

Faculty Admissions Committee Report for 2011 - 2012

Submitted April 17, 2012 by Sallie McMullin

1. The Faculty Admissions Committee (FAC) revised its role and structure and submitted changes to the Faculty Senate where it was approved. Below is the approved role and structure.

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: 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.

2. The FAC revised the procedures for the Marginality Committee as follows:

The Marginality Committee of the Faculty Admissions Committee

The Marginality Committee (MC) is a sub-set of the members of the Faculty Admissions Committee (FAC). The MC reviews freshmen and transfer candidates for admission who do not meet the admission standards set by the University Board of Visitors but fall into one or more of the following categories: government affiliation, legacy, referral from a University administrator, special talents or extracurricular accomplishments (ex. visual and performing arts, athletic endeavors, leadership, specialization in an academic area).

A department chair, athletic administrator and coach or university administrator can support a candidate's admissions through written documentation and/or a presentation to the MC. Written documentation and/or presentations must provide an academic support plan based specifically on the applicant's academic weaknesses. Presentations are limited to 5 minutes. If applicable, MC members may ask questions of the presenter before they begin closed deliberations.

The MC reviews the candidate's record and based on application materials and other documentation presented on behalf of the applicant to render one of the following decisions (majority vote): reject, hold for additional information (ex. grades and/or test scores in which case required minimums would be stated) grant an exception to the regular admission standards and accept the

applicant, or refer to the Vice President for Academic Affairs and/or the President for the decision. The decision of the MC is final.

However, in the very rare case the VPAA or President request a review of the case the MC will provide the VPAA and/or President with a written explanation of their decision. If the decision is overturned, the MC requests notification and justification of the decision.

When Classes are in Session

The MC shall consist of no fewer than 5 voting members and the associate director of admissions/admissions officer (nonvoting member). Credentials of the students will be placed on Blackboard several days before the MC meets. FAC members unable to attend are welcome to post their opinions on Blackboard; however, only the members present will be counted in the voting.

When Classes are Not in Session

Efforts will be made to convene no fewer than 5 voting members. If it is not possible to do so in a timely manner, application materials will be posted to Blackboard; discussions and voting will be conducted on Blackboard. In lieu of the 5 minute presentation, written documentation identifying the applicant's academic weaknesses and providing an academic support plan for the student to be successful will be included.

The FAC reserves the right to re-visit the marginality review process to make changes as necessary.

3. The FAC helped develop the proposed Admissions Policies for the Board of Visitors. They are scheduled to be reviewed/approved by the Board at their June meeting.
4. The FAC/MC to date has heard one case. It was approved.