

Longwood University Faculty Senate
**PROPOSAL/POLICY COVER
SHEET**

This cover sheet is intended to provide information to members of the Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy. **If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

COMMITTEE(S) that authored or sponsored this proposal: Dean of Cormier Honors College (CHC) and Associate PVPAA

TOPIC: Honors Faculty designation

BACKGROUND (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal): Due to increased enrollment in the last few years, the CHC has needed full-time instructional faculty, who have been appointed as lecturers. Those faculty have undergone an annual review by a committee of faculty and the Dean of the CHC. However, the FPPM does not have explicit language about their review.

SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions): Create a definition of, responsibilities for, and mechanisms for review of Honors Faculty.

RATIONALE FOR THE POLICY OR PROPOSED CHANGES (Provide a brief statement as to why the new policy, the changes, or the deletion is needed):

The new definition and procedures are needed so that all faculty who teach full-time undergo a well-defined annual review process.

Routing information and signature lines:

Date submitted to Senate Executive Committee for Consideration:
Action(s) Taken:

Date first read at Faculty Senate:
Action(s) Taken:

Date final action taken by Faculty Senate:

Action(s) Taken:

Senate Chair: _____

Date submitted to the PVPAA (within 5 working days of Senate approval):

Action(s) Taken:

PVPAA: _____

Date: _____

Date submitted to other administration:

Action(s) Taken:

Administrator: _____

Date (within 15 working days of PVPAA's signature): _____

Date submitted to the Board of Visitors:

Coversheet updated 9/2017

K. HONORS FACULTY

1. Classification of Honors Faculty

Full-time instructional faculty members who are lecturers may be designated as Honors Faculty. While all full-time faculty members may potentially teach an honors enhancement or an honors section of a course, Honors Faculty have dedicated responsibilities within the Cormier Honors College (CHC). A significant percentage (at least 50%) of their teaching and service will be devoted to responsibilities associated with the CHC. The remaining percentage of their teaching will be dedicated to the discipline(s) in which the faculty member is qualified to teach. The Dean of CHC and the Department Chair of the department that houses the faculty member's discipline will work together to ensure the faculty member has a full teaching load each semester.

Responsibilities: Honors Faculty are expected to engage actively in the honors program of the university. These faculty members will be assigned professional activities consistent with that participation. Honors Faculty may

- Regularly teach classes designated for honors students, which may include HONS, CTZN, or sections of courses in the discipline(s) in which the faculty member is qualified to teach.
- Develop, manage, or promote activities for current or prospective CHC students.

Term: The term for Honors Faculty is one year. Reappointment to additional terms is unlimited.

Qualifications: The Honors Faculty designation may be granted only to a full-time instructional faculty member at Longwood University. The primary responsibility for designating Honors Faculty rests with the Dean of the CHC. The Department Chair of the department that houses the faculty member's discipline and the appropriate College Dean must agree with this designation.

2. Evaluation and Review of Honors Faculty

Because of the extensive teaching and service in the CHC, Honors Faculty are evaluated jointly by the appropriate department chair and the Dean of the CHC, both of whom should sign the annual evaluation. Criteria for evaluation will be maintained by both the department chair and the Dean of the CHC, and the Honors Faculty and the appropriate College Dean also will have copies of the evaluation criteria.

As lecturers, Honors Faculty may be eligible for promotion. In order to review effectively the qualifications and achievements of the faculty member, a joint promotion and tenure committee will be formed. The committee should consist of three members of the full-time faculty, at least one of whom is not an Honors Faculty but is in the same discipline as the faculty member, and a

majority of whom have experience teaching in the CHC. This committee will function according to the procedure and timelines for the appropriate department promotion and tenure committee and according to appropriate department guidelines, as outlined in the FPPM and the department's by-laws.