead; research facilities, centers and institutes, and library resources; and liaison with affiliated corporations and institutes.

Commission on Staff Policies and Affairs (CSPA)

Charge: To study, formulate, and recommend to the Staff Senate policies and procedures affecting the working conditions of classified and university staff and to promote staff participation in the University community. Areas for consideration include staff morale; evaluation, communication with supervisors, recognition, and career development; staff relations with administrators, faculty, and students; benefits and personal leave; extra-university professional activity; and matters of equity and diversity that affect staff.

Commission on Undergraduate Student Affairs (CUSA)

Charge: To study, formulate, and recommend to the Undergraduate Student Senate policies and procedures pertaining to the undergraduate student experience at Virginia Tech. Areas for consideration include undergraduate student wellbeing, inclusion, and morale; undergraduate student relations with peers, staff, faculty, administrators, alumni, and the community; policy matters related to undergraduate student conduct; undergraduate student organizations, social life, and recreation; employment, placement, and counseling; and residential and campus life, health, safety, and quality of undergraduate student related services.

Commission on Undergraduate Studies and Policies (CUSP)

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures concerning undergraduate academic matters. Areas for consideration include library resources, admissions, academic progress, degree requirements, the Undergraduate Honor System and study environment, including approval of changes to the Undergraduate Honor Code; In-Honors programs, undergraduate curricular standards and expectations, advising, and instruction; student honors and awards; financial aid, scheduling, and registration.

Section 8. University Commissions

Commission on Equal Opportunity and Diversity (CEOD)

Charge: To advise the president's InclusiveVT Executive Council and to study, formulate, and recommend to University Council policies and procedures as they relate to the university's responsibilities regarding equal opportunity, affirmative action, accessibility, and policy matters related to compliance, diversity, and inclusion. The policy interests of caucuses are advanced through this commission. Areas for consideration include recruitment, retention, and advancement of faculty, staff, and students, in a manner consistent with the university's principles of community and commitment to equal opportunity and access.

Commission on Outreach and International Affairs (COIA)

Charge: To study, formulate, and recommend to University Council policies and procedures that advance regional, national, and international efforts to fulfill the land-grant mission of enriching the quality of life and economic vitality of citizens around the world. The commission seeks to advance public engagement and globalization with knowledge generated by faculty and researchers in order to address complex societal challenges and enrich research and educational programs through these collaborative efforts. Areas for consideration include Cooperative Extension, cross-sectoral partnerships, graduate education and professional development programs, economic development programs, community engagement and leadership initiatives; and international program development and implementation. COIA will work with CUSP on issues regarding study abroad and international exchange programs and with CGPSP regarding graduate education across the Commonwealth.

Article IX. University Standing Committees

Section 1. Organization

University standing committees are constituted on a continuing basis by the president on recommendation of the University Council to deal with matters of a university-wide interest. Resolutions authored by standing committees that report to a commission are advanced by that commission. All other committee-authored resolutions are advanced by a commission or commissions selected by the University Council Cabinet. A committee-authored resolution that falls outside of all commission charges may be advanced as a University Council resolution, as determined by the University Council Cabinet.

Section 2. Committee Membership

Membership on most standing committees should include undergraduate students, graduate and professional students, salaried staff, A/P faculty, and faculty representatives as well as administrators. Administrative committee members are appointed by the appropriate office; all others are elected by the relevant body; and the president approves the memberships as a whole.

The standing committee chair shall be appointed by the president or elected from among the committee members by the committee, as specified in the bylaws.

All standing committee members will have voting privileges.

A list of university standing committees (specifying for each its composition, charge, and the governance body to which it reports) shall be maintained as part of the University Council Bylaws.

Section 3. Term of Membership

Terms of membership of elected or appointed representatives on university standing committees are as follows: except for deans, all non-student members are elected or appointed for a term of three years. The number of consecutive terms they may serve is determined by the electing or appointing body. Terms are staggered to permit election of approximately one-third of the membership each year. Deans are elected by the Council of College Deans and serve for two years. The student representatives serve for terms of one year and are not eligible to serve more than two consecutive terms. Vacancies in unexpired terms are filled by the relevant body. Elections are effective the first day of July.

Section 4. Alternates, Substitutes, and Visitors

See Article IV Section 4 of the University Council Constitution.

Article X. Other Committees

Members of all shared governance bodies may request, and their chairs may appoint, *ad hoc* committees (such as task forces or work groups) or subcommittees as needed.

Ad hoc committee and subcommittee members serve according to the terms established when the committee is constituted.

Article XI. Meetings and Procedures

Section 1. Parliamentary Procedures

The latest edition of Robert's Rules of Order [Webster's New World Robert's Rules of Order, Simplified and Applied], subject to special rules as may be adopted by the University Council, shall govern the procedures of the University Council and its internal and related components.

Section 2. University Council Procedures

1. The University Council and the University Council Cabinet shall meet regularly during the academic year and at other times as called by the respective chairs. Cancelled meetings shall be noted in the minutes of the subsequent Council or cabinet meeting.
2. In consultation with the University Council Cabinet, the secretary shall prepare and distribute the agenda to members of the Council one week prior to each meeting and post the agenda on the shared governance website. Items to be placed on the agenda must be submitted to the secretary at least ten days prior to the meeting date. The secretary will record the minutes (including attendance) of each University Council and University Council Cabinet meeting. Minutes of any University Council Cabinet meetings that were held in the interim since the last University Council meeting will be distributed with the University Council agenda for information. Minutes of University Council and University Council Cabinet meetings will be distributed electronically by the secretary to members of the respective bodies for electronic approval as soon as possible after each meeting; the absence of a response by a member indicates a positive vote. Approved minutes of University Council and University Council Cabinet meetings will be made available to the public on the shared governance website.
3. Any member of the University Council may place an item on the agenda by following the procedures in Section 2(2) above. This procedure provides a means for any group to submit items of urgency directly to the University Council for consideration. However, under normal operating procedures, policy recommendations and decisions are reviewed by the appropriate commissions and senates and then submitted to the University Council for disposition.

Section 3. Commission Procedures

1. Each senate and university commission shall meet regularly during the academic year and at other times as called by the chair.
2. The chair of each commission shall prepare and distribute the agenda to members of the commission one week prior to each meeting. Items to be placed on the agenda shall be sent to the chair at least ten days prior to the meeting date. The chair may appoint or designate a secretary, who may or may not be a member of the commission, to record the minutes (including attendance) of each commission meeting, which will be distributed to all members of the commission for their approval. Approved minutes will be uploaded promptly to the shared governance website and the Secretary of University Council will be notified of this action. The Office of the Vice President for Policy and Governance provides a template for minutes that must be used by all commissions.

Section 4. Committee Procedures

Each university standing committee or *ad hoc* committee meets as frequently as required to fulfill its responsibilities. All standing committees shall prepare minutes of their meetings, as a permanent record of committee activity. Each standing committee will upload its approved minutes to the shared governance website and notify the secretary of the University Council of this action. The secretary of the University Council will notify the body or bodies to which the committee reports that the minutes are available for review.

The Office of the Vice President for Policy and Governance provides a template for minutes that must be used by all committees.

Section 5. Voting on Resolutions and Other Matters

Votes on resolutions in commissions, senates, and the University Council will be by recorded ballot. Unless otherwise specified in a constitution or bylaws, the nature of voting on all other matters shall be determined by the body as a whole and, whenever possible, after taking the advice of the University Council parliamentarian into account.

Article XII. University Mission Initiatives

The university mission initiative process is a means of creating or revising policies, practices, or procedures that have the potential to broadly impact Virginia Tech's educational, research, and/or outreach missions. The process ensures that relevant components of shared governance, especially the senates, have the opportunity to participate in the development of significant changes or additions to the nature of our mission goals or the means by which we achieve them, and that these changes or additions are considered for adoption through the normal legislative process. In accordance with our principles of shared governance, we recognize that democratic participation and legislative review increase the effectiveness of the changes or additions and foster joint effort on matters that concern the university community as a whole. Work undertaken through this process shall be referred to as a university mission initiative.

The university mission initiative process is appropriate for changes or additions that fall within the scope of the University Council as described in Article II of this constitution; require the engagement of multiple constituencies and the formative efforts of a committee whose membership and charge goes beyond the scope of any one council, senate, commission, or committee; and demonstrably advance the ability to fulfill the mission statement of Virginia Tech. One example of a UMI would be a comprehensive revision of the shared governance system.

University mission initiatives may have operational and financial impacts that must be presented to the administration for consideration well prior to the University Council's consideration of university mission initiative resolutions. Resolutions in support of university mission initiatives require a quorum and the approval of the majority of members of the Council present and voting.

For university mission initiatives that originate with the Board of Visitors or president, if the resulting resolution is not supported by the majority of the University Council members present and voting, provided that a quorum has been reached, the resolution will be referred back to the university mission initiative committee for review and revision in an effort to reconcile differences. Should this process result in a revised resolution, it will be submitted for reconsideration by the University Council. Should the president decide to proceed with implementation of the university mission initiative without University Council approval of the applicable resolution, a record of the University Council vote will be appended to the resolution if it is submitted to the Board of Visitors for subsequent approval.

For guidelines on university mission initiatives, see Article IV of the bylaws.

Article XIII. Amendments to the University Council Constitution or Bylaws

Section 1. Notice of Proposal

Notice of proposal to amend the constitution or bylaws shall be given in the University Council agenda and considered at no fewer than two meetings of the University Council prior to voting. The proposed amendments shall be distributed with the agenda.

Section 2. Approval of Amendments to the Constitution

Except in the case where adoption of a different parliamentary authority is proposed, an amendment to the University Council Constitution becomes effective upon the following sequence of actions:

- a. *Approval by the University Council:* A two-thirds affirmative vote of members of the Council present and voting, provided that a quorum has been reached.
- b. *Ratification by the senates:* Ratification by two-thirds of the senates (or the nearest whole number equivalent), achieved by an affirmative vote of the majority of the respective senate's senators present and voting, provided that a quorum has been reached. Senates may comment on the proposed changes but must vote on the resolution as approved by the University Council.
- c. *Approval by the president.*
- d. *Approval by the Board of Visitors.*

Section 3. Approval of Amendments to the Bylaws

An amendment to the University Council Bylaws becomes effective upon an affirmative vote of the majority of the Council members present and voting, provided that a quorum has been reached, and approval by the president.

Section 4. Alternate Parliamentary Authority

A change in parliamentary authority or set of guidelines (other than Robert's Rules of Order) may be adopted at the University Council's first meeting of the academic year by a two-thirds affirmative vote of the council members present and voting, provided that a quorum has been reached, and will stay in effect until changed. Mid-year changes are not allowed. Approvals by the senates, the president, and the Board of Visitors are not required in this case.

Article XIV. Amendments to Senate Constitutions or Bylaws

Section 1. Development

Amendments to a senate's constitution and/or bylaws may be developed by whatever means are appropriate for that senate. Amendments to senate constitutions require a resolution; amendments to senate bylaws do not.

Section 2. Notice of Proposal

Notice of proposal to amend a senate's constitution and/or bylaws shall be given in the senate agenda and considered at no fewer than two meetings of the senate prior to voting. A vote may be taken on an amendment at the second meeting. The proposed amendment shall be distributed with the agenda.

Section 3. Approval of Amendments to Senate Constitutions

Amendments to senate constitutions become effective upon the following sequence of actions:

- a. An affirmative majority vote by the senate commission.
- b. An affirmative vote of two-thirds (2/3) of the senators present and voting, provided that a quorum has been reached.
- c. An affirmative vote in the University Council of the majority of members present and voting, provided that a quorum has been reached.
- d. Approval by the president of the university.

Section 4. Approval of Amendments to Senate Bylaws

Amendments to senate bylaws become effective upon an affirmative vote of the majority of senators present and voting, provided that a quorum has been reached, and requires no further approval.

Bylaws of the University Council

Article I. Meetings of the University Council

1. Regular meetings of the University Council shall be held on the first and third Mondays of each month from the opening of the Fall Semester until the end of the academic year in May. The chair may cancel or postpone regular meetings for cause.
2. Special meetings of the University Council may be called by the chair.
3. Prior to the initial Council meeting of each semester, the president will convene a meeting of the University Council Cabinet, commission chairs, and commission advisors to exchange information on issues and action items that are pending or foreseen in the coming semester.
4. Information gathered in the semester meetings (see above) will be communicated to Council members at the first meeting of the semester. At that time, each senate president and university commission chair will be asked to elaborate, if desired, on the information about that commission's agenda, and to provide clarification where necessary.
5. The secretary of the University Council shall distribute commission minutes to all members of the University Council for routine review. Commission minutes will be added to the University Council agenda for acceptance by the Council.
6. Quorum is defined as fifty percent plus one of the total membership of the University Council, excluding non-voting members and vacant positions. A quorum must be present at the actual time of any vote. In the absence of a quorum, a meeting can be held but no votes taken or decisions reached, except votes on motions to obtain a quorum or to adjourn the meeting. This definition of a quorum will be applied to all bodies within the Virginia Tech system of shared governance.

Article II. Meetings of the University Council Cabinet

1. Regular meetings of the University Council Cabinet shall be held on the second and fourth Mondays of each month from the opening of the Fall Semester until the end of the academic year in May. The chairs may cancel or postpone regular meetings for cause.

Article III. Policy Review and Recommendation Process

Section 1. Overview

Participants in shared governance make policy recommendations to the president and/or the Board of Visitors by means of resolutions. Resolutions originate in senate commissions, university commissions, or the University Council, either on the initiative of these bodies or by working with the respective senates, the president, or the Board of Visitors, and follow a standard format that includes sufficient information and background upon which to base subsequent debate of the issues involved, along with any accompanying explanation or annotation. Senates and committees may author resolutions for consideration by a commission, but may not advance resolutions directly to the University Council.

In all commissions, senates, and the University Council, resolutions receive two readings, typically at consecutive meetings. First reading opens the resolution for discussion and debate and second reading provides an opportunity for further discussion and to vote on the resolution. In all instances, resolutions are advanced by an affirmative vote of a simple majority of members present and voting, provided that a quorum has been reached, except for revisions to senate or University Council constitutions as defined in Articles XIII and XIV of the constitution. The consideration of resolutions may also be deferred, and resolutions may be referred to the originating body for additional work, according to guidelines in Sections 5 and 6 of this article.

In developing a new or revised policy, each commission shall seek advice and counsel from outside the commission as appropriate to the topic and work with the Office of the Vice President for Policy and Governance to keep relevant participants in shared governance informed of policies as they develop.

It is the responsibility of commission members, particularly the commission chair, to keep affiliated governance bodies and constituencies informed of the commission's work and to afford the opportunity for consultative referral, mainly by means of their cross-representational affiliations and the posting of commission minutes.

Though joint resolutions between commissions of different senates are allowed, given the complexity of the approval process in these situations, this approach should be reserved for university mission initiatives that substantially impact multiple constituencies. The need for a joint resolution between commissions of different senates must be considered and approved by the University Council Cabinet prior to undertaking this action. If approved, one commission is designated as the primary sponsor and author of the resolution, and that commission chair is responsible, along with the Office of the Vice President for Policy and Governance, for monitoring the progress of the resolution through governance.

Sponsors of resolutions that have budgetary impact(s) must work with the appropriate administrators to make an estimate of cost, and add that information to the resolution before the final commission vote, including the source of the estimate. The estimate of cost does not need to be finalized but should represent a good-faith effort to "ballpark" the budgetary impact(s).

All resolutions will follow the formatting template provided by the Office of Vice President for Policy and Governance.

Section 2. Communication

The secretary of the University Council will notify senate presidents and the University Council Cabinet three times about the status of all resolutions: the “Draft Notice,” after a resolution has been drafted and uploaded; the “First Reading Notice,” after a resolution has been revised based on the commission discussion at first reading; and the “Second Reading Notice,” after a resolution has been approved or disapproved by the commission. For resolutions from Senate Commissions, a fourth notice, the “Senate Vote Notice,” will be sent to the presidents of the other senates and members of the University Council Cabinet to inform them of the result of the vote. Commission chairs should try to schedule two weeks between the “Draft Notice” and the first reading of a resolution.

Section 3. University Council Cabinet Evaluation of Resolutions for Adherence to Commission Charges

Upon receipt of a “Draft Notice,” the University Council Cabinet will review each resolution for agreement with the appropriate commission charge. If the University Council Cabinet determines that a resolution does not fall within the purview of a commission, senate leadership and/or commission chairs can present the resolution to the University Council to determine if the resolution is appropriate for the commission charge. A two-thirds affirmative vote of members of the Council present and voting, provided that a quorum has been reached, is required to reverse the decision of the University Council Cabinet.

Section 4. Policy Review Process

The majority of resolutions originate in senate commissions and advance through four stages: from the originating commission to the appropriate senate; from the senate to the University Council; from the University Council to the president; and from the president to the Board of Visitors. Exceptions include university commission resolutions, which do not require senate approval; University Council resolutions, which do not require the input or approval of a commission or senate (except for changes to the University Council Constitution); and resolutions that do not require approval by the Board of Visitors.

- a. Once a resolution is ready for review by a commission, the commission chair shall upload the resolution into the shared governance workflow management system and notify the secretary of the University Council that they have done so.
- b. For commissions, senates, and the University Council, the review process is as follows:
 1. A resolution is placed on a meeting agenda under “New Business” and marked “First Reading.”
 2. The body may discuss but shall take no action on a resolution at first reading, unless by consent of two-thirds of the members present and voting, provided that a quorum has been reached.
 3. Deferral or referral requests may be made at the time of first reading (see Sections 5 and 6 of this article).
 4. At the next succeeding meeting, the resolution shall appear on the agenda under “Unfinished Business” and marked “Second Reading.” Deferred resolutions will also be listed with the date of the “First Reading” indicated as well as its deferral status. A deferral request may also be made at that

second reading, but only one deferral is allowed. A referral may also be requested at that time. If no deferral or referral is requested, the body shall vote on the resolution at that meeting.

- c. Resolutions being developed by senate commissions shall be considered roughly concurrently by the senate to which the commission is assigned. Whenever possible, within a week of the first or second senate commission reading, a resolution will have a first or second reading in its senate.
- d. Simple resolutions may be presented for first or second readings via inclusion on a consent agenda, and more complicated resolutions discussed and voted on as individual agenda items. Senate leadership will work with senate commission chairs to make these determinations for senates, and the University Council Cabinet will make these decisions for the University Council. At the request of any senator or member of the University Council, a resolution will be removed from the consent agenda and discussed or voted on by the body.
- e. Resolutions approved by senates or university commissions shall be placed on the University Council agenda on a schedule determined by the University Council Cabinet and sent to all members of the University Council, the editors of the student newspaper, and senate presidents. This distribution is to serve as official notification of the proposed policy consideration, not just for individual members, but for all offices and governance bodies represented on University Council. In the week prior to and on the day of each University Council meeting, the secretary of the University Council sends out a campus notice about the resolutions to be considered at that meeting.
- f. A policy resolution cannot be placed on the University Council agenda for first reading at the end of the academic year unless there are at least two meetings at which it can be considered. Otherwise, the first reading by the University Council must be delayed until the start of a new academic year. The University Council may approve a request for first reading and action on a resolution at its last meeting of the academic year by an affirmative vote of two-thirds of the membership present and voting, provided that a quorum has been reached (see b. above).

Section 5. Deferral

Deferral requests may be made by any member of the body at the time of first or second reading to allow time to resolve any material issues. A deferral lasts for a maximum of six weeks after the date of first reading or until the end of the academic year, whichever is the shortest period, but may be ended prior to that time if the reason for the deferral is resolved. While no formal vote is required to grant a deferral, the request may be denied if a vote is called and two-thirds of the membership present and voting agree to deny the request. The resolution, with date of first reading, will continue to appear on the commission, senate, or University Council agenda throughout the period of deferral.

At each level of approval (commission, senate, University Council), a resolution can be deferred only once. However, a resolution may be deferred at multiple levels of the approval

process. For example, a resolution deferred by a senate may also be deferred when it reaches the University Council.

During the deferral period, members of the body (either a commission, senate, or the University Council) may forward recommendations relating to the resolution to the commission chair, appropriate senate officer, or the secretary of the University Council, as appropriate, and those recommendations will be distributed to members of the body with the agenda for the next succeeding meeting.

At the next succeeding meeting of the body, the resolution shall appear on the agenda under “Unfinished Business” and marked “Second Reading,” with the date of the “First Reading” indicated as well as its deferral status. Deferral requests may also be made at this time (i.e., second reading), as long as the resolution was not already deferred at the time of first reading. If no deferral is requested, the body shall vote on the resolution at that meeting.

At the end of six weeks after the date of first reading, the deferral period ends and the resolution is placed on the agenda of the deferring body under “Unfinished Business.” Subsequent actions for a senate or University Council are approval or disapproval.

Section 6. Referral

In senates, at the time of a first reading, a senate may refer a resolution to the commission for simple editorial changes provided that the commission chair approves of this action. The edited resolution will be placed on the agenda of the next senate meeting under “Unfinished Business.”

In the University Council, at the time of a first reading, the Council may refer a resolution to the secretary for simple editorial changes provided that the originating commission chair or the president of the appropriate senate approves of this action. The edited resolution will be placed on the agenda of the next council meeting under “Unfinished Business.”

If more substantial revisions are requested by a senate or the University Council, the resolution is returned to the originating commission for consideration of the proposed changes. With resolutions from senate commissions, this may require a new vote by the appropriate senate. The need for a new vote will be determined by the senate leadership in consultation with the senate commission chair and the University Council Cabinet. The resolution will be considered a “new” resolution when it is resubmitted for Council consideration. That is, it will be placed on the agenda marked “First Reading” as in Section 4 above, and is subject to deferral.

Section 7. Senate Comments on Resolutions

Senates have the right to issue recommendations on all resolutions; can offer comments as soon as the “Draft Notice” is received; and have until one week after a commission approves a resolution to submit recommendations. However, as a practical matter, only recommendations received after the “Draft” and “First Reading” notices are likely to impact commission discussions or the nature of the resolution.

Senate recommendations are uploaded into the shared governance workflow management system. Senate recommendations are appended to the resolution and not subject to revision or amendment by any commission, senate, or the University Council.

Senates can waive their right to offer recommendations on a resolution. Waivers may be conditional or unconditional and may be issued at any time during the discussion of the resolution by the commission. Failure of a senate to offer recommendations or to waive its right to do so will not delay a resolution from progressing to the appropriate senate or the University Council. Resolutions will include a standard response sheet maintained by the Office of the Vice President for Policy and Governance that indicates whether each senate has commented, waived its right to comment, or not responded. The process by which the senates comment on resolutions will be maintained in their bylaws.

Article IV. University Mission Initiative Guidelines

1. The purpose of university mission initiatives is defined in Article XII of the University Council Constitution.
2. University mission initiatives originate in one of two ways:
 - a. If the Board of Visitors or president conclude that changes or additions of the scope and nature outlined in Article XII of the constitution would benefit the university, a university mission initiative committee is formed as outlined below.
 - b. If changes or additions of the scope and nature outlined in Article XII of the constitution are suggested by other participants in shared governance, a resolution may be drafted to treat the changes or additions as a university mission initiative. This originating resolution must be approved by the University Council and the president, does not require the approval of the Board of Visitors, and is only a commitment to form the university mission initiative committee. It is expected that ideas for university mission initiatives will be sufficiently detailed to allow the University Council Cabinet to understand clearly their strategic relevance, operations, expected outcomes, assessment methodology, potential expense, and project duration before an originating resolution is considered by the University Council.
3. The work on a university mission initiative is conducted and/or steered by a committee formed for this purpose. The University Council Cabinet, along with the sponsors of university mission initiatives, determine the chair(s) of the committee, outline its charge, and empanel the committee with appropriate representation from the administration, senates, and relevant caucuses in numbers relative to the nature of the changes or additions. Representatives are selected by their respective senates or caucuses from among the members of their respective constituent groups (i.e., a representative is not required to be a senator). At a minimum, all senates will have the opportunity to place at least one representative on a university mission initiative

committee, though they are not obligated to do so. University mission initiative committees have the authority to form secondary committees and work groups that report to and take direction from the university mission initiative committee.

4. University mission initiatives will generally move through three phases: development, adaptation, and approval.

University mission initiative committees at the developmental phase are expected to be small and to advance the committee charge with a high-degree of independence from senates and administrative offices. The chair(s) of a university mission initiative committee, largely at times of their choosing, will periodically update and receive input from the University Council and senates on the committee's progress, and other members will periodically update their constituencies and receive input from them as well. Through an iterative process of development and response, a university mission initiative proposal is advanced until the University Council Cabinet deems that it is sufficiently defined and supported to enter the adaptation phase.

At this time, the University Council Cabinet may add members to the original committee, with the understanding that the goal is not to fundamentally change a university mission initiative proposal but instead to review, critique and adapt it within the broad limits of the original proposal in an attempt to improve it, achieve a consensus of support across relevant university constituencies, and ensure that it is well aligned with the university's strategic plan. During this phase, the University Council Cabinet may determine that the proposal would benefit from gaining approval first as an outline or framework, with the entirety of the work being completed only after the general nature, scope, and benefits of the proposed changes or additions have been recognized and approved by the president, and if appropriate, the Board of Visitors.

During the approval phase, the University Council Cabinet works with the university mission initiative committee, senate leaders, and commission chairs to advance the university mission initiative proposal through governance. Depending on the extent of the changes or additions, the work product of a university mission initiative committee will be taken through governance in one or several resolutions. (These are in addition to an originating resolution, if required.) In all cases, the University Council Cabinet determines how best to advance the work of university mission initiative committees through governance, including what resolutions are required and which commissions will sponsor them, since university mission initiative committees cannot introduce resolutions directly, and provides ongoing guidance on governance processes and requirements.

5. When deemed appropriate by the University Council Cabinet and in accordance with our principles of shared governance, the university mission initiative processes for

committee formation and proposal development may be applied to work that will not be taken through governance, such as the strategic plan.

Article V. Leadership Transitions of Senates, Commissions, and Committees

To facilitate the smooth transition of shared governance leadership, the procedures and practices of each senate and its commission(s) that are not described in the University Council Constitution and Bylaws or a senate's constitution and bylaws will be maintained by each senate in a document or documents and presented to each new senate president.

Among other topics, the documentation should include a method for the transition of the senate officers and the chairs of all related bodies, such as commissions and committees; a process for the transition and safekeeping of the body's archival records; meeting procedures for the senate and its related bodies; and responsibilities and expectations for senators, senate officers, and commission or committee chairs.

Additionally, current and incoming senate officers, commission chairs, and commission advisors are expected to review all resolutions, policy work, or topics currently being considered or developed by the senate and/or its commission(s), with the goal of maintaining legislative effort from year to year.

The Office of the Vice President for Policy and Governance will review the procedures for university commissions and standing committees with new commission and committee chairs, and can provide senate presidents a set of best practices for senate, commission, and committee operations.

Article VI. Review of the State of Shared Governance

Every three years, the Office of the Vice President for Policy and Governance will schedule a "state of shared governance" meeting for the University Council Cabinet. The meeting will provide cabinet members an opportunity to review the operation of shared governance and should occur in the spring semester. Depending on the outcome of that meeting, the cabinet will make no recommendations for changes to shared governance; recommend a set of changes; or recommend further examination of the state of shared governance by an existing body or an ad hoc work group. As part of this review, the cabinet will evaluate the representation within the University Council and the senates of the caucuses and other diversity groups that are members of the Commission on Equal Opportunity and Diversity, and make recommendations on the extent and/or nature of that representation.

The cabinet will present a statement to the University Council that summarizes its views and recommendations. The Council will discuss this statement; approve, disapprove, or modify its recommendations; and select the appropriate commission(s) to advance any recommendations it approves. Should the Council determine that further examination of

the state of shared governance is warranted, it will assign this work to an existing body or ad hoc group. The report of that group will first be presented to the UCC, after which the report and the cabinet's response to it will be presented to the Council for review and possible action.

Article VII. Commissions

Commissions are established according to the University Council Constitution to carry out certain functions and operations of governance. Membership of each commission is as listed in the following sections.

A. Commission on Administrative and Professional (A/P) Faculty Affairs (CAPFA)

Membership:

- Chair will be elected by the A/P Faculty Senate
- Vice Provost for Faculty Affairs or designee
- Vice President for Human Resources or designee (advisor)
- Associate Director for Field Operations and Administration, Virginia Cooperative Extension
- One dean selected by the Council of College Deans
- Three elected A/P representatives from general administration elected by the A/P Faculty Senate
- Two elected A/P representatives from Extension elected by the A/P Faculty Senate
- Three elected A/P representatives from academic support areas elected by the A/P Faculty Senate
- One elected A/P representative from student affairs elected by the A/P Faculty Senate
- One Faculty Senator elected by the Faculty Senate
- One Staff Senator elected by the Staff Senate
- One Graduate and Professional Student Senator elected by the Graduate and Professional Student Senate
- One Undergraduate Student Senator elected by the Undergraduate Student Senate

B. Commission on Equal Opportunity and Diversity

Membership:

Chair will be elected from among the non-ex officio faculty or staff members of the commission by the commission membership

Ex Officio

- Vice President for Strategic Affairs and Diversity (advisor)
- Assistant Vice President for Equity and Accessibility
- Vice President for Human Resources
- Vice Provost for Faculty Affairs
- Assistant Provost for Inclusion and Diversity

- Director, Cranwell International Center
- Dean of Students
- Director of ADA and Access Services

- One dean selected by the Council of College Deans
- One Faculty Senator elected by the Faculty Senate
- One Staff Senator elected by the Staff Senate
- One Administrative and Professional Faculty Senator elected by the A/P Faculty Senate
- Ten Faculty or Staff Caucus representatives, one per caucus

Organizations and Caucuses:

- Black Caucus
- LGBTQ+ Caucus
- Hispanic/Latinx Faculty/Staff Caucus
- Appalachian Caucus
- American Indian and Indigenous People's Caucus
- Women's Alliance and Caucus
- Disability Alliance and Caucus
- International Caucus
- Veterans Caucus
- Asian Pacific Islander Desi American Caucus
- Three at-large members:
 - One faculty/staff representative
 - One graduate and professional student representative
 - One undergraduate student representative
- One Undergraduate Student Senator elected by the Undergraduate Student Senate
- One Graduate and Professional Student Senator elected by the Graduate and Professional Student Senate

Changes to caucuses specified above per CEOD Resolution 2015-16B shall be approved by the University Council. A faculty/staff caucus shall demonstrate its representational nature for membership on CEOD through verification of the following criteria:

- At least one member serving in president, vice president, chair, or vice chair roles and must be faculty or staff. Graduate students who are employees may serve on the leadership team.
- A written mission related to the advancement of equity, diversity, and inclusion.
- An advocacy focus for its own population as well as intersectional identities.
- Representative of an identity group that has been historically underrepresented, marginalized, and disenfranchised.
- Committed to upholding the Principles of Community.
- Maintains organizational documents and policies that include:
 - Bylaws and/or Constitution

- Elected officers
- Regular meetings and minutes
- Definition of voting membership/quorum
- Annual reports of accomplishments and goals for the upcoming year

The at-large members will be chosen by an application process, open to faculty, staff, and students, and conducted by the commission annually for the available, undesignated slots. The application process is managed by the Office of Inclusion and Diversity. The commission will forward at least two nominations (so long as there are at least two) for each vacant position to the secretary of the University Council for the president's appointment decision. The commission may rank the candidates in order of preference. The at-large positions are designed to allow representation from groups not identified above as well as individuals who would make significant contributions to the work of the commission, regardless of background.

C. Commission on Faculty Affairs (CFA)

Membership:

- Chair will be elected by the Faculty Senate
- Vice Provost for Faculty Affairs (advisor)
- Two deans selected by the Council of College Deans
- Nine Faculty Senators elected by the Faculty Senate
- One Administrative and Professional Faculty Senator elected by the A/P Faculty Senate
- One Staff Senator elected by the Staff Senate
- One Graduate and Professional Student Senator elected by the Graduate and Professional Student Senate
- One Undergraduate Student Senator elected by the Undergraduate Student Senate

D. Commission on Graduate and Professional Student Affairs (CGPSA)

Membership:

- Chair will be elected by the Graduate and Professional Student Senate
- Dean of the Graduate School (advisor)
- Dean of Students
- Director of Student Conduct
- Dean of the University Libraries
- Associate Dean and Director of Admissions and Academic Progress
- Assistant Dean and Director of Student Service
- Associate Dean and Director of the Northern VA Graduate Center
- One dean selected by the Council of College Deans
- Nine Graduate and Professional Student Senators elected by the Graduate and Professional Student Senate (one per college)
- One A/P faculty representative elected by the A/P Faculty Senate
- One staff representative elected by the Staff Senate
- One Faculty Senator elected by the Faculty Senate

- One undergraduate student representative elected by the Undergraduate Student Senate
- Two at-large student members from the Commission on Equal Opportunity and Diversity (CEOD), one graduate and professional student and one undergraduate student, concurrent with their terms on CEOD

E: Commission on Graduate and Professional Studies and Policies (CGPSP)

Membership:

- Chair will be elected by the Faculty Senate
- Dean of the Graduate School (advisor)
- Vice Provost for Undergraduate Academic Affairs
- One dean selected by the Council of College Deans
- Dean of the University Libraries
- One representative of the off-campus centers appointed by the Dean of the Graduate School
- Three Faculty Senators elected by the Faculty Senate (including the chair)
- One faculty representative from each of the academic colleges elected by the faculty in each of the colleges
- One representative from the Library Faculty Association elected by the Library Faculty Association
- One non-ex officio A/P faculty representative elected by the A/P Faculty Senate
- One tenure-track faculty member from the Greater Washington, D.C., Metro Area Campus appointed by the Executive Vice President and Provost
- One Staff Senator elected by the Staff Senate
- Chair of the Graduate Honor System
- Two Graduate and Professional Student Senators elected by the Graduate and Professional Student Senate
- One Undergraduate Student Senator elected by the Undergraduate Student Senate

F. Commission on Outreach and International Affairs (COIA)

Membership:

Chair will be elected from among the faculty and staff members of the commission by the commission membership.

- Vice President for Outreach and International Affairs (advisor)
- Associate Vice President, International Affairs
- Director of Virginia Cooperative Extension
- Associate Vice President for Engagement
- One dean selected by the Council of College Deans
- Two Faculty Senators elected by the Faculty Senate
- One faculty representative from each of the academic colleges elected by the faculty in each of the colleges
- Three elected representatives of the Cooperative Extension non-ex officio A/P faculty (The A/P Faculty Senate to provide names of elected individuals)

- Chair of the University Committee on International Affairs (UCIA) or the Chair's designee
- One Staff Senator elected by the Staff Senate
- One Graduate and Professional Student Senator elected by the Graduate and Professional Student Senate
- One Undergraduate Student Senator elected by the Undergraduate Student Senate

Note: At least 2 faculty members on the Commission on Outreach and International Affairs will have experience in leading study abroad programs.

G. Commission on Research (COR)

Membership:

- Chair will be elected by the Faculty Senate
- Senior Vice President for Research and Innovation (advisor)
- One representative from the Office of the Vice President for Outreach and International Affairs
- Research and innovation senior associate vice president
- One dean selected by the Council of College Deans
- One department- or division-level administrative representative appointed by the President
- One representative of research-related interdisciplinary programs, groups or centers appointed by the President
- One faculty representative from each of the university's thematic research institutes appointed by the respective institute director
- One faculty representative of the university's research investment institutes appointed by the respective institute directors, collectively
- Two Faculty Senators elected by the Faculty Senate (including the chair)
- One faculty representative from each of the academic colleges elected by the faculty in each of the colleges
- One representative from the Library Faculty Association elected by the Library Faculty Association
- One non-ex officio A/P faculty representative elected by the A/P Faculty Senate
- One representative in the Postdoctoral Associate rank elected by persons in that rank**
- Two representatives working in research faculty appointments as defined in the Virginia Tech Faculty Handbook (excluding Postdoctoral Associates) elected by persons in those ranks**
- One Staff Senator elected by the Staff Senate
- Two Graduate and Professional Student Senators elected by the Graduate and Professional Student Senate
- One Undergraduate Student Senator elected by the Undergraduate Student Senate

**The nomination and election process for these positions will be conducted by the Office of Research and Innovation, which will report election results to the secretary of university council.

H. Commission on Staff Policies and Affairs (CSPA)

Membership:

- Chair will be elected by the Staff Senate
- Vice President for Human Resources (advisor)
- One dean selected by the Council of College Deans
- Nine staff members elected by the Staff Senate
 - Three from the Staff Senate
 - Three from academic units
 - Three from administrative units
- One administrative department head or equivalent appointed by the Executive Vice President and Chief Business Officer
- One academic department head or equivalent appointed by the Executive Vice President and Provost
- One non-ex officio A/P faculty representative elected by the A/P Faculty Senate
- One Faculty Senator elected by the Faculty Senate
- One Graduate and Professional Student Senator elected by the Graduate and Professional Student Senate
- One Undergraduate Student Senator elected by the Undergraduate Student Senate

I. Commission on Undergraduate Student Affairs (CUSA)

Membership:

- Vice President for Shared Governance of the Undergraduate Student Senate (chair)
- Vice President for Student Affairs (advisor)
- Dean of the Graduate School
- Vice Provost for Undergraduate Academic Affairs
- Vice President for Policy and Governance
- Vice President for Strategic Affairs and Diversity
- Assistant Vice President for Student Affairs and ExperienceVT
- Two A/P Faculty representatives from the Division of Student Affairs appointed by the Vice President for Student Affairs
- One Faculty Senator elected by the Faculty Senate
- One Staff Senator elected by the Staff Senate
- One A/P Faculty Senator elected by the A/P Faculty Senate
- Two Graduate and Professional Student Senators elected by the Graduate and Professional Student Senate
- Four at large Undergraduate Student Senators elected by the Undergraduate Student Senate

- Four University Chartered Student Organization Senators elected by the Undergraduate Student Senate
- Four college USS senators

J. Commission on Undergraduate Studies and Policies (CUSP)

Membership:

- Chair will be elected by the Faculty Senate
- Associate Dean of the Graduate School
- Vice Provost for Undergraduate Academic Affairs (advisor)
- Academic associate deans from each of the undergraduate academic colleges
- Three Faculty Senators elected by the Faculty Senate (including the chair)
- One faculty representative from each of the undergraduate academic colleges elected by the faculty in each of the colleges
- One representative from the Library Faculty Association elected by the Library Faculty Association
- One non-ex officio A/P faculty representative elected by the A/P Faculty Senate
- One Staff Senator elected by the Staff Senate
- One Graduate and Professional Student Senator elected by the Graduate and Professional Student Senate
- President of the Honor Council
- Two undergraduate students elected by the Undergraduate Student Senate (at least two colleges are to be represented by the three undergraduate students)

Article VIII. University Standing Committees

The memberships of the University Standing Committees listed below are determined as set forth in Article IX of the University Council Constitution.

A. Academic Support

Charge: To systematically review and provide advice on broad policy issues relating to academic support, including the university calendar, scheduling and registration, scholarships and financial aid, classroom management, and summer school.

Reports to: Commission on Undergraduate Studies and Policies

Chair: The faculty representative from the Commission on Undergraduate Studies and Policies

Membership:

- One faculty representative from the Commission on Undergraduate Studies and Policies selected annually by the commission (this person will also be the committee chair)
- Two provost area representatives selected by the executive vice president and provost
- One Assistant/Associate Dean selected by the Council of College Deans

- Vice President for Student Affairs or designee
- One faculty representative from each of the academic colleges elected by the faculty in each of the colleges
- One faculty senator elected by the Faculty Senate
- One administrative and professional faculty representative elected by the A/P Faculty Senate
- One staff representative elected by the Staff Senate
- One undergraduate student representative from the Commission on Undergraduate Student Affairs elected annually by the commission
- One graduate or professional student representative from the Commission on Graduate and Professional Student Affairs elected annually by the commission

B. Athletics

Charge: To review and provide advice on broad policy issues relating to intercollegiate athletics.

1. Provide advice to the athletic director on such matters as financial aid for student athletes, residential life for student athletes, program balance between revenue and non-revenue sports, recruiting, admissions, NCAA compliance, and general intercollegiate athletic budgetary and operational matters.
2. Provide advice to the executive vice president and provost on matters related to academic progress of athletes, the admission policy for athletes, academic advising of athletes, and relations with academic departments and faculty in general.
3. Participate in the search process for the selection of the athletic director. The committee will also participate in periodic evaluations of the athletic director in coordination with the university official to whom the athletic director reports.

Reports to: Commission on Undergraduate Studies and Policies

Chair: The president will annually appoint a chair from among its members.

Membership:

- Vice President for Finance
- Vice President for Student Affairs or designee
- Vice Provost for Undergraduate Academic Affairs
- Director of Athletics
- Senior Associate Athletics Director, External Operations
- President's appointed faculty representative to the NCAA
- Past faculty representative to the NCAA
- One alumni representative of the Virginia Tech Alumni Association selected by the Vice President for Advancement
- One dean selected by the Council of College Deans

- One faculty representative from each of the academic colleges elected by the faculty in each of the colleges
- One representative from the Commission on Undergraduate Studies and Policies elected annually by the commission
- One representative selected by the Virginia Tech Athletic Fund Incorporated
- One Faculty Senator elected by the Faculty Senate
- One administrative and professional faculty representative elected by the A/P Faculty Senate
- One staff representative elected by the Staff Senate
- One Graduate and Professional Student Senator elected by the Graduate and Professional Student Senate
- One scholarship athlete from men's sports appointed by the Athletic Director
- One scholarship athlete from women's sports appointed by the Athletic Director
- One Undergraduate Student Senator elected by the Undergraduate Student Senate

C. Budgeting and Planning Committee

Charge: The Budgeting and Planning Committee serves a primary advisory role for the university budgeting and planning process. Areas for consideration include monitoring the university planning and budgeting processes; participating in and advising on the development of annual budgets (including the formulation of the university plan), the development of university capital and facilities plans, and the reconciliation of the plan and the available resources; consulting on other budgetary and planning matters; and addressing matters of policy relative to budgeting and planning appropriate for governance consideration, and in such instances, making recommendations to the University Council.

Records and Confidentiality: When acting in its advisory and consulting role, the Budgeting and Planning Committee will treat information, discussions, and recommendations with discretion and, whenever requested, in confidence to the extent allowable by law, since there will be times in the budgeting and planning process when matters must be handled confidentially. When acting in its capacity as a normal part of the governance system, the committee will keep minutes and forward approved copies of such to the University Council.

Reports to: University Council Cabinet

Co-chairs: executive vice president and provost, and executive vice president and chief business officer

Membership:

- Executive Vice President and Provost
- Executive Vice President and Chief Business Officer
- Associate Vice President for Budget and Financial Planning
- Vice Provost for Academic Resource Management
- Assistant Vice President for Planning & University Architect
- One Faculty Senator elected by the Faculty Senate
- One faculty member elected from each of the academic college faculty associations

- One member of the Library Faculty Association elected by the Library Faculty Association
- One Staff Senator elected by the Staff Senate
- One Graduate and Professional Student Senator elected by the Graduate and Professional Student Senate
- One Undergraduate Student Senator elected by the Undergraduate Student Senate
- One representative selected by the Administrative Fiscal Officers Group
- One representative selected by the College Fiscal Officers Group
- One representative from the Office of Strategic Affairs appointed by the Vice President for Strategic Affairs and Diversity
- One non-ex officio A/P faculty representative elected by the A/P Faculty Senate from Extension
- One non-ex officio A/P faculty representative elected by the A/P Faculty Senate from: general administration, academic support, or student affairs

D. Campus Development Committee

Charge: To make recommendations and to serve as a conduit to disseminate information and solicit feedback concerning the planned physical development of the university's built environment, specifically as it relates to buildings, grounds, and transportation planning.

Reports to: University Council Cabinet

Chair: The president will annually appoint a chair from among its members.

Membership:

- Assistant Vice President for Facilities Operations
- Senior Director of Transportation Services
- Dean, College of Architecture and Urban Studies
- The Assistant Vice President for Planning and University Architect
- Director of ADA and Access Services
- A provost area representative selected by the executive vice president and provost
- One student affairs area representative selected by the vice president for student affairs
- One dean selected by the Council of College Deans
- Three faculty representatives elected by the Faculty Senate
- One administrative and professional faculty representative elected by the A/P Faculty Senate
- One staff representative elected by the Staff Senate
- One representative from the Commission on Equal Opportunity and Diversity elected annually by the commission
- One representative from the Graduate and Professional Student Senate elected by the Graduate and Professional Student Senate
- One representative from the Undergraduate Student Senate elected by the Undergraduate Student Senate

E. Climate Action, Sustainability, and Energy Committee

Charge: To provide guidance to the university administration on implementation of the university's Climate Action Commitment and opportunities to enhance Virginia Tech's pursuit of environmental quality and social sustainability. The committee makes recommendations regarding the application of policies; infrastructural and operational changes; educational strategies and modifications; and other steps intended to foster broad engagement with the university's environmental goals. The committee oversees subcommittees that each carry out aspects of the committee's charge.

Reports to: University Council Cabinet

Chair: The president will appoint a chair annually from among members of the committee.

Membership:

- Vice President for Campus Planning, Infrastructure, & Facilities
- Vice President for Finance or designee
- Assistant Vice President for Infrastructure and Sustainability
- Director of Climate Action, Sustainability, and Energy
- Sustainability Manager, Dining Services, Housing, and Residence Life
- The Assistant Vice President for Planning & University Architect
- Four representatives from Campus Planning, Infrastructure, and Facilities selected by the Vice President for Campus Planning, Infrastructure, and Facilities
- Senior Director of Transportation Services
- One representative from Virginia Tech Environmental Health & Safety Services selected by the vice president for enterprise administrative and business services
- Four faculty representatives elected by the Faculty Senate
- Two A/P representatives elected by the A/P Faculty Senate
- Two staff representatives elected by the Staff Senate
- One dean selected by the Council of College Deans
- Two graduate student representatives elected by the Graduate and Professional Student Senate
- Two undergraduate student representatives elected by the Undergraduate Student Senate
- One representative from the Provost's Office
- One representative from Student Affairs
- One representative from Student Engagement and Campus Life
- Two representatives from student organizations with an environmental focus (appointments provided by the committee chair)
- Two representatives from frontline community groups, one employee and one student (appointments provided by the committee chair)

F. Commencement

Charge: To plan and implement the University's Commencement programs.

Reports to: Commission on Faculty Affairs

Chair: The president will appoint a chair, usually for a three-year term.

Membership:

- President's Appointment as Chair
- Senior leader in Advancement with alumni responsibility (or designee)
- Vice President for Policy and Governance and Secretary to the Board of Visitors
- Vice President for Strategic Initiatives and Special Assistant to the President
- The Senior Associate Vice President for University Relations
- The Commandant of Cadets
- One Physical Plant representative selected by the vice president for campus planning, infrastructure, and facilities
- The Director of Processions (selected by the Chair)
- The Director of Ushers (selected by the Chair)
- One Graduate School representative selected by the Dean of the Graduate School
- The Commencement Marshal (always the president of the Faculty Senate)
- One faculty representative from each academic college elected by the faculty in each of the colleges
- One representative from the Commission on Undergraduate Studies and Policies elected annually by the commission
- One staff representative elected by the Staff Senate
- One administrative and professional faculty representative elected by the A/P Faculty Senate
- One Graduate and Professional Student Senator elected by the Graduate and Professional Student Senate
- The President of Senior Class
- The President of Junior Class

G. Employee Benefits Committee

Charge: To recommend policies and to advise the University Administration in matters relating to employee benefits.

Reports to: Commission on Staff Policies and Affairs, Commission on Faculty Affairs, and Commission on Administrative and Professional Faculty Affairs

Chair: The president will appoint a chair annually from among its members.

Membership:

- Vice President for Human Resources
- Senior Director of Benefits
- Vice Provost for Faculty Affairs or designee
- One faculty representative from the Commission on Faculty Affairs elected annually by the commission
- Three faculty senators elected by the Faculty Senate
- One staff representative from the Commission on Staff Policies and Affairs elected annually by the commission
- Three staff senators elected by the Staff Senate
- One administrative and professional faculty representative elected by the Commission on Administrative and Professional Faculty Affairs

- Three A/P faculty senators elected by the A/P Faculty Senate
- One Graduate and Professional Student Senator elected by the Graduate and Professional Student Senate

H. Faculty Honorifics

Charge: To review credentials and achievements of candidates or nominees for university faculty awards or for university nominations for external awards as charged by the executive vice president and provost or the president (where that responsibility is not vested in other committees), and to make recommendation to the executive vice president and provost or the president, as appropriate. In addition, the committee shall review nominations for honorary degrees to be awarded by the university.

Reports to: Commission on Faculty Affairs

Chair: The executive vice president and provost or a designee.

Membership:

- The Executive Vice President and Provost (also representing the Commission on Faculty Affairs)
- One Alumni Distinguished Professor elected by the Alumni Distinguished Professors
- One University Distinguished Professor elected by the University Distinguished Professors
- One member of the Academy of Faculty Service elected by the Faculty Senate
- One member of the Academy of Faculty Leadership elected by the Faculty Senate
- One member of the Academy of Teaching Excellence elected by the Faculty Senate
- One recipient of the Alumni Award for Excellence in Extension elected by the Faculty Senate
- One recipient of the Alumni Award for Research Excellence elected by the Faculty Senate
- One representative from the Named Professors elected by the Faculty Senate

I. Information Technology Services and Systems Committee

Charge: To make recommendations for the effective offering and utilization of the university's information technology services and systems, and to recommend policies that relate to the governance of these services and systems. The committee's scope of concerns includes all information technology services and systems related to instruction, research, outreach, and administration at the university. The committee organizes into subcommittees to address specific aspects of information technology and services and to report to the committee. Each subcommittee will be chaired by a member of the Division of IT with other members being assigned or volunteering based on interest or knowledge of subject matter area.

Reports to: University Council Cabinet

Chair and vice-chair: The committee shall initially elect from its members a chair and vice-chair. The vice-chair shall succeed the chair in the next year. Each year after the first year, a new vice-chair shall be elected who will succeed the present chair.

Membership:

- The Vice President for Information Technology and CIO
- Four department heads or other leaders in the Division of Information Technology, appointed by the Vice President for Information Technology and CIO, with expertise to address the breadth of information technology services and infrastructure at the university
- Ten at-large members of the faculty-A/P faculty-staff (with appropriate expertise) selected by the Vice President for Information Technology and CIO in consultation with the Presidents of the Faculty, Staff, and A/P Faculty Senates. At least two must be A/P faculty members, at least two must be staff employees, and at least two must be tenured or tenure-track faculty members, with a goal to include representation from university locations beyond Blacksburg. At least one of the tenured or tenure-track faculty members must be a member of the Faculty Senate.
- One representative from the Graduate and Professional Student Senate elected by the Graduate and Professional Student Senate
- One representative from the Undergraduate Student Senate elected by the Undergraduate Student Senate

J. Intellectual Property

Charge: To make policy recommendations to the executive vice president and provost dealing with patents, copyrights, and related mechanisms for the protection/exploitation of intellectual properties.

Reports to: Commission on Research

Chair: Vice President for Research and Innovation (or designee)

Membership:

- The Vice President for Research and Innovation (also representing the Commission on Research)
- An administrative leader within the office of the Vice President for Research and Innovation selected by the Vice President for Research and Innovation
- Associate Vice President for Finance and the University Controller
- The University Legal Counsel (or designee)
- The President of VTIP
- Nine at-large members of the faculty-A/P faculty-staff (with patent and copyright experience) selected by the Vice President for Research and Innovation in consultation with the Presidents of the Faculty, Staff, and A/P Faculty Senates (at least one must be an A/P faculty member and at least one must be a staff employee)
- One Graduate and Professional Student Senator elected by the Graduate and Professional Student Senate
- One Undergraduate Student Senator elected by the Undergraduate Student Senate

K. Library

Charge: To disseminate knowledge and make recommendations concerning policies, services, and development of the university's libraries.

Reports to: Commission on Graduate and Professional Studies and Policies, Commission on Undergraduate Studies and Policies, and Commission on Research

Chair: The president will annually appoint a chair from among its members.

Membership:

- The Dean of University Libraries (also representing the Commission on Graduate and Professional Studies and Policies)
- One faculty representative from each of the academic colleges elected by the faculty in each of the colleges
- One faculty senator elected by the Faculty Senate
- Library faculty representative on the Commission on Undergraduate Studies and Policies (concurrent with CUSP term)
- Library faculty representative on the Commission on Research (concurrent with COR term)
- One staff representative elected by the Staff Senate
- One administrative and professional faculty representative elected by the A/P Faculty Senate
- One Graduate and Professional Student Senator elected by the Graduate and Professional Student Assembly
- One Undergraduate Student Senator elected by the Undergraduate Student Senate

L. Transportation and Parking

Charge: To review and recommend rules and regulations governing traffic (including pedestrian, bicycle, and vehicles), parking (including permit sales, citations and special events), and alternative transportation methods; review and recommend programs to enhance campus parking, traffic, and transportation methods.

Reports to: University Council Cabinet

Chair and vice-chair: The committee shall initially elect from its members a chair and vice-chair. The vice-chair shall succeed the chair in the next year. Each year after the first year, a new vice-chair shall be elected who will succeed the present chair.

Membership:

- Senior Director of Transportation Services
- The Chief of Police
- Three faculty representatives elected by the Faculty Senate
- Three administrative and professional faculty representatives elected by the Administrative and Professional Faculty Affairs
- Three staff representatives elected by the Staff Senate

- One Graduate and Professional Student Senator elected by the Graduate and Professional Student Senate
- One Undergraduate Student Senator elected by the Undergraduate Student Senate
- One representative from the Office of Equity and Accessibility appointed by the Executive Vice President and Chief Business Officer
- One member of the Commission on Equal Opportunity and Diversity with a vested interest in disability and accessibility issues (concurrent with term on CEOD)

M. University Curriculum Committee for General Education

Charge: To give leadership to the Pathways General Education curriculum through program evaluation, advising support, dissemination of information, alignment of transfer credit, and other actions, including curricular proposal review, as needed.

Reports to: Commission on Undergraduate Studies and Policies

Chair and vice-chair: The committee shall initially elect from its faculty members a chair and vice-chair. The vice-chair shall succeed the chair in the next year. Each year after the first year, a new vice-chair shall be elected who will succeed the present chair.

Membership:

- The Executive Vice Provost or a designee
- Director Institutional Effectiveness
- One Division of Student Affairs representative selected by the Vice President for Student Affairs
- Two faculty members selected by the executive vice president and provost
- One faculty representative selected by each undergraduate college curriculum committee
- One representative from University Studies who is a professional academic advisor appointed by the Director of Academic Advising Initiatives
- Two faculty representatives elected by the Faculty Senate
- One faculty representative from the Commission on Undergraduate Studies and Policies elected annually by the commission
- Two Undergraduate Student Senators elected by the Undergraduate Student Senate
- Two Graduate or Professional Student Teaching Assistants or Instructors of Record elected by the Graduate and Professional Student Senate
- One Administrative and Professional faculty representative from the University Libraries elected by the Library Faculty Association
- One faculty representative from the Commission on Equal Opportunity and Diversity elected annually by the commission

University Council Constitution and Bylaws

November 6, 1995

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Preamble

With the passage of Morrill Act by Congress in July, 1862 and subsequent action of the Virginia Legislature in 1864, 1872, ~~and~~ 1944, and 1970, Virginia Polytechnic Institute and State University was created as a land-grant university and has been charged and developed with the responsibility to serve the citizens of Virginia and ~~the nation beyond.~~

BELIEVING that the fundamental goal of this land-grant university is to serve as a dynamic force in society by providing both a reservoir of knowledge and a stimulating academic atmosphere for the transmittal and application of that knowledge; and further believing that the establishment of these conditions encourages the discovery of new principles and truths and the development of an appreciation of human values; and

BELIEVING that the attainment of the objective requires mutual understanding and joint effort of the governing board, administration, faculty, ~~aA/Pp~~ faculty, staff, and students; and

BELIEVING that a university functions most effectively under orderly but flexible and adaptive processes of administration and government:

Virginia Polytechnic Institute and State University does hereby enact a Constitution constitution and Bylaws-bylaws for the University Council and its internal and related components, with the approval of the President-president of the University-university and the Board of Visitors, and in accordance with the “Virginia Tech Principles of Shared Governance.”~~by whom authority is delegated.~~

Preface

~~With the passage of Morrill Act by Congress in July, 1862 and subsequent action of the Virginia Legislature in 1864, 1872, and 1944, Virginia Polytechnic Institute and State University was created and has been developed as a university charged with the responsibility to serve the citizens of Virginia and the nation.~~

~~Recognizing the complexity of university governance and acknowledging the need for faculty, staff, and student participation in the conduct of university affairs, the University Council, University Commissions, University Advisory Councils, and University Standing Committees provide an organizational structure through which faculty, salaried staff, student, and administrative responsibilities are shared and fulfilled.~~

~~The University Council and the University Commissions constitute the main resident bodies for policy formulation. Their memberships include representation from Administration, Faculty Senate, Staff Senate, College Faculty Associations, Administrative and Professional Faculty Senate, Graduate and Professional Student Senate, Undergraduate Student Senate, and representatives from other interest groups where appropriate. The University Commissions formulate and recommend policies to the University Council, which in turn makes recommendations to the President of the University. Final authority rests with the President of the University and the Board of Visitors.~~

~~The Constitutions and Bylaws of the Faculty Senate, Administrative and Professional Faculty Senate, Staff Senate, Graduate and Professional Student Senate, and Undergraduate Student Senate are presented in separate publications. Persons concerned with the governance of the University are encouraged to consult the constitutions and bylaws of these organizations.~~

Virginia Tech Principles of Shared Governance

Shared governance is the process by which the university community shares responsibility for reaching collective decisions on matters of policy and procedure. We believe that shared governance is essential to Virginia Tech's mission as "an inclusive community of knowledge, discovery, and creativity dedicated to improving the quality of life and the human condition within the Commonwealth of Virginia and throughout the world." We further believe that shared governance is the means by which we organize the components of the university into an interdependent whole; that collaborative decision-making is the foundation of strategic and coordinated effort; and that shared governance should operate within the framework of the following principles at every level of Virginia Tech's various locations:

1) Democratic processes

We will employ democratic processes, including the use of representative bodies, to ensure that the views of all constituencies are reflected in our decisions and to increase the likelihood that a course of action will be broadly supported and implemented. All revisions to and the creation of new academic initiatives, policies, and programs will be carried out within our formal system of governance.

2) Respect, collaboration, and trust

We recognize that the Board of Visitors, administrators, faculty, administrative and professional faculty, staff, undergraduate students, and graduate/professional students have differing roles, scopes of authority, and accountability; that these differences are necessary and productive; and that a mutuality of respect for each other and our varying roles and responsibilities is essential for good-faith dialogue, collaborative decision-making, and trust in the processes of governance.

3) Clarity of roles and authority

We commit to maintaining a shared understanding of Virginia Tech's system of governance, including clear guidelines for our separate and mutual areas of responsibility for determination, recommendation, and consultation on particular matters, and recognize that the roles and authority of the Board of Visitors, administrators, faculty, staff, and students can vary depending on context and topic.

4) Inclusion and diversity

We believe that a diverse community of people and perspectives is necessary for the creation of effective and equitable policies and procedures and commit to fostering a culture of inclusivity and respect that is reflective of our pluralistic community and strengthens our ability to address historical biases and impediments to equality.

5) Communication and transparency

In order to capture and reflect the scope of opinions across our various constituencies and locations, we expect honest and respectful communication; that every component of

governance will maintain clearly defined channels for reciprocal communication within and between constituencies; and that we will reach our decisions in a transparent manner such that the various constituencies are aware of how decisions are made and the rationale for those decisions.

6) Efficiency and effectiveness

We will conduct deliberations and make decisions in a manner that is timely and appropriate to the issue and periodically evaluate the performance of shared governance in order to improve its operation and adapt it to evolving conditions.

7) Accountability

While recognizing that the Board of Visitors and president are legally accountable for the condition and operation of the university, we affirm that when acting as participants in governance we are accountable to each other, as individuals and constituencies, for our statements and decisions; that administrative rejection of shared governance recommendations should be unusual and for compelling reasons that are publicly conveyed and subject to collective response; and that in the rare instances exigent circumstances require university leaders to act outside the structure of shared governance, they will explain the exigent circumstances and discuss the action or actions taken in open forums and in a timely manner.

8) Commitment

We believe that shared governance requires a commitment of goodwill on the part of all participants, the broad recognition of shared governance as an important activity, and sufficient resources for the effective operation of shared governance.

Constitution of the University Council

Article I. Name

The name of the council is the University Council of Virginia Polytechnic Institute and State University, hereafter referred to as the University Council or the Council.

Article II. Purpose

The purpose of the University Council and its internal and related components is to assist the pPresident of the uUniversity in formulating and implementing university policy in a manner which that attempts to ensure that Virginia Polytechnic Institute and State University always strives effectively toward its goals, which are:

1. To provide an environment conducive to the pursuit of learning, teaching, scholarship, research, and service.
2. To anticipate and meet the educational needs of society in general and the Commonwealth and nation in particular.

The University Council, the senates, and the university and senate commissions constitute the main bodies for policy formation at Virginia Tech. The senate commissions formulate and recommend policies to the senates, which in turn recommend policies to the University Council; the university commissions formulate and recommend policies directly to the University Council. The University Council makes policy recommendations to the president. Final authority rests with the president of the university and the Board of Visitors.

Because the University Council, the senates, the senate and university commissions and the **standing** committees constitute a legislative system, their charges, **memberships**, relationships, and the processes they hold in common **are** defined in the University Council Constitution and Bylaws. All aspects of senates not defined in these documents shall be defined in senate constitutions and bylaws.

In order for this system to function as intended, the roles and authority of its different components as presented in this document must be maintained, and participants in shared governance are expected to adhere to these statements of purpose, function, or charge. Senate and commission charges identify the areas of legislative authority and responsibility for the relevant body. These charges are not exhaustive: when questions arise regarding the relevance of the topic of a resolution to a commission or senate charge, they will be addressed to the parliamentarian, and if necessary, the University Council Cabinet. Per Article III Section 3 of the University Council Bylaws, the University Council Cabinet will review all resolutions for agreement with the commission charge. Determination of the authority of a commission to advance a resolution rests with the University Council Cabinet and the University Council.

Further information about the nature and on-going work of our system of shared governance in all its aspects can be found here: [www.vt.edu/\[xxxxxxx\]](http://www.vt.edu/[xxxxxxx]).

Article III. Functions

The functions of the University Council are:

1. To advise the ~~pPresident of the University~~ on matters of university governance.
2. To accept functions and authority delegated to it by the ~~pPresident of the University~~.
3. To review and make recommendations on matters of concern to the faculty, staff, A/P faculty, students, and administration, such matters being placed on the University Council agenda ~~by any Council member~~ in accordance with this ~~cConstitution~~ and its accompanying ~~bBylaws~~.
4. To refer appropriate matters to the commissions, ~~advisory councils~~, senates, committees, groups, or individuals for consideration and recommendations.

The University Council can recommend the creation, ~~of new Committees, the deletion of existing Committees, or changes in Committee chairpersonship, composition, or function~~ elimination, or revision of any of its internal or related components. Should a concern arise which calls for the University Council to consider such an action, the matter shall be placed on the Council agenda (in the form of an appropriate ~~Resolution~~ resolution) by one of the University Council ~~C~~commissions, ~~Advisory Councils~~, ~~or~~ senates, or ~~by~~ a University Council member. Consideration of such an action shall follow the procedures for amending the constitution and/or bylaws contained in Article XIII of this constitution.

Article IV. Membership

Section 1. Composition

The (59) members of the University Council are:

Ex Officio Members:

- President of the University (non-voting chair)
- Secretary of the University Council (non-voting)
- Vice President for Policy and Governance (non-voting)
- Executive Vice President and Provost
- Executive Vice President and Chief Business Officer
- Senior Vice President for Research and Innovation
- Dean of the Graduate School
- Vice President for Human Resources
- Vice President for Strategic Affairs and Diversity
- Vice President for Student Affairs

- Vice Provost for Undergraduate Academic Affairs
- Deans of each college
- Dean of University Libraries
- Dean of the Honors College
- Dept. Heads Council Executive Committee Co-chairs
- President of the Faculty Senate
- Immediate Past President of the Faculty Senate
- Vice President of the Faculty Senate
- President of the A/P Faculty Senate
- Vice President of the A/P Faculty Senate
- Secretary of the A/P Faculty Senate
- President of the Staff Senate
- Vice President of the Staff Senate
- Secretary of the Staff Senate
- President of the Undergraduate Student Senate
- Vice President of Shared Governance for the Undergraduate Student Senate
- Vice President and Representative to the BOV for the Undergraduate Student Senate
- Vice President of Issues and Policy for the Undergraduate Student Senate
- President of the Graduate and Professional Student Senate
- Vice President of the Graduate and Professional Student Senate
- Director of Communications and Secretary of the Graduate and Professional Student Senate
- Graduate/Professional Student Representative to the BOV

Elected Members:

- One Faculty Senator from each of the academic colleges
- One A/P Faculty Senator
- Three Staff Senators
- Four representatives of the Commission on Equal Opportunity and Diversity
- One representative of the Commission on Outreach and International Affairs

Revisions to the membership of the University Council follow the procedures for Amendments contained in Article XIII of this constitution.

~~Ex Officio Members:~~

- ~~President of the University (non-voting chairperson)~~
- ~~Secretary of the University Council (non-voting)~~
- ~~Faculty Representative to the BOV (President of the Faculty Senate—non-voting)~~
- ~~Staff Representative to the BOV (President of the Staff Senate—non-voting)~~

- ~~Undergraduate Student Representative to the BOV (non-voting)~~
- ~~Graduate and Professional Student Representative to the BOV (non-voting)~~
- ~~Executive Vice President and Provost~~
- ~~Senior Vice President and Chief Business Officer~~
- ~~All Vice Presidents of the University~~
- ~~All Academic Deans of the University~~
- ~~Dean of the Graduate School~~
- ~~Dean of University Libraries~~
- ~~Assistant Vice President for Equity and Accessibility~~
- ~~Chairs of all University Commissions~~
- ~~Vice President of the Graduate and Professional Student Senate~~
- ~~Vice President of the Undergraduate Student Senate~~

Elected Members:

- ~~Seven Faculty Senators elected by the Faculty Senate~~
- ~~One faculty representative from each of the academic colleges elected by the faculty in each of the colleges~~
- ~~One representative from the library faculty elected by the Library Faculty Association~~
- ~~One professional faculty representative elected from Cooperative Extension elected names will be provided by the Administrative and Professional Faculty Senate~~
- ~~One professional faculty representative elected from: general administration, academic support, or student affairs (elected name provided by the Administrative and Professional Faculty Senate)~~
- ~~One student representative elected by the Black Organizations Council~~
- ~~One faculty/staff representative elected by the Black Faculty and Staff Caucus~~
- ~~One at large faculty/staff representative elected annually by the Commission on Equal Opportunity and Diversity~~
- ~~One student representative elected annually by the Commission on Equal Opportunity and Diversity~~
- ~~Seven staff representatives elected by the Staff Senate~~
- ~~Two representatives from the Graduate and Professional Student Senate elected by the Graduate and Professional Student Senate~~
- ~~Five representatives from the Undergraduate Student Senate elected by the Undergraduate Student Senate~~

~~Ex officio members of the University Council may be automatically added or removed or titles revised to reflect the university's evolving organizational structure, and thus the number of members of University Council may fluctuate slightly over time. Ex officio membership of University Commissions and Committees listed in the University Council Bylaws will change automatically, as appropriate, to coincide with changes in ex officio membership of University Council.~~

~~If at the beginning of any academic year the total number of voting university administrators (deans and vice presidents) who hold ex officio positions on University Council equals or exceeds the total number of all other faculty on University Council, then the Faculty Senate may elect the additional faculty necessary to ensure that the number of faculty exceeds the number of voting ex officio university administrators by one. (Last updated June 13, 2005, June 4, 2007 — BOV approved, August 31, 2015, and June 2, 2020)~~

Section 2. Voting Privileges

All members of ~~the~~ University Council, exclusive of the ~~c~~Chairperson, the ~~s~~Secretary, and the Vice President for Policy and Governance, ~~faculty and staff representatives and two student representatives to the Board of Visitors,~~ shall have voting privileges. ~~(Last updated June 13, 2005 and June 4, 2007—BOV approved)~~

Section 3. Term of Membership

~~Term of membership of elected representatives on University Council is as follows: Faculty, A/P Faculty and staff senators representatives are elected for terms of three years and are eligible for re-election; if they represent one of the senates, then eligibility for re-election is~~ subject to the bylaws of the respective senate. Student representatives are elected for one-year terms and are eligible to serve up to three consecutive terms. When appropriate, tTerms are staggered to permit election of approximately one-third each year. ~~When additional faculty are elected at the beginning of the academic year to maintain a faculty majority over voting administrators, those faculty will serve a one-year term. Student representatives are elected for one-year terms and are eligible to serve up to three consecutive terms. The at-large faculty/staff representative elected by the Commission on Equal Opportunity and Diversity serves a one-year term and is eligible to serve up to three consecutive terms.~~ Vacancies in unexpired terms are filled by the relevant body. Persons filling an unexpired term are eligible for re-election to a full term. ~~Elections are effective the first day of July. For CEOD and COIA representatives on the Council, faculty, A/P faculty, and staff members are elected for three years terms and are eligible for re-election to a second term; student representatives are elected for one-year terms and are eligible to serve up to three consecutive terms. (Last updated on June 13, 2005 & June 2, 2020—BOV approved)~~

Section 4. Alternates, Substitutes, and ~~Visitors~~Guests

The University Council may permit elected alternates with voting privileges and substitute members with voting privileges, where such privileges are not limited by the ~~constitution and bylaws~~rules of the participating ~~assembly, association, senate, or group.~~ Members of the Virginia Tech community

Any current Virginia Tech employee, faculty member, or student may attend meetings of the University Council, the senates, senate and university commissions, and university standing committees as a guest, with the understanding that guests:

- May participate in discussions if and when recognized by the chair but cannot vote or make motions for consideration.
- Will treat participants in shared governance with respect and in accordance with the expectations for decorum outlined in *Robert's Rules of Order*.
- May be removed from a meeting by the request of any member and a majority vote of the members in attendance.
- May not displace a regular member of the body when seating/space is limited.

meetings. Members of the public who wish to attend should contact the Office of the Vice President for Policy and Governance.

Article V. Officers

Section 1. Officers

The officers of the University Council are cChair, parliamentarian, person and sSecretary.

Section 2. Chairperson

The pPresident of the uUniversity is cChairperson of the University Council. In the absence of the pPresident, the eExecutive vVice pPresident and pProvost of the uUniversity acts for the pPresident as cChairperson of the University Council. If the executive vice president and provost is unable to attend, the president of the Faculty Senate will act as chair. When all three are absent, the University Council Cabinet will select an appropriate chair for the meeting or the meeting will be canceled. In all cases, the acting chair is ineligible to vote but may appoint a temporary member of the University Council to vote on their behalf.

Section 3. Secretary

The sSecretary of the University Council is appointed by the pPresident of the uUniversity.

Section 4. Parliamentarian

The Vice President for Policy and Governance serves as the Parliamentarian for University Council and its internal and related components, and shall advise the chair on procedural matters during council meetings. The parliamentarian will be consulted regarding the revision of any portion of the Virginia Tech system of shared governance.

Article VI. University Council Cabinet

Section 1. Purposes

The purposes of the University Council Cabinet are to provide a small-scale forum for in-depth conversation among shared governance leaders, with a particular focus on the interests and concerns of senate leaders; to help shared governance leaders remain well-informed of the state of the university; and to facilitate collaborative decision-making and coordinated effort across the components of shared governance.

Section 2. Functions

The functions of the University Council Cabinet are to serve as the executive body of the University Council, to which it is responsible and to which it reports regularly on the disposition of matters submitted to it; to administer the business of the University Council between eCouncil meetings; and to discharge other duties in accordance with the University Council Constitution and Bylaws, including the application of the university mission initiative process described in Article XII of the constitution and Article IV of the bylaws, and the annual shared governance review called for by Article VI of the bylaws.

-Section 3. Membership

The University Council Cabinet consists of the following ex officio members

- eExecutive vVice pPresident and pProvost (Cco-chair)
- President of the Faculty Senate (co-chair)
- seniorExecutive Vvice pPresident and Cchief bBusiness eOfficer (Co-chair)
- vVice Ppresident for Sstrategic aAffairs and Ddiversity
- vVice pPresident for pPolicy and Ggovernance (non-voting member)-

- ~~s~~Secretary of the University Council (non-voting member)

in addition to members appointed or elected by the following bodies

- ~~e~~One representative of the Council of College Deans-
- ~~e~~One representative of the Department Heads Council Executive Committee
- ~~T~~~~wo~~~~h~~~~ree~~ representatives of the Faculty Senate (in addition to the Faculty Senate President)
- ~~e~~One representative of the A/P Faculty Senate
- ~~e~~One representative of the Staff Senate
- ~~e~~One representative of the Undergraduate Student Senate
- ~~e~~One representative of the Graduate and Professional Student Senate

Depending on the topic(s) under consideration, other administrators, faculty, A/P faculty, staff, or students may be invited to participate in meetings to consider resource implications and legal and other matters.

Members of the University Council Cabinet must also serve on the University Council or attend its meetings.

Section 4. Term of Membership

Except for deans, all appointed or elected members serve for one year and are eligible for reappointment or reelection subject to the bylaws or expectations of the appointing or electing body. Deans are elected by the Council of College Deans and serve for two years. The appointing or electing bodies will determine the terms of membership for their representatives to the University Council Cabinet.

Section 5. Alternates, Substitutes, and Visitors

See Article IV Section 4 of the University Council Constitution.

Article VII. Senates

Section 1. Purpose

The senates are accountable to and responsible for representing the collective voice of their respective constituency. The senates provide representation within our system of shared governance for faculty, A/P faculty, staff, undergraduate students, and graduate and professional students.

To ensure that constituents can identify their senate representatives, senates will maintain membership rolls that are available on public or secure websites accessible to constituents.

Section 2. Functions

Each senate has a specific area of legislative authority and responsibility as defined below and at least one senate commission assigned to it that is responsible for the crafting of policy recommendations in the form of resolutions. To be advanced as recommendations to the University Council, resolutions of senate commissions must be approved by the appropriate senate under procedures described in Article III of the University Council Bylaws.

In addition to their legislative activities, senates appoint or recommend members to University Council, senate and university commissions, and committees; facilitate the exchange of information between constituencies; provide referral for individual concerns and issues to appropriate organizations or personnel; and accept and share responsibility with the administration, faculty, A/P faculty, staff, and students in all efforts to attain the shared goals of the university.

While senates have the right to consider any matter of general interest to its members and to seek wider discourse on these topics within our system of shared governance, concerns that fall outside of senate or commission purviews as delineated in this constitution may not be advanced as resolutions.

Section 3. Administrative and Professional (A/P) Faculty Senate

The A/P Faculty Senate shall be representative of the A/P faculty as defined in chapter one of the Faculty Handbook and have the authority and responsibility to act on their behalf through legislative recommendations concerning the working conditions of administrative and professional faculty; procedures for hiring, evaluating, non-reappointing, disciplining, recognizing, and promoting administrative and professional faculty; benefits, educational, and personal leave; extra-university professional activity; and matters of equity and diversity that affect A/P faculty. Assigned commission: Administrative and Professional Faculty Affairs (CAPFA).

Section 4. Faculty Senate

The Faculty Senate shall be representative of the faculty as defined in chapter one of the Faculty Handbook and have the authority and responsibility to act on their behalf through legislative recommendations concerning academic policies and regulations; educational standards, curricula, and methods of instruction; faculty status; matters of equity and diversity that affect faculty; and the working conditions of faculty. Assigned commissions: Faculty Affairs (CFA), Graduate and Professional Studies and Policies (CGPSP), Research (COR), and Undergraduate Studies and Policies (CUSP).

Section 5. Graduate and Professional Student Senate

The Graduate and Professional Student Senate shall be representative of the entire graduate and professional student body and have the authority and responsibility to act on their behalf through legislative recommendations concerning campus life; academic and learning environment; working conditions; student health and wellness; dissemination of a portion of the student activity fee to registered graduate student organizations; matters of equity, inclusion, and access that affect graduate and professional students; and the learning conditions of the graduate and professional student body. Assigned commission: Graduate and Professional Student Affairs (CGPSA).

Section 6. Staff Senate

The Staff Senate shall be representative of all classified and university staff, including full and part-time and non-student wage employees, and have the authority and responsibility to act on their behalf concerning policies and regulations involving work environments, benefits, and matters of equity and diversity that affect staff working environments and morale. Assigned commission: Staff Policies and Affairs (CSPA).

Section 7. Undergraduate Student Senate

The Undergraduate Student Senate shall be representative of the entire undergraduate student body and have the authority and responsibility to act on their behalf through legislative recommendations concerning campus life; academic and learning environment equity; undergraduate student health and wellness; dissemination of a portion of the student activity fee to registered student organizations; matters of equity, inclusion, and access that affect undergraduate students; and the learning conditions of the undergraduate student body. Assigned commission: Undergraduate Student Affairs (CUSA).

Article VI. Commissions, Advisory Councils, and Committees

~~University Commissions, University Advisory Councils, University Standing Committees, University Operational Committees, and other University committees are established according to ARTICLES VII, VIII, IX, X, and XI, respectively, to carry out certain functions and operations of governance.~~

~~A list of University Standing Committees (specifying for each its composition, its charge, and the governance body to which it reports) shall be maintained as an integral part of the Bylaws of the University Council. Current information on Operational Committees is maintained elsewhere, as specified in the Bylaws.~~

~~The University Council can recommend the creation of new Committees, the deletion of existing Committees, or changes in Committee chairpersonship, composition, or function. Should a concern arise which calls for the University Council to consider such an action, the matter shall be placed on the Council agenda (in the form of an appropriate Resolution) by one of the Commissions or Advisory Councils, [senates](#), or by a University Council member.~~

Article ~~VII~~XVIII. University Commissions

Section 1. Organization

Commissions gather administrators, faculty, A/P faculty, staff, undergraduate students, and graduate and professional students in relatively small numbers to discuss topics and develop policies in the area defined by the commission charge. Each commission is chaired by a faculty, A/P faculty, staff, undergraduate student, or graduate and professional student member and advised by an *ex officio* administrative faculty member who oversees the unit or office at the core of the commission's charge and provides support and information to guide the commission's work. *Ex officio* and administrative faculty members may not serve as chair of any commission. While the membership of commissions varies in number and mix depending on the charge, all commissions include at least one faculty, A/P faculty, staff, undergraduate student, and graduate and professional student member, making them microcosms of shared governance.

There are two kinds of commissions: senate commissions, which are part of and whose policy recommendations are voted on by senates before advancing to the University Council; and university commissions, which are part of and whose policy recommendations are made directly to the University Council. The charges of all commissions are included in this article. Though senate commissions are part of senates, their charges are maintained within the University Council Constitution and cannot be altered directly by the senates. Memberships of commissions are maintained in the

University Council Bylaws.

~~(Last updated December April 1, 2019)~~

Section 2. Responsibilities

The ~~senate c~~Commissions report to and ~~take direction from~~work with their respective senates ~~in accordance with their respective charges.~~ the University Council. ~~Chairs of senate commissions shall coordinate their agendas with the appropriate senate and administrative office, and meet with senate leadership on a regular basis according to expectations included in senate bylaws. The university commissions report to the University Council. Chairs of university commissions shall coordinate their agendas with the appropriate administrative unit. In addition to the functions and duties prescribed for each commission in in Sections 8, 9, 10, 11, 12, 13, 14, 15, 16, and 17 of this aArticle, the cCommissions shall undertake such other functions and duties as may be delegated to them from time to time by their senate, the University Council, the president, or the Board of Visitors.~~

Section 3. Referral

~~It is essential (and expected) when policy is being formulated in a commission or considered in the University Council, on a matter of particular concern to any governance body represented on the Council, that the concerned body have an opportunity to study, debate, and state its position on the matter at hand, before final action is taken by the Council. To this end, the Bylaws of the University Council, Article II, shall specify formal procedures by which referrals are accomplished. These procedures must be approved by the Faculty and Staff Senates. Any amendment to Article II of the Bylaws of the University Council that effects a change in the referral procedures cannot become effective until endorsed by affirmative vote of the Faculty Senate and Staff Senate.~~

Section 34. Election or Appointment of Chair

The chairs of senate commissions shall be elected in accordance with the constitution and bylaws of the respective senate, which are subject to the approval requirements of Article XIV of this constitution.

The chairs of the Commission on Equal Opportunity and Diversity and the Commission on Outreach and International Affairs shall be elected from faculty and staff members of the commission by majority vote of the commission membership present and voting.

~~The chair shall be a member of the non-administrative faculty and staff members of the commission except as noted below. (Professional faculty representatives are eligible to serve as chair.) The chairs of the Commission on Faculty Affairs, the Commission on Staff Policies and Affairs, and the Commission on Administrative and Professional Faculty Affairs shall be elected by the respective senate in accordance with their by-laws. The chair of the Commission on Student Affairs shall be elected from among the commission membership. All commission chairs serve one year terms and are eligible for re-election.~~

~~The Commissions on Faculty Affairs, Staff Policies and Affairs, and Administrative and Professional Faculty Affairs may elect a vice chair if desired. For all other commissions, a University Commissions that include vice-chairs vice chair shall be elected new vice-chairs from among the continuing eligible members as early as possible during the academic year, but no later than the end of October. The vice-chair shall serve as needed during the current year and shall become chair of the commission during the subsequent year. Should the vice-~~

chair be unable to serve as chair in the subsequent year, the commission shall elect a chair from among eligible members.

Commission chairs serve one-year terms beginning July 1 and are eligible for re-election.

~~(Last updated on June 2, 2020 & March 22, 2021 — BOV approved)~~

Section 45. Voting Privileges

All members of ~~senate and u~~University ~~c~~Commissions shall have voting privileges.

Commission members who are also members of a senate and/or University Council may vote again in those bodies on resolutions advanced by the commission(s) on which they serve.

Section 56. Term of Membership

Terms of membership of elected representatives on ~~c~~Commissions are as follows: except for deans, all Faculty Senators, Staff Senators, Administrative and Professional Faculty Senators, representatives of college faculty, library faculty, administrative and professional faculty, the ~~salaried staff, and any other elected non-student~~ ~~commission~~ members are elected for a term of three years. The number of consecutive terms they may serve is determined by the electing body. ~~Terms are staggered to permit replacement of approximately one-third of the membership each year.~~ Deans are elected by the Council of College Deans and serve for two years. The student representatives serve for terms of one year and are eligible to serve up to three consecutive terms. Elections are effective the first day of July.

Vacancies in unexpired terms are filled by the relevant body. ~~Senators who are selected to represent the Staff, Faculty, or Administrative and Professional Faculty Senates on commissions and who cease to be senators may be replaced by their respective senate.~~

~~(Last updated May 1, 2017, June 2, 2020 & August 11, 2021 — BOV approved)~~

Section 67. Alternates, Substitutes, and Visitors

~~The commissions may permit elected alternates with voting privileges and substitute members with voting privileges, where such privileges are not limited by the constitution and bylaws of the participating association, senate, or group. See Article IV Section 4 of the University Council Constitution. Visitors may attend commission meetings.~~

Section 78. Senate Commissions

Commission on Administrative and Professional Faculty Affairs (CAPFA)

Charge: To study, formulate, and recommend to ~~the A/P Faculty Senate~~ University Council policies and procedures affecting the ~~employment and~~ working conditions of administrative and professional (A/P) faculty. Areas for consideration include; morale of administrative and professional faculty; procedures for appointing, non-reappointing, evaluating, disciplining, recognizing, and promoting administrative and professional faculty; benefits, educational and personal leave, and extra-university professional activity; and matters of equity and diversity that affect ~~the university's professional environment~~ A/P faculty. The Commission is also responsible for reviewing allegations of unprofessional or unethical conduct against an A/P Faculty member and grievances advanced to the level of the Executive Vice President and Provost or the Vice President for Human Resources and ~~to for advise~~ advising the ~~sem~~ administrators prior to their taking action.

~~(Last updated August 31, 2015, October 16, 2015 & March 22, 2021)~~ **Commission on Faculty Affairs (CFA)**

Charge: To study, formulate, and recommend to the ~~Faculty Senate~~ University Council policies and procedures affecting faculty ~~employment~~ working conditions and ~~the~~ professional standing of all faculty who qualify for membership in the Faculty Senate ~~the collegiate faculties, the library faculty, and Extension and public service faculty on continued appointment~~. Areas for consideration include: commencement; academic freedom and faculty morale; procedures for appointing, evaluating, disciplining, and recognizing, ~~and promoting~~ faculty, including department heads and chairs; tenure and/or promotion, benefits, academic and personal leave, and extra-university professional activity; and matters of equity and diversity that affect ~~the uUniversity's professional environment~~ faculty.

Commission on Graduate and Professional Studies and Policies (CGPSP)

Charge: To study, formulate, and recommend to ~~University Council~~ the Faculty Senate policies and procedures concerning ~~(on- and off-campus) post-baccalaureate graduate and professional~~ academic matters. Areas for consideration include: admissions, academic progress, degree requirements, commencement; registration and scheduling; graduate curricular standards and expectations, ~~courses~~, advising, and instruction, both of and by graduate students; ~~teaching and research involving graduate students~~; financial assistance including assistantships, scholarships, and fellowships, ~~and tuition~~; the graduate and professional honor systems, including approval of changes to the Graduate Honor Codes; and library resources, ~~and other matters affecting the graduate and professional student academic environment.~~ (Last updated April 1, 2019)

Commission on Graduate and Professional Student Affairs (CGPSA)

Charge: To study, formulate, and recommend to the Graduate and Professional Student Senate policies and procedures concerning graduate and professional student life and morale. Areas for consideration include working conditions for GAs, GRAs, and GTAs; graduate and professional student relations with peers, staff, faculty, administrators, alumni, and the community; policy matters related to graduate and professional student conduct; graduate and professional student organizations, social life, and recreation; and residential life, health, safety, and quality of graduate and professional student related services.

~~Section 13.~~ Commission on Research (COR)

Charge: To study, formulate, and recommend to ~~the Faculty Senate~~ University Council policies and procedures concerning research and research faculty. Areas for consideration include: sponsored programs, core programs and interdisciplinary research; intellectual ~~properties~~ property; animal care and human subjects; indirect costs and returned overhead; research facilities, centers and institutes, and library resources; and liaison with affiliated corporations and institutes; ~~and other matters that affect research and research faculty.~~

~~Section 14.~~ Commission on Staff Policies and Affairs (CSPA)

Charge: To study, formulate, and recommend to ~~University Council~~ the Staff Senate policies and procedures affecting the working conditions of classified and university staff and to promote staff participation in the University community. Areas for consideration include: staff morale; evaluation, communication with supervisors, recognition, and career development; staff relations with administrators, faculty, and students; benefits and personal leave; extra-

university professional activity; and matters of equity and diversity that affect ~~the University's professional environment~~staff; ~~and other matters affecting the staff environment.~~

Section 15. Commission on Undergraduate Student Affairs (CUSA)~~Commission on Student Affairs~~

Charge: To study, formulate, and recommend to ~~University Council~~the Undergraduate Student Senate policies and procedures ~~affecting~~pertaining to the undergraduate student experience at Virginia Tech. ~~graduate and undergraduate student life, wellbeing, inclusion, and morale.~~ Areas for consideration include: undergraduate student life, wellbeing, inclusion, and morale; ~~undergraduate~~ student relations with peers, staff, faculty, administrators, alumni, and the community; policy matters related to undergraduate student conduct; undergraduate student organizations, social life, and recreation; employment, placement, and counseling; and residential and campus life, health, safety, and quality of undergraduate student related services; ~~and other matters affecting student life.~~

Section 16. Commission on Undergraduate Studies and Policies (CUSP)

Charge: To study, formulate, and recommend to ~~University Council~~the Faculty Senate policies and procedures concerning ~~on and off campus~~ undergraduate academic matters. Areas for consideration include: library resources, admissions, academic progress, degree requirements, the Undergraduate Honor Systems and study environment, including approval of changes to the Undergraduate Honor Code; In-Honors programs, undergraduate curricular standards and expectations, ~~courses~~, advising, and instruction; student honors and awards; financial aid, scheduling, and registration ~~and other matters affecting the undergraduate student academic environment.~~

Section 17. Commission on University Support

Charge: ~~To study, formulate, and recommend to University Council policies and procedures related to support of the three missions of the university. Areas for consideration include: accounting, budget administration, purchasing; computing, communications and publications; physical facilities, parking and transportation, corporations and auxiliaries, Development Office, Institutional Research, liaison with the Virginia Tech Foundation, the Alumni Association, and other related matters.~~

Section 89. University Commissions

Commission on Equal Opportunity and Diversity (CEOD)

Charge: To advise the ~~President's~~president's Inclusion and Diversity InclusiveVT Executive Council ~~and~~ to study, formulate, and recommend to University Council policies and procedures as they relate to the university's responsibilities regarding equal opportunity, affirmative action, accessibility, and policy matters related to compliance, diversity, and inclusion. The policy interests of caucuses are advanced through this commission. Areas for consideration include ~~but are not limited to~~, recruitment, retention, and advancement of faculty, staff, and students, in a manner consistent with the university's principles of community and commitment to equal opportunity and access.

~~(Last updated August 31, 2015)~~

Commission on Outreach and International Affairs (COIA)

Charge: To study, formulate, and recommend to University Council policies and procedures that advance ~~our~~ regional, national, and international efforts to fulfill the land-grant mission

of enriching the quality of life and economic vitality of citizens around the world. The commission seeks to advance public engagement and globalization with knowledge generated by Virginia Tech faculty and researchers in order to address complex societal challenges and enrich ~~our~~ research and educational programs through these collaborative efforts, ~~concerning the engagement of the University in service, outreach, and international affairs.~~ Areas for consideration include Cooperative Extension, cross-sectoral partnerships, graduate education and professional development programs, continuing and professional education, economic development programs, including community engagement resource and leadership initiatives development; and international program development and implementation. ~~, among liaison with affiliated corporations and institutes; international programs; and other matters affecting service, outreach, and international affairs.~~ COIA The Commission on Outreach and International Affairs will liaison work with ~~the~~ CUSP Commission on Undergraduate Studies and Policies on with issues regarding study abroad and international exchange programs and with CGPSP regarding graduate education at VT's across the Commonwealth-Campus Centers. (Last updated June 7, 2004—BOV approved)

Section 17. Commission on University Support

~~Charge: To study, formulate, and recommend to University Council policies and procedures related to support of the three missions of the university. Areas for consideration include: accounting, budget administration, purchasing; computing, communications and publications; physical facilities, parking and transportation, corporations and auxiliaries, Development Office, Institutional Research, liaison with the Virginia Tech Foundation, the Alumni Association, and other related matters.~~

Article VIII. University Advisory Councils

Section 1. Organization

~~University aAdvisory cCouncils are established to carry out certain functions and operations of governance. While they do not have the authority to consider or pass resolutions, they may generate resolutions that will be considered in the appropriate senate or university commission, as determined by the University Council Cabinet and with the approval of the Council.~~

~~The University Council has established the University Advisory Council on Strategic Budgeting and Planning.~~

Section 2. Responsibilities

~~The uUniversity aAdvisory cCouncils report to the president and University Council. In addition to the functions and duties prescribed in the Sections of this aArticle specific to a University Advisory Council, the uUniversity aAdvisory cCouncils shall undertake such other functions and duties as may be delegated to them from time to time by the University Council.~~

Section 3. Voting Privileges

~~All members of uUniversity aAdvisory cCouncils shall have voting privileges.~~

Section 4. Term of Membership

~~Term of membership of representatives on uUniversity aAdvisory cCouncils is as follows: except for deans, all Faculty Senators, Staff Senators, Administrative and Professional Faculty Senators, representatives of college faculty, library faculty, the salaried staff, and any other elected non-student council members serve for a term of three years. They may serve no more than two full consecutive terms on any given advisory council. Terms are staggered to permit replacement of approximately one-third of the membership each year. Deans are elected by the Council of College Deans and serve for two years. The student representatives serve for terms of one year and are not eligible to serve more than two consecutive terms. Vacancies in unexpired terms are filled by the relevant body. Membership is effective the first day of July.~~

~~Section 5. Alternates, Substitutes, and Visitors~~

~~The University advisory councils may permit alternates with voting privileges and substitute members with voting privileges, where such privileges are not limited by the constitution and bylaws of the participating assembly, association, senate, or group. Members of the university community may attend meetings of University Advisory Councils.~~

~~Section 6. University Advisory Council on Strategic Budgeting and Planning~~

~~The University Council has established the University Advisory Council on Strategic Budgeting and Planning.~~

~~**Charge:** The Advisory Council on Strategic Budgeting and Planning serves a primary advisory role for the university budgeting and planning process. It reports jointly to the pPresident and the University Council. Areas for consideration include: monitoring the uUniversity planning and budgeting processes; participating in and advising on the development of biennial budgets, the formulation of the university plan, and the development of university capital and facilities plans, and the reconciliation of the plan and the available resources; consulting on other budget and planning matters; and addressing matters of policy relative to budget and planning and appropriate for governance consideration and, in such instances, making recommendations to the University Council.~~

~~**Records and Confidentiality:** When acting in its advisory and consulting role, the Advisory Council on Strategic Budgeting and Planning will treat information, discussions, and recommendations with discretion and, whenever requested, in confidence since there will be times in the budget and planning process when matters must be handled confidentially. When acting in its capacity as a normal part of the governance system, the aAdvisory cCouncil will keep minutes and forward approved copies of such to University Council.~~

Article IX. University Standing and Ad Hoc Committees

Section 1. Organization

University sStanding cCommittees are ~~those committees~~ constituted on a continuing basis by the pPresident on recommendation of the University Council to deal with matters of a university-wide interest. ~~Each standing committee reports directly to at least one commission.~~ Resolutions authored by standing committees that report to a commission are advanced by that commission. All other committee-authored resolutions are advanced by a commission or commissions selected by the University Council Cabinet. A committee-authored resolution that falls outside of all commission charges may be advanced as a University Council resolution, as determined by the University Council Cabinet.

~~The President also constitutes *ad hoc* and special committees as may be needed for consideration of matters of a non-recurring nature.~~

Section 2. Committee Membership

Membership on most standing committees should include undergraduate students, graduate and professional students, salaried staff, ~~A/P faculty~~, and faculty representatives as well as administrators. ~~Committee Administrative committee membership members are appointed by the appropriate office; all others are elected by the relevant body; and the president approves the memberships as a whole. may be determined by a variety of methods: appointment by the pPresident, nomination by the relevant body with appointment by the pPresident, or election at large. The host commission usually appoints a commission member to the standing committee. Standing committees may also be constituted wholly, or in majority, by members of the host commission. The method of selection shall be specified in the University Council Bylaws.~~

The standing committee chair shall be ~~from among the committee members. The chair shall be~~ appointed by the ~~pPresident, recommended by the host commission with appointment by the pPresident,~~ or elected ~~from among the committee members~~ by the committee, as specified in the ~~bBylaws~~.

All standing committee members will have voting privileges.

A list of university standing committees (specifying for each its composition, charge, and the governance body to which it reports) shall be maintained as part of the ~~the~~ University Council Bylaws.

~~*Ad hoc* and special committee members are appointed by the pPresident of the uUniversity. The pPresident also determines for each of these committees which of the committee members shall be chairperson.~~

Section 3. Term of ~~Appointment~~Membership

Terms of membership of elected ~~or appointed~~ representatives on ~~uUniversity sStanding cCommittees~~ are as follows: ~~except for deans, all Faculty Senators, Administrative and Professional Faculty Senators, Staff Senators, representatives of college faculty, library faculty, administrative and professional faculty, the salaried staff, and any other elected non-student committee members are elected or appointed for a term of three years. The number of consecutive terms they may serve is determined by the electing or appointing body. They may serve no more than two full consecutive terms on any given committee.~~ Terms are staggered to permit election of approximately one-third of the membership each year. Deans are elected by the Council of College Deans and serve for two years. The student representatives serve for terms of one year and are not eligible to serve more than two consecutive terms. Vacancies in unexpired terms are filled by the relevant body. Elections are effective the first day of July.

~~Faculty and administrators serving on the Honor Council serve four-year terms and may not serve more than two consecutive terms.~~

~~(Passed by the Board of Visitors, March 21, 2016.)~~

~~*Ad hoc* and special committee members serve according to the terms established when the committee is constituted.~~

Section 4. Committee Reports

Section 4. Alternates, Substitutes, and Visitors

See Article IV Section 4 of the University Council Constitution.

Article X. Operational Committees

~~University operational committees are those committees constituted on a continuing basis and appointed by the president, executive vice president and provost, or one of the vice presidents to deal with matters of university-wide interest that fall primarily within the responsibilities of the appointing officers. Unless made the subject of specific legislation to the contrary, each university operational committee is constituted, charged, and staffed as the appointing administrative officer deems appropriate. A record of university operational committee chairs and members shall be maintained by the Secretary of the University Council and posted on the shared governance website. Approved minutes of meetings of university operational committees shall be written by each committee and maintained by the administrator who established it and to whom it reports. (Last updated August 31, 2015)~~

Article XI. Other Committees

Members of all shared governance bodies may request, and their chairs may appoint, *ad hoc* committees (such as task forces or work groups) or subcommittees as needed. The University Council, University Commissions, and University Advisory Councils may request and their chairpersons may appoint special committees, boards, and *ad hoc* committees as needed.

Ad hoc committee and subcommittee members serve according to the terms established when the committee is constituted.

Article XII. Meetings and Procedures

Section 1. Parliamentary Procedures

The latest edition of Robert's Rules of Order [Webster's New World Robert's Rules of Order, Simplified and Applied], subject to special rules as may be adopted by the University Council, shall govern the procedures of the University Council, ~~University Commissions, University Advisory Councils, University Standing Committees, and other committees and boards and its internal and related components.~~ ~~(Last updated June 7, 2004 — BOV approved)~~

Section 2. University Council Procedures

~~2.1.~~ The University Council and the University Council Cabinet shall meet regularly during the academic year and at other times as called by the respective chairsperson. Cancelled meetings shall be noted in the minutes of the subsequent ~~University Council~~ or cabinet meeting.

~~3.2.~~ In consultation with the University Council Cabinet, ~~t~~The Secretary shall prepare and distribute the agenda to members of the Council one week prior to each meeting and post the agenda on the shared governance website. Items to be placed on the agenda must be

submitted to the ~~s~~Secretary at least ten days prior to the meeting date. The ~~s~~Secretary will record the minutes (including attendance) of each University Council ~~and University Council Cabinet~~ meeting. ~~Minutes of any University Council Cabinet meetings that were held in the interim since the last University Council meeting will be distributed with the University Council agenda for information. Minutes of University Council and University Council Cabinet meetings will be distributed electronically by the secretary to members of the respective bodies for electronic approval as soon as possible after each meeting; the absence of a response by a member indicates a positive vote. Approved minutes of University Council and University Council Cabinet meetings which will be distributed to all members of the Council. The minutes will be~~will be made available to the public on the ~~shared governance University Council~~ website.

~~5.3.~~Any member of the University Council may place an item on the agenda by following the procedures ~~of in Article XIII, Section 2(2)~~ ~~above~~. This procedure provides a means for any group to submit items of urgency directly to the University Council for consideration. However, under normal operating procedures, policy recommendations and decisions are reviewed by the appropriate commissions ~~and senates~~ and then submitted to the University Council for disposition.

Section 3. ~~Procedures for University Commissions Procedures and Advisory Councils~~

~~2.1.~~Each ~~senate and u~~University ~~c~~Commission ~~and u~~University ~~a~~Advisory ~~c~~Council shall meet regularly during the academic year and at other times as called by the ~~c~~Chair~~person~~.

~~3.2.~~The ~~c~~Chair of each ~~c~~Commission ~~and a~~Advisory ~~c~~Council shall prepare and distribute the agenda to members of the ~~c~~Commission ~~or c~~Council one week prior to each meeting. Items to be placed on the agenda shall be ~~in the hands of~~sent to the ~~c~~Chair at least ten days prior to the meeting date. The ~~c~~Chair may appoint or designate a ~~s~~Secretary, ~~who may or may not be a member of the commission,~~ to record the minutes (including attendance) of each ~~c~~Commission ~~or a~~Advisory ~~c~~Council meeting, which will be distributed to all members of ~~that body~~commission for their approval. Approved minutes will be ~~uploaded promptly sent to the shared governance website and the Secretary of University Council will be notified of this action. for distribution to University Council members for routine review and subsequent posting to the shared governance University Council website. The minutes shall be sent to the Office of the Vice President for Policy and Governance for positing to the shared governance website. The minutes may be distributed to members of the senates, and to other personnel in the University designated by the Commission, Advisory Council, or the University Council. The Office of the Vice President for Policy and Governance provides a template for minutes that must be used by all commissions.~~

Section 4. Committee Procedures

Each ~~u~~University ~~Standing-standing Committeecommittee, u~~University ~~e~~Operational ~~e~~Committee, ~~special committee, or~~ *ad hoc* committee, ~~and board~~ meets as frequently as required to fulfill its responsibilities. ~~All standing committees shall prepare minutes of their meetings, as a permanent record of committee activity. Each standing committee will upload its submit its approved minutes to the shared governance website and notify commission(s) to which it reports for review and approval. Committee approved minutes will also be submitted~~

to the Secretary of the University Council of this action. for posting on the shared governance chairs of the Faculty, Staff, and Administrative and Professional Faculty Senates, and the administrator of the Virginia Tech governance website (governance.vt.edu). The secretary of the University Council will notify the body or bodies to which the committee reports that the minutes are available for review. The Office of the Vice President for Policy and Governance provides a template for minutes that must be used by all committees.

Section 5. Voting on Resolutions and Other Matters

Votes on resolutions in commissions, senates, and the University Council will be by recorded ballot. Unless otherwise specified in a constitution or bylaws, the nature of voting on all other matters shall be determined by the body as a whole and, whenever possible, after taking the advice of the University Council parliamentarian into account.

Article XII. University Mission Initiatives

The university mission initiative process is a means of creating or revising policies, practices, or procedures that have the potential to broadly impact Virginia Tech's educational, research, and/or outreach missions. The process ensures that relevant components of shared governance, especially the senates, have the opportunity to participate in the development of significant changes or additions to the nature of our mission goals or the means by which we achieve them, and that these changes or additions are considered for adoption through the normal legislative process. In accordance with our principles of shared governance, we recognize that democratic participation and legislative review increase the effectiveness of the changes or additions and foster joint effort on matters that concern the university community as a whole. Work undertaken through this process shall be referred to as a university mission initiative.

The university mission initiative process is appropriate for changes or additions that fall within the scope of the University Council as described in Article II of this constitution; require the engagement of multiple constituencies and the formative efforts of a committee whose membership and charge goes beyond the scope of any one council, senate, commission, or committee; and demonstrably advance the ability to fulfill the mission statement of Virginia Tech. One example of a UMI would be a comprehensive revision of the shared governance system.

University mission initiatives may have operational and financial impacts that must be presented to the administration for consideration well prior to the University Council's consideration of university mission initiative resolutions. Resolutions in support of university mission initiatives require a quorum and the approval of the majority of members of the Council present and voting.

For university mission initiatives that originate with the Board of Visitors or president, if the resulting resolution is not supported by the majority of the University Council members present and voting, provided that a quorum has been reached, the resolution will be referred back to the university mission initiative committee for review and revision in an effort to reconcile differences. Should this process result in a revised resolution, it will be submitted for reconsideration by the University Council. Should the

president decide to proceed with implementation of the university mission initiative without University Council approval of the applicable resolution, a record of the University Council vote will be appended to the resolution if it is submitted to the Board of Visitors for subsequent approval.

For guidelines on university mission initiatives, see Article IV of the bylaws.

Article XIII. Amendments to the University Council Constitution or Bylaws

Section 1. Notice of Proposal

Notice of proposal to amend the cConstitution or bylaws shall be given in the University Council agenda and considered at no fewer than two meetings of the University Council prior to voting. The proposed amendments shall be distributed with the agenda. ~~A two-thirds affirmative vote of all members of the Council is required for approval.~~

Section 2. ~~Ratification and~~ Approval of Amendments to the Constitution

Except in the case where adoption of a different parliamentary authority is proposed, an amendment to the University Council Constitution becomes effective upon the following sequence of actions:

- a. Approval by the University Council: ~~a~~A two-thirds affirmative vote of members of the Council present and voting, provided that a quorum has been reached.
- b. Ratification by the senates: Ratification by two-thirds of the senates (or the nearest whole number equivalent), achieved by ~~a~~an affirmative vote of the majority of the respective senate's senators present and voting, provided that a quorum has been reached. Senates may comment on the proposed changes but must vote on the resolution as approved by the University Council.
- c. ~~;~~ ratification in the following order by the Faculty and Staff, Senates and the University Council, and a Approval by the pPresident of the uUniversity
- d. and Approval by the Board of Visitors.

Section 3. Approval of Amendments to the Bylaws

An amendment to the University Council Bylaws becomes effective upon an affirmative vote of the majority of the Council members present and voting, provided that a quorum has been reached, and approval by the president.

Section 4. Alternate Parliamentary Authority

-A change in different parliamentary authority or set of guidelines (other than -Robert's Rules of Order) may be adopted at the University Council's first meeting of the academic year by a two-thirds affirmative vote of all the council members present and voting, provided that a quorum has been reached, of the Council and will stay in effect until changed. Mid-year changes are not allowed. Approvals by the Faculty and Staff, Senates, the president, and the Board of Visitors are not required in this case. ~~(Last updated June 7, 2004 — BOV approved)~~

Section 3. Amendments to the Bylaws

~~Notice of any proposal to amend the Bylaws shall be given in the agenda. An affirmative vote of the majority of all University Council members is required for adoption. (See Article VII, Section 3 regarding changes to the referral procedures.)~~

Article XIV. Amendments to Senate Constitutions ~~and~~or Bylaws

Section 1. Development

Amendments to a senate's constitution and/or bylaws may be developed by whatever means are appropriate for that senate. Amendments to senate constitutions require a resolution; amendments to senate bylaws do not.

Section 2. Notice of Proposal

Notice of proposal to amend a senate's constitution and/or bylaws shall be given in the senate agenda and considered at no fewer than two meetings of the senate prior to voting. A vote may be taken on an amendment at the second meeting. The proposed amendment shall be distributed with the agenda.

Section 1. Notice of Proposal

Notice of proposal to amend a senate's constitution or bylaws shall be given in the senate agenda and considered at no fewer than two meetings of the senate prior to voting. The proposed amendment shall be distributed with the agenda.

Section 23. Approval of Amendments to Senate Constitutions

Amendments to senate constitutions become effective upon the following sequence of actions:

- a. An affirmative majority vote by the senate commission.
- b. An affirmative vote of two-thirds (2/3) of the senators present and voting, provided that a quorum has been reached.
- c. An affirmative vote in the University Council of the majority of members present and voting, provided that a quorum has been reached.
- d. Approval by the president of the university. ~~An amendment to a senate's constitution becomes effective upon a two-thirds affirmative vote of the senators present and voting, provided that a quorum has been reached; an affirmative vote in the University Council of the majority of members present and voting, providing that a quorum has been reached; and approval by the president of the university. An amendment to a senate's bylaws becomes effective upon an affirmative vote of the majority of the senators present and voting, provided that a quorum has been reached, and requires no further approval.~~

Section 4. Approval of Amendments to Senate Bylaws

Amendments to senate bylaws become effective upon an affirmative vote of the majority of senators present and voting, provided that a quorum has been reached, and requires no further approval.

Bylaws of the University Council

Article I. Meetings of the University Council

1. Regular meetings of the University Council shall be held on the first and third Mondays of each month from the opening of the Fall Semester until the end of the academic year in May. The [Chairperson-chair](#) may cancel or postpone regular meetings for cause.
2. Special meetings of the University Council may be called by the [Chairperson-chair](#).
3. Prior to the initial Council meeting of each semester, the [pPresident will convene a meeting of the, the eExecutive vVice pPresident and pProvost, the sSenior vVice pPresident and eChief bBusiness oOfficer, and the vVice pPresident for pPolicy and gGovernance, will convene senate presidents and University Council Cabinet, commissionthe chairs, and commission advisors of the commissions](#) to exchange information on issues and action items that are pending or foreseen in the coming semester.
4. Information gathered in the semester meetings ~~of commission chairs(see above)~~ will be communicated to Council members at the first meeting of the semester. At that time, each [senate president and university commission](#) chair will be asked to elaborate, if desired, on the information about that commission's agenda, and to provide clarification where necessary.
5. The secretary of the University Council shall distribute commission minutes to all members of the University Council for routine review. Commission minutes will be added to the University Council agenda for acceptance by the Council.
- ~~4.6. Quorum is defined as fifty percent plus one of the total membership of the University Council, excluding non-voting members and vacant positions. A quorum must be present at the actual time of any vote. In the absence of a quorum, a meeting can be held but no votes taken or decisions reached, except votes on motions to obtain a quorum or to adjourn the meeting. This definition of a quorum will be applied to all bodies within the Virginia Tech system of shared governance.~~
- ~~5. MORE to come. As each semester begins, the Council secretary will solicit suggestions for issues of general concern appropriate to presentation or group discussion, and will further conduct a poll to determine priority of interest. These topics will then be addressed as time allows following each of the semester's Council meetings.~~
- ~~6. At each subsequent meeting of Council, prior to the approval of each commission's minutes, the relevant chair shall be free to highlight selectively and to elaborate upon~~

~~particular issues of concern to that commission; Council chair will periodically remind commission chairs of this option.~~

~~The status of all resolutions will be maintained on a University Council webpage, to be developed and maintained by Council secretary, to allow members of the university community to monitor the status of a given proposal through committees, commissions, and Council. Each commission chair will be responsible for providing such information to the University Council webpage operator for posting.~~

~~(Last updated January 2008 & July 25, 2018)~~

Article II. Meetings of the University Council Cabinet

1. Regular meetings of the University Council Cabinet shall be held on the second and fourth Mondays of each month from the opening of the Fall Semester until the end of the academic year in May. The chairs may cancel or postpone regular meetings for cause.

Article III. Policy ~~and Program~~ Review and ~~Approval~~ Recommendation Process

Section 1. Overview

Participants in shared governance make policy recommendations to the president and/or the Board of Visitors by means of resolutions. Resolutions originate in senate commissions, university commissions, or the University Council, either on the initiative of these bodies or by working with the respective senates, the president, or the Board of Visitors, and follow a standard format that includes sufficient information and background upon which to base subsequent debate of the issues involved, along with any accompanying explanation or annotation. Senates and committees may author resolutions for consideration by a commission, but may not advance resolutions directly to the University Council.

In all commissions, senates, and the University Council, resolutions receive two readings, typically at consecutive meetings. First reading opens the resolution for discussion and debate and second reading provides an opportunity for further discussion and to vote on the resolution. In all instances, resolutions are advanced by an affirmative vote of a simple majority of members present and voting, provided that a quorum has been reached, except for revisions to senate or University Council constitutions as defined in Articles XIII and XIV of the constitution. The consideration of resolutions may also be deferred, and resolutions may be referred to the originating body for additional work, according to guidelines in Sections 5 and 6 of this article.

In developing a new or revised policy, each commission shall seek advice and counsel from outside the commission as appropriate to the topic and work with the Office of the Vice President for Policy and Governance to keep relevant participants in shared governance informed of policies as they develop.

It is the responsibility of commission members, particularly the commission chair, to keep affiliated governance bodies and constituencies informed of the commission's work and to

afford the opportunity for consultative referral, mainly by means of their cross-representational affiliations and the posting of commission minutes.

Though joint resolutions between commissions of different senates are allowed, given the complexity of the approval process in these situations, this approach should be reserved for university mission initiatives that substantially impact multiple constituencies. The need for a joint resolution between commissions of different senates must be considered and approved by the University Council Cabinet prior to undertaking this action. If approved, one commission is designated as the primary sponsor and author of the resolution, and that commission chair is responsible, along with the Office of the Vice President for Policy and Governance, for monitoring the progress of the resolution through governance.

Sponsors of resolutions that have budgetary impact(s) must work with the appropriate administrators to make an estimate of cost, and add that information to the resolution before the final commission vote, including the source of the estimate. The estimate of cost does not need to be finalized but should represent a good-faith effort to “ballpark” the budgetary impact(s).

All resolutions will follow the formatting template provided by the Office of Vice President for Policy and Governance.

Section 2. Communication

The secretary of the University Council will notify senate presidents and the University Council Cabinet three times about the status of all resolutions: the “Draft Notice,” after a resolution has been drafted and uploaded; the “First Reading Notice,” after a resolution has been revised based on the commission discussion at first reading; and the “Second Reading Notice,” after a resolution has been approved or disapproved by the commission. For resolutions from Senate Commissions, a fourth notice, the “Senate Vote Notice,” will be sent to the presidents of the other senates and members of the University Council Cabinet to inform them of the result of the vote. Commission chairs should try to schedule two weeks between the “Draft Notice” and the first reading of a resolution.

Section 3. University Council Cabinet Evaluation of Resolutions for Adherence to Commission Charges

Upon receipt of a “Draft Notice,” the University Council Cabinet will review each resolution for agreement with the appropriate commission charge. If the University Council Cabinet determines that a resolution does not fall within the purview of a commission, senate leadership and/or commission chairs can present the resolution to the University Council to determine if the resolution is appropriate for the commission charge. A two-thirds affirmative vote of members of the Council present and voting, provided that a quorum has been reached, is required to reverse the decision of the University Council Cabinet.

Section 4. Policy Review Process

The majority of resolutions originate in senate commissions and advance through four stages: from the originating commission to the appropriate senate; from the senate to the University Council; from the University Council to the president; and from the president to the Board of Visitors. Exceptions include university commission resolutions, which do not require senate approval; University Council resolutions, which do not require the input or approval of a commission or senate (except for changes to the University Council Constitution); and resolutions that do not require approval by the Board of Visitors.

- a. Once a resolution is ready for review by a commission, the commission chair shall upload the resolution into the shared governance workflow management system and notify the secretary of the University Council that they have done so.
- b. For commissions, senates, and the University Council, the review process is as follows:
 1. A resolution is placed on a meeting agenda under "New Business" and marked "First Reading."
 2. The body may discuss but shall take no action on a resolution at first reading, unless by consent of two-thirds of the members present and voting, provided that a quorum has been reached.
 3. Deferral or referral requests may be made at the time of first reading (see Sections 5 and 6 of this article).
 4. At the next succeeding meeting, the resolution shall appear on the agenda under "Unfinished Business" and marked "Second Reading." Deferred resolutions will also be listed with the date of the "First Reading" indicated as well as its deferral status. A deferral request may also be made at that second reading, but only one deferral is allowed. A referral may also be requested at that time. If no deferral or referral is requested, the body shall vote on the resolution at that meeting.
- c. Resolutions being developed by senate commissions shall be considered roughly concurrently by the senate to which the commission is assigned. Whenever possible, within a week of the first or second senate commission reading, a resolution will have a first or second reading in its senate.
- d. Simple resolutions may be presented for first or second readings via inclusion on a consent agenda, and more complicated resolutions discussed and voted on as individual agenda items. Senate leadership will work with senate commission chairs to make these determinations for senates, and the University Council Cabinet will make these decisions for the University Council. At the request of any senator or member of the University Council, a resolution will be removed from the consent agenda and discussed or voted on by the body.
- e. Resolutions approved by senates or university commissions shall be placed on the University Council agenda on a schedule determined by the University Council Cabinet and sent to all members of the University Council, the editors of the student newspaper, and senate presidents. This distribution is to serve as official notification of the proposed policy consideration, not just for individual members, but for all offices and governance bodies represented on University Council. In the week prior to and on the day of each University Council meeting, the secretary of the University Council sends out a campus notice about the resolutions to be considered at that meeting.
- f. A policy resolution cannot be placed on the University Council agenda for first reading at the end of the academic year unless there are at least two meetings at which it can be considered. Otherwise, the first reading by the University Council must be delayed until the start of a new academic year. The University Council may approve a request for first reading and action on a resolution at its last meeting of the academic year by an affirmative vote of two-thirds of the membership present and voting, provided that a quorum has been reached (see b. above).

Section 5. Deferral

Deferral requests may be made by any member of the body at the time of first or second reading to allow time to resolve any material issues. A deferral lasts for a maximum of six weeks after the date of first reading or until the end of the academic year, whichever is the shortest period, but may be ended prior to that time if the reason for the deferral is resolved. While no formal vote is required to grant a deferral, the request may be denied if a vote is called and two-thirds of the membership present and voting agree to deny the request. The resolution, with date of first reading, will continue to appear on the commission, senate, or University Council agenda throughout the period of deferral.

At each level of approval (commission, senate, University Council), a resolution can be deferred only once. However, a resolution may be deferred at multiple levels of the approval process. For example, a resolution deferred by a senate may also be deferred when it reaches the University Council.

During the deferral period, members of the body (either a commission, senate, or the University Council) may forward recommendations relating to the resolution to the commission chair, appropriate senate officer, or the secretary of the University Council, as appropriate, and those recommendations will be distributed to members of the body with the agenda for the next succeeding meeting.

At the next succeeding meeting of the body, the resolution shall appear on the agenda under “Unfinished Business” and marked “Second Reading,” with the date of the “First Reading” indicated as well as its deferral status. Deferral requests may also be made at this time (i.e., second reading), as long as the resolution was not already deferred at the time of first reading. If no deferral is requested, the body shall vote on the resolution at that meeting.

At the end of six weeks after the date of first reading, the deferral period ends and the resolution is placed on the agenda of the deferring body under “Unfinished Business.” Subsequent actions for a senate or University Council are approval or disapproval.

Section 6. Referral

In senates, at the time of a first reading, a senate may refer a resolution to the commission for simple editorial changes provided that the commission chair approves of this action. The edited resolution will be placed on the agenda of the next senate meeting under “Unfinished Business.”

In the University Council, at the time of a first reading, the Council may refer a resolution to the secretary for simple editorial changes provided that the originating commission chair or the president of the appropriate senate approves of this action. The edited resolution will be placed on the agenda of the next council meeting under “Unfinished Business.”

If more substantial revisions are requested by a senate or the University Council, the resolution is returned to the originating commission for consideration of the proposed changes. With resolutions from senate commissions, this may require a new vote by the appropriate senate. The need for a new vote will be determined by the senate leadership in consultation with the senate commission chair and the University Council Cabinet. The resolution will be considered a “new” resolution when it is resubmitted for Council consideration. That is, it will be placed on the agenda marked “First Reading” as in Section 4 above, and is subject to deferral.

Section 7. Senate Comments on Resolutions

Senates have the right to issue recommendations on all resolutions; can offer comments as soon as the “Draft Notice” is received; and have until one week after a commission approves a resolution to submit recommendations. However, as a practical matter, only recommendations received after the “Draft” and “First Reading” notices are likely to impact commission discussions or the nature of the resolution.

Senate recommendations are uploaded into the shared governance workflow management system. Senate recommendations are appended to the resolution and not subject to revision or amendment by any commission, senate, or the University Council.

Senates can waive their right to offer recommendations on a resolution. Waivers may be conditional or unconditional and may be issued at any time during the discussion of the resolution by the commission. Failure of a senate to offer recommendations or to waive its right to do so will not delay a resolution from progressing to the appropriate senate or the University Council. Resolutions will include a standard response sheet maintained by the Office of the Vice President for Policy and Governance that indicates whether each senate has commented, waived its right to comment, or not responded. The process by which the senates comment on resolutions will be maintained in their bylaws.

~~1. The University Commissions formulate new policies or policy revisions and propose new or revised programs, either on their own initiative or by direction of the President, the University Council, or the Board of Visitors.~~

~~1. In preparing the case for a new policy or program, each Commission shall keep constituencies (and also, as appropriate, other Commissions, and senates sufficiently well informed that relevant advice and counsel from outside the Commission proper can be brought to bear at the policy (program) formulation stage.~~

~~— For all Commissions, it is the responsibility of individual Commission members, mainly by means of their cross-representational affiliations, to keep affiliated governance bodies and constituencies informed and to afford the opportunity for consultative referral.~~

~~— All Commissions shall consult with the five formal constituent groups at the beginning of and during the process of developing resolutions or upon the commission's receipt of a resolution from a committee or college. The five groups are identified as: Faculty Senate, Staff Senate, Administrative and Professional Faculty Senate, Graduate and Professional Student Senate, and Undergraduate Student Senate.~~

~~— Upon first reading at the Commission, resolutions shall be referred by the Commission to the five constituent groups (Faculty Senate, Staff Senate, Administrative and Professional Faculty Senate, Graduate and Professional Student Senate, and Undergraduate Student Senate) to provide each group the opportunity to issue a formal recommendation, unless the respective constituent group waives its right to do so (see subsection e. below). Each respective constituent group shall send its recommendation to the Commission upon the conclusion of its next regularly scheduled meeting, but in all cases within four weeks (counted while the University is in session). (Failure of a constituent group to forward its recommendation to the Commission within four weeks will not delay a resolution from progressing to University Council.) Any additional changes made to the resolution before its~~

~~adoption by the Commission will be communicated to the five constituent groups for their consideration in formulating each group's final recommendation to University Council. In addition, the Commission may request additional input from any of the groups before the final version of the resolution is completed.~~

~~· The Commission will send its final version of the resolution to the constituent groups upon the Commission's approval. The five constituent groups will send their final recommendation(s) to University Council for consideration by Council. To be considered by University Council, any recommendation(s) must be sent by the respective constituent group to the Secretary of University Council prior to the date of first reading at University Council. The recommendation(s) of the constituent group(s) will become a permanent appendix to the resolution not subject to revision or amendment by the Commission or by University Council.~~

~~· Waivers of the Referral process in subsection c. above may be conditional or unconditional and may be issued at any time during the discussion of the resolution by the Commission. Waivers become operative when submitted to the Commission chair by designated representative(s) of the respective constituent group.~~

~~1. Commissions shall prepare policy (program) proposals in standard Resolution form. These Resolutions shall be worded so as to provide, along with any accompanying explanation or annotation, sufficient information and background upon which to base subsequent debate of the issues involved. Policy (Program) Resolutions shall be titled and shall carry the name of the forwarding Commission and the date of Commission approval. Resolutions shall be forwarded to the Secretary of the University Council, who~~

~~shall place them on the agenda, and send them to all members of the University Council, the editors of the student newspapers, and the Presidents of the Faculty Senate, the Staff Senate, the Administrative and Professional Faculty Senate, the Graduate and Professional Student Senate, and the Undergraduate Student Senate. This distribution is to serve as official notification of the proposed policy (program) consideration, not just for individual members, but for all offices and governance bodies represented on University Council.~~

- ~~1. The Secretary of University Council shall distribute Commission minutes to all members of the University Council for routine review, noting said minutes on the agenda. When minutes come before Council for acceptance, the Council will verify the Commission decisions regarding which of the items brought to it are policy (program) items; those items in the minutes that Council considers policy (program) items shall be returned to the appropriate Commission for resubmission in the Resolution form.~~
- ~~1. On receipt of a Resolution from a Commission, the University Council shall take the following steps in the review process:~~
 - ~~— The Secretary shall place the Resolution on the agenda for the next succeeding Council meeting, under New Business, marked “First Reading.” Copies of the Resolution shall be available at the Council meeting for the convenience of all present.~~
 - ~~— A Policy (Program) Resolution cannot be placed on the University Council agenda for First Reading at the end of the academic year unless there are at least two meetings at which it can be considered. Otherwise, First Reading must be delayed until the start of a new academic year. The University Council may approve a request for first reading and action on a resolution at its last meeting of the academic year by a vote of three fourths of the membership present (see c. below).~~
 - ~~— Council may discuss but shall take no action on a Resolution at “First Reading,” unless by consent of three fourths of the members present. Deferral requests may be made at this time.~~
 - ~~— At the next succeeding meeting of the University Council, the Resolution shall appear on the agenda under Old Business, with the date of the First Reading indicated as well as its deferral status. Deferral requests may be made at this time. If no deferral is requested, the University Council shall act on the Resolution at that meeting.~~
 - ~~— If a request for deferral of the Resolution is made at the time of First or Second Reading, it shall be honored for a time period not exceeding six weeks from the date of the First Reading. However, Council may override a request for deferral by a vote of three fourths of the membership present. The Resolution, with date of First Reading, will continue to appear on the agenda throughout the period of deferral. Deferral can occur only once for a given Resolution.~~

- ~~— During the deferral period, the Senates and other governance units may forward recommendations relating to the Resolution to the Secretary of the University Council, and those recommendations will be distributed to Council members with the agenda for the next succeeding meeting.~~
- ~~a. At the end of six weeks after the date of First Reading, the deferral period ends and the Resolution is placed on the Council agenda under Old Business. Subsequent Council action may be approval, disapproval, referral, amendment, or indefinite postponement (which essentially kills the resolution).~~
- ~~a. If the Council refers a resolution to the originating body (or to the Secretary) for editorial changes or to incorporate amendments adopted during Council debate, the edited resolution will be placed on the agenda of the next Council meeting for consideration under Old Business, *not* subject to deferral.~~
- ~~a. If the Council refers a resolution to the originating body for other than editorial changes or to incorporate amendments adopted during Council debate, the resolution will be considered a “new” resolution when it is resubmitted for Council consideration. That is, it will be placed on the agenda marked “First Reading” as in (a) above, and is subject to deferral.~~

~~(Last updated July 19, 2016 & July 25, 2018)~~

Article IV. University Mission Initiative Guidelines

1. The purpose of university mission initiatives is defined in Article XII of the University Council Constitution.
2. University mission initiatives originate in one of two ways:
 - a. If the Board of Visitors or president conclude that changes or additions of the scope and nature outlined in Article XII of the constitution would benefit the university, a university mission initiative committee is formed as outlined below.
 - b. If changes or additions of the scope and nature outlined in Article XII of the constitution are suggested by other participants in shared governance, a resolution may be drafted to treat the changes or additions as a university mission initiative. This originating resolution must be approved by the University Council and the president, does not require the approval of the Board of Visitors, and is only a commitment to form the university mission initiative committee. It is expected that ideas for university mission initiatives will be sufficiently detailed to allow the University Council Cabinet to understand clearly their strategic relevance, operations, expected outcomes, assessment methodology, potential expense, and project duration before an originating resolution is considered by the University Council.

3. The work on a university mission initiative is conducted and/or steered by a committee formed for this purpose. The University Council Cabinet, along with the sponsors of university mission initiatives, determine the chair(s) of the committee, outline its charge, and empanel the committee with appropriate representation from the administration, senates, and relevant caucuses in numbers relative to the nature of the changes or additions. Representatives are selected by their respective senates or caucuses from among the members of their respective constituent groups (i.e., a representative is not required to be a senator). At a minimum, all senates will have the opportunity to place at least one representative on a university mission initiative committee, though they are not obligated to do so. University mission initiative committees have the authority to form secondary committees and work groups that report to and take direction from the university mission initiative committee.
4. University mission initiatives will generally move through three phases: development, adaptation, and approval.

University mission initiative committees at the developmental phase are expected to be small and to advance the committee charge with a high-degree of independence from senates and administrative offices. The chair(s) of a university mission initiative committee, largely at times of their choosing, will periodically update and receive input from the University Council and senates on the committee's progress, and other members will periodically update their constituencies and receive input from them as well. Through an iterative process of development and response, a university mission initiative proposal is advanced until the University Council Cabinet deems that it is sufficiently defined and supported to enter the adaptation phase.

At this time, the University Council Cabinet may add members to the original committee, with the understanding that the goal is not to fundamentally change a university mission initiative proposal but instead to review, critique and adapt it within the broad limits of the original proposal in an attempt to improve it, achieve a consensus of support across relevant university constituencies, and ensure that it is well aligned with the university's strategic plan. During this phase, the University Council Cabinet may determine that the proposal would benefit from gaining approval first as an outline or framework, with the entirety of the work being completed only after the general nature, scope, and benefits of the proposed changes or additions have been recognized and approved by the president, and if appropriate, the Board of Visitors.

During the approval phase, the University Council Cabinet works with the university mission initiative committee, senate leaders, and commission chairs to advance the university mission initiative proposal through governance. Depending on the extent of the changes or additions, the work product of a university mission

initiative committee will be taken through governance in one or several resolutions. (These are in addition to an originating resolution, if required.) In all cases, the University Council Cabinet determines how best to advance the work of university mission initiative committees through governance, including what resolutions are required and which commissions will sponsor them, since university mission initiative committees cannot introduce resolutions directly, and provides ongoing guidance on governance processes and requirements.

5. When deemed appropriate by the University Council Cabinet and in accordance with our principles of shared governance, the university mission initiative processes for committee formation and proposal development may be applied to work that will not be taken through governance, such as the strategic plan.

Article V. Leadership Transitions of Senates, Commissions, and Committees

To facilitate the smooth transition of shared governance leadership, the procedures and practices of each senate and its commission(s) that are not described in the University Council Constitution and Bylaws or a senate's constitution and bylaws will be maintained by each senate in a document or documents and presented to each new senate president.

Among other topics, the documentation should include a method for the transition of the senate officers and the chairs of all related bodies, such as commissions and committees; a process for the transition and safekeeping of the body's archival records; meeting procedures for the senate and its related bodies; and responsibilities and expectations for senators, senate officers, and commission or committee chairs.

Additionally, current and incoming senate officers, commission chairs, and commission advisors are expected to review all resolutions, policy work, or topics currently being considered or developed by the senate and/or its commission(s), with the goal of maintaining legislative effort from year to year.

The Office of the Vice President for Policy and Governance will review the procedures for university commissions and standing committees with new commission and committee chairs, and can provide senate presidents a set of best practices for senate, commission, and committee operations.

Article VI. Review of the State of Shared Governance

Every three years, the Office of the Vice President for Policy and Governance will schedule a "state of shared governance" meeting for the University Council Cabinet. The meeting will provide cabinet members an opportunity to review the operation of shared governance and should occur in the spring semester. Depending on the outcome of that meeting, the

cabinet will make no recommendations for changes to shared governance; recommend a set of changes; or recommend further examination of the state of shared governance by an existing body or an ad hoc work group. As part of this review, the cabinet will evaluate the representation within the University Council and the senates of the caucuses and other diversity groups that are members of the Commission on Equal Opportunity and Diversity, and make recommendations on the extent and/or nature of that representation.

The cabinet will present a statement to the University Council that summarizes its views and recommendations. The Council will discuss this statement; approve, disapprove, or modify its recommendations; and select the appropriate commission(s) to advance any recommendations it approves. Should the Council determine that further examination of the state of shared governance is warranted, it will assign this work to an existing body or ad hoc group. The report of that group will first be presented to the UCC, after which the report and the cabinet's response to it will be presented to the Council for review and possible action.

Article ~~II~~VII. ~~University~~ Commissions

Commissions are established according to the ~~Constitution of the~~ University Council Constitution to carry out certain functions and operations of governance. Membership of each ~~Commission~~commission is as listed in the following sections.

A. Commission on Administrative and Professional (A/P) Faculty Affairs (CAPFA)

Membership*:

- Chair will be elected by the A/~~administrative and Professional~~ Faculty Senate
- Vice Provost for Faculty Affairs or designee
- Vice President for Human Resources or designee (advisor)
- Associate Director for Field Operations and Administration, Virginia Cooperative Extension
- One ~~academic~~ dean selected by the Council of College Deans
- Three elected A/P representatives from general administration elected by the ~~Administrative and Professional~~A/P Faculty Senate
- Two elected A/P representatives from Extension elected by the ~~Administrative and Professional~~A/P Faculty Senate
- Three elected A/P representatives from academic support areas elected by the ~~Administrative and Professional~~A/P Faculty Senate
- One elected A/P representative from student affairs elected by the ~~Administrative and Professional~~A/P Faculty Senate
- One Faculty Senator elected by the Faculty Senate
- One Staff Senator elected by the Staff Senate
- One ~~representative from the~~ Graduate and Professional Student ~~Senate~~Senator elected by the Graduate and Professional Student Senate
- One ~~representative of the~~ Undergraduate Student ~~Senate~~Senator elected by the Undergraduate Student Senate

~~(Last updated on June 15, 2011, October 16, 2015 & June 1, 2021)~~

B. Commission on Equal Opportunity and Diversity

Membership^{*}:

Chair will be elected from among the non-ex officio faculty or staff members of the commission by the commission membership

Ex Officio

- Vice President for ~~Diversity, Inclusion, and~~ Strategic Affairs and Diversity (advisor)
- Assistant Vice President for Equity and Accessibility
- Vice President for Human Resources
- Vice Provost for Faculty Affairs
- Assistant Provost for Inclusion and Diversity
- Director, Cranwell International Center
- Dean of Students
- Director of ADA and Access Services

Organizations and Caucuses

- One ~~academic~~ dean selected by the Council of College Deans ~~(two-year term)~~
- One ~~representative elected by the~~ Faculty ~~Senate, who must be a s~~Senator elected by the Faculty Senate(three-year term)
- One ~~representative elected by the~~ Staff ~~Senate, who must be a s~~Senator elected by the Staff Senate(three-year term)
- One ~~representative of the administrative/professional faculty elected by the~~ Administrative and Professional Faculty ~~Senate~~ Senator elected by the A/P Faculty Senate (three-year term)
- Ten Faculty or Staff Caucus representatives, one per caucus ~~(three-year terms)~~

Organizations and Caucuses:

- Black Caucus
- LGBTQ+ Caucus
- Hispanic/Latinx Faculty/Staff Caucus
- Appalachian Caucus
- American Indian and Indigenous People's Caucus
- Women's Alliance and Caucus
- Disability Alliance and Caucus
- International Caucus
- Veteran's Caucus
- Asian Pacific Islander Desi American Caucus

- Three at-large members:
 - One faculty/staff representative ~~(three-year term)~~
 - One graduate and professional student representative ~~(one-year term)~~
 - One undergraduate student representative ~~(one-year term)~~
- One ~~representative of the~~ Undergraduate Student Senate ~~(one-year term)~~ or elected by the Undergraduate Student Senate
- One ~~representative of the Graduate Student Assembly elected by the~~ Graduate and Professional Student Senate ~~(one-year term)~~ or elected by the Graduate and Professional Student Senate

Changes to caucuses specified above per CEOD Resolution 2015-16B shall be approved by the University Council. A ~~Faculty/faculty/Staff-staff Caucus-caucus~~ shall demonstrate its representational nature for membership on CEOD through verification of the following criteria:

- At least one member serving in ~~President/president, Vice-vice President/president,~~ Chair/chair, or ~~Vice-vice Chair-chair~~ roles and must be faculty or staff. Graduate students who are employees may serve on the leadership team.
- A written mission related to the advancement of equity, diversity, and inclusion.
- An advocacy focus for its own population as well as intersectional identities.
- Representative of an identity group that has been historically underrepresented, marginalized, and disenfranchised.
- Committed to upholding the Principles of Community.
- Maintains organizational documents and policies that include:
 - Bylaws and/or Constitution
 - Elected officers
 - Regular meetings and minutes
 - Definition of voting membership/quorum
 - Annual reports of accomplishments and goals for the upcoming year

The at-large members will be chosen by an application process, open to faculty, staff, and students, and conducted by the commission annually for the available, undesignated slots. The application process is managed by the Office of Inclusion and Diversity. The commission will forward at least two nominations (so long as there are at least two) for each vacant position to the ~~Secretary-secretary~~ of the University Council for the ~~President's president's~~ appointment decision. The commission may rank the candidates in order of preference. The at-large positions are designed to allow representation from groups not identified above as well as individuals who would make significant contributions to the work of the commission, regardless of background.

~~*The chair will be elected from among the non-ex-officio faculty or staff members of the commission (Last updated on November 2, 2009, July 21, 2014, October 16, 2015, March 3, 2016, July 19, 2016, October 11, 2016, May 7, 2018, & April 29, 2021)~~

C. Commission on Faculty Affairs (CFA)

Membership:

- Chair will be elected by the Faculty Senate
- ~~Executive Vice President and Provost~~ Vice Provost for Faculty Affairs (advisor)
- Two ~~academic~~ deans selected by the Council of College Deans
- ~~Eight~~ Nine Faculty Senators elected by the Faculty Senate
- One ~~non-ex-officio A/P faculty representative elected by the~~ Administrative and Professional Faculty Senate ~~from: general administration, academic support, student affairs, or Extension~~ or elected by the A/P Faculty Senate
- One Staff Senator elected by the Staff Senate
- One ~~representative from the~~ Graduate and Professional Student Senate Senator elected by the Graduate and Professional Student Senate
- One ~~representative from the~~ Undergraduate Student Senate Senator elected by the Undergraduate Student Senate

~~(Last updated August 31, 2015 & June 2, 2020)~~

D. Commission on Graduate and Professional Student Affairs (CGPSPA)

Membership:

- Chair will be elected by the Graduate and Professional Student Senate
- Dean of the Graduate School (advisor)
- Dean of Students
- Director of Student Conduct
- Dean of the University Libraries
- Associate Dean and Director of Admissions and Academic Progress
- Assistant Dean and Director of Student Service
- Associate Dean and Director of the Northern VA Graduate Center
- One dean selected by the Council of College Deans
- ~~Nine senators elected by the~~ Graduate and Professional Student Senators elected by the Graduate and Professional Student Senate (one per college)
- One A/P faculty representative elected by the A/P Faculty Senate
- One staff representative elected by the Staff Senate
- One Faculty Senator elected by the Faculty Senate
- One undergraduate student representative elected by the Undergraduate Student Senate
- Two at-large student members from the Commission on Equal Opportunity and Diversity (CEOD), one graduate and professional student and one undergraduate student, concurrent with their terms on CEOD

E: Commission on Graduate and Professional Studies and Policies (CGPSP)

Membership*:

- Chair will be elected by the Faculty Senate
- Dean of the Graduate School (advisor)
- Vice Provost for Undergraduate Academic Affairs
- One ~~academic~~ dean selected by the Council of College Deans
- Dean of the University Libraries
- One representative of the off-campus centers appointed by the ~~Executive Vice President and Provost~~ Dean of the Graduate School
- ~~Two-Three~~ Faculty Senators elected by the Faculty Senate (including the chair)
- One faculty representative from each of the academic colleges elected by the faculty in each of the colleges
- One representative from the Library Faculty Association elected by the Library Faculty Association
- One non-ex officio A/P faculty representative elected by the ~~Administrative and Professional~~ A/P Faculty Senate ~~from: general administration, academic support, student affairs, or Extension~~
- One tenure-track faculty member from the Greater Washington, D.C., Metro Area Campus appointed by the Executive Vice President and Provost
- One Staff Senator elected by the Staff Senate
- Chair of the Graduate Honor System
- ~~Five-Two~~ Graduate and Professional Students Senators elected by the Graduate and Professional Student Senate (~~two must be Senate members and at least three colleges must be represented by the five students~~)
- One ~~representative from the~~ Undergraduate Student ~~Senate~~ Senator elected by the Undergraduate Student Senate

~~*The chair will be elected from among the non-administrative faculty and staff members of the commission by the commission membership. (Last updated on May 3, 2010, August 6, 2013, August 31, 2015, July 25, 2018, & April 1, 2019)~~

FF. Commission on Outreach and International Affairs (COIA)

Membership*:

Chair will be elected from among the faculty and staff members of the commission by the commission membership.

- Vice President for Outreach and International Affairs (advisor)
- Associate Vice President, International Affairs
- Director of Virginia Cooperative Extension
- Associate Vice President for Engagement
- One ~~academic~~ dean selected by the Council of College Deans
- Two Faculty Senators elected by the Faculty Senate
- One faculty representative from each of the academic colleges elected by the faculty in each of the colleges
- Three elected representatives of the Cooperative Extension non-ex officio A/P faculty (The ~~Administrative and Professional~~ A/P Faculty Senate to provide names of elected individuals)

- ~~One member from the area of International Affairs who shall be the e~~Chair of the University Co~~mmittee~~ on International Affairs (UCIA) or ~~his/her~~the Chair's designee
- One Staff Senator elected by the Staff Senate
- One ~~representative from the~~ Graduate and Professional Student Senate-Senator elected by the Graduate and Professional Student Senate
- One ~~representative from the~~ Undergraduate Student Senate-Senator elected by the Undergraduate Student Senate

Note: At least 2 faculty members on the Commission on Outreach and International Affairs will have experience in leading study abroad programs.

~~*The chair will be elected from among the non-administrative faculty and staff members of the commission by the commission membership. (Last updated February 21, 2005, August 24, 2012, & October 9, 2012)~~

FG. Commission on Research (COR)

Membership*:

- Chair will be elected by the Faculty Senate
- Senior Vice President for Research and Innovation (advisor)
- One representative from the Office of the Vice President for Outreach and International Affairs
- Research and innovation senior associate vice president~~Associate Vice President for Research Programs~~
- One ~~academic~~ dean selected by the Council of College Deans
- One department- or division-level administrative representative appointed by the President
- One representative of research-related interdisciplinary programs, groups or centers appointed by the President
- One faculty representative from each of the University's-university's thematic research institutes appointed by the respective institute director
- One faculty representative of the University's-university's research investment institutes appointed by the respective institute directors, collectively
- Two Faculty Senators elected by the Faculty Senate (including the chair)
- One faculty representative from each of the academic colleges elected by the faculty in each of the colleges
- One representative from the Library Faculty Association elected by the Library Faculty Association
- One non-ex officio A/P faculty representative elected by the Administrative and Professional~~A/P~~ Faculty Senate ~~from: general administration, academic support, student affairs, or Extension~~
- One representative in the Postdoctoral Associate rank elected by persons in that rank**
- Two representatives working in research faculty appointments as defined in the Virginia Tech Faculty Handbook (excluding Postdoctoral Associates) elected by persons in those ranks**

- One Staff Senator elected by the Staff Senate
- ~~One Two representative of the~~ Graduate and Professional Student ~~Senate~~ Senators elected by the Graduate and Professional Student Senate
- One ~~representative of the~~ Undergraduate Student ~~Senate~~ Senator elected by the Undergraduate Student Senate

~~*The chair will be elected from among the non-administrative faculty and staff members of the commission by the commission membership.~~

~~**The nomination and election process for these positions will be conducted by the Office of Research and Innovation, which will report election results to the~~ Secretary ~~secretary~~ of University ~~university~~ Council ~~council~~.

~~(Last updated July 21, 2014, July 1, 2015, March 3, 2016, July 25, 2018, & April 29, 2021)~~

GH. Commission on Staff Policies and Affairs (CSPA)

Membership:

- Chair will be elected by the Staff Senate
- Vice President for Human Resources (advisor)
- One ~~academic~~ dean selected by the Council of College Deans
- Nine staff members elected by the Staff Senate
 - Three from the Staff Senate
 - Three from academic units
 - Three from administrative units
- One administrative department head or equivalent appointed by the ~~Senior~~ Executive Vice President and Chief Business Officer
- One academic department head or equivalent appointed by the Executive Vice President and Provost
- One non-ex officio A/P faculty representative elected by the ~~Administrative and Professional~~ A/P Faculty Senate ~~from: general administration, academic support, student affairs, or Extension~~
- One Faculty Senator elected by the Faculty Senate
- One ~~representative from the~~ Graduate and Professional Student ~~Senate~~ Senator elected by the Graduate and Professional Student Senate
- One ~~representative from the~~ Undergraduate Student ~~Senate~~ Senator elected by the Undergraduate Student Senate

~~(Last updated January 2008, August 31, 2015, October 16, 2015, June 2, 2020)~~

HI. Commission on Undergraduate Student Affairs (CUSA)

Membership*:

- Vice President for Shared Governance of the Undergraduate Student Senate (chair)

- Vice President for Student Affairs (advisor)
- Dean of the Graduate School
- Vice Provost for Undergraduate Academic Affairs
- Vice President for Policy and Governance
- Vice President for Strategic Affairs and Diversity
- Assistant Vice President for Student Affairs and ExperienceVT
- ~~Two A/P faculty representatives from the Division of Student Affairs appointed by the Vice President for Student Affairs~~
- ~~Cadet Colonel of the Corps of Cadets~~
- ~~President, Black Organizations Council~~
- ~~Doctoral candidate elected by the Graduate and Professional Student Senate~~
- ~~Masters candidate elected by the Graduate and Professional Student Senate~~
- ~~President, Asian American Student Union~~
- ~~President, Council of International Student Organizations~~
- ~~President, Graduate and Professional Student Senate~~
- ~~President, Latino Association of Student Organizations~~
- ~~President, HokiePride~~
- ~~President, Residence Hall Federation~~
- ~~President, Undergraduate Student Senate~~
- ~~President, Senior Class~~
- ~~President, Junior Class~~
- ~~President of the Jewish Student Union~~
- ~~President of the Muslim Student Union~~
- ~~President of the Panhellenic Council~~
- ~~President of the National Pan Hellenic Council~~
- ~~President of the Interfraternity~~
- ~~President of the United Council of Fraternities and Sororities~~
- ~~OneTwo non-ex-officio A/P Faculty representatives from the Division of Student Affairs appointed by the Vice President for Student Affairs elected by the Administrative and Professional Faculty Senate from: general administration, academic support, student affairs, or Extension~~
- ~~One representative Faculty Senator~~ elected by the Faculty Senate
- ~~One Staff Senator~~ elected by the Staff Senate
- One A/P Faculty Senator elected by the A/P Faculty Senate
- ~~Two senators elected by the Graduate and Professional Student representative to the Board of VisitorsSenate~~Two Graduate and Professional Student Senators elected by the Graduate and Professional Student Senate
- Four at large Undergraduate Student Senators elected by the Undergraduate Student representative to the Board of VisitorsSenate
- Four University Chartered Student Organization Senators elected by the Undergraduate Student Senate
- ~~Vice President, Graduate and Professional Student Senate~~
- ~~Vice President of the Undergraduate Student Senate~~Four college USS senators

~~*The chair will be elected from among the non-administrative faculty, staff, graduate student and undergraduate student members of the commission by the commission membership. The Commission shall adopt a set of membership criteria to evaluate~~

~~requests for membership by student communities not currently represented. This set of criteria shall be kept within the Commission and its supporting university administrative division and department(s), and subject to amendment by the Commission itself. (Last updated March 1, 2010, May 3, 2010, June 20, 2011, May 24, 2012, August 6, 2013, August 31, 2015, May 1, 2017 & February 4, 2019)~~

IJ. Commission on Undergraduate Studies and Policies (CUSP)

Membership*:

- Chair will be elected by the Faculty Senate
- ~~Executive Vice President and Provost~~
- Associate Dean of the Graduate School
- Vice Provost for Undergraduate Academic Affairs (advisor)
- ~~The Academic~~ associate deans from each of the undergraduate academic colleges
- ~~Two-Three~~ Faculty Senators elected by the Faculty Senate (including the chair)
- One faculty representative from each of the undergraduate academic colleges elected by the faculty in each of the colleges
- One representative from the Library Faculty Association elected by the Library Faculty Association
- One non-ex officio A/P faculty representative elected by the ~~Administrative and Professional~~ Faculty Senate ~~from: general administration, academic support, student affairs, or Extension~~
- One Staff Senator elected by the Staff Senate
- One ~~representative from the~~ Graduate and Professional Student Senate Senator elected by the Graduate and Professional Student Senate
- President of the Honor Council
- ~~Academic Affairs Chair of the Undergraduate Student Senate~~
- ~~Three-Two~~ other undergraduate students elected by the Undergraduate Student Senate (at least three-two colleges are to be represented by the ~~four-three~~ undergraduate students)

~~*The chair will be elected from among the non-administrative faculty and staff members of the commission by the commission membership.~~

~~(Last updated August 6, 2013, August 31, 2015, October 16, 2015, & July 25, 2018)~~

J. Commission on University Support

Membership*:

- ~~Vice President for Campus Planning, Infrastructure, & Facilities~~
- ~~Vice President for Finance~~
- ~~Vice Provost for Academic Resource Management~~
- ~~Vice President for Advancement~~
- ~~Vice President for Information Technology and Chief Information Officer~~
- ~~Vice President for Student Affairs or designee~~
- ~~Associate Vice President and Chief Facilities Officer~~

- ~~One academic dean selected by the Council of College Deans~~
- ~~Five faculty representatives elected by the Faculty Senate including two Senators~~
- ~~One representative from the Library Faculty Association elected by the Library Faculty Association~~
- ~~One non-ex-officio A/P faculty representative elected from Extension (provided by the Administrative and Professional Faculty Senate)~~
- ~~Two Staff Senators elected by the Staff Senate~~
- ~~One representative from the Graduate and Professional Student Senate elected by the Graduate and Professional Student Senate~~
- ~~One representative from the Undergraduate Student Senate elected by the Undergraduate Student Senate~~

~~*The chair will be elected from among the non-administrative faculty and staff members of the commission by the commission membership.~~

~~(Last updated August 6, 2013, July 21, 2014, August 31, 2015, & March 3, 2016)~~

~~Article IV. University Advisory Councils~~

~~University Advisory Councils are established to carry out certain functions and operations of governance. When so established, the membership shall be as listed in the following section.~~

~~A. University Advisory Council on Strategic Budgeting and Planning~~

~~Membership:~~

- ~~Executive Vice President and Provost, Co-Chair~~
- ~~Vice President for Finance, Co-Chair~~
- ~~Associate Vice President for Budget and Financial Planning~~
- ~~Vice Provost for Academic Resource Management~~
- ~~Assistant Vice President for Planning & University Architect~~

~~The following are appointed by the President from among the officers of each group:~~

- ~~One officer of the Faculty Senate~~
- ~~One officer from each of the academic college faculty associations *~~
- ~~One officer of the Library Faculty Association~~
- ~~One officer of the Staff Senate~~
- ~~One officer of the Graduate and Professional Student Senate~~
- ~~One officer of the Undergraduate Student Senate~~

~~The following is appointed by the President upon recommendation of the Vice President for Diversity, Inclusion, and Strategic Affairs~~

- ~~One representative from the Office of Strategic Affairs~~
- ~~The following are elected from among administrative and professional faculty in their respective areas:~~
- ~~One non-ex-officio A/P faculty representative elected by the Administrative and Professional Faculty Senate from Extension~~

- ~~One non-ex officio A/P faculty representative elected by the Administrative and Professional Faculty Senate from: general administration, academic support, or student affairs~~

~~(Last updated July 11, 2011, July 21, 2014, August 31, 2015, & February 4, 2019)~~

- ~~* Faculty in colleges that do not have associations will elect two candidates for the Council and the President will select one of them to serve.~~

Article VIII. University Standing Committees

~~Each~~ The memberships of the University Standing Committees, ~~enumerated listed~~ below, ~~is appointed by the President of the University, are determined~~ as set forth in Article IX the Constitution of the University Council ~~Constitution, Article IX.~~

A. Academic Support

Charge: To systematically review and provide advice on broad policy issues relating to academic support, including ~~but not limited to~~ the university calendar, scheduling and registration, scholarships and financial aid, classroom management, and summer school.

Reports to: Commission on Undergraduate Studies and Policies

Chairperson: The faculty representative from the Commission on Undergraduate Studies and Policies

Membership:

- One faculty representative from the Commission on Undergraduate Studies and Policies selected annually by the ~~Commission~~ commission (this person will also be the committee chair ~~person~~)
- Two ~~Provost~~ provost area representatives selected by the ~~Executive~~ executive ~~Vice vice~~ President ~~president~~ and ~~Provost~~ provost ~~(three-year term)~~
- One Assistant/Associate Dean selected by the Council of College Deans ~~(two-year term)~~
- Vice President for Student Affairs or designee
- One faculty representative from each of the academic colleges elected by the faculty in each of the colleges ~~(three-year terms)~~
- One faculty senator elected by the Faculty Senate ~~(three-year term)~~
- One administrative and professional faculty representative elected by the ~~Administrative/and Professional~~ Faculty Senate ~~(three-year term)~~
- One staff representative elected by the Staff Senate ~~(three-year term)~~
- One undergraduate student representative from the Commission on Undergraduate Student Affairs elected annually by the ~~Commission~~ commission
- One graduate or professional student representative from the Commission on Graduate and Professional Student Affairs elected annually by the commission
- ~~(one-year term)~~

~~(Last updated August 31, 2015)~~

B. Athletics

Charge: To review and provide advice on broad policy issues relating to intercollegiate athletics.

1. Provide advice to the ~~Athletic-athletic Director-director~~ on such matters as financial aid for student athletes, residential life for student athletes, program balance between revenue and non-revenue sports, recruiting, admissions, NCAA compliance, and general intercollegiate athletic budgetary and operational matters.
2. Provide advice to the ~~Executive-executive Vice-vice President-president~~ and ~~Provost provost~~ on matters related to academic progress of athletes, the admission policy for athletes, academic advising of athletes, and relations with academic departments and faculty in general.
3. Participate in the search process for the selection of the ~~Athletic-athletic Director-director~~. The ~~Committee-committee~~ will also participate in periodic evaluations of the ~~Athletic-athletic Director-director~~ in coordination with the uUniversity official to whom the ~~Athletic-athletic Director-director~~ reports.

Reports to: Commission on Undergraduate Studies and Policies

Chairperson: The ~~President-president~~ will annually appoint a chair from among its members.

Membership:

- Vice President for Finance
- Vice President for Student Affairs or designee
- Vice Provost for Undergraduate Academic Affairs
- Director of Athletics
- Senior Associate Athletics Director, External Operations
- President's appointed faculty representative to the NCAA
- Past faculty representative to the NCAA
- ~~Past faculty representative to the NCAA~~
- One alumni representative of the Virginia Tech Alumni Association selected by the Vice President for Advancement ~~(three-year term)~~
- One ~~college~~-dean selected by the Council of College Deans ~~(two-year term)~~
- One faculty representative from each of the academic colleges elected by the faculty in each of the colleges ~~(three-year terms)~~
- One representative from the Commission on Undergraduate Studies and Policies elected annually by the ~~Commission-commission~~ ~~(one-year term)~~
- One representative selected by the Virginia Tech Athletic Fund Incorporated ~~(three-year term)~~
- One Faculty Senator elected by the Faculty Senate ~~(three-year term)~~
- One administrative and professional faculty representative elected by the ~~Administrative and Professional~~A/P Faculty Senate ~~(three-year term)~~
- One staff representative elected by the Staff Senate ~~(three-year term)~~

- One ~~representative from the~~ Graduate and Professional Student ~~Senate~~ Senator elected by the Graduate and Professional Student Senate ~~(one-year term)~~
 - One scholarship athlete from men's sports appointed by the Athletic Director ~~(one-year term)~~
 - One scholarship athlete from women's sports appointed by the Athletic Director ~~(one-year term)~~
 - One ~~representative from the~~ Undergraduate Student ~~Senate~~ Senator elected by the Undergraduate Student Senate ~~(one-year term)~~
- ~~(Last updated August 31, 2015 March 3, 2016, & March 23, 2020)~~

C. Budgeting and Planning Committee

Charge: The ~~Advisory Council on Strategic~~ Budgeting and Planning Committee serves a primary advisory role for the university budgeting and planning process. ~~It reports jointly to the president and the University Council.~~ Areas for consideration include: monitoring the university planning and budgeting processes; participating in and advising on the development of ~~biennial~~ annual budgets ~~and the development of university capital and facilities plans, and the reconciliation of the plan and the available resources; consulting on other budgetary and planning matters; and addressing matters of policy relative to budgeting and planning and appropriate for governance consideration, and, in such instances, making recommendations to the University Council.~~ ~~(-including the formulation of the university plan),~~

Records and Confidentiality: When acting in its advisory and consulting role, the ~~Advisory Council on Strategic~~ Budgeting and Planning Committee will treat information, discussions, and recommendations with discretion and, whenever requested, in confidence ~~to the extent allowable by law,~~ since there will be times in the budgeting and planning process when matters must be handled confidentially. When acting in its capacity as a normal part of the governance system, the ~~advisory council~~ committee will keep minutes and forward approved copies of such to the University Council.

Reports to: University Council Cabinet

Co-chairs: ~~Executive~~ executive ~~Vice~~ vice ~~President~~ president and ~~Provost~~ provost, and ~~executive Vice~~ vice ~~President~~ president ~~for Finance and chief business officer~~

Membership:

- Executive Vice President and Provost, ~~Co-Chair~~
- Executive Vice President ~~for Finance and Chief Business Officer, Co-Chair~~
- Associate Vice President for Budget and Financial Planning
- Vice Provost for Academic Resource Management
- Assistant Vice President for Planning & University Architect
- ~~President~~ One ~~officer of the~~ Faculty ~~Senate~~ Senator elected by the Faculty Senate
- One faculty ~~officer~~ member elected from each of the academic college faculty associations *

- One ~~officer~~ member of the Library Faculty Association elected by the Library Faculty Association
- One ~~officer of the~~ Staff ~~Senate~~ Senator elected by the Staff Senate
- One ~~officer of the~~ Graduate and Professional Student ~~Senate~~ Senator elected by the Graduate and Professional Student Senate
- One ~~officer of the~~ Undergraduate Student ~~Senate~~ Senator elected by the Undergraduate Student Senate
- One representative selected by the Administrative Fiscal Officers Group
- One representative selected by the College Fiscal Officers Group
- ~~ne representative selected by the Institute Fiscal Officers Group~~
- ~~, Inclusion, and Strategic Affairs~~ One representative from the Office of Strategic Affairs appointed by ~~President~~ the ~~Vice Vice President~~ President for Strategic Affairs and Diversity
- One non-ex officio A/P faculty representative elected by the ~~Administrative and Professional~~ A/P Faculty Senate from Extension
- One non-ex officio A/P faculty representative elected by the ~~Administrative and Professional~~ A/P Faculty Senate -from: general administration, academic support, or student affairs

(Last updated July 11, 2011, July 21, 2014, August 31, 2015, & February 4, 2019)

~~* Faculty in colleges that do not have associations will elect a faculty member from their college.~~

CD. Campus Development Committee

Charge: To make recommendations and to serve as a conduit to disseminate information and solicit feedback concerning the planned physical development of the university's built environment, specifically as it relates to buildings, grounds, and transportation planning.

Reports to: ~~Commission on University Support~~ University Council Cabinet

Chairperson: The ~~President~~ president will annually appoint a chair from among its members.

Membership:

- ~~Associate-Assistant~~ Vice President ~~and-Chieffor~~ Facilities ~~Officer~~ Operations
- Senior Director of ~~Parking and~~ -Transportation Services
- Dean, College of Architecture and Urban Studies
- The Assistant Vice President for Planning and University ~~Planning~~ Architect
- Director of ADA and Access Services
- A ~~Provost~~ provost area representative selected by the ~~Executive~~ executive ~~Vice vice~~ President president and ~~Provost~~ provost ~~(three year term)~~
- One student affairs area representative selected by the ~~Vice President~~ vice president for ~~Student Affairs~~ student affairs ~~(three year term)~~
- One dean ~~from an academic college~~ selected by the Council of College Deans ~~(two year term)~~

- Three faculty representatives elected by the Faculty Senate ~~(three-year terms)~~
- One administrative and professional faculty representative elected by the ~~Administrative and Professional~~A/P Faculty Senate ~~(three-year term)~~
- One staff representative elected by the Staff Senate ~~(three-year term)~~
- One representative from the Commission on Equal Opportunity and Diversity ~~(one-year term)~~elected annually by the commission
- One representative from the Graduate and Professional Student Senate elected by the Graduate and Professional Student Senate ~~(one-year term)~~
- One representative from the Undergraduate Student Senate elected by the Undergraduate Student Senate ~~(one-year term)~~

~~(last updated February 18, 2008, July 11, 2011, May 29, 2013, August 31, 2015, & May 7, 2018)~~

E. Climate Action, Sustainability, and Energy Committee

Charge: To provide guidance to the university administration on implementation of the university's Climate Action Commitment and opportunities to enhance Virginia Tech's pursuit of environmental quality and social sustainability. The committee makes recommendations regarding the application of policies; infrastructural and operational changes; educational strategies and modifications; and other steps intended to foster broad engagement with the university's environmental goals. The committee oversees subcommittees that each carry out aspects of the committee's charge.

Reports to: University Council Cabinet

Chair: The president will appoint a chair annually from among members of the committee.

Membership:

- Vice President for Campus Planning, Infrastructure, & Facilities
- Vice President for Finance or designee
- Assistant Vice President for ~~Utilities~~Infrastructure and Sustainability
- Director of Climate Action, Sustainability, and Energy
- Sustainability Manager, Dining Services, ~~Housing, and Residence Life~~
- The Assistant Vice President for Planning & University Architect
- Four representatives from Campus Planning, Infrastructure, and Facilities selected by the Vice President for Campus Planning, Infrastructure, and Facilities
- Senior Director of Transportation Services
- One representative from Virginia Tech Environmental Health & Safety Services selected by the vice president for enterprise administration~~one~~ and business services
- Four faculty representatives elected by the Faculty Senate
- Two A/P representatives elected by the A/P Faculty Senate
- Two staff representatives elected by the Staff Senate
- One dean selected by the Council of College Deans
- Two graduate student representatives elected by the Graduate and Professional Student Senate
- Two undergraduate student representatives elected by the Undergraduate Student Senate

- [One representative from the Provost's Office](#)
- [One representative from Student Affairs](#)
- [One representative from Student Engagement and Campus Life](#)
- [Two representatives from student organizations with an environmental focus \(appointments provided by the committee chair\)](#)
- [Two representatives from frontline community groups, one employee and one student \(appointments provided by the committee chair\)](#)

~~D~~~~F~~~~E~~. Commencement

Charge: To plan and implement the University's Commencement programs.

Reports to: Commission on Faculty Affairs

Chairperson: The ~~President~~ president will appoint a chair, usually for a three-year term.

Membership:

- President's Appointment as Chair~~person~~
- Senior leader in Advancement with alumni responsibility (or designee)
- Vice President for Policy and Governance and Secretary to the Board of Visitors
- Vice President for Strategic Initiatives and Special Assistant to the President
- The Senior Associate Vice President for University Relations
- The Commandant of Cadets
- One Physical Plant representative selected by the vice president for campus planning, infrastructure, and facilities
- The Director of Processions (selected by the Chair~~person~~)
- The Director of Ushers (selected by the Chair~~person~~)
- One Graduate School representative selected by the Dean of the Graduate School (~~three-year term~~)
- The Commencement Marshal (always the ~~immediate past~~-president of the Faculty Senate) (~~one-year term~~)
- One faculty representative from each academic college elected by the faculty in each of the colleges (~~three-year terms~~)
- One representative from the Commission on Undergraduate Studies and Policies elected annually by the ~~Commission~~ commission (~~one-year term~~)
- One staff representative elected by the Staff Senate (~~three-year term~~)
- [One administrative and professional faculty representative elected by the A/P Faculty Senate](#)
- One ~~representative from the~~ Graduate and Professional Student ~~Senate~~ Senator elected by the Graduate and Professional Student Senate (~~one-year term~~)
- The President of Senior Class (~~one-year term~~)
- The President of Junior Class (~~one-year term~~)

(~~Last update July 21, 2014, July 19, 2016, & July 25, 2018~~)

~~E~~~~G~~~~F~~. Employee Benefits Committee

Charge: To recommend policies and to advise the University Administration in matters relating to employee benefits.

Reports to: Commission on Staff Policies and Affairs, Commission on Faculty Affairs, and Commission on Administrative and Professional Faculty Affairs

Chairperson: The ~~President~~ president will appoint a chair annually from among its members.

Membership:

- Vice President for Human Resources
 - Senior Director of Benefits
 - Vice Provost for Faculty Affairs or designee
 - One faculty representative from the Commission on Faculty Affairs elected annually by the commission ~~(one-year term)~~
 - Three faculty senators elected by the Faculty Senate ~~(three-year terms)~~
 - One staff representative from the Commission on Staff Policies and Affairs elected annually by the ~~Commission~~ commission ~~(one-year term)~~
 - Three staff senators elected by the Staff Senate ~~(three-year terms)~~
 - One administrative and professional faculty representative elected by the Commission on Administrative and Professional Faculty Affairs
 - Three A/P faculty senators elected by the A/P Faculty Senate
 - -One Graduate and Professional Student Senator elected by the Graduate and Professional Student Senate (three-year term)
- ~~(Last updated on October 16, 2015)~~

FG. Energy and Climate Action, Sustainability, and Energy Committee

Charge: ~~To provide guidance to the university administration on implementation of the university's Climate Action Commitment and opportunities to enhance Virginia Tech's pursuit of environmental quality and social sustainability. The committee makes recommendations regarding the application of policies; infrastructural and operational changes; educational strategies and modifications; and other steps intended to foster broad engagement with the university's environmental goals. The committee oversees subcommittees that each carry out aspects of the committee's charge. To review and provide advice to the University Administration on broad policy issues relating to the university's pursuit of environmental quality through action, education, and engagement to address current needs without compromising the capacity and needs of future generations.~~

Reports to: ~~Commission on University Support~~ University Council Cabinet

Chairperson: ~~The President~~ president will appoint a chair annually from among members of the committee.

Membership:

- ~~Vice President for Campus Planning, Infrastructure, & Facilities~~
- ~~Vice President for Finance or designee~~
- ~~Assistant Vice President for Utilities~~
- ~~Director of Climate Action, Sustainability, and Energy~~
- ~~Chief of Operations and Deputy to the Associate Vice President, Student Affairs~~
- ~~The Assistant Vice President for Planning & University Architect~~
- ~~Two Four representatives from Campus Planning, Infrastructure, and Facilities selected by the Vice President for Campus Planning, Infrastructure, and Facilities (three-year term)~~
- ~~Senior Director of Transportation Services~~
- ~~One representative from Virginia Tech Environmental Health & Safety Services selected by the vice president for enterprise administration and business services (one-year term)~~
- ~~Four faculty representatives from the Faculty Senate nominated by the Faculty Senate (three-year terms)~~
- ~~Two A/P representatives nominated by the A/P Faculty Senate~~
- ~~Two staff representatives from the Staff Senate nominated by the Staff Senate (three-year terms)~~
- ~~One college dean selected by the Council of College Deans (two-year term)~~
- ~~Two graduate student representatives nominated by the Graduate and Professional Student Senate (one-year terms)*~~
- ~~Two undergraduate student representatives nominated by the Undergraduate Student Senate (one-year terms)*~~
- ~~One representative from the Provost's Office~~
- ~~One representative from Student Affairs~~
- ~~One representative from Student Engagement and Campus Life~~
- ~~Two representatives from student organizations with an environmental focus~~
- ~~Two representatives from frontline community groups~~

(last updated May 5, 2008, July 11, 2011, July 17, 2012, May 29, 2013, July 21, 2014, July 19, 2016, April 10, 2017, & July 25, 2018)

~~*This enables students who are not part of Graduate and Professional Student Senate or Undergraduate Student Senate to be nominated~~

GH. Faculty Honorifics

Charge: To review credentials and achievements of candidates or nominees for uUniversity faculty awards or for uUniversity nominations for external awards as charged by the ~~Executive executive Vice-vice President president~~ and ~~Provost provost~~ or the ~~President president~~ (where that responsibility is not vested in other committees), and to make recommendation to the ~~Executive executive Vice-vice President president~~ and ~~Provost provost~~ or the ~~President president~~, as appropriate. In addition, the ~~Committee committee~~ shall review nominations for honorary degrees to be awarded by the uUniversity.

Reports to: Commission on Faculty Affairs

Chairperson: The ~~Executive-executive Vice-vice President-president~~ and ~~Provost-provost~~ or a designee.

Membership:

- The Executive Vice President and Provost (also representing the Commission on Faculty Affairs)
- One Alumni Distinguished Professor elected by the ~~Alumni Distinguished Professors~~Faculty Senate (three-year term)
- One University Distinguished Professor elected by ~~the University Distinguished Professorsthe Faculty Senate (three-year term)~~
- One member of the Academy of Faculty Service elected by the Faculty Senate
- One member of the Academy of Faculty Leadership elected by the Faculty Senate(three-year term)
- One member of the Academy of Teaching Excellence elected by the Faculty Senate ~~(three-year term)~~
- One recipient of the Alumni Award for Excellence in Extension elected by the Faculty Senate ~~(three-year term)~~
- One recipient of the Alumni Award for Research Excellence elected by the Faculty Senate ~~(three-year term)~~
- ~~One representative from the Named Professors elected by the Faculty Senate (three-year term)~~
- ~~(Last updated August 31, 2015)~~

~~H. Graduate Curriculum~~

Charge: ~~To address the issues formerly under the auspices of the Course and Program Criteria Committee.~~

Reports to: ~~Commission on Graduate and Professional Studies and Policies~~

Chairperson: ~~Vice chair (chair-elect) of Commission on Graduate and Professional Studies and Policies~~

Membership:

- ~~One Graduate School representative selected by the~~ Dean of the Graduate School ~~(three-year term)~~
- ~~One Enrollment Services representative selected by the Vice Provost for Enrollment Management (three-year term)~~
- ~~The vice chair of the Commission on Graduate and Professional Studies and Policies~~
- ~~One faculty representative from each of the academic college graduate curriculum committees selected by the curriculum committees (three-year terms)~~
- ~~One representative from the Graduate and Professional Student Senate nominated by the Graduate and Professional Student Senate (one-year term)~~
- ~~(Last updated on January 8, 2013, to correct a typographical error of a two-year term to a three-year term for the faculty representatives from each academic college, August 6, 2013, & April 1, 2019.)~~

~~(Last updated June 15, 2011, February 19, 2016, & July 25, 2018)~~

~~I. Honor Council~~

~~Charge: To serve as an appeal hearing body, to assist in the university's education and outreach efforts on academic integrity, and to serve as an advisory body to the Director of the Office of Undergraduate Academic Integrity. Also, to recommend individuals to serve as president, executive vice president, and vice chairs of the Honor Council to the Director of the Office of Undergraduate Academic Integrity, and to assist in the education and training of honor system personnel.~~

~~Reports to: Commission on Undergraduate Studies and Policies~~

~~Chair: A member of the instructional faculty appointed by the president upon recommendation by the executive vice president and provost in consultation with the Director of the Office of Undergraduate Academic Integrity (four-year term)~~

~~Membership (for full membership details, see the "Undergraduate Honor System Honor Code Manual"):~~

- ~~• The Director of the Office of Undergraduate Academic Integrity (ex officio)~~
- ~~• Two administrative, instructional, or library faculty members appointed by the president of the university upon the recommendation by the executive vice president and provost in consultation with the Director of the Office of Undergraduate Academic Integrity (four-year terms)~~
- ~~• Three instructional or library faculty members appointed by the president of the university upon recommendation by the Faculty Senate in consultation with the executive vice president and provost (four-year terms)~~
- ~~• President and Vice President of the Honor Council appointed by the President upon recommendation by the executive vice president and provost in consultation with the Director of the Office of Academic Integrity~~
- ~~• All delegates of the Honor Council~~

I. Information Technology Services and Systems Committee

Charge: To make recommendations for the effective offering and utilization of the uUniversity's information technology services and systems, and to recommend policies that relate to the governance of these services and systems. The ~~Committee's~~ committee's scope of concerns includes all information technology services and systems related to instruction, research, outreach, and administration at the uUniversity. The committee organizes into subcommittees to address specific aspects of information technology and services and to report to the committee. Each subcommittee will be chaired by a member of the Division of IT with other members being assigned or volunteering based on interest or knowledge of subject matter area.

Reports to: ~~Commission on University Support~~ University Council Cabinet

Chairperson and ~~Vicevice-C~~ chairperson: The committee shall initially elect from its members a chair ~~person~~ and vice-chair ~~person~~. The vice-chair ~~person~~ shall succeed the

chair~~person~~ in the next year. Each year after the first year, a new vice-chair~~person~~ shall be elected who will succeed the present chair~~person~~.

Membership:

- The Vice President for Information Technology and CIO (~~also representing the Commission on University Support~~)
- Four department heads or other leaders in the Division of Information Technology, appointed by the Vice President for Information Technology and CIO, with expertise to address the breadth of information technology services and infrastructure at the university
- Ten at-large members of the faculty-A/P faculty-staff (with appropriate expertise) selected by the Vice President for Information Technology and CIO in consultation with the Presidents of the Faculty, Staff, and ~~Administrative and Professional~~A/P Faculty Senates (~~three-year terms~~). At least two must be A/P faculty members, at least two must be staff employees, and at least two must be tenured or tenure-track faculty members, with a goal to include representation from university locations beyond Blacksburg. At least one of the tenured or tenure-track faculty members must be a member of the Faculty Senate.
- One representative from the Graduate and Professional Student Senate elected by the Graduate and Professional Student Senate (~~one-year term~~)
- One representative from the Undergraduate Student Senate elected by the Undergraduate Student Senate (~~one-year term~~)

(~~Last updated May 7, 2018~~)

J. Intellectual Property

Charge: To make policy recommendations to the ~~Executive-executive~~ Vice-vice ~~President~~ president and ~~Provost-provost~~ dealing with patents, copyrights, and related mechanisms for the protection/exploitation of intellectual properties.

Reports to: Commission on Research

Chair~~person~~: Vice President for Research and Innovation (or designee)

Membership:

- The Vice President for Research and Innovation (also representing the Commission on Research)
- An administrative leader within the office of the Vice President for Research and Innovation selected by the Vice President for Research and Innovation (~~three-year term~~)
- Associate Vice President for Finance and the University Controller
- The University Legal Counsel (or designee)
- The President of VTIP
- Nine at-large members of the faculty-A/P faculty-staff (with patent and copyright experience) selected by the Vice President for Research and Innovation in consultation with the Presidents of the Faculty, Staff, and ~~Administrative and~~Professional Faculty Senates (~~three-year terms~~)-(at least one must be an A/P faculty member and at least one must be a staff employee)

- One ~~Representative from the~~ Graduate and Professional Student ~~Senate~~ Senator elected by the Graduate and Professional Student Senate ~~(one-year term)~~
- One ~~Representative from the~~ Undergraduate Student ~~Senate~~ Senator elected by the Undergraduate Student Senate ~~(one-year term)~~

~~(Last updated on February 2, 2009, May 29, 2013, August 31, 2015, March 3, 2016)~~

K. Library

Charge: To disseminate knowledge and make recommendations concerning policies, services, and development of the uUniversity's libraries.

Reports to: Commission on Graduate and Professional Studies and Policies; Commission on Undergraduate Studies and Policies; and Commission on Research

Chairperson: The ~~President~~ president will annually appoint a chair from among its members.

Membership:

- The Dean of University Libraries (also representing the Commission on Graduate and Professional Studies and Policies)
- One faculty representative from each of the academic colleges elected by the faculty in each of the colleges ~~(three-year terms)~~
- One faculty senator elected by the Faculty Senate ~~(three-year term)~~
- Library faculty representative on the Commission on Undergraduate Studies and Policies (concurrent with CUSP term)
- Library faculty representative on the Commission on Research (concurrent with COR term)
- One staff representative elected by the Staff Senate ~~(three-year term)~~
- One administrative and professional faculty representative elected by the A/P Faculty Senate
- One ~~representative from the~~ Graduate and Professional Student ~~Senate~~ Senator elected by the Graduate and Professional Student Assembly ~~(one-year term)~~
- One ~~representative from the~~ Undergraduate Student ~~Senate~~ Senator elected by the Undergraduate Student Senate ~~(one-year term)~~

~~(Last updated April 18, 2005 & April 1, 2019)~~

~~M. Pathways General Education Curriculum Review Committee~~

~~Charge: To review proposals for new and revised Pathways courses, new and revised Pathways minors, and discontinuations thereof.~~

~~Reports to: Commission on Undergraduate Studies and Policies~~

~~Chairperson will be appointed by the committee~~

Membership:

- ~~One faculty member from each of the undergraduate academic colleges nominated by the faculty in each of the colleges (three-year terms)~~
 - ~~Two representatives from the Undergraduate Curriculum Committee selected annually by the Undergraduate Curriculum Committee (one-year terms)~~
 - ~~Two representatives from the University Curriculum Committee for General Education selected annually by the University Curriculum Committee for General Education (one-year terms)~~
 - ~~One representative from University Studies selected by the Vice Provost for Undergraduate Academic Affairs (three-year term)~~
 - ~~One representative from University Libraries selected by the Dean of University Libraries (three-year term)~~
- ~~(Last updated May 4, 2020)~~

NL. Transportation and Parking

Charge: To review and recommend rules and regulations governing traffic (including pedestrian, bicycle, and vehicles), parking (including permit sales, citations and special events), and alternative transportation methods; review and recommend programs to enhance campus parking, traffic, and transportation methods.

Reports to: ~~Commission on University Support~~ University Council Cabinet

Chairperson and ~~Vice-Chairperson~~: The committee shall initially elect from its members a chairperson and vice-chairperson. The vice-chairperson shall succeed the chairperson in the next year. Each year after the first year, a new vice-chairperson shall be elected who will succeed the present chairperson.

Membership:

- ~~The Senior~~ Director of ~~Parking and~~ Transportation Services
- The Chief of Police
- ~~One faculty or staff representative from the Commission on University Support selected annually by the Commission (one-year term)~~
- Three faculty representatives elected by the Faculty Senate ~~(three-year terms)~~
- ~~One-Three~~ administrative and professional faculty representatives elected by the Administrative and Professional Faculty Affairs ~~(three-year term)~~
- Three staff representatives elected by the Staff Senate ~~(three-year terms)~~
- One ~~representative from the~~ Graduate and Professional Student ~~Senate-Senator~~ elected by the Graduate and Professional Student Senate ~~(one-year term)~~
- One ~~representative from the~~ Undergraduate Student ~~Senate-Senator~~ elected by the Undergraduate Student Senate ~~(one-year term)~~
- One representative from the Office of Equity and Accessibility appointed by the ~~senior~~ Executive vice-President and ~~e~~Chief ~~b~~Business ~~o~~Officer
- One member of the Commission on Equal Opportunity and Diversity -with a vested interest in disability and accessibility issues (concurrent with term on CEO)

~~(Last updated March 29, 2010 & May 29, 2013)~~

~~O. Undergraduate Curriculum~~

~~**Charge:** To review and make final recommendations to the Commission on Undergraduate Studies and Policies concerning degree requirements, courses, academic progress, standards and criteria, and other policies and procedures affecting undergraduate curriculum and instruction.~~

~~**Reports to:** Commission on Undergraduate Studies and Policies~~

~~**Chairperson:** Vice chair (chair-elect) of Commission on Undergraduate Studies and Policies~~

~~**Membership:**~~

- ~~• The vice chair of the Commission on Undergraduate Studies and Policies (ex officio)~~
- ~~• One faculty representative from each of the undergraduate academic colleges (three-year term)~~
- ~~• One staff representative elected by the Staff Senate (three-year term)~~
- ~~• One representative from the Undergraduate Student Senate (one-year term)~~
- ~~• The chair of the University Curriculum Committee for General Education (one-year term)~~
- ~~• One Enrollment Services representative selected by the Vice Provost for Enrollment Management (three-year term)~~

~~(Last updated on January 8, 2013, August 6, 2013, & March 3, 2016)~~

PM. University Curriculum Committee for General Education

Charge: To give leadership to the Pathways General Education curriculum through program evaluation, advising support, dissemination of information, alignment of transfer credit, and other actions, including curricular proposal review, as needed.

Reports to: Commission on Undergraduate Studies and Policies

Chair and vice-chairperson: The committee shall initially elect from its faculty members a chair and vice-chair of the committee, elected by the committee and having previously served, as The vice-chair shall succeed the chair in the next year. Each year after the first year, a new vice-chair shall be elected who will succeed the present chair of the committee

Membership:

- The Executive Vice ~~President and~~ Provost or a designee
- Director Institutional Effectiveness
- One Division of Student Affairs representative selected by the Vice President for Student Affairs ~~(three-year term)~~

- Two faculty members selected by the ~~Executive-executive Vice-vice President-president~~ and ~~Provost-provost~~ ~~(three-year terms)~~
- One faculty representative selected by each undergraduate college curriculum committee ~~(three-year terms)~~
- One representative from University Studies who is a professional academic advisor appointed by the Director of Academic Advising Initiatives
- Two faculty representatives elected by the Faculty Senate ~~(three-year terms)~~
- One faculty representative from the Commission on Undergraduate Studies and Policies elected annually by the ~~Commission-commission~~ ~~(one-year term)~~
- Two ~~representatives from the~~ Undergraduate Student ~~Senate-Senators~~ elected by the Undergraduate Student Senate ~~(one-year terms)~~
- Two Graduate or Professional Student Teaching Assistants or Instructors of Record elected by the Graduate and Professional Student Senate
- One ~~Administrative and Professional~~ faculty representative from the University Libraries elected by the Library Faculty Association ~~(three-year term)~~
- One faculty representative from the Commission on Equal Opportunity and Diversity elected annually by the ~~Commission-commission~~ ~~(one-year term)~~

— ~~(Last updated on May 3, 2010, August 6, 2013, July 21, 2014, August 31, 2015, March 3, 2016, October 11, 2016, & May 4, 2020)~~

~~Article VI. Operational Committees~~

~~Operational Committees are created (or dissolved), appointed, and charged by the Executive Vice President and Provost or one of the Vice Presidents, not requiring but subject to University Council action, as set forth in the Constitution of the University Council, Article X.~~

~~When creating, dissolving or changing the composition or charge of an Operational Committee, the appointing officer shall inform the University Council of the action being taken.~~

~~Appointing officers shall report to the Office of the Vice President for Policy and Governance the names of the chairpersons and members of Operational Committees, and inform that Office when new persons are appointed and old members replaced.~~

~~The Office of the Vice President for Policy and Governance will have available upon request a current list of Operational Committees, noting for each its appointing officer, its charge, its chairperson, and its membership.~~

~~(Last updated August 31, 2015 & July 25, 2018)~~

RESOLUTION TO REVISE THE FACULTY SENATE CONSTITUTION AND BYLAWS

WHEREAS, the outline of a substantial revision to the Virginia Tech system of shared governance was approved by the Board of Visitors in 2020-2021; and

WHEREAS, the detailed changes to the University Council Constitution and Bylaws necessitated by that outline have been completed by the President's Committee on Governance and are currently moving through shared governance; and

WHEREAS, the changes to the University Council Constitution and Bylaws require extensive changes to the Faculty Senate Constitution and Bylaws; and

WHEREAS, additional changes were made to the Faculty Senate Constitution and Bylaws at this time to improve the operation of the Faculty Senate and clarify its nature and procedures; and

WHEREAS, though the rules of the Faculty Senate and the University Council do not require approval by the Board of Visitors when the Faculty Senate Constitution and Bylaws are changed, the President's Committee on Governance determined that the extent of the revision to shared governance warranted such approval;

NOW, THEREFORE, BE IT RESOLVED, that the Faculty Senate Constitution be updated as described below; and

BE IT FURTHER RESOLVED, that all portions of the Faculty Handbook and other relevant Virginia Tech documents be revised accordingly.

Recommendation

That the above Resolution to Revise the Faculty Senate Constitution and Bylaws be approved.

June 6, 2022

Faculty Senate Constitution and Bylaws

Established Sep. 1, 1969

(Last updated June 2022)

Published by the Faculty Senate of Virginia Tech

Faculty Senate Constitution

Article I. Name

This representative body shall be known as the Faculty Senate of Virginia Polytechnic Institute and State University, hereafter referred to as the Faculty Senate or the Senate.

Article II. Purpose

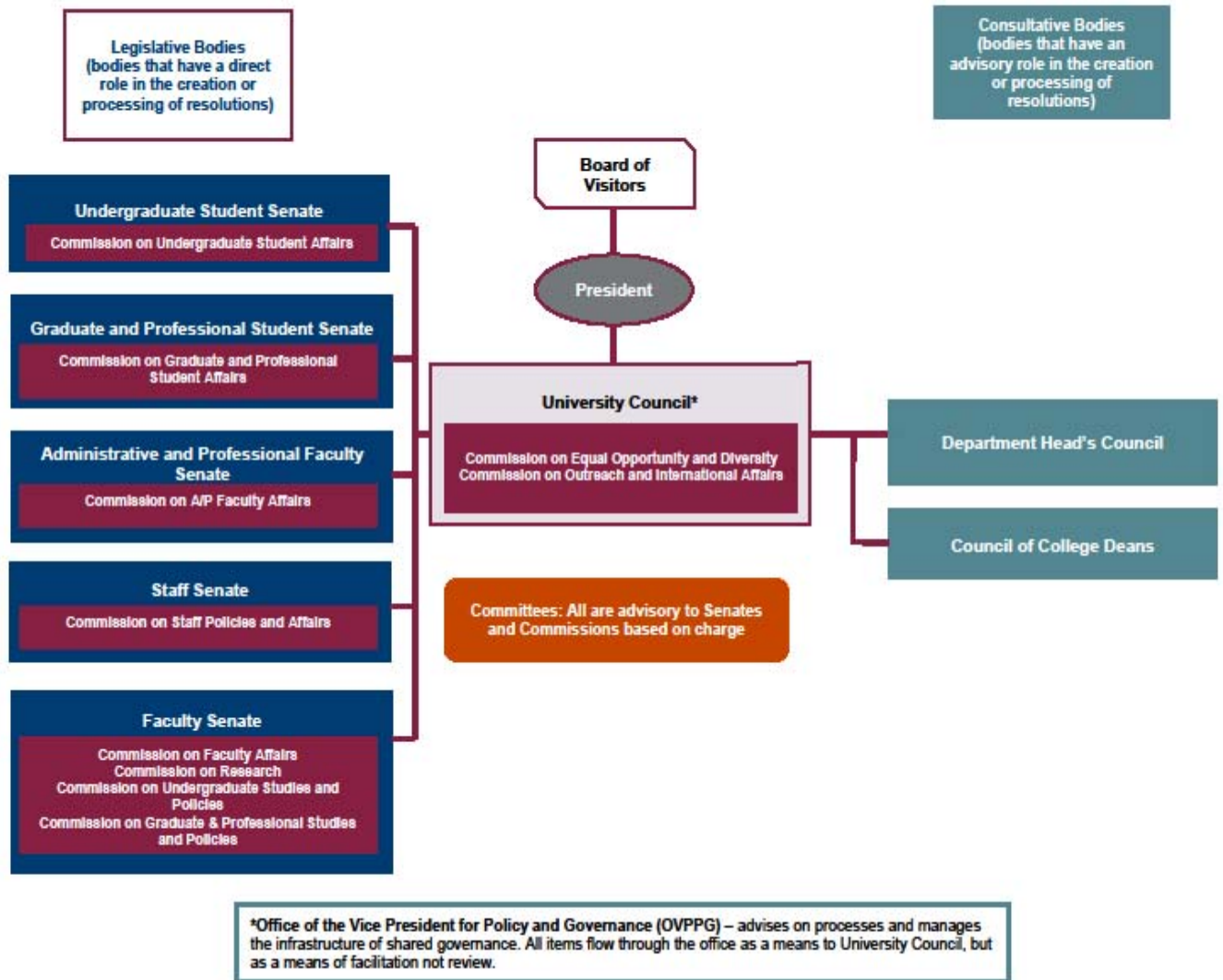
The purpose of the Faculty Senate is to represent the interests of faculty within Virginia Tech's system of shared governance (see below) and to work with the administration, A/P faculty, staff, and students to advance the shared goals of the university, including the creation and protection of a university environment conducive to the richest growth of scholarship, learning, teaching, research, service, and respect for human dignity and rights.

The Faculty Senate is part of the legislative system defined in the University Council Constitution. This system constitutes the main bodies for policy formation at Virginia Tech and also includes the University Council; the University Council Cabinet; the A/P Faculty Senate, the Staff Senate, the Undergraduate Student Senate, and the Graduate and Professional Student Senate; the university and senate commissions; and the standing committees of the University Council. The senate commissions formulate and recommend policies to the senates, which in turn recommend policies to the University Council; the university commissions formulate and recommend policies directly to the University Council. The University Council makes policy recommendations to the president of the university. Final authority rests with the president and the Board of Visitors. Because these bodies constitute a legislative system, their functions, relationships, and the processes they hold in common will be defined in the University Council Constitution and Bylaws. All aspects of the Faculty Senate not defined in those documents will be defined in the Faculty Senate Constitution and Bylaws.

In order for this system to function as intended, the roles and authority of its different components as presented in this document must be maintained, and participants in shared governance are expected to adhere to these statements of purpose, function, or charge. Senate and commission charges identify the areas of legislative authority and responsibility for the relevant body. These charges are not exhaustive: when questions arise regarding the relevance of the topic of a resolution to a commission or senate charge, they will be addressed to the University Council Parliamentarian, and if necessary, the University Council Cabinet. Per Article III Section 3 of the University Council Bylaws, the University Council Cabinet will review all resolutions for agreement with the commission charge. Determination of the authority of a commission to advance a resolution rests with the University Council Cabinet and the University Council.

Faculty Senate policy recommendations are advanced in the form of resolutions as prescribed in Article III of the University Council Bylaws and Article XI of the Faculty Senate Bylaws.

Governance Structure



Article III. Functions

In accordance with Article VII of the University Council Constitution, the functions of the Faculty Senate are as follows:

“The Faculty Senate shall be representative of the faculty as prescribed in chapter one of *The Faculty Handbook* and have the authority and responsibility to act on their behalf through legislative recommendations concerning academic policies and regulations, educational standards, curricula, methods of instruction, faculty status, matters of equity and diversity that affect the faculty environment, and the working conditions of faculty, among other topics.”

The Faculty Senate also has the right to consider any matter of general interest to its members and to seek wider discourse on these topics within our system of shared governance. However, concerns that fall outside the purview of the Faculty Senate or of its commissions as delineated in the University Council Constitution may not be advanced as resolutions.

More specifically, the functions of the Faculty Senate are to:

- Provide leadership in the formulation of academic and educational policies.
- Develop policy recommendations both within the Senate and through its assigned commissions that advance the interests of faculty and the missions of the university.
- Express the views and preferences of faculty regarding university affairs and policy recommendations that impact faculty no matter their point of origin within our system of shared governance.
- Apply the disciplinary knowledge and perspective of faculty members to the issues and aims of shared governance.
- Coordinate the efforts of and partner with the college faculty associations.
- Advise and respond to the university commissions, the University Council, the administration, and the Board of Visitors on university affairs.
- Actively communicate with the other participants in shared governance through formal and informal channels in a timely manner.
- Accept and share responsibility with the administration, staff, and students in all efforts to improve the stature and usefulness of the university.
- Elect, appoint, or recommend members to the University Council, senate and university commissions, and university standing committees.
- Provide referral for individual concerns and issues to appropriate organizations or personnel.
- Evaluate the nature and procedures of the Faculty Senate in an ongoing manner in order to improve the senate’s ability to fulfill its purpose and carry out its functions.

Senators, though uninstructed representatives of their constituents, have the responsibility to seek the opinions of their electorate. Having done so, they shall make decisions and vote on matters brought before the Faculty Senate according to their own reasoned judgment.

Article IV. Membership

Section 1. Composition

The Faculty Senate consists of 100 elected faculty members as determined and apportioned by the processes outlined in Article II of the Faculty Senate Bylaws. Except as noted in the bylaws, the majority of senators are elected by and represent the interests of their unit (e.g., department or school).

Section 2. Eligibility

Faculty members who hold full-time and continuing departmental appointments in the following tracks are eligible for election to the Faculty Senate: tenured and tenure-track, collegiate, clinical, professor of practice, and instructor (the college faculty); continued appointment and continued-appointment track (University Libraries and extension faculty); research professor, research associate, and research scientist (the research faculty); and tenured track, tenure-track, tenured-to-title track, tenure-to-title track, secondary, adjunct, clinical preceptor, and instructor (the VTCSOM faculty). Qualified faculty members who currently hold primary appointments in administrative positions at the college or university level or within the University Libraries and faculty members studying for a degree at the university are ineligible for election to the Faculty Senate or to vote in Faculty Senate elections.

Because of their instructional, research, and service expectations, University Libraries faculty who hold a continued appointment or are on the continued appointment-track, though classified as A/P faculty, are eligible to be members of the Faculty Senate. All other A/P faculty with instructional or research responsibilities, such as Extension agents, project associates, or instructors in the University Libraries, are eligible to serve in the A/P Faculty Senate.

Interpretations of these eligibility requirements are provided in the Faculty Senate Bylaws.

Section 3. Principles of Representation

Insofar as possible, each senator shall represent an equal number of faculty members eligible for Faculty Senate membership. The faculty of each department and college shall be represented by at least one senator. Additional representation is prescribed in the bylaws. The Faculty Senate Cabinet, upon recommendation of the operations officer, shall adjust annually the number of faculty senators as prescribed in the Faculty Senate Bylaws.

Section 4. Nominations and Elections

Eligibility to vote in the election of senators is limited to those eligible for membership under Article IV, Section 2 (see above). Nominations and elections are made as prescribed in the bylaws, including the timing of elections.

Section 5. Term of Membership and Vacancies

Senators are elected for a term of three years, or until their successor is elected, and are eligible for re-election as prescribed in Article II, Section 5 of the bylaws. Senators serve until their successors take office. Vacancies in unexpired terms are filled as prescribed in the bylaws.

Section 6. Elected Alternates

The Faculty Senate permits a department, college, the University Libraries, and the Virginia Tech Carilion School of Medicine to elect alternates who may attend Faculty Senate meetings and vote in the absence of a senator.

Article V. Officers

Section 1. Officer Titles and Duties

The Faculty Senate shall have a president, vice president, and operations officer elected by members of the Faculty Senate from elected senators. The previous president serves as the immediate past president. The president may appoint a parliamentarian from elected senators.

a. President

The duties of the president include representing the faculty as the main point of contact and advocacy to external entities including the Board of Visitors and the administration, presiding at all meetings of the Faculty Senate and cabinet, and performing duties prescribed in the constitution and bylaws. Due to the demands of the office, the president is ineligible for membership on commissions or university standing committees, unless policy designates *ex-officio* appointment, as is the case with the Commencement Committee.

b. Vice President

The duties of the vice president include assisting and supporting the president and acting in their absence, monitoring the activities of the Faculty Senate commissions and the external standing committees, and performing other duties as prescribed in the bylaws. Though not required, the vice president typically chairs the Commission on Faculty Affairs.

c. Operations Officer

The duties of the operations officer include organizing all Senate operations, monitoring internal standing committees and work groups, organizing the election of faculty members to the Senate, and performing other duties as prescribed in the bylaws.

d. Immediate Past President

The duties of the immediate past president include advising the president; organizing the election of the Faculty Senate officers and other senate elections; and performing other duties as prescribed in the bylaws.

e. Parliamentary (optional)

The duties of the parliamentary include advising the Faculty Senate on the application of the rules of order.

Section 2. Nomination and Election of Officers

The Faculty Senate cabinet shall nominate a slate of officers and nominees for other senate elections. Additional nominations may be made from the floor of the Senate. The time and manner of election of officers are prescribed in the bylaws.

Section 3. Term of Office and Vacancies

Officers are elected for a term of one year or until their successor is elected and are eligible for re-election as prescribed in the bylaws. The beginning and ending dates of the terms of office are prescribed in the bylaws. Vacancies in unexpired terms are filled in the same manner as are full terms.

Article VI. The Faculty Senate Cabinet

Section 1. Membership and Functions

The members of the Faculty Senate Cabinet are the officers of the Faculty Senate and one senator from each college, the University Libraries, and the Virginia Tech Carilion School of Medicine. An officer may serve as their college's representative on the cabinet, provided that they are elected in that capacity by senators from their college. Given the variability of faculty experience in shared governance, the president of the Faculty Senate may also appoint up to two non-voting advisors to the cabinet.

The functions of the cabinet are to serve as the executive committee of the Faculty Senate, to which it is responsible and to which it reports regularly on the disposition of matters submitted to it; to act on behalf of the Faculty Senate between Senate meetings; and to discharge duties in accordance with the Faculty Senate Constitution and Bylaws.

Section 2. Nomination and Election of Cabinet Members

Cabinet members who are not Senate officers are elected by caucus of the senators of their respective colleges. The time and manner of election of officers are prescribed in the bylaws.

Section 3. Term of Office and Vacancies

Cabinet members are elected for a term of one year, or until their successor is elected, and are eligible for re-election as prescribed in the bylaws. Vacancies in unexpired terms are filled in the same manner as full terms.

Article VII. The Commissions of the Faculty Senate

All policy recommendations of the Faculty Senate must first be advanced and approved by one of its commissions before they are voted on by the Senate. The commissions of the Faculty Senate are the Commission on Faculty Affairs (CFA), the Commission on Graduate and Professional Studies and Policies (CGPSP), the Commission on Research (COR), and the Commission on Undergraduate Studies and Policies (CUSP).

Though senate commissions are part of senates, their charges and membership are maintained within the University Council Constitution and cannot be altered directly by the senates. Charges of senate commissions are defined in Article VIII of the University Council Constitution and repeated here for convenience.

The chairs of the Faculty Senate Commissions will be senators elected or appointed as prescribed in the bylaws.

Commission on Faculty Affairs (CFA)

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures affecting faculty working conditions and the professional standing of all faculty who qualify for membership in the Faculty Senate. Areas for consideration include commencement; academic freedom and faculty morale; procedures for appointing, evaluating, disciplining, and recognizing faculty, including department heads and chairs; tenure and/or promotion, benefits, academic and personal leave, and extra-university professional activity; and matters of equity and diversity that affect faculty.

Commission on Graduate and Professional Studies and Policies (CGPSP)

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures concerning graduate and professional academic matters. Areas for consideration include admissions, academic progress, degree requirements, commencement; registration and scheduling; graduate curricular standards and expectations, advising, and instruction, both of and by graduate students; research involving graduate students; financial assistance including assistantships, scholarships, and fellowships; and library resources.

Commission on Research (COR)

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures concerning research and research faculty. Areas for consideration include sponsored programs, core programs and interdisciplinary research; intellectual property; animal care

and human subjects; indirect costs and returned overhead; research facilities, centers and institutes, and library resources; and liaison with affiliated corporations and institutes.

Commission on Undergraduate Studies and Policies (CUSP)

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures concerning undergraduate academic matters. Areas for consideration include library resources, admissions, academic progress, degree requirements, Honor Systems and study environment; In-Honors programs, undergraduate curricular standards and expectations, advising, and instruction; student honors and awards; financial aid, scheduling, and registration.

Article VIII. Faculty Senate External and Internal Standing Committees and Work Groups

Section 1. Description

Standing committees and work groups are established to carry out the functions and operation of the Faculty Senate. The actions of all standing committees are subject to review by the Faculty Senate.

There are two types of Faculty Senate standing committees: external and internal. External Faculty Senate standing committees serve the needs of the faculty as a whole, report to the vice president of the Senate, are prescribed in *The Faculty Handbook*, and are summarized in the Faculty Senate Constitution (see below). Internal Faculty Senate standing committees serve the internal operations of the Faculty Senate, report to the operations officer, and are prescribed in Article XIII of the Faculty Senate Bylaws.

Faculty Senate standing committees and work groups may be established or revised upon recommendation of the Faculty Senate president, the cabinet, or a senator, and approval by the Faculty Senate. In addition to Senate approval, the establishment or revision of external Faculty Senate standing committees requires approval through the resolution process.

The **Committee on Faculty Ethics** receives and considers charges of violations of faculty ethics that involve the abuse of professional responsibilities as outlined in the principles of ethical behavior prescribed in *The Faculty Handbook*. It is the venue for the examination of possible violations of the standards for research, teaching, and appropriate behavior with colleagues and students that do not cross legal thresholds, such as behavior that is offensive but does not meet the standard for discrimination/harassment. The committee has an investigatory and reporting role.

The **Committee on Reconciliation** offers advice and counsel to faculty members who seek it, particularly in relation to disputes with immediate supervisors or university administrators. The committee has a designated role within the grievance process to assist in resolving disputes that are eligible for consideration as a grievance if so requested by the

faculty member, and can help facilitate conversations between faculty members and their supervisors with the goal of reaching mutually agreeable solutions. Faculty members may also consult the committee regarding serious disagreements with immediate supervisors or other university administrators over issues that are not eligible for consideration within the grievance process. In contrast to the Faculty Review Committee, the Committee on Reconciliation operates informally as a facilitator, similar to the University Ombuds Office. It meets with the respective parties to determine if there is common ground for resolution of the matter, facilitating a solution that is agreeable to the principal parties and consistent with university policy and practice.

The **Faculty Review Committee** oversees the movement of grievances through the grievance process as prescribed in *The Faculty Handbook*, provides faculty review of faculty grievances that are not resolved at the college level, and considers appeals in the promotion and tenure or continued appointment process when the provost does not concur with a positive recommendation from the University Committee on Promotion and Tenure or the University Committee on Promotion and Continued Appointment. The committee has an investigatory and reporting role.

Section 2. Membership, Terms of Membership, and Appointments

Memberships and terms of membership for external standing committees are prescribed in the *Faculty Handbook*. Membership and terms of membership for internal standing committees are prescribed in the Faculty Senate Bylaws.

The president of the Faculty Senate, with the advice of the cabinet, appoints members to and selects the chair of all external Faculty Senate standing committees. Members of internal standing committees are selected in the same manner, but chairs of internal standing committees are elected by the committee members subject to the concurrence of the president.

Article IX. Faculty Senate Representation on the University Council Cabinet, University Council, Senate and University Commissions, University Standing and Ad Hoc Committees, and the Faculty Senate of Virginia

Section 1. Principles of Representation

Recognizing the importance of democratic processes, representation of the Faculty Senate within the various bodies of shared governance shall be determined by election, except for *ex officio* appointments or appointments made at the prerogative of the president or cabinet. Faculty Senate representatives shall keep in mind that the prime function of such bodies is policy making and that the implementation of policies and programs is properly the responsibility of administrators. In all cases, Faculty Senate members or Faculty Senate representatives who serve on shared governance bodies are expected to represent the position of the Faculty Senate in the formulation of policy; to inform the Faculty Senate

of pertinent matters to be considered and of actions taken; and to bring matters of Faculty Senate concern before the body.

Section 2. Faculty Senate Representation on the University Council Cabinet

The president of the Faculty Senate shall serve as an *ex officio* member and co-chair of the University Council Cabinet. The president of the Faculty Senate, with the advice of the Faculty Senate Cabinet and the confirmation of the Faculty Senate, shall appoint two additional Faculty Senate members to the University Council Cabinet. While preference shall be given to the vice president and the immediate past president, experience in shared governance should be a significant factor in the selection. Term of membership (one-year) is prescribed in Article VI, Section 4 of the University Council Constitution. Eligibility for reappointment is prescribed in Article II, Section 5 of the Faculty Senate Bylaws.

Section 3. Faculty Representation on the University Council

Faculty Senate representation on the University Council shall include the president, vice president, and immediate past president, who serve as *ex officio* members, and one senator from each college, who are elected by the Senate. Term of membership (three-years) and the procedure to fill vacancies in unexpired terms are prescribed in Article IV, Section 3 of the University Council Constitution. Eligibility for reelection is prescribed in Article II, Section 5 of the Faculty Senate Bylaws. If the office of immediate past president is vacant, the operations officer will serve in their stead.

Section 4. Faculty Senate Representation on Senate and University Commissions

The Faculty Senate holds membership on Faculty Senate and university commissions as prescribed in Article VII of the University Council Bylaws. The Faculty Senate Commissions are also listed in Article VII of the Faculty Senate Constitution. The commissions of the other senates are the Commission on Administrative and Professional Faculty Affairs (CAPFA), the Commission on Graduate and Professional and Student Affairs (CGPSA), the Commission on Staff Policies and Affairs (CSPA), and the Commission on Undergraduate Student Affairs (CUSA). The university commissions are the Commission on Equal Opportunity and Diversity (CEOD) and the Commission on Outreach and International Affairs (COIA). Term of membership and the procedure to fill vacancies in unexpired terms are prescribed in Article VIII, Section 5 of the University Council Constitution. Eligibility for reelection is prescribed in Article II, Section 5 of the Faculty Senate Bylaws.

Section 5. Faculty Representation on University Standing and Ad Hoc Committees

The Faculty Senate representatives on university standing and *ad hoc* committees are nominated by the Faculty Senate and appointed by the president of the university. Nominations are requested on behalf of the president by the Office of the Vice President for Policy and Governance. Term of membership on university standing committees (three-years) and the procedure to fill vacancies in unexpired terms are prescribed in Article IX,

Section 3 of the University Council Constitution. Eligibility for reappointment is prescribed in Article II, Section 5 of the Faculty Senate Bylaws.

Section 6. Faculty Representation on the Faculty Senate of Virginia

The Virginia Tech Faculty Senate holds membership on the Faculty Senate of Virginia. The terms, functions, and duties of this representation are prescribed in the bylaws.

Article X. Meetings and Procedures

Section 1. Regular Plenary Meetings of the Faculty Senate

The Senate shall hold at least five regular plenary meetings each fall and spring semester and other meetings as prescribed in the bylaws.

Section 2. Special Plenary Meetings of the Faculty Senate

Special plenary meetings of the Faculty Senate may be called by the presiding officers at any time, including June, July, and August, upon recommendation of the cabinet. Requests for special meetings may be made as prescribed in the bylaws.

Section 3. Open Forum Meetings of the Faculty Senate

Open forum meetings may be called to provide an opportunity for all segments of the university to express their views on an issue of general concern. Such meetings are called as prescribed in the bylaws.

Section 4. Cabinet Meetings

Regular meetings of the cabinet shall be held at least once each month from September through May. Special meetings of the cabinet may be called at any time by the presiding officer.

Section 5. General Faculty Meetings

The Faculty Senate may call a meeting of the general faculty.

Section 6. Standing Committee Meetings

Each standing committee meets as frequently as required to fulfill its responsibilities. The presiding officer prepares the agenda and distributes it to all members prior to each meeting.

Section 7. Quorum

Fifty percent plus one of the total membership, excluding non-voting members and vacant positions, shall constitute a quorum for all meetings of the Faculty Senate, cabinet, or

standing committees, except open forum meetings where no quorum is required. In the absence of a quorum, a meeting can be held but no votes taken or decisions reached, except votes on motions to obtain a quorum or to adjourn the meeting.

Section 8. Faculty Attendance

Faculty members eligible for election to the Faculty Senate may attend but not vote in regular and special plenary meetings of the Faculty Senate.

Section 9. Guests

Any Virginia Tech faculty member, employee, or student may attend plenary and open forum meetings of the Faculty Senate as a guest, with the understanding that guests:

- May participate in discussions if and when recognized by the chair but cannot vote or make motions for consideration.
- Will treat participants in shared governance with respect and in accordance with the expectations for decorum outlined in *Robert's Rules of Order*.
- May be removed from a meeting by the request of any member and a majority vote of the members in attendance.
- May not displace a regular member of the body when seating/space is limited.

Members of the public who wish to attend Faculty Senate meetings should contact the president of the Faculty Senate.

Section 10. Parliamentary Procedure

The parliamentary rules used by the University Council, subject to special rules as may be adopted by the Faculty Senate, shall govern the procedures of the Faculty Senate, cabinet, commissions, and standing committees.

Section 11. Voting on Senate Commission Resolutions and Other Matters

All resolutions advanced to the Senate by the Faculty Senate commissions must have first and second readings and be voted on by the Senate, either by means of a consent agenda or by actual vote. Senate votes will be carried out via the same software used by the University Council. In accordance with Article XI, Section 5 of the University Council Constitution, Senate votes on resolutions are by recorded ballot. The nature of voting on all other matters shall be determined by the Faculty Senate as a whole.

Article XI. Amendments to the Constitution and/or Bylaws

Section 1. Development

Amendments to the constitution and/or bylaws may be developed by whatever means the Senate deems appropriate. Amendments to the constitution require a Commission on Faculty Affairs resolution; amendments to the bylaws do not.

One-fifth of faculty eligible for election to the Faculty Senate may petition the president of the university to convene a meeting of faculty eligible for election to the Faculty Senate to make changes to the Faculty Senate Constitution.

Section 2: Approval of Amendments to the Constitution

Amendments to the constitution become effective upon the following sequence of actions:

- a. An affirmative majority vote by the CFA.
- b. An affirmative vote of two-thirds (2/3) of the senators present and voting, provided that a quorum has been reached.
- c. An affirmative vote in the University Council of the majority of members present and voting, provided that a quorum has been reached.
- d. Approval by the president of the university.

Section 3. Approval of Amendments to the Bylaws

Amendments to the bylaws become effective upon an affirmative vote of the majority of the senators present and voting, provided that a quorum has been reached, and requires no further approval.

Section 4. Notice of Proposal

Notice of proposal to amend the constitution and/or bylaws shall be given in the Faculty Senate agenda and considered at no fewer than two meetings of the Faculty Senate prior to voting. A vote may be taken on an amendment at the second meeting. The proposed amendment shall be distributed with the agenda.

Faculty Senate Bylaws

Article I. Duties

Section 1. Faculty Senators

Senators are expected to:

- a. Attend plenary Senate meetings and other meetings required due to Senate-related service commitments.
- b. Familiarize themselves with Senate procedures.
- c. Develop an understanding of the issues considered by the Senate.
- d. Vote on the resolutions advanced by the commissions of the Senate.
- e. Report regularly to their constituents on Senate proceedings and represent the interests of their constituents in Senate discussions.
- f. Treat other senators and participants in shared governance with respect and in accordance with the expectations for decorum outlined in *Robert's Rules of Order*.
- g. Serve on at least one of the councils, commissions, and committees that comprise shared governance, either at the Senate or university level, if appropriate positions are available.

Article II. Membership

Section 1. Composition

The limit of 100 senators established in the constitution can be increased if necessary for reasons contained in Section 3(d) of this article (see below).

Section 2. Eligibility

The eligibility requirements for election to the Faculty Senate in Article IV, Section 2 of the constitution are interpreted as follows:

- a. An appointment is considered continuing unless the letter of appointment states otherwise.
- b. For the purpose of the Faculty Senate Constitution and Bylaws, the term “department” is understood to mean an academic unit in which at least one eligible faculty member resides. The term shall apply only to those departments and

divisions that are actively involved in the teaching of credit courses or the awarding of degrees in specific academic disciplines. The precise interpretation of this term will be made by the Faculty Senate Cabinet.

- c. The university-level, college-level, and University Libraries administrators are the president, provost, associate and assistant provosts, vice presidents, associate and assistant vice presidents, deans, associate and assistant deans, and assistants to any of the preceding.
- d. A faculty member is considered to be studying for a degree at the university if they are currently pursuing a program of study that has been filed in the graduate school office.
- e. An eligible faculty member who is not affiliated by appointment with an academic department is assigned by the Faculty Senate Cabinet to the department the cabinet considers most appropriate.

All senators are eligible for election or appointment to additional shared governance roles and to vote in these elections.

The eligibility requirements for non-senators who serve in shared governance roles are the same as the eligibility requirements for the election of faculty members to the Faculty Senate.

Section 3. Principles of Representation

Departments

- a. As established in the constitution, each department will have at least one senator.
- b. Schools that are a subdivision of a college are to be treated as departments.
- c. Two departments with limited faculty resources may join to elect a representative. A simple majority of faculty members in each department must agree to joining and the vote on joining must take place before each senatorial election. These joined departments are then considered a single department for election purposes. (The term “departments with limited faculty resources” implies that the joined departments would qualify for exactly one representative. If the joined departments would have a combined number of faculty that makes them eligible for two or more representatives, then those departments cannot join.)
- d. In the unusual case that the allotted number of senators for a college is less than the number of departments in that college:
 - i. All departments from that college will have one senator.
 - ii. The total number of senators prescribed in Article IV, Section 1 of the constitution will be increased so that each department in that college will have one senator.

- iii. Departments that have an unfilled position in the senate for the upcoming term will hold an election, except if a Faculty Senate officer or their college faculty association representative for the upcoming term is a member of that department.
- e. Insofar as possible within these bounds, the number of senators from each department will be proportional to the number of faculty members in the department.

Colleges

- a. As established in the constitution, each college will have at least one senator.
- b. The University Libraries and the Virginia Tech Carilion School of Medicine are to be treated as colleges.
- c. No college will have more than 20% of the total number of senators.
- d. The senators from each college will include:
 - i. Faculty Senate officers from that college.
 - ii. One senator elected by the respective college faculty association, if not waived (under Article II, Section 4(b), see below).
 - iii. At least one senator from each department.
- e. Insofar as possible within these bounds, the number of senators from each college will be proportional to the number of faculty members in the college.

The Virginia Tech Carilion School of Medicine will have one senator per department as an interim step in the process of the school's addition to shared governance. This exception to the standard method of election will be evaluated in 2026.

Section 4. Nominations and Elections

Nomination and Election of Faculty Senators

- a. In January, the Faculty Senate operations officer will:
 - i. Request the number of eligible faculty members in each college and department from the Provost's Office.
 - ii. Identify the college faculty associations that are required to hold a Faculty Senate election by virtue of having an unfilled position in the senate for the upcoming term, and notify all college faculty associations of their electoral obligations under the Faculty Senate Bylaws.
- b. In February, those college faculty associations that are required to hold an election will:
 - i. Generate a slate of faculty nominees.
 - ii. Hold an election.

- iii. Report the results of the election to the Faculty Senate operations officer. If the college faculty association does not exist or does not supply the election results by the end of February, the college waives its right to a college faculty association representative in the Senate, but does not change the total allotment of senators to that college.
- c. In February, the Faculty Senate operations officer will:
 - i. Propose a number of eligible faculty members for each college and department to the Faculty Senate Cabinet, who will make the final determination on the number of eligible faculty members.
 - ii. Identify departments that are required to hold an election by virtue of having an unfilled position or positions in the Faculty Senate for the upcoming term and notify all departments of the number of senators that must be elected for each department to fulfill its electoral obligations under the Faculty Senate Bylaws.
- d. In March, those departments that are required to hold an election as prescribed in Article II, Section 4(c) will:
 - i. Generate a slate of faculty nominees.
 - ii. Hold an election.
 - iii. Report the results of the election to the Faculty Senate operations officer.

Senate terms begin with the first Senate meeting in the fall semester. Newly elected senators may be observers until the date of their term of office, and may participate and vote in elections for the organization of the following year's Faculty Senate, including the election of commission and committee members who represent the Faculty Senate.

Nomination and Election of the Faculty Senate Cabinet

In August or September, at the first Senate meeting of the fall semester, senators from each college will caucus and elect their cabinet representative for the coming year. As stated in Article VI, Section 1 of the constitution, college representation in the cabinet may be provided by an officer, but colleges have the option to elect a separate representative. To facilitate this option, officers must abstain from the discussion and election of cabinet representatives. After the cabinet is formed, the Faculty Senate president may appoint one or two advisers to the cabinet and should review this decision with the cabinet and the Faculty Senate.

Nominations and Elections by the Faculty Senate (Including Officers)

In April, the Faculty Senate Cabinet shall solicit nominations for all positions within shared governance that must be filled by the Faculty Senate within the coming year, including the officers of the Senate. No later than the penultimate plenary meeting, the Faculty Senate cabinet shall present a slate of nominees for Senate representation on the relevant commissions, committees, and councils. Permission of candidates must be obtained before names are placed in nomination. Nominees are elected by majority vote of senators present and voting, provided that a quorum has been reached. Elections are by secret

ballot. Those elected shall take office two weeks prior to the first day of classes in fall, except for the officers of the Senate, whose term begins the first day after the June Board of Visitors meeting.

Section 5. Eligibility for Reelection or Reappointment (Term Limits) and Vacancies

Senators are eligible for reelection or reappointment within the bounds of the term limits presented below. Unless noted, term limits can be extended by a two-thirds affirmative vote of senators present and voting, provided that a quorum has been reached. In all cases, partial terms will be treated as full terms. The standard term for university-level service (University Council, commissions, etc.) is three years.

- a. President, vice president, and operations officer: three consecutive one-year terms in one office.
- b. Immediate past president: one one-year term. A president elected for a second or third term may request that the immediate past president serve as an advisor to the cabinet.
- c. Cabinet members (who are not officers): three consecutive one-year terms.
- d. Senators: while academic units (e.g., departments) are encouraged to limit Faculty Senate representatives to no more than three consecutive three-year terms, the determination for eligibility for reappointment shall be made by a vote among faculty within the academic unit.
- e. Senators appointed to the University Council Cabinet: three consecutive one-year terms.
- f. Faculty Senate representatives elected to the University Council and senate and university commissions: three consecutive three-year terms.
- g. Faculty Senate-nominated representatives to university standing committees: three consecutive three-year terms.
- h. Members of the external standing committees: a two-year appointment with a limit of three consecutive terms. (This information is included here for reference only, as these terms are prescribed in the *Faculty Handbook*.)
- i. Members of the Policy and Handbook Committee: a three-year appointment with a limit of three consecutive terms.

After two years absence from any role, senators and faculty are eligible for re-election or re-appointment to that same role for the maximum amount of time allowed.

In order to fulfill their role as immediate past president, the Faculty Senate president must remain a senator for one year following their service as president.

In the case of a vacancy caused for any reason, including replacement by a department or University Libraries faculty, the respective faculty, at its next meeting, shall elect a representative to fill the unexpired term.

Section 6. Elected Alternates and Attendance

Each department may elect one senator to fill in as an alternate when a senator cannot attend individual meetings or is on research or other leave. Unless arrangements have been made with the operations officer and approved by the cabinet for an alternate to fulfill a senator's obligations, the expectations for attendance expressed in Article III, Section 2 of the bylaws will be applied.

If not already serving on the Faculty Senate, colleges faculty associations are encouraged to assign their faculty association president as an alternate for the Faculty Senate.

Article III. Resignation or Removal of a Senator, Officer, Cabinet Member, or Commission Chair

Section 1. Notification and Consideration of Absences

If a senator is struggling to attend meetings required by their position, they should notify the Faculty Senate president or vice president who will schedule a meeting between the senator and Senate officers in which special circumstances for absences will be discussed and considered. Under normal circumstances, automatic resignation due to absences from meetings will proceed as described below.

Section 2. Resignation

A senator is deemed to have resigned from the Faculty Senate if they 1) submit a letter of resignation to the Faculty Senate President or 2) are absent from plenary senate meetings three times in one semester or four times in one academic year.

An officer, cabinet member, or commission chair is deemed to have resigned any of these positions if they 1) submit a letter of resignation to the Faculty Senate president (or in the president's case, the Faculty Senate vice president) or 2) are absent from a meeting required by their position two times in one semester or three times in one academic year (for officers and commission chairs) and three times in one semester or four times in one academic year (for cabinet members).

Absences are not cumulative across positions.

Section 3. Removal of a Senator

A senator may be removed from the Senate for failure to fulfill their duties as specified in the constitution and bylaws. The removal process is initiated when ten senators sign a statement calling for removal that includes the reasons for their request and supporting evidence. Upon receipt of this statement from the claimants, the president will add this proposed action to the agenda of the Senate, at which time the claimants will state their charges and the senator will be allowed to respond. At the following meeting, the Senate will vote on the matter by secret ballot. A 2/3 vote of the Senate is necessary to remove a senator. A senator so removed is unable to serve in the Senate for the next five years.

Section 4. Removal of an Officer, Cabinet Member, or Commission Chair

An officer, cabinet member, or commission chair may be removed from their position for failure to fulfill their duties as specified in the constitution and bylaws. The process for removing an officer, cabinet member, or commission chair from their position is the same as removal of a senator from the Senate, except that a senator removed from any of these positions remains a member of the Faculty Senate but cannot hold any of these positions for the next five years.

Section 5. Replacement

When a senator resigns or is removed, their department will be asked to elect a replacement.

When an officer, cabinet member, or commission chair resigns or is removed, that position is filled as soon as possible by a majority vote of the Senate, providing that a quorum has been reached. The cabinet arranges a slate of candidates for any position that becomes available in this manner.

Article IV. Regular Plenary Meetings of the Faculty Senate

Regular plenary meetings of the Faculty Senate shall be held each semester at a time set by the president and approved by the Faculty Senate. As prescribed in the constitution, at least five regular meetings shall be held each semester.

Article V. Special Plenary Meetings of the Faculty Senate

Special plenary meetings of the Faculty Senate shall be called by request of the president and approval by the cabinet; by recommendation of the cabinet; or on petition of at least ten senators or twenty-five faculty members. Requests for special plenary meetings shall include a statement of the purpose of the meeting. A special plenary meeting can be an

additional meeting or a meeting conducted in total or in part as a closed (or executive) session.

Article VI. Closed Sessions of the Faculty Senate

The Faculty Senate can meet in a closed session to consider topics that require the identification of an individual or individuals involved in or party to sensitive matters relating to instruction, scholarship, or service. A closed session is for the purpose of discussion only; any action(s) recommended in a closed session must be approved in an open session.

A motion passed by majority vote of senators present and voting, provided that a quorum has been reached, is required to enter and exit a closed session.

Closed sessions are limited to senators and invitees who will be asked to speak to the topic(s) discussed.

The meeting agenda must identify the topic(s) to be covered in the closed session and no other topic(s) can be considered. The meeting minutes should indicate when the Senate entered a closed session, the topic(s) considered, and when the Senate exited the closed session.

Minutes may be taken during a closed session but are not required. If minutes are taken, they must also be approved in closed session. To avoid calling another closed session to approve these minutes, they should be written during and approved at the end of the closed session. The minutes of a closed session can only be shared with participants of the meeting and should not be attached to the regular minutes.

Article VII. Additional Duties of Faculty Senate Officers and Cabinet Members

Officers and cabinet members are expected to attend cabinet meetings and all other meetings required by their position, represent the interests of the Senate in cabinet discussions with administrators, communicate the deliberations of the cabinet to the Senate, and perform additional duties listed below.

Section 1. Faculty Senate Officers

In addition to those prescribed in Article V of the constitution and Article I of the bylaws, officers will perform the following duties.

- a. President
 - i. Report regularly to the Senate and the cabinet information received from faculty, administration, the Board of Visitors, and other parties that relates to

the purpose and function of the Senate as prescribed in Articles I and II of the constitution.

- ii. Schedule a meeting of the officers, commission chairs, and administrative commission leaders to discuss commission agendas prior to the Senate's first regular plenary meeting in the fall.
- iii. Outline the Senate's objectives for the year at the earliest opportunity in the fall after providing the full Senate an opportunity to suggest and comment on objectives and consulting with the cabinet.
- iv. Prepare the agenda for Senate and cabinet meetings in consultation with the cabinet and provide the agenda to the operations officer no later than four days prior to a meeting.
- v. Oversee the functioning of the Senate and make temporary adjustments in work assignments based on the capacity of officers or cabinet members to fulfill their roles.
- vi. Organize fall and spring discussions between the Senate and the president of the university and/or the provost.
- vii. Organize fall and spring meetings between the cabinet and the provost.
- viii. Appoint members of the Committee on Faculty Ethics, the Faculty Review Committee, the Committee on Reconciliation, and the Policy and Handbook Committee in consultation with the cabinet and with confirmation by the Senate.
- ix. Manage the Senate budget and consult with the cabinet on all budgetary decisions.
- x. Attend all meetings of the Board of Visitors and deliver an address at each meeting representing current topics of interest to faculty and report to the Senate and/or the cabinet on topics of interest to faculty provided by the Board of Visitors, as appropriate.
- xi. Request information from faculty and senators pertaining to the following year's objectives no later than the senate's last plenary meeting in the spring.
- xii. Prepare and distribute to the Senate, faculty, administration, and Board of Visitors an annual report of the Senate's accomplishments in time for the June Board of Visitors meeting.

b. Vice President

- i. Organize a meeting between the officers, commission chairs, and the chair of the Policy and Handbook Committee no fewer than two weeks prior to the first plenary meeting of the Senate in the fall to discuss the commissions' ongoing and upcoming work and create draft commission agendas as prescribed in Article XI, Section 2 of the bylaws.
- ii. Coordinate the Senate review of resolutions from Faculty Senate commissions and the Senate vote on commission resolutions as prescribed in Article XI, Section 3 of the bylaws.
- iii. Assist in the Senate review of resolutions from non-Faculty Senate commissions as prescribed in Article XI, Section 4 of the bylaws.
- iv. Oversee the "Faculty Senate Position Development Process" (see Article XII of the bylaws).

- v. Update the cabinet on commission agendas and policy development plans no later than one week following the first plenary meeting of the Senate in the fall.
- c. Operations Officer
- i. Distribute the agenda no fewer than three days prior to each meeting of the Senate and the cabinet.
 - ii. Maintain records, attendance, and minutes for each meeting of the Senate and the cabinet.
 - iii. Distribute minutes of Senate and cabinet meeting minutes to senators and post these minutes to the Senate website and other Senate–related software platforms.
 - iv. Maintain the Senate website and other Senate–related software platforms.
 - v. Obtain a current list of faculty members eligible for membership in the Senate and organize the election of faculty members to the Senate as prescribed in Article II of the bylaws.
 - vi. Identify the college faculty associations that are required to hold a Faculty Senate election, notify all college faculty associations of their electoral obligations, and collect reports from college faculty associations as prescribed in Article II of the bylaws.
 - vii. Maintain a current list of senators and their membership as Senate representatives to all entities, including councils, commissions, committees, and work groups.
 - viii. Recommend new membership for the Senate’s internal standing committees and work groups to the president and the cabinet.
 - ix. Maintain a list of all nominees for election or appointment to the councils, commissions, and committees on which senators, or faculty members nominated by the Senate, serve. See Section 2 below.
- d. Immediate Past President
- i. Form and chair a committee of cabinet members who have chosen not to be considered for an officer position; organize this committee’s efforts to seek nominations for Senate officers and perform an open call for nominations by the Senate; prepare a slate of nominees for consideration by the cabinet; present this slate of nominees to the cabinet for review and approval; and on behalf of the cabinet, present the slate of nominees to the Senate for its consideration and vote, in accordance with Article V, Section 6 of the constitution. For the timing of this process, see Article II, Section 4 of the bylaws.
 - ii. Oversee the cabinet’s efforts to seek nominations or recommendations of Senate representatives to all bodies specified in Section 2 of this article (see below).
 - iii. If the office of immediate past president is vacant, the cabinet will elect a cabinet member to fulfill the duties outlined in subsections i and ii above.

Section 2. Faculty Senate Cabinet Members

In addition to those prescribed in Article VI of the constitution and Article I of the bylaws, members of the cabinet will perform the following duties.

- a. Report regularly to their respective colleges' senators and represent their interests in cabinet discussions.
- b. Assist the president in preparing the agendas for meetings of the cabinet and the Senate. (Cabinet members and Senators may move additions to the agenda at the time of adoption by the cabinet or Senate.)
- c. Prepare a slate of senators to be nominated for election as officers of the Senate.
- d. Prepare a slate of faculty senators to be nominated for election by the Senate to the following positions:
 - i. Senate representatives on the University Council (one per college).
 - ii. Chairs of the senate commissions (as noted in Article V, Section 3 of the constitution, though not required, the vice president typically chairs the Commission on Faculty Affairs).
 - iii. Senators on commissions.
 - iv. Senate representatives on university standing committees. Representatives are either senators or non-senator faculty members, depending on the committee. The president of the university must approve these appointments.
- e. Consult with the president on the president's appointments to the external and internal standing committees and work groups.
- f. Review resolutions received from commissions, draft Senate resolution responses, and offer comments on resolutions in accordance with Article XI, Sections 3 and 4 of these bylaws.
- g. Determine the best approach for the development of a policy -- whether by a commission or work group, for example -- subject to concurrence by the Faculty Senate.
- h. Identify topics that require the application of the Senate position development process, inform the Policy and Handbook Committee of identified topics, and make recommendations to the Policy and Handbook Committee following Senate discussions of identified topics as prescribed in Article XII of the bylaws.
- i. Call special meetings of the Senate as prescribed in Article X, Section 2 of the constitution.

Article VIII. Faculty Senate Work Groups and Internal Standing Committees

In accordance with Article VIII, Section 2 of the constitution, the Faculty Senate may form work groups and internal standing committees as needed that report to the Faculty Senate by way of the operations officer and are subject to the purview of the Senate.

Section 1. Internal Standing Committees

- a. College Faculty Association Committee: The members of the College Faculty Association Committee are the leaders of each of the college faculty associations or their designee. The functions and duties of the College Faculty Association Committee are to strengthen college faculty associations' roles in shared governance, strengthen the communication between all College Faculty Associations and the Faculty Senate, and provide a forum for faculty leadership engagement.
- b. The Policy and Handbook Committee (PHC): The members of the Policy and Handbook Committee shall consist of two or more members of the Senate. The functions and duties of the Policy and Handbook Committee are to serve and advise the Senate and its commissions in the creation and/or revision of policy documents and resolutions, participate in the position development process prescribed in Article XII of these bylaws, and consult with the Faculty Senate on matters of faculty interest prescribed in *The Faculty Handbook*. Committee members serve two-year terms and are eligible for reelection as prescribed in Article II, Section 5 of these bylaws.

Article IX. Membership on Commissions and University Standing Committees

In addition to electing the chairs of the Commission on Faculty Affairs, the Commission on Graduate Studies and Policies, the Commission on Research, and the Commission on Undergraduate Studies and Policies, the Faculty Senate elects senators to the following commissions and university standing committees:

Section 1. Commissions

- a. Commission on Administrative and Professional Faculty Affairs (CAPFA): one senator.
- b. Commission on Equal Opportunity and Diversity (CEOD): one senator.
- c. Commission on Faculty Affairs (CFA): nine senators (in addition to the chair).

- d. Commission on Graduate and Professional Student Affairs (CGPSA): one senator.
- e. Commission on Graduate and Professional Studies and Policies (CGPSP): two senators (in addition to the chair).
- f. Commission on Outreach and International Affairs (COIA): two senators.
- g. Commission on Research (COR): one senator (in addition to the chair).
- h. Commission on Staff Policies and Affairs (CSPA): one senator.
- i. Commission on Undergraduate Student Affairs (CUSA): one senator.
- j. Commission on Undergraduate Studies and Policies (CUSP): two senators (in addition to the chair).

Section 2. University Standing Committees

Subject to approval by the president of the university, the Faculty Senate elects senators or faculty members to the following university standing committees (for more details on these appointments, see Article VIII of the University Council Bylaws):

- a. Academic Support: one senator.
- b. Athletics: one senator.
- c. Budgeting and Planning: one senator.
- d. Campus Development: three faculty representatives.
- e. Climate Action, Sustainability, and Energy: four faculty representatives.
- f. Employee Benefits: three senators.
- g. Honor Council: three instructional or library faculty.
- h. Information Technology Services and Systems Committee: one senator and one tenured or tenure-track faculty representative.
- i. Intellectual Property: see the University Council Bylaws.
- j. Library: one senator.
- k. Transportation and Parking: three faculty representatives.
- l. University Curriculum Committee for General Education: two senators.

Article X. Faculty Representation on the Faculty Senate of Virginia

Section 1. Membership

According to the Faculty Senate of Virginia (FSVA) bylaws, the Virginia Tech Faculty Senate elects one senator and as many as four representatives to the FSVA.

Senators serve a three-year term. The term of representatives is determined by each faculty senate, and the practice of the Senate is to elect representatives for one-year terms.

Section 2. Functions and Duties

The functions and duties of the senator and faculty representatives to the FSVA are to:

- a. Represent the position of the Virginia Tech Faculty Senate and the faculty on pertinent matters considered by the FSVA.
- b. Inform the Virginia Tech Faculty Senate of pertinent matters to be considered and of actions taken by the FSVA.
- c. Bring matters of faculty concern before the FSVA.

Article XI. Policy Review and Recommendation Process

Section 1. Overview

The Faculty Senate is charged to develop policy recommendations that advance the interests of faculty and the missions of the university, and to express the views and preferences of faculty regarding all policy recommendations, no matter their point of origin within our system of shared governance.

For policy recommendations of the Faculty Senate to be advanced to the University Council, they must first be proposed as resolutions that are approved by one of its commissions (CFA, CGPSP, COR, and CUSP) and then by the full senate. Resolutions receive two readings in the senate: first reading opens the resolution for discussion and debate and second reading provides an opportunity for further discussion and to vote on the resolution. Resolutions are advanced by an affirmative vote of a simple majority of members present and voting, provided that a quorum has been reached, except for revisions to the senate constitution, which require a two-thirds majority vote of members present and voting. For more information on the policy review and recommendation process, including options for deferral of commission and senate readings, see Article III of the University Council Bylaws.

The Senate is expected to conduct its first and second readings of resolutions roughly concurrently with the first and second readings in its commissions, with a week between commission and senate readings whenever possible.

Commission chairs are expected to keep the cabinet and senate informed of their work, including the progress of resolutions through the commissions, and to meet with the cabinet and/or the Senate as necessary to facilitate the development and passage of resolutions.

While resolutions may be written by senators, they cannot be advanced directly by the Senate itself and must be processed by one of the Senate commissions prior to consideration by the Senate.

Section 2. Policy Planning

According to the University Council Constitution (Article VIII, Section 2): “The senate commissions report to and work with their respective senates in accordance with their respective charges. Chairs of senate commissions shall coordinate their agendas with the appropriate senate and administrative office, and meet with senate leadership on a regular basis according to expectations included in senate bylaws.”

Prior to the start of the fall semester’s senate and commission meetings, the Faculty Senate officers will meet with commission chairs and members of the Policy and Handbook Committee (PHC) to discuss the commissions’ ongoing and upcoming work and to draft commission plans for the coming year.

The officers will determine the best approach for the initial development of a policy, whether through a commission or by other means, such as a work group or task force, with the understanding that, however a policy recommendation is initially developed, it can only be advanced as a resolution through a commission. Once the cabinet is selected in the fall semester, they will review the commission agendas and policy development plans and recommend revisions. As soon as possible in the fall semester, the Senate will discuss the Senate’s legislative agenda.

Section 3. Senate Review of Resolutions from Faculty Senate Commissions

- a. The commission chair notifies the vice president of the date of the first commission reading of a resolution so that the vice president can schedule the first reading of the resolution in the Senate.
- b. Prior to the first reading in the Senate, the vice president posts the resolution for Faculty Senate review and comment and notifies senators via email or announcement of the posting.
- c. Resolutions received prior to the completion of the Faculty Senate agenda (no later than Tuesday in the week of a Faculty Senate meeting) are added to that agenda; those received after that are added to the agenda of the succeeding meeting. Resolutions are also added to the Faculty Senate Cabinet agenda. Once a resolution

has been added to these agendas, it is included on succeeding agendas until the Senate has voted on the resolution.

- d. The Faculty Senate cabinet forms a preliminary opinion about the resolution prior to its first reading by the Senate. If necessary, this can take place by electronic communication (e.g., email).
- e. Faculty Senate and Faculty Senate cabinet agendas shall include a section for resolutions that will be voted on by the Senate (see below). For each resolution, the following information is provided: resolution # and name; a summary of the resolution; the dates of the first and second commission readings; and the dates of the first and second readings in the Senate.
- f. At first Senate readings, all resolutions are discussed. The extent of the discussion depends on the response of senators and concerns about the nature of a resolution should be raised at this time. The commission chair leads the discussion, and along with senators who are members of the commission, answers questions about the resolution and takes notes on revisions recommended by the senators.
- g. If there is no clear consensus on whether the Senate supports a resolution, a straw ballot is conducted. If the Senate does not support passage of the resolution, the commission chair will meet with the cabinet to discuss if and how the resolution can move forward, including the possibility of deferring the second commission reading so that the commission has more time to develop the resolution.
- h. At second Senate readings, the commission chair again leads the discussion, after which the Senate votes on the resolution.

Example of what will be included in the Senate agenda for a resolution from one of the Senate commissions:

CFA 2020-21F: [Resolution to Approve the Awarding of Tenure in the Virginia Tech Carilion School of Medicine](#). *Establishes the authority of VTCSOM to award tenure to its faculty.* 1st CFA reading: 2/19/21. 2nd CFA reading: 3/5/21. 1st FS reading: 2/26/21. 2nd FS reading: 3/12/21.

Section 4. Senate Review of Resolutions from University Commissions and Commissions of Other Senates

- a. As soon as available, resolutions are posted for Faculty Senate review and comment and senators are notified via email or announcement of the posting. Resolutions received prior to the posting of the Faculty Senate agenda (no later than Tuesday in the week of a Faculty Senate meeting) are added to that agenda; those received after

that are added to the agenda of the succeeding meeting.¹ Resolutions are also added to the Faculty Senate cabinet agenda. Once a resolution has been added to these agendas, it is included on succeeding agendas until the comment on the resolution has been completed or the Senate's right to comment has been waived.

- b. The Faculty Senate cabinet forms a preliminary recommendation (waive comment; express support; express disapproval) prior to the consideration of the resolution by the Faculty Senate. If necessary, this can take place by electronic communication (e.g., email).
- c. Faculty Senate and Faculty Senate cabinet agendas include a section for resolutions under consideration by the Senate (see below). For each resolution, the following information is provided: resolution # and name; a summary of the resolution; when the resolution was received; when a response is due; the date of the senate review; the amount of time after senate review in which to write a response; and the preliminary cabinet recommendation (see examples below).
- d. Resolutions are discussed in the Faculty Senate at the request of any senator. If there is no clear consensus on how the senate wants to respond to a resolution, senators vote on the three options: waive comment; express approval; express disapproval. If no discussion is requested, the meeting moderator indicates the preliminary recommendation of the cabinet to make sure that the Faculty Senate agrees.
- e. Faculty Senate resolution responses are drafted by the cabinet. Senators who are not members of the cabinet may participate in writing the response, provided they can work within the time available. Responses reflect the consensus of the Faculty Senate and are posted for review by the Faculty Senate. If non-cabinet senators participate in drafting a response, editorial disagreements are resolved by the cabinet, which must have a minimum of three days to do so.

Example of what will be included in the Senate agenda from one of the University Commissions or a commission of other senates:

CAPFA 2020-21C: Resolution to Revise Chapter 7 of *The Faculty Handbook*. Revises chapter 7 of the *FH* to reflect the creation of the A/P Faculty Senate. Rcvd: 1/8/21. Due: 2/5/21. FS review: 1/21/21. Time to draft response: 12 days. Prelim. cabinet rec: waive.

¹ Under normal (non-holiday) circumstances, the most time that could elapse between receipt of a resolution and its consideration in the Senate is a little over two weeks, leaving approximately two weeks to write a response, should one be required.

Article XII. The Faculty Senate Position Development Process

Given that most policy recommendations will be revisions of or amendments to existing policies, the majority of these resolutions will be developed directly by one of the Faculty Senate commissions and require little discussion in the senate itself. For these “simple” resolutions, first and second Senate readings will almost always provide sufficient time for Senate consideration.

More complicated policy work may require the creation of a working group or task force connected to the Senate or one of its commissions, or may be handled as a University Mission Initiative (see Article XII of the University Council Constitution) overseen by a committee that includes Faculty Senate representation but is not a part of the Senate itself. Because policy work of this nature often involves multiple Senate discussions across one or a span of years, it is critical that the senate employs a process for gathering the views of senators on a policy, reflecting those views back to them, refining those views, conveying them to departments in order to obtain and incorporate the feedback of faculty throughout the university, and repeating these steps as required to facilitate an informed Faculty Senate position on the policy.

The Faculty Senate position development process is as follows:

- a. The cabinet will identify topics that require the application of this process and inform the PHC chair accordingly.
- b. A member of the PHC will take notes during relevant Faculty Senate discussions.
- c. Based on those notes and other information that may be provided by the cabinet, a member of the PHC will write a summary policy report. In addition to a summary of the discussion, the report will include a list of open questions and concerns and an initial assessment of the overall Faculty Senate position on the topic.
- d. The report will be presented to the cabinet at the first meeting of the cabinet following the discussion in Senate, which is typically one week later. The author of the report will participate in and take notes on that discussion and write an updated version of the policy report based on recommendations or alterations suggested by the cabinet.
- e. The policy report will be made available to senators, reviewed at the next senate meeting, and revised by the PHC based on that discussion. Stages 2-5 will be followed each time the Senate or cabinet discusses the topic.
- f. At the discretion of the cabinet, senators will be asked to share and review the report with the faculty in their departments and inform the Senate of the outcome of those discussions.

- g. Also at the discretion of the cabinet, the Senate may use periodic straw ballots as a means of ascertaining the support of senators for a given policy or alternative policy options.
- h. Notes on Senate and cabinet discussions and iterations of the policy report will be maintained by the Senate in order to create a record of its evolving and ultimate position on the topic.

Nothing in this process alters the requirement that all resolutions advanced by the senate are processed initially by commissions and voted on by the senate.

Faculty Senate Constitution and Bylaws

Established Sep. 1, 1969

(Last updated June 2022)

Published by the Faculty Senate of Virginia Tech

Faculty Senate Constitution

Article I. -Name

~~-and Purpose~~

This representative body shall be known as the Faculty Senate of Virginia Polytechnic Institute and State University, hereafter referred to as the Faculty Senate or the Senate.~~The purpose of the Faculty Senate is to create an effective faculty organization that can enter into partnership for shared responsibility and cooperative action between the faculty, administration, staff, and students in order to promote the general welfare of the university.~~

Article II. -Purpose{ XE "Faculty Senate: Purpose" }

The purpose of the Faculty Senate is to represent the interests of faculty within Virginia Tech's system of shared governance (see below) and to work with the administration, A/P faculty, staff, and students to advance the shared goals of the university, including the creation and protection of a university environment conducive to the richest growth of scholarship, learning, teaching, research, service, and respect for human dignity and rights.~~create an effective faculty organization that can enter into partnership for shared responsibility and cooperative action between the faculty, administration, staff, and students in order to promote the general welfare of the university.~~

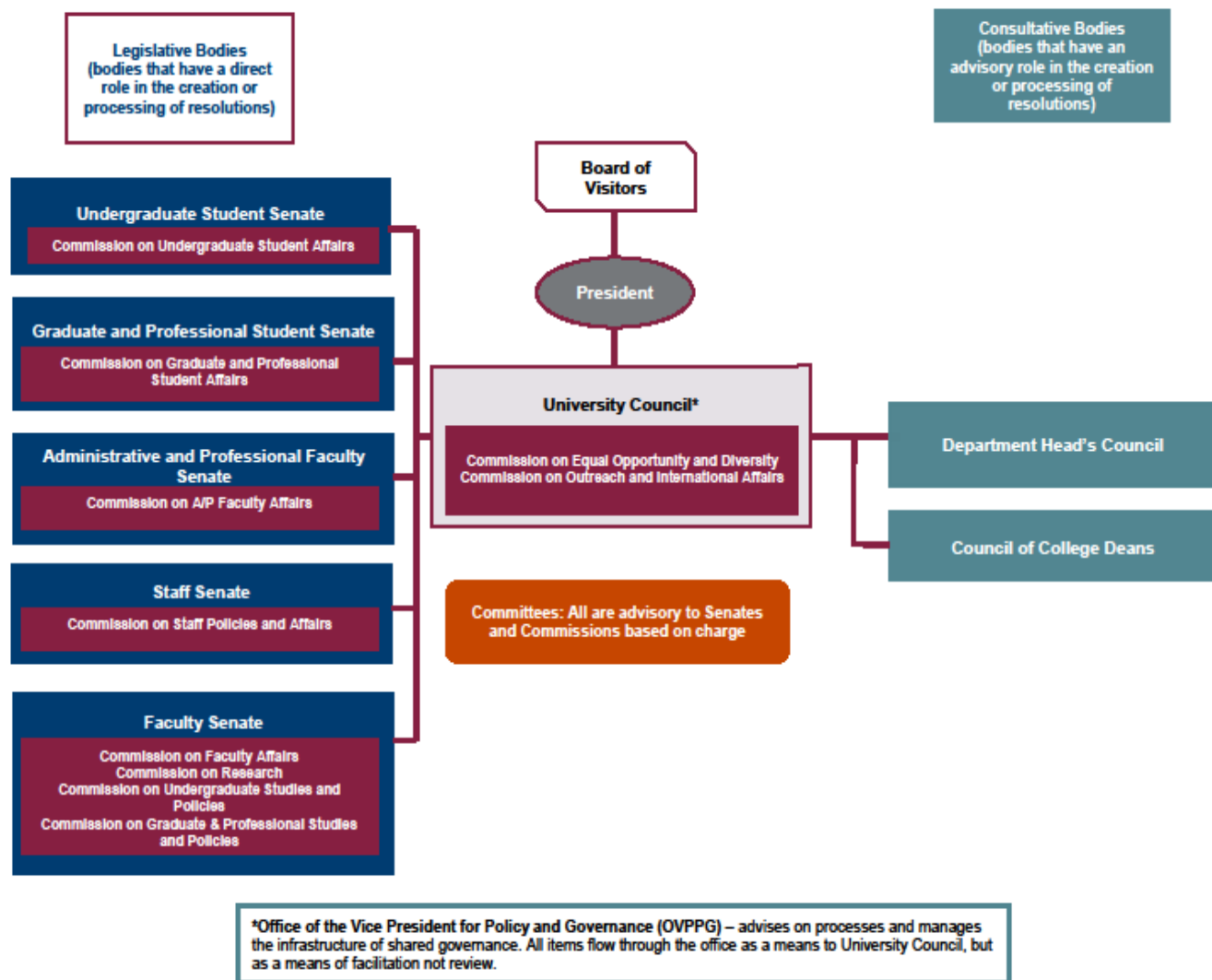
The Faculty Senate is part of the legislative system defined in the University Council Constitution. This system constitutes the main bodies for policy formation at Virginia Tech and also includes the University Council; the University Council Cabinet; the A/P Faculty Senate, the Staff Senate, the Undergraduate Student Senate, and the Graduate and Professional Student Senate; the university and senate commissions; and the standing committees of the University Council. The senate commissions formulate and recommend policies to the senates, which in turn recommend policies to the University Council; the university commissions formulate and recommend policies directly to the University Council. The University Council makes policy recommendations to the president of the university. Final authority rests with the president and the Board of Visitors. Because these bodies constitute a legislative system, their functions, relationships, and the processes they hold in common will be defined in the University Council Constitution and Bylaws. All aspects of the Faculty Senate not defined in those documents will be defined in the Faculty Senate Constitution and Bylaws.

In order for this system to function as intended, the roles and authority of its different components as presented in this document must be maintained, and participants in shared governance are expected to adhere to these statements of purpose, function, or charge. Senate and commission charges identify the areas of legislative authority and responsibility for the relevant body. These charges are not exhaustive: when questions arise regarding the relevance of the topic of a resolution to a commission or senate charge, they will be addressed to the University Council Parliamentarian, and if necessary, the University Council Cabinet. Per Article III Section 3 of the University Council Bylaws, the University

Council Cabinet will review all resolutions for agreement with the commission charge. Determination of the authority of a commission to advance a resolution rests with the University Council Cabinet and the University Council.

Faculty Senate policy recommendations are advanced in the form of resolutions as prescribed in Article III of the University Council Bylaws and Article XI of the Faculty Senate Bylaws.

Governance Structure



Article III. —Functions{ *XE "Faculty Senate: Functions"* }

In accordance with Article VII of the University Council Constitution, the functions of the Faculty Senate are as follows:

“The Faculty Senate shall be representative of the faculty as prescribed in chapter one of *The Faculty Handbook* and have the authority and responsibility to act on their behalf through legislative recommendations concerning academic policies and regulations, educational standards, curricula, methods of instruction, faculty status, matters of equity and diversity that affect the faculty environment, and the working conditions of faculty, among other topics.”

The Faculty Senate also has the right to consider any matter of general interest to its members and to seek wider discourse on these topics within our system of shared governance. However, concerns that fall outside the purview of the Faculty Senate or of its commissions as delineated in the University Council Constitution may not be advanced as resolutions.

More specifically, the functions of the Faculty Senate are to:

- Provide leadership in the formulation of academic and educational policies.
- Develop policy recommendations both within the Senate and through its assigned commissions that advance the interests of faculty and the missions of the university.
- Express the views and preferences of faculty regarding university affairs and policy recommendations that impact faculty no matter their point of origin within our system of shared governance; to express opinion on university affairs as the Faculty Senate deems appropriate and necessary;
- Apply the disciplinary knowledge and perspective of faculty members to the issues and aims of shared governance.
- Coordinate the efforts of and partner with the college faculty associations.
- establish within the laws applicable to Virginia Polytechnic Institute and State University an effective means for Advise ing and responding to the university commissions, the University Council, the administration, and the Board of Visitors on university affairs.
- to participate in the formulation of academic and educational policies that concern more than one college, division, or center;
- to consider policies, programs, and other matters that the administration, college faculties, student organizations, and individuals of the faculty may propose;
- Actively communicate with the other participants in shared governance through formal and informal channels in a timely manner.
- to afford avenues and procedures whereby communications within the university may flow freely, fully, and systematically;
- to help create, maintain, and protect a university environment conducive to the richest growth of scholarship, learning, teaching, research, service, and respect for human dignity and rights;
- Accept and share responsibility with the administration, staff, and students in all efforts to improve the stature and usefulness of the university.
- Elect,
- Appoint, or recommend members to the University Council, senate and university commissions, and university standing committees.

- Provide referral for individual concerns and issues to appropriate organizations or personnel.
- Evaluate the nature and procedures of the Faculty Senate in an ongoing manner in order to improve the senate's ability to fulfill its purpose and carry out its functions.~~to provide university faculty with a voice in matters of broad concern.~~

~~Senators~~Members, though uninstructed representatives of their constituents, have the responsibility to seek the opinions of their electorate. Having done so, they shall make decisions and vote on matters brought before the Faculty Senate according to their own reasoned judgment.

Article ~~III~~IV. –Membership{ XE "Membership: Senate" }

Section 1. –Composition:

~~–The membership of the~~ Faculty Senate consists of 100 elected faculty members as determined and apportioned by the processes outlined in Article II of the Faculty Senate Bylaws. Except as noted in the bylaws, the majority of senators are elected by and represent the interests of their unit (e.g., department or school).

Section 2. –Eligibility

~~–Faculty members who hold full-time and continuing departmental appointments in the following tracks are eligible for election to the Faculty Senate: tenured and tenure-track, collegiate, clinical, professor of practice, and instructor (the college faculty); continued appointment and continued-appointment track (University Libraries and extension faculty); research professor, research associate, and research scientist (the research faculty); and tenured track, tenure-track, tenured-to-title track, tenure-to-title track, secondary, adjunct, clinical preceptor, and instructor (the VTCSOM faculty). Qualified faculty members who currently hold primary appointments in administrative positions at the college or university level or within the University Libraries and faculty members studying for a degree at the university are ineligible for election to the Faculty Senate or to vote in Faculty Senate elections.~~

Because of their instructional, research, and service expectations, University Libraries faculty who hold a continued appointment or are on the continued appointment-track, though classified as A/P faculty, are eligible to be members of the Faculty Senate. All other A/P faculty with instructional or research responsibilities, such as Extension agents, project associates, or instructors in the University Libraries, are eligible to serve in the A/P Faculty Senate.

~~A faculty member is eligible for election to the Faculty Senate and to vote in the election of faculty senators if the faculty member holds: (1) the rank of professor, associate professor, assistant professor, or instructor; this includes faculty in the clinical professor series, professor of practice series, collegiate professor series, and all ranks of instructor; (2) a full-time and continuing appointment to the University; (3) an appointment or tenure in an academic department, University Libraries, or Extension. Although otherwise qualified,~~

~~those faculty members in administrative positions at the college level, the university level, or the library, and those faculty members studying for a degree at the university are ineligible.~~ Interpretations of these eligibility requirements are ~~defined~~provided in the Faculty Senate ~~B~~bylaws.

Section 3._Principles of Representation:

-Insofar as possible, each senator shall represent an equal number of faculty members eligible for Faculty Senate membership. The faculty of each department and college shall be represented by at least one senator. Additional representation is prescribed in the bylaws. ~~Members, though uninstructed representatives of their constituents, have the responsibility to seek the opinions of their electorate. Having done so, they shall make decisions and vote on matters brought before the Faculty Senate according to their own reasoned judgment.~~ The Faculty Senate ~~cabinet~~Cabinet, upon recommendation of the operations officer, shall adjust annually the number of faculty senators ~~in accordance with~~as d~~prescribed in~~ the Faculty Senate ~~bylaws~~Bylaws.

Section 4.- Nominations and Elections

÷ Eligibility to vote in the election of senators ~~from the respective colleges or the library~~ is limited to ~~all~~ those eligible for membership under ~~A~~article IIIV, section ~~Section 2 (see above)~~2. ~~Candidates for the Faculty Senate are nominated and elected by each college or library faculty in the same manner as the officers of its faculty organization. In the absence of a formal faculty organization, n~~Nominations and elections are made as prescribed in the bylaws. The time for nomination and election of senators is prescribed in the bylaws, including the timing of elections. -

Section 5._Term of Membership and Vacancies

÷ Senators are elected for a term of three years, or until their successor is elected, and are eligible for re-election as prescribed in Article II, Section 5 of the bylaws. Senators serve until their successors take office. Vacancies in unexpired terms are filled as prescribed in the bylaws.

Section 6._Elected Alternates

÷ The Faculty Senate permits a department, the college, or the University Libraries, and the Virginia Tech Carilion School of Medicine to elect alternates who may attend Faculty Senate meetings and vote in the absence of a ~~senator from the same college or library~~.

Article IV._Officers

Section 1. ~~Officers~~Officer Titles and Duties{ XE "Officers: Titles and Duties"}

÷ The ~~officers of the~~ Faculty Senate shall have a ~~are the~~ president, vice president, and operations officer, ~~and immediate past president~~elect~~ed by members of the Faculty Senate~~

from elected senators. The previous president serves as the immediate past president. The president may appoint a ~~member of the Faculty Senate to serve as~~ parliamentary, ~~who may be a senator or a faculty member eligible for election to the Senate from elected senators.~~

a. ~~Section 2.~~ President{ XE "Officers: President" }:

~~-The duties of the president include representing the faculty as the main point of contact and advocacy to external entities including the Board of Visitors and the administration,;~~presiding at all meetings of the Faculty Senate and cabinet,; and performing duties prescribed in the constitution and bylaws ~~or appropriate to the office.~~ Due to the demands of the office, the president is ineligible for membership on commissions or university standing committees, unless policy designates ex-officio appointment, as is the case with the Commencement Committee.

b. ~~Section 3.~~ Vice President{ XE "Officers: Vice President" }

~~;-The duties of the vice president include assisting and supporting the president~~ ~~and the operations officer~~ and acting in their absence,; ~~monitoring the activities of the Faculty Senate Commissions~~ commissions and the external standing committees,; and performing other duties as ~~defined~~ prescribed in the bylaws. Though not required, the vice president typically chairs the Commission on Faculty Affairs.

c. ~~Section 4.~~ Operations Officer{ XE "Officers: Operations Officer" }

~~;-The duties of the operations officer include organizing all~~ Ssenate operations,; ~~monitoring internal s~~Standing cCommittees and wWork gGroups,; organizing the election of faculty members to the Ssenate,; and performing other duties ~~defined~~ as prescribed in the bylaws.

d. ~~Section 5.~~ Immediate Past President

~~;-The duties of the immediate past president include~~ ~~assisting and supporting~~ advising the president ~~and acting in their absence~~; organizing the election of the Faculty Senate officers and other senate elections; and performing other duties as ~~defined~~ prescribed in the bylaws.

e. ~~Section 6.~~ Parliamentary (optional)

The duties of the parliamentary include advising the Faculty Senate on the application of the rules of order.

Section ~~27~~6. -Nomination and Election of Officers:

-The Faculty Senate cabinet shall nominate a slate of officers and nominees for other senate elections. -Additional nominations may be made from the floor of the ~~S~~senate. -The time and manner of election of officers are ~~prescribed~~ described in the bylaws.

Section ~~83~~7. -Term of Office and Vacancies:

-Officers are elected for a term of one year or until their successor is elected and are eligible for re-election as prescribed in the bylaws. The beginning and ending dates of the terms of office are prescribed in the bylaws. Vacancies in unexpired terms are filled in the same manner as are full terms.

Article VI. -The Faculty Senate Cabinet, ~~Standing Committees, and Work Groups~~

Section 1. ~~-The Faculty Senate Cabinet~~Membership{ ~~XE "Membership: Cabinet"~~ } and Functions

:-The members of the Faculty Senate ~~e~~Cabinet are the officers of the Faculty Senate, and one senator from each college, ~~and the University Libraries, and the Virginia Tech Carilion School of Medicine, library~~. An officer may serve as their college's representative on the cabinet, provided that they are elected in that capacity by senators from their college, not represented by the officers. Given the variability of faculty experience in shared governance, the president of the Faculty Senate may also appoint up to two non-voting advisors to the cabinet.

~~Faculty Senate cabinet members who are not senate officers are elected for a term of one year by caucus of the senators of the respective colleges and are eligible for re-election as prescribed~~ described in the bylaws. ~~The functions and duties of the cabinet are to serve as the executive committee of the Faculty Senate, to which it is responsible and to which it reports regularly on the disposition of matters submitted to it; to act on behalf of the Faculty Senate between Ssenate meetings; to nominate or recommend Ffaculty Ssenate representatives to all entities, including councils, commissions, committees, and working groups, as prescribed in the bylaws; and to discharge other duties in accordance with parliamentary procedure and described in accordance with the Faculty Senate Constitution and Senate Cconstitution and Bbylaws.~~

Section 2. Nomination and Election of Cabinet Members

Cabinet members who are not Senate officers are elected by caucus of the senators of their respective colleges. The time and manner of election of officers are prescribed in the bylaws.

Section 3. Term of Office and Vacancies

Cabinet members are elected for a term of one year, or until their successor is elected, and are eligible for re-election as prescribed in the bylaws. Vacancies in unexpired terms are filled in the same manner as full terms.

Article VII. The Commissions of the Faculty Senate

All policy recommendations of the Faculty Senate must first be advanced and approved by one of its commissions before they are voted on by the Senate. The commissions of the Faculty Senate are the Commission on Faculty Affairs (CFA), the Commission on Graduate and Professional Studies and Policies (CGPSP), the Commission on Research (COR), and the Commission on Undergraduate Studies and Policies (CUSP).

Though senate commissions are part of senates, their charges and membership are maintained within the University Council Constitution and cannot be altered directly by the senates. Charges of senate commissions are defined in Article VIII of the University Council Constitution and repeated here for convenience.

The chairs of the Faculty Senate Commissions will be senators elected or appointed as prescribed in the bylaws.

Commission on Faculty Affairs (CFA) { XE "*Commissions: Commission on Faculty Affairs*" }

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures affecting faculty working conditions and the professional standing of all faculty who qualify for membership in the Faculty Senate. Areas for consideration include commencement; academic freedom and faculty morale; procedures for appointing, evaluating, disciplining, and recognizing faculty, including department heads and chairs; tenure and/or promotion, benefits, academic and personal leave, and extra-university professional activity; and matters of equity and diversity that affect faculty.

Commission on Graduate and Professional Studies and Policies (CGPSP) { XE "*Commissions: Commission on Graduate and Professional Studies and Policies*" }

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures concerning graduate and professional academic matters. Areas for consideration include admissions, academic progress, degree requirements, commencement; registration and scheduling; graduate curricular standards and expectations, advising, and instruction, both of and by graduate students; research involving graduate students; financial assistance including assistantships, scholarships, and fellowships; and library resources.

Commission on Research (COR) { XE "*Commissions: Commission on Research*" }

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures concerning research and research faculty. Areas for consideration include sponsored programs, core programs and interdisciplinary research; intellectual property; animal care and human subjects; indirect costs and returned overhead; research facilities, centers and institutes, and library resources; and liaison with affiliated corporations and institutes.

Commission on Undergraduate Studies and Policies (CUSP) { XE "Commissions: Commission on Undergraduate Studies and Policies" }

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures concerning undergraduate academic matters. Areas for consideration include library resources, admissions, academic progress, degree requirements, Honor Systems and study environment; In-Honors programs, undergraduate curricular standards and expectations, advising, and instruction; student honors and awards; financial aid, scheduling, and registration.

Article VIII. Faculty Senate External and Internal Standing Committees and Work Groups

Section 1. Description~~Section 2. Standing Committees and Work Groups~~

✚ Standing committees and work groups are established to carry out the functions and operation of the Faculty Senate. The actions of all standing committees are subject to review by the Faculty Senate.

There are two types of Faculty Senate standing committees:— external and internal. External Faculty Senate standing committees serve the needs of the faculty as a whole, report to the vice president of the Senate, are describedprescribed in *The Faculty Handbook*, and are summarized in the Faculty Senate Constitution (see below). Internal Faculty Senate standing committees serve the internal operations of the Faculty Senate, report to the operations officer, and are describedprescribed in Article XIII of the Faculty Senate Bylaws.

Faculty Senate. ~~Standing committees and work groups report to the Faculty Senate. All standing committee and work group actions (excepting those of the Committee on Reconciliation) are subject to review by the Faculty Senate. Additional sstanding committees and work groups may be established or revised upon recommendation of the Faculty Senate Presidentpresident, the cabinet, or a senator, and approval of by the Faculty Senate. In addition to Senate approval, the establishment or revision of external Faculty Senate standing committees requires approval through the resolution process.~~

The **Committee on Faculty Ethics** receives and considers charges of violations of faculty ethics that involve the abuse of professional responsibilities as outlined in the principles of ethical behavior asprescribed in *The Faculty Handbook*. It is the venue for the

examination of possible violations of the standards for research, teaching, and appropriate behavior with colleagues and students that do not cross legal thresholds, such as behavior that is offensive but does not meet the standard for discrimination/harassment. The committee has an investigatory and reporting role.

The **Committee on Reconciliation** offers advice and counsel to faculty members who seek it, particularly in relation to disputes with immediate supervisors or university administrators. The committee has a designated role within the grievance process to assist in resolving disputes that are eligible for consideration as a grievance if so requested by the faculty member, and can help facilitate conversations between faculty members and their supervisors with the goal of reaching mutually agreeable solutions. Faculty members may also consult the committee regarding serious disagreements with immediate supervisors or other university administrators over issues that are not eligible for consideration within the grievance process. In contrast to the Faculty Review Committee, the Committee on Reconciliation operates informally as a facilitator, similar to the University Ombuds Office. It meets with the respective parties to determine if there is common ground for resolution of the matter, facilitating a solution that is agreeable to the principal parties and consistent with university policy and practice.

The **Faculty Review Committee** oversees the movement of grievances through the grievance process as ~~prescribed in *The Faculty Handbook's* grievance process~~, provides faculty review of faculty grievances that are not resolved at the college level, and considers appeals in the promotion and tenure or continued appointment process when the provost does not concur with a positive recommendation from the University Committee on Promotion and Tenure or the University Committee on Promotion and Continued Appointment. The committee has an investigatory and reporting role.

Section 2. Membership, Terms of Membership, and Appointments

Memberships and terms of membership for external standing committees are prescribed in the *Faculty Handbook*. Membership and terms of membership for internal standing committees are prescribed in the Faculty Senate Bylaws.

The president of the Faculty Senate, with the advice of the cabinet, appoints members to and selects the chair of all external Faculty Senate standing committees. Members of internal standing committees are selected in the same manner, but chairs of internal standing committees are elected by the committee members subject to the concurrence of the president.

~~See the *Faculty Handbook* for composition and function descriptions of these committees. Standing committees and work groups include the Committee on Reconciliation and others as prescribed in the bylaws.~~

~~*Committee on Reconciliation:* The Committee on Reconciliation is composed of tenured faculty members eligible for membership in the Faculty Senate. The rules for membership~~

~~on the Committee on Reconciliation are contained in the bylaws. Members are nominated by the Faculty Senate cabinet and elected by the Faculty Senate. At least one member shall be a senator. Faculty appointed to administrative positions with responsibility for recommending promotions, salary adjustments, and distribution of teaching, research, and extension assignments are ineligible for membership. A member is elected for a term of three years and is eligible for re-election as prescribed in the bylaws. The committee elects its chair and secretary. The functions and duties of the Committee on Reconciliation are to offer advice and counsel to faculty members who seek it; to consider private matters of privilege, academic freedom, and tenure submitted to it by members of the faculty or administration; and to assist members of the faculty and the administration in resolving such questions as those of academic freedom and tenure.~~

~~*Other Committees:* The membership of the Faculty Senate Standing Committees is determined by processes contained in the Faculty Senate Bylaws. These committees include the Faculty Review Committee and the Ethics Committee.~~

Article ~~VIII~~.—Faculty Senate Representation on the University Council Cabinet, University Council, Senate and University Commissions, University Standing and Ad Hoc ~~and~~ Committees, and the Faculty Senate of Virginia

Section 1. -Principles of Representation

~~:-Recognizing the responsibility importance of democratic processes, the representation of the faculty Faculty Senate to select their representatives within the on the University Council and various bodies university of shared governance commissions and committees shall be determined by election, except for *ex officio* appointments or appointments made at the prerogative of the president or cabinet. , the Faculty Senate and the college and library faculties shall elect such representatives. Faculty Senate representatives to these organizations shall always keep in mind that the prime function of such bodies is policy making and that the implementation of policies and programs is properly the responsibility of administrators. In all cases, Faculty Senate members or Faculty Senate representatives who serve on shared governance bodies are expected to represent the position of the Faculty Senate in the formulation of policy; to inform the Faculty Senate of pertinent matters to be considered and of actions taken; and to bring matters of Faculty Senate concern before the body.~~

Section 2. Faculty Senate Representation on the University Council Cabinet

The president of the Faculty Senate shall serve as an *ex officio* member and co-chair of the University Council Cabinet. The president of the Faculty Senate, with the advice of the Faculty Senate Cabinet and the confirmation of the Faculty Senate, shall ~~also appoint~~ appoint two additional Faculty Senate members to the University Council Cabinet. While preference shall be given to the vice president and the immediate past president, experience in shared governance should be a significant factor in ~~thee~~ selection. Term of membership (one-year) is prescribed in Article VI, Section 4 of the University Council ~~or~~ Constitution. Eligibility for reappointment is ~~dprescribed~~ prescribed in Article II, Section 5 of the Faculty Senate Bylaws.

Section 32. -Faculty Representation on the University Council

~~÷ The~~ Faculty Senate representation on the University Council shall include the president, vice president, and immediate past president, who serve president as ex officio members, and six one senator s from each college, who are elected to serve on the University Council by the Senate. Faculty Senate shall represent more than half of the colleges. Term of office membership (three-years) and the procedure to fill vacancies in unexpired terms are ~~prescribed dprescribed~~ prescribed in ~~article Article~~ IV, ~~section Section~~ 2-3 of the constitution of the University Council Constitution. Eligibility for reelection is ~~prescribed dprescribed~~ prescribed in Article II, Section 5 of the Faculty Senate Bylaws. If the office of immediate past president is vacant, the operations officer will serve in their stead. The functions and duties of senators on the University Council are to represent the position of the Faculty Senate and the faculty on pertinent matters considered by the University Council; to inform the Faculty Senate of pertinent matters to be considered and of actions taken by the University Council; and to bring matters of faculty concern before the University Council.

Section 43. -Faculty Senate Representation on Senate and f University Commissionss:-

The Faculty Senate holds membership on Faculty Senate and university commissions as ~~defined prescribed in by~~ Article VII of the University Council Bylaws. The Faculty Senate Commissions are also listed in Article VII of ~~this constitution~~ the Faculty Senate Constitution. The commissions of the other senates are the including, but not limited to, the following:- Commission on Administrative and Professional Faculty Affairs (CAPFA), the Commission on Graduate and Professional and Student Affairs (CGPSA), the Commission on Staff Policies and Affairs (CSPA), and the Commission on Undergraduate Student Affairs (CUSA). Classified Staff Affairs, Commission on Faculty Affairs, Commission on Graduate Studies and Policies, The university commissions are the Commission on Equal Opportunity and Diversity (CEOD) and the Commission on Outreach and International Affairs (COIA)., Commission on Research, Commission on Student Affairs, Commission on Undergraduate Studies and Policies, and Commission on University Support. Term of officemembership, eligibility for re-election, and the procedure to fill vacancies in unexpired terms are prescribed in aArticle VIII, section Section 4-5 of the constitution of the University Council Constitution. Eligibility for reelection is prescribed in Article II, Section 5 of the Faculty Senate Bylaws. The functions and duties of Faculty Senate representatives on university commissions are to represent the position of the Faculty Senate and the faculty in the formulation of policy; to inform the Faculty Senate of pertinent matters to be

~~considered and of actions taken; and to bring matters of faculty concern before the university commissions.~~

Section 54. -Faculty Representation on University University Standing and Ad Hoc Committees:

~~The Faculty Senate representatives on university standing and *ad hoc* committees are nominated by the Faculty Senate and appointed by the president of the university. When n~~Nominations for university committees are requested on behalf of the president by the Office of the Vice President for Policy and Governance, by the president of the university, senate nominees are nominated by the Faculty Senate and college and library faculty representatives are nominated by their respective faculties. Term of appointment and responsibilities are prescribed in article As prescribed in Term of membership on university standing committees (three-years) and the procedure to fill vacancies in unexpired terms are prescribed in Article IX, Section 3 of the University Council Constitution. Eligibility for reappointment is prescribed in Article II, Section 5 of the Faculty Senate Bylaws.~~In accordance with VIII of the constitution of the University Council. Faculty Senate representatives on university standing and *ad hoc* committees threes Faculty Senate nominated representatives are eligible for nomination~~ B

~~to a second consecutive term but may not serve more than six consecutive years. The functions and duties of faculty representatives on university committees are to represent the position of the faculty in the discharge of the functions and duties of the committee; to inform the Faculty Senate of pertinent matters to be considered and of actions taken; and to bring matters of faculty concern before the committee.~~

Section 65. -Faculty Representation on the Faculty Senate of Virginia:—

The Virginia Tech Faculty Senate holds membership on the Faculty Senate of Virginia. ~~The terms, functions, and duties of this representation are~~ described-prescribed in the bylaws.

Article VHX. -Meetings and Procedures

~~ADD stuff about voting~~

Section 1. -Regular Plenary Meetings of the Faculty Senate:—

The ~~s~~Senate shall hold at least ~~two~~ threefive regular plenary meetings each fall and spring semester and other meetings as prescribed in the bylaws.

Section 2. -Special Plenary Meetings of the Faculty Senate:—

Special plenary meetings of the Faculty Senate may be called by the presiding officers at any time, including June, July, and August, upon recommendation of the cabinet. Requests for special meetings may be made as prescribed in the bylaws.

Section 3. -Open Forum Meetings of the Faculty Senate:-

Open forum meetings may be called to provide an opportunity for all segments of the university to express their views on an issue of general concern. -Such meetings are called as prescribed in the bylaws.

Section 4. -Cabinet Meetings:-

Regular meetings of the cabinet shall be held at least once each month from September through May. -Special meetings of the cabinet may be called at any time by the presiding officer.

Section 5. -General Faculty Meetings:-

The Faculty Senate may call a meeting of the general faculty.

Section 6. -Standing Committee Meetings:-

Each standing committee meets as frequently as required to fulfill its responsibilities. The presiding officer prepares the agenda and distributes it to all members prior to each meeting.

Section 7. -Quorum:-

~~A majority~~Fifty percent plus one of the total membership, excluding non-voting members and vacant positions, shall constitute a quorum for all meetings of the Faculty Senate, cabinet, or standing committees, except open forum meetings where no quorum is required. In the absence of a quorum, a meeting can be held but no votes taken or decisions reached, except votes on motions to obtain a quorum or to adjourn the meeting.

Section 8. -Faculty Attendance:-

Faculty members eligible for election to the Faculty Senate may attend but not vote in ~~Faculty Senate~~ regular and special plenary meetings of the Faculty Senate.

Section 9. -~~Visitors~~Guests:-

~~While Any~~Any Virginia Tech faculty member, employee, or student may attend plenary and open forum meetings of the Faculty Senate as a guest., ~~Bb The Faculty Senate by majority vote may exclude visitors from attending meetings., with the understanding that guests:~~

- May participate in discussions if and when recognized by the chair but cannot vote or make motions for consideration.

- Will treat participants in shared governance with respect and in accordance with the expectations for decorum outlined in *Robert's Rules of Order*.
- May be removed from a meeting by the request of any member and a majority vote of the members in attendance.
- May not displace a regular member of the body when seating/space is limited.

Members of the public who wish to attend Faculty Senate meetings should contact the president of the Faculty Senate.

Section 10. -Parliamentary Procedure:-

The parliamentary rules used by the University Council, subject to special rules as may be adopted by the Faculty Senate, shall govern the procedures of the Faculty Senate, cabinet, commissions, and standing committees.

Section 11. Voting on Senate Commission Resolutions and Other Matters

All resolutions advanced to the Senate by the Faculty Senate commissions must have first and second readings and be voted on by the Senate, either by means of a consent agenda or by actual vote. Senate votes will be carried out via the same software used by the University Council. ~~Pursuant to~~In accordance with Article XI, Section 5 of the University Council Constitution, Senate votes on resolutions are by recorded ballot. The nature of voting on all other matters shall be determined by the Faculty Senate as a whole.

Article ~~VIII~~XI. -Amendments to the Constitution and/or Bylaws

Section 1. Development

Amendments to the constitution and/or bylaws may be developed by whatever means the Senate deems appropriate. Amendments to the constitution require a Commission on Faculty Affairs resolution; amendments to the bylaws do not.

One-fifth of faculty eligible for election to the Faculty Senate may petition the president of the university to convene a meeting of faculty eligible for election to the Faculty Senate to make changes to the Faculty Senate Constitution.

Section 2: Approval of Amendments to the Constitution

Amendments to the constitution become effective upon the following sequence of actions:

- a. An affirmative majority vote by the CFA.
- b. An affirmative vote of two-thirds (2/3) of the senators present and voting, provided that a quorum has been reached.
- c. An affirmative vote in the University Council of the majority of members present and voting, provided that a quorum has been reached.
- d. Approval by the president of the university.

Section 3. Approval of Amendments to the Bylaws

Amendments to the bylaws become effective upon an affirmative vote of the majority of the senators present and voting, provided that a quorum has been reached, and requires no further approval.

Section 4. Notice of Proposal

Notice of proposal to amend the constitution and/or bylaws shall be given in the Faculty Senate agenda and considered at no fewer than two meetings of the Faculty Senate prior to voting. A vote may be taken on an amendment at the second meeting. The proposed amendment shall be distributed with the agenda.

Section 1. Amendments to the Constitution:—

~~Notice of proposal to amend the Faculty Senate constitution shall be given in the Faculty Senate agenda and considered at no fewer than two meetings of the Faculty Senate prior to voting. A vote may be taken on an amendment at the second meeting. A copy of the proposed amendments shall be distributed with the agenda.~~

~~A two thirds affirmative vote of the membership is required for approval of changes followed by approval by the University Council and president of the university. One fifth of faculty eligible for election to the Faculty Senate may petition the president of the university to convene a convention of faculty eligible for election to the Faculty Senate to make changes in the Faculty Senate constitution.~~

Section 2. Amendments to the Bylaws:—

~~Notice of proposal to amend the bylaws shall be given in the agenda and considered at not fewer than two meetings of the Faculty Senate prior to voting. A vote may be taken at the second meeting.~~

Faculty Senate Bylaws

Article I.: Duties

Section 1. Faculty Senators

Senators are expected to:

- a. Attend plenary Senate meetings and other meetings required due to Senate-related service commitments.
- b. Familiarize themselves with Senate procedures.
- c. Develop an understanding of the issues considered by the Senate.
- d. Vote on the resolutions advanced by the commissions of the Senate.
- e. Report regularly to their constituents on Senate proceedings and represent the interests of their constituents in Senate discussions.
- f. Treat other senators and participants in shared governance with respect and in accordance with the expectations for decorum outlined in *Robert's Rules of Order*.
- g. Serve on at least one of the councils, commissions, and committees that comprise shared governance, either at the Senate or university level, if appropriate positions are available.

Section 2. Officers and Cabinet Members

In addition to the duties of senators listed above, officers and cabinet members are expected to:

- Fulfill their obligations as specified in the constitution and bylaws.
- Attend cabinet meetings and all other meetings required by their position.
- Represent the interests of the Senate in cabinet discussions with administrators.
- Communicate the deliberations of the cabinet to the Senate.

1. Principles of RepresentationArticle II.: Membership

Section 1.

A. TerminologyComposition-

The limit of 100 senators established in the constitution can be increased if necessary for reasons contained in Section 3(d) of this article (see below).

1. With respect to Membership, and Nomination and Election of Senators, the following applies

~~a. University Libraries is to be treated as a college.~~

~~b. Schools that are a subdivision of a college are to be treated as departments.~~

~~The School of Medicine is to be treated as a college.~~

~~c. The term “department” is understood to mean an academic department in which at least one eligible faculty member resides.~~

~~d. The terms “faculty”, “faculty member”, and “eligible faculty member” are understood to mean faculty members eligible for Faculty Senate membership pursuant to Article III, Section 2 of the Faculty Senate Constitution.~~

~~e. The terms “officer”, “senate officer” and “faculty senate officer” are understood to mean the officers of the Faculty Senate pursuant to Article IV of the Faculty Senate Constitution.~~

~~f. The terms “cabinet”, “senate cabinet” and “faculty senate cabinet” are understood to mean the Faculty Senate Cabinet pursuant to Article V, Section 1, of the Faculty Senate Constitution.~~

Section 2. Eligibility

2. The eligibility requirements for election to the Faculty Senate in Article IIIIV, section Section 2 of the constitution of the cFaculty Senate onstitution are interpreted as follows:

~~a.—~~

a. ~~a.~~ An appointment is considered continuing unless the letter of appointment states otherwise.

~~b.—~~

b. ~~b. The term academic department f~~For the purpose of the Faculty Senate constitution-Constitution and Bylaws, the term “department” is understood to mean an academic unit in which at least one eligible faculty member resides. The term shall apply only to those departments and divisions that are actively involved in the teaching of credit courses or the awarding of degrees in specific academic disciplines. The precise interpretation of this term will be made by the Faculty Senate ~~cabinetCabinet~~.

~~e.—~~

d. ~~e.~~ The university-level, college-level, and University libraryLibraries administrators are the president, provost, associate and assistant provosts, vice presidents, associate and assistant vice presidents, ~~the~~ deans, associate and assistant deans, and assistants to any of the preceding.

c.

d. ~~d.~~ A faculty member is considered to be studying for a degree at the university if ~~the faculty member is~~they are currently pursuing a program of study that has been filed in the graduate school office.

e.—

- e. ~~3.~~—An eligible faculty member who is not affiliated by appointment with an academic department is assigned by the Faculty Senate ~~cabinet~~ Cabinet to the department the cabinet considers most appropriate.

All senators are eligible for election or appointment to additional shared governance roles and to vote in these elections.

The eligibility requirements for non-senators who serve in shared governance roles are the same as the eligibility requirements for the election of faculty members to the Faculty Senate.

B. Section 3. Membership Principles of Representation

Departments

- a. As established in the constitution, each department will have at least one senator.
 - b. Schools that are a subdivision of a college are to be treated as departments.
 - c. Two departments with limited faculty resources may join to elect a representative. A simple majority of faculty members in each department must agree to joining and the vote on joining must take place before each senatorial election. These joined departments are then considered a single department for election purposes. (The term “departments with limited faculty resources” implies that the joined departments would qualify for exactly one representative. If the joined departments would have a combined number of faculty that makes them eligible for two or more representatives, then those departments cannot join.)
 - d. In the unusual case that the allotted number of senators for a college is less than the number of departments in that college:
 - i. All departments from that college will have one senator.
 - ii. The total number of senators prescribed in Article IV, Section 1 of the constitution will be increased so that each department in that college will have one senator.
 - iii. Departments that have an unfilled position in the senate for the upcoming term will hold an election, except if a Faculty Senate officer or their college faculty association representative for the upcoming term is a member of that department.
- ~~a.e.~~ Insofar as possible within these bounds, the number of senators from each department will be proportional to the number of faculty members in the department.

Colleges

- a. As established in the constitution, each college will have at least one senator.
- a. ~~The University Libraries and the Virginia Tech Carilion School of Medicine are to be treated as colleges.~~
- b. ~~1. There will be 100 senators unless an increase is required as defined in section D.~~
- c. ~~2. Each college will have at least one senator.~~
- c. ~~3. No college will have more than 20% of the total number of senators.~~
- d. ~~4. The senators from each college will include: Faculty Senate Officers remain senators, although not necessarily officers, for one year following their service as an officer.~~
 - i. Faculty Senate officers from that college.
 - ii. One senator elected by the respective college faculty association, if not waived (under Article II, Section 4(b), see below of the bylaws).
 - iii. At least one senator from each department.
- e. ~~5. Insofar as possible within these bounds, the number of senators from each college will be proportional to the number of faculty members in the college.~~

The Virginia Tech Carilion School of Medicine will have one senator per department as an interim step in the process of the school's addition to shared governance. This exception to the standard method of election will be evaluated in 2026.

~~C. College Representation~~

- ~~1. The senators from each college will include-~~
 - ~~a. Faculty Senate Officers from that college; and~~
 - ~~b. One senator elected by the respective College Faculty Association, if not waived (under Article II, Section A); and~~
 - ~~c. At least one senator from each department; and~~
 - ~~d. Insofar as possible within these bounds, the number of senators from each department will be proportional to the number of faculty members in the department.~~
- ~~2. The School of Medicine will have eleven senators.~~

~~D. Department Representation~~

- ~~1. Two departments with limited faculty resources may join to elect a representative. A simple majority of faculty members in each department must agree to joining and the vote on joining must take place before each senatorial election. These joined departments are then considered a single department for election purposes.~~
 - ~~a. The term "departments with limited faculty resources" implies that the joined departments would qualify for exactly one representative. If the joined~~

~~departments would have a combined number of faculty that makes them eligible for two or more representatives, then those departments cannot join.~~

~~2. In the unusual case that the allotted number of senators for a college is less than the number of departments in that college:~~

~~a. All departments from that college will have one senator; and~~

~~b. The total number of senators prescribed in Article I, section B will be increased so that each department in that college will have one senator; and~~

~~c. Departments that have an unfilled position in the senate for the upcoming term will hold an election, except if a Faculty Senate Officer or their College Faculty Association representative for the upcoming term is a member of that department.~~

~~E. Number of Eligible Faculty Members~~

~~1. In January, the Faculty Senate Secretary/Treasurer~~

~~a. Will request the number of eligible faculty members in each college and department from the Provost's Office; and~~

~~b. May contact the head/chair of any department and provide them with the Faculty Senate eligibility definitions and request from them the number of eligible faculty members in the department; and~~

~~c. Will identify the College Faculty Associations that are required to hold a Faculty Senate election by virtue of having an unfilled position in the senate for the upcoming term, and notify those College Faculty Associations of their electoral obligations under the Faculty Senate Bylaws.~~

~~2. In February, the Faculty Senate Secretary/Treasurer will~~

~~a. Propose a number of eligible faculty members for each college and department to the Faculty Senate Cabinet who will make the final determination on the number of eligible faculty members; and~~

~~b. Identify the departments that are required to hold a Faculty Senate election by virtue of having an unfilled position in the senate for the upcoming term and notify those departments of the number of senators that must be newly elected for the department and their electoral obligations under the Faculty Senate Bylaws.~~

Section 4. Nominations and Elections

Nomination and Election of Faculty Senators

a. In January, the Faculty Senate operations officer will:

i. Request the number of eligible faculty members in each college and department from the Provost's Office.

ii. Identify the college faculty associations that are required to hold a Faculty Senate election by virtue of having an unfilled position in the senate for the upcoming term, and notify those college faculty associations of their electoral obligations under the Faculty Senate Bylaws.

b. In February, those college faculty associations that are required to hold an election will:

i. Generate a slate of faculty nominees.

ii. Hold an election.

- iii. Report the results of the election to the Faculty Senate operations officer. If the college faculty association does not exist or does not supply the election results by the end of February, the college waives its right to a college faculty association representative in the Senate, but does not change the total allotment of senators to that college.
 - c. In February, the Faculty Senate operations officer will:
 - i. Propose a number of eligible faculty members for each college and department to the Faculty Senate Cabinet, who will make the final determination on the number of eligible faculty members.
 - ii. Identify departments that are required to hold an election by virtue of having an unfilled position or positions in the Faculty Senate for the upcoming term and notify those all departments of the number of senators that must be elected for each department to fulfill its electoral obligations under the Faculty Senate Bylaws.
 - d. In March, those departments that are required to hold an election (under as prescribed in Article II, Section 4-(c)) will:
 - i. Generate a slate of faculty nominees.
 - ii. Hold an election.
 - iii. Report the results of the election to the Faculty Senate operations officer.

Senate terms begin with the first Senate meeting in the fall semester. Newly elected senators shall may be observers until the date of two weeks prior to the first day of classes in fall, the effective date of their term of office on the first day of August, and -They, but may attend and may participate and vote in elections for the organization of the following year's Faculty Senate, and in including the selection of commission and committee members who represent the Faculty Senate.

Senate terms end two weeks following the date of commencement in spring on the last day of July. *Nomination and Election of the Faculty Senate Cabinet*

In August or September, at the first Senate meeting of the fall semester, senators from each college will caucus and elect their cabinet representative for the coming year. As stated in Article VI, Section 1 of the constitution, college representation in the cabinet may be provided by an officer, but colleges have the option to elect a separate representative. To facilitate this option, officers must abstain from the discussion and election of cabinet representatives. After the cabinet is formed, the Faculty Senate President may appoint one or two advisers to the cabinet and should review this decision with the cabinet and the Faculty Senate.

Nominations and Elections by the Faculty Senate (Including Officers)

In April, the Faculty Senate Cabinet shall solicit nominations for all positions within shared governance that must be filled by the Faculty Senate within the coming year, including the officers of the Senate. No later than the penultimate plenary meeting, the

Faculty Senate cabinet shall present a slate of nominees for Senate representation on the relevant commissions, committees, and councils. Permission of candidates must be obtained before names are placed in nomination. Nominees are elected by majority vote of senators present and voting, provided that a quorum has been reached. Elections are by secret ballot. Those elected shall take office ~~on the first day of August~~two weeks prior to the first day of classes in fall, except for the officers of the Senate, whose term begins the first day after the June Board of Visitors meeting.

Section 5. Eligibility for Reelection or Reappointment (Term Limits) and Vacancies

Senators are eligible for reelection or reappointment within the bounds of the term limits presented below. Unless noted, term limits can be extended by a two-thirds affirmative vote of senators present and voting, provided that a quorum has been reached. In all cases, partial terms will be treated as full terms. The standard term for university--level service (University Council, commissions, etc.) is three years.

- a. President, vice president, and operations officer: three consecutive one-year terms in one office.
- b. Immediate past president: one one-year term. A president elected for a second or third term may request that the immediate past president serve as an advisor to the cabinet.
- c. Cabinet members (who are not officers): three consecutive one-year terms.
- ~~a-d.~~ Senators: while academic units (e.g., departments) are encouraged to limit Faculty Senate representatives to no more than three consecutive three-year terms, the determination for eligibility for reappointment shall be made by a vote among faculty within the academic unit.
- e. ~~Senators~~ appointed to the University Council Cabinet: three consecutive one-year terms.
- f. Faculty Senate representatives elected to the University Council and senate and university commissions: three consecutive three-year terms.
- g. Faculty Senate--nominated representatives to university standing committees: three consecutive three-year terms.
- h. Members of the external standing committees: a two-year appointment with a limit of three consecutive terms. (This information is included here for reference only, as these terms are prescribed in the *Faculty Handbook*.)
- i. Members of the Policy and Handbook Committee: a three-year appointment with a limit of three consecutive terms.

After two years absence from any role, senators and faculty are eligible for re-election or re-appointment to that same role for the maximum amount of time allowed.

In order to fulfill their role as immediate past president, the Faculty Senate president must remain a senator for one year following their service as president.

In the case of a vacancy caused for any reason, including replacement by a department or University Libraries faculty, the respective faculty, at its next meeting, shall elect a representative to fill the unexpired term.

~~D. Eligibility: While academic units (e.g., departments) are encouraged to limit Faculty Senate representatives to no more than three consecutive terms (full or partial), the determination for eligibility for reappointment shall be made by a vote among faculty within the academic unit.~~

Section 6. Elected Alternates and Attendance

II. Nomination and Election of Senators

A. College Faculty Association (CFA) Elections

~~In February, those College Faculty Associations that are required to hold an election (under Article I, Section E) will~~

- ~~1. Generate a slate of faculty nominees; and~~
- ~~2. Hold an election; and~~
- ~~3. Report to the Faculty Senate Secretary/Treasurer the results of the election. If the CFA does not exist or does not supply the election results by the end of February, the college waives its right to a CFA representative in the senate, but does not change the total allotment of senators to that college.~~

B. Department Elections

~~In March, those departments that are required to hold an election (under Article I, Section E) will~~

- ~~1. Generate a slate of faculty nominees; and~~
- ~~2. Hold an election; and~~
- ~~3. Report to the Faculty Senate Secretary/Treasurer the results of the election.~~

~~C. Newly elected senators shall be observers until the effective date of their term of office on the first day of August, but may attend and participate and vote in elections for the organization of the following year's Faculty Senate and in the selection of commission and~~

~~committee members who represent the Faculty Senate. Senate terms end on the last day of July.~~

~~D. Eligibility: While academic units (e.g., departments) are encouraged to limit Faculty Senate representatives to no more than three consecutive terms (full or partial), the determination for eligibility for reappointment shall be made by a vote among faculty within the academic unit.~~

III. Faculty Senate Vacancies

~~A. In the case of a vacancy caused for any reason, including recall by a department or library faculty, the respective faculty, at its next meeting, shall elect a representative to fill the unexpired term.~~

~~B. Each department may also elect one alternate senator to fill in as an alternate when a senator cannot attend individual meetings or is on research or other leave. Unless arrangements have been made with the operations officer and approved by the cabinet for an alternate to fulfill a senator's obligations, the expectations for attendance expressed in Article III, Section 12 of the bylaws will be applied.~~

~~If not already serving on the Faculty Senate, colleges faculty associations are encouraged to assign their faculty association president as an alternate for the Faculty Senate.~~

Colleges are encouraged to assign their faculty association presidents as an alternate for the Faculty Senate. **Article III. Resignation or Removal of a Senator, Officer, Cabinet Member, or Commission Chair**

Section 1. Notification and Consideration of Absences

~~If a senator is struggling to attend meetings required by their position, they should notify the Faculty Senate President or Vice President who will schedule a meeting between the senator and Senate officers in which special circumstances for absences will be discussed and considered. Under normal circumstances, automatic resignation due to absences from meetings will proceed as described below.~~

Section 21. Resignation

~~A senator or is deemed to have resigned from the Faculty Senate if they 1) submit a letter of resignation to the Faculty Senate President or 2) are absent from plenary senate meetings three times in one semester or four times in one academic year.~~

~~An officer, cabinet member, or commission chair is deemed to have resigned any of these positions if they 1) submit a letter of resignation to the Faculty Senate President (or in the president's case, the Faculty Senate Vice President) or 2) are absent from a~~

meeting required by their position two times in one semester or three times in one academic year (for officers and commission chairs) and three times in one semester or four times in one academic year (for cabinet members).

Absences are not cumulative across positions.

Section 32. Removal of a Senator

A senator may be removed from the Senate for failure to fulfill their duties as specified in the constitution and bylaws. The removal process is initiated when ten senators sign a statement calling for removal that includes the reasons for their request and supporting evidence. Upon receipt of this statement from the claimants, the president will add this proposed action to the agenda of the Senate, at which time the claimants will state their charges and the senator will be allowed to respond. At the following meeting, the Senate will vote on the matter by secret ballot. A 2/3 vote of the Senate is necessary to remove a senator. A senator so removed is unable to serve in the Senate for the next five years.

Section 43. Removal of an Officer, Cabinet Member, or Commission Chair

An officer, cabinet member, or commission chair may be removed from their position for failure to fulfill their duties as specified in the constitution and bylaws. The process for removing an officer, cabinet member, or commission chair from their position is the same as removal of a senator from the Senate, except that a senator removed from any of these positions remains a member of the Faculty Senate but cannot hold any of these positions for the next five years.

Section 54. Replacement

When a senator resigns or is removed, their department will be asked to elect a replacement.

When an officer, cabinet member, or commission chair resigns or is removed, that position is filled as soon as possible by a majority vote of the Senate, providing that a quorum has been reached. The cabinet arranges a slate of candidates for any position that becomes available in this manner.

~~A. Regular elections: Each year the Faculty Senate cabinet shall solicit nominations for all offices and committees from the senate. At the last regular spring meeting, the Faculty Senate cabinet shall present a slate of nominees for senate representation on the University Council and commissions, and for Faculty Senate committee membership. Permission of candidates must be obtained before names are placed in nomination. Elections by secret ballot shall~~

~~be conducted after nominations are presented at each meeting. A plurality vote shall elect. Those elected shall take office on the first day of August.~~

~~B. **Eligibility:** For purposes of nomination, voting, and election, 'faculty' includes any person eligible to serve in the Faculty Senate as defined in article III, section 2 of the Faculty Senate constitution. Faculty Senate officers may serve more than three consecutive full terms in one office only if they are elected by a two-thirds majority vote of the Faculty Senate membership. Faculty Senate cabinet members who are not senate officers may serve more than three consecutive full terms only if they are elected by a two-thirds majority vote of the Faculty Senate membership. Members of the Committee on Reconciliation may serve more than three consecutive terms (full or partial) only if they are elected by a two-thirds majority vote of the Faculty Senate membership. Faculty Senate nominated representatives to University Committees may serve more than three consecutive terms (full or partial) only if they are elected by a two-thirds majority vote of the Faculty Senate membership.~~

Article IV. Regular Plenary Meetings of the Faculty Senate

~~A.~~ Regular plenary meetings of the Faculty Senate shall be held each semester at a time set by the president and approved by the Faculty Senate. PerAs dprescribed in the constitution. ~~A~~at least two-five regular meetings shall be held each semester.

Article VI. Special Plenary Meetings of the Faculty Senate

~~A.~~ Special plenary meetings of the Faculty Senate shall be called by request of ~~by~~ the president and of the senate upon approval by recommendation of the cabinet; by recommendation of the cabinet; ~~or~~ on petition of at least ten senators or twenty-five faculty members.

~~B.~~ Requests for special plenary meetings shall include a statement of the purpose of the meeting. A special plenary meeting can be an additional meeting or a meeting conducted in total or in part as a closed (or executive) session.

Article VI. Closed Sessions of the Faculty Senates

The Faculty Senate can meet in a closed session to consider topics that require the identification of an individual or individuals involved in or party to sensitive matters relating to instruction, scholarship, or service. A closed session is for the purpose of discussion only; any action(s) recommended in a closed session must be approved in an open session.

A motion passed by majority vote of senators present and voting, provided that a quorum has been reached, is required to enter and exit a closed session.

Closed sessions are limited to senators and invitees who will be asked to speak to the topic(s) discussed.

The meeting agenda must identify the topic(s) to be covered in the closed session and no other topic(s) can be considered. The meeting minutes should indicate when the Senate went into a closed session, the topic(s) considered, and when the Senate left the closed session.

Minutes may be taken during a closed session but are not required. If minutes are taken, they must also be approved in closed session. To avoid calling another closed session to approve these minutes, they should be written during and approved at the end of the closed session. The minutes of a closed session can only be shared with participants of the meeting and should not be attached to the regular minutes.

Unauthorized sharing of what transpired in a closed session is punishable by expulsion from the Senate.

Article VII. Additional Duties of Faculty Senate Officers and Cabinet Members

Section 1.A. Duties of Faculty Senate Officers

Officers and cabinet members are expected to attend cabinet meetings and all other meetings required by their position; represent the interests of the Senate in cabinet discussions with administrators; communicate the deliberations of the cabinet to the Senate; and perform additional duties listed below.

Section 1. Faculty Senate Officers

In addition to the duties those prescribed in Article IV of the constitution and Article I of the bylaws, the officers will perform the following duties.

a. President 1. President

- i.—Report regularly to the Senate and the cabinet information received from faculty, administration, the Board of Visitors, and other parties that relates to the purpose and function of the Senate as prescribed in Faculty Senate Constitution Articles I and II of the constitution., as appropriate.
- ii.—
- iii.—
- a) Schedule a meeting of the officers, commission chairs, and administrative commission leaders to finalized discuss commission agendas prior to the

~~Senate's first regular plenary meeting in the fall. To outline the year's objectives at the opening session of the Faculty Senate in the fall.~~

~~ii.~~

~~iv. To outline~~ Outline the Senate's objectives for the year at the earliest opportunity ~~Senate's opening session~~first regular plenary meeting ~~the Faculty Senate~~ in the fall after providing the full Senate an opportunity to suggest and comment on objectives and consulting with the cabinet.

~~iii.~~

~~v.~~

~~iv. b) Prepare the agenda for Senate and cabinet meetings in consultation with the cabinet and provide the agenda to the operations officer no fewer later than four days prior to a meeting.~~ To prepare and distribute an annual report of the Faculty Senate's accomplishments during the year to the senate ~~Senate, faculty, administration, and Board of Visitors.~~

v. Oversee the functioning of the Senate and make temporary adjustments in work assignments based on the capacity of officers or cabinet members to fulfill their roles.

~~vi.~~

~~a.~~

~~vi. e) Organize fall and spring presentations to~~ discussions between the Senate by ~~and the president of the university and/or the provost.~~

~~viii. Organize fall and spring presentations~~ meetings between ~~to the cabinet by~~ and the provost.

~~vii.~~

viii. Appoint members of the Committee on Faculty Ethics, the Faculty Review Committee, the Committee on Reconciliation, and the Policy and Handbook Committee ~~(in consultation with the cabinet and with~~ through ~~confirmation by the Senate).~~

~~ix. To Manage the Faculty Senate budget. The president will consult and consult with the cabinet on~~ all ~~budgetary decisions.~~

x. Attend all meetings of the Board of Visitors and deliver an address at each meeting representing current topics of interest to faculty and report to the Senate and/or the cabinet on topics of interest to faculty provided by the Board of Visitors, as appropriate.

xi. Request information from faculty and senators pertaining to the following year's objectives no later than the senate's last plenary meeting in the spring.

~~xii. To prepare and distribute to the Senate, faculty, administration, and Board of Visitors an annual report of the Senate's accomplishments~~ in time for the June Board of Visitors meeting. during no later than one week following the Senate's last plenary meeting in the spring ~~the year to the Senate, faculty, administration, and Board of Visitors.~~

- ~~— Consult with the cabinet in preparation for presenting the Senate’s objectives for the year no later than one week prior to the Senate’s first plenary meeting in the fall.~~

b. Vice President

- ~~ix.i.~~ Organize a meeting between the officers, commission chairs, and the chair of the Policy and Handbook Committee no laterfewer than two weeks prior to the first plenary meeting of the Senate in the fall to discuss the commissions’ ongoing and upcoming work and create draft commission agendas pursuant toas dprescribed in Article XI, Section 2 of the bylaws.
- ~~x.ii.~~ Cto coordinate the Senate review of resolutions under consideration byfrom Faculty Senate commissions, including and the Senate vote on commission resolutions as dprescribed in Faculty Senate Bylaws Article XI,X, Section 3 of the bylaws.
- ~~xi.iii.~~ Assist in the Senate review of resolutions from non-Faculty Senate commissions and the Senate position development process pursuant toas dprescribed in Article XI, Section 4 of the bylaws.
- ~~xii.iv.~~ Oversee the “Faculty Senate Position Development Process” (see Article XII of the bylaws).
- ~~— Update the cabinet on commission agendas and policy development plans no later than one week following the first plenary meeting of the Ssenate in the fall.~~

~~xiii.v.~~

c. Operations Officer

- i. ~~a)~~ Distribute the agenda no fewer than three days prior to each meeting of the Senate and the cabinet.
- ii. Maintain records, attendance, and minutes for each meeting of the Senate and the cabinet.
- ~~xiv.iii.~~ Distribute minutes of Senate and cabinet meeting minutes to senators and post these minutes to the Senate website and other Senate–related software platforms.
- ~~xv.iv.~~ Maintain the Senate website and other Senate–related software platforms.
- ~~xvi.v.~~ Obtain a current list of faculty members eligible for membership in the Faculty Senate, identify and notify all departments of Senate membership eligibility rules and vacancies, and organize the election of faculty members to the Senate pursuant as dprescribed in Article II of the bylaws, Section E4(a).
- ~~xvii.vi.~~ Identify the Ccollege Ffaculty Aassociations that are required to hold a Faculty Senate election, notify all Ccollege Ffaculty Aassociations of their electoral obligations, and collect reports from Ccollege Ffaculty Aassociations as dprescribed in Article II of the bylaws.
- ~~xviii.vii.~~ Mmaintain a current list of senators and their membership as Ssenate representatives to all entities, including councils, commissions, committees, and working groups.

- ~~ix. To Recommend new membership for the Faculty Senate's internal standing Committees and Work-work Groups-groups to the pFaculty Senate Faculty Senate President and the cabinet.~~
- ~~xx.viii. Assist in the Senate review of resolutions from commissions and the Senate position development process pursuant to Faculty Senate Bylaws Article XX.~~
- ix. Maintain a list of all nominees for election or appointment to the councils, commissions, and committees on which senators, or faculty members nominated by the Senate, serve. See Section 2 below.

d. Immediate Past President

~~xxi.i. Form and chair a sub-committee of cabinet members who have chosen not to be considered for an officer position; to convene and chair-organize this sub-committee's efforts of cabinet members to seek nominations for Faculty Senate officers and perform an open call for nominations by the the Senate; and prepare a slate of officer-nominees for consideration by the cabinet; and to convene and chair a meeting of present this slate of nominees to the cabinet for review and approval; and on behalf of the cabinet, to prepare a present the slate of officer nominees to the Senate for its consideration and vote, by the Senate pursuant in accordance with the Faculty Senate Constitution Article IV, Section 6 of the constitution of the Faculty Senate Cconstitution. For the timing of this process, see Faculty Senate Bylaws Article II, Section 4 of the bylaws.~~

Oversee the cabinet's efforts

- ~~ii. b) To Chair meetings of the cabinet to seek nominations or recommendations of Ffaculty Ssenate representatives to all entities-bodies specified under pursuant to A in Section 2 of this article (see below).~~
- ~~xxiii.iii. If the office of immediate past president is vacant, the cabinet will elect a cabinet member to fulfill the duties outlined in subsections i and ii above.~~

~~To organize the election of faculty members to the senate Senate pursuant to Articles I, II and III of the Faculty Senate b) To o~~

2. Vice President

~~a) To chair the Commission on Faculty Affairs unless an alternate is chosen according to the Bylawsbylaws. Faculty Senate Bylaws Article XX. To assist the president by attending meetings, workshops, and other activities on behalf of the Faculty Senate presidentOrganize a meeting between Faculty Senate officers, commission chairs, and the chair of the Policy and Handbook Committee no later than two weeks prior to the first plenary meeting of the Senate in the fall to~~

~~discuss the commissions' ongoing and upcoming work and create draft agendas pursuant to Faculty Senate Bylaws Article XX, Section 2. Update the cabinet on commission agendas and policy development plans no later than one week following the first plenary meeting of the senate in the fall.~~

Section 2. B. ~~Duties of the~~ Faculty Senate Cabinet Members

In addition to those ~~duties~~ prescribed in Article VI of the constitution ~~and Article I~~ of the bylaws, ~~members of the of the Faculty Senate Constitution, the duties of the cabinet~~ will perform the following duties. ~~are~~

- a. Report regularly to their respective colleges' senators and represent their interests in cabinet discussions.
- b. ~~4. To set the time and place and, together with~~ Assist the pFaculty Senate ~~President in~~, preparing the agendas for meetings of the cabinet and the Faculty Senate. ~~(Cabinet members and (SA-senators may move additions to the agenda at the time of adoption by the cabinet or Faculty Senate.)~~
)
- c. Prepare a slate of senators to be nominated for election ~~by the Senate~~ as officers of the Senate.
- d. Prepare a slate of faculty senators to be nominated for election by the Senate to the following positions:
 - i. Senate representatives on the University Council (one per college).
 - ii. Chairs of the senate commissions (as noted in Article V, Section 3 of the constitution, though not required, the vice president typically chairs the Commission on Faculty Affairs).
 - iii. Senators on commissions.
 - iv. Senate representatives on university standing committees. Representatives are either senators or non-senator faculty members, depending on the committee. The president of the university must approve these appointments.
- b. ~~Consult with the president on the president's appointments to the Committee on Faculty Ethics and the Faculty Review Committee. Monitor the activities of all officers and assist and support the operations officer in order that for their duties may to be discharged expeditiously.~~ Consult with the president on the president's appointments to the external and internal standing committees ~~Committee on Faculty Ethics and the Faculty Review Committee and work groups.:~~
3. ~~To Mmonitor or chair each of the Standing Committees and Work Groups in support of the Operations Officer in order that for their duties may to be discharged expeditiously.~~
- e.
- f. ~~1. To Rreview the resolutions forwarded received from commissions, draft Senate resolution responses, determine the process by which first and second readings of~~

~~resolutions will occur in the Senate, and offer comments on resolutions in accordance with Article XIX, Sections 3 and 4 of these bylaws.~~

~~g. Determine the best approach for the development of a policy -- whether by a commission or work group, for example -- subject to concurrence by the Faculty Senate.~~

~~e. Identify topics that require the application of the Senate position development process; inform the Policy and Handbook Committee of identified topics, and; make recommendations to the Policy and Handbook Committee following Senate discussions of identified topics as prescribed in Article XII of the bylaws.; and determine the best approach for the development of a policy, subject to the concurrence of the Senate, to Assist and support the chairs of the Commissions, Standing Committees, and Work Groups; and to act in the absence of the chairs on the advice of the Faculty Senate officers.2. To monitor the activities of all officers and assist and support the Operations Q~~

~~d.—~~

~~e.—~~

~~f. 5. To Ceall special meetings of the Faculty Senate as provided in pursuant to Faculty Senate Constitution Aarticle VII, Ssection 2 of the Constitution.~~

~~g. 6. To Nnominate members of all standing committees for election by the Faculty Senate as required by the *Faculty Handbook*, and pursuant to Faculty Senate Constitution Article [FIND] and and Faculty Senate Bbylaws Article VII.~~

~~h. 7. To Nnominate Faculty Senate representatives to the University Council for election by the SSenate.~~

~~i. 8. STo seek nominations from their respective colleges' departments faculties and/or senators the Faculty Senate for SSenate elected representatives on university commissions, and to submit a list of nominees to the operations officer for election by the Faculty Senate.~~

~~j. 9. RTo recommend Faculty Senate nominees for membership on university committees when requested by the president of the university. (Recommendations should be made to the operations officer. TThe Faculty Senate must confirm such nominations.)~~

~~k.—~~

~~l. 11. NTo nominate a slate of officers as provided in pursuant to Faculty Senate Constitution Article IV, Section 6 of the constitution and Article VII, Section A of the bylaws.~~

~~m. 12. NTo nominate the chair of the Commission of on Faculty Affairs, typically the vice president. If the cabinet's nominee is not the vice president, tThe Faculty Faculty SSenate must confirm thise recommendation as an alternate to the with the Faculty Senate yVice pPresident.~~

~~h. 10. MTo make nominations, insofar as possible, to ensure rotation of assignments and utilization of the talents of all faculty.~~

~~— Call special meetings of the Senate pursuantas prescribed in to Article IX, Section 2 of the constitution.~~

[MOVE DOWN]

i. _____

Article VIII. Faculty Senate Work Groups and Work Groups or Internal Standing Committees

~~Per~~In accordance with Article VIII, Section 2 of the constitution, ~~T~~the Faculty Senate may form work groups ~~or and internal~~ standing committees as needed ~~that~~. ~~Each is to be led by a coordinator or chair elected by its members. The groups shall report to the Faculty Senate by way of the operations officer~~ and are subject to the purview of the ~~S~~senate.

Section 1. Internal Standing Committees

a. College Faculty Association Committee: ~~The m~~~~The~~ members of the College Faculty Association Committee ~~will are the be the~~ leaders of each of the college faculty associations or their designee. The functions and duties of the College Faculty Association Committee ~~is are~~ to strengthen ~~College college f~~Faculty ~~a~~Associations' roles in shared governance, ~~;~~strengthen the communication between all College Faculty Associations and the Faculty Senate, ~~;~~ and provide a forum for faculty leadership engagement.

~~a.b.~~The Policy and Handbook Committee (PHC): ~~The members of the Policy and Handbook Committee shall consist of two or more members of the Senate. The functions and duties of the Policy and Handbook Committee are to serve and advise the Senate and its commissions in the creation and/or revision of policy documents and resolutions, participate in the position development process d~~prescribed in Article XII of these bylaws, and ~~consult with serve in an advisory capacity to the~~ Faculty ~~Senate on~~ matters of ~~faculty~~ interest ~~described prescribed in The Faculty Handbook. The Policy and Handbook Committee members serve two-year terms and shall consist of two or more members of the Senate and are eligible for reappointmentelection as d~~prescribed in Article II, Section 5 of these bylaws~~H of the constitution.~~

Section 2. Work Groups

~~There are no work groups at this time.~~

Article IXX. Membership oOn University Commissions and University Standing Committees

In addition to electing the chairs of the Commission on Faculty Affairs, the Commission on Graduate Studies and Policies, the Commission on Research, and the Commission on

Undergraduate Studies and Policies, the Faculty Senate elects senators to the following commissions and university standing committees:

~~Section 1. Commissions~~**~~A. Commission on Undergraduate Studies and Policies: The Faculty Senate elects two senators to the commission. Unless otherwise specified in the constitutions of the college faculty associations, college faculty representatives to the commission are eligible for election to the Faculty Senate.~~**

~~a.~~

~~b.~~a. _____ Commission on Administrative and Professional Faculty Affairs (CAPFA): one senator.

~~c.~~b. Commission on Equal Opportunity and Diversity (CEOD): one senator.

~~d.~~c. Commission on Faculty Affairs (CFA): nine senators (in addition to the chair).

~~e.~~d. Commission on Graduate and Professional Student Affairs (CGPSA): one senator.

~~f.~~e. Commission on Graduate and Professional Studies and Policies (CGPSP): two senators (in addition to the chair).

~~g.~~f. Commission on Outreach and International Affairs (COIA): two senators.

~~h.~~g. _____ Commission on Research (COR): one senator (in addition to the chair).

~~i.~~h. Commission on Staff Policies and Affairs (CSPA): one senator.

~~j.~~i. Commission on Undergraduate Student Affairs (CUSA): one senator.

~~k.~~j. Commission on Undergraduate Studies and Policies (CUSP): two senators (in addition to the chair).

Section 2. University Standing Committees

Subject to approval by the president of the university, the Faculty Senate elects senators or faculty members makes nominations for appointment by the president of to the university to the following University Standing Committees (for more details on these appointments, see Article VIII of the University Council Bylaws):

a. Academic Support: one senator.

b. Athletics: one senator.

c. Budgeting and Planning: one senator.

- d. Campus Development: three faculty representatives.
- e. Climate Action, Sustainability, and Energy: four faculty representatives.
- f. Employee Benefits: three senators.
- g. Honor Council: three instructional or library faculty.
- h. Information Technology Services and Systems Committee: one senator and one tenured or tenure-track faculty representative.
- i. Intellectual Property: see the University Council Bylaws.
- j. Library: one senator.
- k. Transportation and Parking: three faculty representatives.
- l. University Curriculum Committee for General Education: two senators.

~~Article X. Faculty Representation On the Faculty Senate of Virginia~~ X. Faculty Representation On the Faculty Senate of Virginia

~~Section 1.A. Membership~~

~~According to the Faculty Senate of Virginia (FSVA) bylaws, the Virginia Tech Faculty Senate elects one senator two faculty and as many as four representatives, each of whom serves a three-year term, to the FSVA.~~

~~Senators serve a three-year term. The term of representatives is determined by each faculty senate, and the practice of the Senate is to elect representatives for one-year terms.~~

~~Section 2. B. Functions and Duties~~

~~The functions and duties of the senator and faculty representatives to the FSVA are to:~~

- a. ~~To~~ Represent the position of the Virginia Tech Faculty Senate and the faculty on pertinent matters considered by the FSVA.
- ~~b. To~~ I ~~inform the Virginia Tech Faculty Senate of pertinent matters to be considered and of actions taken by the FSVA.~~
- ~~c. To~~
- ~~d. To~~

~~e-c. To~~ Bring matters of faculty concern before the FSVA.

XI. Committee On Reconciliation

~~A. The Committee on Reconciliation shall consist of eight members.~~

Article XI. Policy Review and Recommendation Process

Section 1. Overview

The Faculty Senate is charged to develop policy recommendations that advance the interests of faculty and the missions of the university, and to express the views and preferences of faculty regarding all policy recommendations, no matter their point of origin within our system of shared governance.

For policy recommendations of the Faculty Senate to be advanced to the University Council, they must first be proposed as resolutions that are approved by one of its commissions (CFA, CGPSP, COR, and CUSP) and then by the full senate. Resolutions receive two readings in the senate: first reading opens the resolution for discussion and debate and second reading provides an opportunity for further discussion and to vote on the resolution. Resolutions are advanced by an affirmative vote of a simple majority of members present and voting, provided that a quorum has been reached, except for revisions to the senate constitution, which require a two-thirds majority vote of members present and voting. For more information on the policy review and recommendation process, including options for deferral of commission and senate readings, see Article III of the University Council Bylaws.

The Senate is expected to conduct its first and second readings of resolutions roughly concurrently with the first and second readings in its commissions, with a week between commission and senate readings whenever possible.

Commission chairs are expected to keep the cabinet and senate informed of their work, including the progress of resolutions through the commissions, and to meet with the cabinet and/or the Senate as necessary to facilitate the development and passage of resolutions.

While resolutions may be written by senators, they cannot be advanced directly by the Senate itself and must be processed by one of the Senate commissions prior to consideration by the Senate.

Section 2. Policy Planning

According to the University Council Constitution (Article VIII, Section 2): “The senate commissions report to and work with their respective senates in accordance with their respective charges. Chairs of senate commissions shall coordinate their agendas with the appropriate senate and administrative office, and meet with senate leadership on a regular basis according to expectations included in senate bylaws.”

Prior to the start of the fall semester’s senate and commission meetings, the Faculty Senate officers will meet with commission chairs and members of the Policy and Handbook Committee (PHC) to discuss the commissions’ ongoing and upcoming work and to draft commission plans for the coming year. ~~The president will then schedule a meeting of the officers, commission chairs, and administrative commission leaders to finalize commission plans.~~

The officers will determine the best approach for the initial development of a policy, whether through a commission or by other means, such as a work group or task force, with the understanding that, however a policy recommendation is initially developed, it can only be advanced as a resolution through a commission. Once the cabinet is selected in the fall semester, they will review the commission agendas and policy development plans and recommend revisions. As soon as possible in the fall semester, the Senate will discuss the Senate’s legislative agenda.

Section 3. Senate Review of Resolutions from Faculty Senate Commissions

- a. The commission chair notifies the vice president of the date of the first commission reading of a resolution so that the vice president can schedule the first reading of the resolution in the Senate.
- b. Prior to the first reading in the Senate, the vice president posts the resolution for Faculty Senate review and comment and notifies senators via email or announcement of the posting.
- c. Resolutions received prior to the completion of the Faculty Senate agenda (no later than Tuesday in the week of a Faculty Senate meeting) are added to that agenda; those received after that are added to the agenda of the succeeding meeting. Resolutions are also added to the Faculty Senate Cabinet agenda. Once a resolution has been added to these agendas, it is included on succeeding agendas until the Senate has voted on the resolution.
- d. The Faculty Senate cabinet forms a preliminary opinion about the resolution prior to its first reading by the Senate. If necessary, this can take place by electronic

communication (e.g., email).

- e. Faculty Senate and Faculty Senate cabinet agendas shall include a section for resolutions that will be voted on by the Senate (see below). For each resolution, the following information is provided: resolution # and name; a summary of the resolution; the dates of the first and second commission readings; and the dates of the first and second readings in the Senate.
- f. At first Senate readings, all resolutions are discussed. The extent of the discussion depends on the response of senators and concerns about the nature of a resolution should be raised at this time. The commission chair leads the discussion, and along with senators who are members of the commission, answers questions about the resolution and takes notes on revisions recommended by the senators.
- g. If there is no clear consensus on whether the Senate supports a resolution, a straw ballot is conducted. If the Senate does not support passage of the resolution, the commission chair will meet with the cabinet to discuss if and how the resolution can move forward, including the possibility of deferring the second commission reading so that the commission has more time to develop the resolution.
- h. At second Senate readings, the commission chair again leads the discussion, after which the Senate votes on the resolution.

Example of what will be included in the Senate agenda for a resolution from one of the Senate commissions:

CFA 2020-21F: Resolution to Approve the Awarding of Tenure in the Virginia Tech Carilion School of Medicine. *Establishes the authority of VTCSOM to award tenure to its faculty.* 1st CFA reading: 2/19/21. 2nd CFA reading: 3/5/21. 1st FS reading: 2/26/21. 2nd FS reading: 3/12/21.

Section 4. Senate Review of Resolutions from University Commissions and Commissions of Other Senates

- a. As soon as available, resolutions are posted for Faculty Senate review and comment and senators are notified via email or announcement of the posting. Resolutions received prior to the posting of the Faculty Senate agenda (no later than Tuesday in the week of a Faculty Senate meeting) are added to that agenda; those received after that are added to the agenda of the succeeding meeting.¹ Resolutions are also added to the Faculty Senate cabinet agenda. Once a resolution has been added to these

¹ Under normal (non-holiday) circumstances, the most time that could elapse between receipt of a resolution and its consideration in the Senate is a little over two weeks, leaving approximately two weeks to write a response, should one be required.

agendas, it is included on succeeding agendas until the comment on the resolution has been completed or the Senate's right to comment has been waived.

- b. The Faculty Senate cabinet forms a preliminary recommendation (waive comment; express support; express disapproval) prior to the consideration of the resolution by the Faculty Senate. If necessary, this can take place by electronic communication (e.g., email).
- c. Faculty Senate and Faculty Senate cabinet agendas include a section for resolutions under consideration by the Senate (see below). For each resolution, the following information is provided: resolution # and name; a summary of the resolution; when the resolution was received; when a response is due; the date of the senate review; the amount of time after senate review in which to write a response; and the preliminary cabinet recommendation (see examples below).
- d. Resolutions are discussed in the Faculty Senate at the request of any senator. If there is no clear consensus on how the senate wants to respond to a resolution, senators vote on the three options: waive comment; express approval; express disapproval. If no discussion is requested, the meeting moderator indicates the preliminary recommendation of the cabinet to make sure that the Faculty Senate agrees.
- e. Faculty Senate resolution responses are drafted by the cabinet. Senators who are not members of the cabinet may participate in writing the response, provided they can work within the time available. Responses reflect the consensus of the Faculty Senate and are posted for review by the Faculty Senate. If non-cabinet senators participate in drafting a response, editorial disagreements are resolved by the cabinet, which must have a minimum of three days to do so.

Example of what will be included in ~~an~~the Senate agenda from one of the University Commissions or a commission of other senates:

CAPFA 2020-21C: Resolution to Revise Chapter 7 of ~~T~~he Faculty Handbook. *Revises chapter 7 of the FH to reflect the creation of the A/P Faculty Senate.* **Rcvd:** 1/8/21. **Due:** 2/5/21. **FS review:** 1/21/21. **Time to draft response:** 12 days. **Prelim. cabinet rec:** waive.

Article XII. The Faculty Senate Position Development Process

Given that most policy recommendations will be revisions of or amendments to existing policies, the majority of these resolutions will be developed directly by one of the Faculty Senate commissions and require little discussion in the senate itself. For these “simple” resolutions, first and second Senate readings will almost always provide sufficient time for Senate consideration.

More complicated policy work may require the creation of a working group or task force connected to the Senate or one of its commissions, or may be handled as a University Mission Initiative (see Article XII of the University Council Constitution) overseen by a committee that includes Faculty Senate representation but is not a part of the Senate itself. Because policy work of this nature often involves multiple Senate discussions across one or a span of years, it is critical that the senate employs a process for gathering the views of senators on a policy, reflecting those views back to them, refining those views, conveying them to departments in order to obtain and incorporate the feedback of faculty throughout the university, and repeating these steps as required to facilitate an informed Faculty Senate position on the policy.

The Faculty Senate position development process is as follows:

- a. The cabinet will identify topics that require the application of this process and inform the PHC chair accordingly.
- b. A member of the PHC will take notes during relevant Faculty Senate discussions.
- c. Based on those notes and other information that may be provided by the cabinet, a member of the PHC will write a summary policy report. In addition to a summary of the discussion, the report will include a list of open questions and concerns and an initial assessment of the overall Faculty Senate position on the topic.
- d. The report will be presented to the cabinet at the first meeting of the cabinet following the discussion in Senate, which is typically one week later. The author of the report will participate in and take notes on that discussion and write an updated version of the policy report based on recommendations or alterations suggested by the cabinet.
- e. The policy report will be made available to senators, reviewed at the next senate meeting, and revised by the PHC based on that discussion. Stages 2-5 will be followed each time the Senate or cabinet discusses the topic.
- f. At the discretion of the cabinet, senators will be asked to share and review the report with the faculty in their departments and inform the Senate of the outcome of those discussions.
- g. Also at the discretion of the cabinet, the Senate may use periodic straw ballots as a means of ascertaining the support of senators for a given policy or alternative policy options.
- h. Notes on Senate and cabinet discussions and iterations of the policy report will be maintained by the Senate in order to create a record of its evolving and ultimate position on the topic.

Nothing in this process alters the requirement that all resolutions advanced by the senate are processed initially by commissions and voted on by the senate.

RESOLUTION FOR APPROVAL OF UNDERGRADUATE STUDENT SENATE GOVERNING DOCUMENTS

WHEREAS, the Undergraduate Student Senate (USS) is a newly established student governance entity; and

WHEREAS, the USS is part of the five-senate structure at Virginia Tech; and

WHEREAS, all senates are required to have a constitution and a set of bylaws that are consistent with the University Council constitution, in order to best function, conduct best processes, and serve their constituents; and

WHEREAS, the USS Constitution and Bylaws were authored by the USS Transition Team and reviewed by members of the Virginia Tech administration and the current USS Cabinet; and

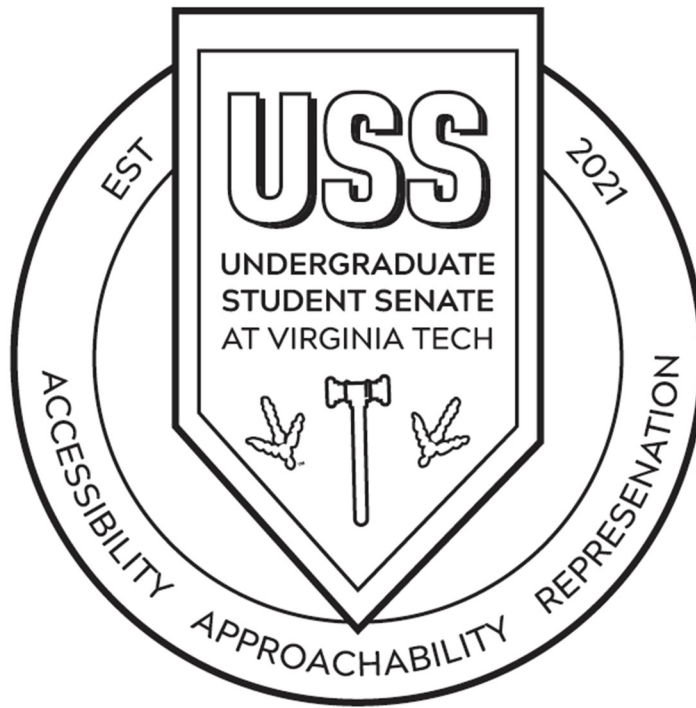
WHEREAS, the USS Constitution and Bylaws are required and necessary for best function of the USS; and

NOW, THEREFORE, BE IT RESOLVED that the USS approves and adopts the attached Constitution and Bylaws, effective upon approval from the Board of Visitors.

Recommendation

That the Resolution For Approval of Undergraduate Student Senate Governing Documents be approved.

June 6, 2022



*The Undergraduate Student Senate Constitution
Virginia Polytechnic Institute and State University*

Authored: USS Transition Team, 2021
Adopted: University Council of Virginia Tech, 2021
Amended: January 2022

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Preamble

We, the Undergraduate Student Senate of Virginia Polytechnic Institute and State University (Virginia Tech), in order to facilitate an inclusive representation with a character of integrity and nurture an atmosphere of enhanced approachability and accessibility, pledge to protect student rights, promote equity and inclusion of all, investigate the welfare of students, and take the appropriate action to champion their needs, wants, and hopes for Virginia Tech. Furthermore, the Undergraduate Student Senate aim to provide a liaison between the undergraduate student body, faculty, and administration of the university, promote academic freedom and responsibility, and ensure transparent advocacy. As undergraduate students elected by our peers, we pledge to lead by exemplary boldness of character and to uphold the honor of *Ut Prosim* in all we do, and present this constitution and bylaws as the principal governing documents of the Undergraduate Student Senate at Virginia Tech.

Land Acknowledgement and Labor Recognition

Virginia Tech acknowledges that we live and work on the Tutelo / Monacan People's homeland and we recognize their continued relationships with their lands and waterways. We further acknowledge that legislation and practices like the Morrill Act (1862) enabled the commonwealth of Virginia to finance and found Virginia Tech through the forced removal of Native Nations from their lands, both locally and in western territories.

We understand that honoring Native Peoples without explicit material commitments falls short of our institutional responsibilities. Through sustained, transparent, and meaningful engagement with the Tutelo / Monacan Peoples, and other Native Nations, we commit to changing the trajectory of Virginia Tech's history by increasing Indigenous student, staff, and faculty recruitment and retention, diversifying course offerings, and meeting the growing needs of all Virginia tribes and supporting their sovereignty.

We must also recognize that enslaved Black people generated revenue and resources used to establish Virginia Tech and were prohibited from attending until 1953. Through InclusiveVT, the institutional and individual commitment to *UT Prosim* (that I may serve) in the spirit of community, diversity, and excellence, we commit to advancing a more diverse, equitable, and inclusive community.

Article I: Name

The name of the senate is the Undergraduate Student Senate of Virginia Polytechnic Institute and State University, hereafter referred to as the Undergraduate Student Senate, the USS, or the USS at Virginia Tech.

Article II: Purpose

The purpose of the Undergraduate Student Senate is to improve the undergraduate student experience by consistently demonstrating Ut Prosim and servant leadership in all endeavors; to represent and promote the values of Virginia Polytechnic and State University in formulating and implementing university policy; and to assist Virginia Polytechnic Institute and State University in its efforts to:

1. Provide an environment conducive to the pursuit of learning, scholarship, research, and service that promotes inclusion, wellbeing, and a sense of belonging for all undergraduate students.
2. Anticipate and meet the social, academic and developmental needs of all undergraduate students in a manner that enhances welcoming and inclusive community for undergraduate students at each Virginia Tech campus.

The Undergraduate Student Senate is part of the legislative system defined in the University Council Constitution. This system constitutes the main bodies for policy formation at Virginia Tech and also includes the A/P Faculty Senate, the Staff Senate, the Faculty Senate, the Graduate and Professional Student Senate, the university and senate commissions and their related committees, and the University Council. Domains of responsibility for each senate are outlined in Article VII of the University Council Constitution. The senate commissions formulate and recommend policies to the senates, which in turn recommend policies to the University Council; the university commissions formulate and recommend policies directly to the University Council. All senates have at least one commission assigned to them. The University Council makes policy recommendations to the president. Final authority rests with the president of the university and the Board of Visitors. Because these bodies constitute a legislative system, their functions, relationships, and the processes they hold in common are defined in the University Council Constitution and Bylaws. All aspects of the Undergraduate Student Senate not defined in those documents are defined in the USS Constitution and Bylaws.

USS policy recommendations are advanced in the form of resolutions as described in Article III of the University Council Bylaws; Article VII, Section 4 of the USS Constitution; and Articles VIII and IX of the USS Bylaws.

Article III: Functions & Scope

Section 1. Official Charge

Per Article VII, Section 7 of the University Council Constitution, the USS is charged as follows:

“The Undergraduate Student Senate shall be representative of the entire undergraduate student body and have the authority and responsibility to act on their behalf through legislative recommendations concerning campus life; academic and learning environment equity; undergraduate student health and wellness; dissemination of a portion of the student activity fee to registered student organizations; matters of equity, inclusion, and access that affect undergraduate students; and the learning conditions of the undergraduate student body.”

Section 2. Functions and Scope

- To improve the undergraduate student experience.
- To enhance inclusion and diversity for all undergraduate students.
- To promote *UT Prosim* and servant leadership among the undergraduate student body.
- To promote the values of Virginia Polytechnic and State University.
- To advance the reputation and goodwill of all members of the Virginia Tech community.
- To develop and provide programs, information, and communications that enhance community among the undergraduate students that align with the goals of Virginia Tech.
- To consider resolutions and advance legislation that supports a positive student experience for all undergraduates.
- To refer appropriate matters within this *function and scope* to commissions, senates, groups, or individuals for consideration and recommendations.
- To allocate funds from the student activity fee to the recognized student organizations.
- To represent and demonstrate *UT Prosim* in all endeavors.

Article IV: Definitions

- a. "Advising Team"-This term refers to the professional staff who are assigned to work, coach, and guide the student leadership within the USS. This team includes a senior advisor.
- b. "College"- This term refers to one of the nine academic colleges housed within Virginia Tech that are responsible for the execution of the academic curriculum. These nine colleges are *College of Liberal Arts and Human Sciences*, *College of Engineering*, *College of Architecture and Urban Studies*, *Pamplin College of Business*, *College of Agriculture and Life Sciences*, *College of Natural Resources and the Environment*, *College of Science*, *Virginia-Maryland College of Veterinary Medicine*, and the *Virginia Tech Carilion School of Medicine*.

- c. “Director”—This term refers to a selected member of the USS who holds an administrative role that helps the organization to function. Directors do not have voting rights within the USS.
- d. “Senator”—A senator is an elected undergraduate representative who holds voting authority for matters of legislation and internal USS operations. Cabinet members, directors, and assistant directors are not senators and do not hold voting rights within the USS.
- e. “Student Member”—all enrolled undergraduate students at Virginia Tech.
- f. “UCSO”—A University Chartered Student Organization (UCSO) is an organization that has significant campus impact through providing resources and/or services that are best delivered by students in conjunction with their sponsoring campus department. This classification of the organization must align with, and is integral to, departmental and university missions to create robust student experiences.
- g. “University Governance”—University Governance refers to the university governance structure, including the Faculty Senate, A/P Faculty Senate, Staff Senate, Graduate and Professional Student Senate, the University Council, all commissions, and the Board of Visitors.
- h. “Undergraduate Student Body”—All enrolled undergraduate students at Virginia Polytechnic and State University.
- i. “USS”—One of the official abbreviations for the full title of the Undergraduate Student Senate at Virginia Tech, and will be used on all the organization’s documents, marketing materials, and other important information.

Article V: Membership and Eligibility to Vote

Section 1: Student Membership

- a. All undergraduate students at Virginia Tech are members of this organization.
- b. All enrolled undergraduate students are eligible to vote in USS elections and referendums. When voting for college senators (see article IV, section d) within the USS, only undergraduate students who are currently enrolled within that college will be able to vote for their college senator.
- c. Members reserve the right to attend, participate, and engage in senate meetings and affairs to the extent that they are willing. However, daily operations, executive, and legislative actions will be the responsibility of the USS senators alone.
- d. USS Senators vote on all resolutions that come before the USS senatorial body.

Section 2: Non-Discrimination Policy

Recognizing that Virginia Tech is an important part of Blacksburg, Montgomery County, the Commonwealth of Virginia, and the United States, it should be incumbent upon every member to participate in activities that contribute to overall community well-being. Active members shall:

- a. Honor Virginia Tech's Principles of Community and respect all members of the community.
- b. Adhere to Virginia Tech's Non-Discrimination Statement contained in Presidential Policy Memorandum 112 (<https://policies.vt.edu/assets/112-non-discrimination-statement.pdf>).

Article VI: Organization

The USS will exist as a unicameral structure consisting of senators, directors, and a cabinet. Additionally, the USS receives its operational authority from the Department of Student Engagement and Campus Life (SECL) and may not operate as an independent organization separate from SECL or Student Affairs. The USS is organized as follows:

- a. Seven (7) cabinet members (See Article IV, section d)
 - i. President
 - ii. Vice President for Issues and Policy
 - iii. Vice President for Shared Governance
 - iv. Vice President for Equity and Inclusion
 - v. Vice President for Administration
 - vi. Vice President for Finance
 - vii. Vice President and Representative to the Board of Visitors
- b. Directors and assistant directors
 - i. Details about each of the director positions can be found in the Article VI of the bylaws
- c. At-large senators
 - i. Calculated to equal one (1) representative per 1000 undergraduate students
 - ii. This is calculated based on current enrollment at the time of elections
- d. College senators
 - i. Calculated to equal one (1) representative per 750 undergraduate students or one (1) representative if the college is under 750
 - ii. This is calculated based on current enrollment at the time of elections
- e. Seventeen (17) UCSO senators
 - i. Representatives from the following organizations:
 1. Asian American Student Union (AASU)
 2. Black Organizations Council (BOC)
 3. Black Student Alliance (BSA)

4. Council of International Student Organizations (CISO)
 5. HokiePride
 6. Interfraternity Council (IFC)
 7. Jewish Student Union (JSU)
 8. Latino Association of Student Organizations (LASO)
 9. Muslim Student Union (MSU)
 10. National Pan-Hellenic Council (NPHC)
 11. Panhellenic Council (PHC)
 12. Residence Hall Federation (RHF)
 13. United Council of Fraternities and Sororities (UCFS)
 14. Virginia Tech Union (VTU)
 15. Virginia Tech, Sophomore Class
 16. Virginia Tech, Junior Class
 17. Virginia Tech, Senior Class
- f. Two (2) Corps of Cadets senators
 - g. The senate will be organized into committees, the details of which can be found in Article VI of the Bylaws.
 - h. Standing committees include but are not limited to the following:
 - i. Issues and Policy Committees (2)
 - ii. Commission on Undergraduate Student Affairs
 - iii. Communications and Marketing Committee
 - iv. Special Programs Committee
 - v. Membership Development Committee
 - vi. Administration Committee
 - vii. Appropriations Committee
 - viii. Accountability Committee
 - ix. The Commission on Undergraduate Student Affairs (CUSA) will operate as a commission reporting to the USS. Details of its composition and operation are located in Article VII I of the constitution
 - i. The USS will have an Advising Team of *ex-officio* members who are administrators at Virginia Tech.
 - i. Administrative advisors (Advising Team) are appointed to the USS by Virginia Tech Student Affairs.

Article VII: Policies and Procedures

Section 1: Policies of USS Meetings

- a. The USS will hold bi-weekly meetings with the entire organization including all cabinet members, directors, senators, and advisors. These meetings will be free and open to

current students, faculty, staff, and administrators of Virginia Tech. All guests or visitors must be approved to attend USS meetings in advance by the Senior Advisor. At least one advisor must be present at all USS meetings.

- b. The president shall serve as the presiding officer of senate meetings and will be responsible for all meeting operations, such as agendas, time limits, discussion procedures, and parliamentary procedures.
- c. Quorum for these meetings shall be defined as the presence of a majority (over $\frac{1}{2}$) of all voting members and at least one advisor. Quorum must be obtained for any voting to take place; if a quorum is not obtained, the meeting may only occur for the purposes of reports, planning, and other similar objectives.
- d. In order to maintain proper communication and decorum during meetings, the meetings will be governed and operated according to Robert's Rules of Order.
- e. No USS meetings shall be longer than ninety (90) minutes unless an extension is approved by a two-thirds ($\frac{2}{3}$) majority of the voting members present. Meetings can be extended by maximum of 30 minutes. With the additional time, no meetings can exceed a total of one-hundred and twenty (120) minutes.
- f. In the event that a senator wishes to overturn the decision of the president on a matter of parliamentary procedure, they make a motion to do so by saying, "Motion to overturn the decision of the chair." After the motion is seconded, the USS will be in recess for a maximum of five (5) minutes while the body discusses the presidential decision in question among members. The president then calls for a vote. If a majority of the body votes in the affirmative to overturn the decision of the president, the decision is reversed and the meeting proceeds. If the decision is not overturned, the meeting proceeds without further discussion and consideration of the motion.

Section 2: Student Rights During USS Meetings

- a. USS meetings shall include a period of time in the agenda whereby any current student, faculty, or staff member of Virginia Tech is permitted to bring forth any topic or issue of their choice and present it to the USS. This time shall be designated as "Public Forum."
- b. All current students, faculty, and staff members are free and entitled to speaking and discussion rights at any point in the USS meetings. Nevertheless, any such discussion will have to be strictly within the bounds of the meeting's agenda. The presiding officer shall not entertain any dialogue that is purely meant to disrupt the work of the senate.
- c. Members who choose to participate and speak up will maintain a sense of decorum and respect during debate and discussion consistent with Robert's Rules of Order.
 - i. Participation by current members of the student body, faculty, and staff will be governed by the presiding officer of the USS. Public participants are not expected to be familiar with parliamentary procedure. However, they are expected to defer

judgment to the presiding officer in matters of procedure and respect the decision of the presiding officer at all times.

- d. Members do not have the right to vote on legislation and matters of parliamentary procedure during the meetings of the USS but are entitled to the speaking rights as outlined previously.
- e. Members may not be given the floor if the presiding officer feels that excessive discussion will hamper the fulfillment of the meeting's agenda. However, if there is additional time left at the end of the session, any member will be allowed to share their perspectives on an issue that has already been discussed that day, in Public Forum.
- f. If a member is found to be deliberately disruptive to the senate proceedings, the presiding officer shall initially issue a warning to the individual. If such behavior is repeated, the presiding officer, with the advice of the cabinet, will ask the individual to vacate the meeting.

Section 3: Petitions & Requests

- a. All members shall be able to bring an issue to a full senate vote by submitting a petition to any of the cabinet members bearing the signatures, official student email addresses, and dates of signature of at least five percent (5%) of the undergraduate student body and at least three senators, including a minimum of one college senator, one UCSO senator, and one at-large senator. The request will be reviewed in its entirety by the cabinet within fourteen (14) days and appropriate action will be taken afterward.
- b. All proposed amendments to the USS Constitution and/or Bylaws must be discussed with the Advising Team.

Section 4: Legislative Policies and Paths

- a. Any senator in the USS, regardless of committee position, may choose to write and sponsor legislation on a topic of their choosing.
- b. Senators are required to meet with university officials and other relevant stakeholders in order to acquire full information about their chosen topic, and to work closely with appropriate university entities on the development of their legislation prior to voting of any kind.
- c. Any resolution that involves the creation or revision of policy must be reviewed and approved within the CUSA prior to senate review and vote.
- d. Legislation will follow the paths and additional policies outlined in the USS Bylaws.

Section 5: Elections

- a. USS elections shall be governed by the following rules:
 - i. All senators, cabinet representatives, directors, assistant directors, committee members, and representatives to university-level governance bodies shall be elected to these positions, with the exception of *ex officio* positions. Though USS nominees for university standing committees shall be elected by the USS, the President of the University makes the final selection from these nominees.
 - ii. Elections shall be held on an annual basis.
 - iii. Elections shall be overseen by the Advising Team.
 - iv. Elections shall be carried out via an electronic balloting system.
 - v. Upon conclusion of an election, the candidate that receives a majority of the votes shall be declared the winner and candidate-elect for that position.
 - vi. All USS candidates are subject to and shall abide by the official USS election rules and regulations hereby known as the election code which is a separate document from the constitution and bylaws.
 - vii. All terms are one-year, defined by the period of time between inaugurations. Some members of the CUSA may be renewed annually by the Senior Advisor on the Advising Team.

Section 6: Line of Succession

Should the president vacate the office for any reason, the line of succession is as follows: Vice President for Issues and Policy, Vice President for Shared Governance, Vice President for Equity and Inclusion, Vice President for Administration, Vice President for Finance, Vice President and Representative to the Board of Visitors.

Should a Vice President vacate their office for any reason, a special election will be held.

Section 7: Stipends

Cabinet members are eligible to receive a stipend, subject to annual determination by and provision from Virginia Tech Student Affairs.

Article VIII: Commission on Undergraduate Student Affairs (CUSA)

Section 1: Official Charge

Per Article VIII, Section 7 of the University Council Constitution, the Commission on Undergraduate Student Affairs is charged as follows:

“To study, formulate, and recommend to the Undergraduate Student Senate policies and procedures pertaining to the undergraduate student experience at Virginia Tech. Areas for consideration include undergraduate student life, wellbeing, inclusion, and morale; undergraduate student relations with peers, staff, faculty, administrators, alumni, and the community; policy matters related to undergraduate student conduct; undergraduate student organizations, social life, and recreation; employment, placement, and counseling; and residential and campus life, health, safety, and quality of undergraduate student related services.”

Section 2: Membership

The Vice President for Shared Governance will oversee and chair the CUSA. Senate representatives will be elected or appointed by their respective senate or division head. The membership of the commission is as follows:

- a. USS Vice President for Shared Governance
- b. Vice President for Student Affairs (VPSA)
- c. Vice Provost for Undergraduate Academic Affairs (VPUA)
- d. Dean of the Graduate School
- e. Vice President for Policy and Governance (VPPG)
- f. Vice President for Strategic Affairs for Inclusion and Diversity (VPID)
- g. Assistant Vice President for Student Affairs and Experience VT (AVP)
- h. Two (2) A/P Faculty representatives from the Division of Student Affairs appointed by the Vice President for Student Affairs
- i. One (1) Faculty Senate Representative (FS)
- j. One (1) Staff Senate Representative (SS)
- k. Two (2) Graduate and Professional Student Senate Representatives (GPSS 1 & GPSS 2)
- l. One (1) A/P Faculty Senate Representative
- m. USS appointments:
 - Four (4) USS At-large Senators
 - Four (4) USS UCSO Senators
 - Four (4) USS College Senators

Article IX: Amendments to the USS Constitution and/or Bylaws

Section 1. Development of Recommendations

The Senior Advisor for the Undergraduate Student Senate will convene an ad hoc committee to review recommended amendments to the USS Constitution and/or Bylaws. The ad hoc committee may include USS senators, members of the CUSA, students, faculty, staff and/or

administrators. A two-thirds (2/3) affirmative of the ad hoc committee is required to advance amendments to the constitution and/or bylaws.

Section 2. Approval of Amendments to the USS Constitution

Upon approval by the ad hoc committee, proposed amendments to the USS Constitution proceed to the CUSA for development as a CUSA resolution and become effective upon the following sequence of actions:

- a. An affirmative majority vote by the CUSA.
- b. An affirmative vote of two-thirds (2/3) of USS senators present and voting, provided that a quorum has been reached.
- c. An affirmative vote in the University Council of the majority of members present and voting, provided that a quorum has been reached.
- d. Approval by the president of the university.

Section 3. Approval of Amendments to the USS Bylaws

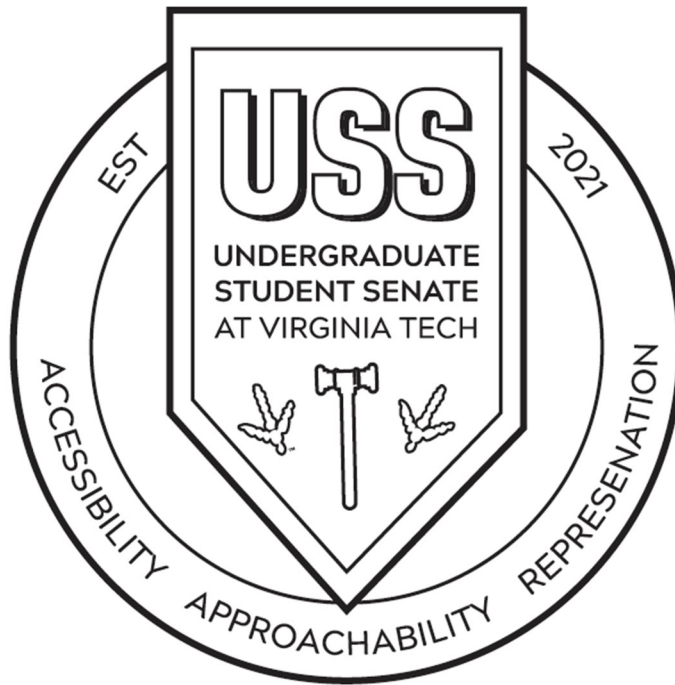
Upon approval by the ad hoc committee, an amendment to the USS Bylaws becomes effective upon an affirmative vote of the majority of the USS senators present and voting, provided that a quorum has been reached, and requires no further approval.

Section 4: Notice of Proposal

Notice of proposal to amend the USS Constitution or Bylaws shall be given in the senate agenda and considered at no fewer than two meetings of the senate prior to voting. The proposed amendment shall be distributed with the agenda.

Article X: Determination of Legislative Authority

In order for the shared governance system of Virginia Tech to function as intended, the roles and authority of its different components, including the Undergraduate Student Senate and the Commission on Undergraduate Student Affairs, must be maintained, and participants in shared governance are expected to adhere to the statements of purpose, function, or charge contained in the University Council Constitution. Senate and commission charges identify the areas of legislative authority and responsibility for the relevant body. These charges are not exhaustive: when questions arise regarding the relevance of the topic of a resolution to a commission or senate charge, they will be addressed to the University Council parliamentarian, and if necessary, the University Council Cabinet. Per Article III, Section 3 of the University Council Bylaws, determination of the authority of a commission to advance a resolution rests with the University Council Cabinet and the University Council.



*The Undergraduate Student Senate Bylaws
Virginia Polytechnic Institute and State University*

Authored: USS Transition Team, 2021
Adopted: University Council of Virginia Tech, 2021
Amended: *November 2021*

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Article I: Meetings of the Undergraduate Student Senate

1. Regular meetings for the full Undergraduate Student Senate shall be on the first and third Tuesdays of each month from the opening of the Fall Semester until the end of the academic year in May.
2. Regular committee meetings may be held on the second or fourth Tuesday or if needed the committee may choose to meet at a different time if there is a class conflict.

Article II: The Spirit of *Ut Prosim*

The members of the Undergraduate Student Senate believe that our commitment to *Ut Prosim* (That I may serve) is the defining characteristic of Virginia Tech and that all gatherings of this body should be infused with the spirit of *Ut Prosim*. To give voice to these beliefs, the president will begin and end each meeting with the call, “*Ut Prosim*,” to which the body shall respond in unison, “That I may serve”. This public display of fidelity to the principle of *Ut Prosim* will remind senators of the USS that we are in positions of leadership to serve our beloved institution and our fellow undergraduate students.

Article III: Definitions

- a. **Information Session**—this term refers to a 45 minute meeting held before elections begin to share information with potential candidates about the USS, positions, processes, etc.
- b. **USS Member**—this term encompasses President, Vice Presidents, and Senators.

Article IV: Cabinet

Representatives of the USS Cabinet will be chosen through an election process as outlined in Article VII, Section 5 of the USS Constitution.

Section 1: President

a. *Eligibility*

The president must:

- i. Be enrolled as a full-time undergraduate student at the university and be in good standing academically and with the Honor System and Student Conduct at the time of application and throughout the entire term.

- ii. Complete an interview with the Advisory Committee appointed by the Senior Advisor.
- iii. Remain actively engaged in senate meetings, activities, and committee meetings.
- iv. Be able to demonstrate a clear and enthusiastic commitment to servant leadership
- v. Attend an information session or one-on-one meeting with the Senior Advisor (or designee) for the Undergraduate Student Senate.

b. Duties and Responsibilities

The president will:

- i. Lead the USS with integrity and in a manner that demonstrate *UT Prosim* and the *Ten Characteristics of Servant Leadership* at all times.
- ii. Convene and preside over all senate meetings.
- iii. Attend every senate retreat.
- iv. Report to the Senior Advisor on a regular basis and meet with the Senior Advisor every other week.
- v. Engage with the administration and other shared governance leaders as the chief representative for the undergraduate student.
- vi. Fulfill the legislative responsibilities as stated in the Article IX of the bylaws.
- vii. Meet regularly with vice presidents, both individually and collectively, to ensure effective and efficient functioning of the senate.
- viii. Meet with various student organizations and students as needed.
- ix. Hold a minimum of five office hours per week.
- x. Create ad-hoc committees as needed and notify the senate of committee creation at the following senate meeting.
- xi. Provide bi-weekly communications and updates to the student body via the VT Student News.
- xii. Fulfill additional requirements as requested by university officials.
- xiii. Serve on university committees.
- xiv. In coordination with the Senior Advisor, appoint senators to serve on university committees, commissions, and task forces, etc.
- xv. Be available over the summer for administrative duties as needed.
- xvi. Call the senate into special session when necessary.

Section 2: Vice President for Issues and Policy

a. Eligibility

The Vice President for Issues and Policy must:

- i. Be enrolled as a full-time undergraduate student at the University and be in good standing academically and with the Honor System and Student Conduct at the time of application and through the entire term.
- ii. Optional but strongly encouraged: Attend an information session OR one-on-one meeting with the Senior Advisor (or designee) for the Undergraduate Student Senate.
- iii. Must complete an interview with the Advisory Committee appointed by the Senior Advisor.
- iv. Must remain actively engaged in Senate meeting, activities, and leadership; must be actively involve regular meetings of the full Senate and committee meetings as expected.
- v. Enthusiastic commitment (to) and clear demonstration of servant leadership is required

b. *Duties and Responsibilities:*

The Vice President for Issues and Policy will:

- i. Demonstrate *Ut Prosim* and the *Ten Characteristics of Servant Leadership* at all times.
- ii. Oversee Issues and Policy Committee(s)
- iii. Meet with the Senior Advisor for the Undergraduate Student Senate monthly as needed.
- iv. Read, edit, and facilitate legislation as it pertains to the student body's well-being and overall improvement of the student experience
- v. Serve as a champion for the student experience at Virginia Tech
- vi. If necessary, may veto legislation with other Cabinet members as stated in the Bylaws Article X, Section 4
- vii. Responsible for reviewing legislation to ensure it aligns with governing documents before it comes to the Senate
- viii. Serve as the Senate parliamentarian during USS meetings
- ix. Attend all Senate meetings and retreats
- x. Reports to the USS President
- xi. Hold a minimum of five office hours per week

Section 3: Vice President for Shared Governance

a. *Eligibility*

The Vice President for Shared Governance must:

- i. Be enrolled as a full-time undergraduate student at the University and be in good standing academically and with the Honor System and Student Conduct at the time of application and through the entire term.
- ii. Optional but strongly encouraged: Attend an information session OR one-on-one meeting with the Senior Advisor (or designee) for the Undergraduate Student Senate.
- iii. Must complete an interview with the Advisory Committee appointed by the Senior Advisor.
- iv. Must remain actively engaged in Senate meetings, activities, and leadership; must be actively involved in regular meetings of the full Senate and committee meetings as expected.
- v. Currently or previously had participated as a member of a University Chartered Student Organization (USCO).
- vi. The enthusiastic commitment (to) and clear demonstration of servant leadership is required

b. *Duties and Responsibilities:*

The Vice President for Shared Governance will:

- i. Serves as the *Chair of the Commission for Undergraduate Student Affairs*
- ii. Report to the Senate with all governing information following each committee meeting
- iii. Champion, support or veto legislation with other Cabinet members as stated in the Bylaws Article X, Section 4
- iv. Serve as a champion for the student experience at Virginia Tech
- v. Be available over the summer for administrative duties and responsibilities as needed.
- vi. Attend every Senate meeting and retreat
- vii. Reports to the USS President
- viii. Hold a minimum of five office hours per week

Section 4: Vice President for Equity and Inclusion

a. *Eligibility:*

The Vice President for Equity and Inclusion must:

- i. Be enrolled as a full-time undergraduate student at the University and be in good standing academically and with the Honor System and Student Conduct at the time of application and through the entire term.
- ii. Optional but strongly encouraged: Attend an information session OR one-on-one meeting with the Senior Advisor (or designee) for the Undergraduate Student Senate.
- iii. Must complete an interview with the Advisory Committee appointed by the Senior Advisor.
- iv. Must remain actively engaged in Senate meetings, activities, and leadership; must be actively involved in regular meetings of the full Senate and committee meetings as expected.
- v. The enthusiastic commitment (to) and clear demonstration of servant leadership is required

b. *Duties and Responsibilities:*

The Vice President for Equity and Inclusion will:

- i. Oversee the Director of Government Relations
- ii. Chair the Equity and Inclusion Committee
- iii. Partner with the USS President and UCSOs to write executive letters to the student body on matters pertaining to diversity, equity, inclusion, and accessibility
- iv. Listen and hear the opinions and recommendations of UCSO senators and those of the student body as it pertains to Equity and Inclusion
- v. Meet with the University Vice President for Diversity, Equity, & Strategic Affairs on a monthly or more frequent basis
- vi. Work in tandem with the Vice President for Issues and Policy when editing and reviewing legislation as it pertains to diversity, equity, inclusion, and accessibility
- vii. Work with Vice President for Administration to create a sense of accountability and hold trainings as it pertains to diversity, equity, inclusion, and accessibility
- viii. Champion, support, or veto legislation with other Cabinet members as stated in the Bylaws Article X Section 4
- ix. Be available over the summer for administrative duties and responsibilities as needed.

- x. Attend every Senate meeting and retreat
- xi. Attend a monthly meeting with the Senior Advisor to the Undergraduate Student Senate
- xii. Reports to the USS President
- xiii. Hold a minimum of five office hours per week

Section 5: Vice President for Administration

a. Eligibility:

The Vice President for Administration must:

- i. Be enrolled as a full-time undergraduate student at the University and be in good standing academically and with the Honor System and Student Conduct at the time of application and through the entire term.
- ii. Optional but strongly encouraged: Attend an information session OR one-on-one meeting with the Senior Advisor (or designee) for the Undergraduate Student Senate.
- iii. Must complete an interview with the Advisory Committee appointed by the Senior Advisor.
- iv. Must remain actively engaged in Senate meetings, activities, and leadership; must be actively involved in regular meetings of the full Senate and committee meetings as expected.
- v. The enthusiastic commitment (to) and clear demonstration of servant leadership is required

b. Duties and Responsibilities:

The Vice President for Administration will:

- i. Oversee the Administration committee
- ii. Oversee *Director of Special Programs, Director of Communications and Marketing, and Director of Membership Development* and their respective committees
- iii. Responsible for obtaining items for the agenda and finalizing with the Cabinet.
- iv. Consistently maintain multiple communication channels within the organization
- v. Responsible for the oversight of all internal communications (including meeting minutes) through the Administration Committee
- vi. Responsible for maintaining all legislative and other records for the institution and properly archiving them.

- vii. Champion, support, and veto legislation with other Cabinet members as stated in the Bylaws Article X, Section 4
- viii. Reserves space for all meetings
 - ix. Be available over the summer for administrative duties and responsibilities.
 - x. Attend every Senate meeting and retreat
 - xi. Attend a monthly meeting with the Senior Advisor to the Undergraduate Student Senate
 - xii. Reports to the USS President
 - xiii. Hold a minimum of five office hours per week

Section 6: Vice President for Finance

a. Eligibility

The Vice President for Finance must:

- i. Be enrolled as a full-time undergraduate student at the University and be in good standing academically and with the Honor System and Student Conduct at the time of application and through the entire term
- ii. Optional but strongly encouraged: Attend an information session OR one-on-one meeting with the Senior Advisor (or designee) for the Undergraduate Student Senate.
- iii. Must complete an interview with the Advisory Committee appointed by the Senior Advisor.
- iv. Must remain actively engaged in Senate meetings, activities, and leadership; must be actively involved in regular meetings of the full Senate and committee meetings as expected.
- v. The enthusiastic commitment (to) and clear demonstration of servant leadership is required

b. Duties and Responsibilities

The Vice President for Finance will:

- i. Oversee and serve as Chair of the Appropriations Committee
- ii. Oversee the Director of Hokie Effect
- iii. Serve as a member of the Student Finance Leadership Committee
- iv. Share financial updates at each Senate meeting
- v. Prepare and provide monthly, annual or as needed financial reports
- vi. Champion, support and veto legislation with other Cabinet members as stated in the Bylaws Article X, Section 4

- vii. Reports to the President
- viii. Be available over the summer for administrative duties and responsibilities as needed.
- ix. Attend every Senate meeting and retreat
 - x. Attend a monthly meeting with the Senior Advisor to the Undergraduate Student Senate
- xi. Reports to the USS President
- xii. Hold a minimum of five office hours per week

Section 7: Vice President and Representative to the Board of Visitors (BOV)

- a. *Eligibility:*
 - i. This Vice President is “appointed” by the Virginia Tech Board of Visitors
- b. *Duties and Responsibilities:*

The Vice President and Representative for the BOV must:

- i. Complete duties as outlined by the Board of Visitors
- ii. Serve as the undergraduate representative to the University Board of Visitors (BOV)
- iii. Streamline the work and elevate issues of concern on behalf of the student body to the BOV
- iv. Share the undergraduate student experience with the BOV for better understanding and clarity
- v. Conduct regular focus groups with students to hear student experiences
- vi. Work closely with other Vice Presidents and the President to ensure seamless and strong functionality of the organization
- vii. Meets regularly with the Vice President of Policy and Governance
- viii. Champion, support, and veto legislation with other Cabinet members as stated in the Bylaws Article X, Section 4
- ix. Attend a monthly meeting with the Senior Advisor to the Undergraduate Student Senate
- x. Attends every Senate meeting and retreat
- xi. Reports to the Board of Visitors
- xii. Hold a minimum of five office hours per week

Article V: Senators

Section 1: Membership

- a. Senators are undergraduate student representatives who advocate and work on behalf of their specified constituency.
- b. There are four types of senators defined in Article V of the constitution, each with a different constituency: at-large senators, college senators, University Chartered Student Organization (UCSO) Senators, and Corps of Cadets Senators.

Section 2: Eligibility

Senators must be:

- a. Enrolled as a full-time undergraduate student at the university and in good standing academically and with the Honor System and Student Conduct at the time of application and throughout the entire term.
- b. Able to physically attend the Blacksburg campus for meetings and responsibilities.

Section 3: Duties and Responsibilities

All senators will:

- a. Demonstrate *Ut Prosim* at all times.
- b. Understand, communicate, and represent the needs and concerns of their constituents in all senate discussions and legislative actions.
- c. Collaborate with other USS senators, administrators, and other participants in shared governance to improve the student experience.
- d. Engage as a voting representative in the USS.
- e. Attend every senate meeting and retreat.
- f. Hold a minimum of two (2) office hours per week.

Article VI: Directors

Section 1: Membership

Directors are charged with overseeing and facilitating various aspects of student life activities, including the management of Hokie Effect, governmental relations, Membership Development, Communications and Marketing, and Special Programs within the USS.

Section 2: Eligibility

Directors must be:

- a. Enrolled as a full-time undergraduate student at the University and in good standing academically and with the Honor System and Student Conduct at the time of application and through the entire term.
- b. Able to physically attend the Blacksburg campus for meetings and responsibilities.

Section 3: Term of Office

Directors will be elected via the process found section 9 of this Article and will serve one (1) year terms.

Section 4: Director & Assistant Director of Hokie Effect

- a. The duties and responsibilities of the director are to:
 - i. Provide oversight of the Hokie Effect program.
 - ii. Act as the main point of contact for campus and external partners.
 - iii. Chair of the Hokie Effect committee.
 - iv. Appoint and meet regularly with the Assistant Director of Hokie Effect.
 - v. Work closely with USS advisors to ensure consistent financial review.
 - vi. Report to the Vice President of Finance.
 - vii. Attend every senate meeting and retreat.
- b. The duties and responsibilities of the assistant director are to:
 - i. Coordinate shirt(s) and design selection.
 - ii. Coordinate the marketing and promotion of the Hokie Effect program.
 - iii. Work closely with the Director of Hokie Effect to comprehensively support and deliver the program.
 - iv. Oversee social media pages for Hokie Effect.
 - v. Manage data collection and distribution to all partners.
 - vi. Analyze and create reports about Hokie Effect engagement and sales.
 - vii. Report to the Director of Hokie Effect.
 - viii. Attend every senate meeting and retreat.

Section 5: Director & Assistant Director of Governmental Relations

- a. The duties and responsibilities of the director are to:
 - i. Manage and implement Hokie Day.

- ii. Meet regularly with the assistant director.
 - iii. Manage, collaborate on, and implement ACC Advocacy Day with other ACC leaders.
 - iv. Coordinate with SECL on precincts for voting.
 - v. Report to the Vice President of Equity and Inclusion.
 - vi. Attend every senate meeting and retreat.
- b. Duties and responsibilities of the assistant director are to:
- i. Meet regularly with the director.
 - ii. Coordinate VA21 representation.
 - iii. Collaborate with VT Engage and other campus partners on voter engagement programs.
 - iv. Assist the director with execution of Hokie Day and ACC Advocacy Day.
 - v. Report to the Director of Governmental Relations.
 - vi. Attend every senate meeting and retreat.

Section 6: Director of Membership Development

- a. The duties and responsibilities are to:
- i. Oversee and meet regularly with Membership Development Committee.
 - ii. Create and maintain onboarding packets for each position.
 - iii. Create opportunities for representatives to build leadership skills and competencies.
 - iv. Organize advisor-approved USS retreats.
 - v. Organize social events with USS representatives to foster unity and bonding at least once per semester.
 - vi. Maintain a transition document for the benefit of new USS leadership upon the conclusion of senate each year and as required by the University Council Constitution.
 - vii. Report to the Vice President of Administration.
 - viii. Attend every senate meeting and retreat.

Section 7: Director of Special Programs

- a. The duties and responsibilities of the director are to:
- i. Oversee and meet regularly with the Special Programs Committee.
 - ii. Prepare and plan programs and events that tie specifically to the USS mission.

- iii. Serve as a coordinator and resource for programs with senators.
- iv. Partner with University Chartered Student Organizations (UCSO) on programs and events as needed.
- v. Reserve space for all USS programs.
- vi. Report to the Vice President of Administration.
- vii. Attend every senate meeting and retreat.

Section 8: Director of Communications and Marketing

- a. The duties and responsibilities of the director are to:
 - i. Manage and update all social media accounts.
 - ii. Create additional social media accounts with approval of the cabinet.
 - iii. Chair and meet regularly with the Communications and Marketing Committee.
 - iv. Create an annual marketing plan and implement the plan with appropriate USS committees.
 - v. Work closely with the Assistant Director of Hokie Effect to ensure consistent alignment of marketing and social media for Hokie Effect.
 - vi. Create and execute brand guidelines for the USS that align with Virginia Tech guidelines.
 - vii. Report to the Vice President for Administration.
 - viii. Attend every senate meeting and retreat.

Section 9: Election of Directors

The Undergraduate Student Senate will open a call for applicants to fill vacant director and assistant director positions at the start of each senate term. Details regarding that selection process will be outlined in the application process. All undergraduate students who are enrolled full-time at the university may apply to any or all positions, as interested. The USS will facilitate election of directors and assistant directors via an interview selection committee and a vote by the full senate. Upon completion of this process, the USS will announce the new directors and assistant directors. Should a position become vacant, the same process will be applied in the selection of a new director or assistant director.

Students who serve as directors or assistant directors may only fill one position at a time. Students may relinquish their posts at any time by submitting a letter to the President of the Undergraduate Student Senate in advance of vacating their post.

Article VII: USS Committees

All USS committees shall be chaired by either a vice-president or a director. Both Vice Presidents and/or Directors will chair the committee that bears the title most similar to their own

and shall be elected as outlined in Article V, Section 9 of these bylaws. Committee members will be elected as part of the process outlined in Article VII, Section 5 of the constitution. In all cases, the number of committee members is subject to change based upon current enrollment data.

Section 1: Issues and Policy Committees

- a. Each of the two (2) committees will consist of a maximum of nine (9) at-large senators, three (3) UCSO Senators, six (6) college senators, and one (1) Corps of Cadets Senator and any individuals required for advancement of legislation overseen by the Vice President for Issues and Policy.
- b. *Duties and responsibilities:*
 - i. These committees are expected to engage in ongoing dialogue with the student body and other members of the university to foster positive relationships that deliver innovative solutions and policies beneficial to the undergraduate student body and the university as a whole.
 - ii. Meet with constituents regularly.
 - iii. Meet with administrators across campus to understand various functions of the university so advocacy efforts align with student needs and current operations.
 - iv. Intake concerns and opportunities for students and create a path forward towards advocacy and resolution.
 - v. Write effective and efficient resolutions and legislation that is rooted in research, understanding, and the undergraduate student voice.

Section 2: Administration Committee

- a. Consists of two (2) at-large senators, one (1) UCSO Senator, and three (3) college senators overseen by the Vice President for Administration.
- b. *Duties and responsibilities:*
 - i. Take attendance at meetings and manage notifications for attendance to representatives.
 - ii. Coordinate office hours for all representatives.
 - iii. Record meeting minutes during senate meetings.
 - iv. Distribute meeting minutes internally and on the website after approval by the senate.
 - v. Manage and implement all internal communication (meeting reminders, weekly emails, important updates).
 - vi. Organize, store, and track all documents (including legislation) for the USS.

- vii. Maintain the USS office, including supply orders, work orders, and tenant relations with Student Engagement and Campus Life.
- viii. Regularly check the USS email account and forward the information to the relevant people.
- ix. Keep the USS website up to date, including but not limited to:
 - 1. Visual aids and images
 - 2. Meeting minutes
 - 3. Passed legislation
 - 4. Meeting information for the public.

Section 3: Communications and Marketing Committee

- a. Consists of one (1) at-large senator, one (1) UCSO senator, and two (2) college senators led by the Director of Communications and overseen by the Vice President for Administration.
- b. *Duties and responsibilities:*
 - i. Create all marketing materials and external communications.
 - ii. Manage and update all social media accounts.
 - iii. Develop and implement a consistent brand for the USS.
 - iv. Ensure compliance with VT licensing guidelines.
 - v. Design and order apparel for the senate.
 - vi. Design and procure all necessary print media.
 - vii. To ensure consistent marketing efforts, one (1) representative serves as a liaison to the Hokie Effect Assistant Director.
 - viii. Provide oversight for the USS photographer, videographer, and graphic designer(s).

Section 4: Accountability Committee

- a. Consists of one (1) at-large senator, one (1) UCSO senator, and three (3) college senators overseen by the Vice President and Representative to the BOV
- b. *Duties and Responsibilities*
 - i. This committee may be charged with investigating concerns and developing solutions for the USS as requested by the Senior Advisor (or designee) to the Undergraduate Student Senate.

Section 5: Membership Development Committee

- a. Consists of one (1) at-large senator, one (1) UCSO senator, and two (2) college senators led by the Director of Staff Development and overseen by the Vice President for Administration.
- b. *Duties and responsibilities:*
 - i. Design and implement necessary on-boarding materials or processes for all USS representatives.
 - ii. Create opportunities for representatives to build leadership skills and competencies.
 - iii. Design and implement advisor-approved organization retreats.
 - iv. Host at least one (1) advisor-approved social for USS representatives per semester.
 - v. Ensure that all USS members (cabinet, senators, directors, assistant directors) create transition packets each year.
 - vi. Create opportunities for, and check-in on, representative(s) well-being.

Section 6: Appropriations Committee

- a. Consists of two (2) at-large senators, two (2) UCSO senators, and four (4) college senators overseen by the Vice President for Finance.
- b. *Duties and responsibilities:*
 - i. To allocate funds from the Student Activity Fee to Registered Student Organizations on campus.
 - ii. Work closely with members of the Graduate Student Budget Board to ensure communication and policy alignment.
 - iii. Communicate consistently with student organizations regarding funding deadlines, policy updates, and other critical information.
 - iv. Consistently evaluate policy for best practices, biases, and opportunities to enhance student organization needs.
 - v. Work closely with the SECL to form the annual budget request.
 - vi. Select representation to serve on the Student Finance Leadership Committee.

Section 7: Special Programs Committee

- a. Consists of one (1) at-large senator, one (1) UCSO senator, and two (2) college senators overseen by the Vice President for Issues and Policy
- b. *Duties and responsibilities:*

- i. Brainstorm, create, and execute events and programs for the USS that align with the USS mission. Programs may include, but are not limited to, a Welcome Back Event, Governance Forums, Town Halls, Inauguration, and End of Year Banquet.
- ii. Reserve space and equipment for on-campus programs.
- iii. Work in tandem with other senators to ensure programs align with the needs of the student body.

Section 8: Equity and Inclusion Committee

- a. Consists of one (1) at-large senator, one (1) UCSO senator, and two (2) college senators overseen by the Vice President for Equity and Inclusion
- b. *Duties and responsibilities:*
 - i. Work across the organization to view legislation, programs, practices, and policies through an equity and inclusive lens.
 - ii. Work with the Membership Development Committee to bring speakers to USS meetings and/or events that grow the equity and inclusion knowledge and skills of all members and advisors.
 - iii. Assist in the active recruitment of a diverse representation of student identities, perspectives and experiences.
 - iv. Contribute to the ExperienceVT initiative through perspective sharing about the experiences offered to our students to foster a sense of belonging at Virginia Tech

Article VIII: Representation in University Governance

In order to advance the institutional vision for shared governance, participation in the University Council and other university-level bodies is a core responsibility of the Undergraduate Student Senate. The USS maintains representation on the University Council; senate and university commissions; and university standing committees. Additionally, there are numerous entities outside of university-level governance, as noted in Section 4 of the Article, to which the USS is expected to provide representation.

Section 1: University Council

The University Council acts as the apex body for policy recommendations to the President of the University and the Board of Visitors. The Undergraduate Student Senate has four (4) *ex officio* representatives on the University Council who are expected to discuss or present policies or issues that affect the student body. Details of the USS membership on the University Council are found in Article V of the University Council Constitution.

Section 2: Commissions

The senate and university commissions are the primary bodies for policy formation at Virginia Tech. Every commission includes at least one (1) representative from each of the senates as well as the administration. Details of the USS membership on the commissions are found in Article VII of the University Council Bylaws.

Section 3: University Standing Committees

University standing committees are constituted on a continuing basis by the President of the University on recommendation of the University Council to deal with matters of a university-wide interest. Details of the USS membership on university standing committees are found in Article VIII of the University Council Bylaws.

Section 4: Entities Outside University Governance System

- a. Campus and Workplace Violence Prevention Committee*
 - i. There shall be one (1) USS representative assigned to this committee.
- b. Parking Citation Appeals Subcommittee*
 - i. There shall be two (2) USS representatives assigned to this sub-committee.
- c. Title IX Committee*
 - i. There shall be one (1) USS representative assigned to this committee.
- d. Experiential Learning Student Advisory Committee*
 - i. There shall be one (1) USS representative assigned to this committee.
- e. The USS President (or designee) is appointed to the following entities:
 - i. Council on Virginia Tech's History
 - ii. President's Committee on Governance
 - iii. State Council for Higher Education (SCHEV) Student Advisory Council
 - iv. University President's Advisory Council
 - v. VPSA Student Leadership Advisory Team
 - vi. Blacksburg Town Council
 - 1. Typically this appointment is held by the USS Director of Governmental Relations.
- f. The USS Director of Governmental Relations is appointed to the following entities:
 - i. Town Gown
 - ii. Blacksburg Town Council
 - iii. Voter Education and Engagement Coalition

Section 5: Election and Responsibilities of University Governance Representatives

USS representatives in university governance shall be a USS member and/or a member of the student body. Except for *ex officio* positions and positions filled by means of appointment by the President of the University, these positions will be filled by a) the creation of a slate of candidates by majority vote of the cabinet and b) subsequent vote by the USS as a whole in an effort to create an equitable yet efficient process. Nominees for positions filled by presidential appointment will be voted on by the USS.

Prioritizing the interests of the student body will always be the paramount responsibility of the university governance representatives. To enhance transparency, all representatives will submit and present a report, per entity, to the senate each week. These reports shall be made public for the convenience of the student body.

University governance representatives must attend all meetings of the council, commission, and/or committee they have been appointed to. Failure to attend a meeting must be reported to the Vice President for Shared Governance and attendance for university governance service will be evaluated by the policy in Article XI of the bylaws.

In the event that a body itself does not define the term of membership, all appointments will end with the conclusion of the last meeting of the University Council in the spring semester.

Section 6: Application for University Governance Vacancies

Candidates for university governance positions must fill out an application, submit a resume and references, and interview with the President, Vice President of Shared Governance, and/or other members of the cabinet as needed. Any member of the student body is eligible to apply for these positions as long as they meet the eligibility requirements outlined in Article V, Section 1 of the constitution. Applications shall be made available to all members of the student body. From these applicants, the cabinet will create the slate of candidates referred to in Section 5 above. Vacated positions will be filled by this same process.

When there are no applicants for a position and/or a position is still open thirty calendar days after the request from the Office of the Vice President for Policy and Governance for the USS service assignments, the Senior Advisor or designee may attempt to fill these vacancies directly, without utilizing the application process. However, selections made in this manner must be ratified by vote of the USS.

Article IX: Types of Legislation

Section 1: Types and Designations

- a. Proposed changes to the constitution shall be considered an “Act.”
- b. Proposed changes to the bylaws shall be considered a “Bill.”
- c. Proposed legislation that represents an official expression of opinion or will of the senate shall be considered a “Resolution of Student Experience”, denoted R-SE.
- d. Proposed legislation that addresses policy shall be considered a “Resolution for Policy”, denoted R-P.
- e. Proposed legislation to allocate funding internally or externally shall be considered a “Resolution for Funding Request,” denoted FR.

Section 2: Resolution Coding System

- a. All legislation shall be advanced in the form of a resolution and all resolutions shall be given a number based on the legislation type, sequential number of that type, and academic year, prior to its first reading.
 - i. (Example: 2021-22 – A1 stands for the first Act of the 2021-22 USS)
 - ii. *Acts* will be designated by an “A.”
 - iii. *Bills* will be designated by a “B.”
 - iv. *Resolutions* will be designated by an “R.”
 - v. *Funding Requests* will be designated by “FR.”
- b. Resolutions must also include the names of author(s) and sponsor(s), a title, whereas and therefore statements, a signature line for the President of the USS, the Vice President for Issues and Policy, and no less than one (1) other cabinet member, and the USS logo on official letterhead.
- c. After a resolution has been voted on, a “PASSED” or “FAILED” designation shall be included in the coding system.
- a. All vote counts must be accurately documented in the minutes and all votes will be by recorded ballot.

Article X: Legislative Policies and Paths

Section 1: Authors and Sponsors

- a. As stated in the USS Constitution, any senator in the USS may author or sponsor legislation.
 - i. An author is the individual(s) responsible for drafting the legislation, seeking out sponsor(s), and shall be the point of contact for the legislation.
 - ii. A sponsor is an individual that supports the will and initiative of the piece of legislation by having their name associated with the legislation.
 - iii. There is no limit to the number of sponsors a piece of legislation may have.

- b. Any cabinet member may author Acts or Bills. If a cabinet member chooses to author an Act or Bill, it must be sponsored by at least one (1) senator.
- c. The Vice President for Finance may author resolutions pertaining to the annual budget.

Section 2: Funding Requests

a. Internal.

Any representative who wishes to apply for internal funding must:

- i. Notify the Vice-President of Finance before presenting in open forum for their request, including the amount requested and what the funds will be used for.
- ii. Find a sponsor in the USS who is willing to write a funding request on their behalf. If a representative is applying for funding, they must find an additional co-sponsor within the branch for their request.
- iii. Introduce legislation in the USS that outlines the following related to their request:
 - 1. The purpose of the funds.
 - 2. Reasons the funds are required from the Annual Contingency account.
 - 3. Contribution of the funding to the mission of the USS.
 - 4. An itemized budget of how the funds will be used.

The legislative sponsor(s) of this request, alongside the partnering USS Representative, if they are not a senator, must present the legislation jointly.

- iv. Present a summary of the event that addresses:
 - 1. If the amount of funding was sufficient.
 - 2. What steps can be taken to improve the event going forward, if it is to be a continual event

The presentation must occur within two Senate Meetings following the completion of the event or purpose for the allocation, unless extenuating circumstances delay the presentation

b. External

- i. External organizations, including but not limited to Registered Student Organizations (RSO), University Chartered Student Organizations (UCSO), University Student Leadership Programs (USLP), and university departments that are not housed within the USS, may only request up to a maximum of one thousand (\$1,000) dollars.

- ii. The USS shall be in all promotional materials for External Funding Requests we fulfill.

Section 3: Veto of Resolutions

- a. No later than seventy-two (72) hours after a resolution has been passed by the USS, one (1) or more cabinet members may make a request to the president and the appropriate vice president that the cabinet vetoes the resolution.
- b. The president must convene the cabinet to consider such a request. After discussing the reasons for the request and the resolution in question, the cabinet will vote on the veto. All cabinet members must participate in the vote. A veto is sustained by a two-thirds ($\frac{2}{3}$) affirmative vote of the cabinet, that being five (5) out of the seven (7) cabinet members.
- c. At the following USS meeting, the cabinet must present a statement that explains why the cabinet chose to veto the resolution. This must be presented by the representative who originally proposed the veto to the cabinet.
- d. After this presentation, the USS will have the opportunity for a Q&A and discussion, upon the completion of which a vote will take place on the question of overturning the veto. In all instances except changes to the USS Constitution and/or Bylaws, the veto is overturned by a majority (over $\frac{1}{2}$) affirmative vote of USS members present and voting, provided that a quorum has been achieved. To overturn a veto of the USS Constitution and/or Bylaws requires a $\frac{2}{3}$ majority vote.
- e. A veto of the cabinet may not be overturned and may be reintroduced the following academic semester as appropriate.
- f. At least one member of the Advising Team must be in attendance where legislative acts occur within the USS.

Section 4: Legislative Record

- b. There shall be one (1) physical copy of all introduced legislation in a binder titled “The Legislative Record of the Undergraduate Student Senate” within the USS office
 - i. This record shall be organized by passed and failed legislation in chronological order.
 - ii. The legislative record shall be maintained by the Vice President of Administration.

At the end of the academic year, the file shall be bound and titled “Legislative Record of the Undergraduate Student Senate of Virginia Tech for the Academic Year XXXX.” USS legislation will follow the paths and policies presented below.

Section 5: Path of Resolutions for Policy (RP)

- a. The USS may author a resolution for policy (RP) for consideration by the CUSA, but the USS may not introduce a resolution for policy (RP) directly to the University Council. Any resolution that involves a policy change (RP) must be approved by the CUSA prior to senate review and vote; then, if approved by the senate, the RP is forwarded to the University Council for consideration.
- b. Resolutions involving a policy change (RP) may originate within the CUSA or may be taken up for consideration by the CUSA at the request of the USS, the University Council, the president, or another member of university leadership. Regardless of how the RP originates, once it is approved within the CUSA, it will go to the full senate for a vote.
- c. The USS will follow the process of resolution review and voting as outlined in Article III of the University Council Bylaws, including a first and second reading of all resolutions. To be advanced by the USS to the University Council, a resolution must receive a majority (over ½) affirmative vote of USS members present and voting, provided that a quorum has been achieved, to be considered “passed” by the USS.
- d. If a majority vote is not received, the resolution fails and can only be re-introduced with the approval of two (2) cabinet members or in the following academic semester.
- e. A resolution approved by the USS shall be signed by the President of the USS, the Vice President for Issues and Policy, and no less than one (1) other cabinet member to certify it was approved by the USS.
- f. Once approved, the resolution shall be sent to the Secretary of the University Council, to be put on the agenda for University Council meeting(s).
- g. Following a second reading in the University Council, the council shall vote on the resolution. If the resolution receives a simple majority (over ½) affirmative vote of those present and voting, provided that a quorum has been achieved, the resolution is advanced to the President of the University for consideration. Most resolutions also require the approval of the Board of Visitors before they are officially adopted.

Section 6: Path of All Other Legislation (non-RP)

- a. Senators are required to meet with university officials and other relevant stakeholders in order to acquire full information about their chosen topic and to work closely with university entities relevant to their legislation prior to voting of any kind.

- b. After a first draft of the legislation has been written by one (1) or more senators, it must be considered by the committee on which the primary author(s) sit. This is meant to ensure that the legislation is thoroughly reviewed and revised before being presented to the senate. Legislation should be discussed with the committee no less than two (2) times.
- c. After being reviewed in committee, the legislation must be sent to the Vice President for Issues and Policy to verify that nothing in the legislation's final draft is in conflict with the USS Constitution and Bylaws.
- d. Upon receiving written approval from the Vice President for Issues and Policy, the primary author(s) must send the final draft to the Vice President for Administration to be placed on the agenda and brought before the full senate.
- e. Once on the senate floor, the legislation must receive a majority (over ½) affirmative vote of members present and voting, assuming a quorum is present, in order to be considered “passed” by the USS.
- f. If a majority affirmative vote is not received, it fails, and can only be re-introduced with the approval of two (2) cabinet members or in the following academic semester.
- g. Passed legislation shall be signed by the President of the USS, the Vice President for Issues and Policy, and no less than one (1) other cabinet member to certify it was passed by the USS.

Article XI: USS Budget & Finance

Annually, the Vice President for Finance and the Appropriations Committee will analyze, create, and present a budget to the USS. The budget will consist of needed expenses for the coming year. The budget must be approved by the USS. Funding for the USS comes from both Student Activities Fees and the Hokie Effect program.

Section 1: Major Projects Fund

- a. This fund is for projects with a minimum cost of five thousand dollars (\$5,000).

- b. In years in which Hokie Effect net revenue exceeds sixty-five thousand (\$65,000), seven (7%) percent of the total net revenue will be allocated to this fund.
- c. Monies in this fund should be used to respond to and enhance the undergraduate student experience at Virginia Tech.

Section 2: Use of Funds

- a. All representatives of the organization have authorization to utilize funds that are provisioned in the annual budget, but they must first receive written approval from the Vice President for Finance and the USS President to guarantee that their request is indeed provisioned and still has available funding.
- b. The written approval from the Vice President for Finance, with signature by the USS President, must be attached to any invoices or requests for reimbursement; otherwise, payment will not be issued.

Article XII: Attendance

- a. All representatives will be allotted a total of two (2) absences per semester per responsibility for the senate, council, commission, and/or committee meetings required by their service commitments. If a representative plans to use one of their allotted absences, they are expected to email the Vice President for Administration at least twelve (12) hours prior to the start of the meeting they will be unable to attend.
- b. If a representative has used both allotted absences and an unforeseen situation arises, the Vice President for Administration will elevate this information to the Graduate Advisor for the Student Senate who will address the matter with the representative. Any disciplinary action taken will be maintained as confidential.
- c. If a representative continues to miss meetings after a consultation with the Graduate Advisor, the Advising Team has the authority to remove the student from their position and a special election or appointment (based on the position) will be initiated to fill the vacancy.

Article XII: Misconduct Process

Concerns or grievances regarding inappropriate or unethical behavior, misconduct, etc. shall be sent to the Advisor to the Undergraduate Student Senate & Assistant Director of Student Governance for review and adjudication. Anyone who submits a claim will be required to meet with the advisor and may be required to meet with the individual who is the subject of the claim. The advisor will address all issues raised and has the authority to deliver sanctions as needed, up to and including suspension with or without pay and/or the removal of a representative from the Undergraduate Student Senate for inappropriate behavior or misconduct. However, the advisor may elevate concerns to members of the Advising Team, Student Conduct, the Office of Title

IX, or the Dean of Students, etc., depending on relevant laws and circumstances. If necessary, some minor infractions may be addressed by committee but only as directed by the advisor or any member of the Advising Team.

**RESOLUTION TO AMEND THE BYLAWS OF
THE VIRGINIA TECH BOARD OF VISITORS,
EFFECTIVE JULY 1, 2022**

WHEREAS, legislation passed by the 2021 Virginia General Assembly and signed into law by Governor Northam enumerated a number of requirements to enhance public access to meetings of boards of visitors, some of which go into effect on July 1, 2022; and

WHEREAS, the review by an ad hoc committee of the board of the new committee structure that was implemented in 2017 resulted in a recommendation for a slight modification to the charges of two committees; and

WHEREAS, an update to the bylaws is necessary to incorporate reporting requirements for compliance with educational requirements for board members codified in legislation;

NOW, THEREFORE, BE IT RESOLVED that the Bylaws of the Virginia Tech Board of Visitors be amended as proposed in the attached document, effective July 1, 2022.

RECOMMENDATION:

That the Bylaws of the Virginia Tech Board of Visitors be amended as proposed in the attached document, effective July 1, 2022.

June 7, 2022

BYLAWS OF THE BOARD OF VISITORS

Virginia Polytechnic Institute and State University

Amended by Resolution passed ~~November 8, 2021~~ June 7, 2022 (effective July 1, 2022)

- [Preamble](#)
- [Article I](#)
- [Article II](#). Administration and Officers of the University
- [Article III](#). Related Corporations
- [Article IV](#). Instruction
- [Article V](#). Extension
- [Article VI](#). Miscellaneous Provisions
- [Article VII](#). Amendments and Repeal

Preamble

Virginia Polytechnic Institute and State University, popularly known as Virginia Tech, has evolved since its founding in 1872 into a comprehensive state land-grant university of increasing national and international prominence, heavily influenced by its land-grant heritage. The federal Morrill Act of 1862 mandated for the land-grant colleges not only the teaching of agricultural and mechanical arts and sciences, but also "the liberal and practical education of the industrial classes in the several pursuits and professions of life." It embraced three basic principles which shaped the destiny of the land-grant institutions: (1) that higher education should be made available to talented men and women regardless of economic class or conditions, (2) that inquiry and instruction should be directed toward the end of knowledge for its own sake, as well as toward knowledge applied for the benefit of all; and (3) that the results of scientific inquiry should be immediately and broadly disseminated throughout the society.

The University's instructional, research, and extension programs still are rooted in these principles. The Virginia statutes which created and control the institution heavily reflect the land-grant orientation. Subsequent federal legislation, including the Hatch Act of 1877, which established the agricultural experiment stations, and the Smith-Lever Act of 1914, which created the Federal Extension Service, further emphasized the multiple purpose of the University. The multiple-mission, multiple-agency structure of the University introduces some complexity into its internal organization, and into its relationships with the executive and legislative branches of both the state and federal governments. Each to some degree exercises budgetary and administrative control of various programs and activities of the institution which must be accommodated in the basic policies and programs of the University. These regulations and their interpretations provide a part of the reality in which the University functions as it seeks to fulfill the purposes for which it exists.

The public trustees are responsible for the University's academic and fiscal integrity and for the basic policies under which it is administered. With the Governor, they are responsible under applicable state statutes for the faithful execution of the requirements of law, as well as for the continued adaptation of the instructional programs to the evolving needs of the society which the University serves. The trustees collectively constitute the University's Board of Visitors. Much of the Board's duty and authority is delegated to the President whom it appoints. The Board, however, cannot delegate its legal obligations; service on the Board involves significant trustee responsibilities.

It is in this context that the Board's normal operating procedures, reflecting both its traditions and its legal responsibility, have been codified as bylaws conveniently available for reference.

Article I

The Board of Visitors of Virginia Polytechnic Institute and State University is a public corporation that serves as the governing authority for Virginia Polytechnic Institute and State University. The corporation is under the control of the General Assembly of the Commonwealth of Virginia.

Section 1. Composition

The Board of Visitors is composed of fourteen members, thirteen of whom are appointed by the Governor subject to confirmation by the Senate. The fourteenth member is the President of the Board of Agriculture and Consumer Services, who serves *ex officio*. All fourteen members have full voting privileges. Three members of the Board may reside outside of Virginia; at least six of the thirteen appointed members are required to be alumni or alumnae of the University.

The term of office for a visitor is four years, and the visitor is eligible to be reappointed for a successive four years. An individual appointed to fill an unexpired term which has become vacant is eligible for appointment to two additional four-year terms.

The term of the *ex officio* member of the Board of Visitors runs concurrently with his/her term as President of the Board of Agriculture and Consumer Services, which is typically from July 1 through June 30.

For each vacancy on the Board, the Alumni Association of the University may submit, for the consideration of the Governor, the names of three qualified persons. The Governor, however, is not limited to the persons on such a list when making an appointment (§23.1-2601, *Code of Virginia*, as amended).

Prior to appointment, the Virginia Commission on Higher Education Board Appointments may review potential Board appointees and make recommendations about the appointees to the Governor (§2.2-2518, *Code of Virginia*, as amended).

Section 2. Constituent Representatives

Representatives to the Board are appointed from the Undergraduate student body and the Graduate/Professional student body as non-voting, advisory representatives, pursuant to statutory authority (§23.1-1300, *Code of Virginia*, as amended). The term of appointment is for one year commencing July 1. Such representatives shall be welcomed at all open meetings of the Board and may be appointed to standing or special committees of the Board.

The President of the Faculty Senate (§23.1-1300, *Code of Virginia*, as amended), President of the Administrative and Professional Faculty Senate, and President of the Staff Senate shall also be welcomed to sit with the Board in open session and participate in discussion, without authority to vote or make or second motions. Similarly, these representatives shall also be welcomed to attend meetings of the Board's committees in open session and to provide information and advice as deemed appropriate by the chair of that committee, without authority to vote or to make or second motions. [BOV resolutions approved January 18, 1988; August 28, 2006; and November 8, 2021.]

By statute, the Board must solicit the input of representatives of the Faculty Senate or its equivalent at least twice per academic year on topics of general interest to the faculty, and in advance of decisions to be made on the search for the university's new President (§23.1-1303).

Section 3. Meetings

By statute the Board must meet at Blacksburg, Virginia, once a year (§23.1-2602). It traditionally holds four meetings a year. The last meeting of the academic year will be designated the annual organizational meeting; this is the meeting at which officers of the Board will be elected. Meetings of the Board are called by the Rector of the Board; however, a special meeting may be called by the Governor, the Rector or any three members of the Board. Regardless of how called, all members must be notified of meetings (§23.1-2602). Moreover, by statute, the Board must notify and invite the Attorney General's appointee or representative to all meetings of the board and its committees (§23.1-1303).

A majority of the voting membership of the Board and also of each of its committees constitutes a quorum (§23.1-2602). If the Rector is present at a committee meeting, he/she will be counted as a member of the committee for the purpose of determining whether a quorum is present. The Board or any of its committees may meet without a quorum present, but may not vote on any items.

The Board shall be transparent in all of its actions to the extent required by the law. All meetings of the Board, formal or informal, are subject to the requirements of the state's Freedom of Information (FOI) statutes and are open to the public. Discussions and actions on any topic other than those specifically exempted by law must be held in open session. Public notice is required of meetings. Any official action taken in closed session must be approved in open session before it can have any force or effect. Open meetings must have minutes taken; copies of these minutes are posted to the Board's website and available to the public (§23.1-1303). [By statute, the Board must abide by standards developed by the State Council of Higher Education for Virginia \(SCHEV\) for providing the public with real-time electronic access to witness open meetings of the governing boards. Currently, SCHEV standards require video or audio livestreaming of regularly-scheduled meetings of the full governing board, with exceptions for a meeting, tour, or gathering that takes place outside of the usual location of the board meeting provided that the reason for](#)

the exception is noted in the public notice of the meeting and in the meeting minutes. Livestreaming of the Board's committees or subcommittees is not required.

Closed sessions may be held for specific matters. These matters are enumerated in the *Code of Virginia*, as amended. In order to assemble in closed session, the Board must approve a specific motion which cites each item to be considered in closed session, with appropriate reference to the exemption in the FOI statutes. Discussion in closed session is restricted to the items so identified.

Section 3a. Electronic Meetings

In accordance with the Freedom of Information Act, the Board may employ electronic communication means to conduct meetings of the Board or any of its committees, but only if a quorum is physically present in one location and the electronic communication means by which members of the public may witness the meeting is disclosed in the public notice of the meeting. Any votes taken must be conducted by roll call vote and recorded by name in the minutes. Any interruption in the means of electronic communication shall result in a suspension of action at the meeting until repairs are made and public access is restored. Members of the public must be provided a substantially equivalent electronic communication means through which to observe or listen to the meeting.

Additionally, providing that a quorum is physically present in one location, electronic communication means may be employed if on or before the day of a meeting, a Board member notifies the Rector or respective committee chair and Board Secretary that the Board member is unable to attend the meeting due to (a) a Board member's own disability or medical condition or the Board member's need to care for a family member due to the family member's medical condition, or (b) a personal matter. The minutes must include the remote location of the Board member and the reason that the Board member was unable to attend; if the reason is a personal matter, the specific nature of the personal matter must be cited in the minutes. If a Board member's request to participate remotely due to a personal matter is disapproved, such disapproval shall be recorded in the minutes with specificity. A Board member may participate remotely due to a personal matter in up to two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

At least one meeting must be held annually at which no members participate through electronic communication means. (§2.2-3708.2 *Code of Virginia*, as amended)

Section 4. Officers

The Board elects annually from among its members a Rector to preside at meetings and a Vice Rector to serve as President pro tempore in the absence of the Rector. By statute (§23.1-1300 *Code of Virginia*, as amended), either the Rector or the Vice Rector must be a Virginia resident. The Vice President for Policy and Governance serves as Secretary to the Board and as a resource on questions of parliamentary procedure unless the Board votes to elect a separate Secretary. The University Legal Counsel serves as the counsel to the Board.

The Rector and Vice Rector may serve a maximum of two one-year terms. The terms of the Rector and Vice Rector take effect July 1. The Vice Rector will also serve as the chair of one of the standing committees.

Section 5. Responsibilities of the Board

As public trustees, the members of the Board have the overall responsibility and authority, subject to constitutional and statutory limitations, for the continuing operation and development of the institution as a state land-grant university, and for the evolving policies within which it must function. Much of this authority necessarily is delegated to the President, who serves as agent of the Board and chief executive officer of the University.

The most important responsibility of the Board is the trustee obligation to insure that the University's educational and research programs effectively meet the evolving needs of Virginia's citizens to the fullest extent possible within the statutory mission of the institution. Similarly, in a national context, the Board's oversight responsibilities extend to federally mandated programs. The formulation of the basic policies under which every aspect of the University's operations are carried out, as well as the implementation of those policies, consequently are subject to the Board's review, possible modification, and ultimate approval. However, it is at the policy level, rather than the operational level, that the Board's responsibilities are paramount.

By statute, the Board is charged with the care, preservation, and improvement of university property and with the protection and safety of students and other persons residing on such property. The Board also is charged with regulating the government and discipline of students and, in respect to the government of the University, may make such regulations as the Board deems expedient, not contrary to law. The Board has authority over the roads and highways within the University campus and may prohibit entrance to the property of undesirable and disorderly persons or eject such persons from the property (§23.1-2603), *Code of Virginia*, as amended).

Following are examples of the responsibilities of the Board, as set forth in state statutes or as developed through tradition and practice (see §23.1-1303). The list, however, is not necessarily inclusive.

1. Appointment of the President of the University.
2. Approve appointments and fix salaries of the faculty, university staff, and other personnel.¹
3. Establish fees, tuition, and other charges imposed by the University on students (see Section 5b).
4. Review and approval of the University's budgets and overview of its financial management.
5. Review and approval of proposed academic degree programs and the general overview of the academic programs of the University.
6. Review and approval of the establishment of new colleges or departments.
7. Ratification of appointments by the President or vice presidents that meet the salary threshold set by the Board.
8. Representation of the University to citizens and officers of the Commonwealth of Virginia, especially in clarifying the purpose and mission of the University.
9. Approval of promotions, grants of tenure, and employment of individuals.²
10. Review and approval of physical plant development of the campus.
11. The naming of buildings and other major facilities on campus.
12. Review and approval of grants of rights-of-way and easement on University property.

13. Review and approval of real property transactions.
14. Exercise of the power of eminent domain.
15. Review and approval of personnel policies for the faculty and university staff.
16. Subject to management agreement between the Commonwealth of Virginia and Virginia Tech, the Board has full responsibility for management of Virginia Tech. (§23.1-1000, *Code of Virginia*, as amended).

^{1,2} In practice the President and officers of the University make interim appointments which are ratified by the Board.

Section 5a. Resolutions

In order to permit mature consideration and to facilitate preparation of agendas and dissemination to all members of the Board, all proposed resolutions of the Board of Visitors shall be presented to the Secretary to the Board at least fifteen (15) days prior to the meeting at which they are proposed to be considered, with mailing or electronic access provided to the members and constituent representatives to occur ten (10) or more days prior to the meeting. Any amendments or additions to or deletions from the agenda must be presented to the Board Secretary in sufficient time to enable the changes to be distributed to the Board members and constituent representatives at least three (3) working days prior to the meeting. An emergency may be declared by a two-thirds (2/3) majority of the voting members present at the meeting to permit consideration of a proposal not adhering to this time requirement. Except in emergency situations, all action items and resolutions should come to the full Board from one of its standing or special committees or from the President of the University.

Section 5b. Resolutions for Tuition and Fees

Notwithstanding the provisions of Section 5a, when an increase to undergraduate tuition and/or mandatory fees is contemplated, the proposal shall be provided to the Board Secretary in sufficient time to enable notice of the projected range of the planned increase and an explanation of the need for the increase to be provided to students and the public at least 30 days prior to voting on the resolution. The proposal will be shared with Board members concurrently with notification to the students and public. (§23.1-307(D), *Code of Virginia*, as amended)

Additionally, the Board will permit public comment on the proposed increase at a meeting (as defined in §2.2-3701, *Code of Virginia*, as amended) of the Board. The Governance and Administration Committee or other appropriate committee of the Board will develop guidelines for such public comment to include reasonable time limitations and the manner in which such comment will be shared with the Board. (§23.1-307(E), *Code of Virginia*, as amended)

Section 5c. Board Website

By statute, the Board is required to maintain a public website that includes a listing of all Board members with their date of appointment and the name of the Governor who appointed each, a listing of all Board committees and their membership, a schedule of all upcoming meetings of the Board and its committees along with instructions for public access, an archive of agendas and supporting materials of all Board and committee meetings, and an email address or email addresses through which Board members can receive public communications pertaining to Board business (§23.1-1303).

Section 6. Committees

The Board may organize itself into committees to facilitate its work. Committees are required to report to the full Board at least once a year (§23.1-2602, *Code of Virginia*, as amended). The Rector appoints the members and chairmen of the Standing and Special Committees. The Vice Rector will serve as the chair of one of the standing committees. At the option of the Rector, chairs are limited to three (3) years.

The chairman of a committee is responsible to see that minutes are taken of the meetings of the committee. The President makes available appropriate persons who may be of assistance in the deliberations of a committee. The Rector is an ex officio member of all standing and special committees. All committee members will be members of the Board; committees, however, may form advisory committees which include non-Board members. Chairs may request advisors or other consultants to meet with their committees.

Any committee may adopt a formal written charter that specifies the committee's responsibilities and practices. Charters must be approved by the Governance and Administration Committee before adoption.

Committee meetings are subject to the same requirements of the state's Freedom of Information statutes as are meetings of the full Board.

Section 6a. Executive Committee

The Executive Committee of the Board, established by statute (§23.1-2602, *Code of Virginia*, as amended), consists of not less than three or not more than six members. The Executive Committee includes the Rector, Vice Rector, and the chairs of the standing committees: Academic, Research, and Student Affairs Committee; Buildings and Grounds Committee; Compliance Audit, and Risk Committee; Finance and Resource Management Committee; and Governance and Administration Committee. [Note: The Vice Rector serves as chair of one of the standing committees – See Sections 4 and 6.] At the request of the Rector or a quorum of the Executive Committee, the immediate Past Rector will be available to serve as a non-voting advisor to the Executive Committee. The immediate Past Rector is not counted as a member of the Executive Committee for the purpose of determining whether a quorum is present. The Executive Committee convenes on the call of the Rector or on the call of any two members. This Committee, in the interim between meetings of the Board, has full power to take actions on behalf of the Board. All actions taken by the Executive Committee must be ratified by the full Board at its next meeting in order to remain in effect.

The Executive Committee is charged by statute with organizing the working processes of the Board and recommending best practices for Board governance. Specifically, the Executive Committee shall:

1. Develop and recommend to the Board a statement of governance setting out the Board's role;
2. Periodically review the Board's bylaws and recommend amendments;³
3. Provide advice to the Board on committee structure, appointments, and meetings;³
4. Develop an orientation and continuing education process for visitors that includes training on the Virginia Freedom of Information Act;³

5. Create, monitor, oversee, and review compliance with a code of ethics for Board members; and
6. Develop a set of qualifications and competencies for membership on the Board for approval by the Board and recommendation to the Governor. (§23.1-1306, *Code of Virginia*, as amended)

³ These duties of the Executive Committee are delegated to the Governance and Administration Committee.

Section 6b. Academic, Research, and Student Affairs Committee

This committee is responsible for matters and policies pertaining to the academic affairs, student life and conduct, and the research mission and goals of the university.

Section 6c. Buildings and Grounds Committee

This committee is responsible for ~~oversight of campus safety and security~~, the maintenance and development of the physical plant and infrastructure, land use and planning, and review and development of capital outlay requests. The university employee designated as the University Building Official when serving in that capacity reports directly to the Board of Visitors through this committee.

Section 6d. Compliance, Audit, and Risk Committee

This committee is responsible for oversight of enterprise risk management, adherence to the audit charter, reviewing audits conducted by Internal Audit and external bodies, and providing guidance on auditing concerns to the full Board. This committee is responsible also for oversight of university compliance with all federal, state, and local laws and executive orders; and policies promulgated by academic and athletic accrediting bodies, regulatory agencies, funding agencies, and the State Council of Higher Education for Virginia. This committee conducts an annual review of the Audit Charter.

Section 6e. Finance and Resource Management Committee

This committee is responsible for oversight of all fiscal resources, revenues, and expenditures of the university. This committee is charged with reviewing and evaluating budgets, expenditures, financial performance, and funding sources, and with providing guidance on financial issues to the full Board. This committee is also responsible for reviewing changes to the Commemorative Tributes Policy and requests for commemorative recognition.

Section 6f. Governance and Administration Committee

This committee is responsible for Board engagement, the Board's protocols, bylaws, and periodic self-evaluation. This committee is also responsible for oversight of campus safety and security and of various administrative functions and non-academic areas of the university, including but not limited to human resources, communications and marketing, administrative computing, and athletics.

In addition, this committee is responsible for reviewing new or revised charters of all committees prior to their adoption (refer to Section 6).

Section 6g. Nominating Committee

The Nominating Committee, traditionally composed of three members, is appointed by the Rector and is responsible for reporting at the annual organizational meeting of the Board its nominations for all officers of the Board. The Rector will invite any additional nominations from the full Board before voting on nominations at the organizational meeting.

Section 7. Annual Reporting Requirement

The Board is required by statute to submit to the General Assembly and the Governor an annual executive summary of its interim activity and work no later than the first day of each regular session of the General Assembly. This executive summary shall also be posted for the public on the Board's website (§23.1-1303). The secretary to the Board will be responsible for preparing the report and submitting and posting it in accordance with procedures stipulated by law.

Article II. Administration and Officers of the University

Section 1. The President

The Board appoints a President to initiate proposed policies, to execute approved policies, and to administer the University. The President serves as the authorized officer through whom communication takes place between the Board and the faculty, the Board and the students, and the Board and the other officers of administration or instruction employed by the University. The Board, as the governing authority of the University, delegates to the President the authority to oversee and to administer the policies of the Board and to manage the administrative, instructional, research, and public service programs of the University.

By statute, the Board must meet with the President at least once annually in a closed meeting and deliver an evaluation of the President's performance. Any change to the President's employment contract shall be made only by an affirmative vote of the majority of the Board's members (§23.1-1303).

Section 2. Other Officers of the University

The President is assisted in the performance of the duties of that office by other officers of the University. Provost and vice-presidential appointments are made by the President and formally ratified by the Board.

Section 3. Faculty and Staff

The faculty and staff of the University receive appointments by appropriate University officials, and their names, titles and salaries are submitted periodically for confirmation to the Board of

Visitors. By statute, the Board may remove any faculty member of the University with the assent of two-thirds of the Board, subject to approved grievance procedures (§23.1-2605).

Article III. Related Corporations

Section 1. Associations with Related Corporations

A number of corporations are intricately tied with the University by virtue of affiliation agreements that they have entered into with the University and that comply with the format for affiliation agreements that the Board of Visitors has approved. Each corporation has its own board. The boards of these corporations focus on areas of special interest to the University. A listing of these affiliated corporations and their affiliation agreements shall at all times be kept on file with the Secretary of the Board of Visitors.

Prior approval of the Board of Visitors is required before permission to establish or to charter any new related corporation is sought from the State Corporation Commission.

Corporations associated with the Board are requested to supply the following information and comply with these procedures:

- a. Provide the Board of Visitors with a copy of the corporate constitution, bylaws, and certificates of incorporation.
- b. Specify the services which the corporation provides to the University.
- c. Obtain approval for services and space, subject to review from time to time. The Administration, acting for the Board, may make facilities available.
- d. Provide the Board with a copy of its official annual audit and other documents relating to tax-exempt status.
- e. Coordinate insurance programs for the Corporation, other than employee benefit insurance programs, through the University's insurance office and pay for its share of the premiums.

Article IV. Instruction

Section 1. Courses of Study

The curricula of the University, by statute, are to include instruction in agriculture and the mechanic arts without excluding other scientific and classical studies and military tactics (§23.1-2606). A full range of courses in the arts and sciences, agriculture, engineering, and other professional fields is offered in conformity with the institution's mission as a comprehensive state university.

Section 2. Changing Curricula

The Board delegates to the President the authority to develop appropriate courses of study. New degree offerings are subject to the approval of the Board and the State Council of Higher Education for Virginia.

Article V. Extension

Section 1. Extension Division

The Board has responsibility and authority for the Virginia Cooperative Extension and Agricultural Experiment Station Division which encompasses Cooperative Extension, continuing education programs, and such other subjects as designated by the President or the Board. This Division, authorized by statute to serve both adults and youths, is established to conduct educational programs and disseminate useful and practical information to the people of the State (§23.1-2608, *Code of Virginia*, as amended).

Article VI. Miscellaneous Provisions

Section 1. Expenses

Board members may be reimbursed for reasonable travel expenses and other expenses incurred in the discharge of their duties (§23.1-1307).

Section 2. Removal of Board Members

The members of the Board of Visitors are protected by Virginia law from being removed without appropriate reasons. If any Visitor fails to attend the meetings of the Board for one full year without sufficient cause and/or perform the duties of his office for one year without good cause as determined by a majority vote of the Board, the remaining members of the Board shall record such failure in the minutes at its next meeting and notify the Governor, and the office of such member shall be vacated. (§23.1-1300, *Code of Virginia*, as amended).

The *Code of Virginia* §23.1-1304 requires new board members to attend educational programs developed by the State Council of Higher Education for Virginia (SCHEV) in his/her first two years of membership and to participate in further training on board governance as determined by SCHEV at least once every two years thereafter. If any Visitor fails to complete these educational requirements without sufficient cause, as determined by a majority vote of the Board, the remaining members of the Board shall record such failure in the minutes at its next meeting and notify the Governor, and the office of such member shall be vacated, and the member will be ineligible for reappointment. (§23.1-1300, *Code of Virginia*, as amended).

Dismissal of a Board member for cause will be pursued in accordance with Virginia Code §23.1-1300, as amended, which provides the process for removal of a Board member from office for malfeasance, misfeasance, incompetence, or gross neglect of duty. The Governor will issue a written public statement indicating his/her reasons for removing the member.

Section 3. Conflict of Interest

Each Board member is subject to the provisions of the State and Local Government Conflict of Interests Act and must file reports as necessary. (§ 2.2-3114(B), *Code of Virginia*, as amended).

Section 4. Code of Ethics

The Board is required by statute to adopt a Code of Ethics. Each Board member is subject to the provisions of the code. The Executive Committee will review compliance and report to the Governor any instances of breach of ethical conduct pursuant to the terms of the Code of Ethics.

Section 5. Educational Requirement

Educational programs for boards of visitors are required by statute to be delivered annually by the State Council of Higher Education for Virginia (SCHEV). New board members must participate in programs offered at least once during their first two years on the board. In addition, each board member shall participate in further training as determined by SCHEV at least once every two years (§23.1-1304, *Code of Virginia*, as amended). (See Article VI, Section 2.)

By July 1 of each year or upon request by SCHEV, the secretary of the Board shall report to SCHEV the activity of any Board member who has complied with the educational requirement during the prior year.

Section 6. Board Self-Evaluation

The Board periodically should conduct a formal evaluation of its committee structure, processes, procedures, and performance. Candid feedback should be sought from the Board members themselves, constituent representatives to the Board, the University President, and others as deemed appropriate by the Board, which may include the Board Secretary, Legal Counsel, and/or the administrators who serve as liaisons to the Board's committees. The Governance and Administration Committee is responsible for developing and recommending to the full Board the evaluation procedure to be employed, including whether to retain an external consultant to conduct the evaluation, and for developing a plan to address any issues identified by the evaluation.

Article VII. Amendments and Repeal

Section 1. Construction

The Bylaws supplement the statutes of the Commonwealth as they relate to the University and are not intended to replace or amend them. Nothing contained in the Bylaws should be interpreted to diminish or alter the statutory powers of the Board.

Section 2. Changing Bylaws

These Bylaws, except where mandated by statute, may be changed by majority vote of the voting membership of the Board.

Section 3. Chronology of Bylaws Adoption and Amendments

Adopted by the Board, May 18, 1981

Amended by [Resolution](#) passed November 3, 2003

Amended by [Resolution](#) passed August 23, 2004

Amended by [Resolution](#) passed June 12, 2006.

Amended by [Resolution](#) passed August 28, 2006.

Amended by [Resolution](#) passed November 6, 2006.

Amended by [Resolution](#) passed June 20, 2008.

Amended by [Resolution](#) passed June 1, 2009.

Amended by [Resolution](#) passed August 31, 2009.

Amended by [Resolution](#) passed August 30, 2010.

Amended by [Resolution](#) passed June 3, 2013.

Amended by [Resolution](#) passed August 31, 2015.

Amended by [Resolution](#) passed June 26 (Executive Committee) & August 19, 2017

Amended by [Resolution](#) passed August 27, 2018

Amended by [Resolution](#) passed August 26, 2019

Amended by Resolution passed June 8, 2021

Amended by Resolutions passed November 8, 2021

**RESOLUTION TO AMEND THE BYLAWS OF
THE VIRGINIA TECH BOARD OF VISITORS,
EFFECTIVE SEPTEMBER 1, 2022**

WHEREAS, legislation passed by the 2022 Virginia General Assembly and signed into law by Governor Youngkin expands and clarifies the circumstances under which boards of visitors may conduct meetings electronically; and

WHEREAS, a new provision in the legislation permits boards of visitors to hold all-virtual meetings in which all members participate remotely when there is not a declared state of emergency, provided that electronic access is made available to the public and certain conditions are met; and

WHEREAS, the legislation expands the circumstances in which an individual board member may participate remotely in a meeting to include the situation in which a board member's principal residence is more than 60 miles from the posted meeting location; and

WHEREAS, the legislation requires boards of visitors to adopt policies addressing electronic meetings before such meetings can be held by the full board or any of its committees;

NOW, THEREFORE, BE IT RESOLVED that Article I, Section 3a of the Bylaws of the Virginia Tech Board of Visitors be amended as follows, and

BE IT FURTHER RESOLVED, that in accordance with legislation, this amendment will become effective on September 1, 2022.

Section 3a. Electronic Meetings

In accordance with the Freedom of Information Act, the Board and any of its committees separately may conduct all-virtual public meetings in which all who participate do so remotely, provided that ~~the Board may employ electronic communication means to conduct meetings of the Board or any of its committees, but only if a quorum is physically present in one location and~~ the electronic communication means by which members of the public may witness the meeting is disclosed in the public notice of the meeting. ~~Any votes taken must be conducted by roll call vote and recorded by name in the minutes.~~ Members of the public must be provided ~~a substantially equivalent~~ electronic communication means through which to observe or listen to the meeting. Any interruption in the means of electronic communication shall result in a suspension of action at the meeting until repairs are made and public access is restored. The board or its committee may not convene an all-virtual meeting (a) more than two times per calendar year or 25

percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater, or (b) consecutively with an all-virtual meeting.

Additionally, providing that a quorum is physically present in one location, an individual Board member may participate remotely in a Board or committee meeting by some electronic communication means ~~may be employed~~ if on or before the day of a meeting, ~~a~~ the Board member notifies the Rector or respective committee chair and Board Secretary that the Board member is unable to attend the meeting due to (a) a Board member's own disability or medical condition or the Board member's need to care for a family member due to the family member's medical condition, (b) the Board member's principal residence being located more than 60 miles from the meeting location, or ~~(bc)~~ a personal matter. The Board member's location need not be open to the public. The minutes must include the remote location of the Board member and the reason that the Board member was unable to attend; if the reason is a personal matter, the specific nature of the personal matter must be cited in the minutes. If a Board member's request to participate remotely due to a personal matter is disapproved, such disapproval shall be recorded in the minutes with specificity. A Board member may participate remotely due to a personal matter in up to two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater. These provisions regarding remote participation of individual board members apply to meetings of the full board and to each of its committees separately.

An "all-virtual meeting" is a meeting conducted by electronic means during which all members who participate do so remotely rather than being assembled in one physical location and to which public access is provided through electronic communication means.

"Remote participation" is participation by an individual Board member via electronic means in a meeting where a quorum of the public body is otherwise physically assembled. ~~At least one meeting must be held annually at which no members participate through electronic communication means.~~ (§2.2-3708.2 and .3, Code of Virginia, as amended)

RECOMMENDATION:

That the Bylaws of the Virginia Tech Board of Visitors be amended as proposed, effective September 1, 2022

June 7, 2022

Report of the Ad Hoc Committee on Committees

**President Sands will provide
an update to the Board on
Tuesday, June 7, 2022**

**Constituent Report by
Undergraduate Student Representative
to the Board, Paolo Fermin,
will be presented at Monday's
Information Session**

**Constituent Report by
Graduate/Professional Student
Representative to the Board, Phil
Miskovic,
will be presented at Monday's
Information Session**

**Constituent Report by
President of Staff Senate,
Serena Young,
will be presented at Monday's
Information Session**

**Constituent Report by
President of Administrative and
Professional Faculty Senate,
Holli Gardner Drewry,
will be presented at Monday's
Information Session**

**Constituent Report by
President of Faculty Senate,
Robert Weiss,
will be presented at Monday's
Information Session**

MOTION TO BEGIN CLOSED MEETING

June 7, 2022

I move that the Board convene in a closed meeting, pursuant to § 2.2-3711, Code of Virginia, as amended, for the purposes of discussing:

1. Appointment of faculty to Emeritus status, the consideration of individual salaries of faculty, consideration of Endowed Professors, review of departments where specific individuals' performance will be discussed, and consideration of personnel changes including appointments, resignations, tenure, and salary adjustments of specific employees and faculty leave approvals.
2. The status of current litigation and briefing on actual or probable litigation.
3. Fundraising activities.
4. Special awards.

all pursuant to the following subparts of 2.2-3711 (A), Code of Virginia, as amended, .1, .7, .9, and .11.

MOTION TO RETURN TO OPEN SESSION

June 7, 2022

WHEREAS, the Board of Visitors of Virginia Polytechnic Institute and State University has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provision of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Board of Visitors that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Board of Visitors of Virginia Polytechnic Institute and State University hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board of Visitors.

Election of Rector and Vice Rector for 2022-23

Open Session Agenda

ACADEMIC, RESEARCH AND STUDENT AFFAIRS COMMITTEE

New Classroom Building Room 230
Tuesday, June 7, 2022

<u>Agenda Item</u>	<u>Reporting Responsibility</u>
1. Welcome	M. Nelson
2. Review and Approve Open Session Agenda	M. Nelson
3. Consent Agenda	M. Nelson
A. Approval of April 4, 2022 Meeting Minutes	
B. Report of Reappointments to Endowed Chairs, Professorships, and Fellowships	
C. Report of the 2022-23 Faculty Compensation Plan <i>(shared for information purposes by Finance and Resource Management Committee)</i>	
* D. Approval of 2022-23 Pratt Fund Budgets <i>(shared with Finance and Resource Management Committee)</i>	
* E. Resolution to Approve 2022-2023 Student Code of Conduct	
* F. Resolution to Approve Department of Real Estate in the Pamplin College of Business	
* G. Resolution to Approve Revisions to Faculty Senate Constitution and Bylaws <i>(shared with Governance and Administration Committee)</i>	
* H. Resolution to Approve Revisions to Policy 13010 Individual Conflicts of Interest and Commitment	
* I. Resolution to Approve a Policy for the Award of Posthumous Degrees and In-Memoriam Citations	
* J. Resolution to Revise Faculty Handbook Section 2.17.12 Related to Change of Duty Station and Special Leave	
* K. Resolution to Clarify Language in the Faculty Handbook Regarding Extending the Tenure and Continued Appointment Clock	
* L. Resolution to Revise Faculty Handbook Language Regarding Appeal of Probationary Non-Reappointment	
4. Update on Continuation of Test-Optional Admissions	J. Espinoza, R. Sparks
5. ♦ Update on Undergraduate Math Education	R. Fricker, T. Hammer
6. Provost's Update	C. Clarke
7. Panel Discussion: Graduate Education	D. Sui, A. Surprenant
8. Agenda Items for Future Committee Meeting	M. Nelson
9. Adjourn Committee Meeting	M. Nelson

* Requires Full Board Approval

♦ Enterprise Risk Management topic – Evolving Pedagogy and Delivery

Open Session Briefing Report

ACADEMIC, RESEARCH AND STUDENT AFFAIRS COMMITTEE

June 7, 2022

Agenda Item

Reporting Responsibility

1. Welcome

M. Nelson

Melissa Nelson, chair of the committee, will welcome committee members and others to the committee open session.

2. Review and Approve Open Session Agenda

M. Nelson

M. Nelson will review and ask for acceptance of the Open Session Agenda and items as listed on the Open Session Consent Agenda.

3. Consent Agenda

M. Nelson

The committee will consider approval of items on the consent agenda including: the approval of the April 4, 2022 committee meeting minutes, a report of reappointments to endowed chairs, professorships, and fellowships, a report of the 2022-23 Faculty Compensation Plan (shared for information purposes by Finance and Resource Management Committee), the approval of 2022-23 Pratt Fund Budgets (shared with Finance and Resource Management Committee), a resolution to approve the 2022-2023 Student Code of Conduct, a resolution to approve a Department of Real Estate in the Pamplin College of Business, a resolution to approve revisions to the Faculty Senate Constitution and Bylaws (shared with Governance and Administration Committee), a resolution to approve revisions to Policy 13010: Individual Conflicts of Interest and Commitment, a resolution to approve a policy for awarding posthumous degrees and in-memoriam citations, a resolution to revise the Faculty Handbook Section 2.17.12 related to Change of Duty Station and Special Leave, a resolution to clarify language in the Faculty Handbook regarding extending the tenure and continued appointment clock, and a resolution to revise Faculty Handbook language regarding the appeal of probationary non-reappointment.

4. Update on Continuation of Test-Optional Admissions

J. Espinoza,
R. Sparks

Juan Espinoza, associate vice provost for enrollment management, and Rick Sparks, associate vice provost and university registrar will provide an update on the university's implementation and continuation of test-optional undergraduate admission.

5. Update on Undergraduate Math Education

R. Fricker,
T. Hammer

Ron Fricker, interim dean of the College of Science, and Trish Hammer, associate dean for faculty affairs in the College of Science will update the committee on the college and university's plans for advancing instructor-led and self-paced math education at the university.

6. Provost's Update and Discussion

C. Clarke

Cyril Clarke, executive vice president and provost will update the committee on the university's academic initiatives.

7. Panel Discussion: Graduate Education

D. Sui,

A. Surprenant

Dan Sui, vice president for research and innovation, and Aimeé Surprenant, dean of the graduate school, will highlight the ways in which graduate student education and scholarship contribute to the research goals of the university. Graduate students who will will discuss their research and experiences at Virginia Tech include: Steph Cooke, human development, Kayla Alward, dairy sciences, Aidan James Bradley, engineering mechanics, and Leonard Ohenhen, geosciences.

8. Agenda Items for August 2022 Committee Meeting

M. Nelson

The committee chair will request that committee members consider topics for upcoming meetings of the committee.

9. Adjourn Committee Meeting

M. Nelson

Closed Session Agenda
ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE
New Classroom Building Room 230, Virginia Tech
Monday, June 7, 2022

<u>Agenda Item</u>	<u>Reporting Responsibility</u>
1. Motion to Begin Closed Session	M. Nelson
* 2. Resolutions to Approve Appointments to Emeritus/a Status (3)	C. Clarke
* 3. Resolution to Approve Appointments Endowed Chairs, Professorships, or Fellowships (6)	C. Clarke
* 4. Resolution to Approve Reappointments to Alumni Distinguished Professor (2)	C. Clarke
* 5. Resolution to Approve Appointments with Tenure (6)	C. Clarke
* 6. 2021-22 Promotion, Tenure, and Continued Appointment Program <i>(shared with Finance and Resource Management Committee)</i>	C. Clarke
* 7. Ratification of 2022-23 Faculty Salary Program <i>(shared with Finance and Resource Management Committee)</i>	C. Clarke
* 8. Ratification of Personnel Changes Report <i>(shared with Finance and Resource Management Committee)</i>	C. Clarke
9. Motion to End Closed Session	M. Nelson
10. Report of Closed Session Action items	M. Nelson

*Requires Full Board Approval

Closed Session Briefing Report
ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE
June 7, 2022

	<u>Agenda Item</u>	<u>Reporting Responsibility</u>
	1. Motion to Begin Closed Session	M. Nelson
	<i>Melissa Nelson, chair of the Academic, Research and Student Affairs committee, will welcome committee members and request that a member of the committee make a motion to take the committee into closed session.</i>	
*	2. Resolutions to Approve Appointments to Emeritus/a Status (3)	C. Clarke
	<i>The committee will consider three resolutions for appointments to emeritus or emerita status.</i>	
*	3. Resolution to Approve Appointments to Endowed Chairs, Professorships, or Fellowships (6)	C. Clarke
	<i>The committee will consider six resolutions for appointments to endowed chairs, professorships, or fellowships.</i>	
*	4. Resolution to Approve Reappointments to Alumni Distinguished Professor (2)	C. Clarke
	<i>The committee will consider a resolution for the reappointment of two faculty members to Alumni Distinguished Professor.</i>	
*	5. Resolution to Approve Appointments with Tenure (6)	C. Clarke
	<i>The committee will consider a resolution to approve the tenured appointments of four faculty members.</i>	
*	6. 2021-22 Promotion, Tenure, and Continued Appointment Program	C. Clarke

*Requires Full Board Approval

President Timothy D. Sands and Executive Vice President and Provost Cyril Clarke recommend for approval the promotion, tenure, or continued appointment of those faculty members outlined in the Promotion, Tenure, and Continued Appointment report. This includes promotion and/or tenure appointments, promotion and/or tenure-to-title appointments in the Virginia Tech Carilion School of Medicine, instructor promotions, and promotion for extra-collegiate faculty including Extension agents.

7. Ratification of 2022-23 Faculty Salary Program

C. Clarke

The 2022-23 Faculty Salary Program is a joint report of the Academic, Research, and Student Affairs and Finance and Resource Management committees. The report outlines merit and special salary adjustments for the 2022-23 fiscal year, and includes salary adjustments for faculty with demonstrated national distinction and exceptional performance in their role.

*** 8. Ratification of Personnel Changes Report**

C. Clarke

The Faculty Personnel Changes Report is considered at each board meeting by the Academic, Research, and Student Affairs Committee and the Finance and Resource Management Committee. The report includes new faculty appointments and adjustments in salaries for faculty from the previous quarter based on payroll period dates.

9. Motion to End Closed Session

M. Nelson

M. Nelson will request that a member of the committee make a motion to end the committee's closed session.

10. Report of Closed Session Action Items

M. Nelson

The committee will report on those actions that were voted on during closed session.

Welcome

ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE

The chair of the committee will welcome committee members and others to the committee open session.

Acceptance of Agenda

ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE

The chair of the committee will review and ask for acceptance of the Open Session Agenda and items as listed on the Open Session Consent Agenda.

Open Session Consent Agenda

ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE June 7, 2022

- A. Approval of April 4, 2022 Meeting Minutes
- B. Report of Reappointments to Endowed Chairs, Professorships, and Fellowships
- C. Report of the 2021-22 Faculty Compensation Plan
(shared for information purposes by Finance and Resource Management Committee)
- *D. Approval of 2021-22 Pratt Fund Budgets
(shared with Finance and Resource Management Committee)
- *E. Resolution to Approve 2022-2023 Student Code of Conduct
- *F. Resolution to Approve Department of Real Estate in the Pamplin College of Business
- *G. Resolution to Approve Revisions to Faculty Senate Constitution and Bylaws *(shared with Governance and Administration Committee)*
- *H. Resolution to Approve Revisions to Policy 13010 Individual Conflicts of Interest
- *I. Resolution to Approve a Policy for the Award of Posthumous Degrees and In-Memoriam Citations
- *J. Resolution to Clarify Language in Faculty Handbook Regarding Extending the Tenure and Continued Appointment Clock
- *K. Resolution to Revise Faculty Handbook Language Regarding Appeal of Non-Reappointment

Committee Minutes

ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE

Inn at Virginia Tech, Latham Ballroom

10:00 – 11:30 a.m.

April 4, 2022

Committee Members Present: Melissa Nelson (chair), Anna James, one board member participated remotely for personal reasons in accordance with the Code of Virginia §2.2-3708.2(A)(1)(2). Ms. Chenery participated remotely while on a family vacation and was located at 9423 Old Oregon Inlet Road, Nags Head, NC.

Committee Members Absent: Jeff Veatch, Serena Young (staff senate representative).

Board Members Present: Rector Tish Long, Holli Drewry (A/P representative), Paolo Fermin (undergraduate student representative), Phil Miskovic (graduate and professional student representative), Robert Weiss (faculty representative).

Guests: Janice Austin, Callan Bartel, Laura Belmonte, Rosemary Blieszner, Eric Brooks, Kevin Carlson, Cyril Clarke, Jon Deskins, Jeff Earley, Corey Earles, Kari Evans, Ron Fricker, Mike Friedlander, Rachel Gabriele, Martha Glass, Cathy Grimes, Dave Guerin, Rebekah Gunn, Kay Heidbreder, Rachel Holloway, Byron Hughes, Sharon Kurek, Lee Learman, Steve McKnight, Natalie Melville, Scott Midkiff, Ken Miller, Bernadette Mondy, Kim O'Rourke, Mark Owczarski, Ellen Plummer, Jon Porter, Robin Queen, Chris Rahmes, Paul, Richter, Julie Ross, Tim Sands, Niesha Savory, Frank Shushok, Aimée Surprenant, Don Taylor, Judy Taylor, Tracy Vosburgh, Paul Winistorfer, Chris Yianilos, Jia-Ray Yu.

Tour and Update on Pamplin College of Business

Prior to the convening of the ARSA Open Session, committee members toured Holden Hall and the Data and Decision Sciences (D&DS) building. Pamplin College of Business (PCOB) is one of several colleges engaged in the delivery of academic programs in the D&DS building. Provost Clarke introduced Kevin Carlson, PCOB associate dean for research and faculty affairs, and Elizabeth Mitchell, PCOB assistant dean of advancement. As part of the Global Business and Analytics Complex, the D&DS building will support faculty members from business, computer science, and statistics to advance instruction and scholarship in data analytics and decision sciences. The design of the building includes a commitment to shifting the learning environment to one that is student-focused and incorporates interaction, collaboration, and experiential learning. The building houses three types of collaboration spaces: team rooms, trading labs, and a commons.

OPEN SESSION

1. Welcome. M. Nelson, chair of the committee welcomed board and committee members.

2. Review and Approval of Open Session Agenda. The committee unanimously approved to remove from the consent agenda and place on the regular agenda the

Resolution to Approve Reorganizing the Colleges of Architecture and Urban Studies, Engineering, and Liberal Arts and Human Sciences and to Approve Renaming the College of Architecture and Urban Studies as the College of Arts, Design, and Architecture.

3. Consent Agenda. Approval of November 7, 2021 Meeting Minutes, Report of Reappointments to Endowed Chairs, Professorships, and Fellowships, Resolution for Exclusion of Certain Officers/Directors.

The committee unanimously approved the Open Session including the Consent Agenda as amended.

4. Resolution to Approve Reorganizing the Colleges of Architecture and Urban Studies, Engineering, and Liberal Arts and Human Sciences and to Approve Renaming the College of Architecture and Urban Studies as the College of Arts, Design, and Architecture. The committee unanimously approved to amend the Resolution to Approve Reorganizing the Colleges of Architecture and Urban Studies, Engineering, and Liberal Arts and Human Sciences and to Approve Renaming the College of Architecture and Urban Studies as the College of Arts, Design, and Architecture such that the new name of the college is the *College of Architecture, Arts, and Design* rather than the College of Arts, Design, and Architecture.

The committee unanimously approved the resolution as amended.

4. Provost's Update. C. Clarke, executive vice president and provost, updated the committee on several initiatives. Student mental health remains a concern that has been additionally aggravated by the pandemic. From August 15, 2021 to March 14, 2022, professional staff at the university's Cook Counseling Center have seen 4,554 student clients averaging five visits per client. The top three client concerns are anxiety, stress, and depression. Significant strides have been made in awareness, education, prevention, and intervention as recommended by the provost's 2018 Mental Health Task Force. In addition, the university is moving forward with innovations in student mental health support by focusing resources on residential well-being that embeds five new counselors in the residence halls. In another model, the college of veterinary medicine has counselors embedded in the college to attend to student needs. Since 2015, the university has invested \$2.7M in new resources for mental health including hiring 18 new, professional, and credentialed counselors. Also, the university will launch a telehealth program that will be available 24/7 and will increase the number and diversity of clinicians available to students, reduce wait times, and increase the number of sessions students may access. Virginia Tech remains committed to student mental health wellness as evidenced by the Cook Counseling Center's No. 1 ranking for best counseling services in the 2021 edition of the Princeton Review's Best 386 Colleges.

In the area of graduate student compensation, Provost Clarke shared information regarding the university's efforts to increase financial support for students that takes into account the cost of living expenses. Achieving this goal will support graduate students in their efforts to focus on their studies without the need for additional financial aid and employment and improves Virginia Tech's competitiveness for student talent. Provost Clarke and Aimée Surprenant, dean of the graduate school, are appointing a task force

to formulate a plan to be implemented as soon as feasible within the university's budget.

Provost Clarke updated the committee on efforts at the university's Falls Church, VA location. The expectation is that Virginia Tech will execute an agreement to sell or release its interest in its property at Falls Church. The release of the Falls Church property will enable the university to establish a national center for smart construction there. Planning is underway for the relocation of academic programs from the Northern Virginia Center at Falls Church to other facilities in northern Virginia, leased facilities in the region, or to Blacksburg. Provost Clarke and several deans met in-person with faculty and staff to inform them of the timeline, explain the strategic justification for the relocation, alternatives available, and the process whereby decisions will be made.

The university will welcome Dr. Kevin Pitts as the new dean of the College of Science in June and two dean searches are underway. In addition, a search for a vice president of student affairs will occur in the near future.

5. Health Sciences Discussion. C. Clarke and M. Friedlander, Virginia Tech Vice President for Health Sciences and Technology, provided information on the mission-related, strategic initiatives in health and biomedical sciences. The university has the potential to be amongst the best in the world in these areas by building upon a history of accomplishment, a competitive position in the sciences, technology, and engineering. The university is committed to increasing the number of postdoctoral associates and national academy memberships. The development of the health sciences is the university's largest opportunity gap. Committee members were invited to comment and to provide guidance on how these efforts help the university move forward.

The university is positioned to grow a nationally prominent position in the area of neural development in children. Virginia Tech is expanding its partnership with Children's National Hospital and initiating a related academic Destination Area project. Expanding the children's health program in Blacksburg and in Roanoke is a priority for the Fralin Biomedical Research Institute. A panel discussion included Niesha Savory, undergraduate student in the School of Neuroscience, Natalie Melville, graduate student in Translational Biology, Medicine, and Health program, and Jia-Ray Yu, M.D., assistant professor located at the university's Children's National Research and Innovation Campus.

6. Agenda Items for June 2022 ARSA committee meeting. Committee members will submit agenda topics for consideration at future meetings.

7. Adjournment.

Open Session Agenda
**Amended during committee meeting: removed resolution from Consent Agenda
and placed on Agenda as item #4**

ACADEMIC, RESEARCH AND STUDENT AFFAIRS COMMITTEE

**Inn at Virginia Tech and Skelton Conference Center
10:00 a.m. – 11:30 a.m.**

April 4, 2022

<u>Agenda Item</u>	<u>Reporting Responsibility</u>
1. Welcome	M. Nelson
2. Review and Approve Open Session Agenda	M. Nelson
3. Consent Agenda	M. Nelson
A. Approval of November 7, 2021 Meeting Minutes	
B. Report of Reappointments to Endowed Chairs, Professorships, and Fellowships	
*C. Resolution for Exclusion of Certain Officers/Directors	
*4. Resolution to Approve Reorganizing the Colleges of Architecture and Urban Studies, Engineering, and Liberal Arts and Human Sciences and to Approve Renaming the College of Architecture and Urban Studies as the College of Arts, Design, and Architecture	C. Clarke
5. Provost's Update and Discussion	C. Clarke
6. Health Sciences Discussion	C. Clarke, M. Friedlander
7. Agenda Items for June 2022 Committee Meeting	M. Nelson
8. Adjourn Committee Meeting	M. Nelson

REPORT

Reappointments to Endowed Chairs, Professorships, or Fellowships (7)

June 7, 2022

The president and executive vice president and provost have confirmed the reappointment of the following faculty to endowed chair, professorship, or fellowship appointments with a salary and/or operating supplement provided by the endowment and, if available, with funds from the eminent scholars match program.

College of Liberal Arts and Human Sciences (2)

Brandy Faulkner

Gloria D. Smith Professorship

Su Fang Ng

Clifford A. Cutchins III Professorship

Pamplin College of Business (5)

France Belanger

R.B. Pamplin Professorship
in Accounting and Information Systems

Robert Davidson

William S. Gay Faculty Fellowship in
Accounting and Information Systems

Devi Gnyawali

R.B. Pamplin Professorship in Management

Juan Luis Nicolau

Marriott Professorship of Hospitality Finance
and Revenue Management

Linda Wallace

Konrad K. Kubin Junior Faculty Fellowship
in Accounting

2022-23 Faculty Compensation Plan

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

May 25, 2022

As the university develops the annual Faculty Compensation Plan, it continues to use the parameters provided in the “Consolidated Salary Authorization for Faculty Positions in Institutions of Higher Education” document issued by the Secretary of Education several years ago. This document defines the qualification criteria for faculty, provides guidance on the compensation process for faculty, and requires board approval.

In accordance with the most recent Consolidated Salary Authorization, the 2022-23 Faculty Compensation Plan provides information about (1) the 2022-23 pay structure, (2) the promotion and tenure process, (3) the annual evaluation and salary adjustment process for teaching and research faculty and administrative and professional faculty, and (4) salary adjustments within the evaluation period.

This faculty compensation plan covers only faculty positions. The compensation plan for staff is administered separately by the university administration in accordance with the Board of Visitors’ approval of the university’s Management Agreement, effective July 1, 2006, as well as guidance from the commonwealth and the state Department of Human Resource Management.

Authorized Salary Average

The Authorized Salary Average applies to all full-time teaching and research positions with the rank of professor, associate professor, assistant professor, instructor, or lecturer that are engaged in teaching and research for 50 percent or more of the time. As noted in the Consolidated Salary Authorization document, “Institutions are expected to award differential salary increases to their faculty based on performance and other circumstances such as promotions, tenure, and changes in responsibility. The net effect of all salary actions should be an average salary that approximates the state authorized salary average.”

The commonwealth measures the adequacy of faculty salaries by comparing the authorized salary average with the average of a unique benchmark group for each public college and university. The benchmark groups are constructed by matching characteristics of colleges and universities, such as size of the student body, percentage of degrees granted in various disciplines, percentage of graduate degrees conferred, and research activity levels. These comparisons are utilized by the commonwealth for policy and funding purposes. In addition, the university compares the actual salary average with competitive peer averages as part of the university’s strategic plan.

Virginia Tech Actual Salary Average and Benchmark Ranking

For Fall 2021, Virginia Tech's Actual Salary Average was \$110,447. This overall average was 5.02% more than the Fall 2020 salary average. Within this overall average:

- **Continuing faculty:** 1,722 T&R faculty were a part of both the Fall 2020 and Fall 2021 averages and had an average salary of \$111,946, an increase of 6.2% over the prior year.
- **Departing faculty:** 164 T&R faculty who were a part of the Fall 2020 average did not subsequently appear in the Fall 2021 average and had an average salary of \$102,051.
- **New faculty:** 182 T&R faculty were a part of the Fall 2021 average who were not included in the Fall 2020 average and had an average salary of \$96,265.

For strategic planning purposes, the university has established a goal metric of reaching the 50th percentile of the Top 20 Land Grant universities in the nation as ranked by the Wall Street Journal/Times Higher Education World University Rankings. The university's actual salary average as compared to the Top 20 Land Grant group can be seen in the table below. Fall 2021 peer salary data is not yet available. The university's competitive positioning among this group for Fall 2021 will be computed once the Integrated Postsecondary Education Data System (IPEDS) data becomes available.

	Fall 2020	Fall 2021*	Change
<u>Top 20 Land Grant Group</u>			
50 th percentile (excl. VT)	\$110,924	N/A	-
VT Average Salary	\$105,167	\$110,447	5.02%
VT Rank	15 of 20	N/A	-
VT Percentile	30th	N/A	-

**IPEDS peer salary data for Fall 2021 is not yet available.*

Attachment A provides a list of the university's peer group and the comparative salary averages for Fall 2020.

2022-23 Pay Structure

In accordance with the intent of the Consolidated Salary Authorization, a pay structure for the teaching and research faculty for 2022-23 is presented in Attachment B. This plan is derived from the 2021-22 approved plan and incorporates the estimated impact of the planned merit program on entrance rates for 2022-23. The attachment also displays the normal entrance rate for each faculty category along with the change from the approved compensation rate for each rank, along with the distribution of faculty across the ranks.

The salary average for administrative and professional faculty may not exceed the authorized salary average for the teaching and research faculty by more than 35 percent.

Promotion, Tenure, and Continued Appointment

Promotion to a higher rank and appointment with tenure may be granted to faculty members on a regular faculty appointment who have demonstrated outstanding accomplishments in an appropriate combination of learning, discovery, and engagement. A current curriculum vitae together with student and peer evaluations of teaching, reprints of publications, evaluations by external reviewers from the same or a related field, and other similar documents comprise a dossier which furnishes the principal basis for promotion and tenure decisions. Faculty members being considered for either promotion or the awarding of tenure will have their dossiers reviewed at three levels: by a departmental committee and the head or chair; by a college committee and the dean; and by a university committee and the Provost. Each candidate for promotion or tenure will be evaluated in the light of the tripartite mission of the university: learning, discovery, and engagement. Although not all candidates can be expected to have equal levels of commitment or equal responsibilities in each of these missions, a high level of general competence is expected in recognition of the need for flexibility in the future establishment of priorities in academic programs. Beyond that basic foundation of competence, decisions related to tenure or promotion to associate professor will require evidence of excellence in at least one area.

The university's mission and commitment as a major research institution require high accomplishment for promotion to professor. Faculty members must demonstrate a high level of competence in an appropriate combination of instruction, outreach, and professional activities relevant to their assignment. Because of the university's mission and commitment as a major research institution, successful candidates for the rank of professor must demonstrate excellence in research, scholarship, or creative achievement, as appropriate for the candidate's discipline and assignment. Promotion to the rank of professor is contingent upon national or international recognition as an outstanding scholar and educator.

In addition to the rank promotions within the faculty categories described below, faculty may be promoted to ranks within other faculty categories, as appropriate (for example, an Instructor may be promoted to a rank within the Professor of Practice or Collegiate Faculty categories).

The Faculty Handbook provides detailed policies and procedures for the departmental evaluation, the college evaluation, and the university evaluation.

Members of the Library faculty and Cooperative Extension faculty not holding appointments in a collegiate department may be considered for continued appointment or for promotion in faculty rank in recognition of appropriate professional accomplishments. Candidates for promotion or continued appointment will be reviewed at two levels: first by the University Libraries or Extension promotion and continued appointment committee and Dean of University Libraries or Director of Virginia Cooperative Extension, and second by the University Promotion and Continued Appointment Committee and the Provost.

The following raises are recommended for promotions to:

Professor	\$7,000
Associate Professor	5,000
Assistant Professor	3,000

For academic-year faculty members who have Research Extended Appointments (10-, 11-, or 12-month appointments funded by sponsored projects) with salaries adjusted in accordance with formulas in Policy 6200 - Policy on Research Extended Appointments, or for those who have a limited-term appointment as department head or other administrator, the stipend is adjusted by the same conversion rate to preserve its value when the faculty member returns to the academic-year base appointment.

Clinical Faculty

The clinical faculty track provides for long-term, full-time or part-time faculty appointments to individuals whose primary responsibilities are instruction and/or service in a clinical setting, such as veterinary medicine. Tenure cannot be earned in these ranks, and time spent in one of these ranks is not applicable toward probationary tenure-track faculty service. There are four non-tenure-track clinical ranks beginning with Clinical Instructor. Those clinical faculty members with outstanding performance may be considered for promotion in rank by the relevant departmental and college promotion and tenure committees, with administrative approval by the Provost.

The following raises are recommended for promotions to:

Clinical Professor	\$7,000
Clinical Associate Professor	5,000
Clinical Assistant Professor	3,000

Collegiate Faculty

The collegiate professor series provides for short- or long-term, full- or part-time, non-tenure-track faculty appointments for individuals who bring specialized expertise to the instructional programs of the university, thereby complementing the qualifications and contributions of tenure-track faculty. There are three non-tenure-track collegiate professor ranks, beginning with Collegiate Assistant Professor. Tenure will not be awarded at any of these ranks and service at these ranks is excluded from the pre-tenure probationary period if the faculty member is subsequently appointed to a tenure-track position. Collegiate faculty members with a record of significant scholarly and/or professional achievement may be considered for promotion in rank by the relevant departmental and college promotion and tenure committees, with administrative approval by the Provost.

Collegiate Professor	\$7,000
Collegiate Associate Professor	5,000
Collegiate Assistant Professor	3,000

Professor of Practice

The professor of practice series provides for short- or long-term, full- or part-time, non-tenure-track faculty appointments for individuals who bring specialized expertise to the instructional programs of the university, thereby complementing the qualifications and contributions of tenure-track faculty. There are three non-tenure-track professor of practice ranks, beginning with Assistant Professor of Practice. Tenure will not be awarded at any of these ranks and all service at one of these ranks will be excluded from the probationary period should the faculty member later be appointed to a tenure-track position. Professor of practice faculty members with a record of outstanding performance may be considered for promotion in rank by the relevant departmental and college promotion and tenure committees, with administrative approval by the Provost.

Professor of Practice	\$7,000
Associate Professor of Practice	5,000
Assistant Professor of Practice	3,000

Instructors

The instructor track provides for full- and part-time appointments to individuals whose primary responsibilities are to the undergraduate instructional program. Tenure will not be awarded at any of these ranks and all service at any instructor rank will be excluded from the probationary period should the faculty member later be appointed to a tenure track position. There are three ranks in the series: Instructor, Advanced Instructor, and Senior Instructor. Those faculty members with outstanding performance may be considered for promotion in rank by the relevant departmental and college promotion and tenure committees, with administrative approval by the Provost.

The following raises are recommended for promotions to:

Senior Instructor	\$5,000
Advanced Instructor	3,000

Extension Agents

There are three ranks for extension agents: Associate Extension Agent, Extension Agent, and Senior Extension Agent. Criteria for promotion in rank include educational preparation, performance, and professionalism. The Director of Cooperative Extension makes a recommendation to the Provost based on an evaluation of the candidate's dossier and recommendations of the Peer Review Committees, District Director, and Associate Directors of Cooperative Extension.

The following raises are recommended for promotions within Cooperative Extension:

Senior Extension Agent	\$5,000
Extension Agent	3,000

Virginia Tech Carilion School of Medicine Faculty

Faculty members of the Virginia Tech Carilion School of Medicine are of two types: faculty employed by the university or faculty employed by affiliate entities (in most cases Carilion Clinic). At all times, regardless of employer, faculty members providing instruction, academic support, or performing academic duties or roles as a Virginia Tech Carilion School of Medicine faculty member are governed by Virginia Tech's policies and procedures. In the Virginia Tech Carilion School of Medicine, tenure-to-title is granted at the discretion of the school without any right to, interest in, or expectation of any compensation or guarantee for compensation or future employment and is granted only in the Virginia Tech Carilion School of Medicine to individuals who are not employed by Virginia Tech. Tenure-to-title is recognition of a faculty member's significant accomplishments in teaching, clinical care (if relevant), scholarship, and service to the school.

The tenure-to-title and/or promotion in rank dossier is reviewed at three levels: (1) by an appropriately charged departmental committee and the department head or chair, (2) by an appropriately charged college-level committee and the dean, (3) and by the Provost. The department head or chair and dean make separate recommendations to the subsequent review levels. The Provost reviews college and dean recommendations and makes recommendations to the President. The Board of Visitors grants final approval.

Annual Evaluation and Salary Adjustments

Teaching and Research Faculty

An evaluation of every faculty member's professional performance is held each year. All persons holding non-temporary faculty appointments are asked to prepare a report at the end of each academic year (or other appropriate 12-month period) citing their instructional activities, creative scholarship, and other professional activities and recognitions during the year. Salary recommendations are based upon performance documented in these annual reports, which are reviewed by departmental personnel committees in some cases, by the department head or chair, and the dean.

Salary adjustments are based on merit; they are not automatic. Recommendations for salary adjustments originate with the department head or chair and are reviewed by the dean. The dean then provides the salary adjustment recommendations for review by university leadership prior to submission to the Board of Visitors.

Administrative and Professional Faculty

Administrative and Professional Faculty are comprised of Senior Administrators and Managers and Professionals. Senior Administrators perform work directly related to management of the educational and general activities of the institution at least 50 percent or more of their contractual time, and typically serve in executive leadership roles such as vice president, dean, director, and assistant or associate vice president or dean.

Managers have responsibility for supervision and evaluation of a significant number of staff and/or professional faculty, and budgetary responsibility for their unit or a substantive program. Professionals provide direct service to students, other university constituencies, or clients external to the university as part of the university's missions of learning, discovery, and engagement. Professionals include, but are not limited to, extension agents, librarians, coaches, physicians, lawyers, engineers, architects, student or academic affairs professionals, development officers, specialists in public relations, human resources, information technology, and finance.

Evaluations are based upon standards set by the supervisor with the participation of the faculty member and relate closely to the duties inherent in the functional title and job description of the position. Annually set expectations become one of the important criteria for judging professional job performance in the subsequent year. In addition to maintaining a high level of performance in carrying out their job-related duties and responsibilities, senior administrators, managers, and professionals are expected to participate in and provide leadership of departmental, divisional, or university-wide committees, special university-wide assignments, or similar activity on behalf of important university priorities.

Salary adjustments are based on merit; they are not automatic. Recommendations for salary adjustments originate with the supervisor and are reviewed as appropriate by the department head, dean, and vice president. The dean or vice president provides salary adjustment recommendations for review by university leadership prior to submission to the Board of Visitors.

Research Faculty

Research faculty are those with the titles of research associate, senior research associate, postdoctoral associate, research scientist, senior research scientist, research assistant professor, research associate professor, research professor, project associate, senior project associate, or project director. Research faculty appointments are intended to promote and expedite the research activities of the university. Tenure cannot be earned in these ranks and service is not applicable toward probationary faculty service.

Each research faculty member is evaluated and given a merit adjustment on the same schedule for evaluations and raise recommendations as the other faculty groups. Salary adjustments are based on merit; they are not automatic. An annual performance review by the principal investigator and/or department head becomes part of the basis for salary adjustments. Recommendations for salary adjustments originate with the supervisor (usually the principal investigator or the department head or chair) and are reviewed, as appropriate, by the department head or chair, dean, and vice president for research and innovation. At the university level, the dean or vice president reviews the salary adjustment recommendations at a formal salary hearing with the President, the Provost, the Chief Business Officer, and others as needed.

Other Salary Adjustments

Faculty salary adjustments are normally reviewed and approved by the Board of Visitors in two phases: adjustments for promotion are recommended at the June meeting and adjustments based on performance are recommended at the fall meeting unless the process aligns better with another BOV meeting date.

In addition to this process, it is sometimes necessary to adjust the salaries of specific faculty members at other times during the fiscal year. These adjustments are primarily for changes in duties and responsibilities, special temporary assignments, retention or other exceptional needs, and faculty selected for a different position as part of a search. Adjustments on the anniversary date of appointment for a restricted faculty member may also be approved in lieu of the normal merit process.

To recognize continued educational attainment, faculty members may receive a base salary adjustment of up to \$3,000 for completion of the doctorate effective upon official certification by the degree-granting institution that all requirements have been met for award of the degree.

The President, Provost, and Chief Business Officer are authorized to administer the faculty compensation plan during the year and act upon requests for salary adjustments. The President has issued a set of guidelines establishing the parameters for approval of special salary adjustments. By a separate resolution, the Board has delegated authority to the President, or designee, for approval of changes in employment status that do not involve any salary action, salary adjustments made in accordance with existing policies and standard formulas, off-cycle salary adjustments for individuals with an adjusted base salary less than \$125,000 and with an adjustment of less than 20 percent, new appointments and salary adjustments for faculty members on restricted contracts, and new appointments of non-tenure track instructional faculty or administrative and professional faculty below the level of senior administrator and their direct reports. The quarterly Personnel Changes Report will reflect those actions of strategic importance to the institution as identified in the resolution.

Faculty Research Incentive Plan

During 2011-12, a university workgroup developed a university savings program by incentivizing faculty research activities. This effort resulted in the Board's creation of a Faculty Research Incentive Program (FRIP) that has similarities to programs at peer institutions. This plan was implemented in 2012-13 and will be continued in 2022-23.

The goal of the FRIP is to provide an incentive for principal or co-principal investigators to secure additional competitively awarded, externally sponsored activities. Through the leveraging of appropriately charged time to competitive grants and contracts, research time that is funded by departments or colleges can be reduced, resulting in salary savings that can be used to both support the incentive program as well as to support academic initiatives.

One-time research incentive payments are made from department or college salary savings and are based on a minimum savings threshold that is applied equitably within departments or colleges. Faculty must apply in advance to be considered for the program. Research incentive payments must be approved by the department head or chair, the dean, and the vice president for research and innovation (or the appropriate administrators based on reporting structure); all disapprovals must also be reviewed by each management level. When salary savings result in a reduction in faculty assignments, those salary savings are excluded from the program.

Current Faculty Compensation Plans

Based on the university's understanding of the state budget, a five percent faculty salary increase, effective June 10, 2022, has been planned. The university traditionally implements such state increases differentially on the basis of merit. In anticipation of this program, merit recommendations were developed during the spring of 2022, consistent with the proposed 2022-23 Faculty Compensation Plan. Results of this process are being shared with the Board in a separate resolution. Implementation of this increase is subject to Board approval and finalization of the state budget.

To maintain and improve upon the university's standing relative to the 50th percentile of the Top 20 Land Grant peers, the higher levels of competing offers offered to key faculty, and to minimize the high cost of turnover, the university will continue to explore opportunities to improve the competitiveness of Virginia Tech faculty compensation.

The university may also elect to create a supplemental pool to achieve certain targeted salary compensation or retention needs. For example, in some years the university has worked to address issues such as salary compression and equity needs. For 2022-23 such changes may result from one or more of the following processes:

- The university establishes a special pool of funds to address salary inequity and retention issues for specific faculty, such as national distinction. The funding will only be used to make adjustments based on evaluations of specific circumstances surrounding individual faculty members. As such, these adjustments would not be available to all faculty members and may occur at any time during the year, subject to approval by the Board.
- The President may use a special pool of funds to adjust individual salary recommendations made by the vice presidents and deans when he determines that a different adjustment is warranted.

RECOMMENDATION:

That the proposed 2022-23 Faculty Compensation Plan be approved.

June 7, 2022

VIRGINIA TECH

Peer Salary Benchmarking

Fall 2020

Top 20 Land Grants Ranked in THE 2021 World Ranking*

<u>Institution</u>	<u>Average Salary ⁽¹⁾</u>	<u>Rank</u>
University of California-Davis	\$138,585	1
University of Maryland-College Park	122,863	2
University of Wisconsin Madison	121,408	3
University of Delaware	119,163	4
Ohio State University – Main Campus	116,105	5
University of Illinois at Urbana-Champaign	115,406	6
University of Massachusetts Amherst	114,764	7
Purdue University – Main Campus	114,439	8
University of Hawaii Manoa	113,002	9
Rutgers University – New Brunswick	111,638	10
Texas A&M College Station	110,651	11
University of Minnesota – Twin Cities	110,465	12
University of Florida	108,407	13
Michigan State University	106,315	14
Virginia Tech	105,167	15
University of Tennessee – Knoxville	100,967	16
North Carolina State University	100,512	17
Pennsylvania State University – Main Campus	98,467	18
University of Arizona	92,534	19
Washington State University	91,859	20

Virginia Tech Actual Salary Average Percentile

30th

Average salary of peer institutions is based on the latest available data (Fall 2020) from IPEDS

*Excludes University of California-Berkeley and Cornell University

2022-23 Pay Structure

Virginia Tech

	9-Month Faculty		12-Month Faculty		Distribution of Faculty by Rank
	Entrance	Change	Entrance	Change	
Professor	\$100,313	4.0%	\$122,347	4.0%	31%
Associate Professor	76,723	4.0%	92,967	4.0%	26%
Assistant Professor	63,469	4.0%	77,201	4.0%	28%
Senior Instructor	54,435	4.0%	70,829	4.0%	3%
Advanced Instructor	48,532	4.0%	62,961	4.0%	2%
Instructor	44,482	4.0%	57,875	4.0%	10%

Pratt Funds Overview

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

April 27, 2022

In 1975, the university received a significant bequest from the estate of Mr. John Lee Pratt of Stafford County, following his death on December 20, 1975. The bequest was divided equally into two distinct parts, one to support Animal Nutrition and one to support the College of Engineering. According to the will, the bequest for Animal Nutrition was to be used to promote the study of animal nutrition by supplementing salaries, providing equipment and materials to be used for experiments in feeding and in the preparation of feeds for livestock and poultry, and publishing and disseminating the research results of the studies. The will provided that the bequest for the College of Engineering should be used to support research and scholarships.

Distributions of the Pratt Estate were received in several installments: \$9,561,819 in 1976, \$1,330,000 in 1977, \$47,000 in 1979, and \$30,164 in 1981, for a total of \$10,968,983. The Pratt endowment has grown to \$48.6 million as of March 31, 2022. The following paragraphs summarize some of the major accomplishments of the College of Engineering and the Animal Nutrition Programs that are directly tied to the funding provided by the Pratt estate.

When the Pratt Endowment was originally established, the College of Engineering was in the early stages of becoming a nationally recognized leader in engineering education and research. The Pratt Endowment has played a significant role in allowing the College to enrich its pool of students, to offer additional international study opportunities to students, and to provide increased support for its research.

Income from the Pratt Endowment provides an unusual opportunity to support an animal nutrition program of high quality. Use of these Endowment earnings have concentrated on enhancing research and educational opportunities beyond what departments could do with state and federal funding. The main funding strategy remains with strong support for Ph.D. training, direct research support, scientific equipment, and visiting professors that stimulate and inspire the faculty and students engaged in nutrition research.

2022-2023 PRATT FUND BUDGET PROPOSAL

Pursuant to the spending policy adopted for the Pratt Estate Fund, it is anticipated that additional income of \$2,083,465 will be available for expenditure in FY 2022-2023. Targets of \$1,101,664 and \$981,801 were given respectively to the College of Engineering and to the Animal Nutrition Programs.

College of Engineering

Source of Funds:

Endowment Income	\$1,011,664
Estimated Carryover from Fiscal Year 2022	90,000

Total Sources	<u>\$1,101,664</u>
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Proposed Expenditures:

Undergraduate Scholarships	\$496,558
Undergraduate International Scholarships	118,700
Graduate International Scholarships	59,350
Graduate Research Scholarships	132,000
Graduate Research Fellowships and Tuition Scholarships	178,045
Graduate Recruitment for Research Programs	117,011

Total Proposed Expenditures	<u>\$1,101,664</u>
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Animal Nutrition

Source of Funds:

Endowment Income	<u>\$981,801</u>
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Proposed Expenditures:

Animal Nutrition Research and Scholarship	\$981,801
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Total Proposed Expenditures	<u>\$981,801</u>
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RECOMMENDATION:

That the proposed 2022-2023 allocation and use of Pratt Funds be approved.

June 7, 2022

SUMMARY

RESOLUTION TO APPROVE REVISIONS TO STUDENT CODE OF CONDUCT

1. Resolution
2. Summary of Revisions
3. Proposed 2022 – 2023 Student Code of Conduct (edits indicated in red)

RESOLUTION TO APPROVE THE 2022 - 2023 STUDENT CODE OF CONDUCT

WHEREAS, by state statute, the Virginia Tech Board of Visitors is charged with regulating the discipline of all students; and

WHEREAS, the Board of Visitors carries out that responsibility through the university student conduct system and the Student Code of Conduct, which applies to all enrolled undergraduate, graduate, professional students, and student organizations; and

WHEREAS, the university conduct system reflects best practices for the education of students about appropriate behavior and responsibility to self, others, and the community; and

WHEREAS, changes in the Code of the Commonwealth of Virginia must be reflected in the Student Code of Conduct;

WHEREAS, the revisions proposed for the 2022-2023 Student Code of Conduct reflect the changes to the Code of Virginia §23.1- 821 requiring disciplinary immunity for students who make reports of hazing;

NOW, THEREFORE, BE IT RESOLVED that the attached 2022-2023 Student Code of Conduct applicable to undergraduate, graduate, professional students, and student organizations, be approved by the Board of Visitors and take effect upon approval of the board.

RECOMMENDATION:

The Board of Visitors approve the 2022 – 2023 Student Code of Conduct.

June 7, 2022

SUMMARY
REVISIONS FOR INCLUSION IN 2022-2023 STUDENT CODE OF CONDUCT
Virginia Tech Board of Visitors
June 7, 2022

Student Code of Conduct Table of Contents				
I.	Introduction	No revisions		
II.	Student Rights and Responsibilities	No revisions		
III.	Jurisdiction	No revisions		
IV.	Definitions	Administrative edit	Title Change resident advisor residential wellbeing student leaders	Page 8
V.	Prohibited Conduct	No Revision		
VI.	Self-Reporting and Bystander Intervention	Sentence added for clarity to support the New section per Code of Virginia §23.1- 821	Virginia Tech recognizes that the health, safety, and wellbeing of students is of utmost importance. Therefore, if someone requires assistance for themselves or others, we want them to seek help immediately. In an effort to encourage a culture of seeking help for others, Virginia Tech provides the following statements of immunity from disciplinary action.	Page 13
		New section per Code of Virginia §23.1- 821	Statement on Immunity for Reports of Hazing In an effort to remove any behavior(s) or action(s) which degrades, intimidates, or endangers the health, safety and wellbeing of any individual in our	Pages 13-14

			community, individual(s) who report an ongoing or pending act of hazing shall be provided immunity from disciplinary action for hazing or for their personal consumption of alcohol or other drugs occurring at the time of the reported incident providing: a) The disclosure is made by a bystander who is not an active participant in such acts; b) The disclosure is a good faith report of hazing made in advance of or during an incident of hazing. Student bystanders who report acts of hazing, while immune from disciplinary action, may be required to meet with Student Conduct to discuss the incident and may be assigned substance-related or other educational assignments.	
VII.	Additional University Policies	No revisions		
VIII.	Student Conduct Process	No revisions		
IX.	Sanctions	Clarification per the Vice President for Student Affairs to reflect current practice	Failure to complete sanctions Students are expected to complete their conduct sanctions, including educational sanctions,	Page 21

			within the timeframe and guidelines specified by their hearing officer. Failure to complete sanctions may result in placing holds on student accounts and additional conduct action.	
X.	Formal Hearing Appeals	No revisions		
XI.	Interim Measures and Administrative Actions	No revisions		
XII.	Student Conduct Records	No revisions		
XIII.	Appendices	Edited for clarification.	Encouraging or requiring persons to consume alcohol or other substances (i.e., food, other beverages) regardless of the age of the participant.	Page 35
			Public Reporting of Violations of Hazing: Per § 23.1-822 in the Code of Virginia, the university shall maintain and publicly report actual findings of violations of the institution's code of conduct or of federal or state laws pertaining to hazing that are reported to campus authorities or local law enforcement.	Page 38



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XIII.	Appendices	27

I. Introduction

The Virginia Tech community is guided by the [university's motto](#), Ut Prosim (That I May Serve), and is based on the fundamental values expressed in the [Principles of Community](#): to nurture learning and growth for all community members, to encourage open expression, and to respect our differences and common humanity.

When a student accepts admission to Virginia Tech as an undergraduate, graduate, or professional student, they also accept membership in the university community and responsibility for upholding its shared values and expectations. The Student Code of Conduct outlines policies established by the university that set standards for students' behavior, along with procedures for adjudicating and sanctioning violations of these standards. The code applies to all students and student organizations at Virginia Tech, as defined in this document. The university reserves the right to make changes to the code at any time.

Authority to approve policies and procedures for student discipline, as outlined in the Student Code of Conduct, lies with Virginia Tech's governing body, the Board of Visitors, as authorized under the [Code of Virginia](#). The Vice President for Student Affairs has responsibility for the university conduct system, with direct supervisory oversight of disciplinary matters assumed by the Office of Student Conduct, under the direction of the Director of Student Conduct. The director serves as the Chief Student Conduct Officer for the university.

The Student Code of Conduct does not apply to matters of academic integrity. For information on policies and procedures related to student academic integrity, please refer to the following:

- [Undergraduate Academic Integrity](#)
- [Graduate Honor System](#)
- [Doctor of Veterinary Medicine Honor Code \(Virginia-Maryland School of Veterinary Medicine\)](#)
- [Doctor of Medicine Honor Code \(Virginia Tech Carilion School of Medicine\)](#)

The Office of Student Conduct and the University Conduct System

The Student Code of Conduct is overseen by the [Office of Student Conduct](#). The university's conduct system supports the educational mission of the university by educating students about appropriate behavior and fostering a community in which students can flourish academically and personally.

The system assumes that students and student organizations have the capacity to assume responsibility for their own behavior and that the university has the authority to establish an internal structure for the enforcement of its policies and procedures, which students have agreed to accept by enrolling in the university. As part of its authority, Student Conduct may suspend or dismiss students from the university.

Conduct matters are addressed by Student Affairs professionals who have been appointed as hearing officers by the Director of Student Conduct. These individuals each have significant education and training on student development, student discipline, and university policies and procedures.

Additional Community-Specific Regulations

As part of their education and life at Virginia Tech, students may also be involved in organizations, programs, or other entities for which additional and separate standards and policies, including potential sanctions for violations, have been established. Students should be aware of additional policies that may apply to their involvement in certain programs, organizations, or communities, including but not limited to students in the [Corps of Cadets](#), [student athletes](#), members of [certain Greek-letter organizations under the Office of Fraternity and Sorority Life](#), and students in certain colleges or programs, such as the [Virginia Tech Carilion School of Medicine](#) or the [Virginia-Maryland College of Veterinary Medicine](#).

These policies and processes do not supersede a student's responsibilities under the *Student Code of Conduct*. In situations involving potential violations of policies in the *Student Code of Conduct* and community-specific policies, the student is accountable first to the university's *Code*. Additional sanctions may be issued by programs/organizations that address a student's participation or membership in those communities, specifically. Student Conduct is responsible for coordinating adjudication processes with these various entities, when appropriate.

II. Student Rights and Responsibilities

As individuals, Virginia Tech students enjoy basic rights. As members of the university community, they also accept certain responsibilities.

Rights

1. Students at Virginia Tech will be treated fairly and with dignity regardless of age, color, disability, sex (including pregnancy), gender, gender identity, gender expression, genetic information, national origin, political affiliation, race, religion, sexual orientation, or veteran status as described in [university policy 1025](#).
2. Students at Virginia Tech enjoy those rights guaranteed by the Constitutions of the United States and the Commonwealth of Virginia. This includes activities protected under the First Amendment. In accordance with the Code of Virginia, incidents of disruption of constitutionally protected speech may be reported via the [Speech on Campus webpage](#).
3. The Student Code of Conduct and the policies and procedures it outlines, under the administration of the Office of Student Conduct, provides an administrative process for resolving allegations of misconduct. This process includes certain procedural guarantees to ensure that students receive a fair and equitable resolution.

Responsibilities

1. Students are responsible for understanding and following university policies and procedures, including the *Student Code of Conduct*, and for abiding by all applicable state, federal, and local laws.
2. University email is the primary means by which the university communicates with students; therefore, students are responsible for reading all official communications delivered to their university email address.
3. Students who are offered admission to Virginia Tech and choose to matriculate [have a continuing duty to report](#) to the Office of Student Conduct any arrests or convictions, other than minor traffic violations, as well as any protective orders issued against them. This duty applies regardless of where the arrest occurred and regardless of whether the university is in session at the time of the arrest or conviction. Students must notify Student Conduct in writing, [using the Arrest Disclosure and Conviction Form](#), within 10 business days of the incident that led to their arrest or within five business days of the incident that led to their conviction. Failure to comply with this continuing duty may result in disciplinary action under the *Student Code of Conduct*.

III. Jurisdiction

Enrollment Status

For the purposes of disciplinary action, a “student” is defined as any individual who has accepted an offer of admission as an undergraduate, graduate, or professional student and who has not yet graduated or officially transferred to another institution.

If a student’s enrollment lapses for more than one calendar year, based on a student’s voluntary decision not to enroll, that student will no longer be subject to disciplinary action. However, students who are separated from the university for academic or disciplinary reasons are still considered students for disciplinary purposes, regardless of the duration of the separation.

Student Organizations

A student organization, as defined in this document (below), may be considered for disciplinary action if an incident(s) is determined to be an organizational activity, based on at least two of the criteria listed below. Student Conduct will consider the entirety of the information to determine whether to charge an organization.

- Any student serving as an executive officer of the organization who is aware of the incident sufficiently in advance of its occurrence to prohibit its taking place and takes no action to prohibit it.
- The incident involves the expenditure of any organizational funds.
- The incident involves or is actively or passively endorsed by a majority of the members of the organization.
- The incident occurs in property owned, rented, reserved, or used by the organization.

- Members and/or non-members of the organization learned about the event through members or communication associated with the organization.
- The incident occurred as a result of individual members of the organization acting in the capacity as members of the organization.

Student leaders and members of organizations who are complicit in any violation of the *Student Code of Conduct* or who permit or condone behavior that violates the code may also be held accountable as individuals in addition to the organization.

Location of Incidents

Students and student organizations that violate the *Student Code of Conduct* may be considered for disciplinary action whether the conduct occurs on or off university property.

The *Student Code of Conduct* may also apply to behavior conducted online or through an electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. The university does not regularly search for this information but may take action if and when such information is brought to the attention of university officials.

Alleged Violations of Criminal Law

When conduct violates both criminal law and the *Student Code of Conduct*, disciplinary action may be taken by the university, irrespective and separate from criminal action. At the university's discretion, the Office of Student Conduct may proceed with disciplinary action prior to a criminal trial or postpone action until after trial.

IV. Definitions

The following terms as used throughout the *Student Code of Conduct* are defined below. For definitions related to cases referred for formal adjudication under Title IX, refer to [Appendix III](#).

TERM	DEFINITION
Advisor	An advisor is one person of a student's choosing and cost who may accompany a student throughout the conduct process. They may consult with the student but not speak on the student's behalf or participate actively in the process.
Aggravating Factors	An aggravating factor is information, used during sanctioning (i.e., <i>after</i> a violation has been determined to have occurred), that may increase the sanction. Some factors may include but are not limited to a student's past conduct record and the nature and severity of the behavior and its impact.
Appeal	An appeal is a written request for review of a hearing and findings, based on specific grounds.
Appellate Officer	An appellate officer is an employee of Virginia Tech, external to the Office of Student Conduct staff, designated by the Vice President of Student Affairs to review and respond to appeals.

TERM	DEFINITION
Charge(s)	A potential violation of the <i>Student Code of Conduct</i> .
Complainant	Any individual who has reported a potential violation of the <i>Student Code of Conduct</i> .
Conduct Officer or Hearing Officer	A conduct or hearing officer is an individual designated by the Director of Student Conduct to adjudicate cases involving allegations of conduct violations.
Conduct Referral	A report or complaint that alleges violations of the <i>Student Code of Conduct</i> by a student(s) or student organization(s).
Consent (general)*	Consent is generally defined as knowing, voluntary, and clear permission for something to occur. *For a more specific definition of consent in the context of sexual activity, please see the definition below.
Consent (in the context of sexual activity)	<p>Consent is defined as knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. The existence of consent is based on the totality of circumstances, including the context in which the alleged consent occurred. Silence does not necessarily constitute consent and coercion, force, or threat of either party invalidates consent.</p> <ul style="list-style-type: none"> • Consent cannot be given where a person is incapacitated; or where a person has a disability; or is not of legal age to consent as defined by law. • Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Consent can be withdrawn at any time. • Previous relationships or prior consent cannot imply consent to future sexual acts.
Incapacitation	Incapacitation includes but is not limited to being asleep, drugged, intoxicated, or unconscious.
Mitigating Factors	A mitigating factor is information, used during sanctioning (i.e., <i>after</i> a violation has been determined to have occurred), that may decrease the sanction. Some factors may include but are not limited to a student's past conduct record and steps taken to remedy their behavior
Notice	Written notice of the alleged violations of the Code. Notice will be presumed to have been furnished when the notice is sent to the student's Virginia Tech email address or, when appropriate, provided at a prehearing meeting.
Preponderance of the evidence	The Office of Student Conduct uses preponderance of the evidence to determine whether or not a student has violated a policy in the <i>Student Code of Conduct</i> . This determination is made based on the information available to determine if it is more likely than not that a violation occurred.

TERM	DEFINITION
Respondent	Any student or student organization alleged to have violated the <i>Student Code of Conduct</i> .
Student	For the purposes of disciplinary action, a “student” is defined as any individual who has accepted an offer of admission as an undergraduate, graduate, or professional student and who has not yet graduated or officially transferred to another institution.
Student Organization	For the purposes of disciplinary action, a “student organization” includes Registered Student Organizations (RSO), Extended Campus Student Organizations (ECSO), and University Chartered Organizations (UCSO), as defined in university policy 8010 .
University Official	A university official is any person given authority by the university to perform administrative or professional responsibilities, including, but not limited to university police officers, residential well-being student leaders, resident assistants , graduate/teaching assistants, administrative support staff, faculty, etc.
University Property or University Facilities	University property or university facilities are any location, either permanent or temporary, owned or leased by Virginia Tech, and includes satellite campuses and offices. This includes, but is not limited to, the buildings, grounds, and the surrounding perimeters, including the parking lots, field locations, classrooms, alternate work or class locations, and university owned or leased vehicles.
Witness	A witness is a person who provides relevant information about an incident in a hearing or through a written statement. Character witnesses are not generally considered relevant.

V. Prohibited Conduct

Alcohol and Other Drug Offenses

- Alcoholic Beverage: Improper use of alcohol as defined by the regulations of the Commonwealth of Virginia and the university, including but not limited to underage possession/consumption, public intoxication (regardless of age), providing alcohol to any underage person, or any violation of university alcohol regulations, [as outlined in Appendix I](#).
- Drugs: Possessing, using, manufacturing, selling, or misusing any substance and/or possession of drug paraphernalia in violation of state or federal law.
 - ▶ Marijuana (Cannabis): Virginia law permits adults aged 21 or older to possess, use, and grow marijuana under certain circumstances; however, federal law continues to prohibit it and requires institutions of higher education that receive federal funds, including financial aid, to have policies prohibiting marijuana on university property or at university-sponsored off-campus events.

Therefore, in accordance with federal and state laws, Virginia Tech prohibits the following conduct related to marijuana. (Additional information is available in [Appendix II](#)):

- Possession or use of any form of marijuana for any purpose, including medical or recreational use, on university property or at university-sponsored events off campus. This includes but is not limited to smoking, consuming edibles, and using vaporizers. “Use” includes being under the influence of marijuana.
 - Possession of marijuana paraphernalia on university property or at university-sponsored event off campus.
 - Improper possession or use of marijuana off university property (with the exception of university-sponsored events) as defined by the regulations of the Commonwealth of Virginia, including but not limited to possession/use under the age of 21, possession of greater than 1 ounce, consuming in public, and selling, as outlined in [Appendix II](#).
- Driving Under the Influence: Operating or attempting to operate a motor vehicle, bicycle, or other personal transportation device while intoxicated or impaired by alcohol or other drugs.

Offenses Against People

- Abusive Conduct: The use of physical force against an individual or any acts that cause physical harm; threats, including words or actions, that may cause a person reasonable apprehension of imminent physical harm.
- Endangerment: Actions that intentionally or recklessly endanger the health, safety, or well-being of oneself or another person or group.
- Harassment: Unwelcome conduct not of a sexual nature that is sufficiently severe, pervasive, or persistent that it could reasonably be expected to create an intimidating, threatening, or hostile environment that limits the ability of an individual to work, study, or participate in the activities of the university. *Note: the Code also includes a Gender-Based Harassment policy.*
- Hazing: Any mental or physical requirement, request, or obligation placed upon any person for the purpose of admission, initiation, or continued association with a group or organization that could cause discomfort, pain, fright, disgrace, or injury; that is personally degrading; or that violates any federal, state, local statute, or university policy, the willingness of an individual to participate in such activity notwithstanding. [Additional information is available in Appendix IV](#).
- Stalking: Repeated contact of another person not based on gender when the contact is unwanted and may cause the other person reasonable apprehension of imminent physical harm or cause substantial impairment of the other person’s ability to perform the activities of daily life. *Note: the Code also includes a Gender-Based Stalking policy.*

- Recording and/or Distribution of Audio/Visual Material Without Consent: Making, attempting to make, sharing, or distributing an audio and/or visual recording of any person(s) without the knowledge and consent of all participants subject to such recordings, in locations where there is a reasonable expectation of privacy, and when the action is likely to cause injury, distress, or damage to one's reputation.
- Gender-Based Violence (these policies apply in cases outside of the jurisdiction of Title IX; for Title IX policy definitions, refer to [Appendix III](#)):
 - ▶ Sexual Violence: Physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.
 - ▶ Sexual Assault: Actual or attempted sexual contact with another person without that person's consent.
 - ▶ Sexual Battery: Intentional touching of another person's intimate parts without the person's consent; or other intentional sexual contact with another person without that person's consent.
 - ▶ Sexual Coercion: Using physical or verbal aggression or pressure to force or attempt to force a person to touch another person's intimate parts without that person's consent.
 - ▶ Rape: Penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person's consent.
 - ▶ Gender-based Harassment: Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.
 - ▶ Sexual Exploitation: An act or acts committed through non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose. The act or acts of sexual exploitation are prohibited even if the behavior does not constitute one of the other sexual misconduct offenses.
 - ▶ Domestic Violence: A pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

- ▶ Dating Violence: Acts of physical or sexual abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
 - The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.
 - Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse, but does not include acts covered under the definition of domestic violence.
- ▶ Gender-Based Stalking: Repeatedly contacting another person when the contact is unwanted. Additionally, the contact may cause the other person reasonable apprehension of imminent physical harm or cause substantial impairment of the other person's ability to perform the activities of daily life. Contact includes but is not limited to communicating with (either in person, by phone, or by computer) or remaining in the physical presence of the other person.

Offenses Against Property

- Damage or Destruction: Intentional, reckless, and/or unauthorized damage to, destruction of, tampering with, or vandalism of property.
- Fire Safety: The misuse of or tampering with firefighting equipment, unauthorized burning, disregarding fire alarm signals, deliberately initiating a false alarm or, tampering with fire detection or suppression equipment.
- Theft: Theft, attempted theft, or possession of stolen property.
- Unauthorized Entry: Entering, attempting to enter, or being present in buildings, residences, public or private property, and/or facilities or other areas without proper authority.

Offenses Against the Community

- Disorderly or Disruptive Conduct: Engaging in disorderly or disruptive conduct that interferes with university, community, or individual activities, including but not limited to studying, teaching, research, and university administration.
- Public Exposure: Any act or attempted act of public nudity or urinating/defecating in public.
- Hazardous Materials: Unauthorized possession or use of fireworks, explosives, or hazardous and potentially hazardous materials.
- Weapons: Unauthorized possession, use, or storage of firearms, ammunition, or weapons on university property at any location, either permanent or temporary,

owned or leased by Virginia Tech. Refer to Virginia Polytechnic Institute and State University Policy and Procedures [No. 5616](#) for additional information.

Offenses Against the University

- Failure to Comply: Failure to comply with a request and directives of university officials acting within the scope of their authority, including but not limited to the following: failure of a student to present their university identification card, failure to keep or attend a required meeting, and failure to leave an area when requested by an authorized university official. Upon the request of the student questioned, university officials must identify themselves and state the source of their authority.
- Furnishing False Information: Knowingly giving false information to a university official who is performing their official duties, including but not limited to perjury in a conduct hearing.
- Interference with University Complaint Processes: Attempting or actively influencing, impeding, intimidating, interfering, coercing, or retaliating against any person involved in a potential, actual, or past student complaint in a formal university complaint process.
- Involvement in a University Violation: Presence during any violation of the *Student Code of Conduct* and/or other university policies in such a way as to condone, support, or encourage that violation. Students who anticipate or observe a violation of university policy are expected to remove themselves from participation and are encouraged to report the violation.
- Visitation/Guest Policies: Students or student organizations will be held responsible for the conduct of their guests and are expected to inform them of all university regulations, including but not limited to [Housing and Residence Life policies](#).

Other Prohibited Conduct

- Actions Leading to the Conviction of Criminal Offenses: Any student convicted of a criminal offense is subject to university disciplinary action.
- Failure to Observe Rules and Regulations: Failure to observe rules and regulations issued by the university that are not listed specifically as “Prohibited Conduct” in the document, including but not limited to regulations linked above in the “[Additional University Policies](#)” and “[Additional Community Specific Regulations](#)” sections.
- Forgery or Fraud: Forgery or fraud, including attempts to obtain any item of value under false pretenses, falsification of official university documents, or possession of forged or altered identification or another person’s identification.
- Gambling: Participation in any form of illegal gambling.

Statement on Sanction Enhancements for Policy Violations Motivated by Bias

Any violation of the Virginia Tech Student Code of Conduct found to be motivated by an individual's age, color, disability, sex (including pregnancy), gender, gender identity, gender expression, genetic information, national origin, political affiliation, race, religion, sexual orientation, or veteran status (as stated in [Virginia Polytechnic Institute and State University Policy and Procedures No. 1025](#)) will be deemed an aggravating factor and will subject the student to a sanction more severe than would be imposed in the absence of such motivation.

This sanction enhancement will not apply in cases in which protected classes are specifically addressed within the language of the policy, such as gender-based violence or gender-based stalking.

VI. Self-Reporting and Bystander Intervention

Virginia Tech recognizes that the health, safety, and wellbeing of students is of utmost importance. Therefore, if someone requires assistance for themselves or others, we want them to seek help immediately. In an effort to encourage a culture of seeking help for others, Virginia Tech provides the following statements of immunity from disciplinary action.

Statement on Alcohol and Other Substances

If medical assistance is sought, Student Conduct will not pursue conduct charges against the individual or organization who sought assistance, or the individual in need of assistance. However, Student Conduct will still require students to attend a meeting with a hearing officer to discuss the incident and will assign substance-related and other educational assignments to the involved parties.

Violations having a significant individual or community impact and students with prior violations that demonstrate an actual, potential, or perceived pattern of behavior are not likely to have outcomes that are mitigated and are not likely to be protected under this policy.

Statement on Reports of Sexual Harassment and Gender-Based Violence and Immunity for Use of Alcohol or Other Drugs

Virginia Tech seeks to remove any barriers to reporting incidents of sexual harassment and gender-based violence. Therefore, any student, whether the complainant or a third party, who makes a good-faith report of sexual harassment or gender-based violence will be immune from disciplinary action for their personal consumption of alcohol or other drugs occurring at the time of the reported incident.

Statement on Immunity for Reports of Hazing

In an effort to remove any behavior(s) or action(s) which degrades, intimidates, or endangers the health, safety and wellbeing of any individual in our community, individual(s) who report an ongoing or pending act of hazing shall be provided immunity from disciplinary action for hazing or for their personal consumption of alcohol or other drugs occurring at the time of the reported incident providing:

- a) The disclosure is made by a bystander who is not an active participant in such acts; and
- b) The disclosure is a good faith report of hazing made in advance of or during an incident of hazing.

Student bystanders who report acts of hazing, while immune from disciplinary action, may be required to meet with Student Conduct to discuss the incident and may be assigned substance-related or other educational assignments.

VII. Additional University Policies

The *Student Code of Conduct* is intended to include other rules, regulations, and policies issued by the university that pertain to students and student organizations. Violations of these policies are actionable under the *Student Code of Conduct* when the violation warrants a process or sanction beyond what is available in these policies. Additional policies include but are not limited to the following:

- [Dining Policies](#)
- [Housing and Residence Life Policies](#)
- [Housing and Dining Contract](#)
- [Parking and Traffic Regulations](#)
- [Student ID Cards](#)
- [University-Level Policies](#) (see the university's policy library at policies.vt.edu/policy-library for a full list of policies relevant to students; the following policies are those most frequently referenced):
 - ▶ [Acceptable Use and Administration of Computer and Communications Systems](#)
 - ▶ [Arrest, Conviction, and Protective Order Disclosures](#)
 - ▶ [Bicycles and Personal Transportation Devices](#)
 - ▶ [Campus and Workplace Violence Prevention](#)
 - ▶ [Facilities Usage and Events](#)
 - ▶ [Harassment, Discrimination, and Sexual Assault](#)
 - ▶ [Operation of Unmanned Aircraft Systems](#)
 - ▶ [Sales, Solicitation, and Advertising on Campus](#)
 - ▶ [Serving Alcohol](#)
 - ▶ [Smoking](#)
 - ▶ [Social Media](#)
 - ▶ [University Names and Trademarks](#)

VIII. Student Conduct Process

The Office of Student Conduct uses the following procedures to address behavior that is alleged to have violated university policy. It should be noted that not all situations are of the same severity or complexity. Thus, these procedures are flexible and are not exactly the same in every situation, though consistency in similar situations is a priority. The procedures used in particular cases are determined at the sole discretion of the Office of Student Conduct.

The university conduct process is an administrative function and differs from civil or criminal legal proceedings. In some situations, students may be involved in both legal and university systems.

Step 1: Submitting a Conduct Referral/Complaint

Any student, faculty member, staff member, administrator, community member, or concerned party may submit a complaint, known as a “conduct referral,” to the Office of Student Conduct. While there is no time limit for referrals, Student Conduct encourages people who plan to bring a complaint against a Virginia Tech student to do so as quickly and prudently as possible.

Student Conduct will review the conduct referral to determine if there is information regarding behavior that may violate the *Student Code of Conduct* and thus warrants resolution within the conduct system.

This review may include a meeting with the person(s) who submitted the complaint and/or an investigation to gather additional information.

Potential outcomes of the review include the following:

- A determination that interim measures or administrative actions should be imposed in order to maintain safety or order.
- A determination that an investigation is needed to gather additional information to identify an appropriate avenue for resolution.
- A determination that the matter should be referred to another office or process.
- A determination that there may be a potential violation of the *Student Code of Conduct* and that an agreed resolution is the appropriate avenue for resolution.
- A determination that there may be a potential violation of the *Student Code of Conduct* and that a formal hearing is the appropriate avenue for resolution.
- A determination that the complaint may not involve a potential policy violation but is related to a conflict; in this case, Student Conduct may offer voluntary mediation, facilitated dialogue, or conflict coaching.
- In some cases, at Student Conduct’s discretion, students will be invited to participate in an educational conversation about the concerns raised in the complaint, even when Student Conduct determines that adjudication is

not appropriate.

- A determination that there is insufficient information to pursue the complaint.
- A determination that the behavior alleged, even if proven, would not violate the *Student Code of Conduct*.

Formal Complaints of Sexual Harassment and Gender-Based Violence

Formal complaints of sexual harassment and/or gender-based violence should be reported to the university's Title IX Coordinator. They will follow the steps detailed in Virginia Tech's [Title IX Reporting and Grievance Procedures for Sexual Harassment and Violence](#) to offer supportive measures and to determine whether a complaint falls within the scope of Title IX, as defined by the federal Department of Education, or under the policies in Virginia Tech's *Student Code of Conduct*.

Complaints that have been determined to fall under the policies in the *Student Code of Conduct* will be referred to the Director of Student Conduct. Per the process outlined above, the Director will review the complaint and, if appropriate, may request the Office for Equity and Accessibility conduct a thorough, impartial investigation into the complaint. Upon completion of an investigation, the Director will determine how the matter should be resolved.

Step 2: Resolution

After reviewing a conduct referral, Student Conduct will determine an appropriate resolution process from among the following:

Agreed Resolution: An agreed resolution is an informal resolution option in which the respondent meets with a hearing officer to discuss an incident and collaborates with the hearing officer to determine whether they violated a policy and, if so, what sanctions may be appropriate. If the respondent agrees to the resolution, they waive the right to a formal hearing, and the resolution is final. If an agreement cannot be reached, the respondent has the option to move forward to a formal hearing with a new hearing officer.

Formal Hearing: In a formal hearing, the hearing officer(s) determines whether the respondent violated policies in the *Student Code of Conduct*, along with appropriate sanctions, if necessary. In formal conduct hearings, the respondent is entitled to the following procedural guarantees and opportunities:

- To receive written notice of charges at least five (5) business days in advance of the hearing and in reasonable detail to allow the respondent to prepare for the hearing.
- To share their version of events and refute any information presented.
- To present witnesses/witness statements and question any witnesses present.
- To remain silent or not participate.
- To be accompanied by one advisor.
- To challenge the objectivity of a hearing officer(s), given reasonable cause to

believe that they may be biased or have a conflict of interest.

- To appeal if there is a loss of privilege (i.e., suspension, dismissal, denial of housing, etc.), provided there are appropriate grounds as found in the [Student Conduct Formal Hearing Appeals section](#).

In addition to witnesses who may be called by respondents participating in formal hearings, hearing officers may also call witnesses whom they believe are relevant for determining outcomes in a given case. The outcome of a formal hearing is final unless it qualifies for appeal, as outlined in the [Formal Hearing Appeals](#) section. If a respondent or complainant fails to attend a formal hearing after receiving proper notice, the case may be heard in their absence.

Formal Title IX Adjudication and Gender-Based Violence Hearings: Cases referred for adjudication by the Title IX Coordinator for a formal Title IX hearing are conducted in accordance with the policies and procedures outlined in [Appendix III](#), as required by the U.S. Department of Education.

Gender-based violence cases that fall outside of the jurisdiction of Title IX are adjudicated through the gender-based violence policies and formal hearing process outlined by the *Student Code of Conduct*, as described above. These formal hearings are conducted by a team of two hearing officers. In these hearings, both the complainant and respondent receive the same [procedural guarantees](#) outlined above, and both parties may appeal, regardless of the outcome. Appeals must be based on [appropriate grounds](#).

Adaptable Conflict Resolution (ACR): When complaints/referrals to Student Conduct are based in conflict between individuals or groups, Student Conduct may offer adaptable conflict resolution (ACR) options to students, including mediation, facilitated dialogue, or conflict coaching. Participation in ACR is optional, and in the case of mediation or facilitated dialogue, all parties must agree to participate. ACR options may result in a mutually satisfactory agreement between the parties, but it is not required.

Educational Conversation: An educational conversation is a discussion between a student and hearing officer in Student Conduct regarding behavior that does not rise to the level of a policy violation but is, nevertheless, inappropriate or having a negative impact on the student or others or, if it continues, may become a policy violation. These conversations are educational and supportive in nature and are intended to help the student reflect and to connect them with resources, when needed.

Additional Information

Standard of Proof

The preponderance of the evidence standard will be used to determine responsibility for violations of policies in the *Student Code of Conduct*. Preponderance of the evidence means that based on the information available to determine if it is “more likely than not” that a violation occurred.

IX. Sanctions

Student Conduct sanctions are designed to promote safety, individual accountability, and reflection. Whenever possible, Student Conduct makes efforts to educate students and to foster personal and academic success. When assigning sanctions, hearing officers consider the type and nature of any policy violation(s), including mitigating or aggravating factors, as well as the student's prior conduct record. Sanctions are generally cumulative in nature. One or more of the following sanctions may be imposed when a student or student organization is found responsible for violating the *Student Code of Conduct*:

SANCTION	DESCRIPTION
Formal Warning	A formal written notice that the student or student organization has violated a policy in the Student Code of Conduct and that further violations may result in more serious conduct action. Students or student organizations who receive a formal warning are still considered in good conduct standing with the university.
Probation	A specified period of time during which the student or student organization is considered not in good conduct standing with the university. Further violations during that time period may result in more serious conduct action, including a potential separation from the university.

SANCTION	DESCRIPTION
Deferred Suspension	A specified period of time during which the student or student organization is considered not in good conduct standing with the university. Violations for which deferred suspension is assigned are those that are serious enough to warrant suspension from the university, but due to mitigating factors, the student or student organization is given the opportunity to remain enrolled at the university, provided they do not violate further policies. The suspension may take effect if they violate additional policies during the period of deferred suspension.
Suspension	A specified period of time during which the student or student organization is separated from the university. During the suspension period, the student does not have the rights and access to privileges associated with being a student, which includes eligibility to be academically enrolled at Virginia Tech or transfer credits earned at other institutions during the period of disciplinary suspension. For student organizations, the university will withdraw recognition for the duration of the suspension. A student or student organization must complete all assigned sanctions and receive permission from Student Conduct to be eligible to re-enroll. For a student who has completed their academic work but whose degree has not yet been conferred, their degree may be withheld for the duration of the suspension period.
Deferred Dismissal	A specified period of time during which the student or student organization is considered not in good conduct standing with the university. Violations for which deferred dismissal is assigned are those that may warrant permanent dismissal, or expulsion, from the university, but due to mitigating factors, the student is given the opportunity to maintain student status with the university, provided they do not violate further policies. The dismissal may take effect if the student violates additional policies during the period of deferred dismissal. A deferred dismissal is often accompanied by a suspension or other conduct sanctions.
Dismissal	A formal notice that the student or student organization is permanently dismissed, or expelled, from the university, with no opportunity to re-enroll. For student organizations, the university permanently withdraws recognition.
Denial of Privileges or Associations	A specified period of time during which the student is denied certain privileges or associations, including but not limited to termination of the housing contract, removal from athletic events, loss of recreational sports privileges, network access, or access to certain university facilities. Student organizations may also have their social function privileges revoked.

SANCTION	DESCRIPTION
Restitution	Requirement for the student to make restitution for damage to university property, which, at the discretion of Student Conduct and the associated university department, may be in the form of monetary payment or community service.
Educational, Community, and Wellness Activities	Assignments or activities designed to provide opportunities for reflection, learning, and growth as well as to connect the student with resources to support their well-being and personal and academic success.

Failure to complete sanctions

Students are expected to complete their conduct sanctions, including educational sanctions, within the timeframe and guidelines specified by their hearing officer. Failure to complete sanctions may result in [placing holds on student accounts and](#) additional conduct action.

X. Formal Hearing Appeals

The respondent has the opportunity to appeal the outcome of a formal hearing if it results in a loss of privilege, including suspension, dismissal, or denial of certain university privileges, including but not limited to housing, network access, or athletic privileges. For gender-based violence hearings, both the complainant and respondent have the opportunity to appeal, regardless of the outcome of the hearing and whether or not there is a loss of privilege. Sanctions take effect immediately, pending the appellate officer's decision or the end of the appeal period.

The appeal process for formal Title IX hearings is outlined in [Appendix III](#).

Grounds for appeal

Appeals are not re-hearings; therefore, appeal requests are limited to the following grounds:

1. Denial of procedural guarantees
2. Significant and relevant new information that was not available at the time of the hearing
3. Unduly harsh or arbitrary findings or sanctions.

Appeals submitted that do not have sufficient grounds in one of these areas will be denied.

Potential Outcomes of an Appeal

The appellate officer will review the appeal and may:

1. Uphold the original decision and sanctions
2. Uphold the original decision and either decrease or increase the sanction
3. Vacate a finding
4. Send the case back to Student Conduct for a new partial or full hearing.

Timeframe to submit an appeal

The respondents (and complainants, in the case of gender-based violence hearings) have seven (7) business days from the date of the decision to submit the appeal. The date the decision is given is considered the first day of the appeal period. Appeals submitted after the deadline will not be accepted except in extenuating circumstances, as determined by Student Conduct.

Format of appeal

The appeal is a written request submitted by the student for a review of the original case. The student should include which grounds for appeal they believe apply and any information the student wants considered should be included in the written document. The burden is on the appealing student or student organization to demonstrate why the finding or sanction should be altered.

Appellate Officers

An appellate officer will be designated by the Assistant Vice President for Student Affairs, who serves as the university's Chief Appellate Officer. All appellate officers are external to the Office of Student Conduct.

XI. Interim Measures and Administrative Actions

Based on the nature and circumstances of the referral, the university may authorize interim measures or take administrative action to maintain safety and order and to ensure compliance with university processes and directives, including the following:

Hold on Student Account: Student Conduct may apply a hold on a student's account, which will prevent course registration, graduation, and access to transcripts. Situations in which holds may be applied include but are not limited to the following:

1. The student fails to complete sanctions by assigned deadlines
2. The student has been issued an interim suspension
3. The student is suspended and has a pending re-enrollment meeting
4. The student has a pending conduct matter that must be resolved

Interim Suspension: The university retains the authority to impose an interim (immediate) suspension from the university and/or selected campus facilities with proper notice if such action is necessary to preserve the safety of persons or property. During an interim suspension, a student may not participate in academic, extracurricular, or other activities of the university except as may be authorized by the Assistant Vice President for Student Affairs or their designee. In this instance, the students will be afforded an interim suspension meeting and the opportunity to show why their continued presence on campus does not constitute a threat to themselves, others, or property. The interim suspension meeting is separate from the student conduct process. The student will have five (5) business days within which to request an interim-suspension meeting. An opportunity to meet with Student Conduct for a final resolution will be provided as soon as possible.

- **Procedures:** The following steps explain the procedure for imposing an interim suspension:
 - ▶ **Initiating an Interim Suspension:** When a situation, as defined above, occurs, the responding university official contacts the Threat Assessment Team or the Assistant Vice President for Student Affairs or their designee to assess the situation and determine if an interim suspension is appropriate.
 - ▶ **Notification of an Interim Suspension:** The student will be sent an interim suspension letter immediately, which states that the student is either suspended from the university and/or suspended from all or selected campus residential facilities until a final resolution is determined through the Student Conduct process.
 - ▶ **Interim-Suspension Meeting:** The student can immediately request an interim suspension meeting to be conducted by the Assistant Vice President for Student Affairs or his/her designee. The interim suspension letter will contain instructions on how to request a review. Those present at the meeting may include the responding university official and other witnesses as deemed appropriate by the Assistant Vice President for Student Affairs. During the review, the student will be given an opportunity to demonstrate why his or her continued presence on campus does not constitute a threat to themselves, others, or property. As part of the review, the student may be required to submit to an immediate medical/psychological evaluation. The student will be evaluated by the director of the Cook Counseling Center or his/her designee.
 - ▶ **Timeframe to Request Interim-Suspension Review:** A student must request a meeting within five (5) business days; after that time frame, the interim suspension and/or suspension from campus residential facilities and all student activities will remain in effect until the matter is resolved through the student conduct process.
 - ▶ **Decision:** The decision made after the interim suspension meeting will be final. There will be no additional appeal.
 - ▶ **Student Conduct Process/Resolution:** Interim suspension information will be shared with Student Conduct and others who need to know. Student Conduct will determine and schedule, as soon as possible, the appropriate resolution process to determine whether the student is responsible for violating university policy and, if so, appropriate sanctions.

No Contact Order: In certain situations, Student Conduct may issue no contact orders to students for a period of time to prevent communication between two or more students if it is determined that contact between the parties may perpetuate or escalate behavior that may interfere with a person's rightful actions, including but not limited to their safety and security. No contact orders prevent students from face-to-face, electronic, or third-party contact. If a no contact order is issued, all parties involved will receive the order.

A student who violates a no contact order may be subject to conduct action; if a violation of the order threatens the safety of persons or property, an [interim suspension](#) may be imposed.

The process for no contact orders includes the following:

1. No contact orders may be requested by students, or Student Conduct may issue them independently of a request.
2. Before issuing an order, Student Conduct may request additional information to determine whether it is warranted.
3. Student Conduct may decline to issue an order.
4. A student who has requested an order be issued may subsequently request that it be lifted.
5. Student Conduct has the discretion to lift a no contact order at any time if it is determined that the circumstances under which it was issued are no longer present.

Cease Operations Order: In certain situations involving allegations of policy violations by student organizations that may involve potential impacts on the safety of persons or property or significant disruption to the community, Student Conduct may issue a cease operations order, which places restrictions on the organization while the matter is resolved. Examples of situations in which cease operations are issued include but are not limited to the following: hazing; alcohol distributed to underage members or guests; and disorderly or disruptive behavior, such as serious or ongoing violations of noise regulations in the Town of Blacksburg. The cease operations will remain in place until the matter is resolved by Student Conduct. Cease operations restrictions may include but are not limited to the following:

1. The organization is to stop operating in full, including meetings, communication, events, etc.
2. The organization is to stop hosting events with alcohol present.
3. The organization is to stop recruitment or holding meetings, events, or activities with new or prospective members.

XII. Student Conduct Records

Violations of the *Student Code of Conduct* are maintained in a student's conduct record for a period of five years from the date of the incident. This record is maintained electronically by the Office of Student Conduct and is separate from a student's academic transcript, though it is considered part of a student's educational record.

Records of formal Title IX hearings will also be maintained by the Office for Equity and Accessibility for a period of seven years, as described in the [Title IX Reporting and Grievance Procedures for Sexual Harassment and Violence](#).

Student conduct cases involving student organizations are not private. Accordingly, hearing notification and sanction letters are sent to organizational advisors and (inter)national headquarters.

Information Sharing within the University

Notification of student conduct outcomes or decisions is given to individuals in the university with a need to know. Other university agencies or organizations may be required to obtain a written release from students before they can receive notification.

Notification to Victims of Crimes of Violence

Victims of crimes of violence (including abusive conduct and gender-based violence) involving student respondents will be notified of the outcome and sanction(s). In Title IX matters, complainants will also be notified of the outcome and relevant sanctions for non-violent violations of gender-based violence policies.

Parental Notification

Parents/guardians of students under age 21 will be notified if their student is found responsible for a violation of the alcoholic beverage or illegal drug policies.

Student Conduct Transcript Notations in Cases of Suspension and Dismissal

When a student is suspended or permanently dismissed from Virginia Tech, a notation will be included on the student's academic transcript stating, "suspended [or dismissed] for a violation of the Student Code of Conduct." Suspension notations will be removed once the student completes the term and conditions of the suspension, including all assigned sanctions. In cases involving allegations of gender-based violence, a notation will also be placed on the transcript of a student who withdraws from Virginia Tech while under investigation. This notation will be removed if the student is subsequently found not responsible for violating policies in the *Student Code of Conduct*. Students may also petition to have transcript notations expunged, as outlined in the following section.

Lesser sanctions, such as warnings and probation, do not affect a student's academic standing and do not appear on the official transcript.

Petitions for Expungement

The university offers two opportunities for students to petition for expungement of documentation related to their disciplinary record:

1. In cases involving low-level violations of the *Student Code of Conduct*, such as cases in which a student received probation, the student may petition the Office of Student Conduct to have the record of that case expunged prior to the end of the five-year period (early record expungement).
2. In cases involving sanctions of suspension or permanent dismissal resulting in a notation on the academic transcript, the student may petition the Office of Student Conduct to have the notation on their academic transcript expunged. Expungement of the notation is not the same as expungement of the entire case record.

The process and timeline for each opportunity is outlined below.

1. Early Record Expungement for Low-Level Policy Violations: Students or graduates may petition Student Conduct to have the documentation of their cases involving low-level policy violations, such as those resulting in probation, “expunged” from their conduct record prior to the end of the five-year period. “Expungement” in this situation means that while the record is maintained by Student Conduct, per state and federal law, the record will not be shared with third parties, except as required by law. For example, a student applying to transfer to another institution may need to obtain a certified copy of their disciplinary record as part of an admissions application; if a record has been expunged, the documentation provided for the application will not include information about that incident.

The opportunity to request expungement reflects the student-centered and learning-focused values on which the Student Conduct process is based. Namely, we believe that students can learn and grow by reflecting on their decisions and examining their values.

Cases involving more serious violations of policy and more significant sanctions may not be considered for early record expungement, including but not limited to the following cases: those resulting in suspension or dismissal, gender-based violence and gender-based stalking, drug distribution, or other offenses against people.

An early record expungement applies only to records maintained by the Office of Student Conduct; records maintained by other offices or units, such as law enforcement and other university departments are not subject to expungement under this process.

Eligibility: A student may petition to have cases expunged from their conduct record in the following circumstances:

- ▶ An undergraduate student is classified as a senior, is not on an active status sanction (e.g., probation), and has completed all assigned educational sanctions.
- ▶ An undergraduate student is classified as a freshman, sophomore, or junior, has been off of an active sanction (e.g., probation) for at least one full semester (i.e., fall or spring), and has completed all assigned educational sanctions.
- ▶ A graduate or professional student is not on an active status sanction (e.g., probation) and has completed all assigned educational sanctions.

2. Transcript Notation Expungement for Cases Involving Suspension or Dismissal:

A student or former student may petition for a transcript notation to be expunged—or removed—from the academic transcript after a period of three years from the final resolution of the case if the student can show good cause. In cases involving suspension, the student must have completed the term of the suspension and all educational sanctions prior to submitting their petition. The Office of Student Conduct will work with former students who have outstanding educational sanctions to determine options, which could include alternate sanctions that are mutually agreed upon, for fulfilling sanction requirements so that the individual may petition to have the transcript notation expunged.

Expungement of the transcript notation is not the same as expungement of the entire case record.

Submission of Expungement Petitions

To petition for expungement, a student or former student must complete one of the following forms, which include the opportunity to explain why they are a good candidate for expungement and what they have learned and/or how they have changed since the incident for which they were referred to Student Conduct.

Evaluation of Expungement Petitions

The Director of Student Conduct or their designee will review petitions for early record expungements as well as transcript notation expungements based on the criteria above and will submit a recommendation to the Assistant Vice President for Student Affairs or their designee for final approval. The decision will be based upon the following criteria, as outlined in the petition application available on the Student Conduct website:

1. The nature of the violation(s) and the resulting impacts
2. The student's behavior after the violation(s) and their present demeanor
3. The student's demonstrated level of reflection and growth

After a petition is evaluated, the student will receive written notification of the decision. That decision will be final.

It is important to note that a student with an expunged record or transcript notation may still need to disclose information about their disciplinary history to third parties, including potential employers, other universities' admissions offices, a professional board, etc.

XIII. Appendices

Appendix I: Additional Policies and Procedures Governing the Use of Alcoholic Beverages

Virginia Tech recognizes that the misuse and abuse of alcohol is a persistent social and health problem in our society and that it interferes with the goals and objectives of any educational institution. The university fully complies with the alcohol regulations of the Commonwealth of Virginia, and all state laws apply to Virginia Tech students and student organizations. Students or student organizations who violate the Alcoholic Beverage Policy in the *Student Code of Conduct* and any associated policies or guidelines will face disciplinary action. Sanctions will likely include substance-related education.

In compliance with the laws of the Commonwealth, and to maintain conditions conducive to learning, possession or consumption of alcoholic beverages on campus is only permitted according to the following provisions:

LOCATION	DESCRIPTION
Residence hall room	In the privacy of a student room, alcoholic beverages are permitted for those persons 21 years of age or older in accordance with state law, provided that at least one of the 21-year-old residents of the room is present.

Other locations in residence halls	Aside from the privacy of a student's room, possession or consumption of alcoholic beverages in any area of residence halls, including suite living rooms, is forbidden.
Oak Lane	The Director of Fraternity and Sorority Life, in conjunction with the Director of Housing and Residence Life, determines regulations concerning the use of alcoholic beverages in the "Oak Lane Community" (also known as Special Purpose Housing) during events.
Corps of Cadets	The Commandant of Cadets establishes and publishes regulations to be observed by cadets regarding the possession and consumption of alcoholic beverages. This information is published in the Cadet Regulations Manual.
All residential locations	Kegs of any description in student rooms or residence halls, including Oak Lane, are prohibited.
All other university property	The possession and use of alcoholic beverages is prohibited on all other university property except in certain facilities that are fully registered with the Virginia Alcoholic Beverage Control Board (ABC).

Alcoholic beverages are further governed by Virginia Polytechnic Institute and State University Policy and Procedures [No. 1015](#).

For more information related to federal and state laws and regulations regarding alcohol or illegal drugs or prevention and substance-use programs available at Virginia Tech, please consult the website for [Hokie Wellness](#), as well as the university's [Drug and Alcohol Prevention Program document](#).

Appendix II: Additional Information about Policies and Laws Governing the Use of Marijuana/Cannabis

Effective July 1, 2021, marijuana is legal in the Commonwealth of Virginia for both recreational and medical use. As an academic community committed to well-being, Virginia Tech recognizes that using marijuana may negatively impact students' academic performance, relationships, mental health, and career goals. Therefore, it is important for students to understand the policies and laws that govern marijuana possession and use, as well as the support resources that are available to address negative effects and potential misuse.

Federal and State Laws and University Policy

1. Using or possessing marijuana or marijuana paraphernalia in any form is prohibited on all university properties and at university-sponsored off-campus activities. This prohibition includes, but is not limited to, smoking, edibles, and vaporizers.

Although recreational and medical uses of marijuana are both legal in the Commonwealth of Virginia as of July 1, 2021, [federal law continues to prohibit it](#). As an institution that receives federal funds, including federal financial aid, Virginia Tech is required to comply with all federal laws and regulations, including the [Drug Free Schools and Communities Act](#), which requires institutions to have policies prohibiting possession, use, or cultivation of marijuana on university property or at university-sponsored off-campus events. Therefore, Virginia Tech will enforce prohibitions of marijuana on university property and at university-sponsored events off campus, and students who violate this policy will be subject to action under the Student Code of Conduct. Sanctions will likely include substance-related education.

2. Students at off-campus locations/properties and off-campus events that are not sponsored by the university are expected to abide by Virginia laws related to marijuana use, possession, or growth. These include, among others, the list below. This list serves only as an overview; students should refer to the Code of Virginia for the most updated and accurate description of the law.
 - Legal age: Legal possession, use, or cultivation is limited to adults 21 or older.
 - Quantity: Individuals may not possess more than one ounce (28 grams) or the equivalent amount of another marijuana product.
 - Home growth: Individuals may cultivate up to four marijuana plants; these plants must be marked and may not be visible from a public street or accessible to children.
 - Locations: Use of marijuana is not permitted in public spaces or on public school grounds.
 - Selling: Sales of marijuana are prohibited; however, an adult over 21 may “gift” up to 1 ounce to another adult over 21.
 - Driving: Using marijuana in any form is prohibited while driving or riding in a motor vehicle, as is having an “open container” of marijuana in the passenger area of the vehicle.

For information about education and support resources regarding marijuana, alcohol, and other drugs, please consult the website for [Hokie Wellness](#), as well as the university’s [Drug and Alcohol Prevention Program document](#).

Appendix III: Title IX Definitions and Formal Title IX Adjudication Process

Title IX Sexual Harassment means any of the following conduct on the basis of sex:

- A university employee conditioning an educational benefit or service upon a person’s participation in unwelcome sexual conduct (i.e. quid pro quo harassment);
- Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it would effectively deny a person equal access to a university program or activity; or
- Sexual Assault, Dating Violence, Domestic Violence, or Stalking, as each of those terms are defined below.

The process for formal Title IX complaints, including definitions of terms and policies, reporting, investigations, and adjudication, is outlined fully in the university's [Title IX Reporting and Grievance Procedures for Sexual Harassment and Violence](#), under the [university policy 1026 on Title IX Sexual Harassment and Responsible Employee Reporting](#). The following excerpts include the policy definitions under Title IX, as well as the formal Title IX adjudication process for students, which is conducted by the Office of Student Conduct.

Title IX Definitions

Complainant means an individual who is alleged to be the victim of conduct that could constitute Title IX Sexual Harassment.

Consent means knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. The existence of consent is based on the totality of circumstances, including the context in which the alleged consent occurred. Silence does not necessarily constitute consent and coercion, force, or threat of either party invalidates consent.

- Consent cannot be given where a person is incapacitated due to drugs or alcohol; or where a person has a disability; or is not of legal age to consent as defined by law.
- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Consent can be withdrawn at any time.
- Previous relationships or prior consent cannot imply consent to future sexual acts.

Dating Violence means violence committed by a person: (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

Domestic Violence means felony or misdemeanor crimes of violence committed by: (a) a current or former spouse or intimate partner of the victim; (b) a person with whom the victim shares a child in common; (c) a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (d) a person similarly situated to a spouse of the victim under the domestic or family violence laws of Virginia; or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Virginia.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute Title IX Sexual Harassment.

Sexual Assault means misconduct that meets the definition of Rape, Fondling, Incest, or Statutory Rape, as defined below:

- Rape means penetration, no matter how slight, of the vagina or anus of a person with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

- Fondling means the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or temporary or mental incapacity.
- Incest means sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law.
- Statutory Rape means sexual intercourse with a person who is under the statutory age of consent.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (a) fear for the person's individual safety or the safety of others; or (b) suffer substantial emotional distress.

Formal Title IX Adjudication Process

When the Title IX Coordinator refers a case for formal adjudication, the Office of Student Conduct will hold a live hearing with cross examination to determine whether the respondent is responsible for the alleged conduct and to provide sanctions, as appropriate.

A. Procedural Guarantees

In formal conduct hearings for Title IX formal complaints, the complainant and respondent are entitled to the following procedural guarantees and opportunities:

- To receive a copy of the final investigation report, including any attachments and supporting documents from the Title IX Coordinator or designee at least ten (10) days in advance of the hearing.
- To receive written notice of the date, time, location, participants, and policies charged at least five (5) business days in advance of the hearing to allow the parties sufficient time to prepare for the hearing.
- To be accompanied by an advisor of their choice, at their own cost, or to have an advisor provided to them by the Office of Student Conduct without fee or charge.
- To inspect and review, during the hearing, all evidence obtained during the investigation that is directly related to the allegations in the formal complaint.
- To present that evidence that supports or refutes the alleged conduct*
- To present witnesses, including fact and expert witnesses.
- To have their advisor conduct live cross-examination on the other party and any witnesses.
- To remain silent or to participate as they see fit, including full, partial, or no participation.
- To challenge the objectivity of a hearing officer(s), given reasonable cause to believe they may be biased or have a conflict of interest.
- To appeal, regardless of the outcome, based on the following grounds: (1) Procedural irregularity; (2) Significant and relevant new information that was not available at the time of the hearing; (3) The Title IX Coordinator, Investigator, or hearing officer(s) had a conflict of interest or bias, which affected the outcome; (4) Unduly harsh or arbitrary findings or sanctions.

*Only evidence and information submitted prior to the final investigation report will be considered during at the hearing.

B. Advisors

At the hearing, each party may be accompanied by an advisor of their choice, at their own cost (e.g., parent, friend, attorney, etc.); if a party does not have an advisor, the university will provide one to them without fee or charge for the purposes of cross-examination. Advisors may not also serve as witnesses.

Advisors will be permitted to cross-examine (i.e., ask relevant questions and follow-up questions) the other party and any witnesses directly, orally, and in real time. The parties must use their advisors in this capacity, as they will not be permitted to ask questions personally.

Aside from cross-examination, advisors may not speak on the student's behalf or participate actively in the process. Advisors must follow the guidance of the hearing officers.

C. Cross-Examination

During the hearing, the parties' advisors will be permitted to ask relevant questions and follow-up questions, including those challenging credibility, of the other party and any witnesses. Cross-examination must be conducted directly, orally, and in real time. At no times will the parties directly conduct cross-examination.

Relevance

Questions asked during cross-examination must be relevant to the behavior and situation in question. Hearing officers will determine whether each question is relevant and, if they choose to exclude a question, explain why it is not relevant. The following topics/questions have been identified as automatic exclusions:

Questions or information about the complainant's prior sexual behavior, unless they are used to prove someone other than the respondent committed the alleged conduct or if they concern previous sexual activity with the respondent and are used to prove consent.

Questions or information that disclose or seeks to disclose privileged information, such as medical or psychological records.

For more information about relevant information, please refer to the Relevant Evidence section in the [Title IX Reporting and Grievance Procedures for Sexual Harassment and Violence](#).

Declining to Participate in Cross-Examination

If a party or witness declines to be cross-examined during the hearing or is otherwise not available for cross-examination, the hearing officers may still consider any statements made by that party or witness during the investigation or hearing when determining whether the respondent is responsible for the alleged conduct.

The hearing officers will also not draw conclusions regarding responsibility based solely on a party's or witness's absence from the hearing or decision to decline to answer questions from the hearing officers or during cross-examination.

D. Recording

The Office of Student Conduct audio records all formal hearings. A copy of the recording is maintained as part of the case file and will be made available to the parties, upon request.

E. Hearing Location and Virtual Participation

At the discretion of the Office of Student Conduct, a hearing may be conducted in a single physical location, with all parties present, or a hearing may be conducted virtually, with participants appearing via videoconference. If the hearing is held in person (i.e., in a single physical location), either party may request to be located in a separate room and to participate via video conference. Regardless of the participation method, the hearing participants will be able to simultaneously see and hear each other.

F. Determination of Responsibility

After the hearing, a determination of whether a respondent is responsible for violating any policy in the *Student Code of Conduct* will be made by the hearing officers based on the information presented in the investigation report and at the hearing.

Standard of Proof

The university uses preponderance of the evidence to determine whether or not the respondent is responsible for the alleged conduct. This determination is made based on the information available to determine if it is more likely than not that a violation occurred.

Decision Letter

The hearing officer will simultaneously provide the parties the decision in writing. The decision letter will include the following information: allegations and policies charged, procedural steps taken during the grievance procedure, information used to determine the findings and their application to the policies charged, rationales for each finding, any sanctions imposed on the respondent, any remedies provided to the complainant, and information about the appeal process.

Range of Possible Sanctions

If a respondent is found responsible for the alleged conduct, the hearing officers will make a determination regarding appropriate sanctions. One or more of the following sanctions may be imposed:

- Formal warning
- Probation
- Deferred Suspension
- Suspension
- Deferred Dismissal (i.e., deferred expulsion)
- Dismissal (i.e., expulsion)

- Denial of privileges or associations
- Educational, Community, and Wellness Activities

When assigning sanctions, hearing officers consider the type and nature of any policy violation(s), including mitigating or aggravating factors, as well as the student's prior conduct record. Sanctions are generally cumulative in nature.

For definitions and additional information about sanctions in the Student Conduct process, please refer to the [relevant sections in this document](#).

Remedial Action

Following a hearing, the Director of Student Conduct shall work with the Title IX Coordinator, who will oversee any necessary remedial action to restore or preserve the complainant's equal access to the university's education programs or activities.

Appeal Process

Both parties have the opportunity to appeal the outcome of a formal hearing in a Title IX case regardless of the outcome. Sanctions take effect immediately, pending the appellate officer's decision or the end of the appeal period.

A. Grounds for Appeal

Appeals are not re-hearings; therefore, appeal requests are limited to the following grounds:

- Procedural irregularity or denial of procedural guarantees
- Significant and relevant new information that was not available at the time of the hearing
- Conflict of interest or bias by the Title IX Coordinator, Investigator, or hearing officer(s), which affected the outcome
- Unduly harsh or arbitrary findings or sanctions.

Appeals submitted that do not have sufficient grounds in one of these areas will be denied.

B. Potential Outcomes of an Appeal

The appellate officer will review the appeal and may:

- Uphold the original decision and sanctions
- Uphold the original decision and either decrease or increase the sanction
- Vacate a finding
- Send the case back to the Title IX Coordinator for further investigation
- Send the case back to Student Conduct for a new partial or full hearing

C. Time Frame to Submit an Appeal

The parties have seven (7) business days from the date of the decision to submit the appeal. The date the decision is given is considered the first day of the appeal period. Appeals submitted after the deadline will not be accepted except in extenuating circumstances, as determined by Student Conduct.

D. Format of Appeal

The appeal is a written request submitted by the student for a review of the original case. The student should include which grounds for appeal they believe apply, and any information the student wants considered should be included in the written document. The burden is on the appealing party to demonstrate why the finding or sanction should be altered.

E. Notification to the Other Party

When one party submits an appeal, the Office of Student Conduct will notify the other party and provide them with an opportunity to review the appeal and submit a written statement in response, which will be included in the appeal documentation.

F. Appellate Officers

An appellate officer will be designated by the Assistant Vice President for Student Affairs, who serves as the university's Chief Appellate Officer. All appellate officers are external to the Office of Student Conduct and Title IX. When they are designated to review a case, the Assistant Vice President will ensure they do not have conflicts of interest or bias and are, therefore, able to review the case objectively.

G. Appeal Decision Letter

The appellate officer will issue a decision on the appeal in writing to both parties simultaneously. This notification will include a rationale for the decision.

Appendix IV: Additional Information Regarding the Hazing Policy

Hazing is a criminal offense in the Commonwealth of Virginia, as defined in [§ 18.2-56 in the Code of Virginia](#), and is prohibited at Virginia Tech in all forms. This policy is based on the proposition that students are entitled to be treated with consideration and respect at all times. It applies to all student organizations and individuals.

The *Student Code of Conduct* defines hazing as follows:

Any mental or physical requirement, request, or obligation placed upon any person that could cause discomfort, pain, fright, disgrace, or injury; that is personally degrading; or that violates any federal, state, or local statute or university policy, the willingness of an individual to participate in such activity notwithstanding.

Hazing shall include, but not be limited to, forcing, compelling, requiring, encouraging, or expecting, whether direct or implied, any individual to participate in any of the following actions or activities. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in these acts:

- Physical Acts
 - ▶ Encouraging or requiring persons to consume alcohol or other substances ([i.e., food, other beverages](#)) regardless of the age of the participant.
 - ▶ Encouraging or requiring that a person do or submit to any act that will alter his or her physical appearance in any significant degree for any substantial period of time (e.g. burning, branding, tattooing, using makeup, paint or markers on a person, or shaving the head or body).

- ▶ Encouraging or requiring activities that disrupt a person's normal schedule. A normal schedule includes three reasonably spaced meals per day, the opportunity for sufficient rest at night (at least six full hours) and reasonable time for personal hygiene.
- ▶ Encouraging or requiring a person to engage in physical activity of unusual kind or duration, such as: calisthenics, overly difficult work assignments, activities that may be excessive for a person, activities that require a person to remain in a fixed position for an extended period of time, binding or restricting an individual in any way that would prohibit them from moving on their own, confining a person or exposing participants to uncomfortable elements like in environments that are too hot, cold, noisy, small, or threatening/intimidating.
- ▶ Hinting, pretending, or misleading a prospective member into believing that they will be hit, hurt, or physically altered.
- ▶ Encouraging or requiring acts that are or seem to be dangerous.
- Psychological Acts
 - ▶ Encouraging or requiring a person to pretend to or actually violate a law.
 - ▶ Encouraging or requiring an individual to obtain or possess items or complete tasks in an unlawful manner (i.e. for a scavenger hunt).
 - ▶ Verbally abusing prospective members. Examples include but are not limited to yelling or screaming; calling individuals demeaning names; booing, hissing, or demeaning individuals when they make mistakes.
 - ▶ Encouraging or requiring a person to perform acts of servitude, perform personal errands for others, or engage in activities that are demeaning.
 - ▶ Misleading prospective members in an effort to convince them that they will not become members unless they complete tasks, follow instructions, or act in a certain way.
 - ▶ Misleading prospective members into believing that they will be hurt during induction or initiation.
 - ▶ Encouraging or requiring a person to publicly carry objects or wear apparel that is abnormal, not normally in good taste, conspicuous and/or indecent.
 - ▶ Encouraging or requiring a person to appear nude or reveal body parts.
 - ▶ Encouraging or requiring an individual or group to remain in a certain place or transporting them to a location without their knowledge (e.g. taking a person on a road trip or excursion to an unknown destination or kidnapping).
 - ▶ Parading individuals in public areas, transporting individuals in a motor vehicle while blindfolded, or privately conducting blindfolding activities that serve no constructive purpose.

- ▶ Requiring an individual to “pledge” or “associate” for a period of unusual length (more than 10-12 weeks) for reasons other than achieving academic requirements or extraordinary circumstances.

As it is impossible to anticipate every situation that could involve hazing, this list does not, and cannot, encompass every circumstance that will cause the institution to discipline for hazing. This policy is not intended to prohibit the following conduct:

- Customary athletic events, contests, or competitions that are sponsored by the institution or the organized and supervised practices associated with such events.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, extracurricular program or military training program, as approved by the institution.

Note: An individual may not consent to being hazed, and their voluntary or willful participation in hazing activities will not be considered as a defense against a violation of the institution’s hazing policy by an individual or organization.

University Reporting, Investigation, and Adjudication: The university encourages individuals to report any potential hazing activities. The initial report of a suspected violation may be reported in person, by phone or by electronic communication, and may be done anonymously.

Alleged violations of this policy can be reported through [an online reporting system](#) or to the following offices:

- [Student Conduct](#)
- [Student Engagement and Campus Life](#)
- [Fraternity and Sorority Life](#) (for Greek organizations)
- [Recreational Sports](#) (for club sports)
- [Virginia Tech Police Department](#)
- [Virginia Tech Corps of Cadets](#)

Reports of hazing will be referred to Student Conduct for further investigation and potential adjudication. Both individuals and organizations may be held responsible for their actions and participation in incidents of hazing. If an investigation concludes that an individual or individuals directed, engaged in, aided or otherwise participated in, actively or passively, an incident of hazing, disciplinary action may be imposed against the individual(s). If the investigation concludes that an organization knowingly permitted, authorized, or condoned hazing, disciplinary action may be imposed against the entire organization.

Reporting to the Commonwealth’s Attorney: Per [§ 18.2-56 in the Code of Virginia](#), the university must report incidents of hazing that cause bodily injury to the Commonwealth’s Attorney, who may take separate action.

Public Reporting of Violations of Hazing: Per § 23.1-822 in the Code of Virginia, the university shall maintain and publicly report actual findings of violations of the institution's code of conduct or of federal or state laws pertaining to hazing that are reported to campus authorities or local law enforcement.

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SUMMARY
Degree and Academic Programs
June 7, 2022

Actions

Attached: Materials prepared for approval by the State Council of Higher Education for Virginia (SCHEV)

Pamplin College of Business

Approve New Department of Real Estate

Summary Information – Organizational Change – Establish New Academic Unit

Action: New Department of Real Estate in the Pamplin College of Business

Virginia Tech requests approval of an organizational change to establish the Department of Real Estate. The school would be located in the Pamplin College of Business. The proposed effective date is November 1, 2022.

The establishment of the Department of Real Estate will:

1. Align the real estate programming and faculty members with the administrative structure of the other departments in the Pamplin College of Business and thereby, create a clear organizational structure for recruiting talented and diverse new tenure-track faculty members
2. Demonstrate to prospective students and faculty the institution's commitment to the Real Estate programming and allow Virginia Tech to remain competitive with its peers

Board of Visitors
June 6-7, 2022

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Institution

Virginia Polytechnic Institute and State University (Virginia Tech)

Nature of Proposed Change

Virginia Tech requests the approval to establish the Department of Real Estate in the Pamplin College of Business.

Background

During the summer of 2021, administrators in the Pamplin College of Business and faculty members in the Bachelor of Science (B.S.) in Real Estate degree program held meetings to discuss the history, current state, and vision for the future of the degree program as part of the college portfolio. During the discussions, it was noted that the degree program is an active degree program that exceeds the program productivity standards set forth by the State Council for Higher Education in Virginia (SCHEV). It was also noted that the college intends to strengthen and support additional growth in the real estate program in the college. As a result, the need to establish the proposed Department of Real Estate became central to the future trajectory and health of the program and college.

Since its inception in 2013, the B.S. in Real Estate degree program at Virginia Tech has included collaborative efforts across the institution. The degree program is currently housed in and administered by the Pamplin College of Business as a college level degree program. In addition to the courses provided by the Pamplin College of Business, a Memorandum of Understanding (MOU) is in place with the College of Agriculture and Life Sciences, the College of Architecture and Urban Studies, the College of Engineering, and the College of Liberal Arts and Human Sciences to provide additional courses for the degree program. Due to the existing MOU involving the four other colleges, the Pamplin College of Business administrators contacted the other college deans' offices to determine if there were any concerns and/or objections to the creation of a new Department of Real Estate in the Pamplin College of Business expressly responsible for administering the B.S. in Real Estate degree program. Finding no concerns, the faculty members and the Pamplin College of Business administration unanimously approved the proposal to establish the new Department of Real Estate.

Purpose of Proposed Change

The purpose of the proposed organizational change is to establish an academic unit solely responsible for the administration and oversight of real estate programming, research, and resources in the Pamplin College of Business at Virginia Tech.

Mission

The proposed organizational change will not alter the university's mission. The mission of Virginia Tech states:

Inspired by our land-grant identity and guided by our motto, Ut Prosim (That I May Serve), Virginia Tech is an inclusive community of knowledge, discovery, and creativity dedicated to improving the quality of life and the human condition within the Commonwealth of Virginia and throughout the world.

The proposed new department will align with the mission of Virginia Tech. The department will support the institution's mission to be a "community of knowledge" by providing a centralized location for all real estate students and faculty members to collaborate. The department will serve to focus the existing faculty and student 'knowledge' and 'discovery' efforts in the real estate field.

Rationale for Proposed Change

The proposed new Department of Real Estate will provide a formalized administrative unit within the Pamplin College of Business to house the academic and research efforts in real estate. The new department is needed and will help the college in two ways.

Create Clear Organizational Structure

The establishment of the proposed Department of Real Estate will signal to potential faculty members that the Pamplin College of Business is committed to the field of real estate. The proposed new department will align the real estate programming and faculty members with the administrative structure of the other departments in the Pamplin College of Business. The organizational structure of the department is important for the real estate program because all other programs in the college are seated within a department and receive allocations from the college for financial and faculty resources.

The proposed new department will also provide clear organizational structures for recruiting talented and diverse new tenure-track faculty members. A department will indicate to prospective faculty that the college is committed to both academic programming and research programming in the field of real estate. Recruiting faculty members with active research agendas in the field of real estate is fundamental to maintaining a cutting-edge academic program in real estate.

Remain Competitive with SCHEV Peers

In the summer of 2021, real estate faculty members examined real estate programs at its SCHEV peer institutions to see if departments of real estate existed and offered similar academic content as that offered at Virginia Tech. Among peer institutions, six (6) offer similar standalone undergraduate degree programs in real estate. Of those, two (2) institutions have an academic unit specifically called a 'department' as the unit administering the degree program. The other 4 institutions have a 'center' for the real estate program that appears to function in a similar role as a department/academic unit in administering the program. Centers do not serve as academic units or administer academic programs at Virginia Tech.

Having a standalone academic unit that includes the term 'real estate' and is designated for real estate programming can be interpreted by students as an indicator of the strength of the program and the commitment of the institution to the students in the program. The new department is needed so that the institution may remain competitive among peer institutions that have similar academic programming and academic units dedicated to real estate programming.

Appendix A presents the existing organizational structure of the college.

Appendix B presents the organizational structure of college after the new department.

Appendix C presents a list of departments at SCHEV peer institutions.

Academic Programs

The proposed Department of Real Estate will administer the B.S. in Real Estate degree program and the Real Estate minor.

Space

The physical space currently utilized by the Real Estate Program is adequate for the establishment of the proposed Department of Real Estate. There is a new building that is currently under construction and, once complete, will serve as the future home for the proposed new department. There is adequate office space for the new faculty hires in the existing space and in the new space.

Resources/Budget

The proposed Department of Real Estate will be funded through the central budget of the Pamplin College of Business. As part of the annual budget development process, the college's finance team will allocate funding from the Pamplin College of Business' budget to the proposed Department of Real Estate. The Department Chair will oversee funding for the administration and operation of the proposed Department.

Administration

The administrative structure of the proposed Department of Real Estate will include a department chairperson. The chairperson will be a faculty member in the Real Estate Program and will serve as the principal administrator for the department. The department chairperson will be responsible for the overall management and oversight of the department to include all academic, research, and outreach programming and for administering the academic degree program and minor. The department chairperson salary is anticipated at \$241,710 and fringe benefits of \$85,324 for the faculty portion of the salary. As an administrative stipend, the chairperson will also receive additional compensation of \$38,368 in salary and \$13,544 in fringe benefits for a total salary of \$280,078 and \$98,868 in fringe benefits. The total anticipated salary and fringe benefits for the department chairperson is \$378,946. The funding for this position is currently in place for an existing real estate faculty member in the Pamplin College of Business.

Faculty

The proposed Department of Real Estate will house a total of nine (9) faculty members in the first three years (in addition to the faculty member serving as the department chairperson). Faculty will include three (3) existing full-time contract/term (instructional, non-tenure-track positions) faculty members and three (3) existing part-time contract/term (instructional, non-tenure-track positions) faculty members. The proposed department will also include two (2) new tenure-track faculty member hires and two (1) new contract/term (instructional, non-tenure track position) faculty member hires.

The three (3) existing full-time contract/term (instructional) faculty members currently teach in the Real Estate Program. The faculty positions and funding for the positions will be reallocated to the proposed department from the Pamplin College of Business. The anticipated salary and fringe benefits for each faculty member will remain the same as the current salary and fringe

amounts. Combined, the existing full-time faculty salaries are \$326,696 and fringe benefits are \$115,324 for a total of \$442,020.

The three (3) existing part-time contract/term (instructional) faculty members currently teach in the Real Estate Program at the Instructor level. The part-time faculty member positions and funding for the positions will be reallocated to the proposed department from the Pamplin College of Business. The anticipated salary for each Instructor will remain the same as the current salary. Combined, the existing Instructor salaries are \$46,500 and fringe benefits are \$12,276 for a total of \$58,776.

New Tenure-Track Faculty Hire 1

It is anticipated that in the first year of operation, one new faculty member will be hired to fill a new faculty position. It is anticipated that the faculty member will be hired at the assistant professor level in a tenure-track position. The faculty member will be expected to hold a doctorate degree in Business, Real Estate, Finance, Marketing, Economics, or a closely related field. Professional or academic experience in real estate is also required. The anticipated compensation for this position will be approximately \$160,000 in salary and \$56,480 in fringe benefits for a total of \$216,480.

New Contract/Term (Instructional), Non-Tenure Faculty Hire

It is anticipated that in the first year, one new contract/term (instructional) faculty member will be hired into a new non-tenure faculty position at the assistant professor level. The position will be shared equally with the College of Engineering with each college responsible for 0.5 FTE and will be a Professor of Practice. The faculty member will be expected to hold a Master of Science or Bachelor degree with substantial professional experience in Civil and Environmental Engineering or a closely related field. The faculty member will also be expected to possess or obtain licensure as a Professional Engineer (PE) as well as have professional experience or academic accomplishment in land development design, real estate development, and project management and knowledge of software tools currently used in these areas. The 0.5 portion of the anticipated compensation for salary will be \$50,000 and \$17,650 in fringe benefits for a total of \$67,650.

New Tenure-Track Faculty Hire 2

It is anticipated that in the second year of operation, one new faculty member will be hired to fill a new faculty position. It is anticipated that the faculty member will be hired at the assistant professor level in a tenure-track position. The faculty member will be expected to hold a doctorate degree in Business, Real Estate, Finance, Marketing, Economics, or a closely related field. Professional or academic experience in real estate is also required. The anticipated compensation for this position will be approximately \$160,000 in salary and \$56,480 in fringe benefits for a total of \$216,480.

Classified Staff

The proposed Department of Real Estate will employ four (4) classified staff positions. The staff includes academic advisors and administrative support.

The proposed Department of Real Estate will have two (2) full-time academic advisors to provide support for the students. These existing positions currently serve the Real Estate Program. The positions and funding for the positions will be reallocated to the proposed department from the Pamplin College of Business. The academic advisors will be responsible for activities such as student recruitment events, supporting students in developing and monitoring progress of plans of study, helping students choose and register for courses, and making student referrals to other institutional resources when needed. The anticipated salary for each position will be \$50,000 and fringe benefits of \$17,650 for a combined total of \$135,300.

The proposed Department of Real Estate will have a full-time marketing and communications coordinator. This position currently serves the Real Estate Program. The position and funding for the position will be reallocated to the proposed department from the Pamplin College of Business. The marketing coordinator will be responsible for activities such as developing and implementing marketing materials, periodic communications, educating potential students and their parents about the academic program and career opportunities, promoting students to industry for internship and career opportunities, and maintaining website and social media platforms. The anticipated salary will be \$52,500 and fringe benefits of \$28,077 for a total of \$80,577.

The proposed Department of Real Estate will have a full-time program support specialist. This position currently serves the Real Estate Program. The position and funding for the position will be reallocated to the proposed department from the Pamplin College of Business. The program support specialist will be responsible for activities such as assisting in administrative activities, managing the industry advisory board, and coordinating program events. The anticipated salary will be \$45,300 and fringe benefits of \$24,226 for a total of \$69,526.

Graduate Assistants

The proposed department will not utilize graduate students within the first three years of operation.

Student Workers

The proposed Department of Real Estate will have 5 student wage/worker positions. Student workers will be hired on an hourly basis to assist with operational and administrative tasks. Hourly rates for student wage workers are typically \$12.00. Student wage/worker positions are not eligible for fringe benefits. The total available budget for student worker salaries for all 5 positions will be \$21,000.

Miscellaneous

There will be an initial expenditure of \$27,500 to be utilized for the purchasing of stationary, business cards, signage (internal and external to the building), and faculty search ads associated with the creation of the proposed new department. The department intends to conduct faculty

searches in years 1 and 2 of operation. All miscellaneous costs will be covered by the Pamplin College of Business.

One-time costs during the first year of operation include signage, print materials, and 75% of the costs associate with the new faculty searches (i.e., \$18,750). One-time costs during the second year of operation include the remaining 25% of the costs associated with the new faculty searches (i.e., \$6,250).

Signage	\$ 2,000
Print Materials (stationery, business cards, etc.)	\$ 500
Faculty Search Ads	\$25,000
Total	\$27,500

Sustainability

Resources to support the proposed department will be reallocated from the Pamplin College of Business. The college will reallocate resources from the central college budget and the college's existing Virginia Tech Foundation funds to cover all costs associated with the creation of the proposed new department including resources to support miscellaneous costs and new faculty hires. Website changes will be made as a part of duties and responsibilities of existing staff.

Virginia Tech and the Pamplin College of Business have adequate and sufficient resources to establish and operate the proposed new department. No new resources will be requested from the state to establish and or maintain the proposed organizational change for a new Department of Real Estate.

Budget

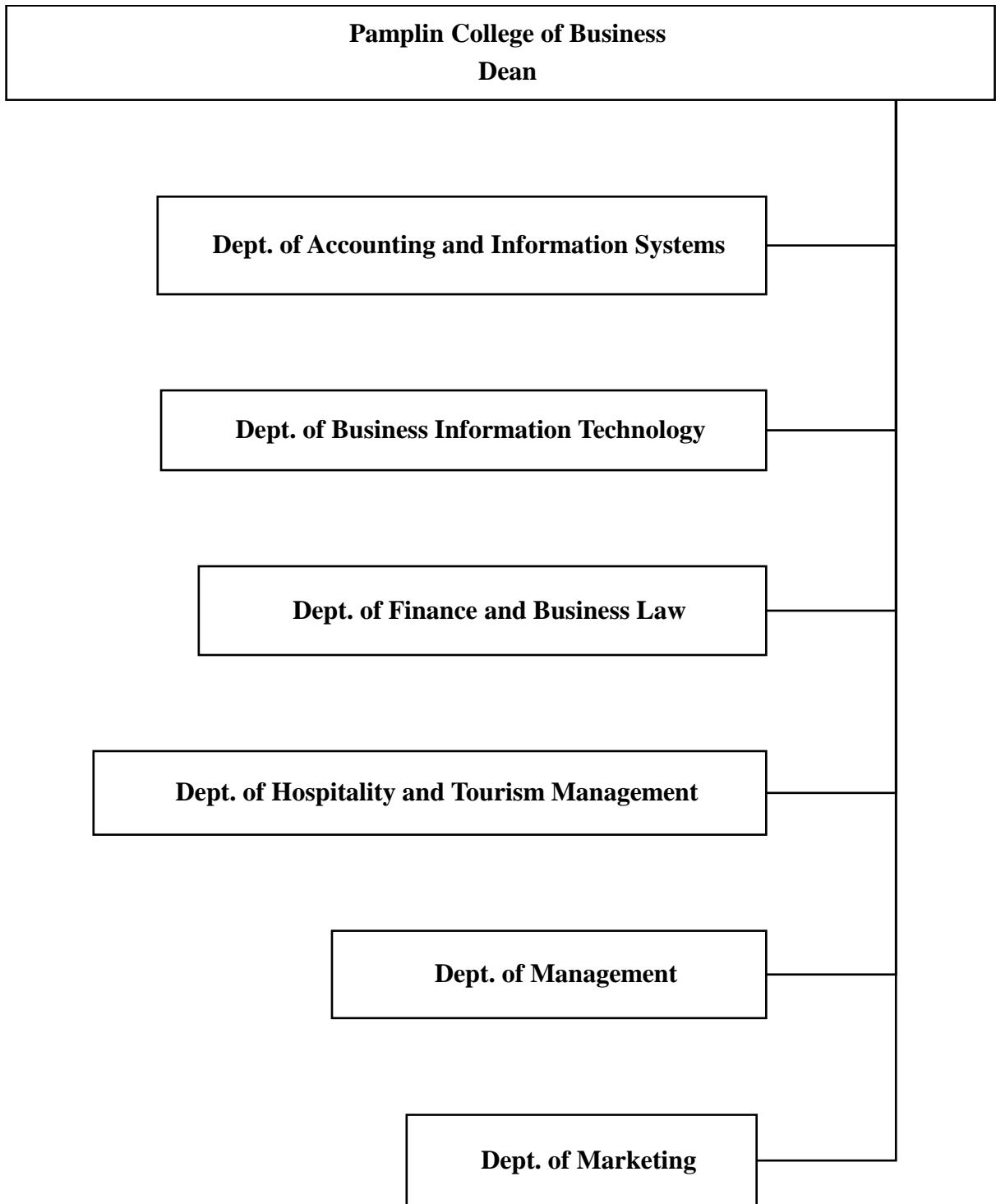
The proposed department budget presents proposed expenditures for the first three years of the Department of Real Estate. Personnel costs will include hiring three (3) new faculty members. All the costs associated with miscellaneous items have been included in the budget.

New Academic Unit - Proposed Name: Department of Real Estate

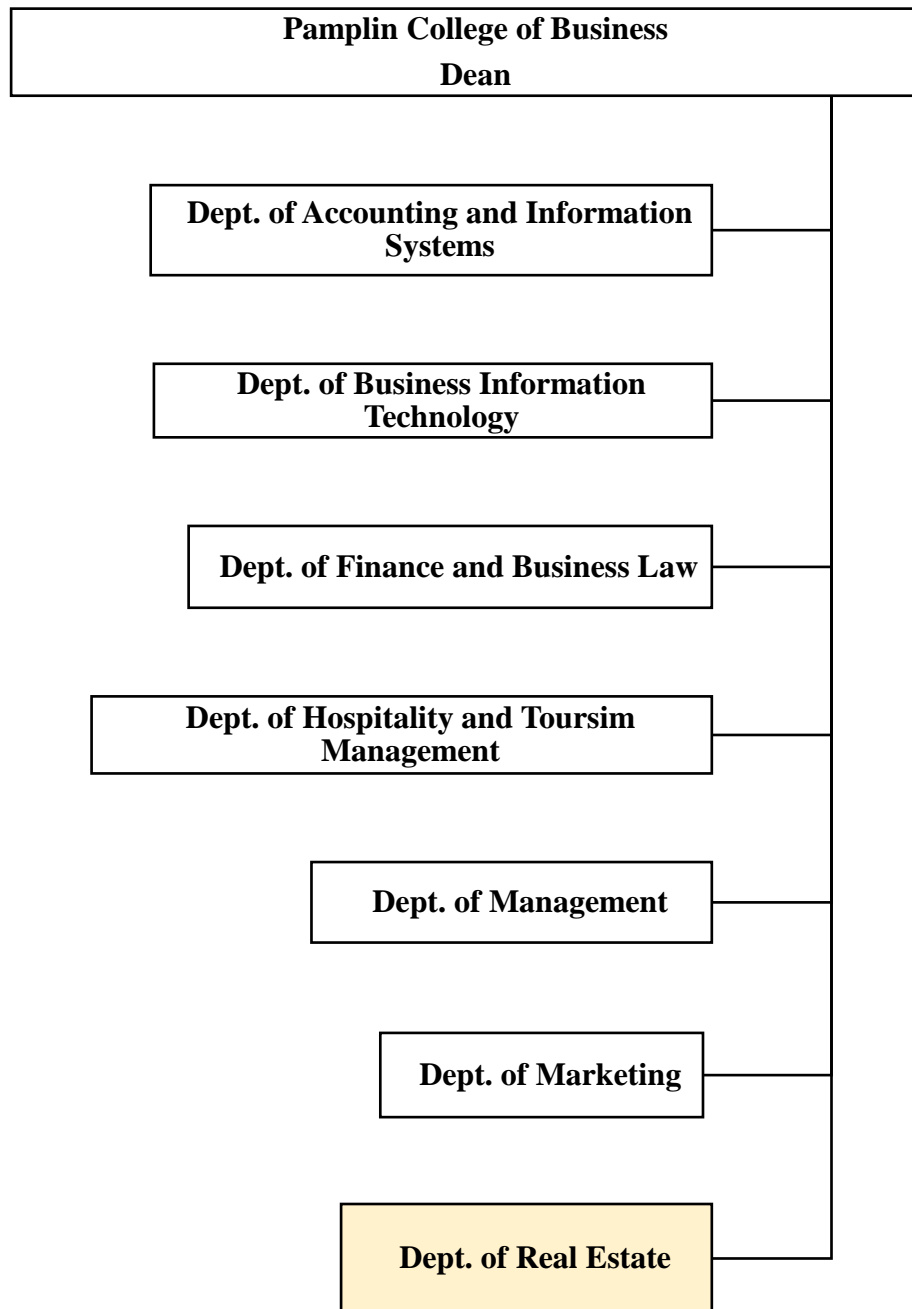
Expenditure Category	Proposed Budget			
	HDCT	2022 - 2023	2023 - 2024	2024 - 2025
Personnel Salary				
Department Chairperson	1	\$280,078	\$280,078	\$280,078
Fringe Benefits		\$98,868	\$98,868	\$98,868
Academic Advisor	2	\$100,000	\$100,000	\$100,000
Fringe Benefits		\$35,300	\$35,300	\$35,300
Marketing and Communications Coordinator	1	\$52,500	\$52,500	\$52,500
Fringe Benefits		\$28,077	\$28,077	\$28,077
Program Support Specialist	1	\$45,300	\$45,300	\$45,300
Fringe Benefits		\$24,226	\$24,226	\$24,226
Faculty	9	\$583,196	\$743,196	\$743,196
Fringe Benefits		\$201,730	\$258,210	\$258,210
Personnel Subtotal	14	\$1,449,275	\$1,665,755	\$1,665,755
Student Support				
Student Helpers Workers	5	\$21,000	\$21,000	\$21,000
Graduate Teaching Assistant				
Graduate Research Assistant				
Student Support Subtotal	5	\$21,000	\$21,000	\$21,000
Operating Expenses				
Office Supplies		\$13,095	\$13,095	\$13,095
Instructional Supplies		\$10,000	\$10,000	\$10,000
Travel		\$10,000	\$10,000	\$10,000
Marketing		\$17,000	\$17,000	\$17,000
Conference/Professional Development		\$800	\$800	\$800
Other Costs		\$27,500	\$6,250	
Operating Expenses Subtotal		\$78,395	\$57,145	\$50,895
Total	19	\$1,548,670	\$1,743,900	\$1,737,650

Appendices

Appendix A
Current Organizational Structure



Appendix B
Proposed Organizational Structure



Appendix C
Departments at SCHEV Peer Institutions

Institution	Department/Unit
Ohio State University	Center for Real Estate*
University of Colorado – Boulder	CU Real Estate Center*
University of Texas at Austin	Real Estate Center*
University of Southern California	Center for Real Estate*
University of Washington – Seattle	Runstad Department of Real Estate
University of Wisconsin – Madison	Department of Real Estate and Land Economics

*Appears to function in similar role as a department/academic unit.

RESOLUTION TO REVISE THE FACULTY SENATE CONSTITUTION AND BYLAWS

WHEREAS, the outline of a substantial revision to the Virginia Tech system of shared governance was approved by the Board of Visitors in 2020-2021; and

WHEREAS, the detailed changes to the University Council Constitution and Bylaws necessitated by that outline have been completed by the President's Committee on Governance and are currently moving through shared governance; and

WHEREAS, the changes to the University Council Constitution and Bylaws require extensive changes to the Faculty Senate Constitution and Bylaws; and

WHEREAS, additional changes were made to the Faculty Senate Constitution and Bylaws at this time to improve the operation of the Faculty Senate and clarify its nature and procedures; and

WHEREAS, though the rules of the Faculty Senate and the University Council do not require approval by the Board of Visitors when the Faculty Senate Constitution and Bylaws are changed, the President's Committee on Governance determined that the extent of the revision to shared governance warranted such approval;

NOW, THEREFORE, BE IT RESOLVED, that the Faculty Senate Constitution be updated as described below; and

BE IT FURTHER RESOLVED, that all portions of the Faculty Handbook and other relevant Virginia Tech documents be revised accordingly.

Recommendation

That the above Resolution to Revise the Faculty Senate Constitution and Bylaws be approved.

June 7, 2022

Faculty Senate Constitution and Bylaws

Established Sep. 1, 1969

(Last updated June 2022)

Published by the Faculty Senate of Virginia Tech

Faculty Senate Constitution

Article I. Name

This representative body shall be known as the Faculty Senate of Virginia Polytechnic Institute and State University, hereafter referred to as the Faculty Senate or the Senate.

Article II. Purpose

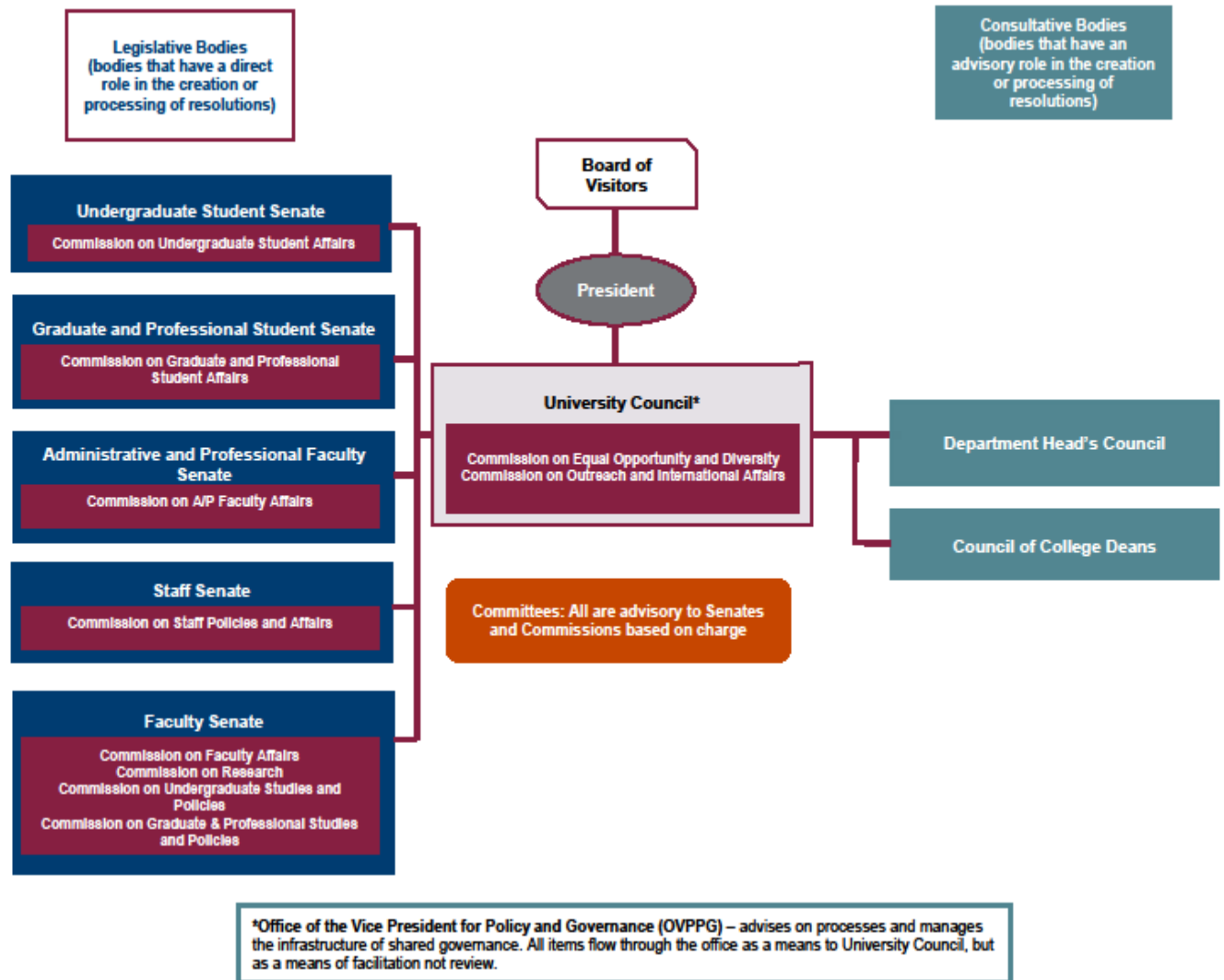
The purpose of the Faculty Senate is to represent the interests of faculty within Virginia Tech's system of shared governance (see below) and to work with the administration, A/P faculty, staff, and students to advance the shared goals of the university, including the creation and protection of a university environment conducive to the richest growth of scholarship, learning, teaching, research, service, and respect for human dignity and rights.

The Faculty Senate is part of the legislative system defined in the University Council Constitution. This system constitutes the main bodies for policy formation at Virginia Tech and also includes the University Council; the University Council Cabinet; the A/P Faculty Senate, the Staff Senate, the Undergraduate Student Senate, and the Graduate and Professional Student Senate; the university and senate commissions; and the standing committees of the University Council. The senate commissions formulate and recommend policies to the senates, which in turn recommend policies to the University Council; the university commissions formulate and recommend policies directly to the University Council. The University Council makes policy recommendations to the president of the university. Final authority rests with the president and the Board of Visitors. Because these bodies constitute a legislative system, their functions, relationships, and the processes they hold in common will be defined in the University Council Constitution and Bylaws. All aspects of the Faculty Senate not defined in those documents will be defined in the Faculty Senate Constitution and Bylaws.

In order for this system to function as intended, the roles and authority of its different components as presented in this document must be maintained, and participants in shared governance are expected to adhere to these statements of purpose, function, or charge. Senate and commission charges identify the areas of legislative authority and responsibility for the relevant body. These charges are not exhaustive: when questions arise regarding the relevance of the topic of a resolution to a commission or senate charge, they will be addressed to the University Council Parliamentarian, and if necessary, the University Council Cabinet. Per Article III Section 3 of the University Council Bylaws, the University Council Cabinet will review all resolutions for agreement with the commission charge. Determination of the authority of a commission to advance a resolution rests with the University Council Cabinet and the University Council.

Faculty Senate policy recommendations are advanced in the form of resolutions as prescribed in Article III of the University Council Bylaws and Article XI of the Faculty Senate Bylaws.

Governance Structure



Article III. Functions

In accordance with Article VII of the University Council Constitution, the functions of the Faculty Senate are as follows:

“The Faculty Senate shall be representative of the faculty as prescribed in chapter one of *The Faculty Handbook* and have the authority and responsibility to act on their behalf through legislative recommendations concerning academic policies and regulations, educational standards, curricula, methods of instruction, faculty status, matters of equity and diversity that affect the faculty environment, and the working conditions of faculty, among other topics.”

The Faculty Senate also has the right to consider any matter of general interest to its members and to seek wider discourse on these topics within our system of shared governance. However, concerns that fall outside the purview of the Faculty Senate or of its commissions as delineated in the University Council Constitution may not be advanced as resolutions.

More specifically, the functions of the Faculty Senate are to:

- Provide leadership in the formulation of academic and educational policies.
- Develop policy recommendations both within the Senate and through its assigned commissions that advance the interests of faculty and the missions of the university.
- Express the views and preferences of faculty regarding university affairs and policy recommendations that impact faculty no matter their point of origin within our system of shared governance.
- Apply the disciplinary knowledge and perspective of faculty members to the issues and aims of shared governance.
- Coordinate the efforts of and partner with the college faculty associations.
- Advise and respond to the university commissions, the University Council, the administration, and the Board of Visitors on university affairs.
- Actively communicate with the other participants in shared governance through formal and informal channels in a timely manner.
- Accept and share responsibility with the administration, staff, and students in all efforts to improve the stature and usefulness of the university.
- Elect, appoint, or recommend members to the University Council, senate and university commissions, and university standing committees.
- Provide referral for individual concerns and issues to appropriate organizations or personnel.
- Evaluate the nature and procedures of the Faculty Senate in an ongoing manner in order to improve the senate’s ability to fulfill its purpose and carry out its functions.

Senators, though uninstructed representatives of their constituents, have the responsibility to seek the opinions of their electorate. Having done so, they shall make decisions and vote on matters brought before the Faculty Senate according to their own reasoned judgment.

Article IV. Membership

Section 1. Composition

The Faculty Senate consists of 100 elected faculty members as determined and apportioned by the processes outlined in Article II of the Faculty Senate Bylaws. Except as noted in the bylaws, the majority of senators are elected by and represent the interests of their unit (e.g., department or school).

Section 2. Eligibility

Faculty members who hold full-time and continuing departmental appointments in the following tracks are eligible for election to the Faculty Senate: tenured and tenure-track, collegiate, clinical, professor of practice, and instructor (the college faculty); continued appointment and continued-appointment track (University Libraries and extension faculty); research professor, research associate, and research scientist (the research faculty); and tenured track, tenure-track, tenured-to-title track, tenure-to-title track, secondary, adjunct, clinical preceptor, and instructor (the VTCSOM faculty). Qualified faculty members who currently hold primary appointments in administrative positions at the college or university level or within the University Libraries and faculty members studying for a degree at the university are ineligible for election to the Faculty Senate or to vote in Faculty Senate elections.

Because of their instructional, research, and service expectations, University Libraries faculty who hold a continued appointment or are on the continued appointment-track, though classified as A/P faculty, are eligible to be members of the Faculty Senate. All other A/P faculty with instructional or research responsibilities, such as Extension agents, project associates, or instructors in the University Libraries, are eligible to serve in the A/P Faculty Senate.

Interpretations of these eligibility requirements are provided in the Faculty Senate Bylaws.

Section 3. Principles of Representation

Insofar as possible, each senator shall represent an equal number of faculty members eligible for Faculty Senate membership. The faculty of each department and college shall be represented by at least one senator. Additional representation is prescribed in the bylaws. The Faculty Senate Cabinet, upon recommendation of the operations officer, shall adjust annually the number of faculty senators as prescribed in the Faculty Senate Bylaws.

Section 4. Nominations and Elections

Eligibility to vote in the election of senators is limited to those eligible for membership under Article IV, Section 2 (see above). Nominations and elections are made as prescribed in the bylaws, including the timing of elections.

Section 5. Term of Membership and Vacancies

Senators are elected for a term of three years, or until their successor is elected, and are eligible for re-election as prescribed in Article II, Section 5 of the bylaws. Senators serve until their successors take office. Vacancies in unexpired terms are filled as prescribed in the bylaws.

Section 6. Elected Alternates

The Faculty Senate permits a department, college, the University Libraries, and the Virginia Tech Carilion School of Medicine to elect alternates who may attend Faculty Senate meetings and vote in the absence of a senator.

Article V. Officers

Section 1. Officer Titles and Duties

The Faculty Senate shall have a president, vice president, and operations officer elected by members of the Faculty Senate from elected senators. The previous president serves as the immediate past president. The president may appoint a parliamentarian from elected senators.

a. President

The duties of the president include representing the faculty as the main point of contact and advocacy to external entities including the Board of Visitors and the administration, presiding at all meetings of the Faculty Senate and cabinet, and performing duties prescribed in the constitution and bylaws. Due to the demands of the office, the president is ineligible for membership on commissions or university standing committees, unless policy designates *ex-officio* appointment, as is the case with the Commencement Committee.

b. Vice President

The duties of the vice president include assisting and supporting the president and acting in their absence, monitoring the activities of the Faculty Senate commissions and the external standing committees, and performing other duties as prescribed in the bylaws. Though not required, the vice president typically chairs the Commission on Faculty Affairs.

c. Operations Officer

The duties of the operations officer include organizing all Senate operations, monitoring internal standing committees and work groups, organizing the election of faculty members to the Senate, and performing other duties as prescribed in the bylaws.

d. Immediate Past President

The duties of the immediate past president include advising the president; organizing the election of the Faculty Senate officers and other senate elections; and performing other duties as prescribed in the bylaws.

e. Parliamentary (optional)

The duties of the parliamentary include advising the Faculty Senate on the application of the rules of order.

Section 2. Nomination and Election of Officers

The Faculty Senate cabinet shall nominate a slate of officers and nominees for other senate elections. Additional nominations may be made from the floor of the Senate. The time and manner of election of officers are prescribed in the bylaws.

Section 3. Term of Office and Vacancies

Officers are elected for a term of one year or until their successor is elected and are eligible for re-election as prescribed in the bylaws. The beginning and ending dates of the terms of office are prescribed in the bylaws. Vacancies in unexpired terms are filled in the same manner as are full terms.

Article VI. The Faculty Senate Cabinet

Section 1. Membership and Functions

The members of the Faculty Senate Cabinet are the officers of the Faculty Senate and one senator from each college, the University Libraries, and the Virginia Tech Carilion School of Medicine. An officer may serve as their college's representative on the cabinet, provided that they are elected in that capacity by senators from their college. Given the variability of faculty experience in shared governance, the president of the Faculty Senate may also appoint up to two non-voting advisors to the cabinet.

The functions of the cabinet are to serve as the executive committee of the Faculty Senate, to which it is responsible and to which it reports regularly on the disposition of matters submitted to it; to act on behalf of the Faculty Senate between Senate meetings; and to discharge duties in accordance with the Faculty Senate Constitution and Bylaws.

Section 2. Nomination and Election of Cabinet Members

Cabinet members who are not Senate officers are elected by caucus of the senators of their respective colleges. The time and manner of election of officers are prescribed in the bylaws.

Section 3. Term of Office and Vacancies

Cabinet members are elected for a term of one year, or until their successor is elected, and are eligible for re-election as prescribed in the bylaws. Vacancies in unexpired terms are filled in the same manner as full terms.

Article VII. The Commissions of the Faculty Senate

All policy recommendations of the Faculty Senate must first be advanced and approved by one of its commissions before they are voted on by the Senate. The commissions of the Faculty Senate are the Commission on Faculty Affairs (CFA), the Commission on Graduate and Professional Studies and Policies (CGPSP), the Commission on Research (COR), and the Commission on Undergraduate Studies and Policies (CUSP).

Though senate commissions are part of senates, their charges and membership are maintained within the University Council Constitution and cannot be altered directly by the senates. Charges of senate commissions are defined in Article VIII of the University Council Constitution and repeated here for convenience.

The chairs of the Faculty Senate Commissions will be senators elected or appointed as prescribed in the bylaws.

Commission on Faculty Affairs (CFA)

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures affecting faculty working conditions and the professional standing of all faculty who qualify for membership in the Faculty Senate. Areas for consideration include commencement; academic freedom and faculty morale; procedures for appointing, evaluating, disciplining, and recognizing faculty, including department heads and chairs; tenure and/or promotion, benefits, academic and personal leave, and extra-university professional activity; and matters of equity and diversity that affect faculty.

Commission on Graduate and Professional Studies and Policies (CGPSP)

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures concerning graduate and professional academic matters. Areas for consideration include admissions, academic progress, degree requirements, commencement; registration and scheduling; graduate curricular standards and expectations, advising, and instruction, both of and by graduate students; research involving graduate students; financial assistance including assistantships, scholarships, and fellowships; and library resources.

Commission on Research (COR)

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures concerning research and research faculty. Areas for consideration include sponsored programs, core programs and interdisciplinary research; intellectual property; animal care

and human subjects; indirect costs and returned overhead; research facilities, centers and institutes, and library resources; and liaison with affiliated corporations and institutes.

Commission on Undergraduate Studies and Policies (CUSP)

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures concerning undergraduate academic matters. Areas for consideration include library resources, admissions, academic progress, degree requirements, Honor Systems and study environment; In-Honors programs, undergraduate curricular standards and expectations, advising, and instruction; student honors and awards; financial aid, scheduling, and registration.

Article VIII. Faculty Senate External and Internal Standing Committees and Work Groups

Section 1. Description

Standing committees and work groups are established to carry out the functions and operation of the Faculty Senate. The actions of all standing committees are subject to review by the Faculty Senate.

There are two types of Faculty Senate standing committees: external and internal. External Faculty Senate standing committees serve the needs of the faculty as a whole, report to the vice president of the Senate, are prescribed in *The Faculty Handbook*, and are summarized in the Faculty Senate Constitution (see below). Internal Faculty Senate standing committees serve the internal operations of the Faculty Senate, report to the operations officer, and are prescribed in Article XIII of the Faculty Senate Bylaws.

Faculty Senate standing committees and work groups may be established or revised upon recommendation of the Faculty Senate president, the cabinet, or a senator, and approval by the Faculty Senate. In addition to Senate approval, the establishment or revision of external Faculty Senate standing committees requires approval through the resolution process.

The **Committee on Faculty Ethics** receives and considers charges of violations of faculty ethics that involve the abuse of professional responsibilities as outlined in the principles of ethical behavior prescribed in *The Faculty Handbook*. It is the venue for the examination of possible violations of the standards for research, teaching, and appropriate behavior with colleagues and students that do not cross legal thresholds, such as behavior that is offensive but does not meet the standard for discrimination/harassment. The committee has an investigatory and reporting role.

The **Committee on Reconciliation** offers advice and counsel to faculty members who seek it, particularly in relation to disputes with immediate supervisors or university administrators. The committee has a designated role within the grievance process to assist in resolving disputes that are eligible for consideration as a grievance if so requested by the

faculty member, and can help facilitate conversations between faculty members and their supervisors with the goal of reaching mutually agreeable solutions. Faculty members may also consult the committee regarding serious disagreements with immediate supervisors or other university administrators over issues that are not eligible for consideration within the grievance process. In contrast to the Faculty Review Committee, the Committee on Reconciliation operates informally as a facilitator, similar to the University Ombuds Office. It meets with the respective parties to determine if there is common ground for resolution of the matter, facilitating a solution that is agreeable to the principal parties and consistent with university policy and practice.

The **Faculty Review Committee** oversees the movement of grievances through the grievance process as prescribed in *The Faculty Handbook*, provides faculty review of faculty grievances that are not resolved at the college level, and considers appeals in the promotion and tenure or continued appointment process when the provost does not concur with a positive recommendation from the University Committee on Promotion and Tenure or the University Committee on Promotion and Continued Appointment. The committee has an investigatory and reporting role.

Section 2. Membership, Terms of Membership, and Appointments

Memberships and terms of membership for external standing committees are prescribed in the *Faculty Handbook*. Membership and terms of membership for internal standing committees are prescribed in the Faculty Senate Bylaws.

The president of the Faculty Senate, with the advice of the cabinet, appoints members to and selects the chair of all external Faculty Senate standing committees. Members of internal standing committees are selected in the same manner, but chairs of internal standing committees are elected by the committee members subject to the concurrence of the president.

Article IX. Faculty Senate Representation on the University Council Cabinet, University Council, Senate and University Commissions, University Standing and Ad Hoc Committees, and the Faculty Senate of Virginia

Section 1. Principles of Representation

Recognizing the importance of democratic processes, representation of the Faculty Senate within the various bodies of shared governance shall be determined by election, except for *ex officio* appointments or appointments made at the prerogative of the president or cabinet. Faculty Senate representatives shall keep in mind that the prime function of such bodies is policy making and that the implementation of policies and programs is properly the responsibility of administrators. In all cases, Faculty Senate members or Faculty Senate representatives who serve on shared governance bodies are expected to represent the position of the Faculty Senate in the formulation of policy; to inform the Faculty Senate

of pertinent matters to be considered and of actions taken; and to bring matters of Faculty Senate concern before the body.

Section 2. Faculty Senate Representation on the University Council Cabinet

The president of the Faculty Senate shall serve as an *ex officio* member and co-chair of the University Council Cabinet. The president of the Faculty Senate, with the advice of the Faculty Senate Cabinet and the confirmation of the Faculty Senate, shall appoint two additional Faculty Senate members to the University Council Cabinet. While preference shall be given to the vice president and the immediate past president, experience in shared governance should be a significant factor in the selection. Term of membership (one-year) is prescribed in Article VI, Section 4 of the University Council Constitution. Eligibility for reappointment is prescribed in Article II, Section 5 of the Faculty Senate Bylaws.

Section 3. Faculty Representation on the University Council

Faculty Senate representation on the University Council shall include the president, vice president, and immediate past president, who serve as *ex officio* members, and one senator from each college, who are elected by the Senate. Term of membership (three-years) and the procedure to fill vacancies in unexpired terms are prescribed in Article IV, Section 3 of the University Council Constitution. Eligibility for reelection is prescribed in Article II, Section 5 of the Faculty Senate Bylaws. If the office of immediate past president is vacant, the operations officer will serve in their stead.

Section 4. Faculty Senate Representation on Senate and University Commissions

The Faculty Senate holds membership on Faculty Senate and university commissions as prescribed in Article VII of the University Council Bylaws. The Faculty Senate Commissions are also listed in Article VII of the Faculty Senate Constitution. The commissions of the other senates are the Commission on Administrative and Professional Faculty Affairs (CAPFA), the Commission on Graduate and Professional and Student Affairs (CGPSA), the Commission on Staff Policies and Affairs (CSPA), and the Commission on Undergraduate Student Affairs (CUSA). The university commissions are the Commission on Equal Opportunity and Diversity (CEOD) and the Commission on Outreach and International Affairs (COIA). Term of membership and the procedure to fill vacancies in unexpired terms are prescribed in Article VIII, Section 5 of the University Council Constitution. Eligibility for reelection is prescribed in Article II, Section 5 of the Faculty Senate Bylaws.

Section 5. Faculty Representation on University Standing and Ad Hoc Committees

The Faculty Senate representatives on university standing and *ad hoc* committees are nominated by the Faculty Senate and appointed by the president of the university. Nominations are requested on behalf of the president by the Office of the Vice President for Policy and Governance. Term of membership on university standing committees (three-years) and the procedure to fill vacancies in unexpired terms are prescribed in Article IX,

Section 3 of the University Council Constitution. Eligibility for reappointment is prescribed in Article II, Section 5 of the Faculty Senate Bylaws.

Section 6. Faculty Representation on the Faculty Senate of Virginia

The Virginia Tech Faculty Senate holds membership on the Faculty Senate of Virginia. The terms, functions, and duties of this representation are prescribed in the bylaws.

Article X. Meetings and Procedures

Section 1. Regular Plenary Meetings of the Faculty Senate

The Senate shall hold at least five regular plenary meetings each fall and spring semester and other meetings as prescribed in the bylaws.

Section 2. Special Plenary Meetings of the Faculty Senate

Special plenary meetings of the Faculty Senate may be called by the presiding officers at any time, including June, July, and August, upon recommendation of the cabinet. Requests for special meetings may be made as prescribed in the bylaws.

Section 3. Open Forum Meetings of the Faculty Senate

Open forum meetings may be called to provide an opportunity for all segments of the university to express their views on an issue of general concern. Such meetings are called as prescribed in the bylaws.

Section 4. Cabinet Meetings

Regular meetings of the cabinet shall be held at least once each month from September through May. Special meetings of the cabinet may be called at any time by the presiding officer.

Section 5. General Faculty Meetings

The Faculty Senate may call a meeting of the general faculty.

Section 6. Standing Committee Meetings

Each standing committee meets as frequently as required to fulfill its responsibilities. The presiding officer prepares the agenda and distributes it to all members prior to each meeting.

Section 7. Quorum

Fifty percent plus one of the total membership, excluding non-voting members and vacant positions, shall constitute a quorum for all meetings of the Faculty Senate, cabinet, or

standing committees, except open forum meetings where no quorum is required. In the absence of a quorum, a meeting can be held but no votes taken or decisions reached, except votes on motions to obtain a quorum or to adjourn the meeting.

Section 8. Faculty Attendance

Faculty members eligible for election to the Faculty Senate may attend but not vote in regular and special plenary meetings of the Faculty Senate.

Section 9. Guests

Any Virginia Tech faculty member, employee, or student may attend plenary and open forum meetings of the Faculty Senate as a guest, with the understanding that guests:

- May participate in discussions if and when recognized by the chair but cannot vote or make motions for consideration.
- Will treat participants in shared governance with respect and in accordance with the expectations for decorum outlined in *Robert's Rules of Order*.
- May be removed from a meeting by the request of any member and a majority vote of the members in attendance.
- May not displace a regular member of the body when seating/space is limited.

Members of the public who wish to attend Faculty Senate meetings should contact the president of the Faculty Senate.

Section 10. Parliamentary Procedure

The parliamentary rules used by the University Council, subject to special rules as may be adopted by the Faculty Senate, shall govern the procedures of the Faculty Senate, cabinet, commissions, and standing committees.

Section 11. Voting on Senate Commission Resolutions and Other Matters

All resolutions advanced to the Senate by the Faculty Senate commissions must have first and second readings and be voted on by the Senate, either by means of a consent agenda or by actual vote. Senate votes will be carried out via the same software used by the University Council. In accordance with Article XI, Section 5 of the University Council Constitution, Senate votes on resolutions are by recorded ballot. The nature of voting on all other matters shall be determined by the Faculty Senate as a whole.

Article XI. Amendments to the Constitution and/or Bylaws

Section 1. Development

Amendments to the constitution and/or bylaws may be developed by whatever means the Senate deems appropriate. Amendments to the constitution require a Commission on Faculty Affairs resolution; amendments to the bylaws do not.

One-fifth of faculty eligible for election to the Faculty Senate may petition the president of the university to convene a meeting of faculty eligible for election to the Faculty Senate to make changes to the Faculty Senate Constitution.

Section 2: Approval of Amendments to the Constitution

Amendments to the constitution become effective upon the following sequence of actions:

- a. An affirmative majority vote by the CFA.
- b. An affirmative vote of two-thirds (2/3) of the senators present and voting, provided that a quorum has been reached.
- c. An affirmative vote in the University Council of the majority of members present and voting, provided that a quorum has been reached.
- d. Approval by the president of the university.

Section 3. Approval of Amendments to the Bylaws

Amendments to the bylaws become effective upon an affirmative vote of the majority of the senators present and voting, provided that a quorum has been reached, and requires no further approval.

Section 4. Notice of Proposal

Notice of proposal to amend the constitution and/or bylaws shall be given in the Faculty Senate agenda and considered at no fewer than two meetings of the Faculty Senate prior to voting. A vote may be taken on an amendment at the second meeting. The proposed amendment shall be distributed with the agenda.

Faculty Senate Bylaws

Article I. Duties

Section 1. Faculty Senators

Senators are expected to:

- a. Attend plenary Senate meetings and other meetings required due to Senate-related service commitments.
- b. Familiarize themselves with Senate procedures.
- c. Develop an understanding of the issues considered by the Senate.
- d. Vote on the resolutions advanced by the commissions of the Senate.
- e. Report regularly to their constituents on Senate proceedings and represent the interests of their constituents in Senate discussions.
- f. Treat other senators and participants in shared governance with respect and in accordance with the expectations for decorum outlined in *Robert's Rules of Order*.
- g. Serve on at least one of the councils, commissions, and committees that comprise shared governance, either at the Senate or university level, if appropriate positions are available.

Article II. Membership

Section 1. Composition

The limit of 100 senators established in the constitution can be increased if necessary for reasons contained in Section 3(d) of this article (see below).

Section 2. Eligibility

The eligibility requirements for election to the Faculty Senate in Article IV, Section 2 of the constitution are interpreted as follows:

- a. An appointment is considered continuing unless the letter of appointment states otherwise.
- b. For the purpose of the Faculty Senate Constitution and Bylaws, the term “department” is understood to mean an academic unit in which at least one eligible faculty member resides. The term shall apply only to those departments and

divisions that are actively involved in the teaching of credit courses or the awarding of degrees in specific academic disciplines. The precise interpretation of this term will be made by the Faculty Senate Cabinet.

- c. The university-level, college-level, and University Libraries administrators are the president, provost, associate and assistant provosts, vice presidents, associate and assistant vice presidents, deans, associate and assistant deans, and assistants to any of the preceding.
- d. A faculty member is considered to be studying for a degree at the university if they are currently pursuing a program of study that has been filed in the graduate school office.
- e. An eligible faculty member who is not affiliated by appointment with an academic department is assigned by the Faculty Senate Cabinet to the department the cabinet considers most appropriate.

All senators are eligible for election or appointment to additional shared governance roles and to vote in these elections.

The eligibility requirements for non-senators who serve in shared governance roles are the same as the eligibility requirements for the election of faculty members to the Faculty Senate.

Section 3. Principles of Representation

Departments

- a. As established in the constitution, each department will have at least one senator.
- b. Schools that are a subdivision of a college are to be treated as departments.
- c. Two departments with limited faculty resources may join to elect a representative. A simple majority of faculty members in each department must agree to joining and the vote on joining must take place before each senatorial election. These joined departments are then considered a single department for election purposes. (The term “departments with limited faculty resources” implies that the joined departments would qualify for exactly one representative. If the joined departments would have a combined number of faculty that makes them eligible for two or more representatives, then those departments cannot join.)
- d. In the unusual case that the allotted number of senators for a college is less than the number of departments in that college:
 - i. All departments from that college will have one senator.
 - ii. The total number of senators prescribed in Article IV, Section 1 of the constitution will be increased so that each department in that college will have one senator.

- iii. Departments that have an unfilled position in the senate for the upcoming term will hold an election, except if a Faculty Senate officer or their college faculty association representative for the upcoming term is a member of that department.
- e. Insofar as possible within these bounds, the number of senators from each department will be proportional to the number of faculty members in the department.

Colleges

- a. As established in the constitution, each college will have at least one senator.
- b. The University Libraries and the Virginia Tech Carilion School of Medicine are to be treated as colleges.
- c. No college will have more than 20% of the total number of senators.
- d. The senators from each college will include:
 - i. Faculty Senate officers from that college.
 - ii. One senator elected by the respective college faculty association, if not waived (under Article II, Section 4(b), see below).
 - iii. At least one senator from each department.
- e. Insofar as possible within these bounds, the number of senators from each college will be proportional to the number of faculty members in the college.

The Virginia Tech Carilion School of Medicine will have one senator per department as an interim step in the process of the school's addition to shared governance. This exception to the standard method of election will be evaluated in 2026.

Section 4. Nominations and Elections

Nomination and Election of Faculty Senators

- a. In January, the Faculty Senate operations officer will:
 - i. Request the number of eligible faculty members in each college and department from the Provost's Office.
 - ii. Identify the college faculty associations that are required to hold a Faculty Senate election by virtue of having an unfilled position in the senate for the upcoming term, and notify all college faculty associations of their electoral obligations under the Faculty Senate Bylaws.
- b. In February, those college faculty associations that are required to hold an election will:
 - i. Generate a slate of faculty nominees.
 - ii. Hold an election.

- iii. Report the results of the election to the Faculty Senate operations officer. If the college faculty association does not exist or does not supply the election results by the end of February, the college waives its right to a college faculty association representative in the Senate, but does not change the total allotment of senators to that college.
- c. In February, the Faculty Senate operations officer will:
 - i. Propose a number of eligible faculty members for each college and department to the Faculty Senate Cabinet, who will make the final determination on the number of eligible faculty members.
 - ii. Identify departments that are required to hold an election by virtue of having an unfilled position or positions in the Faculty Senate for the upcoming term and notify all departments of the number of senators that must be elected for each department to fulfill its electoral obligations under the Faculty Senate Bylaws.
- d. In March, those departments that are required to hold an election as prescribed in Article II, Section 4(c) will:
 - i. Generate a slate of faculty nominees.
 - ii. Hold an election.
 - iii. Report the results of the election to the Faculty Senate operations officer.

Senate terms begin with the first Senate meeting in the fall semester. Newly elected senators may be observers until the date of their term of office, and may participate and vote in elections for the organization of the following year's Faculty Senate, including the election of commission and committee members who represent the Faculty Senate.

Nomination and Election of the Faculty Senate Cabinet

In August or September, at the first Senate meeting of the fall semester, senators from each college will caucus and elect their cabinet representative for the coming year. As stated in Article VI, Section 1 of the constitution, college representation in the cabinet may be provided by an officer, but colleges have the option to elect a separate representative. To facilitate this option, officers must abstain from the discussion and election of cabinet representatives. After the cabinet is formed, the Faculty Senate president may appoint one or two advisers to the cabinet and should review this decision with the cabinet and the Faculty Senate.

Nominations and Elections by the Faculty Senate (Including Officers)

In April, the Faculty Senate Cabinet shall solicit nominations for all positions within shared governance that must be filled by the Faculty Senate within the coming year, including the officers of the Senate. No later than the penultimate plenary meeting, the Faculty Senate cabinet shall present a slate of nominees for Senate representation on the relevant commissions, committees, and councils. Permission of candidates must be obtained before names are placed in nomination. Nominees are elected by majority vote of senators present and voting, provided that a quorum has been reached. Elections are by secret

ballot. Those elected shall take office two weeks prior to the first day of classes in fall, except for the officers of the Senate, whose term begins the first day after the June Board of Visitors meeting.

Section 5. Eligibility for Reelection or Reappointment (Term Limits) and Vacancies

Senators are eligible for reelection or reappointment within the bounds of the term limits presented below. Unless noted, term limits can be extended by a two-thirds affirmative vote of senators present and voting, provided that a quorum has been reached. In all cases, partial terms will be treated as full terms. The standard term for university-level service (University Council, commissions, etc.) is three years.

- a. President, vice president, and operations officer: three consecutive one-year terms in one office.
- b. Immediate past president: one one-year term. A president elected for a second or third term may request that the immediate past president serve as an advisor to the cabinet.
- c. Cabinet members (who are not officers): three consecutive one-year terms.
- d. Senators: while academic units (e.g., departments) are encouraged to limit Faculty Senate representatives to no more than three consecutive three-year terms, the determination for eligibility for reappointment shall be made by a vote among faculty within the academic unit.
- e. Senators appointed to the University Council Cabinet: three consecutive one-year terms.
- f. Faculty Senate representatives elected to the University Council and senate and university commissions: three consecutive three-year terms.
- g. Faculty Senate-nominated representatives to university standing committees: three consecutive three-year terms.
- h. Members of the external standing committees: a two-year appointment with a limit of three consecutive terms. (This information is included here for reference only, as these terms are prescribed in the *Faculty Handbook*.)
- i. Members of the Policy and Handbook Committee: a three-year appointment with a limit of three consecutive terms.

After two years absence from any role, senators and faculty are eligible for re-election or re-appointment to that same role for the maximum amount of time allowed.

In order to fulfill their role as immediate past president, the Faculty Senate president must remain a senator for one year following their service as president.

In the case of a vacancy caused for any reason, including replacement by a department or University Libraries faculty, the respective faculty, at its next meeting, shall elect a representative to fill the unexpired term.

Section 6. Elected Alternates and Attendance

Each department may elect one senator to fill in as an alternate when a senator cannot attend individual meetings or is on research or other leave. Unless arrangements have been made with the operations officer and approved by the cabinet for an alternate to fulfill a senator's obligations, the expectations for attendance expressed in Article III, Section 2 of the bylaws will be applied.

If not already serving on the Faculty Senate, colleges faculty associations are encouraged to assign their faculty association president as an alternate for the Faculty Senate.

Article III. Resignation or Removal of a Senator, Officer, Cabinet Member, or Commission Chair

Section 1. Notification and Consideration of Absences

If a senator is struggling to attend meetings required by their position, they should notify the Faculty Senate president or vice president who will schedule a meeting between the senator and Senate officers in which special circumstances for absences will be discussed and considered. Under normal circumstances, automatic resignation due to absences from meetings will proceed as described below.

Section 2. Resignation

A senator is deemed to have resigned from the Faculty Senate if they 1) submit a letter of resignation to the Faculty Senate President or 2) are absent from plenary senate meetings three times in one semester or four times in one academic year.

An officer, cabinet member, or commission chair is deemed to have resigned any of these positions if they 1) submit a letter of resignation to the Faculty Senate president (or in the president's case, the Faculty Senate vice president) or 2) are absent from a meeting required by their position two times in one semester or three times in one academic year (for officers and commission chairs) and three times in one semester or four times in one academic year (for cabinet members).

Absences are not cumulative across positions.

Section 3. Removal of a Senator

A senator may be removed from the Senate for failure to fulfill their duties as specified in the constitution and bylaws. The removal process is initiated when ten senators sign a statement calling for removal that includes the reasons for their request and supporting evidence. Upon receipt of this statement from the claimants, the president will add this proposed action to the agenda of the Senate, at which time the claimants will state their charges and the senator will be allowed to respond. At the following meeting, the Senate will vote on the matter by secret ballot. A 2/3 vote of the Senate is necessary to remove a senator. A senator so removed is unable to serve in the Senate for the next five years.

Section 4. Removal of an Officer, Cabinet Member, or Commission Chair

An officer, cabinet member, or commission chair may be removed from their position for failure to fulfill their duties as specified in the constitution and bylaws. The process for removing an officer, cabinet member, or commission chair from their position is the same as removal of a senator from the Senate, except that a senator removed from any of these positions remains a member of the Faculty Senate but cannot hold any of these positions for the next five years.

Section 5. Replacement

When a senator resigns or is removed, their department will be asked to elect a replacement.

When an officer, cabinet member, or commission chair resigns or is removed, that position is filled as soon as possible by a majority vote of the Senate, providing that a quorum has been reached. The cabinet arranges a slate of candidates for any position that becomes available in this manner.

Article IV. Regular Plenary Meetings of the Faculty Senate

Regular plenary meetings of the Faculty Senate shall be held each semester at a time set by the president and approved by the Faculty Senate. As prescribed in the constitution, at least five regular meetings shall be held each semester.

Article V. Special Plenary Meetings of the Faculty Senate

Special plenary meetings of the Faculty Senate shall be called by request of the president and approval by the cabinet; by recommendation of the cabinet; or on petition of at least ten senators or twenty-five faculty members. Requests for special plenary meetings shall include a statement of the purpose of the meeting. A special plenary meeting can be an

additional meeting or a meeting conducted in total or in part as a closed (or executive) session.

Article VI. Closed Sessions of the Faculty Senate

The Faculty Senate can meet in a closed session to consider topics that require the identification of an individual or individuals involved in or party to sensitive matters relating to instruction, scholarship, or service. A closed session is for the purpose of discussion only; any action(s) recommended in a closed session must be approved in an open session.

A motion passed by majority vote of senators present and voting, provided that a quorum has been reached, is required to enter and exit a closed session.

Closed sessions are limited to senators and invitees who will be asked to speak to the topic(s) discussed.

The meeting agenda must identify the topic(s) to be covered in the closed session and no other topic(s) can be considered. The meeting minutes should indicate when the Senate entered a closed session, the topic(s) considered, and when the Senate exited the closed session.

Minutes may be taken during a closed session but are not required. If minutes are taken, they must also be approved in closed session. To avoid calling another closed session to approve these minutes, they should be written during and approved at the end of the closed session. The minutes of a closed session can only be shared with participants of the meeting and should not be attached to the regular minutes.

Article VII. Additional Duties of Faculty Senate Officers and Cabinet Members

Officers and cabinet members are expected to attend cabinet meetings and all other meetings required by their position, represent the interests of the Senate in cabinet discussions with administrators, communicate the deliberations of the cabinet to the Senate, and perform additional duties listed below.

Section 1. Faculty Senate Officers

In addition to those prescribed in Article V of the constitution and Article I of the bylaws, officers will perform the following duties.

- a. President
 - i. Report regularly to the Senate and the cabinet information received from faculty, administration, the Board of Visitors, and other parties that relates to

the purpose and function of the Senate as prescribed in Articles I and II of the constitution.

- ii. Schedule a meeting of the officers, commission chairs, and administrative commission leaders to discuss commission agendas prior to the Senate's first regular plenary meeting in the fall.
- iii. Outline the Senate's objectives for the year at the earliest opportunity in the fall after providing the full Senate an opportunity to suggest and comment on objectives and consulting with the cabinet.
- iv. Prepare the agenda for Senate and cabinet meetings in consultation with the cabinet and provide the agenda to the operations officer no later than four days prior to a meeting.
- v. Oversee the functioning of the Senate and make temporary adjustments in work assignments based on the capacity of officers or cabinet members to fulfill their roles.
- vi. Organize fall and spring discussions between the Senate and the president of the university and/or the provost.
- vii. Organize fall and spring meetings between the cabinet and the provost.
- viii. Appoint members of the Committee on Faculty Ethics, the Faculty Review Committee, the Committee on Reconciliation, and the Policy and Handbook Committee in consultation with the cabinet and with confirmation by the Senate.
- ix. Manage the Senate budget and consult with the cabinet on all budgetary decisions.
- x. Attend all meetings of the Board of Visitors and deliver an address at each meeting representing current topics of interest to faculty and report to the Senate and/or the cabinet on topics of interest to faculty provided by the Board of Visitors, as appropriate.
- xi. Request information from faculty and senators pertaining to the following year's objectives no later than the senate's last plenary meeting in the spring.
- xii. Prepare and distribute to the Senate, faculty, administration, and Board of Visitors an annual report of the Senate's accomplishments in time for the June Board of Visitors meeting.

b. Vice President

- i. Organize a meeting between the officers, commission chairs, and the chair of the Policy and Handbook Committee no fewer than two weeks prior to the first plenary meeting of the Senate in the fall to discuss the commissions' ongoing and upcoming work and create draft commission agendas as prescribed in Article XI, Section 2 of the bylaws.
- ii. Coordinate the Senate review of resolutions from Faculty Senate commissions and the Senate vote on commission resolutions as prescribed in Article XI, Section 3 of the bylaws.
- iii. Assist in the Senate review of resolutions from non-Faculty Senate commissions as prescribed in Article XI, Section 4 of the bylaws.
- iv. Oversee the "Faculty Senate Position Development Process" (see Article XII of the bylaws).

- v. Update the cabinet on commission agendas and policy development plans no later than one week following the first plenary meeting of the Senate in the fall.
- c. Operations Officer
- i. Distribute the agenda no fewer than three days prior to each meeting of the Senate and the cabinet.
 - ii. Maintain records, attendance, and minutes for each meeting of the Senate and the cabinet.
 - iii. Distribute minutes of Senate and cabinet meeting minutes to senators and post these minutes to the Senate website and other Senate–related software platforms.
 - iv. Maintain the Senate website and other Senate–related software platforms.
 - v. Obtain a current list of faculty members eligible for membership in the Senate and organize the election of faculty members to the Senate as prescribed in Article II of the bylaws.
 - vi. Identify the college faculty associations that are required to hold a Faculty Senate election, notify all college faculty associations of their electoral obligations, and collect reports from college faculty associations as prescribed in Article II of the bylaws.
 - vii. Maintain a current list of senators and their membership as Senate representatives to all entities, including councils, commissions, committees, and work groups.
 - viii. Recommend new membership for the Senate’s internal standing committees and work groups to the president and the cabinet.
 - ix. Maintain a list of all nominees for election or appointment to the councils, commissions, and committees on which senators, or faculty members nominated by the Senate, serve. See Section 2 below.
- d. Immediate Past President
- i. Form and chair a committee of cabinet members who have chosen not to be considered for an officer position; organize this committee’s efforts to seek nominations for Senate officers and perform an open call for nominations by the Senate; prepare a slate of nominees for consideration by the cabinet; present this slate of nominees to the cabinet for review and approval; and on behalf of the cabinet, present the slate of nominees to the Senate for its consideration and vote, in accordance with Article V, Section 6 of the constitution. For the timing of this process, see Article II, Section 4 of the bylaws.
 - ii. Oversee the cabinet’s efforts to seek nominations or recommendations of Senate representatives to all bodies specified in Section 2 of this article (see below).
 - iii. If the office of immediate past president is vacant, the cabinet will elect a cabinet member to fulfill the duties outlined in subsections i and ii above.

Section 2. Faculty Senate Cabinet Members

In addition to those prescribed in Article VI of the constitution and Article I of the bylaws, members of the cabinet will perform the following duties.

- a. Report regularly to their respective colleges' senators and represent their interests in cabinet discussions.
- b. Assist the president in preparing the agendas for meetings of the cabinet and the Senate. (Cabinet members and Senators may move additions to the agenda at the time of adoption by the cabinet or Senate.)
- c. Prepare a slate of senators to be nominated for election as officers of the Senate.
- d. Prepare a slate of faculty senators to be nominated for election by the Senate to the following positions:
 - i. Senate representatives on the University Council (one per college).
 - ii. Chairs of the senate commissions (as noted in Article V, Section 3 of the constitution, though not required, the vice president typically chairs the Commission on Faculty Affairs).
 - iii. Senators on commissions.
 - iv. Senate representatives on university standing committees. Representatives are either senators or non-senator faculty members, depending on the committee. The president of the university must approve these appointments.
- e. Consult with the president on the president's appointments to the external and internal standing committees and work groups.
- f. Review resolutions received from commissions, draft Senate resolution responses, and offer comments on resolutions in accordance with Article XI, Sections 3 and 4 of these bylaws.
- g. Determine the best approach for the development of a policy -- whether by a commission or work group, for example -- subject to concurrence by the Faculty Senate.
- h. Identify topics that require the application of the Senate position development process, inform the Policy and Handbook Committee of identified topics, and make recommendations to the Policy and Handbook Committee following Senate discussions of identified topics as prescribed in Article XII of the bylaws.
- i. Call special meetings of the Senate as prescribed in Article X, Section 2 of the constitution.

Article VIII. Faculty Senate Work Groups and Internal Standing Committees

In accordance with Article VIII, Section 2 of the constitution, the Faculty Senate may form work groups and internal standing committees as needed that report to the Faculty Senate by way of the operations officer and are subject to the purview of the Senate.

Section 1. Internal Standing Committees

- a. College Faculty Association Committee: The members of the College Faculty Association Committee are the leaders of each of the college faculty associations or their designee. The functions and duties of the College Faculty Association Committee are to strengthen college faculty associations' roles in shared governance, strengthen the communication between all College Faculty Associations and the Faculty Senate, and provide a forum for faculty leadership engagement.
- b. The Policy and Handbook Committee (PHC): The members of the Policy and Handbook Committee shall consist of two or more members of the Senate. The functions and duties of the Policy and Handbook Committee are to serve and advise the Senate and its commissions in the creation and/or revision of policy documents and resolutions, participate in the position development process prescribed in Article XII of these bylaws, and consult with the Faculty Senate on matters of faculty interest prescribed in *The Faculty Handbook*. Committee members serve two-year terms and are eligible for reelection as prescribed in Article II, Section 5 of these bylaws.

Article IX. Membership on Commissions and University Standing Committees

In addition to electing the chairs of the Commission on Faculty Affairs, the Commission on Graduate Studies and Policies, the Commission on Research, and the Commission on Undergraduate Studies and Policies, the Faculty Senate elects senators to the following commissions and university standing committees:

Section 1. Commissions

- a. Commission on Administrative and Professional Faculty Affairs (CAPFA): one senator.
- b. Commission on Equal Opportunity and Diversity (CEOD): one senator.
- c. Commission on Faculty Affairs (CFA): eight senators (in addition to the chair).

- d. Commission on Graduate and Professional Student Affairs: one senator.
- e. Commission on Graduate and Professional Studies and Policies (CGPSP): two senators (in addition to the chair).
- f. Commission on Outreach and International Affairs: two senators.
- g. Commission on Research: one senator (in addition to the chair).
- h. Commission on Staff Policies and Affairs: one senator.
- i. Commission on Undergraduate Student Affairs: one senator.
- j. Commission on Undergraduate Studies and Policies: six senators (in addition to the chair).

Section 2. University Standing Committees

Subject to approval by the president of the university, the Faculty Senate elects senators or faculty members to the following university standing committees (for more details on these appointments, see Article VIII of the University Council Bylaws):

- a. Academic Support: one senator.
- b. Athletics: one senator.
- c. Budgeting and Planning: one senator.
- d. Campus Development: three faculty representatives.
- e. Climate Action, Sustainability, and Energy: four faculty representatives.
- f. Employee Benefits: three senators.
- g. Honor Council: three instructional or library faculty.
- h. Information Technology Services and Systems Committee: one senator and one tenured or tenure-track faculty representative.
- i. Intellectual Property: see the University Council Bylaws.
- j. Library: one senator.
- k. Transportation and Parking: three faculty representatives.

Article X. Faculty Representation on the Faculty Senate of Virginia

Section 1. Membership

According to the Faculty Senate of Virginia (FSVA) bylaws, the Virginia Tech Faculty Senate elects one senator and as many as four representatives to the FSVA.

Senators serve a three-year term. The term of representatives is determined by each faculty senate, and the practice of the Senate is to elect representatives for one-year terms.

Section 2. Functions and Duties

The functions and duties of the senator and faculty representatives to the FSVA are to:

- a. Represent the position of the Virginia Tech Faculty Senate and the faculty on pertinent matters considered by the FSVA.
- b. Inform the Virginia Tech Faculty Senate of pertinent matters to be considered and of actions taken by the FSVA.
- c. Bring matters of faculty concern before the FSVA.

Article XI. Policy Review and Recommendation Process

Section 1. Overview

The Faculty Senate is charged to develop policy recommendations that advance the interests of faculty and the missions of the university, and to express the views and preferences of faculty regarding all policy recommendations, no matter their point of origin within our system of shared governance.

For policy recommendations of the Faculty Senate to be advanced to the University Council, they must first be proposed as resolutions that are approved by one of its commissions (CFA, CGPSP, COR, and CUSP) and then by the full senate. Resolutions receive two readings in the senate: first reading opens the resolution for discussion and debate and second reading provides an opportunity for further discussion and to vote on the resolution. Resolutions are advanced by an affirmative vote of a simple majority of members present and voting, provided that a quorum has been reached, except for revisions to the senate constitution, which require a two-thirds majority vote of members present and voting. For more information on the policy review and recommendation process, including options for deferral of commission and senate readings, see Article III of the University Council Bylaws.

The Senate is expected to conduct its first and second readings of resolutions roughly concurrently with the first and second readings in its commissions, with a week between commission and senate readings whenever possible.

Commission chairs are expected to keep the cabinet and senate informed of their work, including the progress of resolutions through the commissions, and to meet with the cabinet and/or the Senate as necessary to facilitate the development and passage of resolutions.

While resolutions may be written by senators, they cannot be advanced directly by the Senate itself and must be processed by one of the Senate commissions prior to consideration by the Senate.

Section 2. Policy Planning

According to the University Council Constitution (Article VIII, Section 2): “The senate commissions report to and work with their respective senates in accordance with their respective charges. Chairs of senate commissions shall coordinate their agendas with the appropriate senate and administrative office, and meet with senate leadership on a regular basis according to expectations included in senate bylaws.”

Prior to the start of the fall semester’s senate and commission meetings, the Faculty Senate officers will meet with commission chairs and members of the Policy and Handbook Committee (PHC) to discuss the commissions’ ongoing and upcoming work and to draft commission plans for the coming year.

The officers will determine the best approach for the initial development of a policy, whether through a commission or by other means, such as a work group or task force, with the understanding that, however a policy recommendation is initially developed, it can only be advanced as a resolution through a commission. Once the cabinet is selected in the fall semester, they will review the commission agendas and policy development plans and recommend revisions. As soon as possible in the fall semester, the Senate will discuss the Senate’s legislative agenda.

Section 3. Senate Review of Resolutions from Faculty Senate Commissions

- a. The commission chair notifies the vice president of the date of the first commission reading of a resolution so that the vice president can schedule the first reading of the resolution in the Senate.
- b. Prior to the first reading in the Senate, the vice president posts the resolution for Faculty Senate review and comment and notifies senators via email or announcement of the posting.
- c. Resolutions received prior to the completion of the Faculty Senate agenda (no later than Tuesday in the week of a Faculty Senate meeting) are added to that agenda; those received after that are added to the agenda of the succeeding meeting. Resolutions are also added to the Faculty Senate Cabinet agenda. Once a resolution

has been added to these agendas, it is included on succeeding agendas until the Senate has voted on the resolution.

- d. The Faculty Senate cabinet forms a preliminary opinion about the resolution prior to its first reading by the Senate. If necessary, this can take place by electronic communication (e.g., email).
- e. Faculty Senate and Faculty Senate cabinet agendas shall include a section for resolutions that will be voted on by the Senate (see below). For each resolution, the following information is provided: resolution # and name; a summary of the resolution; the dates of the first and second commission readings; and the dates of the first and second readings in the Senate.
- f. At first Senate readings, all resolutions are discussed. The extent of the discussion depends on the response of senators and concerns about the nature of a resolution should be raised at this time. The commission chair leads the discussion, and along with senators who are members of the commission, answers questions about the resolution and takes notes on revisions recommended by the senators.
- g. If there is no clear consensus on whether the Senate supports a resolution, a straw ballot is conducted. If the Senate does not support passage of the resolution, the commission chair will meet with the cabinet to discuss if and how the resolution can move forward, including the possibility of deferring the second commission reading so that the commission has more time to develop the resolution.
- h. At second Senate readings, the commission chair again leads the discussion, after which the Senate votes on the resolution.

Example of what will be included in the Senate agenda for a resolution from one of the Senate commissions:

CFA 2020-21F: [Resolution to Approve the Awarding of Tenure in the Virginia Tech Carilion School of Medicine](#). *Establishes the authority of VTCSOM to award tenure to its faculty.* 1st CFA reading: 2/19/21. 2nd CFA reading: 3/5/21. 1st FS reading: 2/26/21. 2nd FS reading: 3/12/21.

Section 4. Senate Review of Resolutions from University Commissions and Commissions of Other Senates

- a. As soon as available, resolutions are posted for Faculty Senate review and comment and senators are notified via email or announcement of the posting. Resolutions received prior to the posting of the Faculty Senate agenda (no later than Tuesday in the week of a Faculty Senate meeting) are added to that agenda; those received after

that are added to the agenda of the succeeding meeting.¹ Resolutions are also added to the Faculty Senate cabinet agenda. Once a resolution has been added to these agendas, it is included on succeeding agendas until the comment on the resolution has been completed or the Senate's right to comment has been waived.

- b. The Faculty Senate cabinet forms a preliminary recommendation (waive comment; express support; express disapproval) prior to the consideration of the resolution by the Faculty Senate. If necessary, this can take place by electronic communication (e.g., email).
- c. Faculty Senate and Faculty Senate cabinet agendas include a section for resolutions under consideration by the Senate (see below). For each resolution, the following information is provided: resolution # and name; a summary of the resolution; when the resolution was received; when a response is due; the date of the senate review; the amount of time after senate review in which to write a response; and the preliminary cabinet recommendation (see examples below).
- d. Resolutions are discussed in the Faculty Senate at the request of any senator. If there is no clear consensus on how the senate wants to respond to a resolution, senators vote on the three options: waive comment; express approval; express disapproval. If no discussion is requested, the meeting moderator indicates the preliminary recommendation of the cabinet to make sure that the Faculty Senate agrees.
- e. Faculty Senate resolution responses are drafted by the cabinet. Senators who are not members of the cabinet may participate in writing the response, provided they can work within the time available. Responses reflect the consensus of the Faculty Senate and are posted for review by the Faculty Senate. If non-cabinet senators participate in drafting a response, editorial disagreements are resolved by the cabinet, which must have a minimum of three days to do so.

Example of what will be included in the Senate agenda from one of the University Commissions or a commission of other senates:

CAPFA 2020-21C: Resolution to Revise Chapter 7 of *The Faculty Handbook*. Revises chapter 7 of the FH to reflect the creation of the A/P Faculty Senate. Rcvd: 1/8/21. Due: 2/5/21. FS review: 1/21/21. Time to draft response: 12 days. Prelim. cabinet rec: waive.

¹ Under normal (non-holiday) circumstances, the most time that could elapse between receipt of a resolution and its consideration in the Senate is a little over two weeks, leaving approximately two weeks to write a response, should one be required.

Article XII. The Faculty Senate Position Development Process

Given that most policy recommendations will be revisions of or amendments to existing policies, the majority of these resolutions will be developed directly by one of the Faculty Senate commissions and require little discussion in the senate itself. For these “simple” resolutions, first and second Senate readings will almost always provide sufficient time for Senate consideration.

More complicated policy work may require the creation of a working group or task force connected to the Senate or one of its commissions, or may be handled as a University Mission Initiative (see Article XII of the University Council Constitution) overseen by a committee that includes Faculty Senate representation but is not a part of the Senate itself. Because policy work of this nature often involves multiple Senate discussions across one or a span of years, it is critical that the senate employs a process for gathering the views of senators on a policy, reflecting those views back to them, refining those views, conveying them to departments in order to obtain and incorporate the feedback of faculty throughout the university, and repeating these steps as required to facilitate an informed Faculty Senate position on the policy.

The Faculty Senate position development process is as follows:

- a. The cabinet will identify topics that require the application of this process and inform the PHC chair accordingly.
- b. A member of the PHC will take notes during relevant Faculty Senate discussions.
- c. Based on those notes and other information that may be provided by the cabinet, a member of the PHC will write a summary policy report. In addition to a summary of the discussion, the report will include a list of open questions and concerns and an initial assessment of the overall Faculty Senate position on the topic.
- d. The report will be presented to the cabinet at the first meeting of the cabinet following the discussion in Senate, which is typically one week later. The author of the report will participate in and take notes on that discussion and write an updated version of the policy report based on recommendations or alterations suggested by the cabinet.
- e. The policy report will be made available to senators, reviewed at the next senate meeting, and revised by the PHC based on that discussion. Stages 2-5 will be followed each time the Senate or cabinet discusses the topic.
- f. At the discretion of the cabinet, senators will be asked to share and review the report with the faculty in their departments and inform the Senate of the outcome of those discussions.

- g. Also at the discretion of the cabinet, the Senate may use periodic straw ballots as a means of ascertaining the support of senators for a given policy or alternative policy options.
- h. Notes on Senate and cabinet discussions and iterations of the policy report will be maintained by the Senate in order to create a record of its evolving and ultimate position on the topic.

Nothing in this process alters the requirement that all resolutions advanced by the senate are processed initially by commissions and voted on by the senate.

RESOLUTION TO APPROVE REVISIONS TO POLICY 13010 INDIVIDUAL CONFLICTS OF INTEREST AND COMMITMENT

WHEREAS, Virginia Tech must make disclosure requirements clear to protect the university and its employees; and

WHEREAS, the 2020 Conflict of Interest (COI) Task Force, convened at the request of President Sands, proposes revisions to Policy 13010: Individual Conflicts of Interest and Commitment, to clarify and streamline financial interest disclosure requirements; and

WHEREAS, the COI Task Force's report was endorsed by President Sands and includes the proposed changes to Policy 13010, as outlined in the attached; and

WHEREAS, as currently written, Policy 13010 covers both additional work commitments and financial interests; and

WHEREAS, work and financial are distinct forms of potential conflicts of interest with distinct processes, stakeholders; and

WHEREAS, the Faculty Handbook addresses potential work conflicts for faculty members, and Policy 4070 addresses potential work conflicts for staff employees; and

WHEREAS, the proposed revisions to Policy 13010 describe financial conflicts of commitment and the mechanisms for their disclosure for all faculty, staff, and students;

NOW, THEREFORE BE IT RESOLVED, that the title of Policy 13010: Individual Conflicts of Interest and Commitment be revised to Policy 13010: Conflicts of Interest; and

BE IT FURTHER RESOLVED, that the revisions to Policy 13010 be approved as outlined in the attached revised policy and published in appropriate electronic and other forms of university materials to be in effect upon approval by the Board of Visitors.

RECOMMENDATION:

That the resolution to approve revisions to Policy 13010 be approved.

June 7, 2022



Conflicts of Interest

No. 13010

Policy Effective Date:
01/20/1992

Last Revision Date:
xx/xx/xxxx

Policy Owner:
Dan Sui

Policy Author:
(Contact Person)
Cristen Jandreau

Affected Parties:
Undergraduate
Graduate
Faculty
Staff
Other

1.0 Purpose

A conflict of interest (COI) describes a situation in which an individual's professional judgment is at risk of being biased by a secondary interest, resulting in possible harm or the implication of personal gain. Having a COI does not mean the person is biased or has done something wrong – the term refers to the risk of bias, whether or not bias or harm have actually occurred. A COI assessment is a factual evaluation based on the existence of certain parameters that could lead to biased judgement or inappropriate personal gain in university operations such as research, contracting, or purchasing. State law and federal research regulations allow for certain conflicts of interest when specified conditions are met, as outlined in this policy.

Virginia Tech recognizes the value and necessity of engaging with external entities to translate research into beneficial products. Transparency and appropriate oversight of relationships with external entities promotes and safeguards the interests and reputation of Virginia Tech and its employees. Transparency and appropriate oversight also assure research sponsors, participants, and the broader public that possible personal gain has not influenced or biased research or decision-making around other university activities.

This policy summarizes professional conduct standards that relate to objectivity and provides the basic framework for disclosing financial interests to ensure university-wide compliance with COI directives. It also establishes standards that provide a reasonable expectation that the design, conduct, and reporting of research will be free from bias resulting from an Investigator's financial conflict of interest (FCOI).

Because financial interests might stem from an additional commitment other than one's Virginia Tech employment, this policy must be read in conjunction with the [Consulting and Outside Employment](#) policy of the Faculty Handbook and Policy 4070, [Additional/Outside Employment Policy for Salaried Classified and University Staff](#), as needed.

While this policy primarily focuses on the disclosure of financial interests, conflicts of interest can be present in many aspects of university business; therefore, this policy should be read in conjunction with other relevant policies related to professional conduct standards and objectivity, including the university's [Statement of Business Conduct Standards](#) maintained by the Office of the Vice President for Finance. All employees must acknowledge receipt and agree to adhere to the standards in accordance with established university policies and procedures. See the [Conflicts of Interest and Commitment](#) website maintained by the Research Conflict of Interest Program for a list of other Virginia Tech policies that touch on conflicts of interest more broadly.

1.0 Purpose

2.0 Policy

2.1 Overview

2.2 Disclosure to Virginia Tech

2.2.1 All Employees

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3.1 Overview

3.2 Disclosure to Virginia Tech

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3.2.2 Research

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3.3 Disclosure to the

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4.0 Compliance

5.0 Definitions

6.0 References

6.0 Approval & Revisions



2.0 Policy

This policy applies to all Virginia Tech employees. All faculty, staff, and employed students, whether full or part-time, are considered employees for purposes of this policy. Employees who 1) are planning to participate or are participating in sponsored research as an Investigator or 2) manage or administer research have additional responsibilities under this policy.

The foundation of this policy involves two major COI directives: state law (i.e., the Code of Virginia “State and Local Government Conflict of Interests Act” or “the Act”) and the federal FCOI regulations (i.e., Public Health Service (PHS) “Promoting Objectivity in Research” regulations and National Science Foundation (NSF) “Conflict of Interest Policies”). While the Act uses the term “personal interest” and the federal regulations uses “significant financial interest”, the term “financial interest” will be used for purposes of this policy.

Although federal regulations inform this policy, the policy applies to all sponsored research, regardless of sponsor. A researcher’s disclosures, as described in this policy and recorded in the Disclosure and Management System, do not alleviate their obligation to disclose to specific sponsors. Principal investigators, project directors, and other senior/key personnel should review the guidance on [OSP’s website](#), which outlines the current requirements for disclosing to federal sponsors.

The Director of the Research COI (RCOI) Program administers this policy. The program oversees the university-wide processes for conflicts of interest and financial interest/additional commitment disclosure, with a focus on research. Contact coi@vt.edu for more information. Decentralized stakeholders, as noted, are responsible for administration of their individual unit’s policies and procedures as they relate to this policy.

2.1 Overview

All Virginia Tech employees must be committed to conducting their work in an objective and impartial manner. Employees must familiarize themselves with the conduct prohibited by state law, which prohibits employees from using their position for personal gain, accepting gifts in certain professional circumstances, and giving the impression they can be influenced in the performance of their job duties (see [the Act § 2.2-3103](#)). The law aims to assure that the judgment of employees will be guided by standards that define and prohibit inappropriate conflicts of interest. Note that donations of any kind (including equipment) must go through the proper channels and never to the employee directly.

The University Facilities Usage and Events policy (No. 5000) allows employees to use university resources if they pay the rate determined by the Controller’s Office and the use is approved by their supervisor in the context of their additional commitment disclosure, which documents the use of university resources. This only applies in the context of approved consulting activities, and the proposed use cannot interfere with or have priority over anticipated university use of the equipment or facilities.

The Act requires all Virginia Tech employees to disclose financial interests in certain circumstances; therefore, certain circumstances require disclosure to Virginia Tech and/or the Commonwealth of Virginia, as described below.



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Note that disclosure requirements are streamlined across types of disclosure. Disclosure for each circumstance below is required initially, annually, and within 30 days of any changes (e.g., when financial interests change). Visit the [Conflicts of Interest and Commitment](#) website for an overview of Virginia Tech's disclosure requirements for financial interests and additional commitments.

1. Employees must disclose to Virginia Tech when they or a member of their immediate family have a financial interest related to Virginia Tech operations, which could happen in the context of an immediate family member's employment contract with Virginia Tech, a purchase, or a sponsored project. The employee must disclose when they and/or a member of their immediate family hold >3% of the total equity in or receive >\$5,000 in annual payments from the university or a company that seeks to do business with the university.
 - a. See sections 2.2.1 and 3.2.1 ("Disclosure to Virginia Tech – All Employees").
 - i. For a procurement contract, also see section 3.2.1.2 ("A Financial Interest in a Business that is a Party to a Procurement Contract or Transaction").
 - ii. For a sponsored research contract, also see section 3.2.2.4 ("A Financial Interest in a Business that is a Party to a Sponsored Research Contract").
2. Employees who are participating in research as Investigators must disclose financial interests to Virginia Tech at the time of proposal submission and throughout the lifetime of the award. Investigators also have other responsibilities as outlined in this policy.
 - a. See sections 2.2.3 and 3.2.3 ("Disclosure to Virginia Tech – Research Investigators").
3. Certain employees must also disclose to the Commonwealth of Virginia. Disclosing to the Commonwealth is called filing, and the form is known as the Statement of Economic Interests. Human Resources will contact employees directly if this disclosure requirement applies to them.
 - a. See sections 2.2.3 and 3.2.3 ("Disclosure to the Commonwealth of Virginia").
4. Certain employees must disclose when they wish to engage in a work commitment other than their primary Virginia Tech appointment.
 - a. Faculty and staff must disclose additional work commitments to Virginia Tech for their supervisor to make a conflict of commitment determination. Refer to the [Consulting and Outside Employment](#) policy of the Faculty Handbook and Policy 4070, [Additional/Outside Employment Policy for Salaried Classified and University Staff](#), respectively.
 - i. The disclosure system, as described in this and the above policies, is designed so that additional commitment disclosure cover financial interest disclosure requirements (i.e., the same relationship doesn't have to be disclosed multiple times). Financial interests are reviewed by the relevant university official while the additional commitment portion of the disclosure is reviewed by the supervisor.
 - b. Graduate students must disclose additional employment to Virginia Tech in the manner prescribed in the [Graduate Catalog](#). Contact the [Graduate School](#) with questions.

Employees do not have any disclosure requirements to Virginia Tech under this policy if they do not have a financial interest in a contract/transaction to which Virginia Tech is a party and they are not participating in research as an Investigator.

2.2 Disclosure to Virginia Tech



2.2.1 All Employees

The Act considers a financial interest in a contract or transaction to which Virginia Tech is a party, other than one's employment contract, to be a prohibited COI. An employee has a financial interest in a contract or transaction when they or an immediate family member hold >3% of the total equity in or receive >\$5,000 in annual payments from a party to the contract or transaction (i.e., Virginia Tech or the business). There are certain exceptions to this prohibition under the Act as outlined below for contracts/transactions pertaining to employment of an immediate family member at Virginia Tech, procurement, and sponsored projects.

Employees must disclose to Virginia Tech when they or an immediate family member have a financial interest in a contract or transaction to which Virginia Tech is a party prior to the time at which the contract is entered into. This is an employee-initiated disclosure.

Disclosure to the Commonwealth is required by Virginia Tech employees when they have an approved exception for a financial interest in a business that is a party to a contract/transaction with Virginia Tech. See sections 2.2.3 and 3.2.3.

2.2.2 Research Investigators

Investigators on sponsored research projects must disclose financial interests (as outlined in this policy) for the university, through its designated institutional official, to identify and manage financial conflicts of interest to promote objectivity in research. The Director of the RCOI Program (or designee) is the designated institutional official responsible for making FCOI determinations.

Investigators must disclose when they or an immediate family member receive/hold >\$5,000 in payments and equity value (determined through public prices) in total for a publicly traded entity or receive >\$5,000 in payments or hold any equity interest in a non-publicly traded entity. This is in the context of the past 12 months from the disclosure date for financial interests that reasonably appear related to the Investigator's institutional responsibilities.

Investigators must disclose financial interests held by themselves and any member of their immediate family in the following circumstances:

- Before applying for research funding;
- Annually as prescribed by Virginia Tech; and
- Within 30 days of any changes *.

* Note that this is the only Investigator-initiated disclosure due to the automated disclosure prompts in place for the other two instances described above.

An Investigator might disclose all their financial interests (as described above) in the context of their additional work commitment disclosures. In those cases, the Investigator will be prompted to annually certify there are no changes.



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Investigators must complete research COI training before engaging in sponsored research, at least every 4 years, and in the following circumstances:

- An Investigator is new to the institution;
- This policy is revised in a manner that affects the requirements of Investigators; or
- The institution finds that an Investigator is out of compliance with this policy or a project's FCOI management plan.

Although the four-year training requirement is PHS-specific, Virginia Tech applies the same disclosure and management principles to all Investigators engaged in sponsored research, regardless of sponsor; therefore, the training requirement applies to all Investigators on sponsored research projects. Investigators will be notified when their training requirement is due.

Once an Investigator discloses a financial interest to the university, the designated institutional official determines whether the financial interest could directly and significantly affect the design, conduct, or reporting of research. If so, an FCOI exists and the designated institutional official must ensure that a plan to manage the financial interest is developed and implemented.

For disclosed financial interests that have state law implications, see section 3.2.2.4 ("A Financial Interest in a Business that is a Party to a Sponsored Research Contract").

2.3 Disclosure to the Commonwealth of Virginia

Per the Act, certain employees must take training and disclose financial interests to the Commonwealth of Virginia that they or an immediate family member hold. Disclosure to the Commonwealth is required by Virginia Tech employees when they 1) are designated by Human Resources as being in a position of trust or 2) have an approved exception for a financial interest in a business that is a party to a contract/transaction with Virginia Tech. Human Resources will contact employees directly if this disclosure requirement applies to them, including the deadlines for completion and potential penalties for non-compliance under the Act.

Disclosing to the Commonwealth is called filing, and the form is known as the Statement of Economic Interests (or SOEI). Employees who are required to complete an SOEI are known as SOEI filers (or filers). Filing is required initially (when hired or when an exception is approved) and annually thereafter (throughout one's employment or when the last contract closes, whichever comes later).

Training for SOEI filers is provided by the Virginia Conflict of Interest and Ethics Advisory Council, and is required initially and every two years. Note that this requirement is in addition to the Virginia Tech-specific COI training required for Investigators on sponsored research projects. SOEI filers must continue to disclose financial interests to Virginia Tech and take research COI training, as needed.

3.0 Procedures

3.1 Overview



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The university's disclosure system is designed so that the same relationship doesn't have to be disclosed multiple times (e.g., an additional commitment disclosure will also cover financial interest disclosure requirements, as outlined in this policy). In these cases, the commitment aspect is assessed by the supervisor and the interest aspect is assessed by the appointed university personnel in an automated, synchronous process. When the employee's supervisor is the owner of the company for which the employee is seeking permission to work, the disclosure should be routed to the supervisor's supervisor (or until an impartial supervisory level is reached).

Employment of faculty or staff in employee-owned businesses requires careful consideration, particularly when there is a risk of performance bias when a faculty or staff member works for a company owned by their supervisor. Any such employment must be approved as required by the [Consulting and Outside Employment](#) policy of the Faculty Handbook and Policy 4070, [Additional/Outside Employment Policy for Salaried Classified and University Staff](#), as needed.

Analogous procedures are in place for graduate students seeking employment in employee-owned businesses (although additional employment is disclosed in the manner prescribed in the [Graduate Catalog](#)). Additional procedures for graduate students engaged in research sponsored by their advisor's company are discussed in section 3.2.2, "FCOI Management to Promote Objectivity in Research".

The university seeks to assist employees in complying with the Act and has roles to play in the evaluation and approval of certain exemptions; however, it cannot provide employees advice on the applicability of the Act to an individual's specific circumstances. Employees may contact the Virginia Conflict of Interest and Ethics Advisory Council to request written informal advice or a formal advisory opinion. Contact coi@vt.edu for more information.

3.2 Disclosure to Virginia Tech

3.2.1 All Employees

The Act prohibits employees from having a financial interest in a contract or transaction to which Virginia Tech is a party, other than their own employment contract. This happens when the employee or an immediate family member holds >3% of the total equity in or receives >\$5,000 in annual payments from a party to the contract or transaction (i.e., Virginia Tech or the business).

There are exceptions, including for immediate family members who are employed by Virginia Tech, university purchases, and non-research sponsored projects. Refer to section 3.2.4 for exceptions for sponsored research.

3.2.1.1 A Financial Interest in Additional Virginia Tech Employment Contracts

Employees being considered for transfer or promotion or applicants for employment at the university will be required in the hiring process to disclose the identity of an immediate family member working at the university. This information will be analyzed by the hiring department, in coordination with the provost's office, to determine next steps. Proposed



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exceptions and alternate reporting relationships are reviewed and approved by the executive vice president and provost prior to submission to the Board of Visitors for approval. For non-academic appointments, the relevant vice president reviews and approves prior to submission to the Board of Visitors.

For questions about a financial interest in additional Virginia Tech employment contracts, contact [Human Resources](#).

3.2.1.2 A Financial Interest in a Business that is a Party to a Procurement Contract or Transaction

Employees with a financial interest in a procurement contract or transaction should contact [Procurement](#) for determination of next steps, to include disclosure in the university's [Disclosure and Management System](#). The Director of Procurement will determine whether an exception under the Act is available, assist the employee in applying for the approvals needed to qualify for an available exception, and oversee the implementation of a plan put into place to promote objectivity and uphold Virginia Tech's principles. Disclosures must be renewed annually for financial interests that continue into the next fiscal year and must be updated within 30 days of any changes.

3.2.1.3 A Financial Interest in a Business that is a Party to a Non-Research Sponsored Project Contract

An exception for a prohibited COI in a non-research sponsored project contract is possible if the employee with the COI has no authority or role in the contract negotiation between the business and Virginia Tech on behalf of either party (see [the Act § 2.2-3110](#)). Employees with a financial interest in a non-research sponsored project contract should contact the [Director of the RCOI Program](#) for determination of next steps, to include disclosure in the university's [Disclosure and Management System](#). The Director of the RCOI Program will determine whether an exception under the Act is available, assist the employee in applying for the approvals needed to qualify for an available exception, and oversee the implementation of a plan put into place to promote objectivity and uphold Virginia Tech's principles. Disclosures must be renewed annually for financial interests that continue into the next fiscal year and must be updated within 30 days of any changes.

3.2.2 Research Investigators

Virginia Tech employees who are, or who will be, participating in sponsored research as an Investigator have disclosure responsibilities. Departmental/unit employees who manage or administer research, the Office of Sponsored Programs (OSP), and the Director of the RCOI Program administer this policy as described herein.

Investigators are required to disclose financial interests prior to applying for research funding, annually as prescribed by the university, and within 30 days of acquiring or discovering a new



financial interest. Initial disclosures (prior to applying for research funding) are captured in the university's proposal submission system. Upon receipt of research funding, Investigators must disclose financial interests in the university's [Disclosure and Management System](#). Continued financial interest updates are required in the Disclosure and Management System for the duration of the sponsored research project award. If an employee involved in the research does not meet the definition of "Investigator" but has a financial interest related to the research, the employee should contact the [Director of the RCOI Program](#) for a reportability assessment.

3.2.2.1 Management Plan Advisory Committee

All disclosed interests are reviewed by the designated institutional official and, if necessary, the Management Plan Advisory Committee (MPAC). The MPAC is a standing committee of the university (composed of faculty, administrative personnel, and ex-officio members) convened by the Director of the RCOI Program who serves as chair. The MPAC considers an Investigator's disclosure within the context of the research and provides recommendations regarding how the FCOI should be managed, reduced, or eliminated to ensure, to the greatest extent possible, that the design, conduct, and reporting of the research will be objective and free from bias. Committee members, appointed by the Director of the RCOI Program for 3-year terms, are required to adhere to applicable rules of privacy and confidentiality pertaining to COI review.

3.2.2.2 FCOI Management to Promote Objectivity in Research

If the designated institutional official determines that an FCOI exists, they will develop a plan for managing the FCOI that must be adopted prior to the start of the research. If an FCOI is determined to exist when the research is ongoing, sponsored project funding might be frozen until a management plan is accepted by the Investigator.

The designated institutional official will develop the management plan based on state and federal requirements and input from the MPAC, the Investigator with an FCOI, and other relevant stakeholders, as needed. The management plan is designed to mitigate the conflict, promote research objectivity, and provide academic and professional protection of graduate students and postdoctoral scholars, respectively. Mitigations will be based on a risk assessment of the COI scenario. Possible management plan components include, but are not limited to:

- Disclosure of the financial interest in publications and presentations of the research;
- Disclosure of the financial interest to project colleagues, postdoctoral scholars, and graduate students;
- Recommendation of disclosure of the financial interest to prospective research participants (subject to Institutional Review Board (IRB) consideration);
- Appointment of an independent monitor to take appropriate measures, to the extent possible, to protect the design, conduct, and reporting of the research against potential bias resulting from the FCOI;



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- Appointment of an independent monitor to take steps, to the extent possible, to protect the academic and professional progress of graduate students and postdoctoral scholars, respectively;
- Modification of the research plan or personnel roles to ensure objectivity;
- Monitoring of research/research expenditures by personnel who do not have an FCOI with the external entity that is the basis of the management plan;
- Reduction or elimination of the financial interest.

While the Investigator with an FCOI bears primary responsibility for carrying out the plan, supervisors are expected to monitor compliance. The designated institutional official will report the FCOI determination and any agreed upon management plan to the following, as appropriate:

- OSP;
- The Human Research Protection Program (HRPP) or Animal Care and Use Program (ACUP) for review by the IRB or Institutional Animal Care and Use Committee (IACUC), respectively;
- The supervisor of the Investigator with an FCOI and others who might be asked to participate in the oversight of the management plan and/or reporting on management plan adherence, as needed;
- The Principal Investigator if that person is not the Investigator with an FCOI.

As described in the management plan, the Investigator and individuals engaged in oversight must periodically provide an update, by request, on the fulfillment of the management plan's terms. The designated institutional official is responsible for reporting an FCOI to PHS sponsors and, as deemed applicable by OSP, to other relevant federal agencies and sponsoring entities. The designated institutional official is responsible for reporting management plans to external IRBs serving as the IRB of record for the research.

The principles that govern Virginia Tech research remain the same regardless of the type of funding; therefore, although the federal FCOI regulations exempt Phase I SBIR/STTR projects from the requirements, Virginia Tech policy does not exempt these relationships from review and management.

3.2.2.3 Additional Requirements of the Federal Regulations

During an ongoing PHS-funded research project, whenever an Investigator who is new to participating in the research project or an existing Investigator discloses a new financial interest to the institution, the financial interest will be reviewed within 60 days by the designated institutional official to determine whether an FCOI exists and, if so, a management plan will be implemented on at least an interim basis.

For PHS-funded research, the designated institutional official must report an FCOI to the PHS funding agency: 1) prior to Virginia Tech's initial expenditure of funds, 2) within 60 days of



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identifying an FCOI for an added Investigator or a new FCOI for an existing Investigator, and 3) as an annual progress report or at the time of extension. If Virginia Tech is the prime awardee of PHS funds, the designated institutional official is required to report the FCOI of collaborating Investigators from subrecipient institutions to PHS. The designated institutional official is also required to submit FCOI reports of Virginia Tech Investigators to the awarded institution if Virginia Tech is a subrecipient.

OSP is required to verify, by way of a written agreement with subrecipient institutions on PHS or NSF-funded research, whether this policy in its entirety or the FCOI policy of the subrecipient institution will apply to its Investigators who are collaborating with Virginia Tech Investigators. As a rule, Virginia Tech will require subrecipient institutions to maintain and administer their own FCOI policies and will only in exceptional circumstances assume primary responsibility for directly soliciting and reviewing subrecipient disclosures to make an FCOI determination. If the subrecipient institution uses this policy, the subrecipient will enter into a written agreement requiring its Investigators to report financial interests to Virginia Tech and complete the university's COI training pursuant to this policy and associated procedures. Only the financial interests related to the subrecipient Investigators' responsibilities on the project must be disclosed to Virginia Tech.

As per PHS regulations, under certain criteria, the designated institutional official will make available required information about an FCOI held by an Investigator on PHS-funded research to a requestor within 5 business days of a request.

When the designated institutional official identifies a financial interest that was not disclosed, identified, reviewed, or managed in a timely manner, the official will review and make the determination of an FCOI and report the FCOI, if it exists, to the PHS within 60 days. If an FCOI exists, the official will implement, on at least an interim basis, a management plan specifying the actions that have been, and will be, taken to manage the FCOI going forward. Virginia Tech will complete and document a retrospective review within 120 days of the non-compliance determination to determine whether any PHS-funded research conducted during the time period of the non-compliance was biased in the design, conduct, or reporting of such research. The designated institutional official will enlist an independent individual to assist in making this assessment. If bias is found, the PHS awarding component will be notified promptly and a mitigation report will be submitted by the Director of the RCOI Program. If applicable, the official will update the previously submitted FCOI report to specify the actions that the university and the Investigator will take to manage the FCOI going forward. Phase I SBIR/STTR projects are exempt from retrospective review.

The designated institutional official must maintain records related to financial interest disclosure and FCOI management for a minimum of 3 years after final expenditures reporting.

3.2.2.4 A Financial Interest in a Business that is a Party to a Sponsored Research Contract



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The Act prohibits employees from having a financial interest in a contract or transaction to which Virginia Tech is a party, other than their own employment contract. There are exceptions, including for sponsored research contracts. An exception for a prohibited COI in a research contract is often possible if the following criteria are met:

1. The contract involves research and development and/or commercialization of intellectual property (which includes SBIR/STTR subawards);
2. The employee's financial interest is disclosed and the required approvals have been received prior to the time at which the contract is entered into; and
3. The employee with the COI either has no authority or role in the contract negotiation between the business and Virginia Tech on behalf of either party or promptly files a disclosure statement with the state initially and then annually as required (see sections 2.3 and 3.3, "Disclosure to the Commonwealth of Virginia").

Use of university resources on behalf of a small business is not permitted unless Virginia Tech is performing the scope of work authorized through the subaward from the small business to Virginia Tech and that subaward is fully executed before work begins. Only the documented subawarded work is authorized to be performed using Virginia Tech resources.

The Director of the RCOI Program will determine whether an exception under the Act is available and assist the Investigator in applying for the approvals needed to qualify for an available exception. In the case of research sponsored by a business in which the Investigator holds >3% of the total equity of the business, an Investigator may not serve as the Principal Investigator (PI) on both sides of the project (i.e., as the small business PI and the university subaward PI). Any exceptions must be approved by the MPAC.

3.3 Disclosure to the Commonwealth of Virginia

Certain employees deemed by Human Resources to be in a position of trust or those with an approved exception (for a financial interest in a business that is party to a contract/transaction with Virginia Tech) are required to file an SOEI annually with the Commonwealth of Virginia, disclosing their interests and those of their immediate family. SOEI filers should note that there is a particular emphasis in the Act on gifts that SOEI filers are prohibited from receiving (see [the Act § 2.2-3103.1](#)).

Procurement and the Director of the RCOI Program provide Human Resources the names of individuals with approved exceptions, as needed. Human Resources provides the Virginia Conflict of Interest and Ethics Advisory Council with the consolidated list of individuals who are required to submit the SOEI and complete the periodic training requirement. Human Resources will contact employees directly if this disclosure requirement applies to them, including the deadlines for completion and potential penalties for non-compliance under the Act. Disclosure is required annually on the form prescribed by the Virginia Conflict of Interest and Ethics Advisory Council (see [the Act § 2.2-3114](#)).

4.0 Compliance

The following are examples of non-compliance with this policy: a) failure to submit a timely disclosure; b) submission of an incomplete, erroneous, or misleading disclosure; c) failure to disclose information or



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fulfill requirements as required by this policy; or d) failure to comply with prescribed plans to promote objectivity.

The Office of the Vice President for Research and Innovation is responsible for overseeing the implementation of the policy and associated procedures. The Director of the RCOI Program will work cooperatively with employees and others to resolve any minor issues of non-compliance. Breaches of the process will be forwarded to the relevant unit for appropriate action. Corrective actions for non-compliance may include an annual certification of the employee's financial interests (as defined by this policy). Disciplinary action for non-compliance will be decided in accordance with applicable disciplinary policies and procedures as outlined in the Faculty Handbook, the Staff Handbook, and other relevant policies. Violations of the Act can result in imposition of both civil and criminal penalties and might constitute malfeasance in office or employment.

The Director of the RCOI Program will oversee all identified breaches of Investigator financial interest disclosure, management, and training processes. Corrective actions for non-compliance may include disclosing the FCOI in each public presentation of the results of the research and requesting an addendum to previously published presentations, suspension or termination of the research and/or funding, and/or removal from the project. The Director of the RCOI Program will refer non-compliance with the agreed-upon management plan to the department head, dean, IRB, IACUC, and sponsor, as applicable. PHS-specific requirements for instances of non-compliance are addressed in section 3.2.3.

5.0 Definitions

Business

A term from state law that describes any corporation, partnership, sole proprietorship, firm, franchise, association, trust or foundation, or any other individual or entity carrying on a business or profession, whether or not for profit. The definition excludes the university or any other entity controlled by, controlling, or under common control with the university.

Conflict of interest (COI)

Describes a situation in which an individual's professional judgment is at risk of being biased by a secondary interest, resulting in possible harm or the implication of personal gain.

Contract

A term from state law that describes any agreement to which Virginia Tech is a party, or any agreement on behalf of Virginia Tech that involves the payment of money appropriated by the General Assembly or a political subdivision, whether or not such agreement is executed in the name of the Commonwealth, or some political subdivision thereof. Includes a subcontract only when the contract of which it is a part is with the employee's own governmental agency.

Disclosure



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The full recording of the employee's financial interests to the university or the Commonwealth of Virginia.

Employee

All faculty, staff, or employed students, whether full or part-time.

Entity

A term from the federal regulations that describes any domestic or foreign, public or private, organization which an Investigator (or a member of their immediate family) receives remuneration or has an ownership or equity interest. Excludes U.S. federal, state, and local government agencies; U.S. institutions of higher education and their affiliated research institutes; and U.S. academic teaching hospitals and medical centers.

Financial conflict of interest (FCOI)

A financial interest that could directly and significantly affect the design, conduct, or reporting of research.

Financial interest

Anything of monetary value, whether or not the value is readily ascertainable. State law calls a financial interest a "personal interest", while federal FCOI regulations calls it a "significant financial interest"; those definitions are included below. It is possible to have a financial interest with state law implications, federal regulations implications, or both.

Immediate family member

A spouse and any other person who resides in the same household and is a dependent of the employee.

Institutional responsibilities

The professional responsibilities an Investigator has by virtue of being a Virginia Tech employee, which might include activities such as research, research consultation, teaching, professional practice, institutional committee memberships, and service on panels such as Institutional Review Boards or Data and Safety Monitoring Boards. Institutional responsibilities for subrecipient Investigators refers to the work being done for Virginia Tech under the terms of the subaward.

Investigator

The PI, project director, and any other person, regardless of title or position, who is responsible for the design, conduct, or reporting of research. Exceptions include personnel or students whose research activities are directly supervised.

Management Plan

The actions taken to address an FCOI to promote research objectivity.

Payments



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A broad term that includes salary, income, and other types of remuneration.

Personal interest (referred to as “financial interest” in this policy)

A term from state law that describes a financial benefit or liability accruing to an employee or to a member of their immediate family that generally involves 1) ownership in a business exceeding 3% of the total equity of the business or 2) salary or other payments from the business or Virginia Tech that exceeds \$5,000 annually.

Personal interest in a contract (referred to as a “financial interest in a contract” in this policy)

A term from state law that describes a personal interest that an employee has in a contract with Virginia Tech, whether due to the employee being a party to the contract or due to having a personal interest in a business that is a party to the contract.

Personal interest in a transaction (referred to as a “financial interest in a transaction” in this policy)

A term from state law that describes a personal interest of an employee in any matter considered by Virginia Tech.

Position of trust

A term from state law that describes an employee who has substantial responsibility for procurement, audit, investment, or other activities that could be subject to abuse or improper influence as a result of a financial interest.

Significant financial interest (SFI, referred to as “financial interest” in this policy)

A term from the federal regulations that describes one or more of the following financial interests of the Investigator or a member of their immediate family that reasonably appears to be related to the Investigator's institutional responsibilities and could directly and significantly affect the design, conduct, or reporting of research:

- For a single publicly traded entity, payments and equity value (determined through public prices) >\$5,000 in total or
- For a single non-publicly traded entity, payments >\$5,000 or any equity interest.

Payments includes the following remuneration (except as exempted below) from entities other than Virginia Tech:

- Salary;
- Payments for services not otherwise identified as salary (e.g., consulting fees, honoraria);
- Intellectual property payments;
- Travel reimbursements or payments on one's behalf (disclosures must include the sponsor/organizer, purpose of the trip, destination, and duration); and



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- Income from investment vehicles, such as mutual funds and retirement accounts, if the investment decisions made in these vehicles are directly controlled by the Investigator or immediate family member.

Equity interest includes the following:

- Stock;
- Stock option; or
- Other ownership interest.

SFIs do not include:

- Payments or equity unrelated to the Investigator's institutional responsibilities;
- For a publicly traded entity, payments and equity value totaling $\leq \$5,000$;
- For a non-publicly traded entity, payments $\leq \$5,000$;
- Income or payments from Virginia Tech or Virginia Tech Intellectual Properties, Inc. (VTIP);
- Travel paid with Virginia Tech funds, including sponsored projects;
- Income from investment vehicles, such as mutual funds and retirement accounts, if the investment decisions made in these vehicles are not directly controlled by the Investigator or immediate family member; or
- Income from seminars, lectures, or teaching engagements; income from service on advisory committees or review panels; or reimbursed travel or travel paid on one's behalf if it is from:
 - A U.S. federal, state, or local government agency;
 - A U.S. institution of higher education or research institute affiliated with a U.S. institution of higher education; or
 - A U.S. academic teaching hospital or medical center.

Statement of Economic Interests (SOEI)

The disclosure form certain employees must file with the Commonwealth of Virginia (due to their designation by Human Resources as being in a position of trust or their having an approved exception for a financial interest in a business that is party to a contract or transaction with Virginia Tech) that discloses the personal economic (i.e., financial) interests held by themselves and their immediate family members.

6.0 References

Policy 4070, Additional/Outside Employment Policy for Salaried Classified and University Staff
<https://policies.vt.edu/4070.pdf>

Policy 5000, University Facilities Usage and Events
<https://policies.vt.edu/5000.pdf>

Faculty Handbook, Consulting and Outside Employment
<https://faculty.vt.edu/faculty-handbook/chapter02.html#2.24>

Statement of Business Conduct Standards
<https://financialmanagement.vpfin.vt.edu/business-practices/business-conduct-standards.html>



Virginia Tech Graduate Catalog

https://secure.graduateschool.vt.edu/graduate_catalog/

Code of Virginia, State and Local Government Conflict of Interests Act

<https://law.lis.virginia.gov/vacodepopularnames/state-and-local-government-conflict-of-interests-act/>

NSF, Conflict of Interest Policies

https://www.nsf.gov/pubs/policydocs/pappg19_1/pappg_9.jsp

PHS, Promoting Objectivity in Research

<https://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=992817854207767214895b1fa023755d&rgn=div5&view=text&node=42:1.0.1.4.23&idno=42#sp42.1.50.f>

PHS, Responsible Prospective Contractors

<https://www.ecfr.gov/cgi-bin/text-idx?SID=60a081f3168b8419aab915f4b8dda915&mc=true&node=pt45.1.94&rgn=div5>

7.0 Approval and Revisions

Recommended by the Commission on Research. Approved by University Council: January 20, 1992. Approved by the President: January 20, 1992.

- Revision 1
 - Change in Sections 2 and 3 to reflect changes in the Code of Virginia and to bring the university into compliance with current law.

Approved by the Board of Visitors: November 9, 1998.

- Revision 2
 - Complete revision of policy in all aspects to reflect broader range of external activities, new reporting and approval mechanisms, and other changes.

Recommended by the Commission on Research: April 26, 2000. Approved by University Council: May 1, 2000. Approved by the President: May 1, 2000. Approved by the Board of Visitors: June 5, 2000.

- Revision 3
 - April 23, 2002: References to Code of Virginia section numbers updated; position titles updated.
- Revision 4
 - May 13, 2008: Updates to position titles and/or responsibilities due to university reorganization. Delegation of Authorities and Responsibilities approved by the Board of Visitors, March 31, 2008.



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- Revision 5

- Recommendations for complete revision made by the Taskforce on Consulting and Conflicts of Interest and Commitment charged by the senior vice president and provost. Substantive changes intended to improve understanding of the policy and thereby encourage faculty compliance; to update the policy in light of changing federal regulation and expectations of research sponsors; to increase protection of students; and to adopt best practices related to conflicts of interest as recommended by federal agencies, professional societies, and other major research institutions. Eliminated references to Categories I, II, and II for assessing external activities. An extensive set of examples of activities that do, and do not, need to be reported are now available on comprehensive COI website.
- Eliminated section on Committee on Conflicts of Interest and Commitment and revised section on appeals.
- Added requirements of newly promulgated federal regulations including adoption of \$5,000 threshold for disclosure of financial interests; mandatory training; prompt response to FOIA request concerning possible investigator conflict of interest related to an NIH research project; retrospective review for relevant cases of non-compliance; and annual reports for management plans.
- Added sections on potential conflicts involving students and postdoctoral fellows/trainees, other employees, and spouses and immediate family members.
- Added reference to organizational conflict of interest, and sections on Statement of Economic Interest, Faculty Authored Instructional Materials, and Procurement-Related Conflicts.
- Clarified procedures for disclosures and for development of management plans once a potential conflict has been identified.
- Changed oversight of conflict of interest reporting from the senior vice president and provost to the vice president for research.
- Revised policy title from "Faculty Conflicts of Interest and Commitment" to "Individual Conflicts of Interest and Commitment."

Approved by the Commission on Research: February 8, 2012. Approved by University Council: March 19, 2012. Approved by the President: March 19, 2012. Approved by the Board of Visitors: June 4, 2012. Policy effective date: August 10, 2012.

- Revision 6

- Revisions include edits for clarity, updates related to changes in state law, new language regarding administrative routing of documents, and additional guidance for investigators of federal Public Health Service Grants.
- Section 3.2 addresses federal Public Health Services requirements for retrospective reviews and reporting in cases of non-compliance.

Approved August 31, 2015 by the Board of Visitors.

- Revision 7



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- Complete revision based on recommendations from the 2020 COI Taskforce charged by the president and vice president for research and innovation. The requirements remain the same but were streamlined and clarified, as needed.
- Removed provisions covered by other university policies, including conflict of commitment.
- Revised policy title from “Individual Conflicts of Interest and Commitment”.

Approved _____, 2022 by _____.

DRAFT

RESOLUTION TO APPROVE A POLICY FOR THE AWARD OF POSTHUMOUS DEGREES AND IN-MEMORIAM CITATIONS

WHEREAS, it is appropriate to recognize students who have made significant advancement towards their degree at Virginia Tech, but die before completing all degree requirements; and

WHEREAS, current practices in various Virginia Tech units with regard to posthumous recognition have not been codified as university policy, and in that way made congruent with one another; and

WHEREAS, in addition to awarding posthumous degrees to those students who have made significant advances towards completing degree requirements, there is also a desire to create a form of non-academic recognition for those students who die before they are able to complete most degree requirements;

NOW, THEREFORE, BE IT RESOLVED that the Board of Visitors approves the attached policy for awarding posthumous degrees across all colleges and degree levels and in-memoriam citations for those students who die before being able to meet posthumous degree criteria.

RECOMMENDATION:

That the attached policy for awarding posthumous degrees and in-memoriam citations be approved.

June 7, 2022



Posthumous Degree Award Policy

No. #####

Policy Effective Date:

xx/xx/xxxx

Last Revision Date:

xx/xx/xxxx

Policy Owner:

John Smith

Policy Author:

(Contact Person)

Jane Doe

1.0 Purpose

Virginia Tech acknowledges the importance of recognizing the academic accomplishments of students who made significant progress towards the completion of their degree and would likely have met all requirements were it not for their untimely death.

2.0 Policy

Academic and institutional integrity will be upheld in the awarding of degrees conferred posthumously by Virginia Tech's colleges, departments, and programs across all levels of study. The criteria and procedures outlined within this policy are to be followed in the event that a degree-seeking student dies and a request is made to posthumously award their degree.

3.0 Procedures

The family, program, department, college, or Dean of Students office may request a posthumous degree review for any student who dies while admitted to a degree-awarding program. The posthumous degree review will be initiated by contacting the Office of the University Registrar. Generally, requests should be made within 12 months of the student's death.

Upon receiving a request, the University Registrar will conduct the review of Associate and Undergraduate students, or forward the review request to the Graduate School, Virginia-Maryland College of Veterinary Medicine, or the Virginia Tech Carilion School of Medicine as appropriate.

If the request does not come from the student's family, the offices identified above, in consultation with the Dean of Students office should, if possible, consult with the family as to whether it is their wish that a posthumous degree be conferred upon the deceased student.

Using the appropriate criteria and procedure listed in section 3.1 below, the office identified above will conduct the review. If the criteria are satisfied, a resolution for the award of the posthumous degree will be presented to the Commission on



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Undergraduate Studies and Policies or Commission of Graduate and Professional Studies and Policies for final approval.

Upon approval or denial, the University Registrar or the appropriate Dean of the Graduate School, Virginia-Maryland College of Veterinary Medicine, or Virginia Tech Carilion School of Medicine will coordinate with the Dean of Students to communicate the results of the decision to the family of the deceased student, and the University Registrar, if appropriate.

Degrees awarded posthumously will be noted as such on the commencement program and official transcript, but not on the student's diploma. University representatives will communicate with the deceased's family or appointed representative regarding commencement arrangements as appropriate.

3.1 Level specific Criteria and/or Procedure for Posthumous Degree Award

Associate

- Student was in good academic and code of conduct standing at the time of death, and
- Student completed at least 30 credits of which a minimum of 10 must have been completed at Virginia Tech.

Undergraduate

- Student was in good academic and code of conduct standing at the time of death, and
- Student completed at least 60 credits of which a minimum of 15 must have been completed at Virginia Tech.

Graduate

- Student was in good academic and code of conduct standing at the time of death, and
- Student completed most of the coursework on the plan of study at the time of death.
- For degree programs that require a thesis, student's thesis was substantially complete at the time of death. Substantially complete comprises the thesis being substantially complete, or manuscripts or other appropriate written products in draft form that would comprise the thesis being substantially complete.



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Graduate Level procedure:

Upon receiving the request, the Graduate School then contacts the student's committee or department to request whether, in their judgment, the student met the requirements noted above. The committee, or the department-designated group, meets, decides, and submits their recommendation to the Dean of the Graduate School. The Dean of the Graduate School, in consultation with the Commission on Graduate and Professional Studies and Policies (CGPS&P), decides upon the request.

College of Veterinary Medicine

- Student was in good academic and code of conduct standing at the time of death.
- Student would likely have completed all the degree requirements by their anticipated graduation date had the student not died.
- Student had completed first 2 years of coursework.

College of Veterinary Medicine (CVM) procedure:

Upon receiving the request, the College then contacts the student's committee or department to request whether, in their judgment, the student met the requirements noted above. The committee, or the department-designated group, meets, decides, and submits their recommendation to the Dean of CVM. The Dean decides upon the request.

Virginia Tech Carilion School of Medicine

- Student was in good standing, including academic performance and standards for professional and personal conduct.
- Student was not facing any pending disciplinary actions.
- Student would likely have completed all degree requirements by their anticipated graduation date were it not for their untimely death.

Virginia Tech Carilion School of Medicine procedure:

- The Dean of the School of Medicine will appoint the Senior Dean of Students or equivalent appointee to review the request and confirm the School of Medicine's criteria have been met. Each case will be determined on its own merits, including the student's academic record.
- If confirmed, the request will be presented to the Medical Student Performance and Promotions Committee (MSPPC) for approval.
- If approved, the Chair of the MSPPC will notify the Dean of the School of Medicine who, after conferring with the School of Medicine Advisory Board grants final approval, as with the conferring of all VTCSOM degrees.



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- The Dean of the School of Medicine will communicate the decision to the family of the deceased student or their appointed representative, VTCSOM's Senior Dean of Student Affairs, and the University Registrar.

3.2 In-Memoriam Citation

If a deceased student was enrolled in a Virginia Tech degree program, but did not meet the posthumous degree criteria at the time of their death, a posthumous in-memoriam citation (Citation) may be given. The Citation may be requested by the student's family, department, college, or other interested party. Requests will be handled and decided upon by the registrar, with consultation as necessary, for example with the graduate school or the pertinent college. There are no minimum degree completion or credit requirements for the Citation. The student for whom the Citation is requested should have had good academic standing at the time of death. If the request is made by other than the family, the family should be contacted by the Registrar in consultation with the Dean of Students to determine the family wishes upon the matter. Posthumous Citations are not academic in nature and are not included in the official count of conferred degrees.

4.0 Definitions

Posthumous Degree: An academic degree conferred by Virginia Tech to a deceased student.

In-Memoriam Citation: A non-degree recognition by Virginia Tech of accomplishments by a deceased student.

5.0 References

6.0 Approval and Revisions

RESOLUTION TO REVISE FACULTY HANDBOOK SECTION 2.17.12 RELATED TO CHANGE OF DUTY STATION AND SPECIAL LEAVE

WHEREAS, the university's Faculty Handbook includes faculty employment policies; and

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

WHEREAS, on an annual basis, the Faculty Handbook is ratified by the Board of Visitors; and

WHEREAS, the Office of the Provost reviews the handbook and considers current practice and how it is described and reflected in the Faculty Handbook; and

WHEREAS, language in Chapter Two of the Faculty Handbook that describes Change of Duty Station and Special Leave requires clarification; and

WHEREAS, the addition of 2 subsections, one related to Change of Duty Station (proposed 2.17.12.1) and one related to Special Leave (proposed 2.17.12.2) accurately describes each type of leave;

NOW, THEREFORE BE IT RESOLVED, that Section 2.17.12 of the Faculty Handbook be revised to include 2 sections: one describing Change of Duty Station and one describing Special Leave, as indicated in the attached;

AND, BE IT FURTHER RESOLVED, that the revisions will be included in appropriate electronic and print materials.

FACULTY HANDBOOK (CURRENT)

2.17.12 Change of Duty Station or Special Leave

Absence from campus or the home work location for a period of more than two weeks while carrying out university-approved activities is called a change of duty station or special leave. A change of duty station may be approved in instances such as grant responsibilities, opportunity of a prestigious fellowship in residence at another institution, or similar activities of benefit to the individual faculty member and the university. Approval of the provost or senior vice president and chief business officer, depending upon the reporting structure, on recommendation of the department head or chair and dean (or appropriate administrator) is required when such absences involve salary payment by university general funds, either in full or in part. Such authorization is usually not granted for longer than one semester. The host institution, agency, or sponsored project is expected to make a significant contribution toward the cost of the faculty member's salary and/or benefits. The provost or the senior vice president and chief business officer determines whether a change of duty station involving institutional salary support or leave without pay is appropriate to the circumstances.

FACULTY HANDBOOK PROPOSED REVISION (in red)

2.17.12 Change of Duty Station or Special Leave

Absence from campus or the home work location for a period of more than two weeks while carrying out university-approved activities is called a change of duty station or special leave.

2.17.12.1 Change of Duty Station

A change of duty station may be approved in instances ~~where a faculty member would be hosted by another institution or organization and undertake activities such as grant responsibilities, opportunity of a prestigious fellowship in residence at another institution, or similar activities~~ of benefit to the individual faculty member and the university. Approval of the provost or senior vice president and chief business officer, depending upon the reporting structure, on recommendation of the department head or chair and dean (or appropriate administrator) is required. ~~when such absences involve salary payment by university general funds, either in full or in part.~~ Such authorization is usually not granted for longer than one semester. ~~The host institution, agency, or sponsored project is expected to make a significant contribution toward the cost of the faculty member's salary and/or benefits.~~ In certain circumstances, the provost or the senior vice president and chief business officer determines whether a change of duty station involving institutional salary support is appropriate. ~~The provost or the senior vice president and chief business officer determines whether a change of duty station involving institutional salary support or leave without pay is appropriate to the circumstances.~~

~~Change of duty station requests for temporary remote work, where the faculty member is not affiliated with another institution or organization, may be approved on a very limited basis. Faculty members who are approved for a change of duty station for temporary remote work are expected to fulfill all assigned responsibilities including teaching, research and scholarly work, outreach, and service. Change of duty station requests for temporary remote work are usually not granted for longer than one year.~~

2.17.12.2 Special Leave

~~A special leave~~ may be approved in instances such as grant responsibilities, opportunity for a prestigious fellowship in residence at another institution, or similar activities of benefit to the individual faculty member and the university. Approval of the provost or senior vice president and chief business officer, depending upon the reporting structure, on recommendation of the department head or chair and dean (or appropriate administrator) is required ~~when such absences involve salary payment by university general funds, either in full or in part.~~ Such authorization is usually not granted for longer than one ~~year semester~~. ~~The host institution, agency, or sponsored project is expected to make a significant contribution toward the cost of the faculty member's salary and/or benefits.~~ ~~In addition to Special Leave, Study-Research Leave and Research Assignment Leave are available to tenured and continued-appointment faculty, and are described in detail in section 3.8, 3.9, 4.8, and 4.9 of this handbook.~~

RECOMMENDATION:

That the resolution to revise the change of duty station and special leave language in the Faculty Handbook be approved.

June 7, 2022

RESOLUTION TO CLARIFY LANGUAGE IN THE FACULTY HANDBOOK REGARDING EXTENDING THE TENURE AND CONTINUED APPOINTMENT CLOCK

WHEREAS, Virginia Tech's Faculty Handbook includes policies for all university faculty; and

WHEREAS, the Faculty Handbook provides guidance in chapter three for faculty extending the tenure clock and in chapter four for faculty extending the continued appointment clock; and

WHEREAS, extensions of the probationary period have been granted for the birth and adoption of children, illnesses, and other circumstances that have a significant impact on faculty members' productivity; and

WHEREAS, the 2021-2022 Faculty Handbook, section 3.4.2.1, notes that "a cumulative total of two years [of probationary period extensions] is usually the maximum probationary period extension for any combination of reasons." And that "[t]he provost may approve exceptions to these limitations;" and

WHEREAS, the COVID-19 pandemic resulted in significant impacts for faculty members and the provost has approved extensions related to the pandemic. When coupled with the potential for pre-tenure and continued-appointment track faculty to request additional extensions for other life events described above, it is reasonable to assume that there will be faculty members who exceed two years in extensions to their probationary period extension; and

WHEREAS, to mitigate some of the impacts from COVID-19, policy guidance ("Adaptations to Promotion and/or Tenure due to COVID-19") was developed and shared on the provost's Promotion and Tenure webpage. This guidance notes that "if a faculty member applies for tenure in or prior to their original mandatory year and is turned down, they should use all of their extensions before applying a second time"; and

WHEREAS, faculty members may have taken extensions and find that the impact on their productivity was not as significant as they anticipated or that they regained their momentum more quickly than they expected; and

WHEREAS, if a faculty member who has taken multiple extensions seeks tenure or continued-appointment in a non-mandatory year and are unsuccessful, under current guidelines described in the Faculty Handbook and "Adaptations to Promotion and/or Tenure" documents, they may have to wait several years to reach their mandatory year and apply a second time; and

WHEREAS, Virginia Tech has a successful history of non-mandatory promotions and is well positioned for the coming years;

WHEREAS, given the anticipated increase in the number of extensions that faculty have taken during the COVID-19 pandemic that will impact the promotion and tenure process for many years to come, it is valuable to revisit the language and practice around tenure decisions in non-mandatory years, and provide opportunities for faculty to advance in their careers when they are ready, and to feel supported by their department, their college, and the university in doing so;

NOW, THEREFORE, BE IT RESOLVED, that the Faculty Handbook include the following language in chapters three and four as indicated below in red:

Extending the Tenure Clock

A one-year probationary period extension is *automatically* granted to either parent (or both, if both parents are tenure-track faculty members) in recognition of the demands of caring for a newborn child or a child under five newly placed for adoption or foster care. The request should be made within a year of the child's arrival in the family.

An extension of the probationary period may also be approved on a discretionary basis for other extenuating non-professional circumstances that have a significant impact on the faculty member's productivity, such as a serious personal illness or major illness of a member of the immediate family. In rare cases, extraordinary professional circumstances not of the faculty member's own making may be acceptable justification for a probationary period extension, for example exceptional delays in providing critical equipment, laboratory renovations, or other elements of the committed start-up package essential to establishing a viable research program.

Faculty members who benefit from this policy are expected to fulfill their usual responsibilities during the probationary period extension unless they are also granted a period of modified duties or unless other arrangements are made. (See chapter three, "Modified Duties.")

Probationary period extensions are granted in one-year increments. A cumulative total of two years is usually the maximum probationary period extension for any combination of reasons. Requests should be made within a year of the qualifying event or extenuating circumstance. The provost may approve exceptions to these limitations.

Faculty members may only be evaluated two times for promotion and tenure or continued appointment. The two evaluations may each be in a non-mandatory year, but in the case of a second non-mandatory negative decision, the faculty member will not be allowed a third evaluation. If the second evaluation results in a negative decision, a one-year terminal appointment is offered.

Requests for a probationary period extension are submitted in writing to the department head or chair. (A form is available on the provost's website.) Approval is automatic for new parents. Documentation of medical reasons (other than childbirth or adoption) is required prior to approval; documentation of other extenuating circumstances may also be required. Approvals by the department head or chair, dean, and provost are required for probationary period extensions. The faculty member may appeal denial of the request to the next higher level in their organizational reporting structure.

It is very important that all individuals and committees participating in tenure reviews understand that any individual who receives a probationary period extension must be held to the same standard—not a higher or more stringent one—to which other candidates without such an extension are held. This is also true in the case where the candidate's dossier is considered on the original schedule for review. However, in this instance where an approved extension was granted but not utilized, the tenure review is not considered mandatory and can be conducted again in the subsequent year without penalty. A probationary extension usually extends the time frame for each subsequent review and reappointment during the probationary period. For example, an extension granted prior to the fourth year review and reappointment typically delays that review by one year.

RECOMMENDATION:

That the resolution to revise language in the Faculty Handbook to clarify extending the tenure and continued appointment clock be approved.

June 7, 2022

RESOLUTION TO REVISE FACULTY HANDBOOK LANGUAGE REGARDING APPEAL OF PROBATIONARY NON-REAPPOINTMENT

WHEREAS, the Board of Visitors approved language for inclusion in chapter three of the Faculty Handbook scheduled for implementation in 2022 – 2023; and

WHEREAS, language in subsection 3.4.5.1 of that revision does not include a process for resolving pre-tenure, probationary period, non-reappointment recommendations in which there is a difference of opinion between department heads/chairs and department personnel committee; now

THEREFORE, BE IT RESOLVED, that the language in 3.4.5.1 in the 2022-2023 Faculty Handbook be revised as indicated below (in red):

3.4.5.1 Appeal of Probationary Non-Reappointment Decision

Faculty members on probationary term appointments should make no presumption of reappointment. The department head or chair and the departmental personnel committee or the faculty development committee evaluate faculty for reappointment. (See chapter three, ~~“Pre-Tenure Probationary Period and Progress Reviews.”~~ Pre-Tenure Probationary Period and Reviews of Progress Toward Promotion and/or Tenure.”)

The ~~department~~ committee makes a recommendation on each candidate to the head or chair. If the head or chair does not concur with the committee’s recommendation, or if both the head or chair and the ~~department~~ committee recommend non-reappointment, the specific reasons for the negative recommendation(s) are provided to the faculty member in writing by the department head or chair, and there is an automatic review of the candidate’s dossier by the ~~college committee and the dean. If the dean reaches a decision of non-reappointment, the faculty member is notified by the dean in writing of the decision and the specific reasons for it.~~

~~The faculty member may then request, through the dean, that the college committee on promotion and tenure independently review the decision. The faculty member presents the appeal in writing as specified in chapter three (above) “Appeals of Decisions on Reappointment, Tenure, or Promotion.” The faculty member may elect to present oral arguments to the committee. If the committee concurs with the dean’s decision, the decision is final. The dean notifies the faculty member in writing of the reasons for the committee’s decision and no further appeal is provided.~~

~~If the committee’s recommendation varies from the dean’s, the case is automatically sent to the provost for review. The provost’s decision is final.~~

The dean notifies the faculty member in writing of the review, including their right to present oral arguments to the college committee. If the college committee and the dean recommend non-reappointment, the dean notifies the faculty member in writing of the specific reasons for the negative recommendations and no further appeal is provided. If the college committee's recommendation varies from the dean's, the case is automatically sent to the provost for review. The provost's decision cannot be appealed. (Notice of non-reappointment is furnished according to the schedule in chapter two, ~~"Non-reappointment for Faculty on Tenure-Track or Continued Appointment-Track."~~ "Retirement, Resignation, and Non-Reappointment.")

RECOMMENDATION:

That the resolution be approved to revise the language in the Faculty Handbook regarding appeal of probationary non-reappointment.

June 7, 2022



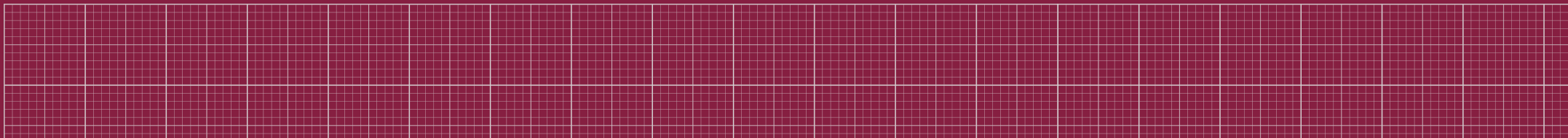
TEST OPTIONAL ADMISSIONS UPDATE

Juan P. Espinoza

Associate Vice Provost for Enrollment Management
Director of Admissions

Rick Sparks

Associate Vice Provost for Enrollment Management
University Registrar



TEST OPTIONAL OVERVIEW

- > Colleges and university switched to test-optional admissions due to standardized testing cancellations.
- > Test-optional is not a new concept as George Mason adopted the policy in 2006.
- > Many colleges saw large increases in applications, especially from underrepresented students.
- > Colleges are currently deciding if they should extend or permanently adopt test-optional.

TEST OPTIONAL OVERVIEW

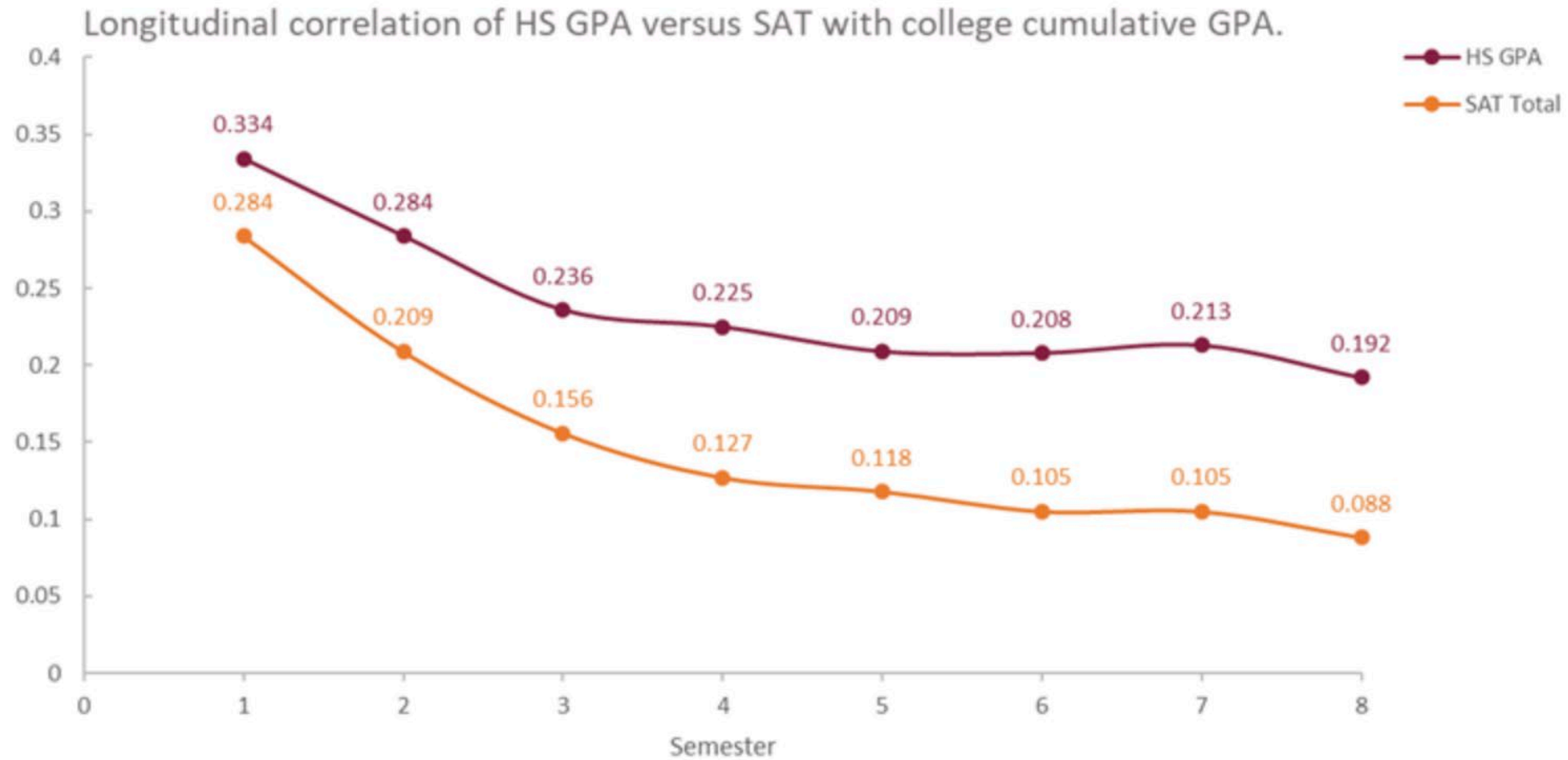
- > More than 1,800+ colleges do not require SAT/ACT scores.
- > All public Virginia colleges are currently test-optional

Peer Institutions that are test-optional

University of Maryland	University of Illinois	University of Colorado-Boulder*
Ohio State	UCLA*	University of Michigan
Penn State	Michigan State University	UCONN
Texas Tech	Purdue	University of Pittsburgh

*permanently adopted test-optional

TEST OPTIONAL OVERVIEW



TEST OPTIONAL OVERVIEW

Many colleges had to adjust their application review processes to exclude standardized testing.

Virginia Tech already reduced the role of standardized testing during a revamp of the admissions office in 2018. They introduced the following changes:

- > New college application platform
- > New holistic review integrating non-cognitive admissions factors
- > Self-reported academic records

└ NEXT STEPS

Extend current test-optional policy for three additional admissions cycles:

2022/2023 Admissions cycle- Entry term: Fall 2023

2023/2024 Admissions cycle- Entry term: Fall 2024

2024/2025 Admissions cycle- Entry term: Fall 2025

University Registrar will continue to monitor academic success metrics and provide an annual update to EMAC, Faculty Senate, and the BOV.

Enrollment Management will provide academic success data including retention and graduation rates to EMAC, Faculty Senate, and the BOV at the end of this pilot period.

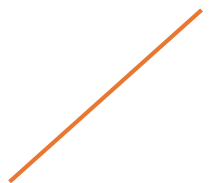
2022 NEW UNDERGRADUATE APPLICANTS

With Test

Applicants	24,515	54.2%
Offered	15,140	58.7%
Enrolled	3,785	50.4%

Without Test

Applicants	20,727	45.8%
Offered	10,655	41.3%
Enrolled	3,729	49.6%



ACADEMIC SUCCESS



Paying attention
to academic
performance

Retention
Rate
Graduation
Rate



Only two terms
since test-
optional
implementation

Fall 2021
Spring 2022



Data heavily impacted by
COVID-19

MATH EDUCATION: THE FUTURE AT VT

RON FRICKER, INTERIM DEAN
TRISH HAMMER, ASSOCIATE DEAN

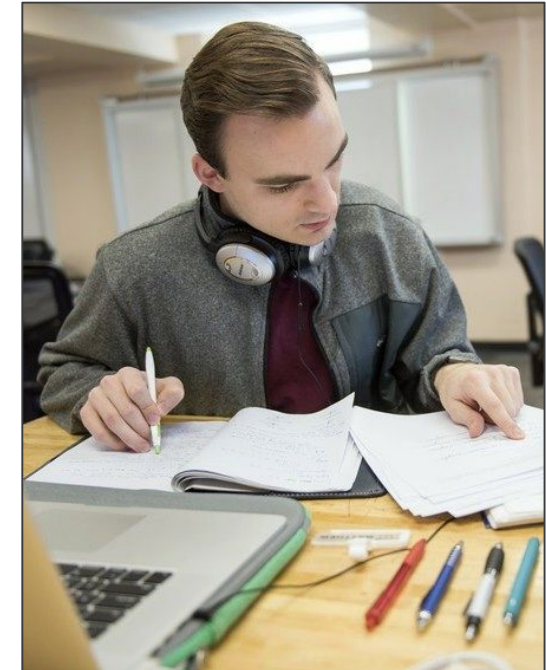
ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE
BOARD OF VISITORS
JUNE 7, 2021

The College of Science's
"deep commitment to world class
scholarship, fundamental research,
pedagogical excellence, innovation,
and outreach positions us as *the*
college with the ability to significantly
'move the needle' on Virginia Tech's
rankings" as a global land-grant
university.

— COS 2020 Annual Report

MATH ED: THE PRESENT

- Two predominant general pedagogical approaches:
 - Instructor-led, classroom-based
 - Self-paced, emporium-based
- Some classes incorporate active learning and group-based, project-based learning strategies
- Have maintained a small number of on-line classes in courses with large number of classes
- Math Emporium in transition:
 - Math 1535/1536 moved to instructor-led, classroom-based format in academic year Fall 2021
 - Math 1025/1026 offered both in Emporium (self-paced) and classroom-based (instructor-led) studio formats in Fall 2021
 - Math 1014, 1114, and 1524 currently only offered in Emporium



>70,000

Number of undergrad MATH student credit hours taught per year.

>500 + Math Empo

Number of class sections taught by the Mathematics Department per year.

100

Number of faculty in the Mathematics Department (Spring '22).

MATH ED: THE FUTURE

- Virginia Tech will reclaim its place as a leader in undergraduate mathematics education
 - Our math classes will incorporate a cutting-edge blend of new pedagogies and technology with the traditional.
- VT students will have the opportunity to choose the learning style in which they are most successful
 - Some students are successful with self-paced, instructor-assisted learning and prefer the Math Emporium environment.
 - Some students are successful with instructor-led, studio-based learning and prefer non-math emporium courses.
 - The Emporium will move on-campus and with more advanced technology will be more virtual
- Ongoing training for math faculty in best practices to support student learning and success within both models.

150
years 1872-2022



VT COLLEGE OF
SCIENCE
VIRGINIA TECH.

GETTING THERE FROM HERE

- External search for new Mathematics Department head will be undertaken next year
 - Part of search criteria will be their vision for and expertise in undergraduate mathematics education
- Support for internal and external training of math faculty in new pedagogies such as mastery-based grading, project-based learning, inclusive learning environments, remote learning, innovative classroom technology and student success strategies.
- Complete transition to student-choice model with both Math Emporium and on-campus instructor-led, studio-style options
 - By 2022-23, Math 1014
 - By 2023-24, Math 1524.



Provost's Update

ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE

April 4, 2022

Cyril Clarke, executive vice president and provost, will provide an update.



GRADUATE EDUCATION AT VIRGINIA TECH

Academic, Research, and Student Affairs Committee
Board of Visitors
June 7, 2022

Graduate Research Support Data

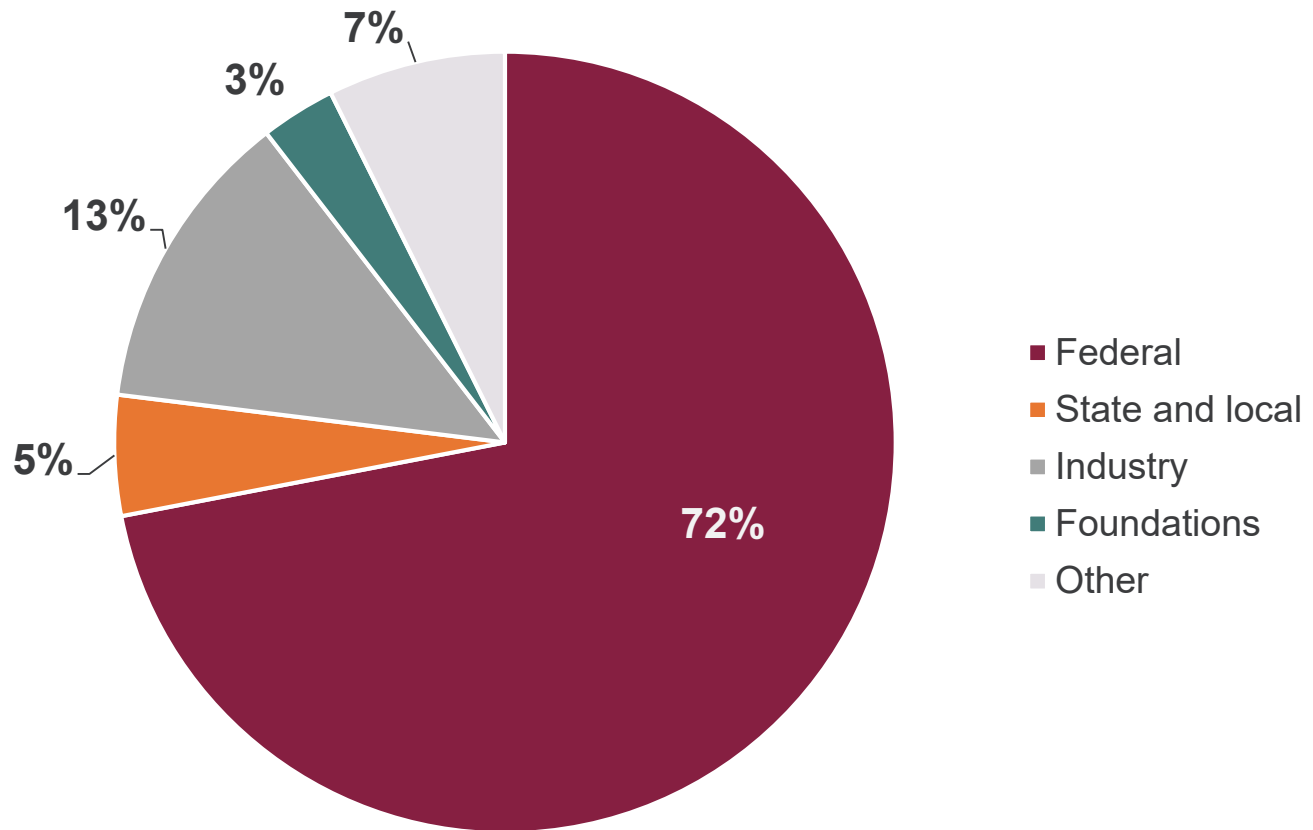


RESEARCH AND INNOVATION
VIRGINIA TECH



GRADUATE STUDENTS ON SPONSORED PROJECTS

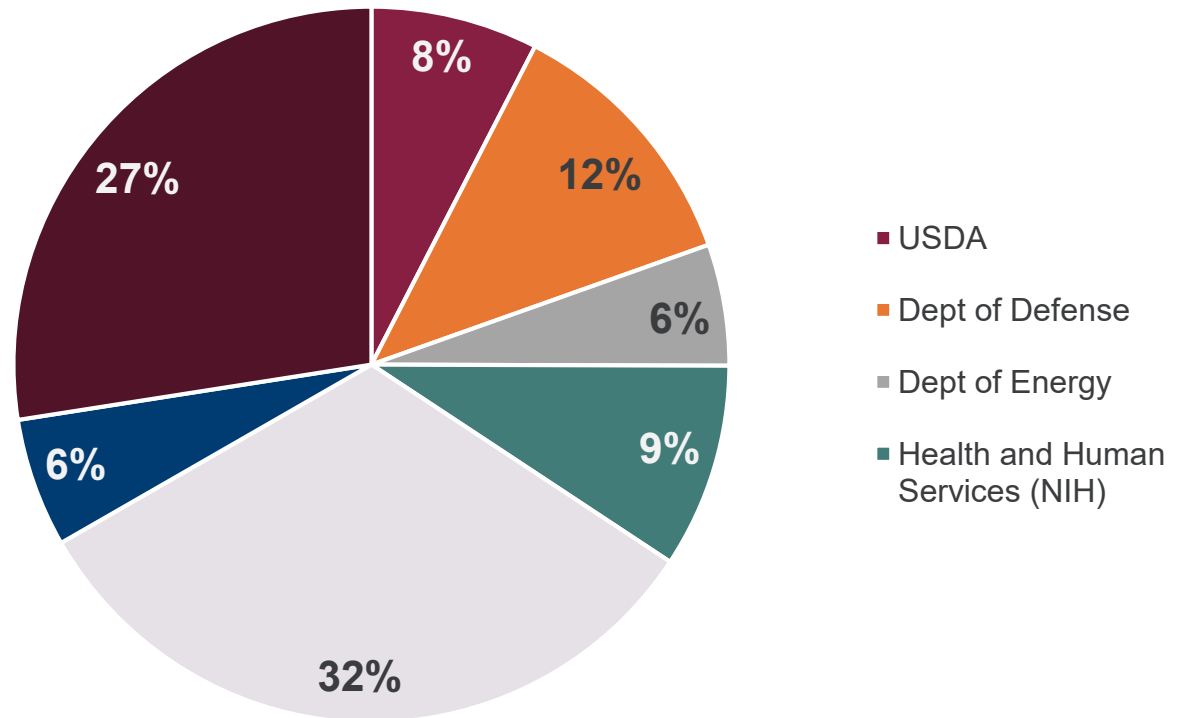
by sponsor type





GRADUATE STUDENTS SUPPORTED BY FEDERAL PROJECT

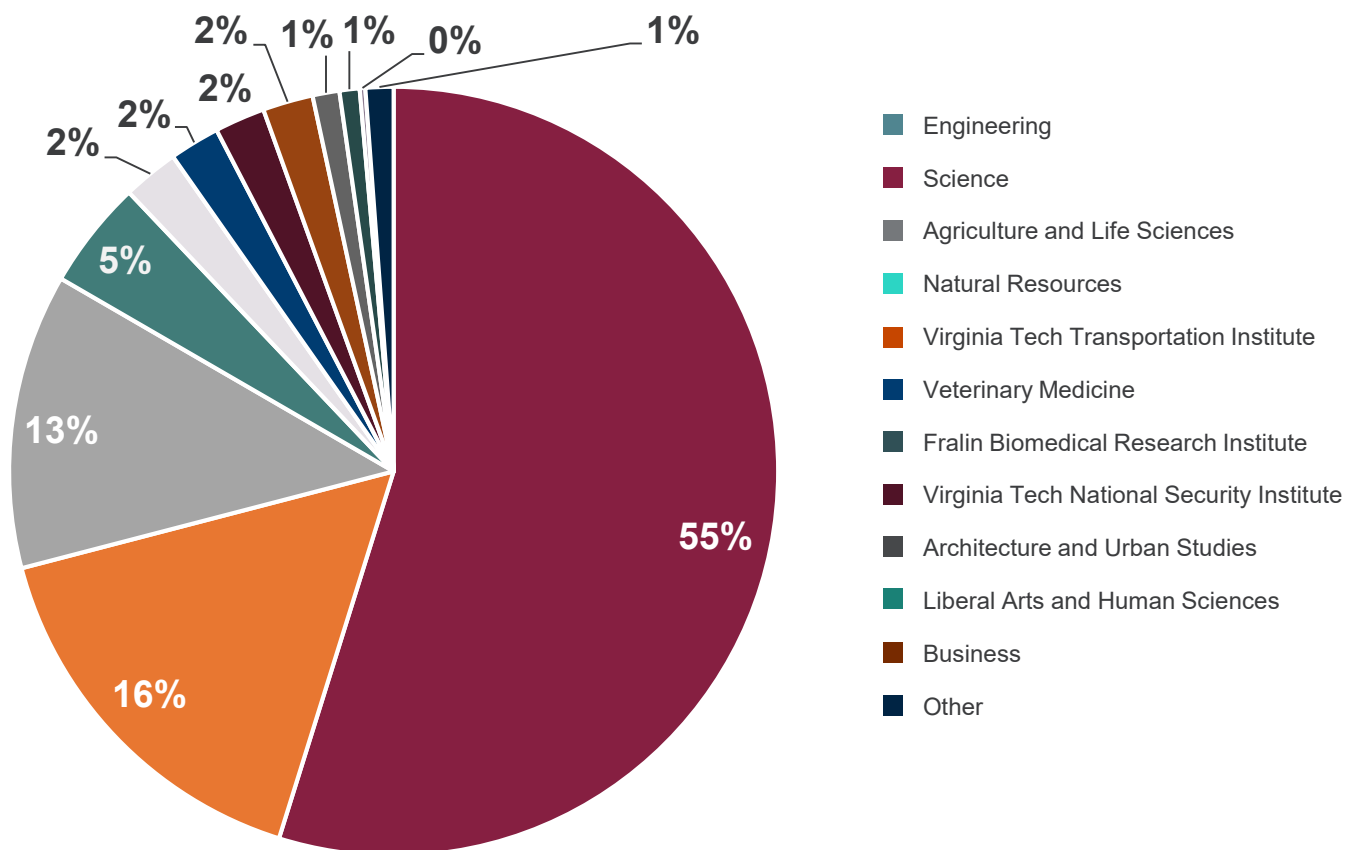
by agency





GRADUATE STUDENTS ON SPONSORED PROJECTS

by college or unit





BY THE NUMBERS

MASTER'S	
Thesis	1,859
Non-Thesis	1,595

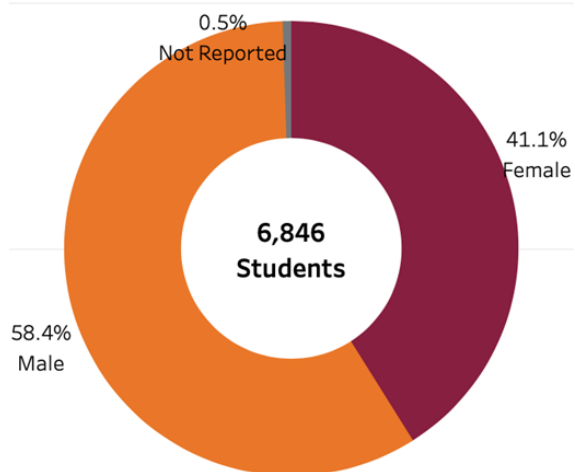
DOCTORAL	
PhD	2,958
EdD	112

OTHER	
Certificate	52
Non-Degree	105
EdS	21

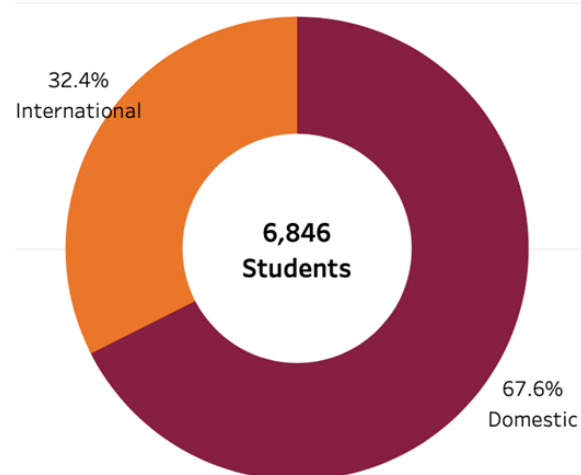
TOTAL	6,702
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BY THE NUMBERS

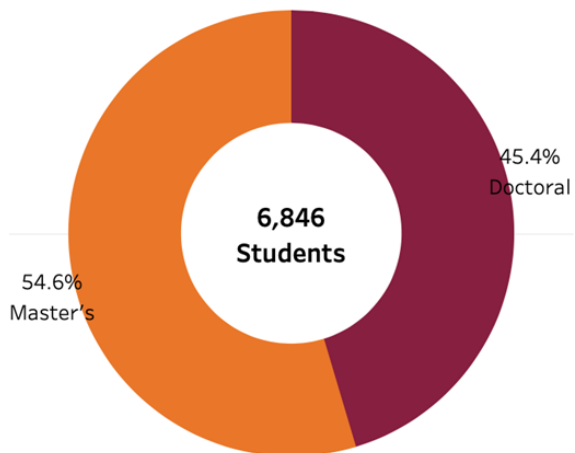
Gender



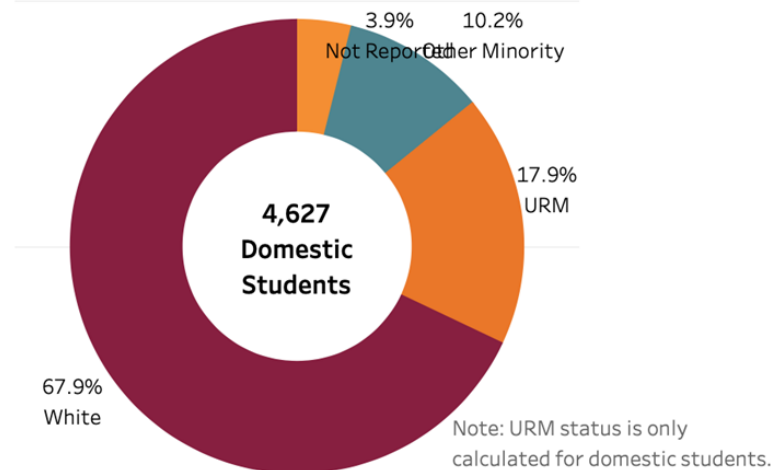
Citizenship



Degree Level



Underrepresented Minority



WHAT DO OUR STUDENTS DO?



THANK YOU



PANEL DISCUSSION



Dan Sui



Aimeé Surprenant



Kayla Alward



Steph Cooke



Leonard Ohenhen



Aiden Bradley

EXTRA SLIDES

TYPES OF ASSISTANTSHIPS

Graduate Research Assistant (GRA) conduct academically significant research under the direction of a faculty member who is generally a principal investigator on an external grant or contract.

Graduate Teaching Assistant (GTA) provide academic program support under the supervision of a faculty member. GTAs may assist faculty in teaching undergraduate courses, including laboratory teaching assignments, or in providing other appropriate professional assistance, including grading examinations, problem sets, and/or lab assignments, setting up displays for lectures and laboratory sections, and preparing or maintaining equipment used in lab sections.

TYPES OF ASSISTANTSHIPS

Graduate Assistant (GA)

Graduate Assistants provide academic and program support to academic, administrative or service units of the university.

Responsibilities may be administrative in nature and consist of duties not directly related to teaching or research (such as academic advising, program planning, advising student groups, and assisting with the administrative duties of an office).

International Student Enrollment TOTAL

(including only enrolled students)

	Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2019 to Fall 2021 Enrollment	Fall 2020 to Fall 2021 Enrollment
Undergraduate	1,797	1,880	2,008	1,739	1,453	-27.64%	-16.45%
Graduate	2,044	1,959	2,019	1,803	2,221	+10.01%	+23.18%
Total	3,850	3,846	4,032	3,542	3,674	-8.88%	+3.73%

Data includes any student enrolled at Virginia Tech on any VT campus in a degree or non-degree program whose citizenship code in Banner is Non-Resident (i.e., not a US citizen or US Permanent Resident). Source: Virginia Tech Census.

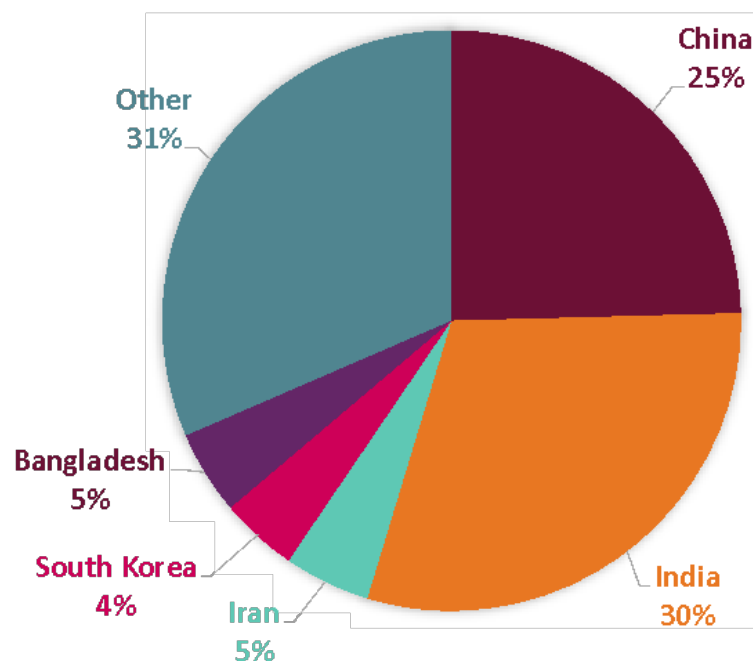
International Student Population GRADUATE - Top Five Countries of Origin

Fall 2021

2,221

international
students
from

countries



Data includes any student enrolled at Virginia Tech on any VT campus in a degree or non-degree program whose citizenship code in Banner is Non-Resident (i.e., not a US citizen or US Permanent Resident). Source: Virginia Tech Census.

**The Chair of the Academic, Research, and Student
Affairs Committee will discuss possible agenda items
for future meetings.**

**The Chair of the Academic, Research, and Student
Affairs Committee will adjourn the committee
meeting.**

Open Session Agenda

BUILDINGS AND GROUNDS COMMITTEE

Tuesday, June 7, 2022

Bus departs for tour at 8:00 a.m. from the Lobby of the Inn at Virginia Tech and Skelton Conference Center.

Open session meeting begins at 10:30 a.m. in Room 260 of the New Classroom Building.

<u>Agenda Item</u>	<u>Reporting Responsibility</u>
1. Urban Forestry and Campus Landscape Tour	Chris Kiwus
2. Welcome	Shelley Butler Barlow, Chair
3. Consent Agenda	Shelley Butler Barlow, Chair
a. Approval of the Minutes from the April 4, 2022 Meeting	
* b. Resolution to Approve a Public Utility Easement to the Town of Blacksburg – Fiber at the Virginia Tech Corporate Research Center	
* c. Resolution to Approve a Public Utility Easement to the Town of Blacksburg – Squires Parking Lot	
* d. Resolution to Approve a Joint Appointment to the New River Valley Regional Water Authority	
e. Acceptance of the Capital Project Status Report	
4. Update on Agricultural Facilities	Alan Grant David Gerrard
5. Annual Report of the University Building Official	Chris Kiel
6. Overview of the Facilities Renovations Program	Wendy Halsey Joy Manning
7. Future Agenda Items and Closing Remarks	Shelley Butler Barlow, Chair

♦ Discusses Enterprise Risk Management topic(s).

* Requires full Board approval.

Open Session Briefing Report

BUILDINGS AND GROUNDS COMMITTEE

Tuesday, June 7, 2022

Bus departs for tour at 8:00 a.m. from the Lobby of the Inn at Virginia Tech and Skelton Conference Center.

Open Session Tour

1. **Urban Forestry and Campus Landscape Tour:** The Committee will assemble in the lobby of the Inn for an urban forestry and campus landscape tour.

Tuesday, June 7, 2022

Open session meeting begins at 10:30 a.m. in Room 260 of the New Classroom Building.

Open Session Meeting

2. **Welcome:** The Committee Chair will convene the meeting and provide welcoming remarks.
3. **Consent Agenda:** The Committee will consider for approval the items listed on the Consent Agenda.
 - a. **Approval of the Minutes from the April 4, 2022 Meeting:** The Committee will review for approval the minutes from the April 4, 2022 meeting.
 - * b. **Resolution to Approve a Public Utility Easement to the Town of Blacksburg – Fiber at the Virginia Tech Corporate Research Center:** The Committee will review for approval a resolution authorizing the Interim Senior Vice President and Chief Business Officer to execute an amendment to the existing easement, or a new easement as may be appropriate, to the Town of Blacksburg. The Shenandoah Telecommunications Company (Shentel) has requested the university grant the easement to the town in the area of Research Center Drive between Forecast Drive and Pratt Drive on the Blacksburg campus in support of the town's internet expansion project.
 - * c. **Resolution to Approve a Public Utility Easement to the Town of Blacksburg – Squires Parking Lot:** The Committee will review for approval a resolution authorizing the Interim Senior Vice President and Chief Business Officer to execute an easement to the Town of Blacksburg.. The Town of Blacksburg has requested the university grant an easement for the installation and upgrade of a sanitary sewer line in the area of Squires Student Center, in support of the Blacksburg campus' sanitary sewer capacity.

♦ **Discusses Enterprise Risk Management topic(s).**

* **Requires full Board approval.**

- * d. **Resolution to Approve a Joint Appointment to the New River Valley Regional Water Authority:** The Committee will review for approval a resolution authorizing the re-appointment of Dr. William R. Knocke as the at-large member to the New River Valley Regional Water Authority for a new four-year term.
- e. **Acceptance of the Capital Project Status Report:** The Committee will review for acceptance the quarterly capital project status report.
- 4. **Update on Agricultural Facilities:** The Committee will receive an update from Alan Grant, Dean of the College of Agriculture and Life Sciences, on agricultural facilities planning and construction.
- 5. **Annual Report of the University Building Official:** The Committee will receive the annual report from the University Building Official, Chris Kiel. The University Building Official has primary responsibility for the proper management for, and enforcement of, the Virginia Uniform Statewide Building Code (VUSBC) to ensure that construction projects conducted on property owned by the university are completed in compliance with the code, related laws, and regulations. The office serves as primary liaison with outside regulatory agencies on code issues that affect the design, construction, and approval to occupy new university facilities or maintain existing facilities. The office was established in July 2010 after the Restructured Higher Education Financial and Administrative Operations Act of 2005 and the Management Agreement with the Commonwealth of Virginia granted the university the authority to designate its own building official. Organizationally, the University Building Official reports directly and exclusively to the Board of Visitors through the Buildings and Grounds Committee.
- 6. **Overview of the Facilities Renovations Program:** The Committee will receive an overview of the university's renovations program from Assistant Vice President for Facilities Operations, Wendy Halsey, and Director of Renovations, Joy Manning. Facility improvements with a total project cost below \$3 million or involve less than 5,000 gross square feet of new space are managed via the renovations program.
- 7. **Future Agenda Items and Closing Remarks:** The Committee will discuss potential topics for inclusion on future meeting agendas.

♦ **Discusses Enterprise Risk Management topic(s).**

* **Requires full Board approval.**

Urban Forestry and Campus Landscape Tour

BUILDINGS AND GROUNDS COMMITTEE

June 7, 2022

The Committee will assemble in the lobby of the Inn for an urban forestry and campus landscape tour.

Welcome

BUILDINGS AND GROUNDS COMMITTEE

June 7, 2022

The Buildings and Grounds Committee Chair will open with welcoming remarks.

Consent Agenda
BUILDINGS AND GROUNDS COMMITTEE

June 7, 2022

The Committee will consider for approval and acceptance the items listed on the Consent Agenda.

Consent Agenda

- a. Approval of the Minutes from the April 4, 2022 Meeting
- * b. Resolution to Approve a Public Utility Easement to the Town of Blacksburg – Fiber at the Virginia Tech Corporate Research Center
- * c. Resolution to Approve a Public Utility Easement to the Town of Blacksburg – Squires Parking Lot
- * d. Resolution to Approve a Joint Appointment to the New River Valley Regional Water Authority
- e. Acceptance of the Capital Project Status Report

* Requires full Board approval.

**BOARD OF VISITORS BUILDINGS AND GROUNDS COMMITTEE
MINUTES**

Monday, April 4, 2022

Open Session Tour

The Buildings and Grounds Committee of the Board of Visitors of Virginia Polytechnic Institute and State University met on Monday, April 4, 2022 at 8:00 a.m. for a tour of Holden Hall and the Data & Decision Sciences Building construction site. The tour originated and ended at the Lobby of the Inn at Virginia Tech and Skelton Conference Center (901 Prices Fork Road, Blacksburg). A quorum of the Buildings and Grounds Committee was present.

Board of Visitors Members

Present:

Shelly Butler Barlow (Committee Chair)
Ed Baine
C.T. Hill
Melissa Nelson
Horacio Valeiras
Preston White

Absent:

Tish Long (Rector)
Sharon Brickhouse Martin
Carrie Chenery
Greta Harris
Anna James
Chris Petersen
Mehul Sanghani
Jeff Veatch

Constituent Representative(s) Present:

Paolo Fermin (Undergraduate Student Representative)
Phil Miskovic (Graduate Student Representative)

Also present were the following Virginia Tech staff members:

President Tim Sands, Lynsay Belshe, Taylor Bolte, Bob Broyden, Kevin Carlson, Cyril Clarke, Sean Corcoran, Aaron Curfiss, Alisha Ebert, Katrina Estep, Mark Gess, Chris Kiel, Chris Kiwus, Kray Luxbacher, Megan Marsh, Elizabeth McClanahan, Elizabeth Mitchell, Liza Morris, Ed Nelson, Rob Ogle, Kim O'Rourke, Jeff Orzolek, Mark Owczarski, Julia Ross, Todd Shelton, John Tarter, Dwyn Taylor, and Jon Clark Teglas

The Committee assembled in the lobby of The Inn for a tour of Holden Hall and the Data & Decision Sciences Building construction site.

The tour concluded at 9:40 a.m.

♦ Discusses Enterprise Risk Management topic(s).

* Requires full Board approval.

Open Session Meeting

The Buildings and Grounds Committee of the Board of Visitors of Virginia Polytechnic Institute and State University convened on Monday, April 4, 2022 at 10:00 a.m. in open session in the Solitude Room of the Inn at Virginia Tech and Skelton Conference Center (901 Prices Fork Road, Blacksburg). A quorum of the Buildings and Grounds Committee was present.

Board of Visitors Members

Present:

Shelly Butler Barlow (Committee Chair)
Ed Baine
Sharon Brickhouse Martin
Carrie Chenery*
Greta Harris
C.T. Hill
Chris Petersen*
Horacio Valeiras
Preston White

Absent:

Tish Long (Rector)
Anna James
Melissa Nelson
Mehul Sanghani
Jeff Veatch

** Two Board members participated remotely for personal reasons in accordance with Code of Virginia §2.2-3708.2(A)(1)(2).*

- Carrie Chenery participated remotely while on a family vacation and was located at 9423 Old Oregon Inlet Road, Nags Head, NC.*
- Chris Petersen participated remotely due to business travel from 1515 Wyandotte St, Kansas City, MO.*

Constituent Representative(s) Present:

Paolo Fermin (Undergraduate Student Representative)

Also present were the following Virginia Tech staff members:

President Tim Sands, Mac Babb, Jeri Baker, Lynsay Belshe, Bob Broyden, Van Coble, Joe Cooley, Al Cooper, Alisha Ebert, Mark Gess, Emily Gibson, Alan Grant, Wendy Halsey, Kay Heidbreder, Jim Hillman, Patrick Hilt, Mary-Ann Ibeziako, Robin Jones, Frances Keene, Chris Kiel, Chris Kiwus, Sharon Kurek, Jamie Lau, Rob Mann, Joy Manning, Megan Marsh, Elizabeth McClanahan, Nancy Meacham, Liza Morris, Saied Mostaghimi, Mike Mulhare, Heidi Myers, Justin Noble, Kelly Oaks, Charlie Phlegar, Jon Porter, Dwyn Taylor, Jon Clark Teglas, Pam Vickers, Rob Viers, Lisa Wilkes, and Chris Wise

- 1. Welcome:** The Committee Chair convened the meeting and provided welcoming remarks.
- 2. Consent Agenda:** The Committee approved the items listed on the Consent Agenda.
 - a. Approval of the Minutes from the November 8, 2021 Meeting:** The Committee approved the minutes from the November 8, 2021 meeting.

♦ **Discusses Enterprise Risk Management topic(s).**

* **Requires full Board approval.**

- * b. **Resolution to Approve the New River Valley Passenger Rail Station Authority Agreement:** The Committee reviewed for approval a resolution regarding the university's participation in and authorization of the execution of an agreement establishing the New River Valley Passenger Rail Station Authority. The General Assembly recently authorized the creation of a regional passenger rail station authority and the university has been invited to join it on an equal basis with the County of Floyd, the County of Giles, the County of Montgomery, the County of Pulaski, the City of Radford, the Town of Blacksburg, the Town of Christiansburg, the Town of Pulaski, and Radford University. Joining the authority will create economic growth and development for the university. The comfort, convenience, and welfare of the university community requires the development of facilities and the creation of the New River Valley Passenger Rail Station Authority will facilitate development of such necessary facilities. The resolution commits the university to participating in the establishment of the New River Valley Passenger Rail Station Authority, authorizes that the university administration may commit resources, procure services, and enter into agreements that further the progress of the formation and operation of the authority, and authorizes the execution of an agreement establishing the respective rights and obligations of the members regarding the authority consistent with the provisions of the Code of Virginia.

The Committee recommended the resolution to the full Board for approval.

- * c. **Resolution to Approve Appointments to the New River Valley Passenger Rail Station Authority:** The Committee reviewed for approval a resolution to appoint Lynsay M. Belshe, Vice President for Enterprise Administrative and Business Services, and Christopher H. Kiwus, (in his role as) Vice President for Campus Planning, Infrastructure, and Facilities, and as the Virginia Tech representatives and members on the New River Valley Passenger Rail Station Authority Board of Directors.

The Committee recommended the resolution to the full Board for approval.

- * d. **Resolution to Approve an Appointment to the Montgomery Regional Solid Waste Authority:** The Committee reviewed for approval a resolution to reappoint Christopher H. Kiwus, in his role as Vice President for Campus Planning, Infrastructure, and Facilities, as the Virginia Tech representative and member on the Montgomery Regional Solid Waste Authority Board of Directors.

The Committee recommended the resolution to the full Board for approval.

- * e. **Resolution to Approve the Disposition of University Building No. 0350 (Lumenhaus):** The Committee reviewed for approval a resolution authorizing the disposal of Building No. 0350. The 800 gross square foot facility is located

♦ Discusses Enterprise Risk Management topic(s).

* Requires full Board approval.

within the North Academic District of main campus, at 1317 Perry Street, Blacksburg. Constructed in 2009 for the Solar Decathlon Home competition, Lumenhaus is the third such solar competition house designed and built as part of a research program begun in 2002. After competitions and touring, the house was installed adjacent to Cowgill Hall. It is beyond its useful life as an experimental and teaching structure, and is in need of maintenance and repair. The university wishes to dispose and surplus the building before it falls into further disrepair. Appurtenant elements will be removed and the site will be restored. The disposal and clearing of this site supports key elements of the Campus Master Plan. The university will obtain required reviews and approvals prior to the disposition of this structure.

The Committee recommended the resolution to the full Board for approval.

- * f. **Resolution to Approve an Easement to Atmos Energy Corporation in Support of Increased Gas Lines and Gas Line Capacity on Virginia Tech's Main Campus:** The Committee reviewed for approval a resolution authorizing authorizing the Senior Vice President and Chief Business Officer to execute an easement to Atmos Energy Corporation for the installation of a gas line in the area of Plantation Road located in the Town of Blacksburg, Montgomery County, Virginia, in support of Virginia Tech's access to natural gas service.

The Committee recommended the resolution to the full Board for approval.

- g. **Acceptance of the Capital Project Status Report:** The Committee accepted the quarterly capital project status report.
- 3. **Update on Agricultural Facilities:** The Committee received an update from Alan Grant, Dean of the College of Agriculture and Life Sciences, on agricultural facilities planning and construction. Dean Grant highlighted the progress of several capital and non-capital investments that will have significantly positive programmatic impact.
 - 4. **Update on Parking and Transportation:** The Committee received an update from Lynsay Belshe, Vice President for Enterprise Administrative and Business Services, and Jeri Baker, Senior Director of Transportation Services, on parking and transportation. The university has more than 16,000 parking spaces, a motorist assistance program, a fleet of approximately 300 vehicles, and a robust, award-winning alternative transportation program.
 - 5. **Overview of Facilities Accessibility Projects:** The Committee received an update from Kelly Oaks, Associate Vice President for Equity and Accessibility, and Wendy Halsey, Assistant Vice President for Facilities Operations, on accessibility improvements to campus facilities. While ADA compliance is required by law, Virginia Tech strives to proactively provide a campus environment that is free of barriers - physical, digital, and more - and is inclusive to all students, employees, and visitors. This morning, the team highlighted physical improvement projects that have been

♦ **Discusses Enterprise Risk Management topic(s).**

* **Requires full Board approval.**

completed or are in progress. They also shared several recently installed organizational resources and services - such as an ADA campus accessibility architect and a pathways enhancement crew - that proactively inform and manage ADA projects on campus to include ramps, curb cuts, maintaining and upgrading sidewalks, and addressing physical barriers. The team reiterated that while there is a lot more work to do, they have confidence that their coordinated approach - grounded in a community of practice model with the Campus Accessibility Working Group at the core - will continue to propel efforts forward.

6. **Discussion of Strategic Facilities Investment Programs:** Chris Kiwus, Interim Senior Vice President and Chief Business Officer and Vice President for Campus Planning, Infrastructure, and Facilities, discussed the university's strategic facilities investment programs. Dr. Kiwus emphasized that Virginia Tech is committed to providing a safe, inclusive, accessible, sustainable, mission-centric, partner-focused, and cost-effective infrastructure that preserves, fosters, complements, and advances the university's distinct senses of place and service. Extensive land holdings, effectively maintained and growing facilities, and a modern inventory of equipment and systems provide a sound foundation for current programs and future initiatives. Dr. Kiwus noted that the university has installed intentional programming in the areas of general operations and maintenance, customer requested renovations, facilities renewal, maintenance reserve, and capital projects to assess, respond, and ensure the adequacy of our facilities.
7. **Future Agenda Items and Closing Remarks:** The Committee discussed potential topics for inclusion on future meeting agendas.

The meeting adjourned at 11:08 a.m.

- ♦ Discusses Enterprise Risk Management topic(s).
- * Requires full Board approval.

Joint Open Session Meeting

The Buildings and Grounds Committee and the Finance and Resource Management Committee of the Board of Visitors of Virginia Polytechnic Institute and State University reconvened on Monday, April 4, 2022 at 11:50 a.m. in joint open session in the Solitude Room of the Inn at Virginia Tech and Skelton Conference Center (901 Prices Fork Road, Blacksburg). A quorum of the joint Committee was present.

Board of Visitors Members

Present:

Tish Long (Rector)
Shelly Butler Barlow (Committee Chair)
Ed Baine
Sharon Brickhouse Martin
Carrie Chenery*
Greta Harris
C.T. Hill
Anna James
Chris Petersen*
Horacio Valeiras
Preston White

Absent:

Melissa Nelson
Mehul Sanghani
Jeff Veatch

** Two Board members participated remotely for personal reasons in accordance with Code of Virginia §2.2-3708.2(A)(1)(2).*

- Carrie Chenery participated remotely while on a family vacation and was located at 9423 Old Oregon Inlet Road, Nags Head, NC.*
- Chris Petersen participated remotely due to business travel from 1515 Wyandotte Street, Kansas City, MO.*

Constituent Representative(s) Present:

Paolo Fermin (Undergraduate Student Representative)

Also present were the following Virginia Tech staff members:

President Tim Sands, Mac Babb, Callan Bartel, Lynsay Belshe, Bob Broyden, Kevin Carlson, Al Cooper, John Cusimano, Jeff Earley, Alisha Ebert, Mark Gess, Emily Gibson, Tony Haga, Kay Heidbreder, Jim Hillman, Mary-Ann Ibeziako, Robin Jones, Frances Keene, Chris Kiel, Chris Kiwus, Sharon Kurek, Jamie Lau, Rob Mann, Elizabeth McClanahan, Nancy Meacham, Scott Midkiff, Ken Miller, Bernadette Mondy, Liza Morris, Mike Mulhare, Bobbi Myers, Heidi Myers, Justin Noble, Kim O'Rourke, Charlie Phlegar, Jon Porter, Ken Smith, Dwyn Taylor, Jon Clark Teglas, Rob Viers, Tracy Vosburgh, Lisa Wilkes, and Chris Wise

1. Motion to Reconvene in Open Session

*** 2. Approval of Items Discussed in Closed Session**

♦ **Discusses Enterprise Risk Management topic(s).**

* **Requires full Board approval.**

- * **3. Approval of Resolution for a Long-term Lease for the Research Swing Space:** The Committees reviewed for approval a resolution for a long-term lease for the Research Swing Space. The total project budget for the project is \$20 million, and the estimated annual lease costs are \$2.07 million with an estimated present value debt impact of \$20 million.

The Committees recommended the Resolution for a Long-term Lease for the Research Swing Space to the full Board for approval.

- * **4. Approval of Resolution for a Long-term Lease for the Gilbert Street Project:** The Committees reviewed for approval a resolution for a long-term lease for the Gilbert Street project. The total budget for the university's portion of the project is \$71.7 million with an estimated annual lease costs of \$5.5 million and an estimated present value debt impact of \$69 million.

The Committees recommended the Resolution for a Long-term Lease for the Gilbert Street Project to the full Board for approval.

- * **5. Approval of Resolution for Planning for the New Pamplin College of Business Building:** The Committees reviewed for approval a resolution for planning the new Pamplin College of Business building. The target total project budget is \$80.8 million, and the funding plan calls for entirely nongeneral fund support. The funding sources include \$40.4 million of private fund raising and \$40.4 million of university nongeneral funds will be allocated by the university in a combination of cash and annual support for debt service. The private fund commitments have reached the necessary milestone and cash receipts are available and sufficient to cover the \$8 million costs to complete planning through working drawings.

The Committees recommended the Resolution for Planning for the New Pamplin College of Business Building to the full Board for approval.

The meeting concluded at 12:14 p.m.

**RESOLUTION FOR A PUBLIC UTILITY EASEMENT
IN SUPPORT OF THE TOWN OF BLACKSBURG
SHENTEL ENTERPRISE EXPANSION PROJECT**

The Shenandoah Telecommunications Company ("Shentel") has requested Virginia Polytechnic Institute and State University ("Virginia Tech") to grant a public utility easement to the Town of Blacksburg (the "Town") in the area of Research Center Drive between Forecast Drive and Pratt Drive on the main campus of Virginia Tech located in the Town of Blacksburg, Montgomery County, Virginia, in support of the Town's Internet Expansion Project.

**RESOLUTION FOR A PUBLIC UTILITY EASEMENT
IN SUPPORT OF THE TOWN OF BLACKSBURG
SHENTEL ENTERPRISE EXPANSION PROJECT**

WHEREAS, The Town is participating in the Shentel Enterprise Expansion Project to lay fiber along The Virginia Tech Corporate Research Center Park ("The VTCRC") to include portions of Innovation, Research Center and Kraft Drives; and,

WHEREAS, The Shentel Enterprise Expansion Project will utilize public utility easements for the installation of a fiber line on real property owned by Virginia Tech; and,

WHEREAS, Shentel has requested Virginia Tech to grant a public utility easement ("PUE") to the Town in the area of Research Center Drive between Forecast Drive and Pratt Drive, which PUE area would contain approximately 46,795 square feet as more particularly shown and described on the attached drawing entitled "Exhibit for Variable Public Utility Easement affecting Tax Map #256-A 1 Town of Blacksburg, Mount Tabor Magisterial," dated March 31, 2022 and made by Hurt and Proffitt; and,

WHEREAS, Virginia Tech desires to grant the approximately 46,795 square feet PUE to the Town in support of the Shentel Enterprise Expansion Project;

NOW, THEREFORE BE IT RESOLVED, that the Interim Senior Vice President and Chief Business Officer, his successors and/or assigns, be authorized to execute a Deed of Easement, or Amendment to Deed of Easement, to the Town as described herein, in accordance with applicable Virginia Tech policies and procedures as permitted by the Higher Education Restructuring Act and the Management Agreement with the Commonwealth of Virginia, and the Code of Virginia (1950), as amended.

RECOMMENDATION:

That the above resolution authorizing the Interim Senior Vice President and Chief Business Officer to execute an amendment to the existing easement, or a new easement as may be appropriate, to the Town of Blacksburg be approved.

June 7, 2022

Part of Tax Parcel No. 070905
Part of Tax Map No. 256- A 1

VT Tract No.208-00001-00311 in association with 208-0001-00055 & 208-0001-00286

PREPARED BY: Virginia Polytechnic Institute and State University
Attn: Real Estate Management (MC0163)
230 Sterrett Drive
Blacksburg, VA 24061

RETURN TO: Town of Blacksburg
Attn: Town Clerk
300 South Main Street
Blacksburg, VA 24060

Exempted from recordation taxes under Sections 58.1-811(A) (3), and
58.1-811(C) (3), and exempted from recording fees under Sections 17.1-266
and 17.1-279 (E) of the Code of Virginia, 1950 as amended.

DEED OF EASEMENT

This Deed of Easement is dated the 1st day of June, 2022, by and between **VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY**, an institution of higher education and an agency of the Commonwealth of Virginia, hereinafter called Grantor, and the **TOWN OF BLACKSBURG**, an incorporated municipality of the Commonwealth of Virginia, hereinafter called Grantee.

WITNESSETH

That for the sum of One Dollar (\$1.00) and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and in accordance with Section 23.1-1000 *et seq.* of the Code of Virginia (1950), as amended, Grantor grants unto Grantee, its successors and assigns, the perpetual right, privilege, and easement of right-of-way, containing approximately 46,795 square feet, to lay, erect, construct, operate, maintain and repair an underground telecommunication lines and all related equipment, accessories and appurtenances necessary in connection therewith, hereinafter called facilities, for the purpose of providing public high-speed internet, phone and television service, under, upon and across the lands of the Grantor as more particularly shown and described on a drawing entitled "Exhibit for Variable Public Utility Easement affecting Tax Map #256-A 1 Town of Blacksburg, Mount Tabor Magisterial" dated March 31, 2022, and made by Hurt & Proffitt which drawing is attached hereto and made a part hereof; and being part of that real estate acquired by Grantor by deed dated July 30, 1936 from Grantee, which deed is recorded in the Clerk's Office of the Circuit Court of Montgomery County, Virginia, as Deed Book 104 Page 104.

This easement is subject to all existing easements, rights-of-way, covenants, encumbrances and restrictions of record, and is further subject to the following conditions:

- A. The facilities constructed shall remain the property of Grantee. Grantee shall have the right to inspect, rebuild, remove, repair, improve, and make such changes, alterations, additions to or extensions of its facilities within the boundaries of said right-of-way as are consistent with the purpose expressed

herein. All construction, maintenance, equipment and facilities shall comply with all applicable laws, ordinances, codes and regulations.

- B. Upon completion of any activity by Grantee upon the right-of-way, Grantee shall restore the right-of-way as nearly to its original condition as practicable, including backfilling of trenches, reseeding or resodding of lands, replacement of equipment and facilities of Grantor, removal of trash and debris, and removal of any of Grantee's equipment, accessories or appurtenances not consistent with the construction, maintenance or operation of said facilities or the exercise of any rights or privileges expressed herein. Grantee shall maintain said right-of-way and facilities in such repair as not to endanger or otherwise limit the enjoyment or use of Grantor's property and adjacent properties.
- C. Grantee shall have the right to trim, cut and remove trees, shrubbery or other natural obstructions on or over the right-of-way which interfere with or threaten the efficient and safe operation, construction or maintenance of said facilities. Horizontal boring shall be implemented during utility install and maintenance to reduce damage to trees and avoid disrupting the landscape. All trees cut by Grantee shall remain the property of Grantor. All brush, branches, and other debris resulting from any cutting, trimming, or clearing of said right-of-way shall be removed from lands of Grantor and disposed of by Grantee.
- D. Grantee shall have the right of ingress to and egress from said right-of-way over the lands of Grantor as may be necessary to exercise Grantee's rights herein. Grantee shall exercise such right in such manner as shall not occasion injury or inconvenience to Grantor. Grantee shall at Grantor's election pay for or repair any injury to any of Grantor's land, structures, roads, fences, and other improvements caused by Grantee, its employees, agents or contractors. Grantee shall notify Grantor as soon as it is aware of any such injury and shall make said payment or repair within thirty (30) days after such election by Grantor; provided, however, that if such injury results in an on-going hazardous condition or a material loss of use of Grantor's property (such as, by way of illustration and not by limitation, a disruption of any utilities or loss of access to Grantor's property) then Grantee shall immediately remedy the hazardous condition or material loss of use.
- E. Grantor may use said right-of-way for any purpose not inconsistent with the rights hereby granted, provided such use does not interfere with the safe and efficient construction, operation or maintenance of said facilities, and further provided that such use is not inconsistent with any laws, ordinances or codes pertaining to the construction, operation or maintenance of said facilities and to which the Grantor is subject.
- F. Grantee covenants and agrees to have its contractors working on the facilities maintain a commercial general liability policy covering bodily injury, death and property damage with combined single limit coverage of at least One Million and No/100ths Dollars (U.S. \$1,000,000.00) each occurrence and Five Million and No/100ths Dollars (U.S. \$5,000,000.00) aggregate. Virginia Polytechnic Institute and State University and the Commonwealth of

Virginia shall be named as an additional insured. A copy of the Certificate of Insurance and the associated additional insured endorsement are to be provided to the Grantor.

- G. The purpose of this easement is to complete fiber optic cable installation improvements to real property now or formerly owned by Virginia Tech Foundation, Inc. and Virginia Tech Corporate Research Center Inc., which is a wholly owned subsidiary of the Virginia Tech Foundation, Inc., and which real property adjoins Grantor's property. If Grantee at any time discontinues use of all or any portion of the easement herein conveyed for a period of one year, and after being provided notice by Grantor, all of the Grantee's rights and interest in said easement or portion thereof shall immediately terminate and revert to Grantor, its successors and assigns. Should this easement of right-of-way be terminated Grantee shall at its expense remove any facilities and restore Grantor's property as nearly to its original condition as practicable and, on written request by Grantor, Grantee shall quitclaim and release same.
- H. This easement of right-of-way, and the use thereof, is intended to be used solely as stated herein. No other use shall be permitted without the express written consent of Grantor, which consent Grantor shall be under no obligation to give. Consent shall be evidenced by an amendment to this Deed of Easement, approved and executed with the same formality as this Deed of Easement, and shall be subject to all conditions therein set out.
- I. If Grantor at any time deems it necessary or advisable to relocate for Grantor's convenience any of Grantee's facilities installed and used pursuant to this Deed of Easement, Grantee shall relocate such facilities to a route or place acceptable to Grantor, provided Grantor for no additional consideration shall grant unto Grantee such easement as may be necessary to effect such relocation, subject to the same rights, privileges and conditions, as herein set forth, and Grantor shall reimburse Grantee the reasonable, direct costs of such relocation. Upon relocation of any of the facilities from any portion of the easement hereby granted, the easement for or over that portion of the land no longer used by Grantee shall automatically terminate and all rights, title and interest therein shall revert to Grantor.

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK.)

WITNESS the following signatures and seals.

Grantor:

VIRGINIA POLYTECHNIC INSTITUTE AND STATE
UNIVERSITY

By: _____
Christopher H. Kiwus, PE., PhD,
Interim Senior Vice President Chief Business Officer

Commonwealth of Virginia,
County of Montgomery, to-wit:

I, _____, a Notary Public in and for the jurisdiction aforesaid,
certify that the foregoing instrument was acknowledged before me this _____ day of
_____, 2022, by Christopher H. Kiwus, PE., PhD, Interim Senior Vice
President and Chief Business Officer, Virginia Polytechnic Institute and State University,
an agency of the Commonwealth of Virginia and an institution of higher education, acting
for and on behalf of the said agency.

Notary Public

My commission expires: _____

Notary registration number: _____

[Notary Seal]

Approved as to form and legal sufficiency:

By: Special Assistant Attorney General

Grantee's Acceptance:

TOWN OF BLACKSBURG

By _____

Marc Verniel

Town Manager, Town of Blacksburg

Authorized to Accept this Easement by Town Council Resolution 8-H-08.

Commonwealth of Virginia,

City/County of _____, to-wit:

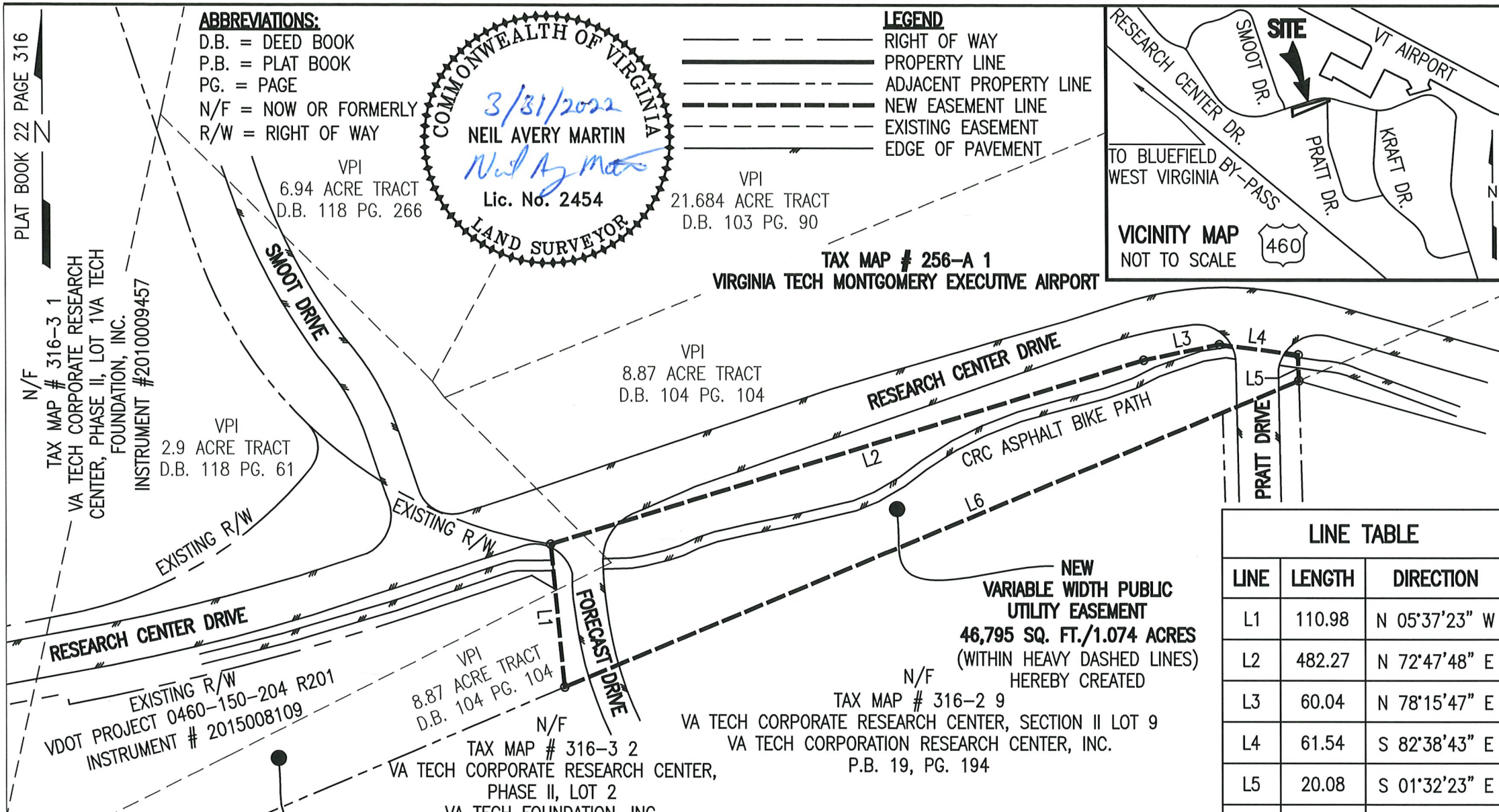
I, _____, a Notary Public in and for the jurisdiction aforesaid, certify that the foregoing instrument was acknowledged before me this _____ day of _____, 2022, by Marc Verniel, Town Manager, Town of Blacksburg, on behalf of the said municipality.

Notary Public

My commission expires: _____

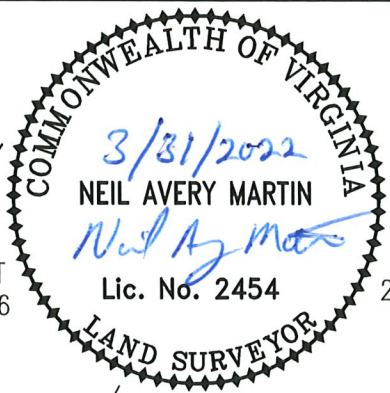
Approved as to form and legal sufficiency:

By: Town Attorney



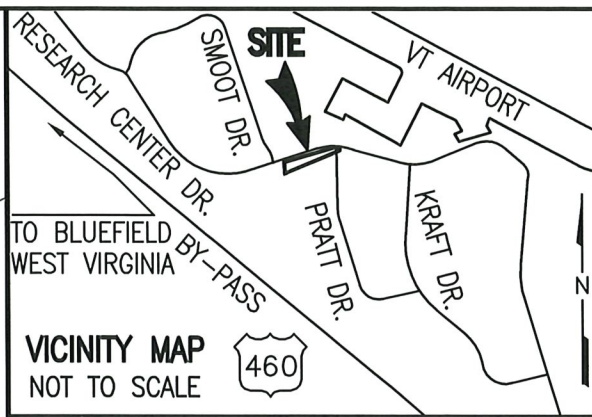
ABBREVIATIONS:

D.B. = DEED BOOK
P.B. = PLAT BOOK
PG. = PAGE
N/F = NOW OR FORMERLY
R/W = RIGHT OF WAY



LEGEND

- RIGHT OF WAY
- PROPERTY LINE
- - - ADJACENT PROPERTY LINE
- - - NEW EASEMENT LINE
- - - EXISTING EASEMENT
- == EDGE OF PAVEMENT



LINE TABLE		
LINE	LENGTH	DIRECTION
L1	110.98	N 05°37'23" W
L2	482.27	N 72°47'48" E
L3	60.04	N 78°15'47" E
L4	61.54	S 82°38'43" E
L5	20.08	S 01°32'23" E
L6	617.61	S 67°23'57" W

NOTES:

1. THIS EXHIBIT FOR VARIABLE WIDTH PUBLIC UTILITY EASEMENT WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT, AND THEREFORE MAY NOT AGREE WITH DEEDS AND PLATS OF RECORD OR SHOW ALL ENCUMBRANCES UPON THE PROPERTY SURVEYED.
2. REFERENCES: D.B. 104 PG. 104, D.B. 118 PG. 61, D.B. 103 PG. 90, D.B. 118 PG. 86, D.B. 118 PG. 266.
3. THIS EXHIBIT FOR VARIABLE WIDTH PUBLIC UTILITY EASEMENT IS THE RESULT OF AN ACTUAL FIELD SURVEY PERFORMED IN MARCH, 2022 AND ONLY REFLECTS FIELD CONDITIONS PRESENT AT THAT TIME.

SOURCE OF TITLE:

THIS IS TO CERTIFY THAT THE PROPERTY SHOWN HEREON IS A PORTION OF THE PROPERTY ACQUIRED BY VPI BY DEED , RECORDED IN D.B. 104 PG. 104 AND D.B. 118 PG. 61, WHICH ARE THE LAST INSTRUMENTS IN THE CHAIN OF TITLE TO THE SAID PROPERTY.

NEIL AVERY MARTIN, L.S.# 2454
3/31/2022
DATE

DRAWN BY: JEL
CHECKED BY: NAM

PROJECT NO. 20220354
DATE: 03/31/2022
LAT. 37.205136°
LONG. -80.413519°

HURT & PROFFIT
INSPIRED / RESPONSIVE / TRUSTED

1861 PRATT DR, SUITE 1100
BL ACKSBURG, VA 24060



EXHIBIT FOR VARIABLE WIDTH PUBLIC UTILITY EASEMENT
AFFECTING
TAX MAP # 256-A 1

**RESOLUTION FOR A PUBLIC UTILITY EASEMENT TO
TOWN OF BLACKSBURG
TO RELOCATE AND CONSTRUCT UPGRADED SANITARY SEWER MAIN
ON VIRGINIA TECH'S MAIN CAMPUS**

The Town of Blacksburg has requested Virginia Polytechnic Institute and State University ("Virginia Tech") grant an easement to the Town of Blacksburg for the installation and upgrade of a sanitary sewer line in the area of Squires Student Center located in the Town of Blacksburg, Montgomery County, Virginia, in support of Virginia Tech's sanitary sewer capacity.

**RESOLUTION FOR A PUBLIC UTILITY EASEMENT TO
TOWN OF BLACKSBURG
TO RELOCATE AND CONSTRUCT UPGRADED SANITARY SEWER MAIN
ON VIRGINIA TECH'S MAIN CAMPUS**

WHEREAS, The Town of Blacksburg has identified a need to relocate and construct a sanitary sewer main to upgrade the existing sewer shed in support of increasing the Town's and Virginia Tech's sewer capacity including the Main Campus area of the Squires Student Center; and,

WHEREAS, the Town of Blacksburg has requested Virginia Tech grant a public utility easement on Virginia Tech land near the area of the Squires Student Center which easement area would contain approximately 11,307 square feet as more particularly shown and described on the attached drawing entitled "Public Utility Easement Over the Property of Virginia Polytechnic Institute" for the Town of Blacksburg dated April 13, 2022 and made by Draper Aden Associates; and,

WHEREAS, the installation by the Town of Blacksburg and subsequent Virginia Tech use of the sanitary sewer line will support the increasing sewer needs of Virginia Tech; and,

WHEREAS, Virginia Tech desires to grant the approximately 11,307 square feet access easement in support of increased sewer capacity for Virginia Tech;

NOW, THEREFORE BE IT RESOLVED, that the Interim Senior Vice President and Chief Business Officer, his successors and/or assigns, be authorized to execute a Deed of Easement to the Town of Blacksburg as described herein, in accordance with applicable Virginia Tech policies and procedures as permitted by the Higher Education Restructuring Act and the Management Agreement with the Commonwealth of Virginia, and the Code of Virginia (1950), as amended.

RECOMMENDATION:

That the above resolution authorizing the Interim Senior Vice President and Chief Business Officer to execute an easement to the Town of Blacksburg for the purposes stated and described herein be approved.

June 7, 2022

Part of Tax Map No.: 256-A-97 & 256-A-1
Part of Tax Parcel No.: 070814 & 070905
Part of Tract No. 208-00001-00166 & 208-00001-00004

PREPARED BY: Virginia Polytechnic Institute and State University
Real Estate Management (MC0163)
230 Sterrett Drive
Blacksburg, VA 24061

RETURN TO: Town of Blacksburg
Attn: Town Clerk
300 South Main Street
Blacksburg, VA 24060

Exempted from recordation taxes and fees
under Sections 58.1-811(A)(3),
58.1-811(C)(3), 17.1-266 and 17.1-279(E)
of the Code of Virginia (1950), as amended

DEED OF EASEMENT

This Deed of Easement is dated the _____ day of _____, 2022, by and between **VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY**, an institution of higher education and agency of the Commonwealth of Virginia, hereinafter called Grantor, and the **TOWN OF BLACKSBURG**, an incorporated municipality of the Commonwealth of Virginia, hereinafter called Grantee.

WITNESSETH

That for the sum of One Dollar (\$1.00) and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and in accordance with Section 23.1-1002 of the Code of Virginia (1950), as amended, Grantor grants unto Grantee, its successors and assigns, the perpetual right, privilege, and easement of right-of-way, Five-hundred and sixty three feet (563') in length, Twenty feet (20') in width, ten feet (10') on each side of the centerline, to lay, erect, construct, operate, maintain and repair an underground sewer line and all related equipment, accessories and appurtenances necessary in connection therewith, hereinafter called facilities, for the purpose of providing public sanitary sewer service, under, upon and across the lands of the Grantor situated in the Prices Fork District, County of Montgomery, Virginia, said right-of-way being shown on a drawing entitled "Public Utility Easement Over the Property of Virginia Polytechnic Institute" as prepared by Draper Aden Associates dated April 13, 2022, which is attached to and made a part of this Deed of Easement as Exhibit A; being part of that same real estate acquired by Grantor by deed dated October 1, 1965, recorded in the Clerk's Office, Circuit Court of Montgomery County, Virginia, in Deed Book 263 Page 107 and also being part of that same real estate acquired by Grantor by deed dated August 8, 1874, recorded in the Clerk's Office, Circuit Court of Montgomery County, Virginia, in Deed Book T Page 416.

This easement is subject to all existing easements, rights-of-way, covenants, encumbrances and restrictions of record, and is further subject to the following conditions:

- A. The facilities constructed shall remain the property of Grantee. Grantee shall have the right to inspect, rebuild, remove, repair, improve, and make such changes, alterations, additions to or extensions of its facilities within the boundaries of said right-of-way as are consistent with the purpose expressed herein. All construction, maintenance, equipment and facilities shall comply with all applicable laws, ordinances, codes and regulations.
- B. Upon completion of any activity by Grantee upon the right-of-way, Grantee shall restore the right-of-way as nearly to its original condition as practicable, including backfilling of trenches, reseeding or resodding of lands, replacement of equipment and facilities of Grantor, removal of trash and debris, and removal of any of Grantee's equipment, accessories or appurtenances not consistent with the construction, maintenance or operation of said facilities or the exercise of any rights or privileges expressed herein. Grantee shall maintain said right-of-way and facilities in such repair as not to endanger or otherwise limit the enjoyment or use of Grantor's property and adjacent properties.

Grantee shall take all safety precautions necessary to protect the public during construction of the facilities. Site security shall include fencing and trench covers as set forth in Virginia Tech's "Contractor Safety Program". Grantee's signage in the construction area shall clearly communicate that no one may access the construction site unless authorized to do so. Grantee and its contractors and subcontractors shall comply with the guidelines as set forth in Virginia Tech's "Contractor Safety Program" whenever performing work.

- C. Grantee shall contact the Virginia Tech University Arborist to discuss any trees, shrubbery or other natural obstructions that interfere with or threaten the efficient and safe operation, construction or maintenance of said facilities prior to removal, trimming, or cutting the trees, shrubbery or natural obstructions. The Grantor retains all rights and decision-making authority regarding whether to trim, cut and remove trees, shrubbery or other natural obstructions that Grantee feels may need to be trimmed, cut, or removed to install said Grantee facilities. All trees cut shall remain the property of Grantor. All brush, branches, and other debris resulting from any cutting, trimming, or clearing of said right-of-way shall be removed from lands of Grantor and disposed by Grantee. Grantor acknowledges that the three trees as indicated on Exhibit B will be affected by the installation of the Sanitary Sewer Line and will have to be removed. Grantee agrees to be responsible for the cost of the removal of said trees and also agrees to be financially responsible for planting three replacement trees, as approved by the Grantor, in another location on campus that Grantor chooses.

Grantee will install protection fences for the critical root zones of the four trees indicated on Exhibit B that have roots within the Easement. Grantee will contact the University Arborist prior to beginning work in these areas in order to locate and identify the specific trees that need protection fences. Grantee

further agrees to provide root invigoration for the trees that the University Arborist selects.

- D. Grantee shall have the right of ingress to and egress from said right-of-way over the lands of Grantor as may be necessary to exercise Grantee's rights herein. Grantee shall exercise such right in such manner as shall not occasion injury or inconvenience to Grantor. Grantee shall at Grantor's election pay for or repair any injury to any of Grantor's land, structures, roads, fences, and other improvements caused by Grantee, its employees, agents or contractors. Grantee shall notify Grantor immediately of any such injury and shall make said payment or repair within thirty (30) days after such election by Grantor; provided, however, that if such injury results in an ongoing hazardous condition or a material loss of use of Grantor's property (such as, by way of illustration and not by limitation, a disruption of any utilities or loss of access to Grantor's property) then Grantee shall immediately remedy the hazardous condition or material loss of use. Grantor retains the right for the existing sidewalks within or near the Easement area to remain. Grantor retains the right to install seat walls in the easement area in the future. If Grantee injures or damages the sidewalks or seat walls during construction or during any subsequent maintenance on the sewer line, Grantee agrees to return the property to its pre-construction condition.

Grantor and Grantee acknowledge that Grantor will be unable to use some parking spaces in the Squires Lot during the construction of the facilities. Grantee agrees to pay the Grantor for each parking spot that is unusable by the Grantor for the entirety of the period in which they cannot be used. The current rate for each parking space is \$33.00 per month, per parking space. The parties agree that this rate will be adjusted when the rates change to \$35.00 per month, per parking space on July 1, 2022. Grantee agrees to pay the new parking space rate once it is instituted. These rates are subject to change annually. The Grantee shall notify the Director of Parking and Transportation at (540) 231-3200 two weeks prior to the parking lot being affected so that notice to the university community can occur.

- E. Grantor, its successors and assigns, may use said right-of-way for any purpose not inconsistent with the rights hereby granted, provided such use does not interfere with the safe and efficient construction, operation or maintenance of said facilities, and further provided that such use is not inconsistent with any laws, ordinances or codes pertaining to the construction, operation or maintenance of said facilities and to which the Grantor is subject.
- F. Grantee covenants and agrees to indemnify, defend and hold Grantor, its employees and agents, harmless from and against any claims of injury to any persons or property and from and against any other liability of any nature whatsoever to the extent permitted by law, and without waiving its sovereign immunity resulting from the installation, operation, maintenance, replacement, repair, removal or use of any of Grantee's facilities or the connection to other utility facilities on or adjacent to said easement, or in any way arising out of Grantee's exercise of any rights herein granted.

- G. If Grantee at any time discontinues use of all or any portion of the easement herein conveyed for a period of one year, all of the Grantee's rights and interest in said easement or portion thereof shall immediately terminate and revert to Grantor, its successors and assigns, and Grantee shall at its expense remove any facilities and restore Grantor's property as nearly to its original condition as practicable and, on written request by Grantor, Grantee shall quitclaim and release same.
- H. This easement of right-of-way, and the use thereof, is intended to be used solely for the purpose of providing public sanitary sewer service. No other use shall be permitted without the express written consent of Grantor, which consent Grantor shall be under no obligation to give. Consent shall be evidenced by an amendment to this Deed of Easement, approved and executed with the same formality as this Deed of Easement, and shall be subject to all conditions therein set out.
- I. If Grantor at any time deems it necessary or advisable to relocate for Grantor's convenience any of Grantee's facilities installed and used pursuant to this Deed of Easement, Grantee shall relocate such facilities to a route or place acceptable to Grantor, provided Grantor for no additional consideration shall grant unto Grantee such easement as may be necessary to effect such relocation, subject to the same rights, privileges and conditions, as herein set forth, and Grantor shall reimburse Grantee the reasonable, direct costs of such relocation. Upon relocation of any of the facilities from any portion of the easement hereby granted, the easement for or over that portion of the land no longer used by Grantee shall automatically terminate and all rights, title and interest therein shall revert to Grantor.

WITNESS the following signatures and seals.

Grantor:

VIRGINIA POLYTECHNIC INSTITUTE AND STATE
UNIVERSITY

By _____
Christopher H. Kiwus, PE, PhD

Interim Senior Vice President and Chief Business
Officer

Commonwealth of Virginia,
County of Montgomery, to-wit:

I, _____, a Notary Public in and for the jurisdiction aforesaid, certify that the foregoing instrument was acknowledged before me this _____ day of _____, 2022, by Christopher H. Kiwus, PE, PhD, Interim Senior Vice President and Chief Business Officer, Virginia Polytechnic Institute and State University, on behalf of the institution.

Notary Public

My commission expires: _____

Office of the Attorney General
Approved as to form and legal sufficiency:

Special Assistant Attorney General

Grantee's Acceptance:

TOWN OF BLACKSBURG

By _____

Marc Verniel

Town Manager

Authorized to Accept this Easement by Town Council Resolution 8-H-08.

Commonwealth of Virginia,
City/County of _____, to-wit:

I, _____, a Notary Public in and for the jurisdiction aforesaid, certify that the foregoing instrument was acknowledged before me this _____ day of _____, 2022, by Marc Verniel, Town Manager, Town of Blacksburg, on behalf of the said municipality.

Notary Public

My commission expires: _____

Approved as to form and legal sufficiency:

By: Town Attorney

NOTES:
1.) SOURCE OF MERIDIAN FOR BEARINGS IS BASED UPON:
VIRGINIA STATE PLANE, SOUTH ZONE, (NAD 83).

2.) NO TITLE REPORT FURNISHED.

3) THIS COMPILED PLAT WAS PREPARED FOR THE SOLE
PURPOSE OF SHOWING AN EASEMENT. NO BOUNDARY
SURVEY WAS PERFORMED AT THIS TIME AND THE BEARINGS
AND DISTANCES SHOWN HEREON, MAY OR MAY NOT
CONFORM TO PREVIOUS DEEDS AND OR PLATS OF RECORD.

VIRGINIA STATE PLANE, SOUTH ZONE

PLAT ACCEPTED

Randy Jarman 4/13/22
TOWN ENGINEER DATE

LINE TABLE		
LINE	BEARING	DISTANCE
L1	N46°17'11"E	3.99'
L2	N50°15'08"E	16.39'
L3	S19°38'16"E	24.45'
L4	N51°56'35"E	8.59'
L5	S36°53'53"E	20.00'
L6	N35°26'17"W	20.02'
L7	N19°38'16"W	29.39'
L8	N50°15'08"E	18.47'

VPI, BUILDINGS AND LAND
TM 256-A-1
INSTR. No. 2010003159

COLLEGE AVE.

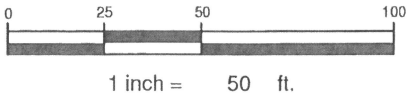
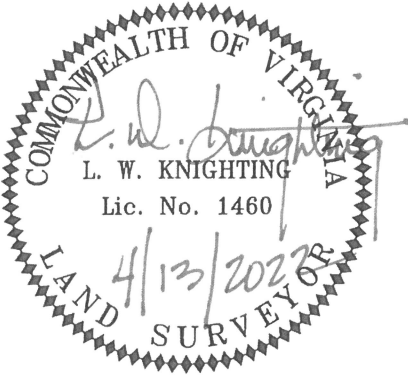
TOWN OF BLACKSBURG
TM 256-A-117
D.B. 411, PG. 620

VIRGINIA POLYTECHNIC INSTITUTE
TM 256-A-97
D.B. 263, PG. 107

20' PUBLIC UTILITY
EASEMENT TO BE
DEDICATED
10034 SQ. FT.

VIRGINIA POLYTECHNIC INSTITUTE
TM 256-A-97
D.B. 263, PG. 107

OTEY STREET



Draper Aden Associates
Engineering • Surveying • Environmental Services

2206 South Main Street
Blacksburg, VA 24060
540-552-0444 Fax: 540-552-0291
Richmond, VA
Charlottesville, VA
Hampton Roads, VA
Raleigh, NC
Fayetteville, NC
Northern Virginia
Virginia Beach, VA

DESIGNED: N/A
DRAWN: JFF
CHECKED: LWK
DATE: 04/13/22

PUBLIC UTILITY EASEMENT
OVER THE PROPERTY OF
VIRGINIA POLYTECHNIC INSTITUTE

PRICES FORK DISTRICT, TOWN OF BLACKSBURG, MONTGOMERY COUNTY, VIRGINIA

SCALE: 1" = 50'

PROJECT: 2109471

FIGURE
17

NOTES:
1.) SOURCE OF MERIDIAN FOR BEARINGS IS BASED UPON:
VIRGINIA STATE PLANE, SOUTH ZONE, (NAD 83).

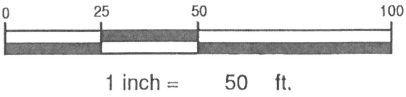
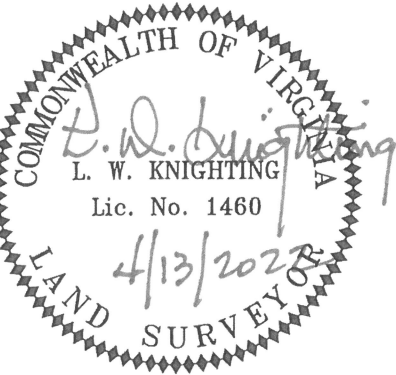
2.) NO TITLE REPORT FURNISHED.

3) THIS COMPILED PLAT WAS PREPARED FOR THE SOLE
PURPOSE OF SHOWING AN EASEMENT. NO BOUNDARY
SURVEY WAS PERFORMED AT THIS TIME AND THE BEARINGS
AND DISTANCES SHOWN HEREON, MAY OR MAY NOT
CONFORM TO PREVIOUS DEEDS AND OR PLATS OF RECORD.

PLAT ACCEPTED

Randy Jarman 4/13/22
TOWN ENGINEER DATE

LINE TABLE		
LINE	BEARING	DISTANCE
L1	S35°19'55"E	20.02'
L2	S51°56'35"W	27.21'
L3	S16°35'01"W	26.97'
L4	N73°24'59"W	20.00'
L5	N16°35'01"E	33.34'
L6	N51°56'35"E	34.53'



VPI, BUILDINGS AND LAND
TM 256-A-1
INSTR. No. 2010003159


VIRGINIA POLYTECHNIC INSTITUTE
TM 256-A-97
D.B. 263, PG. 107

20' PUBLIC UTILITY
EASEMENT TO BE
DEDICATED
1221 SQ. FT.

VIRGINIA POLYTECHNIC INSTITUTE
TM 256-A-97
D.B. 263, PG. 107

VPI, BUILDINGS AND LAND
TM 256-A-1
INSTR. No. 2010003159

VIRGINIA STATE PLANE, SOUTH ZONE



Draper Aden Associates
Engineering • Surveying • Environmental Services
2206 South Main Street
Blacksburg, VA 24060
540-552-0444 Fax: 540-552-0291

Richmond, VA
Charlottesville, VA
Hampton Roads, VA

Raleigh, NC
Fayetteville, NC
Northern Virginia
Virginia Beach, VA

DESIGNED: N/A
DRAWN: JFF
CHECKED: LWK
DATE: 04/13/22

PUBLIC UTILITY EASEMENT
OVER THE PROPERTY OF
VPI, BUILDINGS AND LAND

PRICES FORK DISTRICT, TOWN OF BLACKSBURG, MONTGOMERY COUNTY, VIRGINIA

SCALE: 1" = 50'

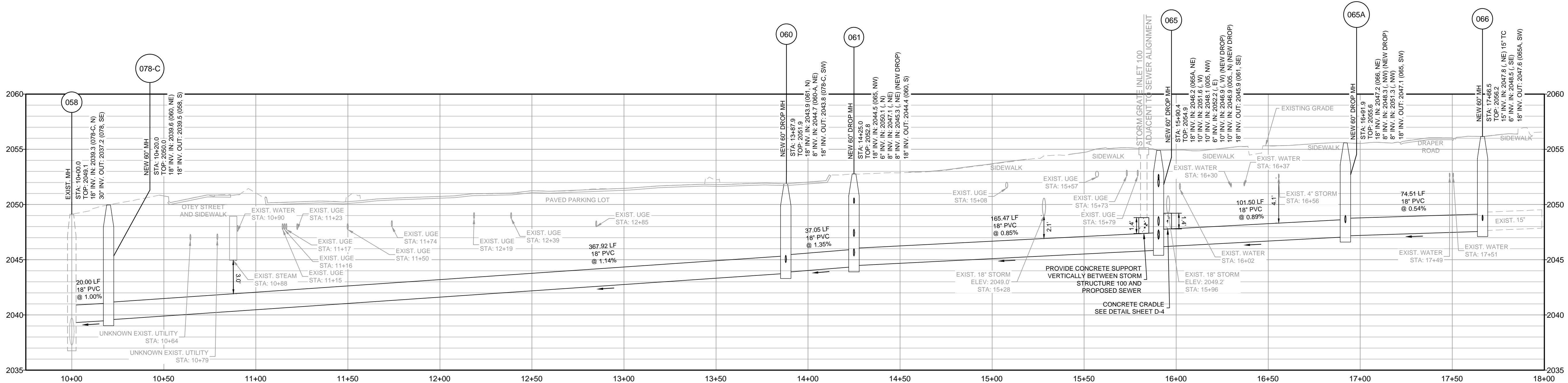
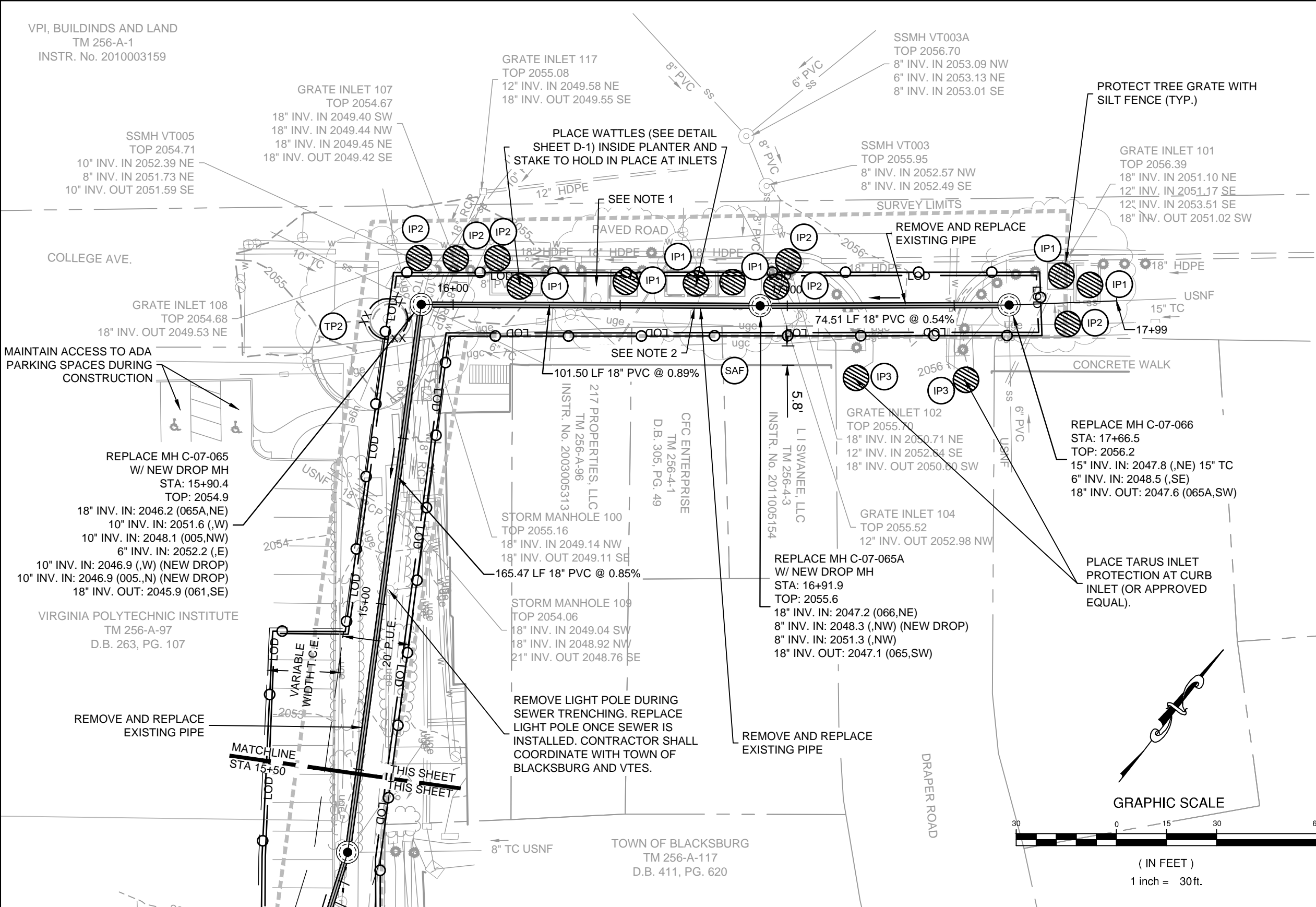
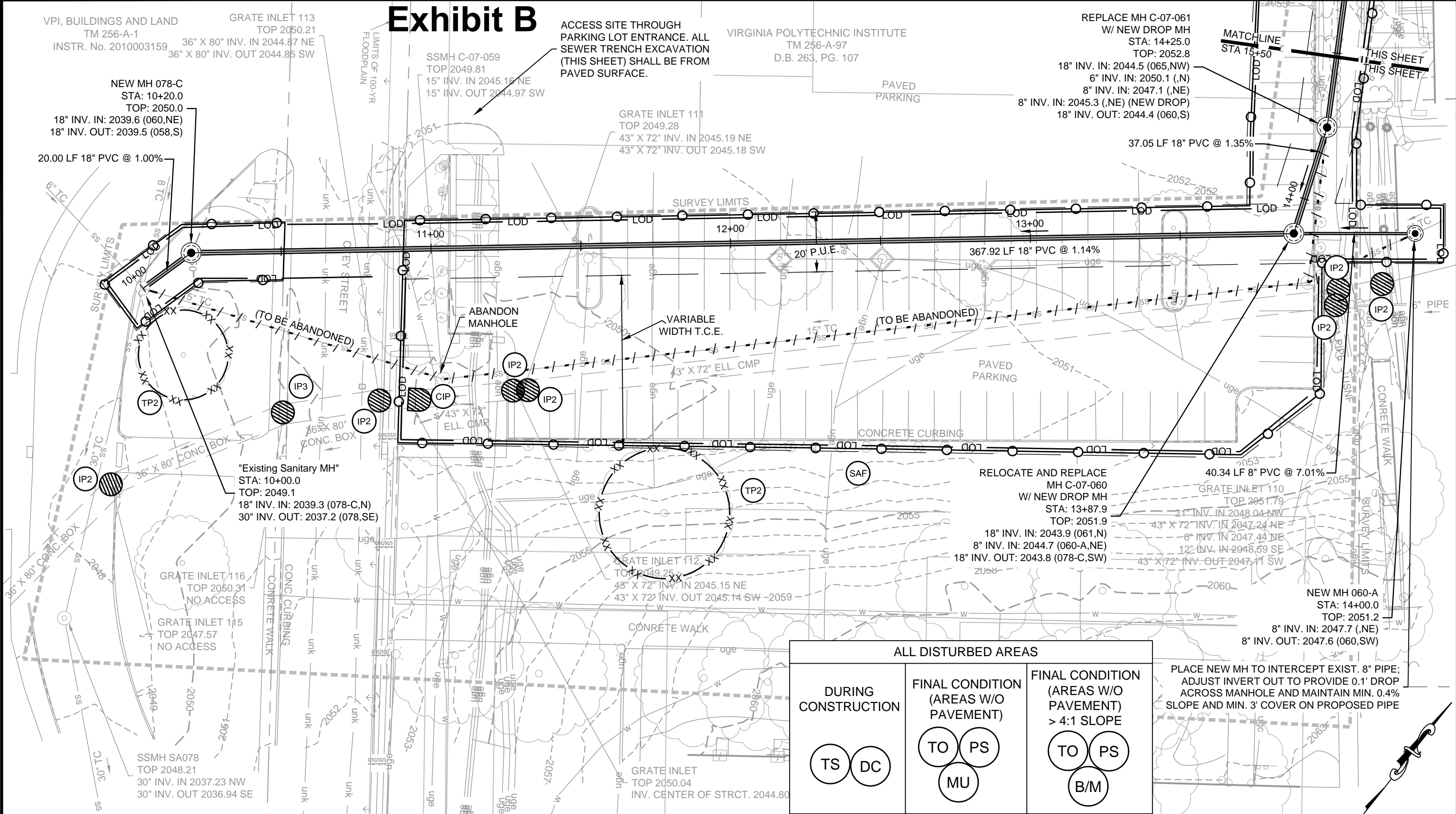
PROJECT: 2109471

FIGURE
18

P:\2021\0940002\09471\05-SVY\CAD\2109471.dwg April 13, 2022 7:58:49 AM

Exhibit

Exhibit B



SANITARY SEWER PROFILE STA 10+00 TO 15+50 - SCALE: H: 1"=30', V: 1"=5'

TOWN APPROVAL

TOWN ENGINEER	DATE
TOWN PLANNER	DATE

MS-16. UNDERGROUND UTILITY LINES SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING STANDARDS IN ADDITION TO OTHER APPLICABLE CRITERIA:

- A. NO MORE THAN 50 LINEAR FEET OF TRENCH MAY BE OPENED AT ONE TIME.
- B. EXCAVATED MATERIAL SHALL BE PLACED ON THE UPHILL SIDE OF TRENCHES.
- C. EROSION FROM DRAINAGE OPENINGS SHALL BE PREVENTED BY FILTERS OR PASSED THROUGH AN APPROVED SEDIMENT TRAPPING DEVICE, OR BOTH, AND DISCHARGED IN A MANNER THAT DOES NOT ADVERSELY AFFECT FLOWING STREAMS OR OFF-SITE PROPERTY.
- D. MATERIAL USED FOR BACKFILLING TRENCHES SHALL BE PROPERLY COMPACTED IN ORDER TO MINIMIZE EROSION AND PROMOTE STABILIZATION.
- E. RESTABILIZATION SHALL BE ACCOMPLISHED IN ACCORDANCE WITH THIS CHAPTER.
- F. APPLICABLE SAFETY REQUIREMENTS SHALL BE COMPLIED WITH.

- NOTES:

1. REMOVE AND STORE FOR REUSE EXISTING PRECAST PLANTER BOX INCLUDING ALL SOIL, GRAVEL, AND PLANTS. RECORD AND NOTIFY THE OWNER OF ANY DEVIATIONS FOUND BETWEEN THE EXISTING INSTALLATION AND THE INCLUDED CONSTRUCTION DETAIL. AFTER PIPELINE CONSTRUCTION IS COMPLETE, REINSTALL PLANTER BOX PER DETAIL AND MATCHING EXISTING CONDITIONS. DO NOT INSTALL ANY ITEMS FROM THE DETAIL THAT WERE NOT PREVIOUSLY IMPLEMENTED UNLESS DIRECTED OTHERWISE BY THE OWNER. CONTRACTOR WILL REPLACE ANY MATERIAL DAMAGED AND RENDERED UNUSABLE AT HIS OWN EXPENSE.
2. REMOVE AND SAVE ALL EXISTING DECORATIVE SIDEWALK BRICKS FOR REUSE. RESTORE SIDEWALK TO EXISTING CONDITIONS AFTER CONSTRUCTION IS COMPLETE.
3. ALL ELECTRIC DUCT BANKS UNDERMINED DURING CONSTRUCTION WILL BE SUPPORTED WITH AN I BEAM AND CHAINS OR STRAPS SUFFICIENT IN STRENGTH AND QUANTITY TO FULLY SUPPORT THE DUCT BANK. CONTRACTOR SHALL COORDINATE WITH VTES.

NOTES FOR WORK ON VIRGINIA TECH (VT) PROPERTY:

1. IT IS RECOMMENDED FOR THE CONTRACTOR TO SCHEDULE WORK ON VT PROPERTY WHEN VT IS NOT IN REGULAR FALL OR SPRING SESSIONS.
2. IF ANY ADA PARKING IS IMPACTED DURING CONSTRUCTION, IT WILL NEED TO BE RELOCATED NEARBY FOR THE DURATION OF THE IMPACT. CONTRACTOR SHALL COORDINATE WITH VT PARKING SERVICES FOR COST RELATED TO PARKING SPACE IMPACTS.
3. CONTRACTOR SHALL SUBMIT PROPOSED WORK IMPACTS INCLUDING ROAD AND SIDEWALK IMPACTS TO VIRGINIA TECH OFFICE OF UNIVERSITY PLANNING AT LEAST 3 WEEKS PRIOR TO IMPACTS.
4. CONTRACTOR SHALL COORDINATE WITH VIRGINIA TECH GROUNDS AND LANDSCAPING FOR ALL DISTURBED AREA ON VT PROPERTY. CONTRACTOR SHALL USE A VT APPROVED COMPANY TO RE-ESTABLISH VEGETATION ON DISTURBED AREAS OF VT PROPERTY.
5. CONTRACTOR SHALL ADVISE AND CLEARLY COMMUNICATE THAT NO ONE IS TO ACCESS THE SITE UNLESS AUTHORIZED TO DO SO. CONTRACTOR SHALL COORDINATE WITH VT SAFETY EHS.
6. TRENCH COVERS SHALL BE DETERMINED BY THE CONTRACTOR AND COORDINATED WITH VT SAFETY EHS.
7. TREE PROTECTION SHALL MEET OR EXCEED VT STANDARDS. SEE SHEET D-2 FOR VT TREE PROTECTION DETAIL.
8. ANY WORK SCHEDULED TO OCCUR WITHIN TREE PROTECTION ZONES MUST BE COORDINATED WITH THE UNIVERSITY ARBORIST BEFORE, DURING, AND AFTER OPERATIONS SO MITIGATION MAY BE ASSESSED AND SCHEDULED TO PREVENT RISK AND TREE LOSS.

STRUCTURE DATA		
STRC. NUMBER	NORTHING	EASTING
060-A	N: 3612729.0121	E: 10925076.4107
060	N: 3612704.7023	E: 10925044.2242
061	N: 3612739.6022	E: 10925031.7716
078-C	N: 3612477.5301	E: 10924754.8183

STRUCTURE DATA		
STRC. NUMBER	NORTHING	EASTING
065	N: 3612883.6770	E: 10924950.3900
065A	N: 3612944.5940	E: 10925031.5800
066	N: 3612989.7490	E: 10925090.8500

PLAN AND PROFILE (1 OF 9)

HARDING SEWER SHED UPGRADE

BLACKSBURG, VIRGINIA

REVISIONS

DESIGNED BY: BH

DRAWN BY: NRH

CHECKED BY: MHHM

SCALE: 1st - 2

DATE: _____

PROJECT NUMBER:

210947

C.

C-2

6 OF 34

RESOLUTION TO APPROVE A JOINT APPOINTMENT TO THE NEW RIVER VALLEY REGIONAL WATER AUTHORITY

The New River Valley Regional Water Authority (the Authority) consists of five members who are responsible for the management and operation of the Authority. One member is appointed by each of the participating political subdivisions, and the other member is appointed jointly by the Virginia Tech Board of Visitors, the Blacksburg and Christiansburg Town Councils, and the Montgomery County Board of Supervisors.

The jointly appointed member of the Authority, Dr. William R. Knocke, has a term that expires on June 30, 2022. The members of the authority recommend re-appointment of Dr. Knocke as the at-large member to the Authority for a new four-year term.

Dr. Knocke is a Professor and Associate Department Head in the Charles E. Via, Jr. Department of Civil and Environmental Engineering at Virginia Tech. Dr. Knocke is a licensed Professional Engineer, specializes in Environmental and Water Resources Engineering, and his areas of interest include: physical-chemical treatment of water and wastewater, chemistry of aquatic systems, sludge treatment and disposal, and hazardous waste assessment and treatment. Knocke's Bachelor of Science, Master of Science, and Ph.D. are in civil engineering from the University of Missouri, with a concentration in environmental engineering.

**RESOLUTION TO APPROVE A JOINT APPOINTMENT TO THE
NEW RIVER VALLEY REGIONAL WATER AUTHORITY**

WHEREAS, the New River Valley Regional Water Authority (the Authority) consists of five members who are responsible for the management and operation of the Authority; and

WHEREAS, one member is appointed by each of the political subdivisions, and the other member is appointed jointly by the Virginia Tech Board of Visitors, the Blacksburg and Christiansburg Town Councils, and the Montgomery County Board of Supervisors; and

WHEREAS, the jointly appointed member of the Authority has a term that expires on June 30, 2022; and

WHEREAS, the members of the authority desire to re-appoint William R. Knocke as the at-large member for a four-year term;

NOW, THEREFORE, BE IT RESOLVED, that William R. Knocke be appointed as joint member of the New River Valley Regional Water Authority for a four-year term expiring June 30, 2026.

RECOMMENDATION:

That the above resolution appointing William R. Knocke as joint representative to the New River Valley Regional Water Authority through June 30, 2026 be approved.

June 7, 2022



CAPITAL PROJECTS UPDATE

PREPARED FOR THE BUILDINGS AND GROUNDS COMMITTEE OF THE BOARD OF VISITORS
JUNE 2022



Project Portfolio

- 19 BOV-authorized projects -- active and complete (w/in 1-year warranty phase)
- Total value of ~\$1B
- Adds ~1.7M gross square feet (GSF) of new construction
- Renovates nearly 300K GSF of existing space



Capital Construction Executive Summary (Progressive)

Date Prepared: 20 APR 2022



LEGEND:

Design

Construction

SD = Schematic Design

PD = Preliminary Design

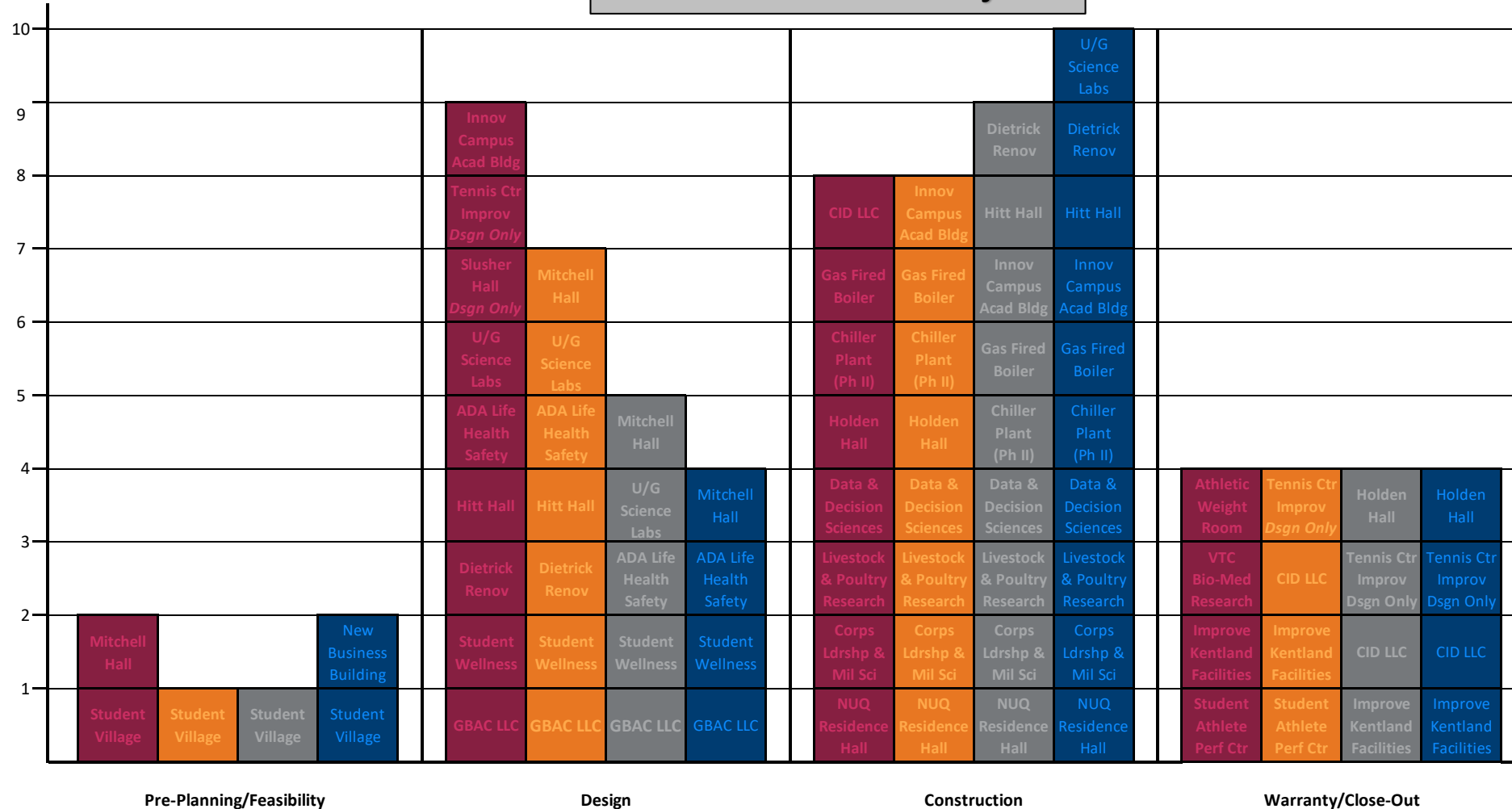
WD = Working Drawings

Project Title	Total Project Budget (\$M)	Construction Budget (\$M) <i>(Construction contract value)</i>	New Const (GSF)	Renovation (GSF)	CY 2022				CY 2023				CY 2024			
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
					FY22		FY23				FY24				FY25	
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Improve Kentland Facilities (Phase II) -- Various Locations	\$12.5	\$10.1	28,403		WARRANTY											
Creativity & Innovation District Living Learning Community	\$105.5	\$85.3	232,000		WARRANTY											
Holden Hall Renovations	\$74.9	\$58.5	82,905	20,240	WARRANTY											
Gas-Fired Boiler at Central Steam Plant	\$8.2	\$3.8	N/A			WARRANTY										
Chiller Plant Phase II	\$42.9	\$32.7	N/A													
Data & Decision Sciences Building (D&DS)	\$79.0	\$58.9	120,000													
Livestock & Poultry Research Facilities (Ph I) - Various Locations	\$25.3	\$18.2	129,100													
Multi-Modal Transit Facility (Note 1)	N/A	N/A	13,606													
Corps Leadership & Military Science Building	\$52.0	\$37.9	65,428	8,449												
New Upper Quad Residence Hall	\$42.0	\$32.0	56,650													
Innovation Campus - Academic Building (Note 2)	\$302.1	\$226.3	299,733													
HITT Hall (Note 2)	\$85.0	\$65.5	101,000													
Dietrick Renovation	\$9.1	\$6.8	6,298	11,960												
Undergraduate Science Laboratory Building	\$90.4	\$69.5	102,746													
Student Wellness Improvements	\$58.0	\$46.9		217,708												
Life, Health, Safety, Accessibility and Code Compliance	\$3.1	\$2.2				WD										
Planning: Mitchell Hall (Replace Randolph Hall) -- <i>Design Only</i>	\$11.0	\$170.0	284,000			PD		WD								
Planning: New Business Building -- <i>Design Only</i>	\$8.0	\$60.6M	104,000				SD		PD		WD					
Planning: Tennis Center Improvements -- <i>Design Only</i>	\$0.8	\$3.0	7,000	500												
Global Business & Analytics Complex Residence Halls	\$84.0	\$66.0	160,000		ON HOLD											
TOTALS	\$1,093.8		1,792,869	258,857												

Note 1: Non-VT project
Note 2: Multiple GMPs results in design/construction overlap (fast track)

Project Portfolio Distribution

BOV Authorized Projects



Legend:

AUG 2021 BOV

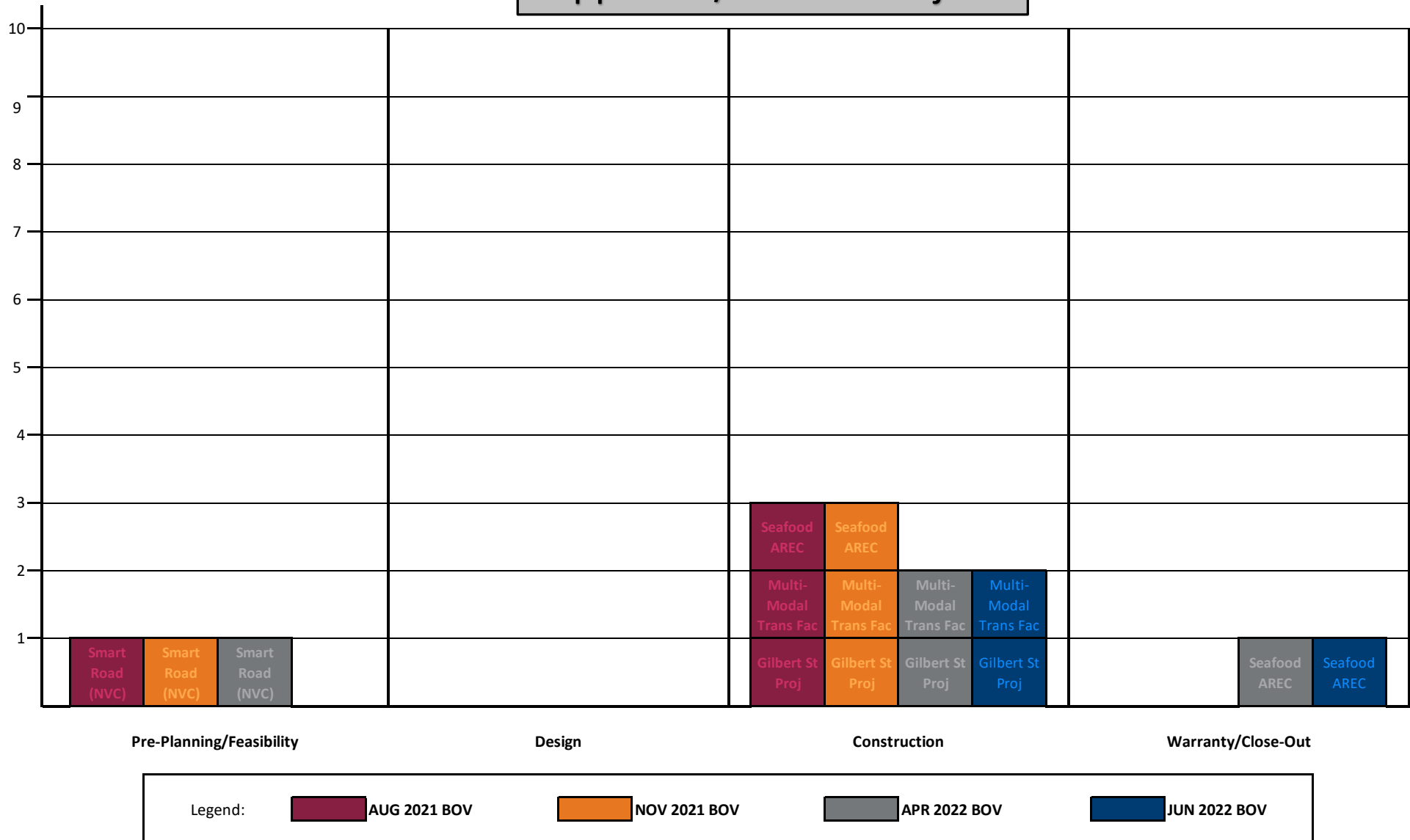
NOV 2021 BOV

APR 2022 BOV

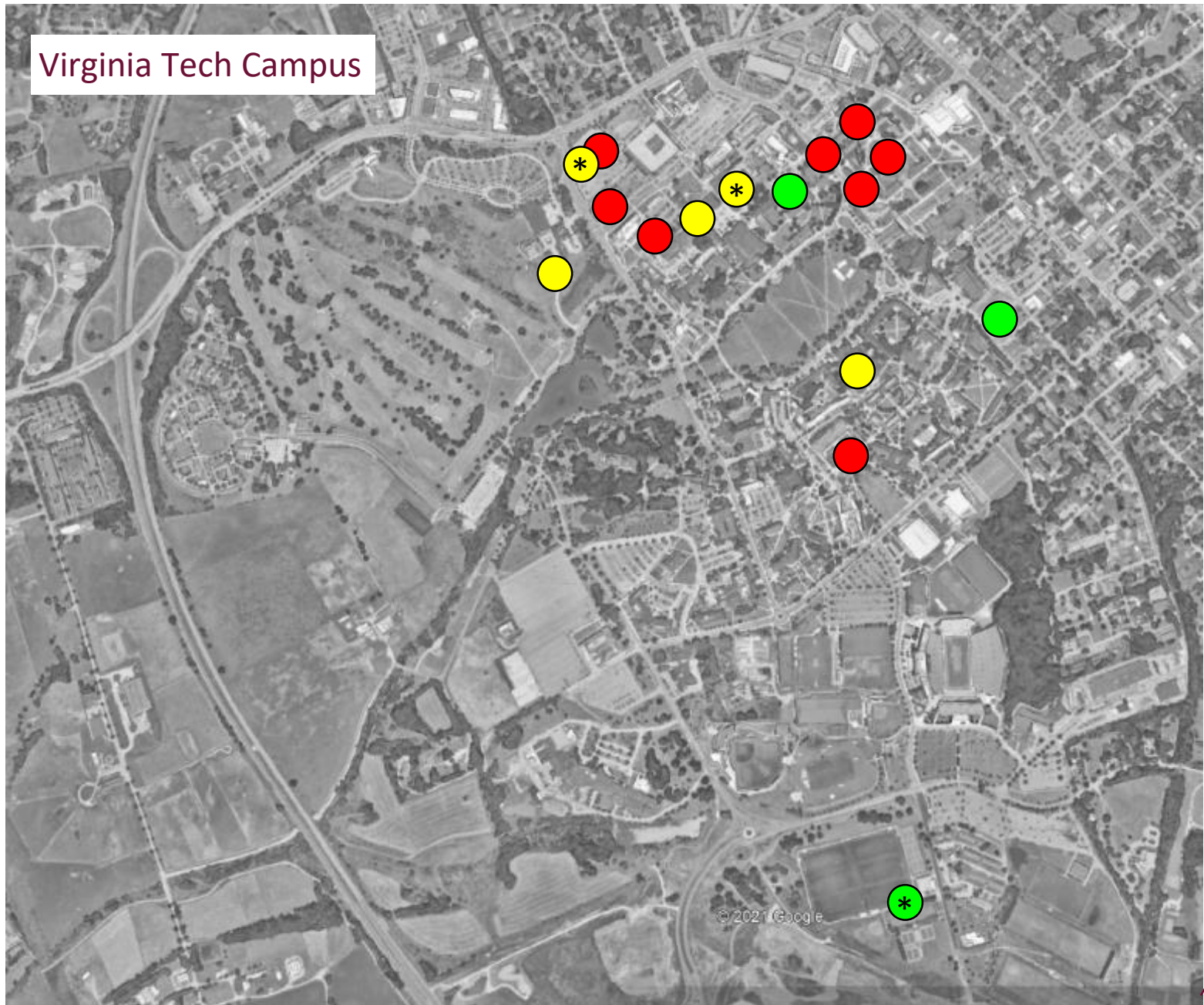
JUN 2022 BOV

Project Portfolio Distribution

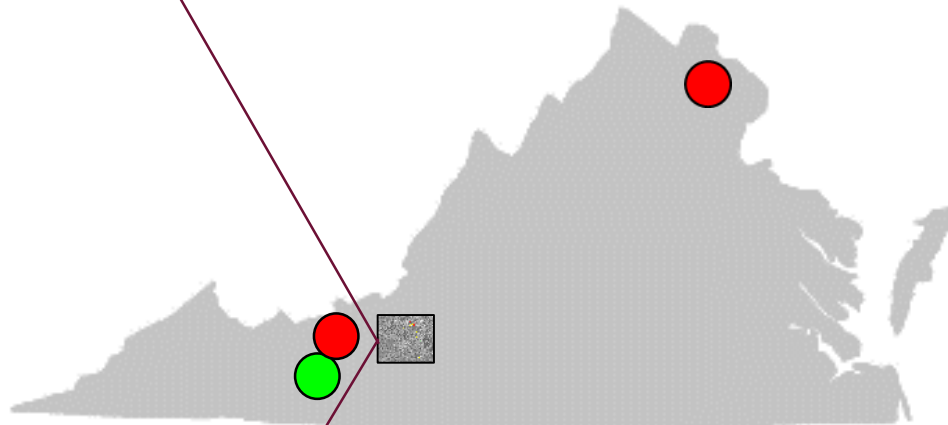
Supported/Non-VT Projects







Virginia Tech Campus



Capital Project Portfolio



Legend

-  = In Design
-  = Under Construction
-  = Warranty/Complete
-  = *Design only*

In Design



Projects In Design



New Business Building*

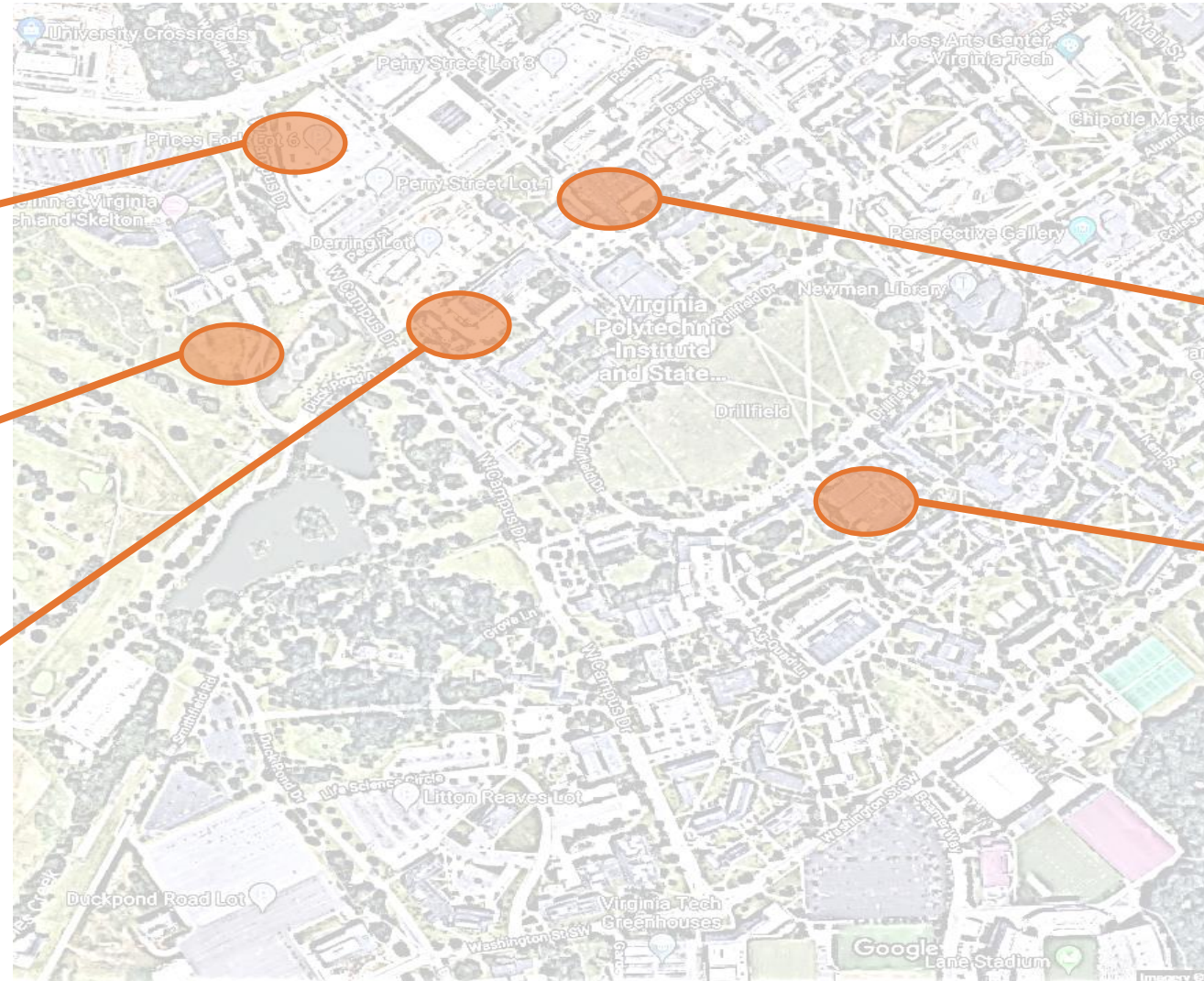
*A/E Procurement underway for design



GBAC LLCs (On Hold)



Life, Health, Safety, Accessibility



Randolph Hall Replacement



Student Wellness Improvements



Planning: New Business Building

CMaR
BOV Authorized



Status:

- A/E Request For Proposals (RFP) issued

Next Actions:

- Receive proposals, short-list firms and conduct interviews
- Rank short-listed firms and begin negotiations with #1 firm

LEGEND: <div>Design</div> <div>Construction</div> SD = Schematic Design PD = Preliminary Design WD = Working Drawings																
Project Title	Total Project Budget (\$M)	Construction Budget (\$M) <i>(Construction contract value)</i>	New Const (GSF)	Renovation (GSF)	CY 2022				CY 2023				CY 2024			
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
					FY22		FY23				FY24				FY25	
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Planning: New Business Building -- <i>Design Only</i>	\$8.0	\$60.6M	104,000				SD		PD		WD					

Designer: TBD

Builder: TBD

Planning: Mitchell Hall (*Replace Randolph Hall*)

CMaR
State Authorized



Status:

- Project authorized through Preliminary Design only
- Schematic Design is underway
- CMaR pre-construction contract is underway

Next Actions:

- Complete Schematic Design phase and develop cost estimates
- Transition to Preliminary Design

LEGEND:	Design	Construction	SD = Schematic Design	PD = Preliminary Design	WD = Working Drawings
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Project Title	Total Project Budget (\$M)	Construction Budget (\$M) (Construction contract value)	New Const (GSF)	Renovation (GSF)	CY 2022				CY 2023				CY 2024			
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
					FY22 Q3	FY22 Q4	FY23 Q1	FY23 Q2	FY23 Q3	FY23 Q4	FY24 Q1	FY24 Q2	FY24 Q3	FY24 Q4	FY25 Q1	FY25 Q2
Planning: Mitchell Hall (Replace Randolph Hall) -- Design Only	\$11.0	\$170.0	284,000			PD		WD								

Designer: Perkins & Will

Builder: Skanska

Life, Health, Safety, Accessibility & Code Compliance

Design-Bid-Build
State Authorized



Status:

- Preliminary Design cost estimates in development
- Transitioning to Working Drawings phase
- Supplemental funding request currently before General Assembly for full scope of this project which also addresses other accessibility priorities on campus

Next Actions:

- Complete Working Drawings in July/August and develop final cost estimates

LEGEND: <div>Design</div> <div>Construction</div> SD = Schematic Design PD = Preliminary Design WD = Working Drawings																
Project Title	Total Project Budget (\$M)	Construction Budget (\$M) <i>(Construction contract value)</i>	New Const (GSF)	Renovation (GSF)	CY 2022				CY 2023				CY 2024			
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
					FY22		FY23		FY24		FY25					
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Life, Health, Safety, Accessibility and Code Compliance	\$3.1	\$2.2														

Designer: Quinn Evans

Builder: TBD

Student Wellness Improvements

CM at Risk
BOV Authorized



Status:

- Design is complete
- Current cost estimates indicate project is over budget principally due to extreme market escalation
- Strategy developed to meet program needs and provide key benefits for students through reduction of project scope and infusion of additional funding

Next Actions:

- BOV authorize implementation of strategy to advance the project

LEGEND: <div>Design</div> <div>Construction</div> SD = Schematic Design PD = Preliminary Design WD = Working Drawings																
Project Title	Total Project Budget (\$M)	Construction Budget (\$M) <i>(Construction contract value)</i>	New Const (GSF)	Renovation (GSF)	CY 2022				CY 2023				CY 2024			
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
					FY22		FY23		FY24				FY25			
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Student Wellness Improvements	\$58.0	\$46.9		217,708												

Designer: Cannon Design

Builder: Whiting-Turner

Global Business & Analytics Complex Residence Halls

Design-Bid-Build
BOV Authorized



Status:

- Program originally conceived for this project is now envisioned to be included in phase 1 of the Student Life Village

Next Actions:

- This project may be closed and its budget redirected to the support the program within the Student Life Village

LEGEND: <div>Design</div> <div>Construction</div> SD = Schematic Design PD = Preliminary Design WD = Working Drawings																
Project Title	Total Project Budget (\$M)	Construction Budget (\$M) <i>(Construction contract value)</i>	New Const (GSF)	Renovation (GSF)	CY 2022				CY 2023				CY 2024			
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
					FY22		FY23				FY24				FY25	
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Global Business & Analytics Complex Residence Halls	\$84.0	\$66.0	160,000		ON HOLD											

Designer: TBD

Builder: TBD

Planning: Tennis Center Improvements

Design-Bid-Build
BOV Authorized



Status:

- Design complete
- Project in close-out pending completion of private fund-raising campaign and BOV construction authorization

Next Actions:

- None

LEGEND: <div>Design</div> <div>Construction</div> SD = Schematic Design PD = Preliminary Design WD = Working Drawings																
Project Title	Total Project Budget (\$M)	Construction Budget (\$M) <i>(Construction contract value)</i>	New Const (GSF)	Renovation (GSF)	CY 2022				CY 2023				CY 2024			
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
					FY22		FY23		FY24		FY25					
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Planning: Tennis Center Improvements -- <i>Design Only</i>	\$0.8	\$3.0	7,000	500												

Designer: Tymoff & Moss

Builder: TBD

Under Construction



Active Construction Projects



Innovation Campus-Academic Building

CM at Risk
State Authorized



Status:

- Construction underway for GMP-1 (early site package) for foundations/parking garage (80% complete)
- GMP-2 (building construction) contract fully executed

Next Actions:

- Anticipated completion in April 2024

LEGEND: Design Construction SD = Schematic Design PD = Preliminary Design WD = Working Drawings

Project Title	Total Project Budget (\$M)	Construction Budget (\$M) (Construction contract value)	New Const (GSF)	Renovation (GSF)	CY 2022				CY 2023				CY 2024			
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
					FY22		FY23		FY24		FY25		FY26		FY27	
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Innovation Campus - Academic Building	\$302.1	\$226.3	299,733													

Designer: SmithGroup

Builder: Whiting-Turner

Undergraduate Science Laboratory Building

CMAR

State Authorized



Status:

- GMP fully executed; contractor mobilized and beginning initial sit work



Next Actions:

- Anticipated completion in April 2024

LEGEND:	Design	Construction	SD = Schematic Design	PD = Preliminary Design	WD = Working Drawings
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Project Title	Total Project Budget (\$M)	Construction Budget (\$M) (Construction contract value)	New Const (GSF)	Renovation (GSF)	CY 2022				CY 2023				CY 2024			
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
					FY22		FY23				FY24				FY25	
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Undergraduate Science Laboratory Building	\$90.4	\$69.5	102,746													

Designer: ZGF

Builder: Skanska

Dietrick Renovation (& Quillen Family Spirit Plaza)

Design-Bid-Build
BOV Authorized



Status:

- Contract awarded in March for improvements to Dietrick Hall (capital project) and outdoor plaza (non-capital project)
- Project on track (15% complete)

Next Actions:

- Anticipated completion in March 2023 with phased re-openings of first floor dining venues in fall 2022

LEGEND:	Design	Construction	SD = Schematic Design	PD = Preliminary Design	WD = Working Drawings
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Project Title	Total Project Budget (\$M)	Construction Budget (\$M) (Construction contract value)	New Const (GSF)	Renovation (GSF)	CY 2022				CY 2023				CY 2024			
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
					FY22		FY23		FY24		FY25					
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Dietrick Renovation	\$9.1	\$6.8	6,298	11,960												

Designer: Hanbury

Builder: Branch Builds

Hitt Hall

CM at Risk

BOV Authorized



Status:

- GMP-1 (early site package) construction 10% complete
- GMP-2 (building construction) awarded and underway

Next Actions:

- Anticipated completion in March 2024

LEGEND: <div>Design</div> <div>Construction</div> SD = Schematic Design PD = Preliminary Design WD = Working Drawings																
Project Title	Total Project Budget (\$M)	Construction Budget (\$M) <i>(Construction contract value)</i>	New Const (GSF)	Renovation (GSF)	CY 2022				CY 2023				CY 2024			
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
					FY22		FY23		FY24		FY25					
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
HITT Hall	(Note 2)	\$85.0	\$65.5	101,000												

Designer: Cooper Cary

Builder: W M Jordan

New Upper Quad Residence Hall

CM at Risk

BOV Authorized



Status:

- Project on track (45% complete)



Next Actions:

- Anticipated completion in August 2023

LEGEND: <div>Design</div> <div>Construction</div> SD = Schematic Design PD = Preliminary Design WD = Working Drawings																
Project Title	Total Project Budget (\$M)	Construction Budget (\$M) <i>(Construction contract value)</i>	New Const (GSF)	Renovation (GSF)	CY 2022				CY 2023				CY 2024			
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
					FY22		FY23		FY24		FY25					
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
New Upper Quad Residence Hall	\$42.0	\$32.0	56,650													

Designer: Clark - Nexsen

Builder: Vannoy

VT

VIRGINIA
TECH.

150

Corps Leadership & Military Science Building

CM at Risk

BOV Authorized



- Status:
- Project on track (45% complete)

- Next Actions:
- Anticipated completion in July 2023

LEGEND: <div>Design</div> <div>Construction</div> SD = Schematic Design PD = Preliminary Design WD = Working Drawings																
Project Title	Total Project Budget (\$M)	Construction Budget (\$M) <i>(Construction contract value)</i>	New Const (GSF)	Renovation (GSF)	CY 2022				CY 2023				CY 2024			
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
					FY22		FY23		FY24		FY25					
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Corps Leadership & Military Science Building	\$52.0	\$37.9	65,428	8,449												

Designer: Clark - Nexsen

Builder: Vannoy

Livestock & Poultry Research Facilities (Phase I)

Design-Bid-Build
State Authorized



Poultry Facility



Swine Facility



Equine Facility



Beef Facility

Status:

- Construction underway on 4 of 6 bid packages:
Poultry: 79% complete Swine: 62% complete
Equine: 85% complete Beef: 72% complete

Next Actions:

- Supplemental construction funding for 3 hay barns and demolition currently before General Assembly

LEGEND: <div>Design</div> <div>Construction</div> SD = Schematic Design PD = Preliminary Design WD = Working Drawings																
Project Title	Total Project Budget (\$M)	Construction Budget (\$M) (Construction contract value)	New Const (GSF)	Renovation (GSF)	CY 2022				CY 2023				CY 2024			
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
					FY22		FY23		FY24				FY25			
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Livestock & Poultry Research Facilities (Ph I) - Various Locations	\$25.3	\$18.2	129,100													

Designer: Spectrum Design

Builder: (Various)

Data & Decisions Sciences Building

CM at Risk

State Authorized



Status:

- Project on track (70% complete)

Next Actions:

- Anticipated completion in April 2023

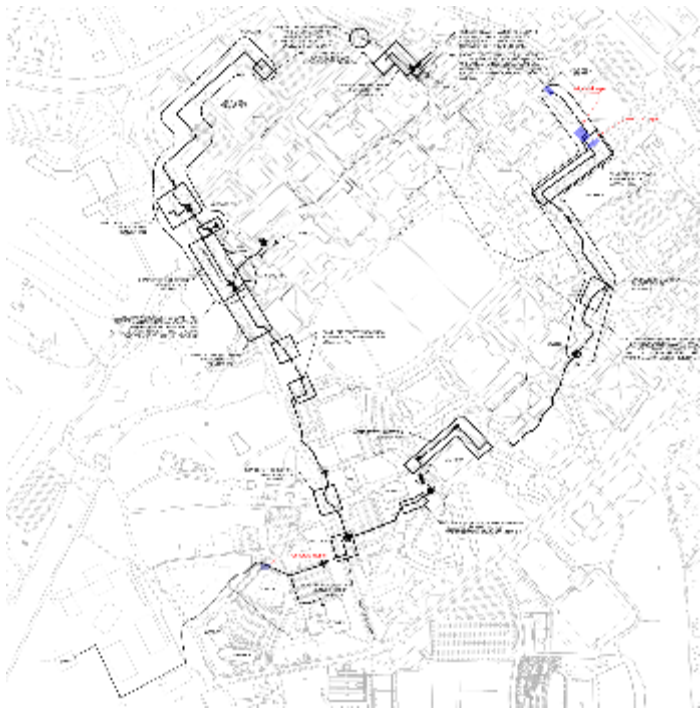
LEGEND: <div>Design</div> <div>Construction</div> SD = Schematic Design PD = Preliminary Design WD = Working Drawings																
Project Title	Total Project Budget (\$M)	Construction Budget (\$M) <i>(Construction contract value)</i>	New Const (GSF)	Renovation (GSF)	CY 2022				CY 2023				CY 2024			
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
					FY22		FY23				FY24				FY25	
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Data & Decision Sciences Building (D&DS)	\$79.0	\$58.9	120,000													

Designer: Moseley

Builder: Kjellstrom & Lee

Chiller Plant (Phase II)

Design-Bid-Build
State Authorized



Status:

- Project on track (99% complete)

Next Actions:

- Test and commission chilled water network in late summer 2022

LEGEND: <div>Design</div> <div>Construction</div> SD = Schematic Design PD = Preliminary Design WD = Working Drawings																
Project Title	Total Project Budget (\$M)	Construction Budget (\$M) (Construction contract value)	New Const (GSF)	Renovation (GSF)	CY 2022				CY 2023				CY 2024			
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
					FY22		FY23		FY24				FY25			
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Chiller Plant Phase II	\$42.9	\$32.7	N/A													

Designer: AEI

Builder: Falconer

Gas-Fired Boiler at Central Steam Plant

Design-Bid-Build
BOV Authorized



Status:

- Project complete

Next Actions:

- Waiting DEQ issuance of final boiler permit for alternative fuel source (fuel oil)

LEGEND: <div>Design</div> <div>Construction</div> SD = Schematic Design PD = Preliminary Design WD = Working Drawings																
Project Title	Total Project Budget (\$M)	Construction Budget (\$M) (Construction contract value)	New Const (GSF)	Renovation (GSF)	CY 2022				CY 2023				CY 2024			
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
					FY22		FY23		FY24				FY25			
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Gas-Fired Boiler at Central Steam Plant	\$8.2	\$3.8	N/A				WARRANTY									

Designer: AEI

Builder: Southern Air

Holden Hall Renovation

CM at Risk
State Authorized

Complete



Status:

- Project complete; move-in underway

Next Actions:

- Address punch list and close out contract

LEGEND: <div>Design</div> <div>Construction</div> SD = Schematic Design PD = Preliminary Design WD = Working Drawings																
Project Title	Total Project Budget (\$M)	Construction Budget (\$M) (Construction contract value)	New Const (GSF)	Renovation (GSF)	CY 2022				CY 2023				CY 2024			
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
					FY2		FY23		FY24				FY25			
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Holden Hall Renovations	\$74.9	\$58.5	82,905	20,240	WARRANTY											

Designer: Moseley

Builder: WM Jordan

Creativity & Innovation District LLC



VIRGINIA
TECH.

150

Design-Build
BOV Authorized



Status:

- Project complete

Next Actions:

- Address punch list items and close out contract

LEGEND:

Design

Construction

SD = Schematic Design

PD = Preliminary Design

WD = Working Drawings

Project Title	Total Project Budget (\$M)	Construction Budget (\$M) (Construction contract value)	New Const (GSF)	Renovatio n (GSF)	CY 2022				CY 2023				CY 2024			
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
					FY22		FY23				FY24				FY25	
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Creativity & Innovation District Living Learning Community	\$105.5	\$85.3	232,000		WARRANTY											

Designer: Hanbury

Builder: WM Jordan

Improve Kentland Facilities (Phase II)

Design-Bid-Build
State
Authorized

APR Building



Complete

MRL Building



Complete

BETR Building



Complete

Status:

- APR Building construction complete
- BETR Building construction complete
- MRL Building construction complete

Next Actions:

- APR Building: Close out contract (warranty period complete)
- BETR Building: Close-out contract (warranty period complete)
- MRL Building: Resolve manure treatment issue (design/warranty issue)

LEGEND: <div>Design</div> <div>Construction</div> SD = Schematic Design PD = Preliminary Design WD = Working Drawings																
Project Title	Total Project Budget (\$M)	Construction Budget (\$M) <i>(Construction contract value)</i>	New Const (GSF)	Renovation (GSF)	CY 2022				CY 2023				CY 2024			
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
					FY22		FY23		FY24		FY25					
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Improve Kentland Facilities (Phase II) -- Various Locations	\$12.5	\$10.1	28,403		WARRANTY											

Designer: Spectrum Design

Builder(s): APR = Snyder; MRL & BETR = CPPI

Multi-Modal Transit Facility

Design-Bid-Build
Town of Blacksburg (ToB) Project



Status:

- Construction underway (30% complete)

Next Actions:

- Anticipated completion in April 2023

LEGEND: <div>Design</div> <div>Construction</div> SD = Schematic Design PD = Preliminary Design WD = Working Drawings																
Project Title	Total Project Budget (\$M)	Construction Budget (\$M) (Construction contract value)	New Const (GSF)	Renovation (GSF)	CY 2022				CY 2023				CY 2024			
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
					FY22		FY23		FY24				FY25			
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Multi-Modal Transit Facility	N/A	N/A	13,606													

Designer: Wendel (ToB contract)

Builder: WM Schlosser (ToB contract)

- **State Authorized:** Authorized and funded (whole or in part) by the Virginia General Assembly
- **BOV Authorized:** Authorized and funded by the Virginia Tech Board of Visitors
- **Schematic Design Phase** = 0% to approx 20% design complete
- **Preliminary Design Phase** = Approx 20% to approx 50% design complete
- **Working Drawing Phase** = Approx 50% to 100% design complete
- **GMP** = Guaranteed Maximum Price

Design-Bid-Build (DBB):

- A/E completes full design
- Invitation For Bid (IFB) issued...contract awarded to lowest bidder

Construction Manager at Risk (CMaR):

- A/E completes full design
- CMaR's compete for project during early stage of design
- CMaR hired during schematic design phase
- When final designs are complete, CMaR develops Guaranteed Maximum Price (GMP)

Design-Build (D/B):

- A/E completes partial design ("criteria docs")
- D/B teams (builder + A/E) compete for project and propose full price for project delivery
- Selection based upon "best value"
- D/B team completes design and executes construction



UPDATE ON AGRICULTURAL FACILITIES

Alan L. Grant, Ph.D.

Dean of the College of Agriculture and Life Sciences

David E. Gerrard, Ph.D.

Department Head, Animal and Poultry Sciences

June 7, 2022



New roof on Beef Barn



THE LATEST ON...

- The new Virginia Seafood AREC is occupied. Owner equipment is being installed and operations initializing.
- 4 buildings at Southwest Virginia AREC have new roofs, siding, and misc. exterior repairs complete.
- New roof and LED lighting are complete at the Beef Barn. Interior structural repairs in progress.
- Exterior repairs to seven buildings at Eastern Shore AREC have begun.
- Interior and exterior repairs and upgrades are underway on Experiment Building at Eastern Virginia AREC.
- AREC Maintenance Reserve project planning for 2022-2024 biennium nearing completion.

「 *Project Highlight:*

*LIVESTOCK AND POULTRY
RESEARCH FACILITIES, PHASE 1*



BID PACKAGE #1

Swine Center

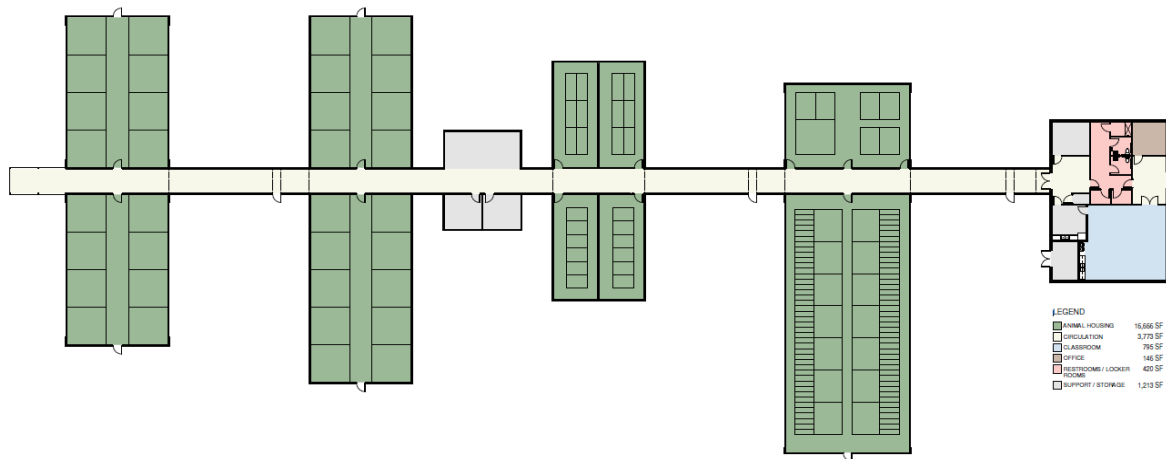
Cost: \$5.6 million

Size: 24,325 square feet

Progress: 65% complete

Completion: **August 2022**

Description: Small scale swine production and research facility. Separate buildings for Classroom/locker room/admin, Boar Housing and Gestation, Farrowing and Nursery, Grower, and Finishing.





BID PACKAGE #2

Beef Nutrition and Physiology Facility; Kentland Hay Shed

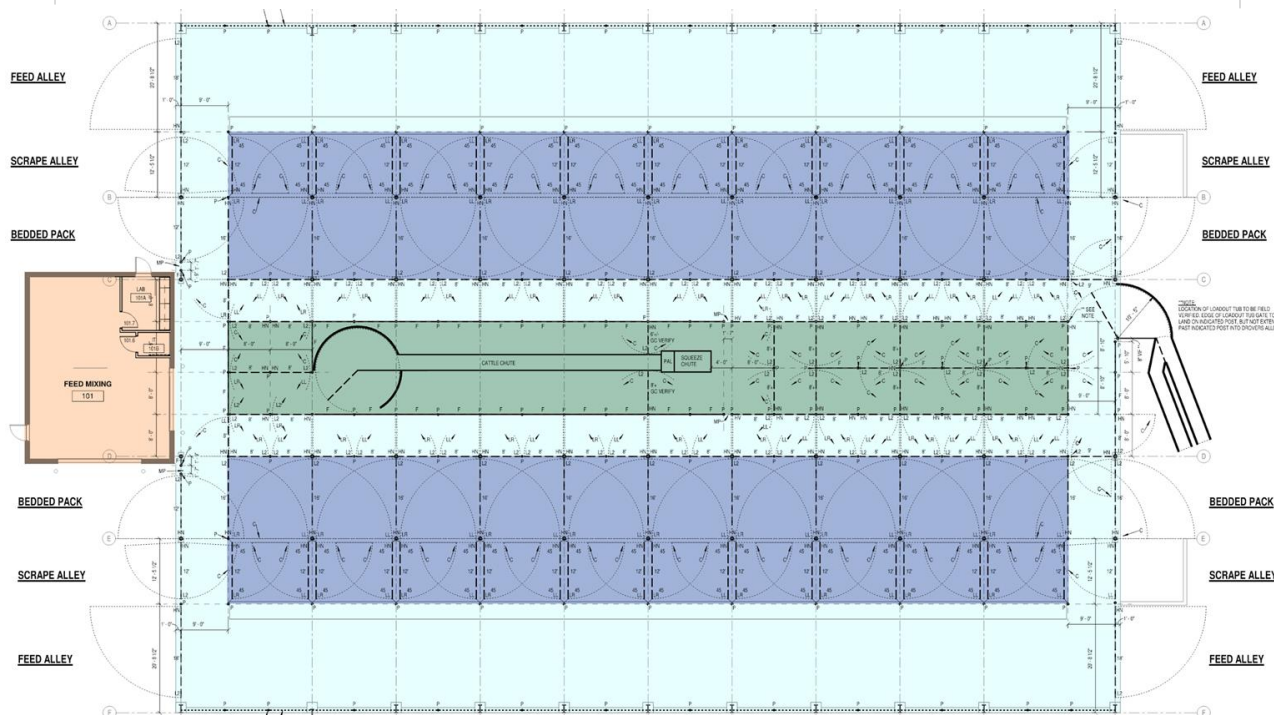


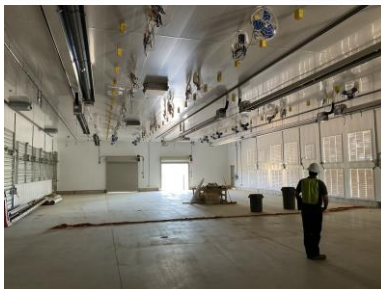
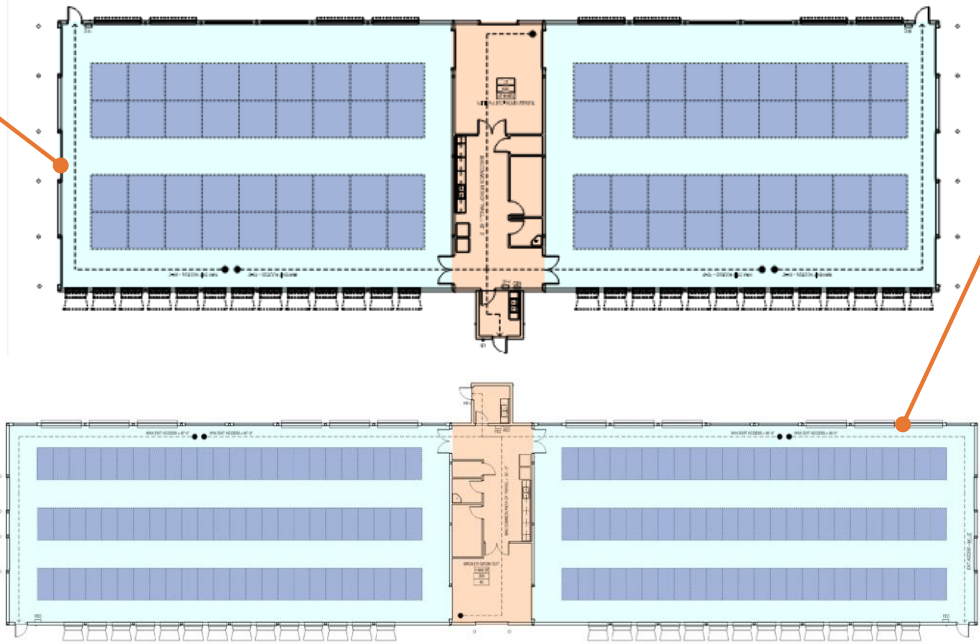
Beef Nutrition

Hay Shed

Cost:	\$3.89 M	\$0.60 M
Size:	24,666 s.f.	8,761 s.f.
Progress:	60%	95%
Completion:	August 2022	May 2022

Description: 20 stall cattle housing facility to conduct feed studies. Includes cattle working area, loading chutes, feed mixing room, lab space, 4 grain bins, and 4 covered bulk commodity storage bins. 3-sided hay shed is across the road for dry storage of hay bales.





BID PACKAGE #3

Broiler Grow-Out Facility; Turkey Grow-Out Facility

	<u>Broiler Grow</u>	<u>Turkey Grow</u>
Cost:	\$3.02 M	\$2.73 M
Size:	11,868 s.f.	10,844 s.f.
Progress:	93%	90%
Completion:	May 2022	May 2022

Description: Small-scale turkey and broiler grow-out facilities for poultry research. Up to 288 4'x4' broiler pens and 144 4'x8' turkey pens in 2 separate environmentally controlled rooms per building. Includes central work areas and feed storage.



BID PACKAGE #4

Equine Facility; Equipment Storage Building



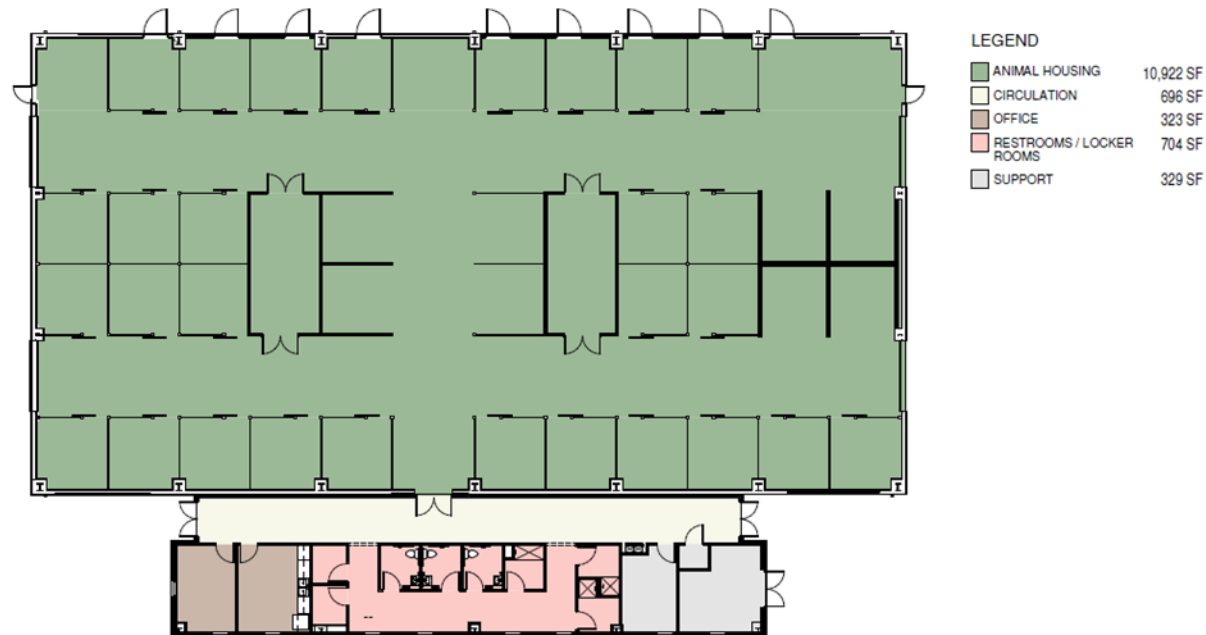
Equine

Equip.
Storage

Cost:	\$2.40 M	\$0.89 M
Size:	13,358 s.f.	5,295 s.f.
Progress:	68%	82%

Completion: **July 2022** **June 2022**

Description: 29 stall horse barn with tack rooms, wash stalls, grooming stalls, feed storage, bedding storage, and manure storage. Building includes locker room facilities, office, vet room and laundry. Equipment storage building includes 1 heated and 3 unheated bays for equipment storage and maintenance.





TECHNOLOGY AND CONNECTIVITY



TECHNOLOGY AND CONNECTIVITY



- RTK units delivered/installed at 3 ARECs. Remaining 3 installs slated for June/July.
- Field level wireless trial at Eastern Va. AREC scheduled to begin in June/July
- Dedicated dark fiber activation ordered for Kentland Farm - boosts connectivity to as much as 10 Gbps
- Collaboration with DoIT to build a 4G/5G/CBRS testbed at Kentland Farm

THANK YOU



PROJECT NAME		PROJECT DESCRIPTION	ESTIMATED TOTAL PROJECT COST	FUND SOURCE	PROJECT TEAMS	CONTRACT COMPLETION DATE	PROJECT STATUS
CAPITAL PROJECTS							
Updates through May 31, 2022							
PROJECTS IN CONSTRUCTION							
Improve Kentland Facilities, Phase II	Applied Reproduction Facility (APR): 4,510 SF barn at Vet-Med for palpation and breeding instruction. Bovine Extension, Teaching and Research (BETR) Facility: 3,500 SF classroom building and 5,100 SF demonstration arena at livestock center on Plantation Road. Metabolic Research Laboratory (MRL): 11,330 SF animal laboratory at the Dairy Center at Kentland Farm.	\$12,463,000	Capital Outlay	Spectrum	Fall 2020	All projects have reached substantial completion and have certificate of occupancy. Minor corrective work is ongoing and owner furnished equipment installation is in progress.	
				Snyder, CPPI			
New Virginia Seafood AREC Building	21,698 SF, 3-story bulding to replace existing aging and structurally unsound facility in Hampton, Virginia with state-of-the-art aquaculture research and extension facilities. Facility owned and developed by Virginia Tech Foundation.	\$9,260,000	Various	RRMM	April 2022	Project is substantially complete. Move in is in progress. Owner equipment is being installed and operations are being started.	
				E.T. Gresham			
Livestock and Poultry Research Facilities, Phase I	Pkg 1: New Swine Center at Kentland Farm. Pkg 2: New Beef Nutrition Facility & Hay Shed at Kentland Farm Pkg 3: New Broiler &Turkey Grow-out facilities at the Turkey Research Center (Glade Rd.) Pkg 4: New Equitation Barn & Equipment Storage Building at Livestock Center (Plantation Rd.) Pkg 5: 3 New Hay Sheds at Smithfield Horse Center, Fields west of US 460, and Heth Farm Pkg 6: Final Demolition of remaining facilities	\$31,074,000	Capital Outlay	Spectrum	Packages 1-4: Summer 2022	Packages 1-4 are under construction and progressing toward summer completions. Packages 5-6: Design on hold pending funding appeal	
				Pkg 1: SIMCON Pkg 2: CPPI Pkg 3: CPPI Pkg 4: Clark Nexsen Pkg 5: TBD Pkg 6: TBD			
PROJECTS IN DESIGN							
(none)							
PROJECT INITIATION / PLANNING STAGE							
System-Wide AREC Improvements, Phase I	Renew and expand 50,660 GSF of aging and deteriorating AREC facilities - 12,160 SF of renovations and 38,500 SF of new construction storage, greenhouse, housing, research and outreach facilities - to update condition and expand capacity. 13 projects identified at 10 ARECs.	\$16,850,000	Capital Outlay	TBD	TBD	Capital budget request submitted to state for consideration in 2022 budget.	
				TBD			
Human and Agricultural Biosciences Building II	Construct new research lab facility for the School of Plant and Environmental Sciences to co-locate numerous research teams in one location with modernized facilities to focus on studying climate change.	\$68,000,000	Capital Outlay	EYP	TBD	Re-programming effort underway for a \$53.5 M construction target. Completion anticipated early summer 2022.	
				TBD			
6-Year Capital Outlay Plan for the 2022-24 biennium	Capital budget requests for six projects: CNRE Center Woods, System-Wide AREC Improvements Phase I, Glade Road Relocation, Livestock and Poultry Research Facilities Phase II, Human and Agricultural Biosciences Building II, and System-Wide AREC Improvements Phase II.	TBD	TBD	TBD	TBD	Scope and budget development.	
				TBD			
NON-CAPITAL PROJECTS							
Updates through May 31, 2022							
PROJECTS COMPLETED SINCE LAST REPORT							
Minor Projects (<\$25,000 each): Eastern Virginia AREC Lighting Upgrades Southwestern Virginia AREC Tobacco Barn #3 Demolition	LED lighting upgrade in Main Office and Lab building and Scott Farm Buliding Demolition of existing barn no longer needed.	\$18,000	CALS / VAES	-	Various	Complete	
				Multiple			
Washington Street Greenhouse Complex Renovations	Repairs and upgrades to modernize aging controlled growth environments.	\$90,000	CALS / VAES / Maintenance Reserve	VT Facilities Engineering	Spring 2022	Complete	
				Bell Electric, VT HVAC Shop			
Southwest Virginia AREC - Exterior Building Repairs	Repair roof, siding and door damage on Tobacco Barns 1 (0749) and 2 (0747), Cattle Barn #5 (0741) and Workshop/Machinery Shed (0742).	\$583,000	Maintenance Reserve	5 Design	Spring 2022	Complete	
				Lily Construction			

PROJECT NAME		PROJECT DESCRIPTION	ESTIMATED TOTAL PROJECT COST	FUND SOURCE	PROJECT TEAMS	CONTRACT COMPLETION DATE	PROJECT STATUS
	Alphin-Stuart Arena Roof Drain repair	Repair failing roof drains.	TBD	Maintenance Reserve	-	Spring 2022	Complete
					NRV Roofing, Varney		
PROJECTS IN CONSTRUCTION							
	<u>Minor Projects (<\$25,000 each):</u> Alson H. Smith Jr. AREC New Hoophouse Middleburg AREC Hot Walker Installation Reynolds Homestead FRRC Exterior Repairs Shenandoah Valley AREC Working Pens Middleburg AREC Laundry Hookup Alson H. Smith Jr. AREC Greenhouse Controls Upgrade	Construct a 20' x 48' gable high tunnel hoophouse for horticultural research projects. Site prep and electrical hookup for installation of new horse exercising research equipment. Repair deteriorating eaves and trim on main AREC building. Installation of new working pens and open shed. Washer and dryer connections for two buildings. Replace aging controls system.	\$66,000	CALS / VAES	-	Ongoing	In Progress
					Multiple		
	AREC Exterior Signage Upgrades	Installation of 2 new exterior signs at each AREC with refreshed design to match current branding.	\$81,000	CALS / VAES	-	TBD	Signage instation complete at Tidewater, Southwest Virginia, Alson H. Smith Jr., Eastern Virginia, Middleburg, Southern Piedmont, and Shenandoah Valley ARECs. Final design and fabrication pending at others.
					Westview		
	Beef Barn Repairs	Exterior and interior demolition followed by the installation of new roofing, hay loft flooring, doors, windows and lighting. This work was originally included in LPRF Phase 1, but removed due to scope concerns.	\$1,064,000	Maintenance Reserve	HDH, FEA	Summer 2022	Construction in progress. Roofing and lighting replacement complete. Structural repairs underway.
					Thor, SRC		
	Eastern Virginia AREC - Experiment Building Renovation	Renovation and upgrade of existing under-utilized office, workshop and meeting space. Building HVAC system has failed and is not working. Electrical and plumbing are outdated. Building is not ADA accessible. General condition is deteriorating.	\$195,000	Maintenance Reserve	Structures Group	TBD	Construction is underway.
					Eagle River		
	Eastern Shore AREC - Exterior Building Repairs	Multiple buildings are in need of exterior repairs. Head house (1214) and Shop Building (1215) is in need of structural repairs to walls and repointing. Implement Shed (1216), Sweet Potato Storage (1217), Produce Grading (1218), and Insectary (1220) need exterior waterproofing, door repair, pointing repairs and gutters.	\$596,000	Maintenance Reserve	Structures Group	TBD	Costruction is underway
					ET Gresham		
	Tidewater AREC - Water system repair	Water line from well to main office complex is failing in multiple locations and requires frequent repairs, creating water quality concerns. Project is to connect to public water system with 1.5-inch water line.	\$40,000	Maintenance Reserve	-	Summer 2022	Construction is underway.
					Lewis Construction		
PROJECTS IN DESIGN							
	<u>Minor Projects (<\$25,000) each:</u> Tidewater AREC Peanut Storage Shed Eastern Virginia AREC RTK Tower Installation Tidewater AREC RTK Tower Installation Southwest AREC Smart Feeder Power Connection	960 square foot prefabricated structure for field storage of harvested peanuts. Power and data connections for new GPS and Wi-Fi tower. Power and data connections for new GPS and Wi-Fi tower. Power connections for new smart feeding equipment in Cattle Barn	\$37,000	CALS / VAES	-	Various	In Progress
					Multiple		
	Southern Piedmont AREC - Packhouse Restroom Repairs	Packhouse (0897) restroom is in need of plumping repairs and upgrade to be reconfigured for ADA access. Packhouse roof is leaking and needs repair.	\$122,000	Maintenance Reserve	Thompson & Litton	TBD	Design is in progress.
					TBD		

PROJECT NAME		PROJECT DESCRIPTION	ESTIMATED TOTAL PROJECT COST	FUND SOURCE	PROJECT TEAMS	CONTRACT COMPLETION DATE	PROJECT STATUS
	Urban Horticulture Center LED Lighting Retrofit	Replace failing fixtures to restore operational effectiveness and realize energy savings (2 buildings)	TBD	Energy Management	In house	TBD	Bidding is in progress
					TBD		
	Kentland Farm Dairy Complex LED Lighting Retrofit	Replace failing fixtures to restore operational effectiveness and realize energy savings (5 buildings).	TBD	Energy Management / CALS	In house	TBD	Bidding is in progress
					TBD		
	Heth Farm Shed and Silo Demolition	Demolish two structures that are currently unsafe and operationally unnecessary	TBD	CALS	TBD	TBD	Determining permitting requirements.
					TBD		
	Prices Fork Quarantine Lab Room 8 Renovation	Minor Modifications to improve workflow and safety within Entomology Quarantine Facility at Prices Fork Research Center.	TBD	CALS	TBD	TBD	Design is in progress.
					TBD		
	Prices Fork Quarantine Lab Emergency Generator	Installation of new backup generator for operational reliability at Entomology Quarantine Facility at Prices Fork Research Center.	TBD	CALS	Gibson Engineering	TBD	Design is in progress.
					TBD		
	Southern Piedmont AREC - Pavement repairs	Existing main parking lots (3) and primary internal roadways are deteriorating and in need of repair. Approximately 1,300 square feet of milling and 8,400 square yards of 2-inch asphalt overlay required.	\$126,000	CALS / VAES	-	TBD	Contractor quote received. Funding options being evaluated.
					TBD		
	Judging Pavilion Repairs	Exterior and interior demolition followed by installation of new flooring, doors, windows, HVAC system, lighting, a covered walkway and exterior paint. This work was originally included in LPRF Phase 1, but removed due to scope concerns.	\$362,000	Maintenance Reserve	TBD	TBD	Scope review with University Building Official (UBO) is necessary to resolve code requirements and funding eligibility. Project deferred to 2023.
					TBD		
	Campbell Arena Repairs	New enclosure of the existing open-air steel structure constructed of metal panel siding over steel girts and posts. This work was originally included in LPRF Phase 1, but removed due to scope concerns. Existing equitation barn to be repurposed for small animal reserach and extension activities.	\$93,000	Maintenance Reserve, CALS	TBD	TBD	Schematic Design to begin Summer 2022.
					TBD		
PROJECT INITIATION / PLANNING STAGE							
Compost Facility (to support main campus & surrounding farms)	CALS is experiencing significant and growing land pressure to meet nutrient management plan requirements, which would be greatly eased by the proposed compost facility. This initiative also has an extremely high level of student support as well as potential partnerships with Dining Services, Athletics and Facilities. Project is included in 228-2 Capital Budget Request, but is a high priority for separate, earlier funding, if possible, due to regulatory risk exposure from limited manure storage during winter months.	\$1,823,000	TBD	Coker Composting & Consulting	TBD	Capital and operational costs for project under review internally.	
				TBD			
Turkey Farm Processing Building Repair	Interior Demolition followed by the installation of new cold-formed steel stud interior partitions, new doors and a window, fiberglass reinforced plastic paneling and epoxy painted floors. This work was originally included in LPRF Phase 1, but removed due to scope concerns.	\$140,000	Maintenance Reserve	TBD	TBD	Scope and budget development.	
				TBD			
Moore Farm Barn 0501 Repairs	This highly visible and prominent barn is for many purposes such as lambing of sheep, loafing facility, hay bale storage, emergency storage for weather-affected crops, and equipment and parts storage. The condition of the roof and siding is poor, failing to provide the necessary weather protection. Without mitigation soon, the condition will deteriorate to the point of loss.	TBD	Maintenance Reserve	TBD	TBD	Scope and budget development.	
				TBD			

PROJECT NAME		PROJECT DESCRIPTION	ESTIMATED TOTAL PROJECT COST	FUND SOURCE	PROJECT TEAMS	CONTRACT COMPLETION DATE	PROJECT STATUS
College of Agriculture Life Sciences (CALS)	Moore Farm Shed 0508 Repairs	This hay shed was built in the 1950's and received heavy use for that purpose. Over the years its condition has continued to worsen and recent wind and snow storms have accelerated the deterioration. In order to execute research projects utilizing recently renovated fields, the Beef Cattle unit now needs to utilize this shed as a working facility for cattle. This would involve pouring a concrete floor and moving in cattle working equipment. However, the structural condition of this facility is poor and should be addressed prior to additional use. It may be more cost effective to rebuild than to repair this structure.	TBD	Maintenance Reserve	TBD	TBD	Scope and budget development.
					TBD		
	Alson H. Smith AREC - Repair paving and parking	Existing asphalt parking lot and drives are deteriorating and in need of repaving.	\$56,000	Maintenance Reserve	TBD	TBD	Scope and budget development. Construction planned in FY 2023.
					TBD		
	Middleburg AREC - Exterior Repairs	Siding on several buildings is in need of repair/replacement due to advanced age: Annex (0812), Frame Beef Barn (0807), Milking Barn and Milk House (0809), Loafing Barn (0810), Clinic/Admin Building (0823), Stable (0824). 8 run-in sheds (0799) are deteriorating and in need of repair or replacement. Corn House and Machinery Shed (0803) is in need or structural repairs. Basement of Annex (0812) floods and needs drainage corrections.	\$158,000	Maintenance Reserve	TBD	TBD	Scope and budget development. Construction planned in FY 2022.
					TBD		
	Shenandoah Valley AREC - Repair/Replace Sheep Barn	Sheep Barn (0854) has rotten posts at ground level and leaking roof. The building should be evaluated for repair or replacement.	\$76,000	Maintenance Reserve	TBD	TBD	Scope and budget development.
					TBD		
	Shenandoah Valley AREC - Renovate Carriage House	Renovate Carriage House to add two single-user public restrooms and welcome center area for visitors to the McCormick Farm.	TBD	CALS / VAES	TBD	TBD	Scope and budget development underway. Study will be necessary to address development within historic property for Department of Historic Resources.
					TBD		
	Southern Piedmont AREC - Building Repairs	Repair/replace siding and five deteriorated lean-to equipment storage sheds attached to four tobacco curing barns (0893A, 0893B, 0893C, 0893D)	TBD	Maintenance Reserve	TBD	TBD	Scope and budget development. Construction planned in FY 2022.
					TBD		
	Smithfield Equine Complex	Develop new facilities for Equine Complex on Plantation Road including covering outdoor arena, add bleachers, restrooms, announcer stand, fencing, quarantine facility.	TBD	Private	TBD	TBD	Scope and budget development.
					TBD		
	Smithfield Equine Classroom Renovations, Phase 2	Completion of building envelope repairs, restroom repairs, accessibility improvements.	\$110,000	Maintenance Reserve, CALS	TBD	TBD	Scope and budget development.
					TBD		
INFORMATION TECHNOLOGY (IT) EVALUTATION & PROJECTS							
Updates through May 31, 2022. New information is in bold.							
PROJECTS COMPLETED							
College of Agriculture Life Sciences (CALS)	AREC A/V Upgrades, Phase 1	Installation of new audio and video equipment for ARECs to provide enhanced conferencing capability in meeting rooms. Phase 1 includes Alson H. Smith, Eastern Shore, Hampton Roads, Southern Piedmont and Tidewater ARECs.	\$34,000	CALS / VAES	CALS IT	Fall 2019	Phase 1 (five ARECs) is complete. Scope and schedule for Phase 2 project (remaining ARECs) to be evaluated upon completion of Phase 1.
					Lee Hartman and Sons		
	AREC A/V Upgrades, Phase 2	Installation of new audio and video equipment for ARECs to provide enhanced conferencing capability in larger conference rooms. Phase 2 includes Alson H. Smith, Hampton Roads, Southern Piedmont and Tidewater ARECs.	\$238,000	CALS / VAES	CALS IT	Spring 2022	These 4 installations are complete.
					Lee Hartman and Sons		

PROJECT NAME		PROJECT DESCRIPTION	ESTIMATED TOTAL PROJECT COST	FUND SOURCE	PROJECT TEAMS	CONTRACT COMPLETION DATE	PROJECT STATUS
PROJECTS IN PROGRESS							
Bandwidth and Internet Connectivity		<u>ARECs</u> : All ARECs have 200 Mb service except Shenandoah Valley (50 Mb), Southwest Virginia (10 Mb), Reynolds Homestead (2 Mb), Hampton Roads (50 Mb), Eastern Shore (30 Mb) and Virginia Seafood (30 Mb). Northern Piedmont Center has a 50 Mb cable connection. Goal is to upgrade all to at least 200 Mb. 200 Mb service for Hampton Roads has been ordered. Eastern Shore has been upgraded to 100 Mb service. Reynolds Homestead is in the process of having an order placed for 100 Mb service. A quote has been recieved for 100 Mb service at Southwest Virginia. 1 Gbps service is now available at Alson H Smith, and Hampton Roads ARECs, and has been ordered for Southern Piedmont, and Tidewater. Eastern Shore AREC will be upgraded to 200 Mbps.	\$245,000 Annually	CALS / VAES	CALS IT	Ongoing	Alternative service providers are being sought for turfgrass center and local tenant houses. Reviewing service levels and needs at Livestock Facilities on Plantation Road. Ordered and partially installed fiber to extend internet service to employee housing at Eastern Shore, Hampton Roads, Shenandoah Valley and Middleburg. Service to the Turfgrass Center is now tentatively scheduled for mid-July.
		<u>Campus Farm locations</u> : Kentland Farm has adequate 200 Mb service. Moore Farm and Urban Horticulture Center share a 50 Mb cable service which is currently adequate. The CSES Research Farm (Agronomy Farm) also has a 50 Mb cable connection. Prices Fork Research Center has a 50 Mb fiber connection. Turkey Farm cable service is being upgraded from 50 Mb to 200 Mb during LPRF phase 1, no additional cost. Upgrades are needed to provide sufficient bandwidth for existing video-based research and future initiatives after LPRF phase 1 construction. Turfgrass center is currently using a cellular hotspot for internet service. Providing standard service requires excessive installation cost. Alternative service providers are being sought. No complaints have been received about service to facilities in the Livestock Center along Plantation Road, but service levels and coverage is being reviewed. A dark fiber connection to campus is being considered that would both lower the current monthly cost and increase the Kentland bandwidth to nearly 10 Gbps is being explored.			Various		
AREC Voice-Over Internet Protocol (VOIP) Conversion		Conversion of legacy voice telephone system at all ARECs to unified VOIP system matching voice service on campus.	\$75,000	CALS / VAES	CALS IT	Ongoing	VOIP conversion projects have been completed at 7 of the 11 ARECs. Remaining locations include Hampton Roads, Reynolds Homestead, and Southwest Virginia ARECs where the existing telephone service has been adequate. The Virginia Seafood AREC will be converted to VOIP with the completion of their new building.
					Division of IT		
Network Equipment Upgrades and Expansion		A project to upgrade routers and switches as well as expand in-building wireless and some external wireless has been started. This project will replace LAN gear as well as enhance wireless connectivity within AREC buildings and expand wi-fi and the AREC network to additional buildings and some exterior spaces.	\$1,140,000	CALS/VAES	CALS IT	TBD	Orders for equipment have been placed.
Real Time Kinematic (RTK)		A project to install RTK systems at select ARECs has been started. RTK enables the ARECs to implement precision agriculture research practices. RTK increases the accuracy over and above standard GPS from an accuracy of 2-4 meters to ~1 centimeter.Installation is planned for Spring 2022.	\$213,000	CALS/VAES	CALS IT John Deere Trimble	Summer 2022	RTK tower and equipment has been installed at Tidewater AREC. Mobile units for Middleburg AREC and Shenandoah Valley AREC have been received. Tower installations for Eastern Shore, Eastern Va., and Southern Piedmont are expected by end of June 2022.
Eastern Virginia AREC Field-level Wireless (a SmartFarm Project)		Installation of new technology, similar to Wi-Fi but with better exterior coverage and security management, in fields at Eastern Virginia AREC to study the effectiveness of this equipment for supporting data-intensive agricultural, plant-based research as well as providing ready access to the internet and data network.	\$90,000	CALS/VAES	CALS IT Dell JMA Pierson Wireless John Deere	Summer 2022	Funding has been authorized. Installation expected to coincide with RTK installation sometime in late June.
SmartFarm Projects		A project has been initiated by faculty in the Department of Animal and Poultry Sciences, in partnership with CALS IT and the Division of IT, to potentially install new technology, similar to Wi-Fi but with better exterior coverage and security management, in fields at Shenandoah Valley and Middleburg ARECs. The proposal is to study the effectiveness of this equipment for supporting data-intensive agricultural, animal-based research. Project has expanded to include faculty from the School of Plant and Environmental Sciences, and now includes work at Kentland Farm. An additional project in cooperation with DoIT, CALS, and COE would create a 5G/CBRS testbed at Kentland Farm.	TBD	TBD	CALS IT DoIT MAAP VTNSI	TBD	Funding needs and sources are being resolved.
					TBD		

UNIVERSITY BUILDING OFFICIAL

BOARD OF VISITORS

BUILDINGS AND GROUNDS
COMMITTEE

JUNE 7, 2022



The background of the slide is a close-up photograph of a stone wall. The wall is constructed from irregular, roughly-hewn stones in shades of grey, brown, and tan, set in a dark mortar. A large, white rectangular box is superimposed on the left side of the image, containing the title and a paragraph of text.

OFFICE OF THE UNIVERSITY BUILDING OFFICIAL

Established in 2010, the Office of the University Building Official has primary responsibility for the proper management for, and enforcement of, the Virginia Uniform Statewide Building Code to ensure that construction projects conducted on property owned by the university are completed in compliance with the code, related laws, and regulations.

UBO TEAM



Chris Kiel, PE, MCP, CBO
University Building Official



Steven Smith, PE, CBO
Building Code Plan
Reviewer/Inspector

Jack Thompson, Jr., PE
Building Code Plan
Reviewer/Inspector



John Bush, AIA
Building Code Plan
Reviewer/Inspector



Mike Vellines, PE, CBO
Interim Building Code Plan
Reviewer/Inspector

Heather Snidow
Permit Technician/
Administrative Coordinator

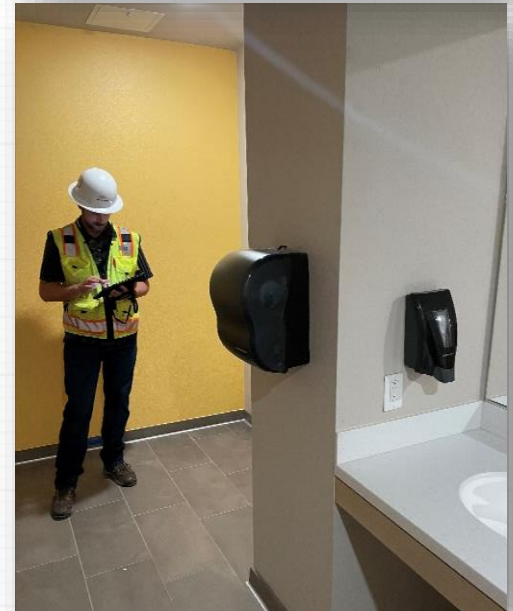
Marie Castillo
Assistant Permit Technician

CAMPUS ACCESSIBILITY

ACCESSIBILITY REMAINS A CENTRAL FOCUS AND JURISDICTION AREA FOR THE UNIVERSITY BUILDING OFFICIAL

UBO is responsible for ensuring the campus environment is ADA-compliant, including both building interiors and exteriors:

- All Virginia Tech facilities across the state
- New buildings, renovations, minor alterations
- Stadiums, residence halls, dining halls, and academic buildings
- Classrooms, labs, maker spaces
- Restrooms: Toilets, showers, sinks
- Doors, ramps, stair rails, doors, thresholds
- Sidewalks, outdoor amphitheaters, temporary concert venues



ADA INSPECTIONS

UBO remains on the frontlines working to ensure designers and clients embrace accessibility requirements and university guidelines.

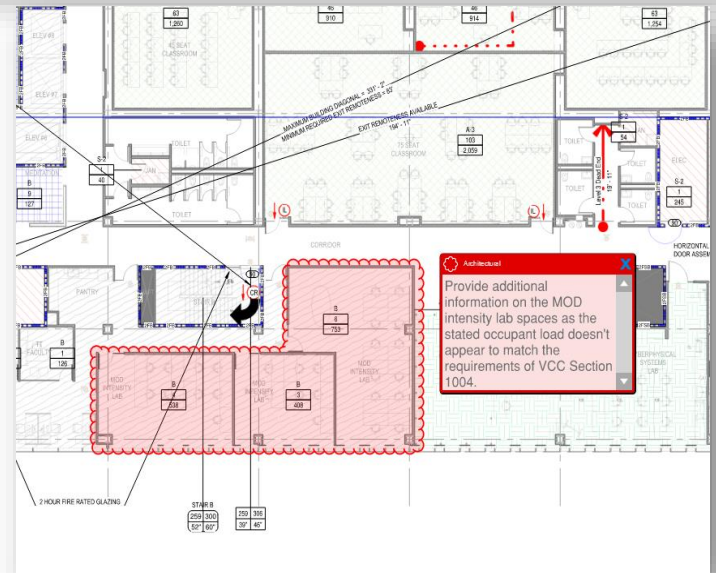
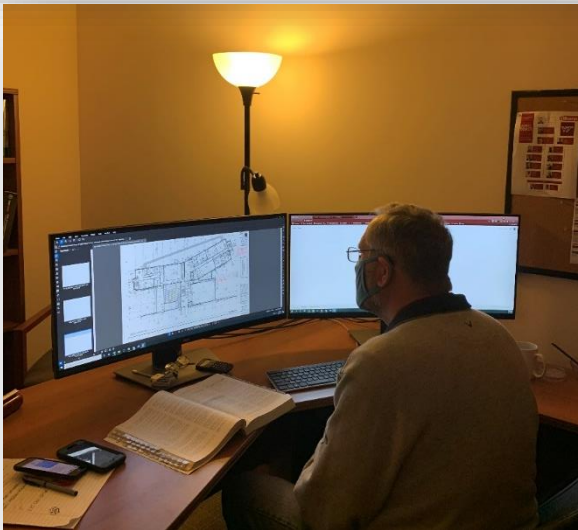
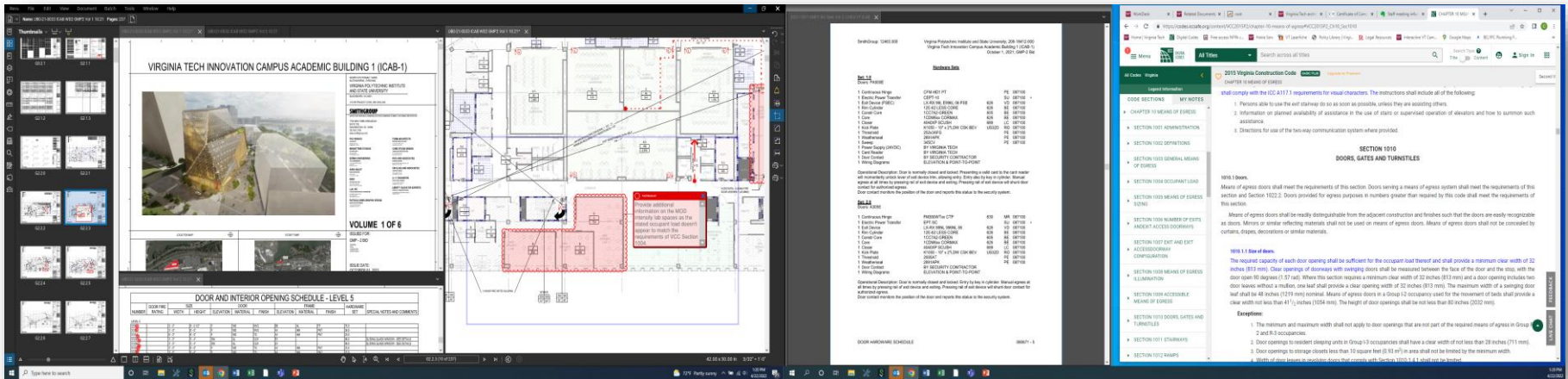
THOUGHTFUL
DECISION-
MAKING

CONTINUOUS
COMMUNITY
DIALOGUE

CONTINUOUS
IMPROVEMNT



REVIEWS



2021 - ELECTRONIC

REVIEWS

ELECTRONIC PROCESSES



STREAMLINING
PROCESSES



BETTER
COMMUNICATION
OF INFORMATION



COLLABORATIVE
DISCUSSION OF
CODE ISSUES

Electronic improvements have led to improved efficiencies in permit review:

- Non Capital Average Plan Review : **2 days** turnaround
- Capital Project Average Plan Review: **6 days** turnaround

CUSTOMER SERVICE EFFICIENCIES

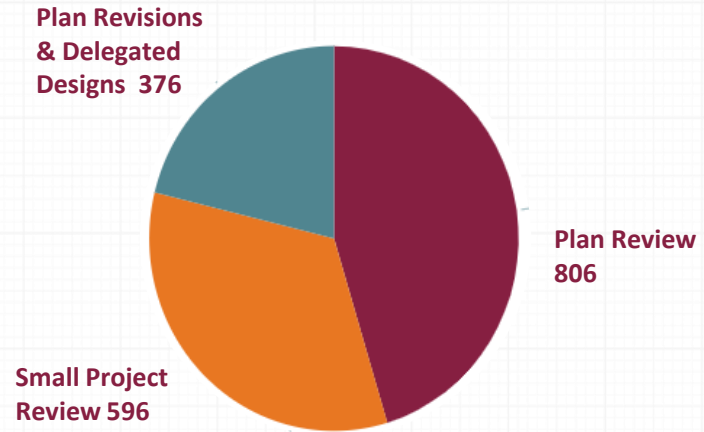
The old way....



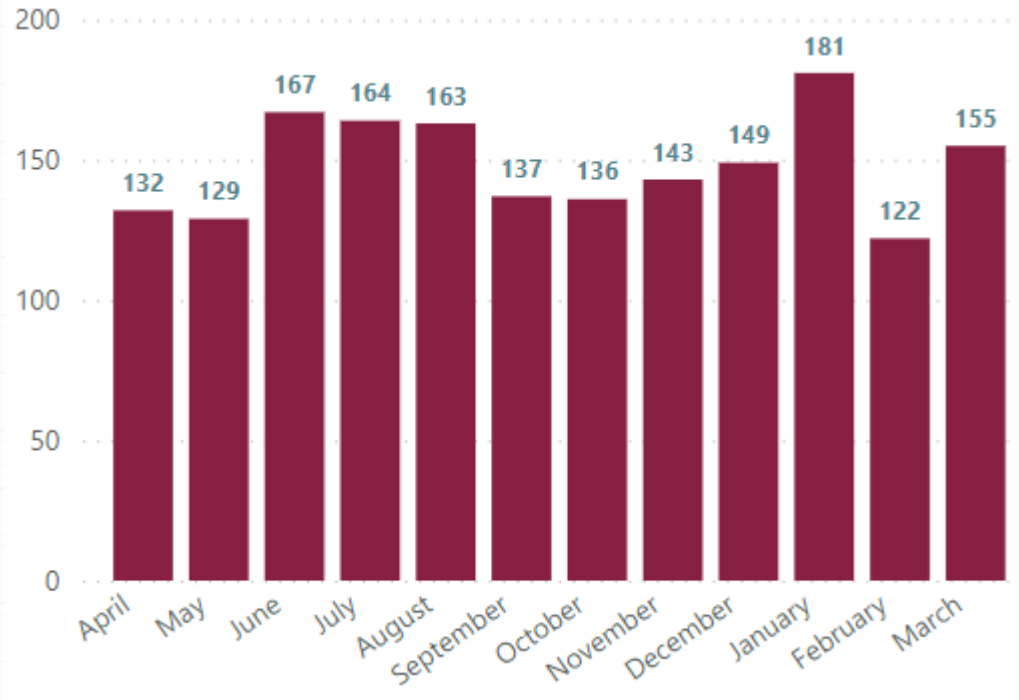
The new way....

REVIEWS

TOTAL COMPLETED
PLAN REVIEWS: 1,778



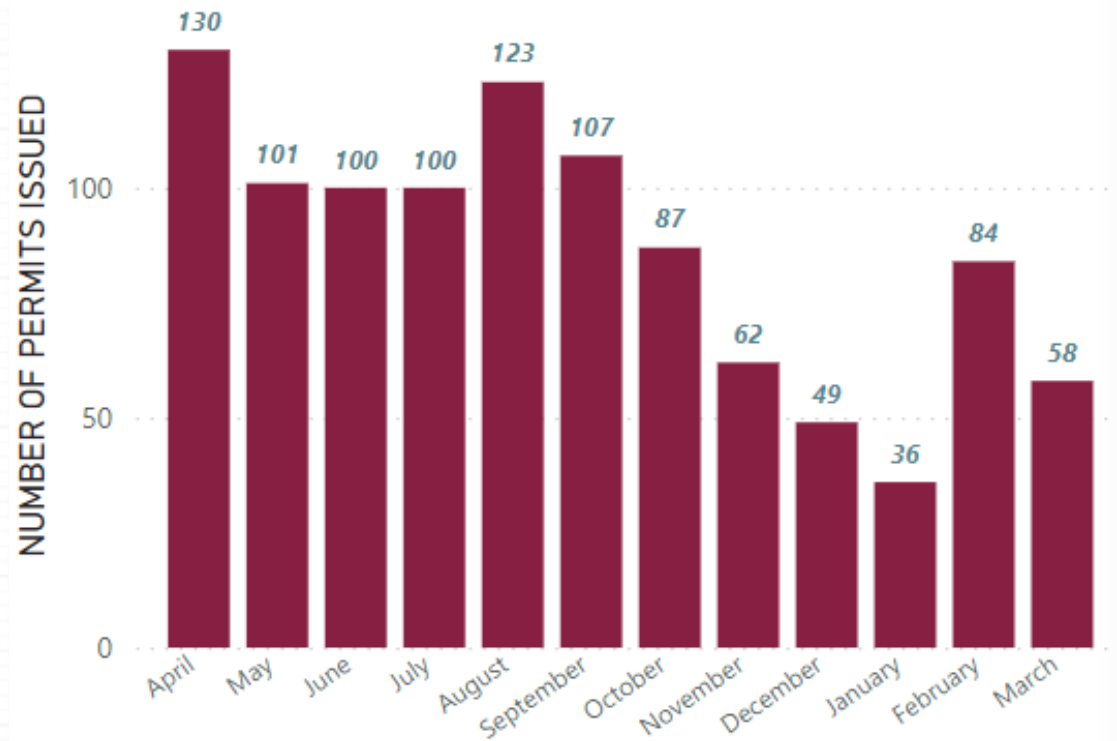
COMPLETED
PLAN
REVIEWS
BY MONTH



Reviews: April 1, 2021 – March 31, 2022

PERMITS

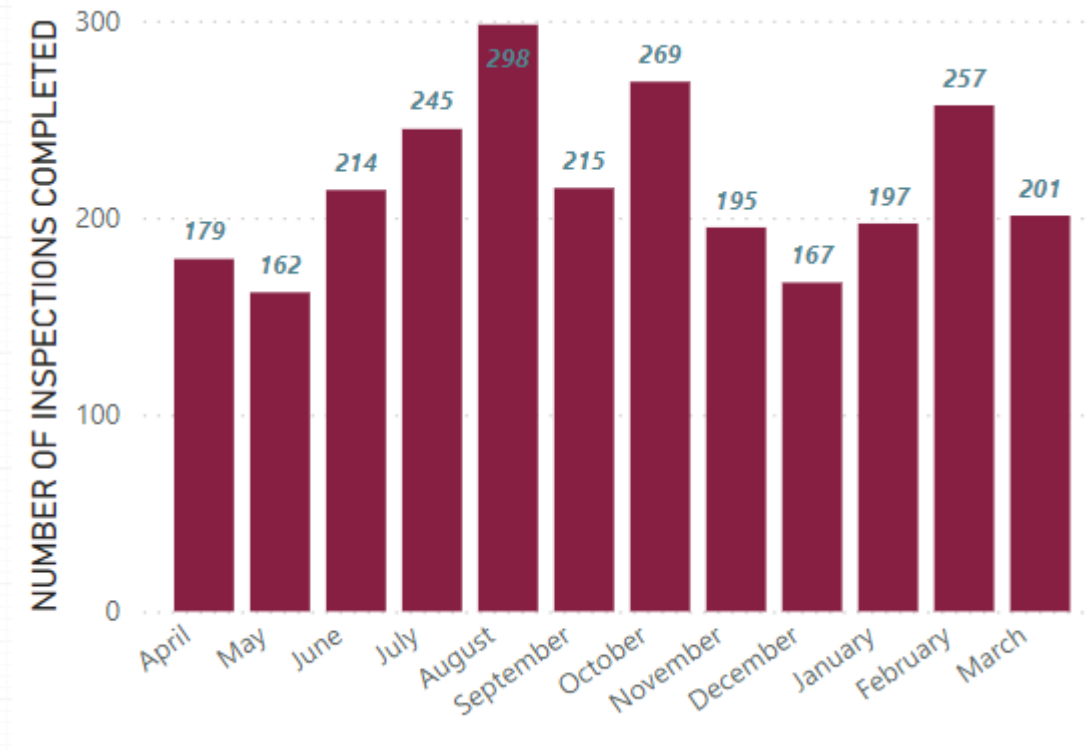
TOTAL NUMBER
OF PERMITS: 1,037



Permits: April 1, 2021 – March 31, 2022

INSPECTIONS

TOTAL NUMBER OF INSPECTIONS: 2,599



Inspections: April 1, 2021 – March 31, 2022

INSPECTIONS

- Average 10.5 inspections each day.
- Meeting with design teams and contractors on-site to address issues that arise.
- Virtual inspection process for remote locations save time and money.



Hitt Hall covered channel

QUESTIONS?



Multi-Modal Transit Facility



THANK YOU!

Office of the University Building
Official

540-231-4678

vtubo-g@vt.edu

OVERVIEW OF THE FACILITIES RENOVATIONS PROGRAM

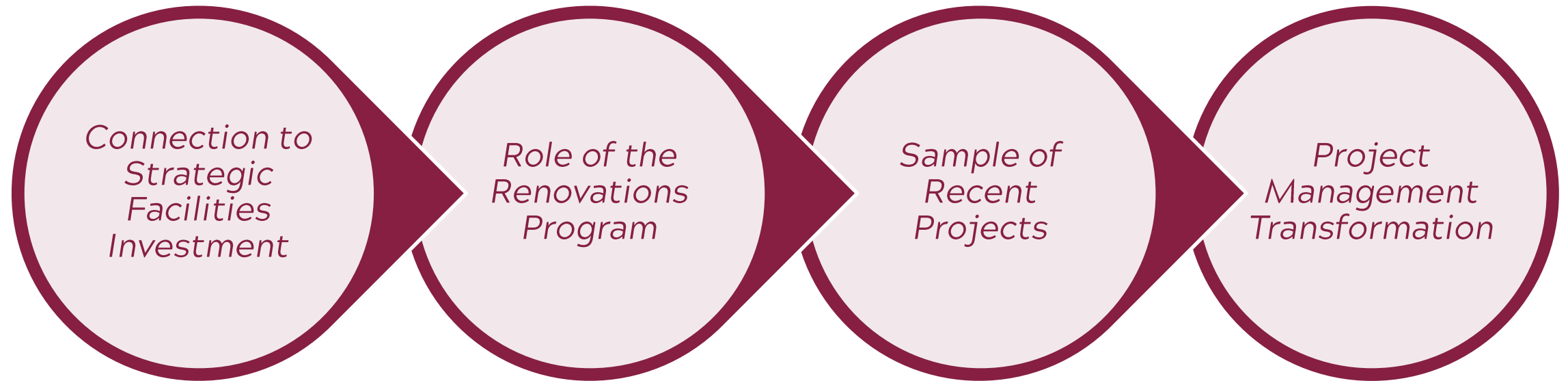
PRESENTATION FOR THE BOARD OF VISITORS

WENDY HALSEY, MAURP, MBA, PE
ASSISTANT VICE PRESIDENT FOR FACILITIES OPERATIONS

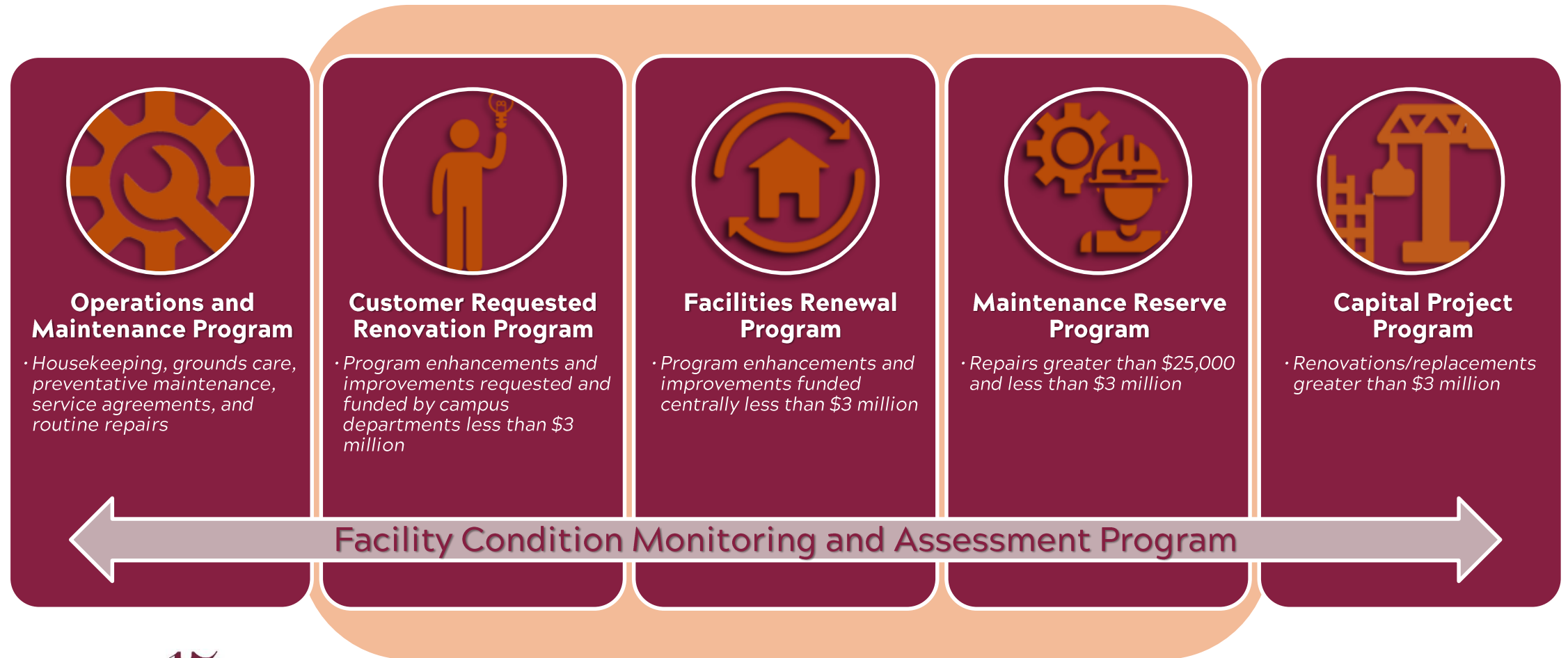
JOY MANNING
DIRECTOR OF RENOVATIONS

JUNE 7, 2022

DISCUSSION POINTS

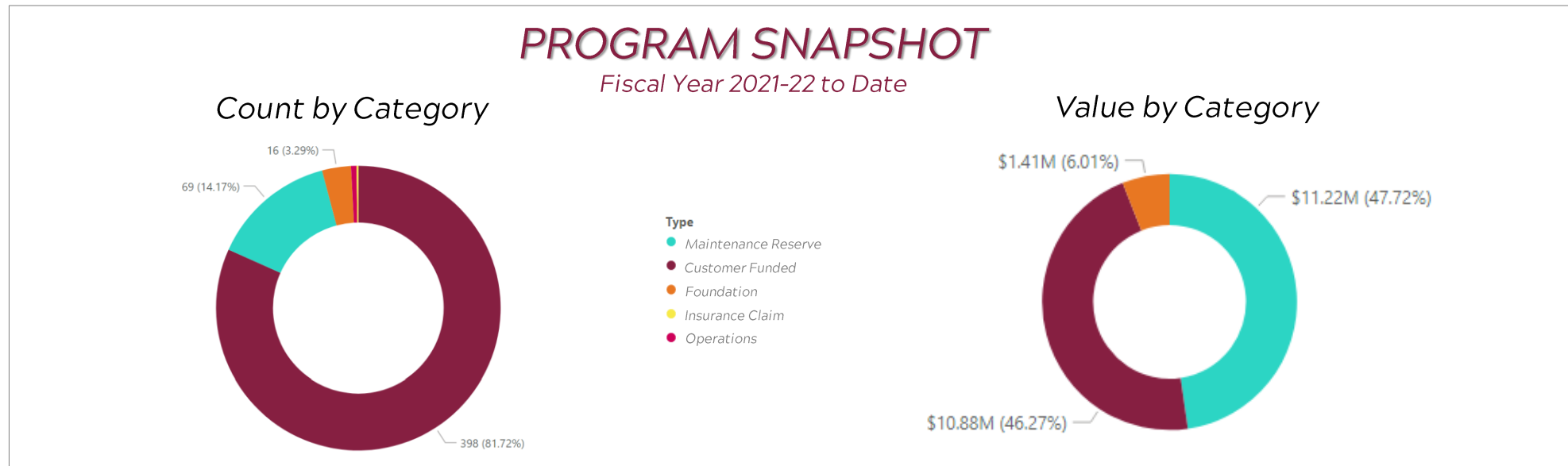


STRATEGIC FACILITIES INVESTMENT



RENOVATIONS PROGRAM

- Facility improvements with a total project cost below \$3M or involve less than 5,000 gross square feet of new space
- The Renovations Team executes \$16M to \$20M in projects each year



CLASSROOM IMPROVEMENTS LITTON REAVES HALL

Project Summary

Renovation of the existing instructional auditorium in Litton Reaves Hall.

Project Budget

\$1,685,610

Project Highlights

The project was funded by both central funds and maintenance reserve funds. The scope of work was a complete refresh of the finishes throughout the space as well as lighting and seating improvements. In addition, the project addressed impacts of the aging foundation.

Project Status

Completed



ROOF REPLACEMENT AND ATRIUM REPAIRS

PAMPLIN HALL

Project Summary

Full replacement of the roof and repairs to address leaks with the glass atrium system.

Project Budget

\$508,000

Project Highlights

The project included a replacement of the existing ballasted roof with a new roofing system and removal/replacement of all glazing panels within the glass atrium system to address leaks.

Project Status

Completed



NEW CONSTRUCTION

BASEBALL PITCHING LAB

Project Summary

Provide a lab for the Department of Intercollegiate Athletics to study and train pitching performance.

Project Budget

\$1,827,096

Project Highlights

The new building is a single-story, 20-foot high, 2,043 gross square foot facility for indoor pitching practice. The new building finishes include precast concrete panels, Hokie Stone, aluminum framed windows and overhead doors, in line with sporting facilities architectural styles and material of the Athletics and Recreation District.

Project Status

Under Construction



ACROSS THE COMMONWEALTH



Roanoke Riverside 4
MRI Shielding Installation



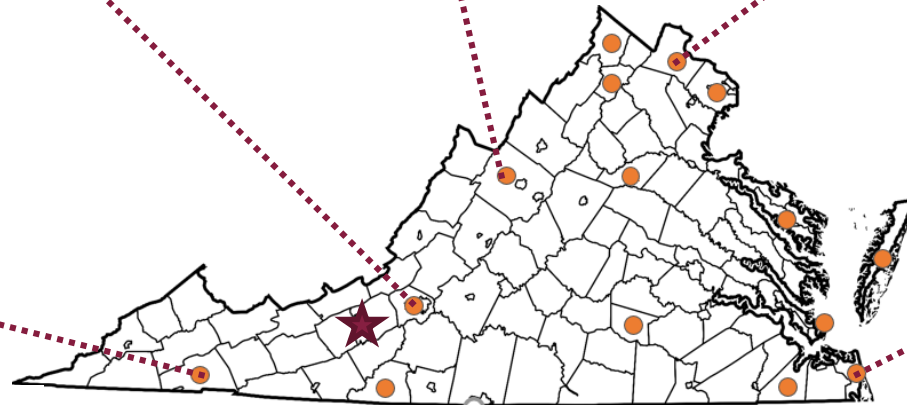
Shenandoah Valley
Cattle Feed Shed



Equine Medical Center
New Treatment Floor



Southwest AREC
Barns



Hampton Roads
Bulkhead Replacement

PROJECT MANAGEMENT TRANSFORMATION

Renovations project management has transitioned from an outsourced model to an in-house project management model.

Benefits

- *Incentivized cost savings for the customers.*
- *Increased responsiveness, consistency, transparency, and adaptability to all campus constituents.*
- *Incentivized to be customer centric (schedule, scope, etc.).*
- *Stabilized workforce and heightened ownership of the process.*
- *The 10.5% management fee was reduced to 7.5% with goal of future reductions by moving in house staff to education & general funding.*

QUESTIONS?

Future Agenda Items and Closing Remarks

BUILDINGS AND GROUNDS COMMITTEE

June 7, 2022

The Committee Chair will discuss future agenda items and make closing remarks.

Open Session Agenda

COMPLIANCE, AUDIT, AND RISK COMMITTEE

New Classroom Building, Room 260

June 6, 2022

10:45 am

<u>Agenda Item</u>	<u>Reporting Responsibility</u>
1. Motion to Reconvene in Open Session	Greta Harris
2. Welcome and Introductory Remarks	Sharon Brickhouse Martin
3. Consent Agenda	Sharon Brickhouse Martin
a. Minutes from the April 4, 2022 Meeting	
b. Audit Plan Status Report	
c. Internal Audit Reports	
i. Athletics	
ii. Dining Services	
iii. School of Architecture + Design	
iv. Service Centers	
v. Vendor Contract Administration	
vi. Vice President for Campus Planning, Infrastructure, and Facilities Policy Compliance Review	
d. Report on Audit of Student Financial Assistance Programs Cluster	
4. Annual External Audit Scope Discussion with the Auditor of Public Accounts	Kevin Savoy Jonathan South
5. Report on Audits of University-Related Corporations	Ken Miller
◆ 6. Research Risk and Compliance Discussion	Dan Sui
7. Report on Open Internal Audit Comments	Justin Noble
8. Internal Audit Reports	Justin Noble
a. Research: Foreign Gifts and Contracts	
b. Vice President for Outreach and International Affairs Policy Compliance Review	

9. Audit Plan for Fiscal Year 2022-23

Sharon Kurek
Justin Noble

10. Discussion of Future Topics

Sharon Brickhouse Martin

◆ **Discusses Enterprise Risk Management topic(s).**

Open Session Briefing Report

COMPLIANCE, AUDIT, AND RISK COMMITTEE

June 6, 2022

Compliance, Audit, and Risk Open Session

1. **Motion to Reconvene in Open Session:** Motion to begin open session.
2. **Welcome and Introductory Remarks:** The chair of the Compliance, Audit, and Risk Committee will provide opening remarks.
3. **Consent Agenda:** The Committee will consider for approval and acceptance the items listed on the Consent Agenda.
 - a. **Minutes from the April 4, 2022 Meeting:** The Committee will review and approve the minutes of the April 4, 2022 meeting.
 - b. **Audit Plan Status Report:** The committee will review the Audit Plan Status Report. The Office of Audit, Risk, and Compliance (OARC) has completed 75% percent of its audit plan, and 100% percent is underway, in accordance with the fiscal year 2021-22 annual audit plan.
 - c. **Internal Audit Reports:** The following internal audit reports were issued by OARC since the April 4, 2022 board meeting. Where applicable, management developed action plans to effectively address the issues in the report with a reasonable implementation timeframe. OARC conducts follow-up on management's implementation of agreed upon improvements for previously issued audit recommendations.
 - i. **Athletics:** The audit received a rating of effective. The review indicated that management has designed and implemented controls that are effective at reducing Athletics' exposure to the Name, Image, and Likeness compliance risks it is facing.
 - ii. **Dining Services:** The audit received a rating of improvements are recommended. Audit recommendations were issued to management where opportunities for further improvements were noted in the areas of monitoring employee training, management of vehicle

usage forms, and Family Educational Rights and Privacy Act (FERPA) communications.

- iii. School of Architecture + Design: The audit received a rating of improvements are recommended. Observations were noted to improve administration of lab safety training data and reporting of external activities and potential conflicts of interest.
- iv. Service Centers: The audit received a rating of effective. A low-priority recommendation of a less significant nature was noted regarding alignment of university policies with current practices.
- v. Vendor Contract Administration: The audit received a rating of improvements are recommended. Audit recommendations were issued to management where opportunities for further improvements were noted regarding contract management and monitoring.
- vi. Vice President for Campus Planning, Infrastructure, and Facilities Policy Compliance Review: The audit received a rating of improvements are recommended. An audit recommendation was issued to management where opportunities for further improvement were noted in the area of fiscal responsibility.

d. Report on Audit of Student Financial Assistance Programs Cluster:

The audit report issued on February 4, 2022 found that the institutions managing the federal Student Financial Assistance Programs Cluster properly stated, in all material respects, the amounts recorded and reported in each institution's accounting and financial reporting system and applicable federal student financial assistance systems. In addition, the report included an internal control and compliance finding for the university which is that it needs to improve compliance over enrollment reporting.

- 4. **Annual External Audit Scope Discussion with the Auditor of Public Accounts:** The Committee will meet with the APA for a discussion of the scope of the audit of the 2021-22 financial statements and the APA's plans for conducting and completing the audit.
- 5. **Report on Audits of University-Related Corporations:** The university-related corporations include Virginia Tech Applied Research Corporation; Virginia Tech Foundation, Inc.; Virginia Tech Intellectual Properties, Inc.; Virginia Tech Services,

Inc.; Virginia Tech Innovations Corporation; and Virginia Tech India Research and Education Forum. Consistent with the Board of Visitors' resolution establishing university-related corporations, each corporation is annually required to provide audited annual financial statements, management letters from external auditors, and management's responses to the university's president. Each corporation is also required to submit an annual certification stating that all procedures outlined in the resolution have been met.

6. **Research Risk and Compliance Discussion:** The Committee will receive an update on certain research risk and compliance topics. Management will lead a discussion on the following research enterprise risks: Recruitment and retention of faculty and staff; facilities and infrastructure; diversity of academic programs; and institutional culture.
7. **Report on Open Internal Audit Comments:** The Committee will receive an update on the status of open internal audit comments discussed at the June meeting. As of December 31, 2021, the university had 22 open recommendations. Four audit comments were issued during the third quarter of the fiscal year. As of March 31, 2022, the university had addressed 11 comments, leaving 15 open recommendations in progress.
8. **Internal Audit Reports:** The following internal audit reports were issued by OARC since the April 4, 2022 board meeting. Where applicable, management developed action plans to effectively address the issues in the report with a reasonable implementation timeframe. As noted above, OARC conducts follow-up on management's implementation of agreed upon improvements for previously issued audit recommendations.
 - a. **Research: Foreign Gifts and Contracts:** The audit received a rating of significant improvements are needed. Audit recommendations were issued to management where opportunities for improvements were noted related to Section 117 governance and reporting.
 - b. **Vice President for Outreach and International Affairs Policy Compliance Review:** The audit received a rating of significant improvements are needed. Audit recommendations were issued to management where opportunities for further improvement were noted in the areas of fiscal responsibility, wage payroll, leave reporting, P14 appointments, fixed asset management, and state vehicle management.

9. **Audit Plan for Fiscal Year 2022-23:** The Office of Audit, Risk, and Compliance (OARC) will present the Audit Plan for Fiscal Year 2022-23 to the Compliance, Audit, and Risk Committee for review and approval. An annual risk assessment was conducted to identify the entities that should receive audit attention in fiscal year 2022-23 and a core audit plan was developed in coordination with the university's ERM initiative. For fiscal year 2022-23, 31 audit projects and seven management advisory services are proposed, with approximately 75 percent of OARC's available resources committed to the completion of planned projects. A description of each project is provided within the audit plan. OARC's goal will be to complete 85 percent of the audit plan. The internal audit plan may be modified based on the external audit environment or changes in regulations, management, or resources.
10. **Discussion of Future Topics:** The Committee will discuss topics to be covered in future committee meetings.

Closed Session Agenda

COMPLIANCE, AUDIT, AND RISK COMMITTEE

New Classroom Building, Room 260

June 6, 2022

9:30 am

<u>Agenda Item</u>	<u>Reporting Responsibility</u>
1. Motion for Closed Session	Anna James
2. Internal Audit Reports a. IT: Network Security	Justin Noble
3. Update on Fraud, Waste, and Abuse Cases	Sharon Kurek Ryan Hamilton
4. Annual Performance Review of the Executive Director of Audit, Risk, and Compliance	Sharon Brickhouse Martin
5. Audit, Risk, and Compliance Operating Model Assessment and Discussion of Future State and Personnel Actions	Tim Sands Lisa Wilkes
6. Discussion with the Executive Director of Audit, Risk, and Compliance	Sharon Kurek

Closed Session Briefing Report

COMPLIANCE, AUDIT, AND RISK COMMITTEE

June 6, 2022

Compliance, Audit, and Risk Closed Session

1. **Motion for Closed Session:** Motion to begin closed session.
2. **Internal Audit Reports:** The following confidential internal audit report was issued by the Office of Audit, Risk, and Compliance (OARC) since the April board meeting. Where applicable, management developed action plans to effectively address the issues in the report with a reasonable implementation timeframe. OARC conducts follow-up on management's implementation of agreed upon improvements for previously issued audit recommendations.
 - a. **IT: Network Security:** The audit received a rating of improvements are recommended. Observations were noted to improve processes for securing the isolated management network used to administer network devices, managing network device vulnerabilities, and configuring the Restricted/Limited Access Network (RLAN) firewall. In addition, low-priority recommendations were identified related to upgrading device operating systems, network monitoring, and updating the university incident response plan.
3. **Update on Fraud, Waste, and Abuse Cases:** The Committee will receive an update on outstanding fraud, waste, and abuse cases.
4. **Annual Performance Review of the Executive Director of Audit, Risk, and Compliance:** The Committee will provide an annual performance review to the Executive Director of Audit, Risk, and Compliance.
5. **Audit, Risk, and Compliance Operating Model Assessment and Discussion of Future State and Personnel Actions:** The Committee will receive a briefing on the Audit, Risk, and Compliance Operating Model and discuss the future state of these functions and personnel actions.
6. **Discussion with the Executive Director of Audit, Risk, and Compliance:** The Executive Director will discuss audits of specific departments and units where individual employees were identified.

Motion to Reconvene in Open Session
COMPLIANCE, AUDIT, AND RISK COMMITTEE
June 6, 2022

WHEREAS, the Compliance, Audit, and Risk Committee of the Board of Visitors of Virginia Polytechnic Institute and State University has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, §2.2-3712 of the Code of Virginia requires a certification by the Compliance, Audit, and Risk Committee that such closed meeting was conducted in conformity with Virginia Law;

NOW, THEREFORE, BE IT RESOLVED, that the Compliance, Audit, and Risk Committee of the Board of Visitors of Virginia Polytechnic Institute and State University hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia Law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Compliance, Audit, and Risk Committee.

Welcome and Introductory Remarks
COMPLIANCE, AUDIT, AND RISK COMMITTEE
June 6, 2022

The Chair of the Compliance, Audit, and Risk Committee
will offer welcoming remarks
and ask for approval of the agenda.

Consent Agenda
COMPLIANCE, AUDIT, AND RISK COMMITTEE
June 6, 2022

The Committee will consider for approval and acceptance the items listed on the Consent Agenda.

- a. Minutes from the April 4, 2022 Meeting
- b. Audit Plan Status Report
- c. Internal Audit Reports
 - i. Athletics
 - ii. Dining Services
 - iii. School of Architecture + Design
 - iv. Service Centers
 - v. Vendor Contract Administration
 - vi. Vice President for Campus Planning, Infrastructure, and Facilities Policy Compliance Review
- d. Report on Audit of Student Financial Assistance Programs Cluster

Committee Minutes

COMPLIANCE, AUDIT, AND RISK COMMITTEE

April 4, 2022

The Compliance, Audit, and Risk Committee of the Board of Visitors of Virginia Polytechnic Institute and State University met in Closed Session on Monday, April 4, 2022 at 7:00 a.m. on the Blacksburg campus at The Inn at Virginia Tech in the Solitude Room.

Committee Members Present

Sharon Brickhouse Martin (Chair)
Greta Harris
Anna James

Board Members Present

Letitia Long (Rector)
Horacio Valeiras

The following Virginia Tech staff members were present: Cyril Clarke, Ryan Hamilton, Kay Heidbreder, Chris Kiwus, Sharon Kurek, Ken Miller, Justin Noble, Kim O'Rourke, Timothy Sands, Lisa Wilkes

Closed Session

Chair Martin convened the meeting and welcomed everyone to the Compliance, Audit, and Risk Committee meeting.

* * * * *

Motion to Begin Closed Session

Ms. Harris moved that the Compliance, Audit, and Risk Committee of the Board of Visitors convene in Closed Session, pursuant to §2.2-3711, Code of Virginia, as amended, to consider the following:

- 1) Reviews of departments where specific individuals' performance will be discussed
- 2) The status of current litigation and briefing on actual or probable litigation
- 3) Discussion of an audit that reveals threats to cybersecurity all pursuant to the following subpart of §2.2-3711(A)(1), (7), and (19), Code of Virginia, as amended.

The meeting concluded at 8:42 a.m.

* * * * *

The Compliance, Audit, and Risk Committee of the Board of Visitors of Virginia Polytechnic Institute and State University reconvened in Open Session on Monday, April 4, 2022, at 8:45 a.m. on the Blacksburg campus at The Inn at Virginia Tech in the Solitude Room.

Committee Members Present
Sharon Brickhouse Martin (Chair)
Greta Harris
Anna James

Board Members Present
Letitia Long (Rector)

The following Virginia Tech staff members were present: Sharon Kurek, Connie Marshall, Justin Noble, Kim O'Rourke, Timothy Sands

Open Session

1. **Motion to Reconvene in Open Session:** Following the Closed Session, the doors were opened and Chair Martin called on Ms. James to make the motion to return to Open Session. Ms. James made the following motion to return to open session:

WHEREAS, the Compliance, Audit, and Risk Committee of the Board of Visitors of Virginia Polytechnic Institute and State University has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provision of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Compliance, Audit, and Risk Committee of the Board of Visitors that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Compliance, Audit, and Risk Committee of the Board of Visitors of Virginia Polytechnic Institute and State University hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Compliance, Audit, and Risk Committee.

The motion was seconded by Ms. Harris and passed unanimously.

2. **Welcome and Introductory Remarks:** Chair Martin convened the meeting and welcomed everyone to the Compliance, Audit, and Risk Committee meeting.
3. **Consent Agenda:** The Committee considered for approval and acceptance the items listed on the Consent Agenda.
 - a. **Minutes for the November 7, 2021 Meeting:** The Committee reviewed and approved the minutes of the November 7, 2021 meeting.
 - b. **Update of Responses to Open Internal Audit Comments:** The Committee reviewed the university's update of responses to all previously issued internal audit reports. As of September 30, 2021, the university had ten open recommendations. Seventeen audit comments were issued during the second quarter of the fiscal year. As of December 31, 2021, the university had addressed five comments, leaving 22 open recommendations in progress, of which 17 were progressing as expected and on track to meet their respective target due dates while five recommendations missed their original date. The committee requested an update on the outstanding items at the June meeting.
 - c. **Audit Plan Status Report:** The committee reviewed the Audit Plan Status Report. The Office of Audit, Risk, and Compliance (OARC) has completed 49 percent of its audit plan, and 35 percent is underway, in accordance with the fiscal year 2021-22 annual audit plan.
 - d. **Internal Audit Reports:** The following internal audit reports were issued by OARC since the November board meeting. Where applicable, management developed action plans to effectively address the issues in the report with a reasonable implementation timeframe. As noted above, OARC conducts follow-up on management's implementation of agreed upon improvements for previously issued audit recommendations.
 - i. **Continuing and Professional Education:** The audit received a rating of effective. A low-priority recommendation of a less significant nature was noted regarding timely deposit of funds.
 - ii. **Fralin Biomedical Research Institute at VTC:** The audit received a rating of improvements are recommended. One observation was noted with respect to improving processes for granting and removing user access to human subject research data.

- iii. HR: Compensation and Classification: The audit received a rating of effective.
 - iv. Senior Vice President and Chief Business Officer Policy Compliance Review: The audit received a rating of improvements are recommended. Audit recommendations were issued to management where opportunities for further improvement were noted in the areas of fiscal responsibility, leave reporting, expenditures, funds handling, and university key control.
 - v. Vice President for Finance Policy Compliance Review: The audit received a rating of improvements are recommended. Audit recommendations were issued to management where opportunities for further improvement were noted in the areas of fiscal responsibility, expenditures, and information technology. Additionally, an observation for central administration was noted regarding self-approval for certain electronic travel and purchase card expenditures.
- e. **Auditor of Public Accounts Financial Statement Audit:** The Committee received a report on the Auditor of Public Accounts (APA) audit of the university's financial statements for the fiscal year ended June 30, 2021. During the audit, the APA found the financial statements were presented fairly in all material respects, and there were no internal control findings requiring management's attention.
- f. **Auditor of Public Accounts Intercollegiate Athletics Program Report:** The Committee received a report on the APA Intercollegiate Athletics review for fiscal year 2021. The APA performed certain agreed-upon procedures to evaluate whether the Schedule of Revenues and Expenses of the Intercollegiate Athletics Programs for fiscal year ended June 30, 2021 is in compliance with the National Collegiate Athletic Association (NCAA) bylaws. During the APA review, no matters were brought to the APA's attention that would lead them to believe the amounts of the Schedule of 3 Revenues and Expenses should be adjusted. This review did not constitute an audit and therefore no opinion was issued.
4. **Discussion of Future Topics:** The Committee discussed topics to be covered in future committee meetings.

The meeting concluded at 8:52 a.m.

Audit Plan Status Report
COMPLIANCE, AUDIT, AND RISK COMMITTEE

June 6, 2022

Audit Plan Update

Audits were performed in accordance with the fiscal year 2021-22 annual audit plan at a level consistent with the resources of the Office of Audit, Risk, and Compliance (OARC). Since the April board meeting nine planned projects have been completed, including seven risk-based audits and two policy compliance reviews.

The following eight projects are underway: Agricultural Research and Extension Centers, Biological Sciences, Data Analytics: Research Compliance, Data Analytics: Administrative Operations, Export and Secure Research Compliance, IT: Endpoint Management, Police, and University Scholarships and Financial Aid. Additionally, an advisory service project regarding Graduate Assistant Workload has been added to the plan and is underway.

Further, two planned audits have been canceled or deferred since the April board meeting. Based on the current transition in executive leadership, the planned advisory review of the Schiffert and Cook Counseling funding model has been canceled. Additionally, based on staff turnover, the planned data analytic focused engagement on fraudulent transactions has been deferred to next year.

In fiscal year 2021-22, OARC has completed 75 percent of its audit plan as depicted in Exhibit 1.

Exhibit 1
FY 2021-22 Completion of Audit Plan

Audits	
Total # of Audits Planned	31
Total # of Supplemental Audits	1
Total # of Carry Forwards	9
Total # of Planned Audits Canceled or Deferred	5
Total Audits in Plan as Amended	36
Total Audits Completed	27
Audits - Percentage Complete	75%
Audits - Percentage Complete or Underway	100%
Note: Includes Policy Compliance Reviews and Advisory Services	

Internal Audit Reports
COMPLIANCE, AUDIT, AND RISK COMMITTEE

June 6, 2022

Background

This report provides a summary of audit ratings issued this period and the full rating system definitions. The following reviews have been completed during this reporting period. The Office of Audit, Risk, and Compliance has made a concerted effort to ensure progress on the annual audit plan.

Consent Agenda Reports	Rating
Athletics	Effective
Dining Services	Improvements are Recommended
School of Architecture + Design	Improvements are Recommended
Service Centers	Effective
Vendor Contract Administration	Improvements are Recommended
Vice President for Campus Planning, Infrastructure, and Facilities Policy Compliance Review	Improvements are Recommended
Reports for Discussion	Rating
Research: Foreign Gifts and Contracts	Significant Improvements are Needed
Vice President for Outreach and International Affairs Policy Compliance Review	Significant Improvements are Needed

Summary of Audit Ratings

The Office of Audit, Risk, and Compliance's rating system has four tiers from which to assess the controls designed by management to reduce exposures to risk in the area being audited. The auditor can use professional judgment in constructing the exact

wording of the assessment in order to capture varying degrees of deficiency or significance.

Definitions of each assessment option

Effective – The audit identified opportunities for improvement in the internal control structure, but business risks are adequately controlled in most cases.

Improvements are Recommended – The audit identified occasional or isolated business risks that were not adequately or consistently controlled.

Significant or Immediate Improvements are Needed – The audit identified several control weaknesses that have caused, or are likely to cause, material errors, omissions, or irregularities to go undetected. The weaknesses are of such magnitude that senior management should undertake immediate corrective actions to mitigate the associated business risk and possible damages to the organization.

Unreliable – The audit identified numerous significant business risks for which management has not designed or consistently applied controls prior to the audit. Persistent and pervasive control weaknesses have caused or could cause significant errors, omissions, or irregularities to go undetected. The weaknesses are of such magnitude that senior management must undertake immediate corrective actions to bring the situation under control and avoid (additional) damages to the organization.

RECOMMENDATION:

That the internal audit reports listed above be accepted by the Compliance, Audit, and Risk Committee.

June 6, 2022

Report on Student Financial Assistance Programs Cluster

COMPLIANCE, AUDIT, AND RISK COMMITTEE

April 25, 2022

Virginia Tech is subject to reviews by a variety of Commonwealth agencies, including the Auditor of Public Accounts (APA), the Office of the State Inspector General (OSIG), and others. In addition to the annual audits of the university's financial statements and its Intercollegiate Athletics program conducted by the APA, Virginia Tech was selected for inclusion in the APA's audit of the Student Financial Assistance Programs Cluster for the fiscal year ended June 30, 2021.

The audit report issued on February 4, 2022 found that the institutions managing the federal Student Financial Assistance Programs Cluster properly stated, in all material respects, the amounts recorded and reported in each institution's accounting and financial reporting system and applicable federal student financial assistance systems. A copy of the full report is included in *Appendix A*.

In addition, the report included an internal control and compliance finding for the university as excerpted below:

Improve Compliance over Enrollment Reporting

Applicable to: James Madison University, Norfolk State University (repeat – first issued in 2018), Northern Virginia Community College (repeat – first issued 2018)), Old Dominion University, Radford (repeat – first issued 2018), **Virginia Polytechnic Institute and State University (repeat – first issued 2018)**, Virginia State University (repeat – first issued 2018)

Type of Finding: Internal Control and Compliance

Severity: Significant Deficiency

Repeat: Select institutions as noted above

The institutions noted below did not properly report accurate and or timely enrollment data to the U.S. Department of Education (ED) using the National Student Loan Data System (NSLDS) in accordance with 34 CFR 685.309, Dear Colleague Letter GEN 12-06 and the NSLDS Enrollment Guide, for students that had withdrawn, graduated, or changed enrollment levels.

Virginia Polytechnic Institute and State University (VT) Registrar's Office personnel did not report accurate program level enrollment data to NSLDS for students that had an enrollment level change. The underlying cause of the errors is a combination of programming language errors resulting in the transmission of incorrect data fields. From a review of 40 students, we identified the following deficiencies: The effective date was inaccurate for ten students (25%).

Not properly and accurately reporting a student's enrollment status may interfere with establishing a student's loan status, deferment privileges, and grace periods. In addition, the accuracy of the data reported by each institution is vital to ensuring that federal Direct Loan records and other federal student records remain updated.

Each institution should evaluate its current enrollment reporting procedures. Institutional management should implement corrective measures to prevent future noncompliance. Where applicable, management should also consider implementing a quality control review process to monitor the accuracy of campus and program-level batch submissions.

University Response

The university's enrollment reporting logic currently creates the program level effective date as the date a student initially enrolls for a given term unless there are changes to status or program, based on the institution's interpretation of the NSLDS Enrollment Reporting Guide. The institution however agrees with the APA that adjusting the Effective Date definition to correspond with best practices will ensure accuracy and consistency with NSLDS. Virginia Tech will coordinate with our third-party servicer (National Student Clearinghouse), adjust the logic in our Enrollment reporting code, and test accuracy against NSLDS data. This change in reporting and testing will be completed by August 1, 2024.

The initial finding issued first in 2018 was focused on a different component of Enrollment Reporting. The university continues to invest resources in reporting and self-audits to ensure the accuracy of data reported to NSLDS. The university also asserts that enrollment data at the *program level* is not likely to interfere with establishing a student's loan status, deferment privileges, and grace periods.



STUDENT FINANCIAL ASSISTANCE PROGRAMS CLUSTER

REPORT ON AUDIT
FOR THE YEAR ENDED
JUNE 30, 2021

Auditor of Public Accounts
Staci A. Henshaw, CPA

www.apa.virginia.gov

(804) 225-3350



AUDIT SUMMARY

We audited the major federal program of the Student Financial Assistance Programs Cluster, administered by the following public higher education institutions in the Commonwealth of Virginia:

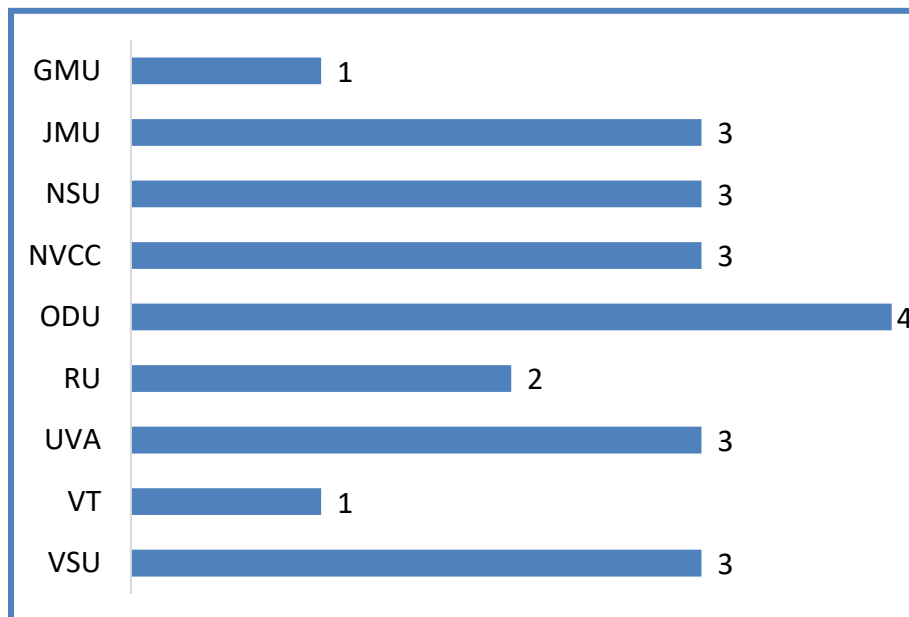
George Mason University (GMU)	Radford University (RU)
James Madison University (JMU)	University of Virginia (UVA)
Norfolk State University (NSU)	Virginia Commonwealth University (VCU)
Northern Virginia Community College (NVCC)	Virginia Polytechnic and State University (VT)
Old Dominion University (ODU)	Virginia State University (VSU)

Our audit for the fiscal year ended June 30, 2021, found:

- Proper recording and reporting of all transactions, in all material respects, in each institutions' accounting and financial reporting system and applicable federal student financial assistance system;
- matters involving internal control and operations necessary to bring to management's attention that also represent instances of noncompliance with applicable laws and regulations or other matters that are required to be reported; and
- adequate corrective action with respect to audit findings related to the federal Student Financial Assistance Programs Cluster reported in the Commonwealth's fiscal year 2020 Single Audit except for those findings that are reflected as "repeat" in this letter.

Our audit identified eight recommendations for the ten higher education institutions included as part of our review. The chart below summarizes the total number of findings for each institution.

Findings by Institution



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INTERNAL CONTROL AND COMPLIANCE FINDINGS AND RECOMMENDATIONS

Implement Information Security Program Requirements for the Gramm-Leach-Bliley Act

Applicable to: George Mason University, Norfolk State University, University of Virginia

Type of Finding: Internal Control and Compliance

Severity: Significant Deficiency

Repeat: No

The institutions noted below are not in compliance with the Gramm-Leach-Bliley Act (GLBA). Federal regulations consider institutions of higher education, because of their engagement in financial assistance programs, to be financial institutions that must comply with Public Law 106-102, known as the GLBA. Related regulations in 16 U.S. Code of Federal Regulations (CFR) 314.4 require organizations to develop, implement, and maintain the information security program to safeguard customer information and complete a risk assessment that includes consideration of risks and mitigating controls in each relevant area of operation. The regulations require a risk assessment that considers risks for the following elements:

- employee training and management;
- information systems, including network and software design, as well as information processing, storage, transmission, and disposal; and
- detecting, preventing, and responding to attacks, intrusions, or other system failures.

George Mason University (GMU) does not implement cybersecurity requirements of the GLBA for some systems containing customer information in accordance with the CFR and University policy. GMU completed a system security plan (SSP) that identifies risks to the security, confidentiality, and integrity of customer information and assesses the safeguards in place to control these risks for two systems, including the financial system that stores student and financial data. However, GMU has not evaluated each of their systems to determine what systems contain customer information. GMU also has not completed a sensitive systems list and completed an SSP for each system on the sensitive systems list. Due to resource constraints and project prioritization, GMU has not yet conducted the risk evaluations and implemented the controls necessary to meet the cybersecurity requirements of the GLBA for each system containing customer information.

Norfolk State University (NSU) does not implement cybersecurity requirements of the GLBA for some of its sensitive systems in accordance with the CFR and its University Information System Security policy. While NSU incorporates the GLBA cybersecurity requirements in its risk assessment process and SSP, NSU has completed the documentation for nine of 19 sensitive systems. NSU has started their plan to conduct risk assessments and to complete an SSP for each of its identified sensitive systems. However, due to resource constraints, NSU has not yet completed the risk assessment process or the development of SSP's for all its sensitive systems.

The University of Virginia (UVA) does not consider certain required elements of the GLBA within risk assessments of systems containing nonpublic customer information. UVA completed a risk assessment for two systems that contain nonpublic customer information. However, the risk assessments do not include all required elements of the GLBA. Additionally, UVA did not assess the risk for all systems that contain nonpublic customer information. UVA was unaware of the requirements of the GLBA and assumed that its system risk assessments would meet the requirements. As a result, UVA did not consider certain risks that may impact its information technology (IT) environment and safeguards that are either in place or that it needs to implement to mitigate those risks, respectively.

Without implementing cybersecurity requirements of the GLBA for each system containing nonpublic customer information, institutions may not be able to ensure the security and confidentiality of customer information, protect against any anticipated threats or hazards to the security or integrity of such information, and protect against unauthorized access to or use of such information that could result in substantial harm or inconvenience to any customer.

Each institution should evaluate its systems to determine what systems contain customer information, perform a risk assessment as required by GLBA, and document risks that may impact the IT environment. Ensuring compliance with the GLBA will protect the confidentiality, integrity, and availability of student information within each institution's IT environment.

Improve Compliance over Enrollment Reporting

Applicable to: James Madison University, Norfolk State University (repeat – first issued in 2018), Northern Virginia Community College (repeat – first issued 2018)), Old Dominion University, Radford (repeat – first issued 2018), Virginia Polytechnic Institute and State University (repeat – first issued 2018), Virginia State University (repeat – first issued 2018)

Type of Finding: Internal Control and Compliance

Severity: Significant Deficiency

Repeat: Select institutions as noted above

The institutions noted below did not properly report accurate and or timely enrollment data to the U.S. Department of Education (ED) using the National Student Loan Data System (NSLDS) in accordance with 34 CFR 685.309, Dear Colleague Letter GEN 12-06 and the NSLDS Enrollment Guide, for students that had withdrawn, graduated, or changed enrollment levels.

James Madison University (JMU) Registrar's Office personnel did not report accurate and/or timely enrollment data to NSLDS for students that had withdrawn or had an enrollment level change. The underlying cause of the errors is a combination of factors including programming language errors resulting in the transmission of incorrect data fields and the timing of when JMU submitted the last enrollment report. From a review of 51 students, we identified the following deficiencies:

- The effective date of the applicable enrollment status change was not accurate for six students (12%);

- The enrollment level status was inaccurate for one student (2%); and
- JMU did not report the withdraw status change at the program level in NSLDS for one student (2%).

Norfolk State University (NSU) Registrar's Office personnel did not report accurate and timely enrollment data to NSLDS for students that had graduated, withdrawn, or had another applicable enrollment level change. The underlying cause of the errors is a combination of factors including late batches, NSU reporting students as withdrawn rather than graduated for fall 2020, batch overwrites, and other concerns that NSU will have to research with its third-party servicer. From a review of 50 students, we identified the following deficiencies:

- The enrollment status was inaccurate for 15 students (30%);
- The effective date was inaccurate for 32 students (64%);
- NSU did not report enrollment status changes timely for 49 students (98%); and
- At least one campus or program level field deemed critical was inaccurate for 33 students (66%).

Northern Virginia Community College (NVCC) Registrar's Office personnel did not report accurate and/or timely enrollment data to NSLDS for students that had an enrollment level change, graduated, or withdrew. The underlying cause of the errors is primarily related to staff turnover and prioritizing resources to address the COVID-19 pandemic. From a review of 40 students, we identified the following deficiencies:

- The enrollment status was inaccurate for 11 students (28%);
- The effective date was inaccurate for 12 students (30%);
- NVCC did not report enrollment status changes timely for 17 students (43%); and
- At least one campus or program level field deemed critical was inaccurate for 15 students (38%).

Old Dominion University (ODU) personnel did not report accurate and/or timely enrollment data to NSLDS for students that had withdrawn or had an enrollment level change. The underlying cause of the errors is a combination of factors including date/time stamp programming language errors, a keying error, and a lack students providing identifying data which correspond to a field used to update NSLDS. For enrollment status changes other than graduated or withdrawn statuses, the effective date discrepancies resulted at the program reporting level. From a review of 50 students, we identified the following deficiencies:

- The enrollment status was inaccurate for nine students (18%);
- The effective date was inaccurate for 18 students (36%);
- ODU did not report enrollment status changes timely for 11 students (22%); and
- At least one campus or program level field deemed critical was inaccurate for 18 students (36%).

Radford University (RU) personnel did not report accurate student status change data to the NSLDS. We relied on fieldwork performed by RU's Audit and Advisory Services related to unofficial withdrawals and other status changes, which included graduates for fall 2020. The underlying cause of the errors relates to keying errors, transitioning processes from Jefferson College of Health Sciences to RU, and prioritizing resources to address the COVID-19 pandemic. A review of 40 selected students noted the following deficiencies:

- The effective date was inaccurate for one student withdrawal out of eight (13%);
- The effective date for the program level field was inaccurate for five students (13%);
- The student's enrollment status did not agree between the student information system and NSLDS for two students (5%); and
- RU reported the student's enrollment status accurately in NSLDS but incorrectly in the student information system for one student (3%).

Virginia Polytechnic Institute and State University (VT) Registrar's Office personnel did not report accurate program level enrollment data to NSLDS for students that had an enrollment level change. The underlying cause of the errors is a combination of programming language errors resulting in the transmission of incorrect data fields. From a review of 40 students, we identified the following deficiencies:

- The effective date was inaccurate for ten students (25%).

Virginia State University (VSU) Registrar's Office personnel did not report accurate and/or timely enrollment data to NSLDS for students that had an enrollment level change, graduated, or withdrew. The underlying cause of the errors is related to staff turnover and prioritizing resources to address the COVID-19 pandemic. From a review of 39 students, we identified the following deficiencies:

- The enrollment status was inaccurate for five students (13%);
- The effective date was inaccurate for nine students (23%);

- VSU did not report enrollment status changes timely for 17 students (44%); and
- At least one campus or program level field deemed critical was inaccurate for nine students (23%).

Not properly and accurately reporting a student's enrollment status may interfere with establishing a student's loan status, deferment privileges, and grace periods. In addition, the accuracy of the data reported by each institution is vital to ensuring that federal Direct Loan records and other federal student records remain updated.

Each institution should evaluate its current enrollment reporting procedures. Institutional management should implement corrective measures to prevent future noncompliance. Where applicable, management should also consider implementing a quality control review process to monitor the accuracy of campus and program-level batch submissions.

Properly Process Return of Title IV Calculations

Applicable to: Norfolk State University

Type of Finding: Internal Control and Compliance

Severity: Significant Deficiency

Repeat: No

NSU's Office of Financial Aid personnel did not consistently perform accurate return of Title IV (R2T4) calculations during aid year 2021. We determined the Office of Financial Aid is calculating returns accurately except when disbursing Federal Supplemental Educational Opportunity Grants (FSEOG). NSU's student information system has a mechanism to identify the matching requirement for FSEOG. Due to NSU inaccurately coding the matching requirement, the calculation used 75 percent of each applicable student's FSEOG disbursement instead of 100 percent. As a result, for four out of 25 (16%) students reviewed, Norfolk State University personnel should have returned a total of \$487 additional unearned funds to ED.

In accordance with 34 CFR 668.22, when a recipient of a Title IV grant or loan assistance withdraws from an institution during a period of enrollment in which the recipient began attendance, the institution must determine the amount of Title IV grant or loan assistance that the student earned as of the student's withdrawal date. An institution must use the full amount of FSEOG if ED supplied the entirety of the FSEOG funds. NSU has a waiver from the FSEOG matching requirement, and as such, ED provides the full amount of FSEOG grants. NSU personnel should configure its system to accurately calculate the return of Title IV funds using 100 percent of a student's FSEOG disbursement.

Promptly Return Unearned Title IV Funds to Department of Education

Applicable to: Old Dominion University

Type of Finding: Internal Control and Compliance

Severity: Significant Deficiency

Repeat: No

ODU personnel did not consistently return Title IV funds to ED within the required timeframe. The primary cause for the noncompliance is attributable to staffing challenges during aid year 2021 in both the Financial Aid and Registrar's Offices, as well as transitioning to a remote work environment. For 11 out of 21 students (52%), the date of return of unearned funds is greater than 45 days after the date of determination.

In accordance with 34 CFR 668.21(b), the institution must return those funds for which it is responsible as soon as possible, but no later than 45 days, after the date that the institution becomes aware that a student has withdrawn. By not returning funds timely, the institution is not in compliance with federal requirements and may be subject to potential adverse actions affecting ODU's participation in Title IV programs.

ODU Management should review its current procedures and resources and should implement corrective measures to ensure business continuity and return unearned Title IV funds to ED in a timely manner.

Promptly Return Unclaimed Aid to the Department of Education

Applicable to: James Madison University, Old Dominion University, Radford University, University of Virginia, Virginia State University

Type of Finding: Internal Control and Compliance

Severity: Significant Deficiency

Repeat: No

The institutions noted below did not promptly return unclaimed student financial aid funds to the ED within the required timeframe. In accordance with 34 CFR 668.164(l), if an institution attempts to disburse funds by check and the recipient does not cash the check, the institution must return the funds no later than 240 days after the date it issued that check or no later than 45 days after a rejected electronic funds transfer (EFT). Not returning funds timely can result in federal noncompliance and subject the institution to potential adverse actions affecting the institution's participation in Title IV aid programs.

JMU's Business Office personnel did not return unclaimed student financial aid funds to the U.S. Department of Education within the required timeframe. Specifically, in nine of 106 (8%) unclaimed checks returned; the Business Office was up to 12 days late. JMU management were aware of the unclaimed checks, however staff were unable perform follow-up reviews due to the COVID-19 pandemic and staff turnover.

ODU's personnel did not return unclaimed student financial aid funds to ED within the required timeframe. We reviewed the population of students with unclaimed aid outstanding that exceeded the required timeframe for return of funds to ED. For the population of 65 students, \$79,058 of unclaimed aid was not returned within the required timeframe. The underlying cause of the errors is staffing shortages, leading to staff overlooking 65 checks in the due diligence process.

RU personnel did not return unclaimed student financial aid funds to ED within the required timeframe. RU did not return \$2,853 in unclaimed aid timely for aid year 2021. After reviewing the full population of 47 students with aid outstanding, \$374 has not yet been returned to ED. The primary underlying cause for the noncompliance is RU escheated the funds to the Commonwealth of Virginia rather than returning the funds to ED.

UVA's Student Financial Services Office personnel did not return unclaimed student financial aid funds to ED within the required timeframe. We reviewed the population of students with unclaimed aid outstanding exceeding the required timeframe for return of funds to ED. For the population of 22 students, \$55,692 of unclaimed aid was not returned within the required timeframe. UVA management indicated the delays resulted from COVID-19 operational changes including but not limited to adapting to changes with the start dates of the fall and spring terms; adjusting housing and dining charges; prioritizing student relief by suspending collection activity; processing significantly increased volumes of student refunds; tracking and adjusting changes with the comprehensive fee and revised billing due dates; and transitioning of staff responsibilities.

VSU personnel did not return unclaimed student financial aid funds to ED within the required timeframe. We reviewed the population of students with unclaimed aid outstanding exceeding the required timeframe for return of funds to ED. For the population of 85 students, \$102,801 of unclaimed aid was not returned with the required timeframe. Virginia State has a contract with a third-party servicer to process refunds. However, the University is currently transitioning the contract to a new third-party servicer. The primary underlying cause for the noncompliance is VSU has no defined procedure in place to track and return unclaimed Title IV.

Each institution should evaluate current policies and procedures for returning unclaimed Title IV funds timely and implement corrective action to prevent future noncompliance. If an institution is unable to successfully contact the federal aid recipient and the check remains uncashed or the EFT is rejected, the institution should return the unclaimed funds to ED within the required timeframe.

Improve Notification Process for Federal Loan Awards to Students

Applicable to: Northern Virginia Community College

Type of Finding: Internal Control and Compliance

Severity: Significant Deficiency

Repeat: No

The NVCC Financial Aid Office did not notify students awarded federal Direct Loans for two of 25 (8%) borrowers that received loans for the weeks of November 11, 2020, and March 2, 2021. The CFR

requires written award notifications to students including important details on the rights, options, and requirements of the student loan.

In accordance with 34 CFR 668.165(a)(2), institutions should properly notify students receiving federal Direct Loans, in writing, of the date and amount of the disbursement, the student's right to cancel all or a portion of a loan or loan disbursement, and the procedure and time by which the student must notify the institution that he or she wishes to cancel the loan. Additionally, 34 CFR 668.165 (3) (i – ii) indicates that for Direct Loans, the institution must provide the notice in writing no earlier than 30 days before, and no later than 30 days after, crediting the student's account at the institution if the institution obtains affirmative confirmation and no later than seven days if the institution does not obtain an affirmative confirmation.

The Financial Aid Office uses an automated system to send the required notifications to borrowers; however, the existing process does not include edit checks to determine proper generation and distribution of notifications to students following the posting of disbursements. Consequently, staff were not aware of outdated query language within the automated system that prevented the creation of notifications for borrowers receiving federal Direct Loans.

Not properly notifying students in accordance with federal regulations may result in adverse actions and impact the institution's participation in Title IV programs. Additionally, improper notification could limit the amount of time a student or parent has to make an informed decision on whether to accept or reject a loan. The Financial Aid Office should revise the query language that triggers the loan notification process to ensure proper notification to all students receiving federal Direct Loans.

Properly Complete Exit Counseling for Federal Direct Loan Borrowers

Applicable to: James Madison University, Old Dominion University, University of Virginia, Virginia State University

Type of Finding: Internal Control and Compliance

Severity: Significant Deficiency

Repeat: No

The institutions noted below did not properly complete exit counseling for federal Direct Loan borrowers. In accordance with 34 CFR 685.304(b)(3), if a student borrower withdraws from a school without the school's prior knowledge or fails to complete the exit counseling as required, exit counseling must, within 30 days after the school learns that the student borrower has withdrawn from the school or failed to complete the exit counseling as required, be provided either through interactive means, by mailing written counseling materials to the student borrower at the student borrower's last known address, or by sending written counseling materials to an email address provided by the student borrower that is not an email address associated with the school sending the counseling materials. By not performing this function, students may not receive the relevant information related to repayment of their student loans.

JMU's Financial Aid and Scholarship Office personnel did not confirm all federal Direct Loan borrowers that dropped to less than half-time enrollment completed online exit counseling. From a

review of 31 students, we identified that JMU did not provide five borrowers (16%) the required exit counseling materials. The Financial Aid and Scholarship Office uses an automated system to send the required exit counseling communications to borrowers; however, the existing process does not include edit checks to determine proper generation and distribution of exit counseling materials to students following withdrawal, graduation, or enrollment at less than half-time. Consequently, staff were not aware of programming language within the automated system that prevented the creation of the exit counseling communications to some borrowers receiving Direct Loans when they dropped to less than half-time, but stayed enrolled for at least one credit hour, during the term.

ODU personnel did not consistently confirm that all federal Direct Loan borrowers who graduated or withdrew received exit counseling materials in accordance with federal requirements. From a review of 25 students, we identified that ODU did not provide three borrowers (12%) the required exit counseling materials to the borrower's last known address or an alternate email address when the student had not completed exit counseling. The underlying cause is that, per policy, ODU personnel only notify borrowers of the exit counseling requirement through their institutional email address.

VSU's Office of Financial Aid personnel did not consistently provide follow-up exit counseling notifications to federal Direct Loan borrowers that dropped to less than half-time enrollment. From a review of 25 students, we identified three borrowers (12%) where VSU initially sent the required exit counseling materials to the institutional email address; however, VSU did not send follow-up notification to each borrower's last known address or alternate email address as required. During fall 2020 and spring 2021, the Office of Financial Aid changed its process for sending exit counseling notification to students that dropped to less than half-time enrollment due to a transition to teleworking. This change prevented the financial aid office from sending exit counseling notifications to an alternate email address as required.

UVA's Student Financial Services office personnel did not confirm all federal Direct Loan borrowers that graduated or withdrew completed online exit counseling. UVA management indicated the delays resulted from COVID-19 operational changes including but not limited to adapting to changes with the start dates of the fall and spring terms; adjusting housing and dining charges; and tracking and adjusting changes with the comprehensive fee and revised billing due dates; as well as a need to refine the process. From a review of 35 students, Student Financial Services did not provide the required exit counseling for nine borrowers (26%).

Each institution should enhance current procedures related to sending exit counseling materials to federal Direct Loan borrowers and ensure it properly notifies all applicable borrowers of exit counseling requirements through a non-institutional email address, by mail at the student's last known address, or by interactive electronic means.

Reconcile Federal Assistance Programs

Applicable to: Northern Virginia Community College

Type of Finding: Internal Control and Compliance

Severity: Significant Deficiency

Repeat: No

NVCC personnel were unable to provide sufficient documentation showing reconciliations of its accounting records with the federal systems used to authorize and request federal student aid. Specifically, we noted the following deficiencies:

- Student Financial Aid Office personnel could not provide documentation of NVCC's records with the School Account Statement (SAS) received from ED's Common Origination and Disbursement (COD) system. NVCC management indicated this was the result of a misunderstanding of the regulations. Rather than reconciling the ending cash balance on the monthly reports, the Student Financial Aid Office focused on the individual mismatches between its internal records and COD and resolving batch errors during the month.
- Controller's Office personnel could not provide documentation of reconciliations of NVCC's accounting records with ED's grants management system and its bank account. NVCC management indicated this was the result of not prioritizing the monthly reconciliations of its internal records with the grants management system. The Controller's Office reconciles its student accounts to the grants management system when a drawdown occurs, but drawdowns do not occur monthly, and that reconciliation does not include the general ledger.

In accordance with 34 CFR 685.300(b)(5) and 34 CFR 685.102(b), institutions must reconcile institutional records with Direct Loan funds received from the Secretary and Direct Loan disbursement records submitted to and accepted by the Secretary. Each month, COD provides institutions with a SAS data file which consists of a cash summary, cash detail, and loan detail records to aid in this reconciliation process. Chapter 6 (Reconciliation in the Direct Loan Program) of the Federal Student Financial Aid Handbook details the reconciliation requirements.

By not documenting a monthly reconciliation of federal Direct Loans, NVCC places itself at risk of not identifying issues and resolving them before they become a systemic problem. Systemic problems could result in federal noncompliance and may lead to potential adverse actions and impact participation by the institution in Title IV programs.

The Student Financial Aid Office and the Controller's Office should perform and retain sufficient documentation of the monthly reconciliations and resolve reconciling items between NVCC's financial systems, ED's grants management system and COD records in a timely manner to ensure compliance with federal regulations.



Staci A. Henshaw, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

February 4, 2022

The Honorable Glenn Youngkin
Governor of Virginia

The Honorable Kenneth R. Plum
Chairman, Joint Legislative Audit
and Review Commission

We have audited the financial records and operations of the federal **Student Financial Assistance Programs Cluster**, administered by the Commonwealth of Virginia's public higher education institutions for the year ended June 30, 2021. We conducted this audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, in support of the Commonwealth's Single Audit. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Audit Objectives

Our audit's primary objective was to audit the federal Student Financial Assistance Programs Cluster in support of the Commonwealth's Single Audit. In support of this objective, we evaluated the accuracy of the amounts recorded and reported in each institutions' accounting and financial reporting system and applicable federal student financial assistance systems; reviewed the adequacy of each institution's internal controls over the federal program; tested for compliance with applicable laws, regulations, contracts, and grant agreements; and reviewed corrective actions with respect to audit findings and recommendations from prior year reports.

Audit Scope and Methodology

Management at each institution has responsibility for establishing and maintaining internal control and complying with applicable laws, regulations, contracts, and grant agreements. Internal control is a process designed to provide reasonable, but not absolute, assurance regarding the reliability of financial reporting, effectiveness and efficiency of operations, and compliance with applicable laws, regulations, contracts, and grant agreements.

We gained an understanding of the overall internal controls, both automated and manual, sufficient to plan the audit. We considered materiality and risk in determining the nature and extent of our audit procedures. Our review encompassed controls over the federal Student Financial Assistance Programs Cluster at the following Commonwealth of Virginia higher education institutions:

George Mason University	Radford University
James Madison University	University of Virginia
Norfolk State University	Virginia Commonwealth University
Northern Virginia Community College	Virginia Polytechnic and State University
Old Dominion University	Virginia State University

We performed audit tests to determine whether the federal Student Financial Assistance Programs Cluster’s controls were adequate, had been placed in operation, and were being followed. Our audit also included tests of compliance with provisions of applicable laws, regulations, contracts, and grant agreements. Our audit procedures included inquires of appropriate personnel; inspection of documents, records, and contracts; and observation of operations for the student financial assistance programs at each institution. We performed analytical procedures, including trend analyses, and tested details of transactions to achieve our objectives.

A nonstatistical sampling approach was used. Our samples were designed to support conclusions about our audit objectives. An appropriate sampling methodology was used to ensure the samples selected were representative of the population and provided sufficient, appropriate evidence. We identified specific attributes for testing each of the samples and when appropriate, we projected our results to the population.

Our consideration of internal control over compliance was for the limited purpose described in the section “Audit Objectives” and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and; therefore; material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. We did identify certain deficiencies in internal control that we consider to be significant deficiencies, which are described in the section titled “Internal Control and Compliance Findings and Recommendations.”

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct noncompliance on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control over compliance that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Conclusions

We found that the institutions managing the federal Student Financial Assistance Programs Cluster properly stated, in all material respects, the amounts recorded and reported in each institution's accounting and financial reporting system and applicable federal student financial assistance systems.

We noted certain matters involving internal control and its operation and compliance with applicable laws, regulations, contracts, and grant agreements that require management's attention and corrective action. These matters are described in the section entitled "Internal Control and Compliance Findings and Recommendations."

The institutions listed in the section "Audit Scope and Methodology" have taken adequate corrective action with respect to audit findings and recommendations reported in the prior year's Single Audit except for those findings that are reflected as "repeat" in this letter. We did not evaluate corrective action over findings listed in the Commonwealth of Virginia's prior year Single Audit report for Tidewater Community College and Paul D. Camp Community College where corrective action remains ongoing and audit procedures were not required to provide an opinion on compliance over the federal Student Financial Assistance Programs Cluster.

Since the findings noted above have been identified as significant deficiencies, they will be reported as such in the "Independent Auditor's Report on Compliance for Each Major Program; Report on Internal Control over Compliance; and Report on Schedule of Federal Awards Required by Uniform Guidance," which is included in the Commonwealth of Virginia's Single Audit Report for the year ended June 30, 2021. The Single Audit will be available on APA's website at www.apa.virginia.gov in February 2022.

Exit Conference and Report Distribution

We discussed this report with management of each institution and provided a draft report on February 4, 2022. Each institution's response to the findings and recommendations identified in our audit is included in the section titled "Institution Responses." We did not audit these responses and, accordingly, we express no opinion on them.

This report is intended for the information and use of the Governor and General Assembly, management of each institution, and the citizens of the Commonwealth of Virginia and is a public record.

Staci A. Henshaw
AUDITOR OF PUBLIC ACCOUNTS

DR/clj



4400 University Drive, Fairfax, Virginia 22030
Phone: 703-993-1000

February 4, 2022

Staci Henshaw, CPA
Auditor of Public Accounts
P.O. Box 1295
Richmond, Virginia 23218

Dear Ms. Henshaw:

We have reviewed the audit findings and recommendations resulting from the Student Financial Assistance Programs Cluster audit for the fiscal year ended June 30, 2021 by the Auditor of Public Accounts (APA).

The following contains APA's finding and management's response to the concern and issue raised.

APA Finding:

Implement Information Security Program Requirements for the Gramm-Leach-Bliley Act

Type of Finding: Internal Control and Compliance

Severity: Significant Deficiency

Repeat: No

The following institutions are not in compliance with the Gramm-Leach-Bliley Act (GLBA). Institutions of higher education, because of their engagement in financial assistance programs, are considered financial institutions that must comply with Public Law 406-12, known as the GLBA. Related regulations in the Code of Federal Regulations (C.F.R.) 16 C.F.R. § 314.4 require organizations to develop, implement, and maintain the information security program to safeguard customer information and complete a risk assessment that includes consideration of risks and mitigating controls in each relevant area of operation. The regulations require a risk assessment that considers risks for the following elements:

- employee training and management;
- information systems, including network and software design, as well as information processing, storage, transmission, and disposal; and
- detecting, preventing, and responding to attacks, intrusions, or other system failures.

George Mason University (GMU) does not implement cybersecurity requirements of the GLBA for some systems containing customer information in accordance with the C.F.R. and University policy. GMU completed a system security plan (SSP) that identifies risks to the security, confidentiality, and integrity of customer information and assesses the safeguards in place to control these risks for two systems, including the financial system that stores student and financial data. However, GMU has not evaluated each of their systems to determine what systems contain customer information. George Mason University also has not completed a sensitive systems list and completed an SSP for each system on the sensitive systems list. Due to resource constraints and project prioritization, GMU has not yet conducted the risk evaluations and implemented the controls necessary to meet the cybersecurity requirements of the GLBA for each system containing customer information.

Without implementing cybersecurity requirements of the GLBA for each system containing nonpublic customer information, institutions may not be able to ensure the security and confidentiality of customer information, protect against any anticipated threats or hazards to the security or integrity of such information, and protect against unauthorized access to or use of such information that could result in substantial harm or inconvenience to any customer.

Each institution should evaluate their systems to determine what systems contain customer information, perform a risk assessment as required by GLBA, and document those risk that may impact the IT environment. Ensuring compliance with GLBA will protect the confidentiality, integrity, and availability of student information within each institution's IT environment.

Management's Response

George Mason University acknowledges and concurs with the audit finding for the fiscal year ended June 30, 2021. GMU has already implemented corrective actions for the cited control deficiency in FY22.

Sincerely,



Carol Dillon Kissal
Senior Vice President, Administration and Finance

February 7, 2022

Ms. Staci Henshaw
Auditor of Public Accounts
101 North 14th Street, 8th floor
Richmond VA, 23219

Dear Ms. Henshaw,

This letter confirms that we agree with the wording presented in the 2021 APA Student Financial Aid Report Draft as it pertains to findings related to James Madison University, with the following responses to be included in the report:

Improve Compliance over Enrollment Reporting

James Madison University (JMU) Registrar's Office personnel did not report accurate and/or timely enrollment data to the NSLDS for students that had withdrawn or had an enrollment level change. The underlying cause of the errors is a combination of factors including programming language errors resulting in the transmission of incorrect data fields and the timing of when JMU submitted the last enrollment report. From a review of 51 students, we identified the following deficiencies:

- *The effective date of the applicable enrollment status change was not accurate for six students (12%);*
- *The enrollment level status was inaccurate for one student (2%); and*
- *JMU did not report the withdraw status change at the program level in NSLDS for one student (2%).*

JMU Response

For six (12%) of the eight students with enrollment reporting issues, the effective date of the applicable enrollment status change was not accurate. In addition, for one student (2%), the enrollment level status was inaccurate. These issues occurred when the Spring 2021 end of term file was reported to NSC after grades posted, which caused potential errors for students with WP/WF grades and enrollment level changes (e.g., full-time to $\frac{3}{4}$ time or $\frac{3}{4}$ time to $\frac{1}{2}$ time). This late submission was due to human error. Calendar notations have been placed to ensure end of term files are sent prior to grade posting in the future.

OFFICE OF FINANCIAL AID AND SCHOLARSHIPS

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With regard to the final issue, the withdraw status change for one student (2%) was not reported at the program level in NSLDS. Two resolution efforts are now in place to ensure this does not recur. First, the Office of the Registrar, the Office of Financial Aid and Scholarships, and Information Technology have made programming adjustments to the enrollment reporting program to report correct dates for the population identified in the audit. In addition, the "Research and Update Student NSLDS Enrollment Info" policy has been revised to include steps for monthly testing of students who withdraw, are less than full time, or graduate, and compare the data in PeopleSoft to the institutional and program level data in NSLDS.

Promptly Return Unclaimed Aid to the Department of Education

JMU's Business Office personnel did not return unclaimed student financial aid funds to the U.S. Department of Education within the required timeframe. Specifically, in nine of 106 (8%) unclaimed checks returned; the Business Office was up to 12 days late. JMU management were aware of the unclaimed checks upon return, however staff were unable perform follow-up reviews due to the COVID-19 pandemic and staff turnover.

JMU Response

On eight of the nine failed returns, the unclaimed funds were originally reapplied to the student accounts within the allowable timeframe. At the time of reapplication, the unclaimed funds appropriately paid charges on student accounts or would have within a short period of time. Following that application, the status of the accounts changed, resulting in the unclaimed funds once again generating a credit on the account.

The ninth, or final failed return, was an error of \$1 in the amount returned. The aid was applied to a charge, but the charge was less than the aid by \$1.

We discovered the items in question in April 2021 and immediately made changes to our processes to prevent future delays. We have scheduled a weekly report focusing specifically on these items. It is e-mailed to the Accounting Specialist who makes this a top priority each week.

Properly Complete Exit Counseling for Federal Direct Loan Borrowers

JMU Financial Aid and Scholarship office personnel did not confirm all federal Direct Loan borrowers that dropped to less than half-time enrollment completed online exit counseling. From a review of 31 students, we identified that JMU did not provide five borrowers (16%) the required exit counseling materials. The Financial Aid and Scholarship office uses an automated system to send the required exit counseling communications to borrowers. However, the existing process does not include edit checks to determine proper generation and distribution of exit counseling materials to students following withdrawal, graduation, or enrollment at less than half-time. Consequently, staff was not aware of programming language within the automated system that prevented the creation of the exit counseling communications to some borrowers receiving direct loans when they dropped to less than half-time, but stayed enrolled for at least one credit hour, during the term.

JMU Response

Of the five borrowers (16%) who were not provided exit counseling information, all had dropped to less-than-half-time enrollment, but remained enrolled for at least one credit hour during the semester. Two resolution efforts have been completed to prevent a recurrence of this issue:

- The automated system, which sends the Exit Counseling email, has been updated and now correctly sends Exit Counseling email to students who drop below half time and remain enrolled for at least one credit hour.
- The Exit Counseling procedures have been updated to include monthly steps to review and confirm Exit Counseling emails were sent to the appropriate students.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brad Barnett", with a stylized flourish at the end.

Brad Barnett
Director of the Office of Financial Aid & Scholarships

February 9, 2022

Ms. Staci Henshaw
The Auditor of Public Accounts
P.O. Box 1295
Richmond, VA 23218-1295

Dear Ms. Henshaw:

The Norfolk State University administration has reviewed the Internal Control and Compliance Findings and Recommendations provided by the Auditor of Public Accounts for the Student Financial Federal Programs for the fiscal year ending June 30, 2021, and agrees, in principle, with all findings.

Attached for your consideration is a brief update as to where the University is with respect to the findings. The formal Corrective Action Workplan will be submitted within thirty days as required by CAPP Manual Topic No. 10205. Please contact me should you have any questions or require additional information.

On behalf of Norfolk State University, please extend our appreciation to your staff for their professional audit work and recommendations.

Sincerely,



Gerald E. Hunter, PhD
Vice President for Finance and Administration
and Chief Financial Officer

Cc: Javaune Adams-Gaston, PhD, President
Justin Moses, J.D, EdD, VP for Operations & Chief Strategist for Institutional Effectiveness
Karla Amaya Gordon, AVP for Finance and Administration/University Controller
Derika Burgess, University Internal Auditor
S. Faye Monroe-Davis, Chief Information Officer
Juan Alexander, PhD, AVP for Enrollment Management
Melissa Barnes, EdD, Director of Financial Aid
Michael Carpenter, University Registrar

FY 2021 – Student Financial Aid Internal Control & Compliance Findings
Management Response

Implement Information Security Program Requirement for the Gramm-Leach-Bliley Act

NSU continues to improve the Information Security, Risk Management and Contingency Programs detailed in the report. In addition, we are actively investigating tools to assist with compliance of the Gramm-Leach-Bliley Act.

Improve Compliance over Enrollment Reporting

The NSU Registrar Office has implemented the following enrollment reporting process into the Enrollment Verification Policies and Procedures to ensure that accurate data are submitted to the National Student Clearinghouse:

1. After every batch for students who graduated, the Registrar staff checks the National Student Clearinghouse every five days to make sure that all graduation information reported is accurate.
2. When graduating students after the first graduation batch is processed, any student who is conferred after will be manually processed in the National Student Clearinghouse database instead of batch processing those individuals. The Registrar staff will ensure that graduation statuses are checked at least twice after the initial reporting.
3. The Office of the Registrar staff will ensure that all graduates for the prior semester are processed before the next semester batch is run.
4. The Office of the Registrar staff works closely with the National Student Clearinghouse to ensure that all data reported is accurate and timely in the case of campus or program level fields.
5. For students who officially withdraw from the University, the Registrar staff will send submission of students records to ensure that the enrollment status is not overwritten in subsequent batches for the current semester.
6. For students who unofficially withdraw from the University, the Registrar staff will manually review the enrollment status at least twice to ensure that the enrollment status is not overwritten in subsequent batches for the current semester.

FY 2021 – Student Financial Aid Internal Control & Compliance Findings
Management Response (Cont'd)

Properly Process Return to Title IV (R2T4) Calculations

NSU Financial Aid staff updated the system to reflect a code of N (No) for FSEOG and 75% Federal Funds field and recalculated all students who were awarded federal SEOG that withdrew during the 2020-21 academic year. The Financial Aid Office also recalculated R2T4 for all students who were awarded FSEOG and who withdrew during the fall 2020, spring 2021 and summer 2021 semesters. All Pell and Direct Loans records have been corrected via the U.S. Department of Education's Common Originations and Disbursements (COD).

February 4, 2022

Improve Compliance over Enrollment Reporting

Applicable to: James Madison University, Norfolk State University (repeat – first issued in 2018), Old Dominion University, Northern Virginia Community College (repeat – first issued 2018), Radford (repeat – first issued 2018), Virginia State University (repeat – first issued 2018), Virginia Tech (repeat – first issued 2018)

Type of Finding: Internal Control and Compliance

Severity: Significant Deficiency

Repeat: Select institutions as noted above

The following institutions did not properly report accurate and or timely enrollment data to the U.S. Department of Education using the National Student Loan Data System (NSLDS) in accordance with 34 C.F.R. § 685.309, Dear Colleague Letter GEN 12-06 and the NSLDS Enrollment Guide for students that had withdrawn and/or graduated.

NVCC Register Office personnel did not report accurate and/or timely enrollment data to the NSLDS for students that had an enrollment level change, graduated, or withdrew. The underlying cause of the errors is primarily related to staff turnover and prioritizing resources to address the COVID-19 pandemic. From a review of 40 students, we identified the following deficiencies:

- The enrollment status was inaccurate for 11 students (28%);
- The effective date was inaccurate for 12 students (30%);
- NVCC did not report enrollment status changes timely for 17 students (43%); and
- At least one campus or program level field deemed critical was inaccurate for 15 students (38%).

Response:

The Commonwealth of Virginia Auditor of Public Accounts conducted an audit of the National Student Loan Data System (NSLDS) and Graduate Files at Northern Virginia Community College. Based on their findings, the following quality control guidelines will be implemented immediately:

Office of the Controller

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Fairfax, VA 22030

703-323-3125
website: www.nvcc.edu



- The College Records Office (CRO) make necessary corrections in the Student Status Confirmation Report (SSCR) within thirty to sixty days of the findings.
- Management and all responsible parties will review and discuss current enrollment reporting policies and procedures.
- Responsible parties will be granted access to make corrections in NSLDS by the NSLDS System Administrator.
- Retain data file uploaded to National Student Clearinghouse (NSC).
- Create a departmental SSCR schedule calendar, which identifies the file submission upload dates to the Clearinghouse.
- Collaborate with NVCC Financial Aid to address and resolve key issues.
- Financial Aid will provide the appropriate assistance in making corrections.
- Implement a monthly inspection process of the SSCR and collaborate with Financial Aid to review random samples of students who have withdrawn and received financial aid.
- Create a query to check Title IV graduates.
- Review graduate-only files (random check) for quality control and conformity with Student Information System (SIS).
- Responsible parties will maintain internal control to comply with applicable laws and regulations.
- Responsible parties will provide a monthly update to Dr. Deborah Wyne, College Dean, Office of Recruitment & Admissions.

Responsible Parties:

- NOVA Office of Recruitment & Admissions; College Records & Enrollment Success
- NOVA Office of Instructional & Information Technology
- NOVA Office of Financial Aid

Improve Notification Process for Federal Loan Awards to Students

Applicable to: Northern Virginia Community College

Type of Finding: Internal Control and Compliance

Severity: Significant Deficiency

Repeat: No

The Northern Virginia Community College (NVCC) Financial Aid Office did not notify students awarded federal Direct Loans for two of 25 borrowers that received loans for the weeks of November 11, 2020, and March

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2, 2021. The C.F.R. requires written award notifications to students including important details on the rights, options, and requirements of the student loan.

In accordance with 34 C.F.R. § 668.165(a)(2), institutions should properly notify students receiving federal Direct Loans, in writing, of the date and amount of the disbursement, the student's right to cancel all or a portion of a loan or loan disbursement, and the procedure and time by which the student must notify the institution that he or she wishes to cancel the loan. Additionally, 34 C.F.R. § 668.165 (3) (i – ii) indicates that for Direct Loans the institution must provide the notice in writing no earlier than 30 days before, and no later than 30 days after, crediting the student's account at the institution if the institution obtains affirmative confirmation and no later than seven days if the institution does not obtain an affirmative confirmation.

The Financial Aid Office uses an automated system to send the required notifications to borrowers; however, the existing process does not include edit checks to determine proper generation and distribution of notifications to students following the posting of disbursements. Consequently, staff were not aware the query language was outdated within the automated system that prevented the creation of notifications for borrowers receiving federal Direct Loans.

Not properly notifying students in accordance with federal regulations may result in adverse actions and impact the institution's participation in Title IV programs. Additionally, improper notification could limit the amount of time a student or parent has to make an informed decision on whether to accept or reject a loan. The Financial Aid Office should revise the query language that triggers the loan notification process to ensure proper notification to all students receiving federal Direct Loans.

Response:

Northern Virginia Community College concurs that the College Financial Aid Office did not notify two students that were awarded Federal Direct Loans the weeks of November 11, 2020, and March 2, 2021. This is an automated process and through further research with the VCCS Financial Aid Office it was found that the query language being used was outdated. Since the finding the Financial Aid Office is currently using the updated query language to select the proper group of students. The Financial Aid Office have also implemented a weekly trace process, which will send a listing of the students who received the loan notification to a staff member. This staff member will be responsible for verifying that the notifications were sent to all students who meet the weekly criteria.

Reconcile Federal Aid Programs

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Applicable to: Northern Virginia Community College

Type of Finding: Internal Control and Compliance

Severity: Significant Deficiency

Repeat: No

NVCC personnel were unable to provide sufficient documentation showing reconciliations of its accounting records with the federal systems used to authorize and request federal student aid. Specifically, we noted the following deficiencies:

- Student Financial Aid Office personnel could not provide documentation of NVCC's records with the School Account Statement (SAS) received from ED's Common Origination and Disbursement (COD) system. NVCC management indicated this was the result of a misunderstanding of the regulations. Rather than reconciling the ending cash balance on the monthly reports, the Student Financial Aid Office focused on the individual mismatches between its internal records and COD and resolving batch errors during the month.
- Controller's Office personnel could not provide documentation of reconciliations of NVCC's accounting records with ED's grants management system and its bank account. NVCC management indicated this was the result of not prioritizing the monthly reconciliations of its internal records with the grants management system. The Controller's Office reconciles its student accounts to the grants management system when a drawdown occurs, but drawdowns do not occur monthly, and that reconciliation does not include the general ledger.

In accordance with 34 CFR 685.300(b)(5) and 34 CFR 685.102(b), institutions must reconcile institutional records with Direct Loan funds received from the Secretary and Direct Loan disbursement records submitted to and accepted by the Secretary. Each month, COD provides institutions with a SAS data file which consists of a cash summary, cash detail, and loan detail records to aid in this reconciliation process. Chapter 6 (Reconciliation in the Direct Loan Program) of the Federal Student Financial Aid Handbook details the reconciliation requirements.

By not documenting a monthly reconciliation of federal Direct Loans, NVCC places itself at risk of not identifying issues and resolving them before they become a systemic problem. Systemic problems could result in federal noncompliance and may lead to potential adverse actions and impact participation by the institution in Title IV programs.

The Student Financial Aid Office and the Controller's Office should perform and retain sufficient documentation of the monthly reconciliations and resolve reconciling items between NVCC's financial systems,

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ED's grants management system and COD records in a timely manner to ensure compliance with federal regulations.

Response:

- 1) A description of the actions that will be taken:

Northern Virginia Community College concurs that due to a misunderstanding of the regulations that institutions must reconcile institutional records with Direct Loan funds received from the Secretary and Direct Loan disbursement records submitted to and accepted by the Secretary. Northern Virginia Community College agrees that there was a lack of prioritizing of the monthly reconciliations and that institutions must reconcile institutional records between federal systems and the institution's internal records.

Consequently, Northern Virginia Community College could not provide documentation of its monthly reconciliations of internal records to the cash balance recorded on the School Account Statement (SAS) received from the Common Origination and Disbursement (COD) system or to the accounting records and bank account with the U.S. Department of Education's grants management system.

Working together, Northern Virginia Community College Financial Aid Office and Controller's Office will implement processes to address the reconciliation process. The Assistant Director of Pell Grants and Loans Programs will provide copies of the School Funding Information page from COD to the Associate Controller monthly. The Associate Controller or staff member will reconcile the School Funding Information page from COD against our internal records.

The College Financial Aid Office and the Controller's Office will work to resolve discrepancies found during this process. A shared folder will be created to document the monthly reconciliation of both offices. This will permit the College to perform and retain sufficient documentation of the monthly reconciliations of the Direct Loan Program in a timely manner to ensure compliance with federal regulations.

- 2) The title of the responsible position:
Assistant Director of Pell Grants and Loans Programs and Associate Controller
- 3) An estimated completion date:
July 01, 2022

John
Guszk

Digitally signed by
John Guszk
Date: 2022.02.04
16:03:41 -05'00'

Office of the Controller

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Fairfax, VA 22030
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VICE PRESIDENT FOR ADMINISTRATION AND FINANCE
NORFOLK, VIRGINIA 23529 0014
PHONE: (757) 683 3464

February 4, 2022

The Auditor of Public Accounts
P. O. Box 1295
Richmond, Virginia 23218

Dear Ms. Henshaw:

We have reviewed the audit findings and recommendations resulting from the **Student Financial Assistance Programs** for the year ended June 30, 2021, by the Auditor of Public Accounts (APA).

Old Dominion University acknowledges the audit findings. The following contains the APA findings and management's response to the concerns and issues raised.

Improve Compliance over Enrollment Reporting

Type of Finding: Internal Control and Compliance

Severity: Significant Deficiency

Repeat: No

The following institutions did not properly report accurate and or timely enrollment data to the U.S. Department of Education using the National Student Loan Data System (NSLDS) in accordance with 34 C.F.R. § 685.309, Dear Colleague Letter GEN 12-06 and the NSLDS Enrollment Guide for students that had withdrawn and/or graduated.

Old Dominion University (ODU) Registrar's Office personnel did not report accurate and/or timely enrollment data to NSLDS for students that had withdrawn or had an enrollment level change. The underlying cause of the errors is a combination of factors including date/time stamp programming language errors, a keying error, and a lack of students providing identifying data which correspond to a field used to update NSLDS. For enrollment status changes other than graduated or withdrawn, the effective date discrepancies resulted at the program reporting level. From a review of 50 students, we identified the following deficiencies:

- The enrollment status was inaccurate for nine students (18%);
- The effective date was inaccurate for 18 students (36%);
- ODU did not report enrollment status changes timely for 11 students (22%); and
- At least one campus or program level field deemed critical was inaccurate for 18 students (36%).

Each institution should evaluate their current enrollment reporting procedures. Institutional management should implement corrective measures to prevent future noncompliance. Where applicable, management should also consider implementing a quality control review process to monitor the accuracy of campus and program-level batch submissions.

Management's Response

Old Dominion University will consult with our SIS vendor to review the enrollment reporting business processes utilized by the Registrar's Office to address the errors that were identified in the audit. Enrollment reporting involves the generation of files created by vendor-delivered jobs which are intended to automate the process of producing the enrollment file without human intervention. We will work with the vendor to determine if the jobs have defects which need to be addressed by the vendor, or if our business processes need to be adjusted. In addition, ODU will be implementing a stricter quality control process over enrollment reporting.

Promptly Return Unearned Title IV Funds to Department of Education

Type of Finding: Internal Control and Compliance

Severity: Significant Deficiency

Repeat: No

ODU personnel did not consistently return Title IV funds to the U.S. Department of Education within the required timeframe. The primary cause for the noncompliance is attributable to staffing challenges during aid year 2021 in both the financial aid and registrar offices as well as transitioning to a remote work environment. For 11 out of 21 students (52%), the date of return of unearned funds is greater than 45 days after the date of determination.

In accordance with 34 C.F.R. § 668.21(b), the institution must return those funds for which it is responsible as soon as possible, but no later than 45 days, after the date that the institution becomes aware that a student has withdrawn. By not returning funds timely, the institution is not in compliance with federal requirements and may be subject to potential adverse actions that may affect ODU's participation in Title IV programs.

Management should review current procedures and resources. Management should implement corrective measures to ensure business continuity and return unearned Title IV funds to the U.S. Department of Education in a timely manner thus preventing future noncompliance.

Management's Response

New R2T4 staff have been hired and trained. Zoom meetings conducted with Registrar and Financial Aid to determine requirements to streamline process. Consulting time was secured with Ellucian to complete a thorough review of the Student and Financial Aid Banner computer modules to ensure proper set-up for R2T4 calculations. SFAWDRL form is now set to extract the actual student withdrawal date, eliminating the need for manual updates. A secondary report has been created and is being used to ensure withdrawal data is identified earlier in the enrollment cycle.

Promptly Return Unclaimed Aid to the Department of Education

Type of Finding: Internal Control and Compliance

Severity: Significant Deficiency

Repeat: No

The following institutions did not promptly return unclaimed student financial aid funds to the U.S. Department of Education within the required timeframe. In accordance with 34 C.F.R. § 668.164(l), if an institution attempts to disburse funds by check and the recipient does not cash the check, the institution must return the funds no later than 240 days after the date it issued that check or no later than 45 days after a rejected electronic funds transfer (EFT). Not returning funds timely can result in federal non-compliance and subject the institution to potential adverse actions and affect the institution's participation in Title IV aid programs.

ODU's Office of Finance personnel did not return \$79,058 of unclaimed student financial aid funds to the U.S. Department of Education within the required timeframe. The underlying cause of the errors is due to staffing shortages, leading to staff overlooking 65 checks in the due diligence process.

Management should evaluate current policies and procedures for returning unclaimed Title IV funds and implement corrective action to prevent future noncompliance. If each institution is unable to contact the federal aid recipient and the check remains uncashed or the EFT is rejected, the institution should return the unclaimed funds to the U.S. Department of Education within the required timeframe.

Management's Response

Management takes very seriously its responsibility to promptly return unclaimed aid to the Department of Education. As noted, the underlying cause of the errors is due to staffing

shortages, leading to staff overlooking 65 checks in the due diligence process. Procedures have been reviewed and funds have been returned to the Department of Education.

Properly Complete Exit Counseling for Federal Direct Loan Borrower

Type of Finding: Internal Control and Compliance

Severity: Significant Deficiency

Repeat: No

The following institutions did not properly complete exit counseling for federal Direct Loan borrowers. In accordance with 34 C.F.R. § 685.304(b)(3), if a student borrower withdraws from a school without the school's prior knowledge or fails to complete the exit counseling as required, exit counseling must, within 30 days after the school learns that the student borrower has withdrawn from the school or failed to complete the exit counseling as required, be provided either through interactive means, by mailing written counseling materials to the student borrower at the student borrower's last known address, or by sending written counseling materials to an email address provided by the student borrower that is not an email address associated with the school sending the counseling materials. By not performing this function, students may not receive the relevant information related to repayment of their student loans.

ODU Office of Student Financial Aid personnel did not consistently confirm that all federal Direct Loan borrowers who have graduated or withdrew received exit counseling materials in accordance with federal requirements. From a review of 25 students, we identified that ODU did not provide three borrowers (12%) the required exit counseling materials to the borrower's last known address or an alternate email address when the student had not completed exit counseling. The underlying cause is that ODU personnel only notify borrowers of the exit counseling requirement through their institutional email address, per their policy.

Each institution should enhance current procedures related to sending exit counseling materials to federal Direct Loan borrowers and ensure it properly notifies all applicable borrowers of exit counseling requirements through a non-institutional email address, by mail at the student's last known address, or by interactive electronic means.

Management's Response

The R2T4 Team provides a list to the Loan Processing Team of each withdrawn student during the term. Exit counseling materials are mailed through the USPS to the students' permanent addresses.

Additional reports have been created to identify withdrawn or failing students at the end of each term. Exit materials will first be sent to the student ODU email address. If the exit process is not completed, notifications are sent to the student personal (non-ODU) email and/or mailing addresses.

Old Dominion University takes very seriously our reporting obligations and has addressed the audit findings.

Sincerely,

A handwritten signature in black ink, appearing to read "Todd Johnson", with a long horizontal flourish extending to the right.

Todd Johnson
Interim Vice President for Administration and Finance

RADFORD UNIVERSITY

February 8, 2022

The Auditor of Public Accounts
P.O. Box 1295
Richmond, VA 23218

Dear Ms. Henshaw:

We have reviewed the audit findings and recommendations related to the Student Financial Aid Federal program for aid year 2021. We understand that these findings were in relation to the testing over the major federal program of the Student Financial Assistance Programs Cluster for the Commonwealth's Single Audit. Radford University acknowledges and concurs with the audit findings. The following contains management's response to each finding.

Improve Enrollment Reporting Process

The Office of Financial Aid and the Office of the Registrar continue to work collaboratively along with Information Technology Services to update the processes that are utilized to provide information to the National Student Clearinghouse (NSCH) and ultimately National Student Loan Data System (NSLDS). Additional internal monitoring controls have been put in place to review and confirm the accuracy of data that is submitted to NSLDS. A review of all financial aid desktop procedures where enrollment changes are made has been completed and revised procedures continue to be implemented so that accurate enrollment data is provided to NSLDS and NSCH. All necessary corrective action improvements will be finalized by April 30, 2022.

Promptly Return Unclaimed Aid to the Department of Education

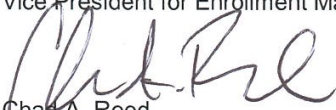
The Office of Financial Aid in consultation with the Department of General Accounting is conducting a comprehensive review of current procedures for the timely return of funds. All necessary corrective action improvements will be finalized and validated by December 31, 2022.

We would like to thank you and your staff for the valuable services that you provide.

Sincerely,



Craig Cornell
Vice President for Enrollment Management



Chad A. Reed
Vice President for Finance & Administration and Chief Financial Officer



February 4, 2022

Ms. Staci Henshaw
Commonwealth of Virginia Auditor of Public Accounts
P.O. Box 1295
Richmond, Virginia 23218

Dear Ms. Henshaw,

The Management Responses to the audit findings of the major federal program of the Student Financial Assistance Programs Cluster, administered by various public higher education institutions in the Commonwealth of Virginia for the fiscal year ended June 30, 2021, have been consolidated as follows:

Implement Information Security Program Requirements for the Gramm-Leach-Bliley Act

Management Response: The UVA Academic Division concurs with the APA's finding.
Responsible for Corrective Action: Steve Kimata, Assistant VP Student Financial Services and Jason Belford, Chief Information Security Officer
Anticipated Completion Date: June 2023

The University will develop a plan to comply with all GLBA requirements. This will include identifying the relevant systems and contracting with a third party servicer to conduct comprehensive risk assessments in compliance with GLBA requirements.

The timeframe for compliance with the identified systems will likely extend into calendar year 2023; for example, the assessments will need to include the Workday Finance system that the University is implementing July 1, 2022. The contractual arrangement with a vendor is expected to be completed in early 2022.

Promptly Return Unclaimed Aid to Department of Education

Management Response: The UVA Academic Division concurs with the APA's finding.
Responsible for Corrective Action: Steve Kimata, Assistant VP Student Financial Services
Anticipated Completion Date: Completed December 2021

UVA Finance is the valued and trusted financial partner that the University community turns to first.
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Auditor of Public Accounts
February 4, 2022
Page 2

Student Financial Services (SFS) has implemented additional controls for monitoring unclaimed checks containing Title IV funds. These enhanced procedures include: assigning additional staff to review and execute monthly reporting; utilizing new methods to contact students or parents along with increasing the frequency of the outreach; and returning unclaimed Title IV funds to the Department of Education within the prescribed timeframes. These enhanced procedures would have promptly returned to the Department of Education the \$55,692 mentioned above, which represents 0.3% of all Title IV monies refunded by UVA.

Properly Complete Exit Counseling for Direct Loan Borrowers

Management Response: The UVA Academic Division concurs with the APA's finding.

Responsible for Corrective Action: Steve Kimata, Assistant VP Student Financial Services

Revised Estimated Completion Date: March 1, 2022

After the oversight was discovered, Student Financial Services (SFS) sent exit counseling information to the five (5) student borrowers from the test sample and all other students we identified who borrowed in 2021 who had not previously received exit counseling information. SFS has updated our controls and procedures for monitoring and initiating exit counseling. These updates include ensuring that all students who need exit counseling are properly identified, importing NSLDS loan history into SIS, monitoring COD for completion of exit counseling, and sending exit counseling information to student borrowers' non-University email address (when available), all within the required timeframe.

We have implemented a number of enhancements to our internal controls and procedures for monitoring and initiating exit counseling. However, we are continuing to implement additional updates to ensure full compliance.

Sincerely,

DocuSigned by:



6F94A4B8D47A47D

Melody Blanchetto

Vice President for Finance

Cc: JJ Davis
Augie Maurelli

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University Controller (MC 0312)
Virginia Tech
North End Center, Suite 3300
300 Turner Street NW
Blacksburg, Virginia 24061

February 9, 2022

Please find our response to the finding included in the 2021 Student Financial Assistance Audit.

Improve Compliance over Enrollment Reporting

Virginia Polytechnic Institute and State University (VT) Registrar's Office personnel did not report accurate program level enrollment data to NSLDS for students that had an enrollment level change. The underlying cause of the errors is a combination of programming language errors resulting in the transmission of incorrect data fields. From a review of 40 students, we identified the following deficiencies:

- The effective date was inaccurate for ten students (25%).

Not properly and accurately reporting a student's enrollment status may interfere with establishing a student's loan status, deferment privileges, and grace periods. In addition, the accuracy of the data reported by each institution is vital to ensuring that federal Direct Loan records and other federal student records remain updated.

University Response

Virginia Tech's enrollment reporting logic currently creates the program level effective date as the date a student initially enrolls for a given term unless there are changes to status or program, based on the institution's interpretation of the NSLDS Enrollment Reporting Guide. The institution however agrees with the APA that adjusting the Effective Date definition to correspond with best practices will ensure accuracy and consistency with NSLDS. Virginia Tech will coordinate with our third-party servicer (National Student Clearinghouse), adjust the logic in our Enrollment reporting code, and test accuracy against NSLDS data. This change in reporting and testing will be completed by August 1, 2024.

Please let me know if questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads 'Melinda J. West'.

Melinda J. West

AVP for Finance and University Controller



VIRGINIA STATE UNIVERSITY
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(804) 524-5347 FAX

Kevin W. Davenport
Senior Vice President for
Finance and Administration

TDD (804) 524-5487

February 7, 2022

Staci Henshaw
The Auditor of Public Accounts
P.O. Box 1295
Richmond, VA 23218

Dear Ms. Henshaw:

Virginia State University has reviewed the findings provided by the Auditor of Public Accounts relative to the audit of the major federal programs of the Student Financial Assistance Programs Cluster. The University concurs with the findings. During the year, the University encountered operational and administrative challenges due to the loss of operations during the height of the COVID-19 pandemic. Like many other universities, Virginia State University had to temporarily adapt its policies and procedures to account for the decentralization of its operations due to remote functionality, reduced IT effectiveness and increased absenteeism due to the novel coronavirus and its subsequent variants.

The university provides the following planned corrective actions.

Response to Finding #1 - Properly Complete Exit Counseling for Federal Direct Loan Borrowers:

Planned corrective actions will be as follows:

- a) We have automated our process using Ellucian Banner to send email notifications to student's VSU and personal email. Information is documented automatically on each student's account. (Implemented fall 2021)
- b) In addition, as a part of the repayment process, the student receives information via email and/or mail from their assigned loan servicer about loan responsibilities and options.

Response to Finding #2 – Promptly Return Unclaimed Aid to Department of Education:

Planned corrective actions will be as follows:

- a) We will update our policies and procedures for returning unclaimed Title IV funds and implement corrective action to prevent further noncompliance.
- b) The Bursar's Office, Cashier's Office, Financial Aid Office and Cash Management Office will work collectively to ensure uncashed check funds are returned to ED within the required timeframe. (The offices will meet quarterly to review reports.)
- c) In addition, we have a new Third-Party Servicer (Nelnet Campus Commerce). ED requires Nelnet Campus Commerce to perform a review of applicable institutional policies and procedures related to Title IV Credit Balance Recipients.

Response to Finding #3 – Report Student Status Enrollment Changes Accurately and Timely to National Student Loan Data System:

Planned corrective actions will be as follows:

- a) Registrar's Office/Financial Aid Office will generate a report to capture students who fail to return from a given semester or term to ensure that the enrollment status for these students are reported accurately. In addition, we have scheduled revitalization training with Ellucian Banner to provide knowledge and best practices on reporting to NSC.
- b) Registrar's Office will review all batches uploaded to NSC/NSLDS to ensure that batches are accepted without errors, and/or correct errors that are reported. In addition, we will request access to NSLDS for Registrar's staff.
- c) Each Semester, quality control reviews will be conducted by Registrar and Financial Aid staff to ensure timely and accurate reporting in NSC and NSLDS.

Thank you for your attention to this matter.

Sincerely,



Kevin Davenport, Senior Vice President for
Finance and Administration

Virginia Tech
Board of Visitors / Compliance, Audit, and Risk Committee
Entrance Conference Agenda
June 6, 2022

1. APA Audit Management

- Kevin Savoy, Project Manager
- Jonathan South, Auditor In-Charge

2. Audit Objectives, Audit Plan and Audit Roles:

- **Audit timing**
 - Audit Period – July 1, 2021 through June 30, 2022
 - Planned Audit Timing – May 2022 - October 2022
 - Audit Deadline (or Anticipated Report Issuance Date) – November 13/14, 2022 BOV Meeting
- **Audit objectives** – Our audit objectives are to provide an opinion on the university's financial statements that will be included with the financial statements that are distributed by the university. We will also issue a report on internal controls and compliance that will include any findings or recommendations that we may issue as a result of the audit.
- **Statewide single audit support** – Although not finalized as of May 2022, it is likely that testwork over the FY22 Schedule of Expenditures of Federal Awards (SEFA), as well as testwork over any FY22 Education Stabilization Fund (ESF) funding will be performed in support of the Statewide Single Audit during this year's audit.
- **Overview of the relationship between APA, management, and the Board** – APA and Virginia Tech management work closely together in that APA is available to assist University staff during the report preparation process and we review the results of the financial statement preparation during the audit. APA follows up on all findings and recommendations to determine that management addresses findings promptly. At the completion of the audit, APA reports the results of our audits to the Board or the Audit Committee. We also work closely with internal audit throughout the year.
- **Responsibilities of management relative to internal control and financial statements** – ARMICS outlines the University's responsibility for internal control and the University annually certifies its responsibilities for internal control and accurate financial statements. Our responsibility is to ensure that internal controls are adequate as designed and then to review whether they are operating as intended.

3. Audit Approach

- a. Our Office is continuously improving our audit approach by identifying, evaluating, and testing controls that are built into the university's administrative and financial system. We continue to identify, test, and evaluate manual processes and controls, as well.



- b. The final audit report may include recommendations to improve processes and the use of administrative systems. These may be separately identified as “efficiency recommendations.”

4. Discussion of Risk with Board Members

The APA encourages the Board of Visitors to provide input regarding the risks they perceive to the University in completing its mission. While Board members can direct their comments to the Audit Committee Chair or the Internal Audit Director to be forwarded to the APA Project Manager, we also plan to meet directly with the Audit Committee Chair. We will discuss the following issues:

- Any areas of fraud risk
- Any areas of institutional risk
- Any matters that the Board believes should be considered in planning

5. Required Communication with Board (See Attached Summary)



Required Communications with the Board

Terms of the Engagement

Responsibilities during the audit process:

1. The Auditor's (APA) Responsibilities

Overall Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and standards for financial audits contained in the *Government Auditing Standards*. The audit of the financial statements does not relieve management or those charged with governance of their responsibilities.

Audit Procedures-General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable, rather than absolute assurance, about whether the financial statements are free of material misstatement whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*.

Audit Procedures-Internal Control and Compliance

Our audit will include obtaining an understanding of internal controls, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, we will communicate in writing to management and those charged with governance any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Also, as part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants



Audit Procedures – Group Audits

Our audit will include obtaining an understanding of the consolidated group, sufficient to assess the risks of material misstatement of financial information derived from significant components to design the nature, timing, and extent of further audit procedures, including the basis for the decision to make reference in our audit opinion to audits of significant components performed by other auditors.

Those charged with governance

We are responsible for communicating significant matters related to the financial statement audit that are, in the auditor's professional judgment, relevant to the responsibilities of those charged with governance in overseeing the financial reporting process. GAAS do not require the auditor to design procedures for the purpose of identifying other matters to communicate with those charged with governance.

2. Management's Responsibilities –

Our audit will be conducted on the basis that Management **acknowledge and understand that they have the following responsibilities:**

- Preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America
- Design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error
- Identify and ensure compliance with applicable laws, regulations, contracts, and grant agreements
- Informing the APA about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements
- Informing the APA (and others as required by the Code of Virginia § 30-138) of knowledge of any allegations of fraud or suspected fraud affecting the University received in communications from employees, former employees, regulators, or others
- As received, forward copies of each federal audit performed on agency or institution programs or activities to the Auditor of Public Accounts as required by Chapter 552 § 4-8.02 a. of the amended 2020 Virginia Acts of Assembly. To forward these reports to the Auditor of Public Accounts, use APAFederal@apa.virginia.gov. If the federal report is only available in hardcopy or contains FOIA exempt information, DO NOT email the report, use this same email account to notify the Auditor of Public Accounts of the federal report and provide the contact information of the individual with the report.
- Informing the APA of any potential documents that are FOIA exempt
- Ensuring that financial information is reliable and properly recorded
- Making all financial records and related information available to the APA
- Providing the APA with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence
- Responding to audit findings and recommendations, as well as providing your planned corrective actions and the timing and format for providing that information



- Providing the APA at the end of the audit with a written letter confirming certain representations made during the audit
- Adjusting the financial statements to correct material misstatements and providing the APA with a representation that the effects of any uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements taken as a whole
- Preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.
- For Group audits, management is responsible for the following:
 - Informing the component's management of any matter that the group engagement team becomes aware that may be significant to the financial statements of the component, but of which component management may be unaware.
 - Implementing procedures to determine if there are subsequent events for components through the APA's audit report date.
 - Implementing procedures to identify and disclose the component's related parties and related party transactions.
 - Implementing policies and procedures related to the consolidation of group financial information.

3. Audit Committee

- Communicate with APA about audit scope
- Communicate with management and internal audit regarding progress
- Receive reports and findings from management and external audit

Other Elements of the audit process:

Overall planned scope of the audit

- **Approach to internal control** – We review internal controls to identify those areas where we can replace substantive testing with transactional testing. We look for management to have written formal policies and procedures and check for the implementation of those procedures.
- **Concept of materiality** – We do not review all transactions or accounts in detail. We use materiality to focus our work on those financial statement line items and those transactions that are material or significant to the University.



Identification of potential fraud risks

- **Approach to fraud** – Most of our audit is focused on our opinion on the financial statements and materiality. Our primary interest related to fraud would be in how it may affect the financial statements and those controls that the financial statements rely upon. The audit is not designed to detect error or fraud that is immaterial to the financial statements. However, we review policies and procedures for fraud risk and may direct our testwork towards addressing fraud risk.
- **Responsibility for identifying fraud risks and fraud** – Auditing standards require us to assess fraud risk, interview management and staff about their knowledge of fraud and fraud risk, and review exceptions for indications of possible fraudulent transactions. Auditors should be looking for red flag fraud indicators. Even though government entities are not always profit oriented, the auditors remain vigilant about financial statement fraud.
- **Report fraudulent transactions as required by Code of Virginia § 30-138** – Agencies are responsible for reporting circumstances that suggest a reasonable possibility that a fraudulent transaction has occurred involving funds or property under their control, where an officer or employee of the state or local government may be involved. Items should be reported to the Auditor of Public Accounts, the State Inspector General, and the Superintendent of State Police.

Audit Reporting

We will issue a written report upon completion of our audit of the University's financial statements. *We will make reference to the Component Auditor's audit of Virginia Tech Foundation, Inc. in our report on the financial statements.* Our report will be addressed to the board of directors of University. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph(s). If our opinions on the financial statements are other than unqualified (unmodified), we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and compliance will include a statement that the report is intended solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Report on Audits of University-Related Corporations
COMPLIANCE, AUDIT, AND RISK COMMITTEE
May 26, 2022

In accordance with the resolution passed by the Finance and Audit Committee on April 25, 1985, and as amended on November 13, 1995 and March 31, 2008, each university-related corporation is required to provide the University's President audited annual financial statements, management letters from the external auditors, management's responses thereto, and an annual certification that all procedures outlined in the resolution have been met. These financial statements, management letters, and management responses have been reviewed as of June 30, 2021, and found to meet the standards set forth in the audit resolution, except as noted below.

VIRGINIA TECH CORPORATIONS
COMPLIANCE WITH AUDIT RESOLUTION FOR FISCAL YEAR 2021

Corporation	Audited Financial Statement	Management Letter	Response to Management Letter	External Auditor Length of Service	Certification Letter
VT Applied Research Corporation	✓	*	*	Ω	✓
VT Foundation, Inc.	✓	*	*	Ω	✓
VT Intellectual Properties, Inc.	✓	*	*	Ω	✓
VT Services, Inc.	✓	*	*	Ω	✓
VT Innovations Corporation	X	X	X	X	X
VT India Research and Education Forum ¹	✓	*	*	€	✓

* No material recommendations resulted from the audit.

Ω Corporation using same audit firm as in years past; management team has been rotated within the past five years in accordance with the audit resolution.

€ Corporation has not been in existence for five years. Hence, the requirement in the affiliation agreement to rotate the external audit firm or the audit team after a consecutive five-year team is not applicable.

x At the time of this report, the Virginia Tech Innovations Corporation (VTIC) audit has not been completed due to delays in recording and reconciling financial activity for the USAID projects in Afghanistan. As of May 20, 2022, additional work remains to be done to close out these projects, receive final reimbursements of costs, record all transactions, and create financial statements for AET, LLC., a subsidiary of VTIC.

¹ The financial statement year end for VT India Research and Education Forum (VTIREF) is March 31.



Compliance, Audit, and Risk

Dan Sui

Senior Vice President,
Research and Innovation

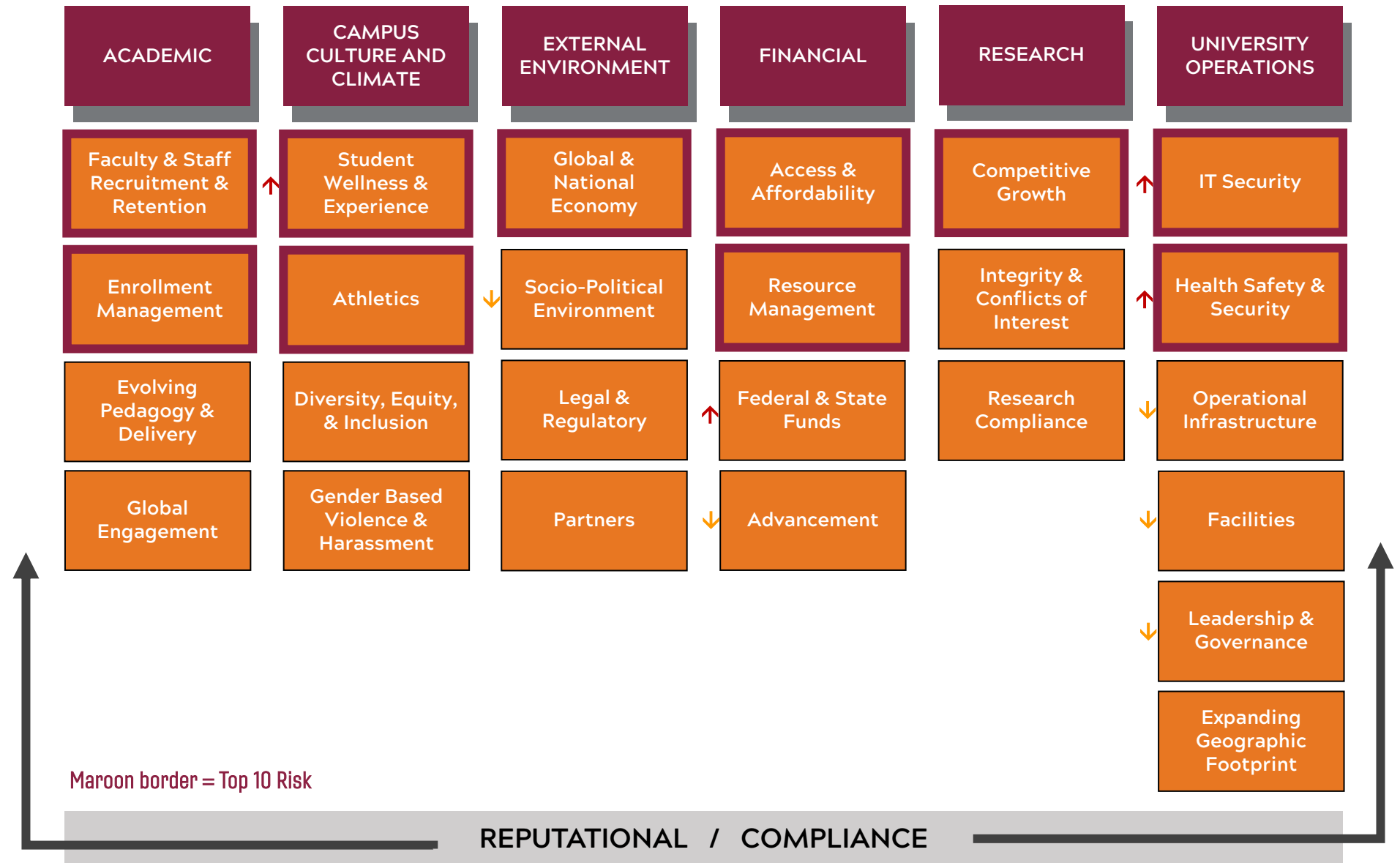
June 2022



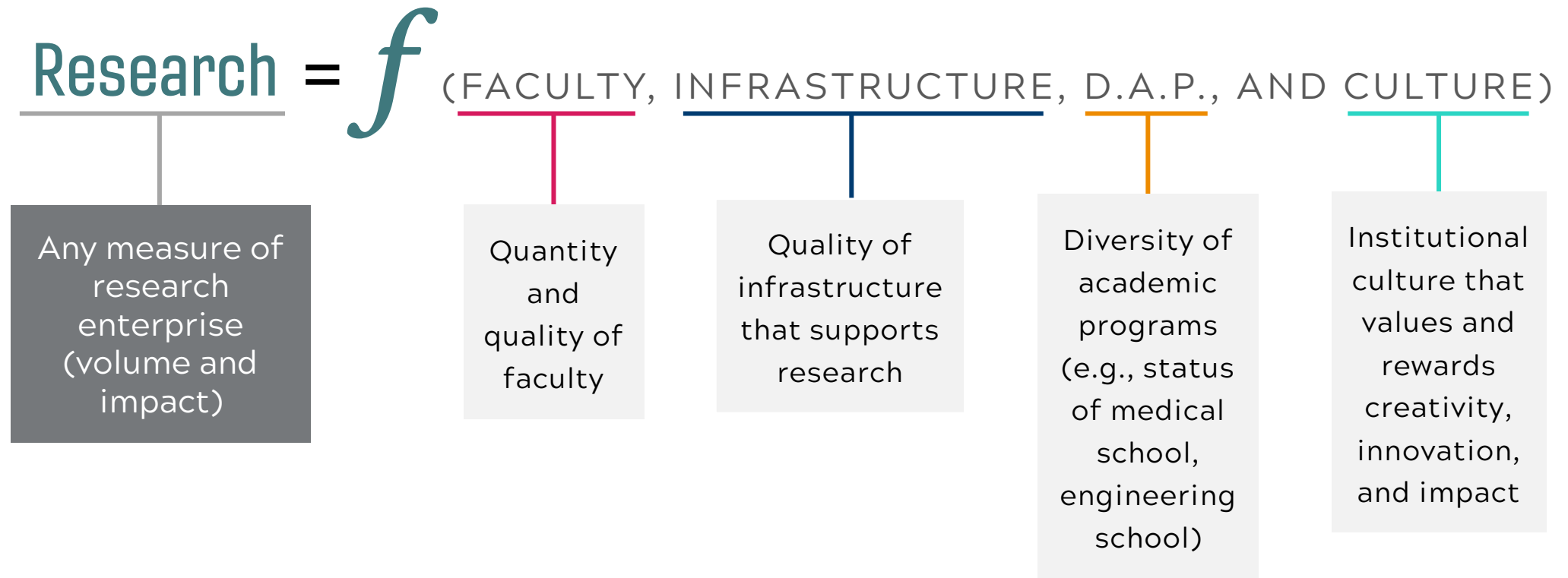
RESEARCH AND INNOVATION
VIRGINIA TECH.

Research
spans most
risks

VIRGINIA TECH ENTERPRISE RISK LANDSCAPE, JUNE 2022



Research across the risk landscape



Research faculty and staff: recruitment and retention

- Faculty are engines of research enterprise
- Faculty are drawn to Virginia Tech due to our research reputation and portfolio



Facilities and infrastructure

- Research facilities are unique, expensive, complex
- Quality of research facilities influences quality and quantity of outcomes



The Research Frontiers

HEALTH

**Leading one health
to achieve whole health**



SECURITY

**Innovating for
secure and
resilient
communities**



ARTIFICIAL INTELLIGENCE

**Harnessing artificial
intelligence for
intelligence
augmentation**



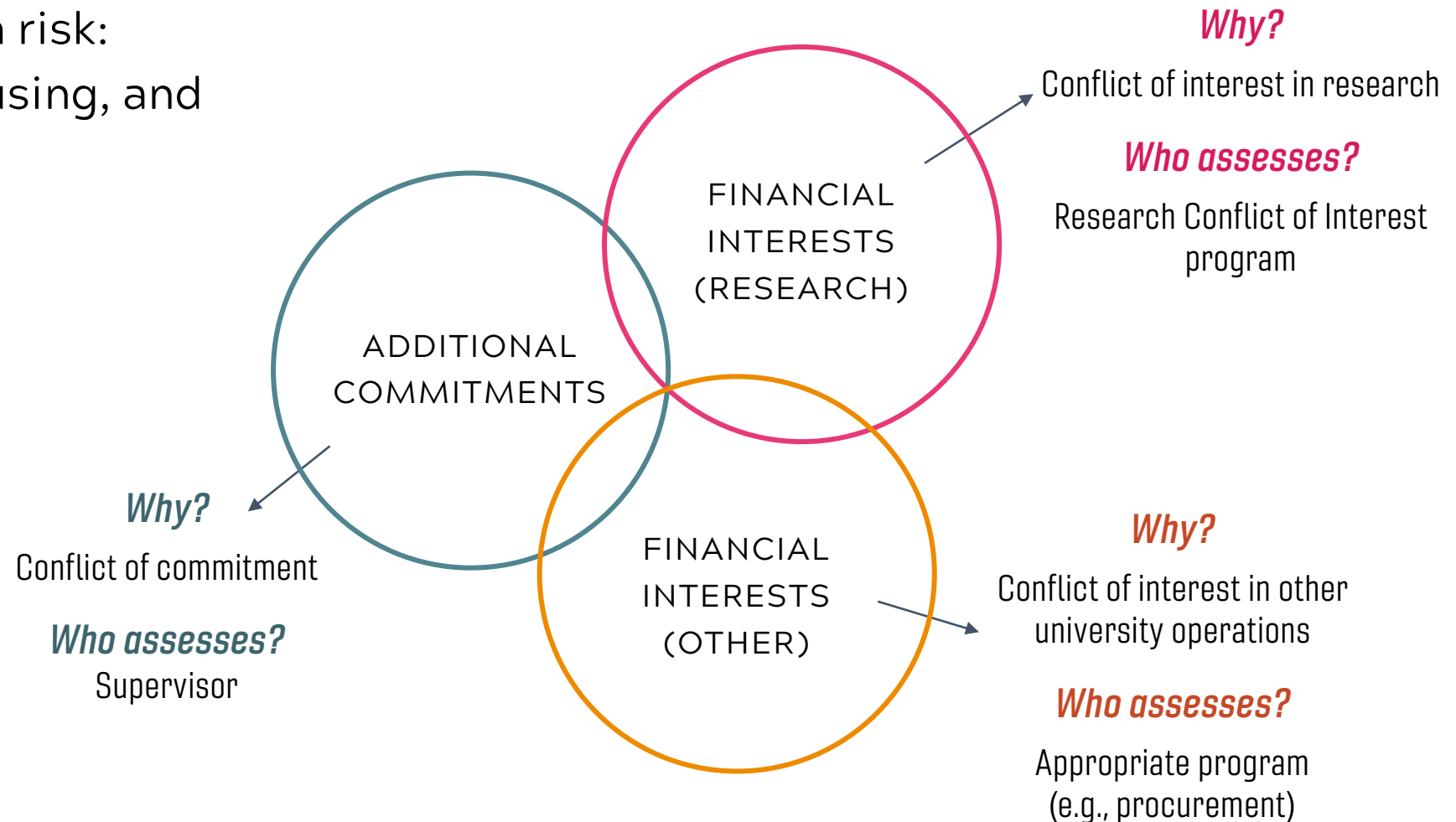
QUANTUM

**Advancing the
quantum leap**

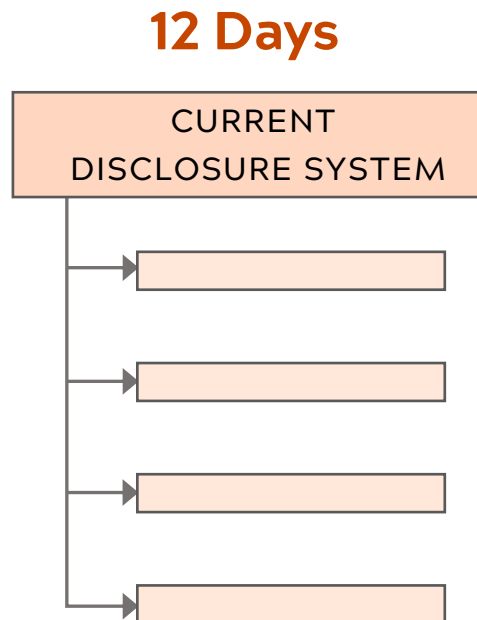
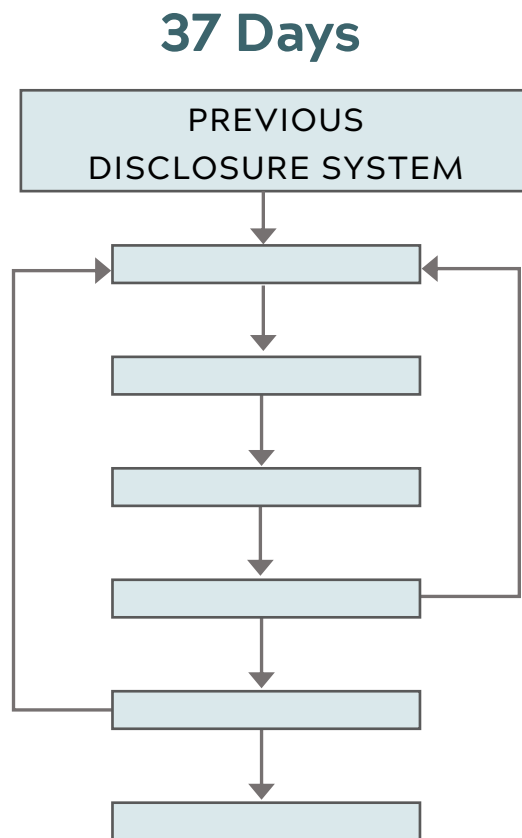


Research Conflict of Interest

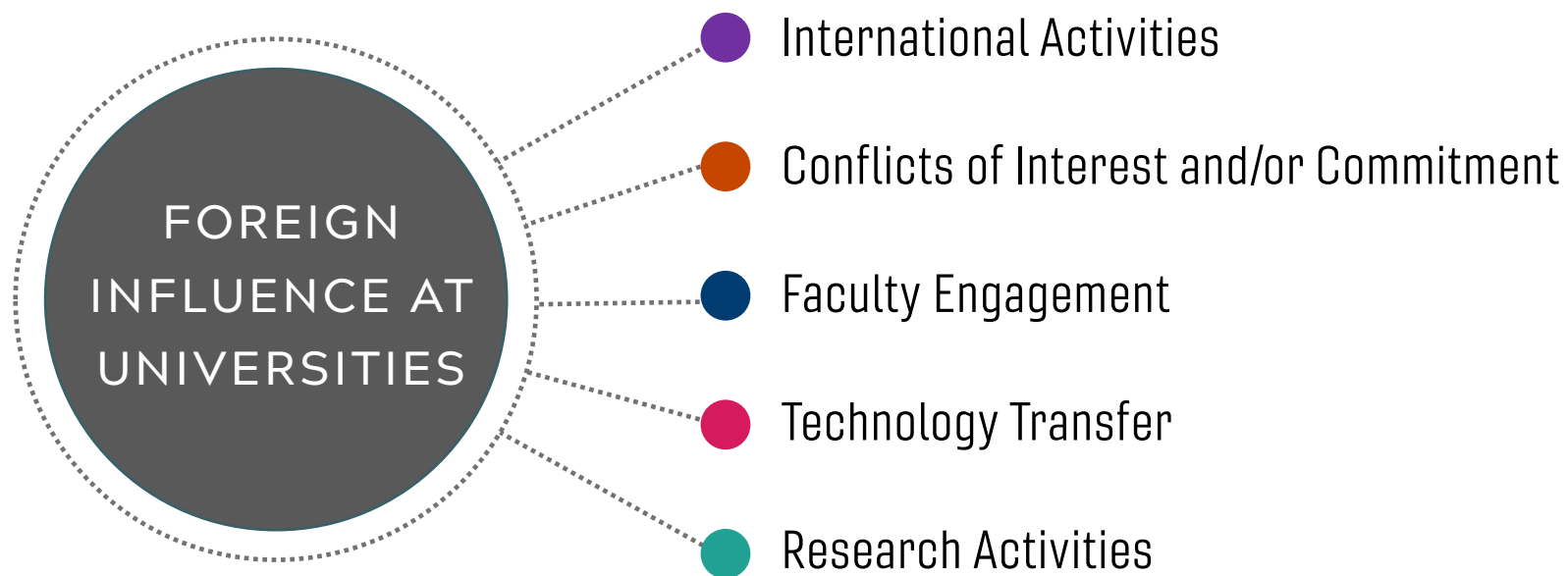
Previously high risk:
complex, confusing, and
slow



Increased efficiency, improved compliance



Balancing international engagement

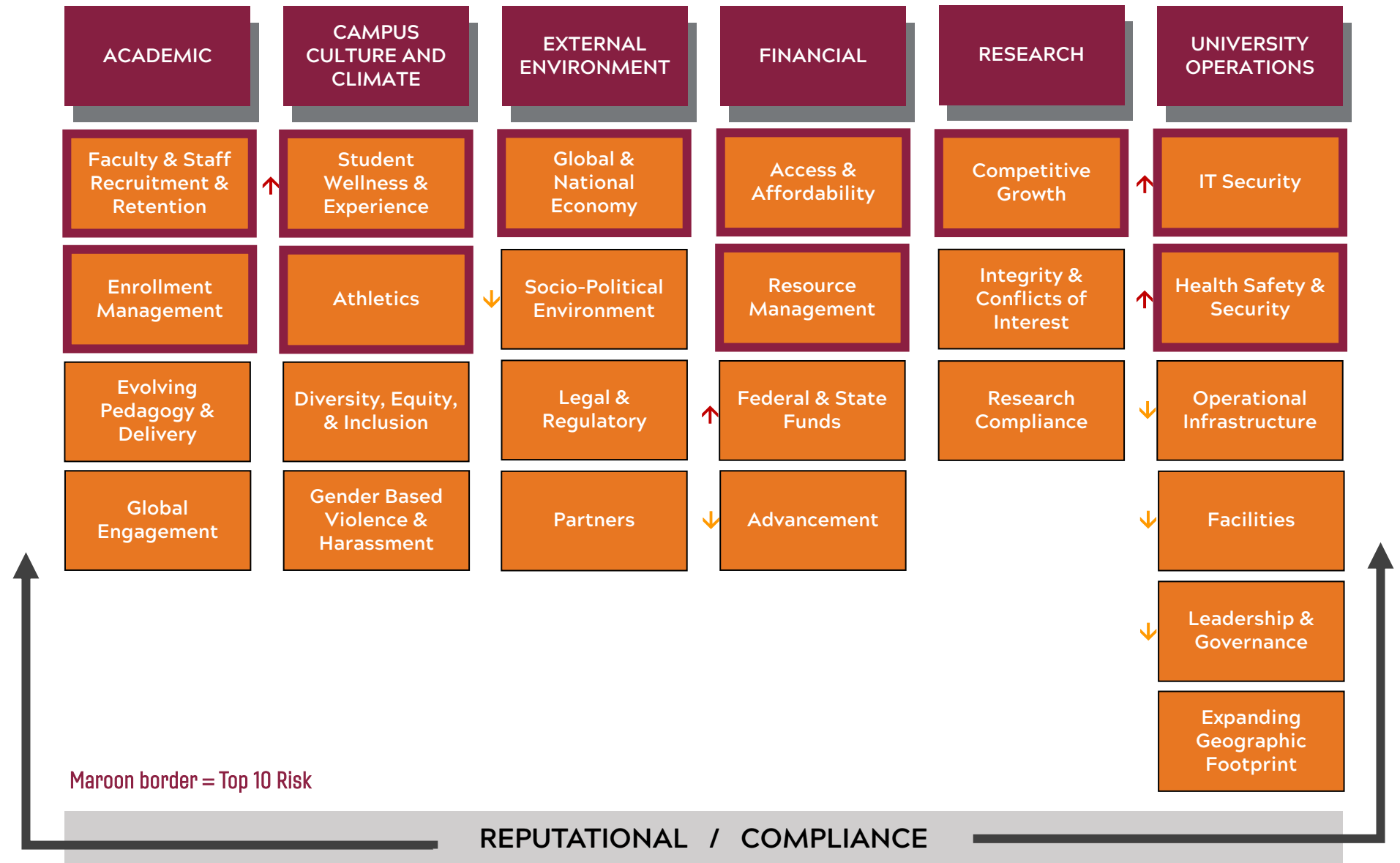


Avoiding malign foreign influence

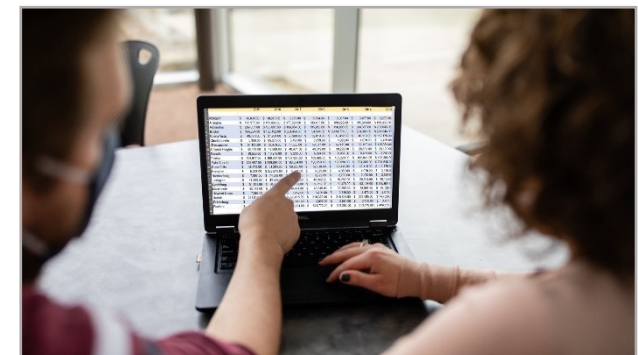
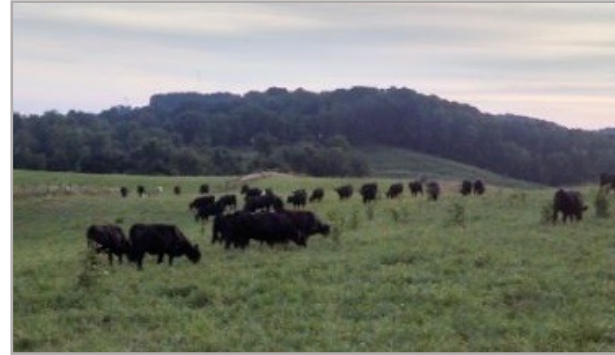
- 1 Established foreign influence task force
- 2 Created tools to support transparency, mitigation
 - Website
 - Training
 - Systems
 - Procedures
- 3 Remain vigilant, agile

Research
compliance
risk
reduced

VIRGINIA TECH ENTERPRISE RISK LANDSCAPE, JUNE 2022



Research
compliance
risk reduced





RESEARCH AND INNOVATION
VIRGINIA TECH™

Update of Responses to Open Audit Comments

COMPLIANCE, AUDIT, AND RISK COMMITTEE

March 31, 2022

As part of the internal audit process, university management participates in the opening and closing conferences and receives copies of all final audit reports. The audited units are responsible for implementing action plans by the agreed upon implementation dates, and management is responsible for ongoing oversight and monitoring of progress to ensure solutions are implemented without unnecessary delays. Management supports units as necessary when assistance is needed to complete an action plan. As units progress toward completion of an action plan, the Office of Audit, Risk, and Compliance (OARC) performs a follow-up visit within two weeks after the target implementation date. OARC is responsible for conducting independent follow up testing to verify mitigation of the risks identified in the recommendation and formally close the recommendation. As part of management's oversight and monitoring responsibility, this report is provided to update the Compliance, Audit, and Risk Committee on the status of outstanding recommendations. Management reviews and assesses recommendations with university-wide implications and shares the recommendations with responsible administrative departments for process improvements, additions or clarification of university policy, and inclusion in training programs and campus communications. Management continues to emphasize the prompt completion of action plans.

The report includes outstanding recommendations from compliance reviews and audit reports. Consistent with the report presented at the April Board meeting, the report of open recommendations includes three attachments:

- Attachment A summarizes each audit in order of final report date with extended and on-schedule open recommendations.
- Attachment B details all open medium and high priority recommendations for each audit in order of the original target completion date, and with an explanation for those having revised target dates or revised priority levels.
- Attachment C charts performance in implementing recommendations on schedule over the last seven years. The 72 percent on-schedule rate for fiscal year 2022 reflects closing 15 of 21 recommendations by the original target date.

The report presented at the April 4, 2022 meeting covered audit reports reviewed and accepted through December 31, 2021 and included 22 open medium and high priority recommendations. Activity for the quarter ending March 31, 2022 resulted in the following:

Open recommendations as of December 31, 2021	22
Add: medium and high priority recommendations accepted April 4, 2022	4
Subtract: recommendations addressed since December 31, 2021	11
Remaining open recommendations as of March 31, 2022	<u>15</u>

Target dates were missed on four of 14 recommendations that came due during fiscal year 2022, quarter 3. One of two recommendations were addressed that missed the target date from a prior reporting period. While this report is prepared as of the end of the quarter, management continues to receive updates from OARC regarding auditee progress on action plans. Through May 20, 2022, OARC has closed or reduced to low priority four of the 15 remaining open medium and high priority recommendations, including three recommendations that missed their original target date in quarter 3. All remaining open recommendations are progressing as expected and are on track to meet their respective target dates. Management continues to work conjointly with all units and provides assistance as needed to help with timely completion of action plans.

ATTACHMENT A

Open Recommendations by Priority Level

COMPLIANCE, AUDIT, AND RISK COMMITTEE

March 31, 2022

Report Date	Audit Name	Audit Number	Total Recommendations						
			ISSUED	COMPLETED	OPEN				
					Extended		On-schedule		Total
					High	Medium	High	Medium	Open
May 11, 2020	College of Science	20-1491	3	2		1			1
May 17, 2021	Linex Server Security	21-1530	4	3				1	1
May 21, 2021	Scholarships	21-1535	7	4		3			3
Jun 30, 2021	Veterinary Teaching Hospital	21-1540a	1			1			1
Sep 27, 2021	Fralin Life Sciences Institute	21-1526	2	1				1	1
Oct 22, 2021	Athletics	21-1522	1					1	1
Oct 22, 2021	Principal Investigator Research Management	21-1532	1					1	1
Oct 22, 2021	Student Athlete Academic Success	21-1538	1					1	1
Oct 22, 2021	University Libraries	22-1595	4	3				1	1
Mar 17, 2022	Fralin Biomedical Research Institute	22-1580	1					1	1
Mar 18, 2022	Mechanical Engineering	22-1586	3					3	3
Totals:			28	13	0	5	0	10	15

ATTACHMENT B

Open Audit Recommendations

COMPLIANCE, AUDIT, AND RISK COMMITTEE

March 31, 2022

Report Date	Item	Audit Number	Audit Name	Recommendation Name	Priority		Target Date		Follow Up Status	Status of Recommendations with Revised Priority / Target Dates
					Original	Revised	Original	Revised		
May 11, 2020	1	20-1491	College of Science	Information Technology	Medium		Dec 01, 2021	Oct 01, 2022	1	Missed the original target date.
Jun 30, 2021	2	21-1540a	Veterinary Teaching Hospital	Supplies Inventory	Medium		Jan 31, 2022	Aug 31, 2022	1	Missed the original target date.
May 21, 2021	3	21-1535	Scholarships (Appendix H: College of Science)	Scholarship Utilization	Medium		Mar 01, 2022	N/A	1	Missed the original target date. Completed since March 31, 2022
May 21, 2021	4	21-1535	Scholarships (Appendix H: College of Science)	Submission of Scholarship Utilization Reports	Medium		Mar 01, 2022	N/A	1	Missed the original target date. Completed since March 31, 2022
May 21, 2021	5	21-1535	Scholarships (Appendix H: College of Science)	Awarding Procedures Documentation	Medium		Mar 01, 2022	N/A	1	Missed the original target date. Completed since March 31, 2022
Oct 22, 2021	6	21-1522	Athletics	Transfer Evaluation Process	Medium		Apr 01, 2022		2	
Oct 22, 2021	7	21-1532	Principal Investigator Research Management	Financial Oversight of Research	Medium		Jun 01, 2022		2	
May 17, 2021	8	20-1530	Linex Server Security	Information Technology Standards	Medium		Jun 30, 2022		2	
Oct 22, 2021	9	21-1538	Student Athlete Academic Success	Information Technology	Medium		Jul 01, 2022		3	
Mar 17, 2022	10	22-1580	Fralin Biomedical Research Institute	System Account Removal	Medium		Aug 01, 2022		3	
Sep 27, 2021	11	21-1526	Fralin Life Sciences Institute	Oversight of Distributed Funds	Medium		Aug 31, 2022		3	

ATTACHMENT B

Open Audit Recommendations

COMPLIANCE, AUDIT, AND RISK COMMITTEE

March 31, 2022

Report Date	Item	Audit Number	Audit Name	Recommendation Name	Priority		Target Date		Follow Up Status	Status of Recommendations with Revised Priority / Target Dates
					Original	Revised	Original	Revised		
Oct 22, 2021	12	22-1595	University Libraries	Information Technology	Medium		Jan 15, 2023		3	
Mar 18, 2022	13	22-1586	Mechanical Engineering	Laboratory Safety	Medium		Jan 31, 2023		3	
Mar 18, 2022	14	22-1586	Mechanical Engineering	Administrative Privileges	Medium		Feb 01, 2023		3	
Mar 18, 2022	15	22-1586	Mechanical Engineering	Patch Management	Medium		Feb 01, 2023		3	

Follow Up Status

- 1 Management confirmed during follow up discussions with the Office of Audit, Risk, and Compliance (OARC) that the auditee has missed their implementation date.
- 2 Management confirmed during follow up discussions with the Office of Audit, Risk, and Compliance (OARC) that actions are occurring and the target date has been or will be met. OARC will conduct testing after the due date to confirm that the Management Action Plan is implemented in accordance with the recommendations.
- 3 Target date is beyond current calendar quarter. Management has follow-up discussions with the auditor to monitor progress, to assist with actions that may be needed to meet target dates, and to assess the feasibility of the target date.

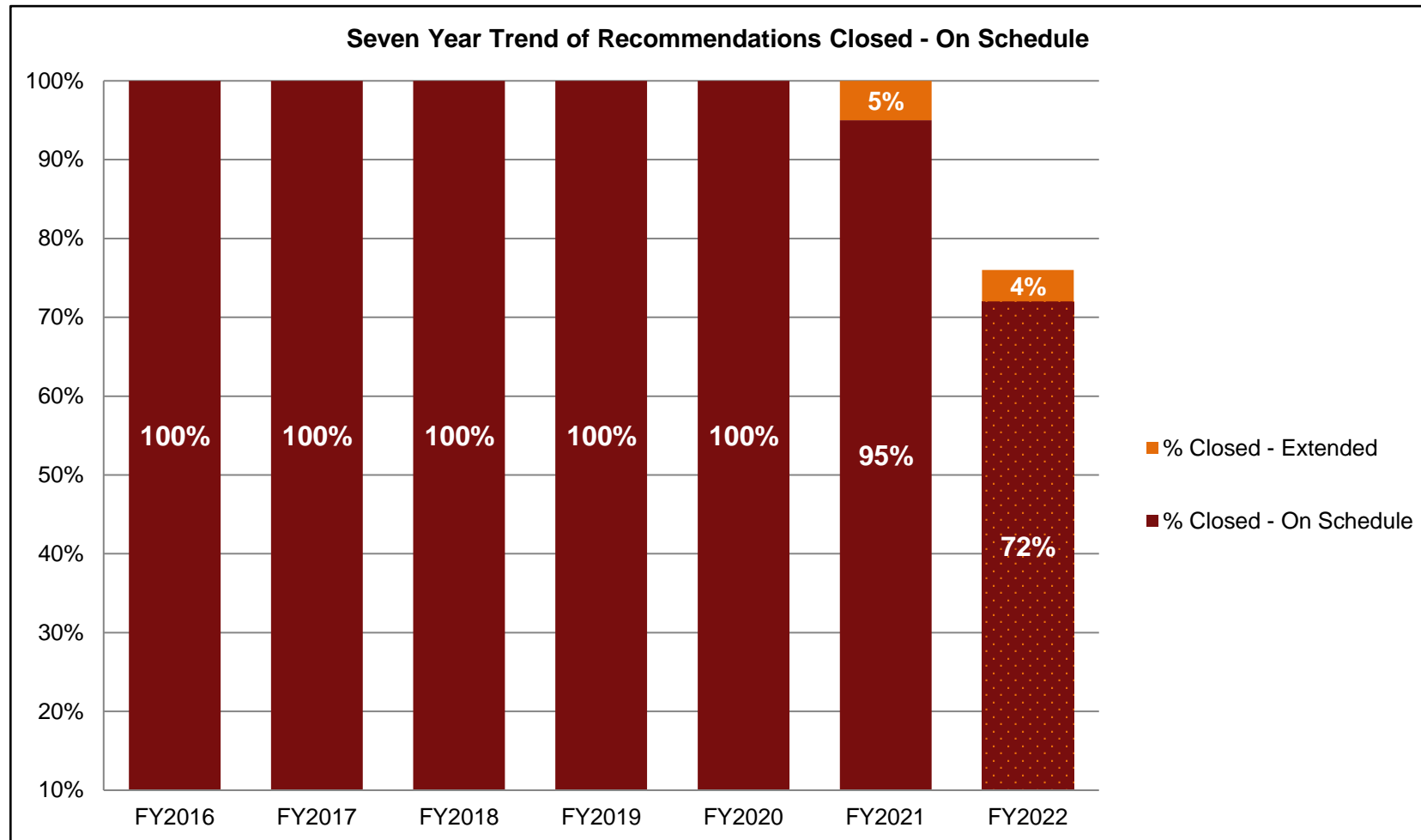
For Open Detail Report: "current calendar quarter" is used to refer to the current working quarter instead of the quarter being reported on.

ATTACHMENT C

Management Performance and Trends Regarding Office of Audit, Risk, and Compliance Recommendations

COMPLIANCE, AUDIT, AND RISK COMMITTEE

March 31, 2022





Report on Open Internal Audit Comments

COMPLIANCE, AUDIT, AND RISK COMMITTEE
JUNE 2022





Follow-Up Process

Management is responsible for completing actions that mitigate risk.

Ultimately, management must own both the identified risks and the actions necessary to appropriately mitigate the risks.

Auditors are required to follow up on risk mitigation plans.

The Institute of Internal Auditors Standards states that auditors must “establish a system to monitor the disposition of results communicated to management.”

A partnership exists to manage the follow up process.

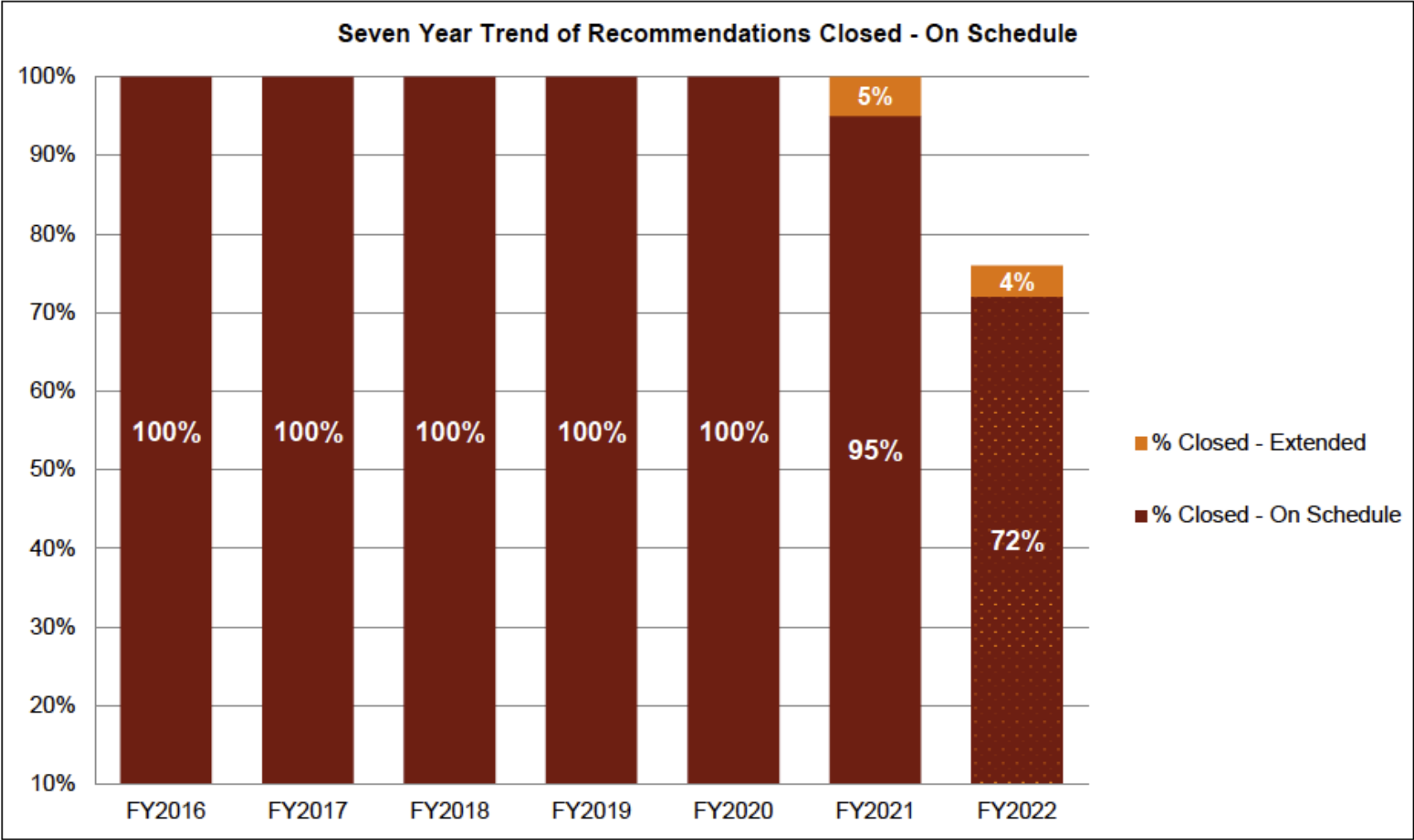
At Virginia Tech, Internal Audit and the Office of the Vice President for Finance work together to track, manage, and ensure completion of mitigation plans.

A goal of on-time mitigation has been established.

The Board of Visitors receives reports on issues that rated “medium” or “high” in importance. The university has strived to close 95% of all board-tracked audit issues on time.



As of March 31, 2022



Current Challenges

Disruption of normal business activities due to the pandemic has started to impact some areas of audit follow up. Colleges and senior management areas continue to:

- Wrestle with the implications of the change in standards surrounding elevated or administrative privileges to individual end points.
- Figure out how to best manage to Minimum Security Standards in a decentralized environment.
- Balance ongoing compliance requirements (i.e., scholarship utilization reporting) with urgent needs of the day (i.e., faculty hiring) while operating with higher-than-average turnover in administrative positions.



Questions?



Internal Audit Reports
COMPLIANCE, AUDIT, AND RISK COMMITTEE

June 6, 2022

Background

This report provides a summary of audit ratings issued this period and the full rating system definitions. The following reviews have been completed during this reporting period. The Office of Audit, Risk, and Compliance has made a concerted effort to ensure progress on the annual audit plan.

Consent Agenda Reports	Rating
Athletics	Effective
Dining Services	Improvements are Recommended
School of Architecture + Design	Improvements are Recommended
Service Centers	Effective
Vendor Contract Administration	Improvements are Recommended
Vice President for Campus Planning, Infrastructure, and Facilities Policy Compliance Review	Improvements are Recommended
Reports for Discussion	Rating
Research: Foreign Gifts and Contracts	Significant Improvements are Needed
Vice President for Outreach and International Affairs Policy Compliance Review	Significant Improvements are Needed

Summary of Audit Ratings

The Office of Audit, Risk, and Compliance's rating system has four tiers from which to assess the controls designed by management to reduce exposures to risk in the area being audited. The auditor can use professional judgment in constructing the exact

wording of the assessment in order to capture varying degrees of deficiency or significance.

Definitions of each assessment option

Effective – The audit identified opportunities for improvement in the internal control structure, but business risks are adequately controlled in most cases.

Improvements are Recommended – The audit identified occasional or isolated business risks that were not adequately or consistently controlled.

Significant or Immediate Improvements are Needed – The audit identified several control weaknesses that have caused, or are likely to cause, material errors, omissions, or irregularities to go undetected. The weaknesses are of such magnitude that senior management should undertake immediate corrective actions to mitigate the associated business risk and possible damages to the organization.

Unreliable – The audit identified numerous significant business risks for which management has not designed or consistently applied controls prior to the audit. Persistent and pervasive control weaknesses have caused or could cause significant errors, omissions, or irregularities to go undetected. The weaknesses are of such magnitude that senior management must undertake immediate corrective actions to bring the situation under control and avoid (additional) damages to the organization.

RECOMMENDATION:

That the internal audit reports listed above be accepted by the Compliance, Audit, and Risk Committee.

June 6, 2022

Audit Plan for Fiscal Year 2022-23

COMPLIANCE, AUDIT, AND RISK COMMITTEE

June 6, 2022

The Office of Audit, Risk, and Compliance (OARC) presents the Audit Plan for Fiscal Year 2022-23 to the Compliance, Audit, and Risk Committee for review and approval. An annual risk assessment was conducted to identify the entities that should receive audit attention in fiscal year 2022-23 and a core audit plan was developed in coordination with the university's ERM initiative.

For fiscal year 2022-23, 31 audit projects and seven management advisory services are proposed, with approximately 75 percent of OARC's available resources committed to the completion of planned projects. A description of each project is provided within the audit plan. OARC's goal will be to complete 85 percent of the audit plan. The internal audit plan may be modified based on the external audit environment or changes in regulations, management, or resources.

RECOMMENDATION:

That the Audit Plan for Fiscal Year 2022-23 be approved by the Compliance, Audit, and Risk Committee.

June 6, 2022



Office of Audit, Risk, and Compliance
Fiscal Year 2022-23 Audit Plan
June 6, 2022

OVERVIEW

The Office of Audit, Risk, and Compliance (OARC) conducts risk-based assurance engagements, policy compliance reviews, management advisory services, and investigations. The risk-based assurance engagement is an objective examination of evidence to provide an independent assessment of governance, risk management, and the control systems within the university. The objective of the policy compliance review is to ensure all senior management areas (even low risk) receive periodic reviews from OARC every five years to perform tests of compliance with major university business policies. The nature and scope of management advisory service activities, developed through agreement with the client, add value and improve the university's governance, risk management, and control processes without the internal auditor assuming management responsibility.

RISK ASSESSMENT PROCESS

Enterprise Risk Assessment (ERM)

The university instituted an Enterprise Risk Management (ERM) initiative during fiscal year 2017-18 to provide enhanced visibility into the university's risks and to align strategic planning with the resulting risk awareness. OARC facilitates the ERM program by working with university leadership to establish and maintain the framework for collectively identifying and assessing risks across the enterprise. The ERM program intends to strengthen the university's ability to achieve its mission and strategic objectives by:

- Obtaining a holistic view of the most critical risks to the achievement of Virginia Tech's mission and objectives;
- Creating a risk-aware culture, including the management of risks to an appropriate level;
- Improving focus and perspective on both internal and external risks and opportunities, including emerging risks and value drivers;
- Enhancing decision making and alignment with strategic goals; and
- Improving efficiency and optimizing allocation of resources through risk prioritization.

University leadership provided feedback to the ERM process by identifying risks and assessing the risks in terms of likelihood of occurrence, significance of impact, and velocity of onset, all grouped by the categories depicted below:

ERM RISK CATEGORIES	ALTITUDES OF RISK
Strategic	Systemic and Existential
Financial	Institutional
Compliance	Unit-Level
Operational	
Reputational	

In order to maximize efficiency and engagement from university senior leadership, OARC leveraged this complimentary process as an element of the traditional annual risk assessment in support of audit plan development.

OARC Audit Planning Risk Assessment

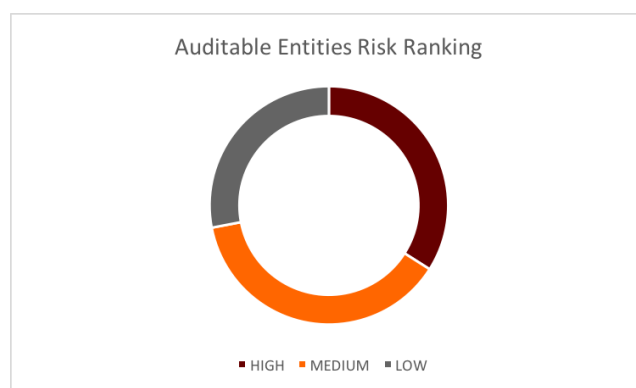
University departments and administrative operations were grouped into approximately 175 auditable entities or responsibility centers based on common missions and the existing organizational structure. For each auditable entity, OARC reviewed financial data, including expenditures, revenues, cash receipts, federal contracts and grants, and total employees.

The relative risk was assessed on a judgmental basis for the following qualitative and quantitative factors.

RISK FACTORS
Quality and Stability of Control Environment
Business Exposure (Materiality and Liquidity of Operational Resources)
Public and Political Sensitivity
Compliance Requirements
Information Technology and Management Reporting

Elements considered within these factors included:

- Management's awareness of internal controls;
- Stability and expertise of management;
- Interval since the last audit review;
- Complexity of operations and technology applications;
- Materiality or financial impact to the university;
- Potential impact to reputation;
- Impact of noncompliance with internal and external policy, procedure, regulatory, and statutory requirements; and
- Reliance on information and management reporting for operating decisions, monitoring performance, providing services, and allocating resources.



The chart depicts the results of the risk assessment classifications. The risk assessment results were consistent with previous risk assessments conducted by OARC.

IT Risk Assessment

OARC has also created a university-wide information technology (IT) risk-based audit plan mapped to the ISO 27002 standard, a best practice for developing and maintaining enterprise-wide IT security that is also referenced by university policies. OARC consulted with key IT personnel to ensure that audit coverage is maximized and properly targeted.

The IT risk assessment is driven by the Center for Internet Security's Critical Security Controls and Virginia Tech's Minimum Security Standards, which lay the IT security foundation for the university. OARC considers these controls and the relative risk of the decentralized computing environment as it identifies the topical audits in the plan. Careful consideration is made to ensure coverage includes administrative, academic, and research computing.

The IT audit approach includes a variety of topical audits to gain a better understanding of the university-wide environment instead of narrowly focusing on the performance of individual departments. This approach also allows OARC to maintain current knowledge of the IT security and operating conditions in a dynamic industry through the constant evaluation and reassessment of planned audit engagements.

CORE AUDIT PLAN

OARC has identified certain critical areas for inclusion in the core audit plan to ensure that adequate coverage is provided over a reasonable time. To obtain additional insight and to validate the plan, OARC management conducted one-on-one discussions with senior leadership to identify reputation factors, regulatory changes, organization shifts, new initiatives, and deployment of new systems or technology tools.

The critical areas for core audit plan inclusion are:

- Academic Units
- Auxiliary Enterprises and Athletics
- Campus Safety and Security
- Enrollment Services
- Facilities and Operations
- Financial Management
- Human Resources
- Information Technology
- Off-Campus Locations
- Research
- Student Services

The core audit plan includes several multi-year audits that will allow for annual reviews of selected components of entities with high external compliance risk and complex operations. These entities are University Scholarships and Financial Aid, Research, Human Resources, and Intercollegiate Athletics.

FISCAL YEAR 2022-23 AUDIT PLAN

The audit plan focuses on delivering value to Virginia Tech with an emphasis on the following risk areas: strategic, operational, financial, compliance, and IT. If new topics emerge during the audit plan period that require more immediate attention, reconfiguration of the plan can be undertaken to accommodate these changes. The fiscal year 2022-23 audit plan includes 38 projects, and OARC's goal is to complete 85 percent of the audit plan. As each audit is undertaken, risks will be re-evaluated to ensure proper audit coverage with consideration of confidentiality, integrity, and availability. Annual expenditures and revenues referenced below reflect fiscal year 2020-21 data unless otherwise noted.

Risk-Based Assurance

Planned Engagement	Overview	Risk Area
Aerospace & Ocean Engineering	The Kevin T. Crofton Department of Aerospace & Ocean Engineering, within the College of Engineering, offers a "foundation of versatility" through its unusual approach to understanding and exploiting the similarities between two seemingly disparate fields. The department had expenditures of \$19.7 million, including \$9.9 million of sponsored research in fiscal year 2020-21. The last audit of this department was in 2014.	Operational – Academic
Capital Campaign Processes and Reporting	The university is in the midst of an ambitious, multi-year \$1.872 billion capital campaign. This review will look at the systems, processes, and controls in place to ensure the campaign has an appropriate level of control and accurate reporting.	Operational – Advancement
Civil and Environmental Engineering	The Charles E. Via, Jr. Department of Civil and Environmental Engineering, within the College of Engineering, is ranked among the top 10 accredited civil and environmental engineering departments in the United States and is one of the largest programs in the United States. The department currently has 55 full-time faculty, 700 undergraduates, and 315 graduate students. The department had expenditures of \$27.8 million, including \$12.9 million of sponsored research in fiscal year 2020-21. The last audit of this department was in 2015.	Operational – Academic
College of Natural Resources and Environment	The College of Natural Resources and Environment is comprised of four academic departments: Fish and Wildlife Conservation, Forest Resources and Environmental Conservation, Geography, and Sustainable Biomaterials. Together, the departments had expenditures of \$30.4 million, including \$13.4 million of sponsored research in fiscal year 2020-21. This college has not been previously reviewed.	Operational – Academic
Controller's Office: General Accounting	The Controller's Office General Accounting section supports the Banner Finance help line and provides training for new employees in the areas of Banner Finance navigation, general accounting query, and finance web reporting. The section also performs audits of departmental journal entry transfers and is responsible for Banner Finance daily batch updating, month-end close, and year-end close. Additionally, the section is responsible for reconciling the university's bank accounts, reconciling the Banner Finance system to the state's accounting system, and various other reconciliations. This area was last reviewed in 2016.	Operational – Financial Management
Data Analytics: Compliance Monitoring	Building on the recently completed data analytic work focused on research activity, this project will continue efforts to refine analytics to identify and proactively monitor for common research compliance issues at both the grant, principal investigator, and department level.	Compliance – Research

Planned Engagement	Overview	Risk Area
Data Analytics: Electronic Systems Approvals	The university is increasingly leveraging electronic approvals in many disparate systems. This project will review a sample of critical systems and the electronic approvals utilized to ensure certain basic internal controls (i.e., segregation of duties) are being appropriately maintained.	Compliance – Financial Management
Data Analytics: Leave and Time Reporting	Continuing our drive to look at larger data sets across larger populations of records, this project will look for non-compliance with university leave and time reporting processes in a comprehensive manner. It will leverage data from differing systems to ensure robust time and attendance records are being appropriately maintained.	Compliance – Financial Management
Data Analytics: Possible Fraudulent Transactions	With the move to remote and hybrid work operations, several standard internal controls have been altered or are no longer applicable. This review will be a data-driven review looking for inappropriate transactions.	Compliance – Financial Management
Endowed Chair Funds Utilization	Endowed chairs, professorships, and fellowships are established by a donor who provides an endowment to support the salary and/or operating funds of the professor. Utilization of funds is driven by a donor agreement and is a joint responsibility of the chair holder, department, and college. This review will look at processes deployed by the university to monitor for endowment chair usage in the decentralized university environment. This was last reviewed in 2018.	Operational – Academic
Environmental Health and Safety	Environmental Health and Safety provides institutional support and oversight for departments in maintaining regulatory requirements of laboratory safety and chemical hygiene. Department personnel perform routine inspections of areas both on and off campus. Additionally, the department provides training mandated by many federal and state agencies. The department was last reviewed in 2015.	Operational – Campus Safety and Security
Gramm-Leach-Bliley Act Compliance	The Gramm-Leach-Bliley Act (GLBA) is a law that applies to financial institutions and includes privacy and information security provisions that are designed to protect consumer financial data. This law applies to how the university collects, stores, and uses student financial records (e.g., records regarding tuition payments and/or financial aid) containing personally identifiable information. GLBA regulations include both a Privacy Rule and a Safeguards Rule, both of which are enforced by the Federal Trade Commission for higher education institutions. The activity was last reviewed in 2010.	Compliance – Financial Management
Housing and Residence Life	Housing and Residence Life, a unit within the Division of Student Affairs, oversees the residential learning environment for 10,000 on-campus students across 46 residence halls. The department maintains a full-service support environment, including facility operations, occupancy management, and conference operations. This department was last reviewed in 2014.	Operational – Student Services
Human Resources: Employee Administration*	Employee Administration is a wide-ranging activity within the Division of Human Resources that includes: benefits, new employee orientation, records management, service center, systems, retirement, and worker's compensation. A component of Human Resources is included in the audit plan each year.	Operational – Human Resources
IT: Advanced Research Computing	Advanced Research Computing, within the Division of Information Technology, provides centralized research computing infrastructure and support to the university community. Resources include high-performance computing systems, large-scale data storage, visualization facilities, and software. The facilities are available to all faculty and students across disciplines. This department has never been audited as a separate unit.	Operational – Information Technology

Planned Engagement	Overview	Risk Area
IT: Cybersecurity Incident Response	Incident response is a structured process organizations use to identify and deal with cybersecurity incidents. Response includes several stages, including preparation for incidents, detection and analysis of a security incident, containment, eradication, full recovery, and post-incident analysis and learning. Incident response is led by the Information Technology Security Office. This review will assess the current policies, procedures, and recent outcomes of the university's incident response posture. This activity has never been audited.	Operational – Information Technology
IT: ERP Systems	ERP, or enterprise resource planning, systems are a type of software that allow an organization to manage its day-to-day activities. Common ERP systems include accounting, procurement, and student systems. This review will take a common controls-centric look to ensure high-risk ERP systems are being appropriately managed. This activity has never been audited as a standalone activity.	Operational – Information Technology
Licensing and Trademarks	The university holds rights to various licensed and trademarked items. This review will include the processes and procedures used to manage the marks and ensure their ongoing protection. This was last reviewed in 2009.	Operational
Research: Cost Sharing*	Cost sharing is the portion of a project or program cost that is not reimbursed by the sponsor. In proposal or an award, cost sharing represents a commitment by the university. Cost sharing can be both mandatory, where the sponsor requires cost sharing as a condition of the award, and voluntary, where the sponsor does not require cost sharing as a condition of the award, but the university offers cost sharing in the proposed budget to be more competitive. Compliance with federal cost accounting standards requires that cost sharing expenses be treated in a consistent manner in proposal preparation, award negotiation, and the accounting of these expenses in the financial reports to sponsors. This activity was last reviewed in 2015.	Compliance – Research
Research: Foreign Influence	The federal government continues to scrutinize researchers and their potential ties to foreign nations. The university has deployed more training, resources, and disclosure requirements. This review includes processes deployed to inform our employees of their responsibilities and the effectiveness of the disclosure review processes. Components of this activity were last reviewed in 2022.	Compliance – Research
Research: SBIR/STTR Grant Compliance	The Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) programs are highly competitive programs that encourage small businesses to engage in Federal research with the potential for commercialization. Through a competitive awards-based program, SBIR and STTR programs enable small businesses to explore their technological potential and provide the incentive to profit from their commercialization. The STTR program requires the small business to formally collaborate with a research institution. The university maintains several of these relationships, which contain unique research compliance risks. These programs have never been individually reviewed.	Compliance – Research
School of Plant and Environmental Sciences	The School of Plant and Environmental Sciences, within the College of Agriculture and Life Sciences, seeks to train the next generation of professionals in the fields of plant breeding and genetics, agronomic and horticultural crop production, plant protection, soil and water systems management, agricultural technologies, environmental restoration, and agro-environmental stewardship. The School currently has 95 faculty, 350 undergraduates, and 120 graduate students. The	Operational – Academic

Planned Engagement	Overview	Risk Area
	School had expenditures of \$20.4 million, including \$6.2 million of sponsored research in fiscal year 2020-21. The School was last reviewed in 2019.	
University Registrar	The Office of the University Registrar provides many services, including academic records maintenance, for more than 37,000 current students across 280 undergraduate and graduate degree programs. Other areas of responsibility include data stewardship; data integrity; ensuring compliance with all agency, state, and federal regulations; and development of semester course offerings. The last dedicated review of this office was in 2019.	Operational – Enrollment Services
University Scholarships and Financial Aid*	The Office of University Scholarships and Financial Aid (USFA) supports the university's student access, enrollment, and retention goals by providing the financial means to encourage economic, social, cultural, and academic diversity in the student body. USFA provided or monitored approximately \$548 million in student financial assistance. A complete audit of the various activities within USFA is performed over a four-year period.	Compliance – Enrollment Services
Virginia Cooperative Extension - Southwest District	Virginia Cooperative Extension is an educational outreach program of Virginia's land-grant universities, Virginia Tech and Virginia State University, and is a part of the National Institute for Food and Agriculture, an agency of the United States Department of Agriculture. The Southwest District covers 21 counties and had \$4.3 million in expenditures in fiscal year 2020-21. This district was last reviewed in 2013	Compliance – Financial Management
VT Electric Service	Launched in 1893, VT Electrical Service is the electric utility provider for the Blacksburg campus and about 6,000 residential and commercial customers in the Town of Blacksburg. In fiscal year 2020-21, the service had \$31.3 million in expenditures on \$10.7 million in cash receipts. This activity was last reviewed in 2015.	Operational – Financial Management

* Entity receives an annual audit on different components of their operation.

University Policy Compliance Reviews

OARC will continue its program of limited scope reviews of senior management areas. These reviews evaluate major aspects of a department's administrative processes using internal control questionnaires and limited testing that provides broad audit coverage ensuring compliance with university policies on campus.

Planned Engagement	Overview	Risk Area
Athletics	The department of Athletics sponsors 22 NCAA Division I sports. In fiscal year 2020-21, Athletics had \$88 million in expenses on \$93 million in operating revenue. The last policy compliance review was in 2018.	Operational
College of Engineering	The College of Engineering is the largest and most comprehensive engineering program in the state of Virginia with 384 tenure and tenure track faculty across 18 areas of undergraduate and graduate study, teaching approximately 12,000 students. The college had \$243 million in expenditures and \$106 million in grants and contract expenditures in fiscal year 2020-21. The last policy compliance review in this area was in 2018.	Operational
Senior Vice President for Research and Innovation	The Office of Research and Innovation enriches, supports, cultivates, and champions research, innovation, creative activities, and scholarship that seek to make the world a better place. The office oversees a research portfolio of more than \$550 million	Operational

Planned Engagement	Overview	Risk Area
	that ranks in the top 50 in national rankings. The last policy compliance review of this area was in 2018.	
Vice President and Executive Director of the Innovation Campus	Virginia Tech is creating a bold, new vision for graduate education in computer science and computer engineering. The Innovation Campus—located in the Potomac Yard area of Alexandria, Virginia—will be both a place and a culture that unlocks the power of diverse people and ideas to solve the world’s most pressing problems through technology. As a new unit, this area has not been previously reviewed.	Operational
Vice President for Advancement	The Vice President for Advancement is responsible for securing resources that will enhance the academic quality of the institution and promoting public understanding of and support for Virginia Tech. The division had \$27 million in expenditures in fiscal year 2020-21. The last policy compliance review of this area was in 2018.	Operational

Management Advisory Services

Planned Engagement	Overview	Risk Area
Athletics Data Privacy	Athletics maintains separate records on student-athletes that are high risk. This advisory review will seek to inventory the various types of data, review the processes and procedures used to secure the data, and ensure the university Minimum Security Standards are being deployed appropriately.	Compliance – Information Technology
Effort Reporting System	Effort reports, or personnel activity reports, are the mechanism the university has deployed to show compliance with federal regulations and sponsoring organization conditions regarding compensation charged to sponsored research awards. The university is deploying a new electronic system to capture effort reporting that replaces a current manual process. This advisory will include reviewing the system implementation, the training and guidance provided, and updates to relevant policies to ensure the university is fully addressing this critical compliance risk.	Compliance– Financial Management and Research
Graduate School Information Technology	At the request of the Dean of the Graduate School, this advisory review will look at the operating practices of the School’s information technology group, the manner in which it conducts its business, and how the School is deploying its information technology resources	Operational – Information Technology
Faculty Research Incentive Program	The Faculty Research Incentive Program, administered by the Office of Research and Innovation, provides faculty members who are principal or co-principal investigators and whose base salaries are supported by E&G funds an annual one-time research incentive payment. This review will consider the processes and procedures over these awards and ensure salary funds are appropriately utilized.	Operational – Financial Management and Research
HERD Data Processes	The National Science Foundation’s Higher Education Research and Development (HERD) survey is the primary source of information on research and development expenditures at U.S. colleges and universities. The survey collects information on research expenditures by field of research and source of funds and gathers information on types of research, expenses, and headcounts of personnel. The survey is an annual census of institutions. At the university, the survey is a collaboration of processes that is spearheaded by the Controller’s Office. This advisory review will look at processes and procedures used to compile and review the survey for accuracy prior to its annual submission.	Operational – Financial Management

Planned Engagement	Overview	Risk Area
Remote Working Compliance	The rapid pivot to remote working environments adds increasing complexity to various compliance areas, including payroll and benefits. This advisory project will review the actions taken by the institution to manage these risks and look at aggregating additional data to ensure we are meeting this challenging area.	Compliance
Steger Center Financial Controls	Located in Riva San Vitale in southern Switzerland, the Steger Center for International Scholarship serves as the university's European center and provides support for its programs in the region. Home to several study abroad programs for undergraduate and graduate students, the Steger Center also offers opportunities for faculty and staff members to develop semester-long and short-term programs. At the request of the Vice President for Outreach and International Affairs, this advisory review will include financial and university policy compliance areas.	Operational – ·Off-Campus Locations

Special Projects and Annual Audit Activities

Activity	Overview
Special Projects	Investigate fraud, waste, and abuse allegations.
Annual Audit Activities (Follow-up, Inventory)	Conduct follow-up audit procedures to ensure that management is implementing controls as described within their responses to audit report recommendations.
External Audit Coordination	Manage and serve as the liaison for all external audit services, including contracted and regulatory-imposed audits.

AUDIT RESOURCES

The fiscal year 2022-23 audit plan is based on professional staffing of 13 full-time equivalents (FTEs). This plan includes a small adjustment to reflect historic trends of some turnover within the fiscal year. Staffing will continue to be augmented by the continuation of the student internship program in which three Virginia Tech students are employed.

Approximately 75 percent of OARC's available resources are committed to the completion of planned audit projects, management advisory reviews, and investigations. The annual audit plan is designed to provide appropriate coverage utilizing a variety of audit methodologies, including audits of individual units, functional and process audits, university-wide reviews, and information system projects. OARC conducts follow-up audit procedures throughout the year to ensure that management is implementing controls as described within their responses to audit report recommendations.

Audit resources are allocated as follows:

- 54 percent of OARC's available resources are committed to the completion of planned audit projects and follow-up audit procedures.
- 13 percent to accommodate requests from management and consultations with university departments.
- 7 percent to conduct investigations into fraud, waste, and abuse allegations.
- 11 percent for employee professional development, internal quality improvement projects, and other internal administrative functions.
- 15 percent for compensated absences such as annual, sick, and holiday leave.

AUDIT PLAN MAPPED TO ERM

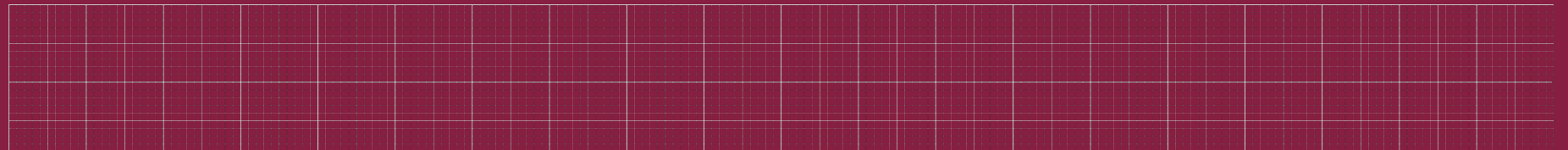
As part of the ERM program, university leadership has identified key residual risks across six thematic areas. The graphic below depicts how planned projects will provide audit coverage of enterprise risks.





Proposed Audit Plan

FISCAL YEAR 2022-23



Overview

The annual risk assessment process informs and guides the audit plan development.

OARC conducts:

- Risk-based Assurance Engagements
- Policy Compliance Reviews
- Management Advisory Services
- Investigations

Risk Assessment Process

Designed as an ongoing and iterative process, the annual risk assessment takes into account many factors.

OARC Planning
Risk Assessment

IT Risk
Assessment



Institutional
Compliance Program

ERM Risk
Landscape



Core Audit Plan

The annual audit plan includes several critical areas to ensure a consistent focus on certain core university functions

Academic Units

Auxiliary Enterprises and Athletics

Campus Safety and Security

Enrollment Services

Facilities and Operations

Financial Management

Human Resources

Information Technology

Off-Campus Locations

Research

Student Services

Risk-based Audit Projects

The audit plan focuses on strategic, operational, financial, compliance, and IT risk areas. The audit plan will be reconfigured as needed when new topics requiring more immediate attention emerge.

- Aerospace & Ocean Engineering
- Capital Campaign Processes and Reporting
- Civil and Environmental Engineering
- College of Natural Resources and Environment
- Controller's Office: General Accounting
- Data Analytics: Compliance Monitoring
- Data Analytics: Electronic Systems Approvals
- Data Analytics: Leave and Time Reporting
- Data Analytics: Possible Fraudulent Transactions
- Endowed Chair Funds Utilization
- Environmental Health and Safety
- Gramm-Leach-Bliley Act Compliance
- Housing and Residence Life
- Human Resources: Employee Administration
- IT: Advanced Research Computing
- IT: Cybersecurity Incident Response
- IT: ERP Systems
- Licensing and Trademarks
- Research: Cost Sharing
- Research: Foreign Influence
- Research: SBIR/STTR Grant Compliance
- School of Plant and Environmental Sciences
- University Registrar
- University Scholarships and Financial Aid
- Virginia Cooperative Extension - Southwest District
- VT Electric Service

Policy Compliance Reviews

These surveys review major aspects of a senior management area's administrative processes using internal control questionnaires and limited testing to provide broad coverage regarding compliance with certain policies.

- Athletics
- College of Engineering
- Senior Vice President for Research and Innovation
- Vice President and Executive Director of the Innovation Campus
- Vice President for Advancement

Management Advisory Services

The nature and scope of management advisory service activities, developed through agreement with the client, add value and improve the university's governance, risk management, and control processes without the internal auditor assuming management responsibility.

- Athletics Data Privacy
- Effort Reporting System
- Faculty Research Incentive Program
- Graduate School Information Technology
- HERD Data Processes
- Remote Working Compliance
- Steger Center Financial Controls



Audit Resources

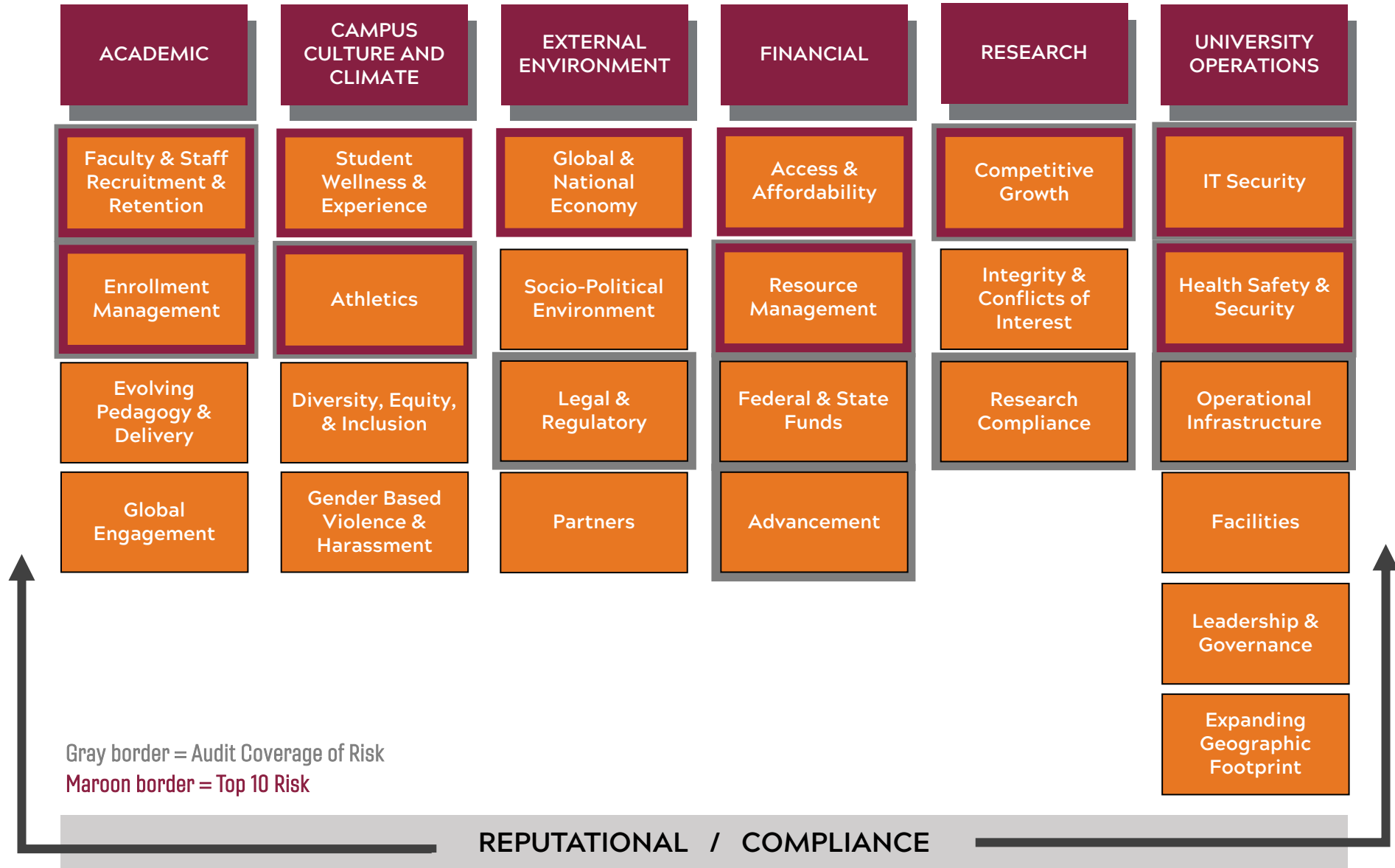
- 13 FTEs – professional audit staff
- 3 part-time Virginia Tech students

Resource Allocations

- 54% - completion of audit projects and follow up
- 13% - accommodate management requests
- 7% - conduct investigations
- 11% - professional development and administration
- 15% - compensated absences (annual, sick, holiday)

Enterprise Risk Landscape

May 2021





VIRGINIA TECHTM

Discussion of Future Topics
COMPLIANCE, AUDIT, AND RISK COMMITTEE
June 6, 2022

The Chair of the Compliance, Audit, and Risk Committee
will discuss agenda items for future meetings
and adjourn the committee meeting.

Open Session Agenda
FINANCE AND RESOURCE MANAGEMENT COMMITTEE
Room 230, New Classroom Building
10:45 a.m.
June 7, 2022

<u>Agenda Item</u>	<u>Reporting Responsibility</u>
1. Motion to Reconvene in Open Session	Preston White
2. Welcome and Opening Remarks	Ed Baine
3. Consent Agenda	Ed Baine
a. Approval of Items Discussed in Closed Session	
b. Approval of Minutes of the April 3-4, 2022 Meeting	
* c. Approval of 2022-23 Pratt Fund Budgets	
* d. Approval of 2022-23 Hotel Roanoke Conference Center Commission Budget	
* e. Approval of Resolution to Reappoint University Commissioner to the Hotel Roanoke Conference Center Commission	
* f. Notification of Provisions of the Appropriation Act Relating to Indebtedness of State Agencies	
4. Update on the Revision of the 2022-28 Six-Year Plan	Ken Miller Tim Hodge
* 5. Approval of 2022-23 Faculty Compensation Plan	Ken Miller
6. Financial Actions for Staff Compensation	Ken Miller
* 7. Approval of Year-to-Date Financial Performance Report (July 1, 2021 – March 31, 2022)	Tim Hodge Bob Broyden
8. Discussion of Future Agenda Topics and Closing Remarks	Ed Baine

* Requires full Board approval.

◆ Discusses Enterprise Risk Management topic(s).

Briefing Report

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

June 7, 2022

Open Session

1. **Motion to Reconvene in Open Session**
2. **Welcome and Opening Remarks**
3. **Consent Agenda:** The Committee will consider for approval and acceptance the items listed on the Consent Agenda.
 - a. **Approval of Items Discussed in Closed Session:** The Committee will review and approve the items discussed in closed session.
 - b. **Approval of Minutes of the April 3-4, 2022 Meeting:** The Committee will review and approve the minutes of the April 3-4, 2022 meeting.
 - * c. **Approval of 2022-23 Pratt Fund Budgets:** The Pratt Fund provides funding for programs in both the College of Engineering and Department of Animal Nutrition in the College of Agriculture and Life Sciences. For 2022-23, the College of Engineering proposes expenditures of \$1,101,664 and the Department of Animal Nutrition proposes expenditures of \$981,801.
 - * d. **Approval of 2022-23 Hotel Roanoke Conference Center Commission Budget:** The Hotel Roanoke Conference Center Commission was established by resolutions adopted by Virginia Tech and the City of Roanoke, under Commonwealth of Virginia enabling legislation. The enabling legislation provided that the Commission shall annually prepare and submit to both the City of Roanoke and Virginia Tech a proposed operating budget showing its estimated revenues and expenses for the forthcoming fiscal year. If the estimated expenses exceed the estimated revenues, the portion of the unfunded balance is to be borne by each participating party for the operation of the conference center, if needed. Traditionally, the university has contributed \$80,000 to support the operations, and this will continue for the fiscal year 2022-23 and will come from the Fralin endowment, which was established to assist this program. Also included is the full Commission budget with a projected deficit of \$52,604, which will be covered by the Commission's accumulated net assets or reserves, not by the participating parties.

* **Requires full Board approval.**

◆ **Discusses Enterprise Risk Management topic(s).**

- * e. **Approval of Resolution to Appoint University Commissioner to the Hotel Roanoke Conference Center Commission:** The resolution seeks approval to appoint the Associate Vice President for Engagement as a representative of the university on the Hotel Roanoke Conference Center Commission.
 - * f. **Notification of Provisions of the Appropriation Act Relating to Indebtedness of State Agencies:** This is the university's annual notification to the Board of Visitors detailing the provisions of the Appropriation Act relating to indebtedness of state agencies, or unauthorized deficits.
4. **Update on the Revision of the 2022-28 Six-Year Plan:** The Committee will receive an update on the revision of the 2022-28 Six-Year Plan. The Higher Education Opportunity Act of 2011 established goals and objectives for higher education in Virginia, and outlined an annual planning process. This process requires submission of six-year academic, financial, and enrollment plans for the future three biennia and revisions to these plans as needed. The university plans to submit the revised Six-Year Plan to the commonwealth on July 1, 2022, the beginning of an iterative review process that will culminate with feedback from the commonwealth by September 1 and a university response by October 1. However, the delay in the state budget process may cause corresponding delays in these deadlines. Adjustments to the Six-Year Plan will be presented for approval at the November 2022 Board of Visitors meeting.
- * 5. **Approval of 2022-23 Faculty Compensation Plan:** The Committee will review for approval the 2022-23 Faculty Compensation Plan. The report defines the qualification criteria for teaching and research faculty and administrative and professional faculty, provides guidance on the authorized and actual salary averages for full-time teaching and research faculty positions, and requires board approval.

Based on the university's understanding of the state budget, a five percent faculty salary increase, effective June 10, 2022, has been planned. The university traditionally implements such state increases differentially on the basis of merit. In anticipation of this program, merit recommendations were developed during the spring of 2022, consistent with the proposed 2022-23 Faculty Compensation Plan. Results of this process are being shared with the Board in a separate resolution. Implementation of this increase is subject to Board approval and finalization of the state budget.

To maintain and improve upon the university's standing relative to the 50th percentile of the Top 20 Land Grant peers, the higher levels of competing offers offered to key faculty, and to minimize the high cost of turnover, the university will continue to explore opportunities to improve the competitiveness of Virginia Tech faculty compensation.

* **Requires full Board approval.**

◆ **Discusses Enterprise Risk Management topic(s).**

6. **Financial Actions for Staff Compensation:** The Committee will receive an overview of financial actions related to staff compensation. During the 2022 special session of the General Assembly, lawmakers proposed two biennial budget proposals, both of which included compensation actions impacting Classified and University Staff. Based on the university's understanding of the budget, the university conducted a merit review process utilizing compensation program parameters including a 5.0 percent across-the-board increase for Classified Staff, and an average of 5.0 percent increase for University Staff, comprised of a 3.0 percent base increase and 2.0 percent variable merit-based increase. **This compensation plan will be adjusted as needed to conform with the final state budget.**

- * 7. **Approval of Year-to-Date Financial Performance Report (July 1, 2021 – March 31, 2022):** The Committee will review for approval the Year-to-Date Financial Performance Report for July 1, 2021 to March 31, 2022. For the third quarter, budget adjustments were made to reflect revisions to projected revenues and expenditures. The operating budget was increased by \$11.4 million in Sponsored Programs due to the receipt of federal pandemic relief funds and \$5.6 million in All Other Programs due to federal revenue for a Kentland Farm capital lease. Adjustments to the auxiliary budget include an increase in Athletics expenses due to football coaching staff transitions; an increase in Residential and Dining revenues and expenses due and increase in business volume; an increase in Parking and Transportation revenues and expenses for higher business volume and the multi-modal transit project; an increase in Telecommunications expenses related to the residential network project; and a decrease in Electric revenue due to lower consumption. The university will continue to monitor energy consumption and prices, and Dining business volume and food inflation.

For the quarter ending March 31, 2022, \$127 million was expended for Educational and General capital projects, and \$31.3 million was expended on Auxiliary Enterprises capital projects. Cumulative capital outlay expenditures for the quarter ending March 31, 2022 totaled \$158.3 million.

8. **Discussion of Future Agenda Topics and Closing Remarks:** The Committee will discuss possible topics for future meetings and other topics as needed.

* Requires full Board approval.

◆ Discusses Enterprise Risk Management topic(s).

Closed Session Agenda
FINANCE AND RESOURCE MANAGEMENT COMMITTEE
Room 230, New Classroom Building
10:30 a.m.
June 7, 2022

<u>Agenda Item</u>	<u>Reporting Responsibility</u>
1. Motion for Closed Session	Carrie Chenery
* 2. Ratification of Personnel Changes Report	Ken Miller
* 3. 2021-22 Promotion, Tenure, and Continued Appointment Program	Ken Miller
* 4. Approval of 2022-23 Faculty Salary Program	Ken Miller

* Requires full Board approval.

◆ Discusses Enterprise Risk Management topic(s).

Briefing Report

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

June 7, 2022

Closed Session

1. **Motion for Closed Session:** Motion to begin closed session.
 - * 2. **Ratification of Personnel Changes Report:** The Committee will review and ratify the quarterly Personnel Changes Report.
 - * 3. **2021-22 Promotion, Tenure, and Continued Appointment Program:** The Committee will review and approve the 2021-22 Promotion, Tenure, and Continued Appointment Program.
 - * 4. **Approval of 2022-23 Faculty Salary Program:** The Committee will review and approve the 2022-23 Faculty Salary Program.
- * **Requires full Board approval.**

Motion to Reconvene in Open Session

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

June 7, 2022

WHEREAS, the Finance and Resource Management Committee of the Board of Visitors of Virginia Polytechnic Institute and State University has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, §2.2-3712 of the Code of Virginia requires a certification by the Finance and Resource Management Committee that such closed meeting was conducted in conformity with Virginia Law;

NOW, THEREFORE, BE IT RESOLVED, that the Finance and Resource Management Committee of the Board of Visitors of Virginia Polytechnic Institute and State University hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia Law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Finance and Resource Management Committee.

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WELCOME AND OPENING REMARKS

ED BAINE

COMMITTEE CHAIR, FINANCE AND RESOURCE
MANAGEMENT COMMITTEE

CONSENT AGENDA

- a. Approval of Items Discussed in Closed Session
- b. Approval of Minutes of the April 3-4, 2022 Meeting
- * c. Approval of 2022-23 Pratt Fund Budgets
- * d. Approval of 2022-23 Hotel Roanoke Conference Center Commission Budget
- * e. Approval of Resolution to Reappoint University Commissioner to the Hotel Roanoke Conference Center Commission
- * f. Notification of Provisions of the Appropriation Act Relating to Indebtedness of State Agencies

Items Discussed in Closed Session

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

June 7, 2022

Ratification of Personnel Changes Report

Recommendation: That the Committee ratifies the Personnel Changes Report as submitted.

2021-22 Promotion, Tenure, and Continued Appointment Program

Recommendation: That the Committee approves the 2021-22 Promotion, Tenure, and Continued Appointment Program as submitted.

Approval of 2022-23 Faculty Salary Program

Recommendation: That the Committee approves the 2022-23 Faculty Salary Program as submitted.

Committee Minutes

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

The Inn at Virginia Tech

April 3-4, 2022

Open Session

April 3, 2022

Board Members Present: Ed Baine, Sharon Brickhouse Martin, Shelley Butler Barlow, Carrie Chenery (via Zoom)*, Holli Drewry – Administrative/Professional Faculty Representative, Paolo Fermin – Undergraduate Student Representative, Greta Harris, C.T. Hill, Anna James, Tish Long, Phil Miskovic – Graduate Student Representative, Melissa Nelson, Horacio Valeiras, Robert Weiss – Faculty Representative, Preston White

Virginia Tech Personnel: Beth Armstrong, Callan Bartel, Lynsay Belshe, Bob Broyden, Cyril Clarke, Al Cooper, John Cusimano, Corey Earles, Jeff Earley, Alisha Ebert, Kari Evans, Ron Fricker, Michael Friedlander, Rachel Gabriele, Bryan Garey, Emily Gibson, Debbie Greer, Kay Heidbreder, Jim Hillman, Tim Hodge, Elizabeth Hooper, Chris Kiwus, Sharon Kurek, Rob Mann, Elizabeth McClanahan, Ken McCrery, Steve McKnight, Nancy Meacham, Scott Midkiff, Ken Miller, Justin Noble, Kim O'Rourke, Mark Owczarski, Charlie Phlegar, Ellen Plummer, Jon Porter, Robin Queen, Tim Sands, Frank Shushok, Dan Sui, Aimée Surprenant, Don Taylor, Judy Taylor, Jon Clark Teglas, Tracy Vosburgh, Melinda West, Lisa Wilkes

* One Board member participated remotely for personal reasons in accordance with Code of Virginia §2.2-3708.2(A)(1)(2). Ms. Chenery participated remotely while on a family vacation. She was located at 9423 Old Oregon Inlet Road, Nags Head, NC.

1. **Welcome and Opening Remarks:** The Committee Chair welcomed the attendees and gave opening remarks.
2. **Consent Agenda:** The Committee considered for approval and acceptance the items listed on the Consent Agenda.
 - a. **Approval of Minutes of the November 8, 2021 Meeting**
 - b. **Approval of Minutes of the March 22, 2022 Meeting**
 - c. **Report on Actions Taken Under the Delegation of Authority and Policy 4240 and the Corresponding Financial and Programmatic Impacts:** The Committee received an update on the actions taken under the delegation of authority and policy 4240 and the corresponding financial and programmatic

impacts. There have been no actions taken since the quarterly update provided at the March 2021 Finance and Resource Management open session meeting.

- * **d. Approval of Revised Resolution for Authority to Loan Funds to Virginia Tech Innovations Corporation and Its Subsidiary(ies):** The Committee reviewed for approval the revised resolution for authority to loan funds to Virginia Tech Innovations Corporation and Its Subsidiary(ies). The original resolution was passed at the June 2021 Board of Visitors meeting and it allowed the university to loan working capital up to \$2.5 million to Virginia Tech Innovations Corporation (VTIC) and its subsidiary(ies) outside the United States. The proposed revisions would expand this resolution to allow the university to advance working capital to a newly created or planned limited liability corporation (LLC) under VTIC.

- * **e. Approval of Resolution to Appoint University Commissioner to the Hotel Roanoke Conference Center Commission:** The Committee reviewed for approval a resolution to appoint the Vice President for Finance as a representative of the university on the Hotel Roanoke Conference Center Commission

The Committee approved the items on the Consent Agenda and recommended the revised Resolution for Authority to Loan Funds to Virginia Tech Innovations Corporation and Its Subsidiary(ies) and the Resolution to Appoint University Commissioner to the Hotel Roanoke Conference Center Commission to the full Board for approval.

- 3. Update on Advancement:** University Advancement provided a report on their fundraising efforts including campaign updates, the most recent numbers for New Gifts and Commitments (NG&C) and Cash, growth model updates, and an overview of the progress made to reach the 22 percent participation rate by 2022 goal.

- ◆ **4. Update on the Tuition and Fee Rate Development for 2022-23:** The Committee received an overview of the budget development process and the impact of tuition and fee revenues and general funds on the universities' ability to fund strategic initiatives and ongoing operations.

- * **5. Approval of 2022-23 Compensation for Graduate Assistants:** The Committee reviewed for approval the proposed 2022-23 compensation program for graduate students. The key components of the program include competitive stipends, a stipend supplement, tuition assistance, and health insurance. The university proposed a 5.0 percent increase in the stipend scale.

The Committee recommended the proposed 2022-23 Compensation for Graduate Assistants to the full board for approval.

6. **University's Annual Financial Statements:** The Committee received an overview of the university's annual financial statements for the fiscal year ending June 30, 2021. The financial statements have been prepared in accordance with generally accepted accounting principles, and the Auditor of Public Accounts (APA) issued an unmodified (or clean) opinion. The APA reported two written audit comments: one comment for improving the timeliness of enrollment data to the National Student Loan Data System, and the other comment for improving compliance over enrollment reporting. The university is in the process of implementing corrective action plans to address these audit comments.

At June 30, 2021, the university had total net position of approximately \$1.8 billion, an increase of \$300.1 million or 19.8 percent since fiscal year 2020. Total unrestricted net assets increased by \$178.2 million or 131.5 percent to \$42.7 million.

Total revenues for fiscal year 2021 were \$1.8 billion, an increase of \$142.9 million or 8.6 percent over fiscal year 2020. Total operating expenses for fiscal year 2021 were \$1.5 billion, decrease of \$36.2 million or 2.3 percent.

7. **Intercollegiate Athletics Programs Report for Year-Ended June 30, 2021:** The Committee received a report on the Auditor of Public Accounts (APA) Intercollegiate Athletics Program review for fiscal year 2021. The APA performed certain agreed-upon procedures to evaluate whether the Schedule of Revenues and Expenses of the Intercollegiate Athletics Program is in compliance with the National Collegiate Athletic Association (NCAA) bylaws. This review does not constitute an audit and therefore no opinion is issued, but no instances of noncompliance with bylaws were identified.

- * 8. **Approval of Year-to-Date Financial Performance Report (July 1, 2021 – December 31, 2021):** The Committee reviewed for approval the Year-to-Date Financial Performance Report for July 1, 2021 to December 31, 2021. For the second quarter, budget adjustments were made to reflect revisions to projected revenues and expenditures. The operating budget was increased due to the receipt of federal pandemic relief funds. The operating budget was also adjusted for higher than anticipated enrollment.

Dining revenues were slightly higher than expected after a revenue budget reduction in anticipation of continued pandemic impacts. The university will continue to monitor this situation and develop a budget adjustment. The Athletics

Program budget revenues and expenses were increased for participation in the Pinstripe Bowl. Athletics expenses were higher than projected due to a football coaching transition. \$12 million of financing will be aligned in the third quarter.

For the quarter ending December 31, 2021, \$79.1 million was expended for Educational and General capital projects, and \$24.7 million was expended on Auxiliary Enterprises capital projects. Cumulative capital outlay expenditures for the quarter ending December 31, 2021 totaled \$103.8 million.

The Committee recommended the Year-to-Date Financial Performance Report to the full Board for approval.

9. **Discussion of Future Agenda Topics and Closing Remarks:** Due to time constraints, the Committee was unable to discuss future agenda topics.

There being no further business, the meeting adjourned at 5:43 p.m.

Joint Open Session with the Buildings and Grounds Committee

April 4, 2022

Board Members Present: Ed Baine, Sharon Brickhouse Martin, Shelley Butler Barlow, Carrie Chenery (via Zoom)*, Greta Harris, C. T. Hill, Tish Long, Phil Miskovic – Graduate Student Representative, Chris Petersen (via Zoom)*, Horacio Valeiras, Preston White

Virginia Tech Personnel: Mac Babb, Callan Bartel, Lynsay Belshe, Bob Broyden, Kevin Carlson, Al Cooper, John Cusimano, Jeff Earley, Alisha Ebert, Mark Gess, Emily Gilbert, Kay Heidbreder, Jim Hillman, Mary-Ann Ibeziako, Robin Jones, Frances Keene, Chris Kiel, Chris Kiwus, Sharon Kurek, Jamie Lau, Rob Mann, Elizabeth McClanahan, Nancy Meacham, Scott Midkiff, Ken Miller, Bernadette Mondy, Liza Morris, Mike Mulhare, Bobbi Myers, Heidi, Myers, Justin Noble, Kim O'Rourke, Charlie Phlegar, Jon Porter, Tim Sands, Ken Smith, Dwyn Taylor, Jon Clark Teglas, Tracy Vosburgh, Lisa Wilkes, Chris Wise

* Two Board members participated remotely for personal reasons in accordance with Code of Virginia §2.2-3708.2(A)(1)(2). Ms. Chenery participated remotely while on a family vacation. She was located at 9423 Old Oregon Inlet Road, Nags Head, NC. Mr. Petersen participated remotely due to upcoming business travel from 7012 Arbor Lane, McLean, VA.

1. **Motion to Reconvene in Open Session**
2. **Approval of Items Discussed in Closed Session**

- * 3. **Approval of Resolution for a Long-term Lease for the Research Swing Space:** The Committees reviewed for approval a resolution for a long-term lease for the Research Swing Space. The total project budget for the project is \$20 million, and the estimated annual lease costs are \$2.07 million with an estimated present value debt impact of \$20 million

The Committees recommended the Resolution for a Long-term Lease for the Research Swing Space to the full Board for approval.

- * 4. **Approval of Resolution for a Long-term Lease for the Gilbert Street Project:** The Committees reviewed for approval a resolution for a long-term lease for the Gilbert Street project. The total budget for the university's portion of the project is \$71.7 million with an estimated annual lease costs of \$5.5 million and an estimated present value debt impact of \$69 million.

The Committees recommended the Resolution for a Long-term Lease for the Gilbert Street Project to the full Board for approval.

- * 5. **Approval of Resolution for Planning for the New Pamplin College of Business Building:** The Committees reviewed for approval a resolution for planning the new Pamplin College of Business building. The target total project budget is \$80.8 million, and the funding plan calls for entirely nongeneral fund support. The funding sources include \$40.4 million of private fund raising and \$40.4 million of university nongeneral funds which will be allocated by the university in a combination of cash and annual support for debt service. The private fund commitments have reached the necessary milestone and cash receipts are available and sufficient to cover the \$8 million cost to complete planning through working drawings.

The Committees recommended the Resolution for Planning for the New Pamplin College of Business Building to the full Board for approval.

There being no further business, the meeting adjourned at 12:14 p.m.

* **Requires full Board approval.**

♦ **Discusses Enterprise Risk Management topic(s).**

Open Session Agenda
FINANCE AND RESOURCE MANAGEMENT COMMITTEE
Latham A/B, The Inn at Virginia Tech
3:00 p.m.
April 3, 2022

<u>Agenda Item</u>	<u>Reporting Responsibility</u>
1. Welcome and Opening Remarks	Ed Baine
2. Consent Agenda	Ed Baine
a. Approval of Minutes of the November 8, 2021 Meeting	
b. Approval of Minutes of the March 22, 2022 Meeting	
c. Report on Actions Taken Under the Delegation of Authority and Policy 4240 and the Corresponding Financial and Programmatic Impacts	
* d. Approval of Revised Resolution for Authority to Loan Funds to Virginia Tech Innovations Corporation and Its Subsidiary(ies)	
* e. Approval of Resolution to Appoint University Commissioner to the Hotel Roanoke Conference Center Commission	
3. Update on Advancement	Charlie Phlegar
◆ 4. Update on the Tuition and Fee Rate Development for 2022-23	Ken Miller
* 5. Approval of 2022-23 Compensation for Graduate Assistants	Ken Miller Tim Hodge
6. University's Annual Financial Statements	Ken Miller Melinda West
7. Intercollegiate Athletics Programs Report for Year Ended June 30, 2021	Ken Miller Melinda West
* 8. Approval of Year-to-Date Financial Performance Report (July 1, 2021 – December 31, 2021)	Tim Hodge Bob Broyden
9. Discussion of Future Agenda Topics and Closing Remarks	Ed Baine

* Requires full Board approval.

◆ Discusses Enterprise Risk Management topic(s).

Joint Closed/Open Session Agenda

FINANCE AND RESOURCE MANAGEMENT COMMITTEE AND BUILDINGS AND GROUNDS COMMITTEES

11:30 a.m.

April 4, 2022

Joint Closed

Agenda Item

Reporting Responsibility

- | | | |
|------|---|--|
| 1. | Motion to Begin Closed Session | Sharon Brickhouse
Martin |
| * 2. | Approval of Resolution for the Disposition of Real Estate | Ken Miller
Chris Kiwus
Bob Broyden |

Joint Open

Agenda Item

Reporting Responsibility

- | | | |
|------|--|--|
| 1. | Motion to Reconvene in Open Session | Sharon Brickhouse
Martin |
| 2. | Approval of Items Discussed in Closed Session | Ed Baine |
| * 3. | Approval of Resolution for a Long-term Lease for the Research Swing Space | Ken Miller
Chris Kiwus
Bob Broyden |
| * 4. | Approval of Resolution for a Long-term Lease for the Gilbert Street Project | Ken Miller
Chris Kiwus
Bob Broyden |
| * 5. | Approval of Resolution for Planning for the New Pamplin College of Business Building | Ken Miller
Chris Kiwus
Bob Broyden |

*** Requires full Board approval.**

◆ Discusses Enterprise Risk Management topic(s).

Pratt Funds Overview

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

April 27, 2022

In 1975, the university received a significant bequest from the estate of Mr. John Lee Pratt of Stafford County, following his death on December 20, 1975. The bequest was divided equally into two distinct parts, one to support Animal Nutrition and one to support the College of Engineering. According to the will, the bequest for Animal Nutrition was to be used to promote the study of animal nutrition by supplementing salaries, providing equipment and materials to be used for experiments in feeding and in the preparation of feeds for livestock and poultry, and publishing and disseminating the research results of the studies. The will provided that the bequest for the College of Engineering should be used to support research and scholarships.

Distributions of the Pratt Estate were received in several installments: \$9,561,819 in 1976, \$1,330,000 in 1977, \$47,000 in 1979, and \$30,164 in 1981, for a total of \$10,968,983. The Pratt endowment has grown to \$48.6 million as of March 31, 2022. The following paragraphs summarize some of the major accomplishments of the College of Engineering and the Animal Nutrition Programs that are directly tied to the funding provided by the Pratt estate.

When the Pratt Endowment was originally established, the College of Engineering was in the early stages of becoming a nationally recognized leader in engineering education and research. The Pratt Endowment has played a significant role in allowing the College to enrich its pool of students, to offer additional international study opportunities to students, and to provide increased support for its research.

Income from the Pratt Endowment provides an unusual opportunity to support an animal nutrition program of high quality. Use of these Endowment earnings have concentrated on enhancing research and educational opportunities beyond what departments could do with state and federal funding. The main funding strategy remains with strong support for Ph.D. training, direct research support, scientific equipment, and visiting professors that stimulate and inspire the faculty and students engaged in nutrition research.

2022-2023 PRATT FUND BUDGET PROPOSAL

Pursuant to the spending policy adopted for the Pratt Estate Fund, it is anticipated that additional income of \$2,083,465 will be available for expenditure in FY 2022-2023. Targets of \$1,101,664 and \$981,801 were given respectively to the College of Engineering and to the Animal Nutrition Programs.

College of Engineering

Source of Funds:

Endowment Income	\$1,011,664
Estimated Carryover from Fiscal Year 2022	90,000

Total Sources	<u>\$1,101,664</u>
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Proposed Expenditures:

Undergraduate Scholarships	\$496,558
Undergraduate International Scholarships	118,700
Graduate International Scholarships	59,350
Graduate Research Scholarships	132,000
Graduate Research Fellowships and Tuition Scholarships	178,045
Graduate Recruitment for Research Programs	117,011

Total Proposed Expenditures	<u>\$1,101,664</u>
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Animal Nutrition

Source of Funds:

Endowment Income	<u>\$981,801</u>
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Proposed Expenditures:

Animal Nutrition Research and Scholarship	\$981,801
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Total Proposed Expenditures	<u>\$981,801</u>
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RECOMMENDATION:

That the proposed 2022-2023 allocation and use of Pratt Funds be approved.

June 7, 2022

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

HOTEL ROANOKE CONFERENCE CENTER COMMISSION

OPERATING BUDGET AND CAPITAL PLAN BUDGET

May 20, 2022

The Hotel Roanoke Conference Center Commission was established by resolutions adopted by Virginia Tech on November 18, 1991 and by the City Council of the City of Roanoke, Virginia on April 14, 1992, pursuant to Chapter 440 of the 1991 Acts of Assembly of the Commonwealth of Virginia, adopted March 20, 1991, and as amended in 1994 and 1997. Section 21 B of the enabling legislation provides that the Commission shall annually, prior to April 1 of each year, prepare and submit to the participating parties (City of Roanoke and Virginia Tech) (i) a proposed operating budget showing its estimated revenues and expenses on an accrual basis for the forthcoming fiscal year, and if such estimated expenses exceed such estimated revenues, the portion of the deficit proposed to be borne by each participating, and (ii) a proposed capital budget showing its estimated expenditures for such fiscal year for assets costing more than \$20,000 (or such higher amount as the Commission and the participating parties may determine) and having an estimated useful life of twenty years or more and the source of funds for such expenditures, including any amount requested from the participating parties.

The Commission has adopted and approved the operating budget and planned capital expenditures for fiscal year 2022-2023 as shown on the following pages. Virginia Tech and the City of Roanoke will make equal contributions of \$80,000 to the Commission for fiscal year 2022-2023. The budgeted net operating loss of \$52,640 is anticipated to be covered by the Commission's accumulated net assets or reserves and therefore no additional amount of support in excess of the \$80,000 will be needed from the university.

RECOMMENDATION:

That the Hotel Roanoke Conference Center Commission budget and capital plan for FY2022-2023 be approved.

June 7, 2022

**HOTEL ROANOKE CONFERENCE CENTER COMMISSION
OPERATING BUDGET
JULY 2022 - JUNE 2023**

Revenue from Participating Parties

City of Roanoke	\$ 80,000	
Virginia Tech	<u>80,000</u>	
Total Revenue from Participating Parties		\$160,000

Revenue from Operations

Food and Beverage	\$702,926	
Conference Service	\$2,246,925	
Garage and Parking	650,105	
Miscellaneous Income	<u>\$463,200</u>	
Total Revenue from Operations		<u>\$4,063,156</u>

Total Revenue		\$4,223,156
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Expenses – Commission Administrative

Salaries and Fringe Benefits	\$63,545	
Fees for Professional Services	79,839	
Administrative Supplies	4,507	
Equipment	1,200	
Training and Development	8,609	
Commission Operations – Bank Fees	<u>2,300</u>	
Total Expenses – Commission		\$160,000

Expenses – Departmental

Food and Beverage	\$596,729	
Conference Services	808,893	
Garage & Parking	<u>311,465</u>	
Total		\$1,717,087

Undistributed Operating Expenses

Administrative & General	\$443,073	
Information and Telecommunications Systems	91,221	
Sales & Marketing	804,360	
Property Operations	365,676	
Utilities	<u>269,089</u>	
Total Undistributed Expenses		<u>\$1,973,419</u>

Total Expenses		<u>\$3,850,506</u>
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Gross Operating Profit		\$372,650
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Management Fees	\$100,000	
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Non-Operating Income & Expenses

Rent	\$141,240	
Property and Other Taxes	50	
Other Income/Expenses	0	
Insurance	25,000	
Other	<u>4,000</u>	
Total Non-Operating Income and Expenses		<u>\$170,290</u>

Total		<u>\$270,290</u>
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Earnings Before Interest, Taxes, Depreciation		\$102,360
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FF&E Reserve	<u>\$155,000</u>	
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Total		<u>\$155,000</u>
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Net Income		(\$52,640)
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**Hotel Roanoke Conference Center Capital Plan Budget
FY2022-2023**

Employee Entrance Security Doors	\$6,000
Teammate Locker Room Wall Tiles and Floor	11,550
NIC Entry Storefront Replacement Doors, Windows, & Hardware	200,000
Acoustical Ceiling Replacement (Phase 1 of 3)	85,000
Upgrade CCTV Systems	3,300
Condenser & Boiler Pump Rewind/Replacements	4,950
Battery Back-Ups (UPS) and Associated Batteries	1,320
Replace Dry Storage Walk-in Refrigerators/Freezers	32,000
Christmas Decorations	15,000
Maywood 66" Rounds (Tables)	35,000
Maywood Original Series Rectangular Tables	6,000
Maywood Round Cart (Model MMTTRUCK) – 6	2,500
PC Replacement	6,600
Chiavari Chair Carts – 2	600
Gold Anodized Bell Stanchions	7,241
Conveyor Toasts - 2	800
Maywood 6' Carts - 6	2,000
Contingency for Emergency Repairs/Replacements	50,000
Podium Replacements – Phase 1	<u>30,000</u>
 Total	 \$499,861

**RESOLUTION TO APPOINT UNIVERSITY COMMISSIONER
TO THE HOTEL ROANOKE CONFERENCE CENTER COMMISSION**

WHEREAS, the Virginia General Assembly approved legislation known as the “Hotel Roanoke Conference Center Commission Act” to provide for the establishment of a conference center commission; and

WHEREAS, the Act provides for the appointment of three commissioners each from the City of Roanoke and from Virginia Polytechnic Institute and State University; and,

WHEREAS, the Act provides that the commissioner appointments be staggered; and,

WHEREAS, the terms of the appointments shall be four years, and shall end on June 30 of the respective year; and

WHEREAS, pursuant to the Act, the Board of Visitors of Virginia Polytechnic Institute and State University reappoints effective July 1, 2022, the following as commissioner:

- Associate Vice President for Engagement June 30, 2026

NOW, THEREFORE, BE IT RESOLVED, that the appointment of the Associate Vice President for Engagement shall be effective July 1, 2022, with the approval of this resolution.

RECOMMENDATION:

That the above resolution of the appointment of the Associate Vice President for Engagement as the university’s representative on the Hotel Roanoke Conference Center Commission be approved.

June 7, 2022

Notification of Provisions of the Appropriation Act Relating to Indebtedness of State Agencies (Unauthorized Deficits)

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

April 28, 2022

§ 4-3.00 DEFICIT AUTHORIZATION AND TREASURY LOANS

§ 4-3.01 DEFICITS

a. GENERAL:

1. Except as provided in this section no state agency shall incur a deficit. No state agency receiving general fund appropriations under the provisions of this act shall obligate or expend moneys in excess of its general fund appropriations, nor shall it obligate or expend moneys in excess of nongeneral fund revenues that are collected and appropriated.

2. The Governor is authorized to approve deficit funding for a state agency under the following conditions:

- a) an unanticipated federal or judicial mandate has been imposed,
- b) insufficient moneys are available in the first year of the biennium for start-up of General Assembly-approved action, or
- c) delay pending action by the General Assembly at its next legislative session will result in the curtailment of services required by statute or those required by federal mandate or will produce a threat to life, safety, health or property.
- d) Such approval by the Governor shall be in writing under the conditions described in § 4-3.02 a Authorized Deficit Loans of this act and shall be promptly communicated to the Chairmen of the House Appropriations and Senate Finance Committees within five calendar days of deficit approval.

3. Deficits shall not be authorized for capital projects.

4. The Department of Transportation may obligate funds in excess of the current biennium appropriation for projects of a capital nature not covered by § 4-4.00 Capital Projects, of this act provided such projects a) are delineated in the Virginia Transportation Six-Year Improvement Program, as approved by the Commonwealth

Transportation Board; and b) have sufficient cash allocated to each such project to cover projected costs in each year of the Program; and provided that c) sufficient revenues are projected to meet all cash obligations for such projects as well as all other commitments and appropriations approved by the General Assembly in the biennial budget.

b. UNAUTHORIZED DEFICITS: If any agency contravenes any of the prohibitions stated above, thereby incurring an unauthorized deficit, the Governor is hereby directed to withhold approval of such excess obligation or expenditure. Further, there shall be no reimbursement of said excess, nor shall there be any liability or obligation upon the state to make any appropriation hereafter to meet such unauthorized deficit. Further, those members of the governing board of any such agency who shall have voted therefor, or its head if there be no governing board, making any such excess obligation or expenditure shall be personally liable for the full amount of such unauthorized deficit and, at the discretion of the Governor, shall be deemed guilty of neglect of official duty and be subject to removal therefor. Further, the State Comptroller is hereby directed to make public any such unauthorized deficit, and the Director, Department of Planning and Budget, is hereby directed to set out such unauthorized deficits in the next biennium budget. In addition, the Governor is directed to bring this provision of this act to the attention of the members of the governing board of each state agency, or its head if there be no governing board, within two weeks of the date that this act becomes effective. The governing board or the agency head shall execute and return to the Governor a signed acknowledgment of such notification.

c. **TOTAL AUTHORIZED DEFICITS:** The amount which the Governor may authorize, under the provisions of this section during the current biennium, to be expended from loans repayable out of the general fund of the state treasury, for all state agencies, or other agencies combined, in excess of general fund appropriations for the current biennium, shall not exceed one and one-half percent (1 1/2%) of the revenues collected and paid into the general fund of the state treasury as defined in § 4-2.02 b. of this act during the last year of the previous biennium and the first year of the current biennium.

d. The Governor shall report any such authorized and unauthorized deficits to the Chairmen of the House Appropriations and Senate Finance Committees within five calendar days of deficit approval. By August 15 of each year, the Governor shall provide a comprehensive report to the Chairmen of the House Appropriations and Senate Finance Committees detailing all such deficits.

Update on the Revision of the 2022-2028 Six-Year Plan

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

May 25, 2022

The university received instructions for developing revisions to the 2022-2028 Six-Year Plan on April 30, 2022. This report provides an early update on this process and key assumptions underlying the development of the plan.

Process

The Higher Education Opportunity Act of 2011 codified a set of goals and objectives for higher education in Virginia, and outlined an annual planning process. This process requires submission of academic, financial, and enrollment plans for the next three biennia, with particular focus on the first biennium of the planning period. Plans are submitted each odd-year, with an opportunity to revise in each even-year. The Six-Year plan process facilitates a discussion with the commonwealth about the university's planned progress towards the goals of the state's Virginia Plan for Higher Education, how the university can partner with the state to advance shared outcomes, and is an important step in positioning the university to seek state support during the Executive Budget development process each fall.

An initial submission of the revised plan is due to the state on July 1, 2022. The State Council on Higher Education for Virginia (SCHEV) will review the revisions with the state's review committee (Op-Six), which includes the Secretaries of Education and Finance, Directors of SCHEV, and the Department of Planning & Budget (DPB), and representatives from the House Appropriations Committee and the Senate Finance and Appropriations Committee. The Op-Six will provide feedback and questions to the university in the fall and the university will have the opportunity to respond before bringing back to the Board for final approval.

Planning Assumptions

Academic and Support Service Strategies

The Six-Year Plan focuses on the institutional priorities of the upcoming biennium (fiscal years 2023 and 2024). The primary goals of the Six-Year Plan are to:

- a) Summarize major strategies that impact academic, student support, research, and operations areas;
- b) Update projections on financial resources needed to support these initiatives in the first biennium, including the projection of tuition rates and student financial assistance; and
- c) Update enrollment projections to assist the SCHEV in its planning and reporting responsibilities.

As part of the development of the original Six-Year Plan, the university categorized a list of potential strategies which are aligned with the university's strategic plan. These strategies are designed to advance the mutual goals of the commonwealth and Virginia Tech.

A summary of strategies included in the university's Six-Year Plan submission is provided in Appendix 1.

Funding Assumptions

The commonwealth's instructions for the Six-Year Plan indicate an assumption of no incremental General Fund support. The Six-Year Plan is to be balanced with tuition and fee revenue. Opportunities for the state to provide new General Fund support are requested separately, and SCHEV's instructions explicitly state that no new General Fund support should be assumed. This process is designed to focus on goals, costs, and nongeneral fund resources so that General Fund support may be determined later through the state budget process. This allows state officials to consider how tuition rates can be reduced or programs enhanced during the state budget process.

Cost Containment

To ensure continued sensitivity to overall cost, the university projects another internal reallocation program to help advance top priorities while mitigating the pressure on tuition.

Tuition and E&G Fee Revenue

A key part of the Six-Year Plan submission is a discussion with the commonwealth regarding resources for the university's instructional division. Many of the initiatives envisioned in the plan will require both state General Fund support and nongeneral fund self-generated revenue to be fully realized. Consistent with the instructions issued by SCHEV, the university's plan separates the progress possible through nongeneral fund support alone and the additional potential if the state were to partner with the university to fully realize these strategies.

It is important to recognize that the university is not recommending nor committing to a specific set of tuition rates through the Six-Year Plan submission. Establishment of tuition and fee rates remains under the purview of the Board of Visitors, and will be informed through an annual discussion of needs and the state budget process (which has not yet begun). However, the state's planning process and template require a projection of changes to tuition and fees assuming no incremental state support.

Estimated tuition and fee rates and revenue are outlined as part of the iterative planning process established by the Higher Education Opportunity Act of 2011, and are expected to provide a basis for discussion of potential investments, costs and fund split between institutions and the state. The Six-Year Plan solicits the university's "estimate of reasonable and necessary charges to students based on the mission, market capacity, and other factors with the *assumption of no new state General Fund support*." This estimate provides the opportunity for the university to partner with the commonwealth to develop strategies to reduce in-state undergraduate tuition increases via incremental

General Fund support. Nonresident rates are market-based and do not vary based on state support. While increases in tuition and mandatory fees for fiscal year 2024 have not yet been set by the Board of Visitors, the university is currently proposing to use the following placeholder for the state's six-year planning purposes. The actual level of state support, inflationary increases, and mandatory cost drivers such as state employee compensation and benefits will be considered when proposing actual tuition recommendations for fiscal year 2024.

FY24 Placeholder	Resident	Nonresident
Assumption of No New General Fund	4.9%	3.9%

Timeline and Next Steps

The university will submit the revised Six-Year Plan to the commonwealth on July 1, 2022, the beginning of an iterative review process that will culminate with feedback from the commonwealth by September 1 and a university response by October 1. Adjustments to the Six-Year Plan will be presented for approval at the November 2022 Board of Visitors meeting.

The revised Six-Year Plan will also serve as the basis of the university's budget submissions for the Executive Budget development process in the fall of 2022.

Appendix 1

Advancing Beyond Boundaries Strategic Plan	Six-Year Plan: 2022-24 Biennium Priorities		State Plan for Higher Education
	Nongeneral Fund Academic Strategies	General Fund Requests	
1) Advance Regional, National, and Global Impact	<p>Leverage crosscutting strengths in high-impact research frontiers to facilitate recruitment of talented and diverse mid-career faculty and bolster retention of fast-rising early-career faculty.</p> <p>Advance evidence-based, student-centered learning programming for undergraduates, with an emphasis on experiential learning opportunities.</p> <p>Expand graduate enrollment in high-demand disciplines to support the commonwealth's workforce needs, specifically the Tech Talent Investment Program.</p>	<p>Research support for frontier areas (could include infectious disease, transportation, security, biomedical, and quantum computing, among other areas).</p>	3- Transformative
2) Elevate the Ut Prosim Difference	<p>Advance academic and administrative efficiencies, leading to reduced time-to-degree and a reduction in net student cost.</p> <p>Increase student financial aid for low- and middle-income Virginians to reduce net price and expand access.</p>	<p>Lower the need for a tuition increase for Virginia residents by providing the state share of escalating costs.</p> <p>Increase Student Financial Aid support for need-based Virginia undergraduates.</p>	1- Equitable, 2- Affordable, 3- Transformative
3) Be a Destination for Talent	<p>Enhance competitive compensation for faculty, staff, graduate student assistantships, and wage employees to support diverse recruitment and the retention of talent, particularly among mid-career faculty.</p>	<p>Continue progress of equitable support for the Corps of Cadets.</p>	
4) Ensure Institutional Excellence	<p>Enhance institutional transformation and effectiveness through investments in technology and critical support services.</p> <p>Reimagine use of physical resources, renovate existing facilities, and support the operation and maintenance of new facilities.</p>	<p>Enhance Information Technology infrastructure including statewide fiber connectivity.</p>	1- Equitable, 3- Transformative



Update on the Revisions to the 2022-28 Six-Year Plan

KEN MILLER, VICE PRESIDENT FOR FINANCE

*TIM HODGE, ASSOCIATE VICE PRESIDENT FOR BUDGET AND
FINANCIAL PLANNING*

JUNE 7, 2022



Six-Year Plan



- Higher Education Opportunity Act of 2011
- Academic, financial, and enrollment plans for the next three biennia, with focus on the first biennium
- Even year: mid-cycle revisions to tune-up assumptions
- Submission due July 1
- State and the university will finalize in October 2022
- Six-Year Plan frames discussion with the commonwealth:
 - Outline of the university's planned progress towards shared goals supporting the state's Virginia Plan for Higher Education
 - Positions the university to seek state support during the Executive Budget development process each fall



Major Elements Under Consideration for Inclusion in University Six-Year Plan

Virginia Tech Strategic Plan	Six-Year Plan		State Plan for Higher Education
	Nongeneral Fund Academic Strategies	General Fund Requests	
1) <i>Advance Regional, National, and Global Impact</i>	<p>Leverage crosscutting strengths in high-impact research frontiers to facilitate recruitment of talented and diverse mid-career faculty and bolster retention of fast-rising early-career faculty.</p> <p>Advance evidence-based, student-centered learning programming for undergraduates, with an emphasis on experiential learning opportunities.</p> <p>Expand graduate enrollment in high-demand disciplines to support the commonwealth's workforce needs, specifically the Tech Talent Investment Program.</p>	Research support for frontier areas (could include infectious disease, transportation, security, biomedical, and quantum computing, among other areas).	Transformative
2) <i>Elevate the UT Prosim Difference</i>	<p>Advance academic and administrative efficiencies, leading to reduced time-to-degree and a reduction in net student cost.</p> <p>Increase student financial aid for low- and middle-income Virginians to reduce net price and expand access.</p>	<p>Lower the need for a tuition increase for Virginia residents by providing the state share of escalating costs.</p> <p>Increase student financial aid support for need-based Virginia undergraduates.</p>	Equitable, Affordable, Transformative
3) <i>Be a Destination for Talent</i>	Enhance competitive compensation for faculty, staff, graduate student assistantships, and wage employees to support diverse recruitment and the retention of talent, particularly among mid-career faculty.	Continue progress of equitable support for the Corps of Cadets.	
4) <i>Ensure Institutional Excellence</i>	<p>Enhance institutional transformation and effectiveness through investments in technology and critical support services.</p> <p>Reimagine use of physical resources, renovate existing facilities, and support the operation and maintenance of new facilities.</p>	Enhance information technology infrastructure including statewide networks	Equitable, Transformative

Major Elements Under Consideration for Inclusion in University Six-Year Plan

Virginia Tech Strategic Plan	Six-Year Plan		State Plan for Higher Education
	Nongeneral Fund Academic Strategies	General Fund Requests	
1) <i>Advance Regional, National, and Global Impact</i>	<p>Leverage crosscutting strengths in high-impact research frontiers to facilitate recruitment of talented and diverse mid-career faculty and bolster retention of fast-rising early-career faculty.</p> <p>Advance evidence-based, student-centered learning programming for undergraduates, with an emphasis on experiential learning opportunities.</p> <p>Expand graduate enrollment in high-demand disciplines to support the commonwealth's workforce needs, specifically the Tech Talent Investment Program.</p>	Research support for frontier areas (could include infectious disease, transportation, security, biomedical, and quantum computing, among other areas).	Transformative

Major Elements Under Consideration for Inclusion in University Six-Year Plan

Virginia Tech Strategic Plan	Six-Year Plan		State Plan for Higher Education
	Nongeneral Fund Academic Strategies	General Fund Requests	
2) <i>Elevate the UT Prosim Difference</i>	<p>Advance academic and administrative efficiencies, leading to reduced time-to-degree and a reduction in net student cost.</p> <p>Increase student financial aid for low- and middle-income Virginians to reduce net price and expand access.</p>	<p>Lower the need for a tuition increase for Virginia residents by providing the state share of escalating costs.</p> <p>Increase student financial aid support for need-based Virginia undergraduates.</p>	Equitable, Affordable, Transformative
3) <i>Be a Destination for Talent</i>	Enhance competitive compensation for faculty, staff, graduate student assistantships, and wage employees to support diverse recruitment and the retention of talent, particularly among mid-career faculty.	Continue progress of equitable support for the Corps of Cadets.	

Major Elements Under Consideration for Inclusion in University Six-Year Plan

Virginia Tech Strategic Plan	Six-Year Plan		State Plan for Higher Education
	Nongeneral Fund Academic Strategies	General Fund Requests	
4) <i>Ensure Institutional Excellence</i>	Enhance institutional transformation and effectiveness through investments in technology and critical support services. Reimagine use of physical resources, renovate existing facilities, and support the operation and maintenance of new facilities.	Enhance information technology infrastructure including statewide networks	Equitable, Transformative

Financial Plan

- Tuition and other institutional resources are expected to fund plan; assuming no new state support per state instructions
- General Fund requests are separate and may help expand university initiatives or lower the need for a tuition rate increase
- Plan represents the beginning of a discussion with commonwealth on opportunities for partnership, and is not a final decision about tuition or other resources
- As placeholders, the university envisions the following tuition assumptions:

FY24 Placeholders	Resident	Nonresident
<i>Assumption of No New General Fund</i>	4.9%	3.9%

- The university's highest priority General Fund request will be to help lower the need for an increase in resident tuition

Next Steps

- Revisions are under development
- No substantive changes are expected
- July 1 - initial submission to state
- September 1 - feedback from the state
- October 1 - university response to feedback
- November - BOV review and approval of revised plan

DISCUSSION

2022-23 Faculty Compensation Plan

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

May 30, 2022

As the university develops the annual Faculty Compensation Plan, it continues to use the parameters provided in the “Consolidated Salary Authorization for Faculty Positions in Institutions of Higher Education” document issued by the Secretary of Education several years ago. This document defines the qualification criteria for faculty, provides guidance on the compensation process for faculty, and requires board approval.

In accordance with the most recent Consolidated Salary Authorization, the 2022-23 Faculty Compensation Plan provides information about (1) the 2022-23 pay structure, (2) the promotion and tenure process, (3) the annual evaluation and salary adjustment process for teaching and research faculty and administrative and professional faculty, and (4) salary adjustments within the evaluation period.

This faculty compensation plan covers only faculty positions. The compensation plan for staff is administered separately by the university administration in accordance with the Board of Visitors’ approval of the university’s Management Agreement, effective July 1, 2006, as well as guidance from the commonwealth and the state Department of Human Resource Management.

Authorized Salary Average

The Authorized Salary Average applies to all full-time teaching and research positions with the rank of professor, associate professor, assistant professor, instructor, or lecturer that are engaged in teaching and research for 50 percent or more of the time. As noted in the Consolidated Salary Authorization document, “Institutions are expected to award differential salary increases to their faculty based on performance and other circumstances such as promotions, tenure, and changes in responsibility. The net effect of all salary actions should be an average salary that approximates the state authorized salary average.”

The commonwealth measures the adequacy of faculty salaries by comparing the authorized salary average with the average of a unique benchmark group for each public college and university. The benchmark groups are constructed by matching characteristics of colleges and universities, such as size of the student body, percentage of degrees granted in various disciplines, percentage of graduate degrees conferred, and research activity levels. These comparisons are utilized by the commonwealth for policy and funding purposes. In addition, the university compares the actual salary average with competitive peer averages as part of the university’s strategic plan.

Virginia Tech Actual Salary Average and Benchmark Ranking

For Fall 2021, Virginia Tech's Actual Salary Average was \$110,447. This overall average was 5.02% more than the Fall 2020 salary average. Within this overall average:

- **Continuing faculty:** 1,722 T&R faculty were a part of both the Fall 2020 and Fall 2021 averages and had an average salary of \$111,946, an increase of 6.2% over the prior year.
- **Departing faculty:** 164 T&R faculty who were a part of the Fall 2020 average did not subsequently appear in the Fall 2021 average and had an average salary of \$102,051.
- **New faculty:** 182 T&R faculty were a part of the Fall 2021 average who were not included in the Fall 2020 average and had an average salary of \$96,265.

For strategic planning purposes, the university has established a goal metric of reaching the 50th percentile of the Top 20 Land Grant universities in the nation as ranked by the Wall Street Journal/Times Higher Education World University Rankings. The university's actual salary average as compared to the Top 20 Land Grant group can be seen in the table below. Fall 2021 peer salary data is not yet available. The university's competitive positioning among this group for Fall 2021 will be computed once the Integrated Postsecondary Education Data System (IPEDS) data becomes available.

	Fall 2020	Fall 2021*	Change
<u>Top 20 Land Grant Group</u>			
50 th percentile (excl. VT)	\$110,924	N/A	-
VT Average Salary	\$105,167	\$110,447	5.02%
VT Rank	15 of 20	N/A	-
VT Percentile	30th	N/A	-

**IPEDS peer salary data for Fall 2021 is not yet available.*

Attachment A provides a list of the university's peer group and the comparative salary averages for Fall 2020.

2022-23 Pay Structure

In accordance with the intent of the Consolidated Salary Authorization, a pay structure for the teaching and research faculty for 2022-23 is presented in Attachment B. This plan is derived from the 2021-22 approved plan and incorporates the estimated impact of the planned merit program on entrance rates for 2022-23. The attachment also displays the normal entrance rate for each faculty category along with the change from the approved compensation rate for each rank, along with the distribution of faculty across the ranks.

The salary average for administrative and professional faculty may not exceed the authorized salary average for the teaching and research faculty by more than 35 percent.

Promotion, Tenure, and Continued Appointment

Promotion to a higher rank and appointment with tenure may be granted to faculty members on a regular faculty appointment who have demonstrated outstanding accomplishments in an appropriate combination of learning, discovery, and engagement. A current curriculum vitae together with student and peer evaluations of teaching, reprints of publications, evaluations by external reviewers from the same or a related field, and other similar documents comprise a dossier which furnishes the principal basis for promotion and tenure decisions. Faculty members being considered for either promotion or the awarding of tenure will have their dossiers reviewed at three levels: by a departmental committee and the head or chair; by a college committee and the dean; and by a university committee and the Provost. Each candidate for promotion or tenure will be evaluated in the light of the tripartite mission of the university: learning, discovery, and engagement. Although not all candidates can be expected to have equal levels of commitment or equal responsibilities in each of these missions, a high level of general competence is expected in recognition of the need for flexibility in the future establishment of priorities in academic programs. Beyond that basic foundation of competence, decisions related to tenure or promotion to associate professor will require evidence of excellence in at least one area.

The university's mission and commitment as a major research institution require high accomplishment for promotion to professor. Faculty members must demonstrate a high level of competence in an appropriate combination of instruction, outreach, and professional activities relevant to their assignment. Because of the university's mission and commitment as a major research institution, successful candidates for the rank of professor must demonstrate excellence in research, scholarship, or creative achievement, as appropriate for the candidate's discipline and assignment. Promotion to the rank of professor is contingent upon national or international recognition as an outstanding scholar and educator.

In addition to the rank promotions within the faculty categories described below, faculty may be promoted to ranks within other faculty categories, as appropriate (for example, an Instructor may be promoted to a rank within the Professor of Practice or Collegiate Faculty categories).

The Faculty Handbook provides detailed policies and procedures for the departmental evaluation, the college evaluation, and the university evaluation.

Members of the Library faculty and Cooperative Extension faculty not holding appointments in a collegiate department may be considered for continued appointment or for promotion in faculty rank in recognition of appropriate professional accomplishments. Candidates for promotion or continued appointment will be reviewed at two levels: first by the University Libraries or Extension promotion and continued appointment committee and Dean of University Libraries or Director of Virginia Cooperative Extension, and second by the University Promotion and Continued Appointment Committee and the Provost.

The following raises are recommended for promotions to:

Professor	\$7,000
Associate Professor	5,000
Assistant Professor	3,000

For academic-year faculty members who have Research Extended Appointments (10-, 11-, or 12-month appointments funded by sponsored projects) with salaries adjusted in accordance with formulas in Policy 6200 - Policy on Research Extended Appointments, or for those who have a limited-term appointment as department head or other administrator, the stipend is adjusted by the same conversion rate to preserve its value when the faculty member returns to the academic-year base appointment.

Clinical Faculty

The clinical faculty track provides for long-term, full-time or part-time faculty appointments to individuals whose primary responsibilities are instruction and/or service in a clinical setting, such as veterinary medicine. Tenure cannot be earned in these ranks, and time spent in one of these ranks is not applicable toward probationary tenure-track faculty service. There are four non-tenure-track clinical ranks beginning with Clinical Instructor. Those clinical faculty members with outstanding performance may be considered for promotion in rank by the relevant departmental and college promotion and tenure committees, with administrative approval by the Provost.

The following raises are recommended for promotions to:

Clinical Professor	\$7,000
Clinical Associate Professor	5,000
Clinical Assistant Professor	3,000

Collegiate Faculty

The collegiate professor series provides for short- or long-term, full- or part-time, non-tenure-track faculty appointments for individuals who bring specialized expertise to the instructional programs of the university, thereby complementing the qualifications and contributions of tenure-track faculty. There are three non-tenure-track collegiate professor ranks, beginning with Collegiate Assistant Professor. Tenure will not be awarded at any of these ranks and service at these ranks is excluded from the pre-tenure probationary period if the faculty member is subsequently appointed to a tenure-track position. Collegiate faculty members with a record of significant scholarly and/or professional achievement may be considered for promotion in rank by the relevant departmental and college promotion and tenure committees, with administrative approval by the Provost.

Collegiate Professor	\$7,000
Collegiate Associate Professor	5,000
Collegiate Assistant Professor	3,000

Professor of Practice

The professor of practice series provides for short- or long-term, full- or part-time, non-tenure-track faculty appointments for individuals who bring specialized expertise to the instructional programs of the university, thereby complementing the qualifications and contributions of tenure-track faculty. There are three non-tenure-track professor of practice ranks, beginning with Assistant Professor of Practice. Tenure will not be awarded at any of these ranks and all service at one of these ranks will be excluded from the probationary period should the faculty member later be appointed to a tenure-track position. Professor of practice faculty members with a record of outstanding performance may be considered for promotion in rank by the relevant departmental and college promotion and tenure committees, with administrative approval by the Provost.

Professor of Practice	\$7,000
Associate Professor of Practice	5,000
Assistant Professor of Practice	3,000

Instructors

The instructor track provides for full- and part-time appointments to individuals whose primary responsibilities are to the undergraduate instructional program. Tenure will not be awarded at any of these ranks and all service at any instructor rank will be excluded from the probationary period should the faculty member later be appointed to a tenure track position. There are three ranks in the series: Instructor, Advanced Instructor, and Senior Instructor. Those faculty members with outstanding performance may be considered for promotion in rank by the relevant departmental and college promotion and tenure committees, with administrative approval by the Provost.

The following raises are recommended for promotions to:

Senior Instructor	\$5,000
Advanced Instructor	3,000

Extension Agents

There are three ranks for extension agents: Associate Extension Agent, Extension Agent, and Senior Extension Agent. Criteria for promotion in rank include educational preparation, performance, and professionalism. The Director of Cooperative Extension makes a recommendation to the Provost based on an evaluation of the candidate's dossier and recommendations of the Peer Review Committees, District Director, and Associate Directors of Cooperative Extension.

The following raises are recommended for promotions within Cooperative Extension:

Senior Extension Agent	\$5,000
Extension Agent	3,000

Virginia Tech Carilion School of Medicine Faculty

Faculty members of the Virginia Tech Carilion School of Medicine are of two types: faculty employed by the university or faculty employed by affiliate entities (in most cases Carilion Clinic). At all times, regardless of employer, faculty members providing instruction, academic support, or performing academic duties or roles as a Virginia Tech Carilion School of Medicine faculty member are governed by Virginia Tech's policies and procedures. In the Virginia Tech Carilion School of Medicine, tenure-to-title is granted at the discretion of the school without any right to, interest in, or expectation of any compensation or guarantee for compensation or future employment and is granted only in the Virginia Tech Carilion School of Medicine to individuals who are not employed by Virginia Tech. Tenure-to-title is recognition of a faculty member's significant accomplishments in teaching, clinical care (if relevant), scholarship, and service to the school.

The tenure-to-title and/or promotion in rank dossier is reviewed at three levels: (1) by an appropriately charged departmental committee and the department head or chair, (2) by an appropriately charged college-level committee and the dean, (3) and by the Provost. The department head or chair and dean make separate recommendations to the subsequent review levels. The Provost reviews college and dean recommendations and makes recommendations to the President. The Board of Visitors grants final approval.

Annual Evaluation and Salary Adjustments

Teaching and Research Faculty

An evaluation of every faculty member's professional performance is held each year. All persons holding non-temporary faculty appointments are asked to prepare a report at the end of each academic year (or other appropriate 12-month period) citing their instructional activities, creative scholarship, and other professional activities and recognitions during the year. Salary recommendations are based upon performance documented in these annual reports, which are reviewed by departmental personnel committees in some cases, by the department head or chair, and the dean.

Salary adjustments are based on merit; they are not automatic. Recommendations for salary adjustments originate with the department head or chair and are reviewed by the dean. The dean then provides the salary adjustment recommendations for review by university leadership prior to submission to the Board of Visitors.

Administrative and Professional Faculty

Administrative and Professional Faculty are comprised of Senior Administrators and Managers and Professionals. Senior Administrators perform work directly related to management of the educational and general activities of the institution at least 50 percent or more of their contractual time, and typically serve in executive leadership roles such as vice president, dean, director, and assistant or associate vice president or dean.

Managers have responsibility for supervision and evaluation of a significant number of staff and/or professional faculty, and budgetary responsibility for their unit or a substantive program. Professionals provide direct service to students, other university constituencies, or clients external to the university as part of the university's missions of learning, discovery, and engagement. Professionals include, but are not limited to, extension agents, librarians, coaches, physicians, lawyers, engineers, architects, student or academic affairs professionals, development officers, specialists in public relations, human resources, information technology, and finance.

Evaluations are based upon standards set by the supervisor with the participation of the faculty member and relate closely to the duties inherent in the functional title and job description of the position. Annually set expectations become one of the important criteria for judging professional job performance in the subsequent year. In addition to maintaining a high level of performance in carrying out their job-related duties and responsibilities, senior administrators, managers, and professionals are expected to participate in and provide leadership of departmental, divisional, or university-wide committees, special university-wide assignments, or similar activity on behalf of important university priorities.

Salary adjustments are based on merit; they are not automatic. Recommendations for salary adjustments originate with the supervisor and are reviewed as appropriate by the department head, dean, and vice president. The dean or vice president provides salary adjustment recommendations for review by university leadership prior to submission to the Board of Visitors.

Research Faculty

Research faculty are those with the titles of research associate, senior research associate, postdoctoral associate, research scientist, senior research scientist, research assistant professor, research associate professor, research professor, project associate, senior project associate, or project director. Research faculty appointments are intended to promote and expedite the research activities of the university. Tenure cannot be earned in these ranks and service is not applicable toward probationary faculty service.

Each research faculty member is evaluated and given a merit adjustment on the same schedule for evaluations and raise recommendations as the other faculty groups. Salary adjustments are based on merit; they are not automatic. An annual performance review by the principal investigator and/or department head becomes part of the basis for salary adjustments. Recommendations for salary adjustments originate with the supervisor (usually the principal investigator or the department head or chair) and are reviewed, as appropriate, by the department head or chair, dean, and vice president for research and innovation. At the university level, the dean or vice president reviews the salary adjustment recommendations at a formal salary hearing with the President, the Provost, the Chief Business Officer, and others as needed.

Other Salary Adjustments

Faculty salary adjustments are normally reviewed and approved by the Board of Visitors in two phases: adjustments for promotion are recommended at the June meeting and adjustments based on performance are recommended at the fall meeting unless the process aligns better with another BOV meeting date.

In addition to this process, it is sometimes necessary to adjust the salaries of specific faculty members at other times during the fiscal year. These adjustments are primarily for changes in duties and responsibilities, special temporary assignments, retention or other exceptional needs, and faculty selected for a different position as part of a search. Adjustments on the anniversary date of appointment for a restricted faculty member may also be approved in lieu of the normal merit process.

To recognize continued educational attainment, faculty members may receive a base salary adjustment of up to \$3,000 for completion of the doctorate effective upon official certification by the degree-granting institution that all requirements have been met for award of the degree.

The President, Provost, and Chief Business Officer are authorized to administer the faculty compensation plan during the year and act upon requests for salary adjustments. The President has issued a set of guidelines establishing the parameters for approval of special salary adjustments. By a separate resolution, the Board has delegated authority to the President, or designee, for approval of changes in employment status that do not involve any salary action, salary adjustments made in accordance with existing policies and standard formulas, off-cycle salary adjustments for individuals with an adjusted base salary less than \$125,000 and with an adjustment of less than 20 percent, new appointments and salary adjustments for faculty members on restricted contracts, and new appointments of non-tenure track instructional faculty or administrative and professional faculty below the level of senior administrator and their direct reports. The quarterly Personnel Changes Report will reflect those actions of strategic importance to the institution as identified in the resolution.

Faculty Research Incentive Plan

During 2011-12, a university workgroup developed a university savings program by incentivizing faculty research activities. This effort resulted in the Board's creation of a Faculty Research Incentive Program (FRIP) that has similarities to programs at peer institutions. This plan was implemented in 2012-13 and will be continued in 2022-23.

The goal of the FRIP is to provide an incentive for principal or co-principal investigators to secure additional competitively awarded, externally sponsored activities. Through the leveraging of appropriately charged time to competitive grants and contracts, research time that is funded by departments or colleges can be reduced, resulting in salary savings that can be used to both support the incentive program as well as to support academic initiatives.

One-time research incentive payments are made from department or college salary savings and are based on a minimum savings threshold that is applied equitably within departments or colleges. Faculty must apply in advance to be considered for the program. Research incentive payments must be approved by the department head or chair, the dean, and the vice president for research and innovation (or the appropriate administrators based on reporting structure); all disapprovals must also be reviewed by each management level. When salary savings result in a reduction in faculty assignments, those salary savings are excluded from the program.

Current Faculty Compensation Plans

Based on the university's understanding of the state budget, a five percent faculty salary increase, effective July 10, 2022, has been planned. The university traditionally implements such state increases differentially on the basis of merit. In anticipation of this program, merit recommendations were developed during the spring of 2022, consistent with the proposed 2022-23 Faculty Compensation Plan. Results of this process are being shared with the Board in a separate resolution. Implementation of this increase is subject to Board approval and finalization of the state budget.

To maintain and improve upon the university's standing relative to the 50th percentile of the Top 20 Land Grant peers, the higher levels of competing offers offered to key faculty, and to minimize the high cost of turnover, the university will continue to explore opportunities to improve the competitiveness of Virginia Tech faculty compensation.

The university may also elect to create a supplemental pool to achieve certain targeted salary compensation or retention needs. For example, in some years the university has worked to address issues such as salary compression and equity needs. For 2022-23 such changes may result from one or more of the following processes:

- The university establishes a special pool of funds to address salary inequity and retention issues for specific faculty, such as national distinction. The funding will only be used to make adjustments based on evaluations of specific circumstances surrounding individual faculty members. As such, these adjustments would not be available to all faculty members and may occur at any time during the year, subject to approval by the Board.
- The President may use a special pool of funds to adjust individual salary recommendations made by the vice presidents and deans when he determines that a different adjustment is warranted.

RECOMMENDATION:

That the proposed 2022-23 Faculty Compensation Plan be approved.

June 7, 2022

VIRGINIA TECH

Peer Salary Benchmarking

Fall 2020

Top 20 Land Grants Ranked in THE 2021 World Ranking*

<u>Institution</u>	<u>Average Salary ⁽¹⁾</u>	<u>Rank</u>
University of California-Davis	\$138,585	1
University of Maryland-College Park	122,863	2
University of Wisconsin Madison	121,408	3
University of Delaware	119,163	4
Ohio State University – Main Campus	116,105	5
University of Illinois at Urbana-Champaign	115,406	6
University of Massachusetts Amherst	114,764	7
Purdue University – Main Campus	114,439	8
University of Hawaii Manoa	113,002	9
Rutgers University – New Brunswick	111,638	10
Texas A&M College Station	110,651	11
University of Minnesota – Twin Cities	110,465	12
University of Florida	108,407	13
Michigan State University	106,315	14
Virginia Tech	105,167	15
University of Tennessee – Knoxville	100,967	16
North Carolina State University	100,512	17
Pennsylvania State University – Main Campus	98,467	18
University of Arizona	92,534	19
Washington State University	91,859	20

Virginia Tech Actual Salary Average Percentile

30th

Average salary of peer institutions is based on the latest available data (Fall 2020) from IPEDS

*Excludes University of California-Berkeley and Cornell University

2022-23 Pay Structure

Virginia Tech

	9-Month Faculty		12-Month Faculty		Distribution of Faculty by Rank
	Entrance	Change	Entrance	Change	
Professor	\$100,313	4.0%	\$122,347	4.0%	31%
Associate Professor	76,723	4.0%	92,967	4.0%	26%
Assistant Professor	63,469	4.0%	77,201	4.0%	28%
Senior Instructor	54,435	4.0%	70,829	4.0%	3%
Advanced Instructor	48,532	4.0%	62,961	4.0%	2%
Instructor	44,482	4.0%	57,875	4.0%	10%

2022-23 Faculty Compensation Plan

KEN MILLER, VICE PRESIDENT FOR FINANCE

JUNE 7, 2022



2022-23 FACULTY COMPENSATION PLAN ELEMENTS

- *Benchmarking*
- *2022-23 pay structure*
- *Promotion and tenure process*
- *Annual evaluation and salary adjustment process*

PEER SALARY BENCHMARKING

<u>Top 20 Land Grant Group</u>	<u>Fall 2020</u>	<u>Fall 2021</u>	<u>Change</u>
50 th percentile (excl. VT)	\$110,924	N/A*	-
VT Average Salary	\$105,167	\$110,447	5.02%
VT Rank	15 of 20	N/A	-
VT Percentile	30th	N/A	-

**IPEDS peer salary data for Fall 2021 is not yet available*

2022-23 PAY STRUCTURE

	9-Month Faculty		12-Month Faculty		Distribution of Faculty by Rank
	Entrance	Change	Entrance	Change	
Professor	\$100,313	4.0%	\$122,347	4.0%	31%
Associate Professor	76,723	4.0%	92,967	4.0%	26%
Assistant Professor	63,469	4.0%	77,201	4.0%	28%
Senior Instructor	54,435	4.0%	70,829	4.0%	3%
Advanced Instructor	48,532	4.0%	62,961	4.0%	2%
Instructor	44,482	4.0%	57,875	4.0%	10%

PROMOTION AND TENURE



- *Promotion to a higher rank and appointment with tenure may be granted to faculty members on a regular faculty appointment who have demonstrated outstanding accomplishments*
- *Each candidate for promotion or tenure will be evaluated in light of the tripartite mission of the university: instruction, research, and outreach*

ANNUAL EVALUATION & SALARY ADJUSTMENTS

- *Faculty Activity Report (FAR)*
 - Teaching/Research Faculty: instructional activities, creative scholarship, outreach and service contributions, and other professional activities and recognitions
 - Administrative/Professional Faculty: activities in support of their specific job goals as they relate to the broader mission of the university
- *FAR forms the basis of faculty evaluations conducted annually by departments independent of the faculty merit process*

UPDATE ON CURRENT MERIT PROCESS

- *State budget included 5.0% increase (effective July 10, 2022)*
- *Merit recommendations were developed during the spring of 2022, consistent with the proposed 2022-23 Faculty Compensation Plan*
 - *4.0% pool for Faculty Merit*
 - *1.0% pool for Special Adjustments*
 - *Retention, Alignment, Market, and National Distinction and Outstanding Contributor recognition*
- *Results of this process is shared with the Board in a separate resolution.*

2022-23 FACULTY COMPENSATION PLAN

RECOMMENDATION

That the proposed 2022-23 Faculty Compensation Plan be approved.

June 7, 2022

2022-23 Staff Compensation Update

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

May 30, 2022

Background

The university currently operates two staff personnel systems: Classified Staff and University Staff. The Classified Staff system is defined by the Commonwealth's Virginia Personnel Act with policies established by the Virginia Department of Human Resources Management. Salary programs for Classified Staff are normally appropriated by the state.

University Staff employment policies are within the purview of the Board of Visitors. The Higher Education Restructuring Act of 2005 and the subsequent individual management agreement finalized between the university and state in 2006 conferred increased operational autonomy and flexibility to the university in certain financial and administrative functions including personnel management for employees not subject to the Virginia Personnel Act. Accordingly, individuals hired in non-faculty positions on or after July 1, 2006 are designated as "University Staff" employees.

Since 2008, Classified Staff were provided the opportunity to convert to University Staff. Conversions, natural attrition of Classified Staff, and new hires of University Staff have resulted in a current workforce of 663 (20%) Classified Staff and 2,589 (80%) University Staff.

Following several months of collaborative engagement with staff employees and managers, the university presented a package of human resources policies for University Staff to the Board of Visitors in August 2008. Under this new human resources program, the existing benefits and compensation programs were retained for University Staff. In addition, the university adopted a more flexible performance management rating system for University Staff based on the existing compensation principles for Classified Staff that were submitted to the state's Department of Human Resource Management in 2000. This modified system includes a more flexible process for differentiation between levels of performance and would become the basis for an annual merit pay program for University Staff. The Board subsequently approved the policies governing University Staff with an effective date of October 2008, and delegated authority for approval of personnel decisions affecting University Staff in accordance with these policies to the President or designee.

State Authorized Compensation Program

Based on the university's understanding of the state budget, the following compensation actions impact Classified and University Staff.

The table below provides an outline of these July 10, 2022 actions:

	State Increase	Basis of Increase
Classified Staff	5.0	Across-the-Board
University Staff	5.0	Discretion of the University

The university distributed a memorandum to senior management areas outlining these parameters for both the University and Classified Staff 2022-23 compensation processes on April 18, 2022.

Senior management units were expected to achieve an average increase of 5.0 percent for University Staff, and to differentiate actions to recognize individual performance. To aid campus in associating performance with salary actions, all eligible University Staff received a base 3.0% increase, with the following general recommendations for utilization of the remaining 2.0% merit pool:

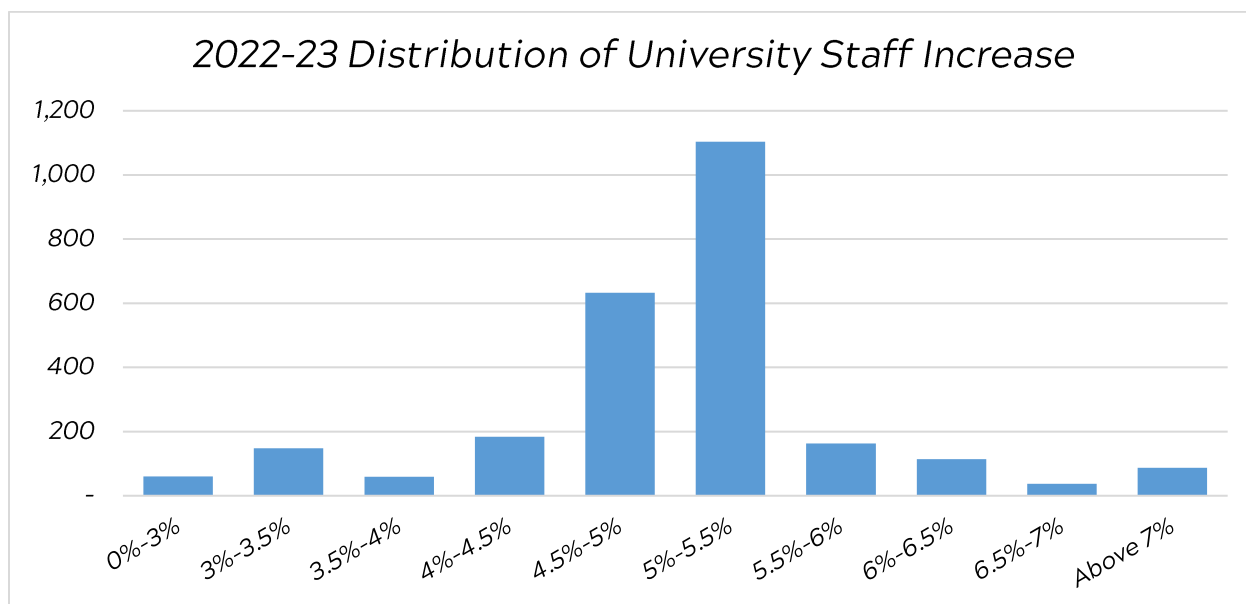
- Developing Performance: 0.0% merit, 3.0% overall
- Strong Performance: Up to 2.0% merit, 3.0%-5.0% overall
- Model Performance: 2.0%-4.0% merit, 5.0%-7.0% overall

Results of the University Staff Merit Review Process

In order to assess performance, staff employees undergo an annual evaluation by their manager. Those evaluations, and the employees' subsequent observed performance, serve as the basis for the recommended merit adjustment. While the overall University Staff average adjustment is 5.0%, individual recommendations varied based upon employee performance and were distributed as follows:

Performance Rating	Employee Count*	Average Recommended Increase
Developing	65	3.9%
Strong	2,026	4.8%
Model	498	5.5%

**Only staff hired prior to March 11, 2022 are eligible for the base or merit increase; therefore, total eligible staff are less than the total employment levels stated on page 1 of this report.*



Salary increases for both employee groups are effective July 10, 2022 and will appear in employee paychecks on August 1, 2022.

Other Staff Compensation Actions

In most years, each senior management area participates in an annual salary review for Classified and University Staff and makes salary adjustments that recognize changed job duties, changed skill or competency levels, proactive retention actions, or adjustments for salary compression or market competitiveness.

To support work-related expenses such as childcare and parking costs, effective January 1, 2020 the university began to provide an annual supplement of \$500 for all full-time benefitted employees who make an annual salary of \$35,500 or less. The university continued this annual supplement provision in 2022.

Plans for the Future

The university will continue to examine compensation for all employees in an effort to ensure that Virginia Tech remains a competitive employer able to recruit and retain talented employees who provide exemplary service in all positions across campus. This will include an annual assessment of the minimum hiring salary and analysis of market position to support competitive pay for non-faculty roles at the university.

2022-23 Staff Compensation Update

KEN MILLER, VICE PRESIDENT FOR FINANCE

JUNE 7, 2022



2021-22 Staff Compensation Update

- Since 2006, the university has operated two staff personnel systems:

Classified Staff	University Staff
Governed by Virginia Personnel Act and policies developed by Virginia Department of Human Resources	Governed by human resources policies adopted by the Board of Visitors in August 2008
Compensation programs are initiated by the commonwealth	Compensation programs are consistent with state approved programs
University may not supplement or implement additional programs	University may supplement or implement additional programs
Hired prior to July 1, 2006	Hired on July 1, 2006 and after, or have converted from Classified Staff
20% of staff workforce	80% of staff workforce

2022-23 Staff Compensation Update

- The 2022 General Assembly approved an amended biennial budget with the following compensation actions:

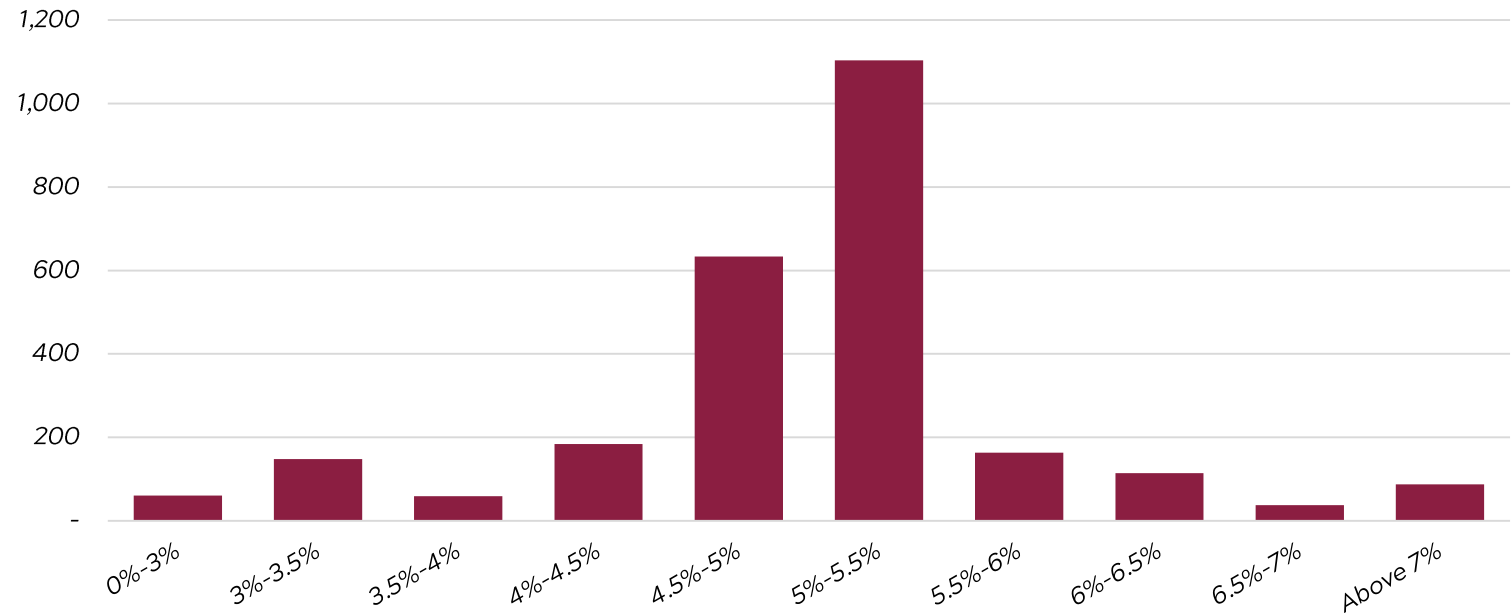
	State Increase	Basis of Increase
<i>Classified Staff</i>	5.0%	<i>Across-the-board</i>
<i>University Staff</i>	5.0%	<i>Discretion of University</i>

- University implemented the University Staff program in 2 components:
 - 3.0 percent base increase
 - 2.0 percent merit-based increase (variable)
- Merit process designed to differentiate and recognize performance

2022-23 University Staff Compensation Program

Average Increase:
5.0%

2022-23 Distribution of University Staff Increase



Increases are effective July 10, 2022 and will appear in employee paychecks on August 1, 2022.

DISCUSSION

Financial Performance Report – Operating and Capital
FINANCE AND RESOURCE MANAGEMENT COMMITTEE
July 1, 2021 to March 31, 2022

The Financial Performance Report of income and expenditures is prepared from two sources: actual accounting data as recorded at Virginia Tech and the annual budgets which are also recorded in the university accounting system. The actual accounting data reflect the modified accrual basis of accounting, which recognizes revenues when received rather than when earned and commitments to buy goods and services as encumbrances when obligated and as an expenditure when paid. The Original Budget was approved by the Board of Visitors at the June meeting. The Adjusted Budget reflects adjustments to incorporate actual experience or changes made during the fiscal year. These changes are presented for review and approval by the Finance and Resource Management Committee and the Board of Visitors through this report. Where adjustments impact appropriations at the state level, the university coordinates with the Department of Planning and Budget to ensure appropriations are reflected accurately.

The July to March 2021-22 budget (year-to-date) is prepared from historical data which reflects trends in expenditures from previous years as well as known changes in timing. Differences between the actual income and expenditures and the year-to-date budget may occur for a variety of reasons, such as an accelerated or delayed flow of documents through the accounting system, a change in spending patterns at the college level, or increases in revenues for a particular area.

Quarterly budget estimates are prepared to provide an intermediate measure of income and expenditures. Actual revenues and expenditures may vary from the budget estimates. The projected year-end budgets are, however, the final measure of budgetary performance.

Capital program performance is measured against the Total Project Budget. The Total Project Budget amounts reflect appropriations and authorizations established by the State or Board of Visitors for each capital project. These amounts are recorded in the accounting system in grant funds with revenue and expenditure budgets upon the effective date of each project, which normally occurs on July 1 or regularly scheduled meetings of the Board of Visitors. Under restructuring authorities, university administration may make minor changes to a Total Project Budget, within ten percent, and the revised Total Project Budget is shown on the subsequent quarterly report. The Cumulative Expenditures reflect lifetime-to-date activity until a project is complete, and a project's life spans multiple fiscal years. The Annual Budgets are estimates of expected activity for a 12-month portion of the life of a project, and these budgets are approved by the Board of Visitors at the June meeting. Spending pace for a project may periodically slow or accelerate during a year for a variety of reasons including shifts in construction start dates, contractor performance or billing cycles, and supply chain disruptions. The Annual Budgets are revised accordingly and shown on the subsequent quarterly report.

RECOMMENDATION:

That the report of income and expenditures for the University Division and the Cooperative Extension/Agricultural Experiment Station Division for the period of July 1, 2021 through March 31, 2022 and the Capital Outlay report be approved.

June 7, 2022

OPERATING BUDGET

2021-22

Dollars in Thousands

	July 1, 2021 to March 31, 2022			Annual Budget for 2021-22		
	Actual	Budget	Change	Original	Adjusted	Change
Educational and General Programs						
<u>University Division</u>						
<u>Revenues</u>						
General Fund	\$150,172	\$150,172	\$0	\$214,722	\$214,275	\$-447 (10)
Tuition and Fees	627,716	623,766	3,950 (1)	619,620	631,842	12,222 (11)
All Other Income	31,578	33,474	-1,896 (2)	44,090	44,895	805 (12)
Total Revenues	\$809,466	\$807,412	\$2,054	\$878,432	\$891,012	\$12,580
<u>Expenses</u>						
Academic Programs	\$-411,721	\$-418,925	\$7,204	\$-559,541	\$-573,119	\$-13,578
Support Programs	-218,183	-218,510	327	-318,891	-326,478	-7,587
Reserve Drawdown/(Depos	0	0	0	0	8,585	8,585 (13)
Total Expenses	\$-629,904	\$-637,435	\$7,531 (3)	\$-878,432	\$-891,012	\$-12,580 (10,11,12)
NET	\$179,562	\$169,977	\$9,585	\$0	\$0	\$0
<u>CE/AES Division</u>						
<u>Revenues</u>						
General Fund	\$59,045	\$59,045	\$0	\$79,216	\$79,633	\$417 (14)
Federal Appropriation	12,332	13,091	-759 (4)	15,647	16,811	1,164 (15)
All Other Income	1,108	675	433 (5)	750	750	0
Total Revenues	\$72,485	\$72,811	\$-326	\$95,613	\$97,194	\$1,581
<u>Expenses</u>						
Academic Programs	\$-67,330	\$-72,108	\$4,778 (6)	\$-88,315	\$-92,801	\$-4,486
Support Programs	-5,501	-5,746	245	-7,298	-7,298	0
Reserve Drawdown/(Depos	0	0	0	0	2,905	2,905 (16)
Total Expenses	\$-72,831	\$-77,854	\$5,023	\$-95,613	\$-97,194	\$-1,581 (14,15)
NET	\$-346	\$-5,043	\$4,697	\$0	\$0	\$0
Auxiliary Enterprises						
Revenues	\$327,230	\$323,857	\$3,373 (7)	\$355,918	\$365,468	\$9,550 (7)
Expenses	-254,237	-263,468	9,231 (7)	-350,771	-389,326	-38,555 (7)
Reserve Drawdown/(Deposit	-72,993	-60,389	-12,604 (7)	-5,147	23,858	29,005 (7)
NET	\$0	\$0	\$0	\$0	\$0	\$0
Sponsored Programs						
Revenues	\$275,100	\$270,739	\$4,361 (8)	\$355,706	\$355,706	\$0
Federal Pandemic Relief	35,387	35,387	0	0	35,387	35,387 (17)
Expenses	-295,903	-302,371	6,468 (8)	-355,706	-380,604	-24,898 (17)
Reserve Drawdown/(Deposit	-14,584	-3,755	-10,829	0	-10,489	-10,489
NET	\$0	\$0	\$0	\$0	\$0	\$0
Student Financial Assistance						
Revenues	\$35,933	\$36,502	\$-569	\$38,340	\$38,087	\$-253 (18)
Expenses	-34,149	-35,492	1,343	-38,340	-38,087	253 (18)
Reserve Drawdown/(Deposit	0	0	0	0	0	0
NET	\$1,784	\$1,010	\$774	\$0	\$0	\$0
All Other Programs *						
Revenue	\$18,527	\$18,910	\$-383	\$13,923	\$23,342	\$9,419
Federal Pandemic Relief	23,148	23,148	0	0	23,148	23,148 (19)
Expenses	-4,600	-11,189	6,589 (9)	-13,923	-37,973	-24,050 (19)
Reserve Drawdown/(Deposit	-37,075	-30,869	-6,206 (9)	0	-8,517	-8,517 (19)
NET	\$0	\$0	\$0	\$0	\$0	\$0
Total University						
Revenues	\$1,597,276	\$1,588,766	\$8,510	\$1,737,932	\$1,829,344	\$91,412
Expenses	-1,291,624	-1,327,809	36,185	-1,732,785	-1,834,196	-101,411
Reserve Drawdown/(Deposit	-124,652	-95,013	-29,639	-5,147	4,852	9,999
NET	\$181,000	\$165,944	\$15,056	\$0	\$0	\$0

* All Other Programs include federal work study, surplus property, local funds, and unique military activities.

OPERATING BUDGET

1. Tuition and Fee revenues are higher than projected due to the timing of tuition payments and student financial aid activity.
2. University Division all other income revenues are lower than projected due to timing of revenues.
3. University Division E&G Academic and Support program expenditures are lower than projected due to timing of expenditures.
4. The budget for federal revenue is established to match projected allotments from the federal government that are expected to be drawn down during the state fiscal year. All expenses in federal programs are covered by drawdowns of federal revenue up to allotted amounts. Federal revenue in the Cooperative Extension and Agriculture Experiment Station Division is lower than projected due to the timing of federal drawdown.
5. Cooperative Extension and Agriculture Experiment Station Division All Other Income are higher than projected due to milk sales and self-generated revenues.
6. Cooperative Extension and Agriculture Experiment Station Division academic program expenditures are lower than historical projections due to timing of expenses and locality recovery activity.
7. Quarterly and projected annual variances are explained in the Auxiliary Enterprises section of this report
8. Historical patterns have been used to develop a measure of the revenue and expenditure activity for Sponsored Programs. Actual revenues and expenses may vary from the budget estimates because projects are initiated and concluded on an individual basis without regard to fiscal year. The sponsored research expenditures are 11.3% higher than March 31, 2021.
9. Expenses for All Other Programs was lower than projected due to timing of expenditures and lower than projected Surplus Property activity.
10. The annual budget for the University Division General Fund was decreased \$0.4 million for the state share of salary and fringe benefit rate changes.
11. In June, the budget for Tuition and Fees was increased \$0.8 million for planned Fall 2021 Graduate enrollment and scholarships. The budget was increased \$9.0 million for higher than projected graduate and professional on-campus revenue, undergraduate residency mixture, and higher than projected program fees. The tuition and fee budget was increased \$2.4 million for higher than projected summer enrollments. The corresponding expenditure budgets have been adjusted accordingly.
12. The University Division All Other Income revenue budget was increased \$0.8 million for self-generated earmarked revenues. The corresponding expenditure budgets have been adjusted accordingly.
13. The University Division had a cash balance of \$8.6 million at the end of the fiscal year 2020-21. The university authorized a one-time expenditure budget increase of \$8.6 million to accomplish work which was previously delayed by the pandemic.
14. The Cooperative Extension/Agriculture Experiment State Division General Fund revenue budget was increased \$0.4 million for the state share of salary and fringe benefit rate changes. The corresponding expenditure budgets have been adjusted accordingly.
15. The federal revenue budget in the Cooperative Extension/Agriculture Experiment Station Division has been increased by \$1.2 million for the carryover of unexpended federal funds in fiscal year 2020-21. The corresponding expenditure budgets have been adjusted accordingly.

16. The Cooperative Extension and Agriculture Experiment Station division had a state E&G cash balance of \$2.9 million at the end of fiscal year 2020-21. The university authorized a one-time expenditure budget increase of \$2.9 million to accomplish work which was previously delayed by the pandemic.
17. Virginia Tech received \$35.4 million funding through The Higher Education Emergency Relief Fund II and III (HEERF II & III) programs for the Student Financial Aid award expenditures. In addition, other miscellaneous CARES allocations received by the institution, not recorded in the Auxiliary or E&G programs, are recorded as Sponsored Programs activity. The Sponsored Programs budget was increased by \$35.4 million to accommodate the federal pandemic relief funds.
18. The Student Financial Assistance revenue and expenditure budgets were decreased \$0.6 million for the finalization of the scholarship budget and technical accounting changes and increased \$0.3 million for the SCHEV GEAR Up scholarship program.
19. The projected annual budgets for All Other Programs were increased \$0.2 million for increased Surplus Property business volume, and \$23.1 million for pandemic relief clearing. The projected annual revenue budgets were increased \$5.6 million for federal revenue earmarked for Kentland Farm capital lease and \$3.6 million for technical alignment of university initiatives. The projected annual expense budgets were increased \$0.9 million for outstanding 2020-21 commitments that were initiated but not completed before June 30, 2021.

AUXILIARY ENTERPRISES

Dollars in Thousands

	July 1, 2021 to March 31, 2022			Annual Budget for 2021-22		
	Actual	Budget	Change	Original	Adjusted	Change
Residence and Dining Halls *						
Revenues	\$128,838	\$127,992	\$846	\$132,387	\$135,691	\$3,304 (4)
Expenses	-85,303	-86,215	912	-128,747	-134,262	-5,515 (6,7)
Reserve Drawdown/(Deposit)	-43,535	-41,777	-1,758	-3,640	-1,429	2,211 (4,6,7)
Net	\$0	\$0	\$0	\$0	\$0	\$0
Parking and Transportation						
Revenues	\$16,394	\$15,798	\$596	\$15,722	\$18,700	\$2,978 (8)
Expenses	-9,975	-10,508	533	-16,912	-19,913	-3,001 (6,8)
Reserve Drawdown/(Deposit)	-6,419	-5,290	-1,129	1,190	1,213	23 (6,8)
Net	\$0	\$0	\$0	\$0	\$0	\$0
Telecommunications Services						
Revenues	\$18,533	\$18,403	\$130	\$21,594	\$21,671	\$77 (5)
Expenses	-14,363	-17,014	2,651 (1)	-21,856	-27,276	-5,420 (5,6,9)
Reserve Drawdown/(Deposit)	-4,170	-1,389	-2,781	262	5,605	5,343 (6,9)
Net	\$0	\$0	\$0	\$0	\$0	\$0
University Services * **						
Revenues	\$55,406	\$55,362	\$44	\$55,967	\$55,951	\$-16 (5)
Expenses	-35,388	-39,378	3,990 (2)	-55,493	-58,029	-2,536 (5,6,7,10)
Reserve Drawdown/(Deposit)	-20,018	-15,984	-4,034	-474	2,078	2,552 (5,6,7,10)
Net	\$0	\$0	\$0	\$0	\$0	\$0
Intercollegiate Athletics *						
Revenues	\$70,076	\$69,786	\$290	\$78,327	\$84,446	\$6,119 (11)
Expenses	-75,227	-75,333	106	-77,596	-96,642	-19,046 (6,11)
Reserve Drawdown/(Deposit)	5,151	5,547	-396	-731	12,196	12,927 (6,11)
Net	\$0	\$0	\$0	\$0	\$0	\$0
Electric Service *						
Revenues	\$22,893	\$22,806	\$87	\$34,775	\$31,396	\$-3,379 (5,12)
Expenses	-25,958	-26,006	48	\$-34,197	-35,293	-1,096 (5,6,12)
Reserve Drawdown/(Deposit)	3,065	3,200	-135	-578	3,897	4,475 (6,12)
Net	\$0	\$0	\$0	\$0	\$0	\$0
Inn at VT/Skelton Conf. Center						
Revenues	\$5,709	\$5,718	\$-9	\$9,056	\$8,152	\$-904 (5,13)
Expenses	-6,502	-6,558	56	-10,354	-10,463	-109 (5,6,13)
Reserve Drawdown/(Deposit)	793	840	-47	1,298	2,311	1,013 (5,6,13)
Net	\$0	\$0	\$0	\$0	\$0	\$0
Other Enterprise Functions ***						
Revenues	\$9,381	\$7,992	\$1,389 (3)	\$8,090	\$9,461	\$1,371 (5,14)
Expenses	-1,521	-2,456	935	-5,616	-7,448	-1,832 (5,6,14)
Reserve Drawdown/(Deposit)	-7,860	-5,536	-2,324	-2,474	-2,013	461 (5,6,14)
Net	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL AUXILIARIES						
Revenues	\$327,230	\$323,857	\$3,373	\$355,918	\$365,468	\$9,550
Expenses	-254,237	-263,468	9,231	-350,771	-389,326	-38,555
Reserve Drawdown/(Deposit)	-72,993	-60,389	-12,604	-5,147	23,858	29,005
Net	\$0	\$0	\$0	\$0	\$0	\$0

* University Systems include Dormitory and Dining Hall System, University Services System, Intercollegiate Athletics System, and Electric Service System. The Systems were created to provide assurance to bond holders that system revenues are pledged for the payment of debt service and to allow for dedicated repair and replacement that are not subject to liens of any creditor of the university.

** University Services System includes Career & Professional Development, Center for the Arts, Health Services, Recreational Sports, Student Engagement & Campus Life, Cultural and Community Centers, Student Organizations, and the VT Rescue Squad.

*** Other Enterprise Functions include Golf Course, Hokie Passport, Library Café, Library Photocopy, Licensing & Trademark, Little Hokie Hangout, New Student and Family Programs, Pouring Rights, Printing Services, Software Sales, Tailor Shop and Clearing Accounts.

AUXILIARY ENTERPRISE BUDGET

1. Expenses in Telecommunications Services are lower than projected due to timing of network telecommunication projects.
2. Expenses for the University Services System are lower than projected due to timing of expenses.
3. Revenues for Other Enterprise Functions are higher than projected due to increased business volume in New Student Programs and Software Sales.
4. The annual revenue for Residence and Dining Halls were decreased \$3.2 million in 2nd quarter for lower than anticipated residence hall occupancy, increased \$2.1 million in 3rd quarter for residential quarantine space agreements, higher residential spring occupancy, and summer conference revenues, and increased \$4.4 million in the 3rd quarter for higher than budgeted dining meal plan sales and self-generated revenues. Expenses were increased \$2.5 million in the 2nd quarter for a one-time equipment purchase of microwave-refrigerators for residence rooms and decreased \$5.8 million in the 3rd quarter for Dining expense savings.
5. In June 2021, the annual revenue, expense, and reserve budgets for Auxiliary Enterprises were adjusted for technical alignments and finalization of fixed cost estimates.
6. The annual expense budget for Auxiliary Enterprises was increased \$12.6 million for outstanding 2020-21 commitments and projects that were initiated but not completed before June 30, 2021.

Auxiliary Enterprise	Outstanding Commitments
Residence and Dining Halls	\$3,449,416
Parking and Transportation	732,928
Telecommunication Services	1,213,341
University Services System	2,308,486
Intercollegiate Athletics	1,857,700
Electric Service	2,299,715
Inn at Virginia Tech	149,749
Other Enterprise Functions	614,948
Total	\$12,626,283

7. The annual expense budgets for Residence and Dining Halls were increased \$5.4 million and University Services System increased \$0.2 million to increase entry level compensation to respond to the market.
8. The annual revenue, expense, and reserve budgets for Parking Services were increased \$2.9 million for parking permit sales, multi-modal transit project activity, and building maintenance.
9. The annual expense and reserve budgets for Telecommunications Services were increased \$4.1 million for the residential network refresh project.
10. The annual expense and reserve budgets for University Services System was increased \$0.1 million for Virginia Tech Rescue Squad dispatch system replacement.
11. The annual revenue, expense, and reserve budgets for Intercollegiate Athletics were increased to accommodate additional revenue of \$1.7 million for the football team's participation in the Pinstripe Bowl, \$0.7 million in private funds for the repayment of the football lounge advance, \$1.5 million bowl expenses (total bowl expense is \$2.5 million), and \$12.0 million for the football coaching transition loan. The annual revenue budget was increased \$1.1 million for football revenues, \$1.4 million in private funds for the baseball pitching lab, \$1.0 million in private funds for additional football transition salary needs not covered by coaching transition loan, and \$0.2 million in private funds for the president's box renovations, partially offset by a decrease \$0.1 million for lower than budgeted basketball ticket sales. The annual expense budget was increased \$1.5 million for football transition salary needs not covered by coaching transition loan, \$0.6 million for coaching contracts and faculty leave payouts, \$0.5 million for post-season and GPA bonuses, \$2 million to fully fund annual budgets for sports medicine, outdoor facilities, and external relations, \$0.2 million for stadium wifi, \$1.7 million for baseball pitching lab, \$0.2 million for president's box renovations,

and \$2.3 million for indoor practice facility capital project, partially offset by a decrease of \$5.4 million for alignment of scholarship expenses to private fundraising.

12. The annual revenue budget for the Electric Service auxiliary was decreased \$2.8 million due to lower than projected electric consumption. The annual expense budget was decreased \$2.0 million for lower electric consumption and increased \$2.0 million for higher than budgeted cost of wholesale electricity.
13. The annual revenue, expense, and reserve budgets for the Inn at Virginia Tech were decreased for lower than projected business volume and hotel management transition.
14. The annual revenue, expense, and reserve budgets for Other Enterprise Functions were increased for sustainability projects, the cost of winding down operations in Printing Services, technical accounting alignments, and scholarship expenses in Licensing and Trademark.

CAPITAL OUTLAY PROJECTS
AUTHORIZED AS OF MARCH 31, 2021
Dollars in Thousands

PROJECT INITIATED	FISCAL YEAR ACTIVITY		TOTAL PROJECT BUDGET				
	ANNUAL BUDGET	YTD EXPENDITURES	STATE SUPPORT	NONGENERAL FUND	REVENUE BOND	TOTAL BUDGET	CUMULATIVE EXPENDITURES
EDUCATIONAL AND GENERAL PROJECTS							
<u>Design Phase</u>							
Planning: Mitchell Hall (Replace Randolph Hall)	Jul 2020	\$ 2,500	\$ 775	\$ -	\$ -	\$ 11,000	\$ 11,000 \$ 809 (1)
Life, Health, Safety, Accessibility, & Code Compliance	Jul 2020	155	85	3,100	-	-	3,100 140 (2)
Planning: New Business Building	Apr 2022	-	-	-	8,000	-	8,000 - (3)
<u>Construction Phase</u>							
Maintenance Reserve	On-going	14,300	8,044	29,824	-	-	29,824 18,515 (4)
Livestock & Poultry Research Facilities, Phase I	Oct 2016	13,500	12,419	25,274	-	-	25,274 15,103 (5)
Corps Leadership and Military Science Building	Jun 2019	16,000	12,681	-	20,650	31,350	52,000 17,799 (6)
Data and Decision Science Building	Jul 2019	35,000	31,232	69,000	-	10,000	79,000 43,469 (7)
Innovation Campus - Academic Building	Jul 2019	30,000	25,479	168,000	-	134,136	302,136 40,342 (8)
Hitt Hall	Apr 2017	6,800	3,244	-	31,259	53,741	85,000 8,140 (9)
Undergraduate Science Laboratory Building	Jul 2017	2,000	110	90,412	-	-	90,412 4,786 (10)
<u>Equipment and Special Initiatives</u>							
Commonwealth Cyber Initiative	May 2019	70	67	1,500	-	-	1,500 1,337 (11)
Fralin Biomedical Research Institute Equipment	Jul 2020	2,500	1,402	18,133	-	-	18,133 8,942 (12)
Equipment for Workforce Development	May 2021	1,000	-	15,778	-	-	15,778 5,200 (13)
<u>Close-Out</u>							
Improve Kentland Facilities	Sep 2013	363	399	12,463	-	-	12,463 12,311 (14)
Gas-Fired Boiler at the Central Steam Plant	Apr 2017	400	501	-	8,200	-	8,200 8,038 (15)
Acquisition: Falls Church Property	Apr 2019	2,850	-	-	-	2,850	2,850 - (16)
Chiller Plant Phase II	Oct 2016	5,000	5,383	32,655	10,312	-	42,968 39,541 (17)
Holden Hall Renovation	Oct 2016	25,000	24,001	57,215	8,962	8,750	74,927 66,009 (18)
Construct Virginia Seafood AREC	Jul 2018	1,224	1,224	2,500	-	-	2,500 2,500 (19)
TOTAL EDUCATIONAL AND GENERAL PROJECTS		\$ 158,662	\$ 127,045	\$ 525,855	\$ 87,383	\$ 251,827	\$ 865,065 \$ 292,981

CAPITAL OUTLAY BUDGET

Education and General Projects

1. Planning: Mitchell Hall (Replace Randolph Hall): This state authorized planning project will design the replacement of Randolph Hall with an approximately 284,000 gross square foot building to accommodate engineering instruction and research. In accordance with the state capital budget program, the university will temporarily fund the planning costs and be reimbursed through a request for construction funding. Schematic design is underway.
2. Life, Health, Safety, Accessibility, & Code Compliance: This project improves pedestrian connectors to ensure accessible service in the North Academic District. Working drawings are underway with market pricing expected October 2022.
3. Planning: New Business Building: This is a new planning project authorized at the April Board of Visitors meeting to design a 104,000 gross square foot building for the Pamplin College of Business. A/E and CMAR procurements are underway.
4. Maintenance Reserve: The total project budget reflects \$2.73 million of carryforward from fiscal year 2020, and the State's fiscal year 2021 and fiscal year 2022 appropriations totaling \$27.46 million. The annual budget amount reflects the pace necessary to meet the state's 85 percent spending performance requirement by June 30, 2022.
5. Livestock & Poultry Research Facilities, Phase I: This project is the first of two phases to renew existing facilities for the livestock and poultry programs. Construction is underway for the swine, poultry, beef, and equine packages. Packages for three hay barns and demolition are under development. Construction funding for those packages is included in the Executive Budget Bill for the 2022 General Assembly session. The annual budget was increased to account for the pace of the contractor's work. Resources are available and sufficient to cover the accelerated cash flows, and the project remains within the authorized total budget.
6. Corps Leadership and Military Science Building: The project consolidates the Corps of Cadets and ROTC programs in the northern portion of the Upper Quad project. Construction is underway with substantial completion expected July 2023. The annual budget was increased to account for the pace of the contractor's work. Resources are available and sufficient to cover the accelerated cash flows, and the project remains within the authorized total budget.
7. Data and Decision Sciences Building: Construction of the new 120,000 gross square foot building is underway with substantial completion expected April 2023.
8. Innovation Campus – Academic Building: This project will construct a new 300,000 gross square foot academic building with below grade parking as part of the Innovation Campus in Alexandria Virginia. Construction of the parking garage and foundation is underway. The university received a Guaranteed Maximum Price (GMP) construction contract for the building package with substantial completion expected April 2024. The annual budget was increased to account for the pace of shared infrastructure activity. Resources are available and sufficient to cover the accelerated cash flows, and the project remains within the authorized total budget.
9. Hitt Hall: This project houses an expansion of Myers-Lawson School of Construction, a new dining center, and other academic spaces. Sitework is underway. Construction is underway and substantial completion expected March 2024. The annual budget was increased to account for the pace of the contractor's work. Resources are available and sufficient to cover the accelerated cash flows, and the project remains within the authorized total budget.
10. Undergraduate Science Laboratory Building: This project will construct a 102,000 gross square foot science instruction laboratory building. The university received a Guaranteed Maximum Price (GMP) construction contract for the project January 28, 2022 with construction starting April 2022 and substantial completion April 2024. The project received a General Fund administrative supplement on March 8, 2022 to cover a minor market price adjustment necessary to award the construction contract. The annual budget was decreased to account for the timing of the construction contract.
11. Commonwealth Cyber Initiative: This project makes improvements to support the Commonwealth Cyber Initiative Hub renovations, space enhancements, and equipment. The Virginia Innovation Partnership Authority (VIPA) approves spending requests which are then allocated to Virginia Tech for procurement. The maximum appropriation from the Commonwealth is \$3.5 million. The annual budget was decreased to account for extended lead times for equipment orders.
12. Fralin Biomedical Research Institute Equipment: This funding supports the procurement and installation of specialized research equipment for the Fralin Biomedical Research Institute. The annual budget was decreased to account for extended lead times for equipment orders.
13. Equipment for Workforce Development: This project supports space and equipment purchases for the instructional programs associated with the Tech Talent Investment Program. The annual budget was adjusted to account for extended lead times for equipment orders.
14. Improve Kentland Facilities: The project is substantially complete and the total cost is expected to be \$12.46 million. The project will be closed and financial accounts terminated when final invoices are received and paid.
15. Gas-Fired Boiler at the Central Steam Plant: This project is substantially complete and the total cost is expected to be \$8.038 million. The project will be closed and financial accounts terminated when final invoices are received and paid.
16. Acquisition: Falls Church Property: This project was established to acquire the fee simple title to the 5.33 acres currently leased from and owned by the City of Falls Church for a net cost of \$2.85 million. The university is working on a sale transaction for the property with the City of Falls Church.

CAPITAL OUTLAY BUDGET (Continued)

17. Chiller Plant Phase II: This project is substantially complete and the total cost is expected to be \$42.968 million. The project will be closed and financial accounts terminated when final invoices are received and paid.
18. Holden Hall Renovation: This project is substantially complete and the total cost is expected to be \$74.927 million. The project will be closed and financial accounts terminated when final invoices are received and paid. The annual budget was increased to account for the pace of the contractor's work. Resources are available and sufficient to cover the accelerated cash flows, and the project remains within the authorized total budget.
19. Construct Virginia Seafood AREC: This project is substantially complete. The project has exhausted the State resources and will be closed at the end of the fiscal year.

Capital Outlay Projects Authorized as of March 31, 2022 (Continued)

Dollars in Thousands

		FISCAL YEAR ACTIVITY		TOTAL PROJECT BUDGET				
	PROJECT INITIATED	ANNUAL BUDGET	YTD EXPENDITURES	STATE SUPPORT	NONGENERAL FUND	REVENUE BOND	TOTAL BUDGET	CUMULATIVE EXPENDITURES
AUXILIARY ENTERPRISE PROJECTS								
<u>Design Phase</u>								
Student Wellness Improvements	Jun 2016	\$ 2,500	\$ 556	\$ -	\$ 13,310	\$ 44,690	\$ 58,000	\$ 5,621 (1)
<u>Construction Phase</u>								
Maintenance Reserve	On-going	8,000	7,838	-	8,000	-	8,000	7,838 (2)
New Upper Quad Residence Hall	Jun 2019	13,000	8,575	-	2,000	40,000	42,000	11,062 (3)
Dietrick Renovation	Sept 2017	1,200	108	-	9,131	-	9,131	1,056 (4)
<u>Close-Out</u>								
Student-Athlete Performance Center	Mar 2018	18	18	-	20,417	-	20,417	19,726 (5)
Creativity & Innovation District LLC	Oct 2016	17,176	14,082	-	15,880	89,620	105,500	102,018 (6)
Planning: Tennis Center Improvements	Aug 2016	107	106	-	809	-	809	491 (7)
Global Business & Analytics Complex Residence Halls	Jun 2019	-	-	-	-	84,000	84,000	1,269 (8)
TOTAL AUXILIARY ENTERPRISE PROJECTS		\$ 42,001	\$ 31,282	\$ -	\$ 69,546	\$ 258,310	\$ 327,856	\$ 149,081
GRAND TOTAL		\$ 200,663	\$ 158,328	\$ 525,855	\$ 156,929	\$ 510,137	\$ 1,192,921	\$ 442,063

Auxiliary Enterprise Projects

1. Student Wellness Improvements: The estimated pricing for the design scope exceeds the project authorization, and the university is developing an alternative plan to accomplish the key project objectives. A resolution to move forward with the project will be presented at the June Board of Visitors meeting.
2. Maintenance Reserve: The auxiliary maintenance reserve program covers 106 assets with a total replacement value of \$1.4 billion. Projects are scheduled and funded by the auxiliary enterprises. The units prepare five-year plans that outline their highest priority deferred maintenance needs. The annual budget and total project budget reflect the spending plans of the auxiliary units on maintenance reserve work scheduled for fiscal year 2022.
3. New Upper Quad Residence Hall: The project constructs a 300 bed residence hall in the upper quad section of campus. The project is under construction with substantial completion expected August 2023. The annual budget was increased to account for the pace of the contractor's work. Resources are available and sufficient to cover the accelerated cash flows, and the project remains within the authorized total budget.
4. Dietrick Renovation: This project includes refurbishing the first floor of Dietrick Hall, inserting a modern food service venue, and enclosing a portion of the exterior overhang. Improvements to the outdoor plaza will be implemented concurrently as a non-capital activity supported with private gifts. The project is under construction with substantial completion expected March 2023. The university infused a minor increase to the total budget, which may be administratively implemented under the university's tier three Management Agreement with the State, for a schedule extension to maintain food service operations during the spring semester.
5. Student-Athlete Performance Center: The project is closed with a total cost of \$19.726 million. The annual budget was decreased to reflect actual expenses at the close of the project.
6. Creativity & Innovation District Living Learning Community (LLC): The project is substantially complete and the total cost is expected to be \$105.5 million. The project will be closed and financial accounts terminated when final invoices are received and paid.
7. Planning: Tennis Center Improvements: The planning project is complete and the total cost is expected to be \$809 thousand. The project will be closed and financial accounts terminated when final invoices are received and paid. The annual budget was decreased to reflect actual expenses at the close of the project.
8. Global Business & Analytics Complex Residence Halls: The university is exploring alternatives for additional residential beds in the northwest area of campus. The project will be closed at the end of the fiscal year.

FINANCIAL PERFORMANCE REPORT

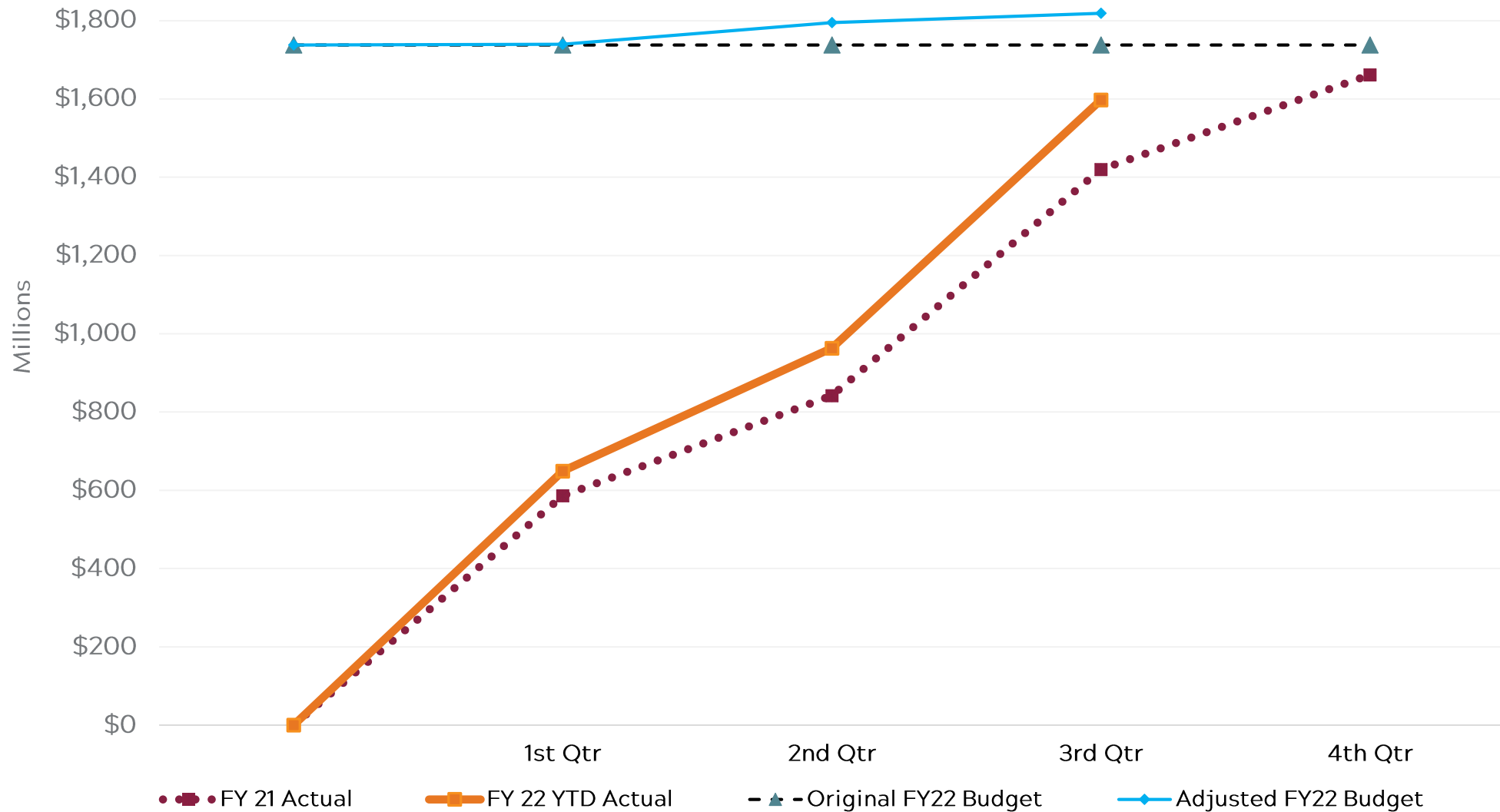
July 1, 2021 - March 31, 2022

TIM HODGE, ASSOCIATE VICE PRESIDENT FOR
BUDGET AND FINANCIAL PLANNING

BOB BROYDEN, ASSOCIATE VICE PRESIDENT FOR
CAMPUS PLANNING AND CAPITAL FINANCING

JUNE 7, 2022

OPERATING REVENUES



Federal student and institutional support for pandemic relief recognized in budget during in Q2

3rd QUARTER 2021-22

Annual Budget Changes

Sponsored Programs

- \$11.4 million of federal pandemic relief revenue, primarily for student aid.

All Other Programs

- \$5.6 million federal revenue earmarked for Kentland Farm capital lease (dairy relocation plan).

Auxiliary Enterprises

- Athletics: \$3.6 million revenue and \$15.6 million expense increase; includes \$13.5 million for football coaching staff transition.
- Residential & Dining : \$6.5 million revenue and \$5.8 million expense increase for business volume.
- Parking & Transportation: \$2.9 million revenue and \$2.3 million expense increase for business volume, multi-modal transit project activity.
- Telecommunications: \$4.1 million expense increase for the next phase of the residential network project.
- Electric: \$2.8 million revenue decrease for lower electrical consumption. Continuing to monitor energy consumption and prices.

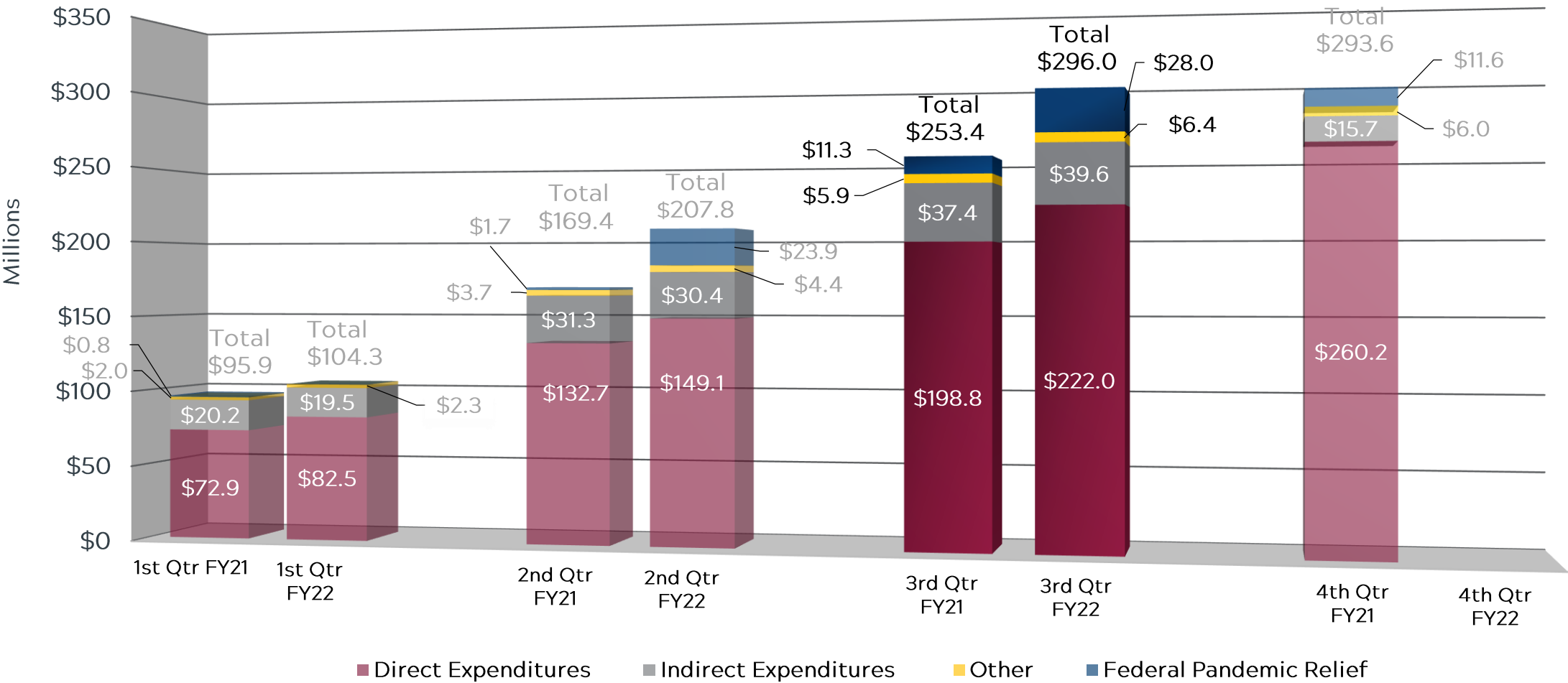
Financial Performance

Auxiliary Enterprise

- Electric: Continuing to monitor energy consumption and prices.
- Dining: continue to monitor business volume and food inflation.





SPONSORED PROGRAM EXPENDITURES

FY21 VS FY22

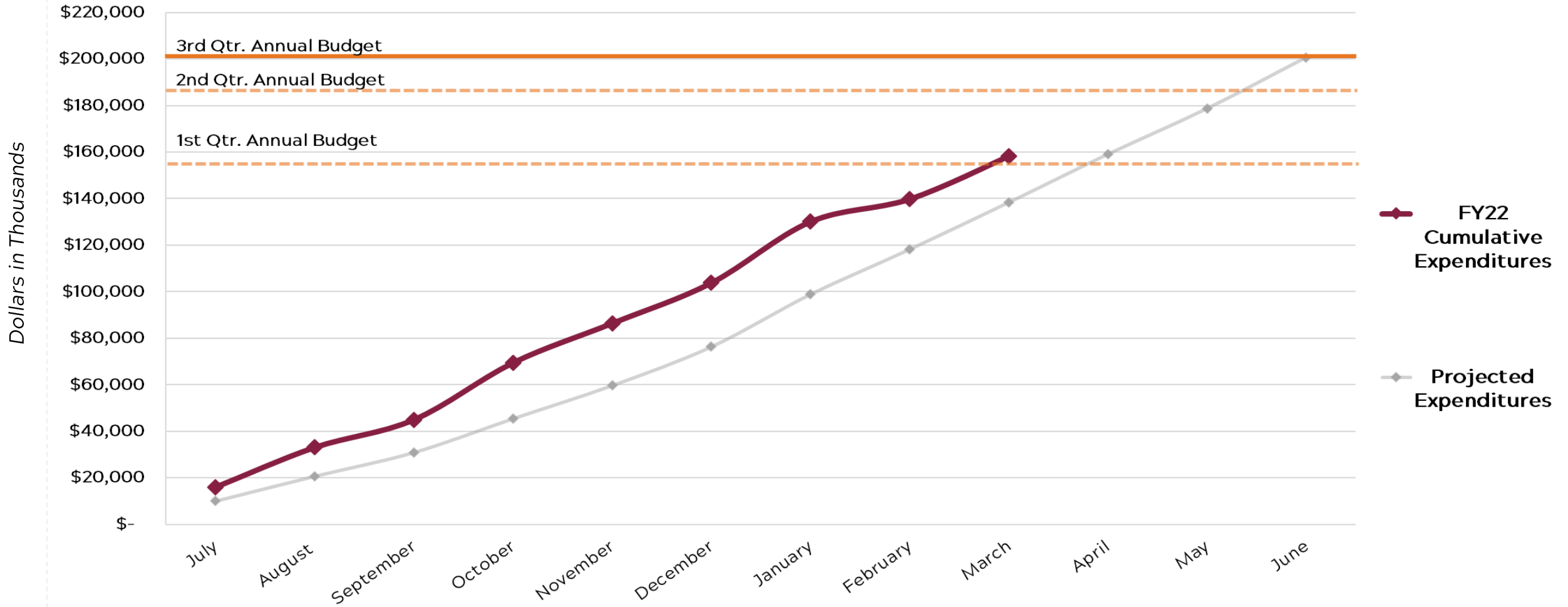


CAPITAL PROGRAM

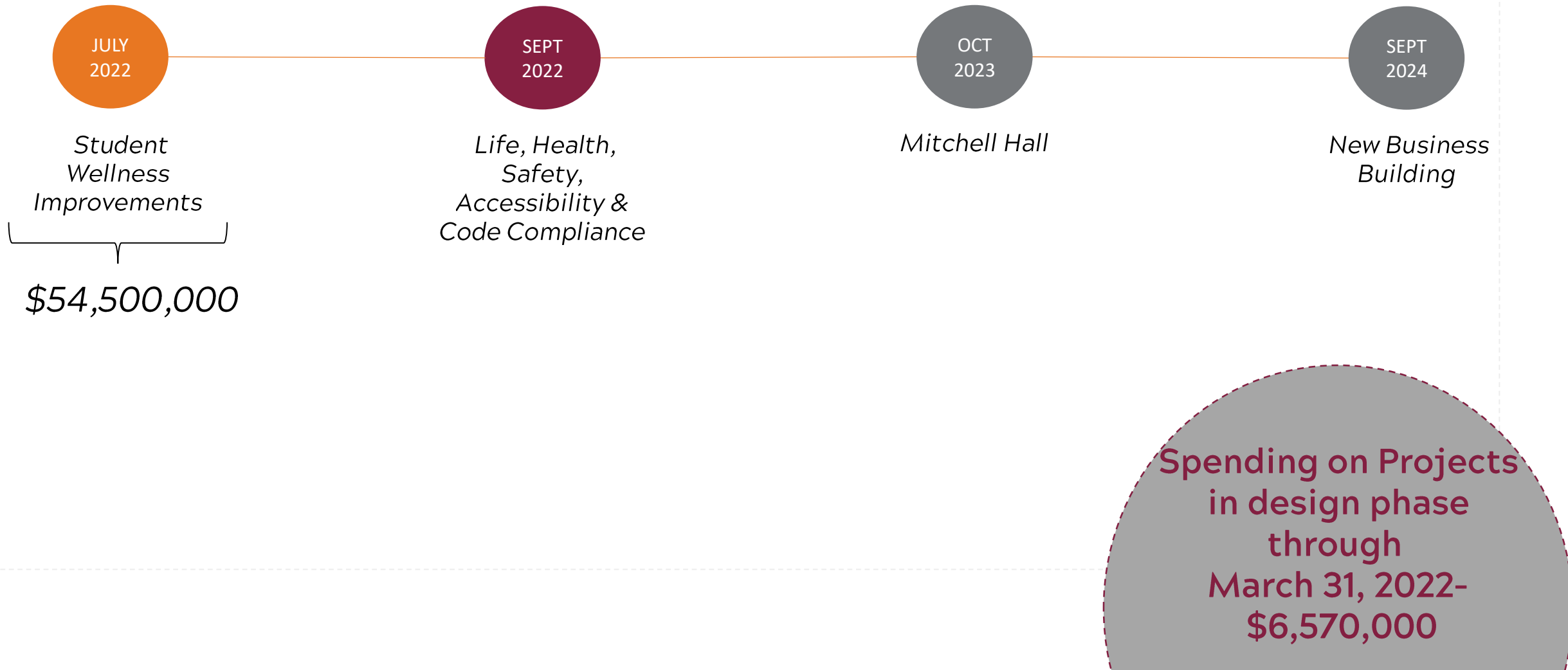
CAPITAL OUTLAY TOTAL PROGRAM

	1 st Quarter Ended	2 nd Quarter Ended	3 rd Quarter Ended	4 th Quarter
 Design	7	6	4	
 Construction	10	10	10	
 Equipment	3	3	3	
 Closeout	6	7	10	
Total Projects	26	26	27	
Total Budget (\$ in Thousands)	\$1,180,056	\$1,180,275	\$1,192,921	
Total Expenditures (\$ in Thousands)	\$328,691	\$387,543	\$442,063	

ACTIVITY THROUGH MARCH 31, 2022

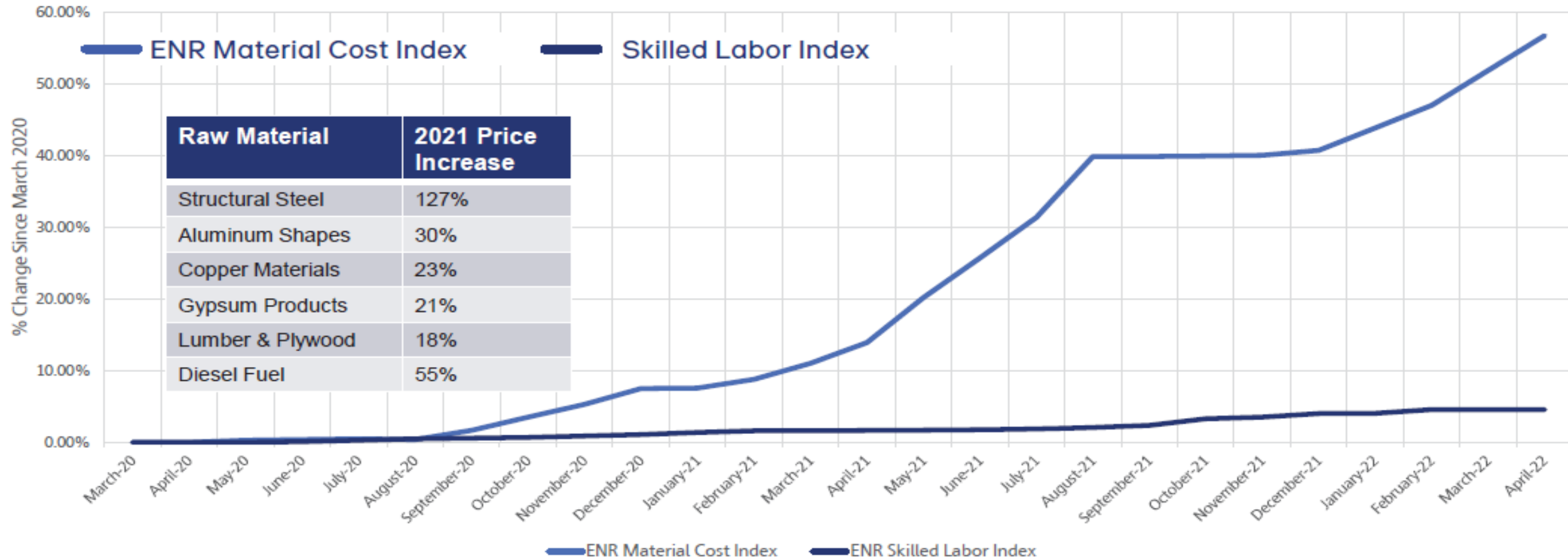


TIMING FOR CONSTRUCTION PRICING



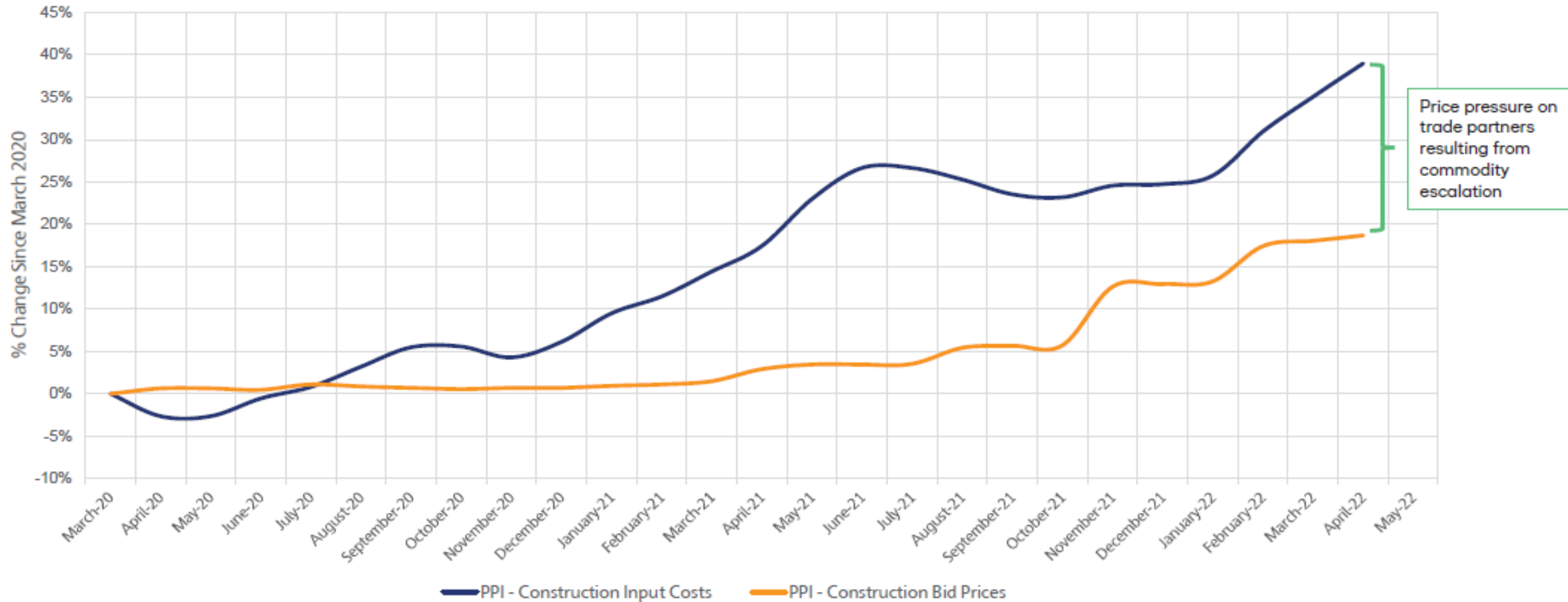
CURRENT MARKET CONDITIONS

Construction Input Costs Comparison



CURRENT MARKET CONDITIONS

Input Costs vs. Bid Prices



Price pressure on trade partners resulting from commodity escalation

PROJECTS COMING ONLINE

2021

- ❖ NOV: Chiller Plant, Phase II

2022

- ❖ JAN: Holden Hall Renovation
- ❖ MAY: Construct Seafood AREC
- ❖ AUG: Livestock & Poultry Research Facilities, Phase I

2023

- ❖ MAR: Dietrick Renovation
- ❖ APRIL: Data & Decision Sciences Building
- ❖ JULY: Corps Leadership & Military Sciences Building
- ❖ AUG: New Upper Quad Residence Hall

2024

- ❖ MAR: Hitt Hall
- ❖ APRIL: Innovation Campus-Academic Building
- ❖ APRIL: Undergraduate Science Lab

Spending on projects in construction phase through March 31, 2022 - \$168,111,000

APPROVAL OF YEAR-TO-DATE FINANCIAL PERFORMANCE REPORT

July 1, 2021 - MARCH 31, 2022

RECOMMENDATION

That the report of income and expenditures for the University Division and the Cooperative Extension/Agricultural Experiment Station Division for the period of July 1, 2021 through March 31, 2022 and the Capital Outlay report be approved.

June 7, 2022

DISCUSSION OF FUTURE AGENDA TOPICS AND CLOSING REMARKS

ED BAINE

COMMITTEE CHAIR, FINANCE AND RESOURCE
MANAGEMENT COMMITTEE

Open Joint Session Agenda

FINANCE AND RESOURCE MANAGEMENT COMMITTEE AND BUILDINGS AND GROUNDS COMMITTEE

Room 260, New Classroom Building

10:00 a.m.

June 7, 2022

Agenda Item

Reporting Responsibility

- * 1. Approval of Resolution to Supplement the Student Wellness Improvements Authorization

Ken Miller
Chris Kiwus
Bob Broyden

* Requires full Board approval.

◆ Discusses Enterprise Risk Management topic(s).

Briefing Report

JOINT FINANCE AND RESOURCE MANAGEMENT COMMITTEE AND BUILDINGS AND GROUNDS COMMITTEE

June 7, 2022

Joint Open Session

- * 1. **Approval of Resolution to Supplement the Student Wellness Improvements Authorization:** The Committees will review a resolution to supplement the student wellness improvements authorization. This request is for a \$12 million supplement to adjust the total authorization for the Student Wellness Improvements project to \$70 million to complete a renovation of War Memorial Hall.

* Requires full Board approval.

Capital Project to Supplement the Student Wellness Improvements Authorization

JOINT FINANCE AND RESOURCE MANAGEMENT COMMITTEE AND BUILDINGS AND GROUNDS COMMITTEE

May 2, 2022

The authorization for the Student Wellness Improvements project includes a total budget of \$58 million with a scope to renovate War Memorial Hall and Schiffert Health Center in McComas Hall.

A Guaranteed Maximum Price proposal was received in March 2020 that was 125 percent of the authorized \$58 million project budget. The cost overrun was considered to be a result of early pandemic labor and supply chain risks combined with a saturated regional construction market. As the university was entering the pandemic and working to manage the impacts and uncertainties of students and employees being remote for an unknown future period, the university put the project on hold.

The project was on hold for nearly a year as the university worked to position this and several other projects in its portfolio for construction contracts. Meanwhile, the university worked with the A/E team and the Division of Student Affairs on solutions as the pandemic persisted disrupting the construction market and driving prices continually higher. A consensus solution was reached in March 2022 to remove certain scope elements and to infuse a \$12 million supplement to preserve the core services of the program for students. The resulting project will renovate War Memorial Hall to enhance recreation and wellness services and will renovate the head-house for academic uses. The renovation of Schiffert Health Center in McComas Hall is removed from the scope to control costs and because the program had made alternative arrangements for student health services during the pandemic.

The revised total project budget request is \$70 million including \$54.5 million for construction services. The budget request is based on pricing estimates from three sources obtained in February 2022 that were reconciled to a variance of 2.5 percent and then escalated for a July 2022 construction contract pricing.

The funding plan for the \$70 million budget includes \$26.2 million of cash earmarked for the project and \$43.8 million of debt serviced by Student Health and Recreational Sports auxiliaries' revenues, student fees, and an internal lease for the School of Education program. Any additional cash designated for the project and accumulated prior to the issuance of permanent debt would be used directly for project costs and to lower the estimated total debt issuance.

Under the 2006 Management Agreement between the Commonwealth of Virginia and the university, the Board of Visitors has the authority to approve the budget, size, scope, debt issuance, and overall funding of nongeneral fund capital outlay projects, including capital leases. This request is for a \$12 million supplement to adjust the total authorization for the Student Wellness Improvements project to \$70 million to complete a renovation of War Memorial Hall.

RESOLUTION FOR A CAPITAL PROJECT TO SUPPLEMENT THE STUDENT WELLNESS IMPROVEMENTS AUTHORIZATION

WHEREAS, The Student Wellness Improvements project authorization includes a total budget of \$58 million with a scope to renovate War Memorial Hall and Schiffert Health Center in McComas Hall; and,

WHEREAS, the project schedule originally called for entering the construction market in early 2020; and,

WHEREAS, the impacts of COVID-19 on the construction industry drove costs substantially higher than the project authorization and caused delays; and,

WHEREAS, the university developed a solution to preserve the core services of the program for students; and,

WHEREAS, the solution includes a renovation of War Memorial Hall to enhance recreation and wellness services and will renovate the head-house for academic uses; and,

WHEREAS, the estimated total cost to deliver the project is \$70 million including design, construction, and equipment; and,

WHEREAS, the university has developed an entirely nongeneral fund resource plan sufficient to support the \$70 million of project costs; and,

WHEREAS, under the 2006 Management Agreement between the Commonwealth of Virginia and the university, the university has the authority to issue bonds, notes or other obligations that do not constitute State tax supported debt; and,

WHEREAS, under the 2006 Management Agreement between the Commonwealth of Virginia and the university, the Board of Visitors has authority to approve the budget, size, scope, debt issuance, and overall funding of nongeneral funded capital outlay projects;

NOW, THEREFORE, BE IT RESOLVED, that the university be authorized to supplement and complete the Student Wellness Improvements project and to secure temporary short-term financing through any borrowing mechanism that prior to such borrowing has been approved by the Board, as applicable, in an aggregate principal amount not to exceed the \$70 million authorized project budget, plus related issuance costs and financing expenses.

RECOMMENDATION:

That the resolution authorizing Virginia Tech to complete the Student Wellness Improvements project be approved.

June 7, 2022

APPROVAL OF RESOLUTION TO SUPPLEMENT THE STUDENT WELLNESS IMPROVEMENTS AUTHORIZATION

BOB BROYDEN, ASSOCIATE VICE PRESIDENT FOR
CAMPUS PLANNING AND CAPITAL FINANCING

JUNE 7, 2022

Student Wellness Improvements Supplement

- Project authorization includes a total budget of \$58 million to renovate War Memorial Hall and the Schiffert Health Center in McComas Hall.
- A Guaranteed Maximum Price contract was received in March 2020 that was 125 percent of the authorized project budget.
- The cost overrun was considered to be a result of early pandemic labor and supply chain risks combined with a saturated regional construction market.
- The project was postponed due overall COVID-19 uncertainties and to reevaluate and position this and several other projects for construction.



War Memorial Hall



Student Wellness Improvements Supplement

- A consensus solution was reached in March 2022 to remove Schiffert Health Center renovation and to infuse \$12 million to preserve the core services of the program for students.
- The resulting project will renovate War Memorial Hall to enhance recreation and wellness services and will renovate the head-house for academic utilization.
- This request is to supplement the existing \$58 million project authorization for a total budget authorization of \$70 million.
- Funding plan includes debt serviced by Student Health and Recreational Sports auxiliaries and an internal lease for the School of Education.



War Memorial Hall



RESOLUTION FOR A CAPITAL PROJECT TO SUPPLEMENT THE STUDENT WELLNESS IMPROVEMENT AUTHORIZATION

NOW, THEREFORE, BE IT RESOLVED, that the university be authorized to supplement and complete the Student Wellness Improvements project and to secure temporary short-term financing through any borrowing mechanism that prior to such borrowing has been approved by the Board, as applicable, in an aggregate principal amount not to exceed the \$70 million authorized project budget, plus related issuance costs and financing expenses.

RECOMMENDATION

That the resolution authorizing Virginia Tech to complete the Student Wellness Improvements project be approved.

JUNE 7, 2022

Open Session Agenda
GOVERNANCE AND ADMINISTRATION COMMITTEE
3:45 pm – 5:15 pm
New Classroom Building 260
June 6, 2022

OPEN SESSION

<u>Agenda Item</u>	<u>Reporting Responsibility</u>
1. Welcome and Opening Remarks	Chris Petersen
2. Consent Agenda <ul style="list-style-type: none"> a. Minutes of the November 8, 2021, Meeting b. Information item: Update to guidelines for Public Comment Period (no action required) 	Chris Petersen
◆+ 3. Current Issues Facing Intercollegiate Athletics	Whit Babcock Derek Gwinn
◆+ 4. HR Update: The Future of Work at Virginia Tech and the Faculty Job Architecture Project	Bryan Garey
* 5. Resolution to Revise the System of Shared Governance at Virginia Tech and Approve the New University Council Constitution and Bylaws	Cyril Clarke
* 6. Resolution to Revise the Faculty Senate Constitution and Bylaws	Robert Weiss
* 7. Resolution for Approval of Undergraduate Student Senate Governing Documents	Frank Shushok
+ 8. InclusiveVT Update: 1872 Forward	Menah Pratt-Clarke
9. Results of the Board Committee Structure Review	Chris Petersen
* 10. Resolution to Amend the Bylaws of the Virginia Tech Board of Visitors, Effective July 1, 2022	Kim O'Rourke
* 11. Resolution to Amend the Bylaws of the Virginia Tech Board of Visitors, Effective September 1, 2022	Kim O'Rourke
◆ 12. Results of the Annual Board Self-Assessment	Kim O'Rourke
13. Future Agenda Items and Closing Remark	Chris Petersen

* Requires Full Board Approval

◆ Discusses Enterprise Risk Management Topic

+ Discusses Strategic Investment Priorities Topic

Briefing Report

GOVERNANCE AND ADMINISTRATION COMMITTEE

June 6, 2022

1. **Welcome and Opening Remarks.** Chris Petersen, Chair of the Governance and Administration Committee, will welcome committee members, guests, and invited participants.
2. **Consent Agenda.** The Committee will consider for approval the items listed on the consent agenda.
 - a. Minutes of the November 8, 2021, Meeting
 - b. Information item: Update to the Guidelines for Public Comment Period (no action required)
3. **Current Issues Facing Intercollegiate Athletics.** Athletics Director, Whit Babcock, and Assistant Athletics Director of Compliance, Derek Gwinn, will discuss payment for academic performance, as well as introduce the new head football coach, Brent Pry, to the committee.
4. **HR Update: The Future of Work at Virginia Tech and the Faculty Job Architecture Project.** Vice President for Human Resources, Bryan Garey, will provide an update on the future of work at the university, as well as report on the ongoing faculty job architecture project.
5. **Resolution to Revise the System of Shared Governance at Virginia Tech and Approve the New University Council Constitution and Bylaws.** Provost Cyril Clarke will provide an overview of the proposed shared governance revision, as well as present for review and approval the Resolution to Revise the System of Shared Governance at Virginia Tech and Approve the New University Council Constitution and Bylaws.
6. **Resolution to Revise the Faculty Senate Constitution and Bylaws.** Faculty Senate President, Robert Weiss, will present the Resolution to Revise the Faculty Senate Constitution and Bylaws to the committee for review and approval.
7. **Resolution for Approval of Undergraduate Student Senate Governing Documents.** Vice President for Student Affairs, Frank Shushok, will present on the newly instated Undergraduate Student Senate, as well as present for review and approval the Resolution for Approval of Undergraduate Student Senate Governing Documents.

- 8. InclusiveVT Update: 1872 Forward.** Vice President for Diversity, Inclusion, and Strategic Affairs, Menah Pratt-Clarke, will present on the 1872 Forward: Celebrating Virginia Tech celebration.
- 9. Results of the Board Committee Structure Review.** Chris Petersen, Chair of the ad hoc committee, will share recommendations based on the review of the current board committee structure conducted by himself and fellow board members Carrie Chenery, Greta Harris, and Melissa Nelson.
- 10. Resolution to Amend the Bylaws of the Virginia Tech Board of Visitors, Effective July 1, 2022.** The committee will review for approval the Resolution to Amend the Bylaws of the Virginia Tech Board of Visitors, Effective July 1, 2022.
- 11. Resolution to Amend the Bylaws of the Virginia Tech Board of Visitors, Effective September 1, 2022.** The committee will review for approval the Resolution to Amend the Bylaws of the Virginia Tech Board of Visitors, Effective September 1, 2022.
- 12. Results of the Annual Board Self-Assessment.** Secretary to the Board of Visitors, Kim O'Rourke, will summarize the results of the annual Board Self-Assessment.
- 13. Future Agenda Items and Closing Remarks.** Chris Petersen will discuss future agenda items and offer closing remarks.

Open Session Consent Agenda
GOVERNANCE AND ADMINISTRATION COMMITTEE

June 6, 2022

- a. Minutes of November 8, 2021, Meeting
- b. Resolution to Update the Guidelines for the Public Comment Period

Minutes
GOVERNANCE AND ADMINISTRATION COMMITTEE

November 8, 2021

CLOSED SESSION

The committee met jointly with the Compliance, Audit, and Risk Committee on Sunday, November 7, in closed session to discuss matters related to IT Data Privacy.

OPEN SESSION

Committee Members: Chris Petersen (Chair), Greta Harris, Mehul Sanghani, Horacio Valeiras

Other Board Members: Tish Long (Rector), Shelley Butler-Barlow, C.T. Hill, Melissa Nelson, Jeff Veatch

Representatives to the Board: Paolo Fermin, Phil Miskovic, Robert Weiss, Serena Young

VPI&SU Staff: Janice Austin, Whit Babcock, Lynsay Belshe, Eric Brooks, Lori Buchanan, Cyril Clarke, David Crotts, Holli Drewry, Corey Earles, Alisha Ebert, Bryan Garey, Martha Glass, Ellington Graves, Debbie Greer, Rebekah Gunn, Derek Gwinn, Kay Heidbreder, Elizabeth Hooper, Byron Hughes, Chris Kiwus, Sharon Kurek, April Myers, Justin Noble, Kim O'Rourke, Charlie Phlegar, Menah Pratt-Clarke, Robin Queen, Tim Sands, Jon Clark Teglas, Tracy Vosburgh

Students: Jack Leff

The meeting was called to order at 11:07am.

1. **Welcome and Opening Remarks.** Chris Petersen, Chair of the Governance and Administration Committee, welcomed committee members, guests and invited participants.
2. **Consent Agenda.** The Committee approved the items listed on the consent agenda:
 - a. Approval of Minutes of June 7, 2021, Meeting
 - b. Compliance, Audit, and Risk Committee Charter*
 - c. Resolution to Revise Policy 4335: Employee Awards and Recognition Programs*
 - d. Resolution to Revise Bylaws of the Virginia Tech Board of Visitors*
3. **Name, Image, and Likeness and Competitive Success.** Athletics Director, Whit Babcock, and Assistant Athletics Director of Compliance, Derek Gwinn, updated

the committee on name, image, and likeness legislation, as well as presented on the university's competitive success.

There is a new normal in college athletics thanks to two factors: the new NCAA rule allowing students to transfer one time immediately within a conference, and Name, Image, and Likeness legislation. In August, Virginia passed House Bill 7001, making collegiate student-athletes eligible to receive compensation for the use of their name, image, and likeness. The bill protects scholarship eligibility, but prohibits pay-for-play. Student-athletes must also prioritize athletic and academic activities over their brand. The bill also prohibits the utilization of logos without proper approval, and requires that the university receive prior disclosure before student-athletes begin any sponsored activity. Additionally, the bill states that student-athletes cannot promote casinos and gambling, cannabis related products, controlled substances and drug paraphernalia, weapons and fire arms, alcohol, tobacco and e-cigarettes, and adult entertainment. Since passage of the legislation in August, student-athletes have already taken advantage of their eligibility through national sponsorships, partnering with local businesses and charities, joining talent agencies, and promoting their own brands. Groups of athletes have also received sponsorships, such as the football offensive line partnering with Mission BBQ, a deal in which they are fed once a week by the restaurant in exchange for promoting the business on their personal social media accounts. Local businesses are somewhat hesitant to participate due to their familiarity with previous rules, but Athletics has been reaching out via mailers and other tactics to educate and assist them should they wish to participate. In order to protect our student-athletes, Virginia Tech maintains the right to restrict third party-conflicts, as well as carefully reviews all contracts, and ensures that students are signing with registered, reputable talent agencies. Athletics has also partnered with the Pamplin College of Business and the APEX Center for Entrepreneurs to build a comprehensive education program that provides student-athletes with resources related to brand management, marketing, and financial and tax implications. As a result of this partnership, a four-credit course is going to be available for all students specifically on NIL. The university has also partnered with athletic content platforms, INFLCR and PRISM, in order to provide our student-athletes with additional support in this area. Major concerns looking forward are maintaining compliance in relation to recruiting incentives, and the risk of NIL competition among football and men's basketball programs. There is also some concern as to how NIL earnings will affect grants and scholarships, as well as citizenship for international student-athletes. The current bill is only in effect until June 30, 2022, and new legislation for Virginia is in the works to further define NIL rules effective July 1, 2022. Should that not be the case, Virginia Tech will revert back to the policy operated on this past July after NCAA rules went into effect but legislation was delayed. There is also hope that federal legislation will be passed, as NCAA guidelines and rules vary on a state-by-state basis.

Competitively, Virginia Tech's athletics program ranked 32 out of the 350+ Division I programs across the nation in 2020-21, and ranked seventh among its ACC peers for the NACDA Directors' Cup. Those ACC schools that are ranked higher, typically have a larger budget, so the hope is that as the athletics budget increases, so will the Hokies national ranking. Currently, the Hokies are rated in the top 25 in football, wrestling, men's and women's soccer, men's and women's basketball, women's golf, and men's and women's swimming and diving. Virginia Tech has already pulled ahead in the Commonwealth Clash this season, seeing a win over UVA in men's soccer, volleyball, and women's cross-country. Among ACC peers, the program is currently tied with five teams Louisville, UNC, N.C. State, Notre Dame, and Pitt, and pulling ahead against Miami along with UVA. As of June 1, Hokies' sponsored sports have been named ACC Champions 29 times since 2004-05. In Spring of 2021, 17 sports teams at the university maintained an overall 3.0 GPA. In regards to student-athlete scholarships, five of the 22 sports offered at the university offer full scholarships, while the rest only receive a portion. To remain competitive in this area and to further enhance recruitment efforts, Athletics is studying the North Carolina model in which out-of-state student-athletes can receive in-state benefits. Virginia Tech has maintained its record of no major NCAA infractions since 2000, despite a rise overall and amongst ACC schools in the past 10 years. Athletics has also seen a rise in donor growth this year, and currently has pledges to nearly \$174 million of the \$400 million goal. To further reach that goal, the department continues to focus on its capital campaign through five pillars: the drive for 25, Football, Cassell Coliseum, success across all teams, and scholarships.

4. **Inclusive VT Update: Student Diversity.** Vice President for Strategic Affairs and Diversity Menah Pratt-Clarke and Assistant Provost for Inclusion and Diversity Ellington Graves provided an update on student diversity initiatives.

As of Fall 2021, the university's undergraduate student population identifies as 61 percent white, 12 percent Asian/Asian American, 9 percent Latinx/Hispanic, 6 percent Black, 5 percent two or more races, and 5 percent international, with 2 percent choosing not to report. Similarly, the graduate and professional student population identifies as 47 percent white, 30 percent international, 6 percent Asian/Asian American, 5 percent Black, 5 percent Latinx/Hispanic, and 3 percent two or more races, with 4 percent not reported. To welcome and support its underrepresented and underserved students, Virginia Tech's various cultural and community centers provide education, advocacy, advising, and leadership development resources. Centers include the American Indian and Indigenous Community Center, Asian Cultural Engagement Center, Black Cultural Center, El Centro the Latinx cultural center, the LGBTQ+ Resource Center, and the Intercultural Engagement Center, along with Ujima, the four-year old Living-

Learning Community that emphasizes the Black/African-American experience. Ujima houses 115 multigenerational students including all classifications, and has seen 47 percent growth and 40 percent returning students this year. Each center has a faculty fellows' program to further enhance and foster faculty and student engagement. The university observed American Indian and Indigenous Heritage Month, Latinx/Hispanic Heritage Month, and LGBTQ+ History Month this fall, and will observe Black History Month, and Asian/Pacific Islander/Desi American History month in the spring. The university also observes Jewish, Muslim and Disability Awareness months as well. As such, Virginia Tech hosted 73 featured events in Spring and Fall of 2021, not counting the additional observances of Indigenous People's Day, International Pronoun Day, Intersex Awareness Day, and National Coming Out Day. Major commemorations also include Martin Luther King Day, Transgender Day of Remembrance, Veterans Day, the Native at VT Spring Powwow, Pride Week, and the Latinx Symposium. Intersectional and intercultural programs are offered to help bridge the gap between communities through activities such as hosting anti-blackness discussions, creating a coalition of Black and Asian Americans, and working with LGBTQ+ individuals spanning the communities. The Student Opportunities and Achievement Resources Program (SOAR) works with entities across campus to welcome and retain underrepresented and underserved students and support the university's strategic mission. Concerns addressed via one-on-one coaching include academic support, campus resources, financial needs and jobs, as well as both professional and personal development, and advocacy. During the 2020-21 academic year, the program provided 968 one-on-one coaching sessions to 701 unique students, the majority of which were first-generation, to discuss topics such as academic support, campus resources, financial needs/jobs, personal and professional development, and advocacy. SOAR does not provide academic advising services, but instead provides resources and connects students to advisors in their respective college upon their request. Fall caseloads yielded a higher percentage of freshman coaching sessions, while spring saw a rise in sessions with sophomores, juniors, and seniors. While SOAR is mostly utilized by the black student population, an increase of 6.2 percent was seen in Latinos' use of the resource in 2021. Overall URM student GPAs have shown a rise for the Spring 2021 term thanks to the program. SOAR also offers three signature programs, the first being the Black College Institute (BCI) which is a four-day summer program for talented, academically inclined, rising high school juniors and seniors. The Institute is a recruitment effort that specifically seeks to serve underrepresented and/or first-generation students, but is open to any student interested in Virginia Tech. BCI promotes a multicultural awareness while specifically emphasizing the Black/African-American student experience. Participants have the opportunity to experience living on campus and working in classroom environments, as well as to become familiar with learning resources available to them from departments and student organizations. During their visit, students attend workshops on applying

for college, as well as financial aid and scholarships. Participants also complete and present a research project they conduct on social justice during their time on campus. From its inception in 2017, BCI has seen a 364 percent attendance increase, with a 74 percent increase in applications. In 2021 the program hosted 520 attendees, 434 of which were high school seniors. Seventy-six percent of program alumni that apply receive offers, with 43 percent accepting and attending, increasing the percentage of black students in the entering class from 3.8 percent in 2016 to 8.9 percent for Fall of 2021. Institute alumni that attend Virginia Tech also have the opportunity to participate in SOAR's Jumpstart program, a three-day pre-orientation designed to reacclimate them to campus, and further foster a sense of community. To gain insight and identify trends, the Office of Inclusion and Diversity has reached out to those BCI attendees that chose not to attend Virginia Tech. It has been found that those individuals are highly sought after by many top tier schools and/or cannot afford the cost of out-of-state tuition. Therefore, as student financial packages begin to expand, acceptance will likely increase. SOAR also sponsors SANKOFA in partnership with the office of Inclusion and Diversity. The program is meant to foster professional connections between black students and alumni, as well as educate, motivate, and activate artists and allies. Former board member and award-winning filmmaker, business man, and author BK Fulton was the keynote speaker at the launch of Sankofa's: Reaching Back to the Next Generation program, during which he shared inspirational stories that led to his success and screened two of his films: Love Dot Com: The Social Experiment and One Angry Black Man. In addition to these three distinct programs, SOAR also maintains the InclusiveVT Excellence Scholarship, which committed \$57,000 in 20-21, along with a small portfolio of additional scholarships. They also partnered with University Scholarships and Financial Aid and the Dean of Students to educate students on the CARES Act/HEERF funds to help support underrepresented students during the pandemic, and also began a calling campaign along with the University Bursar to combat disenrollment of underrepresented minorities due to financial need.

5. **Climate Survey and HR Update.** Vice President for Human Resources Bryan Garey reported on the most recent Campus Climate Survey.

The climate survey is conducted every two to three years in order to gauge employee perceptions related to the overall campus climate, jobs, work, and inclusion and diversity. The 2021 survey also sought to measure the impacts of the pandemic. Since last conducted in 2018, the survey has undergone a redesign. HR partnered with survey experts and data scientists across campus to create an instrument that would more accurately produce a snapshot of how Virginia Tech employees are feeling at this particular point in time. As such, it is important to note that the redesign involved the implementation of a five-point scale in lieu of the four-point scale utilized in 2018, making it difficult to directly compare the current results with those of the previous survey. However, despite this difficulty, numbers

related to satisfaction remained somewhat stagnant, fluctuating only slightly between 2018 and 2021. The climate survey was conducted in April and May of this year, receiving an overall response rate of 3,267, which is considered on target due to survey fatigue that many employees were likely feeling at that time of year. Results showed that 77 percent of participants judged the climate across campus as good, with 79 percent satisfied with their jobs, 85 percent feeling their coworkers are friendly, and 86 percent feeling their professional and academic relationships are high quality. Additionally, 70 percent of participants reported they felt they had adequate opportunities for advancement at the university, and 77 percent agreed that if asked to do it again, they would choose to work for Virginia Tech. Seventy-one percent of those surveyed also agreed that the values of InclusiveVT were reflected in their work place. This data point differs slightly from those in the past, as the survey previously measured awareness of values, not whether they were directly reflected in the employees' work environment. Unfortunately, a majority of employees reported feeling less confident in their ability to receive help if they were to receive unfair or inequitable treatment, making it an area for improvement. Forty-two percent of those surveyed also felt their compensation was too low; however, this is common in any climate survey. When comparing percentages of those surveyed by employee class, staff was slightly under-represented while administrative and professional, as well as teaching and research faculty, were slightly over-represented. It is important to note that the survey showed a dip in the satisfaction related to workload since 2018, which is to be expected due to the impacts that COVID-19 has had on the workforce within the last year. In regards to inclusion and diversity, 74.9 percent felt the Principles of Community are reflected in their immediate work space, while 70.6 percent felt the same about the values of InclusiveVT, and 66.2 percent reported that the buildings on campus meet their accessibility needs. However, despite 61.9 percent disagreeing that they have personally experienced exclusionary, intimidating, offensive, and/or hostile conduct from members of the university, once neutral responses were removed, the proportion dropped to 20 percent, making it another area for improvement. Mr. Garey also acknowledged that staff morale has deteriorated somewhat since the survey was administered, and is meeting monthly with the leadership of the Staff Senate. In response to the vaccination mandate issued in August, there have been resignations and terminations, but the majority of campus has remained compliant. Ninety-Four percent of employees are vaccinated, with five percent maintaining an exemption, and one percent being non-compliant. However, the one percent accounts for new members of the workforce who have not have time to report their status. The university was early in advocating the vaccine prior to the mandate and have captured data along the way. The department has been tracking retention as a whole on a monthly basis, and there has been a slight uptick in churn thought to be caused by vaccine status, as well as individuals evaluating their jobs in a post COVID environment. In response to survey feedback HR will continue to embed HR Division Directors in colleges and units, while also implementing compensation changes both to attract new and retain current employees. HR has also implemented new onboarding tools and career development training programs,

and is still working on piloting flexible work options. Next steps include releasing data to colleges and units, communicating key results and themes in a wrap-up article to be featured in the VTx daily email, offering one-on-one support for leaders as needed, and continuing work on improving morale.

6. **Introduction to Governance Video.** Vice President for Policy and Governance, Kim O'Rourke, introduced a video in which current commission chairs of shared governance reported their goals for the year.

The video was created by the Office of Policy and Governance as an outreach tool to introduce the campus community to shared governance, as well as provide insight on the types of policies that are vetted through the system. Along with being reviewed by the Governance and Administration Committee, the video is also intended to be utilized on various websites and news outlets published across campus. The hope is that the video will not only provide insight to the community on the current work of shared governance, but also generate interest in becoming involved in system and having a role in shaping future policies. Due to time restraints, the video was not viewed during the meeting, but all Board members were encouraged to watch it via the link in their materials.

7. **Resolution to Establish an Administrative and Professional Faculty Representative to the Board of Visitors.** President of the Administrative and Professional (A/P) Faculty Senate Holli Drewry and Vice President of the A/P Faculty Senate and Chair of the Commission on A/P Faculty Affairs Janice Austin presented a resolution for committee review and approval proposing the addition of an A/P Faculty Representative to the Board of Visitors. Like the other representatives, the A/P Faculty Representative will be invited to sit with the Board and its committees during open sessions.

The resolution is the next step in achieving equal representation for Administrative and Professional Faculty to that of their teaching and research faculty and staff peers. It follows the installation of the A/P Faculty Senate approved by the committee in March of this year. Upon review, the committee approved the resolution.

8. **Discussion on Committee Structure Review.** Chris Petersen led a discussion on Board Committee Structure Review.

The review is in response to concerns regarding where research topics should fall in relation to committee charges. Prior to the revised committee structure implemented in 2017, there was a separate research committee. Currently, the programmatic aspects of research are covered by the Academic, Research and Student Affairs Committee, with finance, compliance, and facility issues discussed in the corresponding committees. However, due to its unique nature, there is a question of whether the topic receives enough attention and support, as it is a large component of the Beyond Boundaries strategy. As such, the Governance and

Administration committee was tasked by the Rector at the June meeting to consider the current Board Committee Structure as a whole and make suggestions on how it might be improved. The committee agreed that the best way to move forward in this assessment is to appoint an ad hoc committee. Chris Petersen will communicate with committee members individually to determine appointees.

9. **Discussion on Board Self-Assessment Process.** Chris Petersen led a discussion on topics and criteria the Board would like to measure in this year's self-assessment.

The Board of Visitors began conducting an annual self-assessment in spring 2019, with the results of the assessment being reported at the June meeting. The instrument used was developed and is administered by the Association of Governing Boards (AGB); questions were tailored to some degree to Virginia Tech. The committee was asked to recommend what changes, if any, they would like made to the existing survey instrument, and whether they recommended continuing with the AGB survey instrument. The committee was also asked to consider what open-ended questions they would like included to augment the multiple-choice questions. To maintain consistency, the committee determined they would like to move forward with the AGB survey instrument this year. Requests related to open-ended questions are to be sent to Chris Petersen and Kim O'Rourke by November 30.

10. **Board Transparency.** Kim O'Rourke explained that in spring 2021, the General Assembly approved HB2120, which deals with transparency of university governing boards. Many of the measures contained in the bill were already in practice at Virginia Tech prior to the legislation, and others were added to the Board's bylaws in June and implemented by the July 2021 deadline. The legislation also required SCHEV to appoint a working group to develop a minimum uniform standard for all Virginia colleges and universities to witness board meetings electronically in real time and to provide those recommendations to the legislature by November 1, 2021. She noted that both she and Elizabeth Hooper served on that 15-person working group, and its report has been submitted to the legislature. The proposed minimum uniform standard includes providing the public with real-time electronic access to regularly scheduled meetings of the full governing board, with exceptions for committee meetings and any tours or gatherings of the full board that take place outside of the usual location of the board meeting. Access would be provided by video or audio livestreaming.

11. **Future Agenda Items and Closing Remarks.** Chris Petersen asked committee members to send any future agenda item requests to him at a later date, and offered closing remarks

There being no further business, the meeting adjourned at 11:45am.

GUIDELINES FOR VIRGINIA TECH PUBLIC COMMENT PERIOD ON TUITION/FEE INCREASES

Code of Virginia, §23.1-307(D) – No governing board of any public institution of higher education shall approve an increase in undergraduate tuition or mandatory fees without providing students and the public a projected range of the planned increase, an explanation of the need for the increase, and notice of (i) the date, time, and location of the meeting at which public comment is permitted on the institution's website and through any other standard means of communication utilized by the institution with students at least 10 days prior to such meeting and (ii) the date and location of any vote on such increase at least 30 days prior to such vote.

Code of Virginia, §23.1-307(E) – Prior to any vote referenced in subsection D, the governing board of each public institution of higher education shall permit public comment on the proposed increase at a meeting, as that term is defined in §2.2-3701, of the governing board. Each such governing board shall establish policies for such public comment, which may include reasonable time limitations.

- Virginia Tech will hold a budget workshop for the public followed by a public comment period whenever any type of tuition increase is proposed, including but not limited to in-state, out-of-state, undergraduate, graduate, and differential tuition rates for specific programs. This workshop/public comment period will be held at least 10 days after the date that the public notice is given of the range of the tuition/mandatory fee increase and during the ~~30-day~~ window between the public notice and the Board's vote on tuition and fees. Public notice for these meetings will be given as required by law.
- At least three BOV members will be present for the public comment period, including at a minimum the Rector or Vice Rector and members of the Finance and Resource Management Committee.
- The workshop will begin with a presentation delivered by the university administration that gives the background and history of the university's tuition and fees and factors considered in developing the proposed percentage change and will be followed by a public comment period.
- Speakers must pre-register on a first-come, first-served basis for the public comment period with the Board Secretary at least 7 days in advance. Speakers will be asked to specify their affiliation with the university, e.g, current student, parent, alum, faculty/staff, member of the public.
- Following the public presentation, the public comment period would be held for ~~60~~ 30 minutes, **with the option to increase the period up to a total of 60 minutes if there is sufficient demand**. If time remains during the ~~one-hour~~ 30-minute public comment period after the pre-registered speakers offer their comments, additional speakers may be offered the opportunity to speak during the remaining time.
- There will be dedicated time slots for a representative from the Undergraduate Student Senate and from the Graduate and Professional Student Senate to provide a statement on behalf of their respective constituency. This does not preclude individual students from registering to speak during the public comment period or from providing written comments.
- Each speaker is limited to 3 minutes and must restrict their comments to tuition and fees only. Speakers wishing to have their comments entered in the public record must bring a typed copy.
- In lieu of oral comments, written comments will be accepted from the date that the public notice is issued until 7 days prior to the meeting at which the BOV considers tuition and fee increases and may be submitted in hard copy, via mail, or online. Instructions for doing so will be included in the public notice. **If the voting date is delayed for any reason, the original public comment period will not be extended unless the range of tuition and fees being considered changes.**
- The BOV will not respond to oral or written comments.
- The BOV periodically will review these public comment guidelines, re-evaluate the time allotted for public comment based on demand, and modify the guidelines as appropriate.



VIRGINIA TECH
ATHLETICS

Board of Visitors Meeting

June 2022

Agenda:
Academic Incentive Award

Academic Incentive

Background

Alston vs. NCAA – Supreme Court ruling which required the NCAA to remove limitations for academically-related benefits and supplies that a school may provide its student-athletes.

Two NCAA Changes

- 1) Student-athletes may receive up to \$5980 per academic year to cover costs related to their college attendance.
- 2) Virginia Tech may pay for or provide any required class supplies.

Academic Incentive

Considerations

- Eligibility to receive Academic Incentive is at the discretion of each school. No national requirement or standard.
- Creates balance of fair distribution and competitive equity.
- Budget impact and sustainability.

Misconceptions

- NOT a scholarship.
- NOT payment for grades.
- NOT related to NIL.

Virginia Tech Policy - DRAFT

Academic Incentive Disbursement

- Distributed one time per year (After fall semester census date)
 - Graduates receive immediately after graduation
- First disbursement will be Fall 2023
- Amounts awarded to student-athletes
 - $\geq 4\%$ athletic scholarship - \$5980
 - $< 4\%$ Athletic scholarship - \$1000
- Issued as direct deposit from Bursar's office

Virginia Tech Policy - DRAFT

NCAA eligibility requirements pace for graduation within 5 years.

Academic Incentive Requirements

- Be in good standing with the university at all times
- On active roster during the applicable academic year AND the ensuing fall semester
- Be eligible for competition during both terms of the applicable academic year
- Met all team rules throughout the year
- Has not entered into the NCAA Portal
- Complete a financial management seminar at VT

ACC Comparison

Award to Scholarship SA's

- NC State
- Clemson
- Big XII Schools

Based on Eligibility & Retention

- Clemson
- WVU
- Miami

Award Once per Year

- WVU
- Illinois
- Miami

Items of Note

- Big XII only conference with policy for member schools
- ACC has confirmed schools will be left with discretion on policies



VIRGINIA TECH
ATHLETICS

THANK YOU




Workforce Trends and the Future of Work at Virginia Tech

June 2022

Bryan Garey

Vice President for Human Resources



National trends and data

- **Unemployment below pre-pandemic levels, 50 year low**
 - 3.7% national unemployment rate; 3.0% in Virginia (March 2022)
 - Both down from January 2022 and well below pre-pandemic levels
- **Nationwide labor shortage**
 - 11.8 million job openings in the US
- **Voluntary exits at Virginia Tech up 25%**
 - 2021 versus 2019 data
- **Pew study – Top 5 reasons people left their job in 2021**
 - Pay was too low, especially at lower levels
 - No opportunities for advancement
 - Felt disrespected at work
 - Child care issues
 - Not enough flexibility

Future of Work is not only Remote Work

- Remote work is important, but just part of the mix
 - Virginia Tech has hundreds of fully remote workers and thousands of workers on hybrid schedule among AP faculty and staff
- New work expectations and realities also include:
 - Caregiving considerations, both adult and child care concerns and challenges
 - Alternate work schedule requirements to meet complex family and personal needs
 - New ways to reward and recognize employees
 - Greater use of technology to communicate and interact with one another
 - Increased focus on development and retention
 - Mental health challenges and lack of available care
- **How we address these opportunities and challenges will directly affect our ability to serve our students and fulfill our mission**



Virginia Tech as leader in future of work across higher ed

- One year in, each SMA involved in outreach, opportunities to experiment
- Guiding principles direct the work, all aligned the supportive of the in-person educational experience
- Five pilots each with different approach
 - Exs. IT with remote work, Advancement with hybrids and space, Engineering with advising shift)
- Resources available include
 - Suitability guide
 - Training
 - Flexible Work Agreements
 - Out-of-state data and analysis
 - Wellness resources



What's Next?

- Hybrid work may evolve but is here to stay
- New technology will continue to evolve and support flexible options
- Mental and behavioral health issues intertwined with retention and productivity
- Retention focus not temporary and a top priority
 - We will have turnover, we need to do more to retain our most talented folks, recruitment will continue to be a challenge
 - Future of work efforts are a tool to mitigate these trends



What can Virginia Tech leaders do?

- **Consider the fall**

- How will you reinforce flexibility as a means to retain your valuable faculty and staff? What messages will you send?

- **Prepare your leaders to manage teams**

- Training, coaching, other support
- How can leaders be prepared to lead through growing mental health challenges in the workplace?

- **Discuss retention opportunities with your leadership team**

- How can you provide opportunities for your high performers to develop and grow in their field?

- **This isn't just about pay ... consider**

- How the environment and culture of your college/unit play a critical role in retention and recruitment?

Three vertical lines on the left side of the slide: a solid dark red line, a dashed dark red line, and a solid orange line.

Faculty Job Architecture Project

PROJECT OVERVIEW, SPRING 2022

PROJECT BACKGROUND

Virginia Tech has retained Ernst & Young as a consulting partner to assist in organizing approximately **2,100 employees and 1,500 unique job titles** representing Administrative and Professional (A/P) faculty positions into a job structure that appropriately rewards employees for their role and contributions.

Striving to achieve the following:

- Employees are paid fairly and equitably based on their role and contributions, creating structure in employee compensation.
- Employees understand a path to grow in their career, and organize how employees develop and grow which will help with succession planning and employee retention.
- Create a system that clearly articulates job families across the A/P faculty classification.
- Titling methodology within those families based on those roles; i.e. finance, public relations, information technology, human resources, student and academic affairs, professional, etc.
- Environment that articulates position summaries, qualifications, recruitment, compensation, employee development, succession planning which makes the manager's job easier.
- Alignment with university resources for developing and investing in our people and talent.



SCOPE OF PROJECT

Scope is on Administrative & Professional (A/P) Faculty positions

- A/P Faculty positions do **NOT** have structure
- Staff positions are based on Virginia DHRM [Job Structure](#)
- Teaching and Research (T&R) faculty positions are based on ranking and structure in the Faculty Handbook



Virginia Department of Human Resources Management

Job Structure

The Commonwealth's job organization structure consists of seven **Occupational Families**. The **Occupational Families** are divided into **Career Groups**. Career Groups are comprised of **Roles**.

Occupational Families

An **Occupational Family** is a broad grouping of jobs that share similar vocational characteristics.

Career Groups

A **Career Group** is a sub-group of an Occupational Family. A Career Group identifies a specific occupational field common to the labor market.

Roles

A **Role** describes a broad group of occupationally related positions that represent different levels of work or career progression.

<https://www.dhrm.virginia.gov/jobs-and-careers/jobs-and-salary-structure>

PILOT APPROACH

Approach:

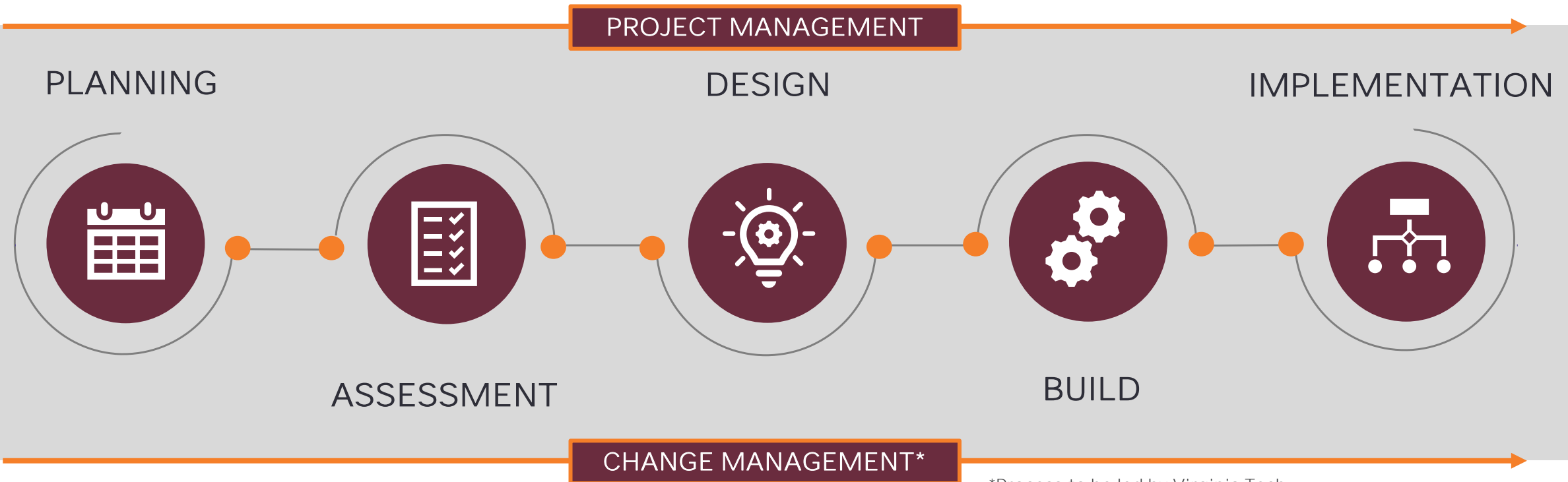
- A segmented pilot approach ensures the establishment of an effective work process, with proper focus on disparate functions, roles, and demographics.
 - Limits impact audiences so expectations can be managed.
 - Minimizes disruption to business as usual.
- Once the preliminary pilot is conducted, the same process can be repeated and/or adjusted based on learnings.
- Target communications for a limited pilot audience tend to be more effective than broader communications.
- Increases the possibility of making decisions that don't fit the broader population.

Considerations:

- The following four departments have been identified for the pilot:
 - Research
 - Information Technology (IT)
 - Advancement (Fundraising)
 - Academic Advisors
- The pilot is planned to occur over the first 6 months of the engagement, with focus on other departments the next 6 months.
- The pilot departments will consist of approximately $\frac{1}{3}$ of the A/P faculty employee population.

COMPREHENSIVE JOB ARCHITECTURE FRAMEWORK

Ernst & Young's well established 5 phase process...



*Process to be led by Virginia Tech

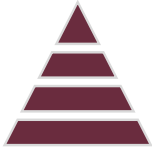
PROJECT DELIVERABLES



Create Position Description Questionnaires



Create Job Architecture for A/P Faculty



Develop Job Leveling Structure and Associated Pay Structure

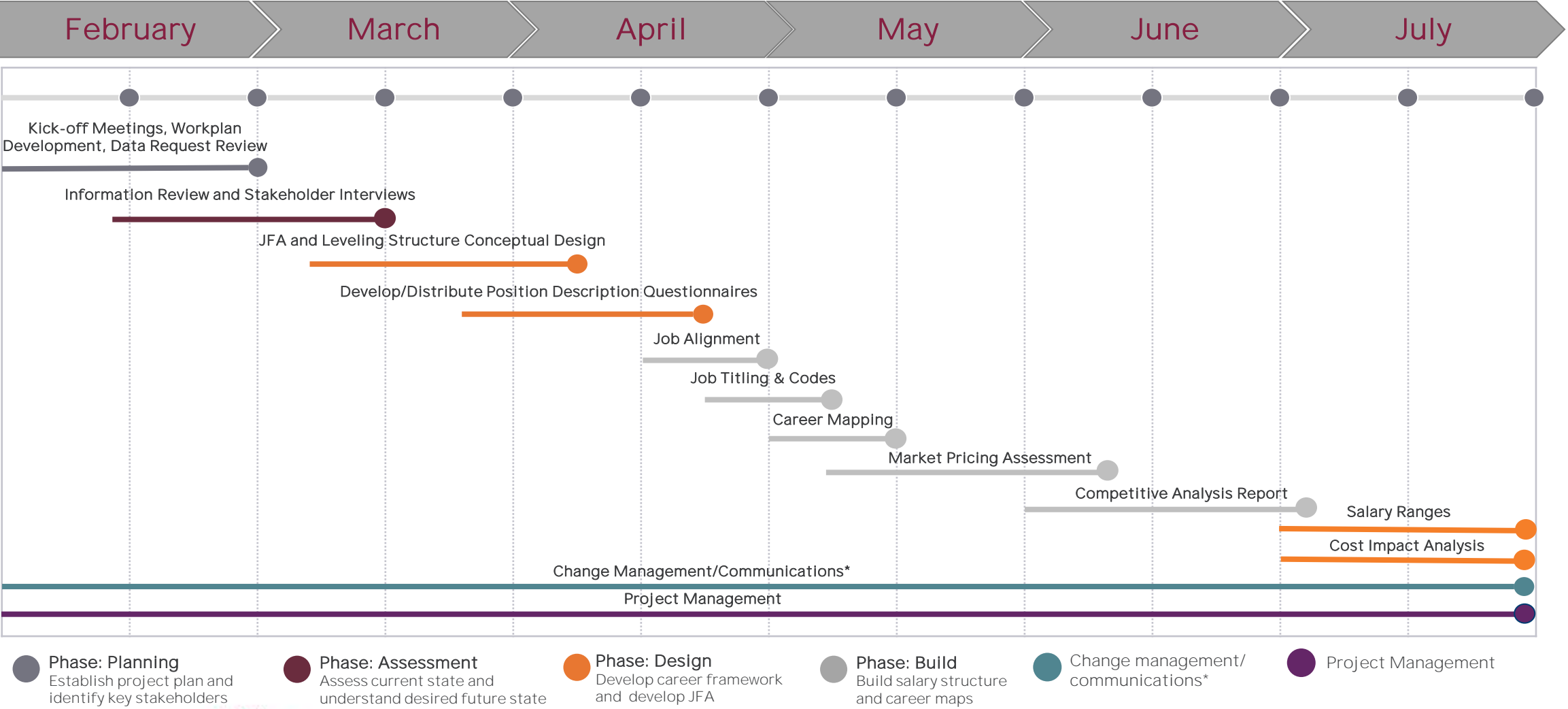


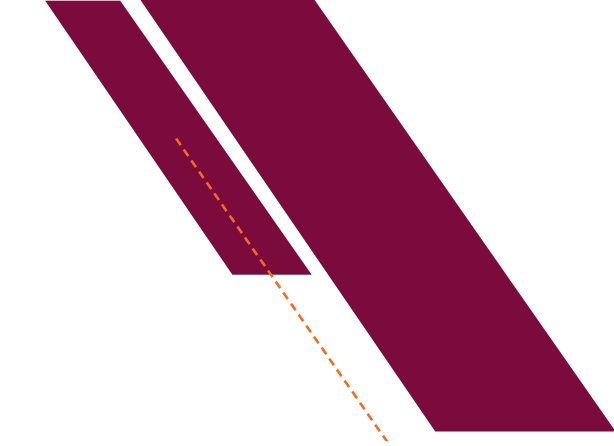
Develop Titling and Job Code Methodology



Develop Career Paths

ILLUSTRATIVE JOB ARCHITECTURE FRAMEWORK TIMELINE





Revised Shared Governance Structure

PROVOST CYRIL CLARKE





Charge of the President's Committee on Governance

"In order to align our governance with the needs of a twenty-first century university and the Beyond Boundaries vision for Virginia Tech, an *ad hoc* committee will be formed and charged with defining a set of guiding principles for effective and equitable governance and outlining any changes to our existing system of governance required to put these principles into effect."

1966 Statement on Government of College and Universities

The Importance of Cooperation

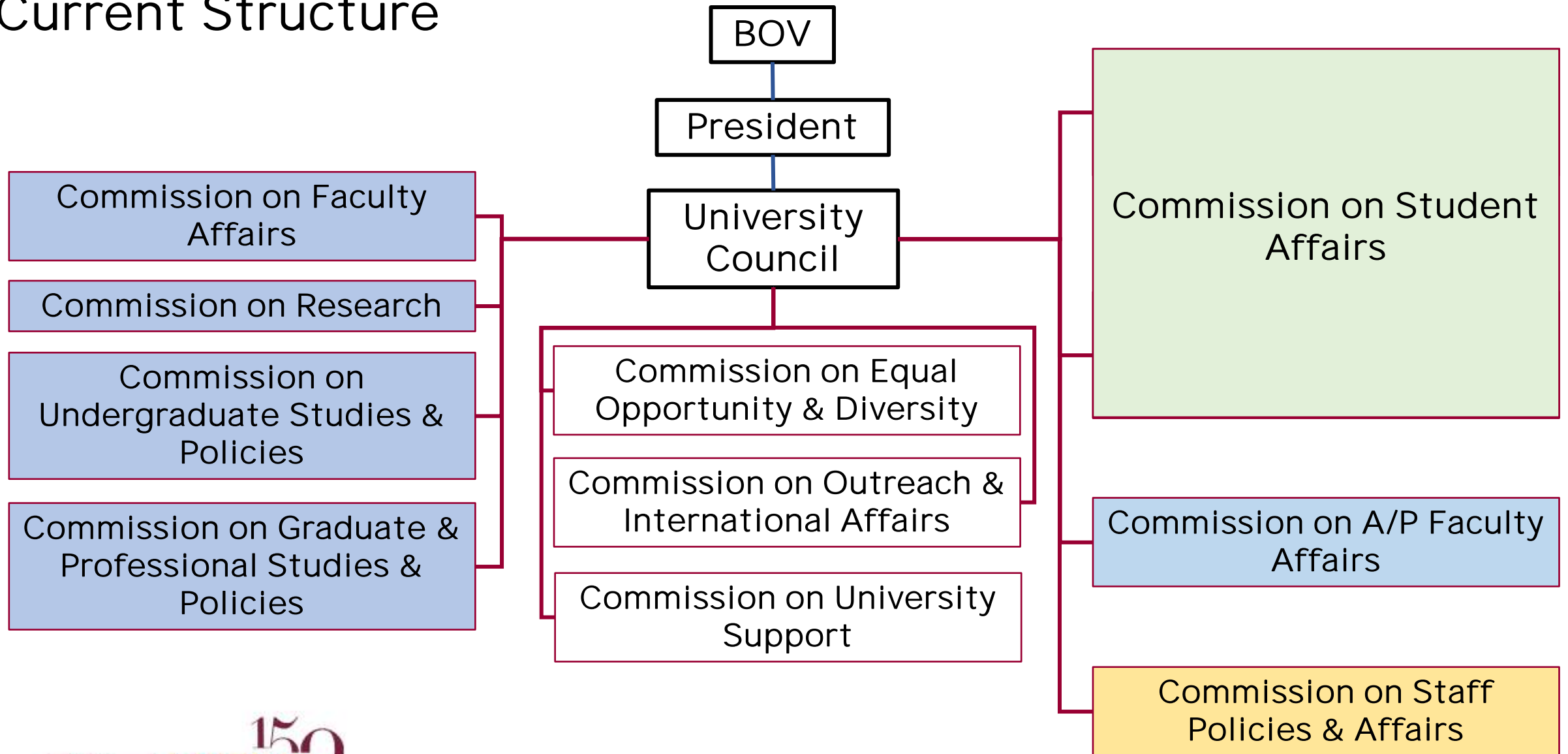
“The variety and complexity of the tasks performed by institutions of higher education produce an inescapable interdependence among governing board, administration, faculty, students, and others. The relationship calls for adequate communication among these components, and full opportunity for appropriate joint planning and effort.”



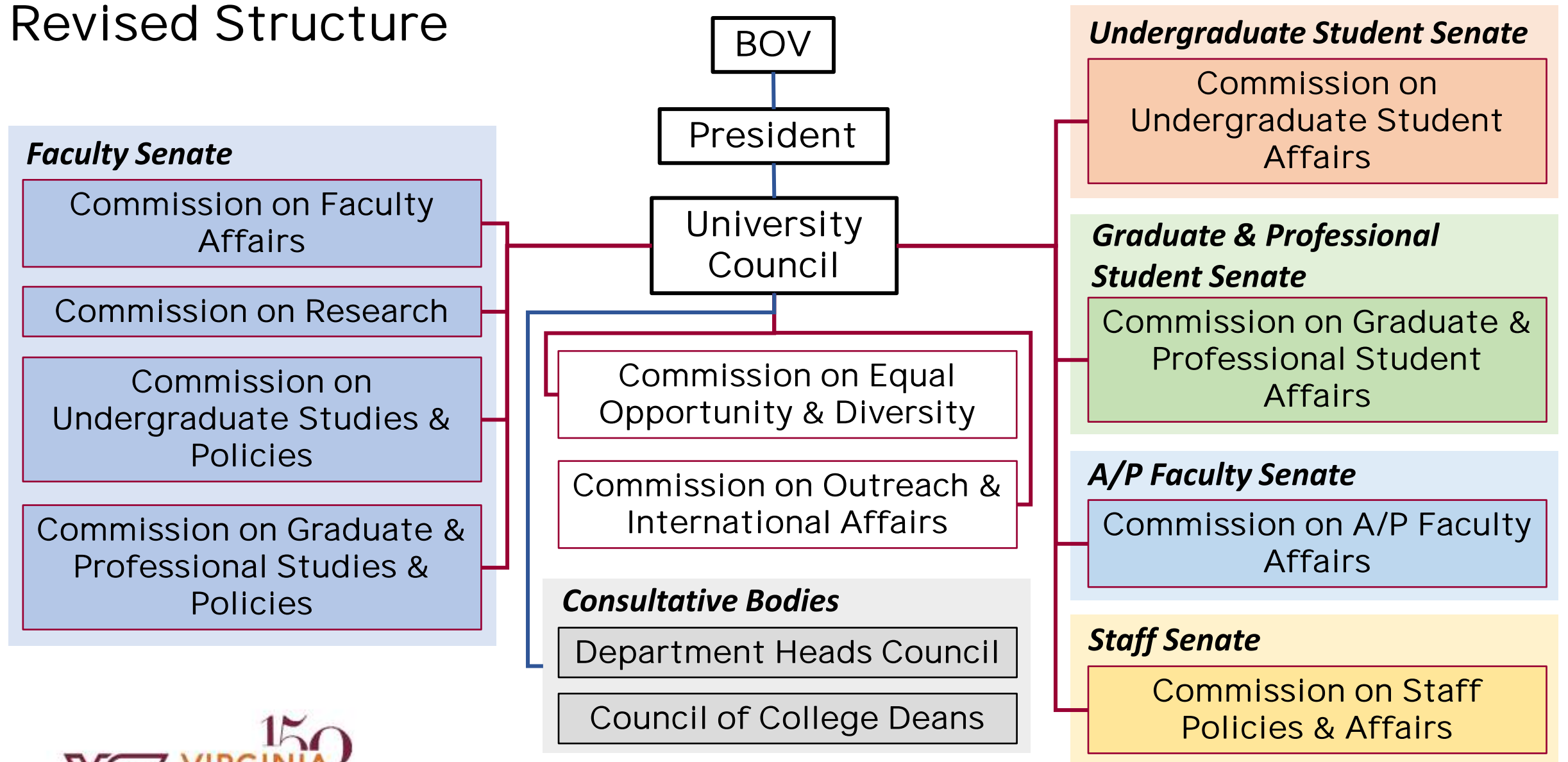
Principles of Shared Governance

- Democratic processes
- Respect, collaboration, and trust
- Clarity of roles and authority
- Inclusion and Diversity
- Communication and transparency
- Efficiency and effectiveness
- Accountability
- Commitment

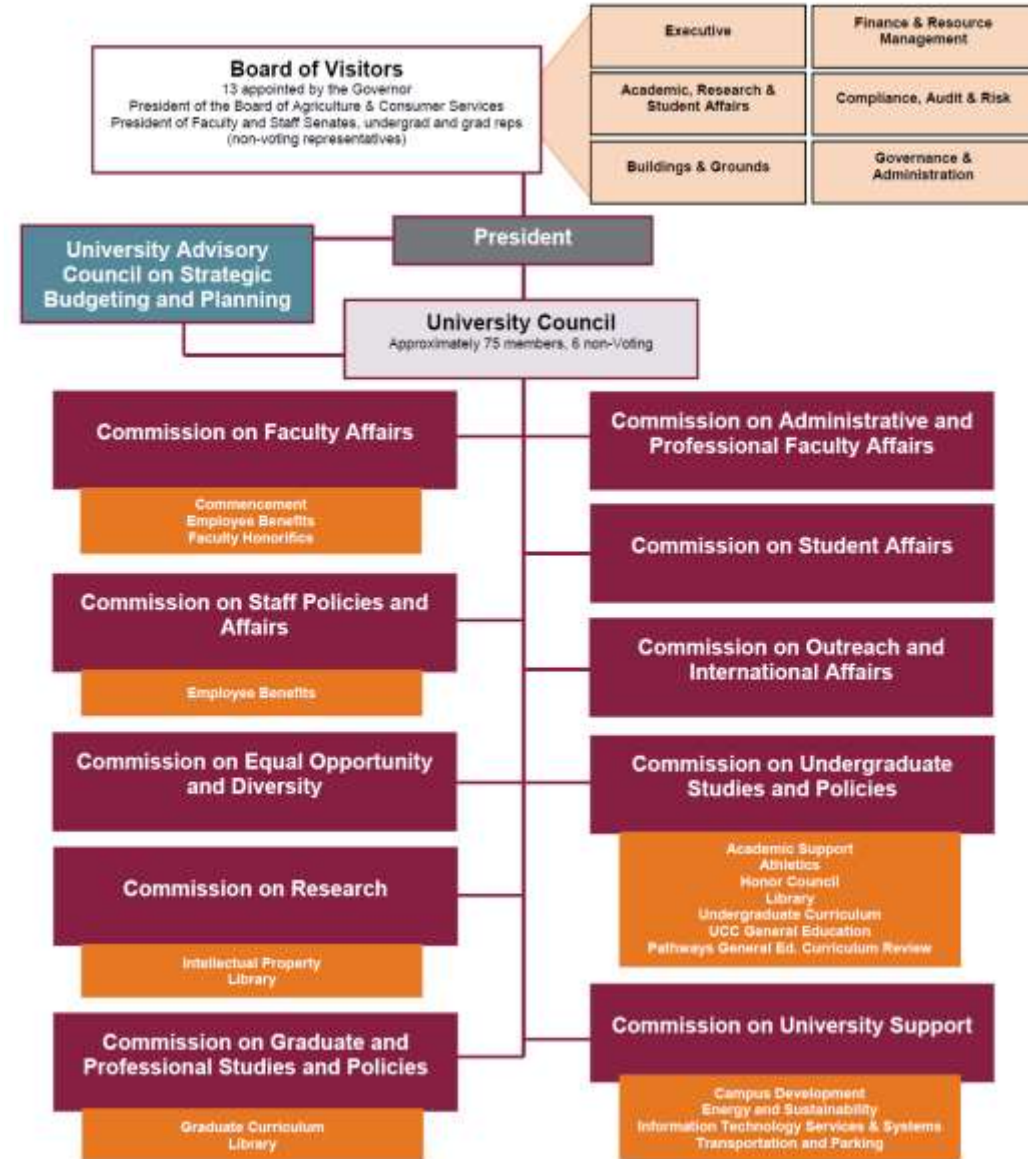
Current Structure



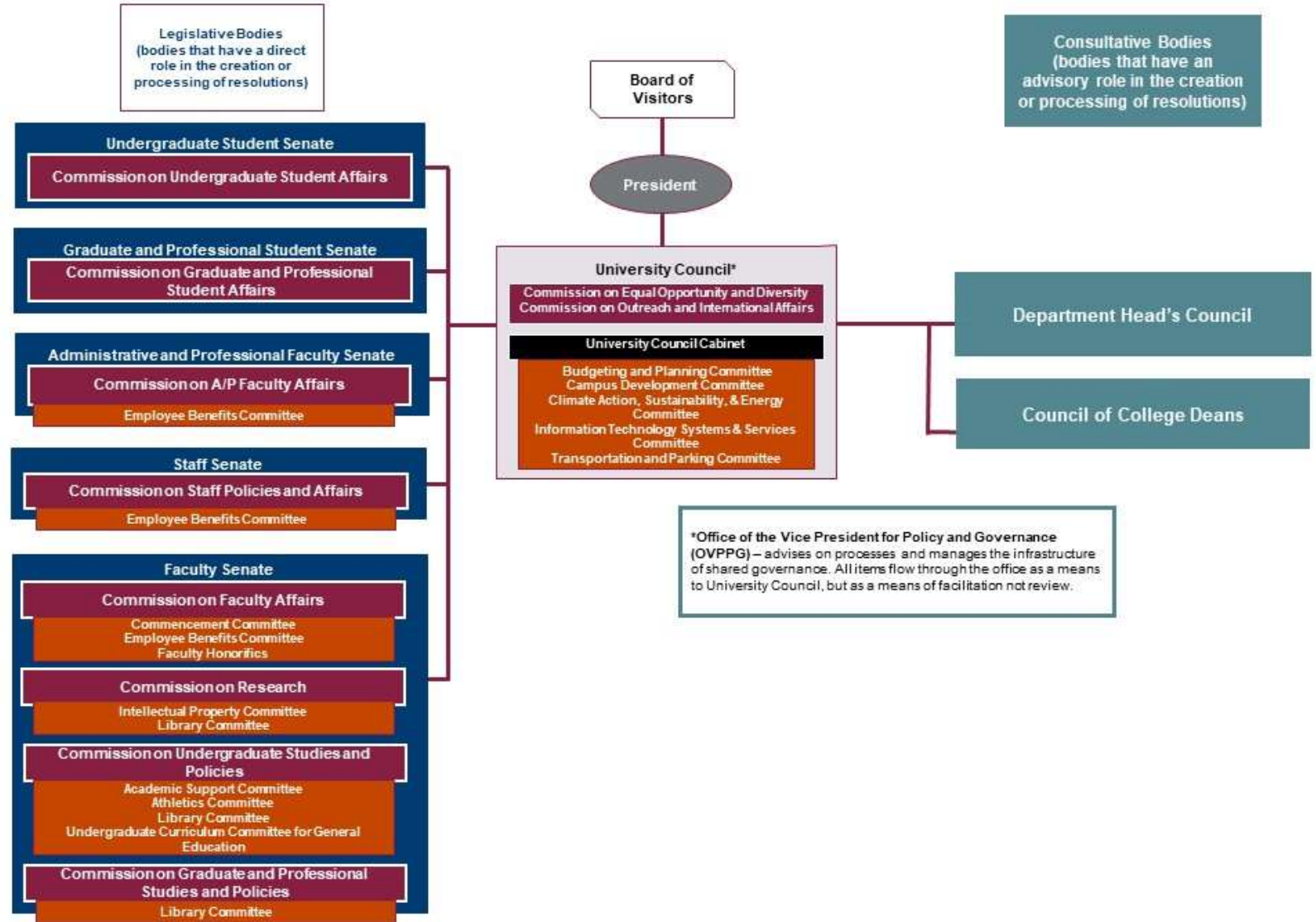
Revised Structure



Current Governance Structure



Revised Governance Structure



Summary of Major Changes to the University Council Constitution and Bylaws

- Reduces size of University Council from 81 to 59
- Moves most of the commissions under the senates and requires senate approval before resolutions can advance to the University Council.
- Creates University Council Cabinet (14 members, 12 voting).
- Speeds the approval process for course and program proposals.
- Creates the University Mission Initiative process.





The University Council Cabinet

- Co-chaired by the provost and the Faculty Senate president.
- Sets the University Council agenda and reviews resolutions for relevance to their commissions/senates.
- Increases engagement between the senate leadership and the administration.

Primary Benefits of the Proposed Revision

- Increases the potential for joint effort and accountability by:
 - including the senates in the resolution process.
 - developing major revisions to Virginia Tech's educational missions within shared governance.
- Increases efficiency by:
 - centering the membership of the University Council on senate leaders and administrators relevant to the academic focus of shared governance.
 - eliminating 50+% of the time devoted to the approval of course and program proposals.
 - reducing the overall size of shared governance, including the elimination of three standing committees and one commission.
- Increases the potential to identify opportunities and problems by:
 - creating the University Council Cabinet, which will keep senate leaders and key administrators in regular contact.
 - reducing the size and workload of the University Council and thereby creating more opportunities for conversation and collaboration among its members.



Next Steps

A review will be conducted periodically to ensure revisions have improved operations, and additional changes and improvements will be considered as needed.

Recommendation: That the revised University Council Constitution and Bylaws be approved, effective July 1, 2022.

RESOLUTION TO REVISE THE SYSTEM OF SHARED GOVERNANCE AT VIRGINIA TECH AND APPROVE THE NEW UNIVERSITY COUNCIL CONSTITUTION AND BYLAWS

WHEREAS, Virginia Tech has been well served by a system of shared governance structured to include representation by a wide cross-section of faculty, students, staff, and administrators; and

WHEREAS, the underpinning for Virginia Tech's system of shared governance is the "Statement on Government of Colleges and Universities" issued jointly by the American Council on Education, the American Association of University Professors, and the Association of Governing Boards of Universities and Colleges in 1966; and

WHEREAS, the last comprehensive review of Virginia Tech's system of shared governance occurred in the early 1990s and resulted in the current interlocking system of committees, commissions, advisory councils, and University Council, which is the main policy-making body of the university and is advisory to the President; and

WHEREAS, although minor modifications have been made to the governance structure and University Council Constitution and Bylaws, there had been no systematic evaluation of the system in 25 years, and the lack of a formalized path for the collective voice of the faculty, student, and staff constituencies to be represented through their formal bodies in the process of policy formulation and approval was identified as a deficiency; and

WHEREAS, in the spring of 2019, President Sands commissioned the ad hoc President's Committee on Governance composed of faculty, students, staff, and administrators to define a set of guiding principles for effective and equitable governance and outline any changes to the existing system required to put these principles into effect, and on February 15, 2021, University Council approved a set of "Principles of Shared Governance" and a framework for the revised system of shared governance; and

WHEREAS, the ad hoc President's Committee on Governance has since continued deliberations on a detailed proposal for a revised system of shared governance, resulting in a revised University Council Constitution and Bylaws presented here for approval; and

WHEREAS, a summary of major changes to the University Council Constitution and Bylaws is appended to this resolution for informational purposes; and

WHEREAS, each of the five senates is in the process of reviewing and revising its constitution and bylaws to align with the new University Council Constitution and Bylaws, and those senate documents will be approved separately through the governance process;

NOW, THEREFORE, BE IT RESOLVED that the attached revised University Council Constitution and Bylaws be approved effective July 1, 2022, contingent upon approval by the President and Board of Visitors, and corresponding changes will be made to the Faculty Handbook; and

BE IT FURTHER RESOLVED that reviews of the new system will be conducted after the first and second years of implementation, and any recommended refinements to the University Council Constitution and/or Bylaws or the senates' constitutions and/or bylaws will be presented for approval through the shared governance system; and

BE IT FURTHER RESOLVED that the dissolution of the Graduate Curriculum Committee, Pathways General Education Curriculum Review Committee, and Undergraduate Curriculum Committee, and the removal of these three committees from the University Council Bylaws, as proposed in an effort to streamline the curriculum review process, will occur at the start of the 2023-2024 academic year, to allow time for development of CourseLeaf, Virginia Tech's new curriculum management software; and

BE IT FURTHER RESOLVED that existing approval processes for course and program proposals will remain in effect for the 2022-2023 academic year, including the progression of program resolutions from the appropriate commission to the University Council without a vote by the Faculty Senate; and

LASTLY, BE IT RESOLVED that the dissolution of the Graduate Curriculum Committee, Pathways General Education Curriculum Review Committee, and Undergraduate Curriculum Committee, and the removal of these three committees from the University Council Bylaws, as proposed in an effort to streamline the curriculum review process, is contingent upon the provision of additional funding to the Registrar's Office, as requested in the critical needs budgeting process.

Recommendation

That the above Resolution to Revise the System of Shared Governance at Virginia Tech and Approve the New University Council Constitution and Bylaws be approved.

June 6, 2022

University Council Constitution and Bylaws

November 6, 1995

(Last updated June 1, 2021)

**Published by the University Council of Virginia
Tech**

Preamble

With the passage of Morrill Act by Congress in July, 1862 and subsequent action of the Virginia Legislature in 1864, 1872, 1944, and 1970, Virginia Polytechnic Institute and State University was created as a land-grant university and has been charged and developed with the responsibility to serve the citizens of Virginia and beyond.

BELIEVING that the fundamental goal of this land-grant university is to serve as a dynamic force in society by providing both a reservoir of knowledge and a stimulating academic atmosphere for the transmittal and application of that knowledge; and further believing that the establishment of these conditions encourages the discovery of new principles and truths and the development of an appreciation of human values; and

BELIEVING that the attainment of the objective requires mutual understanding and joint effort of the governing board, administration, faculty, A/P faculty, staff, and students; and

BELIEVING that a university functions most effectively under orderly but flexible and adaptive processes of administration and government:

Virginia Polytechnic Institute and State University does hereby enact a constitution and bylaws for the University Council and its internal and related components, with the approval of the president of the university and the Board of Visitors, and in accordance with the “Virginia Tech Principles of Shared Governance.”

Virginia Tech Principles of Shared Governance

Shared governance is the process by which the university community shares responsibility for reaching collective decisions on matters of policy and procedure. We believe that shared governance is essential to Virginia Tech’s mission as “an inclusive community of knowledge, discovery, and creativity dedicated to improving the quality of life and the human condition within the Commonwealth of Virginia and throughout the world.” We further believe that shared governance is the means by which we organize the components of the university into an interdependent whole; that collaborative decision-making is the foundation of strategic and coordinated effort; and that shared governance should operate within the framework of the following principles at every level of Virginia Tech’s various locations:

1) *Democratic processes*

We will employ democratic processes, including the use of representative bodies, to ensure that the views of all constituencies are reflected in our decisions and to increase the likelihood that a course of action will be broadly supported and implemented. All revisions to and the creation of new academic initiatives, policies, and programs will be carried out within our formal system of governance.

2) *Respect, collaboration, and trust*

We recognize that the Board of Visitors, administrators, faculty, administrative and professional faculty, staff, undergraduate students, and graduate/professional

students have differing roles, scopes of authority, and accountability; that these differences are necessary and productive; and that a mutuality of respect for each other and our varying roles and responsibilities is essential for good-faith dialogue, collaborative decision-making, and trust in the processes of governance.

3) Clarity of roles and authority

We commit to maintaining a shared understanding of Virginia Tech's system of governance, including clear guidelines for our separate and mutual areas of responsibility for determination, recommendation, and consultation on particular matters, and recognize that the roles and authority of the Board of Visitors, administrators, faculty, staff, and students can vary depending on context and topic.

4) Inclusion and diversity

We believe that a diverse community of people and perspectives is necessary for the creation of effective and equitable policies and procedures and commit to fostering a culture of inclusivity and respect that is reflective of our pluralistic community and strengthens our ability to address historical biases and impediments to equality.

5) Communication and transparency

In order to capture and reflect the scope of opinions across our various constituencies and locations, we expect honest and respectful communication; that every component of governance will maintain clearly defined channels for reciprocal communication within and between constituencies; and that we will reach our decisions in a transparent manner such that the various constituencies are aware of how decisions are made and the rationale for those decisions.

6) Efficiency and effectiveness

We will conduct deliberations and make decisions in a manner that is timely and appropriate to the issue and periodically evaluate the performance of shared governance in order to improve its operation and adapt it to evolving conditions.

7) Accountability

While recognizing that the Board of Visitors and president are legally accountable for the condition and operation of the university, we affirm that when acting as participants in governance we are accountable to each other, as individuals and constituencies, for our statements and decisions; that administrative rejection of shared governance recommendations should be unusual and for compelling reasons that are publicly conveyed and subject to collective response; and that in the rare instances exigent circumstances require university leaders to act outside the structure of shared governance, they will explain the exigent circumstances and discuss the action or actions taken in open forums and in a timely manner.

8) Commitment

We believe that shared governance requires a commitment of goodwill on the part of all participants, the broad recognition of shared governance as an important activity, and sufficient resources for the effective operation of shared governance.

Constitution of the University Council

Article I. Name

The name of the council is the University Council of Virginia Polytechnic Institute and State University, hereafter referred to as the University Council or the Council.

Article II. Purpose

The purpose of the University Council and its internal and related components is to assist the president of the university in formulating and implementing university policy in a manner that attempts to ensure that Virginia Polytechnic Institute and State University always strives effectively toward its goals, which are:

1. To provide an environment conducive to the pursuit of learning, teaching, scholarship, research, and service.
2. To anticipate and meet the educational needs of society in general and the Commonwealth and nation in particular.

The University Council, the senates, and the university and senate commissions constitute the main bodies for policy formation at Virginia Tech. The senate commissions formulate and recommend policies to the senates, which in turn recommend policies to the University Council; the university commissions formulate and recommend policies directly to the University Council. The University Council makes policy recommendations to the president. Final authority rests with the president of the university and the Board of Visitors.

Because the University Council, the senates, the senate and university commissions and the standing committees constitute a legislative system, their charges, memberships, relationships, and the processes they hold in common are defined in the University Council Constitution and Bylaws. All aspects of senates not defined in these documents shall be defined in senate constitutions and bylaws.

In order for this system to function as intended, the roles and authority of its different components as presented in this document must be maintained, and participants in shared governance are expected to adhere to these statements of purpose, function, or charge. Senate and commission charges identify the areas of legislative authority and responsibility for the relevant body. These charges are not exhaustive: when questions arise regarding the relevance of the topic of a resolution to a commission or senate charge, they will be addressed to the parliamentarian, and if necessary, the University Council Cabinet. Per Article III Section 3 of the University Council Bylaws, the University Council Cabinet will review all resolutions for agreement with the commission charge. Determination of the authority of a commission to advance a resolution rests with the University Council Cabinet and the University Council.

Further information about the nature and on-going work of our system of shared governance in all its aspects can be found here: [www.vt.edu/\[xxxxxxx\]](http://www.vt.edu/[xxxxxxx]).

Article III. Functions

The functions of the University Council are:

1. To advise the president on matters of university governance.
2. To accept functions and authority delegated to it by the president.
3. To review and make recommendations on matters of concern to the faculty, staff, A/P faculty, students, and administration, such matters being placed on the University Council agenda in accordance with this constitution and its accompanying bylaws.
4. To refer appropriate matters to the commissions, senates, committees, groups, or individuals for consideration and recommendations.

The University Council can recommend the creation, elimination, or revision of any of its internal or related components. Should a concern arise which calls for the University Council to consider such an action, the matter shall be placed on the Council agenda (in the form of an appropriate resolution) by one of the University Council commissions, senates, or a University Council member. Consideration of such an action shall follow the procedures for amending the constitution and/or bylaws contained in Article XIII of this constitution.

Article IV. Membership

Section 1. Composition

The (59) members of the University Council are:

Ex Officio Members:

- President of the University (non-voting chair)
- Secretary of the University Council (non-voting)
- Vice President for Policy and Governance (non-voting)
- Executive Vice President and Provost
- Executive Vice President and Chief Business Officer
- Senior Vice President for Research and Innovation
- Dean of the Graduate School
- Vice President for Human Resources
- Vice President for Strategic Affairs and Diversity
- Vice President for Student Affairs
- Vice Provost for Undergraduate Academic Affairs
- Deans of each college

- Dean of University Libraries
- Dean of the Honors College
- Dept. Heads Council Executive Committee Co-chairs
- President of the Faculty Senate
- Immediate Past President of the Faculty Senate
- Vice President of the Faculty Senate
- President of the A/P Faculty Senate
- Vice President of the A/P Faculty Senate
- Secretary of the A/P Faculty Senate
- President of the Staff Senate
- Vice President of the Staff Senate
- Secretary of the Staff Senate
- President of the Undergraduate Student Senate
- Vice President of Shared Governance for the Undergraduate Student Senate
- Vice President and Representative to the BOV for the Undergraduate Student Senate
- Vice President of Issues and Policy for the Undergraduate Student Senate
- President of the Graduate and Professional Student Senate
- Vice President of the Graduate and Professional Student Senate
- Director of Communications and Secretary of the Graduate and Professional Student Senate
- Graduate/Professional Student Representative to the BOV

Elected Members:

- One Faculty Senator from each of the academic colleges
- One A/P Faculty Senator
- Three Staff Senators
- Four representatives of the Commission on Equal Opportunity and Diversity
- One representative of the Commission on Outreach and International Affairs

Revisions to the membership of the University Council follow the procedures for Amendments contained in Article XIII of this constitution.

Section 2. Voting Privileges

All members of the University Council, exclusive of the chair, the secretary, and the Vice President for Policy and Governance, shall have voting privileges.

Section 3. Term of Membership

Faculty, A/P Faculty and staff senators are elected for terms of three years and are eligible for re-election subject to the bylaws of the respective senate. Student representatives are

elected for one-year terms and are eligible to serve up to three consecutive terms. When appropriate, terms are staggered to permit election of approximately one-third each year. Vacancies in unexpired terms are filled by the relevant body. Persons filling an unexpired term are eligible for re-election to a full term. Elections are effective the first day of July. For CEOD and COIA representatives on the Council, faculty, A/P faculty, and staff members are elected for three years terms and are eligible for re-election to a second term; student representatives are elected for one-year terms and are eligible to serve up to three consecutive terms.

Section 4. Alternates, Substitutes, and Guests

The University Council may permit elected alternates with voting privileges and substitute members with voting privileges, where such privileges are not limited by the rules of the participating group.

Any current Virginia Tech employee, faculty member, or student may attend meetings of the University Council, the senates, senate and university commissions, and university standing committees as a guest, with the understanding that guests:

- May participate in discussions if and when recognized by the chair but cannot vote or make motions for consideration.
- Will treat participants in shared governance with respect and in accordance with the expectations for decorum outlined in *Robert's Rules of Order*.
- May be removed from a meeting by the request of any member and a majority vote of the members in attendance.
- May not displace a regular member of the body when seating/space is limited.

Members of the public who wish to attend should contact the Office of the Vice President for Policy and Governance.

Article V. Officers

Section 1. Officers

The officers of the University Council are chair, parliamentarian, and secretary.

Section 2. Chair

The president of the university is chair of the University Council. In the absence of the president, the executive vice president and provost of the university acts for the president as chair of the University Council. If the executive vice president and provost is unable to attend, the president of the Faculty Senate will act as chair. When all three are absent, the University Council Cabinet will select an appropriate chair for the meeting or the meeting will be canceled. In all cases, the acting chair is ineligible to vote but may appoint a temporary member of the University Council to vote on their behalf.

Section 3. Secretary

The secretary of the University Council is appointed by the president of the university.

Section 4. Parliamentarian

The Vice President for Policy and Governance serves as the Parliamentarian for University Council and its internal and related components, and shall advise the chair on procedural matters during council meetings. The parliamentarian will be consulted regarding the revision of any portion of the Virginia Tech system of shared governance.

Article VI. University Council Cabinet

Section 1. Purposes

The purposes of the University Council Cabinet are to provide a small-scale forum for in-depth conversation among shared governance leaders, with a particular focus on the interests and concerns of senate leaders; to help shared governance leaders remain well-informed of the state of the university; and to facilitate collaborative decision-making and coordinated effort across the components of shared governance.

Section 2. Functions

The functions of the University Council Cabinet are to serve as the executive body of the University Council, to which it is responsible and to which it reports regularly on the disposition of matters submitted to it; to administer the business of the University Council between Council meetings; and to discharge other duties in accordance with the University Council Constitution and Bylaws, including the application of the university mission initiative process described in Article XII of the constitution and Article IV of the bylaws, and the annual shared governance review called for by Article VI of the bylaws.

Section 3. Membership

The University Council Cabinet consists of the following ex officio members

- Executive Vice President and Provost (co-chair)
- President of the Faculty Senate (co-chair)
- Executive Vice President and Chief Business Officer
- Vice President for Strategic Affairs and Diversity
- Vice President for Policy and Governance (non-voting member)
- Secretary of the University Council (non-voting member)

in addition to members appointed or elected by the following bodies

- One representative of the Council of College Deans
- One representative of the Department Heads Council Executive Committee
- Two representatives of the Faculty Senate (in addition to the Faculty Senate President)
- One representative of the A/P Faculty Senate
- One representative of the Staff Senate
- One representative of the Undergraduate Student Senate
- One representative of the Graduate and Professional Student Senate

Depending on the topic(s) under consideration, other administrators, faculty, A/P faculty, staff, or students may be invited to participate in meetings to consider resource implications and legal and other matters.

Members of the University Council Cabinet must also serve on the University Council or attend its meetings.

Section 4. Term of Membership

Except for deans, all appointed or elected members serve for one year and are eligible for reappointment or reelection subject to the bylaws or expectations of the appointing or electing body. Deans are elected by the Council of College Deans and serve for two years.

Section 5. Alternates, Substitutes, and Visitors

See Article IV Section 4 of the University Council Constitution.

Article VII. Senates

Section 1. Purpose

The senates are accountable to and responsible for representing the collective voice of their respective constituency. The senates provide representation within our system of shared governance for faculty, A/P faculty, staff, undergraduate students, and graduate and professional students.

To ensure that constituents can identify their senate representatives, senates will maintain membership rolls that are available on public or secure websites accessible to constituents.

Section 2. Functions

Each senate has a specific area of legislative authority and responsibility as defined below and at least one senate commission assigned to it that is responsible for the crafting of policy recommendations in the form of resolutions. To be advanced as recommendations to the University Council, resolutions of senate commissions must be approved by the appropriate senate under procedures described in Article III of the University Council Bylaws.

In addition to their legislative activities, senates appoint or recommend members to University Council, senate and university commissions, and committees; facilitate the exchange of information between constituencies; provide referral for individual concerns and issues to appropriate organizations or personnel; and accept and share responsibility with the administration, faculty, A/P faculty, staff, and students in all efforts to attain the shared goals of the university.

While senates have the right to consider any matter of general interest to its members and to seek wider discourse on these topics within our system of shared governance, concerns that fall outside of senate or commission purviews as delineated in this constitution may not be advanced as resolutions.

Section 3. Administrative and Professional (A/P) Faculty Senate

The A/P Faculty Senate shall be representative of the A/P faculty as defined in chapter one of the Faculty Handbook and have the authority and responsibility to act on their behalf through legislative recommendations concerning the working

conditions of administrative and professional faculty; procedures for hiring, evaluating, non-reappointing, disciplining, recognizing, and promoting administrative and professional faculty; benefits, educational, and personal leave; extra-university professional activity; and matters of equity and diversity that affect A/P faculty. Assigned commission: Administrative and Professional Faculty Affairs (CAPFA).

Section 4. Faculty Senate

The Faculty Senate shall be representative of the faculty as defined in chapter one of the Faculty Handbook and have the authority and responsibility to act on their behalf through legislative recommendations concerning academic policies and regulations; educational standards, curricula, and methods of instruction; faculty status; matters of equity and diversity that affect faculty; and the working conditions of faculty. Assigned commissions: Faculty Affairs (CFA), Graduate and Professional Studies and Policies (CGPSP), Research (COR), and Undergraduate Studies and Policies (CUSP).

Section 5. Graduate and Professional Student Senate

The Graduate and Professional Student Senate shall be representative of the entire graduate and professional student body and have the authority and responsibility to act on their behalf through legislative recommendations concerning campus life; academic and learning environment; working conditions; student health and wellness; dissemination of a portion of the student activity fee to registered graduate student organizations; matters of equity, inclusion, and access that affect graduate and professional students; and the learning conditions of the graduate and professional student body. Assigned commission: Graduate and Professional Student Affairs (CGPSA).

Section 6. Staff Senate

The Staff Senate shall be representative of all classified and university staff, including full and part-time and non-student wage employees, and have the authority and responsibility to act on their behalf concerning policies and regulations involving work environments, benefits, and matters of equity and diversity that affect staff working environments and morale. Assigned commission: Staff Policies and Affairs (CSPA).

Section 7. Undergraduate Student Senate

The Undergraduate Student Senate shall be representative of the entire undergraduate student body and have the authority and responsibility to act on their behalf through legislative recommendations concerning campus life; academic and learning environment equity; undergraduate student health and wellness; dissemination of a portion of the student activity fee to registered student organizations; matters of equity, inclusion, and access that affect undergraduate students; and the learning conditions of the undergraduate student body. Assigned commission: Undergraduate Student Affairs (CUSA).

Article VIII. Commissions

Section 1. Organization

Commissions gather administrators, faculty, A/P faculty, staff, undergraduate

students, and graduate and professional students in relatively small numbers to discuss topics and develop policies in the area defined by the commission charge. Each commission is chaired by a faculty, A/P faculty, staff, undergraduate student, or graduate and professional student member and advised by an *ex officio* administrative faculty member who oversees the unit or office at the core of the commission's charge and provides support and information to guide the commission's work. *Ex officio* and administrative faculty members may not serve as chair of any commission. While the membership of commissions varies in number and mix depending on the charge, all commissions include at least one faculty, A/P faculty, staff, undergraduate student, and graduate and professional student member, making them microcosms of shared governance.

There are two kinds of commissions: senate commissions, which are part of and whose policy recommendations are voted on by senates before advancing to the University Council; and university commissions, which are part of and whose policy recommendations are made directly to the University Council. The charges of all commissions are included in this article. Though senate commissions are part of senates, their charges are maintained within the University Council Constitution and cannot be altered directly by the senates. Memberships of commissions are maintained in the University Council Bylaws.

Section 2. Responsibilities

The senate commissions report to and work with their respective senates in accordance with their respective charges. Chairs of senate commissions shall coordinate their agendas with the appropriate senate and administrative office, and meet with senate leadership on a regular basis according to expectations included in senate bylaws. The university commissions report to the University Council. Chairs of university commissions shall coordinate their agendas with the appropriate administrative unit. In addition to the functions and duties prescribed for each commission in this article, the commissions shall undertake such other functions and duties as may be delegated to them from time to time by their senate, the University Council, the president, or the Board of Visitors.

Section 3. Election or Appointment of Chair

The chairs of senate commissions shall be elected in accordance with the constitution and bylaws of the respective senate, which are subject to the approval requirements of Article XIV of this constitution.

The chairs of the Commission on Equal Opportunity and Diversity and the Commission on Outreach and International Affairs shall be elected from faculty and staff members of the commission by majority vote of the commission membership present and voting.

University Commissions that include vice-chairs shall elect new vice-chairs from among the continuing eligible members as early as possible during the academic year, but no later than the end of October. The vice-chair shall serve as needed during the current year and shall become chair of the commission during the subsequent year. Should the vice-chair be unable to serve as chair in the subsequent year, the commission shall elect a chair from among eligible members.

Commission chairs serve one-year terms beginning July 1 and are eligible for re-election.

Section 4. Voting Privileges

All members of senate and university commissions shall have voting privileges. Commission members who are also members of a senate and/or University Council may vote again in those bodies on resolutions advanced by the commission(s) on which they serve.

Section 5. Term of Membership

Terms of membership of elected representatives on commissions are as follows: except for deans, all non-student members are elected for a term of three years. The number of consecutive terms they may serve is determined by the electing body. Terms are staggered to permit replacement of approximately one-third of the membership each year. Deans are elected by the Council of College Deans and serve for two years. The student representatives serve for terms of one year and are eligible to serve up to three consecutive terms. Elections are effective the first day of July.

Vacancies in unexpired terms are filled by the relevant body.

Section 6. Alternates, Substitutes, and Visitors

See Article IV Section 4 of the University Council Constitution.

Section 7. Senate Commissions

Commission on Administrative and Professional Faculty Affairs (CAPFA)

Charge: To study, formulate, and recommend to the A/P Faculty Senate policies and procedures affecting the working conditions of administrative and professional (A/P) faculty. Areas for consideration include morale of administrative and professional faculty; procedures for appointing, non-reappointing, evaluating, disciplining, recognizing, and promoting administrative and professional faculty; benefits, educational and personal leave, and extra-university professional activity; and matters of equity and diversity that affect A/P faculty. The Commission is also responsible for reviewing allegations of unprofessional or unethical conduct against an A/P Faculty member and grievances advanced to the level of the Executive Vice President and Provost or the Vice President for Human Resources and for advising these administrators prior to their taking action.

Commission on Faculty Affairs (CFA)

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures affecting faculty working conditions and the professional standing of all faculty who qualify for membership in the Faculty Senate. Areas for consideration include commencement; academic freedom and faculty morale; procedures for appointing, evaluating, disciplining, and recognizing faculty, including department heads and chairs; tenure and/or promotion, benefits, academic and personal leave, and extra-university professional activity; and matters of equity and diversity that affect faculty.

Commission on Graduate and Professional Studies and Policies (CGPSP)

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures concerning graduate and professional academic matters. Areas for consideration include admissions, academic progress, degree requirements, commencement; registration and scheduling; graduate curricular standards and expectations, advising, and instruction, both of and by graduate students; research involving graduate students; financial assistance including assistantships, scholarships, and fellowships; the graduate and professional honor systems, including approval of changes to the Graduate Honor Codes; and library resources.

Commission on Graduate and Professional Student Affairs (CGPSA)

Charge: To study, formulate, and recommend to the Graduate and Professional Student Senate policies and procedures concerning graduate and professional student life and morale. Areas for consideration include working conditions for GAs, GRAs, and GTAs; graduate and professional student relations with peers, staff, faculty, administrators, alumni, and the community; policy matters related to graduate and professional student conduct; graduate and professional student organizations, social life, and recreation; and residential life, health, safety, and quality of graduate and professional student related services.

Commission on Research (COR)

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures concerning research and research faculty. Areas for consideration include sponsored programs, core programs and interdisciplinary research; intellectual property; animal care and human subjects; indirect costs and returned overhead; research facilities, centers and institutes, and library resources; and liaison with affiliated corporations and institutes.

Commission on Staff Policies and Affairs (CSPA)

Charge: To study, formulate, and recommend to the Staff Senate policies and procedures affecting the working conditions of classified and university staff and to promote staff participation in the University community. Areas for consideration include staff morale; evaluation, communication with supervisors, recognition, and career development; staff relations with administrators, faculty, and students; benefits and personal leave; extra-university professional activity; and matters of equity and diversity that affect staff.

Commission on Undergraduate Student Affairs (CUSA)

Charge: To study, formulate, and recommend to the Undergraduate Student Senate policies and procedures pertaining to the undergraduate student experience at Virginia Tech. Areas for consideration include undergraduate student wellbeing, inclusion, and morale; undergraduate student relations with peers, staff, faculty, administrators, alumni, and the community; policy matters related to undergraduate student conduct; undergraduate student organizations, social life, and recreation; employment, placement, and counseling; and residential and campus life, health, safety, and quality of undergraduate student related services.

Commission on Undergraduate Studies and Policies (CUSP)

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures concerning undergraduate academic matters. Areas for consideration include library resources, admissions, academic progress, degree requirements, the Undergraduate Honor System and study environment, including approval of changes to the Undergraduate Honor Code; In-Honors programs, undergraduate curricular standards and expectations, advising, and instruction; student honors and awards; financial aid, scheduling, and registration.

Section 8. University Commissions

Commission on Equal Opportunity and Diversity (CEOD)

Charge: To advise the president's InclusiveVT Executive Council and to study, formulate, and recommend to University Council policies and procedures as they relate to the university's responsibilities regarding equal opportunity, affirmative action, accessibility, and policy matters related to compliance, diversity, and inclusion. The policy interests of caucuses are advanced through this commission. Areas for consideration include recruitment, retention, and advancement of faculty, staff, and students, in a manner consistent with the university's principles of community and commitment to equal opportunity and access.

Commission on Outreach and International Affairs (COIA)

Charge: To study, formulate, and recommend to University Council policies and procedures that advance regional, national, and international efforts to fulfill the land-grant mission of enriching the quality of life and economic vitality of citizens around the world. The commission seeks to advance public engagement and globalization with knowledge generated by faculty and researchers in order to address complex societal challenges and enrich research and educational programs through these collaborative efforts. Areas for consideration include Cooperative Extension, cross-sectoral partnerships, graduate education and professional development programs, economic development programs, community engagement and leadership initiatives; and international program development and implementation. COIA will work with CUSP on issues regarding study abroad and international exchange programs and with CGPSP regarding graduate education across the Commonwealth.

Article IX. University Standing Committees

Section 1. Organization

University standing committees are constituted on a continuing basis by the president on recommendation of the University Council to deal with matters of a university-wide interest. Resolutions authored by standing committees that report to a commission are advanced by that commission. All other committee-authored resolutions are advanced by a commission or commissions selected by the University Council Cabinet. A committee-authored resolution that falls outside of all commission charges may be advanced as a University Council resolution, as determined by the University Council Cabinet.

Section 2. Committee Membership

Membership on most standing committees should include undergraduate students, graduate and professional students, salaried staff, A/P faculty, and faculty representatives as well as administrators. Administrative committee members are appointed by the appropriate office; all others are elected by the relevant body; and the president approves the memberships as a whole.

The standing committee chair shall be appointed by the president or elected from among the committee members by the committee, as specified in the bylaws.

All standing committee members will have voting privileges.

A list of university standing committees (specifying for each its composition, charge, and the governance body to which it reports) shall be maintained as part of the University Council Bylaws.

Section 3. Term of Membership

Terms of membership of elected or appointed representatives on university standing committees are as follows: except for deans, all non-student members are elected or appointed for a term of three years. The number of consecutive terms they may serve is determined by the electing or appointing body. Terms are staggered to permit election of approximately one-third of the membership each year. Deans are elected by the Council of College Deans and serve for two years. The student representatives serve for terms of one year and are not eligible to serve more than two consecutive terms. Vacancies in unexpired terms are filled by the relevant body. Elections are effective the first day of July.

Section 4. Alternates, Substitutes, and Visitors

See Article IV Section 4 of the University Council Constitution.

Article X. Other Committees

Members of all shared governance bodies may request, and their chairs may appoint, *ad hoc* committees (such as task forces or work groups) or subcommittees as needed.

Ad hoc committee and subcommittee members serve according to the terms established when the committee is constituted.

Article XI. Meetings and Procedures

Section 1. Parliamentary Procedures

The latest edition of Robert's Rules of Order [Webster's New World Robert's Rules of Order, Simplified and Applied], subject to special rules as may be adopted by the University Council, shall govern the procedures of the University Council and its internal and related components.

Section 2. University Council Procedures

1. The University Council and the University Council Cabinet shall meet regularly during the academic year and at other times as called by the respective chairs. Cancelled meetings shall be noted in the minutes of the subsequent Council or cabinet meeting.
2. In consultation with the University Council Cabinet, the secretary shall prepare and distribute the agenda to members of the Council one week prior to each meeting and post the agenda on the shared governance website. Items to be placed on the agenda must be submitted to the secretary at least ten days prior to the meeting date. The secretary will record the minutes (including attendance) of each University Council and University Council Cabinet meeting. Minutes of any University Council Cabinet meetings that were held in the interim since the last University Council meeting will be distributed with the University Council agenda for information. Minutes of University Council and University Council Cabinet meetings will be distributed electronically by the secretary to members of the respective bodies for electronic approval as soon as possible after each meeting; the absence of a response by a member indicates a positive vote. Approved minutes of University Council and University Council Cabinet meetings will be made available to the public on the shared governance website.
3. Any member of the University Council may place an item on the agenda by following the procedures in Section 2(2) above. This procedure provides a means for any group to submit items of urgency directly to the University Council for consideration. However, under normal operating procedures, policy recommendations and decisions are reviewed by the appropriate commissions and senates and then submitted to the University Council for disposition.

Section 3. Commission Procedures

1. Each senate and university commission shall meet regularly during the academic year and at other times as called by the chair.
2. The chair of each commission shall prepare and distribute the agenda to members of the commission one week prior to each meeting. Items to be placed on the agenda shall be sent to the chair at least ten days prior to the meeting date. The chair may appoint or designate a secretary, who may or may not be a member of the commission, to record the minutes (including attendance) of each commission meeting, which will be distributed to all members of the commission for their approval. Approved minutes will be uploaded promptly to the shared governance website and the Secretary of University Council will be notified of this action. The Office of the Vice President for Policy and Governance provides a template for minutes that must be used by all commissions.

Section 4. Committee Procedures

Each university standing committee or *ad hoc* committee meets as frequently as required to fulfill its responsibilities. All standing committees shall prepare minutes of their meetings, as a permanent record of committee activity. Each standing committee will upload its approved minutes to the shared governance website and notify the secretary of the University Council of this action. The secretary of the University Council will notify the body or bodies to which the committee reports that the minutes are available for review.

The Office of the Vice President for Policy and Governance provides a template for minutes that must be used by all committees.

Section 5. Voting on Resolutions and Other Matters

Votes on resolutions in commissions, senates, and the University Council will be by recorded ballot. Unless otherwise specified in a constitution or bylaws, the nature of voting on all other matters shall be determined by the body as a whole and, whenever possible, after taking the advice of the University Council parliamentarian into account.

Article XII. University Mission Initiatives

The university mission initiative process is a means of creating or revising policies, practices, or procedures that have the potential to broadly impact Virginia Tech's educational, research, and/or outreach missions. The process ensures that relevant components of shared governance, especially the senates, have the opportunity to participate in the development of significant changes or additions to the nature of our mission goals or the means by which we achieve them, and that these changes or additions are considered for adoption through the normal legislative process. In accordance with our principles of shared governance, we recognize that democratic participation and legislative review increase the effectiveness of the changes or additions and foster joint effort on matters that concern the university community as a whole. Work undertaken through this process shall be referred to as a university mission initiative.

The university mission initiative process is appropriate for changes or additions that fall within the scope of the University Council as described in Article II of this constitution; require the engagement of multiple constituencies and the formative efforts of a committee whose membership and charge goes beyond the scope of any one council, senate, commission, or committee; and demonstrably advance the ability to fulfill the mission statement of Virginia Tech. One example of a UMI would be a comprehensive revision of the shared governance system.

University mission initiatives may have operational and financial impacts that must be presented to the administration for consideration well prior to the University Council's consideration of university mission initiative resolutions. Resolutions in support of university mission initiatives require a quorum and the approval of the majority of members of the Council present and voting.

For university mission initiatives that originate with the Board of Visitors or president, if the resulting resolution is not supported by the majority of the University Council members present and voting, provided that a quorum has been reached, the resolution will be referred back to the university mission initiative committee for review and revision in an effort to reconcile differences. Should this process result in a revised resolution, it will be submitted for reconsideration by the University Council. Should the president decide to proceed with implementation of the university mission initiative without University Council approval of the applicable resolution, a record of the University Council vote will be appended to the resolution if it is submitted to the Board of Visitors for subsequent approval.

For guidelines on university mission initiatives, see Article IV of the bylaws.

Article XIII. Amendments to the University Council Constitution or Bylaws

Section 1. Notice of Proposal

Notice of proposal to amend the constitution or bylaws shall be given in the University Council agenda and considered at no fewer than two meetings of the University Council prior to voting. The proposed amendments shall be distributed with the agenda.

Section 2. Approval of Amendments to the Constitution

Except in the case where adoption of a different parliamentary authority is proposed, an amendment to the University Council Constitution becomes effective upon the following sequence of actions:

- a. *Approval by the University Council:* A two-thirds affirmative vote of members of the Council present and voting, provided that a quorum has been reached.
- b. *Ratification by the senates:* Ratification by two-thirds of the senates (or the nearest whole number equivalent), achieved by an affirmative vote of the majority of the respective senate's senators present and voting, provided that a quorum has been reached. Senates may comment on the proposed changes but must vote on the resolution as approved by the University Council.
- c. *Approval by the president.*
- d. *Approval by the Board of Visitors.*

Section 3. Approval of Amendments to the Bylaws

An amendment to the University Council Bylaws becomes effective upon an affirmative vote of the majority of the Council members present and voting, provided that a quorum has been reached, and approval by the president.

Section 4. Alternate Parliamentary Authority

A change in parliamentary authority or set of guidelines (other than Robert's Rules of Order) may be adopted at the University Council's first meeting of the academic year by a two-thirds affirmative vote of the council members present and voting, provided that a quorum has been reached, and will stay in effect until changed. Mid-year changes are not allowed. Approvals by the senates, the president, and the Board of Visitors are not required in this case.

Article XIV. Amendments to Senate Constitutions or Bylaws

Section 1. Development

Amendments to a senate's constitution and/or bylaws may be developed by whatever means are appropriate for that senate. Amendments to senate constitutions require a resolution; amendments to senate bylaws do not.

Section 2. Notice of Proposal

Notice of proposal to amend a senate's constitution and/or bylaws shall be given in the senate agenda and considered at no fewer than two meetings of the senate prior to voting. A vote may be taken on an amendment at the second meeting. The proposed amendment shall be distributed with the agenda.

Section 3. Approval of Amendments to Senate Constitutions

Amendments to senate constitutions become effective upon the following sequence of actions:

- a. An affirmative majority vote by the senate commission.
- b. An affirmative vote of two-thirds (2/3) of the senators present and voting, provided that a quorum has been reached.
- c. An affirmative vote in the University Council of the majority of members present and voting, provided that a quorum has been reached.
- d. Approval by the president of the university.

Section 4. Approval of Amendments to Senate Bylaws

Amendments to senate bylaws become effective upon an affirmative vote of the majority of senators present and voting, provided that a quorum has been reached, and requires no further approval.

Bylaws of the University Council

Article I. Meetings of the University Council

1. Regular meetings of the University Council shall be held on the first and third Mondays of each month from the opening of the Fall Semester until the end of the academic year in May. The chair may cancel or postpone regular meetings for cause.
2. Special meetings of the University Council may be called by the chair.
3. Prior to the initial Council meeting of each semester, the president will convene a meeting of the University Council Cabinet, commission chairs, and commission advisors to exchange information on issues and action items that are pending or foreseen in the coming semester.
4. Information gathered in the semester meetings (see above) will be communicated to Council members at the first meeting of the semester. At that time, each senate president and university commission chair will be asked to elaborate, if desired, on the information about that commission's agenda, and to provide clarification where necessary.
5. The secretary of the University Council shall distribute commission minutes to all members of the University Council for routine review. Commission minutes will be added to the University Council agenda for acceptance by the Council.
6. Quorum is defined as fifty percent plus one of the total membership of the University Council, excluding non-voting members and vacant positions. A quorum must be present at the actual time of any vote. In the absence of a quorum, a meeting can be held but no votes taken or decisions reached, except votes on motions to obtain a quorum or to adjourn the meeting. This definition of a quorum will be applied to all bodies within the Virginia Tech system of shared governance.

Article II. Meetings of the University Council Cabinet

1. Regular meetings of the University Council Cabinet shall be held on the second and fourth Mondays of each month from the opening of the Fall Semester until the end of the academic year in May. The chairs may cancel or postpone regular meetings for cause.

Article III. Policy Review and Recommendation Process

Section 1. Overview

Participants in shared governance make policy recommendations to the president and/or the Board of Visitors by means of resolutions. Resolutions originate in senate commissions, university commissions, or the University Council, either on the initiative of these bodies or by working with the respective senates, the president, or the Board of Visitors, and follow a standard format that includes sufficient information and background upon which to base subsequent debate of the issues involved, along with any accompanying explanation or annotation. Senates and committees may author resolutions for consideration by a commission, but may not advance resolutions directly to the University Council.

In all commissions, senates, and the University Council, resolutions receive two readings, typically at consecutive meetings. First reading opens the resolution for discussion and debate and second reading provides an opportunity for further discussion and to vote on the resolution. In all instances, resolutions are advanced by an affirmative vote of a simple majority of members present and voting, provided that a quorum has been reached, except for revisions to senate or University Council constitutions as defined in Articles XIII and XIV of the constitution. The consideration of resolutions may also be deferred, and resolutions may be referred to the originating body for additional work, according to guidelines in Sections 5 and 6 of this article.

In developing a new or revised policy, each commission shall seek advice and counsel from outside the commission as appropriate to the topic and work with the Office of the Vice President for Policy and Governance to keep relevant participants in shared governance informed of policies as they develop.

It is the responsibility of commission members, particularly the commission chair, to keep affiliated governance bodies and constituencies informed of the commission's work and to afford the opportunity for consultative referral, mainly by means of their cross-representational affiliations and the posting of commission minutes.

Though joint resolutions between commissions of different senates are allowed, given the complexity of the approval process in these situations, this approach should be reserved for university mission initiatives that substantially impact multiple constituencies. The need for a joint resolution between commissions of different senates must be considered and approved by the University Council Cabinet prior to undertaking this action. If approved, one commission is designated as the primary sponsor and author of the resolution, and that commission chair is responsible, along with the Office of the Vice President for Policy and Governance, for monitoring the progress of the resolution through governance.

Sponsors of resolutions that have budgetary impact(s) must work with the appropriate administrators to make an estimate of cost, and add that information to the resolution before the final commission vote, including the source of the estimate. The estimate of cost does not need to be finalized but should represent a good-faith effort to "ballpark" the budgetary impact(s).

All resolutions will follow the formatting template provided by the Office of Vice President for Policy and Governance.

Section 2. Communication

The secretary of the University Council will notify senate presidents and the University Council Cabinet three times about the status of all resolutions: the “Draft Notice,” after a resolution has been drafted and uploaded; the “First Reading Notice,” after a resolution has been revised based on the commission discussion at first reading; and the “Second Reading Notice,” after a resolution has been approved or disapproved by the commission. For resolutions from Senate Commissions, a fourth notice, the “Senate Vote Notice,” will be sent to the presidents of the other senates and members of the University Council Cabinet to inform them of the result of the vote. Commission chairs should try to schedule two weeks between the “Draft Notice” and the first reading of a resolution.

Section 3. University Council Cabinet Evaluation of Resolutions for Adherence to Commission Charges

Upon receipt of a “Draft Notice,” the University Council Cabinet will review each resolution for agreement with the appropriate commission charge. If the University Council Cabinet determines that a resolution does not fall within the purview of a commission, senate leadership and/or commission chairs can present the resolution to the University Council to determine if the resolution is appropriate for the commission charge. A two-thirds affirmative vote of members of the Council present and voting, provided that a quorum has been reached, is required to reverse the decision of the University Council Cabinet.

Section 4. Policy Review Process

The majority of resolutions originate in senate commissions and advance through four stages: from the originating commission to the appropriate senate; from the senate to the University Council; from the University Council to the president; and from the president to the Board of Visitors. Exceptions include university commission resolutions, which do not require senate approval; University Council resolutions, which do not require the input or approval of a commission or senate (except for changes to the University Council Constitution); and resolutions that do not require approval by the Board of Visitors.

- a. Once a resolution is ready for review by a commission, the commission chair shall upload the resolution into the shared governance workflow management system and notify the secretary of the University Council that they have done so.
- b. For commissions, senates, and the University Council, the review process is as follows:
 1. A resolution is placed on a meeting agenda under “New Business” and marked “First Reading.”
 2. The body may discuss but shall take no action on a resolution at first reading, unless by consent of two-thirds of the members present and voting, provided that a quorum has been reached.
 3. Deferral or referral requests may be made at the time of first reading (see Sections 5 and 6 of this article).
 4. At the next succeeding meeting, the resolution shall appear on the agenda under “Unfinished Business” and marked “Second Reading.” Deferred resolutions will also be listed with the date of the “First Reading” indicated as well as its deferral status. A deferral request may also be made at that

second reading, but only one deferral is allowed. A referral may also be requested at that time. If no deferral or referral is requested, the body shall vote on the resolution at that meeting.

- c. Resolutions being developed by senate commissions shall be considered roughly concurrently by the senate to which the commission is assigned. Whenever possible, within a week of the first or second senate commission reading, a resolution will have a first or second reading in its senate.
- d. Simple resolutions may be presented for first or second readings via inclusion on a consent agenda, and more complicated resolutions discussed and voted on as individual agenda items. Senate leadership will work with senate commission chairs to make these determinations for senates, and the University Council Cabinet will make these decisions for the University Council. At the request of any senator or member of the University Council, a resolution will be removed from the consent agenda and discussed or voted on by the body.
- e. Resolutions approved by senates or university commissions shall be placed on the University Council agenda on a schedule determined by the University Council Cabinet and sent to all members of the University Council, the editors of the student newspaper, and senate presidents. This distribution is to serve as official notification of the proposed policy consideration, not just for individual members, but for all offices and governance bodies represented on University Council. In the week prior to and on the day of each University Council meeting, the secretary of the University Council sends out a campus notice about the resolutions to be considered at that meeting.
- f. A policy resolution cannot be placed on the University Council agenda for first reading at the end of the academic year unless there are at least two meetings at which it can be considered. Otherwise, the first reading by the University Council must be delayed until the start of a new academic year. The University Council may approve a request for first reading and action on a resolution at its last meeting of the academic year by an affirmative vote of two-thirds of the membership present and voting, provided that a quorum has been reached (see b. above).

Section 5. Deferral

Deferral requests may be made by any member of the body at the time of first or second reading to allow time to resolve any material issues. A deferral lasts for a maximum of six weeks after the date of first reading or until the end of the academic year, whichever is the shortest period, but may be ended prior to that time if the reason for the deferral is resolved. While no formal vote is required to grant a deferral, the request may be denied if a vote is called and two-thirds of the membership present and voting agree to deny the request. The resolution, with date of first reading, will continue to appear on the commission, senate, or University Council agenda throughout the period of deferral.

At each level of approval (commission, senate, University Council), a resolution can be deferred only once. However, a resolution may be deferred at multiple levels of the approval

process. For example, a resolution deferred by a senate may also be deferred when it reaches the University Council.

During the deferral period, members of the body (either a commission, senate, or the University Council) may forward recommendations relating to the resolution to the commission chair, appropriate senate officer, or the secretary of the University Council, as appropriate, and those recommendations will be distributed to members of the body with the agenda for the next succeeding meeting.

At the next succeeding meeting of the body, the resolution shall appear on the agenda under “Unfinished Business” and marked “Second Reading,” with the date of the “First Reading” indicated as well as its deferral status. Deferral requests may also be made at this time (i.e., second reading), as long as the resolution was not already deferred at the time of first reading. If no deferral is requested, the body shall vote on the resolution at that meeting.

At the end of six weeks after the date of first reading, the deferral period ends and the resolution is placed on the agenda of the deferring body under “Unfinished Business.” Subsequent actions for a senate or University Council are approval or disapproval.

Section 6. Referral

In senates, at the time of a first reading, a senate may refer a resolution to the commission for simple editorial changes provided that the commission chair approves of this action. The edited resolution will be placed on the agenda of the next senate meeting under “Unfinished Business.”

In the University Council, at the time of a first reading, the Council may refer a resolution to the secretary for simple editorial changes provided that the originating commission chair or the president of the appropriate senate approves of this action. The edited resolution will be placed on the agenda of the next council meeting under “Unfinished Business.”

If more substantial revisions are requested by a senate or the University Council, the resolution is returned to the originating commission for consideration of the proposed changes. With resolutions from senate commissions, this may require a new vote by the appropriate senate. The need for a new vote will be determined by the senate leadership in consultation with the senate commission chair and the University Council Cabinet. The resolution will be considered a “new” resolution when it is resubmitted for Council consideration. That is, it will be placed on the agenda marked “First Reading” as in Section 4 above, and is subject to deferral.

Section 7. Senate Comments on Resolutions

Senates have the right to issue recommendations on all resolutions; can offer comments as soon as the “Draft Notice” is received; and have until one week after a commission approves a resolution to submit recommendations. However, as a practical matter, only recommendations received after the “Draft” and “First Reading” notices are likely to impact commission discussions or the nature of the resolution.

Senate recommendations are uploaded into the shared governance workflow management system. Senate recommendations are appended to the resolution and not subject to revision or amendment by any commission, senate, or the University Council.

Senates can waive their right to offer recommendations on a resolution. Waivers may be conditional or unconditional and may be issued at any time during the discussion of the resolution by the commission. Failure of a senate to offer recommendations or to waive its right to do so will not delay a resolution from progressing to the appropriate senate or the University Council. Resolutions will include a standard response sheet maintained by the Office of the Vice President for Policy and Governance that indicates whether each senate has commented, waived its right to comment, or not responded. The process by which the senates comment on resolutions will be maintained in their bylaws.

Article IV. University Mission Initiative Guidelines

1. The purpose of university mission initiatives is defined in Article XII of the University Council Constitution.
2. University mission initiatives originate in one of two ways:
 - a. If the Board of Visitors or president conclude that changes or additions of the scope and nature outlined in Article XII of the constitution would benefit the university, a university mission initiative committee is formed as outlined below.
 - b. If changes or additions of the scope and nature outlined in Article XII of the constitution are suggested by other participants in shared governance, a resolution may be drafted to treat the changes or additions as a university mission initiative. This originating resolution must be approved by the University Council and the president, does not require the approval of the Board of Visitors, and is only a commitment to form the university mission initiative committee. It is expected that ideas for university mission initiatives will be sufficiently detailed to allow the University Council Cabinet to understand clearly their strategic relevance, operations, expected outcomes, assessment methodology, potential expense, and project duration before an originating resolution is considered by the University Council.
3. The work on a university mission initiative is conducted and/or steered by a committee formed for this purpose. The University Council Cabinet, along with the sponsors of university mission initiatives, determine the chair(s) of the committee, outline its charge, and empanel the committee with appropriate representation from the administration, senates, and relevant caucuses in numbers relative to the nature of the changes or additions. Representatives are selected by their respective senates or caucuses from among the members of their respective constituent groups (i.e., a representative is not required to be a senator). At a minimum, all senates will have the opportunity to place at least one representative on a university mission initiative

committee, though they are not obligated to do so. University mission initiative committees have the authority to form secondary committees and work groups that report to and take direction from the university mission initiative committee.

4. University mission initiatives will generally move through three phases: development, adaptation, and approval.

University mission initiative committees at the developmental phase are expected to be small and to advance the committee charge with a high-degree of independence from senates and administrative offices. The chair(s) of a university mission initiative committee, largely at times of their choosing, will periodically update and receive input from the University Council and senates on the committee's progress, and other members will periodically update their constituencies and receive input from them as well. Through an iterative process of development and response, a university mission initiative proposal is advanced until the University Council Cabinet deems that it is sufficiently defined and supported to enter the adaptation phase.

At this time, the University Council Cabinet may add members to the original committee, with the understanding that the goal is not to fundamentally change a university mission initiative proposal but instead to review, critique and adapt it within the broad limits of the original proposal in an attempt to improve it, achieve a consensus of support across relevant university constituencies, and ensure that it is well aligned with the university's strategic plan. During this phase, the University Council Cabinet may determine that the proposal would benefit from gaining approval first as an outline or framework, with the entirety of the work being completed only after the general nature, scope, and benefits of the proposed changes or additions have been recognized and approved by the president, and if appropriate, the Board of Visitors.

During the approval phase, the University Council Cabinet works with the university mission initiative committee, senate leaders, and commission chairs to advance the university mission initiative proposal through governance. Depending on the extent of the changes or additions, the work product of a university mission initiative committee will be taken through governance in one or several resolutions. (These are in addition to an originating resolution, if required.) In all cases, the University Council Cabinet determines how best to advance the work of university mission initiative committees through governance, including what resolutions are required and which commissions will sponsor them, since university mission initiative committees cannot introduce resolutions directly, and provides ongoing guidance on governance processes and requirements.

5. When deemed appropriate by the University Council Cabinet and in accordance with our principles of shared governance, the university mission initiative processes for

committee formation and proposal development may be applied to work that will not be taken through governance, such as the strategic plan.

Article V. Leadership Transitions of Senates, Commissions, and Committees

To facilitate the smooth transition of shared governance leadership, the procedures and practices of each senate and its commission(s) that are not described in the University Council Constitution and Bylaws or a senate's constitution and bylaws will be maintained by each senate in a document or documents and presented to each new senate president.

Among other topics, the documentation should include a method for the transition of the senate officers and the chairs of all related bodies, such as commissions and committees; a process for the transition and safekeeping of the body's archival records; meeting procedures for the senate and its related bodies; and responsibilities and expectations for senators, senate officers, and commission or committee chairs.

Additionally, current and incoming senate officers, commission chairs, and commission advisors are expected to review all resolutions, policy work, or topics currently being considered or developed by the senate and/or its commission(s), with the goal of maintaining legislative effort from year to year.

The Office of the Vice President for Policy and Governance will review the procedures for university commissions and standing committees with new commission and committee chairs, and can provide senate presidents a set of best practices for senate, commission, and committee operations.

Article VI. Review of the State of Shared Governance

Every three years, the Office of the Vice President for Policy and Governance will schedule a "state of shared governance" meeting for the University Council Cabinet. The meeting will provide cabinet members an opportunity to review the operation of shared governance and should occur in the spring semester. Depending on the outcome of that meeting, the cabinet will make no recommendations for changes to shared governance; recommend a set of changes; or recommend further examination of the state of shared governance by an existing body or an ad hoc work group. As part of this review, the cabinet will evaluate the representation within the University Council and the senates of the caucuses and other diversity groups that are members of the Commission on Equal Opportunity and Diversity, and make recommendations on the extent and/or nature of that representation.

The cabinet will present a statement to the University Council that summarizes its views and recommendations. The Council will discuss this statement; approve, disapprove, or modify its recommendations; and select the appropriate commission(s) to advance any recommendations it approves. Should the Council determine that further examination of

the state of shared governance is warranted, it will assign this work to an existing body or ad hoc group. The report of that group will first be presented to the UCC, after which the report and the cabinet's response to it will be presented to the Council for review and possible action.

Article VII. Commissions

Commissions are established according to the University Council Constitution to carry out certain functions and operations of governance. Membership of each commission is as listed in the following sections.

A. Commission on Administrative and Professional (A/P) Faculty Affairs (CAPFA)

Membership:

- Chair will be elected by the A/P Faculty Senate
- Vice Provost for Faculty Affairs or designee
- Vice President for Human Resources or designee (advisor)
- Associate Director for Field Operations and Administration, Virginia Cooperative Extension
- One dean selected by the Council of College Deans
- Three elected A/P representatives from general administration elected by the A/P Faculty Senate
- Two elected A/P representatives from Extension elected by the A/P Faculty Senate
- Three elected A/P representatives from academic support areas elected by the A/P Faculty Senate
- One elected A/P representative from student affairs elected by the A/P Faculty Senate
- One Faculty Senator elected by the Faculty Senate
- One Staff Senator elected by the Staff Senate
- One Graduate and Professional Student Senator elected by the Graduate and Professional Student Senate
- One Undergraduate Student Senator elected by the Undergraduate Student Senate

B. Commission on Equal Opportunity and Diversity

Membership:

Chair will be elected from among the non-ex officio faculty or staff members of the commission by the commission membership

Ex Officio

- Vice President for Strategic Affairs and Diversity (advisor)
- Assistant Vice President for Equity and Accessibility
- Vice President for Human Resources
- Vice Provost for Faculty Affairs
- Assistant Provost for Inclusion and Diversity

- Director, Cranwell International Center
- Dean of Students
- Director of ADA and Access Services

- One dean selected by the Council of College Deans
- One Faculty Senator elected by the Faculty Senate
- One Staff Senator elected by the Staff Senate
- One Administrative and Professional Faculty Senator elected by the A/P Faculty Senate
- Ten Faculty or Staff Caucus representatives, one per caucus

Organizations and Caucuses:

- Black Caucus
- LGBTQ+ Caucus
- Hispanic/Latinx Faculty/Staff Caucus
- Appalachian Caucus
- American Indian and Indigenous People's Caucus
- Women's Alliance and Caucus
- Disability Alliance and Caucus
- International Caucus
- Veterans Caucus
- Asian Pacific Islander Desi American Caucus
- Three at-large members:
 - One faculty/staff representative
 - One graduate and professional student representative
 - One undergraduate student representative
- One Undergraduate Student Senator elected by the Undergraduate Student Senate
- One Graduate and Professional Student Senator elected by the Graduate and Professional Student Senate

Changes to caucuses specified above per CEOD Resolution 2015-16B shall be approved by the University Council. A faculty/staff caucus shall demonstrate its representational nature for membership on CEOD through verification of the following criteria:

- At least one member serving in president, vice president, chair, or vice chair roles and must be faculty or staff. Graduate students who are employees may serve on the leadership team.
- A written mission related to the advancement of equity, diversity, and inclusion.
- An advocacy focus for its own population as well as intersectional identities.
- Representative of an identity group that has been historically underrepresented, marginalized, and disenfranchised.
- Committed to upholding the Principles of Community.
- Maintains organizational documents and policies that include:
 - Bylaws and/or Constitution

- Elected officers
- Regular meetings and minutes
- Definition of voting membership/quorum
- Annual reports of accomplishments and goals for the upcoming year

The at-large members will be chosen by an application process, open to faculty, staff, and students, and conducted by the commission annually for the available, undesignated slots. The application process is managed by the Office of Inclusion and Diversity. The commission will forward at least two nominations (so long as there are at least two) for each vacant position to the secretary of the University Council for the president's appointment decision. The commission may rank the candidates in order of preference. The at-large positions are designed to allow representation from groups not identified above as well as individuals who would make significant contributions to the work of the commission, regardless of background.

C. Commission on Faculty Affairs (CFA)

Membership:

- Chair will be elected by the Faculty Senate
- Vice Provost for Faculty Affairs (advisor)
- Two deans selected by the Council of College Deans
- Nine Faculty Senators elected by the Faculty Senate
- One Administrative and Professional Faculty Senator elected by the A/P Faculty Senate
- One Staff Senator elected by the Staff Senate
- One Graduate and Professional Student Senator elected by the Graduate and Professional Student Senate
- One Undergraduate Student Senator elected by the Undergraduate Student Senate

D. Commission on Graduate and Professional Student Affairs (CGPSA)

Membership:

- Chair will be elected by the Graduate and Professional Student Senate
- Dean of the Graduate School (advisor)
- Dean of Students
- Director of Student Conduct
- Dean of the University Libraries
- Associate Dean and Director of Admissions and Academic Progress
- Assistant Dean and Director of Student Service
- Associate Dean and Director of the Northern VA Graduate Center
- One dean selected by the Council of College Deans
- Nine Graduate and Professional Student Senators elected by the Graduate and Professional Student Senate (one per college)
- One A/P faculty representative elected by the A/P Faculty Senate
- One staff representative elected by the Staff Senate
- One Faculty Senator elected by the Faculty Senate

- One undergraduate student representative elected by the Undergraduate Student Senate
- Two at-large student members from the Commission on Equal Opportunity and Diversity (CEOD), one graduate and professional student and one undergraduate student, concurrent with their terms on CEOD

E: Commission on Graduate and Professional Studies and Policies (CGPSP)

Membership:

- Chair will be elected by the Faculty Senate
- Dean of the Graduate School (advisor)
- Vice Provost for Undergraduate Academic Affairs
- One dean selected by the Council of College Deans
- Dean of the University Libraries
- One representative of the off-campus centers appointed by the Dean of the Graduate School
- Three Faculty Senators elected by the Faculty Senate (including the chair)
- One faculty representative from each of the academic colleges elected by the faculty in each of the colleges
- One representative from the Library Faculty Association elected by the Library Faculty Association
- One non-ex officio A/P faculty representative elected by the A/P Faculty Senate
- One tenure-track faculty member from the Greater Washington, D.C., Metro Area Campus appointed by the Executive Vice President and Provost
- One Staff Senator elected by the Staff Senate
- Chair of the Graduate Honor System
- Two Graduate and Professional Student Senators elected by the Graduate and Professional Student Senate
- One Undergraduate Student Senator elected by the Undergraduate Student Senate

F. Commission on Outreach and International Affairs (COIA)

Membership:

Chair will be elected from among the faculty and staff members of the commission by the commission membership.

- Vice President for Outreach and International Affairs (advisor)
- Associate Vice President, International Affairs
- Director of Virginia Cooperative Extension
- Associate Vice President for Engagement
- One dean selected by the Council of College Deans
- Two Faculty Senators elected by the Faculty Senate
- One faculty representative from each of the academic colleges elected by the faculty in each of the colleges
- Three elected representatives of the Cooperative Extension non-ex officio A/P faculty (The A/P Faculty Senate to provide names of elected individuals)

- Chair of the University Committee on International Affairs (UCIA) or the Chair's designee
- One Staff Senator elected by the Staff Senate
- One Graduate and Professional Student Senator elected by the Graduate and Professional Student Senate
- One Undergraduate Student Senator elected by the Undergraduate Student Senate

Note: At least 2 faculty members on the Commission on Outreach and International Affairs will have experience in leading study abroad programs.

G. Commission on Research (COR)

Membership:

- Chair will be elected by the Faculty Senate
- Senior Vice President for Research and Innovation (advisor)
- One representative from the Office of the Vice President for Outreach and International Affairs
- Research and innovation senior associate vice president
- One dean selected by the Council of College Deans
- One department- or division-level administrative representative appointed by the President
- One representative of research-related interdisciplinary programs, groups or centers appointed by the President
- One faculty representative from each of the university's thematic research institutes appointed by the respective institute director
- One faculty representative of the university's research investment institutes appointed by the respective institute directors, collectively
- Two Faculty Senators elected by the Faculty Senate (including the chair)
- One faculty representative from each of the academic colleges elected by the faculty in each of the colleges
- One representative from the Library Faculty Association elected by the Library Faculty Association
- One non-ex officio A/P faculty representative elected by the A/P Faculty Senate
- One representative in the Postdoctoral Associate rank elected by persons in that rank**
- Two representatives working in research faculty appointments as defined in the Virginia Tech Faculty Handbook (excluding Postdoctoral Associates) elected by persons in those ranks**
- One Staff Senator elected by the Staff Senate
- Two Graduate and Professional Student Senators elected by the Graduate and Professional Student Senate
- One Undergraduate Student Senator elected by the Undergraduate Student Senate

**The nomination and election process for these positions will be conducted by the Office of Research and Innovation, which will report election results to the secretary of university council.

H. Commission on Staff Policies and Affairs (CSPA)

Membership:

- Chair will be elected by the Staff Senate
- Vice President for Human Resources (advisor)
- One dean selected by the Council of College Deans
- Nine staff members elected by the Staff Senate
 - Three from the Staff Senate
 - Three from academic units
 - Three from administrative units
- One administrative department head or equivalent appointed by the Executive Vice President and Chief Business Officer
- One academic department head or equivalent appointed by the Executive Vice President and Provost
- One non-ex officio A/P faculty representative elected by the A/P Faculty Senate
- One Faculty Senator elected by the Faculty Senate
- One Graduate and Professional Student Senator elected by the Graduate and Professional Student Senate
- One Undergraduate Student Senator elected by the Undergraduate Student Senate

I. Commission on Undergraduate Student Affairs (CUSA)

Membership:

- Vice President for Shared Governance of the Undergraduate Student Senate (chair)
- Vice President for Student Affairs (advisor)
- Dean of the Graduate School
- Vice Provost for Undergraduate Academic Affairs
- Vice President for Policy and Governance
- Vice President for Strategic Affairs and Diversity
- Assistant Vice President for Student Affairs and ExperienceVT
- Two A/P Faculty representatives from the Division of Student Affairs appointed by the Vice President for Student Affairs
- One Faculty Senator elected by the Faculty Senate
- One Staff Senator elected by the Staff Senate
- One A/P Faculty Senator elected by the A/P Faculty Senate
- Two Graduate and Professional Student Senators elected by the Graduate and Professional Student Senate
- Four at large Undergraduate Student Senators elected by the Undergraduate Student Senate

- Four University Chartered Student Organization Senators elected by the Undergraduate Student Senate
- Four college USS senators

J. Commission on Undergraduate Studies and Policies (CUSP)

Membership:

- Chair will be elected by the Faculty Senate
- Associate Dean of the Graduate School
- Vice Provost for Undergraduate Academic Affairs (advisor)
- Academic associate deans from each of the undergraduate academic colleges
- Three Faculty Senators elected by the Faculty Senate (including the chair)
- One faculty representative from each of the undergraduate academic colleges elected by the faculty in each of the colleges
- One representative from the Library Faculty Association elected by the Library Faculty Association
- One non-ex officio A/P faculty representative elected by the A/P Faculty Senate
- One Staff Senator elected by the Staff Senate
- One Graduate and Professional Student Senator elected by the Graduate and Professional Student Senate
- President of the Honor Council
- Two undergraduate students elected by the Undergraduate Student Senate (at least two colleges are to be represented by the three undergraduate students)

Article VIII. University Standing Committees

The memberships of the University Standing Committees listed below are determined as set forth in Article IX of the University Council Constitution.

A. Academic Support

Charge: To systematically review and provide advice on broad policy issues relating to academic support, including the university calendar, scheduling and registration, scholarships and financial aid, classroom management, and summer school.

Reports to: Commission on Undergraduate Studies and Policies

Chair: The faculty representative from the Commission on Undergraduate Studies and Policies

Membership:

- One faculty representative from the Commission on Undergraduate Studies and Policies selected annually by the commission (this person will also be the committee chair)
- Two provost area representatives selected by the executive vice president and provost
- One Assistant/Associate Dean selected by the Council of College Deans

- Vice President for Student Affairs or designee
- One faculty representative from each of the academic colleges elected by the faculty in each of the colleges
- One faculty senator elected by the Faculty Senate
- One administrative and professional faculty representative elected by the A/P Faculty Senate
- One staff representative elected by the Staff Senate
- One undergraduate student representative from the Commission on Undergraduate Student Affairs elected annually by the commission
- One graduate or professional student representative from the Commission on Graduate and Professional Student Affairs elected annually by the commission

B. Athletics

Charge: To review and provide advice on broad policy issues relating to intercollegiate athletics.

1. Provide advice to the athletic director on such matters as financial aid for student athletes, residential life for student athletes, program balance between revenue and non-revenue sports, recruiting, admissions, NCAA compliance, and general intercollegiate athletic budgetary and operational matters.
2. Provide advice to the executive vice president and provost on matters related to academic progress of athletes, the admission policy for athletes, academic advising of athletes, and relations with academic departments and faculty in general.
3. Participate in the search process for the selection of the athletic director. The committee will also participate in periodic evaluations of the athletic director in coordination with the university official to whom the athletic director reports.

Reports to: Commission on Undergraduate Studies and Policies

Chair: The president will annually appoint a chair from among its members.

Membership:

- Vice President for Finance
- Vice President for Student Affairs or designee
- Vice Provost for Undergraduate Academic Affairs
- Director of Athletics
- Senior Associate Athletics Director, External Operations
- President's appointed faculty representative to the NCAA
- Past faculty representative to the NCAA
- One alumni representative of the Virginia Tech Alumni Association selected by the Vice President for Advancement
- One dean selected by the Council of College Deans

- One faculty representative from each of the academic colleges elected by the faculty in each of the colleges
- One representative from the Commission on Undergraduate Studies and Policies elected annually by the commission
- One representative selected by the Virginia Tech Athletic Fund Incorporated
- One Faculty Senator elected by the Faculty Senate
- One administrative and professional faculty representative elected by the A/P Faculty Senate
- One staff representative elected by the Staff Senate
- One Graduate and Professional Student Senator elected by the Graduate and Professional Student Senate
- One scholarship athlete from men's sports appointed by the Athletic Director
- One scholarship athlete from women's sports appointed by the Athletic Director
- One Undergraduate Student Senator elected by the Undergraduate Student Senate

C. Budgeting and Planning Committee

Charge: The Budgeting and Planning Committee serves a primary advisory role for the university budgeting and planning process. Areas for consideration include monitoring the university planning and budgeting processes; participating in and advising on the development of annual budgets (including the formulation of the university plan), the development of university capital and facilities plans, and the reconciliation of the plan and the available resources; consulting on other budgetary and planning matters; and addressing matters of policy relative to budgeting and planning appropriate for governance consideration, and in such instances, making recommendations to the University Council.

Records and Confidentiality: When acting in its advisory and consulting role, the Budgeting and Planning Committee will treat information, discussions, and recommendations with discretion and, whenever requested, in confidence to the extent allowable by law, since there will be times in the budgeting and planning process when matters must be handled confidentially. When acting in its capacity as a normal part of the governance system, the committee will keep minutes and forward approved copies of such to the University Council.

Reports to: University Council Cabinet

Co-chairs: executive vice president and provost, and executive vice president and chief business officer

Membership:

- Executive Vice President and Provost
- Executive Vice President and Chief Business Officer
- Associate Vice President for Budget and Financial Planning
- Vice Provost for Academic Resource Management
- Assistant Vice President for Planning & University Architect
- One Faculty Senator elected by the Faculty Senate
- One faculty member elected from each of the academic college faculty associations

- One member of the Library Faculty Association elected by the Library Faculty Association
- One Staff Senator elected by the Staff Senate
- One Graduate and Professional Student Senator elected by the Graduate and Professional Student Senate
- One Undergraduate Student Senator elected by the Undergraduate Student Senate
- One representative selected by the Administrative Fiscal Officers Group
- One representative selected by the College Fiscal Officers Group
- One representative from the Office of Strategic Affairs appointed by the Vice President for Strategic Affairs and Diversity
- One non-ex officio A/P faculty representative elected by the A/P Faculty Senate from Extension
- One non-ex officio A/P faculty representative elected by the A/P Faculty Senate from: general administration, academic support, or student affairs

D. Campus Development Committee

Charge: To make recommendations and to serve as a conduit to disseminate information and solicit feedback concerning the planned physical development of the university's built environment, specifically as it relates to buildings, grounds, and transportation planning.

Reports to: University Council Cabinet

Chair: The president will annually appoint a chair from among its members.

Membership:

- Assistant Vice President for Facilities Operations
- Senior Director of Transportation Services
- Dean, College of Architecture and Urban Studies
- The Assistant Vice President for Planning and University Architect
- Director of ADA and Access Services
- A provost area representative selected by the executive vice president and provost
- One student affairs area representative selected by the vice president for student affairs
- One dean selected by the Council of College Deans
- Three faculty representatives elected by the Faculty Senate
- One administrative and professional faculty representative elected by the A/P Faculty Senate
- One staff representative elected by the Staff Senate
- One representative from the Commission on Equal Opportunity and Diversity elected annually by the commission
- One representative from the Graduate and Professional Student Senate elected by the Graduate and Professional Student Senate
- One representative from the Undergraduate Student Senate elected by the Undergraduate Student Senate

E. Climate Action, Sustainability, and Energy Committee

Charge: To provide guidance to the university administration on implementation of the university's Climate Action Commitment and opportunities to enhance Virginia Tech's pursuit of environmental quality and social sustainability. The committee makes recommendations regarding the application of policies; infrastructural and operational changes; educational strategies and modifications; and other steps intended to foster broad engagement with the university's environmental goals. The committee oversees subcommittees that each carry out aspects of the committee's charge.

Reports to: University Council Cabinet

Chair: The president will appoint a chair annually from among members of the committee.

Membership:

- Vice President for Campus Planning, Infrastructure, & Facilities
- Vice President for Finance or designee
- Assistant Vice President for Infrastructure and Sustainability
- Director of Climate Action, Sustainability, and Energy
- Sustainability Manager, Dining Services, Housing, and Residence Life
- The Assistant Vice President for Planning & University Architect
- Four representatives from Campus Planning, Infrastructure, and Facilities selected by the Vice President for Campus Planning, Infrastructure, and Facilities
- Senior Director of Transportation Services
- One representative from Virginia Tech Environmental Health & Safety Services selected by the vice president for enterprise administrative and business services
- Four faculty representatives elected by the Faculty Senate
- Two A/P representatives elected by the A/P Faculty Senate
- Two staff representatives elected by the Staff Senate
- One dean selected by the Council of College Deans
- Two graduate student representatives elected by the Graduate and Professional Student Senate
- Two undergraduate student representatives elected by the Undergraduate Student Senate
- One representative from the Provost's Office
- One representative from Student Affairs
- One representative from Student Engagement and Campus Life
- Two representatives from student organizations with an environmental focus (appointments provided by the committee chair)
- Two representatives from frontline community groups, one employee and one student (appointments provided by the committee chair)

F. Commencement

Charge: To plan and implement the University's Commencement programs.

Reports to: Commission on Faculty Affairs

Chair: The president will appoint a chair, usually for a three-year term.

Membership:

- President's Appointment as Chair
- Senior leader in Advancement with alumni responsibility (or designee)
- Vice President for Policy and Governance and Secretary to the Board of Visitors
- Vice President for Strategic Initiatives and Special Assistant to the President
- The Senior Associate Vice President for University Relations
- The Commandant of Cadets
- One Physical Plant representative selected by the vice president for campus planning, infrastructure, and facilities
- The Director of Processions (selected by the Chair)
- The Director of Ushers (selected by the Chair)
- One Graduate School representative selected by the Dean of the Graduate School
- The Commencement Marshal (always the president of the Faculty Senate)
- One faculty representative from each academic college elected by the faculty in each of the colleges
- One representative from the Commission on Undergraduate Studies and Policies elected annually by the commission
- One staff representative elected by the Staff Senate
- One administrative and professional faculty representative elected by the A/P Faculty Senate
- One Graduate and Professional Student Senator elected by the Graduate and Professional Student Senate
- The President of Senior Class
- The President of Junior Class

G. Employee Benefits Committee

Charge: To recommend policies and to advise the University Administration in matters relating to employee benefits.

Reports to: Commission on Staff Policies and Affairs, Commission on Faculty Affairs, and Commission on Administrative and Professional Faculty Affairs

Chair: The president will appoint a chair annually from among its members.

Membership:

- Vice President for Human Resources
- Senior Director of Benefits
- Vice Provost for Faculty Affairs or designee
- One faculty representative from the Commission on Faculty Affairs elected annually by the commission
- Three faculty senators elected by the Faculty Senate
- One staff representative from the Commission on Staff Policies and Affairs elected annually by the commission
- Three staff senators elected by the Staff Senate
- One administrative and professional faculty representative elected by the Commission on Administrative and Professional Faculty Affairs

- Three A/P faculty senators elected by the A/P Faculty Senate
- One Graduate and Professional Student Senator elected by the Graduate and Professional Student Senate

H. Faculty Honorifics

Charge: To review credentials and achievements of candidates or nominees for university faculty awards or for university nominations for external awards as charged by the executive vice president and provost or the president (where that responsibility is not vested in other committees), and to make recommendation to the executive vice president and provost or the president, as appropriate. In addition, the committee shall review nominations for honorary degrees to be awarded by the university.

Reports to: Commission on Faculty Affairs

Chair: The executive vice president and provost or a designee.

Membership:

- The Executive Vice President and Provost (also representing the Commission on Faculty Affairs)
- One Alumni Distinguished Professor elected by the Alumni Distinguished Professors
- One University Distinguished Professor elected by the University Distinguished Professors
- One member of the Academy of Faculty Service elected by the Faculty Senate
- One member of the Academy of Faculty Leadership elected by the Faculty Senate
- One member of the Academy of Teaching Excellence elected by the Faculty Senate
- One recipient of the Alumni Award for Excellence in Extension elected by the Faculty Senate
- One recipient of the Alumni Award for Research Excellence elected by the Faculty Senate
- One representative from the Named Professors elected by the Faculty Senate

I. Information Technology Services and Systems Committee

Charge: To make recommendations for the effective offering and utilization of the university's information technology services and systems, and to recommend policies that relate to the governance of these services and systems. The committee's scope of concerns includes all information technology services and systems related to instruction, research, outreach, and administration at the university. The committee organizes into subcommittees to address specific aspects of information technology and services and to report to the committee. Each subcommittee will be chaired by a member of the Division of IT with other members being assigned or volunteering based on interest or knowledge of subject matter area.

Reports to: University Council Cabinet

Chair and vice-chair: The committee shall initially elect from its members a chair and vice-chair. The vice-chair shall succeed the chair in the next year. Each year after the first year, a new vice-chair shall be elected who will succeed the present chair.

Membership:

- The Vice President for Information Technology and CIO
- Four department heads or other leaders in the Division of Information Technology, appointed by the Vice President for Information Technology and CIO, with expertise to address the breadth of information technology services and infrastructure at the university
- Ten at-large members of the faculty-A/P faculty-staff (with appropriate expertise) selected by the Vice President for Information Technology and CIO in consultation with the Presidents of the Faculty, Staff, and A/P Faculty Senates. At least two must be A/P faculty members, at least two must be staff employees, and at least two must be tenured or tenure-track faculty members, with a goal to include representation from university locations beyond Blacksburg. At least one of the tenured or tenure-track faculty members must be a member of the Faculty Senate.
- One representative from the Graduate and Professional Student Senate elected by the Graduate and Professional Student Senate
- One representative from the Undergraduate Student Senate elected by the Undergraduate Student Senate

J. Intellectual Property

Charge: To make policy recommendations to the executive vice president and provost dealing with patents, copyrights, and related mechanisms for the protection/exploitation of intellectual properties.

Reports to: Commission on Research

Chair: Vice President for Research and Innovation (or designee)

Membership:

- The Vice President for Research and Innovation (also representing the Commission on Research)
- An administrative leader within the office of the Vice President for Research and Innovation selected by the Vice President for Research and Innovation
- Associate Vice President for Finance and the University Controller
- The University Legal Counsel (or designee)
- The President of VTIP
- Nine at-large members of the faculty-A/P faculty-staff (with patent and copyright experience) selected by the Vice President for Research and Innovation in consultation with the Presidents of the Faculty, Staff, and A/P Faculty Senates (at least one must be an A/P faculty member and at least one must be a staff employee)
- One Graduate and Professional Student Senator elected by the Graduate and Professional Student Senate
- One Undergraduate Student Senator elected by the Undergraduate Student Senate

K. Library

Charge: To disseminate knowledge and make recommendations concerning policies, services, and development of the university's libraries.

Reports to: Commission on Graduate and Professional Studies and Policies, Commission on Undergraduate Studies and Policies, and Commission on Research

Chair: The president will annually appoint a chair from among its members.

Membership:

- The Dean of University Libraries (also representing the Commission on Graduate and Professional Studies and Policies)
- One faculty representative from each of the academic colleges elected by the faculty in each of the colleges
- One faculty senator elected by the Faculty Senate
- Library faculty representative on the Commission on Undergraduate Studies and Policies (concurrent with CUSP term)
- Library faculty representative on the Commission on Research (concurrent with COR term)
- One staff representative elected by the Staff Senate
- One administrative and professional faculty representative elected by the A/P Faculty Senate
- One Graduate and Professional Student Senator elected by the Graduate and Professional Student Assembly
- One Undergraduate Student Senator elected by the Undergraduate Student Senate

L. Transportation and Parking

Charge: To review and recommend rules and regulations governing traffic (including pedestrian, bicycle, and vehicles), parking (including permit sales, citations and special events), and alternative transportation methods; review and recommend programs to enhance campus parking, traffic, and transportation methods.

Reports to: University Council Cabinet

Chair and vice-chair: The committee shall initially elect from its members a chair and vice-chair. The vice-chair shall succeed the chair in the next year. Each year after the first year, a new vice-chair shall be elected who will succeed the present chair.

Membership:

- Senior Director of Transportation Services
- The Chief of Police
- Three faculty representatives elected by the Faculty Senate
- Three administrative and professional faculty representatives elected by the Administrative and Professional Faculty Affairs
- Three staff representatives elected by the Staff Senate

- One Graduate and Professional Student Senator elected by the Graduate and Professional Student Senate
- One Undergraduate Student Senator elected by the Undergraduate Student Senate
- One representative from the Office of Equity and Accessibility appointed by the Executive Vice President and Chief Business Officer
- One member of the Commission on Equal Opportunity and Diversity with a vested interest in disability and accessibility issues (concurrent with term on CEOD)

M. University Curriculum Committee for General Education

Charge: To give leadership to the Pathways General Education curriculum through program evaluation, advising support, dissemination of information, alignment of transfer credit, and other actions, including curricular proposal review, as needed.

Reports to: Commission on Undergraduate Studies and Policies

Chair and vice-chair: The committee shall initially elect from its faculty members a chair and vice-chair. The vice-chair shall succeed the chair in the next year. Each year after the first year, a new vice-chair shall be elected who will succeed the present chair.

Membership:

- The Executive Vice Provost or a designee
- Director Institutional Effectiveness
- One Division of Student Affairs representative selected by the Vice President for Student Affairs
- Two faculty members selected by the executive vice president and provost
- One faculty representative selected by each undergraduate college curriculum committee
- One representative from University Studies who is a professional academic advisor appointed by the Director of Academic Advising Initiatives
- Two faculty representatives elected by the Faculty Senate
- One faculty representative from the Commission on Undergraduate Studies and Policies elected annually by the commission
- Two Undergraduate Student Senators elected by the Undergraduate Student Senate
- Two Graduate or Professional Student Teaching Assistants or Instructors of Record elected by the Graduate and Professional Student Senate
- One Administrative and Professional faculty representative from the University Libraries elected by the Library Faculty Association
- One faculty representative from the Commission on Equal Opportunity and Diversity elected annually by the commission

University Council Constitution and Bylaws

November 6, 1995

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Preamble

With the passage of Morrill Act by Congress in July, 1862 and subsequent action of the Virginia Legislature in 1864, 1872, ~~and~~ 1944, and 1970, Virginia Polytechnic Institute and State University was created as a land-grant university and has been charged and developed with the responsibility to serve the citizens of Virginia and ~~the nation beyond~~.

BELIEVING that the fundamental goal of this land-grant university is to serve as a dynamic force in society by providing both a reservoir of knowledge and a stimulating academic atmosphere for the transmittal and application of that knowledge; and further believing that the establishment of these conditions encourages the discovery of new principles and truths and the development of an appreciation of human values; and

BELIEVING that the attainment of the objective requires mutual understanding and joint effort of the governing board, administration, faculty, ~~aA/Pp~~ faculty, staff, and students; and

BELIEVING that a university functions most effectively under orderly but flexible and adaptive processes of administration and government:

Virginia Polytechnic Institute and State University does hereby enact a ~~Constitution~~ constitution and ~~Bylaws~~ bylaws for the University Council and its internal and related components, with the approval of the ~~President~~ president of the ~~University~~ university and the Board of Visitors, and in accordance with the “Virginia Tech Principles of Shared Governance.”~~by whom authority is delegated.~~

Preface

~~With the passage of Morrill Act by Congress in July, 1862 and subsequent action of the Virginia Legislature in 1864, 1872, and 1944, Virginia Polytechnic Institute and State University was created and has been developed as a university charged with the responsibility to serve the citizens of Virginia and the nation.~~

~~Recognizing the complexity of university governance and acknowledging the need for faculty, staff, and student participation in the conduct of university affairs, the University Council, University Commissions, University Advisory Councils, and University Standing Committees provide an organizational structure through which faculty, salaried staff, student, and administrative responsibilities are shared and fulfilled.~~

~~The University Council and the University Commissions constitute the main resident bodies for policy formulation. Their memberships include representation from Administration, Faculty Senate, Staff Senate, College Faculty Associations, Administrative and Professional Faculty Senate, Graduate and Professional Student Senate, Undergraduate Student Senate, and representatives from other interest groups where appropriate. The University Commissions formulate and recommend policies to the University Council, which in turn makes recommendations to the President of the University. Final authority rests with the President of the University and the Board of Visitors.~~

~~The Constitutions and Bylaws of the Faculty Senate, Administrative and Professional Faculty Senate, Staff Senate, Graduate and Professional Student Senate, and Undergraduate Student Senate are presented in separate publications. Persons concerned with the governance of the University are encouraged to consult the constitutions and bylaws of these organizations.~~

Virginia Tech Principles of Shared Governance

Shared governance is the process by which the university community shares responsibility for reaching collective decisions on matters of policy and procedure. We believe that shared governance is essential to Virginia Tech's mission as "an inclusive community of knowledge, discovery, and creativity dedicated to improving the quality of life and the human condition within the Commonwealth of Virginia and throughout the world." We further believe that shared governance is the means by which we organize the components of the university into an interdependent whole; that collaborative decision-making is the foundation of strategic and coordinated effort; and that shared governance should operate within the framework of the following principles at every level of Virginia Tech's various locations:

1) Democratic processes

We will employ democratic processes, including the use of representative bodies, to ensure that the views of all constituencies are reflected in our decisions and to increase the likelihood that a course of action will be broadly supported and implemented. All revisions to and the creation of new academic initiatives, policies, and programs will be carried out within our formal system of governance.

2) Respect, collaboration, and trust

We recognize that the Board of Visitors, administrators, faculty, administrative and professional faculty, staff, undergraduate students, and graduate/professional students have differing roles, scopes of authority, and accountability; that these differences are necessary and productive; and that a mutuality of respect for each other and our varying roles and responsibilities is essential for good-faith dialogue, collaborative decision-making, and trust in the processes of governance.

3) Clarity of roles and authority

We commit to maintaining a shared understanding of Virginia Tech's system of governance, including clear guidelines for our separate and mutual areas of responsibility for determination, recommendation, and consultation on particular matters, and recognize that the roles and authority of the Board of Visitors, administrators, faculty, staff, and students can vary depending on context and topic.

4) Inclusion and diversity

We believe that a diverse community of people and perspectives is necessary for the creation of effective and equitable policies and procedures and commit to fostering a culture of inclusivity and respect that is reflective of our pluralistic community and strengthens our ability to address historical biases and impediments to equality.

5) Communication and transparency

In order to capture and reflect the scope of opinions across our various constituencies and locations, we expect honest and respectful communication; that every component of

governance will maintain clearly defined channels for reciprocal communication within and between constituencies; and that we will reach our decisions in a transparent manner such that the various constituencies are aware of how decisions are made and the rationale for those decisions.

6) Efficiency and effectiveness

We will conduct deliberations and make decisions in a manner that is timely and appropriate to the issue and periodically evaluate the performance of shared governance in order to improve its operation and adapt it to evolving conditions.

7) Accountability

While recognizing that the Board of Visitors and president are legally accountable for the condition and operation of the university, we affirm that when acting as participants in governance we are accountable to each other, as individuals and constituencies, for our statements and decisions; that administrative rejection of shared governance recommendations should be unusual and for compelling reasons that are publicly conveyed and subject to collective response; and that in the rare instances exigent circumstances require university leaders to act outside the structure of shared governance, they will explain the exigent circumstances and discuss the action or actions taken in open forums and in a timely manner.

8) Commitment

We believe that shared governance requires a commitment of goodwill on the part of all participants, the broad recognition of shared governance as an important activity, and sufficient resources for the effective operation of shared governance.

Constitution of the University Council

Article I. Name

The name of the council is the University Council of Virginia Polytechnic Institute and State University, hereafter referred to as the University Council or the Council.

Article II. Purpose

The purpose of the University Council and its internal and related components is to assist the pPresident of the uUniversity in formulating and implementing university policy in a manner which that attempts to ensure that Virginia Polytechnic Institute and State University always strives effectively toward its goals, which are:

1. To provide an environment conducive to the pursuit of learning, teaching, scholarship, research, and service.
2. To anticipate and meet the educational needs of society in general and the Commonwealth and nation in particular.

The University Council, the senates, and the university and senate commissions constitute the main bodies for policy formation at Virginia Tech. The senate commissions formulate and recommend policies to the senates, which in turn recommend policies to the University Council; the university commissions formulate and recommend policies directly to the University Council. The University Council makes policy recommendations to the president. Final authority rests with the president of the university and the Board of Visitors.

Because the University Council, the senates, the senate and university commissions and the **standing** committees constitute a legislative system, their charges, **memberships**, relationships, and the processes they hold in common **are** defined in the University Council Constitution and Bylaws. All aspects of senates not defined in these documents shall be defined in senate constitutions and bylaws.

In order for this system to function as intended, the roles and authority of its different components as presented in this document must be maintained, and participants in shared governance are expected to adhere to these statements of purpose, function, or charge. Senate and commission charges identify the areas of legislative authority and responsibility for the relevant body. These charges are not exhaustive: when questions arise regarding the relevance of the topic of a resolution to a commission or senate charge, they will be addressed to the parliamentarian, and if necessary, the University Council Cabinet. Per Article III Section 3 of the University Council Bylaws, the University Council Cabinet will review all resolutions for agreement with the commission charge. Determination of the authority of a commission to advance a resolution rests with the University Council Cabinet and the University Council.

Further information about the nature and on-going work of our system of shared governance in all its aspects can be found here: [www.vt.edu/\[xxxxxxx\]](http://www.vt.edu/[xxxxxxx]).

Article III. Functions

The functions of the University Council are:

1. To advise the ~~pPresident of the University~~ on matters of university governance.
2. To accept functions and authority delegated to it by the ~~pPresident of the University~~.
3. To review and make recommendations on matters of concern to the faculty, staff, A/P faculty, students, and administration, such matters being placed on the University Council agenda ~~by any Council member~~ in accordance with this ~~cConstitution~~ and its accompanying ~~bBylaws~~.
4. To refer appropriate matters to the commissions, ~~advisory councils~~, senates, committees, groups, or individuals for consideration and recommendations.

The University Council can recommend the creation, ~~of new Committees, the deletion of existing Committees, or changes in Committee chairpersonship, composition, or function~~ elimination, or revision of any of its internal or related components. Should a concern arise which calls for the University Council to consider such an action, the matter shall be placed on the Council agenda (in the form of an appropriate ~~Resolution~~ resolution) by one of the University Council ~~C~~commissions, ~~Advisory Councils~~, ~~or~~ senates, or ~~by~~ a University Council member. Consideration of such an action shall follow the procedures for amending the constitution and/or bylaws contained in Article XIII of this constitution.

Article IV. Membership

Section 1. Composition

The (59) members of the University Council are:

Ex Officio Members:

- President of the University (non-voting chair)
- Secretary of the University Council (non-voting)
- Vice President for Policy and Governance (non-voting)
- Executive Vice President and Provost
- Executive Vice President and Chief Business Officer
- Senior Vice President for Research and Innovation
- Dean of the Graduate School
- Vice President for Human Resources
- Vice President for Strategic Affairs and Diversity
- Vice President for Student Affairs

- Vice Provost for Undergraduate Academic Affairs
- Deans of each college
- Dean of University Libraries
- Dean of the Honors College
- Dept. Heads Council Executive Committee Co-chairs
- President of the Faculty Senate
- Immediate Past President of the Faculty Senate
- Vice President of the Faculty Senate
- President of the A/P Faculty Senate
- Vice President of the A/P Faculty Senate
- Secretary of the A/P Faculty Senate
- President of the Staff Senate
- Vice President of the Staff Senate
- Secretary of the Staff Senate
- President of the Undergraduate Student Senate
- Vice President of Shared Governance for the Undergraduate Student Senate
- Vice President and Representative to the BOV for the Undergraduate Student Senate
- Vice President of Issues and Policy for the Undergraduate Student Senate
- President of the Graduate and Professional Student Senate
- Vice President of the Graduate and Professional Student Senate
- Director of Communications and Secretary of the Graduate and Professional Student Senate
- Graduate/Professional Student Representative to the BOV

Elected Members:

- One Faculty Senator from each of the academic colleges
- One A/P Faculty Senator
- Three Staff Senators
- Four representatives of the Commission on Equal Opportunity and Diversity
- One representative of the Commission on Outreach and International Affairs

Revisions to the membership of the University Council follow the procedures for Amendments contained in Article XIII of this constitution.

Ex Officio Members:

- ~~President of the University (non-voting chairperson)~~
- ~~Secretary of the University Council (non-voting)~~
- ~~Faculty Representative to the BOV (President of the Faculty Senate—non-voting)~~
- ~~Staff Representative to the BOV (President of the Staff Senate—non-voting)~~

- ~~Undergraduate Student Representative to the BOV (non-voting)~~
- ~~Graduate and Professional Student Representative to the BOV (non-voting)~~
- ~~Executive Vice President and Provost~~
- ~~Senior Vice President and Chief Business Officer~~
- ~~All Vice Presidents of the University~~
- ~~All Academic Deans of the University~~
- ~~Dean of the Graduate School~~
- ~~Dean of University Libraries~~
- ~~Assistant Vice President for Equity and Accessibility~~
- ~~Chairs of all University Commissions~~
- ~~Vice President of the Graduate and Professional Student Senate~~
- ~~Vice President of the Undergraduate Student Senate~~

Elected Members:

- ~~Seven Faculty Senators elected by the Faculty Senate~~
- ~~One faculty representative from each of the academic colleges elected by the faculty in each of the colleges~~
- ~~One representative from the library faculty elected by the Library Faculty Association~~
- ~~One professional faculty representative elected from Cooperative Extension elected names will be provided by the Administrative and Professional Faculty Senate~~
- ~~One professional faculty representative elected from: general administration, academic support, or student affairs (elected name provided by the Administrative and Professional Faculty Senate)~~
- ~~One student representative elected by the Black Organizations Council~~
- ~~One faculty/staff representative elected by the Black Faculty and Staff Caucus~~
- ~~One at large faculty/staff representative elected annually by the Commission on Equal Opportunity and Diversity~~
- ~~One student representative elected annually by the Commission on Equal Opportunity and Diversity~~
- ~~Seven staff representatives elected by the Staff Senate~~
- ~~Two representatives from the Graduate and Professional Student Senate elected by the Graduate and Professional Student Senate~~
- ~~Five representatives from the Undergraduate Student Senate elected by the Undergraduate Student Senate~~

~~Ex officio members of the University Council may be automatically added or removed or titles revised to reflect the university's evolving organizational structure, and thus the number of members of University Council may fluctuate slightly over time. Ex officio membership of University Commissions and Committees listed in the University Council Bylaws will change automatically, as appropriate, to coincide with changes in ex officio membership of University Council.~~

~~If at the beginning of any academic year the total number of voting university administrators (deans and vice presidents) who hold ex officio positions on University Council equals or exceeds the total number of all other faculty on University Council, then the Faculty Senate may elect the additional faculty necessary to ensure that the number of faculty exceeds the number of voting ex officio university administrators by one. (Last updated June 13, 2005, June 4, 2007 — BOV approved, August 31, 2015, and June 2, 2020)~~

Section 2. Voting Privileges

All members of ~~the~~ University Council, exclusive of the ~~c~~Chairperson, the ~~s~~Secretary, and the Vice President for Policy and Governance, ~~faculty and staff representatives and two student representatives to the Board of Visitors,~~ shall have voting privileges. ~~(Last updated June 13, 2005 and June 4, 2007—BOV approved)~~

Section 3. Term of Membership

~~Term of membership of elected representatives on University Council is as follows: Faculty, A/P Faculty and staff senators representatives are elected for terms of three years and are eligible for re-election; if they represent one of the senates, then eligibility for re-election is~~ subject to the bylaws of the respective senate. Student representatives are elected for one-year terms and are eligible to serve up to three consecutive terms. When appropriate, tTerms are staggered to permit election of approximately one-third each year. ~~When additional faculty are elected at the beginning of the academic year to maintain a faculty majority over voting administrators, those faculty will serve a one-year term. Student representatives are elected for one-year terms and are eligible to serve up to three consecutive terms. The at-large faculty/staff representative elected by the Commission on Equal Opportunity and Diversity serves a one-year term and is eligible to serve up to three consecutive terms. Vacancies in unexpired terms are filled by the relevant body. Persons filling an unexpired term are eligible for re-election to a full term. Elections are effective the first day of July. For CEOD and COIA representatives on the Council, faculty, A/P faculty, and staff members are elected for three years terms and are eligible for re-election to a second term; student representatives are elected for one-year terms and are eligible to serve up to three consecutive terms. (Last updated on June 13, 2005 & June 2, 2020—BOV approved)~~

Section 4. Alternates, Substitutes, and ~~Visitors~~Guests

The University Council may permit elected alternates with voting privileges and substitute members with voting privileges, where such privileges are not limited by the ~~constitution and bylaws~~rules of the participating ~~assembly, association, senate, or group.~~ Members of the Virginia Tech community

Any current Virginia Tech employee, faculty member, or student may attend meetings of the University Council, the senates, senate and university commissions, and university standing committees as a guest, with the understanding that guests:

- May participate in discussions if and when recognized by the chair but cannot vote or make motions for consideration.
- Will treat participants in shared governance with respect and in accordance with the expectations for decorum outlined in *Robert's Rules of Order*.
- May be removed from a meeting by the request of any member and a majority vote of the members in attendance.
- May not displace a regular member of the body when seating/space is limited.

~~meetings.~~Members of the public who wish to attend should contact the Office of the Vice President for Policy and Governance.

Article V. Officers

Section 1. Officers

The officers of the University Council are cChair, parliamentarian, person and sSecretary.

Section 2. Chairperson

The pPresident of the uUniversity is cChairperson of the University Council. In the absence of the pPresident, the eExecutive vVice pPresident and pProvost of the uUniversity acts for the pPresident as cChairperson of the University Council. If the executive vice president and provost is unable to attend, the president of the Faculty Senate will act as chair. When all three are absent, the University Council Cabinet will select an appropriate chair for the meeting or the meeting will be canceled. In all cases, the acting chair is ineligible to vote but may appoint a temporary member of the University Council to vote on their behalf.

Section 3. Secretary

The sSecretary of the University Council is appointed by the pPresident of the uUniversity.

Section 4. Parliamentarian

The Vice President for Policy and Governance serves as the Parliamentarian for University Council and its internal and related components, and shall advise the chair on procedural matters during council meetings. The parliamentarian will be consulted regarding the revision of any portion of the Virginia Tech system of shared governance.

Article VI. University Council Cabinet

Section 1. Purposes

The purposes of the University Council Cabinet are to provide a small-scale forum for in-depth conversation among shared governance leaders, with a particular focus on the interests and concerns of senate leaders; to help shared governance leaders remain well-informed of the state of the university; and to facilitate collaborative decision-making and coordinated effort across the components of shared governance.

Section 2. Functions

The functions of the University Council Cabinet are to serve as the executive body of the University Council, to which it is responsible and to which it reports regularly on the disposition of matters submitted to it; to administer the business of the University Council between eCouncil meetings; and to discharge other duties in accordance with the University Council Constitution and Bylaws, including the application of the university mission initiative process described in Article XII of the constitution and Article IV of the bylaws, and the annual shared governance review called for by Article VI of the bylaws.

-Section 3. Membership

The University Council Cabinet consists of the following ex officio members

- eExecutive vVice pPresident and pProvost (Cco-chair)
- President of the Faculty Senate (co-chair)
- seniorExecutive Vvice pPresident and Cchief bBusiness eOfficer (Co-chair)
- vVice Ppresident for Sstrategic aAffairs and Ddiversity
- vVice pPresident for pPolicy and Ggovernance (non-voting member)-

- ~~s~~Secretary of the University Council (non-voting member)

in addition to members appointed or elected by the following bodies

- ~~e~~One representative of the Council of College Deans-
- ~~e~~One representative of the Department Heads Council Executive Committee
- ~~T~~~~wo~~three representatives of the Faculty Senate (in addition to the Faculty Senate President)
- ~~e~~One representative of the A/P Faculty Senate
- ~~e~~One representative of the Staff Senate
- ~~e~~One representative of the Undergraduate Student Senate
- ~~e~~One representative of the Graduate and Professional Student Senate

Depending on the topic(s) under consideration, other administrators, faculty, A/P faculty, staff, or students may be invited to participate in meetings to consider resource implications and legal and other matters.

Members of the University Council Cabinet must also serve on the University Council or attend its meetings.

Section 4. Term of Membership

Except for deans, all appointed or elected members serve for one year and are eligible for reappointment or reelection subject to the bylaws or expectations of the appointing or electing body. Deans are elected by the Council of College Deans and serve for two years. The appointing or electing bodies will determine the terms of membership for their representatives to the University Council Cabinet.

Section 5. Alternates, Substitutes, and Visitors

See Article IV Section 4 of the University Council Constitution.

Article VII. Senates

Section 1. Purpose

The senates are accountable to and responsible for representing the collective voice of their respective constituency. The senates provide representation within our system of shared governance for faculty, A/P faculty, staff, undergraduate students, and graduate and professional students.

To ensure that constituents can identify their senate representatives, senates will maintain membership rolls that are available on public or secure websites accessible to constituents.

Section 2. Functions

Each senate has a specific area of legislative authority and responsibility as defined below and at least one senate commission assigned to it that is responsible for the crafting of policy recommendations in the form of resolutions. To be advanced as recommendations to the University Council, resolutions of senate commissions must be approved by the appropriate senate under procedures described in Article III of the University Council Bylaws.

In addition to their legislative activities, senates appoint or recommend members to University Council, senate and university commissions, and committees; facilitate the exchange of information between constituencies; provide referral for individual concerns and issues to appropriate organizations or personnel; and accept and share responsibility with the administration, faculty, A/P faculty, staff, and students in all efforts to attain the shared goals of the university.

While senates have the right to consider any matter of general interest to its members and to seek wider discourse on these topics within our system of shared governance, concerns that fall outside of senate or commission purviews as delineated in this constitution may not be advanced as resolutions.

Section 3. Administrative and Professional (A/P) Faculty Senate

The A/P Faculty Senate shall be representative of the A/P faculty as defined in chapter one of the Faculty Handbook and have the authority and responsibility to act on their behalf through legislative recommendations concerning the working conditions of administrative and professional faculty; procedures for hiring, evaluating, non-reappointing, disciplining, recognizing, and promoting administrative and professional faculty; benefits, educational, and personal leave; extra-university professional activity; and matters of equity and diversity that affect A/P faculty. Assigned commission: Administrative and Professional Faculty Affairs (CAPFA).

Section 4. Faculty Senate

The Faculty Senate shall be representative of the faculty as defined in chapter one of the Faculty Handbook and have the authority and responsibility to act on their behalf through legislative recommendations concerning academic policies and regulations; educational standards, curricula, and methods of instruction; faculty status; matters of equity and diversity that affect faculty; and the working conditions of faculty. Assigned commissions: Faculty Affairs (CFA), Graduate and Professional Studies and Policies (CGPSP), Research (COR), and Undergraduate Studies and Policies (CUSP).

Section 5. Graduate and Professional Student Senate

The Graduate and Professional Student Senate shall be representative of the entire graduate and professional student body and have the authority and responsibility to act on their behalf through legislative recommendations concerning campus life; academic and learning environment; working conditions; student health and wellness; dissemination of a portion of the student activity fee to registered graduate student organizations; matters of equity, inclusion, and access that affect graduate and professional students; and the learning conditions of the graduate and professional student body. Assigned commission: Graduate and Professional Student Affairs (CGPSA).

Section 6. Staff Senate

The Staff Senate shall be representative of all classified and university staff, including full and part-time and non-student wage employees, and have the authority and responsibility to act on their behalf concerning policies and regulations involving work environments, benefits, and matters of equity and diversity that affect staff working environments and morale. Assigned commission: Staff Policies and Affairs (CSPA).

Section 7. Undergraduate Student Senate

The Undergraduate Student Senate shall be representative of the entire undergraduate student body and have the authority and responsibility to act on their behalf through legislative recommendations concerning campus life; academic and learning environment equity; undergraduate student health and wellness; dissemination of a portion of the student activity fee to registered student organizations; matters of equity, inclusion, and access that affect undergraduate students; and the learning conditions of the undergraduate student body. Assigned commission: Undergraduate Student Affairs (CUSA).

Article VI. Commissions, Advisory Councils, and Committees

~~University Commissions, University Advisory Councils, University Standing Committees, University Operational Committees, and other University committees are established according to ARTICLES VII, VIII, IX, X, and XI, respectively, to carry out certain functions and operations of governance.~~

~~A list of University Standing Committees (specifying for each its composition, its charge, and the governance body to which it reports) shall be maintained as an integral part of the Bylaws of the University Council. Current information on Operational Committees is maintained elsewhere, as specified in the Bylaws.~~

~~The University Council can recommend the creation of new Committees, the deletion of existing Committees, or changes in Committee chairpersonship, composition, or function. Should a concern arise which calls for the University Council to consider such an action, the matter shall be placed on the Council agenda (in the form of an appropriate Resolution) by one of the Commissions or Advisory Councils, **senates**, or by a University Council member.~~

Article ~~VIII~~XVIII. University Commissions

Section 1. Organization

Commissions gather administrators, faculty, A/P faculty, staff, undergraduate students, and graduate and professional students in relatively small numbers to discuss topics and develop policies in the area defined by the commission charge. Each commission is chaired by a faculty, A/P faculty, staff, undergraduate student, or graduate and professional student member and advised by an *ex officio* administrative faculty member who oversees the unit or office at the core of the commission's charge and provides support and information to guide the commission's work. *Ex officio* and administrative faculty members may not serve as chair of any commission. While the membership of commissions varies in number and mix depending on the charge, all commissions include at least one faculty, A/P faculty, staff, undergraduate student, and graduate and professional student member, making them microcosms of shared governance.

There are two kinds of commissions: senate commissions, which are part of and whose policy recommendations are voted on by senates before advancing to the University Council; and university commissions, which are part of and whose policy recommendations are made directly to the University Council. The charges of all commissions are included in this article. Though senate commissions are part of senates, their charges are maintained within the University Council Constitution and cannot be altered directly by the senates. Memberships of commissions are maintained in the

University Council Bylaws.

~~(Last updated December April 1, 2019)~~

Section 2. Responsibilities

The ~~senate c~~Commissions report to and ~~take direction from~~work with their respective senates ~~in accordance with their respective charges.~~ the University Council. ~~Chairs of senate commissions shall coordinate their agendas with the appropriate senate and administrative office, and meet with senate leadership on a regular basis according to expectations included in senate bylaws. The university commissions report to the University Council. Chairs of university commissions shall coordinate their agendas with the appropriate administrative unit. In addition to the functions and duties prescribed for each commission in in Sections 8, 9, 10, 11, 12, 13, 14, 15, 16, and 17 of this aArticle, the cCommissions shall undertake such other functions and duties as may be delegated to them from time to time by their senate, the University Council, the president, or the Board of Visitors.~~

Section 3. Referral

~~It is essential (and expected) when policy is being formulated in a commission or considered in the University Council, on a matter of particular concern to any governance body represented on the Council, that the concerned body have an opportunity to study, debate, and state its position on the matter at hand, before final action is taken by the Council. To this end, the Bylaws of the University Council, Article II, shall specify formal procedures by which referrals are accomplished. These procedures must be approved by the Faculty and Staff Senates. Any amendment to Article II of the Bylaws of the University Council that effects a change in the referral procedures cannot become effective until endorsed by affirmative vote of the Faculty Senate and Staff Senate.~~

Section 34. Election or Appointment of Chair

The chairs of senate commissions shall be elected in accordance with the constitution and bylaws of the respective senate, which are subject to the approval requirements of Article XIV of this constitution.

The chairs of the Commission on Equal Opportunity and Diversity and the Commission on Outreach and International Affairs shall be elected from faculty and staff members of the commission by majority vote of the commission membership present and voting.

~~The chair shall be a member of the non-administrative faculty and staff members of the commission except as noted below. (Professional faculty representatives are eligible to serve as chair.) The chairs of the Commission on Faculty Affairs, the Commission on Staff Policies and Affairs, and the Commission on Administrative and Professional Faculty Affairs shall be elected by the respective senate in accordance with their by-laws. The chair of the Commission on Student Affairs shall be elected from among the commission membership. All commission chairs serve one year terms and are eligible for re-election.~~

~~The Commissions on Faculty Affairs, Staff Policies and Affairs, and Administrative and Professional Faculty Affairs may elect a vice chair if desired. For all other commissions, a University Commissions that include vice-chairs vice chair shall be elected new vice-chairs from among the continuing eligible members as early as possible during the academic year, but no later than the end of October. The vice-chair shall serve as needed during the current year and shall become chair of the commission during the subsequent year. Should the vice-~~

chair be unable to serve as chair in the subsequent year, the commission shall elect a chair from among eligible members.

Commission chairs serve one-year terms beginning July 1 and are eligible for re-election.

~~(Last updated on June 2, 2020 & March 22, 2021 — BOV approved)~~

Section 45. Voting Privileges

All members of ~~senate and u~~University ~~c~~Commissions shall have voting privileges.

Commission members who are also members of a senate and/or University Council may vote again in those bodies on resolutions advanced by the commission(s) on which they serve.

Section 56. Term of Membership

Terms of membership of elected representatives on ~~c~~Commissions are as follows: except for deans, all Faculty Senators, Staff Senators, Administrative and Professional Faculty Senators, representatives of college faculty, library faculty, administrative and professional faculty, the ~~salaried staff, and any other elected non-student~~ ~~commission~~ members are elected for a term of three years. The number of consecutive terms they may serve is determined by the electing body. ~~Terms are staggered to permit replacement of approximately one-third of the membership each year.~~ Deans are elected by the Council of College Deans and serve for two years. The student representatives serve for terms of one year and are eligible to serve up to three consecutive terms. Elections are effective the first day of July.

Vacancies in unexpired terms are filled by the relevant body. ~~Senators who are selected to represent the Staff, Faculty, or Administrative and Professional Faculty Senates on commissions and who cease to be senators may be replaced by their respective senate.~~

~~(Last updated May 1, 2017, June 2, 2020 & August 11, 2021 — BOV approved)~~

Section 67. Alternates, Substitutes, and Visitors

~~The commissions may permit elected alternates with voting privileges and substitute members with voting privileges, where such privileges are not limited by the constitution and bylaws of the participating association, senate, or group. See Article IV Section 4 of the University Council Constitution. Visitors may attend commission meetings.~~

Section 78. Senate Commissions

Commission on Administrative and Professional Faculty Affairs (CAPFA)

Charge: To study, formulate, and recommend to ~~the A/P Faculty Senate~~ University Council policies and procedures affecting the ~~employment and~~ working conditions of administrative and professional (A/P) faculty. Areas for consideration include; morale of administrative and professional faculty; procedures for appointing, non-reappointing, evaluating, disciplining, recognizing, and promoting administrative and professional faculty; benefits, educational and personal leave, and extra-university professional activity; and matters of equity and diversity that affect ~~the university's professional environment~~ A/P faculty. The Commission is also responsible for reviewing allegations of unprofessional or unethical conduct against an A/P Faculty member and grievances advanced to the level of the Executive Vice President and Provost or the Vice President for Human Resources and ~~to for advise~~ advising the ~~sem~~ administrators prior to their taking action.

~~(Last updated August 31, 2015, October 16, 2015 & March 22, 2021)~~ **Commission on Faculty Affairs (CFA)**

Charge: To study, formulate, and recommend to the ~~Faculty Senate~~ University Council policies and procedures affecting faculty ~~employment~~ working conditions and ~~the~~ professional standing of ~~all faculty who qualify for membership in the Faculty Senate~~ the collegiate faculties, the library faculty, and Extension and public service faculty on continued appointment. Areas for consideration include: commencement; academic freedom and faculty morale; procedures for appointing, evaluating, disciplining, and recognizing, ~~and promoting~~ faculty, including department heads and chairs; tenure and/or promotion, benefits, academic and personal leave, and extra-university professional activity; and matters of equity and diversity that affect ~~the uUniversity's professional environment~~ faculty.

Commission on Graduate and Professional Studies and Policies (CGPSP)

Charge: To study, formulate, and recommend to ~~University Council~~ the Faculty Senate policies and procedures concerning ~~(on- and off-campus) post-baccalaureate graduate and professional~~ academic matters. Areas for consideration include: admissions, academic progress, degree requirements, commencement; registration and scheduling; graduate curricular standards and expectations, ~~courses~~, advising, and instruction, both of and by graduate students; ~~teaching and research involving graduate students~~; financial assistance including assistantships, scholarships, and fellowships, ~~and tuition~~; the graduate and professional honor systems, including approval of changes to the Graduate Honor Codes; and library resources, ~~and other matters affecting the graduate and professional student academic environment.~~ (Last updated April 1, 2019)

Commission on Graduate and Professional Student Affairs (CGPSA)

Charge: To study, formulate, and recommend to the Graduate and Professional Student Senate policies and procedures concerning graduate and professional student life and morale. Areas for consideration include working conditions for GAs, GRAs, and GTAs; graduate and professional student relations with peers, staff, faculty, administrators, alumni, and the community; policy matters related to graduate and professional student conduct; graduate and professional student organizations, social life, and recreation; and residential life, health, safety, and quality of graduate and professional student related services.

~~Section 13.~~ Commission on Research (COR)

Charge: To study, formulate, and recommend to ~~the Faculty Senate~~ University Council policies and procedures concerning research and research faculty. Areas for consideration include: sponsored programs, core programs and interdisciplinary research; intellectual ~~properties~~ property; animal care and human subjects; indirect costs and returned overhead; research facilities, centers and institutes, and library resources; and liaison with affiliated corporations and institutes; ~~and other matters that affect research and research faculty.~~

~~Section 14.~~ Commission on Staff Policies and Affairs (CSPA)

Charge: To study, formulate, and recommend to ~~University Council~~ the Staff Senate policies and procedures affecting the working conditions of classified and university staff and to promote staff participation in the University community. Areas for consideration include: staff morale; evaluation, communication with supervisors, recognition, and career development; staff relations with administrators, faculty, and students; benefits and personal leave; extra-

university professional activity; and matters of equity and diversity that affect ~~the University's professional environment~~staff; ~~and other matters affecting the staff environment.~~

Section 15. Commission on Undergraduate Student Affairs (CUSA)~~Commission on Student Affairs~~

Charge: To study, formulate, and recommend to ~~University Council~~the Undergraduate Student Senate policies and procedures ~~affecting~~pertaining to the undergraduate student experience at Virginia Tech. ~~graduate and undergraduate student life, wellbeing, inclusion, and morale.~~ Areas for consideration include: undergraduate student life, wellbeing, inclusion, and morale; ~~undergraduate~~ student relations with peers, staff, faculty, administrators, alumni, and the community; policy matters related to undergraduate student conduct; undergraduate student organizations, social life, and recreation; employment, placement, and counseling; and residential and campus life, health, safety, and quality of undergraduate student related services; ~~and other matters affecting student life.~~

Section 16. Commission on Undergraduate Studies and Policies (CUSP)

Charge: To study, formulate, and recommend to ~~University Council~~the Faculty Senate policies and procedures concerning ~~on and off campus~~ undergraduate academic matters. Areas for consideration include: library resources, admissions, academic progress, degree requirements, the Undergraduate Honor Systems and study environment, including approval of changes to the Undergraduate Honor Code; In-Honors programs, undergraduate curricular standards and expectations, ~~courses~~, advising, and instruction; student honors and awards; financial aid, scheduling, and registration ~~and other matters affecting the undergraduate student academic environment.~~

Section 17. Commission on University Support

Charge: ~~To study, formulate, and recommend to University Council policies and procedures related to support of the three missions of the university. Areas for consideration include: accounting, budget administration, purchasing; computing, communications and publications; physical facilities, parking and transportation, corporations and auxiliaries, Development Office, Institutional Research, liaison with the Virginia Tech Foundation, the Alumni Association, and other related matters.~~

Section 89. University Commissions

Commission on Equal Opportunity and Diversity (CEOD)

Charge: To advise the ~~President's~~president's Inclusion and Diversity InclusiveVT Executive Council ~~and~~ to study, formulate, and recommend to University Council policies and procedures as they relate to the university's responsibilities regarding equal opportunity, affirmative action, accessibility, and policy matters related to compliance, diversity, and inclusion. The policy interests of caucuses are advanced through this commission. Areas for consideration include ~~but are not limited to~~, recruitment, retention, and advancement of faculty, staff, and students, in a manner consistent with the university's principles of community and commitment to equal opportunity and access.

~~(Last updated August 31, 2015)~~

Commission on Outreach and International Affairs (COIA)

Charge: To study, formulate, and recommend to University Council policies and procedures that advance ~~our~~ regional, national, and international efforts to fulfill the land-grant mission

of enriching the quality of life and economic vitality of citizens around the world. The commission seeks to advance public engagement and globalization with knowledge generated by Virginia Tech faculty and researchers in order to address complex societal challenges and enrich ~~our~~ research and educational programs through these collaborative efforts, ~~concerning the engagement of the University in service, outreach, and international affairs.~~ Areas for consideration include Cooperative Extension, cross-sectoral partnerships, graduate education and professional development programs, continuing and professional education, economic development programs, including community engagement resource and leadership initiatives development; and international program development and implementation. ~~, among liaison with affiliated corporations and institutes; international programs; and other matters affecting service, outreach, and international affairs.~~ COIA The Commission on Outreach and International Affairs will liaison work with ~~the~~ CUSP Commission on Undergraduate Studies and Policies on with issues regarding study abroad and international exchange programs and with CGPSP regarding graduate education at VT's across the Commonwealth-Campus Centers. (Last updated June 7, 2004—BOV approved)

Section 17. Commission on University Support

~~Charge: To study, formulate, and recommend to University Council policies and procedures related to support of the three missions of the university. Areas for consideration include: accounting, budget administration, purchasing; computing, communications and publications; physical facilities, parking and transportation, corporations and auxiliaries, Development Office, Institutional Research, liaison with the Virginia Tech Foundation, the Alumni Association, and other related matters.~~

Article VIII. University Advisory Councils

Section 1. Organization

~~University aAdvisory cCouncils are established to carry out certain functions and operations of governance. While they do not have the authority to consider or pass resolutions, they may generate resolutions that will be considered in the appropriate senate or university commission, as determined by the University Council Cabinet and with the approval of the Council.~~

~~The University Council has established the University Advisory Council on Strategic Budgeting and Planning.~~

Section 2. Responsibilities

~~The uUniversity aAdvisory cCouncils report to the president and University Council. In addition to the functions and duties prescribed in the Sections of this aArticle specific to a University Advisory Council, the uUniversity aAdvisory cCouncils shall undertake such other functions and duties as may be delegated to them from time to time by the University Council.~~

Section 3. Voting Privileges

~~All members of uUniversity aAdvisory cCouncils shall have voting privileges.~~

Section 4. Term of Membership

~~Term of membership of representatives on uUniversity aAdvisory cCouncils is as follows: except for deans, all Faculty Senators, Staff Senators, Administrative and Professional Faculty Senators, representatives of college faculty, library faculty, the salaried staff, and any other elected non-student council members serve for a term of three years. They may serve no more than two full consecutive terms on any given advisory council. Terms are staggered to permit replacement of approximately one-third of the membership each year. Deans are elected by the Council of College Deans and serve for two years. The student representatives serve for terms of one year and are not eligible to serve more than two consecutive terms. Vacancies in unexpired terms are filled by the relevant body. Membership is effective the first day of July.~~

~~Section 5. Alternates, Substitutes, and Visitors~~

~~The University advisory councils may permit alternates with voting privileges and substitute members with voting privileges, where such privileges are not limited by the constitution and bylaws of the participating assembly, association, senate, or group. Members of the university community may attend meetings of University Advisory Councils.~~

~~Section 6. University Advisory Council on Strategic Budgeting and Planning~~

~~The University Council has established the University Advisory Council on Strategic Budgeting and Planning.~~

~~**Charge:** The Advisory Council on Strategic Budgeting and Planning serves a primary advisory role for the university budgeting and planning process. It reports jointly to the pPresident and the University Council. Areas for consideration include: monitoring the uUniversity planning and budgeting processes; participating in and advising on the development of biennial budgets, the formulation of the university plan, and the development of university capital and facilities plans, and the reconciliation of the plan and the available resources; consulting on other budget and planning matters; and addressing matters of policy relative to budget and planning and appropriate for governance consideration and, in such instances, making recommendations to the University Council.~~

~~**Records and Confidentiality:** When acting in its advisory and consulting role, the Advisory Council on Strategic Budgeting and Planning will treat information, discussions, and recommendations with discretion and, whenever requested, in confidence since there will be times in the budget and planning process when matters must be handled confidentially. When acting in its capacity as a normal part of the governance system, the aAdvisory cCouncil will keep minutes and forward approved copies of such to University Council.~~

Article IX. University Standing and Ad Hoc Committees

Section 1. Organization

University sStanding cCommittees are ~~those committees~~ constituted on a continuing basis by the pPresident on recommendation of the University Council to deal with matters of a university-wide interest. ~~Each standing committee reports directly to at least one commission.~~ Resolutions authored by standing committees that report to a commission are advanced by that commission. All other committee-authored resolutions are advanced by a commission or commissions selected by the University Council Cabinet. A committee-authored resolution that falls outside of all commission charges may be advanced as a University Council resolution, as determined by the University Council Cabinet.

~~The President also constitutes *ad hoc* and special committees as may be needed for consideration of matters of a non-recurring nature.~~

Section 2. Committee Membership

Membership on most standing committees should include undergraduate students, graduate and professional students, salaried staff, ~~A/P faculty~~, and faculty representatives as well as administrators. ~~Committee Administrative committee membership members are appointed by the appropriate office; all others are elected by the relevant body; and the president approves the memberships as a whole. may be determined by a variety of methods: appointment by the pPresident, nomination by the relevant body with appointment by the pPresident, or election at large. The host commission usually appoints a commission member to the standing committee. Standing committees may also be constituted wholly, or in majority, by members of the host commission. The method of selection shall be specified in the University Council Bylaws.~~

The standing committee chair shall be ~~from among the committee members. The chair shall be~~ appointed by the ~~pPresident, recommended by the host commission with appointment by the pPresident,~~ or elected ~~from among the committee members~~ by the committee, as specified in the ~~bBylaws~~.

All standing committee members will have voting privileges.

A list of university standing committees (specifying for each its composition, charge, and the governance body to which it reports) shall be maintained as part of the ~~the~~ University Council Bylaws.

~~*Ad hoc* and special committee members are appointed by the pPresident of the uUniversity. The pPresident also determines for each of these committees which of the committee members shall be chairperson.~~

Section 3. Term of ~~Appointment~~Membership

Terms of membership of elected ~~or appointed~~ representatives on ~~uUniversity sStanding cCommittees~~ are as follows: ~~except for deans, all Faculty Senators, Administrative and Professional Faculty Senators, Staff Senators, representatives of college faculty, library faculty, administrative and professional faculty, the salaried staff, and any other elected non-student committee members are elected or appointed for a term of three years. The number of consecutive terms they may serve is determined by the electing or appointing body. They may serve no more than two full consecutive terms on any given committee.~~ Terms are staggered to permit election of approximately one-third of the membership each year. Deans are elected by the Council of College Deans and serve for two years. The student representatives serve for terms of one year and are not eligible to serve more than two consecutive terms. Vacancies in unexpired terms are filled by the relevant body. Elections are effective the first day of July.

~~Faculty and administrators serving on the Honor Council serve four-year terms and may not serve more than two consecutive terms.~~

~~(Passed by the Board of Visitors, March 21, 2016.)~~

~~*Ad hoc* and special committee members serve according to the terms established when the committee is constituted.~~

Section 4. Committee Reports

Section 4. Alternates, Substitutes, and Visitors

See Article IV Section 4 of the University Council Constitution.

Article X. Operational Committees

~~University oOperational cCommittees are those committees constituted on a continuing basis and appointed by the pPresident, cExecutive yVice pPresident and pProvost, or one of the yVice pPresidents to deal with matters of university wide interest that fall primarily within the responsibilities of the appointing officers. Unless made the subject of specific legislation to the contrary, each uUniversity oOperational cCommittee is constituted, charged, and staffed as the appointing administrative officer deems appropriate. A record of uUniversity oOperational cCommittee chairs and members shall be maintained by the Secretary of the University Council and posted on the shared governance website. Approved minutes of meetings of university operational committees shall be written by each committee and maintained by the administrator who established it and to whom it reports. (Last updated August 31, 2015)~~

Article XI. Other Committees

Members of all shared governance bodies may request, and their chairs may appoint, *ad hoc* committees (such as task forces or work groups) or subcommittees as needed. The University Council, University Commissions, and University Advisory Councils may request and their chairpersons may appoint special committees, boards, and *ad hoc* committees as needed.

Ad hoc committee and subcommittee members serve according to the terms established when the committee is constituted.

Article XII. Meetings and Procedures

Section 1. Parliamentary Procedures

The latest edition of Robert's Rules of Order [Webster's New World Robert's Rules of Order, Simplified and Applied], subject to special rules as may be adopted by the University Council, shall govern the procedures of the University Council, ~~University Commissions, University Advisory Councils, University Standing Committees, and other committees and boards and its internal and related components.~~ ~~(Last updated June 7, 2004 — BOV approved)~~

Section 2. University Council Procedures

~~2.1.~~ The University Council and the University Council Cabinet shall meet regularly during the academic year and at other times as called by the respective cChairsperson. Cancelled meetings shall be noted in the minutes of the subsequent ~~University Council~~ or cabinet meeting.

~~3.2.~~ In consultation with the University Council Cabinet, tThe Ssecretary shall prepare and distribute the agenda to members of the Council one week prior to each meeting and post the agenda on the shared governance website. Items to be placed on the agenda must be

submitted to the ~~s~~Secretary at least ten days prior to the meeting date. The ~~s~~Secretary will record the minutes (including attendance) of each University Council ~~and University Council Cabinet~~ meeting. ~~Minutes of any University Council Cabinet meetings that were held in the interim since the last University Council meeting will be distributed with the University Council agenda for information. Minutes of University Council and University Council Cabinet meetings will be distributed electronically by the secretary to members of the respective bodies for electronic approval as soon as possible after each meeting; the absence of a response by a member indicates a positive vote. Approved minutes of University Council and University Council Cabinet meetings which will be distributed to all members of the Council. The minutes will be~~will be made available to the public on the ~~shared governance University Council~~ website.

~~5.3.~~Any member of the University Council may place an item on the agenda by following the procedures ~~of in Article XIII, Section 2(2)~~ ~~above~~. This procedure provides a means for any group to submit items of urgency directly to the University Council for consideration. However, under normal operating procedures, policy recommendations and decisions are reviewed by the appropriate commissions ~~and senates~~ and then submitted to the University Council for disposition.

Section 3. ~~Procedures for University Commissions Procedures and Advisory Councils~~

~~2.1.~~Each ~~senate and u~~University ~~c~~Commission ~~and u~~University ~~a~~Advisory ~~c~~Council shall meet regularly during the academic year and at other times as called by the ~~c~~Chair~~person~~.

~~3.2.~~The ~~c~~Chair of each ~~c~~Commission ~~and a~~Advisory ~~c~~Council shall prepare and distribute the agenda to members of the ~~c~~Commission ~~or c~~Council one week prior to each meeting. Items to be placed on the agenda shall be ~~in the hands of~~sent to the ~~c~~Chair at least ten days prior to the meeting date. The ~~c~~Chair may appoint or designate a ~~s~~Secretary, ~~who may or may not be a member of the commission,~~ to record the minutes (including attendance) of each ~~c~~Commission ~~or a~~Advisory ~~c~~Council meeting, which will be distributed to all members of ~~that body~~commission for their approval. Approved minutes will be ~~uploaded promptly sent to the shared governance website and the Secretary of University Council will be notified of this action. for distribution to University Council members for routine review and subsequent posting to the shared governance University Council website. The minutes shall be sent to the Office of the Vice President for Policy and Governance for positing to the shared governance website. The minutes may be distributed to members of the senates, and to other personnel in the University designated by the Commission, Advisory Council, or the University Council. The Office of the Vice President for Policy and Governance provides a template for minutes that must be used by all commissions.~~

Section 4. Committee Procedures

Each ~~u~~University ~~Standing-standing Committeecommittee, u~~University ~~e~~Operational ~~e~~Committee, special committee, ~~or~~ *ad hoc* committee, ~~and board~~ meets as frequently as required to fulfill its responsibilities. ~~All standing committees shall prepare minutes of their meetings, as a permanent record of committee activity. Each standing committee will upload its submit its approved minutes to the shared governance website and notify commission(s) to which it reports for review and approval. Committee approved minutes will also be submitted~~

to the Secretary of the University Council of this action. for posting on the shared governance chairs of the Faculty, Staff, and Administrative and Professional Faculty Senates, and the administrator of the Virginia Tech governance website (governance.vt.edu). The secretary of the University Council will notify the body or bodies to which the committee reports that the minutes are available for review. The Office of the Vice President for Policy and Governance provides a template for minutes that must be used by all committees.

Section 5. Voting on Resolutions and Other Matters

Votes on resolutions in commissions, senates, and the University Council will be by recorded ballot. Unless otherwise specified in a constitution or bylaws, the nature of voting on all other matters shall be determined by the body as a whole and, whenever possible, after taking the advice of the University Council parliamentarian into account.

Article XII. University Mission Initiatives

The university mission initiative process is a means of creating or revising policies, practices, or procedures that have the potential to broadly impact Virginia Tech's educational, research, and/or outreach missions. The process ensures that relevant components of shared governance, especially the senates, have the opportunity to participate in the development of significant changes or additions to the nature of our mission goals or the means by which we achieve them, and that these changes or additions are considered for adoption through the normal legislative process. In accordance with our principles of shared governance, we recognize that democratic participation and legislative review increase the effectiveness of the changes or additions and foster joint effort on matters that concern the university community as a whole. Work undertaken through this process shall be referred to as a university mission initiative.

The university mission initiative process is appropriate for changes or additions that fall within the scope of the University Council as described in Article II of this constitution; require the engagement of multiple constituencies and the formative efforts of a committee whose membership and charge goes beyond the scope of any one council, senate, commission, or committee; and demonstrably advance the ability to fulfill the mission statement of Virginia Tech. One example of a UMI would be a comprehensive revision of the shared governance system.

University mission initiatives may have operational and financial impacts that must be presented to the administration for consideration well prior to the University Council's consideration of university mission initiative resolutions. Resolutions in support of university mission initiatives require a quorum and the approval of the majority of members of the Council present and voting.

For university mission initiatives that originate with the Board of Visitors or president, if the resulting resolution is not supported by the majority of the University Council members present and voting, provided that a quorum has been reached, the resolution will be referred back to the university mission initiative committee for review and revision in an effort to reconcile differences. Should this process result in a revised resolution, it will be submitted for reconsideration by the University Council. Should the

president decide to proceed with implementation of the university mission initiative without University Council approval of the applicable resolution, a record of the University Council vote will be appended to the resolution if it is submitted to the Board of Visitors for subsequent approval.

For guidelines on university mission initiatives, see Article IV of the bylaws.

Article XIII. Amendments to the University Council Constitution or Bylaws

Section 1. Notice of Proposal

Notice of proposal to amend the cConstitution or bylaws shall be given in the University Council agenda and considered at no fewer than two meetings of the University Council prior to voting. The proposed amendments shall be distributed with the agenda. ~~A two-thirds affirmative vote of all members of the Council is required for approval.~~

Section 2. ~~Ratification and~~ Approval of Amendments to the Constitution

Except in the case where adoption of a different parliamentary authority is proposed, an amendment to the University Council Constitution becomes effective upon the following sequence of actions:

- a. Approval by the University Council: ~~a~~A two-thirds affirmative vote of members of the Council present and voting, provided that a quorum has been reached.
- b. Ratification by the senates: Ratification by two-thirds of the senates (or the nearest whole number equivalent), achieved by ~~a~~an affirmative vote of the majority of the respective senate's senators present and voting, provided that a quorum has been reached. Senates may comment on the proposed changes but must vote on the resolution as approved by the University Council.
- c. ~~;~~ ratification in the following order by the Faculty and Staff, Senates and the University Council, and a Approval by the pPresident of the uUniversity
- d. and Approval by the Board of Visitors.

Section 3. Approval of Amendments to the Bylaws

An amendment to the University Council Bylaws becomes effective upon an affirmative vote of the majority of the Council members present and voting, provided that a quorum has been reached, and approval by the president.

Section 4. Alternate Parliamentary Authority

-A change in different parliamentary authority or set of guidelines (other than -Robert's Rules of Order) may be adopted at the University Council's first meeting of the academic year by a two-thirds affirmative vote of all the council members present and voting, provided that a quorum has been reached, of the Council and will stay in effect until changed. Mid-year changes are not allowed. Approvals by the Faculty and Staff, Senates, the president, and the Board of Visitors are not required in this case. ~~(Last updated June 7, 2004 — BOV approved)~~

~~Section 3. Amendments to the Bylaws~~

~~Notice of any proposal to amend the Bylaws shall be given in the agenda. An affirmative vote of the majority of all University Council members is required for adoption. (See Article VII, Section 3 regarding changes to the referral procedures.)~~

Article XIV. Amendments to Senate Constitutions ~~and~~or Bylaws

Section 1. Development

Amendments to a senate's constitution and/or bylaws may be developed by whatever means are appropriate for that senate. Amendments to senate constitutions require a resolution; amendments to senate bylaws do not.

Section 2. Notice of Proposal

Notice of proposal to amend a senate's constitution and/or bylaws shall be given in the senate agenda and considered at no fewer than two meetings of the senate prior to voting. A vote may be taken on an amendment at the second meeting. The proposed amendment shall be distributed with the agenda.

Section 1. Notice of Proposal

Notice of proposal to amend a senate's constitution or bylaws shall be given in the senate agenda and considered at no fewer than two meetings of the senate prior to voting. The proposed amendment shall be distributed with the agenda.

Section 23. Approval of Amendments to Senate Constitutions

Amendments to senate constitutions become effective upon the following sequence of actions:

- a. An affirmative majority vote by the senate commission.
- b. An affirmative vote of two-thirds (2/3) of the senators present and voting, provided that a quorum has been reached.
- c. An affirmative vote in the University Council of the majority of members present and voting, provided that a quorum has been reached.
- d. Approval by the president of the university. ~~An amendment to a senate's constitution becomes effective upon a two-thirds affirmative vote of the senators present and voting, provided that a quorum has been reached; an affirmative vote in the University Council of the majority of members present and voting, providing that a quorum has been reached; and approval by the president of the university. An amendment to a senate's bylaws becomes effective upon an affirmative vote of the majority of the senators present and voting, provided that a quorum has been reached, and requires no further approval.~~

Section 4. Approval of Amendments to Senate Bylaws

Amendments to senate bylaws become effective upon an affirmative vote of the majority of senators present and voting, provided that a quorum has been reached, and requires no further approval.

Bylaws of the University Council

Article I. Meetings of the University Council

1. Regular meetings of the University Council shall be held on the first and third Mondays of each month from the opening of the Fall Semester until the end of the academic year in May. The [Chairperson-chair](#) may cancel or postpone regular meetings for cause.
2. Special meetings of the University Council may be called by the [Chairperson-chair](#).
3. Prior to the initial Council meeting of each semester, the [pPresident](#) will convene a meeting of the, the eExecutive vVice pPresident and pProvost, the sSenior vVice pPresident and eChief bBusiness oOfficer, and the vVice pPresident for pPolicy and gGovernance, will convene senate presidents and University Council Cabinet, commissionthe chairs, and commission advisors of the commissions to exchange information on issues and action items that are pending or foreseen in the coming semester.
4. Information gathered in the semester meetings of commission chairs(see above) will be communicated to Council members at the first meeting of the semester. At that time, each [senate president and university commission](#) chair will be asked to elaborate, if desired, on the information about that commission's agenda, and to provide clarification where necessary.
5. The secretary of the University Council shall distribute commission minutes to all members of the University Council for routine review. Commission minutes will be added to the University Council agenda for acceptance by the Council.
- ~~4.6.~~ Quorum is defined as fifty percent plus one of the total membership of the University Council, excluding non-voting members and vacant positions. A quorum must be present at the actual time of any vote. In the absence of a quorum, a meeting can be held but no votes taken or decisions reached, except votes on motions to obtain a quorum or to adjourn the meeting. This definition of a quorum will be applied to all bodies within the Virginia Tech system of shared governance.
- ~~5. MORE to come. As each semester begins, the Council secretary will solicit suggestions for issues of general concern appropriate to presentation or group discussion, and will further conduct a poll to determine priority of interest. These topics will then be addressed as time allows following each of the semester's Council meetings.~~
- ~~6. At each subsequent meeting of Council, prior to the approval of each commission's minutes, the relevant chair shall be free to highlight selectively and to elaborate upon~~

~~particular issues of concern to that commission; Council chair will periodically remind commission chairs of this option.~~

~~The status of all resolutions will be maintained on a University Council webpage, to be developed and maintained by Council secretary, to allow members of the university community to monitor the status of a given proposal through committees, commissions, and Council. Each commission chair will be responsible for providing such information to the University Council webpage operator for posting.~~

~~(Last updated January 2008 & July 25, 2018)~~

Article II. Meetings of the University Council Cabinet

1. Regular meetings of the University Council Cabinet shall be held on the second and fourth Mondays of each month from the opening of the Fall Semester until the end of the academic year in May. The chairs may cancel or postpone regular meetings for cause.

Article III. Policy ~~and Program~~ Review and ~~Approval~~ Recommendation Process

Section 1. Overview

Participants in shared governance make policy recommendations to the president and/or the Board of Visitors by means of resolutions. Resolutions originate in senate commissions, university commissions, or the University Council, either on the initiative of these bodies or by working with the respective senates, the president, or the Board of Visitors, and follow a standard format that includes sufficient information and background upon which to base subsequent debate of the issues involved, along with any accompanying explanation or annotation. Senates and committees may author resolutions for consideration by a commission, but may not advance resolutions directly to the University Council.

In all commissions, senates, and the University Council, resolutions receive two readings, typically at consecutive meetings. First reading opens the resolution for discussion and debate and second reading provides an opportunity for further discussion and to vote on the resolution. In all instances, resolutions are advanced by an affirmative vote of a simple majority of members present and voting, provided that a quorum has been reached, except for revisions to senate or University Council constitutions as defined in Articles XIII and XIV of the constitution. The consideration of resolutions may also be deferred, and resolutions may be referred to the originating body for additional work, according to guidelines in Sections 5 and 6 of this article.

In developing a new or revised policy, each commission shall seek advice and counsel from outside the commission as appropriate to the topic and work with the Office of the Vice President for Policy and Governance to keep relevant participants in shared governance informed of policies as they develop.

It is the responsibility of commission members, particularly the commission chair, to keep affiliated governance bodies and constituencies informed of the commission's work and to

afford the opportunity for consultative referral, mainly by means of their cross-representational affiliations and the posting of commission minutes.

Though joint resolutions between commissions of different senates are allowed, given the complexity of the approval process in these situations, this approach should be reserved for university mission initiatives that substantially impact multiple constituencies. The need for a joint resolution between commissions of different senates must be considered and approved by the University Council Cabinet prior to undertaking this action. If approved, one commission is designated as the primary sponsor and author of the resolution, and that commission chair is responsible, along with the Office of the Vice President for Policy and Governance, for monitoring the progress of the resolution through governance.

Sponsors of resolutions that have budgetary impact(s) must work with the appropriate administrators to make an estimate of cost, and add that information to the resolution before the final commission vote, including the source of the estimate. The estimate of cost does not need to be finalized but should represent a good-faith effort to “ballpark” the budgetary impact(s).

All resolutions will follow the formatting template provided by the Office of Vice President for Policy and Governance.

Section 2. Communication

The secretary of the University Council will notify senate presidents and the University Council Cabinet three times about the status of all resolutions: the “Draft Notice,” after a resolution has been drafted and uploaded; the “First Reading Notice,” after a resolution has been revised based on the commission discussion at first reading; and the “Second Reading Notice,” after a resolution has been approved or disapproved by the commission. For resolutions from Senate Commissions, a fourth notice, the “Senate Vote Notice,” will be sent to the presidents of the other senates and members of the University Council Cabinet to inform them of the result of the vote. Commission chairs should try to schedule two weeks between the “Draft Notice” and the first reading of a resolution.

Section 3. University Council Cabinet Evaluation of Resolutions for Adherence to Commission Charges

Upon receipt of a “Draft Notice,” the University Council Cabinet will review each resolution for agreement with the appropriate commission charge. If the University Council Cabinet determines that a resolution does not fall within the purview of a commission, senate leadership and/or commission chairs can present the resolution to the University Council to determine if the resolution is appropriate for the commission charge. A two-thirds affirmative vote of members of the Council present and voting, provided that a quorum has been reached, is required to reverse the decision of the University Council Cabinet.

Section 4. Policy Review Process

The majority of resolutions originate in senate commissions and advance through four stages: from the originating commission to the appropriate senate; from the senate to the University Council; from the University Council to the president; and from the president to the Board of Visitors. Exceptions include university commission resolutions, which do not require senate approval; University Council resolutions, which do not require the input or approval of a commission or senate (except for changes to the University Council Constitution); and resolutions that do not require approval by the Board of Visitors.

- a. Once a resolution is ready for review by a commission, the commission chair shall upload the resolution into the shared governance workflow management system and notify the secretary of the University Council that they have done so.
- b. For commissions, senates, and the University Council, the review process is as follows:
 1. A resolution is placed on a meeting agenda under "New Business" and marked "First Reading."
 2. The body may discuss but shall take no action on a resolution at first reading, unless by consent of two-thirds of the members present and voting, provided that a quorum has been reached.
 3. Deferral or referral requests may be made at the time of first reading (see Sections 5 and 6 of this article).
 4. At the next succeeding meeting, the resolution shall appear on the agenda under "Unfinished Business" and marked "Second Reading." Deferred resolutions will also be listed with the date of the "First Reading" indicated as well as its deferral status. A deferral request may also be made at that second reading, but only one deferral is allowed. A referral may also be requested at that time. If no deferral or referral is requested, the body shall vote on the resolution at that meeting.
- c. Resolutions being developed by senate commissions shall be considered roughly concurrently by the senate to which the commission is assigned. Whenever possible, within a week of the first or second senate commission reading, a resolution will have a first or second reading in its senate.
- d. Simple resolutions may be presented for first or second readings via inclusion on a consent agenda, and more complicated resolutions discussed and voted on as individual agenda items. Senate leadership will work with senate commission chairs to make these determinations for senates, and the University Council Cabinet will make these decisions for the University Council. At the request of any senator or member of the University Council, a resolution will be removed from the consent agenda and discussed or voted on by the body.
- e. Resolutions approved by senates or university commissions shall be placed on the University Council agenda on a schedule determined by the University Council Cabinet and sent to all members of the University Council, the editors of the student newspaper, and senate presidents. This distribution is to serve as official notification of the proposed policy consideration, not just for individual members, but for all offices and governance bodies represented on University Council. In the week prior to and on the day of each University Council meeting, the secretary of the University Council sends out a campus notice about the resolutions to be considered at that meeting.
- f. A policy resolution cannot be placed on the University Council agenda for first reading at the end of the academic year unless there are at least two meetings at which it can be considered. Otherwise, the first reading by the University Council must be delayed until the start of a new academic year. The University Council may approve a request for first reading and action on a resolution at its last meeting of the academic year by an affirmative vote of two-thirds of the membership present and voting, provided that a quorum has been reached (see b. above).

Section 5. Deferral

Deferral requests may be made by any member of the body at the time of first or second reading to allow time to resolve any material issues. A deferral lasts for a maximum of six weeks after the date of first reading or until the end of the academic year, whichever is the shortest period, but may be ended prior to that time if the reason for the deferral is resolved. While no formal vote is required to grant a deferral, the request may be denied if a vote is called and two-thirds of the membership present and voting agree to deny the request. The resolution, with date of first reading, will continue to appear on the commission, senate, or University Council agenda throughout the period of deferral.

At each level of approval (commission, senate, University Council), a resolution can be deferred only once. However, a resolution may be deferred at multiple levels of the approval process. For example, a resolution deferred by a senate may also be deferred when it reaches the University Council.

During the deferral period, members of the body (either a commission, senate, or the University Council) may forward recommendations relating to the resolution to the commission chair, appropriate senate officer, or the secretary of the University Council, as appropriate, and those recommendations will be distributed to members of the body with the agenda for the next succeeding meeting.

At the next succeeding meeting of the body, the resolution shall appear on the agenda under “Unfinished Business” and marked “Second Reading,” with the date of the “First Reading” indicated as well as its deferral status. Deferral requests may also be made at this time (i.e., second reading), as long as the resolution was not already deferred at the time of first reading. If no deferral is requested, the body shall vote on the resolution at that meeting.

At the end of six weeks after the date of first reading, the deferral period ends and the resolution is placed on the agenda of the deferring body under “Unfinished Business.” Subsequent actions for a senate or University Council are approval or disapproval.

Section 6. Referral

In senates, at the time of a first reading, a senate may refer a resolution to the commission for simple editorial changes provided that the commission chair approves of this action. The edited resolution will be placed on the agenda of the next senate meeting under “Unfinished Business.”

In the University Council, at the time of a first reading, the Council may refer a resolution to the secretary for simple editorial changes provided that the originating commission chair or the president of the appropriate senate approves of this action. The edited resolution will be placed on the agenda of the next council meeting under “Unfinished Business.”

If more substantial revisions are requested by a senate or the University Council, the resolution is returned to the originating commission for consideration of the proposed changes. With resolutions from senate commissions, this may require a new vote by the appropriate senate. The need for a new vote will be determined by the senate leadership in consultation with the senate commission chair and the University Council Cabinet. The resolution will be considered a “new” resolution when it is resubmitted for Council consideration. That is, it will be placed on the agenda marked “First Reading” as in Section 4 above, and is subject to deferral.

Section 7. Senate Comments on Resolutions

Senates have the right to issue recommendations on all resolutions; can offer comments as soon as the “Draft Notice” is received; and have until one week after a commission approves a resolution to submit recommendations. However, as a practical matter, only recommendations received after the “Draft” and “First Reading” notices are likely to impact commission discussions or the nature of the resolution.

Senate recommendations are uploaded into the shared governance workflow management system. Senate recommendations are appended to the resolution and not subject to revision or amendment by any commission, senate, or the University Council.

Senates can waive their right to offer recommendations on a resolution. Waivers may be conditional or unconditional and may be issued at any time during the discussion of the resolution by the commission. Failure of a senate to offer recommendations or to waive its right to do so will not delay a resolution from progressing to the appropriate senate or the University Council. Resolutions will include a standard response sheet maintained by the Office of the Vice President for Policy and Governance that indicates whether each senate has commented, waived its right to comment, or not responded. The process by which the senates comment on resolutions will be maintained in their bylaws.

~~1. The University Commissions formulate new policies or policy revisions and propose new or revised programs, either on their own initiative or by direction of the President, the University Council, or the Board of Visitors.~~

~~1. In preparing the case for a new policy or program, each Commission shall keep constituencies (and also, as appropriate, other Commissions, and senates sufficiently well informed that relevant advice and counsel from outside the Commission proper can be brought to bear at the policy (program) formulation stage.~~

~~— For all Commissions, it is the responsibility of individual Commission members, mainly by means of their cross-representational affiliations, to keep affiliated governance bodies and constituencies informed and to afford the opportunity for consultative referral.~~

~~— All Commissions shall consult with the five formal constituent groups at the beginning of and during the process of developing resolutions or upon the commission's receipt of a resolution from a committee or college. The five groups are identified as: Faculty Senate, Staff Senate, Administrative and Professional Faculty Senate, Graduate and Professional Student Senate, and Undergraduate Student Senate.~~

~~— Upon first reading at the Commission, resolutions shall be referred by the Commission to the five constituent groups (Faculty Senate, Staff Senate, Administrative and Professional Faculty Senate, Graduate and Professional Student Senate, and Undergraduate Student Senate) to provide each group the opportunity to issue a formal recommendation, unless the respective constituent group waives its right to do so (see subsection e. below). Each respective constituent group shall send its recommendation to the Commission upon the conclusion of its next regularly scheduled meeting, but in all cases within four weeks (counted while the University is in session). (Failure of a constituent group to forward its recommendation to the Commission within four weeks will not delay a resolution from progressing to University Council.) Any additional changes made to the resolution before its~~

~~adoption by the Commission will be communicated to the five constituent groups for their consideration in formulating each group's final recommendation to University Council. In addition, the Commission may request additional input from any of the groups before the final version of the resolution is completed.~~

~~· The Commission will send its final version of the resolution to the constituent groups upon the Commission's approval. The five constituent groups will send their final recommendation(s) to University Council for consideration by Council. To be considered by University Council, any recommendation(s) must be sent by the respective constituent group to the Secretary of University Council prior to the date of first reading at University Council. The recommendation(s) of the constituent group(s) will become a permanent appendix to the resolution not subject to revision or amendment by the Commission or by University Council.~~

~~· Waivers of the Referral process in subsection c. above may be conditional or unconditional and may be issued at any time during the discussion of the resolution by the Commission. Waivers become operative when submitted to the Commission chair by designated representative(s) of the respective constituent group.~~

~~1. Commissions shall prepare policy (program) proposals in standard Resolution form. These Resolutions shall be worded so as to provide, along with any accompanying explanation or annotation, sufficient information and background upon which to base subsequent debate of the issues involved. Policy (Program) Resolutions shall be titled and shall carry the name of the forwarding Commission and the date of Commission approval. Resolutions shall be forwarded to the Secretary of the University Council, who~~

~~shall place them on the agenda, and send them to all members of the University Council, the editors of the student newspapers, and the Presidents of the Faculty Senate, the Staff Senate, the Administrative and Professional Faculty Senate, the Graduate and Professional Student Senate, and the Undergraduate Student Senate. This distribution is to serve as official notification of the proposed policy (program) consideration, not just for individual members, but for all offices and governance bodies represented on University Council.~~

- ~~1. The Secretary of University Council shall distribute Commission minutes to all members of the University Council for routine review, noting said minutes on the agenda. When minutes come before Council for acceptance, the Council will verify the Commission decisions regarding which of the items brought to it are policy (program) items; those items in the minutes that Council considers policy (program) items shall be returned to the appropriate Commission for resubmission in the Resolution form.~~
- ~~1. On receipt of a Resolution from a Commission, the University Council shall take the following steps in the review process:~~
 - ~~— The Secretary shall place the Resolution on the agenda for the next succeeding Council meeting, under New Business, marked “First Reading.” Copies of the Resolution shall be available at the Council meeting for the convenience of all present.~~
 - ~~— A Policy (Program) Resolution cannot be placed on the University Council agenda for First Reading at the end of the academic year unless there are at least two meetings at which it can be considered. Otherwise, First Reading must be delayed until the start of a new academic year. The University Council may approve a request for first reading and action on a resolution at its last meeting of the academic year by a vote of three fourths of the membership present (see c. below).~~
 - ~~— Council may discuss but shall take no action on a Resolution at “First Reading,” unless by consent of three fourths of the members present. Deferral requests may be made at this time.~~
 - ~~— At the next succeeding meeting of the University Council, the Resolution shall appear on the agenda under Old Business, with the date of the First Reading indicated as well as its deferral status. Deferral requests may be made at this time. If no deferral is requested, the University Council shall act on the Resolution at that meeting.~~
 - ~~— If a request for deferral of the Resolution is made at the time of First or Second Reading, it shall be honored for a time period not exceeding six weeks from the date of the First Reading. However, Council may override a request for deferral by a vote of three fourths of the membership present. The Resolution, with date of First Reading, will continue to appear on the agenda throughout the period of deferral. Deferral can occur only once for a given Resolution.~~

- ~~— During the deferral period, the Senates and other governance units may forward recommendations relating to the Resolution to the Secretary of the University Council, and those recommendations will be distributed to Council members with the agenda for the next succeeding meeting.~~
- ~~a. At the end of six weeks after the date of First Reading, the deferral period ends and the Resolution is placed on the Council agenda under Old Business. Subsequent Council action may be approval, disapproval, referral, amendment, or indefinite postponement (which essentially kills the resolution).~~
- ~~a. If the Council refers a resolution to the originating body (or to the Secretary) for editorial changes or to incorporate amendments adopted during Council debate, the edited resolution will be placed on the agenda of the next Council meeting for consideration under Old Business, *not* subject to deferral.~~
- ~~a. If the Council refers a resolution to the originating body for other than editorial changes or to incorporate amendments adopted during Council debate, the resolution will be considered a “new” resolution when it is resubmitted for Council consideration. That is, it will be placed on the agenda marked “First Reading” as in (a) above, and is subject to deferral.~~

~~(Last updated July 19, 2016 & July 25, 2018)~~

Article IV. University Mission Initiative Guidelines

1. The purpose of university mission initiatives is defined in Article XII of the University Council Constitution.
2. University mission initiatives originate in one of two ways:
 - a. If the Board of Visitors or president conclude that changes or additions of the scope and nature outlined in Article XII of the constitution would benefit the university, a university mission initiative committee is formed as outlined below.
 - b. If changes or additions of the scope and nature outlined in Article XII of the constitution are suggested by other participants in shared governance, a resolution may be drafted to treat the changes or additions as a university mission initiative. This originating resolution must be approved by the University Council and the president, does not require the approval of the Board of Visitors, and is only a commitment to form the university mission initiative committee. It is expected that ideas for university mission initiatives will be sufficiently detailed to allow the University Council Cabinet to understand clearly their strategic relevance, operations, expected outcomes, assessment methodology, potential expense, and project duration before an originating resolution is considered by the University Council.

3. The work on a university mission initiative is conducted and/or steered by a committee formed for this purpose. The University Council Cabinet, along with the sponsors of university mission initiatives, determine the chair(s) of the committee, outline its charge, and empanel the committee with appropriate representation from the administration, senates, and relevant caucuses in numbers relative to the nature of the changes or additions. Representatives are selected by their respective senates or caucuses from among the members of their respective constituent groups (i.e., a representative is not required to be a senator). At a minimum, all senates will have the opportunity to place at least one representative on a university mission initiative committee, though they are not obligated to do so. University mission initiative committees have the authority to form secondary committees and work groups that report to and take direction from the university mission initiative committee.
4. University mission initiatives will generally move through three phases: development, adaptation, and approval.

University mission initiative committees at the developmental phase are expected to be small and to advance the committee charge with a high-degree of independence from senates and administrative offices. The chair(s) of a university mission initiative committee, largely at times of their choosing, will periodically update and receive input from the University Council and senates on the committee's progress, and other members will periodically update their constituencies and receive input from them as well. Through an iterative process of development and response, a university mission initiative proposal is advanced until the University Council Cabinet deems that it is sufficiently defined and supported to enter the adaptation phase.

At this time, the University Council Cabinet may add members to the original committee, with the understanding that the goal is not to fundamentally change a university mission initiative proposal but instead to review, critique and adapt it within the broad limits of the original proposal in an attempt to improve it, achieve a consensus of support across relevant university constituencies, and ensure that it is well aligned with the university's strategic plan. During this phase, the University Council Cabinet may determine that the proposal would benefit from gaining approval first as an outline or framework, with the entirety of the work being completed only after the general nature, scope, and benefits of the proposed changes or additions have been recognized and approved by the president, and if appropriate, the Board of Visitors.

During the approval phase, the University Council Cabinet works with the university mission initiative committee, senate leaders, and commission chairs to advance the university mission initiative proposal through governance. Depending on the extent of the changes or additions, the work product of a university mission

initiative committee will be taken through governance in one or several resolutions. (These are in addition to an originating resolution, if required.) In all cases, the University Council Cabinet determines how best to advance the work of university mission initiative committees through governance, including what resolutions are required and which commissions will sponsor them, since university mission initiative committees cannot introduce resolutions directly, and provides ongoing guidance on governance processes and requirements.

5. When deemed appropriate by the University Council Cabinet and in accordance with our principles of shared governance, the university mission initiative processes for committee formation and proposal development may be applied to work that will not be taken through governance, such as the strategic plan.

Article V. Leadership Transitions of Senates, Commissions, and Committees

To facilitate the smooth transition of shared governance leadership, the procedures and practices of each senate and its commission(s) that are not described in the University Council Constitution and Bylaws or a senate's constitution and bylaws will be maintained by each senate in a document or documents and presented to each new senate president.

Among other topics, the documentation should include a method for the transition of the senate officers and the chairs of all related bodies, such as commissions and committees; a process for the transition and safekeeping of the body's archival records; meeting procedures for the senate and its related bodies; and responsibilities and expectations for senators, senate officers, and commission or committee chairs.

Additionally, current and incoming senate officers, commission chairs, and commission advisors are expected to review all resolutions, policy work, or topics currently being considered or developed by the senate and/or its commission(s), with the goal of maintaining legislative effort from year to year.

The Office of the Vice President for Policy and Governance will review the procedures for university commissions and standing committees with new commission and committee chairs, and can provide senate presidents a set of best practices for senate, commission, and committee operations.

Article VI. Review of the State of Shared Governance

Every three years, the Office of the Vice President for Policy and Governance will schedule a "state of shared governance" meeting for the University Council Cabinet. The meeting will provide cabinet members an opportunity to review the operation of shared governance and should occur in the spring semester. Depending on the outcome of that meeting, the

cabinet will make no recommendations for changes to shared governance; recommend a set of changes; or recommend further examination of the state of shared governance by an existing body or an ad hoc work group. As part of this review, the cabinet will evaluate the representation within the University Council and the senates of the caucuses and other diversity groups that are members of the Commission on Equal Opportunity and Diversity, and make recommendations on the extent and/or nature of that representation.

The cabinet will present a statement to the University Council that summarizes its views and recommendations. The Council will discuss this statement; approve, disapprove, or modify its recommendations; and select the appropriate commission(s) to advance any recommendations it approves. Should the Council determine that further examination of the state of shared governance is warranted, it will assign this work to an existing body or ad hoc group. The report of that group will first be presented to the UCC, after which the report and the cabinet's response to it will be presented to the Council for review and possible action.

Article ~~II~~VII. ~~University~~ Commissions

Commissions are established according to the ~~Constitution of the~~ University Council Constitution to carry out certain functions and operations of governance. Membership of each ~~Commission~~ commission is as listed in the following sections.

A. Commission on Administrative and Professional (A/P) Faculty Affairs (CAPFA)

Membership*:

- Chair will be elected by the A/~~administrative and Professional~~ Faculty Senate
- Vice Provost for Faculty Affairs or designee
- Vice President for Human Resources or designee (advisor)
- Associate Director for Field Operations and Administration, Virginia Cooperative Extension
- One ~~academic~~ dean selected by the Council of College Deans
- Three elected A/P representatives from general administration elected by the ~~Administrative and Professional~~ A/P Faculty Senate
- Two elected A/P representatives from Extension elected by the ~~Administrative and Professional~~ A/P Faculty Senate
- Three elected A/P representatives from academic support areas elected by the ~~Administrative and Professional~~ A/P Faculty Senate
- One elected A/P representative from student affairs elected by the ~~Administrative and Professional~~ A/P Faculty Senate
- One Faculty Senator elected by the Faculty Senate
- One Staff Senator elected by the Staff Senate
- One ~~representative from the~~ Graduate and Professional Student ~~Senate~~ Senator elected by the Graduate and Professional Student Senate
- One ~~representative of the~~ Undergraduate Student ~~Senate~~ Senator elected by the Undergraduate Student Senate

~~(Last updated on June 15, 2011, October 16, 2015 & June 1, 2021)~~

B. Commission on Equal Opportunity and Diversity

Membership*:

Chair will be elected from among the non-ex officio faculty or staff members of the commission by the commission membership

Ex Officio

- Vice President for ~~Diversity, Inclusion, and~~ Strategic Affairs and Diversity (advisor)
- Assistant Vice President for Equity and Accessibility
- Vice President for Human Resources
- Vice Provost for Faculty Affairs
- Assistant Provost for Inclusion and Diversity
- Director, Cranwell International Center
- Dean of Students
- Director of ADA and Access Services

~~Organizations and Caucuses~~

- One ~~academic~~ dean selected by the Council of College Deans ~~(two-year term)~~
- One ~~representative elected by the~~ Faculty ~~Senate, who must be a s~~Senator elected by the Faculty Senate(three-year term)
- One ~~representative elected by the~~ Staff ~~Senate, who must be a s~~Senator elected by the Staff Senate(three-year term)
- One ~~representative of the administrative/professional faculty elected by the~~ Administrative and Professional Faculty ~~Senate~~ Senator elected by the A/P Faculty Senate (three-year term)
- Ten Faculty or Staff Caucus representatives, one per caucus ~~(three-year terms)~~

Organizations and Caucuses:

- Black Caucus
- LGBTQ+ Caucus
- Hispanic/Latinx Faculty/Staff Caucus
- Appalachian Caucus
- American Indian and Indigenous People's Caucus
- Women's Alliance and Caucus
- Disability Alliance and Caucus
- International Caucus
- Veteran's Caucus
- Asian Pacific Islander Desi American Caucus

- Three at-large members:
 - One faculty/staff representative ~~(three-year term)~~
 - One graduate and professional student representative ~~(one-year term)~~
 - One undergraduate student representative ~~(one-year term)~~
- One ~~representative of the~~ Undergraduate Student Senate ~~(one-year term)~~ or elected by the Undergraduate Student Senate
- One ~~representative of the Graduate Student Assembly elected by the~~ Graduate and Professional Student Senate ~~(one-year term)~~ or elected by the Graduate and Professional Student Senate

Changes to caucuses specified above per CEOD Resolution 2015-16B shall be approved by the University Council. A ~~Faculty/faculty/Staff-staff Caucus-caucus~~ shall demonstrate its representational nature for membership on CEOD through verification of the following criteria:

- At least one member serving in ~~President/president, Vice-vice President/president,~~ Chair/chair, or ~~Vice-vice Chair-chair~~ roles and must be faculty or staff. Graduate students who are employees may serve on the leadership team.
- A written mission related to the advancement of equity, diversity, and inclusion.
- An advocacy focus for its own population as well as intersectional identities.
- Representative of an identity group that has been historically underrepresented, marginalized, and disenfranchised.
- Committed to upholding the Principles of Community.
- Maintains organizational documents and policies that include:
 - Bylaws and/or Constitution
 - Elected officers
 - Regular meetings and minutes
 - Definition of voting membership/quorum
 - Annual reports of accomplishments and goals for the upcoming year

The at-large members will be chosen by an application process, open to faculty, staff, and students, and conducted by the commission annually for the available, undesignated slots. The application process is managed by the Office of Inclusion and Diversity. The commission will forward at least two nominations (so long as there are at least two) for each vacant position to the ~~Secretary-secretary~~ of the University Council for the ~~President's president's~~ appointment decision. The commission may rank the candidates in order of preference. The at-large positions are designed to allow representation from groups not identified above as well as individuals who would make significant contributions to the work of the commission, regardless of background.

~~*The chair will be elected from among the non-ex-officio faculty or staff members of the commission (Last updated on November 2, 2009, July 21, 2014, October 16, 2015, March 3, 2016, July 19, 2016, October 11, 2016, May 7, 2018, & April 29, 2021)~~

C. Commission on Faculty Affairs (CFA)

Membership:

- Chair will be elected by the Faculty Senate
- ~~Executive Vice President and Provost~~ Vice Provost for Faculty Affairs (advisor)
- Two ~~academic~~ deans selected by the Council of College Deans
- ~~Eight~~ Nine Faculty Senators elected by the Faculty Senate
- One ~~non-ex-officio A/P faculty representative elected by the~~ Administrative and Professional Faculty Senate ~~from: general administration, academic support, student affairs, or Extension~~ or elected by the A/P Faculty Senate
- One Staff Senator elected by the Staff Senate
- One ~~representative from the~~ Graduate and Professional Student Senate Senator elected by the Graduate and Professional Student Senate
- One ~~representative from the~~ Undergraduate Student Senate Senator elected by the Undergraduate Student Senate

~~(Last updated August 31, 2015 & June 2, 2020)~~

D. Commission on Graduate and Professional Student Affairs (CGPSPA)

Membership:

- Chair will be elected by the Graduate and Professional Student Senate
- Dean of the Graduate School (advisor)
- Dean of Students
- Director of Student Conduct
- Dean of the University Libraries
- Associate Dean and Director of Admissions and Academic Progress
- Assistant Dean and Director of Student Service
- Associate Dean and Director of the Northern VA Graduate Center
- One dean selected by the Council of College Deans
- ~~Nine senators elected by the~~ Graduate and Professional Student Senators elected by the Graduate and Professional Student Senate (one per college)
- One A/P faculty representative elected by the A/P Faculty Senate
- One staff representative elected by the Staff Senate
- One Faculty Senator elected by the Faculty Senate
- One undergraduate student representative elected by the Undergraduate Student Senate
- Two at-large student members from the Commission on Equal Opportunity and Diversity (CEOD), one graduate and professional student and one undergraduate student, concurrent with their terms on CEOD

E: Commission on Graduate and Professional Studies and Policies (CGPSP)

Membership*:

- Chair will be elected by the Faculty Senate
- Dean of the Graduate School (advisor)
- Vice Provost for Undergraduate Academic Affairs
- One ~~academic~~ dean selected by the Council of College Deans
- Dean of the University Libraries
- One representative of the off-campus centers appointed by the ~~Executive Vice President and Provost~~ Dean of the Graduate School
- ~~Two-Three~~ Faculty Senators elected by the Faculty Senate (including the chair)
- One faculty representative from each of the academic colleges elected by the faculty in each of the colleges
- One representative from the Library Faculty Association elected by the Library Faculty Association
- One non-ex officio A/P faculty representative elected by the ~~Administrative and Professional~~ A/P Faculty Senate ~~from: general administration, academic support, student affairs, or Extension~~
- One tenure-track faculty member from the Greater Washington, D.C., Metro Area Campus appointed by the Executive Vice President and Provost
- One Staff Senator elected by the Staff Senate
- Chair of the Graduate Honor System
- ~~Five-Two~~ Graduate and Professional Students Senators elected by the Graduate and Professional Student Senate (~~two must be Senate members and at least three colleges must be represented by the five students~~)
- One ~~representative from the~~ Undergraduate Student ~~Senate~~ Senator elected by the Undergraduate Student Senate

~~*The chair will be elected from among the non-administrative faculty and staff members of the commission by the commission membership. (Last updated on May 3, 2010, August 6, 2013, August 31, 2015, July 25, 2018, & April 1, 2019)~~

FF. Commission on Outreach and International Affairs (COIA)

Membership*:

Chair will be elected from among the faculty and staff members of the commission by the commission membership.

- Vice President for Outreach and International Affairs (advisor)
- Associate Vice President, International Affairs
- Director of Virginia Cooperative Extension
- Associate Vice President for Engagement
- One ~~academic~~ dean selected by the Council of College Deans
- Two Faculty Senators elected by the Faculty Senate
- One faculty representative from each of the academic colleges elected by the faculty in each of the colleges
- Three elected representatives of the Cooperative Extension non-ex officio A/P faculty (The ~~Administrative and Professional~~ A/P Faculty Senate to provide names of elected individuals)

- ~~One member from the area of International Affairs who shall be the e~~Chair of the University Com~~mittee~~ on International Affairs (UCIA) or ~~his/her~~the Chair's designee
- One Staff Senator elected by the Staff Senate
- One ~~representative from the~~ Graduate and Professional Student Senate-Senator elected by the Graduate and Professional Student Senate
- One ~~representative from the~~ Undergraduate Student Senate-Senator elected by the Undergraduate Student Senate

Note: At least 2 faculty members on the Commission on Outreach and International Affairs will have experience in leading study abroad programs.

~~*The chair will be elected from among the non-administrative faculty and staff members of the commission by the commission membership. (Last updated February 21, 2005, August 24, 2012, & October 9, 2012)~~

FG. Commission on Research (COR)

Membership*:

- Chair will be elected by the Faculty Senate
- Senior Vice President for Research and Innovation (advisor)
- One representative from the Office of the Vice President for Outreach and International Affairs
- Research and innovation senior associate vice president~~Associate Vice President for Research Programs~~
- One ~~academic~~ dean selected by the Council of College Deans
- One department- or division-level administrative representative appointed by the President
- One representative of research-related interdisciplinary programs, groups or centers appointed by the President
- One faculty representative from each of the University's-university's thematic research institutes appointed by the respective institute director
- One faculty representative of the University's-university's research investment institutes appointed by the respective institute directors, collectively
- Two Faculty Senators elected by the Faculty Senate (including the chair)
- One faculty representative from each of the academic colleges elected by the faculty in each of the colleges
- One representative from the Library Faculty Association elected by the Library Faculty Association
- One non-ex officio A/P faculty representative elected by the Administrative and Professional A/P Faculty Senate ~~from: general administration, academic support, student affairs, or Extension~~
- One representative in the Postdoctoral Associate rank elected by persons in that rank**
- Two representatives working in research faculty appointments as defined in the Virginia Tech Faculty Handbook (excluding Postdoctoral Associates) elected by persons in those ranks**

- One Staff Senator elected by the Staff Senate
- ~~One Two representative of the~~ Graduate and Professional Student ~~Senate~~ Senators elected by the Graduate and Professional Student Senate
- One ~~representative of the~~ Undergraduate Student ~~Senate~~ Senator elected by the Undergraduate Student Senate

~~*The chair will be elected from among the non-administrative faculty and staff members of the commission by the commission membership.~~

~~**The nomination and election process for these positions will be conducted by the Office of Research and Innovation, which will report election results to the~~ Secretary ~~secretary~~ of University ~~university~~ Council ~~council~~.

~~(Last updated July 21, 2014, July 1, 2015, March 3, 2016, July 25, 2018, & April 29, 2021)~~

GH. Commission on Staff Policies and Affairs (CSPA)

Membership:

- Chair will be elected by the Staff Senate
- Vice President for Human Resources (advisor)
- One ~~academic~~ dean selected by the Council of College Deans
- Nine staff members elected by the Staff Senate
 - Three from the Staff Senate
 - Three from academic units
 - Three from administrative units
- One administrative department head or equivalent appointed by the ~~Senior~~ Executive Vice President and Chief Business Officer
- One academic department head or equivalent appointed by the Executive Vice President and Provost
- One non-ex officio A/P faculty representative elected by the ~~Administrative and Professional~~ A/P Faculty Senate ~~from: general administration, academic support, student affairs, or Extension~~
- One Faculty Senator elected by the Faculty Senate
- One ~~representative from the~~ Graduate and Professional Student ~~Senate~~ Senator elected by the Graduate and Professional Student Senate
- One ~~representative from the~~ Undergraduate Student ~~Senate~~ Senator elected by the Undergraduate Student Senate

~~(Last updated January 2008, August 31, 2015, October 16, 2015, June 2, 2020)~~

HI. Commission on Undergraduate Student Affairs (CUSA)

Membership*:

- Vice President for Shared Governance of the Undergraduate Student Senate (chair)

- Vice President for Student Affairs (advisor)
- Dean of the Graduate School
- Vice Provost for Undergraduate Academic Affairs
- Vice President for Policy and Governance
- Vice President for Strategic Affairs and Diversity
- Assistant Vice President for Student Affairs and ExperienceVT
- ~~Two A/P faculty representatives from the Division of Student Affairs appointed by the Vice President for Student Affairs~~
- ~~Cadet Colonel of the Corps of Cadets~~
- ~~President, Black Organizations Council~~
- ~~Doctoral candidate elected by the Graduate and Professional Student Senate~~
- ~~Masters candidate elected by the Graduate and Professional Student Senate~~
- ~~President, Asian American Student Union~~
- ~~President, Council of International Student Organizations~~
- ~~President, Graduate and Professional Student Senate~~
- ~~President, Latino Association of Student Organizations~~
- ~~President, HokiePride~~
- ~~President, Residence Hall Federation~~
- ~~President, Undergraduate Student Senate~~
- ~~President, Senior Class~~
- ~~President, Junior Class~~
- ~~President of the Jewish Student Union~~
- ~~President of the Muslim Student Union~~
- ~~President of the Panhellenic Council~~
- ~~President of the National Pan Hellenic Council~~
- ~~President of the Interfraternity~~
- ~~President of the United Council of Fraternities and Sororities~~
- ~~OneTwo non-ex-officio A/P Faculty representatives from the Division of Student Affairs appointed by the Vice President for Student Affairs elected by the Administrative and Professional Faculty Senate from: general administration, academic support, student affairs, or Extension~~
- ~~One representative Faculty Senator~~ elected by the Faculty Senate
- ~~One Staff Senator~~ elected by the Staff Senate
- One A/P Faculty Senator elected by the A/P Faculty Senate
- Two senators elected by the Graduate and Professional Student representative to the Board of VisitorsSenateTwo Graduate and Professional Student Senators elected by the Graduate and Professional Student Senate
- Four at large Undergraduate Student Senators elected by the Undergraduate Student representative to the Board of VisitorsSenate
- Four University Chartered Student Organization Senators elected by the Undergraduate Student Senate
- ~~Vice President, Graduate and Professional Student Senate~~
- ~~Vice President of the Undergraduate Student SenateFour college USS senators~~

~~*The chair will be elected from among the non-administrative faculty, staff, graduate student and undergraduate student members of the commission by the commission membership. The Commission shall adopt a set of membership criteria to evaluate~~

~~requests for membership by student communities not currently represented. This set of criteria shall be kept within the Commission and its supporting university administrative division and department(s), and subject to amendment by the Commission itself. (Last updated March 1, 2010, May 3, 2010, June 20, 2011, May 24, 2012, August 6, 2013, August 31, 2015, May 1, 2017 & February 4, 2019)~~

IJ. Commission on Undergraduate Studies and Policies (CUSP)

Membership*:

- Chair will be elected by the Faculty Senate
- ~~Executive Vice President and Provost~~
- Associate Dean of the Graduate School
- Vice Provost for Undergraduate Academic Affairs (advisor)
- ~~The Academic~~ associate deans from each of the undergraduate academic colleges
- ~~Two-Three~~ Faculty Senators elected by the Faculty Senate (including the chair)
- One faculty representative from each of the undergraduate academic colleges elected by the faculty in each of the colleges
- One representative from the Library Faculty Association elected by the Library Faculty Association
- One non-ex officio A/P faculty representative elected by the ~~Administrative and Professional~~ Faculty Senate ~~from: general administration, academic support, student affairs, or Extension~~
- One Staff Senator elected by the Staff Senate
- One ~~representative from the~~ Graduate and Professional Student Senate Senator elected by the Graduate and Professional Student Senate
- President of the Honor Council
- ~~Academic Affairs Chair of the Undergraduate Student Senate~~
- ~~Three-Two~~ other undergraduate students elected by the Undergraduate Student Senate (at least three-two colleges are to be represented by the ~~four-three~~ undergraduate students)

~~*The chair will be elected from among the non-administrative faculty and staff members of the commission by the commission membership.~~

~~(Last updated August 6, 2013, August 31, 2015, October 16, 2015, & July 25, 2018)~~

J. Commission on University Support

Membership*:

- ~~Vice President for Campus Planning, Infrastructure, & Facilities~~
- ~~Vice President for Finance~~
- ~~Vice Provost for Academic Resource Management~~
- ~~Vice President for Advancement~~
- ~~Vice President for Information Technology and Chief Information Officer~~
- ~~Vice President for Student Affairs or designee~~
- ~~Associate Vice President and Chief Facilities Officer~~

- ~~One academic dean selected by the Council of College Deans~~
- ~~Five faculty representatives elected by the Faculty Senate including two Senators~~
- ~~One representative from the Library Faculty Association elected by the Library Faculty Association~~
- ~~One non-ex-officio A/P faculty representative elected from Extension (provided by the Administrative and Professional Faculty Senate)~~
- ~~Two Staff Senators elected by the Staff Senate~~
- ~~One representative from the Graduate and Professional Student Senate elected by the Graduate and Professional Student Senate~~
- ~~One representative from the Undergraduate Student Senate elected by the Undergraduate Student Senate~~

~~*The chair will be elected from among the non-administrative faculty and staff members of the commission by the commission membership.~~

~~(Last updated August 6, 2013, July 21, 2014, August 31, 2015, & March 3, 2016)~~

~~Article IV. University Advisory Councils~~

~~University Advisory Councils are established to carry out certain functions and operations of governance. When so established, the membership shall be as listed in the following section.~~

~~A. University Advisory Council on Strategic Budgeting and Planning~~

~~Membership:~~

- ~~Executive Vice President and Provost, Co-Chair~~
- ~~Vice President for Finance, Co-Chair~~
- ~~Associate Vice President for Budget and Financial Planning~~
- ~~Vice Provost for Academic Resource Management~~
- ~~Assistant Vice President for Planning & University Architect~~

~~The following are appointed by the President from among the officers of each group:~~

- ~~One officer of the Faculty Senate~~
- ~~One officer from each of the academic college faculty associations *~~
- ~~One officer of the Library Faculty Association~~
- ~~One officer of the Staff Senate~~
- ~~One officer of the Graduate and Professional Student Senate~~
- ~~One officer of the Undergraduate Student Senate~~

~~The following is appointed by the President upon recommendation of the Vice President for Diversity, Inclusion, and Strategic Affairs~~

- ~~One representative from the Office of Strategic Affairs~~
- ~~The following are elected from among administrative and professional faculty in their respective areas:~~
- ~~One non-ex-officio A/P faculty representative elected by the Administrative and Professional Faculty Senate from Extension~~

- ~~One non-ex officio A/P faculty representative elected by the Administrative and Professional Faculty Senate from: general administration, academic support, or student affairs~~

~~(Last updated July 11, 2011, July 21, 2014, August 31, 2015, & February 4, 2019)~~

- ~~* Faculty in colleges that do not have associations will elect two candidates for the Council and the President will select one of them to serve.~~

Article VIII. University Standing Committees

~~Each~~ The memberships of the University Standing Committees, ~~enumerated listed~~ below, ~~is appointed by the President of the University, are determined~~ as set forth in Article IX the Constitution of the University Council ~~Constitution, Article IX.~~

A. Academic Support

Charge: To systematically review and provide advice on broad policy issues relating to academic support, including ~~but not limited to~~ the university calendar, scheduling and registration, scholarships and financial aid, classroom management, and summer school.

Reports to: Commission on Undergraduate Studies and Policies

Chairperson: The faculty representative from the Commission on Undergraduate Studies and Policies

Membership:

- One faculty representative from the Commission on Undergraduate Studies and Policies selected annually by the ~~Commission~~ commission (this person will also be the committee chair ~~person~~)
- Two ~~Provost~~ provost area representatives selected by the ~~Executive~~ executive ~~Vice vice~~ President ~~president~~ and ~~Provost~~ provost ~~(three-year term)~~
- One Assistant/Associate Dean selected by the Council of College Deans ~~(two-year term)~~
- Vice President for Student Affairs or designee
- One faculty representative from each of the academic colleges elected by the faculty in each of the colleges ~~(three-year terms)~~
- One faculty senator elected by the Faculty Senate ~~(three-year term)~~
- One administrative and professional faculty representative elected by the ~~Administrative/and Professional~~ Faculty Senate ~~(three-year term)~~
- One staff representative elected by the Staff Senate ~~(three-year term)~~
- One undergraduate student representative from the Commission on Undergraduate Student Affairs elected annually by the ~~Commission~~ commission
- One graduate or professional student representative from the Commission on Graduate and Professional Student Affairs elected annually by the commission
- ~~(one-year term)~~

~~(Last updated August 31, 2015)~~

B. Athletics

Charge: To review and provide advice on broad policy issues relating to intercollegiate athletics.

1. Provide advice to the ~~Athletic-athletic Director-director~~ on such matters as financial aid for student athletes, residential life for student athletes, program balance between revenue and non-revenue sports, recruiting, admissions, NCAA compliance, and general intercollegiate athletic budgetary and operational matters.
2. Provide advice to the ~~Executive-executive Vice-vice President-president~~ and ~~Provost provost~~ on matters related to academic progress of athletes, the admission policy for athletes, academic advising of athletes, and relations with academic departments and faculty in general.
3. Participate in the search process for the selection of the ~~Athletic-athletic Director-director~~. The ~~Committee-committee~~ will also participate in periodic evaluations of the ~~Athletic-athletic Director-director~~ in coordination with the uUniversity official to whom the ~~Athletic-athletic Director-director~~ reports.

Reports to: Commission on Undergraduate Studies and Policies

Chairperson: The ~~President-president~~ will annually appoint a chair from among its members.

Membership:

- Vice President for Finance
- Vice President for Student Affairs or designee
- Vice Provost for Undergraduate Academic Affairs
- Director of Athletics
- Senior Associate Athletics Director, External Operations
- President's appointed faculty representative to the NCAA
- Past faculty representative to the NCAA
- ~~Past faculty representative to the NCAA~~
- One alumni representative of the Virginia Tech Alumni Association selected by the Vice President for Advancement ~~(three-year term)~~
- One ~~college~~-dean selected by the Council of College Deans ~~(two-year term)~~
- One faculty representative from each of the academic colleges elected by the faculty in each of the colleges ~~(three-year terms)~~
- One representative from the Commission on Undergraduate Studies and Policies elected annually by the ~~Commission-commission~~ ~~(one-year term)~~
- One representative selected by the Virginia Tech Athletic Fund Incorporated ~~(three-year term)~~
- One Faculty Senator elected by the Faculty Senate ~~(three-year term)~~
- One administrative and professional faculty representative elected by the ~~Administrative and Professional~~A/P Faculty Senate ~~(three-year term)~~
- One staff representative elected by the Staff Senate ~~(three-year term)~~

- One ~~representative from the~~ Graduate and Professional Student ~~Senate~~ Senator elected by the Graduate and Professional Student Senate ~~(one-year term)~~
 - One scholarship athlete from men's sports appointed by the Athletic Director ~~(one-year term)~~
 - One scholarship athlete from women's sports appointed by the Athletic Director ~~(one-year term)~~
 - One ~~representative from the~~ Undergraduate Student ~~Senate~~ Senator elected by the Undergraduate Student Senate ~~(one-year term)~~
- ~~(Last updated August 31, 2015 March 3, 2016, & March 23, 2020)~~

C. Budgeting and Planning Committee

Charge: The ~~Advisory Council on Strategic~~ Budgeting and Planning Committee serves a primary advisory role for the university budgeting and planning process. ~~It reports jointly to the president and the University Council.~~ Areas for consideration include: ~~monitoring the university planning and budgeting processes; participating in and advising on the development of biennial-annual budgets, (-including the formulation of the university plan), and the development of university capital and facilities plans, and the reconciliation of the plan and the available resources; consulting on other budgetary and planning matters; and addressing matters of policy relative to budgeting and planning and appropriate for governance consideration, and, in such instances, making recommendations to the University Council.~~

Records and Confidentiality: When acting in its advisory and consulting role, the ~~Advisory Council on Strategic~~ Budgeting and Planning Committee will treat information, discussions, and recommendations with discretion and, whenever requested, in confidence ~~to the extent allowable by law,~~ since there will be times in the budgeting and planning process when matters must be handled confidentially. When acting in its capacity as a normal part of the governance system, the ~~advisory council~~ committee will keep minutes and forward approved copies of such to ~~the~~ University Council.

Reports to: University Council Cabinet

Co-chairs: ~~Executive executive Vice vice President president and Provost provost, and executive Vice vice President president for Finance and chief business officer~~

Membership:

- Executive Vice President and Provost, ~~Co-Chair~~
- Executive Vice President ~~for Finance and Chief Business Officer, Co-Chair~~
- Associate Vice President for Budget and Financial Planning
- Vice Provost for Academic Resource Management
- Assistant Vice President for Planning & University Architect
- ~~President~~ One ~~officer of the~~ Faculty ~~Senate~~ Senator elected by the Faculty Senate
- One faculty ~~officer member~~ elected from each of the academic college faculty associations *

- One ~~officer~~ member of the Library Faculty Association elected by the Library Faculty Association
- One ~~officer of the~~ Staff ~~Senate~~ Senator elected by the Staff Senate
- One ~~officer of the~~ Graduate and Professional Student ~~Senate~~ Senator elected by the Graduate and Professional Student Senate
- One ~~officer of the~~ Undergraduate Student ~~Senate~~ Senator elected by the Undergraduate Student Senate
- One representative selected by the Administrative Fiscal Officers Group
- One representative selected by the College Fiscal Officers Group
- ~~ne representative selected by the Institute Fiscal Officers Group~~
- ~~, Inclusion, and Strategic Affairs~~ One representative from the Office of Strategic Affairs appointed by ~~President~~ the ~~Vice Vice President~~ President for Strategic Affairs and Diversity
- One non-ex officio A/P faculty representative elected by the ~~Administrative and Professional~~ A/P Faculty Senate from Extension
- One non-ex officio A/P faculty representative elected by the ~~Administrative and Professional~~ A/P Faculty Senate -from: general administration, academic support, or student affairs

(Last updated July 11, 2011, July 21, 2014, August 31, 2015, & February 4, 2019)

~~* Faculty in colleges that do not have associations will elect a faculty member from their college.~~

CD. Campus Development Committee

Charge: To make recommendations and to serve as a conduit to disseminate information and solicit feedback concerning the planned physical development of the university's built environment, specifically as it relates to buildings, grounds, and transportation planning.

Reports to: ~~Commission on University Support~~ University Council Cabinet

Chairperson: The ~~President~~ president will annually appoint a chair from among its members.

Membership:

- ~~Associate-Assistant~~ Vice President ~~and-Chieffor~~ Facilities ~~Officer~~ Operations
- Senior Director of ~~Parking and~~ -Transportation Services
- Dean, College of Architecture and Urban Studies
- The Assistant Vice President for Planning and University ~~Planning~~ Architect
- Director of ADA and Access Services
- A ~~Provost~~ provost area representative selected by the ~~Executive~~ executive ~~Vice vice~~ President president and ~~Provost~~ provost ~~(three year term)~~
- One student affairs area representative selected by the ~~Vice President~~ vice president for ~~Student Affairs~~ student affairs ~~(three year term)~~
- One dean ~~from an academic college~~ selected by the Council of College Deans ~~(two year term)~~

- Three faculty representatives elected by the Faculty Senate ~~(three-year terms)~~
- One administrative and professional faculty representative elected by the ~~Administrative and Professional~~A/P Faculty Senate ~~(three-year term)~~
- One staff representative elected by the Staff Senate ~~(three-year term)~~
- One representative from the Commission on Equal Opportunity and Diversity ~~(one-year term)~~elected annually by the commission
- One representative from the Graduate and Professional Student Senate elected by the Graduate and Professional Student Senate ~~(one-year term)~~
- One representative from the Undergraduate Student Senate elected by the Undergraduate Student Senate ~~(one-year term)~~

• ~~(last updated February 18, 2008, July 11, 2011, May 29, 2013, August 31, 2015, & May 7, 2018)~~

E. Climate Action, Sustainability, and Energy Committee

Charge: To provide guidance to the university administration on implementation of the university's Climate Action Commitment and opportunities to enhance Virginia Tech's pursuit of environmental quality and social sustainability. The committee makes recommendations regarding the application of policies; infrastructural and operational changes; educational strategies and modifications; and other steps intended to foster broad engagement with the university's environmental goals. The committee oversees subcommittees that each carry out aspects of the committee's charge.

Reports to: University Council Cabinet

Chair: The president will appoint a chair annually from among members of the committee.

Membership:

- Vice President for Campus Planning, Infrastructure, & Facilities
- Vice President for Finance or designee
- Assistant Vice President for ~~Utilities~~Infrastructure and Sustainability
- Director of Climate Action, Sustainability, and Energy
- Sustainability Manager, Dining Services, ~~Housing, and Residence Life~~
- The Assistant Vice President for Planning & University Architect
- Four representatives from Campus Planning, Infrastructure, and Facilities selected by the Vice President for Campus Planning, Infrastructure, and Facilities
- Senior Director of Transportation Services
- One representative from Virginia Tech Environmental Health & Safety Services selected by the vice president for enterprise administration~~one~~ and business services
- Four faculty representatives elected by the Faculty Senate
- Two A/P representatives elected by the A/P Faculty Senate
- Two staff representatives elected by the Staff Senate
- One dean selected by the Council of College Deans
- Two graduate student representatives elected by the Graduate and Professional Student Senate
- Two undergraduate student representatives elected by the Undergraduate Student Senate

- [One representative from the Provost's Office](#)
- [One representative from Student Affairs](#)
- [One representative from Student Engagement and Campus Life](#)
- [Two representatives from student organizations with an environmental focus \(appointments provided by the committee chair\)](#)
- [Two representatives from frontline community groups, one employee and one student \(appointments provided by the committee chair\)](#)

~~D~~FE. Commencement

Charge: To plan and implement the University's Commencement programs.

Reports to: Commission on Faculty Affairs

Chairperson: The ~~President~~ president will appoint a chair, usually for a three-year term.

Membership:

- President's Appointment as Chair~~person~~
- Senior leader in Advancement with alumni responsibility (or designee)
- Vice President for Policy and Governance and Secretary to the Board of Visitors
- Vice President for Strategic Initiatives and Special Assistant to the President
- The Senior Associate Vice President for University Relations
- The Commandant of Cadets
- One Physical Plant representative selected by the vice president for campus planning, infrastructure, and facilities
- The Director of Processions (selected by the Chair~~person~~)
- The Director of Ushers (selected by the Chair~~person~~)
- One Graduate School representative selected by the Dean of the Graduate School (~~three-year term~~)
- The Commencement Marshal (always the ~~immediate past~~-president of the Faculty Senate) (~~one-year term~~)
- One faculty representative from each academic college elected by the faculty in each of the colleges (~~three-year terms~~)
- One representative from the Commission on Undergraduate Studies and Policies elected annually by the ~~Commission~~ commission (~~one-year term~~)
- One staff representative elected by the Staff Senate (~~three-year term~~)
- [One administrative and professional faculty representative elected by the A/P Faculty Senate](#)
- One ~~representative from the~~ Graduate and Professional Student ~~Senate~~ Senator elected by the Graduate and Professional Student Senate (~~one-year term~~)
- The President of Senior Class (~~one-year term~~)
- The President of Junior Class (~~one-year term~~)

(~~Last update July 21, 2014, July 19, 2016, & July 25, 2018~~)

~~E~~GE. Employee Benefits Committee

Charge: To recommend policies and to advise the University Administration in matters relating to employee benefits.

Reports to: Commission on Staff Policies and Affairs, Commission on Faculty Affairs, and Commission on Administrative and Professional Faculty Affairs

Chairperson: The ~~President~~ president will appoint a chair annually from among its members.

Membership:

- Vice President for Human Resources
 - Senior Director of Benefits
 - Vice Provost for Faculty Affairs or designee
 - One faculty representative from the Commission on Faculty Affairs elected annually by the commission ~~(one-year term)~~
 - Three faculty senators elected by the Faculty Senate ~~(three-year terms)~~
 - One staff representative from the Commission on Staff Policies and Affairs elected annually by the ~~Commission~~ commission ~~(one-year term)~~
 - Three staff senators elected by the Staff Senate ~~(three-year terms)~~
 - One administrative and professional faculty representative elected by the Commission on Administrative and Professional Faculty Affairs
 - Three A/P faculty senators elected by the A/P Faculty Senate
 - ~~One Graduate and Professional Student Senator elected by the Graduate and Professional Student Senate (three-year term)~~
- ~~(Last updated on October 16, 2015)~~

FG. Energy and Climate Action, Sustainability, and Energy Committee

Charge: ~~To provide guidance to the university administration on implementation of the university's Climate Action Commitment and opportunities to enhance Virginia Tech's pursuit of environmental quality and social sustainability. The committee makes recommendations regarding the application of policies; infrastructural and operational changes; educational strategies and modifications; and other steps intended to foster broad engagement with the university's environmental goals. The committee oversees subcommittees that each carry out aspects of the committee's charge. To review and provide advice to the University Administration on broad policy issues relating to the university's pursuit of environmental quality through action, education, and engagement to address current needs without compromising the capacity and needs of future generations.~~

Reports to: ~~Commission on University Support~~ University Council Cabinet

Chairperson: ~~The President~~ president will appoint a chair annually from among members of the committee.

Membership:

- ~~Vice President for Campus Planning, Infrastructure, & Facilities~~
- ~~Vice President for Finance or designee~~
- ~~Assistant Vice President for Utilities~~
- ~~Director of Climate Action, Sustainability, and Energy~~
- ~~Chief of Operations and Deputy to the Associate Vice President, Student Affairs~~
- ~~The Assistant Vice President for Planning & University Architect~~
- ~~Two Four representatives from Campus Planning, Infrastructure, and Facilities selected by the Vice President for Campus Planning, Infrastructure, and Facilities (three-year term)~~
- ~~Senior Director of Transportation Services~~
- ~~One representative from Virginia Tech Environmental Health & Safety Services selected by the vice president for enterprise administration and business services (one-year term)~~
- ~~Four faculty representatives from the Faculty Senate nominated by the Faculty Senate (three-year terms)~~
- ~~Two A/P representatives nominated by the A/P Faculty Senate~~
- ~~Two staff representatives from the Staff Senate nominated by the Staff Senate (three-year terms)~~
- ~~One college dean selected by the Council of College Deans (two-year term)~~
- ~~Two graduate student representatives nominated by the Graduate and Professional Student Senate (one-year terms)*~~
- ~~Two undergraduate student representatives nominated by the Undergraduate Student Senate (one-year terms)*~~
- ~~One representative from the Provost's Office~~
- ~~One representative from Student Affairs~~
- ~~One representative from Student Engagement and Campus Life~~
- ~~Two representatives from student organizations with an environmental focus~~
- ~~Two representatives from frontline community groups~~

(last updated May 5, 2008, July 11, 2011, July 17, 2012, May 29, 2013, July 21, 2014, July 19, 2016, April 10, 2017, & July 25, 2018)

~~*This enables students who are not part of Graduate and Professional Student Senate or Undergraduate Student Senate to be nominated~~

GH. Faculty Honorifics

Charge: To review credentials and achievements of candidates or nominees for uUniversity faculty awards or for uUniversity nominations for external awards as charged by the ~~Executive executive Vice-vice President president~~ and ~~Provost provost~~ or the ~~President president~~ (where that responsibility is not vested in other committees), and to make recommendation to the ~~Executive executive Vice-vice President president~~ and ~~Provost provost~~ or the ~~President president~~, as appropriate. In addition, the ~~Committee committee~~ shall review nominations for honorary degrees to be awarded by the uUniversity.

Reports to: Commission on Faculty Affairs

Chairperson: The ~~Executive-executive Vice-vice President-president~~ and ~~Provost-provost~~ or a designee.

Membership:

- The Executive Vice President and Provost (also representing the Commission on Faculty Affairs)
- One Alumni Distinguished Professor elected by the ~~Alumni Distinguished Professors~~Faculty Senate (three-year term)
- One University Distinguished Professor elected by ~~the University Distinguished Professorsthe Faculty Senate (three-year term)~~
- ~~One member of the Academy of Faculty Service elected by the Faculty Senate~~
- One member of the Academy of Faculty Leadership elected by the Faculty Senate(three-year term)
- One member of the Academy of Teaching Excellence elected by the Faculty Senate ~~(three-year term)~~
- One recipient of the Alumni Award for Excellence in Extension elected by the Faculty Senate ~~(three-year term)~~
- One recipient of the Alumni Award for Research Excellence elected by the Faculty Senate ~~(three-year term)~~
- ~~One representative from the Named Professors elected by the Faculty Senate (three-year term)~~
- ~~(Last updated August 31, 2015)~~

~~H. Graduate Curriculum~~

Charge: ~~To address the issues formerly under the auspices of the Course and Program Criteria Committee.~~

Reports to: ~~Commission on Graduate and Professional Studies and Policies~~

Chairperson: ~~Vice chair (chair-elect) of Commission on Graduate and Professional Studies and Policies~~

Membership:

- ~~One Graduate School representative selected by the~~ Dean of the Graduate School ~~(three-year term)~~
- ~~One Enrollment Services representative selected by the Vice Provost for Enrollment Management (three-year term)~~
- ~~The vice chair of the Commission on Graduate and Professional Studies and Policies~~
- ~~One faculty representative from each of the academic college graduate curriculum committees selected by the curriculum committees (three-year terms)~~
- ~~One representative from the Graduate and Professional Student Senate nominated by the Graduate and Professional Student Senate (one-year term)~~
- ~~(Last updated on January 8, 2013, to correct a typographical error of a two-year term to a three-year term for the faculty representatives from each academic college, August 6, 2013, & April 1, 2019.)~~

~~(Last updated June 15, 2011, February 19, 2016, & July 25, 2018)~~

~~I. Honor Council~~

~~Charge: To serve as an appeal hearing body, to assist in the university's education and outreach efforts on academic integrity, and to serve as an advisory body to the Director of the Office of Undergraduate Academic Integrity. Also, to recommend individuals to serve as president, executive vice president, and vice chairs of the Honor Council to the Director of the Office of Undergraduate Academic Integrity, and to assist in the education and training of honor system personnel.~~

~~Reports to: Commission on Undergraduate Studies and Policies~~

~~Chair: A member of the instructional faculty appointed by the president upon recommendation by the executive vice president and provost in consultation with the Director of the Office of Undergraduate Academic Integrity (four-year term)~~

~~Membership (for full membership details, see the "Undergraduate Honor System Honor Code Manual"):~~

- ~~• The Director of the Office of Undergraduate Academic Integrity (ex officio)~~
- ~~• Two administrative, instructional, or library faculty members appointed by the president of the university upon the recommendation by the executive vice president and provost in consultation with the Director of the Office of Undergraduate Academic Integrity (four-year terms)~~
- ~~• Three instructional or library faculty members appointed by the president of the university upon recommendation by the Faculty Senate in consultation with the executive vice president and provost (four-year terms)~~
- ~~• President and Vice President of the Honor Council appointed by the President upon recommendation by the executive vice president and provost in consultation with the Director of the Office of Academic Integrity~~
- ~~• All delegates of the Honor Council~~

I. Information Technology Services and Systems Committee

Charge: To make recommendations for the effective offering and utilization of the uUniversity's information technology services and systems, and to recommend policies that relate to the governance of these services and systems. The ~~Committee's~~ committee's scope of concerns includes all information technology services and systems related to instruction, research, outreach, and administration at the uUniversity. The committee organizes into subcommittees to address specific aspects of information technology and services and to report to the committee. Each subcommittee will be chaired by a member of the Division of IT with other members being assigned or volunteering based on interest or knowledge of subject matter area.

Reports to: ~~Commission on University Support~~ University Council Cabinet

Chairperson and ~~Vice~~ vice-Chairperson: The committee shall initially elect from its members a chair ~~person~~ and vice-chair ~~person~~. The vice-chair ~~person~~ shall succeed the

chair~~person~~ in the next year. Each year after the first year, a new vice-chair~~person~~ shall be elected who will succeed the present chair~~person~~.

Membership:

- The Vice President for Information Technology and CIO (~~also representing the Commission on University Support~~)
- Four department heads or other leaders in the Division of Information Technology, appointed by the Vice President for Information Technology and CIO, with expertise to address the breadth of information technology services and infrastructure at the university
- Ten at-large members of the faculty-A/P faculty-staff (with appropriate expertise) selected by the Vice President for Information Technology and CIO in consultation with the Presidents of the Faculty, Staff, and ~~Administrative and Professional~~A/P Faculty Senates (~~three-year terms~~). At least two must be A/P faculty members, at least two must be staff employees, and at least two must be tenured or tenure-track faculty members, with a goal to include representation from university locations beyond Blacksburg. At least one of the tenured or tenure-track faculty members must be a member of the Faculty Senate.
- One representative from the Graduate and Professional Student Senate elected by the Graduate and Professional Student Senate (~~one-year term~~)
- One representative from the Undergraduate Student Senate elected by the Undergraduate Student Senate (~~one-year term~~)

~~(Last updated May 7, 2018)~~

J. Intellectual Property

Charge: To make policy recommendations to the ~~Executive-executive~~ Vice-vice ~~President~~ president and ~~Provost-provost~~ dealing with patents, copyrights, and related mechanisms for the protection/exploitation of intellectual properties.

Reports to: Commission on Research

Chair~~person~~: Vice President for Research and Innovation (or designee)

Membership:

- The Vice President for Research and Innovation (also representing the Commission on Research)
- An administrative leader within the office of the Vice President for Research and Innovation selected by the Vice President for Research and Innovation (~~three-year term~~)
- Associate Vice President for Finance and the University Controller
- The University Legal Counsel (or designee)
- The President of VTIP
- Nine at-large members of the faculty-A/P faculty-staff (with patent and copyright experience) selected by the Vice President for Research and Innovation in consultation with the Presidents of the Faculty, Staff, and ~~Administrative and~~Professional Faculty Senates (~~three-year terms~~)-(at least one must be an A/P faculty member and at least one must be a staff employee)

- One ~~Representative from the~~ Graduate and Professional Student ~~Senate~~ Senator elected by the Graduate and Professional Student Senate ~~(one-year term)~~
- One ~~Representative from the~~ Undergraduate Student ~~Senate~~ Senator elected by the Undergraduate Student Senate ~~(one-year term)~~

~~(Last updated on February 2, 2009, May 29, 2013, August 31, 2015, March 3, 2016)~~

K. Library

Charge: To disseminate knowledge and make recommendations concerning policies, services, and development of the university's libraries.

Reports to: Commission on Graduate and Professional Studies and Policies; u Commission on Undergraduate Studies and Policies; u and Commission on Research

Chairperson: The ~~President~~ president will annually appoint a chair from among its members.

Membership:

- The Dean of University Libraries (also representing the Commission on Graduate and Professional Studies and Policies)
- One faculty representative from each of the academic colleges elected by the faculty in each of the colleges ~~(three-year terms)~~
- One faculty senator elected by the Faculty Senate ~~(three-year term)~~
- Library faculty representative on the Commission on Undergraduate Studies and Policies (concurrent with CUSP term)
- Library faculty representative on the Commission on Research (concurrent with COR term)
- One staff representative elected by the Staff Senate ~~(three-year term)~~
- One administrative and professional faculty representative elected by the A/P Faculty Senate
- One ~~representative from the~~ Graduate and Professional Student ~~Senate~~ Senator elected by the Graduate and Professional Student Assembly ~~(one-year term)~~
- One ~~representative from the~~ Undergraduate Student ~~Senate~~ Senator elected by the Undergraduate Student Senate ~~(one-year term)~~

~~(Last updated April 18, 2005 & April 1, 2019)~~

~~M. Pathways General Education Curriculum Review Committee~~

~~Charge: To review proposals for new and revised Pathways courses, new and revised Pathways minors, and discontinuations thereof.~~

~~Reports to: Commission on Undergraduate Studies and Policies~~

~~Chairperson will be appointed by the committee~~

Membership:

- ~~One faculty member from each of the undergraduate academic colleges nominated by the faculty in each of the colleges (three-year terms)~~
 - ~~Two representatives from the Undergraduate Curriculum Committee selected annually by the Undergraduate Curriculum Committee (one-year terms)~~
 - ~~Two representatives from the University Curriculum Committee for General Education selected annually by the University Curriculum Committee for General Education (one-year terms)~~
 - ~~One representative from University Studies selected by the Vice Provost for Undergraduate Academic Affairs (three-year term)~~
 - ~~One representative from University Libraries selected by the Dean of University Libraries (three-year term)~~
- ~~(Last updated May 4, 2020)~~

NL. Transportation and Parking

Charge: To review and recommend rules and regulations governing traffic (including pedestrian, bicycle, and vehicles), parking (including permit sales, citations and special events), and alternative transportation methods; review and recommend programs to enhance campus parking, traffic, and transportation methods.

Reports to: ~~Commission on University Support~~ University Council Cabinet

Chairperson and ~~Vice-Chairperson~~: The committee shall initially elect from its members a chairperson and vice-chairperson. The vice-chairperson shall succeed the chairperson in the next year. Each year after the first year, a new vice-chairperson shall be elected who will succeed the present chairperson.

Membership:

- ~~The Senior~~ Director of ~~Parking and~~ Transportation Services
- The Chief of Police
- ~~One faculty or staff representative from the Commission on University Support selected annually by the Commission (one-year term)~~
- Three faculty representatives elected by the Faculty Senate ~~(three-year terms)~~
- ~~One~~ Three administrative and professional faculty representatives elected by the Administrative and Professional Faculty Affairs ~~(three-year term)~~
- Three staff representatives elected by the Staff Senate ~~(three-year terms)~~
- One ~~representative from the~~ Graduate and Professional Student ~~Senate~~ Senator elected by the Graduate and Professional Student Senate ~~(one-year term)~~
- One ~~representative from the~~ Undergraduate Student ~~Senate~~ Senator elected by the Undergraduate Student Senate ~~(one-year term)~~
- One representative from the Office of Equity and Accessibility appointed by the ~~senior~~ Executive vice-President and ~~e~~ Chief b Business o Officer
- One member of the Commission on Equal Opportunity and Diversity -with a vested interest in disability and accessibility issues (concurrent with term on CEO)

~~(Last updated March 29, 2010 & May 29, 2013)~~

~~O. Undergraduate Curriculum~~

~~**Charge:** To review and make final recommendations to the Commission on Undergraduate Studies and Policies concerning degree requirements, courses, academic progress, standards and criteria, and other policies and procedures affecting undergraduate curriculum and instruction.~~

~~**Reports to:** Commission on Undergraduate Studies and Policies~~

~~**Chairperson:** Vice chair (chair-elect) of Commission on Undergraduate Studies and Policies~~

~~**Membership:**~~

- ~~• The vice chair of the Commission on Undergraduate Studies and Policies (ex officio)~~
- ~~• One faculty representative from each of the undergraduate academic colleges (three-year term)~~
- ~~• One staff representative elected by the Staff Senate (three-year term)~~
- ~~• One representative from the Undergraduate Student Senate (one-year term)~~
- ~~• The chair of the University Curriculum Committee for General Education (one-year term)~~
- ~~• One Enrollment Services representative selected by the Vice Provost for Enrollment Management (three-year term)~~

~~(Last updated on January 8, 2013, August 6, 2013, & March 3, 2016)~~

PM. University Curriculum Committee for General Education

Charge: To give leadership to the Pathways General Education curriculum through program evaluation, advising support, dissemination of information, alignment of transfer credit, and other actions, including curricular proposal review, as needed.

Reports to: Commission on Undergraduate Studies and Policies

Chair and vice-chairperson: The committee shall initially elect from its faculty members a chair and vice-chair of the committee, elected by the committee and having previously served, as The vice-chair shall succeed the chair in the next year. Each year after the first year, a new vice-chair shall be elected who will succeed the present chair of the committee

Membership:

- The Executive Vice ~~President and~~ Provost or a designee
- Director Institutional Effectiveness
- One Division of Student Affairs representative selected by the Vice President for Student Affairs ~~(three-year term)~~

- Two faculty members selected by the ~~Executive~~executive ~~Vice~~vice ~~President~~President and ~~Provost~~provost ~~(three-year terms)~~
- One faculty representative selected by each undergraduate college curriculum committee ~~(three-year terms)~~
- One representative from University Studies who is a professional academic advisor appointed by the Director of Academic Advising Initiatives
- Two faculty representatives elected by the Faculty Senate ~~(three-year terms)~~
- One faculty representative from the Commission on Undergraduate Studies and Policies elected annually by the ~~Commission~~commission ~~(one-year term)~~
- Two ~~representatives from the~~ Undergraduate Student ~~Senate~~Senators elected by the Undergraduate Student Senate ~~(one-year terms)~~
- Two Graduate or Professional Student Teaching Assistants or Instructors of Record elected by the Graduate and Professional Student Senate
- One ~~Administrative and Professional~~ faculty representative from the University Libraries elected by the Library Faculty Association ~~(three-year term)~~
- One faculty representative from the Commission on Equal Opportunity and Diversity elected annually by the ~~Commission~~commission ~~(one-year term)~~

— ~~(Last updated on May 3, 2010, August 6, 2013, July 21, 2014, August 31, 2015, March 3, 2016, October 11, 2016, & May 4, 2020)~~

~~Article VI. Operational Committees~~

~~Operational Committees are created (or dissolved), appointed, and charged by the Executive Vice President and Provost or one of the Vice Presidents, not requiring but subject to University Council action, as set forth in the Constitution of the University Council, Article X.~~

~~When creating, dissolving or changing the composition or charge of an Operational Committee, the appointing officer shall inform the University Council of the action being taken.~~

~~Appointing officers shall report to the Office of the Vice President for Policy and Governance the names of the chairpersons and members of Operational Committees, and inform that Office when new persons are appointed and old members replaced.~~

~~The Office of the Vice President for Policy and Governance will have available upon request a current list of Operational Committees, noting for each its appointing officer, its charge, its chairperson, and its membership.~~

~~(Last updated August 31, 2015 & July 25, 2018)~~




OFFICE OF THE PRESIDENT
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October 16th, 2020

To: Cyril Clarke, Executive Vice President and Provost
John Ferris, Former Chair, Faculty Senate

CC: Eric Kaufman, Chair, Faculty Senate

From: Tim Sands, President 

Subject: Proposal for Revision to Shared Governance at Virginia Tech (August 2020)

The proposal of the President's Committee on Governance (PCG) to revise the university's shared governance structure around principles of effectiveness, equity and representation will prove to be one of the most consequential products of an *ad hoc* committee in my academic experience. I approve of the recommendations therein, and I'd like to express my gratitude to the members of the *ad hoc* committee for the depth of their analysis and the thoughtful recommendations offered in the proposal.

Below, I address each of the recommendations with comments:

- I am supportive of the "Virginia Tech Principles of Shared Governance." These principles will ensure that future bodies of governance will have a framework that will guide both the operation of the shared governance system and any future changes to policies that impact shared governance at Virginia Tech.
- I support the repositioning of representative bodies to align more directly with the flow of governance. I am not convinced that each must be named a "Senate" but I understand the intent to ensure that each of these bodies is indeed representative and that each ultimately speaks with one voice in the context of the processes that underlie shared governance.
- I agree that major University Academic Initiatives should flow through shared governance. This proposed process is aligned with achieving sustainable transformation.
- I support the establishment of a University Council Cabinet. The membership and role of the Cabinet should be clearly delineated so that it does not dilute the responsibility and engagement of the University Council membership. That said, the Cabinet will prove valuable in framing arguments and making recommendations to the membership of the University Council in consideration of more complex university-wide issues such as University Academic Initiatives.

- I support the proposed central role of the Office for Policy and Governance as a “hub of governance.” This office is well positioned to manage workflow and to ensure that each element of shared governance has a resource to consult in addressing questions around process, policy and precedence.
- I agree that adding the Council of College Deans and the Department Heads Council Executive Committee as formal consultative bodies will strengthen decision making, and put those who are often charged with implementing changes in academic policies and procedures arising from shared governance actions in a more empowered position to enact those changes.
- The requirement for a vote of approval in University Council with the support of a supermajority seems appropriate for sustainable transformation associated with University Academic Initiatives.
- I understand and support the concept of providing appropriate levels of resources (e.g., workload “credit” or release time) for those in leadership roles within shared governance. I am expecting that the proposed reorganization of shared governance with improved information flow and better alignment of constituent and consultative bodies will actually reduce the overall burden of governance on members of our community, recognizing that those in certain roles will likely require an enhanced commitment.

With respect to next steps, there is general acknowledgement that the student (especially undergraduate) dimension of the proposed plan needs further deliberation. The Task Force on the Future of Student Governance, now engaged and co-chaired by Vice Presidents O’Rourke and Shushok, is taking up this task, and a set of recommendations is expected in during the spring 2021 semester.

I request that the PCG continue this academic year with the provost, Cyril Clarke, and current chair of the faculty senate, Eric Kaufman, as co-chairs. I delegate to them the authority to refresh the membership of the PCG as needed. A dialog between the PCG and the Task Force on the Future of Student Governance will be essential to maintaining the momentum toward approval of a revised system of shared governance before the conclusion of the current academic year. In addition to this important role of PCG, there remain several important workstreams, delineated in the Proposal, that must be completed before a final action by University Council is undertaken. Among the first of these tasks is the crafting of a joint resolution (presumably by CFA, CAPFA, CSPA and CSA) to request University Council endorsement of the Proposal for Revision of Shared Governance at Virginia Tech.

I look forward to working with you and our colleagues to realize this vision for a more effective and representative system of shared governance for Virginia Tech. John and Cyril, thank you and the members of the PCG for your leadership.

The President's Committee on Governance

Proposal for Revision to Shared Governance at Virginia Tech

Presented by:

Provost Cyril Clarke, Co-chair

Dr. John Ferris, Co-Chair

August, 2020

The President's Committee on Governance

Proposal for Revision to Shared Governance at Virginia Tech

Ad hoc Committee

Cyril Clarke, Executive Vice President and Provost (Co-chair)
John Ferris, Faculty Senate President (Co-chair)
Montasir Abbas, Faculty Senator
Hani Awni, President of Graduate Student Assembly
Karen DePauw, Vice President and Dean for Graduate Education
Jack Finney, Vice Provost for Faculty Affairs
Bryan Garey, Vice President for Human Resources
James Hawdon, Faculty Senator
Bob Hicok, Vice President of Faculty Senate
Glen Holmes, Associate Director and Professor (IDT), School of Education
Margarita McGrath, Faculty Senator
Joe Merola, Professor and former Chair, Department of Chemistry
Sally Morton, Dean, College of Science
David Musick, Senior Dean for Faculty Affairs at the School of Medicine
Kim O'Rourke, Vice President for Policy and Governance
Menah Pratt-Clarke, Vice President for Strategic Affairs
Adil Sageer, President of Student Government Association
Frank Shushok, Vice President for Student Affairs
Tamarah Smith, President of Staff Senate
Paul Winistorfer, Dean, College of Natural Resources and Environment
Mary Leigh Wolfe, Professor and former Head Department of Biological Systems Engineering

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Committee Charge

"In order to align our governance with the needs of a twenty-first century university and the Beyond Boundaries vision for Virginia Tech, an ad hoc committee will be formed and charged with defining a set of guiding principles for effective and equitable governance and outlining any changes to our existing system of governance required to put these principles into effect. The committee will be composed of a representative cross-section of faculty, staff, administrators, and students, and will report to the president. Upon the president's approval of the committee's recommendations, they will be taken through governance in the usual form of a resolution. The committee will be co-chaired by the Executive Vice President and Provost and the President of Faculty Senate."

The Committee's Method

The committee began by reviewing the joint "Statement on Government of Colleges and Universities" by the *American Association of University Professors* (AAUP), *American Council on Education* (ACE), and *Association of Governing Boards of Universities and Colleges* (AGB), which "remains the Association's [AAUP's] central policy document relating to academic governance." We agreed that the ideas and principles therein are still relevant to university governance and reflected in the ethos and much of the structure of governance at Virginia Tech. We then defined the "Virginia Tech Principles of Shared Governance," which were circulated through governance for input; created a set of preferred characteristics for shared governance (also circulated for input); discussed how items should flow through governance; and developed a set of recommendations for the revision of shared governance that we believe fulfill this committee's charge.

Given that governance at Virginia Tech has functioned well in many respects for decades and that the written, codified version of governance (hard governance) cannot encompass unwritten traditions and community customs (soft governance), the committee suggested change only where we believed it was necessary. We thought it important to remember that "governance guidelines in themselves have no animating power. In its most authentic sense, governance is simply the process by which people pursue common ends and, in the process, breathe life into otherwise lifeless forms" (Carnegie Foundation for the Advancement of Teaching). In large measure, soft governance is that breath. Because the problems the committee identified are substantial but not broad, the proposed solutions would leave much of the current system intact and thereby reduce the likelihood of unintended negative consequences.

While our recommendations are definitive, some of the details included in this proposal serve only to demonstrate a point. For example, the definitions of some of the senates were quickly adapted from existing documents and are best thought of as place holders for ideas that will be finalized during the next phase of work if this proposal is accepted. This also applies to the assignment of specific commissions to senates. However, the definition of Faculty Senate and the scope of its authority outlined in the next section accurately reflect the view of the committee.

Finally, due to the COVID-19 pandemic, the committee decided to end its work earlier than planned. We were able to reach this decision in large part because the basic elements of our proposal were determined by this point. However, more than any other facet of our deliberations, this change negatively impacted the discussion of student governance, since prior to the cancellation of the remainder of our work, the committee intended to take up consideration of issues specific to students at its next scheduled meeting.

Assessment of Shared Governance and Major Recommendations

The organizational chart illustrating the current system of shared governance at Virginia Tech (see section 1.1.1 of the Faculty Handbook) indicates that the Board of Visitors (BOV) has ultimate decision-making responsibility. Most resolutions submitted to the BOV for consideration are first subject to review and recommendation by committees and commissions, and then by the University Council and President before they are submitted to the BOV for approval. Each of these steps requires a positive vote by the majority to move forward to the next level of governance. This organizational chart also indicates that the Faculty Senate and other representative bodies (currently referred to as “constituent groups” in section II.2.b of the Bylaws of the University Council) contribute to governance, but these bodies are not included in the formal hierarchy of governance through which resolutions must receive sequential, supportive recommendations to be submitted to the BOV for consideration.

As stipulated in the Bylaws of the University Council (see section II.2.c), upon first reading in University Council, resolutions are referred to the relevant representative bodies (Faculty Senate, Staff Senate, Graduate Student Assembly, and Student Government Association) to provide each body the opportunity to issue a recommendation, unless the respective body waives its right to do so. These recommendations become a permanent appendix to the resolution and are not subject to revision or amendment. However, even if recommendations are not supportive, they do not preclude the possibility that the University Council still moves forward with a positive recommendation to the President for consideration. Therefore, representative body recommendations are more advisory than constituting a formal decision step in shared governance.

Faculty currently play a role in shared governance – the committees and commissions have faculty representation and the University Council, in accordance with a requirement stipulated in its Constitution (Article IV, Section 1), must have at least a simple majority of voting faculty members. However, the role played by the representative bodies in the formal decision-making process is relatively peripheral, with the result that the system of shared governance fails to incorporate in a formal manner the very important input representing the collective voices of the faculty and other constituencies. Also, the current system involving referral of resolutions to the representative bodies on first reading in the University Council does not provide these bodies with opportunities to contribute to the initial drafting and revision of resolutions. Consequently, the university is not fully benefitted by the collective voice of the representative bodies and the constituencies for which they speak, and faculty at large have little incentive to engage with and inform a system in which their participation is not substantive.

Viewed from the context of participation, the greatest strength of our “council and commission” system is the legislative bodies that write and vote on resolutions, for by bringing individual administrators, faculty, staff, and students together to engage in the work of governance, University Council and the commissions embody the idea of shared governance articulated in the landmark “Statement on Government of Colleges and Universities.” However, the greatest limitation is that the same system, in restricting the representative bodies to consultative, non-voting participation in the legislative process, weakens the practice of shared governance by denying the representative bodies the authority to speak and act on behalf of those they represent.

This is a problem for the entire university community. The “Statement on Government of Colleges and Universities” stresses the “inescapable interdependence among governing board, administration, faculty, students, and others” and the importance of “joint effort” among these parties if universities are to “solve educational problems.” Because each of these groups has distinct though overlapping areas of knowledge and expertise, all must participate in decision making if “joint effort” is to be achieved. But while the

participation of the BOV, president, and administration in decision-making is a given, mandated either by law or employment, that of faculty, students, and staff includes a greater element of choice. These groups have to want to participate, and fulsome participation is unlikely without faith in the fairness of governance, both its nature and procedures. By enfranchising a relatively small number of individuals but not the bodies meant to represent them, our system limits the voice of the majority of faculty, staff, and students and undermines the sense of procedural fairness essential to full involvement in governance. As Robert Birnbaum, Professor of Higher Education Emeritus at the University of Maryland, College Park, has noted, “Procedural fairness is considered to be antecedent to cooperative group behavior, which in turn makes groups more efficient and effective.” Organizational equality is a precursor to trust in the outcomes of governance, which itself engenders a greater willingness on the part of faculty, staff, and students to contribute to the collective effort to make reasonable and timely decisions on the issues that come before us.

Correcting this imbalance is at the heart of our proposal for the revision of governance. Key throughout is the recognition that representative bodies require a means to discover and effectively express the collective voice of their constituencies, and that voting is akin, both practically and symbolically, to speech. Faculty Senate needs to be able to speak authoritatively for faculty, Staff Senate for staff, and so on, in a manner that gives them a stake in the outcomes of governance and creates confidence within the university community that these outcomes are informed by the knowledge and perspectives of all who are subject to their effects.

It is also significant that decisions are more likely to be accepted as legitimate when reached by procedures that conform to community values, and we are a community that values academic freedom and democratic processes. Consequently, among the other principles defined by the President’s Committee on Governance as part of fulfilling its charge, paramount is the principle that “we will employ democratic processes, including the use of representative bodies, to ensure that the views of all constituencies are reflected in our decisions and increase the likelihood that a course of action will be broadly supported and implemented. All revisions to and the creation of new academic initiatives, policies, and programs will be carried out within our formal system of governance.” Consistent with this commitment to democratic processes, it is recognized that pressing challenges or opportunities may arise that require expeditious executive action and that, as recognized in the principles, these “circumstances require university leaders to act outside the structure of shared governance.” In these instances, it is expected that “they will explain the exigent circumstances and discuss the action or actions taken in open forums and in a timely manner.”

Each of our recommendations flows from a commitment to democratic processes, chief among them that **“each senate” — we would rename all the representative bodies senates and move many of the commissions under them — “has purview over legislative recommendations (in the form of resolutions) relating to the academic and/or working conditions of its constituency and at least one commission responsible for the creation of resolutions.”** Senates would have defined scopes of authority and responsibility—for example, “Faculty Senate shall be representative of the entire faculty and have the authority and responsibility to act on their behalf through legislative recommendations concerning academic policies and regulations, educational standards, curricula, and the working conditions of faculty”—and the right to vote on the resolutions created within their commissions. This change would give each constituent group a defined role and franchise within governance.

Our other major recommendation is to change how we conduct the initial work on broad academic initiatives such as Experiential Learning that engage philosophies and practices at the center of our tripartite mission, which we would refer to as University Academic Initiatives. Generally, the historic pattern at Virginia Tech is that the committees that undertake the formative work on initiatives are charged

and populated outside our system of shared governance. In particular, the representative bodies seldom have the opportunity to place representatives on these committees: though we speak of faculty, staff, and students who serve on them as stakeholders, they are stakeholders in name only, for individuals unaffiliated with representative bodies have no conduit through which to ascertain the thoughts and wishes of their constituencies. The representative bodies are therefore unable to influence or even speak to the work of these committees until it is well advanced and presented for public consideration. Sometimes these presentations occur at several stages in the development of initiatives, though not always, and there is usually no opportunity within governance to vote on the output of these committees. In this way, significant changes can be made to the academic direction of the university independent of the evaluative and decision-making processes that are part of our system of shared governance. Under the current approach, the university not only fails to benefit from the collective wisdom of the bodies representing faculty, staff, and student constituencies when proposals are being developed, it also loses an opportunity to build broad support for actions that ultimately may be challenging to implement.

Our committee proposes that the formative work on University Academic Initiatives be conducted within shared governance. The committees that take up these tasks would be formed through a steering/charging process in University Council that would place representatives from the senates and other components of governance on the committees in numbers proportional to the nature of the task. Other members of the committees would be selected by the administration and/or the committee chairs in accordance with a process established within governance. In addition to contributing to the committees, senate representatives would be obligated to report on the progress of the committees to their senates and take feedback from their senates to the committees. Likewise, the committee leaders would periodically report their progress to University Council and take input from that body as well. Eventually the output of the committees would be brought to University Council for a vote. While the committees would still have substantial autonomy, they would be formed within and integrated into governance through an established process that increases transparency and broadens involvement.

Taken together, the committee believes that these two changes will improve the function and outcomes of shared governance by leading to greater faculty, staff, and student participation and by ensuring that the academic community as a whole has a voice in University Academic Initiatives. The other changes we recommend (see below) – the creation of a University Council Cabinet, establishing University Council as a gathering of leaders from the various bodies within governance, an expanded role for the Office for Policy and Governance in coordinating and communicating the activities of governance, among others – are all intended to bring the components of the university into closer contact and help us make better, more informed and broadly accepted decisions. This is the essence of joint effort.

It is interesting how similar the ideas of joint effort and shared governance are to contemporary notions of interdisciplinarity, in that all advocate reaching across borders to bring multiple kinds of experience and expertise to the questions and problems we face. While University Council and the commissions are basically microcosms of shared governance, since the creation of Faculty Senate in 1969, faculty as a whole, as a collective, have not been trusted with the kind of authority and responsibility, common to faculty at many universities, that would give them the “initiating capacity and decision-making participation” central to the concept of shared governance:

Although the variety of such approaches may be wide, at least two general conclusions regarding joint effort seem clearly warranted: (1) important areas of action involve at one time or another the initiating capacity and decision-making participation of all the institutional components, and (2) differences in the weight of each voice, from one point to the next, should be determined by

reference to the responsibility of each component for the particular matter at hand, as developed hereinafter. (“Statement on Government of Colleges and Universities.”)

This constraint pertains to the other groups as well: the limits that exist within our system keep the representative bodies from serving in the capacity and to the degree imagined by the AAUP, the ACE, and the AGB in their joint statement.

As we move forward with the Beyond Boundaries vision, it is important that we not accept the kind of boundaries in our governance that we are trying to break down in our intellectual pursuits. Though efforts have been made to increase the involvement of faculty, staff, and students in decision-making, including a recent revision to University Council Bylaws that augmented the consultative roles of the four representative bodies in the creation and processing of resolutions, our current conceptualizations of governance include structural limitations to participation that can only be stretched so far.

We urge you to approve the changes the committee has recommended, which in essence would grant specific authority to the representative bodies to formally express the will of their members within the collective framework of shared governance and thereby increase the likelihood that the academic changes we undertake reflect community standards and are broadly supported. Without this authority, apathy toward shared governance, as reflected in faculty responses to the COACHE survey, will likely continue to grow at a time when we need more involvement by the university community in governance, not less. “Apathy can be overcome by enthusiasm, and enthusiasm can only be aroused by two things: first, an ideal, which takes the imagination by storm, and second, a definite intelligible plan for carrying that ideal into practice” (Toynbee). We believe that shared governance remains the ideal to which we should aspire and that the proposal offered here will go a substantial distance in putting that ideal into greater practice at Virginia Tech.

Full List of Recommendations

The committee recommends that

- we adopt the “Virginia Tech Principles of Shared Governance.”
- all representative bodies are referred to as senates and that each senate is given a specific area of legislative authority and responsibility (in the form of resolutions). Each senate will have at least one commission under its control.
- the formative work on University Academic Initiatives (major academic changes such as Experiential Learning) is conducted through a standard process within our system of shared governance.
- a cabinet is added to University Council, a subset of University Council made up of leaders from the administration and the other components of governance. The Cabinet would steer/charge the University Academic Initiative work groups and oversee the movement of “everyday” topics and resolutions through governance, in large part through the use of consent agendas. It would also be a more intimate forum for discussion of broader governance issues. Other than University Academic Initiatives, the majority of items would move through governance as they currently do, with additional process oversight provided by the Office for Policy and Governance (see next item).
- the Office for Policy and Governance (OPG) takes an augmented communication and processing role within governance. From a communication and workflow perspective, it would serve as the hub of governance. For a sense of how it would function in this capacity, see “Actual and proposed workflow of current CFA resolutions” (page 13).
- the college representatives on University Council are selected from the college faculty associations. Currently, most college representatives on University Council do not have a ready means for ascertaining the views of the faculty they represent and are not required to do so. Since the college faculty associations bring together duly elected faculty representatives from the departments, they are the primary vehicle by which college faculty express their collective views on academic policies. Linking college-level to university-level governance in this way would increase the likelihood that actions taken by the college representatives on University Council reflect the will of their faculty constituencies.
- the Council of College Deans and Department Heads Council Executive Committee are added to University Council as consultative bodies. While all deans are currently part of University Council, linking the Council of College Deans itself to University Council is consistent with how we would treat the other representative bodies.
- University Academic Initiatives require a 2/3 vote in University Council for approval, thus indicating broad support.
- consideration be given to the resource needs of each senate to allow some of its members to focus on the work of the senate. Governance requires a degree of care and feeding that faculty, staff, and students cannot provide in sufficient degree while engaging in their other work.

Virginia Tech Principles of Shared Governance

Shared governance is the process by which the university community shares responsibility for reaching collective decisions on matters of policy and procedure. We believe that shared governance is essential to Virginia Tech's mission as "an inclusive community of knowledge, discovery, and creativity dedicated to improving the quality of life and the human condition within the Commonwealth of Virginia and throughout the world." We further believe that shared governance is the means by which we organize the components of the university into an interdependent whole; that collaborative decision-making is the foundation of strategic and coordinated effort; and that shared governance should operate within the framework of the following principles at every level of Virginia Tech's various locations:

1) *Democratic processes*

We will employ democratic processes, including the use of representative bodies, to ensure that the views of all constituencies are reflected in our decisions and increase the likelihood that a course of action will be broadly supported and implemented. All revisions to and the creation of new academic initiatives, policies, and programs will be carried out within our formal system of governance.

2) *Respect, collaboration, and trust*

We recognize that the Board of Visitors, administrators, faculty, staff, and students have differing roles, scopes of authority, and accountability; that these differences are necessary and productive; and that a mutuality of respect for each other and our varying roles and responsibilities is essential for good-faith dialogue, collaborative decision-making, and trust in the processes of governance.

3) *Clarity of roles and authority*

We commit to maintaining a shared understanding of Virginia Tech's system of governance, including clear guidelines for our separate and mutual areas of responsibility for determination, recommendation, and consultation on particular matters, and recognize that the roles and authority of the Board of Visitors, administrators, faculty, staff, and students can vary depending on context and topic.

4) *Inclusion and diversity*

We believe that a diverse community of people and perspectives is necessary for the creation of effective and fair policies and procedures and will work to ensure equality of access to the positions and venues of governance.

5) *Communication and transparency*

In order to capture and reflect the scope of opinions across our various constituencies and locations, we expect honest and respectful communication; that every component of governance will maintain clearly defined channels for reciprocal communication within and between constituencies; and that we will reach our decisions in a transparent manner such that the various constituencies are aware of how decisions are made and the rationale for those decisions.

6) *Efficiency and effectiveness*

We will conduct deliberations and make decisions in a manner that is timely and appropriate to the issue and periodically evaluate the performance of shared governance in order to improve its operation and adapt it to evolving conditions.

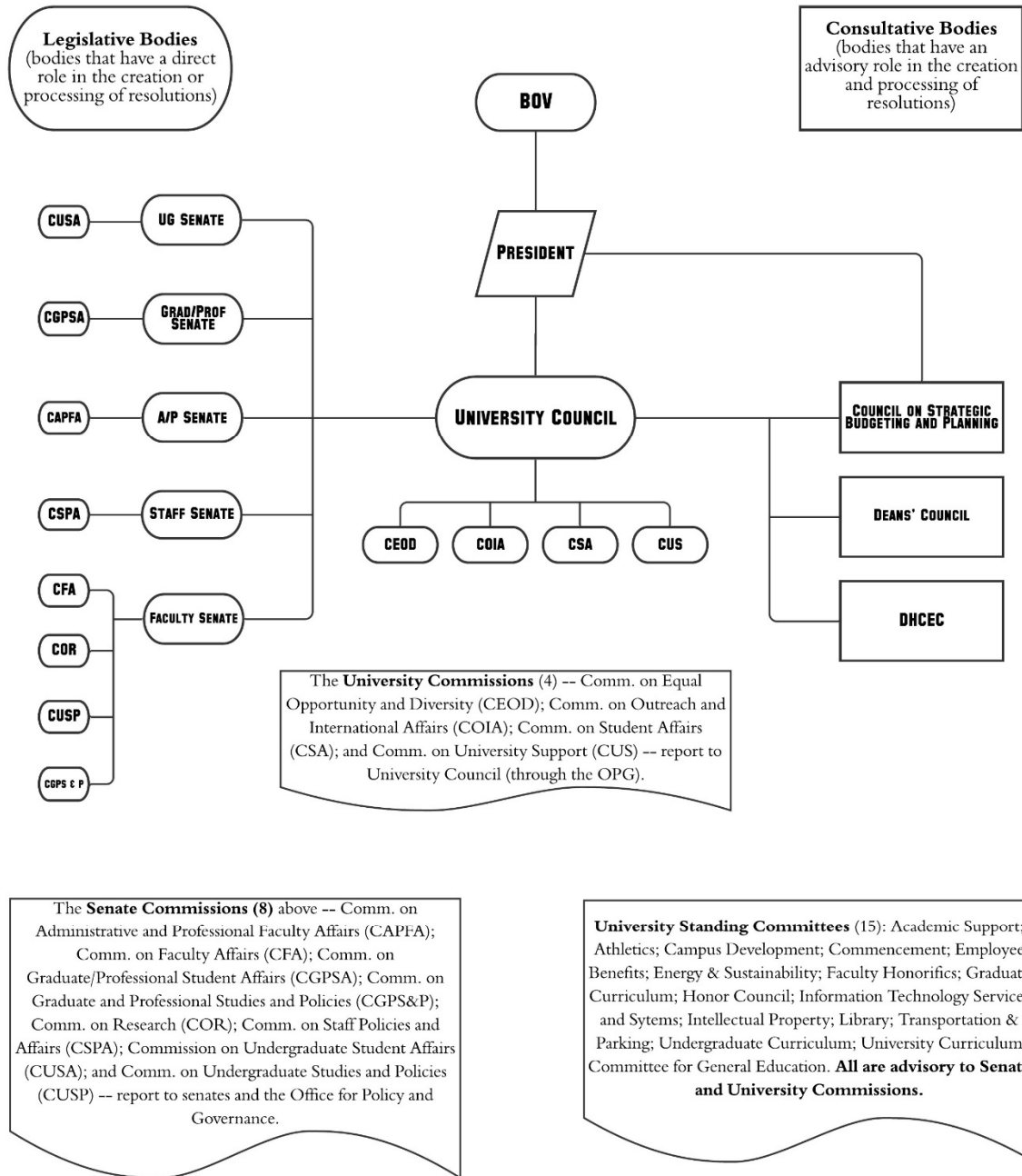
7) *Accountability*

While recognizing that the Board of Visitors and president are legally accountable for the condition and operation of the university, we affirm that when acting as participants in governance we are accountable to each other, as individuals and constituencies, for our statements and decisions; that administrative rejection of shared governance recommendations should be unusual and for compelling reasons that are publicly conveyed and subject to collective response; and that in the rare instances exigent circumstances require university leaders to act outside the structure of shared governance, they will explain the exigent circumstances and discuss the action or actions taken in open forums and in a timely manner.

8) *Commitment*

We believe that shared governance requires a commitment of goodwill on the part of all participants, the broad recognition of shared governance as an important activity, and sufficient resources for the effective operation of shared governance.

Proposed Revision to the Virginia Tech Governance Structure



The Legislative Bodies of Shared Governance

The legislative bodies of shared governance are the Board of Visitors, University Council, Faculty Senate, Staff Senate, A/P Faculty Senate, Graduate Student Senate, and Undergraduate Student Senate; the Senate Commissions; and University Commissions that report directly to University Council, coordinated through the Office for Policy and Governance (OPG).

University Council and the senates each have an executive council or cabinet that coordinates its activities, communicates with the other components of governance through the OPG, and provides a venue for deliberation among leaders of each group.

As outlined below, each senate has purview over legislative recommendations (in the form of resolutions) relating to the academic and/or working conditions of its constituency and at least one commission responsible for the creation of resolutions. Resolutions approved by senates are advanced to University Council for consideration.

No matter their source, all approved resolutions are recommendations to the president and BOV.

The Office for Policy and Governance coordinates and supports the activities and manages the infrastructure of shared governance and facilitates communication and the flow of agenda items between its components.

University Council

University Council is the central deliberative and legislative body of shared governance. Its primary functions are to finalize legislative recommendations to the president that originate in the senates and university commissions, deliberate on issues of broad concern to the university, and coordinate the legislative activities of shared governance. Comprised of faculty, staff, students, and administrators, it also has the authority to create work groups charged with developing new university initiatives and to propose resolutions. The Commission on Equal Opportunity and Diversity (CEOD), the Commission on Outreach and International Affairs (COIA), the Commission on Student Affairs (CSA), and the Commission on University Support (CUS) are the University Commissions.

Given the other changes we have proposed – bringing most commissions under senates and giving senates authority/responsibility over distinct areas of academics, working conditions, and student life – we recommend that University Council be slightly reconstituted as a gathering of leaders who shape academic policies and direction. In addition to the president, provost, a group of VPs, and the deans (Council of College Deans), University Council would bring together leaders from the Department Heads Council and all of the senates. Chairs of the University Commissions would be included, as would one representative of each college faculty association.

The Senates

In addition to their legislative activities, all senates appoint or recommend members to University Council, commissions, advisory councils, and committees; facilitate the exchange of information between constituencies; provide referral for individual concerns and problems to appropriate organizations or personnel; and accept and share responsibility with the administration, faculty, staff, and students in all efforts to attain the shared goals of the university.

Faculty Senate

Faculty Senate shall be representative of the entire faculty (excluding administrative and professional faculty) and have the authority and responsibility to act on their behalf through legislative recommendations concerning academic policies and regulations, educational standards, curricula, matters of equity and diversity that affect the faculty environment, and the working conditions of faculty. Comprised of tenure-track, non-tenure-track, and research faculty, it also provides an avenue for the consideration of any matter of general interest to the faculty. Commissions: Faculty Affairs (CFA), Graduate and Professional Studies and Policies (CGPS&P), Research (COR), and Undergraduate Studies and Policies (CUSP).

Staff Senate

Staff Senate shall be representative of the entire staff and shall have the authority and responsibility to act on their behalf through legislative recommendations concerning the working conditions of staff employees. Areas of consideration include procedures for hiring, evaluating, disciplining, recognizing, and promoting staff; benefits, educational and personal leave; participation in governance; and matters of equity and diversity that affect the university's staff environment. Commission: Staff Policies and Affairs (CSPA).

A/P Faculty Senate

A/P Faculty Senate shall be representative of the entire A/P faculty and have the authority and responsibility to act on their behalf through legislative recommendations concerning the working conditions of administrative and professional faculty. Areas of consideration include procedures for hiring, evaluating, disciplining, recognizing, and promoting administrative and professional faculty; benefits, educational and personal leave, and extra-university professional activity; and matters of equity and diversity that affect the university's professional environment. Commission: Administrative and Professional Faculty Affairs (CAPFA).

Graduate and Professional Student Senate

The Graduate and Professional Student Senate shall be representative of all graduate and professional students and have the authority and responsibility to act on their behalf through legislative recommendations concerning student life. The mission of the Graduate and Professional Student Senate is to facilitate the exchange of information between the university and graduate/professional students; to solicit, compile, and promote graduate/professional student opinions and concerns; to develop and recommend policies concerning graduate/professional students to the university; to cooperate and communicate with the Graduate School of Virginia Tech, Virginia-Maryland College of Veterinary Medicine, Virginia Tech Carilion School of Medicine, and other appropriate university administrative bodies to improve the quality of graduate and professional educational programs, academic activities including research, and teaching programs; and to provide and develop relevant programs for the augmentation of graduate and professional student life and welfare. Commission: Graduate and Professional Student Affairs (CGPSA).

Undergraduate Student Senate

The Undergraduate Student Senate shall be representative of all undergraduate students and have the authority and responsibility to act on their behalf through legislative recommendations concerning undergraduate student life. The mission of the Undergraduate Student Senate is to administer student activities; to promote academic freedom and academic responsibility; to establish and protect student rights; to foster awareness of the student's position in the campus, local, state, and national communities; and to provide a liaison between the student body, faculty, and administration. Commission: Undergraduate Student Affairs (CUSA).

Actual and Proposed Workflow of Current CFA Resolutions

CFA2019-20A: Resolution on Religious Accommodations

Actual workflow

A draft of the resolution was presented to the Faculty Senate (FS) by students in the spring of 2019. Based on the poor reception in Faculty Senate, a group of students and faculty began working on a new version of the resolution, work that included discussion with the compliance office and eventually the Dean of Students (DOS). In the fall of 2019, the resolution was reintroduced as a CFA resolution and discussed several times in Faculty Senate, which also voted (straw vote) in favor of the resolution. From CFA it went to University Council (UC), and after more discussion with the DOS and input from the provost, was edited and approved by UC.

Proposed workflow

Wherever the idea begins, whether in one of the senates or commissions, once students realize they want to draft a resolution concerning the accommodation of religious absences, they would convey this intention to the Office of Policy and Governance (OPG). The OPG would then confirm the student's choice of commission to take up this work, offer an alternative, or forward the topic to University Council Cabinet (UCC) as an agenda item for a steering discussion. If OPG confirms the students' choice or suggests an alternate source for the resolution, this would be conveyed to the UCC as part of a consent agenda, affording the UCC an opportunity to discuss the proposed work or suggest that others be involved. Assuming CFA is the source of the resolution in this scenario, the only other difference in process is that the straw vote of FS would be an actual vote.

Comparison

In the proposed workflow, it is likely that the resolution would have been adopted sooner, because either the OPG or the UCC would have realized immediately that the Dean of Students needed to be part of any changes in the way these absences are handled and that the faculty needed to be on board from the outset. The time taken up by OPG and the UCC would be minimal.

CFA2019-20B: Resolution to revise chapter three of the Faculty Handbook

Actual workflow

This example goes back to the fall of 2016 and came about through discussion of various P & T cases in CFA and elsewhere. Both faculty and administrators kept noting that parts of the P & T guidelines needed to be changed, so we agreed to create a working group under CFA to do this. After that group completed its task—which included several presentations to FS—and handed the revision over to CFA, CFA continued work on the revision and presented it several times to heads and chairs and eventually deans. The resolution is now ready for a first reading in UC.

Proposed workflow

Once it seems likely that a working group will be formed under CFA to revise the P & T guidelines in the Faculty Handbook, the chair of CFA would let the OPG know about this pending work. The OPG would confirm that CFA is the appropriate body for this work, suggest an alternative, or forward the topic to the UCC as an agenda item for a steering discussion. If OPG confirms the choice or suggests an alternate body for the work, this would be conveyed to the UCC as part of a consent agenda. Assuming CFA is the source of the resolution in this scenario, the only other difference is that the FS would vote on the resolution.

Comparison

In the proposed workflow, the OPG would likely confirm the choice of CFA, given the charge of that commission and the nature of the work. It is possible that members of the UCC – perhaps the provost and deans – might highlight concerns about the P & T process that otherwise would not be expressed until the resolution arrives in UC. The time taken up by OPG and the UCC would be minimal.

CFA2019-20C: Resolution to revise chapter five of the Faculty Handbook

See CFA2019-20B above. The actual and proposed workflows are the same.

Experiential Learning: The Proposed Workflow of a University Academic Initiative

Working under the leadership of the VP for Strategic Affairs and Diversity, the Office of Strategic Affairs convened four strategic planning committees consisting of faculty and administrators that were charged to draft a strategic plan with initial milestones to be achieved over a three- to five-year timeline. Included among these milestones is the requirement that all majors have an experiential learning component. The proposed plan was accepted by the President and approved by the BOV.

While there have been some discussions within governance about this change – for instance, the provost and the associate provost for teaching and learning met with the Faculty Senate Cabinet – and some work has been done on advancing the initiative, especially by the associate provost for teaching and learning, so far that work is taking place outside of governance. To bring it into governance, the UCC would hold an open conversation about the initiative in preparation for a presentation and discussion in UC. The discussion in UC would be followed by a steering process in UCC that focuses on the composition of the work group that will oversee development of this initiative, as well as its charge. Each constituent group, through its senate, would have the opportunity to place at least one member on the work group and more depending on their likely role in relation to Experiential Learning. Other members would be chosen by the work group chair and the administration.

The work group would operate much the same as these work groups do now, except that members selected by senates would be required to report to their senates and convey the feedback of their senates to the committee. The work group would also be required to give periodic updates in UC and participate in open discussions about the work. Eventually the output of the work group would be brought to UC for a vote.

A Partial List of Open Issues

- *Composition/size of University Council.* Do we want to maintain the current balance between admin/faculty/staff/AP faculty/students or alter it? In particular, what is the appropriate balance between voting faculty and voting administrators? And what of the overall size of University Council? In 1990, the “Task Force on University Council, Commissions, and Committees” recommended reducing the size of University Council to allow for “more in-depth discussions” and

“more effective interaction among the members.” At the time, UC had 43 members. It now has 75 voting members and 81 total members.

- *Efficiency.* Most of the work of University Council is first and second readings of resolutions, an average of 27 per year over the last 7 years. Of these, almost half – 12 per year – have been CUSP resolutions for the creation/discontinuation of programs/degrees or changes in existing programs/degrees. (The second most common type of resolution has to do with changes in governance itself. CGPS&P and CFA are usually the second and third most active commissions in terms of resolutions.) Should we create a process by which we could more efficiently handle routine curricular (and other) resolutions in University Council?
- *Inclusion of other campuses/regions in governance.* VTCsOM representatives will soon begin serving in Faculty Senate, University Council, and some of the commissions. How do we bring other campuses/regions into governance?
- *Evaluation of University Academic Curriculum Governance.* Of particular concern is the length of time it takes to develop a new degree.
- *Evaluation of Commissions and committees.* Are all of the commissions and committees necessary? Do their charges and composition reflect the current needs of governance? Should some be eliminated or combined?
- *Governance Internships for Students.* The committee agreed that the rapid turnover of students makes it difficult for them to retain knowledge of how governance works or to maintain continuity of purpose and intent from year to year. One possible way of approaching this issue is to establish a set of ongoing internships or work-study positions that allow graduate students studying governance or politics to oversee and administer student senates and commissions. Due to the time limitations noted above, we have not yet advanced these ideas beyond a preliminary stage.
- *Student Involvement in Decision-making:* Ensuring clear avenues to university governance and decision-making remains a complex problem for undergraduate and graduate/professional students. Students report significant difficulties in navigating the university administrative & shared governance structures, acquiring information about university finances, ongoing endeavors, and recent decisions, and in ensuring the efficacy, inclusivity, and purposeful functioning of student governing bodies. While some are partially addressed through recommendations above, addressing the full spectrum of these issues was outside the charge of this committee. A future task force would be needed to evaluate student involvement in university decision-making and shared governance.

Report of the Working Group on Curricular Approval Processes (9/3/21)

Introduction

As part of the revision to shared governance undertaken by the President's Committee on Governance in the spring of 2019, a working group was formed in December 2020 and charged to evaluate our current curricular approval processes and suggest changes that would reduce approval times while maintaining the overall quality of proposals, as measured by the standards and guidelines of the Office of the University Registrar (OUR).

The working group members are Stephen Biscotte, Rosemary Blieszner, Noel Byrd, Gary Costello, Joe Eska, Kim Filer, James Hawdon, Bob Hicok, Lara Khansa, Robin Panneton, Michel Pleimling, Kim O'Rourke, and Rick Sparks.

After initial conversations that focused on members' perceptions of the nature of our system, both its positive and challenging features, the group proceeded to discuss the elements of course and program proposals (new minor, major, or degree, discontinued minor, major, or degree, etc.) in detail; the appropriate number of times these elements would be reviewed by a committee or administrative office; the committee structure that would best accomplish these reviews; the pros and cons of eliminating multiple discussions about the formatting of proposals and their adherence to OUR guidelines; and the system of communication that would help us inform the appropriate parties about the existence and progress of proposals, especially early in the process of developing program proposals, among other topics. This report presents the working group's findings and recommendations.

In addition to this introduction, the report includes the following sections:

- Current and recommended stages of proposal review and approval
- Rationale for the recommended changes to the stages of proposal review and approval
- Proposal overlap and recommended communication changes
- Additional recommendations
- Full list of recommendations
- Table of recommended stages of proposal review and approval

The recommendations herein to eliminate or revise committees and commissions require changes to the University Council (UC) Constitution and Bylaws, and if accepted, must be part of the resolution that will carry the new UC Constitution and Bylaws through governance in Spring 2022, with implementation in Fall 2022. Consequently, this report focuses on the structural and organizational aspects of our recommendations. Other recommendations could be accomplished administratively and are presented in varying stages of detail, as the overall work is ongoing and could be completed over the summer of 2022 and beyond. Though the working group's recommendations focus on the university-level review, the variability in proposal review by college curriculum committees, among other topics, has been noted by members of the working group and faculty members outside the group on multiple occasions, and is an issue that the working group believes can and should be addressed.

It is also important to note that our recommendations include increased staffing provisions for the administrative offices involved in the development and approval of course and program proposals, as their obligations would increase if the recommendations are approved.

Finally, apologies for the acronym soup you are about to receive. Amen.

Current and recommended stages of proposal review and approval

Current

Courses move from departments to college curriculum committees, then pass through 15-day review and are next reviewed by the Undergraduate Curriculum Committee (UCC), the Pathways General Education Curriculum Review Committee (PGEERC), or the Graduate Curriculum Committee (GCC). Undergraduate and graduate courses also require approval by the Commission on Undergraduate Studies and Policies (CUSP) or the Commission on Graduate and Professional Studies and Policies (CGPSP). Final approval of courses by these commissions is accomplished by acceptance of UCC or GCC reports submitted to the commissions. (See Figure 1)

Figure 1: Current stages of course proposal review and approval

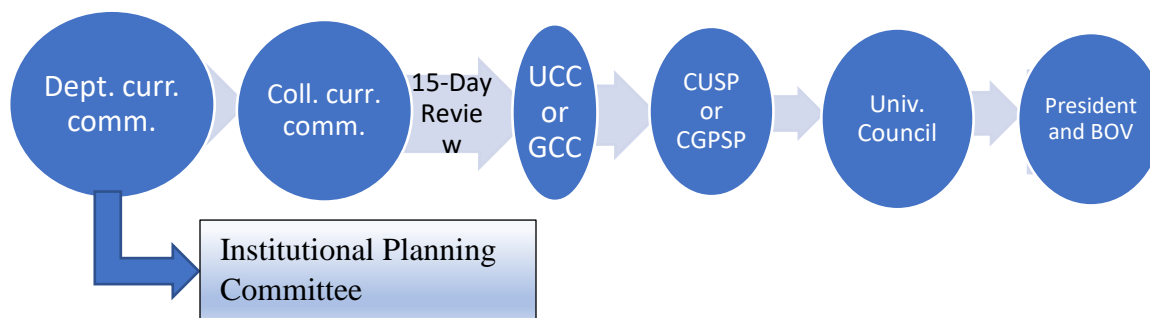


During 15-day review, administrative governance staff in the Office of the University Registrar (OUR) and the Office of General Education (OGE) review course and program proposals for compliance with established guidelines and procedures and coordinate feedback to proposal author(s) with the assistance of the College Curriculum Coordinator. 15-day review is also meant to give faculty and administrators a chance to express concerns about a course or program proposal, particularly regarding possible duplication or overlap between departments and/or colleges. OUR/OGE staff can only suggest, not make, formatting or typographical changes or corrections to proposals. And though 15-day review allows anyone with access to JIRA to comment on proposals, no faculty or administrators are required to do so. If no concerns are raised during 15-day review, the proposal advances to the appropriate university-level curriculum committee.

Program proposals entail far more development and include substantial efforts by topical experts and SCHEV compliance staff. Some proposals are also subject to initial or early review by the Institutional Planning Committee (IPC), which determines if there is institutional support for certain program proposals, such as new degrees or organizational changes and additions, and coordinates aspects of the development of these proposals.

Program proposals follow the same approval path as courses, except at the commission level, program proposals are advanced through a resolution that requires (2) commission readings and (2) readings by the University Council before advancing to the president and finally, in most cases, the Board of Visitors. (See Figure 2)

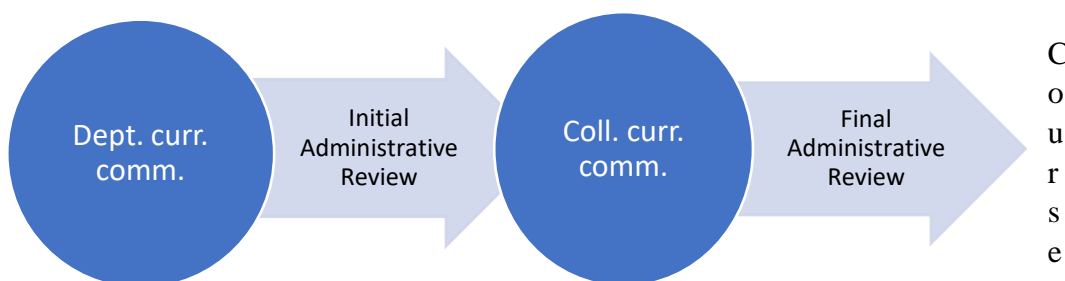
Figure 2: Current stages of program proposal review and approval



Recommended

For courses, the working group recommends that proposals move from departments to an Initial Administrative Review by OUR/OGE¹ staff (this would replace 15-day review). After Initial Administrative Review, proposals would move on to college curriculum committees. Once college curriculum committees have completed their work, proposals would return to OUR/OGE staff for Final Administrative Review. This would be the end of the line for course proposals. (See Figure 3)

Figure 3: Recommended stages of course proposal review and approval



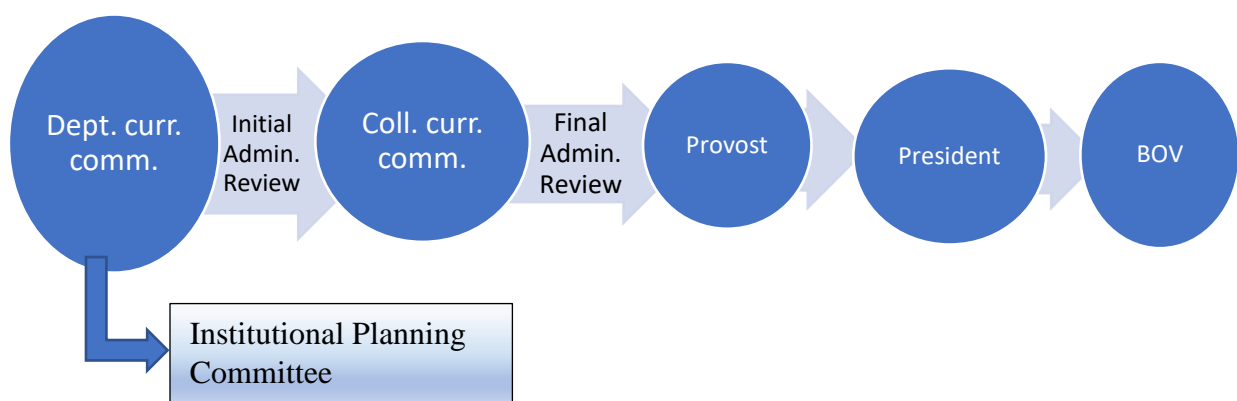
The group also recommends that OUR/OGE staff have the authority *to correct* formatting and typographical errors and omissions. As is the case now, they would still only have the authority *to*

¹ The University Curriculum Committee for General Education (UCCGE) would be consulted at the admin. review phase in the event that broader disciplinary and outcome expertise is needed by OGE. A similar advisory role for CUSP and CGPSP will be considered by the working group.

suggest editorial changes based on the language conventions and requirements contained in OUR's course and program approval guidelines. They would then be able to make simple changes and corrections and suggest editorial changes during Initial Administrative Review, which would allow college curriculum committees to focus on the substance of proposals. The administrative reviews would be similar to 15-day review in purpose, though not necessarily duration, including the nature of faculty involvement in the process, both as proposal authors and faculty concerned about potential duplication or overlap of courses or programs. Faculty would also be involved in the Final Administrative Review, as they are now in the phase between review by the university-level committees and completion of work on the proposals by OUR/OGE staff.

Program proposals would be developed as they are now and approved through the same stages as course proposals, but then require the provost's, president's, and BOV's approval, depending on the type of proposal. For example, a new degree requires BOV approval but a degree modification does not. (See Figure 4)

Figure 4: Recommended stages of program proposal review and approval



Rationale for the recommended changes to the stages of proposal review and approval

The working group believes that there are insufficient differences in nature and outcome between the proposal reviews carried out by college curriculum committees and those conducted by the UCC, GCC, or PGEERC to warrant the substantial time devoted to these university-level committees.

This conclusion is based on the experiences of faculty on the working group who have served on university-level committees; statements by other faculty members, department heads and chairs, and administrators; the observations of OUR/OGE staff who have worked in support of these committees for years; a review of four years of UCC and GCC reports; and averages for the amount of time devoted to the proposals reviewed by the GCC² between 2019-2021 (see Table 1 below). While an exhaustive review of the historic content of changes requested by UCC/GCC/PGEERC

² Though the nature of the changes requested during these two years may be anomalous, they appear to be in line with the four years of UCC and GCC reports we reviewed (but did not

and the time devoted to this work was beyond the capacity of the working group, we thought it important to evaluate the anecdotal statements of faculty and administrators against some of the data we had available to us.

Table 1: A breakdown of the time devoted to proposals reviewed by the GCC between 2019-2021

Year	Time between proposal date and end of 15-day review (stage 1)	Time between end of 15-day review and GCC review (stage 2)	Time between GCC review and “resolved” date (stage 3)	Overall time for proposal approval
2019-2020 all proposals	106 days (36% of total)	121 days (42%)	64 days (22%)	291 days
2019-2020 courses only	106 days (39%)	122 days (44%)	47 days (17%)	275 days
2020-2021 all proposals	112 days (43%)	96 days (37%)	50 days (20%)	258 days
2020-2021 courses only	107 days (45%)	96 days (40%)	35 days (15%)	238 days

Between 2019 and 2021, the GCC evaluated 253 proposals, the majority of them (85%) courses. In 2019-2020, the GCC required “minor” (GCC designation) or no changes to 93% of the proposals it reviewed; in 2020-2021, 94% of the proposals required “minor” or no changes. The distinction between “minor” and “major” revision is a convention of GCC. While there is no written standard for the distinction between “minor” and “major,” the difference seems to be the extent of changes required, not the type. (The convention in UCC is to “approve with no modifications” or “approve with modifications.”)

Based on our review of the actual content of the changes, we agree with the GCC that the majority of changes required by the committee between 2019-2021 were minor in nature. That is not to say that the changes did not improve the proposals. Whether math errors in the tabulation of topic syllabi, grammatical errors, misalignment of learning objectives and justifications, or improperly phrased catalog descriptions, among other matters, GCC members frequently found what they considered mistakes or editorial choices that warranted change, either because they were inherently wrong (grammatical errors, etc.) or were thought not to comply with OUR guidelines. However, in the four years of UCC and GCC reports reviewed by the working group, the requested changes were rarely substantive and often strayed into areas that the committees, by their charge, are asked to stay away from, including “grammar errors, typos, and/or word choice,” in order to fulfil the expectation that committee members “review the course and program proposals to the established guidelines and procedures” and “not to help create an “excellent” or “better worded” proposal” (from “Responsibilities of the Governance Committees and Governance Support Staff”).

compile statistics for), and OUR staff have confirmed that they are consistent with historical trends, both in nature and the amount of time devoted to the work.

The working group concluded that faculty on department and college curriculum committees, along with OUR, OGE, and SCHEV compliance staff, consistently produce curricular proposals that are rarely altered in a substantive way by university-level review. Though appreciative of the efforts of faculty who engage in this work, the group believes that the amount of time devoted to review at this level is not warranted, based on the extent and nature of its impact on proposals, and consequently, we would eliminate this level of review. Turning again to the table above, doing so would save all of the time devoted to stage 2 and all or most of the time devoted to stage 3. Because department faculty are in the best position to evaluate the curricular needs of their programs and disciplines, it is our belief that if a department and college support a proposal, and the college and administrative staff believe that the proposal adheres to university guidelines, then no further committee review or approval should be required.

We also believe that the resolution process, which can add months to the approval times of program proposals, does not have sufficient impact on the substance of proposals to warrant the time devoted to it. While the commission discussions can improve the quality of proposals, there is little evidence that they often do, or that the resolution process itself adds substantial value to the proposals. The four constituent groups, most notably Faculty Senate, almost always waive their right to comment on curricular resolutions, and University Council rarely discusses these resolutions. In general, there is little evidence that we are catching mistakes or problems by taking curricular proposals through shared governance in the form of resolutions.

Finally, though improvements could be made in the functioning of the university-level committees and the resolution process, the group believes that we cannot stop faculty from straying into “minor” matters, that the university-level work largely repeats the college-level work, that elimination of a stage in the approval process will be more productive than making improvements to it, and that resources should be devoted to improving the stages of this process that cannot be eliminated, such as review by the college curriculum committees.

Proposal overlap and recommended communication changes

Potential overlap between courses and programs was another concern the working group tried to address. Our system relies heavily on 15-day review to surface “turf” issues that arise from curricular proposals. Additionally, both college- and university-level committees are asked to look for course or program content that may “duplicate” or “affect” their department, school, or college, and OUR/OGE staff participate in this kind of screening as well. In large measure, our current system does a good job of surfacing these conflicts before proposals reach the university-level. As evidence of that, in the four years of GCC reports from 2017-2021, no instances were found where the committee identified “potential overlap and/or concern related to other university courses.”

In the rare instances when a “turf” problem with a proposal is discerned at the university-level, inadequate communication about the existence and progress of the proposal is often the source, and not the quality of the work done at earlier stages in its development. It is worth looking at one example in some detail:

A college proposed to change its name by adding an additional descriptor. This change was supported by the initiating college, went through 15-day review, was reviewed and

approved by the university committees, and then went on to CUSP & CGSP. There were no comments during 15-day review or any of the other stages prior to the commissions. However, when it came up for discussion at CUSP/CGSP, another college sent representatives to strongly oppose the additional descriptor. The motion was tabled in order for the deans of the colleges to meet and discuss the proposed change. A second college then joined this discussion as they too objected to the additional word in the college's proposed name change. Eventually, this motion was passed by CUSP/CGSP, went on to UC, then to BOV for final approval.

Faculty and administrators who should have been aware of this proposal early on, either did not receive or did not respond to communication about it, and only became aware of or weighed in on the proposal late in the process. While 15-day review is meant to identify these issues, 15-day review is passive in that it offers information about proposals but does not require an acknowledgement that the information has been received or acted on. In this case, due to the discussion in CUSP, the issue was discovered, but the ability of a committee or commission to discover these issues is fairly dependent on the level of curricular awareness and expertise that faculty bring to the review of any one proposal, which can vary substantially by subject matter and from year to year, depending on the makeup of the committee or commission.³

Rather than depend on university-level review and passive communication to catch these issues, changing the extent and nature of communication about proposals should help reveal these potential conflicts early on. In addition to the general notifications that will be provided through CourseLeaf, the new content management software that will soon replace JIRA, the working group believes that the approval process would benefit from an array of targeted notifications to curriculum committee chairs, department heads, and associate deans, including at least one notification that would ask academic associate deans to identify conflicts and give a “go/no go” response before the proposal could advance out of CourseLeaf.

The group also suggests adding a small “tracking” committee in the Faculty Senate charged to keep senators and senate leadership informed of the progress of program proposals through the approval process. This committee would not be part of the approval process itself and would not track course proposals. Its sole purpose would be to act as another source of communication about the existence of program proposals, with the aim of ensuring that faculty members in the appropriate departments are aware of and engaged in their development. A member of this committee would also be a member of the IPC.

Additional recommendations

- The creation of a common set of “best practices” guidelines for college curriculum committees

³ In the rare instances when disagreements arise that cannot be resolved between departments, colleges, and administrative personnel, in the system proposed here, the working group recommends that CUSP and CGPS&P resolve them.

- Training for faculty members of college curriculum committees
- Periodic audits of the quality of proposals (through CUSP and CGPS&P)
- Review of proposal contents (justification, learning objectives, etc.) to determine if they still serve the needs of students and faculty
- Depending on the degree of customization CourseLeaf allows, we also believe the quality and consistency of proposals would be increased by creating menu options that embed language conventions and formatting requirements within the software. These conventions, requirements, and menus would vary between undergraduate and graduate courses and would help faculty more consistently meet the expectations for the various portions of proposals, such as justification and learning objectives, by providing consistent language or immediate examples of proper language and/or format

In general, the group recommends devoting resources to improving the work of department and college curriculum committees, rather than maintaining university-level review that substantially increases the length of approval times.

Full list of recommendations

- eliminate the UCC, GCC, and PGECRC
- maintain the UCCGE (largely to fulfill advising, assessment, and proposal review as needed)
- remove CUSP, CGPS&P, and the University Council from the standard approval sequence
- use CUSP and CGPS&P to resolve proposal conflicts that cannot be resolved at the department or college level
- add a member of the Faculty Senate to the IPC and create a small program proposal tracking committee in the Faculty Senate
- create a more robust system of communication for proposals
- give OUR/OGE staff the authority to correct typographical, formatting, and grammar errors in proposals
- add staff to OUR/OGE to handle the increased workload
- create a set of university “best practices” guidelines for college curriculum committees to follow
- periodically evaluate the quality of proposals
- review proposal requirements

Table of recommended stages of proposal review and approval

Course proposals

Stage	Communication	CourseLeaf holds
1) Department		
2) OUR/OGE (for review and formatting)	1) General CourseLeaf notice 2) Position- and action-specific notices, including a “Go/no go” notice to all academic assoc. deans	If a conflict is identified, proposal cannot advance out of CourseLeaf w/o resolution. If parties to conflict cannot resolve it, CUSP or CGPS&P will.
3) College		
4) OUR/OGE (for final review and editing)	Same as stage #2	Same as stage #2

Program proposals⁴

Stages	Communication	Approvals
1) IPC review (not all proposals require IPC evaluation)	1) OUR informs relevant dept./school heads, assoc. deans, and curriculum comm. chairs of upcoming proposals 2) The FS member of the IPC will announce upcoming proposals in FS	
2) Department		
3) OUR/OGE (for review and formatting)	1) General CourseLeaf notice 2) Position- and action-specific notices, including a “Go/no go” notice to all academic assoc. deans	If a conflict is identified, proposal cannot advance out of CourseLeaf w/o resolution. If parties to conflict cannot resolve it, CUSP or CGPS&P will.
4) College		
5) OUR/OGE (for final review and formatting)	Same as stage #2	Same as stage #2
6) Provost’s approval		
7) President’s approval (if req’d)		

⁴ This table does not account for the manner in which proposals are developed, only the stages of academic governance approval. As noted earlier, program proposals require extensive work by many parties well before they enter academic governance.

8) BOV approval (if req'd)		
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RESOLUTION TO REVISE THE FACULTY SENATE CONSTITUTION AND BYLAWS

WHEREAS, the outline of a substantial revision to the Virginia Tech system of shared governance was approved by the Board of Visitors in 2020-2021; and

WHEREAS, the detailed changes to the University Council Constitution and Bylaws necessitated by that outline have been completed by the President's Committee on Governance and are currently moving through shared governance; and

WHEREAS, the changes to the University Council Constitution and Bylaws require extensive changes to the Faculty Senate Constitution and Bylaws; and

WHEREAS, additional changes were made to the Faculty Senate Constitution and Bylaws at this time to improve the operation of the Faculty Senate and clarify its nature and procedures; and

WHEREAS, though the rules of the Faculty Senate and the University Council do not require approval by the Board of Visitors when the Faculty Senate Constitution and Bylaws are changed, the President's Committee on Governance determined that the extent of the revision to shared governance warranted such approval;

NOW, THEREFORE, BE IT RESOLVED, that the Faculty Senate Constitution be updated as described below; and

BE IT FURTHER RESOLVED, that all portions of the Faculty Handbook and other relevant Virginia Tech documents be revised accordingly.

Recommendation

That the above Resolution to Revise the Faculty Senate Constitution and Bylaws be approved.

June 6, 2022

Faculty Senate Constitution and Bylaws

Established Sep. 1, 1969

(Last updated June 2022)

Published by the Faculty Senate of Virginia Tech

Faculty Senate Constitution

Article I. Name

This representative body shall be known as the Faculty Senate of Virginia Polytechnic Institute and State University, hereafter referred to as the Faculty Senate or the Senate.

Article II. Purpose

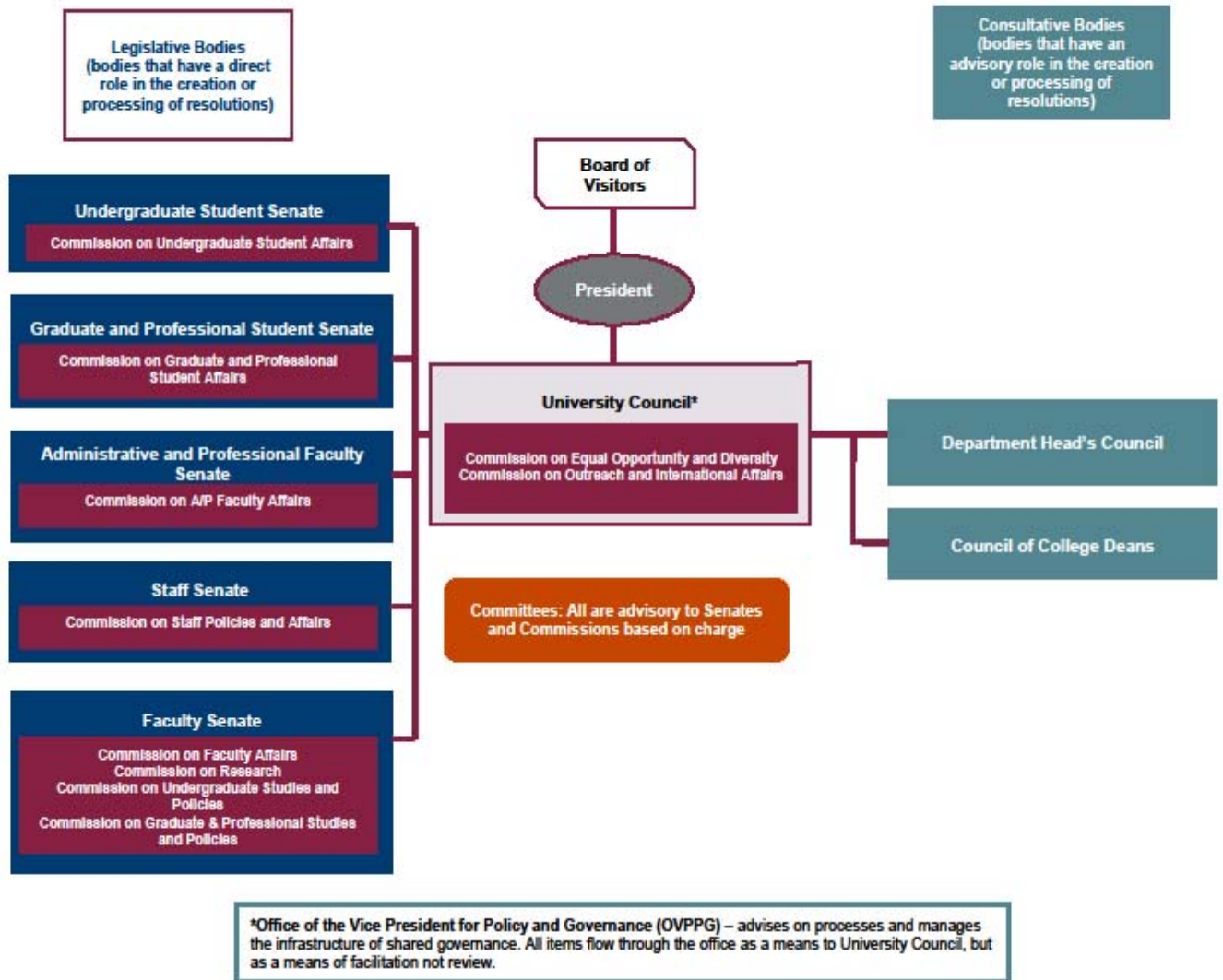
The purpose of the Faculty Senate is to represent the interests of faculty within Virginia Tech's system of shared governance (see below) and to work with the administration, A/P faculty, staff, and students to advance the shared goals of the university, including the creation and protection of a university environment conducive to the richest growth of scholarship, learning, teaching, research, service, and respect for human dignity and rights.

The Faculty Senate is part of the legislative system defined in the University Council Constitution. This system constitutes the main bodies for policy formation at Virginia Tech and also includes the University Council; the University Council Cabinet; the A/P Faculty Senate, the Staff Senate, the Undergraduate Student Senate, and the Graduate and Professional Student Senate; the university and senate commissions; and the standing committees of the University Council. The senate commissions formulate and recommend policies to the senates, which in turn recommend policies to the University Council; the university commissions formulate and recommend policies directly to the University Council. The University Council makes policy recommendations to the president of the university. Final authority rests with the president and the Board of Visitors. Because these bodies constitute a legislative system, their functions, relationships, and the processes they hold in common will be defined in the University Council Constitution and Bylaws. All aspects of the Faculty Senate not defined in those documents will be defined in the Faculty Senate Constitution and Bylaws.

In order for this system to function as intended, the roles and authority of its different components as presented in this document must be maintained, and participants in shared governance are expected to adhere to these statements of purpose, function, or charge. Senate and commission charges identify the areas of legislative authority and responsibility for the relevant body. These charges are not exhaustive: when questions arise regarding the relevance of the topic of a resolution to a commission or senate charge, they will be addressed to the University Council Parliamentarian, and if necessary, the University Council Cabinet. Per Article III Section 3 of the University Council Bylaws, the University Council Cabinet will review all resolutions for agreement with the commission charge. Determination of the authority of a commission to advance a resolution rests with the University Council Cabinet and the University Council.

Faculty Senate policy recommendations are advanced in the form of resolutions as prescribed in Article III of the University Council Bylaws and Article XI of the Faculty Senate Bylaws.

Governance Structure



Article III. Functions

In accordance with Article VII of the University Council Constitution, the functions of the Faculty Senate are as follows:

“The Faculty Senate shall be representative of the faculty as prescribed in chapter one of *The Faculty Handbook* and have the authority and responsibility to act on their behalf through legislative recommendations concerning academic policies and regulations, educational standards, curricula, methods of instruction, faculty status, matters of equity and diversity that affect the faculty environment, and the working conditions of faculty, among other topics.”

The Faculty Senate also has the right to consider any matter of general interest to its members and to seek wider discourse on these topics within our system of shared governance. However, concerns that fall outside the purview of the Faculty Senate or of its commissions as delineated in the University Council Constitution may not be advanced as resolutions.

More specifically, the functions of the Faculty Senate are to:

- Provide leadership in the formulation of academic and educational policies.
- Develop policy recommendations both within the Senate and through its assigned commissions that advance the interests of faculty and the missions of the university.
- Express the views and preferences of faculty regarding university affairs and policy recommendations that impact faculty no matter their point of origin within our system of shared governance.
- Apply the disciplinary knowledge and perspective of faculty members to the issues and aims of shared governance.
- Coordinate the efforts of and partner with the college faculty associations.
- Advise and respond to the university commissions, the University Council, the administration, and the Board of Visitors on university affairs.
- Actively communicate with the other participants in shared governance through formal and informal channels in a timely manner.
- Accept and share responsibility with the administration, staff, and students in all efforts to improve the stature and usefulness of the university.
- Elect, appoint, or recommend members to the University Council, senate and university commissions, and university standing committees.
- Provide referral for individual concerns and issues to appropriate organizations or personnel.
- Evaluate the nature and procedures of the Faculty Senate in an ongoing manner in order to improve the senate’s ability to fulfill its purpose and carry out its functions.

Senators, though uninstructed representatives of their constituents, have the responsibility to seek the opinions of their electorate. Having done so, they shall make decisions and vote on matters brought before the Faculty Senate according to their own reasoned judgment.

Article IV. Membership

Section 1. Composition

The Faculty Senate consists of 100 elected faculty members as determined and apportioned by the processes outlined in Article II of the Faculty Senate Bylaws. Except as noted in the bylaws, the majority of senators are elected by and represent the interests of their unit (e.g., department or school).

Section 2. Eligibility

Faculty members who hold full-time and continuing departmental appointments in the following tracks are eligible for election to the Faculty Senate: tenured and tenure-track, collegiate, clinical, professor of practice, and instructor (the college faculty); continued appointment and continued-appointment track (University Libraries and extension faculty); research professor, research associate, and research scientist (the research faculty); and tenured track, tenure-track, tenured-to-title track, tenure-to-title track, secondary, adjunct, clinical preceptor, and instructor (the VTCSOM faculty). Qualified faculty members who currently hold primary appointments in administrative positions at the college or university level or within the University Libraries and faculty members studying for a degree at the university are ineligible for election to the Faculty Senate or to vote in Faculty Senate elections.

Because of their instructional, research, and service expectations, University Libraries faculty who hold a continued appointment or are on the continued appointment-track, though classified as A/P faculty, are eligible to be members of the Faculty Senate. All other A/P faculty with instructional or research responsibilities, such as Extension agents, project associates, or instructors in the University Libraries, are eligible to serve in the A/P Faculty Senate.

Interpretations of these eligibility requirements are provided in the Faculty Senate Bylaws.

Section 3. Principles of Representation

Insofar as possible, each senator shall represent an equal number of faculty members eligible for Faculty Senate membership. The faculty of each department and college shall be represented by at least one senator. Additional representation is prescribed in the bylaws. The Faculty Senate Cabinet, upon recommendation of the operations officer, shall adjust annually the number of faculty senators as prescribed in the Faculty Senate Bylaws.

Section 4. Nominations and Elections

Eligibility to vote in the election of senators is limited to those eligible for membership under Article IV, Section 2 (see above). Nominations and elections are made as prescribed in the bylaws, including the timing of elections.

Section 5. Term of Membership and Vacancies

Senators are elected for a term of three years, or until their successor is elected, and are eligible for re-election as prescribed in Article II, Section 5 of the bylaws. Senators serve until their successors take office. Vacancies in unexpired terms are filled as prescribed in the bylaws.

Section 6. Elected Alternates

The Faculty Senate permits a department, college, the University Libraries, and the Virginia Tech Carilion School of Medicine to elect alternates who may attend Faculty Senate meetings and vote in the absence of a senator.

Article V. Officers

Section 1. Officer Titles and Duties

The Faculty Senate shall have a president, vice president, and operations officer elected by members of the Faculty Senate from elected senators. The previous president serves as the immediate past president. The president may appoint a parliamentarian from elected senators.

a. President

The duties of the president include representing the faculty as the main point of contact and advocacy to external entities including the Board of Visitors and the administration, presiding at all meetings of the Faculty Senate and cabinet, and performing duties prescribed in the constitution and bylaws. Due to the demands of the office, the president is ineligible for membership on commissions or university standing committees, unless policy designates *ex-officio* appointment, as is the case with the Commencement Committee.

b. Vice President

The duties of the vice president include assisting and supporting the president and acting in their absence, monitoring the activities of the Faculty Senate commissions and the external standing committees, and performing other duties as prescribed in the bylaws. Though not required, the vice president typically chairs the Commission on Faculty Affairs.

c. Operations Officer

The duties of the operations officer include organizing all Senate operations, monitoring internal standing committees and work groups, organizing the election of faculty members to the Senate, and performing other duties as prescribed in the bylaws.

d. Immediate Past President

The duties of the immediate past president include advising the president; organizing the election of the Faculty Senate officers and other senate elections; and performing other duties as prescribed in the bylaws.

e. Parliamentary (optional)

The duties of the parliamentarian include advising the Faculty Senate on the application of the rules of order.

Section 2. Nomination and Election of Officers

The Faculty Senate cabinet shall nominate a slate of officers and nominees for other senate elections. Additional nominations may be made from the floor of the Senate. The time and manner of election of officers are prescribed in the bylaws.

Section 3. Term of Office and Vacancies

Officers are elected for a term of one year or until their successor is elected and are eligible for re-election as prescribed in the bylaws. The beginning and ending dates of the terms of office are prescribed in the bylaws. Vacancies in unexpired terms are filled in the same manner as are full terms.

Article VI. The Faculty Senate Cabinet

Section 1. Membership and Functions

The members of the Faculty Senate Cabinet are the officers of the Faculty Senate and one senator from each college, the University Libraries, and the Virginia Tech Carilion School of Medicine. An officer may serve as their college's representative on the cabinet, provided that they are elected in that capacity by senators from their college. Given the variability of faculty experience in shared governance, the president of the Faculty Senate may also appoint up to two non-voting advisors to the cabinet.

The functions of the cabinet are to serve as the executive committee of the Faculty Senate, to which it is responsible and to which it reports regularly on the disposition of matters submitted to it; to act on behalf of the Faculty Senate between Senate meetings; and to discharge duties in accordance with the Faculty Senate Constitution and Bylaws.

Section 2. Nomination and Election of Cabinet Members

Cabinet members who are not Senate officers are elected by caucus of the senators of their respective colleges. The time and manner of election of officers are prescribed in the bylaws.

Section 3. Term of Office and Vacancies

Cabinet members are elected for a term of one year, or until their successor is elected, and are eligible for re-election as prescribed in the bylaws. Vacancies in unexpired terms are filled in the same manner as full terms.

Article VII. The Commissions of the Faculty Senate

All policy recommendations of the Faculty Senate must first be advanced and approved by one of its commissions before they are voted on by the Senate. The commissions of the Faculty Senate are the Commission on Faculty Affairs (CFA), the Commission on Graduate and Professional Studies and Policies (CGPSP), the Commission on Research (COR), and the Commission on Undergraduate Studies and Policies (CUSP).

Though senate commissions are part of senates, their charges and membership are maintained within the University Council Constitution and cannot be altered directly by the senates. Charges of senate commissions are defined in Article VIII of the University Council Constitution and repeated here for convenience.

The chairs of the Faculty Senate Commissions will be senators elected or appointed as prescribed in the bylaws.

Commission on Faculty Affairs (CFA)

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures affecting faculty working conditions and the professional standing of all faculty who qualify for membership in the Faculty Senate. Areas for consideration include commencement; academic freedom and faculty morale; procedures for appointing, evaluating, disciplining, and recognizing faculty, including department heads and chairs; tenure and/or promotion, benefits, academic and personal leave, and extra-university professional activity; and matters of equity and diversity that affect faculty.

Commission on Graduate and Professional Studies and Policies (CGPSP)

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures concerning graduate and professional academic matters. Areas for consideration include admissions, academic progress, degree requirements, commencement; registration and scheduling; graduate curricular standards and expectations, advising, and instruction, both of and by graduate students; research involving graduate students; financial assistance including assistantships, scholarships, and fellowships; and library resources.

Commission on Research (COR)

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures concerning research and research faculty. Areas for consideration include sponsored programs, core programs and interdisciplinary research; intellectual property; animal care

and human subjects; indirect costs and returned overhead; research facilities, centers and institutes, and library resources; and liaison with affiliated corporations and institutes.

Commission on Undergraduate Studies and Policies (CUSP)

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures concerning undergraduate academic matters. Areas for consideration include library resources, admissions, academic progress, degree requirements, Honor Systems and study environment; In-Honors programs, undergraduate curricular standards and expectations, advising, and instruction; student honors and awards; financial aid, scheduling, and registration.

Article VIII. Faculty Senate External and Internal Standing Committees and Work Groups

Section 1. Description

Standing committees and work groups are established to carry out the functions and operation of the Faculty Senate. The actions of all standing committees are subject to review by the Faculty Senate.

There are two types of Faculty Senate standing committees: external and internal. External Faculty Senate standing committees serve the needs of the faculty as a whole, report to the vice president of the Senate, are prescribed in *The Faculty Handbook*, and are summarized in the Faculty Senate Constitution (see below). Internal Faculty Senate standing committees serve the internal operations of the Faculty Senate, report to the operations officer, and are prescribed in Article XIII of the Faculty Senate Bylaws.

Faculty Senate standing committees and work groups may be established or revised upon recommendation of the Faculty Senate president, the cabinet, or a senator, and approval by the Faculty Senate. In addition to Senate approval, the establishment or revision of external Faculty Senate standing committees requires approval through the resolution process.

The **Committee on Faculty Ethics** receives and considers charges of violations of faculty ethics that involve the abuse of professional responsibilities as outlined in the principles of ethical behavior prescribed in *The Faculty Handbook*. It is the venue for the examination of possible violations of the standards for research, teaching, and appropriate behavior with colleagues and students that do not cross legal thresholds, such as behavior that is offensive but does not meet the standard for discrimination/harassment. The committee has an investigatory and reporting role.

The **Committee on Reconciliation** offers advice and counsel to faculty members who seek it, particularly in relation to disputes with immediate supervisors or university administrators. The committee has a designated role within the grievance process to assist in resolving disputes that are eligible for consideration as a grievance if so requested by the

faculty member, and can help facilitate conversations between faculty members and their supervisors with the goal of reaching mutually agreeable solutions. Faculty members may also consult the committee regarding serious disagreements with immediate supervisors or other university administrators over issues that are not eligible for consideration within the grievance process. In contrast to the Faculty Review Committee, the Committee on Reconciliation operates informally as a facilitator, similar to the University Ombuds Office. It meets with the respective parties to determine if there is common ground for resolution of the matter, facilitating a solution that is agreeable to the principal parties and consistent with university policy and practice.

The **Faculty Review Committee** oversees the movement of grievances through the grievance process as prescribed in *The Faculty Handbook*, provides faculty review of faculty grievances that are not resolved at the college level, and considers appeals in the promotion and tenure or continued appointment process when the provost does not concur with a positive recommendation from the University Committee on Promotion and Tenure or the University Committee on Promotion and Continued Appointment. The committee has an investigatory and reporting role.

Section 2. Membership, Terms of Membership, and Appointments

Memberships and terms of membership for external standing committees are prescribed in the *Faculty Handbook*. Membership and terms of membership for internal standing committees are prescribed in the Faculty Senate Bylaws.

The president of the Faculty Senate, with the advice of the cabinet, appoints members to and selects the chair of all external Faculty Senate standing committees. Members of internal standing committees are selected in the same manner, but chairs of internal standing committees are elected by the committee members subject to the concurrence of the president.

Article IX. Faculty Senate Representation on the University Council Cabinet, University Council, Senate and University Commissions, University Standing and Ad Hoc Committees, and the Faculty Senate of Virginia

Section 1. Principles of Representation

Recognizing the importance of democratic processes, representation of the Faculty Senate within the various bodies of shared governance shall be determined by election, except for *ex officio* appointments or appointments made at the prerogative of the president or cabinet. Faculty Senate representatives shall keep in mind that the prime function of such bodies is policy making and that the implementation of policies and programs is properly the responsibility of administrators. In all cases, Faculty Senate members or Faculty Senate representatives who serve on shared governance bodies are expected to represent the position of the Faculty Senate in the formulation of policy; to inform the Faculty Senate

of pertinent matters to be considered and of actions taken; and to bring matters of Faculty Senate concern before the body.

Section 2. Faculty Senate Representation on the University Council Cabinet

The president of the Faculty Senate shall serve as an *ex officio* member and co-chair of the University Council Cabinet. The president of the Faculty Senate, with the advice of the Faculty Senate Cabinet and the confirmation of the Faculty Senate, shall appoint two additional Faculty Senate members to the University Council Cabinet. While preference shall be given to the vice president and the immediate past president, experience in shared governance should be a significant factor in the selection. Term of membership (one-year) is prescribed in Article VI, Section 4 of the University Council Constitution. Eligibility for reappointment is prescribed in Article II, Section 5 of the Faculty Senate Bylaws.

Section 3. Faculty Representation on the University Council

Faculty Senate representation on the University Council shall include the president, vice president, and immediate past president, who serve as *ex officio* members, and one senator from each college, who are elected by the Senate. Term of membership (three-years) and the procedure to fill vacancies in unexpired terms are prescribed in Article IV, Section 3 of the University Council Constitution. Eligibility for reelection is prescribed in Article II, Section 5 of the Faculty Senate Bylaws. If the office of immediate past president is vacant, the operations officer will serve in their stead.

Section 4. Faculty Senate Representation on Senate and University Commissions

The Faculty Senate holds membership on Faculty Senate and university commissions as prescribed in Article VII of the University Council Bylaws. The Faculty Senate Commissions are also listed in Article VII of the Faculty Senate Constitution. The commissions of the other senates are the Commission on Administrative and Professional Faculty Affairs (CAPFA), the Commission on Graduate and Professional and Student Affairs (CGPSA), the Commission on Staff Policies and Affairs (CSPA), and the Commission on Undergraduate Student Affairs (CUSA). The university commissions are the Commission on Equal Opportunity and Diversity (CEOD) and the Commission on Outreach and International Affairs (COIA). Term of membership and the procedure to fill vacancies in unexpired terms are prescribed in Article VIII, Section 5 of the University Council Constitution. Eligibility for reelection is prescribed in Article II, Section 5 of the Faculty Senate Bylaws.

Section 5. Faculty Representation on University Standing and Ad Hoc Committees

The Faculty Senate representatives on university standing and *ad hoc* committees are nominated by the Faculty Senate and appointed by the president of the university. Nominations are requested on behalf of the president by the Office of the Vice President for Policy and Governance. Term of membership on university standing committees (three-years) and the procedure to fill vacancies in unexpired terms are prescribed in Article IX,

Section 3 of the University Council Constitution. Eligibility for reappointment is prescribed in Article II, Section 5 of the Faculty Senate Bylaws.

Section 6. Faculty Representation on the Faculty Senate of Virginia

The Virginia Tech Faculty Senate holds membership on the Faculty Senate of Virginia. The terms, functions, and duties of this representation are prescribed in the bylaws.

Article X. Meetings and Procedures

Section 1. Regular Plenary Meetings of the Faculty Senate

The Senate shall hold at least five regular plenary meetings each fall and spring semester and other meetings as prescribed in the bylaws.

Section 2. Special Plenary Meetings of the Faculty Senate

Special plenary meetings of the Faculty Senate may be called by the presiding officers at any time, including June, July, and August, upon recommendation of the cabinet. Requests for special meetings may be made as prescribed in the bylaws.

Section 3. Open Forum Meetings of the Faculty Senate

Open forum meetings may be called to provide an opportunity for all segments of the university to express their views on an issue of general concern. Such meetings are called as prescribed in the bylaws.

Section 4. Cabinet Meetings

Regular meetings of the cabinet shall be held at least once each month from September through May. Special meetings of the cabinet may be called at any time by the presiding officer.

Section 5. General Faculty Meetings

The Faculty Senate may call a meeting of the general faculty.

Section 6. Standing Committee Meetings

Each standing committee meets as frequently as required to fulfill its responsibilities. The presiding officer prepares the agenda and distributes it to all members prior to each meeting.

Section 7. Quorum

Fifty percent plus one of the total membership, excluding non-voting members and vacant positions, shall constitute a quorum for all meetings of the Faculty Senate, cabinet, or

standing committees, except open forum meetings where no quorum is required. In the absence of a quorum, a meeting can be held but no votes taken or decisions reached, except votes on motions to obtain a quorum or to adjourn the meeting.

Section 8. Faculty Attendance

Faculty members eligible for election to the Faculty Senate may attend but not vote in regular and special plenary meetings of the Faculty Senate.

Section 9. Guests

Any Virginia Tech faculty member, employee, or student may attend plenary and open forum meetings of the Faculty Senate as a guest, with the understanding that guests:

- May participate in discussions if and when recognized by the chair but cannot vote or make motions for consideration.
- Will treat participants in shared governance with respect and in accordance with the expectations for decorum outlined in *Robert's Rules of Order*.
- May be removed from a meeting by the request of any member and a majority vote of the members in attendance.
- May not displace a regular member of the body when seating/space is limited.

Members of the public who wish to attend Faculty Senate meetings should contact the president of the Faculty Senate.

Section 10. Parliamentary Procedure

The parliamentary rules used by the University Council, subject to special rules as may be adopted by the Faculty Senate, shall govern the procedures of the Faculty Senate, cabinet, commissions, and standing committees.

Section 11. Voting on Senate Commission Resolutions and Other Matters

All resolutions advanced to the Senate by the Faculty Senate commissions must have first and second readings and be voted on by the Senate, either by means of a consent agenda or by actual vote. Senate votes will be carried out via the same software used by the University Council. In accordance with Article XI, Section 5 of the University Council Constitution, Senate votes on resolutions are by recorded ballot. The nature of voting on all other matters shall be determined by the Faculty Senate as a whole.

Article XI. Amendments to the Constitution and/or Bylaws

Section 1. Development

Amendments to the constitution and/or bylaws may be developed by whatever means the Senate deems appropriate. Amendments to the constitution require a Commission on Faculty Affairs resolution; amendments to the bylaws do not.

One-fifth of faculty eligible for election to the Faculty Senate may petition the president of the university to convene a meeting of faculty eligible for election to the Faculty Senate to make changes to the Faculty Senate Constitution.

Section 2: Approval of Amendments to the Constitution

Amendments to the constitution become effective upon the following sequence of actions:

- a. An affirmative majority vote by the CFA.
- b. An affirmative vote of two-thirds (2/3) of the senators present and voting, provided that a quorum has been reached.
- c. An affirmative vote in the University Council of the majority of members present and voting, provided that a quorum has been reached.
- d. Approval by the president of the university.

Section 3. Approval of Amendments to the Bylaws

Amendments to the bylaws become effective upon an affirmative vote of the majority of the senators present and voting, provided that a quorum has been reached, and requires no further approval.

Section 4. Notice of Proposal

Notice of proposal to amend the constitution and/or bylaws shall be given in the Faculty Senate agenda and considered at no fewer than two meetings of the Faculty Senate prior to voting. A vote may be taken on an amendment at the second meeting. The proposed amendment shall be distributed with the agenda.

Faculty Senate Bylaws

Article I. Duties

Section 1. Faculty Senators

Senators are expected to:

- a. Attend plenary Senate meetings and other meetings required due to Senate-related service commitments.
- b. Familiarize themselves with Senate procedures.
- c. Develop an understanding of the issues considered by the Senate.
- d. Vote on the resolutions advanced by the commissions of the Senate.
- e. Report regularly to their constituents on Senate proceedings and represent the interests of their constituents in Senate discussions.
- f. Treat other senators and participants in shared governance with respect and in accordance with the expectations for decorum outlined in *Robert's Rules of Order*.
- g. Serve on at least one of the councils, commissions, and committees that comprise shared governance, either at the Senate or university level, if appropriate positions are available.

Article II. Membership

Section 1. Composition

The limit of 100 senators established in the constitution can be increased if necessary for reasons contained in Section 3(d) of this article (see below).

Section 2. Eligibility

The eligibility requirements for election to the Faculty Senate in Article IV, Section 2 of the constitution are interpreted as follows:

- a. An appointment is considered continuing unless the letter of appointment states otherwise.
- b. For the purpose of the Faculty Senate Constitution and Bylaws, the term “department” is understood to mean an academic unit in which at least one eligible faculty member resides. The term shall apply only to those departments and

divisions that are actively involved in the teaching of credit courses or the awarding of degrees in specific academic disciplines. The precise interpretation of this term will be made by the Faculty Senate Cabinet.

- c. The university-level, college-level, and University Libraries administrators are the president, provost, associate and assistant provosts, vice presidents, associate and assistant vice presidents, deans, associate and assistant deans, and assistants to any of the preceding.
- d. A faculty member is considered to be studying for a degree at the university if they are currently pursuing a program of study that has been filed in the graduate school office.
- e. An eligible faculty member who is not affiliated by appointment with an academic department is assigned by the Faculty Senate Cabinet to the department the cabinet considers most appropriate.

All senators are eligible for election or appointment to additional shared governance roles and to vote in these elections.

The eligibility requirements for non-senators who serve in shared governance roles are the same as the eligibility requirements for the election of faculty members to the Faculty Senate.

Section 3. Principles of Representation

Departments

- a. As established in the constitution, each department will have at least one senator.
- b. Schools that are a subdivision of a college are to be treated as departments.
- c. Two departments with limited faculty resources may join to elect a representative. A simple majority of faculty members in each department must agree to joining and the vote on joining must take place before each senatorial election. These joined departments are then considered a single department for election purposes. (The term “departments with limited faculty resources” implies that the joined departments would qualify for exactly one representative. If the joined departments would have a combined number of faculty that makes them eligible for two or more representatives, then those departments cannot join.)
- d. In the unusual case that the allotted number of senators for a college is less than the number of departments in that college:
 - i. All departments from that college will have one senator.
 - ii. The total number of senators prescribed in Article IV, Section 1 of the constitution will be increased so that each department in that college will have one senator.

- iii. Departments that have an unfilled position in the senate for the upcoming term will hold an election, except if a Faculty Senate officer or their college faculty association representative for the upcoming term is a member of that department.
- e. Insofar as possible within these bounds, the number of senators from each department will be proportional to the number of faculty members in the department.

Colleges

- a. As established in the constitution, each college will have at least one senator.
- b. The University Libraries and the Virginia Tech Carilion School of Medicine are to be treated as colleges.
- c. No college will have more than 20% of the total number of senators.
- d. The senators from each college will include:
 - i. Faculty Senate officers from that college.
 - ii. One senator elected by the respective college faculty association, if not waived (under Article II, Section 4(b), see below).
 - iii. At least one senator from each department.
- e. Insofar as possible within these bounds, the number of senators from each college will be proportional to the number of faculty members in the college.

The Virginia Tech Carilion School of Medicine will have one senator per department as an interim step in the process of the school's addition to shared governance. This exception to the standard method of election will be evaluated in 2026.

Section 4. Nominations and Elections

Nomination and Election of Faculty Senators

- a. In January, the Faculty Senate operations officer will:
 - i. Request the number of eligible faculty members in each college and department from the Provost's Office.
 - ii. Identify the college faculty associations that are required to hold a Faculty Senate election by virtue of having an unfilled position in the senate for the upcoming term, and notify all college faculty associations of their electoral obligations under the Faculty Senate Bylaws.
- b. In February, those college faculty associations that are required to hold an election will:
 - i. Generate a slate of faculty nominees.
 - ii. Hold an election.

- iii. Report the results of the election to the Faculty Senate operations officer. If the college faculty association does not exist or does not supply the election results by the end of February, the college waives its right to a college faculty association representative in the Senate, but does not change the total allotment of senators to that college.
- c. In February, the Faculty Senate operations officer will:
 - i. Propose a number of eligible faculty members for each college and department to the Faculty Senate Cabinet, who will make the final determination on the number of eligible faculty members.
 - ii. Identify departments that are required to hold an election by virtue of having an unfilled position or positions in the Faculty Senate for the upcoming term and notify all departments of the number of senators that must be elected for each department to fulfill its electoral obligations under the Faculty Senate Bylaws.
- d. In March, those departments that are required to hold an election as prescribed in Article II, Section 4(c) will:
 - i. Generate a slate of faculty nominees.
 - ii. Hold an election.
 - iii. Report the results of the election to the Faculty Senate operations officer.

Senate terms begin with the first Senate meeting in the fall semester. Newly elected senators may be observers until the date of their term of office, and may participate and vote in elections for the organization of the following year's Faculty Senate, including the election of commission and committee members who represent the Faculty Senate.

Nomination and Election of the Faculty Senate Cabinet

In August or September, at the first Senate meeting of the fall semester, senators from each college will caucus and elect their cabinet representative for the coming year. As stated in Article VI, Section 1 of the constitution, college representation in the cabinet may be provided by an officer, but colleges have the option to elect a separate representative. To facilitate this option, officers must abstain from the discussion and election of cabinet representatives. After the cabinet is formed, the Faculty Senate president may appoint one or two advisers to the cabinet and should review this decision with the cabinet and the Faculty Senate.

Nominations and Elections by the Faculty Senate (Including Officers)

In April, the Faculty Senate Cabinet shall solicit nominations for all positions within shared governance that must be filled by the Faculty Senate within the coming year, including the officers of the Senate. No later than the penultimate plenary meeting, the Faculty Senate cabinet shall present a slate of nominees for Senate representation on the relevant commissions, committees, and councils. Permission of candidates must be obtained before names are placed in nomination. Nominees are elected by majority vote of senators present and voting, provided that a quorum has been reached. Elections are by secret

ballot. Those elected shall take office two weeks prior to the first day of classes in fall, except for the officers of the Senate, whose term begins the first day after the June Board of Visitors meeting.

Section 5. Eligibility for Reelection or Reappointment (Term Limits) and Vacancies

Senators are eligible for reelection or reappointment within the bounds of the term limits presented below. Unless noted, term limits can be extended by a two-thirds affirmative vote of senators present and voting, provided that a quorum has been reached. In all cases, partial terms will be treated as full terms. The standard term for university-level service (University Council, commissions, etc.) is three years.

- a. President, vice president, and operations officer: three consecutive one-year terms in one office.
- b. Immediate past president: one one-year term. A president elected for a second or third term may request that the immediate past president serve as an advisor to the cabinet.
- c. Cabinet members (who are not officers): three consecutive one-year terms.
- d. Senators: while academic units (e.g., departments) are encouraged to limit Faculty Senate representatives to no more than three consecutive three-year terms, the determination for eligibility for reappointment shall be made by a vote among faculty within the academic unit.
- e. Senators appointed to the University Council Cabinet: three consecutive one-year terms.
- f. Faculty Senate representatives elected to the University Council and senate and university commissions: three consecutive three-year terms.
- g. Faculty Senate-nominated representatives to university standing committees: three consecutive three-year terms.
- h. Members of the external standing committees: a two-year appointment with a limit of three consecutive terms. (This information is included here for reference only, as these terms are prescribed in the *Faculty Handbook*.)
- i. Members of the Policy and Handbook Committee: a three-year appointment with a limit of three consecutive terms.

After two years absence from any role, senators and faculty are eligible for re-election or re-appointment to that same role for the maximum amount of time allowed.

In order to fulfill their role as immediate past president, the Faculty Senate president must remain a senator for one year following their service as president.

In the case of a vacancy caused for any reason, including replacement by a department or University Libraries faculty, the respective faculty, at its next meeting, shall elect a representative to fill the unexpired term.

Section 6. Elected Alternates and Attendance

Each department may elect one senator to fill in as an alternate when a senator cannot attend individual meetings or is on research or other leave. Unless arrangements have been made with the operations officer and approved by the cabinet for an alternate to fulfill a senator's obligations, the expectations for attendance expressed in Article III, Section 2 of the bylaws will be applied.

If not already serving on the Faculty Senate, colleges faculty associations are encouraged to assign their faculty association president as an alternate for the Faculty Senate.

Article III. Resignation or Removal of a Senator, Officer, Cabinet Member, or Commission Chair

Section 1. Notification and Consideration of Absences

If a senator is struggling to attend meetings required by their position, they should notify the Faculty Senate president or vice president who will schedule a meeting between the senator and Senate officers in which special circumstances for absences will be discussed and considered. Under normal circumstances, automatic resignation due to absences from meetings will proceed as described below.

Section 2. Resignation

A senator is deemed to have resigned from the Faculty Senate if they 1) submit a letter of resignation to the Faculty Senate President or 2) are absent from plenary senate meetings three times in one semester or four times in one academic year.

An officer, cabinet member, or commission chair is deemed to have resigned any of these positions if they 1) submit a letter of resignation to the Faculty Senate president (or in the president's case, the Faculty Senate vice president) or 2) are absent from a meeting required by their position two times in one semester or three times in one academic year (for officers and commission chairs) and three times in one semester or four times in one academic year (for cabinet members).

Absences are not cumulative across positions.

Section 3. Removal of a Senator

A senator may be removed from the Senate for failure to fulfill their duties as specified in the constitution and bylaws. The removal process is initiated when ten senators sign a statement calling for removal that includes the reasons for their request and supporting evidence. Upon receipt of this statement from the claimants, the president will add this proposed action to the agenda of the Senate, at which time the claimants will state their charges and the senator will be allowed to respond. At the following meeting, the Senate will vote on the matter by secret ballot. A 2/3 vote of the Senate is necessary to remove a senator. A senator so removed is unable to serve in the Senate for the next five years.

Section 4. Removal of an Officer, Cabinet Member, or Commission Chair

An officer, cabinet member, or commission chair may be removed from their position for failure to fulfill their duties as specified in the constitution and bylaws. The process for removing an officer, cabinet member, or commission chair from their position is the same as removal of a senator from the Senate, except that a senator removed from any of these positions remains a member of the Faculty Senate but cannot hold any of these positions for the next five years.

Section 5. Replacement

When a senator resigns or is removed, their department will be asked to elect a replacement.

When an officer, cabinet member, or commission chair resigns or is removed, that position is filled as soon as possible by a majority vote of the Senate, providing that a quorum has been reached. The cabinet arranges a slate of candidates for any position that becomes available in this manner.

Article IV. Regular Plenary Meetings of the Faculty Senate

Regular plenary meetings of the Faculty Senate shall be held each semester at a time set by the president and approved by the Faculty Senate. As prescribed in the constitution, at least five regular meetings shall be held each semester.

Article V. Special Plenary Meetings of the Faculty Senate

Special plenary meetings of the Faculty Senate shall be called by request of the president and approval by the cabinet; by recommendation of the cabinet; or on petition of at least ten senators or twenty-five faculty members. Requests for special plenary meetings shall include a statement of the purpose of the meeting. A special plenary meeting can be an

additional meeting or a meeting conducted in total or in part as a closed (or executive) session.

Article VI. Closed Sessions of the Faculty Senate

The Faculty Senate can meet in a closed session to consider topics that require the identification of an individual or individuals involved in or party to sensitive matters relating to instruction, scholarship, or service. A closed session is for the purpose of discussion only; any action(s) recommended in a closed session must be approved in an open session.

A motion passed by majority vote of senators present and voting, provided that a quorum has been reached, is required to enter and exit a closed session.

Closed sessions are limited to senators and invitees who will be asked to speak to the topic(s) discussed.

The meeting agenda must identify the topic(s) to be covered in the closed session and no other topic(s) can be considered. The meeting minutes should indicate when the Senate entered a closed session, the topic(s) considered, and when the Senate exited the closed session.

Minutes may be taken during a closed session but are not required. If minutes are taken, they must also be approved in closed session. To avoid calling another closed session to approve these minutes, they should be written during and approved at the end of the closed session. The minutes of a closed session can only be shared with participants of the meeting and should not be attached to the regular minutes.

Article VII. Additional Duties of Faculty Senate Officers and Cabinet Members

Officers and cabinet members are expected to attend cabinet meetings and all other meetings required by their position, represent the interests of the Senate in cabinet discussions with administrators, communicate the deliberations of the cabinet to the Senate, and perform additional duties listed below.

Section 1. Faculty Senate Officers

In addition to those prescribed in Article V of the constitution and Article I of the bylaws, officers will perform the following duties.

- a. President
 - i. Report regularly to the Senate and the cabinet information received from faculty, administration, the Board of Visitors, and other parties that relates to

the purpose and function of the Senate as prescribed in Articles I and II of the constitution.

- ii. Schedule a meeting of the officers, commission chairs, and administrative commission leaders to discuss commission agendas prior to the Senate's first regular plenary meeting in the fall.
- iii. Outline the Senate's objectives for the year at the earliest opportunity in the fall after providing the full Senate an opportunity to suggest and comment on objectives and consulting with the cabinet.
- iv. Prepare the agenda for Senate and cabinet meetings in consultation with the cabinet and provide the agenda to the operations officer no later than four days prior to a meeting.
- v. Oversee the functioning of the Senate and make temporary adjustments in work assignments based on the capacity of officers or cabinet members to fulfill their roles.
- vi. Organize fall and spring discussions between the Senate and the president of the university and/or the provost.
- vii. Organize fall and spring meetings between the cabinet and the provost.
- viii. Appoint members of the Committee on Faculty Ethics, the Faculty Review Committee, the Committee on Reconciliation, and the Policy and Handbook Committee in consultation with the cabinet and with confirmation by the Senate.
- ix. Manage the Senate budget and consult with the cabinet on all budgetary decisions.
- x. Attend all meetings of the Board of Visitors and deliver an address at each meeting representing current topics of interest to faculty and report to the Senate and/or the cabinet on topics of interest to faculty provided by the Board of Visitors, as appropriate.
- xi. Request information from faculty and senators pertaining to the following year's objectives no later than the senate's last plenary meeting in the spring.
- xii. Prepare and distribute to the Senate, faculty, administration, and Board of Visitors an annual report of the Senate's accomplishments in time for the June Board of Visitors meeting.

b. Vice President

- i. Organize a meeting between the officers, commission chairs, and the chair of the Policy and Handbook Committee no fewer than two weeks prior to the first plenary meeting of the Senate in the fall to discuss the commissions' ongoing and upcoming work and create draft commission agendas as prescribed in Article XI, Section 2 of the bylaws.
- ii. Coordinate the Senate review of resolutions from Faculty Senate commissions and the Senate vote on commission resolutions as prescribed in Article XI, Section 3 of the bylaws.
- iii. Assist in the Senate review of resolutions from non-Faculty Senate commissions as prescribed in Article XI, Section 4 of the bylaws.
- iv. Oversee the "Faculty Senate Position Development Process" (see Article XII of the bylaws).

- v. Update the cabinet on commission agendas and policy development plans no later than one week following the first plenary meeting of the Senate in the fall.
- c. Operations Officer
- i. Distribute the agenda no fewer than three days prior to each meeting of the Senate and the cabinet.
 - ii. Maintain records, attendance, and minutes for each meeting of the Senate and the cabinet.
 - iii. Distribute minutes of Senate and cabinet meeting minutes to senators and post these minutes to the Senate website and other Senate–related software platforms.
 - iv. Maintain the Senate website and other Senate–related software platforms.
 - v. Obtain a current list of faculty members eligible for membership in the Senate and organize the election of faculty members to the Senate as prescribed in Article II of the bylaws.
 - vi. Identify the college faculty associations that are required to hold a Faculty Senate election, notify all college faculty associations of their electoral obligations, and collect reports from college faculty associations as prescribed in Article II of the bylaws.
 - vii. Maintain a current list of senators and their membership as Senate representatives to all entities, including councils, commissions, committees, and work groups.
 - viii. Recommend new membership for the Senate’s internal standing committees and work groups to the president and the cabinet.
 - ix. Maintain a list of all nominees for election or appointment to the councils, commissions, and committees on which senators, or faculty members nominated by the Senate, serve. See Section 2 below.
- d. Immediate Past President
- i. Form and chair a committee of cabinet members who have chosen not to be considered for an officer position; organize this committee’s efforts to seek nominations for Senate officers and perform an open call for nominations by the Senate; prepare a slate of nominees for consideration by the cabinet; present this slate of nominees to the cabinet for review and approval; and on behalf of the cabinet, present the slate of nominees to the Senate for its consideration and vote, in accordance with Article V, Section 6 of the constitution. For the timing of this process, see Article II, Section 4 of the bylaws.
 - ii. Oversee the cabinet’s efforts to seek nominations or recommendations of Senate representatives to all bodies specified in Section 2 of this article (see below).
 - iii. If the office of immediate past president is vacant, the cabinet will elect a cabinet member to fulfill the duties outlined in subsections i and ii above.

Section 2. Faculty Senate Cabinet Members

In addition to those prescribed in Article VI of the constitution and Article I of the bylaws, members of the cabinet will perform the following duties.

- a. Report regularly to their respective colleges' senators and represent their interests in cabinet discussions.
- b. Assist the president in preparing the agendas for meetings of the cabinet and the Senate. (Cabinet members and Senators may move additions to the agenda at the time of adoption by the cabinet or Senate.)
- c. Prepare a slate of senators to be nominated for election as officers of the Senate.
- d. Prepare a slate of faculty senators to be nominated for election by the Senate to the following positions:
 - i. Senate representatives on the University Council (one per college).
 - ii. Chairs of the senate commissions (as noted in Article V, Section 3 of the constitution, though not required, the vice president typically chairs the Commission on Faculty Affairs).
 - iii. Senators on commissions.
 - iv. Senate representatives on university standing committees. Representatives are either senators or non-senator faculty members, depending on the committee. The president of the university must approve these appointments.
- e. Consult with the president on the president's appointments to the external and internal standing committees and work groups.
- f. Review resolutions received from commissions, draft Senate resolution responses, and offer comments on resolutions in accordance with Article XI, Sections 3 and 4 of these bylaws.
- g. Determine the best approach for the development of a policy -- whether by a commission or work group, for example -- subject to concurrence by the Faculty Senate.
- h. Identify topics that require the application of the Senate position development process, inform the Policy and Handbook Committee of identified topics, and make recommendations to the Policy and Handbook Committee following Senate discussions of identified topics as prescribed in Article XII of the bylaws.
- i. Call special meetings of the Senate as prescribed in Article X, Section 2 of the constitution.

Article VIII. Faculty Senate Work Groups and Internal Standing Committees

In accordance with Article VIII, Section 2 of the constitution, the Faculty Senate may form work groups and internal standing committees as needed that report to the Faculty Senate by way of the operations officer and are subject to the purview of the Senate.

Section 1. Internal Standing Committees

- a. College Faculty Association Committee: The members of the College Faculty Association Committee are the leaders of each of the college faculty associations or their designee. The functions and duties of the College Faculty Association Committee are to strengthen college faculty associations' roles in shared governance, strengthen the communication between all College Faculty Associations and the Faculty Senate, and provide a forum for faculty leadership engagement.
- b. The Policy and Handbook Committee (PHC): The members of the Policy and Handbook Committee shall consist of two or more members of the Senate. The functions and duties of the Policy and Handbook Committee are to serve and advise the Senate and its commissions in the creation and/or revision of policy documents and resolutions, participate in the position development process prescribed in Article XII of these bylaws, and consult with the Faculty Senate on matters of faculty interest prescribed in *The Faculty Handbook*. Committee members serve two-year terms and are eligible for reelection as prescribed in Article II, Section 5 of these bylaws.

Article IX. Membership on Commissions and University Standing Committees

In addition to electing the chairs of the Commission on Faculty Affairs, the Commission on Graduate Studies and Policies, the Commission on Research, and the Commission on Undergraduate Studies and Policies, the Faculty Senate elects senators to the following commissions and university standing committees:

Section 1. Commissions

- a. Commission on Administrative and Professional Faculty Affairs (CAPFA): one senator.
- b. Commission on Equal Opportunity and Diversity (CEOD): one senator.
- c. Commission on Faculty Affairs (CFA): nine senators (in addition to the chair).

- d. Commission on Graduate and Professional Student Affairs (CGPSA): one senator.
- e. Commission on Graduate and Professional Studies and Policies (CGPSP): two senators (in addition to the chair).
- f. Commission on Outreach and International Affairs (COIA): two senators.
- g. Commission on Research (COR): one senator (in addition to the chair).
- h. Commission on Staff Policies and Affairs (CSPA): one senator.
- i. Commission on Undergraduate Student Affairs (CUSA): one senator.
- j. Commission on Undergraduate Studies and Policies (CUSP): two senators (in addition to the chair).

Section 2. University Standing Committees

Subject to approval by the president of the university, the Faculty Senate elects senators or faculty members to the following university standing committees (for more details on these appointments, see Article VIII of the University Council Bylaws):

- a. Academic Support: one senator.
- b. Athletics: one senator.
- c. Budgeting and Planning: one senator.
- d. Campus Development: three faculty representatives.
- e. Climate Action, Sustainability, and Energy: four faculty representatives.
- f. Employee Benefits: three senators.
- g. Honor Council: three instructional or library faculty.
- h. Information Technology Services and Systems Committee: one senator and one tenured or tenure-track faculty representative.
- i. Intellectual Property: see the University Council Bylaws.
- j. Library: one senator.
- k. Transportation and Parking: three faculty representatives.
- l. University Curriculum Committee for General Education: two senators.

Article X. Faculty Representation on the Faculty Senate of Virginia

Section 1. Membership

According to the Faculty Senate of Virginia (FSVA) bylaws, the Virginia Tech Faculty Senate elects one senator and as many as four representatives to the FSVA.

Senators serve a three-year term. The term of representatives is determined by each faculty senate, and the practice of the Senate is to elect representatives for one-year terms.

Section 2. Functions and Duties

The functions and duties of the senator and faculty representatives to the FSVA are to:

- a. Represent the position of the Virginia Tech Faculty Senate and the faculty on pertinent matters considered by the FSVA.
- b. Inform the Virginia Tech Faculty Senate of pertinent matters to be considered and of actions taken by the FSVA.
- c. Bring matters of faculty concern before the FSVA.

Article XI. Policy Review and Recommendation Process

Section 1. Overview

The Faculty Senate is charged to develop policy recommendations that advance the interests of faculty and the missions of the university, and to express the views and preferences of faculty regarding all policy recommendations, no matter their point of origin within our system of shared governance.

For policy recommendations of the Faculty Senate to be advanced to the University Council, they must first be proposed as resolutions that are approved by one of its commissions (CFA, CGPSP, COR, and CUSP) and then by the full senate. Resolutions receive two readings in the senate: first reading opens the resolution for discussion and debate and second reading provides an opportunity for further discussion and to vote on the resolution. Resolutions are advanced by an affirmative vote of a simple majority of members present and voting, provided that a quorum has been reached, except for revisions to the senate constitution, which require a two-thirds majority vote of members present and voting. For more information on the policy review and recommendation process, including options for deferral of commission and senate readings, see Article III of the University Council Bylaws.

The Senate is expected to conduct its first and second readings of resolutions roughly concurrently with the first and second readings in its commissions, with a week between commission and senate readings whenever possible.

Commission chairs are expected to keep the cabinet and senate informed of their work, including the progress of resolutions through the commissions, and to meet with the cabinet and/or the Senate as necessary to facilitate the development and passage of resolutions.

While resolutions may be written by senators, they cannot be advanced directly by the Senate itself and must be processed by one of the Senate commissions prior to consideration by the Senate.

Section 2. Policy Planning

According to the University Council Constitution (Article VIII, Section 2): “The senate commissions report to and work with their respective senates in accordance with their respective charges. Chairs of senate commissions shall coordinate their agendas with the appropriate senate and administrative office, and meet with senate leadership on a regular basis according to expectations included in senate bylaws.”

Prior to the start of the fall semester’s senate and commission meetings, the Faculty Senate officers will meet with commission chairs and members of the Policy and Handbook Committee (PHC) to discuss the commissions’ ongoing and upcoming work and to draft commission plans for the coming year.

The officers will determine the best approach for the initial development of a policy, whether through a commission or by other means, such as a work group or task force, with the understanding that, however a policy recommendation is initially developed, it can only be advanced as a resolution through a commission. Once the cabinet is selected in the fall semester, they will review the commission agendas and policy development plans and recommend revisions. As soon as possible in the fall semester, the Senate will discuss the Senate’s legislative agenda.

Section 3. Senate Review of Resolutions from Faculty Senate Commissions

- a. The commission chair notifies the vice president of the date of the first commission reading of a resolution so that the vice president can schedule the first reading of the resolution in the Senate.
- b. Prior to the first reading in the Senate, the vice president posts the resolution for Faculty Senate review and comment and notifies senators via email or announcement of the posting.
- c. Resolutions received prior to the completion of the Faculty Senate agenda (no later than Tuesday in the week of a Faculty Senate meeting) are added to that agenda; those received after that are added to the agenda of the succeeding meeting. Resolutions are also added to the Faculty Senate Cabinet agenda. Once a resolution

has been added to these agendas, it is included on succeeding agendas until the Senate has voted on the resolution.

- d. The Faculty Senate cabinet forms a preliminary opinion about the resolution prior to its first reading by the Senate. If necessary, this can take place by electronic communication (e.g., email).
- e. Faculty Senate and Faculty Senate cabinet agendas shall include a section for resolutions that will be voted on by the Senate (see below). For each resolution, the following information is provided: resolution # and name; a summary of the resolution; the dates of the first and second commission readings; and the dates of the first and second readings in the Senate.
- f. At first Senate readings, all resolutions are discussed. The extent of the discussion depends on the response of senators and concerns about the nature of a resolution should be raised at this time. The commission chair leads the discussion, and along with senators who are members of the commission, answers questions about the resolution and takes notes on revisions recommended by the senators.
- g. If there is no clear consensus on whether the Senate supports a resolution, a straw ballot is conducted. If the Senate does not support passage of the resolution, the commission chair will meet with the cabinet to discuss if and how the resolution can move forward, including the possibility of deferring the second commission reading so that the commission has more time to develop the resolution.
- h. At second Senate readings, the commission chair again leads the discussion, after which the Senate votes on the resolution.

Example of what will be included in the Senate agenda for a resolution from one of the Senate commissions:

CFA 2020-21F: [Resolution to Approve the Awarding of Tenure in the Virginia Tech Carilion School of Medicine](#). *Establishes the authority of VTCSOM to award tenure to its faculty.* 1st CFA reading: 2/19/21. 2nd CFA reading: 3/5/21. 1st FS reading: 2/26/21. 2nd FS reading: 3/12/21.

Section 4. Senate Review of Resolutions from University Commissions and Commissions of Other Senates

- a. As soon as available, resolutions are posted for Faculty Senate review and comment and senators are notified via email or announcement of the posting. Resolutions received prior to the posting of the Faculty Senate agenda (no later than Tuesday in the week of a Faculty Senate meeting) are added to that agenda; those received after

that are added to the agenda of the succeeding meeting.¹ Resolutions are also added to the Faculty Senate cabinet agenda. Once a resolution has been added to these agendas, it is included on succeeding agendas until the comment on the resolution has been completed or the Senate's right to comment has been waived.

- b. The Faculty Senate cabinet forms a preliminary recommendation (waive comment; express support; express disapproval) prior to the consideration of the resolution by the Faculty Senate. If necessary, this can take place by electronic communication (e.g., email).
- c. Faculty Senate and Faculty Senate cabinet agendas include a section for resolutions under consideration by the Senate (see below). For each resolution, the following information is provided: resolution # and name; a summary of the resolution; when the resolution was received; when a response is due; the date of the senate review; the amount of time after senate review in which to write a response; and the preliminary cabinet recommendation (see examples below).
- d. Resolutions are discussed in the Faculty Senate at the request of any senator. If there is no clear consensus on how the senate wants to respond to a resolution, senators vote on the three options: waive comment; express approval; express disapproval. If no discussion is requested, the meeting moderator indicates the preliminary recommendation of the cabinet to make sure that the Faculty Senate agrees.
- e. Faculty Senate resolution responses are drafted by the cabinet. Senators who are not members of the cabinet may participate in writing the response, provided they can work within the time available. Responses reflect the consensus of the Faculty Senate and are posted for review by the Faculty Senate. If non-cabinet senators participate in drafting a response, editorial disagreements are resolved by the cabinet, which must have a minimum of three days to do so.

Example of what will be included in the Senate agenda from one of the University Commissions or a commission of other senates:

CAPFA 2020-21C: Resolution to Revise Chapter 7 of *The Faculty Handbook*. Revises chapter 7 of the *FH* to reflect the creation of the A/P Faculty Senate. Rcvd: 1/8/21. Due: 2/5/21. FS review: 1/21/21. Time to draft response: 12 days. Prelim. cabinet rec: waive.

¹ Under normal (non-holiday) circumstances, the most time that could elapse between receipt of a resolution and its consideration in the Senate is a little over two weeks, leaving approximately two weeks to write a response, should one be required.

Article XII. The Faculty Senate Position Development Process

Given that most policy recommendations will be revisions of or amendments to existing policies, the majority of these resolutions will be developed directly by one of the Faculty Senate commissions and require little discussion in the senate itself. For these “simple” resolutions, first and second Senate readings will almost always provide sufficient time for Senate consideration.

More complicated policy work may require the creation of a working group or task force connected to the Senate or one of its commissions, or may be handled as a University Mission Initiative (see Article XII of the University Council Constitution) overseen by a committee that includes Faculty Senate representation but is not a part of the Senate itself. Because policy work of this nature often involves multiple Senate discussions across one or a span of years, it is critical that the senate employs a process for gathering the views of senators on a policy, reflecting those views back to them, refining those views, conveying them to departments in order to obtain and incorporate the feedback of faculty throughout the university, and repeating these steps as required to facilitate an informed Faculty Senate position on the policy.

The Faculty Senate position development process is as follows:

- a. The cabinet will identify topics that require the application of this process and inform the PHC chair accordingly.
- b. A member of the PHC will take notes during relevant Faculty Senate discussions.
- c. Based on those notes and other information that may be provided by the cabinet, a member of the PHC will write a summary policy report. In addition to a summary of the discussion, the report will include a list of open questions and concerns and an initial assessment of the overall Faculty Senate position on the topic.
- d. The report will be presented to the cabinet at the first meeting of the cabinet following the discussion in Senate, which is typically one week later. The author of the report will participate in and take notes on that discussion and write an updated version of the policy report based on recommendations or alterations suggested by the cabinet.
- e. The policy report will be made available to senators, reviewed at the next senate meeting, and revised by the PHC based on that discussion. Stages 2-5 will be followed each time the Senate or cabinet discusses the topic.
- f. At the discretion of the cabinet, senators will be asked to share and review the report with the faculty in their departments and inform the Senate of the outcome of those discussions.

- g. Also at the discretion of the cabinet, the Senate may use periodic straw ballots as a means of ascertaining the support of senators for a given policy or alternative policy options.
- h. Notes on Senate and cabinet discussions and iterations of the policy report will be maintained by the Senate in order to create a record of its evolving and ultimate position on the topic.

Nothing in this process alters the requirement that all resolutions advanced by the senate are processed initially by commissions and voted on by the senate.

Faculty Senate Constitution and Bylaws

Established Sep. 1, 1969

(Last updated June 2022)

Published by the Faculty Senate of Virginia Tech

Faculty Senate Constitution

Article I. -Name

~~-and Purpose~~

This representative body shall be known as the Faculty Senate of Virginia Polytechnic Institute and State University, hereafter referred to as the Faculty Senate or the Senate.~~The purpose of the Faculty Senate is to create an effective faculty organization that can enter into partnership for shared responsibility and cooperative action between the faculty, administration, staff, and students in order to promote the general welfare of the university.~~

Article II. -Purpose{ XE "Faculty Senate: Purpose" }

The purpose of the Faculty Senate is to represent the interests of faculty within Virginia Tech's system of shared governance (see below) and to work with the administration, A/P faculty, staff, and students to advance the shared goals of the university, including the creation and protection of a university environment conducive to the richest growth of scholarship, learning, teaching, research, service, and respect for human dignity and rights.~~create an effective faculty organization that can enter into partnership for shared responsibility and cooperative action between the faculty, administration, staff, and students in order to promote the general welfare of the university.~~

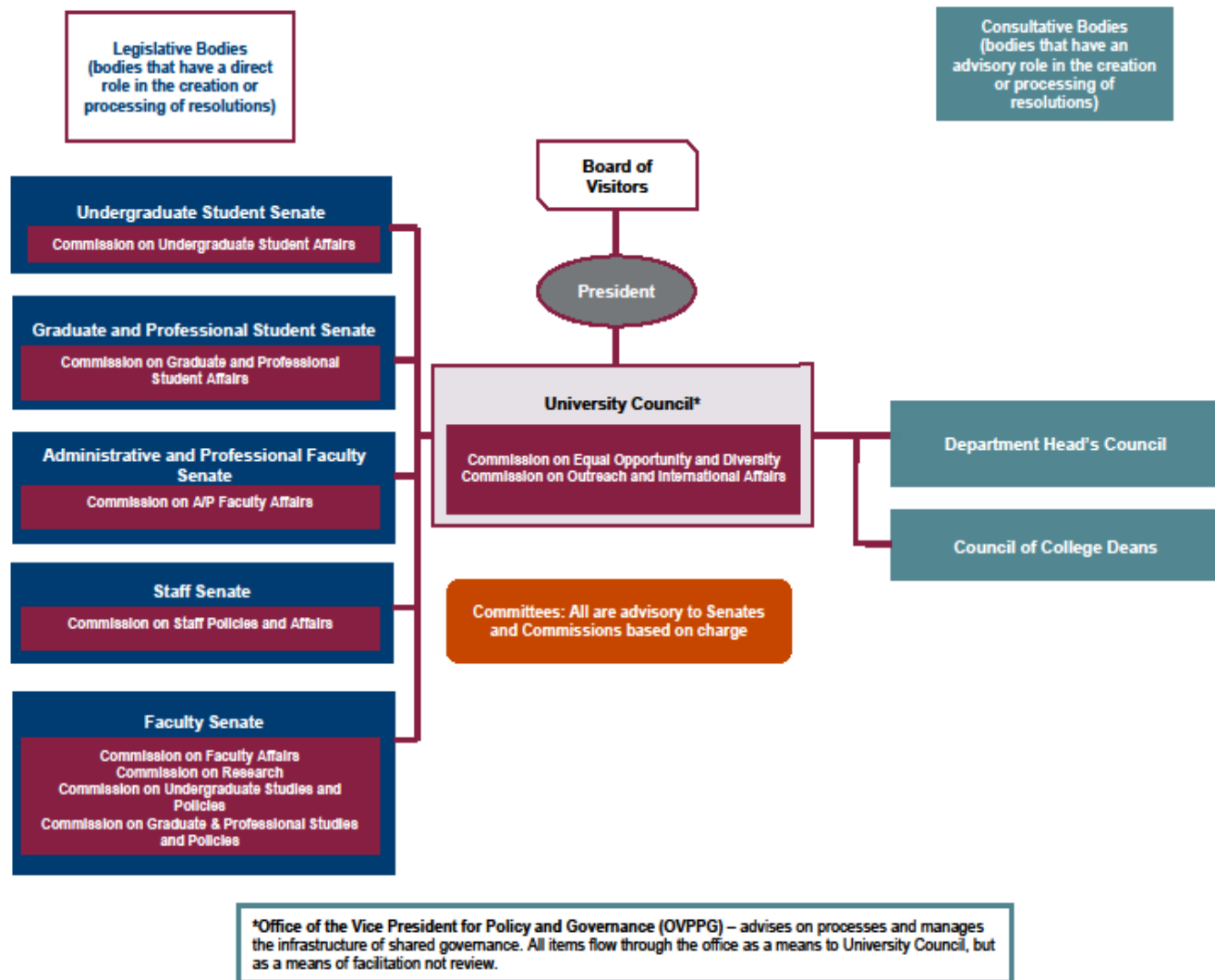
The Faculty Senate is part of the legislative system defined in the University Council Constitution. This system constitutes the main bodies for policy formation at Virginia Tech and also includes the University Council; the University Council Cabinet; the A/P Faculty Senate, the Staff Senate, the Undergraduate Student Senate, and the Graduate and Professional Student Senate; the university and senate commissions; and the standing committees of the University Council. The senate commissions formulate and recommend policies to the senates, which in turn recommend policies to the University Council; the university commissions formulate and recommend policies directly to the University Council. The University Council makes policy recommendations to the president of the university. Final authority rests with the president and the Board of Visitors. Because these bodies constitute a legislative system, their functions, relationships, and the processes they hold in common will be defined in the University Council Constitution and Bylaws. All aspects of the Faculty Senate not defined in those documents will be defined in the Faculty Senate Constitution and Bylaws.

In order for this system to function as intended, the roles and authority of its different components as presented in this document must be maintained, and participants in shared governance are expected to adhere to these statements of purpose, function, or charge. Senate and commission charges identify the areas of legislative authority and responsibility for the relevant body. These charges are not exhaustive: when questions arise regarding the relevance of the topic of a resolution to a commission or senate charge, they will be addressed to the University Council Parliamentarian, and if necessary, the University Council Cabinet. Per Article III Section 3 of the University Council Bylaws, the University

Council Cabinet will review all resolutions for agreement with the commission charge. Determination of the authority of a commission to advance a resolution rests with the University Council Cabinet and the University Council.

Faculty Senate policy recommendations are advanced in the form of resolutions as prescribed in Article III of the University Council Bylaws and Article XI of the Faculty Senate Bylaws.

Governance Structure



Article III. —Functions{ *XE "Faculty Senate: Functions"* }

In accordance with Article VII of the University Council Constitution, the functions of the Faculty Senate are as follows:

“The Faculty Senate shall be representative of the faculty as prescribed in chapter one of *The Faculty Handbook* and have the authority and responsibility to act on their behalf through legislative recommendations concerning academic policies and regulations, educational standards, curricula, methods of instruction, faculty status, matters of equity and diversity that affect the faculty environment, and the working conditions of faculty, among other topics.”

The Faculty Senate also has the right to consider any matter of general interest to its members and to seek wider discourse on these topics within our system of shared governance. However, concerns that fall outside the purview of the Faculty Senate or of its commissions as delineated in the University Council Constitution may not be advanced as resolutions.

More specifically, the functions of the Faculty Senate are to:

- Provide leadership in the formulation of academic and educational policies.
- Develop policy recommendations both within the Senate and through its assigned commissions that advance the interests of faculty and the missions of the university.
- Express the views and preferences of faculty regarding university affairs and policy recommendations that impact faculty no matter their point of origin within our system of shared governance; to express opinion on university affairs as the Faculty Senate deems appropriate and necessary;
- Apply the disciplinary knowledge and perspective of faculty members to the issues and aims of shared governance.
- Coordinate the efforts of and partner with the college faculty associations.
- establish within the laws applicable to Virginia Polytechnic Institute and State University an effective means for Advise ing and respondi ng to the university commissions, the University Council, the administration, and the Board of Visitors on university affairs.
- to participate in the formulation of academic and educational policies that concern more than one college, division, or center;
- to consider policies, programs, and other matters that the administration, college faculties, student organizations, and individuals of the faculty may propose;
- Actively communicate with the other participants in shared governance through formal and informal channels in a timely manner.
- to afford avenues and procedures whereby communications within the university may flow freely, fully, and systematically;
- to help create, maintain, and protect a university environment conducive to the richest growth of scholarship, learning, teaching, research, service, and respect for human dignity and rights;
- Accept and share responsibility with the administration, staff, and students in all efforts to improve the stature and usefulness of the university.
- Elect,
- Appoint, or recommend members to the University Council, senate and university commissions, and university standing committees.

- Provide referral for individual concerns and issues to appropriate organizations or personnel.
- Evaluate the nature and procedures of the Faculty Senate in an ongoing manner in order to improve the senate's ability to fulfill its purpose and carry out its functions.~~to provide university faculty with a voice in matters of broad concern.~~

~~Senators~~Members, though uninstructed representatives of their constituents, have the responsibility to seek the opinions of their electorate. Having done so, they shall make decisions and vote on matters brought before the Faculty Senate according to their own reasoned judgment.

Article ~~III~~IV. –Membership{ XE "Membership: Senate" }

Section 1. –Composition:

~~–The membership of the~~ Faculty Senate consists of 100 elected faculty members as determined and apportioned by the processes outlined in Article II of the Faculty Senate Bylaws. Except as noted in the bylaws, the majority of senators are elected by and represent the interests of their unit (e.g., department or school).

Section 2. –Eligibility

~~–Faculty members who hold full-time and continuing departmental appointments in the following tracks are eligible for election to the Faculty Senate: tenured and tenure-track, collegiate, clinical, professor of practice, and instructor (the college faculty); continued appointment and continued-appointment track (University Libraries and extension faculty); research professor, research associate, and research scientist (the research faculty); and tenured track, tenure-track, tenured-to-title track, tenure-to-title track, secondary, adjunct, clinical preceptor, and instructor (the VTCSOM faculty). Qualified faculty members who currently hold primary appointments in administrative positions at the college or university level or within the University Libraries and faculty members studying for a degree at the university are ineligible for election to the Faculty Senate or to vote in Faculty Senate elections.~~

Because of their instructional, research, and service expectations, University Libraries faculty who hold a continued appointment or are on the continued appointment-track, though classified as A/P faculty, are eligible to be members of the Faculty Senate. All other A/P faculty with instructional or research responsibilities, such as Extension agents, project associates, or instructors in the University Libraries, are eligible to serve in the A/P Faculty Senate.

~~A faculty member is eligible for election to the Faculty Senate and to vote in the election of faculty senators if the faculty member holds: (1) the rank of professor, associate professor, assistant professor, or instructor; this includes faculty in the clinical professor series, professor of practice series, collegiate professor series, and all ranks of instructor; (2) a full-time and continuing appointment to the University; (3) an appointment or tenure in an academic department, University Libraries, or Extension. Although otherwise qualified,~~

~~those faculty members in administrative positions at the college level, the university level, or the library, and those faculty members studying for a degree at the university are ineligible.~~ Interpretations of these eligibility requirements are ~~defined~~provided in the Faculty Senate ~~B~~bylaws.

Section 3._Principles of Representation:

-Insofar as possible, each senator shall represent an equal number of faculty members eligible for Faculty Senate membership. The faculty of each department and college shall be represented by at least one senator. Additional representation is prescribed in the bylaws. ~~Members, though uninstructed representatives of their constituents, have the responsibility to seek the opinions of their electorate. Having done so, they shall make decisions and vote on matters brought before the Faculty Senate according to their own reasoned judgment.~~ The Faculty Senate ~~cabinet~~Cabinet, upon recommendation of the operations officer, shall adjust annually the number of faculty senators ~~in accordance with~~as ~~prescribed in~~ the Faculty Senate ~~bylaws~~Bylaws.

Section 4.- Nominations and Elections

÷ Eligibility to vote in the election of senators ~~from the respective colleges or the library~~ is limited to ~~all~~ those eligible for membership under ~~A~~Article IIIV, section ~~Section 2 (see above)~~2. ~~Candidates for the Faculty Senate are nominated and elected by each college or library faculty in the same manner as the officers of its faculty organization. In the absence of a formal faculty organization, n~~Nominations and elections are made as prescribed in the bylaws. The time for nomination and election of senators is prescribed in the bylaws, including the timing of elections.

Section 5._Term of Membership and Vacancies

÷ Senators are elected for a term of three years, or until their successor is elected, and are eligible for re-election as prescribed in Article II, Section 5 of the bylaws. Senators serve until their successors take office. Vacancies in unexpired terms are filled as prescribed in the bylaws.

Section 6._Elected Alternates

÷ The Faculty Senate permits a department, the college, or the University Libraries, and the Virginia Tech Carilion School of Medicine to elect alternates who may attend Faculty Senate meetings and vote in the absence of a ~~senator from the same college or library~~.

Article IV._Officers

Section 1. ~~Officers~~Officer Titles and Duties{ XE "Officers: Titles and Duties"}

÷ The ~~officers of the~~ Faculty Senate shall have a ~~are the~~ president, vice president, and operations officer, ~~and immediate past president~~elected by members of the Faculty Senate

from elected senators. The previous president serves as the immediate past president. The president may appoint a ~~member of the Faculty Senate to serve as~~ parliamentary, ~~who may be a senator or a faculty member eligible for election to the Senate from elected senators.~~

a. ~~Section 2.~~ President{ XE "Officers: President" }:

~~-The duties of the president include representing the faculty as the main point of contact and advocacy to external entities including the Board of Visitors and the administration,;~~presiding at all meetings of the Faculty Senate and cabinet,; and performing duties prescribed in the constitution and bylaws ~~or appropriate to the office.~~ Due to the demands of the office, the president is ineligible for membership on commissions or university standing committees, unless policy designates ex-officio appointment, as is the case with the Commencement Committee.

b. ~~Section 3.~~ Vice President{ XE "Officers: Vice President" }

~~;-The duties of the vice president include assisting and supporting the president~~ ~~and the operations officer~~ and acting in their absence,; ~~monitoring the activities of the Faculty Senate Commissions~~ commissions and the external standing committees,; and performing other duties as ~~defined~~ prescribed in the bylaws. Though not required, the vice president typically chairs the Commission on Faculty Affairs.

c. ~~Section 4.~~ Operations Officer{ XE "Officers: Operations Officer" }

~~;-The duties of the operations officer include organizing all Ssenate operations,~~; monitoring ~~internal s~~Standing ~~c~~Committees and ~~w~~Work ~~g~~Groups,; organizing the election of faculty members to the ~~S~~senate,; and performing other duties ~~defined~~ as prescribed in the bylaws.

d. ~~Section 5.~~ Immediate Past President

~~;-The duties of the immediate past president include~~ ~~assisting and supporting~~ advising the president ~~and acting in their absence~~; organizing the election of ~~the~~ Faculty Senate officers and other senate elections; and performing other duties as ~~defined~~ prescribed in the bylaws.

e. ~~Section 6.~~ Parliamentary (optional)

The duties of the parliamentary include advising the Faculty Senate on the application of the rules of order.

Section ~~27~~6. -Nomination and Election of Officers:

-The Faculty Senate cabinet shall nominate a slate of officers and nominees for other senate elections. -Additional nominations may be made from the floor of the ~~S~~senate. -The time and manner of election of officers are ~~prescribed~~ described in the bylaws.

Section ~~83~~7. -Term of Office and Vacancies:

-Officers are elected for a term of one year or until their successor is elected and are eligible for re-election as prescribed in the bylaws. The beginning and ending dates of the terms of office are prescribed in the bylaws. Vacancies in unexpired terms are filled in the same manner as are full terms.

Article VI. -The Faculty Senate Cabinet, ~~Standing Committees, and Work Groups~~

Section 1. ~~-The Faculty Senate Cabinet~~Membership{ XE "Membership: Cabinet" } and Functions

:-The members of the Faculty Senate ~~e~~Cabinet are the officers of the Faculty Senate, and one senator from each college, ~~and the~~ University Libraries, and the Virginia Tech Carilion School of Medicine, library. ~~An officer may serve as their college's representative on the cabinet, provided that they are elected in that capacity by senators from their college, not represented by the officers. Given the variability of faculty experience in shared governance, the president of the Faculty Senate may also appoint up to two non-voting advisors to the cabinet.~~

~~Faculty Senate cabinet members who are not senate officers are elected for a term of one year by caucus of the senators of the respective colleges and are eligible for re-election as prescribed~~ described in the bylaws. ~~The functions~~ and duties of the cabinet are to serve as the executive committee of the Faculty Senate, to which it is responsible and to which it reports regularly on the disposition of matters submitted to it; to act on behalf of the Faculty Senate between ~~S~~senate meetings; ~~to nominate or recommend Ffaculty Ssenate representatives to all entities, including councils, commissions, committees, and working groups, as prescribed in the bylaws;~~ and to discharge ~~other~~ duties ~~in accordance with parliamentary procedure and described in~~ in accordance with the Faculty Senate Constitution and ~~Senate C~~onstitution and Bbylaws.

Section 2. Nomination and Election of Cabinet Members

Cabinet members who are not Senate officers are elected by caucus of the senators of their respective colleges. The time and manner of election of officers are prescribed in the bylaws.

Section 3. Term of Office and Vacancies

Cabinet members are elected for a term of one year, or until their successor is elected, and are eligible for re-election as prescribed in the bylaws. Vacancies in unexpired terms are filled in the same manner as full terms.

Article VII. The Commissions of the Faculty Senate

All policy recommendations of the Faculty Senate must first be advanced and approved by one of its commissions before they are voted on by the Senate. The commissions of the Faculty Senate are the Commission on Faculty Affairs (CFA), the Commission on Graduate and Professional Studies and Policies (CGPSP), the Commission on Research (COR), and the Commission on Undergraduate Studies and Policies (CUSP).

Though senate commissions are part of senates, their charges and membership are maintained within the University Council Constitution and cannot be altered directly by the senates. Charges of senate commissions are defined in Article VIII of the University Council Constitution and repeated here for convenience.

The chairs of the Faculty Senate Commissions will be senators elected or appointed as prescribed in the bylaws.

Commission on Faculty Affairs (CFA) { XE "*Commissions: Commission on Faculty Affairs*" }

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures affecting faculty working conditions and the professional standing of all faculty who qualify for membership in the Faculty Senate. Areas for consideration include commencement; academic freedom and faculty morale; procedures for appointing, evaluating, disciplining, and recognizing faculty, including department heads and chairs; tenure and/or promotion, benefits, academic and personal leave, and extra-university professional activity; and matters of equity and diversity that affect faculty.

Commission on Graduate and Professional Studies and Policies (CGPSP) { XE "*Commissions: Commission on Graduate and Professional Studies and Policies*" }

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures concerning graduate and professional academic matters. Areas for consideration include admissions, academic progress, degree requirements, commencement; registration and scheduling; graduate curricular standards and expectations, advising, and instruction, both of and by graduate students; research involving graduate students; financial assistance including assistantships, scholarships, and fellowships; and library resources.

Commission on Research (COR) { XE "*Commissions: Commission on Research*" }

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures concerning research and research faculty. Areas for consideration include sponsored programs, core programs and interdisciplinary research; intellectual property; animal care and human subjects; indirect costs and returned overhead; research facilities, centers and institutes, and library resources; and liaison with affiliated corporations and institutes.

Commission on Undergraduate Studies and Policies (CUSP) { XE "Commissions: Commission on Undergraduate Studies and Policies" }

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures concerning undergraduate academic matters. Areas for consideration include library resources, admissions, academic progress, degree requirements, Honor Systems and study environment; In-Honors programs, undergraduate curricular standards and expectations, advising, and instruction; student honors and awards; financial aid, scheduling, and registration.

Article VIII. Faculty Senate External and Internal Standing Committees and Work Groups

Section 1. Description~~Section 2. Standing Committees and Work Groups~~

✚-Standing committees and work groups are established to carry out the functions and operation of the Faculty Senate. The actions of all standing committees are subject to review by the Faculty Senate.

There are two types of Faculty Senate standing committees:— external and internal. External Faculty Senate standing committees serve the needs of the faculty as a whole, report to the vice president of the Senate, are describedprescribed in *The Faculty Handbook*, and are summarized in the Faculty Senate Constitution (see below). Internal Faculty Senate standing committees serve the internal operations of the Faculty Senate, report to the operations officer, and are describedprescribed in Article XIII of the Faculty Senate Bylaws.

Faculty Senate. -Standing committees and work groups report to the Faculty Senate. All standing committee and work group actions (excepting those of the Committee on Reconciliation) are subject to review by the Faculty Senate. Additional ssstanding committees and work groups may be established or revised upon recommendation of the Faculty Senate Presidentpresident, the cabinet, or a senator, and approval ofby the Faculty Senate. In addition to Senate approval, the establishment or revision of external Faculty Senate standing committees requires approval through the resolution process.

The **Committee on Faculty Ethics** receives and considers charges of violations of faculty ethics that involve the abuse of professional responsibilities as outlined in the principles of ethical behavior asprescribed in *The Faculty Handbook*. It is the venue for the

examination of possible violations of the standards for research, teaching, and appropriate behavior with colleagues and students that do not cross legal thresholds, such as behavior that is offensive but does not meet the standard for discrimination/harassment. The committee has an investigatory and reporting role.

The **Committee on Reconciliation** offers advice and counsel to faculty members who seek it, particularly in relation to disputes with immediate supervisors or university administrators. The committee has a designated role within the grievance process to assist in resolving disputes that are eligible for consideration as a grievance if so requested by the faculty member, and can help facilitate conversations between faculty members and their supervisors with the goal of reaching mutually agreeable solutions. Faculty members may also consult the committee regarding serious disagreements with immediate supervisors or other university administrators over issues that are not eligible for consideration within the grievance process. In contrast to the Faculty Review Committee, the Committee on Reconciliation operates informally as a facilitator, similar to the University Ombuds Office. It meets with the respective parties to determine if there is common ground for resolution of the matter, facilitating a solution that is agreeable to the principal parties and consistent with university policy and practice.

The **Faculty Review Committee** oversees the movement of grievances through the grievance process as ~~prescribed in *The Faculty Handbook's* grievance process~~, provides faculty review of faculty grievances that are not resolved at the college level, and considers appeals in the promotion and tenure or continued appointment process when the provost does not concur with a positive recommendation from the University Committee on Promotion and Tenure or the University Committee on Promotion and Continued Appointment. The committee has an investigatory and reporting role.

Section 2. Membership, Terms of Membership, and Appointments

Memberships and terms of membership for external standing committees are prescribed in the *Faculty Handbook*. Membership and terms of membership for internal standing committees are prescribed in the Faculty Senate Bylaws.

The president of the Faculty Senate, with the advice of the cabinet, appoints members to and selects the chair of all external Faculty Senate standing committees. Members of internal standing committees are selected in the same manner, but chairs of internal standing committees are elected by the committee members subject to the concurrence of the president.

~~See the *Faculty Handbook* for composition and function descriptions of these committees. Standing committees and work groups include the Committee on Reconciliation and others as prescribed in the bylaws.~~

~~*Committee on Reconciliation:* The Committee on Reconciliation is composed of tenured faculty members eligible for membership in the Faculty Senate. The rules for membership~~

~~on the Committee on Reconciliation are contained in the bylaws. Members are nominated by the Faculty Senate cabinet and elected by the Faculty Senate. At least one member shall be a senator. Faculty appointed to administrative positions with responsibility for recommending promotions, salary adjustments, and distribution of teaching, research, and extension assignments are ineligible for membership. A member is elected for a term of three years and is eligible for re-election as prescribed in the bylaws. The committee elects its chair and secretary. The functions and duties of the Committee on Reconciliation are to offer advice and counsel to faculty members who seek it; to consider private matters of privilege, academic freedom, and tenure submitted to it by members of the faculty or administration; and to assist members of the faculty and the administration in resolving such questions as those of academic freedom and tenure.~~

~~*Other Committees:* The membership of the Faculty Senate Standing Committees is determined by processes contained in the Faculty Senate Bylaws. These committees include the Faculty Review Committee and the Ethics Committee.~~

Article ~~VIII~~.—Faculty Senate Representation on the University Council Cabinet, University Council, Senate and University Commissions, University Standing and Ad Hoc ~~and~~ Committees, and the Faculty Senate of Virginia

Section 1. -Principles of Representation

~~:-Recognizing the responsibility importance of democratic processes, the representation of the faculty Faculty Senate to select their representatives within the on the University Council and various bodies university of shared governance commissions and committees shall be determined by election, except for *ex officio* appointments or appointments made at the prerogative of the president or cabinet. , the Faculty Senate and the college and library faculties shall elect such representatives. Faculty Senate representatives to these organizations shall always keep in mind that the prime function of such bodies is policy making and that the implementation of policies and programs is properly the responsibility of administrators. In all cases, Faculty Senate members or Faculty Senate representatives who serve on shared governance bodies are expected to represent the position of the Faculty Senate in the formulation of policy; to inform the Faculty Senate of pertinent matters to be considered and of actions taken; and to bring matters of Faculty Senate concern before the body.~~

Section 2. Faculty Senate Representation on the University Council Cabinet

The president of the Faculty Senate shall serve as an *ex officio* member and co-chair of the University Council Cabinet. The president of the Faculty Senate, with the advice of the Faculty Senate Cabinet and the confirmation of the Faculty Senate, shall ~~also appoint~~ appoint two additional Faculty Senate members to the University Council Cabinet. While preference shall be given to the vice president and the immediate past president, experience in shared governance should be a significant factor in ~~thee~~ selection. Term of membership (one-year) is prescribed in Article VI, Section 4 of the University Council ~~or~~ Constitution. Eligibility for reappointment is ~~dprescribed~~ prescribed in Article II, Section 5 of the Faculty Senate Bylaws.

Section 32. -Faculty Representation on the University Council

~~÷ The~~ Faculty Senate representation on the University Council shall include the president, vice president, and immediate past president, who serve president as ex officio members, and six one senator s from each college, who are elected to serve on the University Council by the Senate. Faculty Senate shall represent more than half of the colleges. Term of office membership (three-years) and the procedure to fill vacancies in unexpired terms are ~~prescribed dprescribed~~ prescribed in ~~article Article~~ IV, ~~section Section~~ 2-3 of the constitution of the University Council Constitution. Eligibility for reelection is ~~prescribed dprescribed~~ prescribed in Article II, Section 5 of the Faculty Senate Bylaws. If the office of immediate past president is vacant, the operations officer will serve in their stead. The functions and duties of senators on the University Council are to represent the position of the Faculty Senate and the faculty on pertinent matters considered by the University Council; to inform the Faculty Senate of pertinent matters to be considered and of actions taken by the University Council; and to bring matters of faculty concern before the University Council.

Section 43. -Faculty Senate Representation on Senate and f University Commissionss:-

The Faculty Senate holds membership on Faculty Senate and university commissions as ~~defined prescribed in by~~ Article VII of the University Council Bylaws. The Faculty Senate Commissions are also listed in Article VII of ~~this constitution~~ the Faculty Senate Constitution. The commissions of the other senates are the including, but not limited to, the following:- Commission on Administrative and Professional Faculty Affairs (CAPFA), the Commission on Graduate and Professional and Student Affairs (CGPSA), the Commission on Staff Policies and Affairs (CSPA), and the Commission on Undergraduate Student Affairs (CUSA). Classified Staff Affairs, Commission on Faculty Affairs, Commission on Graduate Studies and Policies, The university commissions are the Commission on Equal Opportunity and Diversity (CEOD) and the Commission on Outreach and International Affairs (COIA)., Commission on Research, Commission on Student Affairs, Commission on Undergraduate Studies and Policies, and Commission on University Support. Term of officemembership, eligibility for re-election, and the procedure to fill vacancies in unexpired terms are prescribed in aArticle VIII, section Section 4-5 of the constitution of the University Council Constitution. Eligibility for reelection is prescribed in Article II, Section 5 of the Faculty Senate Bylaws. The functions and duties of Faculty Senate representatives on university commissions are to represent the position of the Faculty Senate and the faculty in the formulation of policy; to inform the Faculty Senate of pertinent matters to be

~~considered and of actions taken; and to bring matters of faculty concern before the university commissions.~~

Section 54. -Faculty Representation on University Standing and Ad Hoc Committees:

~~The Faculty Senate representatives on university standing and *ad hoc* committees are nominated by the Faculty Senate and appointed by the president of the university. When nominations for university committees are requested on behalf of the president by the Office of the Vice President for Policy and Governance, by the president of the university, senate nominees are nominated by the Faculty Senate and college and library faculty representatives are nominated by their respective faculties. Term of appointment and responsibilities are prescribed in article As prescribed in Term of membership on university standing committees (three-years) and the procedure to fill vacancies in unexpired terms are prescribed in Article IX, Section 3 of the University Council Constitution. Eligibility for reappointment is prescribed in Article II, Section 5 of the Faculty Senate Bylaws. In accordance with VIII of the constitution of the University Council. Faculty Senate representatives on university standing and *ad hoc* committees threes Faculty Senate nominated representatives are eligible for nomination B~~

~~to a second consecutive term but may not serve more than six consecutive years. The functions and duties of faculty representatives on university committees are to represent the position of the faculty in the discharge of the functions and duties of the committee; to inform the Faculty Senate of pertinent matters to be considered and of actions taken; and to bring matters of faculty concern before the committee.~~

Section 65. -Faculty Representation on the Faculty Senate of Virginia:—

The Virginia Tech Faculty Senate holds membership on the Faculty Senate of Virginia. -The terms, functions, and duties of this representation are ~~described~~ prescribed in the bylaws.

Article VHX. -Meetings and Procedures

~~ADD stuff about voting~~

Section 1. -Regular Plenary Meetings of the Faculty Senate:—

The ~~s~~Senate shall hold at least ~~two~~ threefive regular plenary meetings each fall and spring semester and other meetings as prescribed in the bylaws.

Section 2. -Special Plenary Meetings of the Faculty Senate:—

Special plenary meetings of the Faculty Senate may be called by the presiding officers at any time, including June, July, and August, upon recommendation of the cabinet. Requests for special meetings may be made as prescribed in the bylaws.

Section 3. -Open Forum Meetings of the Faculty Senate:-

Open forum meetings may be called to provide an opportunity for all segments of the university to express their views on an issue of general concern. -Such meetings are called as prescribed in the bylaws.

Section 4. -Cabinet Meetings:-

Regular meetings of the cabinet shall be held at least once each month from September through May. -Special meetings of the cabinet may be called at any time by the presiding officer.

Section 5. -General Faculty Meetings:-

The Faculty Senate may call a meeting of the general faculty.

Section 6. -Standing Committee Meetings:-

Each standing committee meets as frequently as required to fulfill its responsibilities. The presiding officer prepares the agenda and distributes it to all members prior to each meeting.

Section 7. -Quorum:-

~~A majority~~Fifty percent plus one of the total membership, excluding non-voting members and vacant positions, shall constitute a quorum for all meetings of the Faculty Senate, cabinet, or standing committees, except open forum meetings where no quorum is required. In the absence of a quorum, a meeting can be held but no votes taken or decisions reached, except votes on motions to obtain a quorum or to adjourn the meeting.

Section 8. -Faculty Attendance:-

Faculty members eligible for election to the Faculty Senate may attend but not vote in ~~Faculty Senate~~ regular and special plenary meetings of the Faculty Senate.

Section 9. -~~Visitors~~Guests:-

~~While Any~~Any Virginia Tech faculty member, employee, or student may attend plenary and open forum meetings of the Faculty Senate as a guest., ~~BbThe Faculty Senate by majority vote may exclude visitors from attending meetings., with the understanding that guests:~~

- May participate in discussions if and when recognized by the chair but cannot vote or make motions for consideration.

- Will treat participants in shared governance with respect and in accordance with the expectations for decorum outlined in *Robert's Rules of Order*.
- May be removed from a meeting by the request of any member and a majority vote of the members in attendance.
- May not displace a regular member of the body when seating/space is limited.

Members of the public who wish to attend Faculty Senate meetings should contact the president of the Faculty Senate.

Section 10. -Parliamentary Procedure:-

The parliamentary rules used by the University Council, subject to special rules as may be adopted by the Faculty Senate, shall govern the procedures of the Faculty Senate, cabinet, commissions, and standing committees.

Section 11. Voting on Senate Commission Resolutions and Other Matters

All resolutions advanced to the Senate by the Faculty Senate commissions must have first and second readings and be voted on by the Senate, either by means of a consent agenda or by actual vote. Senate votes will be carried out via the same software used by the University Council. ~~Pursuant to~~In accordance with Article XI, Section 5 of the University Council Constitution, Senate votes on resolutions are by recorded ballot. The nature of voting on all other matters shall be determined by the Faculty Senate as a whole.

Article ~~VIII~~XI. -Amendments to the Constitution and/or Bylaws

Section 1. Development

Amendments to the constitution and/or bylaws may be developed by whatever means the Senate deems appropriate. Amendments to the constitution require a Commission on Faculty Affairs resolution; amendments to the bylaws do not.

One-fifth of faculty eligible for election to the Faculty Senate may petition the president of the university to convene a meeting of faculty eligible for election to the Faculty Senate to make changes to the Faculty Senate Constitution.

Section 2: Approval of Amendments to the Constitution

Amendments to the constitution become effective upon the following sequence of actions:

- a. An affirmative majority vote by the CFA.
- b. An affirmative vote of two-thirds (2/3) of the senators present and voting, provided that a quorum has been reached.
- c. An affirmative vote in the University Council of the majority of members present and voting, provided that a quorum has been reached.
- d. Approval by the president of the university.

Section 3. Approval of Amendments to the Bylaws

Amendments to the bylaws become effective upon an affirmative vote of the majority of the senators present and voting, provided that a quorum has been reached, and requires no further approval.

Section 4. Notice of Proposal

Notice of proposal to amend the constitution and/or bylaws shall be given in the Faculty Senate agenda and considered at no fewer than two meetings of the Faculty Senate prior to voting. A vote may be taken on an amendment at the second meeting. The proposed amendment shall be distributed with the agenda.

Section 1. Amendments to the Constitution:—

~~Notice of proposal to amend the Faculty Senate constitution shall be given in the Faculty Senate agenda and considered at no fewer than two meetings of the Faculty Senate prior to voting. A vote may be taken on an amendment at the second meeting. A copy of the proposed amendments shall be distributed with the agenda.~~

~~A two thirds affirmative vote of the membership is required for approval of changes followed by approval by the University Council and president of the university. One fifth of faculty eligible for election to the Faculty Senate may petition the president of the university to convene a convention of faculty eligible for election to the Faculty Senate to make changes in the Faculty Senate constitution.~~

Section 2. Amendments to the Bylaws:—

~~Notice of proposal to amend the bylaws shall be given in the agenda and considered at not fewer than two meetings of the Faculty Senate prior to voting. A vote may be taken at the second meeting.~~

Faculty Senate Bylaws

Article I.: Duties

Section 1. Faculty Senators

Senators are expected to:

- a. Attend plenary Senate meetings and other meetings required due to Senate-related service commitments.
- b. Familiarize themselves with Senate procedures.
- c. Develop an understanding of the issues considered by the Senate.
- d. Vote on the resolutions advanced by the commissions of the Senate.
- e. Report regularly to their constituents on Senate proceedings and represent the interests of their constituents in Senate discussions.
- f. Treat other senators and participants in shared governance with respect and in accordance with the expectations for decorum outlined in *Robert's Rules of Order*.
- g. Serve on at least one of the councils, commissions, and committees that comprise shared governance, either at the Senate or university level, if appropriate positions are available.

Section 2. Officers and Cabinet Members

In addition to the duties of senators listed above, officers and cabinet members are expected to:

- Fulfill their obligations as specified in the constitution and bylaws.
- Attend cabinet meetings and all other meetings required by their position.
- Represent the interests of the Senate in cabinet discussions with administrators.
- Communicate the deliberations of the cabinet to the Senate.

1. Principles of RepresentationArticle II.: Membership

Section 1.

A. TerminologyComposition-

The limit of 100 senators established in the constitution can be increased if necessary for reasons contained in Section 3(d) of this article (see below).

1. With respect to Membership, and Nomination and Election of Senators, the following applies

~~a. University Libraries is to be treated as a college.~~

~~b. Schools that are a subdivision of a college are to be treated as departments.~~

~~The School of Medicine is to be treated as a college.~~

~~c. The term “department” is understood to mean an academic department in which at least one eligible faculty member resides.~~

~~d. The terms “faculty”, “faculty member”, and “eligible faculty member” are understood to mean faculty members eligible for Faculty Senate membership pursuant to Article III, Section 2 of the Faculty Senate Constitution.~~

~~e. The terms “officer”, “senate officer” and “faculty senate officer” are understood to mean the officers of the Faculty Senate pursuant to Article IV of the Faculty Senate Constitution.~~

~~f. The terms “cabinet”, “senate cabinet” and “faculty senate cabinet” are understood to mean the Faculty Senate Cabinet pursuant to Article V, Section 1, of the Faculty Senate Constitution.~~

Section 2. Eligibility

2. The eligibility requirements for election to the Faculty Senate in Article IIIIV, section Section 2 of the constitution of the cFaculty Senate onstitution are interpreted as follows:

~~a.—~~

a. ~~a.~~ An appointment is considered continuing unless the letter of appointment states otherwise.

~~b.—~~

b. ~~b. The term academic department f~~For the purpose of the Faculty Senate constitution-Constitution and Bylaws, the term “department” is understood to mean an academic unit in which at least one eligible faculty member resides. The term shall apply only to those departments and divisions that are actively involved in the teaching of credit courses or the awarding of degrees in specific academic disciplines. The precise interpretation of this term will be made by the Faculty Senate ~~cabinetCabinet~~.

~~e.—~~

d. ~~e.~~ The university-level, college-level, and University libraryLibraries administrators are the president, provost, associate and assistant provosts, vice presidents, associate and assistant vice presidents, ~~the~~ deans, associate and assistant deans, and assistants to any of the preceding.

c.

d. ~~d.~~ A faculty member is considered to be studying for a degree at the university if ~~the faculty member is~~they are currently pursuing a program of study that has been filed in the graduate school office.

e.—

- e. ~~3.~~—An eligible faculty member who is not affiliated by appointment with an academic department is assigned by the Faculty Senate ~~cabinet~~ Cabinet to the department the cabinet considers most appropriate.

All senators are eligible for election or appointment to additional shared governance roles and to vote in these elections.

The eligibility requirements for non-senators who serve in shared governance roles are the same as the eligibility requirements for the election of faculty members to the Faculty Senate.

B. Section 3. Membership Principles of Representation

Departments

- a. As established in the constitution, each department will have at least one senator.
 - b. Schools that are a subdivision of a college are to be treated as departments.
 - c. Two departments with limited faculty resources may join to elect a representative. A simple majority of faculty members in each department must agree to joining and the vote on joining must take place before each senatorial election. These joined departments are then considered a single department for election purposes. (The term “departments with limited faculty resources” implies that the joined departments would qualify for exactly one representative. If the joined departments would have a combined number of faculty that makes them eligible for two or more representatives, then those departments cannot join.)
 - d. In the unusual case that the allotted number of senators for a college is less than the number of departments in that college:
 - i. All departments from that college will have one senator.
 - ii. The total number of senators prescribed in Article IV, Section 1 of the constitution will be increased so that each department in that college will have one senator.
 - iii. Departments that have an unfilled position in the senate for the upcoming term will hold an election, except if a Faculty Senate officer or their college faculty association representative for the upcoming term is a member of that department.
- ~~a.e.~~ Insofar as possible within these bounds, the number of senators from each department will be proportional to the number of faculty members in the department.

Colleges

- a. As established in the constitution, each college will have at least one senator.
- a. ~~The University Libraries and the Virginia Tech Carilion School of Medicine are to be treated as colleges.~~
- b. ~~1. There will be 100 senators unless an increase is required as defined in section D.~~
- c. ~~2. Each college will have at least one senator.~~
- c. ~~3. No college will have more than 20% of the total number of senators.~~
- d. ~~4. The senators from each college will include: Faculty Senate Officers remain senators, although not necessarily officers, for one year following their service as an officer.~~
 - i. Faculty Senate officers from that college.
 - ii. One senator elected by the respective college faculty association, if not waived (under Article II, Section 4(b), see below of the bylaws).
 - iii. At least one senator from each department.
- e. ~~5. Insofar as possible within these bounds, the number of senators from each college will be proportional to the number of faculty members in the college.~~

The Virginia Tech Carilion School of Medicine will have one senator per department as an interim step in the process of the school's addition to shared governance. This exception to the standard method of election will be evaluated in 2026.

~~C. College Representation~~

- ~~1. The senators from each college will include~~
 - ~~a. Faculty Senate Officers from that college; and~~
 - ~~b. One senator elected by the respective College Faculty Association, if not waived (under Article II, Section A); and~~
 - ~~c. At least one senator from each department; and~~
 - ~~d. Insofar as possible within these bounds, the number of senators from each department will be proportional to the number of faculty members in the department.~~

~~2. The School of Medicine will have eleven senators.~~

~~D. Department Representation~~

- ~~1. Two departments with limited faculty resources may join to elect a representative. A simple majority of faculty members in each department must agree to joining and the vote on joining must take place before each senatorial election. These joined departments are then considered a single department for election purposes.~~
 - ~~a. The term "departments with limited faculty resources" implies that the joined departments would qualify for exactly one representative. If the joined~~

~~departments would have a combined number of faculty that makes them eligible for two or more representatives, then those departments cannot join.~~

~~2. In the unusual case that the allotted number of senators for a college is less than the number of departments in that college:~~

~~a. All departments from that college will have one senator; and~~

~~b. The total number of senators prescribed in Article I, section B will be increased so that each department in that college will have one senator; and~~

~~c. Departments that have an unfilled position in the senate for the upcoming term will hold an election, except if a Faculty Senate Officer or their College Faculty Association representative for the upcoming term is a member of that department.~~

~~E. Number of Eligible Faculty Members~~

~~1. In January, the Faculty Senate Secretary/Treasurer~~

~~a. Will request the number of eligible faculty members in each college and department from the Provost's Office; and~~

~~b. May contact the head/chair of any department and provide them with the Faculty Senate eligibility definitions and request from them the number of eligible faculty members in the department; and~~

~~c. Will identify the College Faculty Associations that are required to hold a Faculty Senate election by virtue of having an unfilled position in the senate for the upcoming term, and notify those College Faculty Associations of their electoral obligations under the Faculty Senate Bylaws.~~

~~2. In February, the Faculty Senate Secretary/Treasurer will~~

~~a. Propose a number of eligible faculty members for each college and department to the Faculty Senate Cabinet who will make the final determination on the number of eligible faculty members; and~~

~~b. Identify the departments that are required to hold a Faculty Senate election by virtue of having an unfilled position in the senate for the upcoming term and notify those departments of the number of senators that must be newly elected for the department and their electoral obligations under the Faculty Senate Bylaws.~~

Section 4. Nominations and Elections

Nomination and Election of Faculty Senators

a. In January, the Faculty Senate operations officer will:

i. Request the number of eligible faculty members in each college and department from the Provost's Office.

ii. Identify the college faculty associations that are required to hold a Faculty Senate election by virtue of having an unfilled position in the senate for the upcoming term, and notify ~~those~~ college faculty associations of their electoral obligations under the Faculty Senate Bylaws.

b. In February, those college faculty associations that are required to hold an election will:

i. Generate a slate of faculty nominees.

ii. Hold an election.

- iii. Report the results of the election to the Faculty Senate operations officer. If the college faculty association does not exist or does not supply the election results by the end of February, the college waives its right to a college faculty association representative in the Senate, but does not change the total allotment of senators to that college.
 - c. In February, the Faculty Senate operations officer will:
 - i. Propose a number of eligible faculty members for each college and department to the Faculty Senate Cabinet, who will make the final determination on the number of eligible faculty members.
 - ii. Identify departments that are required to hold an election by virtue of having an unfilled position or positions in the Faculty Senate for the upcoming term and notify ~~those~~all departments of the number of senators that must be elected for each department to fulfill its electoral obligations under the Faculty Senate Bylaws.
 - d. In March, those departments that are required to hold an election (~~under as~~ prescribed in Article II, Section 4-(c)) will:
 - i. Generate a slate of faculty nominees.
 - ii. Hold an election.
 - ~~i.iii.~~ Report the results of the election to the Faculty Senate operations officer.

Senate terms begin with the first Senate meeting in the fall semester. Newly elected senators ~~shall~~may be observers until the date of two weeks prior to the first day of classes in fall, the effective date of their term of office on the first day of August, and ~~They~~, but may attend and may participate and vote in elections for the organization of the following year's Faculty Senate, and ~~in~~including the selection of commission and committee members who represent the Faculty Senate.

~~Senate terms end two weeks following the date of commencement in spring on the last day of July.~~ *Nomination and Election of the Faculty Senate Cabinet*

In August or September, at the first Senate meeting of the fall semester, senators from each college will caucus and elect their cabinet representative for the coming year. As stated in Article VI, Section 1 of the constitution, college representation in the cabinet may be provided by an officer, but colleges have the option to elect a separate representative. To facilitate this option, officers must abstain from the discussion and election of cabinet representatives. After the cabinet is formed, the Faculty Senate President may appoint one or two advisers to the cabinet and should review this decision with the cabinet and the Faculty Senate.

Nominations and Elections by the Faculty Senate (Including Officers)

In April, the Faculty Senate Cabinet shall solicit nominations for all positions within shared governance that must be filled by the Faculty Senate within the coming year, including the officers of the Senate. No later than the penultimate plenary meeting, the

Faculty Senate cabinet shall present a slate of nominees for Senate representation on the relevant commissions, committees, and councils. Permission of candidates must be obtained before names are placed in nomination. Nominees are elected by majority vote of senators present and voting, provided that a quorum has been reached. Elections are by secret ballot. Those elected shall take office ~~on the first day of August~~two weeks prior to the first day of classes in fall, except for the officers of the Senate, whose term begins the first day after the June Board of Visitors meeting.

Section 5. Eligibility for Reelection or Reappointment (Term Limits) and Vacancies

Senators are eligible for reelection or reappointment within the bounds of the term limits presented below. Unless noted, term limits can be extended by a two-thirds affirmative vote of senators present and voting, provided that a quorum has been reached. In all cases, partial terms will be treated as full terms. The standard term for university--level service (University Council, commissions, etc.) is three years.

- a. President, vice president, and operations officer: three consecutive one-year terms in one office.
- b. Immediate past president: one one-year term. A president elected for a second or third term may request that the immediate past president serve as an advisor to the cabinet.
- c. Cabinet members (who are not officers): three consecutive one-year terms.
- a-d. Senators: while academic units (e.g., departments) are encouraged to limit Faculty Senate representatives to no more than three consecutive three-year terms, the determination for eligibility for reappointment shall be made by a vote among faculty within the academic unit.
- e. ~~Senators~~ appointed to the University Council Cabinet: three consecutive one-year terms.
- f. Faculty Senate representatives elected to the University Council and senate and university commissions: three consecutive three-year terms.
- g. Faculty Senate--nominated representatives to university standing committees: three consecutive three-year terms.
- h. Members of the external standing committees: a two-year appointment with a limit of three consecutive terms. (This information is included here for reference only, as these terms are prescribed in the *Faculty Handbook*.)
- i. Members of the Policy and Handbook Committee: a three-year appointment with a limit of three consecutive terms.

After two years absence from any role, senators and faculty are eligible for re-election or re-appointment to that same role for the maximum amount of time allowed.

In order to fulfill their role as immediate past president, the Faculty Senate president must remain a senator for one year following their service as president.

In the case of a vacancy caused for any reason, including replacement by a department or University Libraries faculty, the respective faculty, at its next meeting, shall elect a representative to fill the unexpired term.

D. Eligibility: While academic units (e.g., departments) are encouraged to limit Faculty Senate representatives to no more than three consecutive terms (full or partial), the determination for eligibility for reappointment shall be made by a vote among faculty within the academic unit.

Section 6. Elected Alternates and Attendance

II. Nomination and Election of Senators

A. College Faculty Association (CFA) Elections

~~In February, those College Faculty Associations that are required to hold an election (under Article I, Section E) will~~

- ~~1. Generate a slate of faculty nominees; and~~
- ~~2. Hold an election; and~~
- ~~3. Report to the Faculty Senate Secretary/Treasurer the results of the election. If the CFA does not exist or does not supply the election results by the end of February, the college waives its right to a CFA representative in the senate, but does not change the total allotment of senators to that college.~~

B. Department Elections

~~In March, those departments that are required to hold an election (under Article I, Section E) will~~

- ~~1. Generate a slate of faculty nominees; and~~
- ~~2. Hold an election; and~~
- ~~3. Report to the Faculty Senate Secretary/Treasurer the results of the election.~~

~~**C. Newly elected senators shall be observers until the effective date of their term of office on the first day of August, but may attend and participate and vote in elections for the organization of the following year's Faculty Senate and in the selection of commission and**~~

~~committee members who represent the Faculty Senate. Senate terms end on the last day of July.~~

~~D. Eligibility: While academic units (e.g., departments) are encouraged to limit Faculty Senate representatives to no more than three consecutive terms (full or partial), the determination for eligibility for reappointment shall be made by a vote among faculty within the academic unit.~~

III. Faculty Senate Vacancies

~~A. In the case of a vacancy caused for any reason, including recall by a department or library faculty, the respective faculty, at its next meeting, shall elect a representative to fill the unexpired term.~~

~~B. Each department may also elect one alternate senator to fill in as an alternate when a senator cannot attend individual meetings or is on research or other leave. Unless arrangements have been made with the operations officer and approved by the cabinet for an alternate to fulfill a senator's obligations, the expectations for attendance expressed in Article III, Section 12 of the bylaws will be applied.~~

~~If not already serving on the Faculty Senate, colleges faculty associations are encouraged to assign their faculty association president as an alternate for the Faculty Senate.~~

Colleges are encouraged to assign their faculty association presidents as an alternate for the Faculty Senate. **Article III. Resignation or Removal of a Senator, Officer, Cabinet Member, or Commission Chair**

Section 1. Notification and Consideration of Absences

~~If a senator is struggling to attend meetings required by their position, they should notify the Faculty Senate President or Vice President who will schedule a meeting between the senator and Senate officers in which special circumstances for absences will be discussed and considered. Under normal circumstances, automatic resignation due to absences from meetings will proceed as described below.~~

Section 21. Resignation

~~A senator or is deemed to have resigned from the Faculty Senate if they 1) submit a letter of resignation to the Faculty Senate President or 2) are absent from plenary senate meetings three times in one semester or four times in one academic year.~~

~~An officer, cabinet member, or commission chair is deemed to have resigned any of these positions if they 1) submit a letter of resignation to the Faculty Senate President (or in the president's case, the Faculty Senate Vice President) or 2) are absent from a~~

meeting required by their position two times in one semester or three times in one academic year (for officers and commission chairs) and three times in one semester or four times in one academic year (for cabinet members).

Absences are not cumulative across positions.

Section 32. Removal of a Senator

A senator may be removed from the Senate for failure to fulfill their duties as specified in the constitution and bylaws. The removal process is initiated when ten senators sign a statement calling for removal that includes the reasons for their request and supporting evidence. Upon receipt of this statement from the claimants, the president will add this proposed action to the agenda of the Senate, at which time the claimants will state their charges and the senator will be allowed to respond. At the following meeting, the Senate will vote on the matter by secret ballot. A 2/3 vote of the Senate is necessary to remove a senator. A senator so removed is unable to serve in the Senate for the next five years.

Section 43. Removal of an Officer, Cabinet Member, or Commission Chair

An officer, cabinet member, or commission chair may be removed from their position for failure to fulfill their duties as specified in the constitution and bylaws. The process for removing an officer, cabinet member, or commission chair from their position is the same as removal of a senator from the Senate, except that a senator removed from any of these positions remains a member of the Faculty Senate but cannot hold any of these positions for the next five years.

Section 54. Replacement

When a senator resigns or is removed, their department will be asked to elect a replacement.

When an officer, cabinet member, or commission chair resigns or is removed, that position is filled as soon as possible by a majority vote of the Senate, providing that a quorum has been reached. The cabinet arranges a slate of candidates for any position that becomes available in this manner.

~~A. Regular elections: Each year the Faculty Senate cabinet shall solicit nominations for all offices and committees from the senate. At the last regular spring meeting, the Faculty Senate cabinet shall present a slate of nominees for senate representation on the University Council and commissions, and for Faculty Senate committee membership. Permission of candidates must be obtained before names are placed in nomination. Elections by secret ballot shall~~

~~be conducted after nominations are presented at each meeting. A plurality vote shall elect. Those elected shall take office on the first day of August.~~

~~**B. Eligibility:** For purposes of nomination, voting, and election, 'faculty' includes any person eligible to serve in the Faculty Senate as defined in article III, section 2 of the Faculty Senate constitution. Faculty Senate officers may serve more than three consecutive full terms in one office only if they are elected by a two-thirds majority vote of the Faculty Senate membership. Faculty Senate cabinet members who are not senate officers may serve more than three consecutive full terms only if they are elected by a two-thirds majority vote of the Faculty Senate membership. Members of the Committee on Reconciliation may serve more than three consecutive terms (full or partial) only if they are elected by a two-thirds majority vote of the Faculty Senate membership. Faculty Senate nominated representatives to University Committees may serve more than three consecutive terms (full or partial) only if they are elected by a two-thirds majority vote of the Faculty Senate membership.~~

Article IV. Regular Plenary Meetings of the Faculty Senate

~~A.~~ Regular plenary meetings of the Faculty Senate shall be held each semester at a time set by the president and approved by the Faculty Senate. PerAs dprescribed in the constitution. ~~A~~at least two-five regular meetings shall be held each semester.

Article VI. Special Plenary Meetings of the Faculty Senate

~~A.~~ Special plenary meetings of the Faculty Senate shall be called by request of ~~by~~ the president and of the senate upon approval by recommendation of the cabinet; by recommendation of the cabinet; or on petition of at least ten senators or twenty-five faculty members.

~~B.~~ Requests for special plenary meetings shall include a statement of the purpose of the meeting. A special plenary meeting can be an additional meeting or a meeting conducted in total or in part as a closed (or executive) session.

Article VI. Closed Sessions of the Faculty Senates

The Faculty Senate can meet in a closed session to consider topics that require the identification of an individual or individuals involved in or party to sensitive matters relating to instruction, scholarship, or service. A closed session is for the purpose of discussion only; any action(s) recommended in a closed session must be approved in an open session.

A motion passed by majority vote of senators present and voting, provided that a quorum has been reached, is required to enter and exit a closed session.

Closed sessions are limited to senators and invitees who will be asked to speak to the topic(s) discussed.

The meeting agenda must identify the topic(s) to be covered in the closed session and no other topic(s) can be considered. The meeting minutes should indicate when the Senate ~~went into~~entered a closed session, the topic(s) considered, and when the Senate ~~left~~exited the closed session.

Minutes may be taken during a closed session but are not required. If minutes are taken, they must also be approved in closed session. To avoid calling another closed session to approve these minutes, they should be written during and approved at the end of the closed session. The minutes of a closed session can only be shared with participants of the meeting and should not be attached to the regular minutes.

~~Unauthorized sharing of what transpired in a closed session is punishable by expulsion from the Senate.~~

Article VII. Additional Duties of Faculty Senate Officers and Cabinet Members

Section 1.A. Duties of Faculty Senate Officers

Officers and cabinet members are expected to attend cabinet meetings and all other meetings required by their position; represent the interests of the Senate in cabinet discussions with administrators; communicate the deliberations of the cabinet to the Senate; and perform additional duties listed below.

Section 1. Faculty Senate Officers

In addition to ~~the duties those dpr~~prescribed in ~~in Article IV of the e~~Article V of the constitution and Article I of the bylaws, ~~the duties of the the officers~~, ~~are will~~ perform the following duties.

a. ~~President 1. President~~

- i. ~~Report regularly to the Senate and the cabinet information received from faculty, administration, the Board of Visitors, and other parties that relates to the purpose and function of the Senate as dpr~~prescribed in ~~Faculty Senate Constitution~~ Articles I and II of the constitution., ~~as appropriate.~~
- i. _____
- ii. _____
- iii. _____
- a) ~~Schedule a meeting of the officers, commission chairs, and administrative commission leaders to finalized~~discuss commission agendas prior to the

~~Senate's first regular plenary meeting in the fall. To outline the year's objectives at the opening session of the Faculty Senate in the fall.~~

~~ii.~~

~~iv. To outline~~ Outline the Senate's objectives for the year at the earliest opportunity ~~Senate's opening session~~first regular plenary meeting ~~the Faculty Senate~~ in the fall after providing the full Senate an opportunity to suggest and comment on objectives and consulting with the cabinet.

~~iii.~~

~~v.~~

~~iv. b) Prepare the agenda for Senate and cabinet meetings in consultation with the cabinet and provide the agenda to the operations officer no fewer later than four days prior to a meeting.~~ To prepare and distribute an annual report of the Faculty Senate's accomplishments during the year to the senate ~~Senate, faculty, administration, and Board of Visitors.~~

v. Oversee the functioning of the Senate and make temporary adjustments in work assignments based on the capacity of officers or cabinet members to fulfill their roles.

~~vi.~~

~~a.~~

~~vi. e) Organize fall and spring presentations to~~ discussions between the Senate by ~~and the president of the university and/or the provost.~~

~~viii. Organize fall and spring presentations~~ meetings between ~~to the cabinet by~~ and the provost.

~~vii.~~

viii. Appoint members of the Committee on Faculty Ethics, the Faculty Review Committee, the Committee on Reconciliation, and the Policy and Handbook Committee ~~(in consultation with the cabinet and with~~ through ~~confirmation by the Senate).~~

~~ix. To Manage the Faculty Senate budget. The president will consult and consult with the cabinet on~~ all ~~budgetary decisions.~~

x. Attend all meetings of the Board of Visitors and deliver an address at each meeting representing current topics of interest to faculty and report to the Senate and/or the cabinet on topics of interest to faculty provided by the Board of Visitors, as appropriate.

xi. Request information from faculty and senators pertaining to the following year's objectives no later than the senate's last plenary meeting in the spring.

~~xii. To prepare and distribute to the Senate, faculty, administration, and Board of Visitors an annual report of the Senate's accomplishments~~ in time for the June Board of Visitors meeting. during no later than one week following the Senate's last plenary meeting in the spring ~~the year to the Senate, faculty, administration, and Board of Visitors.~~

- ~~— Consult with the cabinet in preparation for presenting the Senate’s objectives for the year no later than one week prior to the Senate’s first plenary meeting in the fall.~~

b. Vice President

- ~~ix.i.~~ Organize a meeting between the officers, commission chairs, and the chair of the Policy and Handbook Committee no laterfewer than two weeks prior to the first plenary meeting of the Senate in the fall to discuss the commissions’ ongoing and upcoming work and create draft commission agendas pursuant toas dprescribed in Article XI, Section 2 of the bylaws.
- ~~x.ii.~~ Cto coordinate the Senate review of resolutions under consideration byfrom Faculty Senate commissions, including and the Senate vote on commission resolutions as dprescribed in Faculty Senate Bylaws Article XI,X, Section 3 of the bylaws.
- ~~xi.iii.~~ Assist in the Senate review of resolutions from non-Faculty Senate commissions and the Senate position development process pursuant toas dprescribed in Article XI, Section 4 of the bylaws.
- ~~xii.iv.~~ Oversee the “Faculty Senate Position Development Process” (see Article XII of the bylaws).
- ~~— Update the cabinet on commission agendas and policy development plans no later than one week following the first plenary meeting of the Ssenate in the fall.~~

~~xiii.v.~~

c. Operations Officer

- ~~i. a)~~ Distribute the agenda no fewer than three days prior to each meeting of the Senate and the cabinet.
- ~~ii.~~ Maintain records, attendance, and minutes for each meeting of the Senate and the cabinet.
- ~~xiv.iii.~~ Distribute minutes of Senate and cabinet meeting minutes to senators and post these minutes to the Senate website and other Senate–related software platforms.
- ~~xv.iv.~~ Maintain the Senate website and other Senate–related software platforms.
- ~~xvi.v.~~ Obtain a current list of faculty members eligible for membership in the Faculty Senate, identify and notify all departments of Senate membership eligibility rules and vacancies, and organize the election of faculty members to the Senate pursuant as dprescribed in Article II of the bylaws, Section E4(a).
- ~~xvii.vi.~~ Identify the Ccollege Ffaculty Aassociations that are required to hold a Faculty Senate election, notify all Ccollege Ffaculty Aassociations of their electoral obligations, and collect reports from Ccollege Ffaculty Aassociations as dprescribed in Article II of the bylaws.
- ~~xviii.vii.~~ Mmaintain a current list of senators and their membership as Ssenate representatives to all entities, including councils, commissions, committees, and working groups.

- ~~xi.~~ ~~To Recommend new membership for the Faculty Senate's internal standing Committees and Work-work Groups-groups to the pFaculty Senate Faculty Senate President and the cabinet.~~
- ~~xx.viii.~~ ~~Assist in the Senate review of resolutions from commissions and the Senate position development process pursuant to Faculty Senate Bylaws Article XX.~~
- ~~ix.~~ ~~Maintain a list of all nominees for election or appointment to the councils, commissions, and committees on which senators, or faculty members nominated by the Senate, serve. See Section 2 below.~~

d. Immediate Past President

~~xxi.i.~~ ~~Form and chair a sub-committee of cabinet members who have chosen not to be considered for an officer position; to convene and chair-organize this sub-committee's efforts of cabinet members to seek nominations for Faculty Senate officers and perform an open call for nominations by the the Senate; and prepare a slate of officer-nominees for consideration by the cabinet; and to convene and chair a meeting of present this slate of nominees to the cabinet for review and approval; and on behalf of the cabinet, to prepare a present the slate of officer nominees to the Senate for its consideration and vote, by the Senate pursuant in accordance with the Faculty Senate Constitution Article IV, Section 6 of the constitution of the Faculty Senate Cconstitution. For the timing of this process, see Faculty Senate Bylaws Article II, Section 4 of the bylaws.~~

Oversee the cabinet's efforts

- ~~ii.~~ ~~b) To Chair meetings of the cabinet to seek nominations or recommendations of Ffaculty Ssenate representatives to all entities-bodies specified under pursuant to A in Section 2 of this article (see below).~~
- ~~xxiii.iii.~~ ~~If the office of immediate past president is vacant, the cabinet will elect a cabinet member to fulfill the duties outlined in subsections i and ii above.~~

~~To organize the election of faculty members to the senate Senate pursuant to Articles I, II and III of the Faculty Senate b) To o~~

2. Vice President

~~a) To chair the Commission on Faculty Affairs unless an alternate is chosen according to the Bylawsbylaws. Faculty Senate Bylaws Article XX. To assist the president by attending meetings, workshops, and other activities on behalf of the Faculty Senate presidentOrganize a meeting between Faculty Senate officers, commission chairs, and the chair of the Policy and Handbook Committee no later than two weeks prior to the first plenary meeting of the Senate in the fall to~~

~~discuss the commissions' ongoing and upcoming work and create draft agendas pursuant to Faculty Senate Bylaws Article XX, Section 2. Update the cabinet on commission agendas and policy development plans no later than one week following the first plenary meeting of the senate in the fall.~~

Section 2. B. ~~Duties of the~~ Faculty Senate Cabinet Members

In addition to those ~~duties~~ prescribed in Article VI of the constitution ~~and Article I~~ of the bylaws, ~~members of the of the Faculty Senate Constitution, the duties of the cabinet~~ will perform the following duties. ~~are~~

- a. Report regularly to their respective colleges' senators and represent their interests in cabinet discussions.
- b. ~~4. To set the time and place and, together with~~ Assist the pFaculty Senate ~~President in~~, preparing the agendas for meetings of the cabinet and the Faculty Senate. ~~(Cabinet members and (SA-senators may move additions to the agenda at the time of adoption by the cabinet or Faculty Senate.)~~
}
- c. Prepare a slate of senators to be nominated for election ~~by the Senate~~ as officers of the Senate.
- d. Prepare a slate of faculty senators to be nominated for election by the Senate to the following positions:
 - i. Senate representatives on the University Council (one per college).
 - ii. Chairs of the senate commissions (as noted in Article V, Section 3 of the constitution, though not required, the vice president typically chairs the Commission on Faculty Affairs).
 - iii. Senators on commissions.
 - iv. Senate representatives on university standing committees. Representatives are either senators or non-senator faculty members, depending on the committee. The president of the university must approve these appointments.
- b. ~~Consult with the president on the president's appointments to the Committee on Faculty Ethics and the Faculty Review Committee. Monitor the activities of all officers and assist and support the operations officer in order that for their duties may to be discharged expeditiously.~~ Consult with the president on the president's appointments to the external and internal standing committees ~~Committee on Faculty Ethics and the Faculty Review Committee and work groups.:~~
3. ~~To Mmonitor or chair each of the Standing Committees and Work Groups in support of the Operations Officer in order that for their duties may to be discharged expeditiously.~~
- e.
- f. ~~1. To Rreview the resolutions forwarded received from commissions, draft Senate resolution responses, determine the process by which first and second readings of~~

~~resolutions will occur in the Senate, and offer comments on resolutions in accordance with Article XIX, Sections 3 and 4 of these bylaws.~~

~~g. Determine the best approach for the development of a policy -- whether by a commission or work group, for example -- subject to concurrence by the Faculty Senate.~~

~~e. Identify topics that require the application of the Senate position development process; inform the Policy and Handbook Committee of identified topics, and; make recommendations to the Policy and Handbook Committee following Senate discussions of identified topics as prescribed in Article XII of the bylaws.; and determine the best approach for the development of a policy, subject to the concurrence of the Senate, to Assist and support the chairs of the Commissions, Standing Committees, and Work Groups; and to act in the absence of the chairs on the advice of the Faculty Senate officers.2. To monitor the activities of all officers and assist and support the Operations Q~~

~~d.—~~

~~e.—~~

~~f. 5. To Ceall special meetings of the Faculty Senate as provided in pursuant to Faculty Senate Constitution Aarticle VII, Ssection 2 of the Constitution.~~

~~g. 6. To Nnominate members of all standing committees for election by the Faculty Senate as required by the *Faculty Handbook*, and pursuant to Faculty Senate Constitution Article [FIND] and and Faculty Senate Bbylaws Article VII.~~

~~h. 7. To Nnominate Faculty Senate representatives to the University Council for election by the SSenate.~~

~~i. 8. STo seek nominations from their respective colleges' departments faculties and/or senators the Faculty Senate for SSenate elected representatives on university commissions, and to submit a list of nominees to the operations officer for election by the Faculty Senate.~~

~~j. 9. RTo recommend Faculty Senate nominees for membership on university committees when requested by the president of the university. (Recommendations should be made to the operations officer. TThe Faculty Senate must confirm such nominations.)~~

~~k.—~~

~~l. 11. NTo nominate a slate of officers as provided in pursuant to Faculty Senate Constitution Article IV, Section 6 of the constitution and Article VII, Section A of the bylaws.~~

~~m. 12. NTo nominate the chair of the Commission of on Faculty Affairs, typically the vice president. If the cabinet's nominee is not the vice president, tThe Faculty Faculty SSenate must confirm thise recommendation as an alternate to the with the Faculty Senate yVice pPresident.~~

~~h. 10. MTo make nominations, insofar as possible, to ensure rotation of assignments and utilization of the talents of all faculty.~~

~~— Call special meetings of the Senate pursuantas prescribed in to Article IX, Section 2 of the constitution.~~

[MOVE DOWN]

i. _____

Article VIII. Faculty Senate Work Groups and Work Groups or Internal Standing Committees

~~Per~~In accordance with Article VIII, Section 2 of the constitution, ~~T~~the Faculty Senate may form work groups ~~or and internal~~ standing committees as needed ~~that~~. ~~Each is to be led by a coordinator or chair elected by its members. The groups shall report to the Faculty Senate by way of the operations officer~~ and are subject to the purview of the ~~S~~senate.

Section 1. Internal Standing Committees

a. College Faculty Association Committee: ~~The m~~~~The~~ members of the College Faculty Association Committee ~~will are the be the~~ leaders of each of the college faculty associations or their designee. The functions and duties of the College Faculty Association Committee ~~is are~~ to strengthen ~~College-college f~~Faculty ~~a~~Associations' roles in shared governance, ~~;~~strengthen the communication between all College Faculty Associations and the Faculty Senate, ~~;~~ and provide a forum for faculty leadership engagement.

~~a.~~b. The Policy and Handbook Committee (PHC): ~~The members of the Policy and Handbook Committee shall consist of two or more members of the Senate. The functions and duties of the Policy and Handbook Committee are to serve and advise the Senate and its commissions in the creation and/or revision of policy documents and resolutions, participate in the position development process d~~prescribed in Article XII of these bylaws, and ~~consult with~~ ~~serve in an advisory capacity to the~~ Faculty ~~Senate on~~ matters of ~~faculty~~ interest ~~described-prescribed~~ in ~~The Faculty Handbook. The Policy and Handbook Committee members serve two-year terms and shall consist of two or more members of the Senate and are eligible for reappointment~~election as ~~d~~prescribed in Article II, Section 5 of these bylaws~~H of the constitution.~~

Section 2. Work Groups

~~There are no work groups at this time.~~

Article IXX. Membership oOn University Commissions and University Standing Committees

In addition to electing the chairs of the Commission on Faculty Affairs, the Commission on Graduate Studies and Policies, the Commission on Research, and the Commission on

Undergraduate Studies and Policies, the Faculty Senate elects senators to the following commissions and university standing committees:

~~Section 1. Commissions~~**~~A. Commission on Undergraduate Studies and Policies: The Faculty Senate elects two senators to the commission. Unless otherwise specified in the constitutions of the college faculty associations, college faculty representatives to the commission are eligible for election to the Faculty Senate.~~**

~~a.~~

~~b.~~a. _____ Commission on Administrative and Professional Faculty Affairs (CAPFA): one senator.

~~c.~~b. Commission on Equal Opportunity and Diversity (CEOD): one senator.

~~d.~~c. Commission on Faculty Affairs (CFA): nine senators (in addition to the chair).

~~e.~~d. Commission on Graduate and Professional Student Affairs (CGPSA): one senator.

~~f.~~e. Commission on Graduate and Professional Studies and Policies (CGPSP): two senators (in addition to the chair).

~~g.~~f. Commission on Outreach and International Affairs (COIA): two senators.

~~h.~~g. _____ Commission on Research (COR): one senator (in addition to the chair).

~~i.~~h. Commission on Staff Policies and Affairs (CSPA): one senator.

~~j.~~i. Commission on Undergraduate Student Affairs (CUSA): one senator.

~~k.~~j. Commission on Undergraduate Studies and Policies (CUSP): two senators (in addition to the chair).

Section 2. University Standing Committees

Subject to approval by the president of the university, the Faculty Senate elects senators or faculty members makes nominations for appointment by the president of to the university to the following University Standing Committees (for more details on these appointments, see Article VIII of the University Council Bylaws):

a. Academic Support: one senator.

b. Athletics: one senator.

c. Budgeting and Planning: one senator.

- d. Campus Development: three faculty representatives.
- e. Climate Action, Sustainability, and Energy: four faculty representatives.
- f. Employee Benefits: three senators.
- g. Honor Council: three instructional or library faculty.
- h. Information Technology Services and Systems Committee: one senator and one tenured or tenure-track faculty representative.
- i. Intellectual Property: see the University Council Bylaws.
- j. Library: one senator.
- k. Transportation and Parking: three faculty representatives.
- l. University Curriculum Committee for General Education: two senators.

~~Article X. Faculty Representation On the Faculty Senate of Virginia~~ X. Faculty Representation On the Faculty Senate of Virginia

~~Section 1.A. Membership~~

~~According to the Faculty Senate of Virginia (FSVA) bylaws, the Virginia Tech Faculty Senate elects one senator two faculty and as many as four representatives, each of whom serves a three-year term, to the FSVA.~~

~~Senators serve a three-year term. The term of representatives is determined by each faculty senate, and the practice of the Senate is to elect representatives for one-year terms.~~

~~Section 2. B. Functions and Duties~~

~~The functions and duties of the senator and faculty representatives to the FSVA are to:~~

- a. ~~To~~ Represent the position of the Virginia Tech Faculty Senate and the faculty on pertinent matters considered by the FSVA.
- ~~b. To~~ I inform the Virginia Tech Faculty Senate of pertinent matters to be considered and of actions taken by the FSVA.
- ~~c. To~~
- ~~d. To~~

~~e-c. To~~ Bring matters of faculty concern before the FSVA.

XI. Committee On Reconciliation

~~A. The Committee on Reconciliation shall consist of eight members.~~

Article XI. Policy Review and Recommendation Process

Section 1. Overview

The Faculty Senate is charged to develop policy recommendations that advance the interests of faculty and the missions of the university, and to express the views and preferences of faculty regarding all policy recommendations, no matter their point of origin within our system of shared governance.

For policy recommendations of the Faculty Senate to be advanced to the University Council, they must first be proposed as resolutions that are approved by one of its commissions (CFA, CGPSP, COR, and CUSP) and then by the full senate. Resolutions receive two readings in the senate: first reading opens the resolution for discussion and debate and second reading provides an opportunity for further discussion and to vote on the resolution. Resolutions are advanced by an affirmative vote of a simple majority of members present and voting, provided that a quorum has been reached, except for revisions to the senate constitution, which require a two-thirds majority vote of members present and voting. For more information on the policy review and recommendation process, including options for deferral of commission and senate readings, see Article III of the University Council Bylaws.

The Senate is expected to conduct its first and second readings of resolutions roughly concurrently with the first and second readings in its commissions, with a week between commission and senate readings whenever possible.

Commission chairs are expected to keep the cabinet and senate informed of their work, including the progress of resolutions through the commissions, and to meet with the cabinet and/or the Senate as necessary to facilitate the development and passage of resolutions.

While resolutions may be written by senators, they cannot be advanced directly by the Senate itself and must be processed by one of the Senate commissions prior to consideration by the Senate.

Section 2. Policy Planning

According to the University Council Constitution (Article VIII, Section 2): “The senate commissions report to and work with their respective senates in accordance with their respective charges. Chairs of senate commissions shall coordinate their agendas with the appropriate senate and administrative office, and meet with senate leadership on a regular basis according to expectations included in senate bylaws.”

Prior to the start of the fall semester’s senate and commission meetings, the Faculty Senate officers will meet with commission chairs and members of the Policy and Handbook Committee (PHC) to discuss the commissions’ ongoing and upcoming work and to draft commission plans for the coming year. ~~The president will then schedule a meeting of the officers, commission chairs, and administrative commission leaders to finalize commission plans.~~

The officers will determine the best approach for the initial development of a policy, whether through a commission or by other means, such as a work group or task force, with the understanding that, however a policy recommendation is initially developed, it can only be advanced as a resolution through a commission. Once the cabinet is selected in the fall semester, they will review the commission agendas and policy development plans and recommend revisions. As soon as possible in the fall semester, the Senate will discuss the Senate’s legislative agenda.

Section 3. Senate Review of Resolutions from Faculty Senate Commissions

- a. The commission chair notifies the vice president of the date of the first commission reading of a resolution so that the vice president can schedule the first reading of the resolution in the Senate.
- b. Prior to the first reading in the Senate, the vice president posts the resolution for Faculty Senate review and comment and notifies senators via email or announcement of the posting.
- c. Resolutions received prior to the completion of the Faculty Senate agenda (no later than Tuesday in the week of a Faculty Senate meeting) are added to that agenda; those received after that are added to the agenda of the succeeding meeting. Resolutions are also added to the Faculty Senate Cabinet agenda. Once a resolution has been added to these agendas, it is included on succeeding agendas until the Senate has voted on the resolution.
- d. The Faculty Senate cabinet forms a preliminary opinion about the resolution prior to its first reading by the Senate. If necessary, this can take place by electronic

communication (e.g., email).

- e. Faculty Senate and Faculty Senate cabinet agendas shall include a section for resolutions that will be voted on by the Senate (see below). For each resolution, the following information is provided: resolution # and name; a summary of the resolution; the dates of the first and second commission readings; and the dates of the first and second readings in the Senate.
- f. At first Senate readings, all resolutions are discussed. The extent of the discussion depends on the response of senators and concerns about the nature of a resolution should be raised at this time. The commission chair leads the discussion, and along with senators who are members of the commission, answers questions about the resolution and takes notes on revisions recommended by the senators.
- g. If there is no clear consensus on whether the Senate supports a resolution, a straw ballot is conducted. If the Senate does not support passage of the resolution, the commission chair will meet with the cabinet to discuss if and how the resolution can move forward, including the possibility of deferring the second commission reading so that the commission has more time to develop the resolution.
- h. At second Senate readings, the commission chair again leads the discussion, after which the Senate votes on the resolution.

Example of what will be included in the Senate agenda for a resolution from one of the Senate commissions:

CFA 2020-21F: Resolution to Approve the Awarding of Tenure in the Virginia Tech Carilion School of Medicine. *Establishes the authority of VTCSOM to award tenure to its faculty.* 1st CFA reading: 2/19/21. 2nd CFA reading: 3/5/21. 1st FS reading: 2/26/21. 2nd FS reading: 3/12/21.

Section 4. Senate Review of Resolutions from University Commissions and Commissions of Other Senates

- a. As soon as available, resolutions are posted for Faculty Senate review and comment and senators are notified via email or announcement of the posting. Resolutions received prior to the posting of the Faculty Senate agenda (no later than Tuesday in the week of a Faculty Senate meeting) are added to that agenda; those received after that are added to the agenda of the succeeding meeting.¹ Resolutions are also added to the Faculty Senate cabinet agenda. Once a resolution has been added to these

¹ Under normal (non-holiday) circumstances, the most time that could elapse between receipt of a resolution and its consideration in the Senate is a little over two weeks, leaving approximately two weeks to write a response, should one be required.

agendas, it is included on succeeding agendas until the comment on the resolution has been completed or the Senate's right to comment has been waived.

- b. The Faculty Senate cabinet forms a preliminary recommendation (waive comment; express support; express disapproval) prior to the consideration of the resolution by the Faculty Senate. If necessary, this can take place by electronic communication (e.g., email).
- c. Faculty Senate and Faculty Senate cabinet agendas include a section for resolutions under consideration by the Senate (see below). For each resolution, the following information is provided: resolution # and name; a summary of the resolution; when the resolution was received; when a response is due; the date of the senate review; the amount of time after senate review in which to write a response; and the preliminary cabinet recommendation (see examples below).
- d. Resolutions are discussed in the Faculty Senate at the request of any senator. If there is no clear consensus on how the senate wants to respond to a resolution, senators vote on the three options: waive comment; express approval; express disapproval. If no discussion is requested, the meeting moderator indicates the preliminary recommendation of the cabinet to make sure that the Faculty Senate agrees.
- e. Faculty Senate resolution responses are drafted by the cabinet. Senators who are not members of the cabinet may participate in writing the response, provided they can work within the time available. Responses reflect the consensus of the Faculty Senate and are posted for review by the Faculty Senate. If non-cabinet senators participate in drafting a response, editorial disagreements are resolved by the cabinet, which must have a minimum of three days to do so.

Example of what will be included in ~~an~~the Senate agenda from one of the University Commissions or a commission of other senates:

CAPFA 2020-21C: Resolution to Revise Chapter 7 of ~~T~~he Faculty Handbook. *Revises chapter 7 of the FH to reflect the creation of the A/P Faculty Senate.* **Rcvd:** 1/8/21. **Due:** 2/5/21. **FS review:** 1/21/21. **Time to draft response:** 12 days. **Prelim. cabinet rec:** waive.

Article XII. The Faculty Senate Position Development Process

Given that most policy recommendations will be revisions of or amendments to existing policies, the majority of these resolutions will be developed directly by one of the Faculty Senate commissions and require little discussion in the senate itself. For these “simple” resolutions, first and second Senate readings will almost always provide sufficient time for Senate consideration.

More complicated policy work may require the creation of a working group or task force connected to the Senate or one of its commissions, or may be handled as a University Mission Initiative (see Article XII of the University Council Constitution) overseen by a committee that includes Faculty Senate representation but is not a part of the Senate itself. Because policy work of this nature often involves multiple Senate discussions across one or a span of years, it is critical that the senate employs a process for gathering the views of senators on a policy, reflecting those views back to them, refining those views, conveying them to departments in order to obtain and incorporate the feedback of faculty throughout the university, and repeating these steps as required to facilitate an informed Faculty Senate position on the policy.

The Faculty Senate position development process is as follows:

- a. The cabinet will identify topics that require the application of this process and inform the PHC chair accordingly.
- b. A member of the PHC will take notes during relevant Faculty Senate discussions.
- c. Based on those notes and other information that may be provided by the cabinet, a member of the PHC will write a summary policy report. In addition to a summary of the discussion, the report will include a list of open questions and concerns and an initial assessment of the overall Faculty Senate position on the topic.
- d. The report will be presented to the cabinet at the first meeting of the cabinet following the discussion in Senate, which is typically one week later. The author of the report will participate in and take notes on that discussion and write an updated version of the policy report based on recommendations or alterations suggested by the cabinet.
- e. The policy report will be made available to senators, reviewed at the next senate meeting, and revised by the PHC based on that discussion. Stages 2-5 will be followed each time the Senate or cabinet discusses the topic.
- f. At the discretion of the cabinet, senators will be asked to share and review the report with the faculty in their departments and inform the Senate of the outcome of those discussions.
- g. Also at the discretion of the cabinet, the Senate may use periodic straw ballots as a means of ascertaining the support of senators for a given policy or alternative policy options.
- h. Notes on Senate and cabinet discussions and iterations of the policy report will be maintained by the Senate in order to create a record of its evolving and ultimate position on the topic.

Nothing in this process alters the requirement that all resolutions advanced by the senate are processed initially by commissions and voted on by the senate.

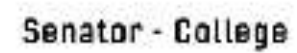


STUDENT GOVERNANCE
Frank Shushok, Jr.



- Integrate independent student governance groups (BOV, Budget Board, CSA)
- Curate the many student voices into salient expressions for change or improvement
- Increase student participation in shared university governance
- Increase representation from numerous constituency and identity groups
- Remove socioeconomic barriers for participation

Bottom line: Make the USS accessible, approachable, and representative.

VP &
POW

Working Group 1

Administration Committee

Communications Committee

Accountability Committee

**Staff Development
Committee**

Appropriations Committee

Outreach Committee

Working Group 2

Commission on Undergraduate Student Affairs

What happened this year?

- Highest levels of student participation in a decade
- Significant collaboration and engagement about issues important to students
- Substantive diversity and representation in the USS
- Superb elected and selected student leaders that make us all proud to be Hokies

STUDENT GOVERNANCE TASK
FORCE PRESENTATION



Questions?

Recommendation: That the Resolution for Approval of Undergraduate Student Senate Governing Documents be approved, effective upon approval.

RESOLUTION FOR APPROVAL OF UNDERGRADUATE STUDENT SENATE GOVERNING DOCUMENTS

WHEREAS, the Undergraduate Student Senate (USS) is a newly established student governance entity; and

WHEREAS, the USS is part of the five-senate structure at Virginia Tech; and

WHEREAS, all senates are required to have a constitution and a set of bylaws that are consistent with the University Council constitution, in order to best function, conduct best processes, and serve their constituents; and

WHEREAS, the USS Constitution and Bylaws were authored by the USS Transition Team and reviewed by members of the Virginia Tech administration and the current USS Cabinet; and

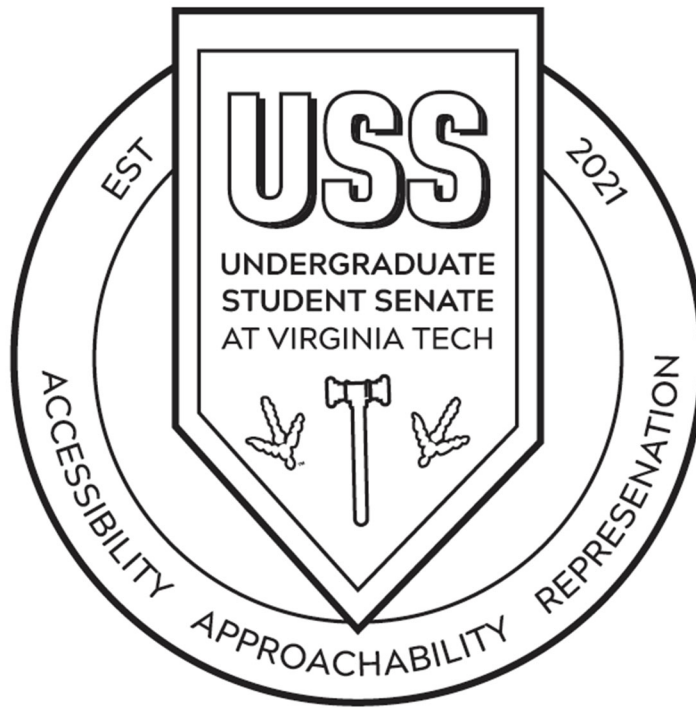
WHEREAS, the USS Constitution and Bylaws are required and necessary for best function of the USS; and

NOW, THEREFORE, BE IT RESOLVED that the USS approves and adopts the attached Constitution and Bylaws, effective upon approval from the Board of Visitors.

Recommendation

That the Resolution For Approval of Undergraduate Student Senate Governing Documents be approved.

June 6, 2022



*The Undergraduate Student Senate Constitution
Virginia Polytechnic Institute and State University*

Authored: USS Transition Team, 2021
Adopted: University Council of Virginia Tech, 2021
Amended: January 2022

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Preamble

We, the Undergraduate Student Senate of Virginia Polytechnic Institute and State University (Virginia Tech), in order to facilitate an inclusive representation with a character of integrity and nurture an atmosphere of enhanced approachability and accessibility, pledge to protect student rights, promote equity and inclusion of all, investigate the welfare of students, and take the appropriate action to champion their needs, wants, and hopes for Virginia Tech. Furthermore, the Undergraduate Student Senate aim to provide a liaison between the undergraduate student body, faculty, and administration of the university, promote academic freedom and responsibility, and ensure transparent advocacy. As undergraduate students elected by our peers, we pledge to lead by exemplary boldness of character and to uphold the honor of *Ut Prosim* in all we do, and present this constitution and bylaws as the principal governing documents of the Undergraduate Student Senate at Virginia Tech.

Land Acknowledgement and Labor Recognition

Virginia Tech acknowledges that we live and work on the Tutelo / Monacan People's homeland and we recognize their continued relationships with their lands and waterways. We further acknowledge that legislation and practices like the Morrill Act (1862) enabled the commonwealth of Virginia to finance and found Virginia Tech through the forced removal of Native Nations from their lands, both locally and in western territories.

We understand that honoring Native Peoples without explicit material commitments falls short of our institutional responsibilities. Through sustained, transparent, and meaningful engagement with the Tutelo / Monacan Peoples, and other Native Nations, we commit to changing the trajectory of Virginia Tech's history by increasing Indigenous student, staff, and faculty recruitment and retention, diversifying course offerings, and meeting the growing needs of all Virginia tribes and supporting their sovereignty.

We must also recognize that enslaved Black people generated revenue and resources used to establish Virginia Tech and were prohibited from attending until 1953. Through InclusiveVT, the institutional and individual commitment to *UT Prosim* (that I may serve) in the spirit of community, diversity, and excellence, we commit to advancing a more diverse, equitable, and inclusive community.

Article I: Name

The name of the senate is the Undergraduate Student Senate of Virginia Polytechnic Institute and State University, hereafter referred to as the Undergraduate Student Senate, the USS, or the USS at Virginia Tech.

Article II: Purpose

The purpose of the Undergraduate Student Senate is to improve the undergraduate student experience by consistently demonstrating Ut Prosim and servant leadership in all endeavors; to represent and promote the values of Virginia Polytechnic and State University in formulating and implementing university policy; and to assist Virginia Polytechnic Institute and State University in its efforts to:

1. Provide an environment conducive to the pursuit of learning, scholarship, research, and service that promotes inclusion, wellbeing, and a sense of belonging for all undergraduate students.
2. Anticipate and meet the social, academic and developmental needs of all undergraduate students in a manner that enhances welcoming and inclusive community for undergraduate students at each Virginia Tech campus.

The Undergraduate Student Senate is part of the legislative system defined in the University Council Constitution. This system constitutes the main bodies for policy formation at Virginia Tech and also includes the A/P Faculty Senate, the Staff Senate, the Faculty Senate, the Graduate and Professional Student Senate, the university and senate commissions and their related committees, and the University Council. Domains of responsibility for each senate are outlined in Article VII of the University Council Constitution. The senate commissions formulate and recommend policies to the senates, which in turn recommend policies to the University Council; the university commissions formulate and recommend policies directly to the University Council. All senates have at least one commission assigned to them. The University Council makes policy recommendations to the president. Final authority rests with the president of the university and the Board of Visitors. Because these bodies constitute a legislative system, their functions, relationships, and the processes they hold in common are defined in the University Council Constitution and Bylaws. All aspects of the Undergraduate Student Senate not defined in those documents are defined in the USS Constitution and Bylaws.

USS policy recommendations are advanced in the form of resolutions as described in Article III of the University Council Bylaws; Article VII, Section 4 of the USS Constitution; and Articles VIII and IX of the USS Bylaws.

Article III: Functions & Scope

Section 1. Official Charge

Per Article VII, Section 7 of the University Council Constitution, the USS is charged as follows:

“The Undergraduate Student Senate shall be representative of the entire undergraduate student body and have the authority and responsibility to act on their behalf through legislative recommendations concerning campus life; academic and learning environment equity; undergraduate student health and wellness; dissemination of a portion of the student activity fee to registered student organizations; matters of equity, inclusion, and access that affect undergraduate students; and the learning conditions of the undergraduate student body.”

Section 2. Functions and Scope

- To improve the undergraduate student experience.
- To enhance inclusion and diversity for all undergraduate students.
- To promote *UT Prosim* and servant leadership among the undergraduate student body.
- To promote the values of Virginia Polytechnic and State University.
- To advance the reputation and goodwill of all members of the Virginia Tech community.
- To develop and provide programs, information, and communications that enhance community among the undergraduate students that align with the goals of Virginia Tech.
- To consider resolutions and advance legislation that supports a positive student experience for all undergraduates.
- To refer appropriate matters within this *function and scope* to commissions, senates, groups, or individuals for consideration and recommendations.
- To allocate funds from the student activity fee to the recognized student organizations.
- To represent and demonstrate *UT Prosim* in all endeavors.

Article IV: Definitions

- a. "Advising Team"-This term refers to the professional staff who are assigned to work, coach, and guide the student leadership within the USS. This team includes a senior advisor.
- b. "College"- This term refers to one of the nine academic colleges housed within Virginia Tech that are responsible for the execution of the academic curriculum. These nine colleges are *College of Liberal Arts and Human Sciences*, *College of Engineering*, *College of Architecture and Urban Studies*, *Pamplin College of Business*, *College of Agriculture and Life Sciences*, *College of Natural Resources and the Environment*, *College of Science*, *Virginia-Maryland College of Veterinary Medicine*, and the *Virginia Tech Carilion School of Medicine*.

- c. “Director”—This term refers to a selected member of the USS who holds an administrative role that helps the organization to function. Directors do not have voting rights within the USS.
- d. “Senator”—A senator is an elected undergraduate representative who holds voting authority for matters of legislation and internal USS operations. Cabinet members, directors, and assistant directors are not senators and do not hold voting rights within the USS.
- e. “Student Member”—all enrolled undergraduate students at Virginia Tech.
- f. “UCSO”—A University Chartered Student Organization (UCSO) is an organization that has significant campus impact through providing resources and/or services that are best delivered by students in conjunction with their sponsoring campus department. This classification of the organization must align with, and is integral to, departmental and university missions to create robust student experiences.
- g. “University Governance”—University Governance refers to the university governance structure, including the Faculty Senate, A/P Faculty Senate, Staff Senate, Graduate and Professional Student Senate, the University Council, all commissions, and the Board of Visitors.
- h. “Undergraduate Student Body”—All enrolled undergraduate students at Virginia Polytechnic and State University.
- i. “USS”—One of the official abbreviations for the full title of the Undergraduate Student Senate at Virginia Tech, and will be used on all the organization’s documents, marketing materials, and other important information.

Article V: Membership and Eligibility to Vote

Section 1: Student Membership

- a. All undergraduate students at Virginia Tech are members of this organization.
- b. All enrolled undergraduate students are eligible to vote in USS elections and referendums. When voting for college senators (see article IV, section d) within the USS, only undergraduate students who are currently enrolled within that college will be able to vote for their college senator.
- c. Members reserve the right to attend, participate, and engage in senate meetings and affairs to the extent that they are willing. However, daily operations, executive, and legislative actions will be the responsibility of the USS senators alone.
- d. USS Senators vote on all resolutions that come before the USS senatorial body.

Section 2: Non-Discrimination Policy

Recognizing that Virginia Tech is an important part of Blacksburg, Montgomery County, the Commonwealth of Virginia, and the United States, it should be incumbent upon every member to participate in activities that contribute to overall community well-being. Active members shall:

- a. Honor Virginia Tech's Principles of Community and respect all members of the community.
- b. Adhere to Virginia Tech's Non-Discrimination Statement contained in Presidential Policy Memorandum 112 (<https://policies.vt.edu/assets/112-non-discrimination-statement.pdf>).

Article VI: Organization

The USS will exist as a unicameral structure consisting of senators, directors, and a cabinet. Additionally, the USS receives its operational authority from the Department of Student Engagement and Campus Life (SECL) and may not operate as an independent organization separate from SECL or Student Affairs. The USS is organized as follows:

- a. Seven (7) cabinet members (See Article IV, section d)
 - i. President
 - ii. Vice President for Issues and Policy
 - iii. Vice President for Shared Governance
 - iv. Vice President for Equity and Inclusion
 - v. Vice President for Administration
 - vi. Vice President for Finance
 - vii. Vice President and Representative to the Board of Visitors
- b. Directors and assistant directors
 - i. Details about each of the director positions can be found in the Article VI of the bylaws
- c. At-large senators
 - i. Calculated to equal one (1) representative per 1000 undergraduate students
 - ii. This is calculated based on current enrollment at the time of elections
- d. College senators
 - i. Calculated to equal one (1) representative per 750 undergraduate students or one (1) representative if the college is under 750
 - ii. This is calculated based on current enrollment at the time of elections
- e. Seventeen (17) UCSO senators
 - i. Representatives from the following organizations:
 1. Asian American Student Union (AASU)
 2. Black Organizations Council (BOC)
 3. Black Student Alliance (BSA)

4. Council of International Student Organizations (CISO)
 5. HokiePride
 6. Interfraternity Council (IFC)
 7. Jewish Student Union (JSU)
 8. Latino Association of Student Organizations (LASO)
 9. Muslim Student Union (MSU)
 10. National Pan-Hellenic Council (NPHC)
 11. Panhellenic Council (PHC)
 12. Residence Hall Federation (RHF)
 13. United Council of Fraternities and Sororities (UCFS)
 14. Virginia Tech Union (VTU)
 15. Virginia Tech, Sophomore Class
 16. Virginia Tech, Junior Class
 17. Virginia Tech, Senior Class
- f. Two (2) Corps of Cadets senators
 - g. The senate will be organized into committees, the details of which can be found in Article VI of the Bylaws.
 - h. Standing committees include but are not limited to the following:
 - i. Issues and Policy Committees (2)
 - ii. Commission on Undergraduate Student Affairs
 - iii. Communications and Marketing Committee
 - iv. Special Programs Committee
 - v. Membership Development Committee
 - vi. Administration Committee
 - vii. Appropriations Committee
 - viii. Accountability Committee
 - ix. The Commission on Undergraduate Student Affairs (CUSA) will operate as a commission reporting to the USS. Details of its composition and operation are located in Article VII I of the constitution
 - i. The USS will have an Advising Team of *ex-officio* members who are administrators at Virginia Tech.
 - i. Administrative advisors (Advising Team) are appointed to the USS by Virginia Tech Student Affairs.

Article VII: Policies and Procedures

Section 1: Policies of USS Meetings

- a. The USS will hold bi-weekly meetings with the entire organization including all cabinet members, directors, senators, and advisors. These meetings will be free and open to

current students, faculty, staff, and administrators of Virginia Tech. All guests or visitors must be approved to attend USS meetings in advance by the Senior Advisor. At least one advisor must be present at all USS meetings.

- b. The president shall serve as the presiding officer of senate meetings and will be responsible for all meeting operations, such as agendas, time limits, discussion procedures, and parliamentary procedures.
- c. Quorum for these meetings shall be defined as the presence of a majority (over $\frac{1}{2}$) of all voting members and at least one advisor. Quorum must be obtained for any voting to take place; if a quorum is not obtained, the meeting may only occur for the purposes of reports, planning, and other similar objectives.
- d. In order to maintain proper communication and decorum during meetings, the meetings will be governed and operated according to Robert's Rules of Order.
- e. No USS meetings shall be longer than ninety (90) minutes unless an extension is approved by a two-thirds ($\frac{2}{3}$) majority of the voting members present. Meetings can be extended by maximum of 30 minutes. With the additional time, no meetings can exceed a total of one-hundred and twenty (120) minutes.
- f. In the event that a senator wishes to overturn the decision of the president on a matter of parliamentary procedure, they make a motion to do so by saying, "Motion to overturn the decision of the chair." After the motion is seconded, the USS will be in recess for a maximum of five (5) minutes while the body discusses the presidential decision in question among members. The president then calls for a vote. If a majority of the body votes in the affirmative to overturn the decision of the president, the decision is reversed and the meeting proceeds. If the decision is not overturned, the meeting proceeds without further discussion and consideration of the motion.

Section 2: Student Rights During USS Meetings

- a. USS meetings shall include a period of time in the agenda whereby any current student, faculty, or staff member of Virginia Tech is permitted to bring forth any topic or issue of their choice and present it to the USS. This time shall be designated as "Public Forum."
- b. All current students, faculty, and staff members are free and entitled to speaking and discussion rights at any point in the USS meetings. Nevertheless, any such discussion will have to be strictly within the bounds of the meeting's agenda. The presiding officer shall not entertain any dialogue that is purely meant to disrupt the work of the senate.
- c. Members who choose to participate and speak up will maintain a sense of decorum and respect during debate and discussion consistent with Robert's Rules of Order.
 - i. Participation by current members of the student body, faculty, and staff will be governed by the presiding officer of the USS. Public participants are not expected to be familiar with parliamentary procedure. However, they are expected to defer

judgment to the presiding officer in matters of procedure and respect the decision of the presiding officer at all times.

- d. Members do not have the right to vote on legislation and matters of parliamentary procedure during the meetings of the USS but are entitled to the speaking rights as outlined previously.
- e. Members may not be given the floor if the presiding officer feels that excessive discussion will hamper the fulfillment of the meeting's agenda. However, if there is additional time left at the end of the session, any member will be allowed to share their perspectives on an issue that has already been discussed that day, in Public Forum.
- f. If a member is found to be deliberately disruptive to the senate proceedings, the presiding officer shall initially issue a warning to the individual. If such behavior is repeated, the presiding officer, with the advice of the cabinet, will ask the individual to vacate the meeting.

Section 3: Petitions & Requests

- a. All members shall be able to bring an issue to a full senate vote by submitting a petition to any of the cabinet members bearing the signatures, official student email addresses, and dates of signature of at least five percent (5%) of the undergraduate student body and at least three senators, including a minimum of one college senator, one UCSO senator, and one at-large senator. The request will be reviewed in its entirety by the cabinet within fourteen (14) days and appropriate action will be taken afterward.
- b. All proposed amendments to the USS Constitution and/or Bylaws must be discussed with the Advising Team.

Section 4: Legislative Policies and Paths

- a. Any senator in the USS, regardless of committee position, may choose to write and sponsor legislation on a topic of their choosing.
- b. Senators are required to meet with university officials and other relevant stakeholders in order to acquire full information about their chosen topic, and to work closely with appropriate university entities on the development of their legislation prior to voting of any kind.
- c. Any resolution that involves the creation or revision of policy must be reviewed and approved within the CUSA prior to senate review and vote.
- d. Legislation will follow the paths and additional policies outlined in the USS Bylaws.

Section 5: Elections

- a. USS elections shall be governed by the following rules:
 - i. All senators, cabinet representatives, directors, assistant directors, committee members, and representatives to university-level governance bodies shall be elected to these positions, with the exception of *ex officio* positions. Though USS nominees for university standing committees shall be elected by the USS, the President of the University makes the final selection from these nominees.
 - ii. Elections shall be held on an annual basis.
 - iii. Elections shall be overseen by the Advising Team.
 - iv. Elections shall be carried out via an electronic balloting system.
 - v. Upon conclusion of an election, the candidate that receives a majority of the votes shall be declared the winner and candidate-elect for that position.
 - vi. All USS candidates are subject to and shall abide by the official USS election rules and regulations hereby known as the election code which is a separate document from the constitution and bylaws.
 - vii. All terms are one-year, defined by the period of time between inaugurations. Some members of the CUSA may be renewed annually by the Senior Advisor on the Advising Team.

Section 6: Line of Succession

Should the president vacate the office for any reason, the line of succession is as follows: Vice President for Issues and Policy, Vice President for Shared Governance, Vice President for Equity and Inclusion, Vice President for Administration, Vice President for Finance, Vice President and Representative to the Board of Visitors.

Should a Vice President vacate their office for any reason, a special election will be held.

Section 7: Stipends

Cabinet members are eligible to receive a stipend, subject to annual determination by and provision from Virginia Tech Student Affairs.

Article VIII: Commission on Undergraduate Student Affairs (CUSA)

Section 1: Official Charge

Per Article VIII, Section 7 of the University Council Constitution, the Commission on Undergraduate Student Affairs is charged as follows:

“To study, formulate, and recommend to the Undergraduate Student Senate policies and procedures pertaining to the undergraduate student experience at Virginia Tech. Areas for consideration include undergraduate student life, wellbeing, inclusion, and morale; undergraduate student relations with peers, staff, faculty, administrators, alumni, and the community; policy matters related to undergraduate student conduct; undergraduate student organizations, social life, and recreation; employment, placement, and counseling; and residential and campus life, health, safety, and quality of undergraduate student related services.”

Section 2: Membership

The Vice President for Shared Governance will oversee and chair the CUSA. Senate representatives will be elected or appointed by their respective senate or division head. The membership of the commission is as follows:

- a. USS Vice President for Shared Governance
- b. Vice President for Student Affairs (VPSA)
- c. Vice Provost for Undergraduate Academic Affairs (VPUA)
- d. Dean of the Graduate School
- e. Vice President for Policy and Governance (VPPG)
- f. Vice President for Strategic Affairs for Inclusion and Diversity (VPID)
- g. Assistant Vice President for Student Affairs and Experience VT (AVP)
- h. Two (2) A/P Faculty representatives from the Division of Student Affairs appointed by the Vice President for Student Affairs
- i. One (1) Faculty Senate Representative (FS)
- j. One (1) Staff Senate Representative (SS)
- k. Two (2) Graduate and Professional Student Senate Representatives (GPSS 1 & GPSS 2)
- l. One (1) A/P Faculty Senate Representative
- m. USS appointments:
 - Four (4) USS At-large Senators
 - Four (4) USS UCSO Senators
 - Four (4) USS College Senators

Article IX: Amendments to the USS Constitution and/or Bylaws

Section 1. Development of Recommendations

The Senior Advisor for the Undergraduate Student Senate will convene an ad hoc committee to review recommended amendments to the USS Constitution and/or Bylaws. The ad hoc committee may include USS senators, members of the CUSA, students, faculty, staff and/or

administrators. A two-thirds (2/3) affirmative of the ad hoc committee is required to advance amendments to the constitution and/or bylaws.

Section 2. Approval of Amendments to the USS Constitution

Upon approval by the ad hoc committee, proposed amendments to the USS Constitution proceed to the CUSA for development as a CUSA resolution and become effective upon the following sequence of actions:

- a. An affirmative majority vote by the CUSA.
- b. An affirmative vote of two-thirds (2/3) of USS senators present and voting, provided that a quorum has been reached.
- c. An affirmative vote in the University Council of the majority of members present and voting, provided that a quorum has been reached.
- d. Approval by the president of the university.

Section 3. Approval of Amendments to the USS Bylaws

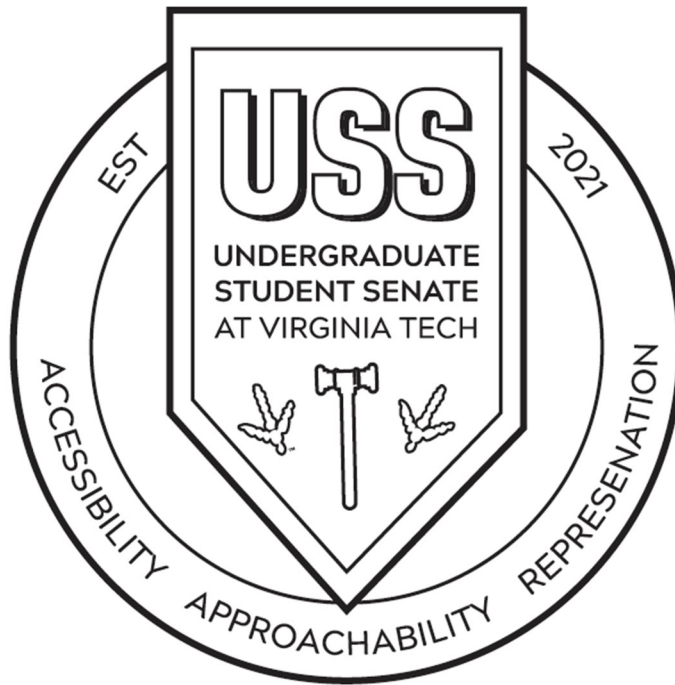
Upon approval by the ad hoc committee, an amendment to the USS Bylaws becomes effective upon an affirmative vote of the majority of the USS senators present and voting, provided that a quorum has been reached, and requires no further approval.

Section 4: Notice of Proposal

Notice of proposal to amend the USS Constitution or Bylaws shall be given in the senate agenda and considered at no fewer than two meetings of the senate prior to voting. The proposed amendment shall be distributed with the agenda.

Article X: Determination of Legislative Authority

In order for the shared governance system of Virginia Tech to function as intended, the roles and authority of its different components, including the Undergraduate Student Senate and the Commission on Undergraduate Student Affairs, must be maintained, and participants in shared governance are expected to adhere to the statements of purpose, function, or charge contained in the University Council Constitution. Senate and commission charges identify the areas of legislative authority and responsibility for the relevant body. These charges are not exhaustive: when questions arise regarding the relevance of the topic of a resolution to a commission or senate charge, they will be addressed to the University Council parliamentarian, and if necessary, the University Council Cabinet. Per Article III, Section 3 of the University Council Bylaws, determination of the authority of a commission to advance a resolution rests with the University Council Cabinet and the University Council.



*The Undergraduate Student Senate Bylaws
Virginia Polytechnic Institute and State University*

Authored: USS Transition Team, 2021
Adopted: University Council of Virginia Tech, 2021
Amended: *November 2021*

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Article I: Meetings of the Undergraduate Student Senate

1. Regular meetings for the full Undergraduate Student Senate shall be on the first and third Tuesdays of each month from the opening of the Fall Semester until the end of the academic year in May.
2. Regular committee meetings may be held on the second or fourth Tuesday or if needed the committee may choose to meet at a different time if there is a class conflict.

Article II: The Spirit of *Ut Prosim*

The members of the Undergraduate Student Senate believe that our commitment to *Ut Prosim* (That I may serve) is the defining characteristic of Virginia Tech and that all gatherings of this body should be infused with the spirit of *Ut Prosim*. To give voice to these beliefs, the president will begin and end each meeting with the call, “*Ut Prosim*,” to which the body shall respond in unison, “That I may serve”. This public display of fidelity to the principle of *Ut Prosim* will remind senators of the USS that we are in positions of leadership to serve our beloved institution and our fellow undergraduate students.

Article III: Definitions

- a. **Information Session**—this term refers to a 45 minute meeting held before elections begin to share information with potential candidates about the USS, positions, processes, etc.
- b. **USS Member**—this term encompasses President, Vice Presidents, and Senators.

Article IV: Cabinet

Representatives of the USS Cabinet will be chosen through an election process as outlined in Article VII, Section 5 of the USS Constitution.

Section 1: President

a. *Eligibility*

The president must:

- i. Be enrolled as a full-time undergraduate student at the university and be in good standing academically and with the Honor System and Student Conduct at the time of application and throughout the entire term.

- ii. Complete an interview with the Advisory Committee appointed by the Senior Advisor.
- iii. Remain actively engaged in senate meetings, activities, and committee meetings.
- iv. Be able to demonstrate a clear and enthusiastic commitment to servant leadership
- v. Attend an information session or one-on-one meeting with the Senior Advisor (or designee) for the Undergraduate Student Senate.

b. Duties and Responsibilities

The president will:

- i. Lead the USS with integrity and in a manner that demonstrate *UT Prosim* and the *Ten Characteristics of Servant Leadership* at all times.
- ii. Convene and preside over all senate meetings.
- iii. Attend every senate retreat.
- iv. Report to the Senior Advisor on a regular basis and meet with the Senior Advisor every other week.
- v. Engage with the administration and other shared governance leaders as the chief representative for the undergraduate student.
- vi. Fulfill the legislative responsibilities as stated in the Article IX of the bylaws.
- vii. Meet regularly with vice presidents, both individually and collectively, to ensure effective and efficient functioning of the senate.
- viii. Meet with various student organizations and students as needed.
- ix. Hold a minimum of five office hours per week.
- x. Create ad-hoc committees as needed and notify the senate of committee creation at the following senate meeting.
- xi. Provide bi-weekly communications and updates to the student body via the VT Student News.
- xii. Fulfill additional requirements as requested by university officials.
- xiii. Serve on university committees.
- xiv. In coordination with the Senior Advisor, appoint senators to serve on university committees, commissions, and task forces, etc.
- xv. Be available over the summer for administrative duties as needed.
- xvi. Call the senate into special session when necessary.

Section 2: Vice President for Issues and Policy

a. Eligibility

The Vice President for Issues and Policy must:

- i. Be enrolled as a full-time undergraduate student at the University and be in good standing academically and with the Honor System and Student Conduct at the time of application and through the entire term.
- ii. Optional but strongly encouraged: Attend an information session OR one-on-one meeting with the Senior Advisor (or designee) for the Undergraduate Student Senate.
- iii. Must complete an interview with the Advisory Committee appointed by the Senior Advisor.
- iv. Must remain actively engaged in Senate meeting, activities, and leadership; must be actively involve regular meetings of the full Senate and committee meetings as expected.
- v. Enthusiastic commitment (to) and clear demonstration of servant leadership is required

b. *Duties and Responsibilities:*

The Vice President for Issues and Policy will:

- i. Demonstrate *Ut Prosim* and the *Ten Characteristics of Servant Leadership* at all times.
- ii. Oversee Issues and Policy Committee(s)
- iii. Meet with the Senior Advisor for the Undergraduate Student Senate monthly as needed.
- iv. Read, edit, and facilitate legislation as it pertains to the student body's well-being and overall improvement of the student experience
- v. Serve as a champion for the student experience at Virginia Tech
- vi. If necessary, may veto legislation with other Cabinet members as stated in the Bylaws Article X, Section 4
- vii. Responsible for reviewing legislation to ensure it aligns with governing documents before it comes to the Senate
- viii. Serve as the Senate parliamentarian during USS meetings
- ix. Attend all Senate meetings and retreats
- x. Reports to the USS President
- xi. Hold a minimum of five office hours per week

Section 3: Vice President for Shared Governance

a. *Eligibility*

The Vice President for Shared Governance must:

- i. Be enrolled as a full-time undergraduate student at the University and be in good standing academically and with the Honor System and Student Conduct at the time of application and through the entire term.
- ii. Optional but strongly encouraged: Attend an information session OR one-on-one meeting with the Senior Advisor (or designee) for the Undergraduate Student Senate.
- iii. Must complete an interview with the Advisory Committee appointed by the Senior Advisor.
- iv. Must remain actively engaged in Senate meetings, activities, and leadership; must be actively involved in regular meetings of the full Senate and committee meetings as expected.
- v. Currently or previously had participated as a member of a University Chartered Student Organization (USCO).
- vi. The enthusiastic commitment (to) and clear demonstration of servant leadership is required

b. *Duties and Responsibilities:*

The Vice President for Shared Governance will:

- i. Serves as the Chair of the Commission for Undergraduate Student Affairs
- ii. Report to the Senate with all governing information following each committee meeting
- iii. Champion, support or veto legislation with other Cabinet members as stated in the Bylaws Article X, Section 4
- iv. Serve as a champion for the student experience at Virginia Tech
- v. Be available over the summer for administrative duties and responsibilities as needed.
- vi. Attend every Senate meeting and retreat
- vii. Reports to the USS President
- viii. Hold a minimum of five office hours per week

Section 4: Vice President for Equity and Inclusion

a. *Eligibility:*

The Vice President for Equity and Inclusion must:

- i. Be enrolled as a full-time undergraduate student at the University and be in good standing academically and with the Honor System and Student Conduct at the time of application and through the entire term.
- ii. Optional but strongly encouraged: Attend an information session OR one-on-one meeting with the Senior Advisor (or designee) for the Undergraduate Student Senate.
- iii. Must complete an interview with the Advisory Committee appointed by the Senior Advisor.
- iv. Must remain actively engaged in Senate meetings, activities, and leadership; must be actively involved in regular meetings of the full Senate and committee meetings as expected.
- v. The enthusiastic commitment (to) and clear demonstration of servant leadership is required

b. *Duties and Responsibilities:*

The Vice President for Equity and Inclusion will:

- i. Oversee the Director of Government Relations
- ii. Chair the Equity and Inclusion Committee
- iii. Partner with the USS President and UCSOs to write executive letters to the student body on matters pertaining to diversity, equity, inclusion, and accessibility
- iv. Listen and hear the opinions and recommendations of UCSO senators and those of the student body as it pertains to Equity and Inclusion
- v. Meet with the University Vice President for Diversity, Equity, & Strategic Affairs on a monthly or more frequent basis
- vi. Work in tandem with the Vice President for Issues and Policy when editing and reviewing legislation as it pertains to diversity, equity, inclusion, and accessibility
- vii. Work with Vice President for Administration to create a sense of accountability and hold trainings as it pertains to diversity, equity, inclusion, and accessibility
- viii. Champion, support, or veto legislation with other Cabinet members as stated in the Bylaws Article X Section 4
- ix. Be available over the summer for administrative duties and responsibilities as needed.

- x. Attend every Senate meeting and retreat
- xi. Attend a monthly meeting with the Senior Advisor to the Undergraduate Student Senate
- xii. Reports to the USS President
- xiii. Hold a minimum of five office hours per week

Section 5: Vice President for Administration

a. Eligibility:

The Vice President for Administration must:

- i. Be enrolled as a full-time undergraduate student at the University and be in good standing academically and with the Honor System and Student Conduct at the time of application and through the entire term.
- ii. Optional but strongly encouraged: Attend an information session OR one-on-one meeting with the Senior Advisor (or designee) for the Undergraduate Student Senate.
- iii. Must complete an interview with the Advisory Committee appointed by the Senior Advisor.
- iv. Must remain actively engaged in Senate meetings, activities, and leadership; must be actively involved in regular meetings of the full Senate and committee meetings as expected.
- v. The enthusiastic commitment (to) and clear demonstration of servant leadership is required

b. Duties and Responsibilities:

The Vice President for Administration will:

- i. Oversee the Administration committee
- ii. Oversee *Director of Special Programs*, *Director of Communications and Marketing*, and *Director of Membership Development* and their respective committees
- iii. Responsible for obtaining items for the agenda and finalizing with the Cabinet.
- iv. Consistently maintain multiple communication channels within the organization
- v. Responsible for the oversight of all internal communications (including meeting minutes) through the Administration Committee
- vi. Responsible for maintaining all legislative and other records for the institution and properly archiving them.

- vii. Champion, support, and veto legislation with other Cabinet members as stated in the Bylaws Article X, Section 4
- viii. Reserves space for all meetings
 - ix. Be available over the summer for administrative duties and responsibilities.
 - x. Attend every Senate meeting and retreat
 - xi. Attend a monthly meeting with the Senior Advisor to the Undergraduate Student Senate
 - xii. Reports to the USS President
 - xiii. Hold a minimum of five office hours per week

Section 6: Vice President for Finance

a. Eligibility

The Vice President for Finance must:

- i. Be enrolled as a full-time undergraduate student at the University and be in good standing academically and with the Honor System and Student Conduct at the time of application and through the entire term
- ii. Optional but strongly encouraged: Attend an information session OR one-on-one meeting with the Senior Advisor (or designee) for the Undergraduate Student Senate.
- iii. Must complete an interview with the Advisory Committee appointed by the Senior Advisor.
- iv. Must remain actively engaged in Senate meetings, activities, and leadership; must be actively involved in regular meetings of the full Senate and committee meetings as expected.
- v. The enthusiastic commitment (to) and clear demonstration of servant leadership is required

b. Duties and Responsibilities

The Vice President for Finance will:

- i. Oversee and serve as Chair of the Appropriations Committee
- ii. Oversee the Director of Hokie Effect
- iii. Serve as a member of the Student Finance Leadership Committee
- iv. Share financial updates at each Senate meeting
- v. Prepare and provide monthly, annual or as needed financial reports
- vi. Champion, support and veto legislation with other Cabinet members as stated in the Bylaws Article X, Section 4

- vii. Reports to the President
- viii. Be available over the summer for administrative duties and responsibilities as needed.
- ix. Attend every Senate meeting and retreat
 - x. Attend a monthly meeting with the Senior Advisor to the Undergraduate Student Senate
- xi. Reports to the USS President
- xii. Hold a minimum of five office hours per week

Section 7: Vice President and Representative to the Board of Visitors (BOV)

- a. *Eligibility:*
 - i. This Vice President is “appointed” by the Virginia Tech Board of Visitors
- b. *Duties and Responsibilities:*

The Vice President and Representative for the BOV must:

- i. Complete duties as outlined by the Board of Visitors
- ii. Serve as the undergraduate representative to the University Board of Visitors (BOV)
- iii. Streamline the work and elevate issues of concern on behalf of the student body to the BOV
- iv. Share the undergraduate student experience with the BOV for better understanding and clarity
- v. Conduct regular focus groups with students to hear student experiences
- vi. Work closely with other Vice Presidents and the President to ensure seamless and strong functionality of the organization
- vii. Meets regularly with the Vice President of Policy and Governance
- viii. Champion, support, and veto legislation with other Cabinet members as stated in the Bylaws Article X, Section 4
- ix. Attend a monthly meeting with the Senior Advisor to the Undergraduate Student Senate
- x. Attends every Senate meeting and retreat
- xi. Reports to the Board of Visitors
- xii. Hold a minimum of five office hours per week

Article V: Senators

Section 1: Membership

- a. Senators are undergraduate student representatives who advocate and work on behalf of their specified constituency.
- b. There are four types of senators defined in Article V of the constitution, each with a different constituency: at-large senators, college senators, University Chartered Student Organization (UCSO) Senators, and Corps of Cadets Senators.

Section 2: Eligibility

Senators must be:

- a. Enrolled as a full-time undergraduate student at the university and in good standing academically and with the Honor System and Student Conduct at the time of application and throughout the entire term.
- b. Able to physically attend the Blacksburg campus for meetings and responsibilities.

Section 3: Duties and Responsibilities

All senators will:

- a. Demonstrate *Ut Prosim* at all times.
- b. Understand, communicate, and represent the needs and concerns of their constituents in all senate discussions and legislative actions.
- c. Collaborate with other USS senators, administrators, and other participants in shared governance to improve the student experience.
- d. Engage as a voting representative in the USS.
- e. Attend every senate meeting and retreat.
- f. Hold a minimum of two (2) office hours per week.

Article VI: Directors

Section 1: Membership

Directors are charged with overseeing and facilitating various aspects of student life activities, including the management of Hokie Effect, governmental relations, Membership Development, Communications and Marketing, and Special Programs within the USS.

Section 2: Eligibility

Directors must be:

- a. Enrolled as a full-time undergraduate student at the University and in good standing academically and with the Honor System and Student Conduct at the time of application and through the entire term.
- b. Able to physically attend the Blacksburg campus for meetings and responsibilities.

Section 3: Term of Office

Directors will be elected via the process found section 9 of this Article and will serve one (1) year terms.

Section 4: Director & Assistant Director of Hokie Effect

- a. The duties and responsibilities of the director are to:
 - i. Provide oversight of the Hokie Effect program.
 - ii. Act as the main point of contact for campus and external partners.
 - iii. Chair of the Hokie Effect committee.
 - iv. Appoint and meet regularly with the Assistant Director of Hokie Effect.
 - v. Work closely with USS advisors to ensure consistent financial review.
 - vi. Report to the Vice President of Finance.
 - vii. Attend every senate meeting and retreat.
- b. The duties and responsibilities of the assistant director are to:
 - i. Coordinate shirt(s) and design selection.
 - ii. Coordinate the marketing and promotion of the Hokie Effect program.
 - iii. Work closely with the Director of Hokie Effect to comprehensively support and deliver the program.
 - iv. Oversee social media pages for Hokie Effect.
 - v. Manage data collection and distribution to all partners.
 - vi. Analyze and create reports about Hokie Effect engagement and sales.
 - vii. Report to the Director of Hokie Effect.
 - viii. Attend every senate meeting and retreat.

Section 5: Director & Assistant Director of Governmental Relations

- a. The duties and responsibilities of the director are to:
 - i. Manage and implement Hokie Day.

- ii. Meet regularly with the assistant director.
 - iii. Manage, collaborate on, and implement ACC Advocacy Day with other ACC leaders.
 - iv. Coordinate with SECL on precincts for voting.
 - v. Report to the Vice President of Equity and Inclusion.
 - vi. Attend every senate meeting and retreat.
- b. Duties and responsibilities of the assistant director are to:
- i. Meet regularly with the director.
 - ii. Coordinate VA21 representation.
 - iii. Collaborate with VT Engage and other campus partners on voter engagement programs.
 - iv. Assist the director with execution of Hokie Day and ACC Advocacy Day.
 - v. Report to the Director of Governmental Relations.
 - vi. Attend every senate meeting and retreat.

Section 6: Director of Membership Development

- a. The duties and responsibilities are to:
- i. Oversee and meet regularly with Membership Development Committee.
 - ii. Create and maintain onboarding packets for each position.
 - iii. Create opportunities for representatives to build leadership skills and competencies.
 - iv. Organize advisor-approved USS retreats.
 - v. Organize social events with USS representatives to foster unity and bonding at least once per semester.
 - vi. Maintain a transition document for the benefit of new USS leadership upon the conclusion of senate each year and as required by the University Council Constitution.
 - vii. Report to the Vice President of Administration.
 - viii. Attend every senate meeting and retreat.

Section 7: Director of Special Programs

- a. The duties and responsibilities of the director are to:
- i. Oversee and meet regularly with the Special Programs Committee.
 - ii. Prepare and plan programs and events that tie specifically to the USS mission.

- iii. Serve as a coordinator and resource for programs with senators.
- iv. Partner with University Chartered Student Organizations (UCSO) on programs and events as needed.
- v. Reserve space for all USS programs.
- vi. Report to the Vice President of Administration.
- vii. Attend every senate meeting and retreat.

Section 8: Director of Communications and Marketing

- a. The duties and responsibilities of the director are to:
 - i. Manage and update all social media accounts.
 - ii. Create additional social media accounts with approval of the cabinet.
 - iii. Chair and meet regularly with the Communications and Marketing Committee.
 - iv. Create an annual marketing plan and implement the plan with appropriate USS committees.
 - v. Work closely with the Assistant Director of Hokie Effect to ensure consistent alignment of marketing and social media for Hokie Effect.
 - vi. Create and execute brand guidelines for the USS that align with Virginia Tech guidelines.
 - vii. Report to the Vice President for Administration.
 - viii. Attend every senate meeting and retreat.

Section 9: Election of Directors

The Undergraduate Student Senate will open a call for applicants to fill vacant director and assistant director positions at the start of each senate term. Details regarding that selection process will be outlined in the application process. All undergraduate students who are enrolled full-time at the university may apply to any or all positions, as interested. The USS will facilitate election of directors and assistant directors via an interview selection committee and a vote by the full senate. Upon completion of this process, the USS will announce the new directors and assistant directors. Should a position become vacant, the same process will be applied in the selection of a new director or assistant director.

Students who serve as directors or assistant directors may only fill one position at a time. Students may relinquish their posts at any time by submitting a letter to the President of the Undergraduate Student Senate in advance of vacating their post.

Article VII: USS Committees

All USS committees shall be chaired by either a vice-president or a director. Both Vice Presidents and/or Directors will chair the committee that bears the title most similar to their own

and shall be elected as outlined in Article V, Section 9 of these bylaws. Committee members will be elected as part of the process outlined in Article VII, Section 5 of the constitution. In all cases, the number of committee members is subject to change based upon current enrollment data.

Section 1: Issues and Policy Committees

- a. Each of the two (2) committees will consist of a maximum of nine (9) at-large senators, three (3) UCSO Senators, six (6) college senators, and one (1) Corps of Cadets Senator and any individuals required for advancement of legislation overseen by the Vice President for Issues and Policy.
- b. *Duties and responsibilities:*
 - i. These committees are expected to engage in ongoing dialogue with the student body and other members of the university to foster positive relationships that deliver innovative solutions and policies beneficial to the undergraduate student body and the university as a whole.
 - ii. Meet with constituents regularly.
 - iii. Meet with administrators across campus to understand various functions of the university so advocacy efforts align with student needs and current operations.
 - iv. Intake concerns and opportunities for students and create a path forward towards advocacy and resolution.
 - v. Write effective and efficient resolutions and legislation that is rooted in research, understanding, and the undergraduate student voice.

Section 2: Administration Committee

- a. Consists of two (2) at-large senators, one (1) UCSO Senator, and three (3) college senators overseen by the Vice President for Administration.
- b. *Duties and responsibilities:*
 - i. Take attendance at meetings and manage notifications for attendance to representatives.
 - ii. Coordinate office hours for all representatives.
 - iii. Record meeting minutes during senate meetings.
 - iv. Distribute meeting minutes internally and on the website after approval by the senate.
 - v. Manage and implement all internal communication (meeting reminders, weekly emails, important updates).
 - vi. Organize, store, and track all documents (including legislation) for the USS.

- vii. Maintain the USS office, including supply orders, work orders, and tenant relations with Student Engagement and Campus Life.
- viii. Regularly check the USS email account and forward the information to the relevant people.
- ix. Keep the USS website up to date, including but not limited to:
 - 1. Visual aids and images
 - 2. Meeting minutes
 - 3. Passed legislation
 - 4. Meeting information for the public.

Section 3: Communications and Marketing Committee

- a. Consists of one (1) at-large senator, one (1) UCSO senator, and two (2) college senators led by the Director of Communications and overseen by the Vice President for Administration.
- b. *Duties and responsibilities:*
 - i. Create all marketing materials and external communications.
 - ii. Manage and update all social media accounts.
 - iii. Develop and implement a consistent brand for the USS.
 - iv. Ensure compliance with VT licensing guidelines.
 - v. Design and order apparel for the senate.
 - vi. Design and procure all necessary print media.
 - vii. To ensure consistent marketing efforts, one (1) representative serves as a liaison to the Hokie Effect Assistant Director.
 - viii. Provide oversight for the USS photographer, videographer, and graphic designer(s).

Section 4: Accountability Committee

- a. Consists of one (1) at-large senator, one (1) UCSO senator, and three (3) college senators overseen by the Vice President and Representative to the BOV
- b. *Duties and Responsibilities*
 - i. This committee may be charged with investigating concerns and developing solutions for the USS as requested by the Senior Advisor (or designee) to the Undergraduate Student Senate.

Section 5: Membership Development Committee

- a. Consists of one (1) at-large senator, one (1) UCSO senator, and two (2) college senators led by the Director of Staff Development and overseen by the Vice President for Administration.
- b. *Duties and responsibilities:*
 - i. Design and implement necessary on-boarding materials or processes for all USS representatives.
 - ii. Create opportunities for representatives to build leadership skills and competencies.
 - iii. Design and implement advisor-approved organization retreats.
 - iv. Host at least one (1) advisor-approved social for USS representatives per semester.
 - v. Ensure that all USS members (cabinet, senators, directors, assistant directors) create transition packets each year.
 - vi. Create opportunities for, and check-in on, representative(s) well-being.

Section 6: Appropriations Committee

- a. Consists of two (2) at-large senators, two (2) UCSO senators, and four (4) college senators overseen by the Vice President for Finance.
- b. *Duties and responsibilities:*
 - i. To allocate funds from the Student Activity Fee to Registered Student Organizations on campus.
 - ii. Work closely with members of the Graduate Student Budget Board to ensure communication and policy alignment.
 - iii. Communicate consistently with student organizations regarding funding deadlines, policy updates, and other critical information.
 - iv. Consistently evaluate policy for best practices, biases, and opportunities to enhance student organization needs.
 - v. Work closely with the SECL to form the annual budget request.
 - vi. Select representation to serve on the Student Finance Leadership Committee.

Section 7: Special Programs Committee

- a. Consists of one (1) at-large senator, one (1) UCSO senator, and two (2) college senators overseen by the Vice President for Issues and Policy
- b. *Duties and responsibilities:*

- i. Brainstorm, create, and execute events and programs for the USS that align with the USS mission. Programs may include, but are not limited to, a Welcome Back Event, Governance Forums, Town Halls, Inauguration, and End of Year Banquet.
- ii. Reserve space and equipment for on-campus programs.
- iii. Work in tandem with other senators to ensure programs align with the needs of the student body.

Section 8: Equity and Inclusion Committee

- a. Consists of one (1) at-large senator, one (1) UCSO senator, and two (2) college senators overseen by the Vice President for Equity and Inclusion
- b. *Duties and responsibilities:*
 - i. Work across the organization to view legislation, programs, practices, and policies through an equity and inclusive lens.
 - ii. Work with the Membership Development Committee to bring speakers to USS meetings and/or events that grow the equity and inclusion knowledge and skills of all members and advisors.
 - iii. Assist in the active recruitment of a diverse representation of student identities, perspectives and experiences.
 - iv. Contribute to the ExperienceVT initiative through perspective sharing about the experiences offered to our students to foster a sense of belonging at Virginia Tech

Article VIII: Representation in University Governance

In order to advance the institutional vision for shared governance, participation in the University Council and other university-level bodies is a core responsibility of the Undergraduate Student Senate. The USS maintains representation on the University Council; senate and university commissions; and university standing committees. Additionally, there are numerous entities outside of university-level governance, as noted in Section 4 of the Article, to which the USS is expected to provide representation.

Section 1: University Council

The University Council acts as the apex body for policy recommendations to the President of the University and the Board of Visitors. The Undergraduate Student Senate has four (4) *ex officio* representatives on the University Council who are expected to discuss or present policies or issues that affect the student body. Details of the USS membership on the University Council are found in Article V of the University Council Constitution.

Section 2: Commissions

The senate and university commissions are the primary bodies for policy formation at Virginia Tech. Every commission includes at least one (1) representative from each of the senates as well as the administration. Details of the USS membership on the commissions are found in Article VII of the University Council Bylaws.

Section 3: University Standing Committees

University standing committees are constituted on a continuing basis by the President of the University on recommendation of the University Council to deal with matters of a university-wide interest. Details of the USS membership on university standing committees are found in Article VIII of the University Council Bylaws.

Section 4: Entities Outside University Governance System

- a. *Campus and Workplace Violence Prevention Committee*
 - i. There shall be one (1) USS representative assigned to this committee.
- b. *Parking Citation Appeals Subcommittee*
 - i. There shall be two (2) USS representatives assigned to this sub-committee.
- c. *Title IX Committee*
 - i. There shall be one (1) USS representative assigned to this committee.
- d. *Experiential Learning Student Advisory Committee*
 - i. There shall be one (1) USS representative assigned to this committee.
- e. The USS President (or designee) is appointed to the following entities:
 - i. Council on Virginia Tech's History
 - ii. President's Committee on Governance
 - iii. State Council for Higher Education (SCHEV) Student Advisory Council
 - iv. University President's Advisory Council
 - v. VPSA Student Leadership Advisory Team
 - vi. Blacksburg Town Council
 - 1. Typically this appointment is held by the USS Director of Governmental Relations.
- f. The USS Director of Governmental Relations is appointed to the following entities:
 - i. Town Gown
 - ii. Blacksburg Town Council
 - iii. Voter Education and Engagement Coalition

Section 5: Election and Responsibilities of University Governance Representatives

USS representatives in university governance shall be a USS member and/or a member of the student body. Except for *ex officio* positions and positions filled by means of appointment by the President of the University, these positions will be filled by a) the creation of a slate of candidates by majority vote of the cabinet and b) subsequent vote by the USS as a whole in an effort to create an equitable yet efficient process. Nominees for positions filled by presidential appointment will be voted on by the USS.

Prioritizing the interests of the student body will always be the paramount responsibility of the university governance representatives. To enhance transparency, all representatives will submit and present a report, per entity, to the senate each week. These reports shall be made public for the convenience of the student body.

University governance representatives must attend all meetings of the council, commission, and/or committee they have been appointed to. Failure to attend a meeting must be reported to the Vice President for Shared Governance and attendance for university governance service will be evaluated by the policy in Article XI of the bylaws.

In the event that a body itself does not define the term of membership, all appointments will end with the conclusion of the last meeting of the University Council in the spring semester.

Section 6: Application for University Governance Vacancies

Candidates for university governance positions must fill out an application, submit a resume and references, and interview with the President, Vice President of Shared Governance, and/or other members of the cabinet as needed. Any member of the student body is eligible to apply for these positions as long as they meet the eligibility requirements outlined in Article V, Section 1 of the constitution. Applications shall be made available to all members of the student body. From these applicants, the cabinet will create the slate of candidates referred to in Section 5 above. Vacated positions will be filled by this same process.

When there are no applicants for a position and/or a position is still open thirty calendar days after the request from the Office of the Vice President for Policy and Governance for the USS service assignments, the Senior Advisor or designee may attempt to fill these vacancies directly, without utilizing the application process. However, selections made in this manner must be ratified by vote of the USS.

Article IX: Types of Legislation

Section 1: Types and Designations

- a. Proposed changes to the constitution shall be considered an “Act.”
- b. Proposed changes to the bylaws shall be considered a “Bill.”
- c. Proposed legislation that represents an official expression of opinion or will of the senate shall be considered a “Resolution of Student Experience”, denoted R-SE.
- d. Proposed legislation that addresses policy shall be considered a “Resolution for Policy”, denoted R-P.
- e. Proposed legislation to allocate funding internally or externally shall be considered a “Resolution for Funding Request,” denoted FR.

Section 2: Resolution Coding System

- a. All legislation shall be advanced in the form of a resolution and all resolutions shall be given a number based on the legislation type, sequential number of that type, and academic year, prior to its first reading.
 - i. (Example: 2021-22 – A1 stands for the first Act of the 2021-22 USS)
 - ii. *Acts* will be designated by an “A.”
 - iii. *Bills* will be designated by a “B.”
 - iv. *Resolutions* will be designated by an “R.”
 - v. *Funding Requests* will be designated by “FR.”
- b. Resolutions must also include the names of author(s) and sponsor(s), a title, whereas and therefore statements, a signature line for the President of the USS, the Vice President for Issues and Policy, and no less than one (1) other cabinet member, and the USS logo on official letterhead.
- c. After a resolution has been voted on, a “PASSED” or “FAILED” designation shall be included in the coding system.
- a. All vote counts must be accurately documented in the minutes and all votes will be by recorded ballot.

Article X: Legislative Policies and Paths

Section 1: Authors and Sponsors

- a. As stated in the USS Constitution, any senator in the USS may author or sponsor legislation.
 - i. An author is the individual(s) responsible for drafting the legislation, seeking out sponsor(s), and shall be the point of contact for the legislation.
 - ii. A sponsor is an individual that supports the will and initiative of the piece of legislation by having their name associated with the legislation.
 - iii. There is no limit to the number of sponsors a piece of legislation may have.

- b. Any cabinet member may author Acts or Bills. If a cabinet member chooses to author an Act or Bill, it must be sponsored by at least one (1) senator.
- c. The Vice President for Finance may author resolutions pertaining to the annual budget.

Section 2: Funding Requests

a. Internal.

Any representative who wishes to apply for internal funding must:

- i. Notify the Vice-President of Finance before presenting in open forum for their request, including the amount requested and what the funds will be used for.
- ii. Find a sponsor in the USS who is willing to write a funding request on their behalf. If a representative is applying for funding, they must find an additional co-sponsor within the branch for their request.
- iii. Introduce legislation in the USS that outlines the following related to their request:
 - 1. The purpose of the funds.
 - 2. Reasons the funds are required from the Annual Contingency account.
 - 3. Contribution of the funding to the mission of the USS.
 - 4. An itemized budget of how the funds will be used.

The legislative sponsor(s) of this request, alongside the partnering USS Representative, if they are not a senator, must present the legislation jointly.

- iv. Present a summary of the event that addresses:
 - 1. If the amount of funding was sufficient.
 - 2. What steps can be taken to improve the event going forward, if it is to be a continual event

The presentation must occur within two Senate Meetings following the completion of the event or purpose for the allocation, unless extenuating circumstances delay the presentation

b. External

- i. External organizations, including but not limited to Registered Student Organizations (RSO), University Chartered Student Organizations (UCSO), University Student Leadership Programs (USLP), and university departments that are not housed within the USS, may only request up to a maximum of one thousand (\$1,000) dollars.

- ii. The USS shall be in all promotional materials for External Funding Requests we fulfill.

Section 3: Veto of Resolutions

- a. No later than seventy-two (72) hours after a resolution has been passed by the USS, one (1) or more cabinet members may make a request to the president and the appropriate vice president that the cabinet vetoes the resolution.
- b. The president must convene the cabinet to consider such a request. After discussing the reasons for the request and the resolution in question, the cabinet will vote on the veto. All cabinet members must participate in the vote. A veto is sustained by a two-thirds ($\frac{2}{3}$) affirmative vote of the cabinet, that being five (5) out of the seven (7) cabinet members.
- c. At the following USS meeting, the cabinet must present a statement that explains why the cabinet chose to veto the resolution. This must be presented by the representative who originally proposed the veto to the cabinet.
- d. After this presentation, the USS will have the opportunity for a Q&A and discussion, upon the completion of which a vote will take place on the question of overturning the veto. In all instances except changes to the USS Constitution and/or Bylaws, the veto is overturned by a majority (over $\frac{1}{2}$) affirmative vote of USS members present and voting, provided that a quorum has been achieved. To overturn a veto of the USS Constitution and/or Bylaws requires a $\frac{2}{3}$ majority vote.
- e. A veto of the cabinet may not be overturned and may be reintroduced the following academic semester as appropriate.
- f. At least one member of the Advising Team must be in attendance where legislative acts occur within the USS.

Section 4: Legislative Record

- b. There shall be one (1) physical copy of all introduced legislation in a binder titled “The Legislative Record of the Undergraduate Student Senate” within the USS office
 - i. This record shall be organized by passed and failed legislation in chronological order.
 - ii. The legislative record shall be maintained by the Vice President of Administration.

At the end of the academic year, the file shall be bound and titled “Legislative Record of the Undergraduate Student Senate of Virginia Tech for the Academic Year XXXX.” USS legislation will follow the paths and policies presented below.

Section 5: Path of Resolutions for Policy (RP)

- a. The USS may author a resolution for policy (RP) for consideration by the CUSA, but the USS may not introduce a resolution for policy (RP) directly to the University Council. Any resolution that involves a policy change (RP) must be approved by the CUSA prior to senate review and vote; then, if approved by the senate, the RP is forwarded to the University Council for consideration.
- b. Resolutions involving a policy change (RP) may originate within the CUSA or may be taken up for consideration by the CUSA at the request of the USS, the University Council, the president, or another member of university leadership. Regardless of how the RP originates, once it is approved within the CUSA, it will go to the full senate for a vote.
- c. The USS will follow the process of resolution review and voting as outlined in Article III of the University Council Bylaws, including a first and second reading of all resolutions. To be advanced by the USS to the University Council, a resolution must receive a majority (over ½) affirmative vote of USS members present and voting, provided that a quorum has been achieved, to be considered “passed” by the USS.
- d. If a majority vote is not received, the resolution fails and can only be re-introduced with the approval of two (2) cabinet members or in the following academic semester.
- e. A resolution approved by the USS shall be signed by the President of the USS, the Vice President for Issues and Policy, and no less than one (1) other cabinet member to certify it was approved by the USS.
- f. Once approved, the resolution shall be sent to the Secretary of the University Council, to be put on the agenda for University Council meeting(s).
- g. Following a second reading in the University Council, the council shall vote on the resolution. If the resolution receives a simple majority (over ½) affirmative vote of those present and voting, provided that a quorum has been achieved, the resolution is advanced to the President of the University for consideration. Most resolutions also require the approval of the Board of Visitors before they are officially adopted.

Section 6: Path of All Other Legislation (non-RP)

- a. Senators are required to meet with university officials and other relevant stakeholders in order to acquire full information about their chosen topic and to work closely with university entities relevant to their legislation prior to voting of any kind.

- b. After a first draft of the legislation has been written by one (1) or more senators, it must be considered by the committee on which the primary author(s) sit. This is meant to ensure that the legislation is thoroughly reviewed and revised before being presented to the senate. Legislation should be discussed with the committee no less than two (2) times.
- c. After being reviewed in committee, the legislation must be sent to the Vice President for Issues and Policy to verify that nothing in the legislation's final draft is in conflict with the USS Constitution and Bylaws.
- d. Upon receiving written approval from the Vice President for Issues and Policy, the primary author(s) must send the final draft to the Vice President for Administration to be placed on the agenda and brought before the full senate.
- e. Once on the senate floor, the legislation must receive a majority (over ½) affirmative vote of members present and voting, assuming a quorum is present, in order to be considered “passed” by the USS.
- f. If a majority affirmative vote is not received, it fails, and can only be re-introduced with the approval of two (2) cabinet members or in the following academic semester.
- g. Passed legislation shall be signed by the President of the USS, the Vice President for Issues and Policy, and no less than one (1) other cabinet member to certify it was passed by the USS.

Article XI: USS Budget & Finance

Annually, the Vice President for Finance and the Appropriations Committee will analyze, create, and present a budget to the USS. The budget will consist of needed expenses for the coming year. The budget must be approved by the USS. Funding for the USS comes from both Student Activities Fees and the Hokie Effect program.

Section 1: Major Projects Fund

- a. This fund is for projects with a minimum cost of five thousand dollars (\$5,000).

- b. In years in which Hokie Effect net revenue exceeds sixty-five thousand (\$65,000), seven (7%) percent of the total net revenue will be allocated to this fund.
- c. Monies in this fund should be used to respond to and enhance the undergraduate student experience at Virginia Tech.

Section 2: Use of Funds

- a. All representatives of the organization have authorization to utilize funds that are provisioned in the annual budget, but they must first receive written approval from the Vice President for Finance and the USS President to guarantee that their request is indeed provisioned and still has available funding.
- b. The written approval from the Vice President for Finance, with signature by the USS President, must be attached to any invoices or requests for reimbursement; otherwise, payment will not be issued.

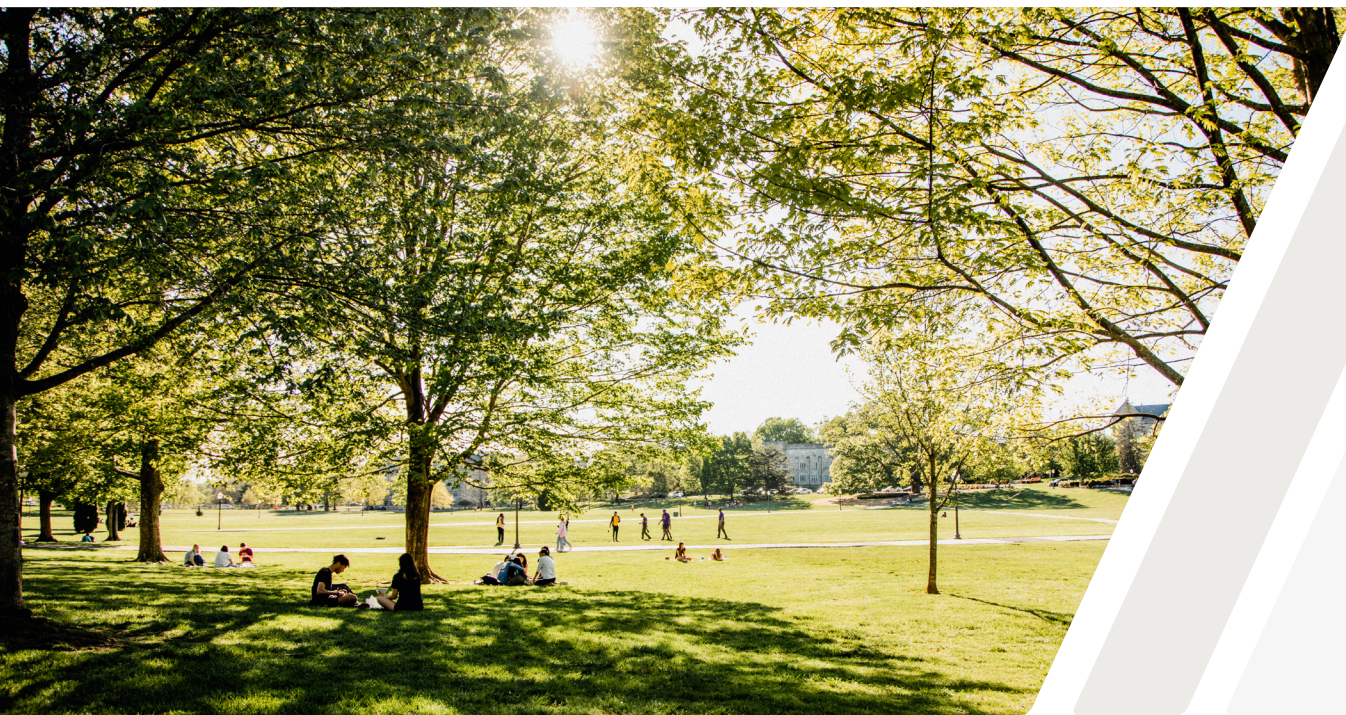
Article XII: Attendance

- a. All representatives will be allotted a total of two (2) absences per semester per responsibility for the senate, council, commission, and/or committee meetings required by their service commitments. If a representative plans to use one of their allotted absences, they are expected to email the Vice President for Administration at least twelve (12) hours prior to the start of the meeting they will be unable to attend.
- b. If a representative has used both allotted absences and an unforeseen situation arises, the Vice President for Administration will elevate this information to the Graduate Advisor for the Student Senate who will address the matter with the representative. Any disciplinary action taken will be maintained as confidential.
- c. If a representative continues to miss meetings after a consultation with the Graduate Advisor, the Advising Team has the authority to remove the student from their position and a special election or appointment (based on the position) will be initiated to fill the vacancy.

Article XII: Misconduct Process

Concerns or grievances regarding inappropriate or unethical behavior, misconduct, etc. shall be sent to the Advisor to the Undergraduate Student Senate & Assistant Director of Student Governance for review and adjudication. Anyone who submits a claim will be required to meet with the advisor and may be required to meet with the individual who is the subject of the claim. The advisor will address all issues raised and has the authority to deliver sanctions as needed, up to and including suspension with or without pay and/or the removal of a representative from the Undergraduate Student Senate for inappropriate behavior or misconduct. However, the advisor may elevate concerns to members of the Advising Team, Student Conduct, the Office of Title

IX, or the Dean of Students, etc., depending on relevant laws and circumstances. If necessary, some minor infractions may be addressed by committee but only as directed by the advisor or any member of the Advising Team.



FUTURE OF STUDENT GOVERNANCE

Task Force Report

REPORT OF THE TASK FORCE ON THE FUTURE OF STUDENT GOVERNANCE

INTRODUCTION

In the fall of 2020, President Timothy Sands and Provost Cyril Clarke appointed Kim O'Rourke, Vice President for Policy & Governance, and Frank Shushok, Jr., Vice President for Student Affairs, to lead the Task Force on the Future of Student Governance to work in parallel with the President's Committee on Governance. The overarching charge of the Task Force was as follows:

The Task Force on the Future of Student Governance at Virginia Tech will work in parallel with the President's Committee on Governance with the specific goal of developing a set of recommendations for redesigning the structure of student governance to more effectively represent the voice of the undergraduate, graduate, and professional students.

The recommended structure will define more clearly the distinct roles and responsibilities of the various bodies involved in student governance and relationships between them, and will foster inclusion, collaboration, and coordination among those bodies. The Task Force will assess the strengths and deficiencies of the current structure, benchmark best practices at other universities, and develop a set of recommendations tailored to Virginia Tech's overall system of shared governance— which may include proposed additions, eliminations, mergers, or scope modifications to the existing governance entities.

Preliminary recommendations will be shared with the President's Committee on Governance for feedback and refined for submission to the President at the end of spring semester 2020. With the President's endorsement, specific proposals will then proceed through the governance system during spring semester 2021, with a goal of implementation at the beginning of fall semester 2021.

Task Force Members

- Kim O'Rourke, Vice President for Policy and Governance, and Secretary to the Board of Visitors (Co-Chair)
- Frank Shushok Jr., Vice President for Student Affairs (Co-Chair)
- Blake Barnhill, Senior, Computer Science, and Past Vice-President, Student Government Association
- Monty Abbas, Professor of Civil & Environmental Engineering and Past President, Faculty Senate
- James Bridgeforth, Assistant Vice President for Student Affairs & ExperienceVT
- Victoria Dashevsky, Senior, Packaging Systems & Design, Chair, Commission on Undergraduate Student Affairs
- Grant Boomer, Senior, Finance & Management, 2021 Class President
- Trichia Cadette, President of the Black Graduate Student Organization
- Monika Gibson, Assistant Dean & Director for Graduate Student Services
- Maruf Hoque, Graduate Student (Roanoke), Translational Biology, Medicine & Health, President of the Graduate Student Assembly
- Ennis McCrery, Director for Student Conduct, Former Graduate Representative to the Board of Visitors
- Thomas Miller, Senior, Sociology, Chair of the Student Life Council
- Rachel Spector, Senior, Environmental Conservation & Society
- Heather Wagoner, Director for Student Engagement & Campus Life
- Molly Ryan, Project Coordinator, Office of the Vice President for Student Affairs

REPORT OF THE TASK FORCE ON THE FUTURE OF STUDENT GOVERNANCE

A BRIEF HISTORY ON STUDENT GOVERNANCE AT VIRGINIA TECH

Student governance at Virginia Tech as it is known today began in 1966, with the creation of the undergraduate Student Government Association (SGA). This newly formed organization brought together the “Civilian Student Body” and the student government for the Corps of Cadets— a change that reflected the changing nature of the university that began in 1964, when the Board of Visitors made participation in the Corps voluntary. Over the years, SGA has been recognized for its efforts to improve services and programs for the student body.

SGA represented all students until the formation of the Graduate Student Assembly (GSA) in 1969 to represent graduate and professional student interests. This change occurred following significant growth in graduate programs and enrollments, as well as a 1975 decision to create a separate honor system for graduate and professional students.

The Commission for Student Affairs (CSA) was formed as a result of the approval of the report of the Task Force on Councils, Commissions, and Committees by University Council in 1991. The membership of CSA consists of representatives from the Student Affairs, Council of Academic Deans, Staff Senate, Faculty Senate, general administration, academic support, Extension/public service, and student organizations, both graduate and undergraduate.

The addition of an undergraduate and graduate student as non-voting representatives to the university’s Board of Visitors in 1983 and 1995, respectively, further emphasized the importance of the student voice in shared governance.

OVERVIEW OF CURRENT STUDENT GOVERNANCE STRUCTURES

Student Government Association (SGA)

Like many other institutions, the Student Government Association at Virginia Tech is divided into three units of governance that mirror the federal system in the United States:

- **Executive Branch:** This branch consists of the President, Vice President, Secretary, and Treasurer. The President has authority to choose a host of Directors in the cabinet that executes several auxiliary and business functions within SGA.
- **Legislative Branch:** This branch, which is also known as the General Assembly, is by far the largest and most powerful. Led by a Chair and supported by a Vice Chair, the body includes a representative for each college and some 39 At-Large Representatives, for a total of more than 80 representatives. The purpose and function of this body is to propose, debate, and pass legislation that will improve the undergraduate student experience at Virginia Tech.
- **Judicial Branch:** This branch includes a Chief Justice, an Associate Justice, and seven other Justices. This body’s main purpose is to interpret SGA’s constitution and bylaws, to facilitate elections, and to oversee impeachments.

REPORT OF THE TASK FORCE ON THE FUTURE OF STUDENT GOVERNANCE

Graduate Student Assembly (GSA)

The Graduate Student Assembly is composed of the General Assembly, the Executive Board, and the Graduate Student Representative to the Board of Visitors.

- The General Assembly of the GSA is the legislative body of the organization, and consists of Graduate Student Delegates representing their home Departments or non-academic communities, as well as the Executive Council. The Assembly exercises its power through Acts of the Assembly at the advice of its Committees and the Executive Council, in accordance with the GSA Constitution and bylaws.
- The Executive Board of the GSA is vested with executive power by the Assembly to ensure the effective operation of the GSA, and for fulfilling its purpose, function, and mission. They are responsible for managing the various Programs and Events, for managing the GSA funds, for scheduling and running the General Assembly Meetings, and for collecting information on and representing the needs and concerns of the graduate and professional students at Virginia Tech to the University administration.
- The Graduate Student Representative to the Board of Visitors: At their discretion, the Graduate Student Representative to the Board of Visitors shall address the Assembly about matters related to their position. The Graduate Student Representative to the Board of Visitors may call for resolutions of support for their positions. The Graduate Student Representative to the Board of Visitors is not bound by the results of the Resolutions, but is asked to report the results of the Resolutions to the Board of Visitors, if appropriate.

The Commission for Student Affairs

The charge of the Commission for Student Affairs is to study, formulate, and recommend to University Council policies and procedures affecting graduate and undergraduate student life and morale. Areas for consideration include: student relations with peers, staff, faculty, administrators, alumni, and the community; student organizations, social life, and recreation; employment, placement, and counseling; residential life, health, safety, and quality of student related services; and other matters affecting student life. CSA is comprised of the following members:

- Chair - The chair will be elected from among the non-administrative faculty, staff, graduate student and undergraduate student members of the Commission by the Commission membership
- Three ex officio members
- Two A/P faculty from the Division of Student Affairs appointed by the Vice President for Student Affairs (three-year term)
- One elected representative by the Faculty Senate (three-year term)
- One non-ex officio A/P faculty representative elected by CAPFA from: General Administration, Academic Support, Student Affairs, Extension (three-year term)
- One staff senator elected by Staff Senate (three-year term)
- President of the Student Government Association (one-year term)
- Vice President of the Student Government Association (one-year term)
- President of the Graduate Student Assembly (one-year term)
- Vice President, Graduate Student Assembly (one-year term)

REPORT OF THE TASK FORCE ON THE FUTURE OF STUDENT GOVERNANCE

- Two representatives elected by the Graduate Student Assembly (must include one master's and one doctoral candidate; one-year term)
- Student organization representatives (by virtue of position; one-year term)

The Board of Visitors

The Board of Visitors (BOV) is the governing authority of Virginia Tech and consists of influential public and private-sector leaders, many of whom are alumni. Some of the board's responsibilities include appointment of the President of the university; establishment of fees, tuition, and other charges paid by students; and the approval of university policies including those related to student life. As non-voting representatives to the BOV, the student representatives attend all open meetings of the board and the committees of their choice. The representatives act as facilitators and champions of issues faced by their constituency. Issues that cannot be solved at the SGA and GSA levels, or by other commissions, and issues that need official sanction from the BOV are the representatives' niche. Additionally, the representatives work with the administration, various departments, constituencies, and the community to enhance academic and student life experiences at Virginia Tech. The Board of Visitors has two non-voting student representatives:

- One undergraduate student (one-year term)
- One graduate student (one-year term)

CONSIDERATIONS OF KNOWN ISSUES

Over the years, the three branches of the SGA have become quite decentralized and at times, disconnected, which does not always allow for a positive experience with student governance. Unlike the majority of college campuses across the country, the President and Vice President campaign together on a ticket, in which students elect the student body President, but the other officers are selected at the discretion of the President. The officers selected by the President include: Secretary, Treasurer, Chief Justice, and all Directors. In this model, the President selects all executive officers, not the students. Currently, there are 100 positions in the Student Government Association at Virginia Tech. Over the past few years, many positions have not been filled. Moreover, unlike other institutions, the SGA at Virginia Tech generates the majority of its budget from shirt sales but does not oversee the administration of program funds to other student groups and organizations. Most allocation of university-provided support of resources flows through the Student Budget Board, a sub-unit of the Commission on Student Affairs. The lack of access to resources limits the influence of the SGA.

During listening sessions from a broad array of students, it was indicated to the Task Force that the current model of student government does not represent the interests of all students. Another repeated Task Force discussion was the concern that when there is an issue where institutional leadership needs feedback, it's quite difficult to understand which opinions to adopt as the voices vary between SGA, the Commission on Student Affairs (CSA), and many of the University Chartered Student Organizations (UCSOs).

REPORT OF THE TASK FORCE ON THE FUTURE OF STUDENT GOVERNANCE

THE TWO-PART TASK FORCE PROCESS

The Task Force met regularly during the 2020-2021 academic year and included two primary stages, taking about four months for each component.

First, the Task Force participated in a thorough education process that included meeting with campus constituents who represented current and former student leaders. It also read broadly about shared governance, especially the influential role of students in these systems. To confirm our understanding of the national landscape, the Task Force met with Butch Oxendine, Executive Director at the American Student Government Association. It also met with the current Faculty Senate Chair, a member of the Virginia Tech Board of Visitors, the Undergraduate and Graduate Representatives to the Board of Visitors, as well as the Presidents and Vice Presidents of the Student Government Association and the Graduate Student Assembly. Throughout the process, the Task Force consulted with the President's Committee on Governance, including regular briefings with committee member Bob Hicok, who serves as Vice President of Faculty Senate.

Second, the Task Force distilled key themes from our learning, developed a student governance "straw model" of key issues, including structural concerns, and began testing and refining these ideas through multiple and iterative meetings with campus student groups. Over several months of feedback from students and other constituents, the Task Force was able to agree on a series of findings and recommendations, detailed below and separated under the categories of "Undergraduate Student Governance" and "Graduate and Professional Student Governance."

The Task Force believes these recommendations facilitate a culture of collaboration between Undergraduate Student Governance and Graduate and Professional Student Governance, while also strengthening their separate contributions due to their significant differences. Similarly, the recommendations align with the university commitments to diversity and inclusion.

KEY FINDINGS AND RECOMMENDATIONS FOR UNDERGRADUATE STUDENT GOVERNANCE:

1. Separation between undergraduate student governance entities (the Student Government Association, the Commission on Student Affairs, the Undergraduate Representative to the Board of Visitors, and the Student Budget Board) inhibited a coherent, coordinated, diverse, and influential student voice in the Virginia Tech governance process.

Recommendations:

- a. The Student Government Association should sunset in May 2021 and reconstitute as an Undergraduate Student Senate (USS) that integrates the Commission for Undergraduate Student Affairs, the Student Budget Board, and the Undergraduate Representative to the Board of Visitors. Further, it is recommended that the existing Student Budget Board be divided into a Graduate/Professional Student Budget Board and an Undergraduate Student Budget Board, with funds allocated between the two entities as directed by the Vice President for Student Affairs.

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- b. Create two different funds for emergency assistance within the Dean of Students office. One fund would be for urgent needs related to rent, utilities, etc. The other fund would be specific to food and provide students with funding on their Hokie Passport that could be used to access dining centers on campus.
- c. During the Summer of 2021, a “Student Government Association to Undergraduate Student Senate” Transition Team should be created to draft a new constitution, develop USS cabinet job descriptions, and design an election process.
- d. The Undergraduate Student Senate should design a structure that emphasizes collaboration and service to students. The chief outcome of the USS should be focused on strengthening the overall student experience. In this spirit, the task force offers the following charge for the USS:
 - The Undergraduate Student Senate shall be representative of the entire undergraduate student body and have the authority and responsibility to act on their behalf through legislative recommendations concerning campus life; academic policies and regulations; student conduct; campus and infrastructure development; student health and wellness; institutional financial planning and stewardship (including the dissemination of a portion of the student activity fee to registered student organizations); matters of equity, inclusion, and access that affect student and campus environments; and the learning conditions of the undergraduate student body. Further, USS shall have the opportunity to provide programs, services, and traditions that benefit the undergraduate student body. The USS shall comprise undergraduate student leaders who are elected by their peers to represent and champion their needs, wants, and hopes for Virginia Tech.
- e. The Commission on Student Affairs should be restructured into two organizations. The Commission on Undergraduate Student Affairs would be linked with the Undergraduate Student Senate, and a separate body, the Commission on Graduate and Professional Student Affairs, should be created. The future structure for the two commissions will be approved as part of the revised University Council Constitution and Bylaws, which is expected to progress through the governance system during 2021-22.
- f. Within a newly created Undergraduate Student Senate, a senior leadership cabinet should be established that includes Vice President positions for the Undergraduate Representative to the Board of Visitors, the Commission on Undergraduate Student Affairs chair, and the chair of the Undergraduate Student Budget Board (who will also serve the overall financial interests of the USS). All cabinet positions will be elected in some manner (i.e., no longer appointed, as many had been by the SGA President.)
- g. University Chartered Student Organization (UCSO) leaders, who currently sit on the Commission on Undergraduate Student Affairs, should become full voting senators in the newly created and integrated Undergraduate Student Senate.
- h. USS policies, processes, structures, and communication should unite the voice and integrate fully the needs and participation of undergraduate students in: Blacksburg; Roanoke; the National Capital Region; extended campus locations across the commonwealth; and, wherever else they may be located.

REPORT OF THE TASK FORCE ON THE FUTURE OF STUDENT GOVERNANCE

2. Interest in undergraduate student government has been declining as indicated by eroding participation in elections, unfilled positions, and a general perception that the Student Government Association has not adequately represented growing student diversity at Virginia Tech. Students from diverse socioeconomic backgrounds are opting out of participating in senior student government positions, as these roles necessitate forgoing paid work commitments.

Recommendations:

- Virginia Tech should promote vigorously the opportunity to run for, and participate in, the Undergraduate Student Senate by widely disseminating information about candidates, holding candidate information forums, elevating student leadership voices in the VT News (student edition), and lowering barriers for voting through technology.
 - The Undergraduate Student Senate should explore creating multiple pathways to becoming a Senator, including: being elected by an academic college; elected at large; by becoming a UCSO leader; or through application/lottery (to limit influence of voting blocs).
 - By raising University Chartered Student Organization (UCSO) leaders to the status of full voting Senators, the USS will emphasize the perspective of cultural organization leaders to increase awareness of and engagement with the student body, particularly students in underrepresented and underserved groups.
 - In a conscious effort to make student governance more inclusive, the position of Director for Inclusion and Belonging should be added to the Undergraduate Student Senate senior leadership cabinet. This new role will be a crucial representative for championing all student voices with an unwavering commitment to the student experience in governance.
 - Students serving in cabinet President and Vice President positions should receive a reasonable stipend each semester to offset potential lost income from student employment when holding time-consuming leadership roles.
 - Students serving in USS positions should be offered, and encouraged to participate in, financial wellbeing programming and coaching through Hokie Wellness, in addition to other relevant personal and professional development programming.
3. The professional support structure for the Student Government Association has been inadequate and opportunities for leadership development, mentorship, and coaching have been limited given the complexity of serving in these student leadership positions.

Recommendations:

- Student Affairs at Virginia Tech should establish an Undergraduate Student Senate advising team, led by a senior Student Affairs Officer, to provide high-level support and guidance to USS leaders. This guidance will also promote institutional and organizational memory, facilitate continuity, and encourage leaders to grow professionally and personally over time.
- Student Affairs, in partnership with the Provost's Office, Office of the VP for Policy and Governance, Graduate School, and other relevant offices, should develop a comprehensive leadership development program for students involved at all levels of the student governance process, including undergraduate and graduate/professional students.
- Student Affairs should establish an alumni advisory board to provide additional mentorship and support for USS leaders.

REPORT OF THE TASK FORCE ON THE FUTURE OF STUDENT GOVERNANCE

KEY FINDINGS AND ASSOCIATED RECOMMENDATIONS FOR GRADUATE AND PROFESSIONAL STUDENT GOVERNANCE:

1. Separation between graduate and professional student governance entities (the Graduate Student Assembly, the Graduate Representative to the Board of Visitors, the Commission on Student Affairs, and the Student Budget Board) inhibited a coherent, coordinated, and influential student voice in the Virginia Tech governance process.

Recommendations:

- a. The Graduate Student Assembly should sunset in May 2021 and reconstitute in fall 2021 as a Graduate and Professional Student Senate (GPSS) that integrates the Graduate Student Assembly and the Graduate Representative to the Board of Visitors. In this spirit, the task force offers the following charge for the GPSS:
 - The mission of GPSS is to serve as a voice for all graduate and professional students through advocacy and community-building in a culture of inclusivity and support; ensure access to the resources necessary for scholarly and professional success; and foster a network of coalitions among all graduate and professional students to help achieve these goals:
 - Advocacy - Work with decision makers to address needs of the graduate student body.
 - Community Building - Host events to connect people, and to help with issue resolution.
 - Scholarly and Professional Development - Support through events and programs, and
 - Movement Building - Guide graduate and professional students in forming departmental structures for advocacy.
- b. The Commission on Student Affairs should be restructured into two organizations. The Commission on Undergraduate Student Affairs would be linked with the Undergraduate Student Senate, and a separate body, the Commission on Graduate and Professional Student Affairs, should be created. The future structure for the two commissions will be approved as part of the revised University Council Constitution and Bylaws, which is expected to progress through the governance system during 2021-22.
- c. During the transition period in 2021-22, a “Graduate Student Assembly to Graduate and Professional Student Senate Transition Team” should be created to draft a new constitution and bylaws, develop GPSS cabinet job descriptions, and design an election process for leadership positions and a nomination process for senators.
- d. GPSS policies, processes, structures, and communication should unite the voices and integrate fully the needs and participation of graduate and professional students in Blacksburg, Roanoke, the National Capital Region, and other extended campus locations across the Commonwealth and beyond.
- e. Within a newly created Graduate and Professional Student Senate, a senior leadership cabinet should be established to advise the Graduate and Professional Student Senate President that includes the Graduate Student Representative to the Board of Visitors and Presidents of graduate and professional student senates at extended campuses, and other graduate and professional student leaders invited by the Graduate and Professional Student Senate President.

REPORT OF THE TASK FORCE ON THE FUTURE OF STUDENT GOVERNANCE

2. Interest in graduate and professional student government is hindered by the distributed nature of graduate/professional education, which is largely centered at the departmental or programmatic level; the diversity of the graduate/professional student population, (e.g., age, race/ethnicity, nationality, etc.); and the inherent differences in graduate/professional students' experiences and needs, based on degree program (e.g., master's, doctoral, etc.).

Recommendations:

- a. Virginia Tech should vigorously promote the opportunity to run for and participate in the Graduate and Professional Student Senate by widely dissemination information about its purpose and meaning for the graduate/professional student experience. This must be a multi-faceted communications effort involving faculty and all relevant offices in order to engage a broad and decentralized population.
 - b. The Graduate and Professional Student Senate should create a Director of Advocacy position on its Executive Board to work with departments and programs to facilitate the creation of departmental/program groups (or to communicate with already established groups) and to connect these groups to GPSS by nominating students to serve as GPSS senators.
 - c. Senators from departments and programs should be organized into caucuses within GPSS to facilitate advocacy at the institutional level around common issues.
 - d. Leaders from culturally based graduate/professional organizations should be included as Senators to ensure the inclusion of diverse voices and advocacy for diverse needs.
3. Graduate and professional students are opting out of participating in leadership positions in student government because these roles require a significant investment of time, which may conflict with academic, research, and assistantship obligations; in many cases, students are discouraged from participating by advisors, who do not see the relevance of service in student government to a student's graduate work.

Recommendations:

- a. Virginia Tech should work with academic deans, department heads, and faculty to promote the importance of graduate and professional student participation in governance. This should include potential incentives for faculty advisors who encourage and support graduate and professional student participation in governance. This could be accomplished by providing an opportunity for faculty to include such activities within their Faculty Activity Report and promotion and tenure materials.
- b. The time commitment required of students serving in the highest leadership positions within student governance may prevent them from also being employed. Students serving in the highest leadership positions should receive a reasonable stipend each semester to offset potential lost income from student employment, thus ensuring that students are not precluded from pursuing those positions for economic reasons. Moreover, provision of a stipend reinforces the professionalism of these time-consuming leadership roles as part of promoting graduate and professional student development.
- c. In defining executive board roles, the Graduate and Professional Student Senate should balance the workload to promote efficiency.

REPORT OF THE TASK FORCE ON THE FUTURE OF STUDENT GOVERNANCE

4. Graduate and professional students are opting out of participating in leadership positions in student government because these roles require a significant investment of time, which may conflict with academic, research, and assistantship obligations; in many cases, students are discouraged from participating by advisors, who do not see the relevance of service in student government to a student's graduate work.
 - a. Student Affairs and the Graduate School should establish a Graduate and Professional Student Senate advising team to provide high-level support and guidance to GPSS leaders. This guidance will also promote institutional and organizational memory, facilitate continuity, and encourage leaders to grow professionally and personally over time.
 - b. Student Affairs in partnership with the Provost's Office, Office of the Vice President for Policy and Governance, Graduate School, and other relevant offices should develop a comprehensive leadership development program for students involved at all levels of the student governance process, including undergraduate and graduate/professional students.
 - c. The Graduate and Professional Student Senate should document best practices for new GPSS leaders and establish a leadership transition process that includes documentation of issues and initiatives, including the status of the work (i.e., not started, in progress, complete) and information to facilitate continued momentum.
 - d. The Graduate and Professional Student Senate should explore options for election cycles in order to stagger the terms of the GPSS President and Graduate Representative to the Board of Visitors.
 - e. The Graduate and Professional Student Senate should establish the position of Past-President to keep former leaders engaged and establish an alumni advisory board to promote institutional memory.

APPENDIX I – GLOSSARY

- **SGA - Student Government Association:** The Student Government Association was established by the student body of Virginia Polytechnic Institute and State University in order to provide an effective organization for the administration of student activities, to promote academic freedom and academic responsibility, to establish and protect student rights, to foster awareness of the student's position in the campus, local, state, and national communities, and to provide a liaison between the student body, faculty, and administration.
- **USS - Undergraduate Student Senate:** The newly developed model for student governance at Virginia Tech
- **GSA - Graduate Student Assembly:** Working to improve campus life, scholarly development, and community for our constituency, the GSA serves as the liaison between graduate students and University Administration.
- **BOV - Board of Visitors:** The Board of Visitors is the governing authority for Virginia Polytechnic Institute and State University.
- **SBB - Student Budget Board:** The Student Budget Board is a standing committee of the Commission of Student Affairs (CSA). The board manages the allocation process of a portion of the student activities fee to Registered Student Organizations (RSO), University Chartered Student Organizations (UCSO), and University Student Life Programs (USLP). SBB is a policy board that strives to fund organizations in a fair and equitable manner.

REPORT OF THE TASK FORCE ON THE FUTURE OF STUDENT GOVERNANCE

- **UCSO- University Chartered Student Organization:** an organization composed primarily of students but which, by constitutional design, has a specifically established direct relationship to the university. This relationship includes, but is not limited to, policy review, special programs, governance, and paid faculty/staff advisers/coaches.
 - Examples include: Asian American Student Union (AASU) · The Big Event (TBE) · Black Organizations Council (BOC) · Black Student Alliance (BSA) · Class Systems · Council of International Student Organizations (CISO) · Graduate Student Assembly (GSA) · HokiePRIDE · Homecoming Board · Jewish Student Union (JSU) · Latino Association of Student Organizations (LASO) · Muslim Student Union (MSU) · Residence Hall Federation (RHF) · Virginia Tech Union (VTU)
- **CSA - Commission on Student Affairs:** The charge of the Commission on Student Affairs is to study, formulate, and recommend to University Council policies and procedures which affect graduate and undergraduate student life and morale. Areas that are considered by CSA include: student relations with peers, staff, faculty, administrators, alumni, and the community; student organizations, social life, and recreation; employment, placement, and counseling; residential life, health, safety, and quality of student related services; and other matters affecting student life.



1872 FORWARD

A CELEBRATION OF VIRGINIA TECH

THE COUNCIL ON VIRGINIA TECH HISTORY

- The Council on Virginia Tech History, charged with telling the university's history, set out in 2018 to explore, discover, and create meaningful experiences to celebrate the university during the Sesquicentennial and beyond.
- In preparation for Virginia Tech's sesquicentennial, six committees were charged with developing and producing projects that reflect the multiple perspectives of the university's shared history.

Executive Council



Mr. Bob Leonard
Council Chair



Dr. Menah Pratt-Clarke



Dr. Peter Wallenstein

IN THE TRUE BLUE'S WAKE

- Professor Dan Thorp
- William Preston purchased 16 enslaved Africans that arrived on the True Blue.
- Chronicles the lives of the men and women who were enslaved at Smithfield as well as their descendants following emancipation.



LAND ACKNOWLEDGEMENT

- Monacan Chief Kenneth Branham joined President Timothy Sands to recognize the history of the Monacan people on what is today Virginia Tech's campus.
- Rufus Elliott, the first Monacan graduate of Virginia Tech, performed a traditional Monacan song.



HISTORIC MARKER UNVEILING

- The Council on Virginia Tech History developed seven signs centered around examining the various histories of the university and the surrounding lands and peoples.
- Once installed, the seven markers will offer viewers a glimpse into our shared past, and an opportunity to embrace our shared values, today and into the future.



A HISTORY OF VIRGINIA TECH

- Professor Peter Wallenstein
- Second edition of the original book published in 1997 including substantial updates regarding the history of Virginia Tech.



HOGGE AND WHITEHURST

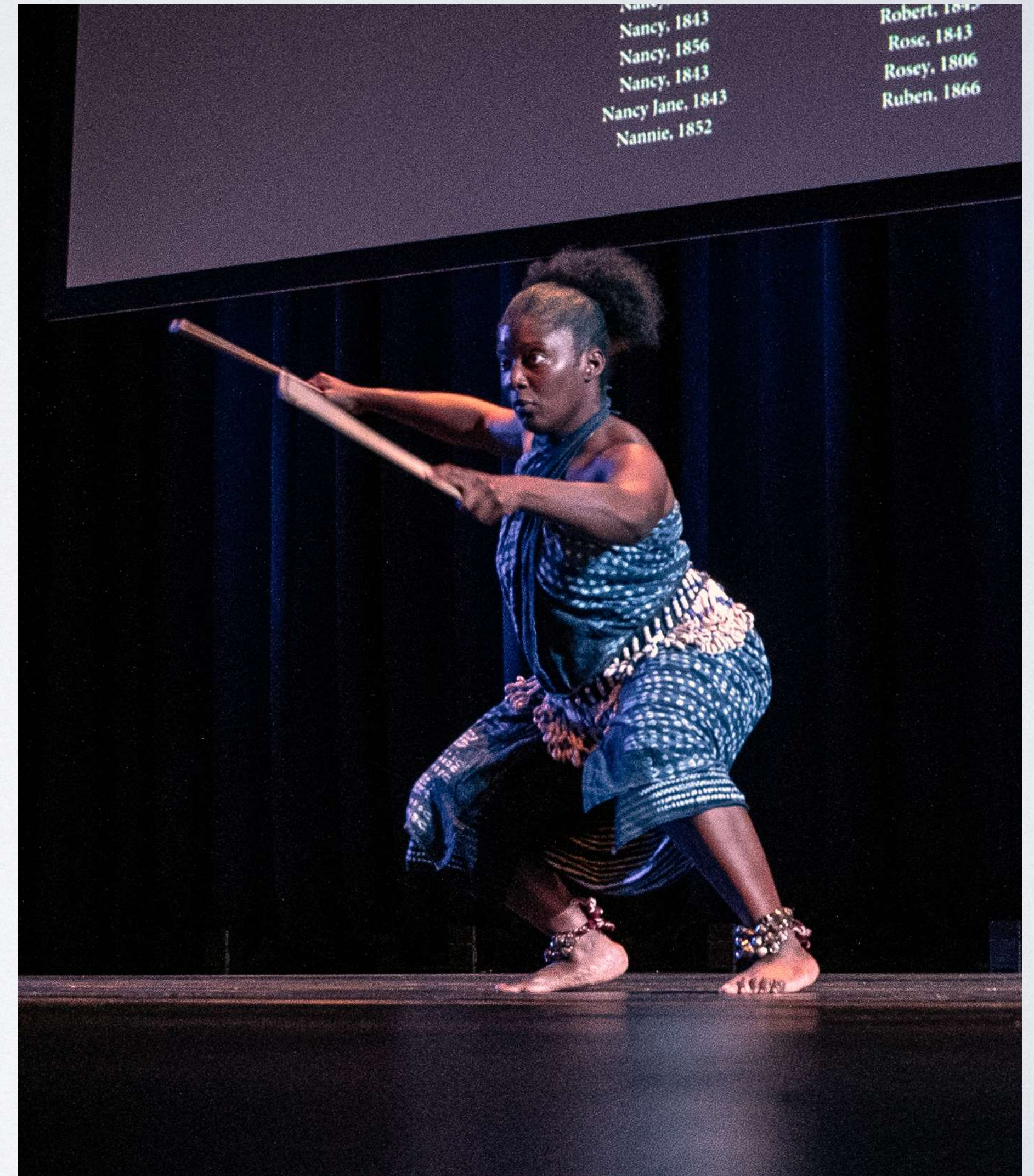
- Official dedication of the renaming of Hoge Hall and Whitehurst Hall.
- Recognition of pioneering Virginia Tech students and staff, including: Irving Peddrew, Marguerite Harper Scott, Linda Edmonds Turner, Kimble Reynolds, Rev. Archie Richmond and Barbara Pendergrass Richmond, and Ronnie Spellman.

Marsha Wooding
(granddaughter of the Hoges)



A CELEBRATION

- Celebrating the diversity of Virginia Tech's history through storytelling, poetry, song, and dance.
- Highlighted by performances from Bintou Kouyate, Virginia Tech's Wahala, and the Virginia State Gospel Chorale.



SACRED MERRY TREE

- A white oak tree that stood on the grounds of Smithfield.
- Estimated to be more than three centuries old and to have stood long before European colonists arrived, the Merry Tree, as it is commonly called, is thought to have become a sacred gathering place for the people enslaved at the plantation.



A CONVERSATION

- Bringing together Monacan, Preston and Fraction family descendants, and the Wake Forest community to discuss the complex history of Blacksburg, Virginia Tech, and the surrounding area.





UPCOMING EVENTS

- October 14, 2022
 - Public Art unveiling at Solitude
 - If This Place Could Talk
 - Peter Wallenstein's book launch - Maroon
 - Virginia Tech History from 1997-present

Virginia Tech: Creation. Celebration. Commission.



CONCLUSION



PLACEHOLDER

**RESOLUTION TO AMEND THE BYLAWS OF
THE VIRGINIA TECH BOARD OF VISITORS,
EFFECTIVE JULY 1, 2022**

WHEREAS, legislation passed by the 2021 Virginia General Assembly and signed into law by Governor Northam enumerated a number of requirements to enhance public access to meetings of boards of visitors, some of which go into effect on July 1, 2022; and

WHEREAS, the review by an ad hoc committee of the board of the new committee structure that was implemented in 2017 resulted in a recommendation for a slight modification to the charges of two committees; and

WHEREAS, an update to the bylaws is necessary to incorporate reporting requirements for compliance with educational requirements for board members codified in legislation;

NOW, THEREFORE, BE IT RESOLVED that the Bylaws of the Virginia Tech Board of Visitors be amended as proposed in the attached document, effective July 1, 2022.

RECOMMENDATION:

That the Bylaws of the Virginia Tech Board of Visitors be amended as proposed in the attached document, effective July 1, 2022.

June 7, 2022

BYLAWS OF THE BOARD OF VISITORS

Virginia Polytechnic Institute and State University

Amended by Resolution passed ~~November 8, 2021~~ June 7, 2022 (effective July 1, 2022)

- [Preamble](#)
- [Article I](#)
- [Article II](#). Administration and Officers of the University
- [Article III](#). Related Corporations
- [Article IV](#). Instruction
- [Article V](#). Extension
- [Article VI](#). Miscellaneous Provisions
- [Article VII](#). Amendments and Repeal

Preamble

Virginia Polytechnic Institute and State University, popularly known as Virginia Tech, has evolved since its founding in 1872 into a comprehensive state land-grant university of increasing national and international prominence, heavily influenced by its land-grant heritage. The federal Morrill Act of 1862 mandated for the land-grant colleges not only the teaching of agricultural and mechanical arts and sciences, but also "the liberal and practical education of the industrial classes in the several pursuits and professions of life." It embraced three basic principles which shaped the destiny of the land-grant institutions: (1) that higher education should be made available to talented men and women regardless of economic class or conditions, (2) that inquiry and instruction should be directed toward the end of knowledge for its own sake, as well as toward knowledge applied for the benefit of all; and (3) that the results of scientific inquiry should be immediately and broadly disseminated throughout the society.

The University's instructional, research, and extension programs still are rooted in these principles. The Virginia statutes which created and control the institution heavily reflect the land-grant orientation. Subsequent federal legislation, including the Hatch Act of 1877, which established the agricultural experiment stations, and the Smith-Lever Act of 1914, which created the Federal Extension Service, further emphasized the multiple purpose of the University. The multiple-mission, multiple-agency structure of the University introduces some complexity into its internal organization, and into its relationships with the executive and legislative branches of both the state and federal governments. Each to some degree exercises budgetary and administrative control of various programs and activities of the institution which must be accommodated in the basic policies and programs of the University. These regulations and their interpretations provide a part of the reality in which the University functions as it seeks to fulfill the purposes for which it exists.

The public trustees are responsible for the University's academic and fiscal integrity and for the basic policies under which it is administered. With the Governor, they are responsible under applicable state statutes for the faithful execution of the requirements of law, as well as for the continued adaptation of the instructional programs to the evolving needs of the society which the University serves. The trustees collectively constitute the University's Board of Visitors. Much of the Board's duty and authority is delegated to the President whom it appoints. The Board, however, cannot delegate its legal obligations; service on the Board involves significant trustee responsibilities.

It is in this context that the Board's normal operating procedures, reflecting both its traditions and its legal responsibility, have been codified as bylaws conveniently available for reference.

Article I

The Board of Visitors of Virginia Polytechnic Institute and State University is a public corporation that serves as the governing authority for Virginia Polytechnic Institute and State University. The corporation is under the control of the General Assembly of the Commonwealth of Virginia.

Section 1. Composition

The Board of Visitors is composed of fourteen members, thirteen of whom are appointed by the Governor subject to confirmation by the Senate. The fourteenth member is the President of the Board of Agriculture and Consumer Services, who serves ex officio. All fourteen members have full voting privileges. Three members of the Board may reside outside of Virginia; at least six of the thirteen appointed members are required to be alumni or alumnae of the University.

The term of office for a visitor is four years, and the visitor is eligible to be reappointed for a successive four years. An individual appointed to fill an unexpired term which has become vacant is eligible for appointment to two additional four-year terms.

The term of the ex officio member of the Board of Visitors runs concurrently with his/her term as President of the Board of Agriculture and Consumer Services, which is typically from July 1 through June 30.

For each vacancy on the Board, the Alumni Association of the University may submit, for the consideration of the Governor, the names of three qualified persons. The Governor, however, is not limited to the persons on such a list when making an appointment (§23.1-2601, *Code of Virginia*, as amended).

Prior to appointment, the Virginia Commission on Higher Education Board Appointments may review potential Board appointees and make recommendations about the appointees to the Governor (§2.2-2518, *Code of Virginia*, as amended).

Section 2. Constituent Representatives

Representatives to the Board are appointed from the Undergraduate student body and the Graduate/Professional student body as non-voting, advisory representatives, pursuant to statutory authority (§23.1-1300, *Code of Virginia*, as amended). The term of appointment is for one year commencing July 1. Such representatives shall be welcomed at all open meetings of the Board and may be appointed to standing or special committees of the Board.

The President of the Faculty Senate (§23.1-1300, *Code of Virginia*, as amended), President of the Administrative and Professional Faculty Senate, and President of the Staff Senate shall also be welcomed to sit with the Board in open session and participate in discussion, without authority to vote or make or second motions. Similarly, these representatives shall also be welcomed to attend meetings of the Board's committees in open session and to provide information and advice as deemed appropriate by the chair of that committee, without authority to vote or to make or second motions. [BOV resolutions approved January 18, 1988; August 28, 2006; and November 8, 2021.]

By statute, the Board must solicit the input of representatives of the Faculty Senate or its equivalent at least twice per academic year on topics of general interest to the faculty, and in advance of decisions to be made on the search for the university's new President (§23.1-1303).

Section 3. Meetings

By statute the Board must meet at Blacksburg, Virginia, once a year (§23.1-2602). It traditionally holds four meetings a year. The last meeting of the academic year will be designated the annual organizational meeting; this is the meeting at which officers of the Board will be elected. Meetings of the Board are called by the Rector of the Board; however, a special meeting may be called by the Governor, the Rector or any three members of the Board. Regardless of how called, all members must be notified of meetings (§23.1-2602). Moreover, by statute, the Board must notify and invite the Attorney General's appointee or representative to all meetings of the board and its committees (§23.1-1303).

A majority of the voting membership of the Board and also of each of its committees constitutes a quorum (§23.1-2602). If the Rector is present at a committee meeting, he/she will be counted as a member of the committee for the purpose of determining whether a quorum is present. The Board or any of its committees may meet without a quorum present, but may not vote on any items.

The Board shall be transparent in all of its actions to the extent required by the law. All meetings of the Board, formal or informal, are subject to the requirements of the state's Freedom of Information (FOI) statutes and are open to the public. Discussions and actions on any topic other than those specifically exempted by law must be held in open session. Public notice is required of meetings. Any official action taken in closed session must be approved in open session before it can have any force or effect. Open meetings must have minutes taken; copies of these minutes are posted to the Board's website and available to the public (§23.1-1303). [By statute, the Board must abide by standards developed by the State Council of Higher Education for Virginia \(SCHEV\) for providing the public with real-time electronic access to witness open meetings of the governing boards. Currently, SCHEV standards require video or audio livestreaming of regularly-scheduled meetings of the full governing board, with exceptions for a meeting, tour, or gathering that takes place outside of the usual location of the board meeting provided that the reason for](#)

the exception is noted in the public notice of the meeting and in the meeting minutes. Livestreaming of the Board's committees or subcommittees is not required.

Closed sessions may be held for specific matters. These matters are enumerated in the *Code of Virginia*, as amended. In order to assemble in closed session, the Board must approve a specific motion which cites each item to be considered in closed session, with appropriate reference to the exemption in the FOI statutes. Discussion in closed session is restricted to the items so identified.

Section 3a. Electronic Meetings

In accordance with the Freedom of Information Act, the Board may employ electronic communication means to conduct meetings of the Board or any of its committees, but only if a quorum is physically present in one location and the electronic communication means by which members of the public may witness the meeting is disclosed in the public notice of the meeting. Any votes taken must be conducted by roll call vote and recorded by name in the minutes. Any interruption in the means of electronic communication shall result in a suspension of action at the meeting until repairs are made and public access is restored. Members of the public must be provided a substantially equivalent electronic communication means through which to observe or listen to the meeting.

Additionally, providing that a quorum is physically present in one location, electronic communication means may be employed if on or before the day of a meeting, a Board member notifies the Rector or respective committee chair and Board Secretary that the Board member is unable to attend the meeting due to (a) a Board member's own disability or medical condition or the Board member's need to care for a family member due to the family member's medical condition, or (b) a personal matter. The minutes must include the remote location of the Board member and the reason that the Board member was unable to attend; if the reason is a personal matter, the specific nature of the personal matter must be cited in the minutes. If a Board member's request to participate remotely due to a personal matter is disapproved, such disapproval shall be recorded in the minutes with specificity. A Board member may participate remotely due to a personal matter in up to two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

At least one meeting must be held annually at which no members participate through electronic communication means. (§2.2-3708.2 *Code of Virginia, as amended*)

Section 4. Officers

The Board elects annually from among its members a Rector to preside at meetings and a Vice Rector to serve as President pro tempore in the absence of the Rector. By statute (§23.1-1300 *Code of Virginia*, as amended), either the Rector or the Vice Rector must be a Virginia resident. The Vice President for Policy and Governance serves as Secretary to the Board and as a resource on questions of parliamentary procedure unless the Board votes to elect a separate Secretary. The University Legal Counsel serves as the counsel to the Board.

The Rector and Vice Rector may serve a maximum of two one-year terms. The terms of the Rector and Vice Rector take effect July 1. The Vice Rector will also serve as the chair of one of the standing committees.

Section 5. Responsibilities of the Board

As public trustees, the members of the Board have the overall responsibility and authority, subject to constitutional and statutory limitations, for the continuing operation and development of the institution as a state land-grant university, and for the evolving policies within which it must function. Much of this authority necessarily is delegated to the President, who serves as agent of the Board and chief executive officer of the University.

The most important responsibility of the Board is the trustee obligation to insure that the University's educational and research programs effectively meet the evolving needs of Virginia's citizens to the fullest extent possible within the statutory mission of the institution. Similarly, in a national context, the Board's oversight responsibilities extend to federally mandated programs. The formulation of the basic policies under which every aspect of the University's operations are carried out, as well as the implementation of those policies, consequently are subject to the Board's review, possible modification, and ultimate approval. However, it is at the policy level, rather than the operational level, that the Board's responsibilities are paramount.

By statute, the Board is charged with the care, preservation, and improvement of university property and with the protection and safety of students and other persons residing on such property. The Board also is charged with regulating the government and discipline of students and, in respect to the government of the University, may make such regulations as the Board deems expedient, not contrary to law. The Board has authority over the roads and highways within the University campus and may prohibit entrance to the property of undesirable and disorderly persons or eject such persons from the property (§23.1-2603), *Code of Virginia*, as amended).

Following are examples of the responsibilities of the Board, as set forth in state statutes or as developed through tradition and practice (see §23.1-1303). The list, however, is not necessarily inclusive.

1. Appointment of the President of the University.
2. Approve appointments and fix salaries of the faculty, university staff, and other personnel.¹
3. Establish fees, tuition, and other charges imposed by the University on students (see Section 5b).
4. Review and approval of the University's budgets and overview of its financial management.
5. Review and approval of proposed academic degree programs and the general overview of the academic programs of the University.
6. Review and approval of the establishment of new colleges or departments.
7. Ratification of appointments by the President or vice presidents that meet the salary threshold set by the Board.
8. Representation of the University to citizens and officers of the Commonwealth of Virginia, especially in clarifying the purpose and mission of the University.
9. Approval of promotions, grants of tenure, and employment of individuals.²
10. Review and approval of physical plant development of the campus.
11. The naming of buildings and other major facilities on campus.
12. Review and approval of grants of rights-of-way and easement on University property.

13. Review and approval of real property transactions.
14. Exercise of the power of eminent domain.
15. Review and approval of personnel policies for the faculty and university staff.
16. Subject to management agreement between the Commonwealth of Virginia and Virginia Tech, the Board has full responsibility for management of Virginia Tech. (§23.1-1000, *Code of Virginia*, as amended).

^{1,2} In practice the President and officers of the University make interim appointments which are ratified by the Board.

Section 5a. Resolutions

In order to permit mature consideration and to facilitate preparation of agendas and dissemination to all members of the Board, all proposed resolutions of the Board of Visitors shall be presented to the Secretary to the Board at least fifteen (15) days prior to the meeting at which they are proposed to be considered, with mailing or electronic access provided to the members and constituent representatives to occur ten (10) or more days prior to the meeting. Any amendments or additions to or deletions from the agenda must be presented to the Board Secretary in sufficient time to enable the changes to be distributed to the Board members and constituent representatives at least three (3) working days prior to the meeting. An emergency may be declared by a two-thirds (2/3) majority of the voting members present at the meeting to permit consideration of a proposal not adhering to this time requirement. Except in emergency situations, all action items and resolutions should come to the full Board from one of its standing or special committees or from the President of the University.

Section 5b. Resolutions for Tuition and Fees

Notwithstanding the provisions of Section 5a, when an increase to undergraduate tuition and/or mandatory fees is contemplated, the proposal shall be provided to the Board Secretary in sufficient time to enable notice of the projected range of the planned increase and an explanation of the need for the increase to be provided to students and the public at least 30 days prior to voting on the resolution. The proposal will be shared with Board members concurrently with notification to the students and public. (§23.1-307(D), *Code of Virginia*, as amended)

Additionally, the Board will permit public comment on the proposed increase at a meeting (as defined in §2.2-3701, *Code of Virginia*, as amended) of the Board. The Governance and Administration Committee or other appropriate committee of the Board will develop guidelines for such public comment to include reasonable time limitations and the manner in which such comment will be shared with the Board. (§23.1-307(E), *Code of Virginia*, as amended)

Section 5c. Board Website

By statute, the Board is required to maintain a public website that includes a listing of all Board members with their date of appointment and the name of the Governor who appointed each, a listing of all Board committees and their membership, a schedule of all upcoming meetings of the Board and its committees along with instructions for public access, an archive of agendas and supporting materials of all Board and committee meetings, and an email address or email addresses through which Board members can receive public communications pertaining to Board business (§23.1-1303).

Section 6. Committees

The Board may organize itself into committees to facilitate its work. Committees are required to report to the full Board at least once a year (§23.1-2602, *Code of Virginia*, as amended). The Rector appoints the members and chairmen of the Standing and Special Committees. The Vice Rector will serve as the chair of one of the standing committees. At the option of the Rector, chairs are limited to three (3) years.

The chairman of a committee is responsible to see that minutes are taken of the meetings of the committee. The President makes available appropriate persons who may be of assistance in the deliberations of a committee. The Rector is an ex officio member of all standing and special committees. All committee members will be members of the Board; committees, however, may form advisory committees which include non-Board members. Chairs may request advisors or other consultants to meet with their committees.

Any committee may adopt a formal written charter that specifies the committee's responsibilities and practices. Charters must be approved by the Governance and Administration Committee before adoption.

Committee meetings are subject to the same requirements of the state's Freedom of Information statutes as are meetings of the full Board.

Section 6a. Executive Committee

The Executive Committee of the Board, established by statute (§23.1-2602, *Code of Virginia*, as amended), consists of not less than three or not more than six members. The Executive Committee includes the Rector, Vice Rector, and the chairs of the standing committees: Academic, Research, and Student Affairs Committee; Buildings and Grounds Committee; Compliance Audit, and Risk Committee; Finance and Resource Management Committee; and Governance and Administration Committee. [Note: The Vice Rector serves as chair of one of the standing committees – See Sections 4 and 6.] At the request of the Rector or a quorum of the Executive Committee, the immediate Past Rector will be available to serve as a non-voting advisor to the Executive Committee. The immediate Past Rector is not counted as a member of the Executive Committee for the purpose of determining whether a quorum is present. The Executive Committee convenes on the call of the Rector or on the call of any two members. This Committee, in the interim between meetings of the Board, has full power to take actions on behalf of the Board. All actions taken by the Executive Committee must be ratified by the full Board at its next meeting in order to remain in effect.

The Executive Committee is charged by statute with organizing the working processes of the Board and recommending best practices for Board governance. Specifically, the Executive Committee shall:

1. Develop and recommend to the Board a statement of governance setting out the Board's role;
2. Periodically review the Board's bylaws and recommend amendments;³
3. Provide advice to the Board on committee structure, appointments, and meetings;³
4. Develop an orientation and continuing education process for visitors that includes training on the Virginia Freedom of Information Act;³

5. Create, monitor, oversee, and review compliance with a code of ethics for Board members; and
6. Develop a set of qualifications and competencies for membership on the Board for approval by the Board and recommendation to the Governor. (§23.1-1306, *Code of Virginia*, as amended)

³ These duties of the Executive Committee are delegated to the Governance and Administration Committee.

Section 6b. Academic, Research, and Student Affairs Committee

This committee is responsible for matters and policies pertaining to the academic affairs, student life and conduct, and the research mission and goals of the university.

Section 6c. Buildings and Grounds Committee

This committee is responsible for ~~oversight of campus safety and security~~, the maintenance and development of the physical plant and infrastructure, land use and planning, and review and development of capital outlay requests. The university employee designated as the University Building Official when serving in that capacity reports directly to the Board of Visitors through this committee.

Section 6d. Compliance, Audit, and Risk Committee

This committee is responsible for oversight of enterprise risk management, adherence to the audit charter, reviewing audits conducted by Internal Audit and external bodies, and providing guidance on auditing concerns to the full Board. This committee is responsible also for oversight of university compliance with all federal, state, and local laws and executive orders; and policies promulgated by academic and athletic accrediting bodies, regulatory agencies, funding agencies, and the State Council of Higher Education for Virginia. This committee conducts an annual review of the Audit Charter.

Section 6e. Finance and Resource Management Committee

This committee is responsible for oversight of all fiscal resources, revenues, and expenditures of the university. This committee is charged with reviewing and evaluating budgets, expenditures, financial performance, and funding sources, and with providing guidance on financial issues to the full Board. This committee is also responsible for reviewing changes to the Commemorative Tributes Policy and requests for commemorative recognition.

Section 6f. Governance and Administration Committee

This committee is responsible for Board engagement, the Board's protocols, bylaws, and periodic self-evaluation. This committee is also responsible for oversight of [campus safety and security](#) and of various administrative functions and non-academic areas of the university, including but not limited to human resources, communications and marketing, administrative computing, and athletics.

In addition, this committee is responsible for reviewing new or revised charters of all committees prior to their adoption (refer to Section 6).

Section 6g. Nominating Committee

The Nominating Committee, traditionally composed of three members, is appointed by the Rector and is responsible for reporting at the annual organizational meeting of the Board its nominations for all officers of the Board. The Rector will invite any additional nominations from the full Board before voting on nominations at the organizational meeting.

Section 7. Annual Reporting Requirement

The Board is required by statute to submit to the General Assembly and the Governor an annual executive summary of its interim activity and work no later than the first day of each regular session of the General Assembly. This executive summary shall also be posted for the public on the Board's website (§23.1-1303). The secretary to the Board will be responsible for preparing the report and submitting and posting it in accordance with procedures stipulated by law.

Article II. Administration and Officers of the University

Section 1. The President

The Board appoints a President to initiate proposed policies, to execute approved policies, and to administer the University. The President serves as the authorized officer through whom communication takes place between the Board and the faculty, the Board and the students, and the Board and the other officers of administration or instruction employed by the University. The Board, as the governing authority of the University, delegates to the President the authority to oversee and to administer the policies of the Board and to manage the administrative, instructional, research, and public service programs of the University.

By statute, the Board must meet with the President at least once annually in a closed meeting and deliver an evaluation of the President's performance. Any change to the President's employment contract shall be made only by an affirmative vote of the majority of the Board's members (§23.1-1303).

Section 2. Other Officers of the University

The President is assisted in the performance of the duties of that office by other officers of the University. Provost and vice-presidential appointments are made by the President and formally ratified by the Board.

Section 3. Faculty and Staff

The faculty and staff of the University receive appointments by appropriate University officials, and their names, titles and salaries are submitted periodically for confirmation to the Board of

Visitors. By statute, the Board may remove any faculty member of the University with the assent of two-thirds of the Board, subject to approved grievance procedures (§23.1-2605).

Article III. Related Corporations

Section 1. Associations with Related Corporations

A number of corporations are intricately tied with the University by virtue of affiliation agreements that they have entered into with the University and that comply with the format for affiliation agreements that the Board of Visitors has approved. Each corporation has its own board. The boards of these corporations focus on areas of special interest to the University. A listing of these affiliated corporations and their affiliation agreements shall at all times be kept on file with the Secretary of the Board of Visitors.

Prior approval of the Board of Visitors is required before permission to establish or to charter any new related corporation is sought from the State Corporation Commission.

Corporations associated with the Board are requested to supply the following information and comply with these procedures:

- a. Provide the Board of Visitors with a copy of the corporate constitution, bylaws, and certificates of incorporation.
- b. Specify the services which the corporation provides to the University.
- c. Obtain approval for services and space, subject to review from time to time. The Administration, acting for the Board, may make facilities available.
- d. Provide the Board with a copy of its official annual audit and other documents relating to tax-exempt status.
- e. Coordinate insurance programs for the Corporation, other than employee benefit insurance programs, through the University's insurance office and pay for its share of the premiums.

Article IV. Instruction

Section 1. Courses of Study

The curricula of the University, by statute, are to include instruction in agriculture and the mechanic arts without excluding other scientific and classical studies and military tactics (§23.1-2606). A full range of courses in the arts and sciences, agriculture, engineering, and other professional fields is offered in conformity with the institution's mission as a comprehensive state university.

Section 2. Changing Curricula

The Board delegates to the President the authority to develop appropriate courses of study. New degree offerings are subject to the approval of the Board and the State Council of Higher Education for Virginia.

Article V. Extension

Section 1. Extension Division

The Board has responsibility and authority for the Virginia Cooperative Extension and Agricultural Experiment Station Division which encompasses Cooperative Extension, continuing education programs, and such other subjects as designated by the President or the Board. This Division, authorized by statute to serve both adults and youths, is established to conduct educational programs and disseminate useful and practical information to the people of the State (§23.1-2608, *Code of Virginia*, as amended).

Article VI. Miscellaneous Provisions

Section 1. Expenses

Board members may be reimbursed for reasonable travel expenses and other expenses incurred in the discharge of their duties (§23.1-1307).

Section 2. Removal of Board Members

The members of the Board of Visitors are protected by Virginia law from being removed without appropriate reasons. If any Visitor fails to attend the meetings of the Board for one full year without sufficient cause and/or perform the duties of his office for one year without good cause as determined by a majority vote of the Board, the remaining members of the Board shall record such failure in the minutes at its next meeting and notify the Governor, and the office of such member shall be vacated. (§23.1-1300, *Code of Virginia*, as amended).

The *Code of Virginia* §23.1-1304 requires new board members to attend educational programs developed by the State Council of Higher Education for Virginia (SCHEV) in his/her first two years of membership and to participate in further training on board governance as determined by SCHEV at least once every two years thereafter. If any Visitor fails to complete these educational requirements without sufficient cause, as determined by a majority vote of the Board, the remaining members of the Board shall record such failure in the minutes at its next meeting and notify the Governor, and the office of such member shall be vacated, and the member will be ineligible for reappointment. (§23.1-1300, *Code of Virginia*, as amended).

Dismissal of a Board member for cause will be pursued in accordance with Virginia Code §23.1-1300, as amended, which provides the process for removal of a Board member from office for malfeasance, misfeasance, incompetence, or gross neglect of duty. The Governor will issue a written public statement indicating his/her reasons for removing the member.

Section 3. Conflict of Interest

Each Board member is subject to the provisions of the State and Local Government Conflict of Interests Act and must file reports as necessary. (§ 2.2-3114(B), *Code of Virginia*, as amended).

Section 4. Code of Ethics

The Board is required by statute to adopt a Code of Ethics. Each Board member is subject to the provisions of the code. The Executive Committee will review compliance and report to the Governor any instances of breach of ethical conduct pursuant to the terms of the Code of Ethics.

Section 5. Educational Requirement

Educational programs for boards of visitors are required by statute to be delivered annually by the State Council of Higher Education for Virginia (SCHEV). New board members must participate in programs offered at least once during their first two years on the board. In addition, each board member shall participate in further training as determined by SCHEV at least once every two years (§23.1-1304, *Code of Virginia*, as amended). (See Article VI, Section 2.)

By July 1 of each year or upon request by SCHEV, the secretary of the Board shall report to SCHEV the activity of any Board member who has complied with the educational requirement during the prior year.

Section 6. Board Self-Evaluation

The Board periodically should conduct a formal evaluation of its committee structure, processes, procedures, and performance. Candid feedback should be sought from the Board members themselves, constituent representatives to the Board, the University President, and others as deemed appropriate by the Board, which may include the Board Secretary, Legal Counsel, and/or the administrators who serve as liaisons to the Board's committees. The Governance and Administration Committee is responsible for developing and recommending to the full Board the evaluation procedure to be employed, including whether to retain an external consultant to conduct the evaluation, and for developing a plan to address any issues identified by the evaluation.

Article VII. Amendments and Repeal

Section 1. Construction

The Bylaws supplement the statutes of the Commonwealth as they relate to the University and are not intended to replace or amend them. Nothing contained in the Bylaws should be interpreted to diminish or alter the statutory powers of the Board.

Section 2. Changing Bylaws

These Bylaws, except where mandated by statute, may be changed by majority vote of the voting membership of the Board.

Section 3. Chronology of Bylaws Adoption and Amendments

Adopted by the Board, May 18, 1981

Amended by [Resolution](#) passed November 3, 2003

Amended by [Resolution](#) passed August 23, 2004

Amended by [Resolution](#) passed June 12, 2006.

Amended by [Resolution](#) passed August 28, 2006.

Amended by [Resolution](#) passed November 6, 2006.

Amended by [Resolution](#) passed June 20, 2008.

Amended by [Resolution](#) passed June 1, 2009.

Amended by [Resolution](#) passed August 31, 2009.

Amended by [Resolution](#) passed August 30, 2010.

Amended by [Resolution](#) passed June 3, 2013.

Amended by [Resolution](#) passed August 31, 2015.

Amended by [Resolution](#) passed June 26 (Executive Committee) & August 19, 2017

Amended by [Resolution](#) passed August 27, 2018

Amended by [Resolution](#) passed August 26, 2019

Amended by Resolution passed June 8, 2021

Amended by Resolutions passed November 8, 2021

**RESOLUTION TO AMEND THE BYLAWS OF
THE VIRGINIA TECH BOARD OF VISITORS,
EFFECTIVE SEPTEMBER 1, 2022**

WHEREAS, legislation passed by the 2022 Virginia General Assembly and signed into law by Governor Youngkin expands and clarifies the circumstances under which boards of visitors may conduct meetings electronically; and

WHEREAS, a new provision in the legislation permits boards of visitors to hold all-virtual meetings in which all members participate remotely when there is not a declared state of emergency, provided that electronic access is made available to the public and certain conditions are met; and

WHEREAS, the legislation expands the circumstances in which an individual board member may participate remotely in a meeting to include the situation in which a board member's principal residence is more than 60 miles from the posted meeting location; and

WHEREAS, the legislation requires boards of visitors to adopt policies addressing electronic meetings before such meetings can be held by the full board or any of its committees;

NOW, THEREFORE, BE IT RESOLVED that Article I, Section 3a of the Bylaws of the Virginia Tech Board of Visitors be amended as follows, and

BE IT FURTHER RESOLVED, that in accordance with legislation, this amendment will become effective on September 1, 2022.

Section 3a. Electronic Meetings

In accordance with the Freedom of Information Act, the Board and any of its committees separately may conduct all-virtual public meetings in which all who participate do so remotely, provided that ~~the Board may employ electronic communication means to conduct meetings of the Board or any of its committees, but only if a quorum is physically present in one location and~~ the electronic communication means by which members of the public may witness the meeting is disclosed in the public notice of the meeting. ~~Any votes taken must be conducted by roll call vote and recorded by name in the minutes.~~ Members of the public must be provided ~~a substantially equivalent~~ electronic communication means through which to observe or listen to the meeting. Any interruption in the means of electronic communication shall result in a suspension of action at the meeting until repairs are made and public access is restored. The board or its committee may not convene an all-virtual meeting (a) more than two times per calendar year or 25

percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater, or (b) consecutively with an all-virtual meeting.

Additionally, providing that a quorum is physically present in one location, an individual Board member may participate remotely in a Board or committee meeting by some electronic communication means ~~may be employed~~ if on or before the day of a meeting, ~~a~~ the Board member notifies the Rector or respective committee chair and Board Secretary that the Board member is unable to attend the meeting due to (a) a Board member's own disability or medical condition or the Board member's need to care for a family member due to the family member's medical condition, (b) the Board member's principal residence being located more than 60 miles from the meeting location, or (~~bc~~) a personal matter. The Board member's location need not be open to the public. The minutes must include the remote location of the Board member and the reason that the Board member was unable to attend; if the reason is a personal matter, the specific nature of the personal matter must be cited in the minutes. If a Board member's request to participate remotely due to a personal matter is disapproved, such disapproval shall be recorded in the minutes with specificity. A Board member may participate remotely due to a personal matter in up to two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater. These provisions regarding remote participation of individual board members apply to meetings of the full board and to each of its committees separately.

An "all-virtual meeting" is a meeting conducted by electronic means during which all members who participate do so remotely rather than being assembled in one physical location and to which public access is provided through electronic communication means.

"Remote participation" is participation by an individual Board member via electronic means in a meeting where a quorum of the public body is otherwise physically assembled. ~~At least one meeting must be held annually at which no members participate through electronic communication means.~~ (§2.2-3708.2 and .3, Code of Virginia, as amended)

RECOMMENDATION:

That the Bylaws of the Virginia Tech Board of Visitors be amended as proposed, effective September 1, 2022

June 7, 2022

Board of Visitors Self-Assessment Summary

May 2022

Respondents: 14 BOV Members, 4 Constituent Representatives; 6 Administrators

Note: *Italics indicate > 0.2 gap between overall and BOV scores.*

*Asterisk * indicates > 0.5 variance among board member responses.*

Average Scores Per Category (descending order) (poor=0; excellent=4) Category No.		2021		2022	
		BOV Score	Overall Score	BOV Score	Overall Score
6.	Board Culture	3.75	3.66	3.76	3.76
2.	Leadership and Shared Governance	3.45	3.41	3.28	3.48
1.	<i>Oversight of Mission and Strategy</i>	3.56	3.46	3.21	3.68
4.	Oversight of Quality of Educational Programs	3.42	3.35	3.12	3.30
5.	<i>Board Performance</i>	3.67	3.69	3.12	3.58
3.	<i>Oversight of Institutional Sustainability</i>	3.64	3.63	2.80	3.50

Considered High Priorities: (1=not a priority; 4=high priority) Item No.		2021		2022	
		BOV Score	Overall Score	BOV Score	Overall Score
8.1	Focus more of board's attention on issues of strategic importance to institution.	3.71	3.80	3.86	3.92
8.3	Increase knowledge of institution's financial health and sustainability	3.43	3.40	3.79	3.71
8.7	<i>Contribute financially to the institution.</i>	3.50	3.29	3.50	3.29
8.2*	Assess whether information and data the board receives are adequate, timely, comprehensive, and complete (i.e., representing all perspectives/aspects).	3.29	3.44	*	3.36
8.6*	<i>Increase understanding of board roles, responsibilities, scope of authority</i>	2.54	2.58	*	2.54
8.4*	Improve meeting practices	2.36	2.38	*	2.43

Areas Possibly Needing Attention: (poor=0; excellent=4) 2022 List - top 12 Item No.		2021		2022	
		BOV Score	Overall Score	BOV Score	Overall Score
2.7*	Has plan/policy addressing unplanned/planned departure/absence of president	3.00	3.26	*	2.62
4.1	Monitors educational quality, using trend and comparative data for student learning outcomes, retention and graduation rates, and value of degrees.	3.43	3.31		2.87

Board of Visitors Self-Assessment Summary

May 2022

1.5*	Seeks out and considers diverse and competing points of view when discussing critical issues.	3.29	3.12	*	3.00	2.91
2.3	Is well informed of views of faculty/staff/students on major institutional issues	3.21	3.08		3.00	3.00
2.4*	Relies on dashboards/metrics/data to inform decisions	3.36	3.35	*	3.00	3.04
4.2	Ensures institution maintains high quality faculty and staff	3.29	3.23		3.00	3.00
4.7	Monitors non-college-based or co-curricular activities	3.50	3.35		3.00	3.05
4.8	Ensures institution plays positive social/economic role in communities served	3.36	3.27		3.00	2.91
7.2	Board focuses its time on issues of greatest consequence to university	3.29	3.35		3.07	3.04
1.6	Uses relevant data to monitor progress on strategic plan	3.50	3.35		3.14	3.04
1.7	Oversees campus-wide strategies to foster culture of inclusion	3.71	3.42		3.14	3.09
4.3	<i>Ensures policies in place to ensure academic freedom/institutional autonomy</i>	3.50	3.23		3.14	3.35

2021 Items not carried forward to 2022 list as needing attention <u>Item No.</u>		2021		2022	
		BOV Score	Overall Score	BOV Score	Overall Score
4.4	Reviews institution's accreditation reports and responses to concerns/ deficiencies	3.31	3.38	3.36	3.27
1.4	Is well informed about current issues facing higher ed, impact on institution	3.36	3.35	3.29	3.38
4.6*	Is well informed of signature programs and breadth of offerings	3.36	3.50	*	3.29
5.1*	Effectively participates in coordinating work of the board and setting agendas	3.36	3.52	*	3.21
2.2	Has policies/practices of shared governance delineating responsibilities of board, CEO, administration, and faculty	3.43	3.35	3.43	3.46

Highest-rated Items: (poor=0; excellent=4) <u>Item No.</u>		2021		2022	
		BOV Score	Overall Score	BOV Score	Overall Score
2.6	<i>Annually approves president's performance/periodically conducts comprehensive assessment</i>	3.79	3.61	3.86	3.57
6.1	Promotes trust among board members through a culture based on openness and respect.	3.86	3.68	3.86	3.79
6.6	Respects the confidentiality of board and committee materials and discussions.	3.93	3.85	3.86	3.75
5.4	Adheres to comprehensive code of ethics and addresses violations	3.85	3.78	3.85	3.68
5.5	Focuses on board-level work/avoids micro-management of administrative responsibilities	3.64	3.62	3.79	3.61

Board of Visitors Self-Assessment Summary

May 2022

6.5	Speaks with one voice, stands united behind controversial decisions	3.79	3.73	3.79	3.65
6.3	Board inspires confidence and trust of its constituents	3.57	3.5	3.71	3.67
6.4	Understands and respects who may speak on behalf of the board or the institution.	3.79	3.80	3.71	3.67

Recurring Themes:

The board works well with the president and administration and is supportive of the president's leadership. The board is cohesive and collaborative and acts in the best interest of the university.

Need to focus on succession planning, particularly for the presidency.

Access and affordability while offering world-class education - managing rising tuition and student debt. Impact of inflation. Providing adequate need-based financial aid. Demographic shifts in the U.S. are challenging our financial aid model. Need to consider what we can reasonably charge in tuition and still stay true to our land-grant mission.

Sustainability of the university's funding model; diversification of funding sources; increasing endowment; building financial and organizational resilience.

Align the budget with priorities. Work with administration to better prioritize strategic investment priorities along with other urgent needs. Limiting tuition increases while making significant progress on strategic issues is an ongoing challenge.

Balancing growth with need to invest appropriately in university infrastructure to support and sustain such growth. For example, IT improvements, online learning framework, capital investments.

The board's priorities are aligned with the strategic plan. The board does a good job of balancing long-term planning with short-term implementation. Development of a multi-year plan for tuition is important. The board needs to be involved in the formative stage as the strategic plan continues to evolve. Need to ensure that metrics used to assess progress are appropriate and understood by board. ERM should be a factor in guiding board decisions.

More discussion time needed for most pressing issues and highest priorities of strategic plan. Presentations should be short and concise with a statement of why board members need to know this information, which will lead to more productive discussion. More meeting time should be devoted solely to issues that the board decides it wants information about.

Board of Visitors Self-Assessment Summary

May 2022

Need to ensure that all relevant perspectives are heard and considered regarding major issues.

Need to better understand the challenges facing students and affecting mental health.

Work towards competitive salaries and benefits to attract/retain top talent. Need to retain mid-career faculty. Address affordable housing not only in Blacksburg but also near the Innovation Campus.

Cyber security. IT modernization and standardization across departments and campuses.

Need to ensure consistency in student experience and services across the various campuses and between undergraduate and graduate/professional students. More attention needs to be paid to the student experience/needs of international students.

Continue work to minimize sexual violence on and off campus.

Advance diversity and inclusion of the university community.

Resolve tension between academic freedom and free speech

Address disparities in resources between disciplines.

Athletics - Need to prepare for the time when the current model for intercollegiate athletics breaks so that we will have options.

Be more intentional regarding university impact on local community. The university is great for the local economy of areas where there are major campuses, but the impact is felt less in other areas of the state.
