

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: Academic Affairs (AA), Office of Teacher Preparation (OTP), Dean of the Cook-Cole College of Arts and Sciences (CCCAS)

**TOPIC:** FPPM Sections III. E. Department Chairs; VI. D. Academic Chairs Council; VI. BB. Interdisciplinary Teaching Committee; and VI. EE. Professional Education Council

**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):

Changes to both the structure of the Liberal Studies major, curriculum for teacher preparation generally, and changes to the OTP led to discussion among the Associate Vice President for Academic Affairs, the Executive Director of Teacher Preparation, and the Dean of the CCCAS. The first of those drafted these changes and worked with the other two parties to receive feedback.

**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):

- 1) **III. E. Department Chairs – remove references to Director of Liberal Studies.**
- 2) **VI. D. Academic Chairs Council (ACC) – replace Director of Liberal Studies with Executive Director of Teacher Preparation.**
- 3) **VI. BB. Interdisciplinary Teaching Committee - remove references to Director of Liberal Studies, replace assistant director of liberal studies with program coordinator language, and change reporting route.**
- 4) **VI. EE. Professional Education Council – remove reference to Office of Professional Services.**

**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) **The current text on chair sabbaticals cites a consequence of the Director of Liberal Studies becoming an A/P position, namely that the passage no longer applies. Removal of reference to Liberal Studies enacts that language.**
- 2) **This change keeps a link between the ACC and issues related to teacher preparation.**
- 3) **The change reflects the appropriate titles moving forward. The change in reporting route reflects the correct path.**
- 4) **The change reflects OTP structure.**

**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:

department colleague who is willing to serve as acting chair for the summer may apply for release from summer responsibilities. In such a case the acting chair will receive the summer stipend.

6. **Leave and Conclusion of Service:** A chair who goes on leave for an entire academic year during the term of office will receive no chair's compensation for that year. A chair who is on leave for a part of an academic year may receive reassigned time and partial stipends appropriate to the amount of administrative service performed during that year.

Upon completion of a chair's term of office, the former chair will no longer receive reassigned time or either of the stipends for chairs.

7. **Acting Department Chairs:** If a department chair is unable to serve during part of the three year term of office, the Dean may appoint an acting department chair. A faculty member who serves as acting department chair for an entire academic year will receive compensation appropriate for the regular chair. A faculty member who serves as acting chair for part of the academic year will receive compensation appropriate to the amount of administrative service performed during the year.

8. **Sabbatical Leave for Department Chairs & the Director of Liberal Studies:** ~~The term department chair, as used in this section, includes both department chairs and the director of the liberal studies program, who are members of the teaching faculty with nine-month contracts.~~

- a. The University acknowledges that the role of department chair is particularly demanding. The duties of department chair are such that it is desirable to provide department chairs who serve two consecutive terms (six years) with an automatic semester-long paid leave, as budget funds and faculty resources permit, to facilitate professional renewal.

- b. Department chairs who serve two consecutive three-year terms shall be entitled to this leave at the conclusion of the second term. The leave will not require submission of an application.

- c. During the one semester leave the department chair shall receive his or her full base salary, minus the department chair stipend.

- d. Awarding of this leave shall be independent of the regular sabbatical program and all of its associated criteria and shall not take priority over funding for the regular sabbatical program.

- e. A department chair may defer the leave to the end of a third or fourth term if he or she serves for that length of time, but deferred leaves may not be "banked"; i.e. a chair may not add a deferred leave from the end of the second term to a second leave at the end of a fourth term.

- f. A department chair who takes a leave at the conclusion of his or her first two terms and then continues into a third and fourth term shall be entitled to a leave at the conclusion of the fourth term.

g. In the case of a continuing chair who takes a leave at the end of the second term, the University shall provide resources such that an acting chair may cover the duties while the continuing chair is on leave. The term of office for continuing chairs is inclusive of their semester of leave (i.e., all chair terms run from July 1 of one year to June 30 three years later, regardless of leave).

~~h. If the director of liberal studies position is converted to a 12-month A/P position, then the Director will no longer qualify for this leave program.~~

i.h. Obligations Upon Leave Completion: This leave is granted on the condition that, at the conclusion of the leave, the faculty member is obligated to render service to the University for at least one contract year or to refund the money received in salary during the leave. Details of current provisions for repayment are available in the Office of Human Resources.

A department chair who has been granted this leave will be required to write a brief but detailed report on the work accomplished during the time on leave. This report should be submitted to the PVPAA by January 30 following a fall semester's leave and by September 1 following a spring semester's leave. Department chairs who fail to submit a written report will not be eligible to receive future sabbatical or faculty connections leaves.

*References: Academic Affairs Committee, October 31, 1997; Academic Chairs Council, March 12, 2013; Report of the Committee on Structure and Governance, May 4, 1989; Faculty Senate, April 22, 2010; April 27, 2012, April 5, 2018; Board of Visitors, June 15, 2012, June 8, 2018.*

## D. ACADEMIC CHAIRS COUNCIL

1. Purpose and Duties: The Academic Chairs Council is an advisory committee to the Senate and, in this capacity, recommends policy on academic rules and regulations. In addition, the committee is an advisory body for the Provost and Vice President for Academic Affairs (PVPAA) and serves as a valuable link in disseminating information between the academic administration and the departments. All matters pertaining to the academic well-being of the institution are within the purview of this committee.
2. Membership: Varies with the number of academic departments.
3. Ex-officio Members: All members of this committee are ex-officio, since they all serve by virtue of position. Membership shall consist of the department chair for each academic department and the ~~director of liberal studies~~[Executive Director of Teacher Preparation](#). The PVPAA shall be a non-voting member of the committee; all other members shall have a vote.
4. Tenure Restrictions: None
5. Departmental Restrictions: Chair of each department.
6. Other Restrictions: None
7. Term of Office: Duration of time in position.
8. Method of Selection: By virtue of position.
9. Chair: A committee of three department chairs, representing at least two of the three colleges and elected at the last meeting of the spring semester, schedules meetings and sets the agenda. One member of this committee is elected to preside at meetings.
10. Reporting Route: To the Faculty Senate and to the PVPAA.

*Reference: Minutes of the Faculty Senate, April 12, 2012.*

## **BB. INTERDISCIPLINARY TEACHER PREPARATION COMMITTEE**

1. **Purpose and Duties:** The responsibilities of this committee are to review and revise curricula, consider other programmatic issues, and advise the director of the following programs: Elementary Education and Teaching, Elementary and Middle School Education and Teaching, and Liberal Studies (Special Education and Non-Licensure concentrations).
2. **Membership:** Executive Director of Teacher Preparation/~~Director of Liberal Studies~~ and one representative from each of the following areas of study: English; Mathematics; Social Science; Natural Sciences; Elementary Education; Middle School Education; Special Education; and one additional representative appointed by the Chair of the Department of Education and Counseling. The ~~Assistant Director of Elementary and Middle Education and~~program coordinator of Liberal Studies will serve as the representative of their academic program.
3. **Ex-officio Members:** Director of Teacher Licensure and Field Experiences (or designee), Dean of Cook Cole College of Arts and Sciences (or designee), and Dean of College of Education and Human Services (or designee).
4. **Tenure Restrictions:** None.
5. **Departmental Restrictions:** See #2 above.
6. **College Restrictions:** Members are from the Cook-Cole College of Arts and Sciences and the College of Education and Human Services as specified in #2 above.
7. **Other Restrictions:** None.
8. **Term of Office:** Continuing.
9. **Method of Selection:** Collaboration between the Executive Director of Teacher Preparation/ Director of Liberal Studies and the area that needs to replace a representative.
10. **Chair:** Executive Director of Teacher Preparation/~~Director of Liberal Studies.~~
11. **Reporting Route:** To the ~~Committee on Educational Policy~~Professional Education Council

*Reference: Minutes of the Faculty Senate, April 8, 2010; Faculty Senate Minutes April 23, 2020.*

## EE. PROFESSIONAL EDUCATION COUNCIL

1. **Purpose and Duties:** The purpose of the Professional Education Council (PEC) is a) to provide a forum to effectively collaborate, review, and discuss common issues that cross discipline and departmental lines in relation to the preparation of professional educators, b) to advise and provide recommendations to administrators and to programs that prepare education professionals to work in PK-12 schools regarding these issues, and c) to conduct curricular review and assessment to ensure compliance with CAEP standards for EPP-level action.
2. **Membership:** Program coordinators of undergraduate teacher preparation programs, program directors of graduate initial- or advanced-level licensure programs, the Executive Director of Teacher Preparation, ~~the Director of the Office of Professional Services~~, and the College of Education and Human Services (CEHS) Assistant Dean are voting members. Two superintendents of P-12 school districts (one of whom will be a Region 8 superintendent), the Dean of the Cook-Cole College of Arts and Sciences, and the Dean of the CEHS are non-voting members. All of the members are ex-officio.
3. **Tenure Restrictions:** None.
4. **Departmental Restrictions:** None.
5. **College Restrictions:** None.
6. **Other Restrictions:** None.
7. **Term of Office:** 1-year for program coordinators and program directors, subject to no term limits.
8. **Method of Selection:** All members are ex-officio.
9. **Chair:** Executive Director of Teacher Preparation.
10. **Reporting Route:** To the Associate Provost and Vice President for Academic Affairs for non-curriculum matters; to the Committee on Educational Policy for curriculum matters.

*Reference: Minutes of the Faculty Senate, April 25, 2019*