

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. This cover sheet is being piloted during spring and fall 2011. 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.

SUBJECT: **Admissions Committee, Revision to Committee Description**

COMMITTEE(S) that authored or sponsored this proposal: **Admissions 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):

During Fall 2011, the Admissions Committee has revised its committee description. The current policy is on p. 151 of the 2011-2012 *FPPM*.

SUMMARY OF NEW POLICY OR PROPOSED CHANGES TO AN EXISTING POLICY (Provide a bulleted list or short statement describing the content of the new policy or the proposed changes.):

- **Change title of committee from “Admissions Committee” to “Faculty Admissions Committee”**
- **Change purposes and duties of committee to eliminate that the committee is responsible for formulating admissions policy and criteria and for administering the Longwood Scholars program.**
- **Delete Executive Assistant to the President for Student Success as an ex-officio member of the committee, since that position no longer exists. Delete Vice-President for Student Affairs as a member of the committee. Add the Dean of the Cormier Honors College, the Director of Diversity and Inclusion, and the Director of the PLUS Program to the committee as ex-officio members.**
- **Move time of department selection of members to March, rather than in July.**
- **Change chair of committee from a faculty member (who was elected at the first meeting but was also supposed to call the first meeting) to the Dean of Admissions**

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 revisions more accurately reflect the work of the Faculty Admissions Committee, and changing the chair of the committee to the Dean of Admissions will allow the committee to function more efficiently. For example, the Dean of the Cormier Honors College and the Honors

Advisory Committee administer the Longwood Scholars program and have been doing so for years.

Date submitted to Senate Executive Committee for Consideration: 11/3/11

Action(s) Taken: **Placed on Senate agenda for 11/10/11**

Date introduced at Faculty Senate: _____

Action(s) Taken:

Date final action taken by Faculty Senate: _____

Final action(s) Taken:

TEXT OF CURRENT POLICY:

E. ADMISSIONS COMMITTEE

1. **Purposes and Duties:** The Admissions Committee is responsible for formulating admissions policy and criteria for the University in cooperation with the Admissions Office. The primary functions of the Admissions Committee include admissions screening and selection for border-line applicants and other special cases, and administering the Longwood Scholars Program, including establishing standards for and selection of the Longwood Scholars. Faculty concerns involving admissions policy should be referred for action to the Admissions Committee. The Admissions Committee will make regular and timely reports to the Faculty Senate for their information.
2. **Membership:** Varies with the number of academic departments.
3. **Ex-officio Members:** Executive Assistant to the President for Student Success, Vice President for Student Affairs, Dean of Admissions, Associate Director of Admissions, Assistant Directors of Admissions, Alumni Representative.
4. **Tenure Restrictions:** None
5. **Departmental Restrictions:** One faculty representative from each department offering at least one degree program.
6. **College Restrictions:** None
7. **Other Restrictions:** None
8. **Term of Office:** 3 years, eligible for reelection.
9. **Method of Selection:** For faculty representatives whose terms have expired, elected by departments by end of second week in March to serve the subsequent term. In the event of an interim vacancy, the affected department will elect a new member to complete the term. When a department's representative will be unavailable for committee work during the summer or other extended period, the department should elect a substitute member to serve during that period.
10. **Chair:** Faculty member elected by committee at the first meeting.
11. **First meeting:** Called by the chair of the committee.
12. **Reporting Route:** To the Faculty Senate (information), the President and the Board of Visitors.

TEXT OF PROPOSED POLICY:

E. FACULTY ADMISSIONS COMMITTEE (FAC)

1. **Purposes and Duties:** The primary functions of the FAC include recommending undergraduate admissions policy and criteria to the Board of Visitors in cooperation with the Admissions Office; evaluating and rendering decisions for border-line applicants and other special cases; and serving as a conduit of admissions related information and concerns to and from the faculty. A member of the FAC will make regular and timely reports to the Faculty Senate.
2. **Membership:** Varies with the number of academic departments.
3. **Ex-officio Members:** Vice-President for Academic Affairs or designée, Dean of Admissions, Associate Director of Admissions, Dean of the Cormier Honors College, Director of Diversity and Inclusion, and Director of the PLUS Program.
4. **Tenure Restrictions:** None
5. **Departmental Restrictions:** One faculty representative from each department offering at least one degree program.
6. **College Restrictions:** None
7. **Other Restrictions:** None
8. **Term of Office:** 3 years, eligible for reelection/reselection.
9. **Method of Selection:** Each department will select/elect a representative by the end of the second week in July to serve beginning on or about August 15 for a 3 year term or until the representative is no longer able/willing to serve. In the event of an interim vacancy, the affected department will select/elect a new member to complete the term. When a department's representative will be unavailable for committee work during the summer or other extended period, the department should select/elect a substitute member to serve during that period.
10. **Chair:** The Dean of Admissions will serve as Chair.
11. **Meetings:** Meetings will be called by the Chair but may be initiated by any member.
12. **Reporting Route:** Information items will be shared by the Chair with the Vice President for Academic Affairs (VPAA) and the President. Suggested policy changes will be shared by the Chair with the VPAA, President, and Board of Visitors for their approval. Information items and policy changes will be shared with the Faculty Senate (FS) by members of the FAC who are also members of the FS. If there are not any members on the FAC and the FS, the Dean of Admissions will report to the FS.