

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: Faculty Senate Executive Committee with Office of Accreditation and Compliance

**TOPIC:** Faculty Admissions Committee, University Committee on Minority Faculty Recruitment, Longwood Seminar Advisory Committee

**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): According to the list of past committees (found at <http://solomon.longwood.edu/facultysenate/committees/past-committee-assignments/>) no members of a Faculty Admissions Committee or the University Committee on Minority Faculty Recruitment have been approved since at least 2007-08. The implementation of the Civitae Core Curriculum in Fall 2018 removes Longwood Seminar from the curriculum.

**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): Remove the three committees and associated references from the FPPM and update relevant practice in the sections in II. These include the following:

- a) II-A.
- b) II-N.
- c) III-O.
- d) VI-B.
- e) VI-C.
- f) VI-G.
- g) VI-DD.
- h) VI-EE.

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

- 1) Neither of the first two committees appears to have been formally approved in the last ten years.
- 2) One of the duties of the Faculty Admissions Committee is to recommend admissions policy. This duty also resides among EPC's duties, so this duplication is not needed.
- 3) An Admissions Appeal Committee, comprised of representatives from Enrollment Management and Student Services, currently handles appeals on admissions decisions. They also handle applications for readmission after suspension.
- 4) The duties of the Minority Faculty Recruitment Committee are now under the purview of the Diversity Committee of the University Planning Council.
- 5) The Longwood Seminar Advisory Committee is no longer needed because of the implementation of the Civitae Core Curriculum.

**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:

a) II-A.

### A. ACADEMIC LOAD

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6. Other professional responsibilities. Teaching courses is only a portion of the normal professional expectations for university faculty members. Assuming a minimum 40-hour work week, and acknowledging an average 50-60 hour work week, and further assuming that average instructional responsibilities require 12 hours a week in class, at least 28 hours per week are available for faculty members to engage in other responsibilities characteristic of the profession. These include:

- a. Preparation for classes, grading, and advising students (estimated 2 hours for each hour in class)
- b. Availability to students outside the structured class time
- c. Scholarly activity
- d. Public service and committee responsibilities
- e. Directing undergraduate independent research projects or senior honors research projects
- f. Assessment of course and teaching effectiveness
- g. Travel related to student field experiences **or other off-campus courses**
- h. ~~Teaching compensated courses such as Longwood Seminar or off-campus courses~~
- i. Participation in the graduate level experience including professional portfolio, thesis, comprehensive examination, and other culminating evaluations
- j. **i.** Duties associated with state/regional/national offices in professional organizations

Except for those duties dictated by teaching assignments, the professional activity pursued by each faculty member becomes a matter of individual discretion. Faculty members should keep careful records of their professional activities outside the classroom so that appropriate annual evaluation can be conducted.

b) II-N.

### N. ADVISING

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2. Newly admitted students who have declared their intention to pursue a degree in a particular discipline are assigned advisors in the appropriate college. The assignment of the advisor generally is not changed unless the student changes his/her degree program. Students who have not declared a major **or whose planned major is in the College of Business and Economics** are advised by a special group of advisors in Student Success and the Registrar's Office ~~who participate in the Longwood Seminar program.~~

c) III-O.

### O. GRANTING OF ACADEMIC RANK TO ADMINISTRATORS

1. The President may offer the concurrent appointment at the faculty rank of lecturer, assistant professor, associate professor, or professor, upon recommendation of the department chair, the department promotion and tenure committee, the college dean, and the Provost and Vice President for Academic Affairs (PVPAA), to administrators (other than academic deans, the PVPAA and the President) who meet the criteria in Section III.X "Promotion to All Ranks" of the Faculty Policies and Procedures Manual by demonstrating an established record of effectiveness in classroom teaching, in addition to

meeting the appropriate criteria under “Specific Criteria for Promotion to Each Rank” in Section III.X “Promotion to All Ranks,” and who have full responsibility for teaching at least three credits in the discipline granting the rank (not including independent study or ~~Longwood Seminar~~ courses) within any two consecutive academic years.

d) VI-B.

## **B. COMMITTEE STRUCTURE OF THE UNIVERSITY**

One important aspect of faculty participation in university governance is active participation in committee work. Committees may originate from many sources; some committees having faculty representation are appointed by various members of the administration, departments appoint or elect various committees to carry out their activities, committees may be mandated by legislation, or committees may be formed by the Faculty Senate or the Executive Committee of the Faculty Senate. This Manual contains committee descriptions for the standing committees of the Faculty Senate and for certain other committees that report to the Faculty Senate or have significant faculty representation. Temporary ad hoc committees and the numerous department level committees are not described here. Some standing university committees with faculty representation, such as the Golf Course Committee and the Landscape Planning Committee, are also not included here. Faculty interested in such committees should contact the office of the Provost and Vice President for Academic Affairs for additional information. The committees listed below have committee descriptions in this Manual.

### **Committees in the by-laws of the Faculty Senate:**

The Executive Committee of the Senate

The Committee on Educational Policy

The Committee on Faculty Status and Grievances

The Committee on Promotion and Tenure Policies and Procedures

The Committee on Faculty Development

The Committee on Faculty Awards

The Committee on Finance and Planning

### **Other standing committees of the Faculty Senate:**

The University Lectures Committee

The Committee on Core Curriculum

The Library Advisory Committee

The Cormier Honors College Advisory Committee

The Undergraduate Petitions Committee

The College Curriculum Committees

The Senior Honors Research Committee

The Center for Faculty Enrichment

The Bookstore Innovation Group

The Committee on Academic Outcomes Assessment and Program Review

### **Other committees that report to the Faculty Senate:**

The Academic Chairs Council

~~The Faculty Admissions Committee~~

The Graduate Council

~~The Longwood Seminar Advisory Committee~~

The Liberal Studies Advisory Committee

Academic Technology Advisory Committee

**Certain other university committees with significant faculty representation:**

Institutional Animal Care and Usage Committee

Longwood University Institutional Review Board

The Intercollegiate Athletic Council

The University Committee on Faculty-Led Short-Term Study Abroad Programs

~~The University Committee on Minority Faculty Recruitment~~

The University Committee on Copyrights and Patents

e) VI-C.

**C. SCHEDULE OF ELECTIONS**

Many facets of the University governance structure require elections by either the entire Senate or by departments. Elections must occur in a timely manner so as not to impede the smooth operation of governance. Times specified for elections are outlined below for quick reference by affected parties.

**1. Departmental elections:**

~~a. Departmental representatives to the Admissions Committee — by the end of the second week of March for the subsequent 3-year term.~~

~~b.~~ College and University Curriculum Committee members [usually chairs of departmental curriculum Committees] should be chosen by the end of the first week of the fall term.

~~c.~~ **b.** Promotion and Tenure Committees, and committee chairs - by the end of second semester for the subsequent year.

**2. Faculty-wide elections:**

a. Members of the Committee on Faculty Status and Grievances - election is held during the month of February.

b. Members of Faculty Senate - election is held during the first two weeks of the spring semester for terms which begin July 1.

c. Faculty Senate officers - election is held during the last regularly scheduled meeting of the Senate each year.

f) VI-G. The entire section for the committee.

g) VI-DD. The entire section for the committee.

h) VI-EE. The entire section for the committee.