

**Governance,
Administration
and
Athletics
Committee**

December 2017

RADFORD UNIVERSITY

Board of Visitors

RADFORD UNIVERSITY

**RADFORD UNIVERSITY BOARD OF VISITORS
GOVERNANCE, ADMINISTRATION &
ATHLETICS COMMITTEE MEETING
DECEMBER 7, 2017
3:30 P.M.**
MARTIN HALL, THIRD FLOOR, BOARD ROOM
RADFORD, VIRGINIA**

DRAFT

AGENDA

- **CALL TO ORDER** Dr. Rachel D. Fowlkes, *Chair*
- **APPROVAL OF AGENDA** Dr. Rachel D. Fowlkes, *Chair*
- **APPROVAL OF MINUTES** Dr. Rachel D. Fowlkes, *Chair*
September 14, 2017
- **REPORTS**
 - Information Technology Report Mr. Danny M. Kemp, *Vice President for Information Technology and Chief Information Officer*
 - Intercollegiate Athletics Report Mr. Robert G. Lineburg, *Director of Intercollegiate Athletics*
- **ADMINISTRATIVE AND PROFESSIONAL FACULTY HANDBOOK** Mr. Chad A. Reed, *Associate Vice President for Budget & Financial Planning*
- **ACTION ITEM** Dr. Rachel D. Fowlkes, *Chair*
 - Recommendation to the Board of Visitors Approval of the Resolution for the Administrative and Professional Faculty Handbook Changes
- **OTHER BUSINESS** Dr. Rachel D. Fowlkes, *Chair*
- **ADJOURNMENT** Dr. Rachel D. Fowlkes, *Chair*

**** All start times for committees are approximate only. Meetings may begin either before or after the listed approximate start time as committee members are ready to proceed.**

Governance, Administration & Athletics Committee
Dr. Rachel D. Fowlkes, Chair
Ms. Georgia Anne Snyder-Falkinham, Vice-Chair

Mr. Gregory A. Burton
Mr. James R. Kibler, Jr., J.D.
Mr. Steve Robinson

**RADFORD UNIVERSITY BOARD OF VISITORS
GOVERNANCE, ADMINISTRATION & ATHLETICS COMMITTEE MEETING
SEPTEMBER 14, 2017
MARTIN HALL, THIRD FLOOR, BOARD ROOM
RADFORD, VIRGINIA**

DRAFT

MINUTES

COMMITTEE MEMBERS PRESENT

Dr. Rachel D. Fowlkes, Chair
Ms. Georgia Anne Snyder-Falkinham, Vice Chair
Mr. Gregory A. Burton

COMMITTEE MEMBERS ABSENT

Mr. James R. Kibler, Jr. J.D.
Mr. Steve Robinson

OTHER BOARD MEMBERS PRESENT

Mr. Mark S. Lawrence, Rector
Mr. Robert A. Archer
Mr. Jason “Jake” Fox, Faculty Representative (non-voting advisory member)

OTHERS PRESENT

President Brian O. Hemphill, Ph.D.
Ms. Stephanie Ballein, Senior Associate Athletic Director
Mr. Joe Carpenter, Vice President for University Relations and Chief Communications Officer
Mr. Cory Durand, Associate Athletic Director for External Operations
Mr. Geoffrey Gabriel, Interim Title IX Coordinator
Ms. Lisa Ghidotti, Director of State Government Relations
Mr. Andrew Hartley, Associate Athletic Director for Advancement
Ms. Stephanie Jennelle, Associate Vice President for Finance and University Controller
Mr. Danny Kemp, Vice President for Information Technology and Chief Information Officer
Mr. Robert Lineburg, Director of Athletics
Ms. Margaret McManus, University Auditor
Mr. Ed Oakes, Associate Vice President for Information Technology
Mr. Chad Reed, Associate Vice President for Budget and Financial Planning
Ms. Ashley Schumaker, Chief of Staff, Office of the President
Ms. Mary Weeks, Secretary to the Board of Visitors
Mr. Allen Wilson, Senior Assistant Attorney General, Commonwealth of Virginia
Radford University students, faculty and staff

CALL TO ORDER

Dr. Rachel D. Fowlkes, Chair, formally called the meeting to order at 2:41 p.m. in the Board Room, Third Floor, Martin Hall, Radford University, Radford, Virginia.

APPROVAL OF AGENDA

Dr. Fowlkes requested a motion to approve the agenda as published. Ms. Georgia Anne Snyder-Falkinham so moved, and Mr. Gregory A. Burton seconded the motion. Agenda was approved by a unanimous vote.

APPROVAL OF MINUTES

Dr. Fowlkes requested a motion to approve the May 4, 2017 minutes for the Governance, Administration and Athletics Committee, as published. Ms. Snyder-Falkinham so moved and Mr. Burton seconded the motion. The minutes were unanimously approved and are available online at: <http://www.radford.edu/content/bov/home/meetings/minutes.html>.

INFORMATION TECHNOLOGY REPORT

Mr. Danny M. Kemp, Vice President for Information Technology and Chief Information Officer, presented an overview of Radford University's primary internet security risks, which include phishing, malware from websites, email, ransomware, attacks from outside, unpatched vulnerabilities and an "open" environment to meet the needs of the university community. The technologies used to mitigate the primary security risks include:

- External Firewall
- Intrusion Prevention System (IPS)
- Data Center Firewall with IPS
- Virtual Private Network (VPN)
- 2 Factor Authentication
- Vulnerability Scanning
- Intrusion Detection System (IDS)
- Open DNS
- Windows Update Service
- Windows Defender Anti-Virus
- Antispam Filter
- Off Site Backup

Mr. Kemp pointed out that annual security awareness training is required for faculty and staff on data protection, common cybersecurity issues and other threats. Mr. Kemp reported that Open DNS has blocked nearly ½ million threats to the university since it was implemented in May 2017. Discussion ensued with questions about the cost of maintaining the systems and if any was covered with Equipment Trust Funds (ETF). Mr. Kemp stated that they anticipate increases every year with maintenance renewals, which are incorporated into the budget, and ETF funds are only used for equipment purchases.

Mr. Kemp concluded by recognizing and thanking his staff for their efforts in coordinating all the multiple programs in protecting the systems. A copy of Mr. Kemp's presentation is hereto attached as *Attachment A* and is made a part thereof

Dr. Fowlkes thanked Mr. Kemp for his report.

INTERCOLLEGIATE ATHLETICS REPORT

Mr. Robert Lineburg, Director of Athletics, introduced members of his core team, Ms. Stephanie

Ballein, Mr. Andrew Hartley and Mr. Corey Durand. He then distributed the 2016-2017 Athletic Annual Board of Visitors Report. A copy of the report is hereto attached as **Attachment B** and is made a part thereof.

Mr. Lineburg provided an update on the new 5,000 square feet weight room, which will house the team physician and new hot and cold plunge pools. The next project is upgrading the tennis facilities with a new court surface. Mr. Lineburg noted that, beginning this year, the NCAA approved Bylaw 17.1.7.8 requiring additional days off for athletes to recover after competition. Athletics has scheduled recovery days and expects this additional time off will support student athlete academics. He recognized academic excellence stating that 71% of Radford's student athletes had a 3.0 GPA or better, and the volleyball team had an average of GPA of 3.7.

Ms. Stephanie Ballein, Senior Associate Athletic Director, provided information on strategies and processes supporting student athlete academic success, which include use of tutors, review of transcripts, scheduling appropriate courses, contact with faculty, use of the Learning Enhancement Center and individual counselling sessions.

Mr. Lineburg announced that Hope Creasy is the new head softball coach. Men's Baseball captured the 2017 Big South Tournament win and a NCAA Tournament appearance. Women's Basketball was the 2016 Big South regular season champion. Currently, Athletics has 271 student athletes with 99 out of state students and 40 international students.

Mr. Lineburg reviewed Athletics progress in meeting the standards House Bill 1897. Athletics must raise 22 percent of their budgets, from private sources, by the end of the five-year grace period, of which 2017-2018 is the third year. Athletics is currently meeting 76% of this goal, and is projected to reach the 2017-2018 goal by November 1, 2017. The 2017 Highlander Pride Weekend was very successful netting \$82,000 for the Student-Athlete Scholarship Fund. The next Highlander Pride Weekend is scheduled for April 26-28, 2018.

A copy of Mr. Lineburg's presentation is hereto attached as **Attachment C** and is made a part thereof. Dr. Fowlkes thanked Mr. Lineburg for his update.

RECOMMENDATION OF RESOLUTION FOR TITLE IX CHANGES

Mr. Geoffrey Gabriel, Interim Title IX Coordinator, and Mr. Allen Wilson, Senior Assistant Attorney General, Commonwealth of Virginia, provided an overview of the Radford University Title IX policy and process document changes. Dr. Fowlkes requested a motion recommending, to the Board of Visitors, approval of the Title IX document changes. Ms. Snyder-Falkinham so moved, and Mr. Burton seconded. The recommendation for approval of Title IX changes was approved unanimously. A copy of the resolution for "Approval of the Amendments to the Radford University Discrimination, Harassment, Sexual Misconduct and Retaliation Policy (Title IX)" is hereby attached as **Attachment D** and made a part thereof.

Dr. Fowlkes thanked Mr. Gabriel and Mr. Wilson for this update.

ADJOURNMENT

With no further business to come before the Committee, Dr. Fowlkes requested a motion to adjourn. Ms. Snyder-Falkinham so moved, and Mr. Burton seconded. The motion was unanimously approved. The meeting adjourned at 3:35 p.m.

Respectfully submitted,

Ms. Mary Weeks
Secretary to the Board of Visitors

Information Technology Report

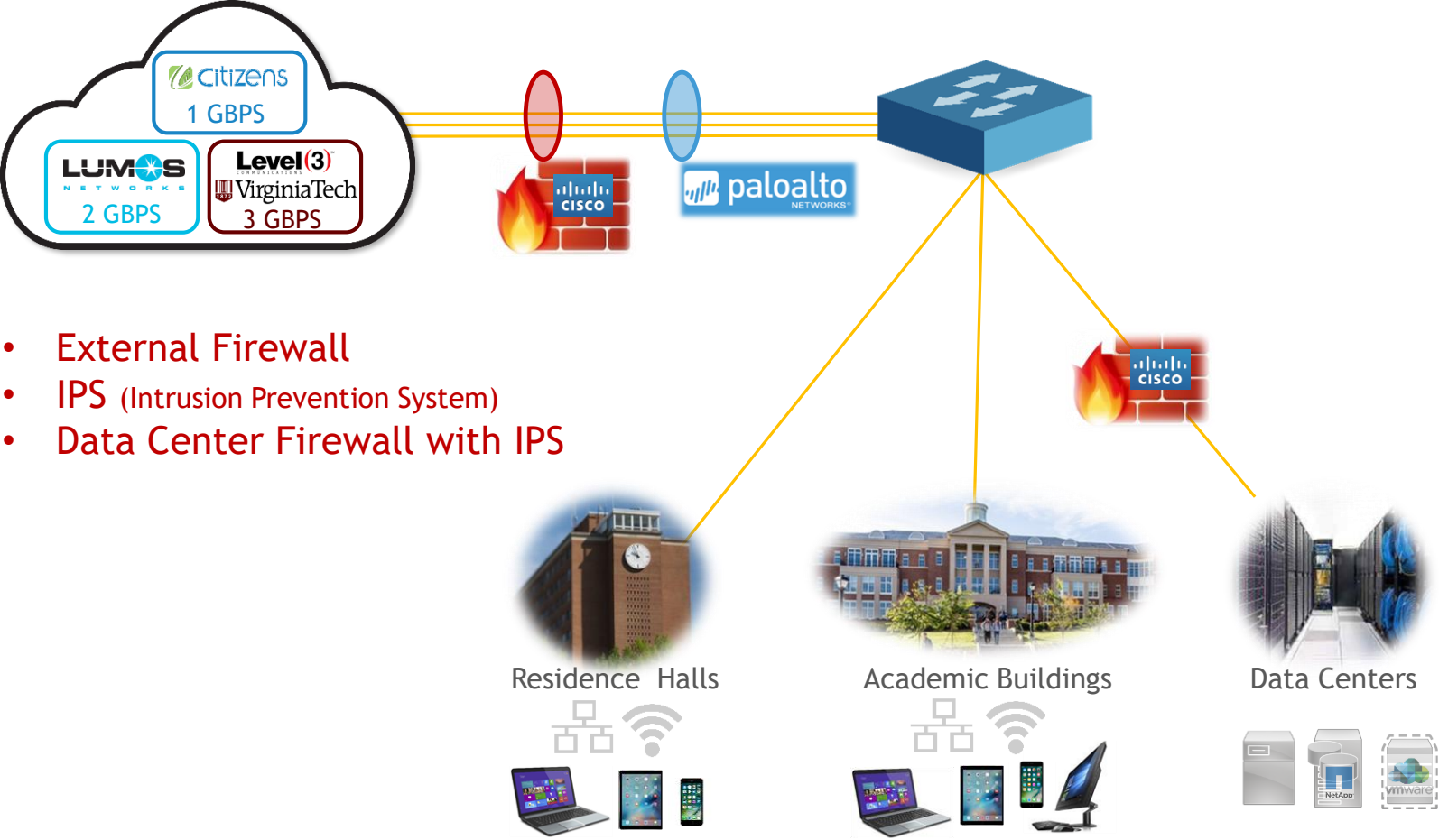
Board of Visitors

Governance, Administration & Athletics Committee

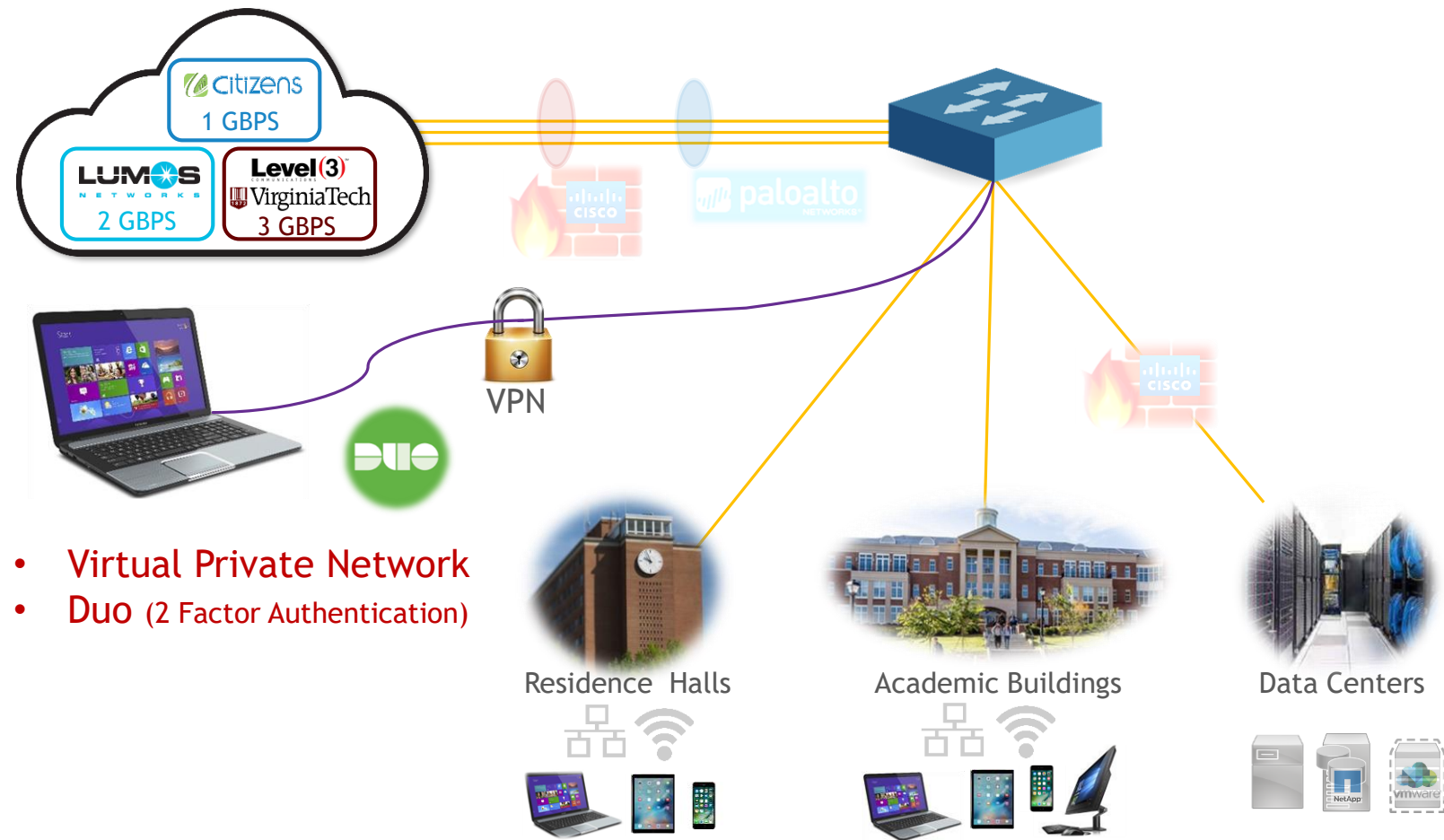
RADFORD
UNIVERSITY

Radford University's Primary Security Risks

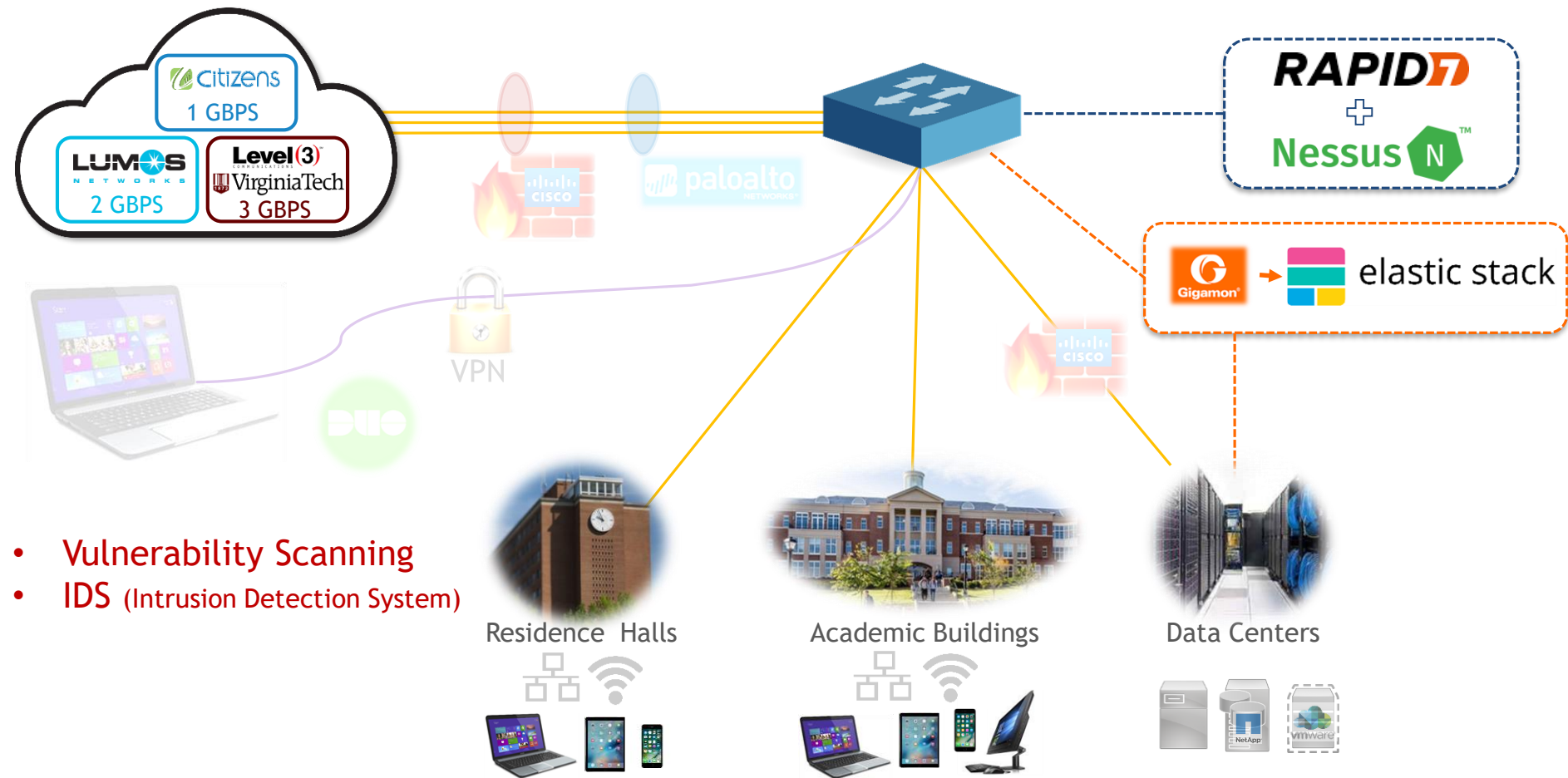
- Phishing (password theft)
- Malware from web sites and email
- Ransomware
- Attacks from outside (Hackers, Denial of Service)
- Unpatched vulnerabilities
- An “open” environment to meet the needs of the Education community



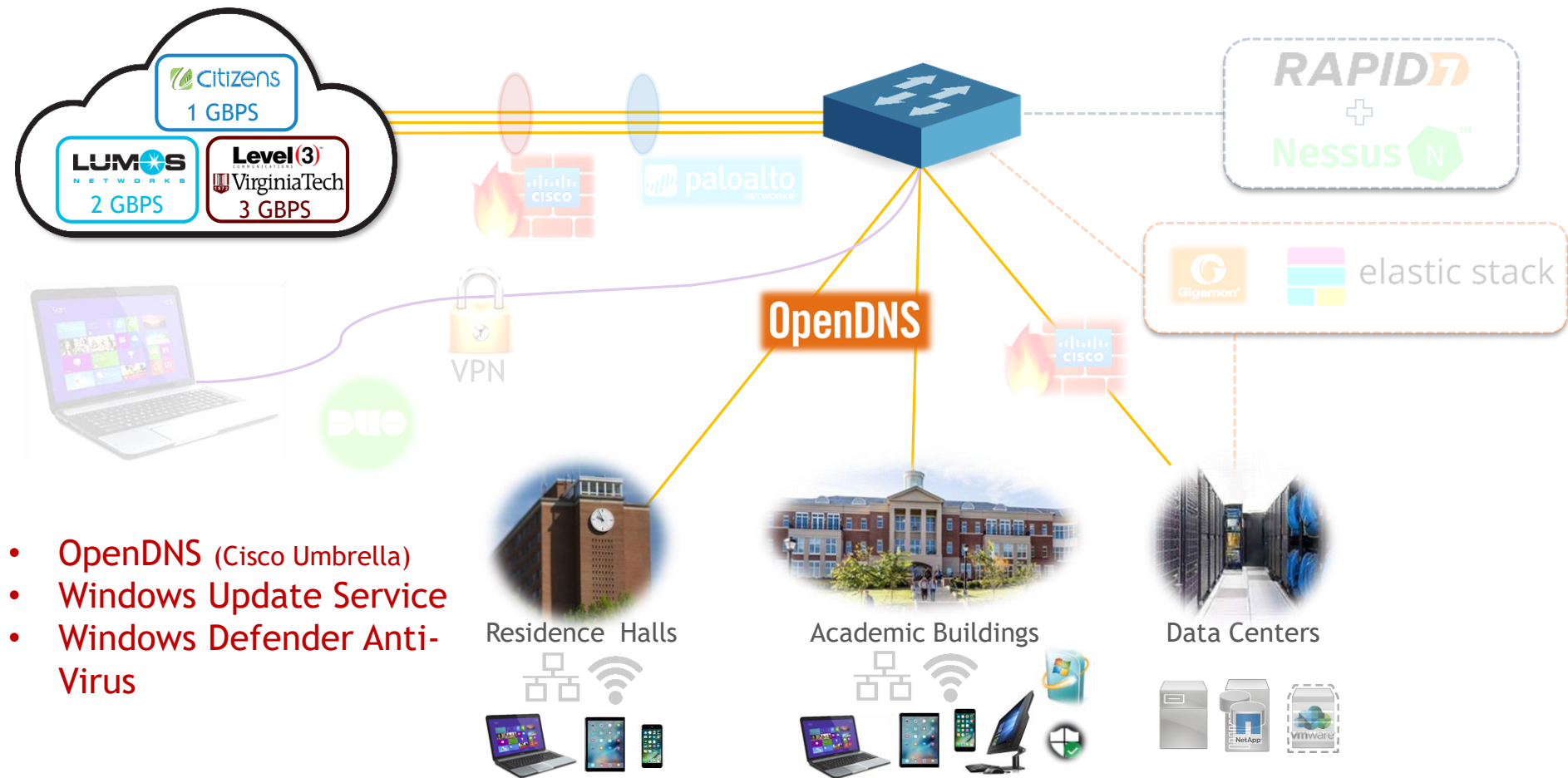
- External Firewall
- IPS (Intrusion Prevention System)
- Data Center Firewall with IPS



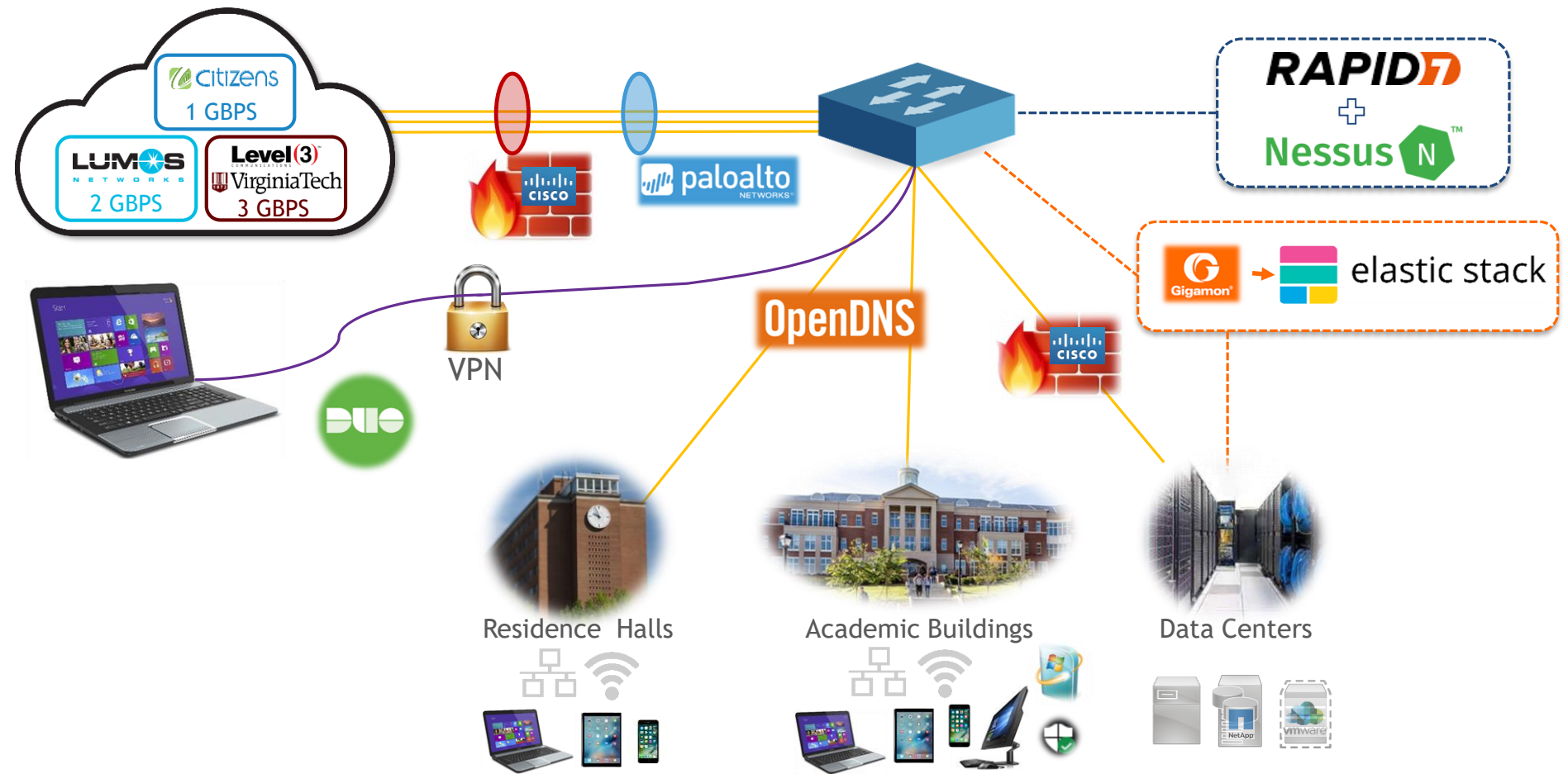
- Virtual Private Network
- DUO (2 Factor Authentication)



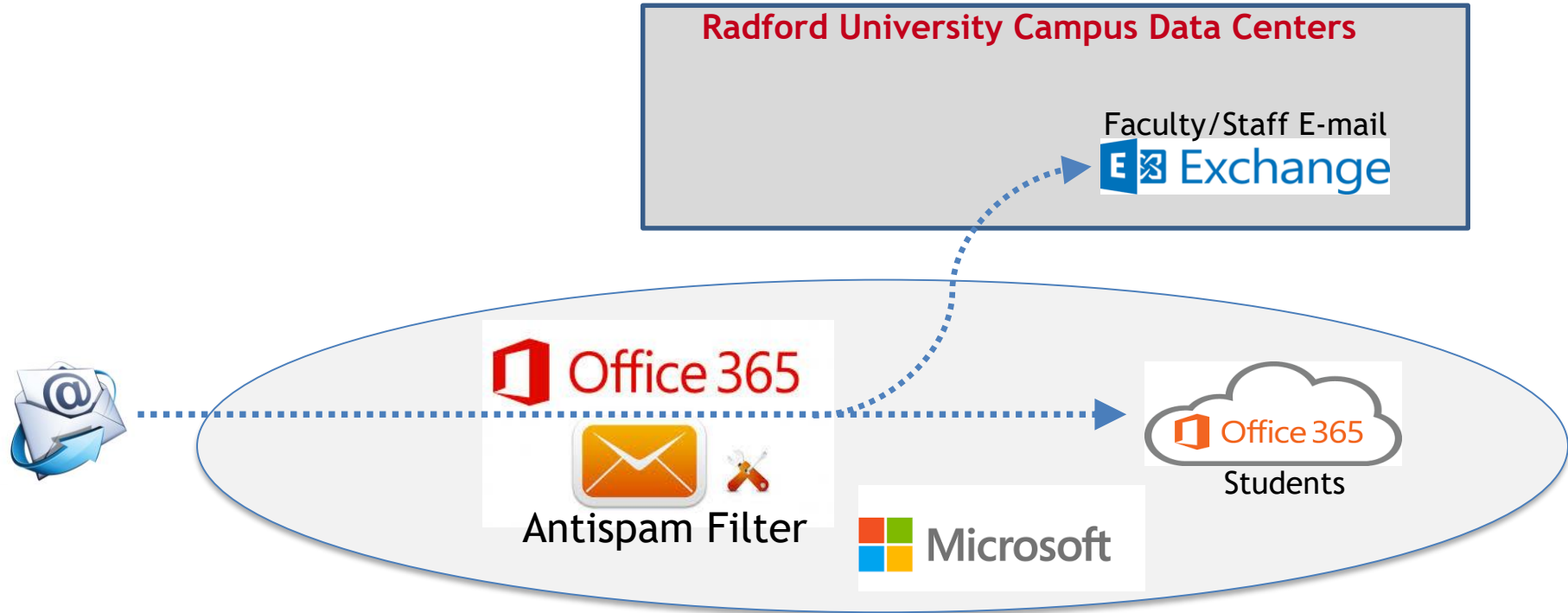
- Vulnerability Scanning
- IDS (Intrusion Detection System)

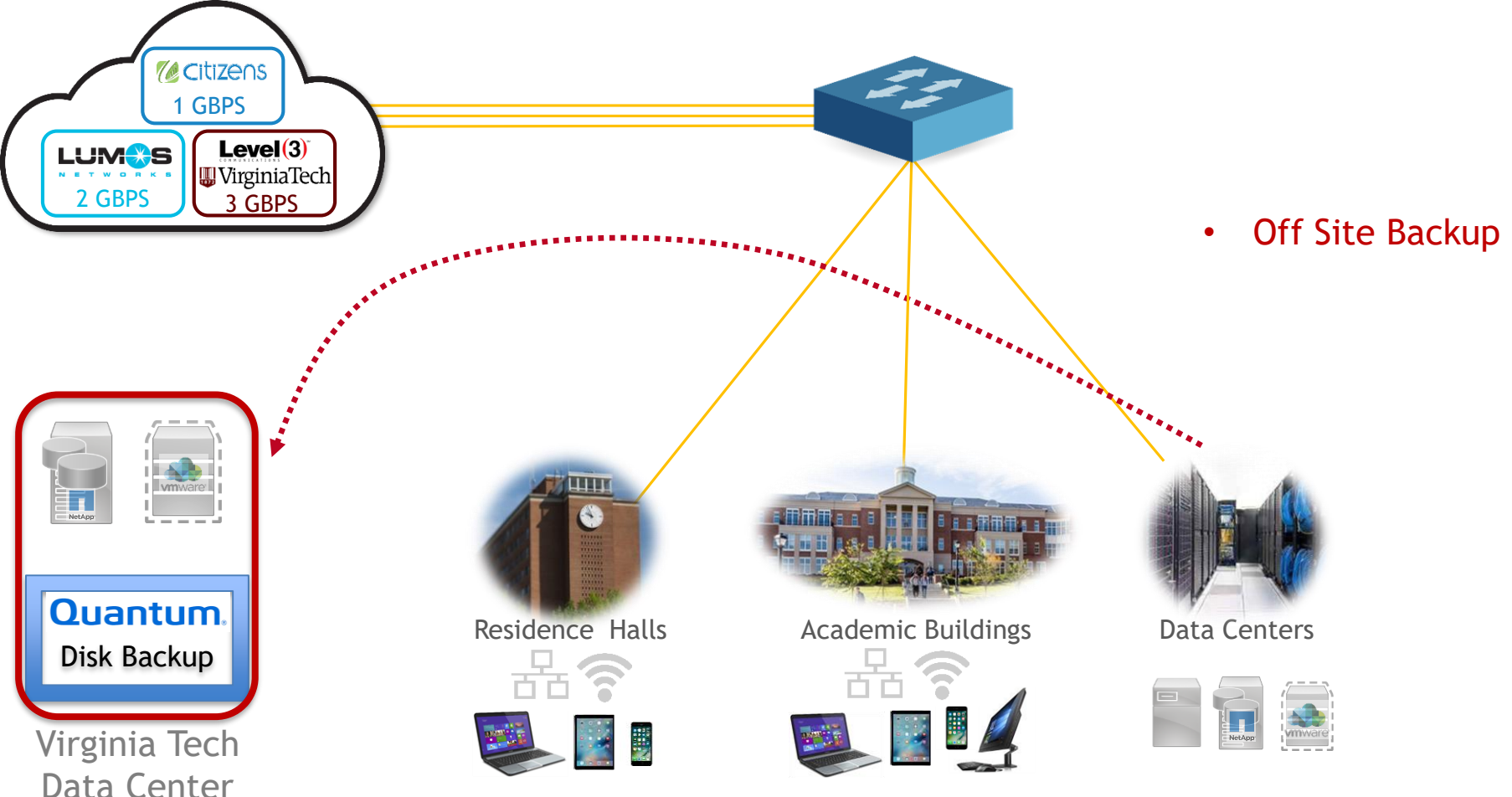


- OpenDNS (Cisco Umbrella)
- Windows Update Service
- Windows Defender Anti-Virus



Antispam Filter





- Off Site Backup

Cybersecurity Awareness & Education

- Annual security awareness training for faculty/staff on data protection, common cybersecurity issues and other threats.
- MOAT (*Current*)
- SANS (*Future*)
 - Securing the Human



Questions?

Division of Information Technology (DoIT)

Highlights of Major Accomplishments

Spring/Summer 2017

Residence Hall Wireless Enhancements

- Students living in campus residence halls rely heavily on Wi-Fi for their many connected devices. In the fall of 2016, DoIT began planning upgrades to the residence hall Wi-Fi network to enhance reliability, coverage and throughput.
- During the summer of 2017, approximately 700 additional Wi-Fi access points were added in residence halls including one in each room in Muse Hall.
- DoIT will monitor this environment closely during the fall semester and adjust signal levels to continue improving this critical service.

Desire 2 Learn (D2L) Enhancement

- Desire2Learn (D2L) is the learning management system used by faculty and students to access class materials, online quizzes, discussions, grades and other resources.
- In May, DoIT upgraded to the latest version of this software with a new streamlined mobile friendly user interface.
- Academic Technologies staff held multiple training sessions throughout the summer, providing faculty with an overview and hands-on experience with the new interface.

Server Firewall Replacement Project

- Maintaining a high level of security is critical for today's IT environments.
- Rollout of a next generation firewall with intrusion prevention capabilities is progressing as planned with the campus web server, portal and several other key systems already moved behind this system.
- Groups of servers will continue to be moved behind this system throughout the summer.

WiFi Connectivity Simplified

- Access to the campus WiFi networks (Eduroam and Radford_Wireless) was simplified in March eliminating the need for Windows users to validate that their computer had antivirus software and updates enabled.
- This change has dramatically reduced the support issues for WiFi connectivity.

Technology Support for the IMPACT Program

- DoIT continues to assist the new IMPACT competency based education program with a variety of technology needs.
- Single Sign-On integration has been completed with the learning management system; servers have been established for data analytics.
- Continue to work closely with the team to provide resources as needs arise.

Technology Support for Whitt Hall Renovation

- DoIT staff worked closely with capital outlay and construction as well as building contractors to complete the installation of technology infrastructure and audio/video systems for the renovated Whitt Hall.
- One new math classroom and several meeting spaces were configured with the latest technology to support faculty and staff in this building.

Technology Planning for Reed and Curie Renovation

- DoIT staff continue to provide feedback to the architects on the infrastructure and audio/visual architecture for the Reed Hall renovation.
- Continue to assist with technology needs for those faculty/staff displaced out of Reed/Curie by this project; and to remove existing technology components from Reed/Cuire.

Technology Support for other Campus Space Changes

- DoIT continues collaborating closely with facilities management and future occupants to support the network and audio/visual infrastructure for a number of other renovations and moves impacting Russell Hall, Peters Hall, Walker Hall, Porterfield Hall, Cook Hall, and Waldron Hall.
- This includes: installation of new network wiring, podiums, data control processors, and smart boards; installation of new or relocated audio/visual equipment; moving phone lines; and assisting departments with moving and reconnecting office technology.

CAS/Shibboleth Single Sign-On Project

- Completed the upgrade to the authentication system used by the campus community to access on premise and cloud based systems. This work included an upgrade to the latest Shibboleth version and now provides a more reliable system through clustered servers.
- This also included an upgrade to the Active Directory Federation Service (ADFS) and federation of this service with Shibboleth to allow more seamless access to the Office 365 environment.
- Integrations were completed or updated for Barnes and Noble Ignite, Community Funded, Office 365, eVA, Housing, T2 parking, Portfolium, ZoHo, PeopleAdmin Select Suite, Chrome River, Medicat, and Adobe Captivate Prime.
- Integration is underway for New Recreation service, VisualZen for Quest, ServiceNow, University Tickets, and Cognos reporting.

IT Infrastructure other Activities

- Provisioned server and Microsoft SQL with R to support retention analytics.
- Provisioned server and Titanium software support for Counseling Services.
- Provided additional network and CATV services for off campus housing locations.

- Moved the mail record, transitioned the spam filtering to O365, and decommissioned Proofpoint.
- In the process of migrating faculty/staff email accounts to O365.

Computer Lab Virtualization

- Procurement and Contracts completed vendor negotiations and issued a contract in August for a "Hosted Application / Virtual Computer Lab Environment".
- DoIT staff are currently working with this vendor to configure this environment and provide this new service to faculty and students during the fall of 2017.
- This system will begin with access for 50 concurrent users and can be expanded as demands increase.

Computer Replacement Cycle

- 160 faculty and staff due for replacement computers attended an open house event to preview available models, ask questions, and select their preferred system.
- The information gathered at this event was used to order machines and prepare training for the planned summer rollout of these new computers.

Apple Enterprise Connect Installed

- Addressed challenges that was making it slightly more difficult for Apple users by completing a two-day engagement with Apple.
- Resulted in an app for university owned Apple computers that allows these machines to integrate with Active Directory username and passwords.
- Allows faculty and staff using Apple computers to easily map and reconnect network drives.

Camera Systems

- College of Humanities & Behavioral Sciences - Installed a 12-camera observation system in the Vivarium.
- Peters Hall - Installed new modulators and cameras in Counselor Ed observation rooms.

Zoom Video Conferencing and Zoom Room Project

- On July 1, 2017 the cloud video conferencing system was replaced with a product from Zoom.
- 203 web enabled video conferences used Zoom between July 1 and August 15 in 2017.
- Five Zoom Rooms have been installed with three more scheduled for early fall installation.
- Zoom Rooms provide an easy to use interface allowing users to walk into a space and quickly begin a video conference.

Eclipse Viewing Event

- On August 21, 2017 Radford University hosted a live event in the planetarium using video conferencing technology during the solar eclipse. This event made use of the new Zoom web conferencing technology.

- A team of university scientists working in a temporary outdoor data collection center in Nashville, TN was conferenced in with Radford University about the data that was collected.
- The video conference was made available to Radford City Schools (RCPS), the Blacksburg New School (BNS), and the Radford City Library.

Boys State Support

- Provided audio/video and technology support for Boys State including two video conferences with Virginia's Attorney General Mark Herring and Virginia gubernatorial candidate Ed Gillespie.

Technology Support Services Statistics

- Processed 4,094 support requests between May 1 and August 15 in 2017
- 64 technology-training workshops were offered during the spring to provide faculty and staff with opportunities to enhance their technology skills.
- 50 technology-training workshops were offered during the summer to provide faculty and staff with opportunities to enhance their technology skills.
- 15 Mac and PC deployment classes were held with 156 participants receiving new machines.
- 299 web enabled video meetings were conducted between May 1 and August 15 in 2017.
- Nine labs were upgraded/installed with 164 new machines deployed.

Printing

- Printing Services acquired a new 44" wide format printer replacing a 7-year old model. This new device prints four times faster with significantly reduced ink costs.
- Produced 71,000 UV Coated homecoming "Save the Date" postcards.
- Produced 7,200 variable data 5-piece matched mailing for Advancement Spring Solicitation.
- Produced 80,000 UV Coated homecoming postcards.
- Produced 270 field experience program handbooks resulting in 29,000 impressions.
- Provided tours for Governors School students and produced 500 month books for students.

Identity Services

- Identity Services, Enterprise Systems and Human Resources collaborated on and implemented a more efficient process to provision university accounts for adjunct faculty.
- Completed the annual user recertification for sensitive systems.

Cable TV

- Completed the transition from Direct TV to Dish Network.

Information Security

- Installed new IPS units (Palo Alto) in May, replacing older units that are no longer supported. These units have higher bandwidth capacity and a more robust feature set.
- A new Major Incident Guideline has been developed and is in review. The

Identity and Access portion of the Security Standard has been revised to accommodate federated authentication and two-factor authentication.

- Purchased new IT Security training from SANS (Securing the Human) that is more flexible than the previous system (MOAT). Currently planning the introduction for October.
- Work continues on developing dashboards and log indices for the new intrusion detection system (Gigamon/ELK).
- The new process for evaluating cloud and third party providers has enabled better controls and documentation of these services. Prospective vendors are being routed directly to ISO for evaluation.
- Vulnerability scanning schedules have been improved. The team is in the process of reviewing all the assets/hosts for each scan.

Banner 9 Upgrade

- Database updates and module patches for Banner 8 were released to PROD in July. These updates were required as the foundation for the upgrade to Banner 9 in 2018.
- Project Planning has begun for the 2018 upgrade.
- Implementation of Banner Administrative pages will be required by December 2018, followed by Self-Service pages soon after.

IBM Cognos Analytics/ ODS 8.5

- Successfully upgraded the University's administrative reporting environment to Cognos Analytics.
- Open training and support sessions were provided to the campus community to assist the users in accessing and navigating the new environment.

Exit Interview Update

- In conjunction with Student Affairs, revisions are underway to refine processes and workflows.

Medicat Implementation for Student Affairs

- Testing of data conversion from Banner to Medicat is complete.
- Student Affairs is expected to be using the system with the start of fall term.

Cardinal/CIPPS Project

- Enterprise Systems, Human Resources, Budget and Finance continue to work collaboratively on the Commonwealth project of implementing a new payroll system, Cardinal Human Capital Management.
- Finance and DoIT staff continue to travel to Richmond to attend required meetings and have submitted numerous tasks to comply with all project deadlines.
- Internal processes are currently under review by utilizing Ellucian consulting services to improve business processes that will ensure Cardinal Payroll success.
- Additional automation of current manual processes are being reviewed to achieve processes that are more efficient.

Royall Update for Enrollment Management

- Data interfaces between Royall, Banner and Radius continue to be reviewed.
- Necessary changes to support more efficient processing and automation of Admission decisions and communications are underway.

Chrome River (electronic travel and expense management system) Implementation

- Chrome River was implemented in August with a pilot group consisting of DoIT, Finance and Admissions.
- The remainder of the campus will be trained by the end of 2017.

Residential Life HMS Upgrades

- The CBORD Odyssey Housing Management System was upgraded in July 2017.

Registrar Parchment Implementation

- Official electronic transcript processing is being implemented for Radford students and alumni this fall.

Data Analytics for Student Retention Proof-of-Concept

- DoIT has been collaborating closely with Enrollment Management, Student Affairs and faculty in the academic department of Information Technology to develop a predictive analytics tool that can assist in identifying factors that impact student retention.
- Enrollment Management plans to begin using information from this system during the fall to assist with their outreach efforts to increase student retention.

Financial Aid Period Based Budgeting

- DoIT staff and Financial Aid worked together to implement an automated period based budget process for students.
- This will enable the Financial Aid Office to provide expected costs of attendance for admitted students in a more timely manner.

People Admin SelectSuite Implementation

- The first phase of the PeopleAdmin SelectSuite implementation was completed with the launch of the enhanced Applicant Tracking and Position Management solution as well as the new Records Professional module to improve electronic file management and onboarding processes.
- An integration with Banner for the management of position descriptions was completed along with data migration from PeopleAdmin 5.8 legacy system.
- Planning for the implementation of an enhanced Performance Management solution has begun with a target completion date at the end of October of this year.

Duo Two-Factor Implementation

- Planning for the rollout of Duo Two-Factor Authentication campus-wide is ongoing.
- The initial development work to integrate Duo self-enrollment and device management with the Identity Management Self-Service interface was approved and slated to be complete by the end of September.
- A Duo website providing information about the project and resources for end users is underway and will be finalized after the portal development work is complete.
- A Duo pilot phase with a rollout to the entire IT Division is slated for completion this fall.

Zoho Project Management Tool

- DoIT needed a project management tool that was more cost-effective, user-friendly and designed for teams who need basic project management and collaboration functionality.
- Several project management tools were evaluated before selecting Zoho Projects because of its intuitive interface for task management and collaboration with teams in or outside of the division.
- A Zoho Projects portal and the Zoho Reports module were setup and configured for DoIT.
- Hands-on training sessions and documentation were provided to Directors and Managers.

Implementation of Handshake Platform for Career Services.

- The Handshake platform was implemented this summer for the Career Services area.
- The system identifies employment and internship opportunities. It uses data to pair students with a job or internship that best match their interests.
- The system provides a one-stop shop for employers to find and recruit students.
- The system will also provide Radford University with employment data to gather insights and demonstrate results.
- Handshake was successfully rolled out to students and employers over the summer.

ARMS Data Integration for Athletic Compliance

- Working together with Athletics, data integration was developed to feed the ARMS system to provide coaches and administrators with additional academic information to track a student athlete's academic progress and class schedule.
- This new process will streamline compliance reporting and save many hours of manual data entry which was previously required.

New System for SGA Elections

- The Simply Voting cloud hosted election system has been purchased to replace an outdated system.
- Simply Voting will provide additional security and segmenting for a streamlined voting process.
- The system has been fully configured and is ready for the first student election this fall.

Communicating with Students via Text Messaging

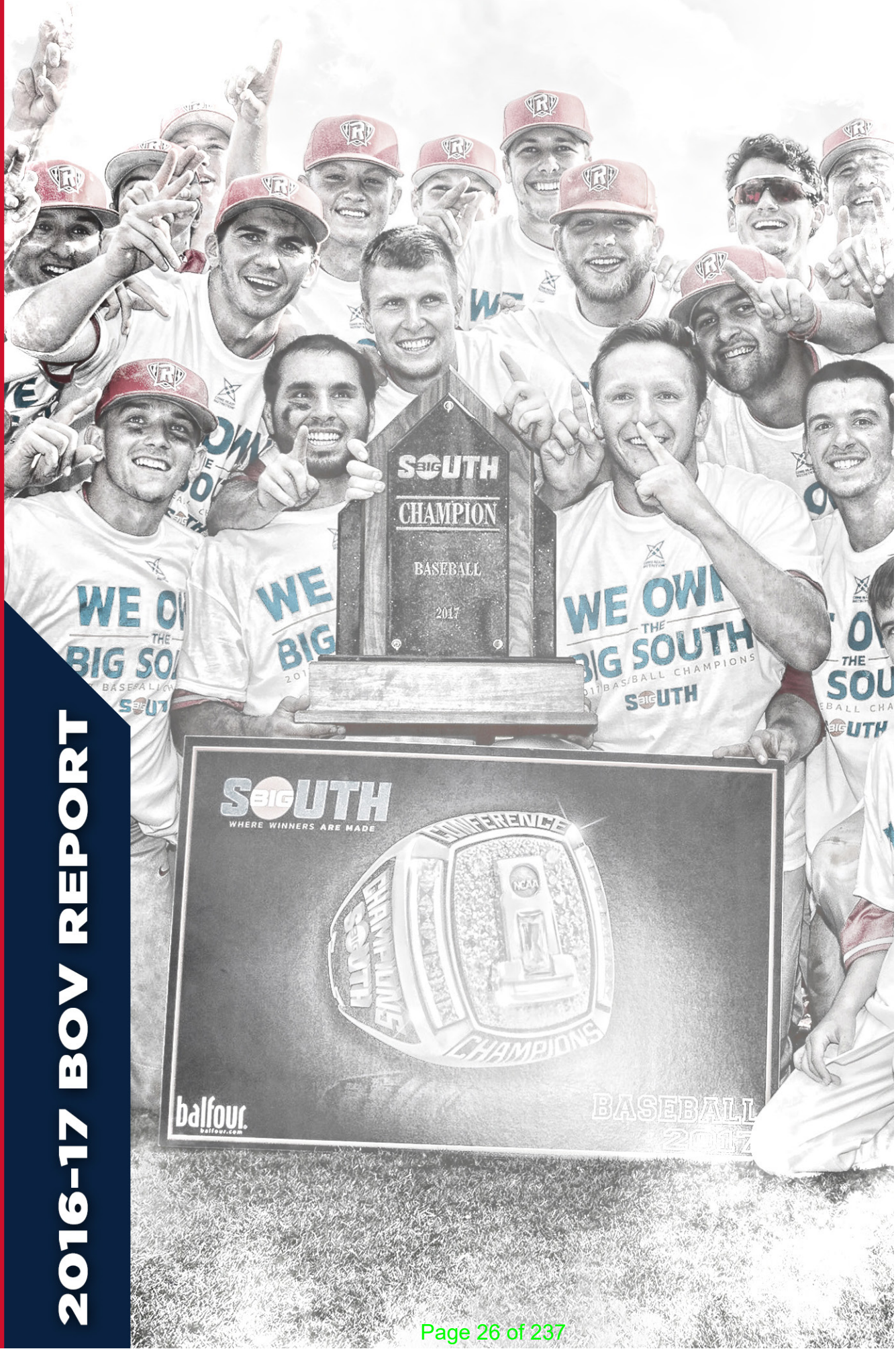
- The Mongoose Texting Solution for Higher Education was implemented over the summer to allow administrative offices to use text messaging for non-emergency reminders to prospective and current students.
- Currently, Admissions, Financial Aid and the Registrars offices are coordinating communication plans for the use of text messaging for important reminders to prospective students.
- In the next phase, current students will be able to “opt-in” to the system through MyRU.
- Guidelines for non-emergency text messaging were developed and approved.

Additional Features for Web Sites and the RU Magazine

- The Web Services area worked closely with University Relations to develop additional components and styling to be used for web sites and the university magazine site.
- These features will keep sites fresh and provide additional modern capabilities that are trending within the Higher Ed market.

RADFORD ATHLETICS

2016-17 BOV REPORT





INSIDE THE HISTORY OF RADFORD ATHLETICS

ATHLETIC DEPARTMENT HISTORY

- 1921 - The first intercollegiate game was played (women's basketball)
- 1970 - The "Highlander" was adopted as the nickname for all athletic teams
- 1974 - Chuck Taylor hired as first Director of Athletics
- 1978 - President Donald N. Dedmon instituted athletic scholarships
- 1981 - Radford's application to become an NCAA Division II member is accepted
- 1984 - Radford makes transition to becoming a full NCAA Division I institution

DIVISION AND CONFERENCE AFFILIATION

- 1984 to Present - Division I (Big South Conference)
- 1981 to 1984 - Division II (Mason-Dixon Athletic Conference)

DIVISION I STATUS

- 260 student-athletes across 16 athletic programs
 - Baseball
 - Men's Basketball
 - Women's Basketball
 - Men's Cross Country
 - Women's Cross Country
 - Men's Golf
 - Women's Golf
 - Women's Lacrosse
 - Men's Soccer
 - Women's Soccer
 - Softball
 - Men's Tennis
 - Women's Tennis
 - Women's Indoor Track & Field
 - Women's Outdoor Track & Field
 - Volleyball

DIVISION I TITLES AND CHAMPIONSHIP

- 25 NCAA Tournament Appearances
- 39 Big South Regular Season Championships
- 41 Big South Tournament Championships

THE ROLE OF INTERCOLLEGIATE ATHLETICS

- Within the department of athletics, all our actions are in alignment with and supportive of the educational mission and strategic objectives of Radford University.

AS TEACHERS

- We have complementary, yet unique role with the educational setting at Radford. We teach an array of lessons and skill sets that are not easily duplicated elsewhere on campus. Areas in which we teach include, but are not limited to:
 - Academic Achievement
 - Accountability
 - Athletic Excellence
 - Community Outreach
 - Diversity & Inclusion
 - Endurance
 - Goal Setting
 - Honorable Citizenship
 - Individual Responsibility
 - Integrity
 - Leadership
 - Learning from Mistakes
 - Perseverance
 - Problem Solving
 - Risk Taking
 - Social Responsibility
 - Sportsmanship
 - Teamwork
 - Time Management
 - Work Ethic
- Perhaps most important, we're honored to be a part of the process of guiding and supporting our student-athletes to use their talents and gifts to excel - academically, athletically and socially. We are teaching and preparing student-athletes in some very special ways.

WE GATHER AND ENGAGE A COMMUNITY

- In this process, we fill another unique roll. As we provide these lessons and skill sets for our student-athletes, we gather and engage the Radford University community to be a part of our competition and success. We enrich all those we touch.
- We instill pride and provide visibility into the broader university setting.
- Above all else; we produce graduates, champions and friends of the University.

MISSION AND CORE VALUES

MISSION OF RADFORD ATHLETICS

- In alignment with the educational mission of Radford University:
 - Our mission is to guide, inspire and support our student-athletes in their quest for excellence - academically, athletically and socially.
 - Above all else; we produce graduates, leaders and friends of the University.

CORE VALUES OF RADFORD ATHLETICS

- Five Core Values guide and govern our actions at all times and in all our affairs. They define “what we stand for” and “what we won’t stand for.”
 - **RESPECT:** We treat ourselves and others with dignity, kindness, respect and act with good sportsmanship.
 - **EXCELLENCE:** We set high standards and with humility, strive to achieve each with an attitude and outlook that will inspire.
 - **FOCUS:** We possess a sense of purpose in completing our projects tasks and objectives to achieve excellence.
 - **ACCOUNTABILITY:** We are obligated and willing to be responsible for our actions as a part of a great team.
 - **INTEGRITY:** We conduct ourselves by the principles of sincerity, honesty and fair play.



2016-17 HIGHLANDER HIGHLIGHTS

BIG SOUTH CHAMPIONSHIPS

- 2016 Men's Soccer Regular Season
- 2016 Men's Soccer Tournament
- 2016 Volleyball Regular Season
- 2016-17 Women's Basketball Regular Season
- 2017 Baseball Tournament

POSTSEASON APPEARANCES

- 2016 NCAA (Men's Soccer)
- 2017 WNIT (Women's Basketball)
- 2017 NCAA (Baseball)

INSIDE THE NUMBERS

- 1 All-American
- 1 Big South Male Scholar-Athlete of the Year
- 1 CoSIDA Academic All-American
- 1 Freshman All-American
- 2 Big South Tournament MVP's
- 2 Big South Scholar-Athletes of the Year
- 4 Big South Players of the Year
- 16 Big South All-Academic Team selections
- 49 All-Big South Selections

VOLLEYBALL

- Head Coach: Marci Jenkins / 10th Season / 152-131 / '11, '13, '14, '16 Big South Coach of the Year
- Posted a record of 24-6, 14-2 in the Big South and finished with an 11-0 home record
- Recorded most regular-season victories (23) since 2000 and most conference wins since 2001
- Won 10th Big South Regular Season Championship, most in conference history and was Big South Tournament runner-up
- Head coach Marci Jenkins won her fourth Big South Coach of the Year award – most in conference history – and her third in the last four years
- Kelby Jackson became the program's all-time leader in career digs, finishing with 1,651
- Maddie Palmer was named the unanimous Big South Player of the Year after leading the conference in kills, points and aces. She ranked 10th in the NCAA in points per set and 16th in kills per set
- Palmer's kill total and kills per set average ranked second in program single-season rallying history
- Haley Kleespies assists per set average was second-best in program rallying history, while her assists total for a single season ranks third in program history
- Maddie Palmer and Haley Kleespies – All-Big South First Team
- Amaya Rousseau – All-Big South Second Team
- Sydney Tekstra and Mallory McKnight – Big South All-Freshman Team
- Kelby Jackson - Big South All-Academic Team



2016-17 HIGHLANDER HIGHLIGHTS

MEN'S CROSS COUNTRY

- Head Coach: Eric Thatcher / Third Season
- Finished third in the Big South Championships, highest finish since 1998
- Put itself in the top third of the conference for the first time since 1990
- Frisco Poole placed 10th in the 83-runner field, becoming the first male Highlander to earn All-Conference cross country honors since 2008
- Finished 22nd in NCAA Southeast Regional
- Poole followed his all-conference performance with a 64th-place finish out of 203 runners at regionals
- Ashenafi Kidanu – Big South All-Academic Team

WOMEN'S CROSS COUNTRY

- Head Coach: Eric Thatcher / Third Season
- Placed sixth in the Big South Championships
- Had two runners finish in the Top 30: Courtney Rice and Percie Lyons
- Earned NCAA Public Recognition Award for perfect multi-year APR
- Courtney Rice – Big South All-Academic Team for second straight year

MEN'S SOCCER

- Head Coach: Bryheem Hancock / First Season / Hired March 28, 2017
- Achieved a 14-4-2 record, including a 7-1 Big South mark
- Won third consecutive Big South Regular Season Championship (2014, 2015, 2016)
- Won first Big South Tournament Championship in 16 years
- Made second consecutive NCAA Tournament appearance and fourth in program history
- Yielded only 13 goals on the season and one in Big South play. Matched a program-record 10 shutouts
- Aitor Pouseu Blanco set a new Big South all-time record with 34 career shutouts
- Senior defender Jo Vetle Rimstad was named the Big South Defensive Player of the Year
- Junior defender Fraser Colmer was named the Big South Men's Soccer Scholar-Athlete of the Year
- Big South First Team honorees: Jo Vetle Rimstad, Fraser Colmer, Bismark Amofah and Aitor Pouseu Blanco
- Big South Second Team honorees: Evan Szklennik, Jakob Strandsäter and Kieran Roberts
- Victor Valls was named to Big South All-Freshman Team
- Fraser Colmer became the third Highlander in program history to be named to the CoSIDA Academic All-America® First Team
- Colmer became the third player in program history to be named Big South Male Scholar-Athlete of the Year
- Rimstad and Colmer were named to the NSCAA All-South Region Team
- Rimstad was named a NSCAA All-American, first Highlander since 1991 to be named an All-American
- Rimstad was selected by D.C. United with the 43rd overall pick in the 2017 Major League Soccer SuperDraft.
- Former head coach Marc Reeves was named Big South Coach of the Year for the second time



2016-17 HIGHLANDER HIGHLIGHTS

WOMEN'S SOCCER

- Head Coach: Ben Sohrabi / 22nd Season / 210-165-37 / '02, '11, '13 Big South Coach of the Year
- Posted a 7-9 record and went 5-4 in the Big South, advancing to six-team Big South Tournament
- Improved its conference win total by four games from the 2015 season, led by program's first 4-0 league start since 2013
- Hannah Duff, Jordan Lundin, Jasmine Casarez and Nelia Perez – All-Big South Second Team
- Perez was also named to the Big South All-Freshman Team
- Hannah Duff collected All-Academic Team honors
- Retired Sue Williams' jersey on October 1, 2016

MEN'S BASKETBALL

- Head Coach: Mike Jones / Seventh Season / 93-103
- Recorded a 14-18 record including an 8-10 finish in the Big South
- Played five NCAA Tournament teams including 2017 National Champion North Carolina, Wake Forest, West Virginia, UNC Wilmington and Winthrop
- Advanced to first Big South Tournament semifinal since 2010 with 56-52 win over Liberty
- Ed Polite, Jr. surpassed 500 career rebounds in just his second season, the first sophomore to do so
- Polite, Jr. received a postseason award for the second time in his career and was named All-Big South Honorable Mention
- Polite, Jr. was named to the VaSID All-State Second Team, becoming the sixth different Highlander in program history to claim all-state honors
- Christian Lutete was named to the Big South All-Academic Team

WOMEN'S BASKETBALL

- Head Coach: Mike McGuire / Fifth Season / 66-59 / 2014-15 Big South Coach of the Year
- Finished with a 24-9 record, second most wins in program history
- Went 13-0 inside Dedmon Center, first perfect home record in Division I era, have won 16 straight inside Dedmon
- Compiled a 14-4 record in Big South play, second most wins in program history
- Won first Big South Regular Season Championship since 1991-92, sixth in program history
- Appeared in first Big South Tournament Championship since 2008
- Made fourth appearance in WNIT Tournament, second in last three years
- Defeated Wake Forest 68-60 on Dec. 10, 2016
- Finished season ranking 10th in the country in scoring defense and 11th in field goal percentage defense
- Destinee Walker, Jayda Worthy – Big South First Team
- Janayla White – Big South Honorable Mention Team
- Khiana Johnson – Big South All-Freshman Team
- Rachael Ross – Big South All-Academic Team
- Janayla White, Destinee Walker – Big South All-Tournament Team



2016-17 HIGHLANDER HIGHLIGHTS

WOMEN'S INDOOR TRACK AND FIELD

- Head Coach: Brent Chumbley / 11th Season / 2014-15 Big South Indoor Coach of the Year
- Jessica Shelton earned All-Conference honors in the pentathlon for the second straight season, finishing third in the event at the Big South Championships.
- The Highlanders advanced two athletes to the finals of the 60-meter hurdles and 400 meters at the conference meet for the first time in program history
- Radford improved one spot in the conference from last year, placing sixth as a team
- Jessica Shelton – Big South All-Academic Team

WOMEN'S OUTDOOR TRACK AND FIELD

- Head Coach: Brent Chumbley / 11th Season / 2014-15 Big South Indoor Coach of the Year
- Naihla Rose Delia earned individual All-Big South honors in the shot put with a third-place finish
- The 4x100 relay team of Tenae Washington, Kierra Henderson, Jessica Shelton and La'Tisha Chambers was also named All-Big South after finishing third
- 4x100 relay teams posted the second, third and fifth-fastest times in program history during the season
- Shelton reset the program heptathlon record and ended her career with the top three point totals at Radford.
- Freshmen Washington and Chambers combined to post five times/marks in the program's all-time top 10, with Washington recording three in the 400-meter hurdles
- Courtney Rice – Big South All-Academic Team honoree

MEN'S GOLF

- Head Coach: Mike Grant / 15th Season / 2008 and 2014 Big South Coach of the Year
- Finished in the top-10 in all four spring tournaments, including a first-place finish at the Wofford Invitational
- Defeated 11 teams in the Wofford Invitational and secured the best finish since 2015, when the team won the Middleburg Bank Intercollegiate
- Myles Creighton medaled for the first time in his career and took first place in two tournaments, the Wexford Intercollegiate to open the spring and the Wofford Invitational
- Those two performances helped him earn a pair of Big South Golfer of the Week honors and he finished in the top 10 of the individual leaderboard at each spring tournament
- Creighton was named All-Big South Conference and Big South All-Championship Team, along with claiming Big South Scholar-Athlete of the Year and All-Academic Team honor



2016-17 HIGHLANDER HIGHLIGHTS

WOMEN'S GOLF

- Head Coach: Jeff Beeler / 10th Season
- Opened the spring with its best finish, fourth place at the Benbow Invitational
- Competed in their first-ever match play on April 3-4 (Oyster Shuck Match Play) and won the consolation bracket ensuring them a fifth place finish
- Khushboo Thiagaraj finished inside the top 10 at the Big South Championship and her one-over (217) final score was the best finish by any Highlander at a Big South Championship
- The Highlanders recorded their best finish as a team at the Big South Championship since 2010
- Kasidy Beckel - Big South All-Academic Team

MEN'S TENNIS

- Head Coach: Rolando Vargas / First Season / Hired July 10, 2017
- Mike Anderson retired as head coach, following 21 seasons in which he led Radford to six Big South regular-season championships and five NCAA Tournament appearances
- Alexandros Caldwell - Big South All-Academic Team

WOMEN'S TENNIS

- Head Coach: Jessica Giuggioli / Third Season / 9-20
- Freshman Drousilé Dzeubou became the first Highlander since 2010 to earn All-Big South honors in singles as she was selected to the first team
- Dzeubou compiled a 12-7 overall record and was a two-time Freshman of the Week award winner
- Natalie Sayer and Meili Martin were named to the All-Big South second team in doubles, while Sayer was also an All-Academic Team honoree

SOFTBALL

- Head Coach: Hope Creasy / First Season / Hired June 19, 2017
- 27-28 overall record, 8-13 in Big South, qualifying for six-team Big South Tournament
- Posted three wins over ACC programs, defeating Georgia Tech, Virginia and Virginia Tech
- Beat rival Virginia Tech (8-0) for the first time since 2010 and shut out the Hokies for first time since 2006
- Hunter Mundy was named All-Big South First Team and All-Freshman Team after leading Highlanders in hits, average and RBIs
- Abby Morrow was selected All-Big South Honorable Mention after leading Big South in wins and posting 20 for second straight season
- Morrow moved up to third in program history in career strikeouts and innings pitched and fourth in wins
- Kayla Bishton - Big South All-Academic Team for second straight year



2016-17 HIGHLANDER HIGHLIGHTS

BASEBALL

- Head Coach: Joe Raccuia / 11th Season / 293-271-1 / 2015 Big South Coach of the Year
- Won second Big South Tournament Championship in three years (2015, 2017)
- Earned bid to the 2017 Louisville Regional
- Outscored opponents 29-8 in four Big South Tournament games
- Zack Ridgely finished ninth nationally with a 7.08 strikeout-to-walk ratio
- Radford finished 27th in the country with 83 stolen bases
- Radford ranked 40th in the nation with 3.15 walks allowed per nine innings
- Danny Hrbek earned NCBWA National Pitcher of the Week after throwing the first nine-inning no-hitter in Radford history on March 4
- Junior pitcher Zack Ridgely was named Big South Pitcher of the Year, joining current Chicago Cub Eddie Butler as the only Highlanders to don the honor
- Zack Ridgely, Kyle Zurak, Danny Hrbek – All-Big South First Team
- Jonathan Gonzalez, Spencer Horwitz, Kyle Butler – All-Big South Second Team
- Kyle Palmer – Big South All-Academic Team
- Kyle Zurak (MVP), Danny Hrbek, Spencer Horwitz, Kyle Butler – All-Tournament Team
- Spencer Horwitz was named a Collegiate Baseball Newspaper Freshmen All-American, fifth Highlander in program history
- Kyle Zurak was named a Gregg Olson Award Semifinalist
- Kyle Zurak was selected by the New York Yankees with the 242nd overall pick in the eighth round of the 2017 Major League Baseball First-Year Player Draft
- Danny Hrbek signed an undrafted free agent deal with the Kansas City Royals
- Jonathan Gonzalez signed a contract with the Sioux City Explorers of the American Association

WOMEN'S LACROSSE

- Head Coach: Haley Marvine / Third Season / 7-24
- Posted a 6-11 record with a 2-5 Big South record. The team recorded five more wins than it did in its inaugural season in 2016 and advanced to six-team Big South Tournament for first time
- Picked up its first-ever Big South victory over Gardner-Webb, 19-12, on April 5 and first-ever road victory against Presbyterian, 18-6, on April 15
- The Highlanders finished seventh in the NCAA in groundballs per game and 13th in draw controls per game
- Set 23 team records during season; including goals scored, assists, points and caused turnovers
- Emma Rogers scored a program-record 48 goals
- Lindsey Carroll tallied 38 assists, second-most in the Big South, and picked up 10 in one game on March 18 against Howard, setting a program mark and tying the Big South single-game record
- Emma Rogers – All-Big South First Team
- Lindsey Carroll and Callie Bonnel – All-Big South Second Team
- Adrian Rius – Big South All-Academic Team



2016-17 HIGHLANDER HIGHLIGHTS

ACADEMICS

■ Radford University student-athletes continued to impress with their academic performance throughout the 2016-2017 academic year. Years of hard work and dedication paid off for 32 deserving student-athletes as they received their undergraduate or graduate degrees from Radford. For the 2016 fall semester, the department grade point average (GPA) was 3.24. For the 2017 spring semester, the department GPA was 3.27, while a record 71 percent of student-athletes finished with a GPA over 3.0.

2016 FALL SEMESTER HIGHLIGHTS

- 69% earned a GPA of 3.0 or higher
- 32 earned a GPA of 4.0
- 49 earned Dean's List honors (3.5 or higher)
- 11 athletics programs with a GPA over a 3.0
- Women's Golf and Softball had 100% of its athletes earn a 3.0 or higher
- Volleyball earned the highest GPA with a 3.71
- Fraser Colmer (men's soccer) Big South Men's Soccer Scholar-Athlete of the Year, CoSIDA Academic All-District First Team and CoSIDA Academic All-American First Team
- Jo Vetle Rimstad (men's soccer) NSCAA Scholar All-American First Team

2017 SPRING SEMESTER HIGHLIGHTS

- 34 earned a 4.0 GPA
- 122 earned Dean's List honors (3.5 or higher)
- 13 athletic programs with a GPA over a 3.0
- Three programs finished with a GPA over 3.5 (Volleyball, Women's Lacrosse and Women's Tennis)
- Volleyball earned the highest GPA with a 3.64
- In addition, volleyball achieved a Top 25 Team GPA in NCAA Division I by the AVCA
- Women's track & field was named an USTFCCCA All-Academic Team
- Women's Lacrosse finished with a 3.55 GPA, highest in program history
- Fraser Colmer (men's soccer), Myles Creighton (men's golf), Kelby Jackson (volleyball) and Hannah Duff (women's soccer) received VaSID Academic All-State honors
- Colmer was named the Big South's Male Scholar-Athlete of the Year



NEW SPORTS PERFORMANCE CENTER MAKES MAJOR IMPACT

Radford Athletics' strength and conditioning motto is "better yourself to better the team". Now the Highlander student-athletes have a better place to do that.

The new Sports Performance Center is up and running in what was formerly the pool area of the Dedmon Center and the difference between it and the previous weight room is striking, to say the least.

"The first time (student-athletes) came in they were like a kid coming down the stairs and seeing what Santa left for them," Assistant Athletic Director for Sport Performance Scott Bennett said. "They loved it... and a lot of times the workouts are not easy but to give them something to be excited about and have a little 'wow' factor, that's a great feeling to be able to provide that."

Start with the most basic comparison of size, with the new facility nearly quadruple the square footage from 4,200 to about 16,000, making it one of the largest performance centers for a school of Radford's size. That certainly makes for a lot more room for the workout

equipment to be spread out so that athletes are no longer on top of each other as they train, and has also allowed for cardio and nautilus machines that were previously in storage to now be used.

However, the most significant upgrade and advantageous use of the increased space is the wide-open turf area that encompasses the other half of the room. It provides an additional training area that can be used for a variety of purposes as an alternative to the Dedmon Center court, the baseball and softball hitting facility, or in case of bad weather, outside. The soccer and lacrosse teams have used it for drills, volleyball has taken advantage of the softer surface for jumping work, basketball as a warm-up area before games, and baseball and softball can use it and the weights at the same time without having to change buildings.

"It's just given us the ability to do all that we need to do and not have to worry about sharing facilities or transferring facilities. At one time, we were doing agility work with baseball in **CONTINUED...**

their hitting facility so we'd have go out there, move the cages back, set it all up and put it all back together and then come back over to Dedmon (for weight training). We're doing that at 6 in the morning with snow on the ground. We don't have to do that anymore."

Indeed, along with making the workouts themselves more efficient, the additional space has made things easier logistically in terms of coordinating all of the team's schedules.

"People don't think 15 or 20 minutes is a big deal, but as tight as our schedules are it is a big deal, and you don't want to have start anything at 5:30 in the morning," Bennett said.

The other very noticeable improvement is the aesthetics of the room itself, now much more open without any support columns in the middle, and brighter with natural sunlight coming through the roof and windows.

"It just gives them a whole new outlook on training. It's not like you're in a dungeon," Bennett said. "They're excited about working in here and you have the feeling as a student-athlete that the coaching staff, the administration, everybody here is behind us and want us to have a great experience."

Additionally, larger television screens displaying all of the different workouts have been added and plan is upgrade the sound system in the near future and the move will allow athletic training to take over the old weight room. The two departments are also collaborating on a program emphasizing nutrition, with the hope of eventually putting a nutrition bar inside the new facility.

"It's all about the young people and giving them a first-class facility to train in, making sure we're doing the right things with them and giving them plenty of room to do what they need to do to get better," Bennett said.





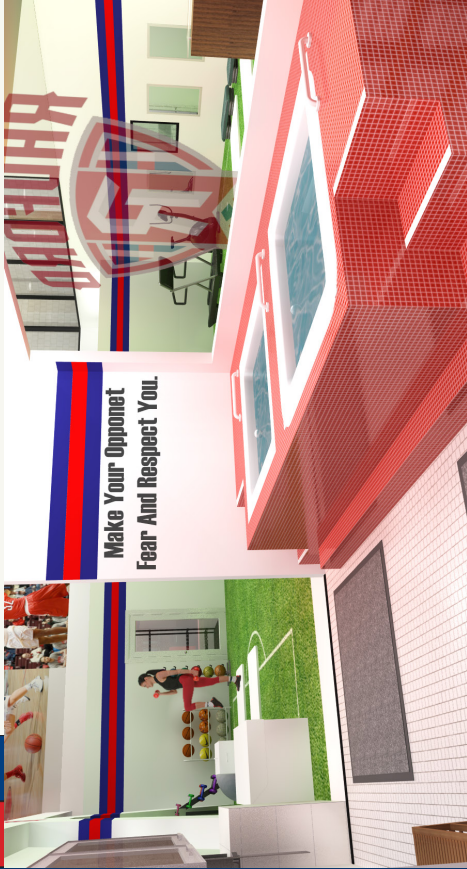
Radford Athletic Clinical Center



Storage Area

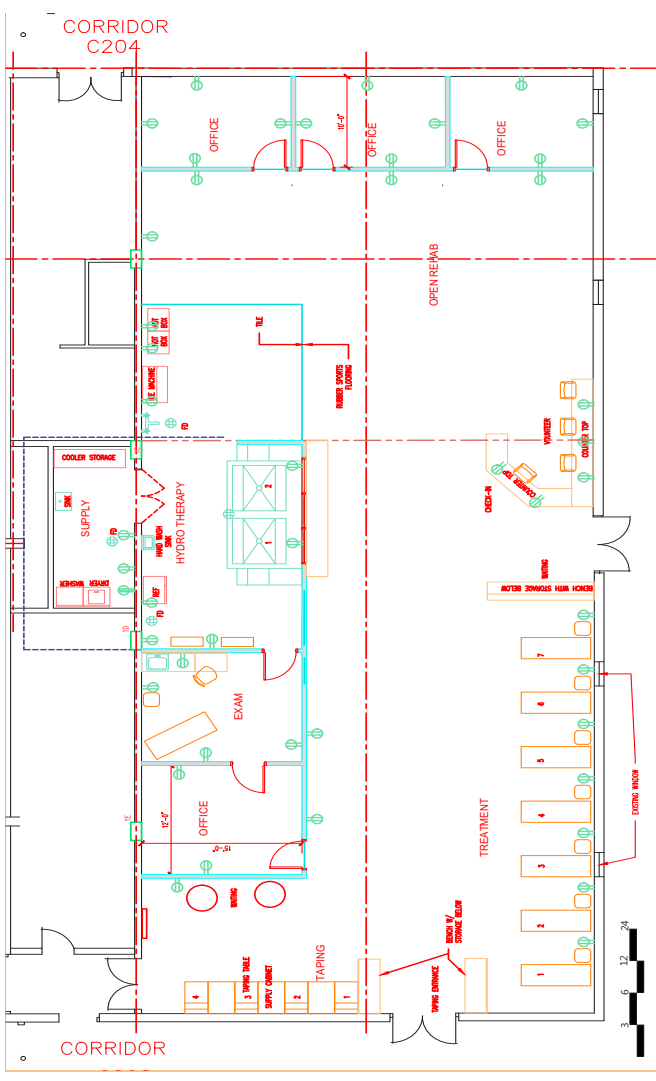


Main Entrance



Hydrotherapy Console Room

	Real Red Sherwin-Williams		Persiclain Mosaic Tile Bay Bridge		Radford University Athletic Logo		Turf Flooring
	Honorable Blue Sherwin-Williams		Ashwood Bay Bridge Flooring				Rubber Tile Flooring Koffler
	Red Glass Mosaic Pool Tile						



Floor Plan

RADFORD UNIVERSITY

UPCOMING HIGHLANDER EVENTS

MEET THE COACHES

September 14, 2017 - 6:30 p.m.

RADFORD ATHLETICS HALL OF FAME INDUCTION

October 6, 2017 - 6:30 p.m.

MEN'S & WOMEN'S ALUMNI SOCCER MATCH

October 7, 2017 - 11:00 a.m.

BASEBALL ALUMNI GAME

October 7, 2017 - 1:00 p.m.

MEN'S & WOMEN'S SOCCER ALUMNI TAILGATE

October 7, 2017 - 3:30-5:30 p.m.

MEN'S BASKETBALL ALUMNI WEEKEND

January 26-27, 2018

HIGHLANDER PRIDE WEEKEND

April 26-28, 2018



Radford Athletics hosted its inaugural Highlander Pride Weekend on April 27-29, with a series of fund-raising events for the student-athlete scholarship fund. The weekend was a huge success as alumni, the New River Valley community, university faculty and staff and members of the Radford athletics department participated in the series of events and raised a net of \$82,260 to benefit student-athletes.

The weekend began on Thursday, April 27 with the Red & White Gala presented by English Meadows Senior



Living Community, which took place at the Farmhouse Restaurant. The event included 154 guests, as well as staff and student-athlete volunteers. The evening involved a silent auction and a dinner program that highlighted Radford's student-athlete achievements.

The dinner program was decorated with guest speakers such as President Hemphill, Lexi Denny (women's soccer), Bismark Amofah (men's soccer) and David and Pebbles Smith (former student-athletes and supporters of Radford Athletics). The evening culminated with a thrilling live auction led by auctioneer Kem Darden.

"Highlander Pride Weekend was a tremendous success for us. Our objective was to bring the Highlander Family together to celebrate all of the wonderful things that are going on at Radford University while at the same time raise funds for student-athlete scholarships. We were successful in both areas and we plan to continue to build on this in the future. These first class events would not be possible without the support of our spon-

sors, donors and friends; we are so appreciative,” said Robert Lineburg, Radford Director of Athletics.



The Callie Dalton & Associates Highlander Open presented by Atlantic Bay Mortgage was held on Friday, April 28 and hosted 22 teams at Draper Valley Golf Club. Teams included sponsors, alumni-athletes, donors and athletics staff and coaches. Once play concluded, a cookout/reception was held with awards and raffle prizes.

“Highlander Pride Weekend served as a great opportunity to highlight the inspiring work occurring in athletics and across Radford University. It is truly an exciting time both on campus and in the community, and events, such as Highlander Pride Weekend, provide a platform for showcasing what it means to be part of the Radford family. Radford University is an institution that is deeply rooted in tradition, and I look forward to Highlander Pride Weekend becoming part of our tradition,” said Brian O. Hemphill, Radford University President.

Festivities concluded early on Saturday, April 29, as the Highlander Half & 8K was the first of its kind in the city of Radford. The course spanned the campus, along with Radford city streets and neighborhoods.

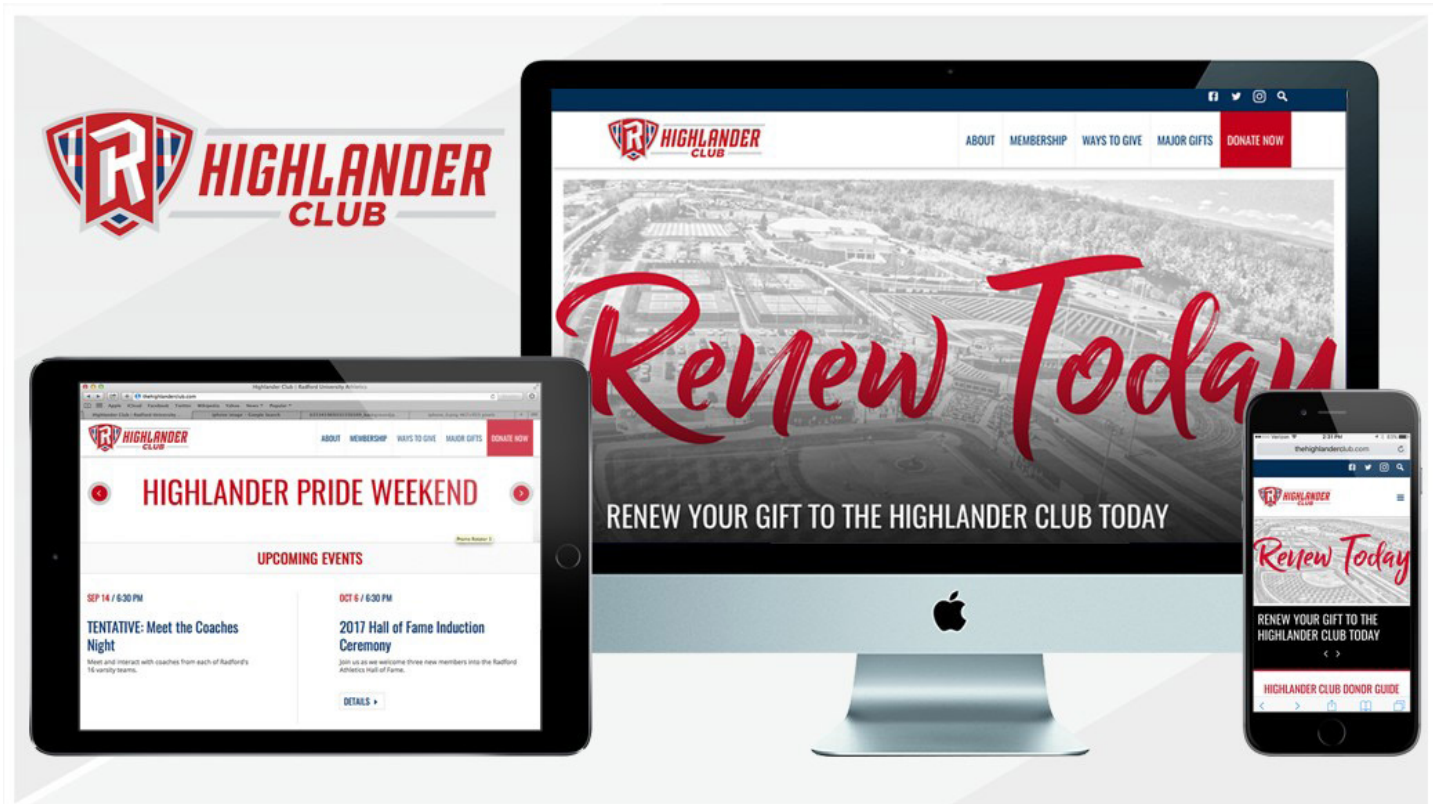
Over 200 registrants participated, along with hundreds of student-athlete volunteers and campus organizations. The day also included a Kids Fun Run inside Cupp Stadium where kids raced to finish a one-mile sprint.

“As a member of the volleyball team, I think it’s wonderful that so much money was raised for the student-athlete scholarship fund. I also had a chance to participate in all of the events, and I was so impressed because there was something for everyone and all the people had a great time! I can’t wait to come back next year,” said Kelby Jackson, Radford volleyball player.

Along with all the weekend’s events, two naming ceremonies took place at the beginning and end of the inaugural weekend. Thursday afternoon saw the dedication of the Basketball Office Suite in honor of former men’s basketball coach and Hall of Fame member, Joe



Davis, and his wife, Anne. Saturday afternoon saw the unveiling of new names for multiple baseball facilities such as the field, stadium, dugouts and indoor practice facility in honor of Mike Hurt, Don Just, Paul Sioros and Abie Williams.



RADFORD ATHLETICS DEBUTS DONOR CLUB CHANGES

Radford Athletics and Radford Athletics Advancement team unveiled a new club name, logo and website on June 23.

The Highlander Club, formally referred to as the Radford Athletic Club, has a fresh look that coincides with the new Radford Athletics logo. The logo shows a brand identity for The Highlander Club and along with the new website, it displays a specific persona for loyal and passionate donors.

In partnership with SIDEARM Sports, the new website offers a clean layout in effort to enhance the user's experience. This one-stop shop features membership information, knowledge on ways to give, a donor guide and much more.

“We are excited to partner with SIDEARM sports

on our new website,” Associate Athletics Director for Advancement, Andrew Hartley, said. “This will enhance how we communicate with our donor base and streamline the process for making a donation. In addition, new features will allow us to profile our student-athletes and their Highlander experience.”

The Highlander Club is dedicated to raising financial resources for Radford University Athletics to ensure that our coaches and student-athletes have the necessary financial means to compete for championships and to provide student-athletes the best collegiate experience on and off the playing field.

Both TheHighlanderClub.com and RadfordAthletics.com have partnered with SIDEARM Sports, offering the Radford community continuity in the look and brand of Radford Athletics.

HIGHLANDER LEADERSHIP TEAM



Dr. Elizabeth D. Dore
NCAA Faculty Athletics
Representative



Stephanie Ballein
Senior Associate AD
Internal Operations./SWA



Cory Durand
Associate AD
External Operations



Andrew Hartley
Associate AD
Advancement



Chad Hyatt
Assistant AD
Sports Medicine



Scott Bennett
Assistant AD
Sport Performance



Jordan Childress
Assistant AD
Communications



Michael Chamberlain
Assistant AD
Compliance



ROBERT LINEBURG

DIRECTOR OF ATHLETICS



Since being introduced as Radford University's Director of Athletics in the fall of 2007, Radford native Robert Lineburg has helped usher in a new era of Highlander athletics, marked by unprecedented on-and off-field improvements and successes.

Lineburg, who is in his 11th year as Radford's AD, continues to help the Highlanders in "Moving Forward Together," which is the department's motto.

The motto seemed to have seemed fitting over the last five years as Highlander teams have appeared in five NCAA Tournaments since 2013. In that five-year span, nine Big South regular season championships reside in the New River Valley.

The 2016-17 academic year saw men's soccer collect its third straight regular season title and win the Big South Tournament at Cupp Stadium. The Highlanders appeared in their second straight NCAA Tournament, fourth in program history.

The athletic success continued over to volleyball as the Highlanders won 24-plus games for the third time under head coach Marci Jenkins, finishing the season with an 11-0 home record and 14-2 mark in conference play. The Highlanders earned their 10th regular season title, a Big South record, third under Jenkins. Maddie Palmer was named the Big South's unanimous player of the year, while Jenkins became conference's first-ever four-time coach of the year honoree, winning three of the last four awards.

Women's basketball turned in a 24-9 record and 14-4 mark in Big South play, while finishing with a perfect home record (13-0). The Highlanders appeared in the program's 13th tournament championship game. Radford made its second WNIT appearance in the last three years, the program's seventh postseason appearance.

The 2016-17 athletic season came to a close with the baseball program advancing to its second NCAA Regional in the last three years. The Highlanders placed six players on the All-Big South teams. Zack Ridgely was named the Big South's Pitcher of the Year, becoming the second Highlander to do so.

That success was built on momentum gained in 2014-15 under Lineburg's supervision, where the Highlanders captured Big South regular-season titles in men's soccer, volleyball and baseball, men's basketball posted another 20-win season, and women's basketball advanced to the WNIT. Baseball qualified for the NCAA Tournament for the first time in program history after winning its first Big South tournament title and posting a program-best 45 wins.

The 2013-14 athletic year opened with the volleyball team capturing the Big South regular season and tournament championships, competing against nationally-ranked Minnesota in the first round of the NCAA Women's Volleyball Championship. Radford men's basketball program posted 22 wins, earning a bid to the College Basketball Invitational postseason tournament, collecting its first postseason win in program history (a 96-92 victory over Oregon State).

Academic success has been a major emphasis in Radford University athletics. While under Lineburg's tenure, Radford has claimed five Big South Scholar Athletes of the Year, three CoSIDA Academic All-American honorees. The academic success continued as Rachel Conway of the women's soccer team collected the Christenberry Award, which is the Big South's highest academic honor.

In 2012-13, Radford attained the Big South Conference's highest percentage of Presidential Honor Roll citations among the 12-member institutions for the third time in five years. That same year, 61 percent of student-athletes attained at least a 3.0 GPA, which is an all-time high for Radford. The Highlanders also topped the league in percentage of honorees in 2008-09 and 2009-10.

Those accomplishments were continued as the next academic year (2013-14) saw over 60 percent of Radford student-athletes earn at least a 3.0 GPA, while 13 teams boasted a cumulative 3.0 GPA or better. In 2014-15, Radford claimed five Big South Scholar-Athletes of the Year.

Recently, the 2016-17 academic season saw 70 percent of student athletes that earned a 3.0 GPA or higher and a combined 66 student-athletes that earned a 4.0 GPA. Over the course of the year 171 student-athletes were named to the Dean's List for producing a 3.5 GPA or higher. The year was capped off as 10 programs earned above a 3.0 GPA for the fall and spring semesters. Volleyball recorded a 3.71 GPA in the fall and a 3.64 GPA in the spring to claim the highest GPA of all sports.

Lineburg's superior guidance and leadership earned him Chair of the Big South Athletics Directors in May 2014. In his time with the department, Lineburg has been the catalyst for a number of changes; particularly in areas such as fundraising, facilities, personnel and strategic planning.

The 2016-17 fund drive year saw Radford Athletics achieve record breaking numbers as The Highlander Club increase to 1,030 donors, more than doubling from the previous year. A total of 1,874 gifts were made for the 2016-17 fund year, setting a new fundraising record of \$925,000. The Highlander Club also went through a transformation, being previously known as the Radford Athletics Club. The transformation included a new name, logo and website.

Implemented in April 2017, the inaugural Highlander Pride Weekend consisted of three events: Red & White Gala, Highlander Open and the Highlander Half Marathon/8K. The weekend raised \$82,000 for Radford Athletics Student-Athlete Scholarship Fund. Over 600 individuals participated in the weekend from throughout the New River Valley community.

The department's most visible influences to date have

been on the Dedmon Center and Williams Field at Carter Memorial Stadium, Radford's 700-seat baseball stadium, which was the department's first capital project funded entirely through private donations made to Radford Athletics.

Beginning in the spring of 2008, the Dedmon Center, the centerpiece of Highlander athletics, underwent transformations to the arena, including a new steel-supported roof, a new basketball floor, renovated athletics offices, a new-look natatorium, and improved athletic locker room, training, and medical facilities.

Along with the initial upgrades to the Dedmon Center, an improved strength and conditioning room, new ticket office and Learning Enhancement Center (LEC), which houses student-athlete academic support, were completed/added in 2009. In 2010, facility upgrades included a new high-tech videoboard / sound system to the Dedmon Center.

In April of 2011, Radford transformed its baseball program by opening a brand-new stadium and making the first significant adjustment to its home park since opening in 1986. For the first time ever, the Highlanders had the capability to host night games.

Radford baseball debuted its new 35-foot, high-definition LED videoboard in March 2015. The structure was made possible through a private gift from the family of one of the program's all-time greatest players, Eddie Butler.

In the spring of 2014, Radford softball played its first game in its newly renovated stadium. The softball complex features state-of-the-art dugouts, a press box and chairback stadium seating.

The spring of 2017 saw Radford transform the former aquatic area into one of the largest non-football dedicated sports performance facilities in the country. The facility features state-of-the-art equipment, sound system and four 70-inch televisions. As a result of the sports performance facility moving, the former area is being developed into a new sports medicine facility as a part of Radford's new student-athlete experience campaign.

One of Radford's most notable athletic facilities, the baseball facility received a new identity in April 2017. In addition to Williams Field at Carter Memorial Stadium; the home dugout and newly built indoor hitting facility also received names. The Sioros Center opened its doors January 2016, which houses up to six batting cages, as well as equipment and amenities for live pitching machines, pitchers' bullpens and defensive drills.

Lineburg has also overseen the hiring of nine current head coaches. His hires include strength and conditioning coach Scott Bennett, softball head coach Hope Creasy, men's basketball head coach Mike Jones, women's basketball head coach Mike McGuire, volleyball head coach Marci Jenkins, women's golf head coach Jeff Beeler, men's soccer head coach Bryheem Hancock, women's tennis head coach Jessica Giuggioli, men's tennis head coach Rolando Vargas, women's lacrosse head coach Haley Marvine, and the promotion of track and field interim director Brent Chumbley to director status.

Under Lineburg, Highlander coaches have been recognized as the Big South Coach of the Year for his/her respective sport on 20 different occasions, including a school single-season record five times during the 2014-15 season.

Success was a staple from the beginning of Lineburg's leadership. Radford achieved a banner year in 2008-09 as women's soccer, men's basketball, men's tennis and soft-

ball claimed Big South conference crowns and advanced to NCAA tournament play. Women's soccer advanced to its fourth tournament, men's basketball won the Big South regular season and tournament title to advance to the NCAAs for the first time since 1998, men's tennis made its third-straight appearance, and softball appeared for the first time and won Radford's first-ever NCAA tournament game in any sport.

Lineburg and the Highlanders backed their success in 2008-09 with a men's tennis and softball Big South regular season title in 2009-10. Softball went on to win its second-straight conference tournament crown before advancing to the Georgia Regional final with two more NCAA tournament victories.

The successes on the field continued in 2010-11 as Radford captured three more Big South titles. Women's soccer and softball claimed regular season crowns, while men's tennis advanced to the NCAA tournament with their fourth league tournament championship in five years.

Overall, Lineburg has overseen the Highlanders capture 20 Big South Regular Season Championships, 14 Big South Tournament Championships and make 14 NCAA tournament appearances

A native of Radford, Lineburg has emphasized the importance of community service participation from the athletics department and Radford's student-athletes. This was epitomized in the 2012-13 academic year when the Highlanders collected over 13,000 pounds of charitable food items to win the Big South Conference's Kallander Cup, awarded annually for achievement in the league's selected community service initiative.

He and his staff have also been responsible for creating a 10-year strategic plan for the Radford athletics department and building an athletics facilities master plan. Additional achievements include ushering in a new athletics Internet site (RadfordAthletics.com), and helping implement a new ticket system (Ticket Return). Lineburg and his staff have also hosted top-level competition, with five Big South championships taking place on the Radford campus from 2008-11 (men's basketball, track & field, softball, men's tennis and volleyball).

Starting in 2014 under Lineburg's leadership, Radford Athletics continued its strategic plan initiative of enhancing the overall athletic brand through creating one unified identity. That same year, Radford Athletics inked a deal with Nike through BSN Sports to provide all 16 athletic programs with exclusive apparel and equipment. In May 2015, Radford Athletics entered a partnership with Learfield Sports Properties to serve as the exclusive media rights partner.

Entering a new era of Radford Athletics in June 2015, Joe Bosack & Co., led a 14-month process that included research and development for creating one unified identity of the Highlander athletic brand. The new Radford Athletics logo was unveiled on October 14, 2016, which included one primary mark, three secondary marks and an exclusive Radford font. In addition to the athletic logos, Radford launched its new team shop (RadfordTeamShop.com).

In addition to making an impact on Radford Athletics, Lineburg is also involved in a number of different committees. He served as chairman of the Big South Conference Subcommittee on Basketball Improvement, a member of the Big South Committee on Basketball Issues, and was selected to serve on the NCAA Division I Men's Basketball Issues Committee.



JOE RACCUIA

BASEBALL HEAD COACH



Joe Raccuia, a 1995 Radford graduate, returned to his roots on July 10, 2007 when he was named the fifth head coach in Radford baseball history. Entering his 11th season as the head man for the High-

landers, a Radford uniform has been a winning fit for Raccuia. Throughout his 13 seasons in a Highlander uniform, Raccuia has been a part of 369 total wins as a player (1994-95), assistant coach (1996) and head coach (2008-present), better than 51 percent of the program's all-time victories dating back to 1985.

Raccuia's most successful season in a Radford uniform came during an historic 2015 season as the Highlanders finished with a 45-16 record, setting a new school record in wins. The season also saw the programs first Big South regular season and conference championships, while earning a trip the NCAA Nashville Regional. In the regional, Radford went 2-2, including wins over No. 3 Indiana and No. 4 Lipscomb.

Radford finished Big South play with a 20-4 record, earning Raccuia the Big South Coach of the Year award. Raccuia becomes only the third Radford head coach to earn the honor.

Including a record six all-conference selections in 2015, 39 of Raccuia's players have earned all-conference honors.

The 2015 squad posted a .289/.386/.425 line, while leading the Big South with 122 doubles and 362 RBI. The Highlander bats were led by Big South first-teamers Josh Gardiner and Patrick Marshall. Gardiner narrowly missed the Big South batting title, finishing second with a .368 average, while leading the league with a .451 on-base percentage. Marshall led the conference and set a new Radford single-season record with 59 RBI. Big South second team member Hunter Higgerson finished with 25 doubles, leading the Big South and setting a new Radford season record. Higgerson finished second behind Marshall in RBI, driving in 53 runs. Shane Johnsonbaugh earned Big South second team honors after leading Radford in hits (76), runs scored (50) and walks (38).

Radford can attest their 2015 success to their pitching staff and bullpen. The Highlanders finished with a 3.95 ERA, a new single-season record. Radford ranked second in the Big South, holding opposing batters to a

.255 average. The Highlanders only allowed 276 runs, their lowest since the 2000 season. Big South First Team member, Ryan Meisinger was named a finalist for the NCBWA Stopper of the Year award after leading the NCAA in saves with 17. Meisinger finished his career with a 2.60 ERA, a new Radford career mark. Michael Boyle earned Big South First Team honors after leading the Big South in wins (10) and finishing second in innings pitched (105.1). With the 10 wins, Boyle became the first Highlander to lead the league in wins, while setting a new Radford single-season record.

The 2015 senior class concluded their careers with a 137-93-1 overall record, the most wins for a four-year class in program history. The group led Radford to three consecutive 30-plus win seasons.

The success of the 2015 season continued during the 2017 season as the Highlanders played their best baseball when it mattered, outscoring opponents 29-8 in the Big South Tournament to run the table for four straight tournament wins to capture their second tournament championship in three seasons. Radford earned a trip to the NCAA Louisville Regional.

Radford matched a program record with six all-conference selections, highlighted by Big South Pitcher of the Year Zack Ridgely. The junior left-hander turned in a 7-5 record with a 2.84 ERA, striking out 85 in 95.0 innings, walking only 12 batters. Ridgely ranked ninth in the country with a 7.08 strikeout-to-walk ratio, while his 1.14 walks allowed per nine innings ranked 17th best.

Joining Ridgely on the Big South First Team were seniors Kyle Zurak and Danny Hrbek. Zurak put together a breakout campaign that earned him a semifinalist spot for the Gregg Olson Award. The eighth-round selection by the New York Yankees finished his season with a 2.40 ERA, sixth best in program history. Zurak finished with a 4-4 record and nine saves in 25 appearances with four starts. In only his third career start, Zurak tossed his first complete game in the Big South Tournament Championship, striking out nine batters. Hrbek earned first team honors after making the transition to a two-way player for the Highlanders, stepping into the Saturday role on the mound. In his third career start, Hrbek tossed the first nine-inning no-hitter in program history with a 4-0 win over Quinnipiac on March 4. Hrbek struck out nine, falling an error shy of a perfect game.

Radford received big contributions from second team members Jonathan Gonzalez, Kyle Butler and Spencer Horwitz. Gonzalez hit a career-best 12 home runs, while driving in a team-high 44 runs. Butler stepped into a starting role due to injuries early in the season, finishing with 70 hits and 48 runs scored, both coming as team highs. Horwitz put together one of the best

offensive freshman seasons in program history, earning a spot on the Collegiate Baseball Freshman All-American team after leading the Highlanders with a .311 average. Horwitz finished second with 64 hits, while driving in 34 runs on 11 doubles and eight home runs.

Highlander pitchers were especially good in Big South play, ranking third with a 3.09 ERA, walking only 63 batters in 212.1 innings. Opposing conference foes only hit .241 off Highlander pitching. Zurak led the league with a 1.03 conference ERA, striking out 40 in 26.1 innings. Ridgely came in fifth with a 2.13 ERA.

Getting players to the professional ranks has been a staple for Raccuia during his time as the headman at Radford. Raccuia has oversaw 11 players drafted in the MLB First Year Player Draft, with five players signing non-drafted free agent contracts.

In 2012, Eddie Butler was the 46th overall selection of the Colorado Rockies in the draft - the highest draft selection in Radford University program history and the first Big South Conference player to be selected in the draft's first round. On June 6, 2014, Butler became the third Radford player to make it to the big leagues with his MLB debut for the Colorado Rockies.

The 2012 and 2015 seasons saw three Radford players drafted, joining 1997 as the only years that Radford has had three players selected in the same year.

Raccuia's success has come both on and off the field of play, including facilities, player development, recruiting and academics.

On his watch, two major baseball facilities have opened: Sioros Center and Williams Field at Carter Memorial Stadium. The stadium, which opened on April 8, 2011, became the cornerstone of Radford's program thanks in part to Raccuia's extensive fund-raising and planning efforts. The project went from conception in the Fall of 2010, to completion during the 2011 season as a result of his work. Raccuia also spearheaded the work done to the playing surface and dugouts in time for the 2010 season. All of the improvements to the facilities marked the first major capital upgrades since Raccuia's playing days at Radford.

On the academic side, the program has earned several honors under Raccuia. The 2008 season saw Alex Gregory collect the second Big South Scholar-Athlete of the Year award in program history. During the Raccuia reign, Radford has placed 10 players on the Big South All-Academic Team and two on the CoSIDA Academic All-District team.

In Raccuia's first season with the Highlanders, the team produced 24 wins, the most since 2000. The final total was a 14-game turnaround from the 2007 season. Radford snapped Charlotte's 17-game home winning streak, the second-longest home streak in the country at the time. Radford finished the season with three all-conference selections and two all-tournament picks.

The 2009 season, marked a turnaround for the program finishing 26-24 overall and 16-9 in conference

play. Raccuia's second season with the Highlanders was marked by a fourth-place finish and the No. 4 seed in the Big South Conference Tournament. The tournament saw a Radford come-from-behind win against No. 22 Coastal Carolina, 11-7. The Highlanders trailed 7-6, before scoring five ninth inning runs. Jeff Kemp put together one of the best Radford freshman seasons in program history, earning first Big South Freshman of the Year award in program history. Kemp was also named Collegiate Baseball/Louisville Slugger Freshman All-American.

In 2010, the Highlanders posted a third-place Big South finish for the first time since 2000, while becoming the first Radford team to hit better than .300 and post an ERA lower than 6.00 since 1995. The Highlanders put pressure on their opponents with a high-octane attack on the basepaths, stealing a single-season record 143 bases, ranking in the nation's top 10. Radford put together late-season surge, winning 16 of their last 26 games and 11 of their last 17 Big South games.

The 2011 season brought a new national standard for collegiate aluminum bats, the Highlanders never missed a beat offensively, ranking NCAA's Top 40 in doubles and stolen bases. Radford finished in the Big South's top three in slugging percentage and triples. Radford's biggest improvement came on the mound, where Radford starters became the first staff in the history of the program to post sub-4.25 ERAs, start 15 games each, work better than 85 innings each and strikeout more than 55 batters each. In addition, Abram Williams set the school and Big South regular season saves records.

The program continued to develop in 2012, as members of Raccuia's first recruiting class wrapped up their careers. The Highlanders placed three seniors on the Big South First Team and one senior on the second team. Many of his recruits wrote the final successful chapters of their careers with records - Brett Mollenhauer became the school's all-time leader in games played and at-bats. Eddie Butler became the first Highlander to be named Big South and VaSID Pitcher of the Year. Radford distinguished itself as the top defensive unit in the Big South with a school-record .978 fielding percentage. The Highlanders finished in the NCAA's Top 20 in defense.

The 2013 campaign saw the Highlanders post 30 wins for only the third time in school history. Radford defeated its highest ranked opponent ever when the Highlanders upended #4 Virginia, 9-8, in Charlottesville. Jeff Kemp garnered first-team All-Big South and VaSID All-Virginia team selections.

The 2014 squad posted then a school-record 33 victories, including 10 wins over NCAA Tournament teams. Hunter Higginson recorded the Big South's RBI champion and along with Lee was named second-team all-conference. Patrick Marshall earned first team All-Big South honors. The 2014 senior class earned 123 wins - the most for a four-year class in program history, including the first back-to-back 30-win seasons in 2013 and 2014.



MIKE JONES

MEN'S BASKETBALL HEAD COACH



Head coach Mike Jones is entering his seventh season at the helm of the Radford men's basketball program after taking the position on June 14, 2011.

Jones, the seventh head coach

in program history, took over a program with just one win in the season prior to his arrival on campus and led a three-year turnaround that resulted in back-to-back 22-win seasons in 2013-14 and 2014-15. Radford competed in postseason play those two seasons as well, with Highlanders taking home the program's first and second postseason victories over Oregon State and Delaware State in the College Basketball Invitational.

During his tenure, the Highlanders have defeated opponents such as Georgetown, Virginia Tech and Penn State with plans to add to that list. The success of the program has led to an increase in exposure all over the country with the team appearing on national television seven times and regional television 16 times.

Radford's success can be attributed to the foundation laid in Jones's first season in the red and white with Big South all-freshman selections Javonte Green and R.J. Price. Green, who was Jones' first All-Big South performer, and Price spearheaded the Highlanders' resurgence to the top of the league.

Under Jones' tutelage, Green developed into one of the all-time greats in Radford men's basketball history. The Petersburg, Va., native finished his career second in scoring, first in rebounding, first in steals, second in free throws made, second in field goals made and first in games played. Price left RU ranked fourth all-time in scoring.

The duo represents two of six Highlanders to turn pro following their career in Radford. Cam Jones, Rayshawn Davis, Cam Brown and Brandon Holcomb have all gone from learning under Jones to extending their basketball careers into the professional realm.

Radford's most recent season under Jones, 2016-17, saw the Highlanders reach the Big South Championship Semifinals for the first time since 2010. Ed Polite Jr., led the Big South in rebounding and double-dou-

bles (14) during 2016-17. He also led Radford in scoring and steals, and ranking second on the team in blocks and third in assists. The 6-5 forward averaged 9.5 rebounds per game to rank 31st in the NCAA, while becoming the first sophomore in program history to reach the 500 career rebound-mark and the second to do so in two seasons of play.

The Highlanders opened the 2015-16 campaign with a double-overtime victory at Georgetown and followed up just 10 days later with a road win at Penn State, the program's first victory over a Big 10 opponent.

Jones spent the 2009-10 and 2010-11 seasons at VCU, which included a magical run to the 2011 Final Four with wins over USC, Georgetown, Purdue, Florida State and Kansas. While on Shaka Smart's staff, the Rams posted 55 wins over the final two seasons Jones was on the staff, the highest total over any two-year span in program history.

Prior to his second coaching stop in Virginia at VCU, Jones served a six-year stint on Dennis Felton's bench at Georgia from 2003-09. In 2008, Georgia advanced to the NCAA Tournament when the sixth-seeded Bulldogs won four games in three days to complete the most improbable SEC Championship run in conference history, which included a tornado striking the Georgia Dome and the tournament being moved to the Georgia Tech campus.

While at Georgia, Jones made a name for himself when Rivals.com selected him as one of the nation's Top-25 recruiters in 2005.

Jones also previously worked under John Beilein at Richmond from 2000-02 and during the early stages of Beilein's rebuilding project at West Virginia in 2002-03.

Jones' father, Jimmy, was a star guard in the ABA from 1967-74. In 1974, Jimmy Jones signed with the Washington Bullets in the NBA, where he remained until 1977.

Jones was a four-year standout at Howard, where he forged a connection with fellow Howard alumnus, Felton ('85), who he calls the biggest influence on his coaching career.

Once Jones graduated in 1990, he began his coaching career as a high school coach at Sidwell Friends School in Washington, D.C. before moving to the collegiate ranks at his alma mater in 1994.



MIKE MCGUIRE

WOMEN'S BASKETBALL HEAD COACH



Radford University officials introduced Mike McGuire on Wednesday, April 24, 2013 as the Highlanders' seventh NCAA head women's basketball coach in program history.

Widely recognized as one of the up-and-coming head coaches in the country, McGuire has quickly laid a solid foundation for the program moving forward.

In his fourth season after taking over the reins of the women's program, McGuire's put together one of the most memorable seasons in program history during the 2016-17 campaign. McGuire has increased the program's win totals from seven in his first season to 17, 18 and 24 over the last three seasons. Since that 7-23 season in 2013-14, McGuire has compiled a 57-36 record.

Dropping no more than two games in a row throughout the season, Radford concluded its magical 2016-17 season with a 24-9 record, finishing with the second most wins in program history. Only the 1988-89 squad won more games, compiling a 25-7 record.

In Big South Conference play, Radford finished with a 14-4 record for the second most conference wins in the team's history, matching the record set during the 2014-15 season. Racking up the wins on the floor, Radford also racked up its first Big South Regular Season Championship in 25 years, defeating Campbell with a thrilling 49-48 win.

In addition, Radford collected its 700th win in program history on February 21, 2017, becoming the second program in Big South history to win 700 games.

Developing the nickname "Cardiac Kids," midway through the season, Radford played in nine games decided by three points or less with five coming in the last seven games of the season. The Highlanders compiled a 7-2 record in those games, which may be due to the calm demeanor of McGuire. During McGuire's tenure, Radford is 21-11 in games decided by five points or less.

Providing fans with suspenseful games all season long, Radford's lockdown defense was a major part of the season's success. The Highlander defense finished the season ranked inside the Top 15 nationally in two defensive categories. Holding opponents to a mere 55.0 points per game, Radford ranked as the 10th best

defense in the country. The Highlanders ranked 11th with a 35.1 field goal percentage defense.

Individually, Radford placed four on All-Big South squads. Destinee Walker and Jayda Worthy earned a spot on the first team, marking the second consecutive season the Highlanders put two on the first team. Janayla White was named to the honorable mention squad and Khiana Johnson on the all-freshman team.

Radford collected two three-point victories in the Big South Tournament, earning its first championship appearance since 2008. The Highlanders fell just short of earning its first trip to the NCAA Tournament since 1996, dropping the championship game 49-48 to UNC Asheville.

The Highlanders made their second WNIT appearance under McGuire and the seventh postseason appearance in program history.

Despite a 2015-16 season ravaged by injuries, McGuire steered Radford to its most wins (18) since the 2007-08 season. The Highlanders, who tied for third in the Big South regular-season standings, advanced to the semifinals of the Big South tournament for the first time since 2013.

Defense was the cornerstone of Radford's success. The Highlanders concluded the season ranked fifth in the nation in field-goal percentage defense (.333), 14th in scoring defense (53.3) and 16th in blocks per game (5.6).

Individually, two Radford players (Janayla White and Aisha Foy) were named to the All-Big South first team for the first time since 1992-93.

In just his second season at the helm (2014-15), McGuire guided the Highlanders to their third WNIT in school history. Radford, which finished with a 17-14 overall record, including a 14-6 Big South ledger, finished tied for second in the Big South regular-season standings. It was the Highlanders' highest finish in the conference standings since 2010-11.

McGuire's work did not go unnoticed as the conference's 11 head coaches selected him Big South Coach of the Year, marking the sixth head coach in program history to earn the accolade.

The Highlanders' 10-win improvement from the 2013-14 season to the 2014-15 season was tied for the sixth-best turnaround in the nation.

In addition to his coaching responsibilities, McGuire is the Big South Conference Captain, a role he will serve until 2018. He is also the women's basketball head coach representative from the Big South on the NCAA Regional Advisory Committee, which is a three-year



MIKE GRANT

MEN'S GOLF HEAD COACH



Mike Grant, the 2008 and 2014 Big South Coach of the Year, is in his 15th season at the helm of the Highlanders. Prior to the 2008-09 campaign, Grant directed

both the men and women's golf programs.

In 2003, Grant took over a men's program that hadn't finished higher than fifth in the Big South Championship since joining the league in 1984-85. Since then, Grant directed his team to a program-best third-place finish in 2008, fourth in 2007, 2013 and 2014, and four fifth-place showings.

The Highlanders manufactured a program-best 118-40 head-to-head record for the 2013-14 season, which earned Grant his second Big South Coach of the Year honor.

Tanner Carbaugh secured a spot on the all-conference, all-tournament and all-academic teams, becoming the first Radford golfer to accomplish the "triple crown." For the second straight season, RU was represented on the all-freshman team as Nick Brediger was selected to the group. The Highlanders concluded the season with eight Top-5 showings, including six straight to end the year. Radford produced a 291.7 scoring average, which is one of the best in program history.

The addition of Myles Creighton came to fruition in 2016-17 as he was named a Golf Coaches Association of America (GCAA) Srixon/Cleveland Golf All-American, VaSID All-State Second Team, Big South Conference Scholar-Athlete of the Year, Big South All-Academic Team and Big South All-Conference Team.

Creighton won the prestigious Rice Planters Amateur Golf Tournament in the summer of 2017 and won two

career medals in 2016-17. He finished five-under (67) in the Wofford Invitational and finished four-under (68) in the Wexford Intercollegiate, where he garnered two Big South Player of the Week honors.

In addition to 106 wins, the 2012-13 season was highlighted by Radford's 12th all-conference men's golfer (Weston Eklund), the Big South Freshman of the Year (Conner Hayden), the squad's first team title since October 2007 and a team scoring average of 294.7.

Adding in their fourth-place finish at the Big South Championship, the Highlanders posted a 26-9 record against league competition. Led by Eklund's 72.6 scoring average, RU used 24 of his 27 rounds, which included five top-10s. He tied for first at the ODU / OBX Invitational with a career-best 9-under-par 207 (73-64-70).

Radford peaked at the Bash at the Beach where it carded a three-day, 7-under-par 845 (281-274-290) to win its first team title since the Charleston Southern Fall Invitational in 2007. In addition, the Highlanders finished second at the Joe Agee Invitational and third at the Coca-Cola Invitational.

The 2011-12 campaign featured three top-5 team showings and several individual top-10s. Radford posted three consecutive top-5s as a team at the Wendy's Challenge, Battle at the Beach and C&F Bank Intercollegiate. The first two were third-place finishes, while the Highlanders came in fifth at the C&F Bank Intercollegiate. The Highlanders posted a 97-54-1 overall head-to-head record.

Under the direction of Grant, Eklund blossomed in his junior year. The Charlottesville native was the top finisher in all six spring events and in the fall opener. Eklund boasted the Big South's sixth-best stroke average at 72.3. He had the lowest round (66) of any Highlander and tied for a team-best with 15 rounds at-or-under par. In addition to concluding three tournaments in the red, Eklund had four top-5s -- a new

school record. He finished fourth at the Spring Hill Suites Intercollegiate (-6) and Bash at the Beach (-3). The redshirt junior entered the clubhouse in fifth at the Wexford Intercollegiate (+6) and C&F Bank Intercollegiate (+3).

Grant's 2010-11 squad produced one of the most successful campaigns in program history. Radford finished eighth or better in the team standings in all 10 tournaments played. His group went 20-7 in league play and accumulated 95 victories overall.

A runner-up showing (580, +4) at the C&F Bank Intercollegiate stood as the best finish for Radford since 2008. At the Big South Championship, the Highlanders were only five strokes out of second place and their round-two score of 291 (+3) was the second-lowest 18-hole score in team history in regards to Championship play. Grant's group of four combined to card an 892, the second-lowest 54-hole Championship total in program history.

Grant guided Eklund to an outstanding season as a redshirt sophomore. Eklund, Big South Men's Golfer of the Week for Oct. 22, led the team with a 73.2 stroke average, sixth-best in the conference. Eklund also took the overnight individual lead after the first round of the Big South Championship, a first in Grant's coaching career.

In 2009-10, Grant led the men's club to three top-5 finishes, including a season-best, second-place showing at the Frank Landrey Invitational. To go along with their finishes near the top of the leaderboard, the Highlanders also tallied six Top-10 showings.

During that season, Grant directed senior Kyle Bailey, who recorded the seventh-best scoring average (74.37) in the Big South and Weston Eklund, who tallied a 75.33 average, was 20th in the league.

In 2007-08, his Highlanders placed a school-best third at the conference tournament, earning Grant his first Coach of the Year honor. Along with his coaching accolade, Nick Little, Chris Dillow and Hampton Ballard were selected to the Big South all-conference squad, marking the first time in school history three members of the men's golf team had received league recognition

the same season. Little also finished first in the Big South in stroke average (73.39).

Grant has overseen numerous program firsts, including the first tournament win for the women's program and the first time the men's team had held the overnight lead at the Big South Championship.

During his tenure, Grant has coached 10 (eight men, two women) Big South all-conference players, one Big South Freshman of the Year and guided his student-athletes to three individual medalist honors. The Radford men's team has captured multiple regular-season tournament titles under his guidance.

Along with his club's successes on the golf course, Grant's programs have excelled in the classroom as Josh Meador Callum Tarren, Tanner Carbaugh, Laura Terebey, Dana Doganes and Maggie Watts have been named to the league's all-academic squad during his tenure. Terebey and Doganes were both selected Radford's Scholar-Athlete of the Year, while Terebey also garnered Academic All-America honors in 2004 and was awarded the Big South's Christenberry Award, the most prestigious academic award the league bestows on an individual.

A 1991 graduate of Virginia Commonwealth University with a B.S. Degree in Community and Public Affairs, Grant competed professionally on the PGA Tour, Canadian Tour and Nike Tour from 1995-1998. The Highlight of his playing career came in 1994, when he competed in the U.S. Open at Oakmont Country Club.

In the summer of 2005, Grant made another qualifying run at the U.S. Open, getting as far as Sectionals before falling just shy of making the field.

Before assuming his position as the head coach at Radford, Grant was a teaching professional at Thorn Springs Golf Club in the New River Valley, a position he held for a year. He also spent three and a half years (1998-2001) as the Assistant Golf Professional at Boonsboro Country Club in Lynchburg, Va.

Prior to turning pro in 1995, Grant served as the Assistant Professional at Flossmoor Country Club in Chicago, Ill. and as the Assistant Golf Coach at VCU.



JEFF BEELER

WOMEN'S GOLF HEAD COACH



With more than 17 years of experience in golf instruction, as well as a professional background, Jeff Beeler is in his 10th season as the head women's golf coach at Radford University.

He took the program to new heights in 2014-15, as the Highlanders placed third at the Big South Championship - their best-ever finish at the conference tournament in program history.

Radford's success was spurred by senior Alexandra Austin, who established the program record for career scoring average (77.03). She earned All-Big South honors for the second time in her career, becoming just the second RU women's golfer to accomplish the feat.

Youth was also a factor in the Highlanders' progression. Big South all-freshman team member Khushboo Thiagaraj totaled three Top-20 showings, while finishing second on the team in scoring average (78.70). Big South all-tournament honoree Larissa Carter placed third at the Big South Championship, marking the first Highlander to earn the accolade since 2001.

Thiagaraj followed with that success as a junior in the 2017 Big South Championships as she finished tied for seventh individually. She finished the three-day tournament with a 217 final score, which was the best by any Highlander at a Big South Championship by seven strokes.

It was also the Highlanders best finish as a team in a 54-hole Big South Championship since 2010 when Radford shot a 929. However, the 939 shot by the team this week marks second-best at the 54-hole championship.

The 2013-14 season featured the Highlanders' third Big South Women's Golf Scholar-Athlete of the Year, as Kirsty Condon became Beeler's first golfer to earn the accolade. Radford continued to have success on the course as the squad logged five Top-5 finishes.

Eight Top-10 showings, 14 Top-20 individual performances and an all-conference performer highlighted the 2012-13 season. A third-place finish at the Highlander Invitational was Radford's best showing of the season.

Austin continued her sizzling play into her sophomore year, which culminated with an eighth-place showing at the Big South Championship to secure her 10th ca-

reer Top-10. The Burke, Va. native tied her season-low 54-hole ledger of 224 (73-78-73). Her phenomenal year earned the sophomore a spot on the all-conference team, Beeler's fifth golfer to do so.

The 2011-12 campaign featured a school-record stroke average and two Highlanders swinging their way into the Top-10 charts for stroke average amongst league golfers.

For the fourth consecutive year under Beeler, Radford's school-record stroke average improved (311), bettering the 2010-11 mark of 317. All five players set a new career-low in that category, as well. Radford tallied four Top-10 team performances, highlighted by a runner-up showing at the Low Country Intercollegiate.

The fifth-year head coach helped Jade Okamoto conclude her four-year career with an all-conference showing at the Big South Championship. After the initial five all-conference players were announced before the tournament, Okamoto played her way into the honor with a ninth-place tie at 229 (+13). Okamoto finished the year with a 76.9 stroke average - 10th best in the conference. In addition, she was Radford's top finisher in four events.

Beeler also played an instrumental role in developing Austin, who led the Highlanders in stroke average at 76.5 (second best average among freshman in the Big South). Austin had a career-best showing at the Low Country Intercollegiate where she tied for third, one of three Top-6 finishes on the season. Furthermore, Austin grabbed medalist honors in the Hollins-Radford Dual in September with a four-over 75. In Richmond, Austin posted a 69, the lowest round for Radford this year.

Top finishes were the storyline in 2010-11 as Beeler guided his team to the Winthrop Invitational title and runner-up finish at the Great Smokies Women's Intercollegiate. At Winthrop, his club captured the two-day event crown by five strokes and placed two in the individual top 3. It also stood as the second team title in school history.

In Waynesville, N.C. at the Great Smokies, Beeler watched his squad card a school-record and tournament-low 285 in the final round to finish runner-up, also setting a new team record with a 36-hole total of 586.

To go along with two of the highest team finishes in program history, Hannah Coles and Okamoto were tabbed Big South Women's Golfer of the Week after each event.

The Highlanders finished sixth or better in six events during 2010-11 and tallied seven Top-10 showings.



HALEY MARVINE

WOMEN'S LACROSSE HEAD COACH



Haley Marvine was announced as Radford's inaugural head women's lacrosse coach on Oct. 7, 2014.

The Highlanders began competition in the Big South Conference in the spring of 2016.

Marvine is no stranger to the process of building a lacrosse program and promoting the emerging sport of women's lacrosse with both experience as a head coach and a student-athlete.

In just their second season of competition, the Highlanders had five more wins than in their inaugural year. Radford had two signature victories in year two beginning with its first conference win over Gardner-Webb.

The Highlanders also picked up an 18-6 win over Presbyterian on April 15, 2017. It was the program's first road win and first conference road win.

The two conference wins led the Highlanders to a spot in the 2017 Big South Lacrosse Tournament. It was the program's first spot in any postseason tournament and first appearance in the quarterfinals.

The year of firsts continued for Marvine and company as she had three players land postseason Big South honors. Emma Rogers was named First Team All-Conference and Callie Bonnel and Lindsey Carroll were named Second Team All-Conference.

She comes to Radford from Transylvania University in Lexington, Ky. where she is the only coach the Pioneers have had in two seasons of competition. In those two seasons against more established programs, Marvine led the Pioneers to a 12-13 overall record, including a 7-7 mark in 2014.

As a Big East Conference All-Academic student-athlete at the University of Cincinnati, Marvine was a four-year member of the first Bearcats lacrosse teams where she was a standout goalkeeper and team captain. She earned a degree in sports management from Cincinnati in 2011.

A native of Alpharetta, Ga., Marvine's coaching experience also includes several elite camps, including the Nike Cup Syracuse Camp and high-profile on-campus camps at Notre Dame, Duke, and Georgia Tech. She also coached at the club level in the Cincinnati metropolitan area for Natilax helping grow the sport in middle and high schools.



HOPE CREASY

SOFTBALL HEAD COACH



assistant coach of the Highlanders.

Radford graduate and former softball standout Hope Creasy returned to the New River Valley in August 2015 as an assistant coach for the Highlanders. She primarily works with the Highlander outfielders while assisting with hitting. Creasy will also aid in recruiting and alumnae outreach.

Creasy helped her alma mater to a dramatic turnaround during the 2016 season of 23 more wins than the year prior, the most improvement of any NCAA Division I team. Radford posted its most victories (35) since 2011, jumped 96 spots in the RPI rankings, went from eighth to fourth in the Big South standings and posted its first three conference tournament wins since 2012 to reach the semifinals.

Each aspect of the team of team saw significant improvement in 2016 as the Highlanders went from ninth to second in team ERA and ninth to fourth in both fielding percentage and runs scored. Offensively, Radford led the Big South in doubles and triples, while four returning upperclassmen posted career-high numbers in multiple categories.

As a player, Creasy was a three-time All-Big South honoree as an outfielder, and ranks tied for fourth in program history in career home runs (32) and tied for fifth in RBIs (133).

Creasy comes back to Radford after serving as the head coach at Louisburg College (N.C.) for the 2014-15 season. During that campaign, she led the Hurricanes to a 31-16 record – an 11-win improvement over the previous year – and the NJCAA Region X Championship as the team won three games on the tournament's final day to earn the title. Off the field, she managed all

aspects of the program from scheduling and recruiting to monitoring student-athletes' academic progress and budgeting.

Prior to Louisburg, Creasy spent two years as an assistant coach at Wittenburg University in Ohio, again playing a role in all facets. Her main focuses were with player development, game preparation and first-base coaching, scouting and recruiting, along with fundraising and community service projects. With Creasy as a member of the staff, Wittenburg posted a combined 46-30 mark and reached its conference tournament final in both seasons.

Creasy began her coaching career as a graduate assistant at Georgia Southern from 2010-12, helping the Eagles to the Southern Conference regular-season and tournament championships in 2012. While with the program, she assisted with all on-field activities, including first-base coaching, along with player development in the areas of hitting and outfield defense. She also played a role in recruiting, fundraising and community service efforts.

In addition to her coaching roles, Creasy worked as Louisburg's sports information director and was a coordinator of athletic operations and facilities during her time at Wittenburg, while also serving on several different university committees.

A native of Christiansburg, Va., Creasy enjoyed a stellar career as a four-year starter, leading the Highlanders to back-to-back Big South regular-season and conference tournament titles in 2009 and 2010. As a senior in 2010, she was named the Big South Woman of the Year, an NFCA First-Team All-Mid-Atlantic Region selection and an ESPN The Magazine/Cosida Academic All-District second-team honoree. During that season, Creasy ranked among the top 10 in the conference in home runs, slugging, runs, RBIs and total bases, while helping Radford advance to the title game of the NCAA Athens Regional. For her career, she batted .298 while also totaling 36 doubles and 93 runs.

Creasy received her Bachelor of Science degree in sport administration from Radford in 2010 and went on to earn a Master of Science in sport management at Georgia Southern in 2012.



BRYHEEM HANCOCK

MEN'S SOCCER HEAD COACH



Bryheem Hancock has been named the eighth head coach in Radford University men's soccer program history, Director of Athletics Robert Lineburg announced on Tuesday, March 28. Hancock comes to Radford after

spending eight seasons as an assistant at South Florida.

"The future of Radford men's soccer continues to be very bright with Bryheem Hancock as our new head coach. Bryheem has had tremendous success as a student-athlete, professional athlete and college coach. His background is all about winning and this will translate very well for our program," Lineburg added. "He is considered in soccer circles to be one of the top recruiters in college soccer and this skill set will serve him well. We had some absolutely fantastic coaches interested in this position, but it was very apparent to us that Bryheem was a great all-around fit."

In Hancock's eight seasons as an assistant, USF finished with double-digit wins in five seasons, advancing to the NCAA Tournament seven times. The Bulls won the 2013 American Athletic Conference Tournament championship and 2011 BIG EAST Red Division Regular Season Championship. USF's 2015 recruiting class headed by Hancock was named No. 3 in the country by College Soccer News.

"I would first like to thank Robert Lineburg, Stephanie Ballein and President Brian Hemphill. They have given me this opportunity, which I am blessed to have. I am obviously very excited to become a leader here at Radford," Hancock stated. "Just from seeing the campus, meeting the staff and athletic department; I can tell that it is definitely a family and that is something that I obviously want to be a part of."

After finishing his professional playing career, Hancock began his collegiate coaching career at South Florida in 2009. Under Hancock's watchful eye, USF goalkeeper Jeff Attinella was named the BIG EAST Goalkeeper of the Year and was also named a first team National Soccer Coaches Association of America All-American in his first season. That same year, Attinella posted a 14-4-3 record with seven shutouts and a 0.83 goals

against average.

"I felt like this fit was perfect for me. It was not just about the school's success on the field, but how involved the program was in the community and their academic success," Hancock noted. "To me my three things are: to win in the classroom, to win on the field and win in the community. I think that Radford provides all three of those things."

Hancock spent his collegiate career at UConn (1998-2001), guiding the Huskies to NCAA Tournament appearances all four years, two final four appearances and the 2000 NCAA Division I National Championship. The Middletown, Del., native was named to the NCAA College Cup All-Tournament Team in 2000. Hancock was named BIG EAST Goalkeeper of the Year in 2001 as well as earning NSCAA All-America status. In his senior season, he was honored with the 2001 Leadership Student-Athlete Award.

He finished his career at UConn boasting 44 wins, 29 shutouts, 25 goals allowed and a 0.70 goals against average. Hancock graduated with a Bachelor's of Science in Communications in 2001.

After setting the UConn collegiate shutout record at 15 in one season, Hancock played professional soccer in the United States for three years, including stints with the L.A. Galaxy (2001-02), Atlanta Silverbacks (2002-03) and Toronto Lynx (2004) of Major League Soccer (MLS).

In 2001, Hancock was the first goalkeeper selected in the 2001 MLS Draft by the L.A. Galaxy. In 2003, Hancock was named the Atlanta Silverback MVP while recording the team record for most saves in a season and most saves in a single game. He accumulated additional honors in 2004 with the Toronto Lynx as the team defensive MVP. In his year with the Lynx, he held the team record for most saves in a season.

In addition to his success at UConn, Hancock was part of the U-17 National Team, where he was named captain in 1997 and 1998, and was the starting goalkeeper in the 1997 FIFA U-17 World Championships in Egypt.

"I just want to give a special thanks to three people who have been very important in my life as a player and as a coach, that being: George Kiefer, Ray Reid, and Bobby Muuss," Hancock added.



BEN SOHRABI

WOMEN'S SOCCER HEAD COACH



In addition to Ben Sohrabi's personal accolades, which include 2002, 2011 and 2013 Big South Coach of the Year honors and a pair of VaSID Coach of the Year nods (1997, 2008), the 21-year head coach has become the most successful coach in league history. Sohrabi ranks first in overall wins, conference wins, winning percentage, tournament victories, tournament championships and NCAA Tournament appearances in league history. He also sits first in overall winning percentage (min. 50 games), second in tenure and third in Big South Tournament percentage (min. 10 games).

Sohrabi, who has been at the helm since 1996, stands as the only coach in Radford women's soccer history to post 100 or more wins and 10 seasons of 10 or more victories, including four of 15 or more. Among current Radford head coaches, Sohrabi is tied for the most Big South tournament titles and is one shy of the athletics program's overall mark of six. Of the program's 98 Big South wins since 1993, the most among conference schools all-time, 88 have come on Sohrabi's watch.

In his 21 seasons on the sidelines, Sohrabi has guided 79 All-Big South performers, 7 players of the year, 4 freshmen of the year, 26 state team selections and 19 academic all-conference honorees.

Sohrabi has won two Big South Tournament Championships (2011, 2012) since 2010 in which those two seasons saw some impressive numbers. Along with two championships, the Highlanders earned a share of the regular season title in 2010 & 2011, posted 36 shutouts, including a Big South record 14 in 2012, won the program's 300th match (Sept. 29 at UNCA) and went undefeated in the league regular season for the second time in program history. Add to that, Radford rode a 17-match unbeaten streak (13-0-4), which at the time was tied for second longest with then-No. 4 BYU, into

the 2012 NCAA Tournament and finished the season tied for the sixth longest (UCLA & Marquette) unbeaten streak in the NCAA.

The runs to the 2011 and 2012 titles have been predicated by defense. If you include 2010, the Highlanders have recorded 36 shutouts the past three seasons thanks in large part to a defensive unit keyed by Big South Defensive Players of the Year, keeper Che' Brown (2010 & 2012) and central defender Tyler Drake (2011).

Each year, the squads added to their shutout total from the previous season, charting 10, 12 and a Big South-record 14 in 2012. Brown was present for 27 of those, setting a new career mark that was held by RU Hall of Famer Peggy Poore (1982-85). To put the numbers behind it, Radford generated season-high six-match shutout streaks in 2011 and 2012. During those streaks, the Highlanders kept opponents off the scoreboard for stretches of 658:42 in 2011 and 660:07 in 2012.

Sohrabi engineered one of finest seasons in program history in 2012 (14-3-4), which saw Radford go undefeated in regular season Big South play (7-0-4), as well as Cupp Memorial Stadium (8-0-2) for the first time in program history. The Highlanders posted seven shutouts and allowed just three goals (0.28 GAA), ending the season on a 583:57 shutout streak.

In 2011, Radford tallied a then-school-record 12 shutouts and won its first six league games by way of a clean sheet, also a Big South record. The 15 overall wins were the second most in program history and the eight conference wins stood as a new school record. His 2010 squad also finished with four First Team All-Big South selections (the most since 1993).

More importantly, academics have been a priority under Sohrabi. For four consecutive years, Radford earned the NSCAA Team Academic Award for a 3.0 GPA or better. In 2012, Megan Rhodes was honored as the program's second Big South Scholar-Athlete of the Year.

In the 2010 home opener, an 8-0 rout of Southern Virginia, Sohrabi broke the tie with UNC Asheville's Michelle Cornish for most overall wins (135) during a Big South tenure - he now stands at 161. With Radford's five Big South wins in 2009, Sohrabi became the most successful coach in Big South history with 47 to his credit.

Sohrabi and the Highlanders started their run with a remarkable 2008 season. Finishing with a 14-2-6 mark, the Highlanders dropped just one regular-season match and two the entire campaign, both program bests on the way to a third Big South championship and NCAA Tournament appearance at Duke.

Two factors that attributed to the Highlanders' success were the work away from home as well as their defense. Radford posted the first undefeated road record (5-0-3) in program history and recorded a goals-against average (0.94) under 1.00 for the first time since 1997.

In 2006, Sohrabi became the program's all-time winningest coach and reached the 100-victory mark as the Highlander boss. On Sept. 23, Radford defeated Charleston Southern, 3-2, for his 98th win at RU, which surpassed Don Staley (1985-93). He notched his 100th Radford victory on Oct. 8 with a 4-0 win at South Carolina State.

Another milestone moment in Sohrabi's career came in a special place: in 2004, he notched his 100th career win at Maryville, as the Highlanders shut out Sohrabi's alma mater 4-0 on Sept. 7, 2004. The victory brought Radford's record to 3-1 that season and the Highlanders went on to their fifth 10-win season under Sohrabi.

In 2002, Sohrabi's Highlanders opened up the season winning nine of their first 10 games, rolling to a 15-5-1 record, the second highest win total in school history. Radford outscored its opponents (Charleston Southern, High Point, UNC Asheville) 10-1 in the Big South tournament to claim a second title and second NCAA Tournament appearance in his tenure.

This time, the draw for the Highlanders wasn't a short trip to face an in-state team in the NCAA's: instead, Radford was sent to face storied North Carolina, the winningest program in Division I women's soccer history and eventual national semi-finalists in 2002. That

season, Sohrabi earned Big South Coach of the Year honors and had five of his players named to all-conference teams, including league player of the year Nikki Porter, who garnered the award in back-to-back seasons for the first time in league history.

With a third-straight 10-win season in 1999, Sohrabi's Highlanders went 13-5-1 while posting the program's first Big South regular season title at 6-0-0 (one of three teams to go undefeated in league play since 1999).

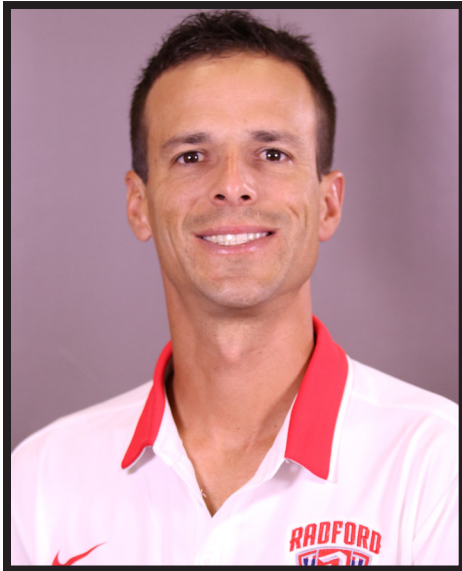
Following a VaSID Coach of the Year nod in 1997, a perfect regular season home mark (8-0) and the program's most First Team All-Big South selections ever (4), Sohrabi and his team returned in 1998 to claim their first-ever Big South title and second NCAA Tournament appearance. After going 3-4 to close out the regular season, Radford posted three clean sheets and netted six Big South tournament goals en route to its first conference crown, and a first round NCAA meeting with in-state foe James Madison.

Sohrabi earned his first Highlander win with a 9-1 rout of Chattanooga at home on Sept. 28.

From there, Sohrabi led the turnaround of a program that won just four games in 1995 and five in his first season, to one that posted the most wins in team history in 1997. That 16-win campaign still holds up as the most wins for a Radford side and the three losses were tied for the fewest in the Division I era until that mark was bested in 2008.

Before his arrival at Radford, Sohrabi previously served as head coach at Lambuth University in Jackson, Tenn. Sohrabi led Lambuth to a 19-16-2 record in only two seasons after taking over a program in disarray. In 1995, he guided the Eagles to a 16-4-2 record and their first national ranking, 27th overall.

A 1992 graduate of Maryville College, Sohrabi was a standout from 1988-91, earning All-South honors in 1991. From 1992-93, he served as executive director of the professional Nashville Metros in the U.S. Indoor Soccer League. He then returned to his alma mater as the assistant men's and women's coach from 1993-94. Sohrabi also played semi-pro soccer for six seasons.



ROLANDO VARGAS

MEN'S TENNIS HEAD COACH



head coach for the men's and women's programs at Auburn University at Montgomery.

"We are very excited to have Rolando Vargas as our new men's tennis head coach. Rolando has had tremendous success at Auburn Montgomery and we are confident that he will help lead Radford tennis back to a championship level," Lineburg said. "He has tremendous energy and passion for the game. His track record shows that he gets the most out of his student-athletes."

In Vargas' seven seasons, he helped the men's team to a 140-37 record and the women's squad to an impressive 150-35 mark. During the 2017 season, Vargas led both programs to national and regional rankings while playing its first full NCAA Division II schedule. The 2017 season saw the men's program finish ranked 13th nationally and the women rank 19th in the country.

"I would like to thank Robert Lineburg, Stephanie Ballein, Cory Durand and everyone on the committee for giving me this opportunity. I would also like to thank Steve Crotz, Jessie Rosa and everyone at Auburn Montgomery for their support," Vargas noted. "My family has been extremely encouraging and they are excited about the upcoming move to the area. I am thrilled to be joining the Radford family and to be a Highlander."

Vargas guided the women's program to four NAIA National Championships (2011, 2012, 2013, 2015) and the

men to a runner-up finish in 2013. From 2011-2016, Vargas led the men's and women's programs to a fifth-place finish or better in the NAIA. During that time, he led both programs to six straight Southern States Athletic Conference titles.

Vargas is a four-time NAIA Women's Coach of the Year and a nine-time SSAC Coach of the Year (five men's and four women's). In his seven seasons: Vargas coached 58 NAIA All-Americans, 30 ITA All-Americans and 10 conference players of the year. Academically, 12 of his players were named a Daktronics NAIA Scholar-Athlete and eight were named CoSIDA Academic All-Americans.

Vargas attended college at Troy University, where he played No. 1 singles and doubles for the Trojans' tennis team. As a doubles player, he defeated the No. 8 team in the nation from the University of Alabama. He made the 2003 All-Academic team during his senior season, and was a student assistant in 2004 when the Trojans were champions of the Atlantic Sun Conference. Vargas received a bachelor's degree in international business and a master's in sport management.

After leaving Troy, Vargas played professionally for three years, with a ranking as high as 839 ATP. Prior to arriving at AUM, he was an assistant coach at his alma mater from 2007-09. He is a United States Professional Tennis Association (USPTA) certified coach, earning the status of Elite Certified Professional, the highest available level.

"The campus is beautiful, academics are great and the tennis program has had previous success that I am looking forward to building upon," Vargas added. "I am also looking forward to recruiting student-athletes who will fit our culture and who want to do well on-and-off the court."



JESSICA GIUGGIOLI WOMEN'S TENNIS HEAD COACH



Jessica Giuggioli was named head coach of the Radford women's tennis program in March 2016.

In her first full season (2016-17), Giuggioli guided the Highland-

ers to a 7-13 record, a five win improvement from the 2015-16 season. Radford also placed three players on All-Big South teams.

Drousilé Dzeubou becomes the first Highlander to earn an all-conference singles honor since 2010 after posting a 13-7 overall record and 4-4 clip in league action. The freshman finished the regular season strong with an 8-2 record in the final 10 matches.

A year removed from going 1-5 in doubles play, Natalie Sayer and Meili Martin teamed up to go 11-5 on the season, including a 5-3 record in Big South play. A Radford tandem has not earned all-conference honors in doubles action since 1998.

The duo finished the regular season tied for third most wins by No. 1 doubles teams in the league. The regular season finished with Sayer and Martin winning five straight matches, going 8-2 in their final 10 matches.

Giuggioli comes to the New River Valley from nearby NCAA Division III member Emory & Henry, where she coached for three seasons.

While at Emory & Henry, Giuggioli led the Wasps to their first Old Dominion Athletic Conference Tournament since 2009 in her first season at the helm. Giuggioli coached the 2014 ODAC Women's Tennis Rookie of the Year, Stella Di Michele. Di Michele was all-league first team at No. 1 singles, and along with Lauren Riner, claimed All-ODAC accolades at No. 1 doubles.

Under Giuggioli leadership; Chiara Mossi, Sveva Mazzari and Di Michele earned regional rankings.

Giuggioli came to Emory & Henry after serving as a

graduate assistant women's tennis coach at East Tennessee State University from 2011-13. At ETSU, she was responsible for planning and leading team practices, individual lessons and also monitoring academic success.

The Buccaneers posted a 26-15 overall record and a 15-2 mark in Atlantic Sun Conference play over her two seasons, including a 2011 A-Sun Regular Season Championships and a pair of A-Sun tournament runner-up finishes.

Prior to ETSU, Giuggioli was a standout at both the University of Missouri and the University of Kentucky. She achieved a No. 17 ITA Division I Central Region ranking in January of 2009, and was also ranked eighth in doubles. In both 2008 and 2009, she was named to the Academic All-Big 12 Second Team, while also being named to the Big 12 Commissioner's Honor Roll from 2008-10.

Giuggioli began her collegiate career at the University of Kentucky, and was named All-Southeastern Conference Second Team during the Wildcats' Sweet 16 run in 2006. She also performed well in the classroom for the Wildcats, and was named to Kentucky's Academic Honor Roll for the 2006-07 academic year.

Giuggioli's has extensive coaching experience at the club level, as she has been an instructor at four different clubs including two in her native country, Italy. She spent the summer of 2009 at Torino's Indoor Club and 2010 at Sport Village Bertolla in San Mauro Torinese.

Giuggioli also worked at Mizzou's Green Tennis Center in Columbia, Missouri and Richfields Country Club in Kingsport Tenn. Her responsibilities varied from coordinating drills to enhancing in-match techniques through strategy sessions as she worked with many different levels and ages of players.

She has been a member of the Professional Tennis Registry since 2013.

Giuggioli earned a Bachelor of Arts in Spanish from Missouri in 2010 and completed a Master of Arts in Professional Communication/Public Relations at East Tennessee State in 2013.



BRENT CHUMBLEY

DIRECTOR OF CROSS COUNTRY/TRACK & FIELD



Brent Chumbley enters his 12th season at Radford University and his 11th year as the Director of Cross Country/Track and Field.

NCAA rankings for the weight throw. The Highlanders had five athletes that were regional qualifiers and had two athletes earn Academic All-America status in Matt Dobson and Sean Domer.

Breaking school records have been a common occurrence under Chumbley. A total of 22 school records on the women's side and 23 men's records have been eclipsed since 2007, when Chumbley arrived in Radford.

During Chumbley's tenure as head coach, Radford has produced 154 all-conference performers, 39 Big South Champions, 37 regional qualifiers, 67 school records, a regional champion, and six All-Americans.

The 2013-14 season saw nine new school records established and added 62 top-ten performances to the record books. Additionally, four conference championships and one NCAA All-American were also added.

This year's recruiting class includes several state champions - which many of them are expected to make an immediate impact. With added depth in the distances, two high ranking recruits in the throwing events and the return of a school record holder in the sprints, Radford is well positioned to make noise in the Big South come championship season.

Chumbley's impact also carries over to post-collegiate athletes, just ask Radford's two-time All-American, Brian Richotte. He coached Richotte to the 2008 and 2012 U.S. Olympic Trials in the hammer throw. He also coached Brian Krantz at the 2008 Indoor Championships.

In 2011, Chumbley guided Kyle Morse in his second All-America campaign in the hammer throw. The Highlanders were named all-conference in seven events on the men's side and eight on the women's. Aimee Veatch enjoyed another standout season under Chumbley's watchful eye, breaking the Top-20 in the

Chumbley's 2009-10 season saw the men's team finish third at the Big South Outdoor Championships, the highest finish since 2006. The women garnered a third-place in the Big South Indoor Championships, also the highest since 2006. For his efforts on the women's side, Chumbley was named 2010 Big South Conference Women's Coach of the Year for the indoor season.

The 2009 season was no different for Chumbley, as the Highlanders carried over their success from the previous year by placing fourth and sixth in the outdoor championship and sixth and seventh in the indoor championships.

Chumbley's throwers fared well in the 2009 season as they placed in the top-five at both the indoor and outdoor championships. Freshman Aimee Veatch recorded first-place finishes in the weight throw at the indoor championships and reached the podium twice at the outdoor championships. Chumbley also had his hands in helping Lindsey Noe become the school record-holder in the pole vault.

On the men's side, he helped with the steady improvement of Matt Dobson and nurtured the talents of Justin Smith. During the 2009 season, each of these two individuals placed at the conference championship; Dobson in the weight throw and Smith in the hammer and discus.

Chumbley's guidance helped six athletes qualify for the NCAA Regionals and national championships. Shemelia Brandon, Aimee Veatch and Britney Whittaker on the women's side and Raschad Kelso, Olajuwon Jones and the 4x400 team on the men's side. Kyle Morse reached the next level of competition as he competed in the USATF National Championships. Brett Olinger and Justin Smith also reached the next level as they competed in the USATF Junior Championships.

Chumbley's knowledge and experience of the sport saw instant results in the 2008 season. The men's team posted their best-ever finish, second, at the Indoor Championships. Individually the men's and women's teams produced seven all-conference performers.

The 2008 outdoor season saw individual Big South success and a number of Chumbley's athletes advanced to the NCAA Regional meet. Two women, Amy Marshall and Shemelia Brandon, and seven men, Kyle Morse, Nictae Moore, Daniel Oseth, Raschad Kelso, Olajuwon Jones, Wayne Gore and Gaylon Johnson, all competed in the East Regional.

Morse, an athlete under Chumbley's teaching since his sophomore year, claimed the East Regional title in the hammer throw and advanced to the NCAA Championships, where he became Radford's fifth All-America athlete, and the first with Chumbley at the helm.

In 2007, Chumbley was called on to fill a new role, moving into the position of interim Program Director. At the conclusion of Radford's track and field season in 2007, Chumbley had the "interim" tag lifted from his title when he became the school's director of track and field/cross country on June 23.

On the women's side, he helped develop the top two throwers in program's history: Tiffany Evans and Marshall. Under Chumbley's watchful eye, Evans racked up four conference championships and earned Big South Field Performer of the Year honors in both the 2007 indoor and outdoor seasons. Marshall went on to post a pair of javelin titles of her own (2007-08), and etched her name into the school record books.

In 2006, Chumbley was hired as the throws coach and in his first season there were instant results. Four throwers made their mark among the very best in the Big South and the program's record book.

Before landing in Radford, Chumbley's background include four different stops. Prior to his arrival to Radford, he spent four seasons as an assistant at Illinois State. In his time with the Redbirds, Chumbley produced one United States Olympic Trials qualifier, two NCAA Championship qualifiers, 17 NCAA Regional qualifiers, eight conference champions and 23 all-conference performers.

Prior to Illinois State, Chumbley spent one year at Murray State, where he helped produce a conference champion, 17 all-conference performers and guided his group in setting four school records.

Chumbley earned his master's degree in teaching (physical education) from Hastings College (Ky.), where he coached the NAIA affiliate school in producing two All-Americans, 12 national qualifiers, one multi-event national champion and 17 new school records.

Beyond his collegiate coaching resume, Chumbley brings experience from the King of the Ring Throws Festival, the Redbird Track and Field Camp, the Urbana Coaches Clinic, Central Illinois Track Club and the Chumbley and Fister Throws Camp.

His track and field training includes certification as a USATF Level II Throws coach, and from USATF Level I coaching school.

In 1998, Chumbley earned his bachelor's degree in education and kinesiology from the University of Kentucky.

An All-Southern Conference performer in the hammer throw while at Marshall University, Chumbley was also a three-time Kentucky High School State Champion.



MARCI JENKINS

VOLLEYBALL HEAD COACH



in 2008.

Entering her 10th year, Jenkins has guided the Highlanders to a trio of Big South regular-season championships, a Big South tournament championship and an NCAA Tournament appearance during her time in the New River Valley.

Over the past four seasons, Jenkins and RU have compiled a 87-39 record (69.0 win percentage)—reaching 20 wins in back-to-back seasons (2014-15) for the first time since 2000-01.

In 2016, Jenkins led Radford to a 24-6 record and its fourth Big South regular season championship while under her command. The Highlanders posted a 14-2 conference record with an 11-0 record at Dedmon Center. The 11 home wins is tied for the most for Radford with Jenkins at the helm and it is the second time she had a team go undefeated at home.

Jenkins coached her second Big South Player of the Year in 2016 as Maddie Palmer won the award. The first came from Rachel Wiechecki in 2013.

During the 2014 season, Jenkins led Radford to its first

win over a Pac-12 program (defeated California) and its first win over a Big Ten program (defeated Maryland). Following a 12-2 mark in Big South play, the Highlanders captured their second straight Big South regular-season title.

A large part of Radford's recent success can be attributed to Jenkins' work on the recruiting trail, where she was able to land All-Big South honorees Rachel Wiechecki, Emma Deininger, Jena Braden, Savannah Cantrell, Cheyanne James, Kelby Jackson, Haley Kleespies, Amaya Rousseau and Maddie Palmer.

Led by five All-Big South performers, Radford claimed its eighth Big South regular season championship and fifth league tournament title in 2013. The Highlanders boasted a 25-10 record after advancing to the "Big Dance" for the third time in program history, where they faced No. 10 national seed Minnesota in Minneapolis. It was Radford's best record since 2000 when the Highlanders went 28-7.

In addition to playing in 14 five-set matches, RU was tested throughout its magical season. The pressure peaked in the conference tournament where the Highlanders knocked off two-time defending champion Liberty in five sets and No. 2 seed Coastal Carolina in the championship match in straight sets. Despite the lopsided win in the final, the Highlanders had to prevail in the longest set in Big South championship history (36-34 in the first set).

For their success, the Highlanders were recognized prominently in the Big South postseason awards.

Radford received three of the four major awards: Rachel Wiechecki (Player of the Year), Emma Deininger (Scholar-Athlete of the Year) and Jenkins was named Coach of the Year for the second time in three seasons.

The 2011 edition of the Highlanders enjoyed one of their most successful seasons, culminating with their first trip to the Big South championship match since 2001, after a third-place regular-season finish.

Under Jenkins' guidance, Radford, despite being hit by a rash of injuries and relying on a young squad, posted a 17-15 overall record and a 9-5 Big South record. Jenkins was rewarded with the league's coach of the year, the fourth in program history.

Off the court, Jenkins' program excels in the classroom, twice (2008 and 2013) earning the top academic team award at RU.

In the summer of 2010, Jenkins had the opportunity to serve as a coach the USA Regional High Performance Camp in Richmond, Va.

Prior to becoming the 10th head coach in Highlander volleyball history, Jenkins came to Radford with a 30-26 overall record as a college coach after turning around the Chowan program. She also has a 121-49 mark in 10 years at the high school level.

In her two years at Chowan, Jenkins oversaw a rapid turnaround, taking a team that posted a 4-17 record her first season to a 26-11 mark in 2007. The Hawks led Division II in aces per game in 2007 under Jenkins.

Jenkins took over at Chowan after two successful years at Mills Godwin High School in Richmond, Va. Jenkins' first team at Godwin posted a 26-3 record, claim-

ing a district title and a district tournament championship. The Eagles won the Regional Championship and finished third in the Virginia High School League State Playoffs. The following year, Jenkins guided her team to another winning record and a fourth place regional finish.

Her first coaching job came at Hermitage High School, where she served as the head coach for eight years. She never had a losing season at Hermitage, posting an 84-36 overall record. For three straight years, Jenkins' teams were ranked fifth or better in the region.

Jenkins' leadership and coaching skills were recognized by the VHSL in 2003 and 2005 when she was selected as the head coach of the Girl's Volleyball East team.

In addition to her extensive coaching experience on the high school and college level, Jenkins has spent a significant amount of time as a club level coach. Her 2003-04 team qualified for the Junior Olympics in Houston, Texas, posting a 54-21 record. She led her 2004-05 team into a 23rd-place finish in the Junior Olympics, held in Salt Lake City with a 58-17 overall record.

Jenkins has also extended her experience at numerous college and high school camps and her involvement led to invitations to prestigious coaching clinics. This includes the USA Volleyball Coaches Clinic at the Colorado Springs, Colo., Olympic Training Center.

Jenkins is a 1995 graduate of Virginia Union University. She graduated with honors with a Bachelor's Degree in Secondary Education with a concentration in Mathematics. A four-year starter, Jenkins also served as the volleyball team captain her junior and senior years.



Athletics

RADFORD
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Agenda

Board of Visitor's Presentation

I. Student-Athlete Experience

II. Culture

III. Academic Excellence

IV-V. Competitive Excellence

VI-IX. Resource Development

X. Branding

XI. Special Events

Intercollegiate Athletics

I. Student-Athlete Experience

Support a culture that promotes safety, excellence, and wellness

Facilities

- Transition of Sports Medicine Facility
- Tennis Facility Upgrade

Intercollegiate Athletics

II. Culture

Empower and improve the student-athlete experience

NCAA approved Bylaw 17.1.7.8 Additional Required Days Off

Student-athletes must be provided an additional 14 days off during the school year (including vacation periods during the declared playing season) or outside the playing and practice season during a regular academic term when classes are in session.

NCAA approved Bylaw 17.1.7.9.7 Seven-Day Discretionary Period after Championship

Student-Athletes must be provided at least seven days off after the playing season

Intercollegiate Athletics

III. Academic Excellence

Reward and recognize the academic excellence of Student-Athletes

Pitcher Kyle Palmer was named to Big South All Academic Team.

Pitcher Kayla Bishton was named to Big South All Academic Team.

Women's Track competitor Courtney Rice was named to Big South All Academic Team.

Men's soccer defender Fraser Colmer was voted the 2016-17 Big South Conference Male Scholar-Athlete of the Year.

Volleyball received the American Volleyball Coaches Association Team Academic Award for the 5th straight year.

Volleyball was recognized as achieving a Top-25 GPA in NCAA Division I.

Intercollegiate Athletics

IV. Competitive Excellence

Compete for conference championships and participate and advance in postseason play

Baseball Spring Highlights

- 2017 Big South Tournament Champions
- Advanced to NCAA Tournament
- Danny Hrbek and Kyle Zurak named All Big South 1st team
- John Gonzalez, Kyle Butler and Spencer Horwitz named All Big South 2nd team
- Zack Ridgely, Kyle Zurak and Danny Hrbek earned VaSID All-State Honors
- Zack Ridgely named Big South Pitcher of the Year
- Kyle Zurak drafted in the 8th round by the New York Yankees
- Spencer Horwitz named Collegiate Freshman All-American

Softball Spring Highlights

- Hunter Mundy named All Big South 1st team, All Big South Freshman Team, VaSID 2nd Team
- Abby Morrow named All Big South Honorable Mention

Intercollegiate Athletics

V. Competitive Excellence

Compete for conference championships and participate and advance in postseason play

2017 Big South Conference Preseason Poll

- Men's Cross Country picked fourth place
- Women's Cross Country picked sixth place
- Men's Soccer picked first place
 - Fraser Colmer (Southampton, England) selected Preseason Defensive Player of the Year honor
- Women's Soccer picked fourth place
- Volleyball picked second place
 - Maddie Palmer (Simpsonville, S.C.) headlines the preseason All-Conference team as the Preseason Player of the Year

Intercollegiate Athletics

VI. Resource Development

Increase external revenue streams in support of the Athletics Department

Learfield Sports Properties 2016-2017 Results

Overall Revenue:	\$268,050 (\$184,300 cash, \$83,750 trade)
Overall Percentage to Budget:	89% (\$300,000)
Cash Revenue Target:	102% (\$180,000)
Trade Revenue Target:	70% (\$120,000)

Intercollegiate Athletics

VII. Resource Development

Increase external revenue streams in support of the Athletics Department

Learfield Sports Properties as of 8/15/2017

Overall Revenue:	\$264,875* (\$181,875 cash, \$83,500 trade)
Overall Percentage to Budget:	80% (\$330,000)
Cash Revenue Target:	79% (\$230,000)
Trade Revenue Target:	83% (\$100,000)

- Projected to surpass our overall 2016-17 revenue total by August 31, 2017
- Projected to reach goal by November 1, 2017

Intercollegiate Athletics

VIII. Resource Development

Increase external revenue streams in support of the Athletics Department

2016-2017 Results

Total New Pledges & Gifts to Highlander Club	\$934,354
Total membership	1069 members

- For the second consecutive year, the all-staff giving campaign reached its goal of 100% participation.
- Doubled Highlander Club membership from 451 to 1,069 active members
- The Inaugural Highlander Pride Weekend netted \$82,000 for the Student-Athlete Scholarship Fund.
- The Student-Athlete Experience campaign raised over half of its total campaign goal of \$500,000 to improve the areas of sports performance, sports medicine, and nutritional programming.

Intercollegiate Athletics

IX. Resource Development

Increase external revenue streams in support of the Athletics Department

GOALS FOR 2017-2018 FUND DRIVE YEAR

Total New Pledges & Gifts to Highlander Club	\$1,200,000
Membership in Radford Athletics Club	1500 members

Intercollegiate Athletics

X. Branding

Design a branding which is consistent across all programs and facilities

Dedmon Center - Basketball Court

Cupp Stadium - Scoreboard

Tennis Complex - Tennis Courts to Re-Brand with fall/spring project

Intercollegiate Athletics

XI. Special Events

Meet the Coaches Night - Thursday, September 14th | 6:30 p.m. - 8:00 p.m.

Radford Athletics Hall of Fame - Friday, October 6th | 6:30 p.m. (reception) | 7 p.m. (dinner & ceremony)

Class of 2017 inductees:

- Don Staley (Men's & Women's Soccer)
- Chris Oliver (Men's Basketball)
- Tiffany Evans (Women's Track & Field)

Athletics

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Title IX Policy Summary

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Updates to Title IX Policy

- Added gender expression to the list of protected group identity/activity;
- Corrected official office/department names and titles;
- Corrected and in some cases amended, deadlines and time frames (e.g. calendar/business days);
- Deleted section on the delegation of investigative duties to the Office of Student Standards and Conduct as it creates a conflict of interest;
- Deleted the process by which pending an investigation, an interim suspended employee or employee on leave with pay, can state for cause to the Title IX Coordinator, why he or she should not be suspended/placed on leave.

Questions?

Radford University

Board of Visitors

Resolution

Board of Visitors Approval of the Amendments to the Radford University

Discrimination, Harassment, Sexual Misconduct and Retaliation Policy

September 15, 2017

WHEREAS, Radford University is committed to providing an environment that emphasizes the dignity and worth of every member of its community, and supporting an environment that is free from harassment and discrimination based on race, sex, color, national origin, religion, age, veteran status, sexual orientation, gender identity, pregnancy, genetic information, against otherwise qualified persons with disabilities, or based on any other status protected by law; and

WHEREAS, the Radford University Board of Visitors adopted the Radford University Discrimination, Harassment, Sexual Misconduct and Retaliation Policy at its November 21, 2014, meeting and revised same on September 18, 2015; and

WHEREAS, the Interim Title IX Coordinator, in consultation with the Commonwealth of Virginia University Counsel, has identified several items in the Radford University Discrimination, Harassment, Sexual Misconduct and Retaliation Policy that require amendment, as set forth in Attachment A, additions are in red deletions are in ~~red~~, with final document in University approved policy format as set forth in Attachment B; and

NOW, THEREFORE, BE IT RESOLVED that, as part of this commitment, the Radford University Board of Visitors hereby adopts the revised Radford University Discrimination, Harassment, Sexual Misconduct and Retaliation Policy, dated September 15, 2017.

RADFORD UNIVERSITY
RADFORD, VIRGINIA

Date Adopted by the Board of Visitors: November 21, 2014
Date Last Amended by the Board of Visitors: September 18, 2015

Discrimination, Harassment, Sexual Misconduct, and Retaliation Policy

A. Policy. Radford University is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based on race, sex, color, national origin, religion, age, veteran status, sexual orientation, gender identity, gender expression, pregnancy, genetic information, against otherwise qualified persons with disabilities, or based on any other status protected by law. In pursuit of this goal, any question of impermissible discrimination on these bases will be addressed with efficiency and energy and in accordance with this policy and the Radford University Discrimination Grievance Procedures. This policy and the Discrimination Grievance Procedures also address complaints or reports of retaliation against those who have opposed practices prohibited by this policy, those who have filed complaints or reports under this policy, and those who have testified or otherwise participated in enforcement of this policy. Questions regarding discrimination prohibited by the Education Amendment Act of 1972 or other federal law, may be referred to Radford University's Title IX Coordinator, ~~Brooke Chang~~ Geoffrey P. Gabriel, Office of Diversity and Equity, 540-831-5307 or ggabriel3wehang6@radford.edu or the U.S. Department of Education, Office of Civil Rights.

B. Purpose. The purpose of this policy is to establish clearly and unequivocally that Radford University prohibits discrimination, harassment, sexual misconduct, and retaliation by individuals subject to its control or supervision and to set forth procedures by which such allegations shall be filed, investigated and adjudicated.

C. Applicability. This policy applies to on-campus conduct involving students, employees, faculty and staff, visitors to campus (including, but not limited to, students participating in camp and programs, non-degree seeking students, exchange students, and other students taking courses or participating in programs at Radford University), and contractors working on campus who are not Radford University employees, and to students, visiting students, employees, faculty and staff participating in Radford University - sponsored activities off campus. This policy also is applicable to any conduct that occurs off campus that has continuing effects that create a hostile environment on campus. Allegations of on-campus or off-campus violations of this policy should be reported to the Title IX Coordinator in accordance with the guidance below and the Discrimination Grievance Procedures. This Policy replaces and supersedes the Radford University Sexual Harassment Policy and Nondiscrimination Statement, as well as any and all references related to discrimination, harassment, sexual misconduct and retaliation that may be contained in other Radford University policies, including the Standards of Student Conduct.

D. Definitions

1. **Discrimination** is inequitable and unlawful treatment based on an individual's protected characteristics or statuses -- race, sex, color, national origin, religion, age, veteran status, sexual

orientation, gender identity, gender expression, pregnancy, genetic information, disability, or any other status protected by law -- that excludes an individual from participation in, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or condition of an individual's employment, education, living environment or participation in an educational program or activity. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

2. **Harassment** is a form of discrimination in which unwelcome verbal, written, or physical conduct is directed toward an individual on the basis of his or her protected characteristics or statuses, by any member of the campus community. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Harassment violates this policy when it creates a hostile environment, as defined below.

3. **Sexual harassment** is a form of discrimination based on sex. It is defined as unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature including: verbal (e.g., specific demands for sexual favors, sexual innuendoes, sexually suggestive comments, jokes of a sexual nature, sexual propositions, or sexual threats); non-verbal (e.g., sexually suggestive emails, other writings, articles or documents, objects or pictures, graphic commentaries, suggestive or insulting sounds or gestures, leering, whistling, or obscene gestures); or physical (e.g., touching, pinching, brushing the body, any unwelcome or coerced sexual activity, including sexual assault). Sexual harassment, including sexual assault, can involve persons of the same or different sexes. Sexual harassment may also include sex-based harassment directed toward stereotypical notions of what is female/feminine v. male/masculine or a failure to conform to those gender stereotypes.

This policy prohibits the following types of sexual harassment:

a. Term or condition of employment or education. This type of sexual harassment (often referred to as "quid pro quo" harassment) occurs when the terms or conditions of employment, educational benefits, academic grades or opportunities, living environment or participation in a Radford University activity are conditioned upon, either explicitly or implicitly, submission to or rejection of unwelcome sexual advances or requests for sexual favors, or such submission or rejection is a factor in decisions affecting that individual's employment, education, living environment, or participation in a Radford University program or activity.

b. Hostile environment. Acts that create a hostile environment, as defined below.

4. **Hostile environment** may be created by oral, written, graphic or physical conduct that is sufficiently severe, persistent or pervasive and objectively offensive that it interferes with, limits or denies the ability of an individual to participate in or benefit from Radford University's educational programs, services, opportunities, or activities or the individual's employment access, benefits or opportunities. Mere subjective offensiveness is not enough to create a hostile environment. In determining whether conduct is severe, persistent or pervasive, and thus creates a hostile environment, the following factors will be considered: (a) the degree to which the conduct affected one or more individuals' education or employment; (b) the nature, scope, frequency, duration, and location of the incident(s); (c) the identity, number, and relationships of persons involved; (d) the perspective of a "reasonable person" in the same situation as the person subjected to the conduct, and (e) the nature of higher education.

5. **Responsible employee** includes all Radford University employees other than the following individuals who are designated as confidential sources: physicians and licensed medical personnel at the Student Health Center, and licensed counselors at the Student Counseling Services and the Substance Abuse and Violence Educational Support Services. A responsible employee must report to the ~~Title~~ Title IX Coordinator all relevant information received about an incident of conduct that potentially is in violation of this policy ~~_without and without delay, after addressing any immediate needs of the victim of such conduct. If necessary, the report may be made after addressing any immediate needs of the victim.~~

6. **Sexual misconduct** includes sexual assault or sexual violence, sexual exploitation, dating violence, domestic violence, and stalking.

a. **Sexual assault** or **sexual violence** is non-consensual contact of a sexual nature. It includes any sexual contact when the victim does not or is unable to consent through the use of force, fear, intimidation, physical helplessness, ruse, impairment or incapacity (including impairment or incapacitation as a result of the use of drugs or alcohol, knowingly or unknowingly); intentional and non-consensual touching of, or coercing, forcing, or attempting to coerce or force another to touch, a person's genital area, groin, inner thigh, buttocks or breast; and non-consensual sexual intercourse, defined as anal, oral or vaginal penetration with any object.

b. **Consent** is knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. Silence does not necessarily constitute consent. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred.

c. **Sexual exploitation** occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not meet the definition of sexual assault. Sexual exploitation includes prostituting another person, non-consensual visual or audio recording of sexual activity, non-consensual distribution of photos or other images of an individual's sexual activity or intimate body parts with an intent to embarrass such individual, non-consensual voyeurism, knowingly transmitting HIV or an STD/STI to another, or exposing one's genitals to another in non-consensual circumstances.

d. **Dating violence** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. A social relationship of a romantic or intimate nature means a relationship which is characterized by the expectation of affection or sexual involvement between the parties. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence can be a single event or a pattern of behavior that includes, but is not limited to, sexual or physical abuse. Dating violence does not include acts covered under the definition of domestic violence.

e. **Domestic violence** is a felony or misdemeanor crime of violence committed: (i) by a current or former spouse or intimate partner of the victim; (ii) by a person with whom the victim shares a

child in common; (iii) by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (iv) by a person similarly situated to a spouse of the victim under the law of the Commonwealth of Virginia; or (v) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family laws of the Commonwealth of Virginia or the applicable jurisdiction. Domestic violence can be a single event or a pattern of behavior that includes, but is not limited to, sexual or physical abuse.

f. **Stalking** is engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (i) fear for his or her safety or the safety of others; or (ii) suffer substantial emotional distress, meaning significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. A "course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

E. Retaliation

Any form of retaliation, including intimidation, threats, harassment, and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging discrimination, sexual harassment, or sexual misconduct or any person cooperating in the investigation of allegations of discrimination, sexual harassment, or sexual misconduct to include testifying, assisting or participating in any manner in an investigation pursuant to this policy and the Discrimination Grievance Procedures is strictly prohibited by this policy. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy. Retaliation may result in disciplinary or other action independent of the sanctions or interim measures imposed in response to the underlying allegations of discrimination, sexual harassment or sexual misconduct. Retaliation prohibited by this policy includes any discrimination, intimidation, threat, or coercion against the Title IX Coordinator, ~~the Deputy Title IX Coordinator,~~ or staff of the Office of Diversity and Equity for purpose of interfering with his or her job responsibilities.

F. Reporting

1. Conduct in violation of this policy shall be reported promptly by all students, employees, visitors, or contractors. Radford University's Title IX Coordinator is responsible for overseeing the investigation of all reports of alleged discrimination, sexual harassment, or sexual misconduct in accordance with the Discrimination Grievance Procedures. Employees receiving such reports or complaints should immediately notify the Title IX Coordinator and should not undertake any independent efforts to determine whether or not the report or complaint has merit before reporting it to the Title IX Coordinator.

2. Radford University's Interim Title IX Coordinator is [Geoffrey P. Gabriel](#). ~~W. Brooke Chang, J.D.~~

The Interim Title IX Coordinator's ~~and Deputy Title IX Coordinator's~~ contact information is as follows:

[W. Brooke Chang, J.D.](#)
[Title IX Coordinator and Director](#)
[\(540\) 831-7122 \(Direct\)](#)
<mailto:wchang6@radford.edu>

Geoffrey **P.** Gabriel
~~Deputy~~ Interim Title IX
Coordinator
(540) 831-~~76122222~~ (Direct)
ggabriel3@radford.edu

Office of Diversity and Equity
Radford University
314B Tyler Place, 2nd Floor
P.O. Box 6988
Radford, VA 24142
(540) 831- 5307 (Main)

3. Mandatory employee reporting: All employees, other than the confidential employees detailed in Section D(5) and Section H of this policy, who receive information regarding a complaint or report of discrimination, sexual harassment, sexual misconduct, or retaliation must report any relevant information about the alleged incident to the Title IX Coordinator without delay after addressing the needs of the victim. No Radford University employee shall undertake any independent efforts to determine whether or not the report or complaint has merit or can be substantiated before reporting it to the Title IX Coordinator

4. Reports made by Students: Students should report violations of this policy to the ~~Title IX~~ Title IX Coordinator ~~or Deputy Title IX Coordinator~~. Note: Students are not restricted to reporting to student contacts and may report to anyone listed in this policy or any supervising staff or faculty member. Other than reports made to confidential sources in accordance with Section D(5) and Section H of this policy, reports must ~~be forwarded~~ be forwarded to the Title IX Coordinator.

5. Reports made by visitors or contractors: Visitors, including visiting students, and employees of contractors working on campus should report violations of this policy to the Title IX Coordinator.

6. All members of the Radford University community are expected to provide truthful information in any report or proceeding under this policy and the Discrimination Grievance Procedures. Submitting or providing any false or misleading information in bad faith or with a view toward personal gain or intentional harm to another in connection with any report, investigation, or proceeding under this policy and the Discrimination Grievance Procedures is prohibited and subject to conduct charges for students under the Standards of Student Conduct or discipline for employees under the appropriate policy. This provision does not apply to reports made or information provided in good faith, even if the facts as alleged are not later substantiated by a preponderance of the evidence.

G. Criminal Reporting

If a victim is in immediate danger or needs immediate medical attention, contact 911 or the Radford University Police Department (RUPD) at (540) 831-5500 (blue light emergency phones on campus connect directly to RUPD). Some conduct in violation of this policy may also be a crime under Virginia law. Individuals are encouraged to report incidents of sexual misconduct to law enforcement, even if the reporting individual is not certain if the conduct constitutes a crime. Radford University will provide assistance to victims in notifying law enforcement if the victim so chooses. Crimes dealing with minors

must be reported to law enforcement.

H. Confidentiality and Anonymous Reporting

Radford University officials have varying reporting responsibilities under state and federal law. If a victim of conduct in violation of this policy or another reporting party wishes to make a confidential report, it must be made to physicians and licensed medical personnel at [the](#) Student Health Center, and licensed counselors at the Student Counseling Services and the Sexual Abuse and Violence Education Support [Services](#) (SAVES). These individuals will encourage victims to make a report to [the](#) Radford University Police Department, the Title IX Coordinator, or local law enforcement. Students and student organizations cannot keep reports confidential, even if working with officials above ~~that-who~~ are able to maintain confidentiality of reports. Other faculty and staff receiving reports of conduct in violation of this ~~policy-are~~[policy are](#) mandated reporters, but will maintain privacy to every extent possible without compromising Radford University's ability to investigate and respond in accordance with applicable law and regulations.

Notwithstanding a complainant's request that law enforcement not be informed of an incident, Radford University is required pursuant to Virginia Code § ~~23.1-80623-9.2:15~~ to report information about an incident to law enforcement if necessary to address an articulable and significant threat posing a health or safety emergency, as defined by the implementing regulations of the Family Educational Rights and Privacy Act, 34 C.F.R. § 99.36, as detailed in the Sexual Violence Threat Assessment provisions of the Discrimination Grievance Procedures. The ~~Title~~ [Title](#) IX Coordinator may be limited in the ability to investigate an anonymous report unless sufficient information is furnished to enable the Title IX Coordinator to conduct a meaningful and fair investigation. If the complainant requests confidentiality or that the complaint not be pursued, Radford University may also be limited in the actions it is able to take and its ability to respond.

I. Timely Warnings

Radford University is required by federal law to issue timely warnings for reported incidents that pose a substantial threat of bodily harm or danger to members of the campus community. Radford University will ensure, to every extent possible, that a victim's name and other identifying information is not disclosed, while still providing enough information for members of the campus community to make decisions to address their own safety in light of the potential danger.

J. Sexual Misconduct Survivor/Victim Procedures and Services

1. Radford University will assist sexual misconduct survivors/victims in a supportive manner, implementing the procedures set out herein. Because of the potential seriousness and sensitivity of the investigations involved, it is important to undertake these investigations properly. Preserving the evidence is often a key step of successful investigation of alleged sexual misconduct.

2. Recommended procedure for anyone who has experienced sexual misconduct:

- a. Go to a safe place.
- b. For your safety and confidential care, report promptly to the Student Health Center or the nearest medical facility/emergency room. You may request a Sexual Assault Advocate if one is not provided. Physical evidence may be usable if proper procedures are followed for evidence

collection within 96 hours of the assault.

c. Contact a trusted friend or family member. For professional and confidential counseling support, contact Student Counseling Services (540) 831- 5226, the Substance Abuse and Violence Education Support ~~Coordinator Services~~ (SAVES) (540) 831-5709, the Center for Assessment and Psychological Services (CAPS) (540) 831-2471, or the Women’s Resource Center of the New River Valley (540) 639-9592. Among other services, the Women’s Resource Center of the New River Valley offers survivors a 24-hour Hotline at (800) 788-1123 or TTY for Deaf and Hard of Hearing Individuals at (540) 639-2197, emergency shelter, crisis intervention, counseling, applicable referrals, and court advocacy. Radford University employees can also contact the Women’s Resource Center of the New River Valley.

d. Employees will be assisted with available options for changing parking, work and living arrangements ~~after alleged sexual misconduct~~^[ATW1].

~~e.~~

d.e. It is your right to have evidence collected and retained anonymously by law enforcement while you consider whether to pursue criminal charges. Evidence preservation is enhanced in the following ways:

- i. Do not wash your hands, bathe, or douche. Do not urinate, if possible.
- ii. Do not eat, blow your nose, drink liquids, smoke, or brush your teeth if oral contact took place.
- iii. Keep the clothing worn when the assault took place. If you change clothing, place the worn clothing in a paper bag (evidence deteriorates in plastic).
- iv. Do not destroy any physical evidence that may be found in the vicinity of the assault by cleaning or straightening the location of the crime. The victim should not clean or straighten the location of the crime until law enforcement officials have had an opportunity to collect evidence.
- v. Tell someone all the details you remember or write them down as soon as possible.
- vi. Maintain text messages, pictures, online postings, video and other documentary or electronic evidence that may corroborate a complaint.

3. There is no time limit for filing a complaint of sexual misconduct. However, complainants should report as soon as possible to maximize Radford University’s ability to respond. Failure to report promptly could result in the loss of relevant evidence and impair Radford University’s ability to adequately respond to the allegations.

4. The victim shall have the right to file a complaint with law enforcement and the option to be assisted by the Title IX Coordinator and other Radford University authorities in notifying the proper law enforcement authorities of the alleged sexual misconduct.

5. Radford University officials (excluding the Radford University Police Department, and confidential

resources) receiving reports of a possible sexual misconduct will follow the procedures set forth under this policy and the Discrimination Grievance Procedures. The Radford University Police Department will follow departmental procedures.

6. Resources for Victims of Sexual Misconduct

- a. Any student or visiting student who reports sexual misconduct to the Title IX Coordinator, the Substance Abuse and Violence Educational Support Services (SAVES), Student Health Center, and Student Counseling Services will receive an information pamphlet(s) outlining resources and options. Radford University Police Department protocol includes coordination with the Women's Resource Center.
- b. The Title IX Coordinator or designee shall advise victims of resources available with the Women's Resource Center and encourage use of these resources. Any individual who is reported to be the victim of sexual misconduct shall receive from the ~~Title Title~~ IX Coordinator or designee information on contacting the Women's Resource Center and services available through the Women's Resource Center's memorandum of understanding with Radford University.
- c. Students and visiting students will be assisted with available options for changing academic, transportation, parking, work and living arrangements after alleged sexual misconduct. Safety arrangements such as no-contact orders and escorts are also available as needed.

K. Title IX Coordinator Oversight

The Title IX Coordinator oversees the investigation and resolution of all reports by students, visiting students, and faculty and staff of alleged discrimination, sexual harassment or sexual misconduct in accordance with the Discrimination Grievance Procedures. ~~For complaints involving alleged violations of this policy by a student or students, the Title IX Coordinator may delegate certain investigative responsibilities to the Office of Student Standards and Conduct while maintaining oversight of the investigation. See the Discrimination Grievance Procedures for further information regarding coordination with the Title IX Coordinator.~~^[GG2] Reports of discrimination by the Title IX Coordinator should be made to the President.

L. Interim Measures

Radford University may take interim measures, as necessary to assist or protect the complainant during the investigation and resolution of complaints of discrimination and any law enforcement investigation. Radford University must to address also address the safety of the complainant or any member of the campus community, and ~~to~~ avoid retaliation. If, in the judgment of the Title IX Coordinator or other Radford University leadership, the safety ~~or~~ and well-being of any member of the campus community may be jeopardized by the presence on campus of the accused individual, the Title IX Coordinator may provide remedies to address the short-term effects of harassment, discrimination and/or retaliation and to prevent further violations. To the extent possible, Radford University will seek the consent of the complainant before taking interim measures to the greatest degree possible. Interim measures may include, but are not necessarily limited to, changes in classroom or work schedules or housing arrangements, no-contact orders, bans from campus, safety escorts on campus, referral and coordination of counseling and health services, and modification of work or academic requirements.

Radford University may temporarily reassign or place on administrative leave an employee alleged to have violated this policy. ~~In such a situation the employee will be given the opportunity to meet with the Title IX Coordinator prior to such action being imposed, or as soon thereafter as reasonably possible, to show cause why the action should not be implemented.~~^[663]

M. Sanctions

If it is determined that conduct in violation of this policy has occurred, sanctions will be determined in accordance with the Discrimination Grievance Procedures. Consequences for violating this policy will depend on the facts and circumstances of each particular situation, the frequency and severity of the offense, and any history of past conduct in violation of this policy. Sanctions may include penalties up to and including dismissal for students and termination for employees. In addition to sanctions that may be imposed on an individual found in violation of this policy, Radford University will take steps to prevent recurrence of any sexual misconduct, including sexual assault and sexual violence, and to remedy discriminatory effects on the complainant and others, if appropriate.

N. Student Amnesty

Ensuring the safety of students who report violations of this policy is Radford University's primary concern. In order to facilitate reporting, Radford University will, with the following limited exceptions, provide amnesty to a student who reports an incident in violation of this policy, directed toward that student or another student, for minor disciplinary infractions, such as underage drinking, at the time of the incident. Amnesty may not be offered if (1) the minor disciplinary infraction places or placed the health or safety of any other person at risk or (2) the student who committed the disciplinary infraction previously has been found to have committed the same disciplinary infraction. If amnesty is provided, no conduct proceedings or conduct record will result for minor disciplinary infractions. Amnesty for minor disciplinary infractions also may be offered to students who intervene to help others before a violation of this policy occurs and for students who receive assistance or intervention. Abuse of amnesty requests may result in a decision by the Dean of Students Office not to extend amnesty to the same student repeatedly. The Office of Student Standards and Conduct and the ~~Dean of Students Office~~Office of the Dean of Students shall maintain records regarding the provision of amnesty for at least seven (7) years. Infractions that constitute offenses shall not be considered minor policy violations for which amnesty may be offered under this provision.

O. Education and Awareness

1. For more information about sexual misconduct and resources available in the local community, please visit the Women's Resource Center of the New River Valley website at: www.wrcnrv.org.
2. The Title IX Coordinator coordinates an education, training and awareness program on discrimination, sexual harassment, and sexual misconduct for students and employees, including training on primary prevention, risk reduction, consent and other pertinent topics. The Office of Substance Abuse and Violence Education Support Services (SAVES) provides programming on sexual misconduct issues, resources available on campus in the community, bystander intervention, and coordinates intervention programs.

P. Academic Freedom and Free Speech

This policy does not allow curtailment or censorship of constitutionally protected expression, which is valued in higher education and by Radford University. In addressing all complaints and reports of alleged violations of this policy, Radford University will take all permissible actions to ensure the safety of students and employees while complying with any and all applicable guidance regarding free speech rights of students and employees. This policy does not in any way apply to curriculum and curriculum decisions or abridge the use of particular textbooks or curricular materials.

RADFORD UNIVERSITY RADFORD, VIRGINIA

Date Adopted by the President: October 14, 2014
Date Last Amended by the President's Cabinet: October 6, 2015

Discrimination Grievance Procedures

Purpose: These procedures provide a prompt and equitable resolution for complaints or reports of discrimination based on race, sex, color, national origin, religion, age, veteran status, sexual orientation, gender identity, pregnancy, genetic information, against otherwise qualified persons with disabilities, or based on any other status protected by law, including complaints alleging sexual harassment or sexual misconduct prohibited by Radford University policy on Discrimination, Harassment, Sexual Misconduct, and Retaliation ("Discrimination Policy"). Any person who believes he or she has been subjected to discrimination or harassment on any of these bases may file a complaint with Radford University as outlined in these procedures. These procedures also address any complaints or reports of retaliation against individuals who have filed complaints or reports of discrimination, who have opposed discriminatory practices, and those who have testified or otherwise participated in investigations or proceedings arising from complaints or reports of discrimination. Questions regarding discrimination prohibited by the Education Amendment Act of 1972 or other federal law, may be referred to Radford University's Interim Title IX Coordinator, ~~Geoffrey P. Gabriel~~~~Brooke Chang~~, Office of Diversity and Equity, 540-831-5307 or ggabriel3wehang6@radford.edu or the U.S. Department of Education, Office of Civil Rights.

Complaints and Reporting

Complaints and reports of discrimination, sexual harassment, and sexual misconduct should be made to Radford University's Interim Title IX Coordinator. The ~~Title Title~~ IX Coordinator is responsible for overseeing the investigation of all reports of alleged discrimination, sexual harassment, or sexual misconduct and is trained to help individuals who file complaints find resources, to investigate reported incidents, and to respond appropriately to conduct alleged to be in violation of the Discrimination Policy. Individuals receiving reports or complaints of discrimination, sexual harassment, or sexual misconduct should immediately notify the Title IX Coordinator after addressing the immediate needs of the victim, and should not undertake any independent efforts to determine whether or not the report or complaint has merit before reporting it to the Title IX Coordinator.

The Radford University ~~Title Title~~ IX Coordinator is ~~W. Brooke Chang, J.D~~~~Geoffrey P. Gabriel~~. The ~~Title IX~~ Coordinator's ~~and Deputy Title IX Coordinator's~~ contact information is listed below:

~~W. Brooke Chang, J.D.~~
~~Title IX Coordinator and Director~~
~~(540) 831-7122 (Direct)~~
~~wchang6@radford.edu (email)~~

Geoffrey Gabriel
~~Deputy~~ Interim Title IX
Coordinator
(540) 831-~~716~~222 (Direct)
ggabriel3@radford.edu (email)
Office of Diversity and Equity
Radford University
314B Tyler Place, 2nd Floor
P.O. Box 6988
Radford, VA 24142
(540) 831- 5307 (Main)

Reports of conduct in violation of the Discrimination Policy should be made without undue delay after the incident after addressing the needs of the victim, and may be made orally or in writing, including online on the Office of Diversity and Equity webpage to the ~~Title~~ Title IX Coordinator. The Title IX Coordinator also will accept, without comment or need for explanation, a sealed envelope addressed to “Title IX Coordinator.” The envelope, at a minimum, need only contain a piece of paper with the name and room number or phone number of the individual wishing to make a report. Individuals also can report the incidents anonymously online through the SAVES office webpage:

<http://www.radford.edu/content/saves/home/assault/sexual-misconduct.html>

or Confidential Reporting and Silent Witness through the Radford University Police Department webpage:

<http://www.radford.edu/content/police/home/forms/witness.html>

or by leaving an anonymous message with the Radford University Police Department 540-831-STOP (7867). As will be the case with all reports, however made, the reporting individual will be contacted promptly, but in no case more than three calendar days from the date of the report, for an interview with the Title IX Coordinator or designee.

Notwithstanding the forgoing, individuals who believe they have been the subject of conduct in violation of the Discrimination Policy are encouraged to make detailed written statements of the facts, including the name(s) of the offending individual(s), and any witness(es), promptly after an incident.

The Role of the Title IX Coordinator

The ~~Title~~ Title IX Coordinator is charged with coordinating Radford University’s compliance with federal civil rights laws. The Title IX Coordinator and the Office of Diversity and Equity staff do not serve as an advocate for either the complainant or the respondent. The ~~Title~~ Title IX Coordinator or designee will explain to all identified parties the procedures outlined below, including confidentiality. As appropriate, the Title IX Coordinator or designee will provide all identified parties with information about obtaining

medical and counseling services, making a criminal report, information about receiving advocacy services including those offered by the Office of Substance Abuse and Violence Education Support Services (SAVES) — or the Women’s Resource Center of the New River Valley, and guidance on other Radford ~~University~~ ~~University~~ -and community resources. The Title IX Coordinator or designee will offer to coordinate with other Radford University leadership, when appropriate, to implement interim measures as described below. The Title IX Coordinator or designee will explain to all involved parties the process of a prompt, adequate, reliable, and impartial investigation, including the opportunity for both the complainant and respondent to identify witnesses and provide other evidence. The Title IX Coordinator or designee will explain to all identified parties the right to have a personal advisor present and to review and respond to the allegations and evidence. The Title IX Coordinator or designee will also explain to the parties and witnesses that retaliation for reporting alleged discrimination, sexual harassment or sexual misconduct, or participating in an investigation of an alleged violation, is strictly prohibited and that any retaliation should be reported immediately and will be promptly addressed.

Written Explanation of Rights and Options

When a student or employee reports that he or she has been a victim of dating violence, domestic violence, sexual assault, sexual exploitation, or stalking, whether the offense occurred on or off campus, the student or employee will be provided a written explanation of rights and options, which shall include:

1. Procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, sexual exploitation, or stalking has occurred, including written information about:

A. The importance of seeking medical attention and of the collection and preservation of evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protective order;

B. How and to whom the alleged offense should be reported;

C. Options about the involvement of local law enforcement and the Radford University Police Department, including the victim's option to:

(i) Notify proper law enforcement authorities, including local law enforcement and/or the Radford University Police Department;

(ii) Be assisted by Radford University staff in notifying law enforcement authorities, if the victim so chooses; and

(iii) Decline to notify such authorities.

D. The rights of victims and Radford University’s responsibilities regarding no contact orders, residential relocation, eviction orders or other orders.

2. Information about how Radford University will protect the confidentiality of victims and other parties, including how Radford University will:

A. Complete publicly available recordkeeping, including reporting and disclosures required by the Clery Act, without the inclusion of personally identifying information about the victim;

B. Maintain as confidential, any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of Radford University to provide the accommodations or protective measures; and

C. Ensure confidentiality of investigative files as education records protected by the Family Educational Rights and Privacy Act (FERPA), including that the process for the Sexual Violence Threat Assessment in accordance with Virginia Code § 23.1-806-9.2:15 could, if the incident poses to members of the Radford University community a health or safety emergency, as defined by the FERPA regulations, lead to disclosure of personally identifying information to the law enforcement agency that would be responsible for investigating the incident and other appropriate parties whose knowledge of the information is necessary to protect the health and safety of the victim or other individuals.

3. Notification of existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within Radford University and in the local community;

4. Options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures, regardless of whether the victim chooses to report the crime to the Radford University Police Department or local law enforcement;

5. The procedures for Title IX investigation, adjudication, appeals, and disciplinary sanctions, including the right to decline to participate in a Title IX investigation by the victim.

Criminal Reporting and Coordination

The Title IX Coordinator or designee will make all complainants aware of the right also to file a complaint with the Radford University Police Department or local law enforcement, and will encourage ~~accurate—~~ and accurate and prompt reporting when the complainant elects to report. If a victim of sexual assault, dating violence, domestic violence, or stalking is physically or mentally incapacitated for at least 10 calendar ~~days, —~~ and days, and thereby unable to report the incident to law enforcement, ~~then~~ the Title IX Coordinator will ~~make—such~~ make s u c h a report. Radford University will comply with all requests by the Radford University Police Department or local law enforcement for cooperation in investigations. Such cooperation may require the Title IX Coordinator or designee to temporarily suspend the fact-finding aspect of a Title IX investigation detailed in the procedures below while the Radford University Police Department or the local law enforcement agency gathers evidence. The ~~Title~~ Title IX Coordinator or designee will promptly resume its Title IX investigation as soon as notified by the Radford University Police Department or local law enforcement agency that it has completed the evidence gathering process. Otherwise, the Title IX investigation will not be altered or precluded on the grounds that criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

Confidentiality, Anonymity and Requests Not to Pursue Title IX Investigation

Radford University officials have varying reporting responsibilities under state and federal law. If a victim of conduct in violation of this policy or another reporting party wishes to keep a report confidential, it must be made to a licensed medical provider or counselor within Student Health Center, Student Counseling Services or the SAVES Office (for students). These individuals will encourage victims

to make a report to the Radford University Police Department, the Title IX Coordinator, or local law enforcement. Students and student organizations cannot keep reports confidential, even if working with officials above that are able to maintain confidentiality of reports. Other Radford University officials receiving reports of conduct in violation of this policy are mandated reporters but will maintain privacy to every extent possible without compromising Radford University's ability to investigate and respond in accordance with applicable law and regulations. The Title IX Coordinator or designee may be limited in the ability to investigate an anonymous report unless sufficient information is furnished to enable the ~~Title~~ Title IX Coordinator or designee to conduct a meaningful and fair investigation.

If the complainant requests confidentiality or that an investigation not be conducted, Radford University may be limited in the actions it is able to take and its ability to respond while respecting the request. The complainant will be asked to sign a statement stating a desire for confidentiality or that an investigation not be pursued and the Title IX Coordinator or designee will take all reasonable steps to respond to the complaint consistent with the request. Notwithstanding a complainant's request that law enforcement not be informed of an incident, Radford University is required pursuant to Virginia Code § 23-9.2:15 to report information about an incident to local law enforcement if necessary to address an articulable and significant threat posing a health or safety emergency, as defined by the implementing regulations of the Family Educational Rights and Privacy Act (FERPA), 34 C.F.R. § 99.36, and as detailed in the Sexual Violence Threat Assessment provisions, below.

Sexual Violence Threat Assessment

1. Upon receipt of any report of sexual violence, defined as a physical sexual act perpetrated against a person's will or where a person is incapable of giving consent, that is alleged to have occurred (i) against any students; or (ii) on campus, in or on a Radford University building or property, or on public property that is on campus or immediately adjacent to and accessible from campus, the Title IX Coordinator shall promptly inform a review committee of the report, including personally identifying information. The review committee shall be comprised of, at a minimum, the Title IX Coordinator, a representative of Law Enforcement, and a student affairs representative. The review committee may consult other Radford University officials depending on whether the accused individual is a student, faculty, or staff member and the circumstances of the report. The review committee shall be advised by the Office of the Attorney General.
2. Within 72 hours of receipt of the report from the Title IX Coordinator, the review committee shall meet to review the information and shall continue to meet as necessary as new information becomes available. If the criteria in Paragraph 1 are met, the review committee shall convene regardless of whether or not the victim has notified the Radford University Police Department or local law enforcement or whether or not the victim has requested that Radford University proceed with a Title IX investigation.
3. The review committee may obtain law enforcement records and criminal history record information as provided in Virginia Code § 19.2-389 and § 19.2-389.1, health records as provided in Virginia Code § 32.1-127.1:03, available conduct or personnel records, and known facts and circumstances of the reported incident of sexual harassment or sexual misconduct and other evidence known to Radford University, including the Radford University Police Department, and local law enforcement. The review committee shall be considered to be a threat assessment team established pursuant to Virginia Code § ~~23.1-805~~23-

~~9.2:10~~ for purposes of (i) obtaining criminal history record information and health records and (ii) the Virginia Freedom of Information Act (Virginia Code § 2.2-3700 et seq.), [Va. Code § 23-9.2:10](#).) The review committee shall comply with the Family Educational Rights and Privacy Act in conducting its review.

4. In addition to the available information detailed in Paragraph 3, above, the review committee shall consider factors that suggest there is an increased risk of the accused individual committing additional acts of sexual misconduct or other violence, including, but not limited to:

- a. Other sexual misconduct complaints about the same individual;
- b. Prior arrests or reports of misconduct at another institution or a history of violent behavior;
- c. Threats of further sexual misconduct against the reporting individual or others;
- d. A history of failing to comply with a no-contact order issued by Radford University officials;
- e. Allegations of multiple perpetrators in the same incident;
- f. Use of physical violence in the reported incident or a prior incident. Examples of physical violence include, but are not limited to, hitting, punching, slapping, kicking, restraining, or choking;
- g. Reports or evidence of a pattern of perpetration, including a pattern of the accused individual using alcohol or drugs to facilitate sexual misconduct or harassment;
- h. Use of a weapon in the reported incident or a prior incident;
- i. A victim under the age of 18 or who is significantly younger than the accused individual.

The review committee shall also consider whether means exist to obtain evidence other than investigation by law enforcement or a Title IX investigation such as security camera footage, eyewitness reports from security or guard personnel, or physical evidence.

5. If based on a consideration of all factors, the review committee determines that there is a significant and articulable threat to the health or safety of one or more individuals and that disclosure of the information to local law enforcement, including personally identifying information, is necessary to protect the health and safety of one or more individuals, the law enforcement representative shall immediately disclose such information to the law enforcement agency that would be responsible for investigating the incident, for the purpose of investigation and other actions by law enforcement. If the review committee cannot reach a consensus, the law enforcement representative may make the threat determination. Upon any disclosure to law enforcement under this paragraph, ~~the~~ the Title IX Coordinator or designee shall notify the victim that such disclosure is being made. The provisions of this paragraph shall not apply if the law enforcement agency responsible for investigating the alleged incident is located outside the United States.

6. If information is disclosed to law enforcement under Paragraph 5 or if the review committee determines that sufficient factors exist to proceed with a Title IX investigation, despite the stated desires of the victim for confidentiality or not to proceed with an investigation, the ~~Title~~ Title IX Coordinator or designee shall proceed with a full investigation under these procedures. In those situations, the Title IX Coordinator or designee will notify the victim that Radford University is overriding the victim's request

for confidentiality in order to meet Title IX obligations, but, other than the disclosure under Paragraph 5, if made, the information will only be shared with individuals who are responsible for handling Radford University's response to incidents of sexual ~~violence and Radford~~violence. Radford University will ensure that any information maintained by Radford University is maintained in a secure manner.

7. If the reported incident would constitute a felony violation of Article 7 (§ 18.2-61 et seq.) of Chapter 4 of Title 18.2 of the Code of Virginia, as determined by the law enforcement member or any other member of the review committee, the law enforcement member shall inform other members of the review committee and shall notify the attorney for the Commonwealth or other prosecutor responsible for prosecuting the incident and provide information received without disclosing personally identifying information, unless such information was disclosed to a law enforcement agency pursuant to Paragraph 5.

8. At the conclusion of the Sexual Violence Threat Assessment, the ~~Title~~ Title IX Coordinator and law enforcement member shall each retain (i) the authority to proceed with any further investigation or adjudication allowed under state or federal law and (ii) independent records of the review committee's determination considerations, which shall be maintained under applicable state and federal law.

Interim Measures

Radford University may take interim measures, as necessary to assist or protect the complainant during the investigation and resolution of complaints of discrimination and any law enforcement investigation. Radford University must also address the safety of the complainant or any member of the campus community, and to avoid retaliation. If, in the judgment of the Title IX Coordinator or other Radford University leadership, the safety and well-being of any member of the campus community may be jeopardized by the presence on campus of the accused individual, the Title IX Coordinator may provide remedies to address the short-term effects of harassment, discrimination and/or retaliation and to prevent further violations. To the extent possible, Radford University will seek the consent of the complainant before taking interim measures to the greatest degree possible. Interim measures may include, but are not necessarily limited to, changes in classroom or work schedules or housing arrangements, no-contact orders, bans from campus, safety escorts on campus, referral and coordination of counseling and health services, and modification of work or academic requirements.

Radford University may temporarily reassign or place on administrative leave an employee alleged to have violated this policy. In such a situation the employee will be given the opportunity to meet with the Title IX Coordinator prior to such action being imposed, or as soon thereafter as reasonably possible, to demonstrate why the action should not be implemented.[[GG4]][GG5]

~~Radford University may take measures, as necessary to assist or protect the complainant during investigations of alleged discrimination and the resolution process and any law enforcement investigation, to address the safety of the complainant or any member of the campus community, and to avoid retaliation. If, in the judgment of the Title IX Coordinator or other Radford University leadership, the safety or well-being of any member of the campus community may be jeopardized by the presence on campus of the accused individual, the Title IX Coordinator or designee may provide remedies to address the short-term effects of harassment, discrimination and/or retaliation and to prevent further violations. Radford University will seek the consent of the complainant before taking measures to the greatest degree possible. measures may include, but are not necessarily limited to, changes in classroom or work schedules or housing arrangement, no contact order, ban from campus, escorts on campus, referral and coordination of counseling and health services, and modification of work or academic requirements.~~

~~Radford University may temporarily reassign or place on administrative leave an employee alleged to have violated the Discrimination Policy. In such situation the employee will be given the opportunity to meet with the Title IX Coordinator or designee prior to such action being imposed, or as soon thereafter as reasonably possible, to show cause why the action should not be implemented.~~

Timely Warnings

Radford University is required by federal law to issue timely warnings for reported incidents that pose a substantial threat of bodily harm or danger to members of the campus community. Radford University will ensure, to every extent possible, that a victim's name and other identifying information is not disclosed, while still providing enough information for members of the campus community to make decisions to address their own safety in light of the potential danger.

Coordination with the ~~Dean of Students Office~~Office of the Dean of Students and/or the Department of Human Resources

Radford University's Title IX Coordinator is responsible for overseeing all complaints of discrimination and identifying and addressing any pattern or systemic problems that arise during the review of such complaints.

Any member of the Office of Dean of Students or the Office of Student Standards and Conduct, or the Department of Human Resources receiving a report of alleged discrimination, sexual harassment, or sexual misconduct shall report it without delay to the Title IX Coordinator. No member of the ~~Dean of Students Office~~Office of the Dean of Students, the Office of Student Standards and Conduct or the Department of Human Resources shall undertake any independent efforts to determine whether or not the report or complaint has merit before reporting it to the ~~Title~~ Title IX Coordinator. The Title IX Coordinator's Office shall conduct all investigations of allegations of sexual misconduct in accordance with the procedures below. ~~At the sole discretion of the Title IX Coordinator, the Office of Student Standards and Conduct or the Dean of Students Office may be tasked with conducting investigations of complaints of discrimination and harassment while under the oversight of the Title IX Coordinator.~~ [GG6]The Office of Student Standards and Conduct and the ~~Dean of Students Office~~Office of the Dean of Students shall report the findings of investigations of discrimination and harassment to the ~~Title~~ Title IX Coordinator. At the conclusion of the investigation, the Title IX Coordinator shall recommend a penalty/sanction[ATW7], if any, to the Dean of Students and the Director of the Office of Student Standards and Conduct or the Department of Human Resources, as appropriate.

Investigation and Resolution

There are two possible methods for investigation and resolution of a complaint alleging violations of the Discrimination Policy: formal and informal resolution. For alleged violations of the Discrimination Policy other than sexual misconduct, the complainant and the respondent have the option to proceed under an informal procedure, when deemed permissible by the Title IX Coordinator. The Title IX Coordinator or designee will explain the informal and formal procedures to both the complainant and the respondent, if known. In all cases, Radford University will ensure there is no ~~actual~~ conflict of interest in the investigation and resolution of complaints and will strive to avoid the appearance of conflict of interest.

A. Informal investigation and resolution

If the complainant, the respondent, and the Title IX Coordinator or designee all agree that an informal investigation and resolution should be pursued, the Title IX Coordinator or designee shall attempt to facilitate a resolution that is agreeable to ~~the~~all parties. Under this procedure, the ~~Title~~ Title IX Coordinator or designee will conduct a preliminary investigation only to the extent fact-finding is needed to resolve the conflict and to protect the interests of ~~the~~all parties, Radford University, and the campus community. ~~Both~~All parties will be permitted to request witnesses to be interviewed by the Title IX Coordinator and other evidence to be considered in the preliminary investigation. Typically, a preliminary investigation will be completed within 30 calendar days of receipt of notice. If an extension of the preliminary investigation beyond 30 calendar days is necessary, all parties will be notified of the expected resolution time frame. If at any point during this informal investigation and resolution procedure, the complainant, the respondent, or the Title IX Coordinator wish to suspend the informal procedure and proceed through the formal grievance procedure, such request will be granted.

Any resolution of a complaint through the informal procedure must adequately address the concerns of the complainant, as well as the rights of the respondent and the responsibility of Radford University to prevent, address, and remedy alleged violations of the Discrimination Policy. Informal resolution remedies might include providing training, providing informal counseling to an individual whose conduct, if not ceased, could rise to the level of discrimination or harassment, confidential briefing of the respondent's work supervisor, use of processes and ~~penalties~~sanctions set forth in the Standards of Student Conduct, or other methods. All parties will be provided written notification of the resolution of the complaint through the informal procedures, including whether the preliminary investigation substantiated discrimination or harassment by a preponderance of the evidence and a description of Radford University's response. There shall be no right of appeal afforded to the complainant or the respondent following informal investigation and resolution.

B. Formal investigation and resolution

1. A formal complaint may be submitted either in written format or through a verbal interview of the complainant by the Title IX Coordinator or designee regarding the events and circumstances underlying the complaint. The complainant is not required to submit a written complaint to the Title IX Coordinator to commence an investigation. In the case of a third party notification, the Title IX Coordinator will contact the alleged victim promptly, and in no case later than three calendar days from the date of the complaint. The complaint may be supplemented by additional supporting documents, evidence, or recommendations of witnesses to be interviewed during the course of the investigation. The complainant must also disclose if a formal complaint has been filed with another Radford University office, state, or federal entity for the same offense.
2. The Title IX Coordinator or designee will discuss the complaint with the complainant, and the respondent as appropriate, including providing information about the formal investigation procedure and other resources. The Title IX Coordinator or designee will explain to the parties that each has the opportunity to provide evidence and to suggest witnesses to be interviewed during the course of the investigation.
3. The Title IX Coordinator will consider whether interim measures and involvement of other Radford University leadership is appropriate. The Title IX Coordinator also will confirm that the matter involves an alleged violation of the Discrimination Policy, thereby conferring jurisdiction ~~on~~to the Title IX Coordinator's office. If the Title IX Coordinator determines that the Title IX Coordinator's office does not

have jurisdiction, the Title IX Coordinator or designee will offer to assist the complainant and, as appropriate, the respondent, in finding appropriate on-campus and off-campus resources to address the issue(s).

4. ~~All investigations of complaints alleging violations of the Discrimination Policy shall be overseen by the Title IX The Coordinator. The Title Title IX Coordinator or designee will conduct a prompt, adequate, reliable, and impartial investigation of the complaint. Typically an investigation, not including the time necessary for potential appeals, will be completed within 60 calendar days of receipt of notice. If extension of the investigation beyond 60 calendar days is necessary, all parties will be notified of the expected time frame. Only the Title IX Coordinator, a trained investigator designated by the Title IX Coordinator's office, or, for complaints not involving allegations of sexual misconduct, a trained member of the Office of Student Standards and Conduct shall conduct the investigation. All investigations of complaints alleging violations of the Discrimination Policy shall be overseen by the Title IX Coordinator.~~

5. Both complainant and respondent will have the same opportunity to review and respond to evidence obtained during an investigation and will be afforded the same opportunity to review and provide comment to the investigator about the written investigation report before it is finalized. Both the complainant and the respondent may designate an advisor to accompany him or her at any meeting or proceeding during the formal investigation. The role of such advisors shall be limited to advise and consultation. Neither the advisor for the complainant nor the advisor for the respondent shall be permitted to question witnesses, raise objections, or make statements or arguments at any meetings or proceedings during ~~the an~~ investigation or an appeals hearing.

6. The ~~Title Title~~ Title IX Coordinator or designee will determine whether there is a preponderance of the evidence to substantiate the complaint of an alleged violation of the Discrimination Policy. A respondent will not be found in violation of the Discrimination Policy absent a finding of preponderance of evidence that the violation occurred. The "preponderance of the evidence" standard requires that the weight of the evidence, in totality, supports a finding that it is more likely than not that the alleged violation occurred.

7. In determining whether alleged harassment has created a hostile environment, the Title IX Coordinator or designee shall consider ~~not only~~ whether the conduct was unwelcome to the complainant, but also whether the conduct was severe or pervasive and whether a reasonable person similarly situated to the complainant would have perceived the conduct to be objectively offensive.

8. The Title IX Coordinator or designee shall prepare a written investigation report, which shall be provided to both the complainant and the respondent concurrently. In most cases the written investigation report shall be provided to both parties for comments within 60 calendar days of notice of the allegation. If extension of the time frame for the Title IX Coordinator to provide the investigation report beyond 60 calendar days is necessary, all parties will be notified of the ~~expected-revised~~ time frame for completion of the ~~investigation report~~ report of investigation.

9. If the Title IX Coordinator or designee finds by a preponderance of the evidence that a violation of the Discrimination Policy did not occur, the matter will be documented as closed. The complainant may appeal the finding to the Discrimination Appeals Committee under the procedure described below.

10. If the Title IX Coordinator or designee finds by a preponderance of the evidence that violation of the Discrimination Policy did occur, the Title IX Coordinator's or designee's written report will contain recommendations for steps that should be taken to prevent recurrence of any such violation and, as appropriate, remedies for the complainant and the community. The written report also will contain the Title IX Coordinator's or designee's recommendation on sanctions. If interim measures as described above have been taken, the Title IX Coordinator shall include a recommendation regarding continuation, suspension or modification of any such interim measures. The Title IX Coordinator or designee shall provide the written report to both the complainant and respondent, in accordance with subsection 8, above, including the steps the ~~Title~~ Title IX Coordinator or designee has recommended to eliminate a hostile environment, if one was found to exist, and to prevent its recurrence. Notwithstanding any other provision of these procedures, the respondent shall not be provided information about the individual remedies offered or provided to the complainant, but such information shall be provided to the complainant. The respondent and the complainant will be advised of their right to appeal any finding or recommended sanction to the Discrimination Appeals Committee. The appeal procedure outlined below will also be explained. If the respondent does not contest the finding or recommended sanction, the respondent shall sign a statement acknowledging no contest to the finding and the recommended sanction. The sanctioning process will move forward whether or not the respondent signs the statement acknowledging no contest. The completed investigation will be provided to the appropriate individual to determine and impose appropriate sanctions, as described below.

Sanctions

1. Sanctions for students will be determined by the Director of the Office of Student Standards and Conduct in accordance with the Standards of Conduct and, where necessary or appropriate, in consultation with the Dean of Students. Sanctions may include, but are not limited to, warning, suspension or dismissal. Not every violation of the Discrimination Policy will result in an identical sanction. The University reserves the right to impose different sanctions depending on the severity of the incident as well as any previous proven violations by the respondent.
2. Sanctions for teaching and research faculty will be determined by the Provost, in consultation with the Deans and/or the President and in accordance with the Teaching and Research Faculty Handbook and any other applicable Radford University policy and regulations. Possible sanctions include, but are not limited to counseling, training, reassignment, or the initiation of termination proceedings.
3. Sanctions for Administrative and Professional faculty will be determined by the employee's supervisor and Division Head, in consultation with the Executive Director of Human Resources and in accordance with the Administrative and Professional Faculty Handbook and any other applicable Radford University policy and regulations. Possible sanctions include, but are not limited to counseling, training, reassignment, or the initiation of termination proceedings according to procedures in the appropriate governing regulation or policy.
4. Sanctions for Classified or Wage employees will be determined by the employee's supervisor in consultation with the Executive Director of Human Resources in accordance with the Commonwealth's Standards of Conduct Policy. Sanctions that may be imposed by Radford University include, but are not limited to verbal counseling, additional training, issuance of a Written Notice, suspension, or termination

of employment.

5. Contractors shall assign for duty only employees acceptable to Radford University. Radford University reserves the right to require the Contractor to remove from campus any employee who violates the Discrimination Policy.

6. Visitors (including, but not limited to, students participating in camp or other programs at Radford University), who violate the Discrimination Policy will be directed to immediately leave campus and may be subject to a permanent ban from campus.

7. A determination regarding the imposition of sanctions shall be made within 14 calendar days of the date of the Title IX Coordinator's, or designee's final ~~investigative report~~ report of investigation, if neither the complainant nor the respondent requests appeal to the Discrimination Appeals Committee. If an appeal is requested, sanctions, if any, shall be imposed within 14 days of the final decision of the President after consideration of the written decision of the Discrimination Appeals Committee. If extension of the time frame for sanctions to be imposed beyond 14 calendar days is necessary, all parties will be notified by the Office of Student Standards and Conduct or the Department of Human Resources ~~Resources~~, of the expected time for imposing the sanctions, ~~by the responsible individual imposing these sanctions~~. The respondent shall be informed in writing of any sanctions imposed for violation of the Discrimination Policy by the individual imposing the sanctions within five (5) calendar days of the determination. The ~~Title Title~~ IX Coordinator shall be provided a copy of such written notification. The Title IX Coordinator or designee will disclose to the complainant, as simultaneously as possible to the notification provided to the respondent, information about the sanctions that directly relate to the complainant as is permitted by state and federal law including the Federal Educational Rights and Privacy Act (FERPA) and the Virginia Freedom of Information Act. ~~The Title IX Coordinator or designee also will disclose in writing to the complainant the final results of a disciplinary proceeding involving the respondent with regard to an alleged forcible or non-forcible sex offense, act of stalking, domestic violence or dating violence on the complainant, as permitted by state and federal law including FERPA and the Virginia Freedom of Information Act.~~ [GG8]

Discrimination Appeals Committee

1. Composition of the Committee

The Discrimination Appeals Committee ("Committee") shall be comprised of three trained individuals: one faculty member to be nominated by the Provost, one non-faculty member of the administration to be nominated by the Vice President for Finance and Administration, and one classified employee to be nominated by the Executive Director of Human Resources. The President shall appoint members of the Committee and the Committee Chair. Committee members shall serve indefinitely at the pleasure of the President. The President may appoint one or more persons to serve on the Committee temporarily to fill a vacancy due to recusal or otherwise to ensure a full three-member Committee. The President has sole discretion to permanently remove members of the Committee for cause.

2. Appeal Procedure

a. A complainant or respondent desiring to appeal the investigative findings of the ~~Title Title~~ IX Coordinator shall file a written request for appeal with the Title IX Coordinator within three (3)

business days of receipt of the written investigation report along with information to support one or more of the following grounds for appeal:

- i. the ~~Title Title~~ IX Coordinator or designated investigator exhibited unfair bias which influenced the results of the investigation;
- ii. new evidence, unavailable at the time of the investigation, that could substantially impact the Title IX Coordinator's finding;
- iii. error in the conduct of the investigation that is of such magnitude as to deny fundamental fairness.
- iv. the sanctions recommended by the ~~Title Title~~ IX Coordinator are substantially outside the parameters or guidelines set by Radford University for this type of offense or the cumulative conduct record of the respondent.

b. Within five (5) business days of receipt of the written request for appeal, the Title IX Coordinator will notify the parties of the time and place of hearing before the Committee. Such hearing typically will be scheduled within fifteen (15) calendar days of receipt of the request for appeal. If extension beyond fifteen (15) calendar days is necessary, both parties will be notified by the Discrimination Appeals Committee of the ~~expected-revised~~ time frame. The parties must raise ~~the Titles IX Coordinator~~ [ATW9]within five (5) calendar days of such notification, objections to members of the Committee on the basis of conflict of interest or bias for or against the appellant or appellee. The objection shall be made to the Title IX Coordinator, who will present the objection of any member of the Discrimination Appeals Committee to the President. The President shall rule on any such objections no later than three (3) ~~days-business days~~ prior to the hearing.

c. Within five (5) calendar days of filing the request for appeal, the party appealing the Title IX Coordinator's findings (appellant) must submit a written statement that (i) identifies the names and addresses of witnesses that are requested to be called at the hearing; (ii) identifies and includes copies of any documents that will be used as evidence at the hearing; (iii) describes with specificity the portion of the Discrimination Policy allegedly violated and the grounds for appeal; and (iv) requests a specific remedy. The non-appealing party (appellee) also may submit such information for the Committee's consideration. If the appellee chooses not to participate in the Committee hearing, the ~~Title Title~~ IX Coordinator will provide to the Committee within five (5) calendar days of notification that the appellee will not participate in the hearing: (i) the written investigative report; (ii) the names and addresses of witnesses the Title IX Coordinator will call at the hearing; and (iii) identification and copies of any documents that will be submitted as evidence at the hearing. If the appellee provides notification less than five (5) calendar days prior to the scheduled hearing that he or she will not participate, the hearing shall be postponed to give the ~~Title Title~~ IX Coordinator a full five (5) business days to provide the Committee the above information.

The Title IX Coordinator shall provide the written investigation report and all witness information and documents identified pursuant to this subsection to the Committee and to all parties at least three (3) business days prior to the hearing.

d. Both the appellant and the appellee may retain legal counsel at their own expense or designate a non-

attorney advisor to accompany him or her at any meeting or proceeding in the appeal process. If either party has retained legal counsel or a non-attorney advisor, the party must immediately notify the Committee Chair of such representation. The role of counsel or the non-attorney advisor for the parties shall be limited to advice and consultation with the attorney's client and the client's witnesses. Neither counsel/advisor for the appellant nor counsel/advisor for the appellee shall be permitted to question witnesses, raise objections, or make statements or arguments to the Committee at the hearing. If either party is represented by legal counsel, Radford University may be represented at the hearing by assigned legal counsel from the Office of the Attorney General, who will ensure that the rights of Radford University and the parties are respected.

e. The Chair of the Committee shall preside over the hearing. The hearing will be a non-adversarial proceeding and rules of evidence shall not be strictly applied. However, the Chair of the Committee may limit evidence or testimony that is not relevant to a determination of whether a violation of the Discrimination Policy occurred and whether the grounds for appeal are met by a preponderance of evidence. The hearing will be conducted in a fair and impartial manner. Both appellant and appellee, or the ~~Title Title~~ IX Coordinator or designee if the appellee does not participate, will address the Chair of the Committee and not each other. The Chair will be the final decision-maker on all matters of procedure during the hearing. All hearings will be closed to the public.

f. The past sexual history or sexual character of a party to the complaint, complainant or respondent, with anyone other than each other, will not be admissible. Notwithstanding the above, demonstration of pattern, repeated, and/or predatory behavior by the respondent, in the form of previous findings in any Radford University or judicial proceeding will be admissible. The parties will be notified in advance of the hearing if any information addressed by this paragraph is deemed admissible.

g. Within ten (10) calendar days of the hearing, the Committee will submit a written decision to the parties, the Title IX Coordinator, and the President. The decision shall include: (i) a description of the appellant's grounds for appeal; (ii) whether such grounds are accepted or rejected and the rationale for such determination; (iii) the Committee's decision to uphold or reject the findings of the ~~Title Title~~ IX Coordinator and/or the recommended sanction and the rationale for such determination; (iv) if the Title IX Coordinator's findings and/or recommended sanction are rejected, the findings of the Committee and recommendations for resolution.

h. Within three (3) business days of the Committee's decision, the President shall notify the Committee, the Title IX Coordinator, and the parties, in writing, of her-his decision relative to the findings and recommendations of the Committee. The decision of the President is final with no further right to appeal.

Documentation and record-keeping

The Title IX Coordinator shall maintain, in a confidential manner, for at least ten (10) years paper or electronic files of all complaints, witness statements, documentary evidence, written investigation reports, resolutions, and appeal hearings and associated documents. The Title IX Coordinator will prepare a monthly summary of pending complaints that will be presented to the President and also will be retained for at least ten (10) years. Such summary will contain sufficient information to permit the Title IX Coordinator and the President to assess Radford University compliance with the requirements of Title IX.

Training

Individuals who conduct these Discrimination Grievance Procedures, from the initial investigation to the final resolution, will at a minimum receive annual training on issues related to dating violence, domestic violence, sexual assault, sexual exploitation, and stalking, and how to conduct an investigation and appeal process that protects the safety of victims and promotes accountability.

Policy Title: Discrimination, Harassment, Sexual Misconduct, and Retaliation Policy	Effective Date: 11/21/2014
Policy Number: GEN-PO-1002	Date of Last Review: 9/15/2017
Oversight Department: Office of Diversity and Equity	Next Review Date: 9/1/2020

1. PURPOSE

The purpose of this policy is to establish clearly and unequivocally that Radford University prohibits discrimination, harassment, sexual misconduct, and retaliation by individuals subject to its control or supervision and to set forth procedures by which such allegations shall be filed, investigated and adjudicated.

2. APPLICABILITY

This policy applies to on-campus conduct involving students, employees, faculty and staff, visitors to campus (including, but not limited to, students participating in camps and programs, non-degree seeking students, exchange students, and other students taking courses or participating in programs at Radford University), and contractors working on campus who are not Radford University employees, and to students, visiting students, employees, faculty and staff participating in Radford University-sponsored activities off campus. This policy also is applicable to any conduct that occurs off campus that has continuing effects that create a hostile environment on campus. Allegations of on-campus or off-campus violations of this policy should be reported to the Title IX Coordinator in accordance with the guidance below and the Discrimination Grievance Procedures (see Section 5). This Policy replaces and supersedes the Radford University Sexual Harassment Policy and Nondiscrimination Statement, as well as any and all references related to discrimination, harassment, sexual misconduct and retaliation that may be contained in other Radford University policies, including the Standards of Student Conduct.

3. DEFINITIONS

Discrimination: Discrimination is inequitable and unlawful treatment based on an individual's protected characteristics or statuses -- race, sex, color, national origin, religion, age, veteran status, sexual orientation, gender identity, gender expression, pregnancy, genetic information, disability, or any other status protected by law -- that excludes an individual from participation in, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or condition of an individual's employment, education, living environment or participation in an educational program or activity. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

Harassment: Harassment is a form of discrimination in which unwelcome verbal, written, or physical conduct is directed toward an individual on the basis of his or her protected characteristics or statuses, by any member of the campus community. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment violates this policy when it creates a hostile environment, as defined below.

Sexual Harassment: Sexual harassment is a form of discrimination based on sex. It is defined as unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature including: verbal (e.g., specific demands for sexual favors, sexual innuendoes, sexually suggestive comments, jokes of a sexual nature, sexual propositions, or sexual threats); non-verbal (e.g., sexually suggestive emails, other writings, articles or documents, objects or pictures, graphic commentaries, suggestive or insulting sounds or gestures, leering, whistling, or obscene gestures); or physical (e.g., touching, pinching, brushing the body, any unwelcome or coerced sexual activity, including sexual assault). Sexual harassment, including sexual assault, can involve persons of the same or different sexes. Sexual harassment may also include sex-based harassment directed toward stereotypical notions of what is female/feminine v. male/masculine or a failure to conform to those gender stereotypes.

This policy prohibits the following types of sexual harassment:

- a. Term or condition of employment or education. This type of sexual harassment (often referred to as "quid pro quo" harassment) occurs when the terms or conditions of employment, educational benefits, academic grades or opportunities, living environment or participation in a Radford University activity are conditioned upon, either explicitly or implicitly, submission to or rejection of unwelcome sexual advances or requests for sexual favors, or such submission or rejection is a factor in decisions affecting that individual's employment, education, living environment, or participation in a Radford University program or activity.
- b. Hostile environment. Acts that create a hostile environment, as defined below.

Hostile environment: Hostile environment may be created by oral, written, graphic or physical conduct that is sufficiently severe, persistent or pervasive and objectively offensive that it interferes with, limits or denies the ability of an individual to participate in or benefit from Radford University's educational programs, services, opportunities, or activities or the individual's employment access, benefits or opportunities. Mere subjective offensiveness is not enough to create a hostile environment. In determining whether conduct is severe, persistent or pervasive, and thus creates a hostile environment, the following factors will be considered: (a) the degree to which the conduct affected one or more individuals' education or employment; (b) the nature, scope, frequency, duration, and location of the incident(s); (c) the identity, number, and relationships of persons involved; (d) the perspective of a "reasonable person" in the same situation as the person subjected to the conduct, and (e) the nature of higher education.

Responsible Employee: Responsible employee includes all Radford University employees other than the following individuals who are designated as confidential sources: physicians and licensed medical personnel at the Student Health Center, and licensed counselors at the Student Counseling Services and the Substance Abuse and Violence Educational Support Services. A responsible employee must report to the Title IX Coordinator all relevant information received about an incident of conduct that potentially is in violation of this policy and without delay. If necessary, the report may be made after addressing any immediate needs of the victim.

Sexual Misconduct: Sexual misconduct includes sexual assault or sexual violence, sexual exploitation, dating violence, domestic violence, and stalking.

- a. **Sexual assault or sexual violence** is non-consensual contact of a sexual nature. It includes any sexual contact when the victim does not or is unable to consent through the use of force, fear, intimidation, physical helplessness, ruse, impairment or incapacity (including impairment or incapacitation as a result of the use of drugs or alcohol, knowingly or unknowingly); intentional and non-consensual touching of, or coercing, forcing, or attempting to coerce or force another to touch, a person's genital area, groin, inner thigh, buttocks or breast; and non-consensual sexual intercourse, defined as anal, oral or vaginal penetration with any object.
- b. **Consent** is knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. Silence does not necessarily constitute consent. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred.
- c. **Sexual exploitation** occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not meet the definition of sexual assault. Sexual exploitation includes prostituting another person, non-consensual visual or audio recording of sexual activity, non-consensual distribution of photos or other images of an individual's sexual activity or intimate body parts with an intent to embarrass such individual, non-consensual voyeurism, knowingly transmitting HIV or an STD/STI to another, or exposing one's genitals to another in non-consensual circumstances.
- d. **Dating violence** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. A social relationship of a romantic or intimate nature means a relationship which is characterized by the expectation of affection or sexual involvement between the parties. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence can be a single event or a pattern of behavior that includes, but is not limited to, sexual or physical abuse. Dating violence does not include acts covered under the definition of domestic violence.
- e. **Domestic violence** is a felony or misdemeanor crime of violence committed: (i) by a current or former spouse or intimate partner of the victim; (ii) by a person with whom the victim shares a child in common; (iii) by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (iv) by a person similarly situated to a spouse of the victim under the law of the Commonwealth of Virginia; or (v) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family laws of the Commonwealth of Virginia or the applicable jurisdiction. Domestic violence can be a single event or a pattern of behavior that includes, but is not limited to, sexual or physical abuse.

- f. **Stalking** is engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (i) fear for his or her safety or the safety of others; or (ii) suffer substantial emotional distress, meaning significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. A "course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

4. **POLICY**

A. **Policy**

Radford University is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based on race, sex, color, national origin, religion, age, veteran status, sexual orientation, gender identity, gender expression, pregnancy, genetic information, against otherwise qualified persons with disabilities, or based on any other status protected by law. In pursuit of this goal, any question of impermissible discrimination on these bases will be addressed with efficiency and energy and in accordance with this policy and the Radford University Discrimination Grievance Procedures (see Section 5). This policy and the Discrimination Grievance Procedures also address complaints or reports of retaliation against those who have opposed practices prohibited by this policy, those who have filed complaints or reports under this policy, and those who have testified or otherwise participated in enforcement of this policy. Questions regarding discrimination prohibited by the Education Amendment Act of 1972 or other federal law, may be referred to Radford University's Interim Title IX Coordinator, Geoffrey P. Gabriel, Office of Diversity and Equity, 540-831-5307 or ggabriel3@radford.edu, or the U.S. Department of Education, Office of Civil Rights.

B. **Retaliation**

Any form of retaliation, including intimidation, threats, harassment, and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging discrimination, sexual harassment, or sexual misconduct or any person cooperating in the investigation of allegations of discrimination, sexual harassment, or sexual misconduct to include testifying, assisting or participating in any manner in an investigation pursuant to this policy and the Discrimination Grievance Procedures (see Section 5) is strictly prohibited by this policy. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy. Retaliation may result in disciplinary or other action independent of the sanctions or interim measures imposed in response to the underlying allegations of discrimination, sexual harassment or sexual misconduct. Retaliation prohibited by this policy includes any discrimination, intimidation, threat, or coercion against the Title IX Coordinator, or staff of the Office of Diversity and Equity for purpose of interfering with his or her job responsibilities.

C. **Reporting**

1. Conduct in violation of this policy shall be reported promptly by all students, employees, visitors, or contractors. Radford University's Title IX Coordinator is responsible for overseeing the investigation of all reports of alleged discrimination, sexual harassment, or sexual misconduct in accordance with the Discrimination Grievance Procedures (see

Section 5). Employees receiving such reports or complaints should immediately notify the Title IX Coordinator and should not undertake any independent efforts to determine whether or not the report or complaint has merit before reporting it to the Title IX Coordinator.

2. Radford University's Interim Title IX Coordinator is Geoffrey P. Gabriel. The Interim Title IX Coordinator's contact information is as follows:

Geoffrey P. Gabriel
Interim Title IX Coordinator
(540) 831-7122 (Direct)
ggabriel3@radford.edu
Office of Diversity and Equity
Radford University
314B Tyler Place, 2nd Floor
P.O. Box 6988
Radford, VA 24142
(540) 831- 5307 (Main)

3. **Mandatory employee reporting:** All employees, other than the confidential employees detailed in the definition of Responsible Employee in Section 3. and in Section 4.E. of this policy, who receive information regarding a complaint or report of discrimination, sexual harassment, sexual misconduct, or retaliation must report any relevant information about the alleged incident to the Title IX Coordinator without delay after addressing the needs of the victim. No Radford University employee shall undertake any independent efforts to determine whether or not the report or complaint has merit or can be substantiated before reporting it to the Title IX Coordinator.
4. **Reports made by Students:** Students should report violations of this policy to the Title IX Coordinator. Note: Students are not restricted to reporting to student contacts and may report to anyone listed in this policy or any supervising staff or faculty member. Other than reports made to confidential sources in accordance with the definition of Responsible Employee in Section 3. and in Section 4.E. of this policy, reports must be forwarded to the Title IX Coordinator.
5. **Reports made by visitors or contractors:** Visitors, including visiting students, and employees of contractors working on campus should report violations of this policy to the Title IX Coordinator.
6. All members of the Radford University community are expected to provide truthful information in any report or proceeding under this policy and the Discrimination Grievance Procedures (see Section 5). Submitting or providing any false or misleading information in bad faith or with a view toward personal gain or intentional harm to another in connection with any report, investigation, or proceeding under this policy and the Discrimination Grievance Procedures is prohibited and subject to conduct charges for students under the Standards of Student Conduct or discipline for employees under the appropriate policy. This provision does not apply to reports made or information provided in good faith, even if the facts as alleged are not later substantiated by a preponderance of the evidence.

D. Criminal Reporting

If a victim is in immediate danger or needs immediate medical attention, contact 911 or the Radford University Police Department (RUPD) at (540) 831-5500 (blue light emergency phones on campus connect directly to RUPD). Some conduct in violation of this policy may also be a crime under Virginia law. Individuals are encouraged to report incidents of sexual misconduct to law enforcement, even if the reporting individual is not certain if the conduct constitutes a crime. Radford University will provide assistance to victims in notifying law enforcement if the victim so chooses. Crimes dealing with minors must be reported to law enforcement.

E. Confidentiality and Anonymous Reporting

Radford University officials have varying reporting responsibilities under state and federal law. If a victim of conduct in violation of this policy or another reporting party wishes to make a confidential report, it must be made to physicians and licensed medical personnel at the Student Health Center, and licensed counselors at the Student Counseling Services and the Sexual Abuse and Violence Education Support Services (SAVES). These individuals will encourage victims to make a report to the Radford University Police Department, the Title IX Coordinator, or local law enforcement. Students and student organizations cannot keep reports confidential, even if working with officials above who are able to maintain confidentiality of reports. Other faculty and staff receiving reports of conduct in violation of this policy are mandated reporters, but will maintain privacy to every extent possible without compromising Radford University's ability to investigate and respond in accordance with applicable law and regulations.

Notwithstanding a complainant's request that law enforcement not be informed of an incident, Radford University is required pursuant to Virginia Code § 23.1-806 to report information about an incident to law enforcement if necessary to address an articulable and significant threat posing a health or safety emergency, as defined by the implementing regulations of the Family Educational Rights and Privacy Act, 34 C.F.R. § 99.36, as detailed in the Sexual Violence Threat Assessment provisions of the Discrimination Grievance Procedures (see Section 5). The Title IX Coordinator may be limited in the ability to investigate an anonymous report unless sufficient information is furnished to enable the Title IX Coordinator to conduct a meaningful and fair investigation. If the complainant requests confidentiality or that the complaint not be pursued, Radford University may also be limited in the actions it is able to take and its ability to respond.

F. Timely Warnings

Radford University is required by federal law to issue timely warnings for reported incidents that pose a substantial threat of bodily harm or danger to members of the campus community. Radford University will ensure, to every extent possible, that a victim's name and other identifying information is not disclosed, while still providing enough information for members of the campus community to make decisions to address their own safety in light of the potential danger.

G. Sexual Misconduct Survivor/Victim Procedures and Services

- 1.** Radford University will assist sexual misconduct survivors/victims in a supportive manner, implementing the procedures set out herein. Because of the potential seriousness and sensitivity of the investigations involved, it is important to undertake these investigations properly. Preserving the evidence is often a key step of successful investigation of alleged sexual misconduct.
- 2.** Recommended procedure for anyone who has experienced sexual misconduct:
 - a.** Go to a safe place.
 - b.** For your safety and confidential care, report promptly to the Student Health Center or the nearest medical facility/emergency room. You may request a Sexual Assault Advocate if one is not provided. Physical evidence may be usable if proper procedures are followed for evidence collection within 96 hours of the assault.
 - c.** Contact a trusted friend or family member. For professional and confidential counseling support, contact Student Counseling Services at (540) 831- 5226, the Substance Abuse and Violence Education Support Services (SAVES) at (540) 831-5709, the Center for Assessment and Psychological Services (CAPS) at (540) 831-2471, or the Women’s Resource Center of the New River Valley at (540) 639-9592. Among other services, the Women’s Resource Center of the New River Valley offers survivors a 24-hour Hotline at (800) 788-1123 or TTY for Deaf and Hard of Hearing Individuals at (540) 639-2197, emergency shelter, crisis intervention, counseling, applicable referrals, and court advocacy. Radford University employees can also contact the Women's Resource Center of the New River Valley.
 - d.** Employees will be assisted with available options for changing parking, work and living arrangements.
 - e.** It is your right to have evidence collected and retained anonymously by law enforcement while you consider whether to pursue criminal charges. Evidence preservation is enhanced in the following ways:
 - i.** Do not wash your hands, bathe, or douche. Do not urinate, if possible.
 - ii.** Do not eat, blow your nose, drink liquids, smoke, or brush your teeth if oral contact took place.
 - iii.** Keep the clothing worn when the assault took place. If you change clothing, place the worn clothing in a paper bag (evidence deteriorates in plastic).
 - iv.** Do not destroy any physical evidence that may be found in the vicinity of the assault by cleaning or straightening the location of the crime. The victim should not clean or straighten the location of the crime until law enforcement officials have had an opportunity to collect evidence.
 - v.** Tell someone all the details you remember or write them down as soon as possible.
 - vi.** Maintain text messages, pictures, online postings, video and other documentary or electronic evidence that may corroborate a complaint.

3. There is no time limit for filing a complaint of sexual misconduct. However, complainants should report as soon as possible to maximize Radford University's ability to respond. Failure to report promptly could result in the loss of relevant evidence and impair Radford University's ability to adequately respond to the allegations.
4. The victim shall have the right to file a complaint with law enforcement and the option to be assisted by the Title IX Coordinator and other Radford University authorities in notifying the proper law enforcement authorities of the alleged sexual misconduct.
5. Radford University officials (excluding the Radford University Police Department, and confidential resources) receiving reports of a possible sexual misconduct will follow the procedures set forth under this policy and the Discrimination Grievance Procedures (see Section 5). The Radford University Police Department will follow departmental procedures.
6. Resources for Victims of Sexual Misconduct:
 - a. Any student or visiting student who reports sexual misconduct to the Title IX Coordinator, the Substance Abuse and Violence Educational Support Services (SAVES), Student Health Center, and Student Counseling Services will receive an information pamphlet(s) outlining resources and options. Radford University Police Department protocol includes coordination with the Women's Resource Center.
 - b. The Title IX Coordinator or designee shall advise victims of resources available with the Women's Resource Center and encourage use of these resources. Any individual who is reported to be the victim of sexual misconduct shall receive from the Title IX Coordinator or designee information on contacting the Women's Resource Center and services available through the Women's Resource Center's memorandum of understanding with Radford University.
 - c. Students and visiting students will be assisted with available options for changing academic, transportation, parking, work and living arrangements after alleged sexual misconduct. Safety arrangements such as no-contact orders and escorts are also available as needed.

H. Title IX Coordinator Oversight

The Title IX Coordinator oversees the investigation and resolution of all reports by students, visiting students, and faculty and staff of alleged discrimination, sexual harassment or sexual misconduct in accordance with the Discrimination Grievance Procedures (see Section 5). Reports of discrimination by the Title IX Coordinator should be made to the President.

I. Interim Measures

Radford University may take interim measures, as necessary to assist or protect the complainant during the investigation and resolution of complaints of discrimination and any law enforcement investigation. Radford University must also address the safety of the complainant or any member of the campus community, and avoid retaliation. If, in the judgment of the Title IX Coordinator or other Radford University leadership, the safety and well-being of any member of the campus community may be jeopardized by the presence on campus of the accused individual, the Title IX Coordinator may provide remedies to address the short-term effects of harassment, discrimination and/or retaliation and to prevent further violations. To the extent possible, Radford University will seek the consent of the complainant

before taking interim measures to the greatest degree possible. Interim measures may include, but are not necessarily limited to, changes in classroom or work schedules or housing arrangements, no-contact orders, bans from campus, safety escorts on campus, referral and coordination of counseling and health services, and modification of work or academic requirements. Radford University may temporarily reassign or place on administrative leave an employee alleged to have violated this policy.

J. Sanctions

If it is determined that conduct in violation of this policy has occurred, sanctions will be determined in accordance with the Discrimination Grievance Procedures (see Section 5). Consequences for violating this policy will depend on the facts and circumstances of each particular situation, the frequency and severity of the offense, and any history of past conduct in violation of this policy. Sanctions may include penalties up to and including dismissal for students and termination for employees. In addition to sanctions that may be imposed on an individual found in violation of this policy, Radford University will take steps to prevent recurrence of any sexual misconduct, including sexual assault and sexual violence, and to remedy discriminatory effects on the complainant and others, if appropriate.

K. Student Amnesty

Ensuring the safety of students who report violations of this policy is Radford University's primary concern. In order to facilitate reporting, Radford University will, with the following limited exceptions, provide amnesty to a student who reports an incident in violation of this policy, directed toward that student or another student, for minor disciplinary infractions, such as underage drinking, at the time of the incident. Amnesty may not be offered if (1) the minor disciplinary infraction places or placed the health or safety of any other person at risk or (2) the student who committed the disciplinary infraction previously has been found to have committed the same disciplinary infraction. If amnesty is provided, no conduct proceedings or conduct record will result for minor disciplinary infractions. Amnesty for minor disciplinary infractions also may be offered to students who intervene to help others before a violation of this policy occurs and for students who receive assistance or intervention. Abuse of amnesty requests may result in a decision by the Office of the Dean of Students not to extend amnesty to the same student repeatedly. The Office of Student Standards and Conduct and the Office of the Dean of Students shall maintain records regarding the provision of amnesty for at least seven (7) years. Infractions that constitute offenses shall not be considered minor policy violations for which amnesty may be offered under this provision.

L. Education and Awareness

1. For more information about sexual misconduct and resources available in the local community, please visit the Women's Resource Center of the New River Valley website at: www.wrcnrv.org.
2. The Title IX Coordinator coordinates an education, training and awareness program on discrimination, sexual harassment, and sexual misconduct for students and employees, including training on primary prevention, risk reduction, consent and other pertinent topics. The Office of Substance Abuse and Violence Education Support Services (SAVES) provides programming on sexual misconduct issues, resources available on campus in the community, bystander intervention, and coordinates intervention programs.

M. Academic Freedom and Free Speech

This policy does not allow curtailment or censorship of constitutionally protected expression, which is valued in higher education and by Radford University. In addressing all complaints and reports of alleged violations of this policy, Radford University will take all permissible actions to ensure the safety of students and employees while complying with any and all applicable guidance regarding free speech rights of students and employees. This policy does not in any way apply to curriculum and curriculum decisions or abridge the use of particular textbooks or curricular materials.

5. PROCEDURES (Discrimination Grievance Procedures)

A. Purpose

These procedures provide a prompt and equitable resolution for complaints or reports of discrimination based on race, sex, color, national origin, religion, age, veteran status, sexual orientation, gender identity, pregnancy, genetic information, against otherwise qualified persons with disabilities, or based on any other status protected by law, including complaints alleging sexual harassment or sexual misconduct prohibited by Radford University policy on Discrimination, Harassment, Sexual Misconduct, and Retaliation ("Discrimination Policy"). Any person who believes he or she has been subjected to discrimination or harassment on any of these bases may file a complaint with Radford University as outlined in these procedures. These procedures also address any complaints or reports of retaliation against individuals who have filed complaints or reports of discrimination, who have opposed discriminatory practices, and those who have testified or otherwise participated in investigations or proceedings arising from complaints or reports of discrimination. Questions regarding discrimination prohibited by the Education Amendment Act of 1972 or other federal law, may be referred to Radford University's Interim Title IX Coordinator, Geoffrey P. Gabriel, Office of Diversity and Equity, 540-831-5307 or ggabriel3@radford.edu or the U.S. Department of Education, Office of Civil Rights.

B. Complaints and Reporting

Complaints and reports of discrimination, sexual harassment, and sexual misconduct should be made to Radford University's Title IX Coordinator. The Title IX Coordinator is responsible for overseeing the investigation of all reports of alleged discrimination, sexual harassment, or sexual misconduct and is trained to help individuals who file complaints find resources, to investigate reported incidents, and to respond appropriately to conduct alleged to be in violation of the Discrimination Policy. Individuals receiving reports or complaints of discrimination, sexual harassment, or sexual misconduct should immediately notify the Title IX Coordinator after addressing the immediate needs of the victim, and should not undertake any independent efforts to determine whether or not the report or complaint has merit before reporting it to the Title IX Coordinator.

The Radford University Interim Title IX Coordinator is Geoffrey P. Gabriel. The Interim Title IX Coordinator's contact information is listed below:

Geoffrey Gabriel
Interim Title IX Coordinator
(540) 831-7122 (Direct)
ggabriel3@radford.edu (email)
Office of Diversity and Equity
Radford University
314B Tyler Place, 2nd Floor
P.O. Box 6988
Radford, VA 24142
(540) 831- 5307 (Main)

Reports of conduct in violation of the Discrimination Policy should be made without undue delay after the incident after addressing the needs of the victim, and may be made orally or in writing, including online on the [Office of Diversity and Equity webpage](#) to the Title IX Coordinator. The Title IX Coordinator also will accept, without comment or need for explanation, a sealed envelope addressed to "Title IX Coordinator." The envelope, at a minimum, need only contain a piece of paper with the name and room number or phone number of the individual wishing to make a report. Individuals also can report the incidents anonymously online through the SAVES office webpage:

<http://www.radford.edu/content/saves/home/assault/sexual-misconduct.html>

or Confidential Reporting and Silent Witness through the Radford University Police Department webpage:

<http://www.radford.edu/content/police/home/forms/witness.html>

or by leaving an anonymous message with the Radford University Police Department at 540-831-STOP (7867). As will be the case with all reports, however made, the reporting individual will be contacted promptly, but in no case more than three calendar days from the date of the report, for an interview with the Title IX Coordinator or designee.

Notwithstanding the forgoing, individuals who believe they have been the subject of conduct in violation of the Discrimination Policy are encouraged to make detailed written statements of the facts, including the name(s) of the offending individual(s), and any witness(es), promptly after an incident.

C. The Role of the Title IX Coordinator

The Title IX Coordinator is charged with coordinating Radford University's compliance with federal civil rights laws. The Title IX Coordinator and the Office of Diversity and Equity staff do not serve as an advocate for either the complainant or the respondent. The Title IX Coordinator or designee will explain to all identified parties the procedures outlined below, including confidentiality. As appropriate, the Title IX Coordinator or designee will provide all identified parties with information about obtaining medical and counseling services, making a criminal report, information about receiving advocacy services including those offered by the Office of Substance Abuse and Violence Education Support Services (SAVES) or the Women's Resource Center of the New River Valley, and guidance on other Radford University and community resources. The Title IX Coordinator or designee will offer to coordinate with other Radford University leadership, when appropriate, to implement interim measures as

described below. The Title IX Coordinator or designee will explain to all involved parties the process of a prompt, adequate, reliable, and impartial investigation, including the opportunity for both the complainant and respondent to identify witnesses and provide other evidence. The Title IX Coordinator or designee will explain to all identified parties the right to have a personal advisor present and to review and respond to the allegations and evidence. The Title IX Coordinator or designee will also explain to the parties and witnesses that retaliation for reporting alleged discrimination, sexual harassment or sexual misconduct, or participating in an investigation of an alleged violation, is strictly prohibited and that any retaliation should be reported immediately and will be promptly addressed.

D. Written Explanation of Rights and Options

When a student or employee reports that he or she has been a victim of dating violence, domestic violence, sexual assault, sexual exploitation, or stalking, whether the offense occurred on or off campus, the student or employee will be provided a written explanation of rights and options, which shall include:

1. Procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, sexual exploitation, or stalking has occurred, including written information about:
 - a. The importance of seeking medical attention and of the collection and preservation of evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protective order;
 - b. How and to whom the alleged offense should be reported;
 - c. Options about the involvement of local law enforcement and the Radford University Police Department, including the victim's option to:
 - i. Notify proper law enforcement authorities, including local law enforcement and/or the Radford University Police Department;
 - ii. Be assisted by Radford University staff in notifying law enforcement authorities, if the victim so chooses; and
 - iii. Decline to notify such authorities.
 - d. The rights of victims and Radford University's responsibilities regarding no contact orders, residential relocation, eviction orders or other orders.
2. Information about how Radford University will protect the confidentiality of victims and other parties, including how Radford University will:
 - a. Complete publicly available recordkeeping, including reporting and disclosures required by the Clery Act, without the inclusion of personally identifying information about the victim;
 - b. Maintain as confidential, any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of Radford University to provide the accommodations or protective measures; and
 - c. Ensure confidentiality of investigative files as education records protected by the Family Educational Rights and Privacy Act (FERPA), including that the process for the Sexual Violence Threat Assessment in accordance with Virginia Code § 23.1-806 could, if the incident poses to members of the Radford University community a health or safety emergency, as defined by the FERPA regulations, lead to disclosure of

personally identifying information to the law enforcement agency that would be responsible for investigating the incident and other appropriate parties whose knowledge of the information is necessary to protect the health and safety of the victim or other individuals.

3. Notification of existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within Radford University and in the local community;
4. Options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures, regardless of whether the victim chooses to report the crime to the Radford University Police Department or local law enforcement;
5. The procedures for Title IX investigation, adjudication, appeals, and disciplinary sanctions, including the right to decline to participate in a Title IX investigation by the victim.

E. Criminal Reporting and Coordination

The Title IX Coordinator or designee will make all complainants aware of the right also to file a complaint with the Radford University Police Department or local law enforcement, and will encourage accurate and prompt reporting when the complainant elects to report. If a victim of sexual assault, dating violence, domestic violence, or stalking is physically or mentally incapacitated for at least 10 calendar days, and thereby unable to report the incident to law enforcement, the Title IX Coordinator will make such a report. Radford University will comply with all requests by the Radford University Police Department or local law enforcement for cooperation in investigations. Such cooperation may require the Title IX Coordinator or designee to temporarily suspend the fact-finding aspect of a Title IX investigation detailed in the procedures below while the Radford University Police Department or the local law enforcement agency gathers evidence. The Title IX Coordinator or designee will promptly resume its Title IX investigation as soon as notified by the Radford University Police Department or local law enforcement agency that it has completed the evidence gathering process. Otherwise, the Title IX investigation will not be altered or precluded on the grounds that criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

F. Confidentiality, Anonymity and Requests Not to Pursue Title IX Investigation

Radford University officials have varying reporting responsibilities under state and federal law. If a victim of conduct in violation of this policy or another reporting party wishes to keep a report confidential, it must be made to a licensed medical provider or counselor within Student Health Center, Student Counseling Services or the SAVES Office (for students). These individuals will encourage victims to make a report to the Radford University Police Department, the Title IX Coordinator, or local law enforcement. Students and student organizations cannot keep reports confidential, even if working with officials above that are able to maintain confidentiality of reports. Other Radford University officials receiving reports of conduct in violation of this policy are mandated reporters but will maintain privacy to every extent possible without compromising Radford University's ability to investigate and respond in accordance with applicable law and regulations. The Title IX Coordinator or designee may be limited in the ability to investigate an anonymous report unless sufficient information is furnished to enable the Title IX Coordinator or designee to conduct a meaningful and fair investigation.

If the complainant requests confidentiality or that an investigation not be conducted, Radford University may be limited in the actions it is able to take and its ability to respond while respecting the request. The complainant will be asked to sign a statement stating a desire for confidentiality or that an investigation not be pursued and the Title IX Coordinator or designee will take all reasonable steps to respond to the complaint consistent with the request. Notwithstanding a complainant's request that law enforcement not be informed of an incident, Radford University is required pursuant to Virginia Code § 23.1-806 to report information about an incident to local law enforcement if necessary to address an articulable and significant threat posing a health or safety emergency, as defined by the implementing regulations of the Family Educational Rights and Privacy Act (FERPA), 34 C.F.R. § 99.36, and as detailed in the Sexual Violence Threat Assessment provisions, below.

G. Sexual Violence Threat Assessment

1. Upon receipt of any report of sexual violence, defined as a physical sexual act perpetrated against a person's will or where a person is incapable of giving consent, that is alleged to have occurred (i) against any students; or (ii) on campus, in or on a Radford University building or property, or on public property that is on campus or immediately adjacent to and accessible from campus, the Title IX Coordinator shall promptly inform a review committee of the report, including personally identifying information. The review committee shall be comprised of, at a minimum, the Title IX Coordinator, a representative of Law Enforcement, and a student affairs representative. The review committee may consult other Radford University officials depending on whether the accused individual is a student, faculty, or staff member and the circumstances of the report. The review committee shall be advised by the Office of the Attorney General.
2. Within 72 hours of receipt of the report from the Title IX Coordinator, the review committee shall meet to review the information and shall continue to meet as necessary as new information becomes available. If the criteria in Paragraph 1 are met, the review committee shall convene regardless of whether or not the victim has notified the Radford University Police Department or local law enforcement or whether or not the victim has requested that Radford University proceed with a Title IX investigation.
3. The review committee may obtain law enforcement records and criminal history record information as provided in Virginia Code § 19.2-389 and § 19.2-389.1, health records as provided in Virginia Code § 32.1-127.1:03, available conduct or personnel records, and known facts and circumstances of the reported incident of sexual harassment or sexual misconduct and other evidence known to Radford University, including the Radford University Police Department, and local law enforcement. The review committee shall be considered to be a threat assessment team established pursuant to Virginia Code § 23.1-805 for purposes of (i) obtaining criminal history record information and health records and (ii) the Virginia Freedom of Information Act, (Virginia Code § 2.2-3700 et seq.). The review committee shall comply with the Family Educational Rights and Privacy Act in conducting its review.
4. In addition to the available information detailed in Paragraph 3, above, the review committee shall consider factors that suggest there is an increased risk of the accused individual committing additional acts of sexual misconduct or other violence, including, but not limited to:

- a. Other sexual misconduct complaints about the same individual;
- b. Prior arrests or reports of misconduct at another institution or a history of violent behavior;
- c. Threats of further sexual misconduct against the reporting individual or others;
- d. A history of failing to comply with a no-contact order issued by Radford University officials;
- e. Allegations of multiple perpetrators in the same incident;
- f. Use of physical violence in the reported incident or a prior incident. Examples of physical violence include, but are not limited to, hitting, punching, slapping, kicking, restraining, or choking;
- g. Reports or evidence of a pattern of perpetration, including a pattern of the accused individual using alcohol or drugs to facilitate sexual misconduct or harassment;
- h. Use of a weapon in the reported incident or a prior incident;
- i. A victim under the age of 18 or who is significantly younger than the accused individual.

The review committee shall also consider whether means exist to obtain evidence other than investigation by law enforcement or a Title IX investigation such as security camera footage, eyewitness reports from security or guard personnel, or physical evidence.

- 5. If, based on a consideration of all factors, the review committee determines that there is a significant and articulable threat to the health or safety of one or more individuals and that disclosure of the information to local law enforcement, including personally identifying information, is necessary to protect the health and safety of one or more individuals, the law enforcement representative shall immediately disclose such information to the law enforcement agency that would be responsible for investigating the incident, for the purpose of investigation and other actions by law enforcement. If the review committee cannot reach a consensus, the law enforcement representative may make the threat determination. Upon any disclosure to law enforcement under this paragraph, the Title IX Coordinator or designee shall notify the victim that such disclosure is being made. The provisions of this paragraph shall not apply if the law enforcement agency responsible for investigating the alleged incident is located outside the United States.
- 6. If information is disclosed to law enforcement under Paragraph 5 or if the review committee determines that sufficient factors exist to proceed with a Title IX investigation, despite the stated desires of the victim for confidentiality or not to proceed with an investigation, the Title IX Coordinator or designee shall proceed with a full investigation under these procedures. In those situations, the Title IX Coordinator or designee will notify the victim that Radford University is overriding the victim's request for confidentiality in order to meet Title IX obligations, but, other than the disclosure under Paragraph 5, if made, the information will only be shared with individuals who are responsible for handling Radford University's response to incidents of sexual violence. Radford University will ensure that any information maintained by Radford University is maintained in a secure manner.

7. If the reported incident would constitute a felony violation of Article 7 (§ 18.2-61 et seq.) of Chapter 4 of Title 18.2 of the Code of Virginia, as determined by the law enforcement member or any other member of the review committee, the law enforcement member shall inform other members of the review committee and shall notify the attorney for the Commonwealth or other prosecutor responsible for prosecuting the incident and provide information received without disclosing personally identifying information, unless such information was disclosed to a law enforcement agency pursuant to Paragraph 5.
8. At the conclusion of the Sexual Violence Threat Assessment, the Title IX Coordinator and law enforcement member shall each retain (i) the authority to proceed with any further investigation or adjudication allowed under state or federal law and (ii) independent records of the review committee's determination considerations, which shall be maintained under applicable state and federal law.

H. Interim Measures

Radford University may take interim measures, as necessary to assist or protect the complainant during the investigation and resolution of complaints of discrimination and any law enforcement investigation. Radford University must also address the safety of the complainant or any member of the campus community, and to avoid retaliation. If, in the judgment of the Title IX Coordinator or other Radford University leadership, the safety and well-being of any member of the campus community may be jeopardized by the presence on campus of the accused individual, the Title IX Coordinator may provide remedies to address the short-term effects of harassment, discrimination and/or retaliation and to prevent further violations. To the extent possible, Radford University will seek the consent of the complainant before taking interim measures to the greatest degree possible. Interim measures may include, but are not necessarily limited to, changes in classroom or work schedules or housing arrangements, no-contact orders, bans from campus, safety escorts on campus, referral and coordination of counseling and health services, and modification of work or academic requirements. Radford University may temporarily reassign or place on administrative leave an employee alleged to have violated this policy. In such a situation, the employee will be given the opportunity to meet with the Title IX Coordinator prior to such action being imposed, or as soon thereafter as reasonably possible, to demonstrate why the action should not be implemented.

I. Timely Warnings

Radford University is required by federal law to issue timely warnings for reported incidents that pose a substantial threat of bodily harm or danger to members of the campus community. Radford University will ensure, to every extent possible, that a victim's name and other identifying information is not disclosed, while still providing enough information for members of the campus community to make decisions to address their own safety in light of the potential danger.

J. Coordination with the Office of the Dean of Students and the Department of Human Resources

Radford University's Title IX Coordinator is responsible for overseeing all complaints of discrimination and identifying and addressing any pattern or systemic problems that arise during the review of such complaints.

Any member of the Office of the Dean of Students, the Office of Student Standards and Conduct, or the Department of Human Resources receiving a report of alleged discrimination, sexual harassment, or sexual misconduct shall report it without delay to the Title IX Coordinator. No member of the Office of the Dean of Students, the Office of Student Standards and Conduct or the Department of Human Resources shall undertake any independent efforts to determine whether or not the report or complaint has merit before reporting it to the Title IX Coordinator. The Title IX Coordinator's Office shall conduct all investigations of allegations of sexual misconduct in accordance with the procedures below. The Office of Student Standards and Conduct and the Office of the Dean of Students shall report the findings of investigations of discrimination and harassment to the Title IX Coordinator. At the conclusion of the investigation, the Title IX Coordinator shall recommend a sanction, if any, to the Dean of Students and the Director of the Office of Student Standards and Conduct or the Department of Human Resources, as appropriate.

K. Investigation and Resolution

There are two possible methods for investigation and resolution of a complaint alleging violations of the Discrimination Policy: formal and informal resolution. For alleged violations of the Discrimination Policy other than sexual misconduct, the complainant and the respondent have the option to proceed under an informal procedure, when deemed permissible by the Title IX Coordinator. The Title IX Coordinator or designee will explain the informal and formal procedures to both the complainant and the respondent, if known. In all cases, Radford University will ensure there is no conflict of interest in the investigation and resolution of complaints and will strive to avoid the appearance of conflict of interest.

1. Informal investigation and resolution:

If the complainant, the respondent, and the Title IX Coordinator or designee all agree that an informal investigation and resolution should be pursued, the Title IX Coordinator or designee shall attempt to facilitate a resolution that is agreeable to all parties. Under this procedure, the Title IX Coordinator or designee will conduct a preliminary investigation only to the extent fact-finding is needed to resolve the conflict and to protect the interests of all parties, Radford University, and the campus community. All parties will be permitted to request witnesses to be interviewed by the Title IX Coordinator and other evidence to be considered in the preliminary investigation. Typically, a preliminary investigation will be completed within 30 calendar days of receipt of notice. If an extension of the preliminary investigation beyond 30 calendar days is necessary, all parties will be notified of the expected resolution time frame. If at any point during this informal investigation and resolution procedure, the complainant, the respondent, or the Title IX Coordinator wish to suspend the informal procedure and proceed through the formal grievance procedure, such request will be granted.

Any resolution of a complaint through the informal procedure must adequately address the concerns of the complainant, as well as the rights of the respondent and the responsibility of Radford University to prevent, address, and remedy alleged violations of the Discrimination Policy. Informal resolution remedies might include providing training, providing informal counseling to an individual whose conduct, if not ceased, could rise to the level of discrimination or harassment, confidential briefing of the respondent's work supervisor, use of processes and sanctions set forth in the Standards of Student Conduct, or other methods. All parties will be provided written notification of the resolution of the complaint through the informal procedures, including whether the preliminary

investigation substantiated discrimination or harassment by a preponderance of the evidence and a description of Radford University's response. There shall be no right of appeal afforded to the complainant or the respondent following informal investigation and resolution.

2. Formal investigation and resolution:

- a. A formal complaint may be submitted either in written format or through a verbal interview of the complainant by the Title IX Coordinator or designee regarding the events and circumstances underlying the complaint. The complainant is not required to submit a written complaint to the Title IX Coordinator to commence an investigation. In the case of a third party notification, the Title IX Coordinator will contact the alleged victim promptly, and in no case later than three calendar days from the date of the complaint. The complaint may be supplemented by additional supporting documents, evidence, or recommendations of witnesses to be interviewed during the course of the investigation. The complainant must also disclose if a formal complaint has been filed with another Radford University office, state, or federal entity for the same offense.
- b. The Title IX Coordinator or designee will discuss the complaint with the complainant, and the respondent as appropriate, including providing information about the formal investigation procedure and other resources. The Title IX Coordinator or designee will explain to the parties that each has the opportunity to provide evidence and to suggest witnesses to be interviewed during the course of the investigation.
- c. The Title IX Coordinator will consider whether interim measures and involvement of other Radford University leadership is appropriate. The Title IX Coordinator also will confirm that the matter involves an alleged violation of the Discrimination Policy, thereby conferring jurisdiction to the Title IX Coordinator's office. If the Title IX Coordinator determines that the Title IX Coordinator's office does not have jurisdiction, the Title IX Coordinator or designee will offer to assist the complainant and, as appropriate, the respondent, in finding appropriate on-campus and off-campus resources to address the issue(s).
- d. All investigations of complaints alleging violations of the Discrimination Policy shall be overseen by the Title IX Coordinator. The Title IX Coordinator or designee will conduct a prompt, adequate, reliable, and impartial investigation of the complaint. Typically an investigation, not including the time necessary for potential appeals, will be completed within 60 calendar days of receipt of notice. If extension of the investigation beyond 60 calendar days is necessary, all parties will be notified of the expected time frame. Only the Title IX Coordinator, a trained investigator designated by the Title IX Coordinator's office shall conduct the investigation.
- e. Both complainant and respondent will have the same opportunity to review and respond to evidence obtained during an investigation and will be afforded the same opportunity to review and provide comment to the investigator about the written investigation report before it is finalized. Both the complainant and the respondent may designate an advisor to accompany him or her at any meeting or proceeding during the formal investigation. The role of such advisors shall be limited to advise and consult. Neither the advisor for the complainant nor the advisor for the

respondent shall be permitted to question witnesses, raise objections, or make statements or arguments at any meetings or proceedings during an investigation or an appeals hearing.

- f. The Title IX Coordinator or designee will determine whether there is a preponderance of the evidence to substantiate the complaint of an alleged violation of the Discrimination Policy. A respondent will not be found in violation of the Discrimination Policy absent a finding of preponderance of evidence that the violation occurred. The "preponderance of the evidence" standard requires that the weight of the evidence, in totality, supports a finding that it is more likely than not that the alleged violation occurred.
- g. In determining whether alleged harassment has created a hostile environment, the Title IX Coordinator or designee shall consider whether the conduct was unwelcome to the complainant, but also whether the conduct was severe or pervasive and whether a reasonable person similarly situated to the complainant would have perceived the conduct to be objectively offensive.
- h. The Title IX Coordinator or designee shall prepare a written investigation report, which shall be provided to both the complainant and the respondent concurrently. In most cases the written investigation report shall be provided to both parties for comments within 60 calendar days of notice of the allegation. If extension of the time frame for the Title IX Coordinator to provide the investigation report beyond 60 calendar days is necessary, all parties will be notified of the revised time frame for completion of the report of investigation.
- i. If the Title IX Coordinator or designee finds by a preponderance of the evidence that a violation of the Discrimination Policy did not occur, the matter will be documented as closed. The complainant may appeal the finding to the Discrimination Appeals Committee under the procedure described below.
- j. If the Title IX Coordinator or designee finds by a preponderance of the evidence that violation of the Discrimination Policy did occur, the Title IX Coordinator's or designee's written report will contain recommendations for steps that should be taken to prevent recurrence of any such violation and, as appropriate, remedies for the complainant and the community. The written report also will contain the Title IX Coordinator's or designee's recommendation on sanctions. If interim measures as described above have been taken, the Title IX Coordinator shall include a recommendation regarding continuation, suspension or modification of any such interim measures. The Title IX Coordinator or designee shall provide the written report to both the complainant and respondent, in accordance with subsection h., above, including the steps the Title IX Coordinator or designee has recommended to eliminate a hostile environment, if one was found to exist, and to prevent its recurrence. Notwithstanding any other provision of these procedures, the respondent shall not be provided information about the individual remedies offered or provided to the complainant, but such information shall be provided to the complainant. The respondent and the complainant will be advised of their right to appeal any finding or recommended sanction to the Discrimination Appeals Committee. The appeal procedure outlined below will also be explained. If the respondent does not contest the finding or recommended sanction, the respondent shall sign a statement acknowledging no contest to the finding and the recommended

sanction. The sanctioning process will move forward whether or not the respondent signs the statement acknowledging no contest. The completed investigation will be provided to the appropriate individual to determine and impose appropriate sanctions, as described below.

L. Sanctions

1. Sanctions for students will be determined by the Director of the Office of Student Standards and Conduct in accordance with the Standards of Conduct and, where necessary or appropriate, in consultation with the Dean of Students. Sanctions may include, but are not limited to, warning, suspension or dismissal. Not every violation of the Discrimination Policy will result in an identical sanction. The University reserves the right to impose different sanctions depending on the severity of the incident as well as any previous proven violations by the respondent.
2. Sanctions for teaching and research faculty will be determined by the Provost, in consultation with the Deans and/or the President and in accordance with the Teaching and Research Faculty Handbook and any other applicable Radford University policy and regulations. Possible sanctions include, but are not limited to counseling, training, reassignment, or the initiation of termination proceedings.
3. Sanctions for Administrative and Professional faculty will be determined by the employee's supervisor and Division Head, in consultation with the Assistant Vice President for Human Resources and in accordance with the Administrative and Professional Faculty Handbook and any other applicable Radford University policy and regulations. Possible sanctions include, but are not limited to counseling, training, reassignment, or the initiation of termination proceedings according to procedures in the appropriate governing regulation or policy.
4. Sanctions for Classified or Wage employees will be determined by the employee's supervisor in consultation with the Assistant Vice President for Human Resources in accordance with the Commonwealth's Standards of Conduct Policy. Sanctions that may be imposed by Radford University include, but are not limited to verbal counseling, additional training, issuance of a Written Notice, suspension, or termination of employment.
5. Contractors shall assign for duty only employees acceptable to Radford University. Radford University reserves the right to require the Contractor to remove from campus any employee who violates the Discrimination Policy.
6. Visitors (including, but not limited to, students participating in camps or other programs at Radford University), who violate the Discrimination Policy will be directed to immediately leave campus and may be subject to a permanent ban from campus.
7. A determination regarding the imposition of sanctions shall be made within 14 calendar days of the date of the Title IX Coordinator's, or designee's final report of investigation, if neither the complainant nor the respondent requests appeal to the Discrimination Appeals Committee. If an appeal is requested, sanctions, if any, shall be imposed within 14 calendar days of the final decision of the President after consideration of the written decision of the Discrimination Appeals Committee. If extension of the time frame for sanctions to be imposed beyond 14 calendar days is necessary, all parties will be notified by the Office of Student Standards and Conduct or the Department of Human Resources,

of the expected time for imposing the sanctions. The respondent shall be informed in writing of any sanctions imposed for violation of the Discrimination Policy by the individual imposing the sanctions within five (5) calendar days of the determination. The Title IX Coordinator shall be provided a copy of such written notification. The Title IX Coordinator or designee will disclose to the complainant, as simultaneously as possible to the notification provided to the respondent, information about the sanctions that directly relate to the complainant as is permitted by state and federal law including the Federal Educational Rights and Privacy Act (FERPA) and the Virginia Freedom of Information Act.

M. Discrimination Appeals Committee

1. Composition of the Committee:

The Discrimination Appeals Committee ("Committee") shall be comprised of three trained individuals: one faculty member to be nominated by the Provost, one non-faculty member of the administration to be nominated by the Vice President for Finance and Administration, and one classified employee to be nominated by the Assistant Vice President for Human Resources. The President shall appoint members of the Committee and the Committee Chair. Committee members shall serve indefinitely at the pleasure of the President. The President may appoint one or more persons to serve on the Committee temporarily to fill a vacancy due to recusal or otherwise to ensure a full three-member Committee. The President has sole discretion to permanently remove members of the Committee for cause.

2. Appeal Procedure:

- a. A complainant or respondent desiring to appeal the investigative findings of the Title IX Coordinator shall file a written request for appeal with the Title IX Coordinator within three (3) business days of receipt of the written investigation report along with information to support one or more of the following grounds for appeal:
 - i. the Title IX Coordinator or designated investigator exhibited unfair bias which influenced the results of the investigation;
 - ii. new evidence, unavailable at the time of the investigation, that could substantially impact the Title IX Coordinator's finding;
 - iii. error in the conduct of the investigation that is of such magnitude as to deny fundamental fairness;
 - iv. the sanctions recommended by the Title IX Coordinator are substantially outside the parameters or guidelines set by Radford University for this type of offense or the cumulative conduct record of the respondent.
- b. Within five (5) business days of receipt of the written request for appeal, the Title IX Coordinator will notify the parties of the time and place of hearing before the Committee. Such hearing typically will be scheduled within fifteen (15) calendar days of receipt of the request for appeal. If extension beyond fifteen (15) calendar days is necessary, both parties will be notified by the Discrimination Appeals Committee of the revised time frame. The parties must raise within five (5) calendar days of such notification, objections to members of the Committee on the basis of conflict of interest or bias for or against the appellant or appellee. The objection shall be made

to the Title IX Coordinator, who will present the objection to the President. The President shall rule on any such objections no later than three (3) business days prior to the hearing.

- c. Within five (5) calendar days of filing the request for appeal, the party appealing the Title IX Coordinator's findings (appellant) must submit a written statement that (i) identifies the names and addresses of witnesses that are requested to be called at the hearing; (ii) identifies and includes copies of any documents that will be used as evidence at the hearing; (iii) describes with specificity the portion of the Discrimination Policy allegedly violated and the grounds for appeal; and (iv) requests a specific remedy. The non-appealing party (appellee) also may submit such information for the Committee's consideration. If the appellee chooses not to participate in the Committee hearing, the Title IX Coordinator will provide to the Committee within five (5) calendar days of notification that the appellee will not participate in the hearing: (i) the written investigative report; (ii) the names and addresses of witnesses the Title IX Coordinator will call at the hearing; and (iii) identification and copies of any documents that will be submitted as evidence at the hearing. If the appellee provides notification less than five (5) calendar days prior to the scheduled hearing that he or she will not participate, the hearing shall be postponed to give the Title IX Coordinator a full five (5) business days to provide the Committee the above information.

The Title IX Coordinator shall provide the written investigation report and all witness information and documents identified pursuant to this subsection to the Committee and to all parties at least three (3) business days prior to the hearing.

- d. Both the appellant and the appellee may retain legal counsel at their own expense or designate a non-attorney advisor to accompany him or her at any meeting or proceeding in the appeal process. If either party has retained legal counsel or a non-attorney advisor, the party must immediately notify the Committee Chair of such representation. The role of counsel or the non-attorney advisor for the parties shall be limited to advice and consultation with the attorney's client and the client's witnesses. Neither counsel/advisor for the appellant nor counsel/advisor for the appellee shall be permitted to question witnesses, raise objections, or make statements or arguments to the Committee at the hearing. If either party is represented by legal counsel, Radford University may be represented at the hearing by assigned legal counsel from the Office of the Attorney General, who will ensure that the rights of Radford University and the parties are respected.
- e. The Chair of the Committee shall preside over the hearing. The hearing will be a non-adversarial proceeding and rules of evidence shall not be strictly applied. However, the Chair of the Committee may limit evidence or testimony that is not relevant to a determination of whether a violation of the Discrimination Policy occurred and whether the grounds for appeal are met by a preponderance of evidence. The hearing will be conducted in a fair and impartial manner. Both appellant and appellee, or the Title IX Coordinator or designee if the appellee does not participate, will address the Chair of the Committee and not each other. The Chair will be the final decision-maker on all matters of procedure during the hearing. All hearings will be closed to the public.

- f. The past sexual history or sexual character of a party to the complaint, complainant or respondent, with anyone other than each other, will not be admissible. Notwithstanding the above, demonstration of pattern, repeated, and/or predatory behavior by the respondent, in the form of previous findings in any Radford University or judicial proceeding will be admissible. The parties will be notified in advance of the hearing if any information addressed by this paragraph is deemed admissible.
- g. Within ten (10) calendar days of the hearing, the Committee will submit a written decision to the parties, the Title IX Coordinator, and the President. The decision shall include: (i) a description of the appellant's grounds for appeal; (ii) whether such grounds are accepted or rejected and the rationale for such determination; (iii) the Committee's decision to uphold or reject the findings of the Title IX Coordinator and/or the recommended sanction and the rationale for such determination; (iv) if the Title IX Coordinator's findings and/or recommended sanction are rejected, the findings of the Committee and recommendations for resolution.
- h. Within three (3) business days of the Committee's decision, the President shall notify the Committee, the Title IX Coordinator, and the parties, in writing, of his decision relative to the findings and recommendations of the Committee. The decision of the President is final with no further right to appeal.

N. Documentation and record-keeping

The Title IX Coordinator shall maintain, in a confidential manner, for at least ten (10) years paper or electronic files of all complaints, witness statements, documentary evidence, written investigation reports, resolutions, and appeal hearings and associated documents. The Title IX Coordinator will prepare a monthly summary of pending complaints that will be presented to the President and also will be retained for at least ten (10) years. Such summary will contain sufficient information to permit the Title IX Coordinator and the President to assess Radford University compliance with the requirements of Title IX.

O. Training

Individuals who conduct these Discrimination Grievance Procedures (see Section 5), from the initial investigation to the final resolution, will at a minimum receive annual training on issues related to dating violence, domestic violence, sexual assault, sexual exploitation, and stalking, and how to conduct an investigation and appeal process that protects the safety of victims and promotes accountability.

6. EXCLUSIONS

None

7. APPENDICES

None

8. REFERENCES

[Title VII of the Civil Rights Act of 1964](#)

[Title IX of the Educational Amendment Acts of 1972](#)

[U.S. Equal Opportunity Commission - Laws, Regulations, Guidance & MOUs](#)

[Campus Sexual Violence Elimination Act of 2013](#)

[Violence Against Women Reauthorization Act of 2013](#)

[Dear Colleague Letter from the Office of Civil Rights, U.S. Department of Education dated April 4, 2011](#)

[U.S. Department of Education - Family Educational Rights and Privacy Act \(FERPA\)](#)

[Code of Virginia § 2.2-3700 et seq. \(Chapter 37\)](#), “Virginia Freedom of Information Act”

[Code of Virginia § 18.2-61 et seq. \(Article 7\)](#), “Criminal Sexual Assault.”

[Code of Virginia § 19.2-389](#), “Dissemination of criminal history record information.”

[Code of Virginia § 19.2-389.1](#), “Dissemination of juvenile record information.”

[Code of Virginia § 23.1-805](#), “Violence prevention committee; threat assessment team.”

[Code of Virginia § 23.1-806](#), “Reporting of acts of sexual violence.”

[Code of Virginia § 32.1-127.1:03](#), “Health records privacy.”

9. INTERPRETATION

The authority to interpret this policy rests with the President of the University and is generally delegated to the Title IX Coordinator.

10. APPROVAL AND REVISIONS

The President of the University and the President’s Cabinet have approval authority over this policy and all subsequent revisions.

The *Discrimination, Harassment, Sexual Misconduct, and Retaliation Policy* was adopted by the Radford University Board of Visitors on November 21, 2014.

The *Discrimination, Harassment, Sexual Misconduct, and Retaliation Policy* was amended by the Radford University Board of Visitors on September 18, 2015.

DATE: _____

Brian O. Hemphill, Ph.D., President (*signature*)

For general information concerning University policies, contact the [Office of Policy Compliance](#) – (540) 831-5794. For questions or guidance on a specific policy, contact the Oversight Department referenced in the policy.

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End of Materials

Information Technology Report

Board of Visitors

Governance, Administration & Athletics
Committee

RADFORD
UNIVERSITY

Agenda

- Major Operational Accomplishments
- Current Strategic Initiatives
- Future Strategic Initiatives

Strategic vs Operational Initiatives

Strategic

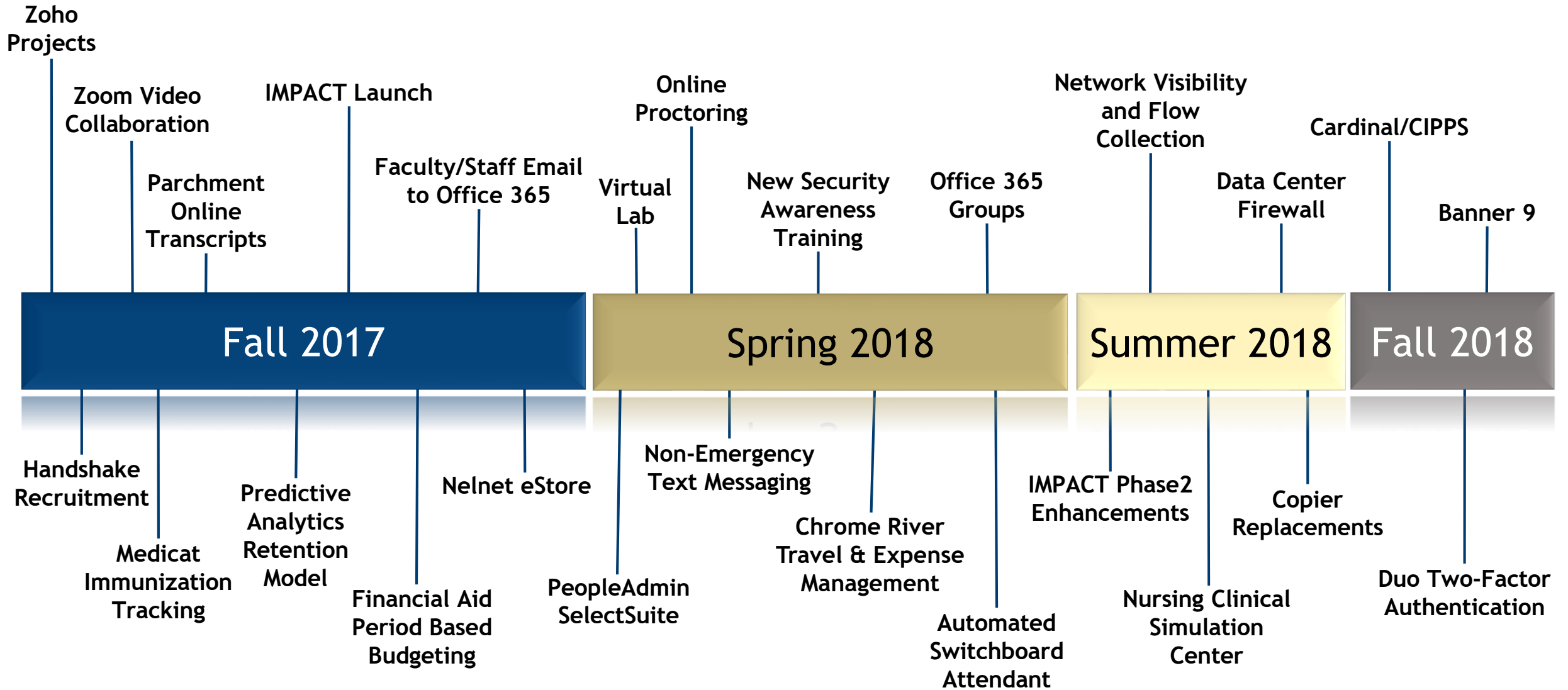
- Shapes the organization and its resources
- Responsibility of senior management
- Creates a unique product or service
- Concerned with long term success of the organization

Operational

- Sustains the organization with necessary modifications
- Responsibility of functional managers
- Continuous or repetitive
- Concerned with immediate needs of business functions

Current Strategic Initiatives

(Projected Completion Timeframe)





Any
questions ?

Division of Information Technology (DoIT)

Major Operational Accomplishments

Fall 2017

Technology Support Services Statistics

- Processed 3,662 support requests between September 1 and November 6.
- 30 technology-training workshops were offered during the fall to provide faculty and staff with opportunities to enhance their technology skills.
- Six Mac and PC deployment classes were held with 30 participants receiving new computers.

Zoom Adoption Progress

- Zoom Rooms provide an easy-to-use interface allowing users to quickly begin a video conference without technical assistance.
- Since September 1, 114 new user accounts have been registered on the new Zoom teleconferencing platform. Usage of the platform since September 1 is summarized below:
 - 473 meetings held;
 - 3,337 people have participated in these meetings; and
 - International locations of participants have included France and Canada.

Guest Speaker Support - Hispanic Heritage Month and Political Science Days

- Voice and Video Technologies assisted with video conferencing guest speakers for special events during Hispanic Heritage Month and Political Science Days.

Information Security

- After purchasing a new Intrusion Prevention System, new features are being leveraged to block entire geographical regions of malicious connections as well as receive enhanced alerts on threats. Policies have also been adjusted to protect assets from additional threats.
- Work continues on developing dashboards and log searches on the network visibility and intrusion detection project. Fiber taps and virtual server taps are being leveraged to increase visibility in the network.
- To accommodate Cyber Security courses, a new network design was implemented to isolate the servers supporting these courses from the rest of campus. This design permits student access to the servers while restricting what these servers are able to reach on campus - balancing open access with security.
- Vulnerability scans have been conducted on pre-production assets to ensure they are not susceptible to exploits.
- Collaboratively, teams are working to develop a new methodology to review all the assets/hosts for scans so that risks for those assets are remediated. The new methodology will also define a new standard for patching assets.
- Executing a tabletop disaster recovery rehearsal is planned for December to mimic an unexpected outage and subsequent planning on how to handle the potential impact to campus IT infrastructure.
- With October being the national cyber security awareness month, digital signage was utilized across campus during the month to create a multi-week campaign of relevant information to increase awareness of threats in technology.

Streamline Enrollments and Separations for Emergency Notifications

- Working with Emergency Preparedness, various processes for subscribing and unsubscribing students, faculty and staff were reviewed to provide for more efficient processing of new and graduated students and separated faculty and staff.
- These updated processes will reduce the amount of time and research currently needed to answer inquiries from those no longer affiliated with the university.

SGA Elections – First Election Using Simply Voting

- Working with the Student Government Association (SGA) and Student Affairs, the SGA successfully held its first election using the Simply Voting election system.
- The system's intuitive and mobile responsive user interface and flexible options allows for quick set up of the positions and candidates by the SGA officials.
- The SGA reported an increase in voter turnout and positive feedback from constituents on the new voting system.

Kiosks – Map and Floor Plan Updates

- Working with University Relations, the building kiosks were updated with current maps and floor plans reflecting the latest construction and renovations on campus.

Bus Route Changes Reflected in RUMobile and Radford.edu

- The major changes to the bus routes and the hub have been updated in the NextBus application and are now reflected in the RU mobile app and on www.radford.edu.
- NextBus is an application on RUMobile that displays bus routes and give time predictions for bus stops.

Web Site Accessibility Testing

- Working with a sight-impaired student, the Radford.edu web site along with the MyRU portal and other widely used applications were reviewed for accessibility and usability with popular screen reading software packages.
- The Web & Mobile Technology team used this opportunity to expand their knowledge and experience with the technology and to learn additional strategies for using web accessibility guidelines in their web development and implementation projects.

Technology Planning for Reed and Curie Renovation

- Continued to provide feedback to the architects on the infrastructure and audio/visual architecture for the Reed Hall renovation.

Installation of Video Conference Enabled Rooms

- Martin Hall 230
- Martin Hall 225
- Martin Hall 211
- Walker Hall 219

Conference Room Upgrades

- Installed 10 new large screen monitors throughout campus.

Hurlburt Hall

- Installed new AV presentation system in the auditorium.

Digital Signage

- Installed eight new monitors throughout campus.

CAS/Shibboleth Single Sign-On Project

- Integrations were completed or updated for Handshake, ServiceNow, University Tickets and Simply Voting.
- Integration is underway for VisualZen for Quest, Nelnet E-Store, and Cognos reporting.

Information Technology Financial Report

- Submitted the annual Level II IT Financial Report to VITA.

Annual User Recertification

- Completed the annual user recertification for the Commonwealth's eVA Procurement system.

Printing Services

- Printed 135,000 handout cards and postcards (109,000 for Admissions).
- Printed over 100 linear feet of wide format media for Artist's show at the RU Art Museum.
- Designed and produced multiple trifold displays for IT and Facilities for the Partnering for Progress conference in Richmond.

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Athletics

RADFORD
UNIVERSITY

Agenda

Board of Visitors Presentation

Student-Athlete Experience

Culture

Academic Excellence

Competitive Excellence

Resource Development

Branding

Special Events

Intercollegiate Athletics

Student-Athlete Experience

Provide all sport teams with the proper resources to practice and compete at the highest level

- Status of Tennis Courts
- Status of Sports Medicine Facility



Intercollegiate Athletics

Transition of Sports Medicine Facility



Storage Area



Main Entrance

Intercollegiate Athletics

Culture

Operate in full compliance with University, State, Conference and NCAA regulations

Stu Brown, LLC

- Department Presentation
- Men's Basketball Compliance Review

Intercollegiate Athletics

Academic Excellence

Reward and recognize the academic excellence of student-athletes

Men's Soccer

- Fraser Colmer – Big South All-Academic Team, Big South Men's Soccer Scholar-Athlete of the Year, CoSIDA Academic All-District 3

Women's Soccer

- Jessica Wollmann – Big South All-Academic Team, CoSIDA Academic All-District 3

Men's Cross Country

- Mak Casey – Big South All-Academic Team

Women's Cross Country

- Percie Lyons – Big South All-Academic Team

Volleyball

- Kaylor Nash – Big South All-Academic Team

Intercollegiate Athletics

Selected As 2017 Senior Class Award Finalist



Intercollegiate Athletics

Competitive Excellence

Compete for conference championships and participate and advance in postseason play

Men's Soccer

- Advanced to Big South Tournament Semifinals
- Defeated No. 10 Virginia
- Kieran Roberts – Big South Attacking Player of the Year
- Fraser Colmer – Big South Co-Defensive Player of the Year
- Roberts, Colmer, Sivert Daehlie & Victor Valls – Big South First Team
- Evan Szklennik and Max Edwards – Big South Second Team
- Noy Daabul and Edwards – Big South All-Freshman Team

Intercollegiate Athletics

Competitive Excellence

Women's Soccer

- Jasmine Casarez and Jessica Wollmann – Big South First Team
- Nelia Perez – Big South Second Team
- Gabi Paupst – Big South All-Freshman Team

Men's Cross Country

- Placed fifth at the Big South Championships and competed at the NCAA Southeast Regionals

Women's Cross Country

- Placed fifth at the Big South Championships and competed at the NCAA Southeast Regionals
- Carrie Keevey – All-Big South Team

Intercollegiate Athletics

Competitive Excellence

Volleyball

- Defeated three different Power 5 Conference programs (Arizona, South Carolina, Virginia Tech)
- Maddie Palmer – Big South Player of the Year
- Haley Kleespies and Stephanie Neast – Big South Second Team
- Valerie Gonzalez – Big South Honorable Mention

Men's Basketball

Women's Basketball

Intercollegiate Athletics

Resource Development

Increase external revenue streams in support of the Athletics Department

2017-2018 (Results November 1, 2017)

Total New Pledges & Gifts to Highlander Club	\$350,245
Total Membership in Highlander Club	317 Members

Intercollegiate Athletics

Resource Development

Learfield Sports Properties 2017-2018

- Overall Revenue: \$311,875 (\$217,125 cash, \$94,750 trade)
- Overall % to Budget: 95% (\$330,000)
- Cash Revenue Target: 94% (\$230,000)
- Trade Revenue Target: 95% (\$100,000)

Intercollegiate Athletics

Branding

Enhance branding to create the best fan experience

Addition of LED Boards to Dedmon Arena

Royalty Revenue

- Up 11% (FY 18 – \$42,732 compared to FY 17 – \$38,471)

Intercollegiate Athletics

Upcoming Athletic Events

- Highlander Club Hospitality MBB vs. Erskine – December 9, 2017
- Men's Basketball Alumni Celebration – January 26 and 27, 2018
- Women's Basketball Alumni Celebration – February 10, 2018



Athletics

RADFORD
UNIVERSITY

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Administrative & Professional (AP) Faculty Handbook Review



December 2017

Handbook Review

- The Handbook was originally approved in August 1998 and modified in November 2000.
- Several attempts have been made to update the handbook in the last ten years but each was unsuccessful.
- A new committee was constituted in fall 2016 and has since worked to finalize an update to the handbook.

Committee Members:

Sandra Bond - AP Senate President

Laura Quesenberry - AP Senator

Margaret McManus - University Auditor

Theresa Slaughter - Human Resources

John Brooks - Human Resources

Ed Oakes - Information Technology

Chad Reed - Finance & Administration

Notable Sections Added

Section 1.1.3 Non Exempt Professional Faculty

- One-time transition of Professional Faculty positions into non-exempt designations as defined by the Fair Labor Standards Act (FLSA)

Section 1.1.4 Restricted Administrative and Professional Faculty

- Positions receive at least 10% of funding from non-continuous or non-recurring funding sources such as grants, donations, contracts or capital outlay projects.
- Continuation of employment is subject to availability of these funds, the need of the service, and satisfactory employment.

Notable Section Changes

- **Non Renewal Notice Requirement Changes** (*Section 1.2*)
 - Less than one year of service One month notice (No change)
 - One to five years of service Three months notice (increased from two months)
 - Greater than Five years of service The full term of one contract period (reduced the Years of Service requirement from > ten years to > five years)
- **Abolition of Position** (*Section 1.4*)
 - 90 days notice and allows for Workforce Transition Act
- **Updated Timeline for Performance Evaluations** (*Section 1.9*)
 - Moved from 9/15 to 10/25
 - Must use People Admin

Other Section Changes

- **Grievance Procedures** (*Section 1.10*)
 - Clarified non-grievable issues and timeline
- **Resignation and Retirement** (*Section 1.12*)
 - Expectation of written letter to supervisor with acknowledgement
- **Employment Related Policies** (*Section 2.1*)
 - Removed requirement to complete Extra Employment Statement every year even if no such employment is expected

AP Faculty Leave Changes(Section 1.11)

Years of Service	Current		Proposed		Classified Staff	
	Maximum Carryover	Maximum Payout	Maximum Carryover	Maximum Payout	Maximum Carryover	Maximum Payout
< 5 Yrs	240 hrs	0	240 hrs	N/A	192 hrs	192 hrs
5 - 9 Yrs	240 hrs	0	280 hrs	240 hrs	240 hrs	240 hrs
10 - 14 Yrs	240 hrs	0	280 hrs	280 hrs	288 hrs	288 hrs
15 - 19 Yrs	240 hrs	0	280 hrs	280 hrs	336 hrs	288 hrs
20 - 24 Yrs	240 hrs	0	280 hrs	280 hrs	384 hrs	336 hrs
25+ Yrs	240 hrs	0	280 hrs	280 hrs	432 hrs	336 hrs

*Current, AP Faculty employed prior to January 1, 1995 get a maximum payout of 160 hours (-20 days). Post January 1, 1995 = No Payout.

Discussion/Questions/Comments

RADFORD
UNIVERSITY

December 2017



Administrative and Professional Faculty Handbook

Approved by the Board of Visitors

August 27, 1998

Last Revised: November 10, 2000

~~Current Revision:~~ December 2017

Pending approval of the Board of Visitors

Radford University does not discriminate with regard to race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion, or political affiliation in the administration of its educational programs, activities, admission or employment practices. Inquiries may be directed to the ~~Executive Director of~~ Chief Human Resources Resource Officer at 704 Clement Street. Telephone: voice 540-831-5421, hearing impaired 540-831-5128. <http://www.radford.edu/content/human-resources/home.html>.

Administrative and Professional Faculty Handbook

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Administrative and Professional Faculty (AP) appointments are covered by the policies set out by this Handbook unless specifically noted otherwise- [in the appointment and/or contract letter \(hereafter referred to as the appointment letter\)](#). To the extent that specific terms and conditions set out by any appointment letter are in addition to, contrary to, or inconsistent with the provisions of this Handbook, the terms and conditions of the appointment letter shall ~~control~~ [supersede this Handbook \(refer to Section 1.2 for required approvals\)](#).

1.0 EMPLOYMENT

1.1 DEFINITIONS

1.1.1 General Terms

[Division Head – Provost, Vice President or head of respective division](#)

[Supervisory Administrative Officer – The employee’s immediate supervisor or someone in management hierarchy of the employee.](#)

[Business Days – Days that Radford University administrative offices are open.](#)

1.1.2 Administrative Faculty

Administrative faculty [normally](#) report no lower than two levels below the President. [Administrative faculty typically serve in executive level leadership roles such as vice president, vice provost, dean, and assistant or associate vice president or dean.](#) Administrative faculty positions require the performance of work directly related to the management of ~~the educational and general~~ activities of the institution, department, or subdivision thereof. Incumbents in these positions exercise discretion and independent ~~judgement~~[judgment](#) and generally direct the work of others.

Qualification criteria include that the employee (1) must have [an](#) advanced degree, [typically a master’s degree](#), or training and work experience at a level which equates to an advanced degree; (2) must perform the duties and responsibilities associated with this category 50 percent or more of the contractual time; and (3) must regularly exercise discretionary actions.

1.1.23 Professional Faculty

Professional faculty [normally](#) report three or more levels below the President. [Professional faculty may direct or provide support for vital university functions such as academic, administrative, outreach, athletic or other programs.](#) Professional faculty positions require advanced learning and experience acquired by prolonged formal instruction and/or specialized work experience.

Qualification criteria include that the employee (1) must have [an](#) advanced degree, [typically a master’s degree](#), or training and work experience at a level which equates to an advanced degree; (2) must perform the duties and responsibilities associated with this category 50 percent or more of the contractual time; (3) must regularly exercise professional discretion and ~~judgement~~[judgment and are expected to take professional initiative in carrying out their primary roles and assignments](#); and (4) must produce work that is intellectual and varied in character and not standardized.

1.1.4 Non-Exempt Professional Faculty

[On November 25, 2016, a one-time transition was made for a select group of existing Professional Faculty positions into non-exempt designations as defined by the Fair Labor Standards Act \(FLSA\). Generally, these non-exempt professional faculty positions follow the provisions of this Handbook unless otherwise noted.](#)

1.1.5 Restricted Administrative and Professional Faculty

Restricted AP positions receive at least 10% of their funding from non-continuous or non-recurring funding sources such as grants, donations, contracts or capital outlay projects. Generally, these restricted AP positions follow the provisions of this Handbook if funding is available from the respective revenue source used to fund the position. Continuation of employment is subject to the availability of funds, the need of the service, and satisfactory performance. These employees have defined contract end dates and do not receive automatic renewals, leave payouts or severance benefits.

Restricted AP positions may be terminated in the case where there are insufficient funds or no further need for services. If the date of termination is different from the defined contract end date for a restricted AP member, they will be given at least 30 calendar days notice prior to the date of termination. A proposed notice of termination because of insufficient funds or lack of need for services requires the approval of the division head.

1.2 TERMS AND CONDITIONS OF APPOINTMENT AND CONTINUING EMPLOYMENT

Appointments to ~~administrative and professional faculty~~ AP positions are term contracts of ~~either~~ 9, 10, 11, or 12 months depending on programmatic needs. To the extent that specific terms and conditions set out by any appointment letter are in addition to, contrary to, or inconsistent with the provisions of this Handbook, the terms and conditions of the appointment letter shall supersede this Handbook. If the appointment letter deviates from the standard template letter in the AP Recruitment Guide, the hiring supervisor must provide the Chief Human Resource Officer with a copy of the letter for review prior to making an offer or renewing a contract that has special terms and conditions.

~~Contract renewal is~~ renewals are not considered automatic. In a decision to renew an administrative or professional faculty member's contract, consideration will be given to Job performance factors such as effectiveness, at a high level of productivity, professional growth and development, and the individual's service effectiveness and contributions to the University. Consideration will also be given to the University's continued need for the scope and level of service provided by the position. by the University will be some of the determinants of any reappointment decision.

The 12-month contract period is from June 25 to June 24. ~~Nine, 10, and 11 month contracts are for 18, 20, or 22 pay periods, respectively. All administrative and professional faculty~~ All AP members are paid over 24 pay periods regardless of the length of their contracts. Starting and ending dates for the 9-, 10-, and 11-month contracts are dependent on the programmatic need. ~~The~~ Typically, the initial contract will cover the period from the date of the appointment to the beginning of the normal contract period (e.g. June 25 is the beginning of the normal contract period for 12-month contracts).

~~Administrative and professional faculty~~

AP members whose contracts are not being renewed will receive a written notice of the ~~nonrenewal~~ non-renewal.

The length of the notice is determined by the length of the ~~administrative or professional faculty~~ AP member's ~~employment~~ Radford University years of service as follows:

~~less~~

Length of Notice:

Less than 1 year of service _____ 1 month notice

1 to 5 years of service _____ 2 _____ 3 months notice

~~5 to 10 years of service~~ _____ 6 months

~~more~~ More than 405 years of service _____ the full term of one contract period (required notice is the same

length as the individual's contract for 9, 10, 11, or 12 months)

~~Administrative and professional faculty members will be notified no later than one month prior to the end of their contract period regarding the renewal of their contracts, i.e., May 25 for contracts ending on June 24. If the contract of an administrative or professional faculty~~

~~(NOTE: Restricted AP positions are covered under section 1.1.4 and are not subject to provisions of this section.)~~

If the contract of an AP member is not being renewed, he or she will be presented with a notification of non-renewal of the contract, from the office offering the contract through their supervisor. The notice of non-renewal will specify the notice period required for the administrative or professional faculty AP member based on his or her length of service. If the notice period extends beyond the current contract period, the administrative or professional faculty AP member will receive a terminal contract appointment letter for the period between the ending date of the current contract and the ending date of the required notice. For example, if an individual on ~~an~~ a 12-month contract with four years of service is notified on May 25 that his or her contract is not being renewed, he or she will receive a terminal contract appointment letter for the period of June 25 to ~~July~~ August 24 to meet the notice requirement of

~~two~~three months. However, if the same ~~administrative or professional faculty~~AP member is notified on ~~April~~March 25 that his or her contract is not being renewed, he or she will have been given the required notice of ~~two~~three months by the end of the current contract and a terminal ~~contract~~appointment letter for a period beyond the current contract will not be necessary. The non-renewal of a contract with the appropriate notice is not grievable as defined in Section 1.10 of this Handbook and does not fall under the AP grievance procedure.

~~The non-renewal of a contract with the appropriate notice is not grievable under the administrative and professional faculty grievance procedure.~~

1.3 SANCTIONS AND TERMINATION FOR CAUSE

Distinguished from the non-renewal of a contract or continuation of employment beyond a specified date which is governed by ~~section~~Section 1.2 of this Handbook, termination means the dismissal of any ~~administrative or professional faculty~~AP member during the term of the individual's contract of employment. Cause for termination includes, but is not limited to, unethical conduct, unsatisfactory attendance, falsifying credentials or records, unauthorized removal or damage to ~~university~~University property or another employee's property, acts of violence, violation of the University's policies, criminal convictions relating to job responsibilities or of such a nature that continuing the employee in his or her position may constitute negligence on the part of the ~~university, or violation of the university's policies.~~University.

Termination of an ~~administrative or professional faculty~~AP member for cause does not require the advance notice ~~required~~ for the non-renewal of a contract as described in ~~section~~Section 1.2 of this Handbook. However, if a supervisory administrative officer has determined that the termination of an ~~administrative or professional faculty~~AP member is warranted, the ~~administrative or professional faculty~~AP member shall be informed in writing of the charges ~~in writing~~ on which the decision to terminate is based. In turn, the ~~administrative or professional faculty~~AP member will be afforded the opportunity to respond to the charges within a defined period of time of not less than ~~24 hours~~two business days after the day of receipt of the notice of termination.

If the ~~administrative or professional faculty~~AP member elects to respond to the notice of intended termination, and the response is deemed unsatisfactory, ~~by the appropriate supervisory administrative official will notify officer,~~ the ~~faculty~~AP member will be notified in writing of the termination action and the effective date thereof: within ten (10) business days. The written notification will state specifically the reasons for the termination and shall inform the individual of his or her right to access the grievance procedure for ~~administrative and professional faculty~~AP members to appeal the termination decision.

1.3.1 Suspension

In cases where the severity of the offense does not meet the standard for termination, or when mitigating factors are present, a lesser disciplinary action may be taken, ~~+~~ (e.g., counseling, oral or written notices, or suspension-). Suspension may be partial, total, short-term or long-term, and may be with or without pay: ~~However, as employees exempt from the Fair Labor Standards Act, administrative and professional faculty must be suspended in increments of not less than full work weeks, e.g., 40 hours, 80 hours, 120 hours~~accordance with FLSA guidelines.

An ~~administrative or professional faculty~~AP member may be placed on administrative leave ~~with pay or reassigned for~~ for any portion or the remainder of ~~their- his or her~~ appointment during an internal and/or external investigation or pending court action when the charges are job-related or of such a nature that to continue the employee in his or her assigned duties could constitute negligence on the part of the University. Upon completion of the investigation or court action, the ~~administrative or professional faculty~~AP member may be reinstated or terminated.

If ~~an~~ a supervisory administrative ~~official~~officer decides to suspend an ~~administrative or professional faculty~~AP member without pay in lieu of termination, he or she must ensure that the ~~administrative or professional faculty~~AP member has been notified of the charges which are resulting in the suspension and has been afforded the opportunity to respond to those charges within a period of not less than ~~twenty four hours.~~two business days. The ~~administrative or professional faculty~~AP member will be informed in writing of the period of the suspension and his or her right to access the grievance procedure for ~~administrative or professional faculty~~AP to appeal the suspension decision.

1.4 ABOLITION OF POSITION OR FISCAL EXIGENCY

1.4.1 Abolition of Position

~~Administrative and professional faculty~~AP positions may be removed in the event of financial hardship with a department that cannot be alleviated by ordinary budgeting practices, or upon reduction or elimination of the specific services for which they were employed. ~~A minimum of 90 calendar days' notice is given in such as through a~~ circumstances. If an AP member is separated involuntarily due to budget reduction, reorganization. ~~In such cases, notice will be provided to, or workforce downsizing, the employee according to the notice provisions given in~~ may be eligible for severance benefits under the Code of Virginia, Workforce Transition Act of 1995, 2.2-3202.

This section 1.2 of this Handbook, up to a maximum of six months, does not apply to restricted AP appointments.

1.4.2 Fiscal Exigency

~~Administrative and professional faculty~~AP members may be removed in the event of financial hardship which cannot be alleviated by ordinary budgeting practices if a state of fiscal exigency is declared by the Board of Visitors.

1.5 REASSIGNMENT

~~The University may reassign administrative and professional faculty~~AP members to other positions may be reassigned at any time. In instances where the Reassignment may involve change in administrative title or supervisory responsibilities, reassignment is to another position of a different level of responsibility, the individual's compensation may be adjusted accordingly or department, or salary adjustment commensurate with approval of the Board of Visitors responsibilities. Neither notice of non-reappointment nor removal for cause is required to effect a reassignment.

Tenured and tenure-track administrators holding rank may be assigned full-time teaching duties with appropriate adjustments in salary should their administrative assignments be terminated.

1.6 RANK AND PROMOTION

~~Administrative and professional~~AP positions carry functional titles which are descriptive of their duties and responsibilities. ~~Administrative and professional faculty~~AP normally do not normally have academic faculty rank. However, tenured and tenure-track faculty who transfer from instructional faculty positions to ~~administrative and professional~~AP positions retain their academic faculty rank. Those hired with academic departmental appointments and library faculty also have academic faculty rank. ~~For management information system coding purposes, administrative and professional faculty~~ AP without academic faculty rank are assigned a nominal faculty-equivalent rank of lecturer. ~~Administrative and professional faculty~~ AP who have rank because of their appointments in academic departments can apply through their academic department for promotion. The normal procedures for ~~teaching~~Teaching and ~~research~~Research faculty promotions shall apply.

Criteria and procedures for promotion of library faculty are given in ~~section 2.4 of this Handbook~~the Library Faculty Personnel Procedures manual.

1.7 TENURE ELIGIBILITY

The granting of tenure on initial appointment for ~~individuals~~persons in ~~administrative and professional faculty~~AP positions ~~typically is typically~~ limited to those serving as ~~the~~Provost/Vice President for Academic Affairs and College Deans. Tenure-track faculty who transfer from ~~teaching~~Teaching and ~~research faculty~~Research Faculty positions to ~~administrative and professional~~AP positions retain their tenure eligibility. The retention of tenure once gained by any person serving in one of the above positions shall require that these administrators may continue, if at all feasible, to teach at least one course a year without compensation. The teaching responsibility can be either a formal course, individually or team taught, or other direct student instruction such as thesis advisor, internship or practicum supervisor. work towards tenure according to the conditions outlined in the Teaching and Research Faculty Handbook.

Other administrators may be given rank, but these administrators cannot acquire tenure without relinquishing their administrative assignments and assuming full-time professorial duties providing that an appropriate position is available and that the appointment is approved in the same manner as are all other initial appointments. Years of service as a full-time administrator shall not be counted as part of the probationary period.

1.8 ADMINISTRATIVE AND PROFESSIONAL FACULTY TEACHING POLICY

To be eligible to teach, an ~~administrative or professional faculty~~AP member must hold at least a master's degree, preferably a doctorate.

~~Administrative and professional faculty~~AP members with tenure are expected to teach, if at all feasible, at least one course a year without compensation. The teaching responsibility can be either a formal course, individually or team taught; or other direct student instruction such as thesis advisor, internship or practicum supervisor.

~~Administrative and professional faculty~~

~~AP members~~ without tenure who hold full-time administrative positions may teach ~~one three-credit course per semester; not to exceed a total of six credit hours per fiscal year unless otherwise specified in their job description.~~ Administrative and professional facultyformal academic courses. AP members may be compensated as an overload if the teaching is not a part of their normal duties and responsibilities, or if there is no adjustment in their regular administrative responsibilities. Such teaching must not interfere with the normal performance of assigned duties and must be approved in advance by the person's supervisor and ~~by the Vice President for Academic Affairs; the Provost or their designee.~~

For some ~~administrative and professional faculty~~AP members, teaching an academic course is a normal responsibility for which they do not receive additional compensation. The approved job description for these ~~administrative and professional faculty~~AP members will reflect this responsibility and no other approvals will be required for these individuals to teach. Non-exempt AP are ineligible to teach.

1.9 EVALUATION POLICIES FOR ADMINISTRATIVE PERFORMANCE EXPECTATIONS AND PROFESSIONAL FACULTY EVALUATIONS

1.9.1 Purposes

The purposes of evaluation of ~~administrative and professional faculty~~AP include clarifying responsibilities and expectations, monitoring performance according to these expectations, providing regular feedback and motivation, encouraging performance which will lead to the achievement of unit and institutional goals, providing recommendations for improvement and professional development, and documenting the employee's level of performance based on systematic reviews. The evaluation of performance is one of the considerations in decisions related to continuing appointment, reassignment, merit pay, and where applicable, promotion.

1.9.2 Scope

These policies shall apply to all ~~administrative and professional faculty~~AP below the level of Vice President ~~with the exception.~~

1.9.3 Timelines for evaluations and revised Performance Expectations

- ~~The performance cycle is October 25 to October 24 of each year.~~
- ~~Performance Expectations shall be developed for new employees within 30 business days of the beginning of employment, those governed by other evaluation procedures that have been approved by~~
- ~~Annual evaluations for the appropriate Vice President, distributed to preceding year shall be completed no later than November 1.~~
- ~~Revised Performance Expectations for the employees governed by them, and filed with the Department of Human Resources, current year shall be developed no later than November 30.~~

1.9.3.4 Criteria for evaluation

~~For each administrative and professional faculty member, Evaluation criteria consist, at a set of minimum, consists of the following Performance Goals, Performance Objectives and Performance Factors shall be developed by:~~

- ~~The Performance Goals shall specify applicable annual goals for the employee's supervisor and the employee. In addition, with the approval of the appropriate Vice President(s), general position.~~

~~The Performance Objectives and general Performance Factors may be developed for the evaluation of all administrative and professional faculty within shall specify (a given unit, division or the entire university. The Performance Objectives shall specify-~~ five to eight major responsibilities of the employee based on ~~(a)~~ the duties outlined in the employee's Position Description and (b) any Performance Objectives identified for the evaluation of all ~~administrative and professional faculty~~AP members within a given unit, division, or the entire university. ~~The Performance~~

- ~~Factors shall specify the broad skills and behaviors (a) specific to the position and (b) any general Performance Factors identified for the evaluation of all administrative and professional faculty within a given unit, division, or the entire university.~~ If teaching is a part of the position description, it must be included among the performance objectives for evaluation.
- ~~For each administrative and professional faculty member, the~~The Performance Factors shall specify (a) the broad skills and behaviors specific to the position and (b) any general Performance Factors identified for the evaluation of all AP members within a given unit, division, or the entire university.
- Deans should also reference Section 1.4.3 of the Teaching and Research Faculty Handbook.

Departments may choose to add additional information or criteria to be included in the official evaluation.

1.9.5 Performance Expectations Procedure

At the beginning of each evaluation cycle, the evaluating supervisor shall develop the current evaluation cycle's performance expectations in the University's online central performance management system (ex. PeopleAdmin). The Performance Goals, Performance Objectives and Performance Factors shall be reviewed by the ~~evaluator's~~ evaluating reviewer (supervisor, ~~of the evaluating supervisor~~), then discussed and ~~then signed~~ acknowledged by the employee and by the ~~evaluator~~ evaluating supervisor. If the ~~evaluator~~ evaluating supervisor is the ~~a~~ Vice President, ~~then no reviewer's signature shall be required.~~ The ~~Performance Objectives and Performance Factors shall be placed on file with the appropriate Vice or the President,~~ no further review is necessary.

1.9.4 Time lines for evaluations and revised Performance Expectations

~~Performance Expectations shall be developed for new employees within 30 days of the beginning of employment.~~

~~Annual evaluations for the preceding year shall be completed with revised Performance Expectations and Performance Factors for the current year, no later than September 15.~~

1.9.56 Evaluation Procedures-Procedure

An annual ~~written~~ evaluation is required and shall be completed by the ~~employee's~~ evaluating supervisor. The evaluation shall include:

- ~~Written~~ written feedback for each of the employee's Performance Goals, Performance Objectives and Performance Factors
- ~~an overall rating of performance~~
- ~~recommendations for improvement and professional development~~

- ~~The evaluation shall be~~ based on multiple types of evidence of performance such as an annual report prepared by the employee, self-evaluations, supervisor observations, peer ratings, ratings by others who are knowledgeable of the employee's work, or other objective and reliable evidence of performance. ~~If teaching is a part of the position description, the supervisor shall request from the relevant academic department copies of the chair's evaluation of the employee's teaching, which shall be incorporated into the overall evaluation.~~
- An overall rating of performance:
 - Performance is consistently above standards
 - Performance is generally above standards
 - Performance meets standards
 - Performance is slightly below standards
 - Performance is below standards
- Recommendations for improvement and professional development.

Upon completion of the annual evaluation by the evaluating supervisor, the evaluation shall be reviewed by the evaluating reviewer prior to discussing with the employee. After review by the evaluating reviewer, it is preferable that the supervisor and employee discuss the evaluation together. If the evaluating supervisor is a Vice President or the President, no further review is needed.

~~2. Afterwards, the employee will acknowledge the evaluation in the system. The evaluation shall be reviewed by the evaluator's supervisor, and then with the employee. It shall be signed by the employee, the evaluator, and the reviewer (the evaluator's supervisor). If the evaluator is the Vice President, then no reviewer's signature shall be required.~~

~~The evaluation form shall~~ include a comments section for the employee's written response to the evaluation. ~~An~~

1.9.7 Appeal Process

~~3. If an employee disagrees with the evaluation and cannot resolve the disagreement with the evaluating supervisor, the employee may appeal to the evaluating reviewer. An employee may appeal, in writing, within 10 business days of receiving the evaluation to the evaluating reviewer to reopen consideration of reopening of the evaluation. The evaluating reviewer has five business days to respond and may not change the original evaluation, but may append written comments addressing such the points of appeal.~~

~~4. The completed evaluation shall be maintained by If the evaluating supervisor withis a copy to the employee.~~

~~Units may develop specific procedures in addition to those outlined in this policy if approved by the appropriate Vice President.~~

1.10 Evaluation of Deans and the University Librarian

~~Evaluations of College Deans and the University Librarian shall be conducted annually by the Vice President for Academic Affairs. These evaluations shall be based on their responsibilities, their annual goals, and the performance factors relevant to each position.~~

Procedures

~~1. The annual evaluation shall include~~

~~a. A conference and or designee may append the written feedback related to the areas of responsibility, annual goals, and performance factors relevant to the position~~

~~An overall assessment comments addressing the points of performance appeal.~~

~~b. Recommendations~~

~~e. Agreement on annual goals for the following year~~

~~2. The evaluation shall be based on multiple types of evidence of performance including an annual report prepared by the College Dean or University Librarian, input from college or library faculty, and supervisor~~

observations. In addition, it may include peer evaluations, ratings by others who are knowledgeable of the person's work, and other objective and reliable evidence of performance.

- ~~3. The input from college or library faculty shall be based on the summary of faculty evaluations and the recommendations from the Faculty Senate Governance Committee and should be substantially incorporated into the overall evaluation by the Vice President for Academic Affairs.~~
- ~~4. The evaluation by the Vice President for Academic Affairs, along with the summary of faculty evaluations and the recommendations from the Governance Committee, including any minority report, shall be given to the Dean or University Librarian. The Dean or University Librarian shall have the opportunity to respond to the evaluation.~~
5. The evaluations of the Deans and the University Librarian, along with supporting documentation, shall be forwarded to the President.

1.1110 GRIEVANCE PROCEDURE

1.1110.1 Definition of a Definitions

Grievance

Grievable Issues:

~~A grievance is~~ a complaint made by an ~~administrative or professional faculty~~ AP member concerning a decision, action, activity, or the professional well-being of the individual and which can be corrected by the University.

Non-grievable Issues:

Complainant – the party who is bringing forth the complaint.

Respondent – the party against whom the complaint is brought.

Non-grievable Issues: While most disputes may be dealt with by this grievance process, the following issues are not the subject of a grievance under this Handbook:

- Those items falling within the jurisdiction of other University grievance policies and procedures (for example, discriminatory acts)
- The contents of personnel policies, contracts, procedures, rules, regulations, ordinances, or statutes
- The routine assignment of University resources (for example, space, parking, operating funds)
- ~~–Lack of funding for a position as determined by the appropriate university vice president~~
- Termination of contract with appropriate notice University Vice President
- Reassignment
- ~~–The contents of established personnel policies, rules, procedures, regulations, ordinances, and statutes~~
- Termination of contract with appropriate notice

1.1110.2 Informal Grievance Procedure

Time line-Timeline

An informal grievance must be addressed within 30 ~~calendar~~ business days of a person's complainant's knowledge of an action or event which is the cause of a complaint.

Notification Process

Notification Process

The first step to resolving a grievance informally is for the complainant to meet with the [person who took the action which is the cause of the complaint](#) [respondent](#). Each party may be accompanied by an individual if both parties agree to allow others to be present.

If the complainant feels he or she is unable to address the [person who took the action which is the cause of the complaint](#) [respondent](#), the complainant may address the grievance in writing to the immediate supervisor of ~~that person~~ [the respondent](#). The immediate supervisor should, if possible, attempt resolution. If the immediate supervisor feels the grievance is frivolous or otherwise unwarranted, he or she must notify the complainant in writing within ~~ten work~~ [10 business](#) days of hearing the complaint. Any records of the outcome should be kept by the parties involved. **~~1.11.3 Formal Grievance Procedure~~**

~~Time line~~

~~If the immediate supervisor is unable to achieve a resolution, the complainant may proceed to the Formal Grievance Procedure.~~

1.10.3 Formal Grievance Procedure

~~Timeline~~

Whether an [administrative or professional faculty](#) [AP](#) member has or has not attempted to resolve a grievance through the informal grievance procedure, he or she may choose to file a formal grievance: [with the Chief Human Resource Officer](#). The formal grievance, ~~in the form of a letter or memorandum,~~ must be filed [in writing](#) within 30 ~~calendar~~ [business](#) days of the action or event which is the cause of the complaint. The attempt to resolve the complaint informally does not extend the 30-day time period. [The complainant can withdraw the grievance at any time during the formal procedure.](#)

~~Notification Process~~

~~If an administrative or professional faculty member is unable to bring satisfactory resolution to his or her complaint through the informal process, he/she can invoke the formal grievance resolution process by requesting a panel hearing. The request for a panel hearing must be made in writing to the Executive Director of Human Resources. The grievant can withdraw the grievance at any time during the formal procedure.~~

Grievability Ruling

On receipt of the written grievance, the ~~Executive Director of~~Chief Human ResourcesResource Officer will determine if the issue is ~~grievable a justified grievance~~ in accordance with the definition of a grievance under this policy. If the ~~Executive Director of~~Chief Human ResourcesResource Officer determines that the issue is not ~~grievable a justified grievance~~, he or she will notify the ~~grievant~~complainant in writing within five ~~business~~ days of the receipt of the grievance.

To appeal the ~~Director's~~Chief Human Resource Officer's decision, the ~~grievant~~complainant must submit the appeal to the Vice President for ~~Business Affairs~~Finance and Administration within five ~~business~~ days of his or her receipt of the decision. The Vice President for ~~Business Affairs~~Finance and Administration must respond to the appeal within five ~~business~~ days of his or her receipt of the appeal. ~~If the grievant is employed within Business Affairs~~If the Vice President for Finance and Administration is the subject of the grievance, the written appeal of the ~~Director's grievability~~Chief Human Resource Officer's grievance ruling may be made to the President. In either case, the decision on appeal of the ~~grievability~~grievance ruling is final.

Grievance Panel Hearing Board

The President ~~of the University~~ shall, on or before the beginning of each ~~fall~~academic year, select ~~12~~ ~~persons~~individuals from among the ~~administrative and professional faculty~~AP to serve as members of a ~~12-~~person grievance panel board. The members of the board will serve a two-year term. A list of current members will be maintained by the Department of Human Resources.

Panel Hearing

~~The Executive Director of Human Resources~~If the complaint is deemed to be grievable, the Chief Human Resource Officer shall be responsible for coordinating the selection and convening of a panel for hearing the grievance.

The panel for hearing a grievance shall consist of three members selected from the grievance panel board: one selected by the ~~grievant~~complainant, one selected by the ~~University official who initiated the action which was the cause of the grievance~~respondent, and a chairperson selected by the other two members. In the event that the two selected panel members cannot agree on a third member, the selection of the third member will be made by the ~~Executive Director of Human Resources. Members of the grievant's administrative division, individuals who report to the University official who initiated the action which was the cause of the grievance, and~~Chief Human Resource Officer. ~~The following shall not be allowed to serve on the panel: members of the complainant or respondent's division or~~ relatives of any persons having direct involvement in the matters which form the substance of the grievance ~~shall be ineligible to serve as a member of the grievance panel.~~

Within ~~ten working~~10 business days of its selection, the grievance panel will set a date (within 30 ~~calendar~~business days), time, and location of the hearing; and the chairperson shall notify the parties.

The panel hearing is intended to provide an impartial review of the grievance. Members of the panel do not have an advocacy role. The hearing shall be conducted as ~~an~~closed administrative hearing, not as a formal court proceeding. Panel hearings are conducted in accordance with guidelines approved by the University. ~~Panel hearings are closed.~~The Chief Human Resource Officer will distribute these guidelines to the ~~members of the panel.~~ The panel shall consider all relevant evidence produced at the hearing or requested of the parties prior to the hearing. The panel's decision will be based on ~~the~~a preponderance of evidence. ~~At the conclusion of the panel hearing, the panel will deliberate in private and reach a decision.~~

~~At the conclusion of the panel hearing, the panel will deliberate in closed or executive session and reach a decision.~~

Panel Recommendation

The majority vote of the panel shall constitute the panel's recommendation. No later than ~~five working~~5 business days from the conclusion of the hearing, the chairperson of the panel will notify the Vice President for ~~Business Affairs~~Finance and Administration of the panel's recommendation with notification to the ~~Executive Director of~~Chief Human Resources.

Resource Officer. The Vice President for ~~Business Affairs~~Finance and Administration will review and respond to the grievance and the panel's recommendation within ~~ten~~10 business days of his/ or her receipt of the grievance- and recommendation. If the Vice President for ~~Business Affairs~~Finance and Administration concurs with the recommendation, the grievance will be considered concluded and ~~he/~~or she will notify all parties and the ~~Executive Director of Chief~~ Human ~~Resources~~Resource Officer. If the Vice President for ~~Business Affairs~~Finance and Administration does not concur with the recommendation, he/ or she will forward the ~~grievance~~panel's recommendation to the President for his/ or her review. Within ~~ten working~~10 business days of his- ~~or~~ or /her receipt of the panel's recommendation, the President will notify the parties and the ~~Executive Director of Chief~~ Human ~~Resources~~Resource Officer as to whether he/ or she supports the recommendation of the panel. The President's decision is final.

If the grievance is filed as a result of an alleged action taken by the Vice President for ~~Business Affairs~~Finance and Administration, the panel's recommendation will be forwarded directly to the President. The President's decision is final.

If the grievance is filed as a result of an alleged action taken by the President, the panel's recommendation will be forwarded to the Rector of the Board of Visitors. The decision of the Rector or any committee of the Board of Visitors to which he/ or she refers the complaint is final.

Implementation of Recommendation

If the result of the panel hearing and subsequent decisions by the ~~Vice President of~~ Vice President of Finance and Administration, President, Rector, or any committee of the Board of Visitors ~~require~~requires some action, the ~~Executive Director of Chief~~ Human Resources Officer will have the responsibility to ensure that the action is taken.

Record keeping/Keeping

All panel hearings will be ~~taped~~recorded. Official records of the grievance will be maintained by the Department of Human Resources- in accordance with the Library of Virginia's Public Records Management Program.

1.12 LEAVES OF ABSENCE

1.11 ADMINISTRATIVE AND PROFESSIONAL FACULTY LEAVE

All leave activity should be reported on the appropriate leave report each pay period. Absences on days other than holidays or authorized closings must be charged as leave as approved by the supervisor. The University may limit the paid or unpaid leave if the AP member's absence creates an undue hardship for the University.

AP members are eligible for the following types of leave:

1.121.1 Holidays and Compensatory Leave (Revised November 10, 2000)

The authorized holidays recognized by Radford University for personnel on 12-month appointments are:

- The first day of January (New Year's Day)
- The third Monday in January (Martin Luther King, Jr. Day)
- The last Monday in May (Memorial Day)
- The Fourth of July (Independence Day)
- The first Monday in September (Labor Day)
- The fourth Thursday and Friday in November (Thanksgiving)
- The twenty-fifth day of December and the four following work days (Christmas)
- Any other day so appointed by the Governor of Virginia or the President of the United States

~~Personnel on 9, 10, and 11 month appointments~~The holiday and alternate holiday schedules are listed on the Human Resources website.

AP members receive any holiday ~~listed above~~ if that holiday occurs within ~~at~~the pay period in which they work. If an employee is required to work on a holiday, he or she will be given hour-~~for-hour~~for-hour compensatory leave which must be used within a year of the date earned or it is lost. Upon separation, a payment will be issued for any unexpired compensatory leave balance.

~~Absences on days other than the holidays listed above, such as during University breaks, must be charged as annual or other approved leave.~~

~~Upon separation, a payment will be issued for any unused compensatory leave balance to the extent permitted by state personnel law.~~

1.1211.2 Annual Leave (Revised November 10, 2000)

Personnel on 12-month appointments earn ~~24 days~~ 192 hours of annual leave per year. Newly hired ~~administrative and professional faculty~~ AP members are granted ~~six~~ 48 hours of the 24 annual leave days at the time they are hired. ~~For and for~~ their first 12 months of employment, ~~newly hired administrative and professional faculty~~ AP members earn 6 hours of annual leave per pay period. At the beginning of the second year of employment, ~~administrative and professional faculty~~ AP members earn 8 hours of annual leave per pay period.

Personnel on 9-, 10-, and 11-month appointments earn leave for the pay periods actually worked and at the same rate as 12-month appointments. The number of days of annual leave granted at the time of hire to new ~~administrative and professional faculty~~ AP members on 9-, 10-, and 11-month appointments is prorated based on the number of months for which they are appointed.

~~Administrative and professional faculty are not required to~~ AP members should record annual leave ~~taken on leave forms when the annual leave taken is less than one-half day and such action is supported~~ as approved by their supervisor.

AP members with less than five years of service at Radford University may accrue annual leave and carry over up to a maximum of 240 hours of leave from one calendar year to the next. AP members with five or more years of service at Radford University may accrue annual leave and carry over up to a maximum of 280 hours of leave from one calendar year to the next.

Upon voluntary separation of employment AP members are eligible for payment of unused annual leave following the below scale based on their total Radford University service.

Annual Leave Payout upon voluntary separation:

Less than 5 years	Zero payout of unused Annual Leave
5 – 9 years	240 hours maximum payout of unused Annual Leave
10 years or more	280 hours maximum payout of unused Annual Leave

~~Administrative and professional faculty~~

Annual leave is administered on a leave year which begins January 10 and ends on January 9.

~~The cannot be used to extend the separation date of the employee; therefore, the~~ last day an employee actually works is considered the ~~termination date~~ separation date unless leave has been approved by the Division Head.

1.11.3 Family Medical Leave

Under qualifying circumstances, federal law provides full-time AP members with unpaid and job protected leave. Further information on this type of leave may be obtained from the Department of Human Resources.

1.11.4 Leave Sharing

AP members who exhaust all leave balances due to an accident or illness qualify for annual leave donations from the leave sharing program if they are not enrolled in the Virginia Sickness and Disability Program (VSDP). To be eligible to receive leave sharing, the employee must complete an application from Human Resources and submit a doctor's statement showing the dates she/he is not able to work. The application is normally signed by the employee but may be signed on his/her behalf by a member of his/her family if circumstances warrant. All AP members, including those covered by VSDP, may request donated annual leave if the employee experiences leave without pay due to a family member's illness or injury for which the employee is using Family and Medical Leave.

AP members may donate annual leave to other AP members who qualify for the additional leave.

1.11.5 Community Service Leave

AP members are granted up to 16 hours of paid leave in any leave year to provide volunteer services to non-profit organizations. Such service may be provided as a member of a service organization or through authorized school assistance.

AP members are granted an additional 8 hours of community service leave to serve with a volunteer fire department and rescue squad or auxiliary unit thereof.

Employees must receive prior approval from their supervisor before using community service leave.

1.11.6 Donate Bone Marrow or Organs Leave

AP members are allowed up to 30 workdays of paid leave in any calendar year, in addition to other paid leave, to donate bone marrow or organs.

This leave applies to AP members who present medical certification to donate bone marrow or organs except for the following:

- Employees who are on disciplinary suspension are not eligible to participate in this program.
- Restricted employees whose positions are contingent upon project grants as defined in the Catalog of Federal Domestic Assistance may receive paid leave for bone marrow or organ donation only if the funding source has agreed to assume all financial responsibility for this benefit in its written contract with the Commonwealth of Virginia (Commonwealth).

1.11.7 Leave Without Pay

AP members wishing to take personal leave without pay should request such leave from their supervisor. The request must be made with sufficient notice to allow time to secure a qualified replacement and must include the reason for the leave. If approved, a date will be specified by which any request for extension of the leave or notification of intent not to return to the University must be received. The University will not provide fringe benefits during a leave without pay, but the employee should consult with the Department of Human Resources to determine those benefits that may be purchased.

~~1.12.3 Administrative Leave
If a full-time administrative and professional faculty member is called for jury duty, subpoenaed, or summoned to appear in court, this absence may be charged to administrative leave, except when he or she is a defendant in a criminal case or a plaintiff in a civil suit. Administrative and professional faculty members will be granted administrative leave to attend work-related hearings as a witness under subpoena. Administrative leave may also be used when called to serve on councils, commissions, boards, or committees of the Commonwealth. Administrative leave must be requested before it is taken. Administrative and professional faculty members will receive full pay for administrative leave, provided a copy of the subpoena or other supporting document accompanies the leave report. Administrative leave will not be granted for more time than is actually required for the purpose for which it is taken.~~

~~The University may place an administrative or professional faculty member on administrative leave during an internal and/or external investigation or pending court action.~~

~~1.12.4~~

Annual and sick leave will not accrue in any semi-monthly pay period in which an AP member takes unpaid leave.

1.11.8 Military Leave

Military leave is available to ~~administrative and professional faculty~~ AP members holding full-time, salaried appointments. Qualifying ~~administrative and professional faculty~~ AP members are eligible for leave with pay for up to 15 work days in a federal fiscal year (October 1 through September 30) for military duty, including training, if they are members of any reserve component of the Armed Forces or the National Guard. ~~Pay~~ Paid leave for more than 15 work days in a single tour of duty is prohibited even when that tour encompasses more than one federal fiscal year.

To qualify for military leave, ~~faculty~~AP members must furnish copies of their orders or other documentation with their leave report. Employees granted military leave are also credited for their usual sick leave accrued during that time and may receive up to 24 months of group life insurance coverage.

1.12.5 Sick~~11.9 Civil and Work-Related Leave (Revised January~~

~~AP members may be granted paid and/or unpaid leave to fulfill certain civic duties and functions and to participate in certain work-related activities. Such leave will be granted only for the time that is actually required for the purpose for which it is taken. AP members should request leave from their supervisors, as far in advance as possible, before it is taken. Appropriate supporting documentation must be submitted with the leave sheet on which the leave is taken.~~

1, 1999)-11.9.1 Civil Leave

~~Such leave is allowed for an AP member~~

- ~~• As required by a summons ~~to~~ jury duty.~~
- ~~• To appear as a crime victim or as a witness in a court proceeding or deposition as compelled by a subpoena or summons.~~
- ~~• To accompany the AP member's minor child when the child is legally required to appear in court.~~
- ~~• To serve as an officer of election, as defined by Code of Virginia § 24.2-101.~~
- ~~• To serve as a member of a state council or board.~~
- ~~• To attend his or her own naturalization ceremony.~~

~~Such leave is not allowed for an AP member~~

- ~~• Who is a defendant in a criminal matter (either an alleged misdemeanor or felony),~~
- ~~• Who has received a summons to appear in traffic court (except as a witness), or~~
- ~~• Who is a party to a civil case, either as plaintiff or defendant, or who has any personal or familial interest in the proceedings.~~

Provision for Crime Victims

~~The University will allow an AP member who is a victim of a crime to be present at all criminal proceedings relating to a crime against the AP member, as long as the AP member has provided the University with a copy of the form listing the rights of crime victims provided to the AP member pursuant to Code of Virginia § 19.2-11.01 and, if applicable, provided the University with a copy of the notice of each scheduled criminal proceeding that is provided to the AP member as victim.~~

~~Although paid civil leave shall apply when the AP member's presence at legal proceedings is compelled by subpoena or summons, AP members may use existing annual, personal, or compensatory leave balances for court proceedings that do not qualify for paid civil leave. The AP member may also request to use unpaid leave for the absences.~~

~~The University may limit the paid or unpaid leave if the AP member's absence creates an undue hardship for the University.~~

~~Annual and sick leave will not accrue in any semi-monthly pay period in which an AP member takes unpaid leave.~~

Compensation/Reimbursement for Civil Service

~~An AP member under subpoena or summons or serving as an officer of election may receive compensation for services or reimbursement for expenses. NOTE: Fees given to Virginia's circuit court jurors are considered reimbursement for expenses.~~

~~AP members using civil leave may retain amounts received as reimbursement for expenses. A copy of the subpoena or other supporting document must accompany the leave report. However, AP members may not retain payments for services. Payments for services must be submitted to the Payroll department. Those who choose to retain the payments for services must charge the absence to annual, personal, or compensatory leave balances.~~

1.11.9.2 Work-Related Leave

AP members may be granted work-related leave to participate in resolution of work-related conflicts or of complaints of employment discrimination and to attend work-related administrative hearings as a party or witness.

1.11.10 Administrative and Leave

The University may place an AP member on administrative leave with or without pay during a suspension, internal and/or external investigation, or pending court action.

1.11.11 Extended Professional Leave

Extended Professional Leave may be granted to allow AP members to undertake activities such as seeking nationally recognized fellowships (for example, Fulbright, Guggenheim, Woodrow Wilson and ACLS Fellowships), serving as Visiting Professors at other institutions, providing public service, chairing national committees, assuming an elected office of a professional organization, and other similar professional activities. Such leaves may be granted with partial pay or without pay. All Extended Professional Leaves must be approved by the President.

For all Extended Professional Leaves granted with partial pay, the total of the fellowship award or external remuneration (excluding remuneration for specific expenses incurred, such as moving expenses) and the partial pay provided may not exceed the employee's salary. In addition to being approved by the President, such leaves must be approved by the employee's appropriate Division Head, based on the recommendation of the employee's supervisor and on the purpose of the leave, the proposed activity, and departmental needs. The period of the leave shall not normally exceed one academic year; however, the leave may be extended for a second year with the recommendation of the supervisor and approval from the appropriate Division Head. Extension of such leaves beyond two academic years is possible only in extraordinary circumstances.

For all each and every Extended Professional Leaves granted with partial pay, a written report describing the accomplishments while on leave must be submitted by the faculty AP member to their supervisor and appropriate Division Head within three months of return from the leave.

1.11.12 Authorized Closings

AP members will observe authorized closings unless otherwise directed by their supervisor. If an employee is required to work during an authorized closing, he or she will be given hour for hour compensatory leave which must be used within a year of the date earned or it is lost.

1.11.13 Sick Leave

AP members may use sick leave for absences related to conditions that prevent them from performing their duties. These conditions include, including illness, injury, or health problems related to and pregnancy or childbirth-related conditions. An administrative and professional faculty AP member may be asked, in case of any illness or injury, to provide his or her supervisor with a physician's statement. When the circumstances for use of sick leave are known in advance, such as in the case of scheduled surgery or childbirth, administrative and professional faculty AP members should give their supervisors advance notice.

Sick leave is administered on a calendar leave year which begins January 10 and ends on January 9.

Traditional and University Sick Leave Program Programs

The traditional sick leave program is available to 1) administrative and professional faculty for employees hired prior to January 1,

1999, who participate in the Virginia Retirement System (VRS) and elected not to participate in the Virginia Sickness and Disability Program.

Sickness and Disability Program, and 2) administrative and professional faculty who participate in the Optional Retirement Plan.

The traditional University sick leave program is also available to administrative and professional faculty AP hired after January 1, 1999, who elect VRS and disability coverage under an "employer-sponsored plan." The Radford

University "employer-sponsored plan" is an employee-paid, long-term disability policy provided by an independent insurance carrier through a contractual agreement with the [University](#).

Under the traditional [and University](#) sick leave ~~program, administrative and professional faculty programs,~~ [AP](#) on 12-month appointments earn five hours of sick leave per pay period (15 days per year). Employees on 9-, 10-, and 11-month appointments earn five hours of sick leave per pay period for the pay periods actually worked.

There is no maximum limit for accrual of sick leave, however, [administrative and professional faculty AP](#) cease to earn sick leave after they have been absent from work with pay for a period that exceeds 60 consecutive work days.

Six sick days (48 hours) per calendar year may be used for family illness or death, with a maximum of three consecutive days (24 hours) per incident. When approved for Family and Medical Leave, [administrative and professional faculty AP](#) may also use up to one-third of their sick leave held at the beginning of the Family and Medical Leave period for the illness of a family member or the birth or adoption of a child.

Upon separation, 12-month [administrative and professional faculty AP](#) members who have five or more years of continuous service and were employed prior to January 1, 1999, will receive payment of one-fourth of their unused sick leave balance up to a maximum of \$5,000, to the extent permitted by state personnel law.

Upon separation, 9-, 10-, and 11-month [administrative and professional faculty AP](#) members who have five or more years of continuous service and were employed prior to January 1, 1999, will receive payment of one-fourth of their unused sick leave balance up to a maximum amount that is pro-rated based on the number of months employed per year, to the extent permitted by state personnel law.

[Employees hired at Radford University after January 1, 1999 are not eligible for a sick leave payout.](#)

[Contact the Department of Human Resources for additional information.](#)

Virginia Sickness and Disability Program (VSDP)

VSDP is available to 1) [administrative and professional faculty AP](#) hired prior to January 1, 1999, who participate in the Virginia Retirement System and elected to participate in VSDP, and 2) [administrative and professional faculty AP](#) hired after January 1, 1999, who participate in the Virginia Retirement System. [Administrative and professional faculty AP](#) participating in the Optional Retirement Plan cannot participate in VSDP.

Under the VSDP, [administrative and professional faculty AP](#) on 12-month appointments will be credited with 8 to 10 workdays of sick leave on January 10 each year. Sick leave credits for [administrative and professional faculty AP](#) with appointments of less than 12 months will be prorated according to the number of months worked. Sick leave is granted based on the length of employment as shown below for [administrative and professional faculty AP](#) on 12-month appointments. Sick leave balances are not carried forward from year to year.

Current Employees		New Employees	
Months of State Service	Sick Leave Hours/Days	Employment Begin Date	Sick Leave Hours/Days
Less than 60	64 (8 workdays)	1/1 - 6/30	64 (8 workdays)
60 to 119	72 (9 workdays)	7/1 - 12/31	40 (5 workdays)

120 or more 80 (10 workdays)

<u>Current Employees</u>		<u>New Employees</u>	
<u>Months of State</u>	<u>Service Sick Leave Hours/Days</u>	<u>Employment Begin Date</u>	<u>Sick Leave Hours/Days</u>
<u>Less than 60</u>	<u>64 (8 workdays)</u>	<u>1/1 - 6/30</u>	<u>64 (8 workdays)</u>
<u>60 to 119</u>	<u>72 (9 workdays)</u>	<u>7/1 - 12/31</u>	<u>40 (5 workdays)</u>
<u>120 or more</u>	<u>80 (10 workdays)</u>		

Note: When approved for Family and Medical Leave, administrative and professional faculty AP may also use up to one-third of their sick leave hours held at the beginning of the Family and Medical Leave period for the illness of a family member or the birth or adoption of a child.

In addition to sick leave, administrative and professional faculty AP on 12-month appointments will receive up to five days of family and personal leave on January 10 each year. Personal and family leave credits for administrative and professional faculty AP with appointments of less than 12 months will be prorated according to the number of months worked. Administrative and professional faculty AP may use family and personal leaves of absence for personal and family reasons as well as for personal illnesses or injuries. Family and personal days are granted based on the length of employment as shown below for administrative and professional faculty AP on 12-month appointments. Family and personal leave balances are not carried forward from year to year.

<u>Current Employees</u>		<u>New Employees</u>	
<u>Months of State Service</u>	<u>Sick Leave Hours/Days</u>	<u>Employment Begin</u>	<u>Sick Leave Hours/Days - Date</u>
<u>Less than 60</u>	<u>32 (4 workdays)</u>	<u>1/1 - 6/30</u>	<u>32 (4 workdays)</u>
<u>60 to 119</u>	<u>32 (4 workdays)</u>	<u>7/1 - 12/31</u>	<u>16 (2 workdays)</u>
<u>120 or more</u>	<u>40 (5 workdays)</u>		

<u>Current Employees</u>		<u>New Employees</u>	
<u>Months of State Service</u>	<u>Sick Leave Hours/Days</u>	<u>Employment Begin Date</u>	<u>Sick Leave Hours/Days</u>
<u>Less than 60</u>	<u>32 (4 workdays)</u>	<u>1/1 - 6/30</u>	<u>32 (4 workdays)</u>
<u>60 to 119</u>	<u>32 (4 workdays)</u>	<u>7/1 - 12/31</u>	<u>16 (2 workdays)</u>
<u>120 or more</u>	<u>40 (5 workdays)</u>		

Under qualifying circumstances, administrative and professional faculty AP are provided with income protection when they cannot work due to an accident or illness. Short-term disability benefits begin after a 7-calendar-day waiting period. Administrative and professional faculty AP are eligible for income replacement depending on their length of employment as follows:

<u>Months of State Service</u>	<u>Workdays of Income Replacement at 100%</u>	<u>Workdays of Income Replacement at 80%</u>	<u>Workdays of Income Replacement at 60%</u>
<u>Fewer than 60</u>	<u>5</u>	<u>20</u>	<u>100</u>

60 - 119	25	25	75
120 - 179	25	50	50
180 or more	25	75	25

Administrative and professional

<u>Months of State Service</u>	<u>Workdays of Income Replacement at 100%</u>	<u>Workdays of Income Replacement at 80%</u>	<u>Workdays of Income Replacement at 60%</u>
<u>Fewer than 60</u>	<u>5</u>	<u>20</u>	<u>100</u>
<u>60 - 119</u>	<u>25</u>	<u>25</u>	<u>75</u>
<u>120 - 179</u>	<u>25</u>	<u>50</u>	<u>50</u>
<u>180 or more</u>	<u>25</u>	<u>75</u>	<u>25</u>

AP faculty who are unable to return to work after a 180-calendar-day (26-week) waiting period may qualify for long-term disability benefits at 60% of their compensation.

1.12.6 Family and Medical Leave

Under qualifying circumstances, federal law provides full-time administrative and professional faculty with unpaid, job-protected leave to care for the faculty member's child after birth, placement, adoption, or foster care; to care for the employee's spouse, child, or parent who has a serious health condition; or for a serious health condition that makes the employee unable to perform his or her job. Further information on this type of leave may be obtained from the Department of Human Resources.

1.12.7 Leave Sharing

Administrative and professional faculty members who exhaust all leave balances due to an accident or illness, qualify for annual leave donations from the leave-sharing program. Administrative and professional faculty members may donate annual leave to other administrative and professional faculty members who qualify for the additional leave. To be eligible to receive leave sharing, the employee must complete an application and submit a doctor's statement showing the dates s/he is not able to work. The application is normally signed by the employee but may be signed on his/her behalf by a member of his/her family if circumstances warrant.

1.12.8 School Leave

Personnel are granted eight hours of paid leave per calendar year to:

- Meet with a teacher or administrator of any preschool, elementary, middle or high school about their children, step-children, or children for whom they have custody.
 - To attend any school function in which their children or step-children are participating.
 - Perform any school-approved volunteer work such as to assist in preschool, elementary, middle or high schools.
- 1.12.9 Educational Leave**

Educational leave is granted in accordance with the educational aid policy as outlined in the Personnel Information Manual. No leave is earned by the employee during this employment status.

1.12.10 Extended Professional Leave

Extended Professional Leave may be granted to allow administrative and professional faculty members to undertake activities such as seeking nationally recognized fellowships (for example, Fulbright, Guggenheim, Woodrow Wilson and ACLS Fellowships), serving as Visiting Professors at other institutions, providing public service, chairing national committees, assuming an elected office of a professional organization, and other similar professional activities. ~~Such leaves may be granted with partial pay or without pay. In cases of leaves granted with partial pay, the total of the fellowship award or external remuneration (excluding remuneration for specific expenses incurred, such as moving expenses) and the partial pay provided may not exceed the faculty member's salary. Such leaves must be approved by the Vice President of the person's division based on the recommendations of the person's supervisor and based on the purpose of the leave, the proposed activity, and departmental needs. The period of the leave shall not normally exceed one academic year; however, the leave may be extended for a second year with the recommendation of the supervisor and approval from the Vice President. Extension of such leaves beyond two academic years is possible only in extraordinary circumstances.~~

Contact the Department of Human Resources for additional information or visit <http://www.varetire.org/pdf/publications/vsdp-handbook.pdf>.

~~For all Extended Professional Leaves granted with partial pay, a written report describing the accomplishments while on leave must be submitted by the faculty member to the supervisor and Vice President within three months of return from the leave.~~

~~All Extended Professional Leaves must be approved by the Board of Visitors.~~

1.12.11 Leave Without Pay

~~Administrative and professional faculty members wishing to take personal leave without pay may request such leave from the Vice President of their division on the recommendation of their supervisor. The request must be made with sufficient notice to allow time to secure a qualified replacement and must include the reason for the leave. If approved, a date will be specified by which any request for extension of the leave or notification of intent not to return to the University must be received. The University will not provide fringe benefits during a leave without pay, but the employee should consult with the Department of Human Resources to determine those benefits that may be purchased.~~

1.12.12 Absences and Inelement Weather

~~Administrative and professional faculty are required to work at the discretion of their supervisor when offices are closed due to inelement weather. Employees who are required to work will earn hour for hour compensatory time for hours worked during the period of time that offices are closed.~~

1.13 RESIGNATION AND RETIREMENT

1.13.1 Resignation

~~Administrative and professional faculty who AP members who wish to resign should give submit a letter of resignation to their supervisor, giving as much notice as possible, and in consideration of their area of responsibility and the academic calendar, if they are teaching. Normally one month is the minimum acceptable notice. The supervisor will give written acknowledgement of acceptance of the resignation.~~

1.13.2 Retirement

~~Administrative and professional faculty AP members must contact the Department of Human Resources to file for retirement. To allow adequate time for processing the necessary paperwork, notification is needed at least four months, but no later than two months, in advance of the planned retirement date. As a courtesy, faculty AP members planning to retire should so inform submit a letter regarding their intention to retire to their supervisor as early as possible, but no later than one month prior to their anticipated separation date. The supervisor will give written acknowledgement of the acceptance of the retirement.~~

2.0 EMPLOYMENT RELATED POLICIES

2.1 OTHER RADFORD UNIVERSITY EMPLOYMENT

For any employment or assignment through the University which results in additional compensation, the AP member must complete and submit the Administrative and Professional Faculty Extra Employment Statement, in advance, to ~~their- his or her~~ supervisor for approval. If approved, the original will be returned to the employee and a copy will be sent to the Department of Human Resources and maintained in the employee's personnel file.

The obligation of full-time AP members is to fulfill the duties of their primary positions with the University. Other Radford University employment should in no way interfere with this responsibility. If an employee misses time during regular working hours, the employee must use leave or make up the time (hour for hour) during the same work week. The employee's immediate supervisor must verify that time missed has been made up or documented on the employee's time sheet.

2.2 OUTSIDE EMPLOYMENT

2.2.1 Purpose and Scope

AP members may not engage in outside employment during their employment by the University in a manner or to an extent that adversely affects their usefulness as an employee of the University.

This restriction applies to all full-time AP members while they are employed by Radford University. For individuals on 9-, 10-, and 11-month appointments, this restriction applies only during those months they are under contract by the University.

The primary obligation of full-time AP members is to fulfill the duties of their positions with the University. Outside employment should in no way interfere with this responsibility. If an employee misses time during regular working hours, the employee must use leave or make up the time (hour for hour) during the same work week. The employee's immediate supervisor must verify that time missed has been made up or documented on the employee's time sheet.

2.2.2 Definition

Outside employment is defined as work outside the University with total compensation over \$1,500 annually from all sources performed outside of any relationship with Radford University. Work of this nature includes, but is not limited to, all self-employment and self-initiated professional services such as consulting, workshops, seminars, conferences, institutes, or short courses. However, participation in paid military reserve drills and other military activities is not considered outside employment.

2.2.3 Approval Process

AP members wishing to engage in outside employment must complete and submit the Administrative and Professional Faculty Extra Employment Statement, in advance, for approval by the supervisor and other appropriate University officials. Individuals engaging in outside employment without securing prior approval may be subject to disciplinary action up to and including ~~dismissal~~ termination.

The decision to approve outside employment will be based upon a number of factors including judgment of whether the proposed employment will adversely affect the individual's performance at Radford University, will have negative public relations value, or will constitute a conflict of interest under State or local laws.

If approved, the original will be returned to the employee and a copy will be sent to the Department of Human Resources and maintained in the employee's personnel file.

2.3 CONFLICT OF INTEREST AND ETHICS IN CONTRACTING LAW

The State and Local Government Conflict of Interests Act (Code of Virginia, Title 2.2, Chapter 31) and the Virginia Public Procurement Act (Code of Virginia, Title 2.2, Chapter 43) provide the body of law applicable to all University employees. The cited code sections should be consulted by any AP member when there is a potential conflict of interest or personal involvement in any contract. Employees who have questions should consult with the Office of Procurement and Contracts.

2.4 INTELLECTUAL PROPERTY

AP will follow the University's Intellectual Property Policy.

2.5 FACULTY-AUTHORED WORKS

AP will follow the faculty-authored works section outlined in the Teaching and Research Faculty Handbook.

2.6 FINANCIAL DEALINGS WITH STUDENTS

AP members shall not have University-related financial dealings with students where they accept funds directly from the students unless it is defined in their position description.

Examples may include the selling of books, materials, supplies for class use, student travel, etc.

2.7 EDUCATIONAL AID AND EMPLOYEE TUITION WAIVER POLICIES

Educational aid is available to qualified AP of Radford University through the Educational Aid Policy when the education is job-related and of benefit to the University. Employees taking courses at Radford University may be eligible for tuition waiver. AP will follow the Employee Tuition Waiver Policy/Procedures.

Full details on both are available at the Department of Human Resources.

3.0 POLICIES SPECIFIC TO LIBRARY FACULTY

3.1 ADMINISTRATIVE AND PROFESSIONAL LIBRARY FACULTY

3.1 LIBRARY FACULTY

Professional librarians are designated as library faculty and are awarded academic rank appropriate to their credentials and experience in a similar manner as ~~teaching~~Teaching and ~~research~~Research faculty. Library faculty are governed by the personnel policies outlined in this Handbook; policies specific to library faculty are outlined in this section.

Procedures for library faculty are established internally by the Dean of the Library and covered in the Library Faculty Personnel Procedures Manual.

~~1. Library faculty serve on twelve-month annual contracts starting June 25 and ending June 24 or, for those hired during a year, from the date of hiring to June 24.~~

- Library faculty are non-tenured and are not eligible for tenure.

~~2. Policies regarding annual and sick leave are the same for library faculty as for other administrative and professional faculty.~~

- The Master's degree in Library Science, or equivalent degree, from a graduate school accredited by the American Library Association is recognized as the appropriate terminal degree for library faculty.

~~3. Library faculty are evaluated annually by their respective supervisors. The supervisors' evaluations are reviewed by the University Librarian or Vice President for Academic Affairs, as applicable.~~

~~4. Library faculty have full voting privileges in the Faculty Senate.~~

~~2~~

3.2 CRITERIA FOR AWARDING RANK TO NEW LIBRARY FACULTY

The following shall be the minimum qualifications for initial appointment to the four ranks indicated:

~~1.~~

Instructor

- Holds a Master of Library Science, or equivalent degree, from an American Library Association accredited program.

~~2.~~

Assistant Professor

- Holds a Master of Library Science, or equivalent degree, from an American Library Association accredited program and has at least three years of full-time employment as a librarian at accredited collegiate institutions, or,
- Holds a Master of Library Science, or equivalent degree, from an American Library Association accredited program and has at least six years of other specialized experience appropriate to the position to which appointed.

~~3.~~

Associate Professor

- Holds a Master of Library Science, or equivalent degree, from an American Library Association accredited program and has at least six years of full-time employment as a librarian at accredited collegiate institutions, or,
- Holds a Master of Library Science, or equivalent degree, from an American Library Association accredited program and has at least twelve years of other specialized experience appropriate to the position to which appointed.

4.

Professor

- a. ——— Holds a Master of Library Science, or equivalent degree, from an American Library Association accredited program and has at least ten years of full-time employment as a librarian at accredited collegiate institutions and holds an additional graduate degree, or,
- Holds a Master of Library Science, or equivalent degree, from an American Library Association accredited program, holds an additional graduate degree, and has at least ten years of full-time employment as a librarian at accredited collegiate institutions, or,
 - Holds a Master of Library Science, or equivalent degree, from an American Library Association accredited program, holds an additional graduate degree, has at least eight years of service at accredited collegiate institutions, at least six of which must be with the M.L.S., and has ten years of other specialized experience appropriate to the position to which appointed.

Exceptions to these criteria may be made in cases of exceptional merit upon positive recommendation by the Library Personnel Committee, the University Librarian/Dean of the Library, and the Provost/Vice President for Academic Affairs.

2.

3.3 MINIMUM CRITERIA FOR LIBRARY FACULTY EVALUATION (Revised September 1, 2000) **PROMOTION**

Purposes

~~The purposes of evaluation of library faculty include clarifying responsibilities and expectations, providing feedback, acknowledging and encouraging performance that will lead to the achievement of individual, library, and institutional goals, providing recommendations for improvement and professional development, and documenting the librarian's performance. The annual evaluation of performance is one of the considerations in decisions related to continuing appointment, reassignment, merit pay, and promotion.~~

Criteria for evaluation

~~Library Faculty shall be evaluated in three areas: job performance, professional contributions, and university contributions. The librarian, in consultation with the supervisor, decides on the percentages allocated to these areas for the evaluation period. At the beginning of each evaluation period, each librarian and his/her supervisor shall review library and departmental objectives for the upcoming year. In consultation with his/her supervisor, each librarian shall establish a set of Performance Objectives for the evaluation period. The Performance Objectives shall indicate three to five areas for accomplishment and shall include, at a minimum, objectives in the area of job performance that are related to the duties described in the librarian's position description. The Performance Objectives also cover the areas of professional contributions and university contributions. For each library faculty member, the Performance Objectives shall be reviewed by the evaluator's supervisor, and then signed by the Library Faculty member and his/her supervisor. In addition, each library faculty member shall be evaluated on a set of Job Performance Elements identified for all library faculty.~~

Evaluation

~~1. An annual written evaluation shall be completed by the librarian's supervisor. The evaluation shall include:~~

- a) ~~written assessments of each of the librarian's performance objectives~~
- b) ~~ratings for each of the Job Performance Elements~~
- c) ~~ratings and a numerical score for the areas of Job Performance, Professional Contributions, and University Contributions~~

- d) an overall rating of performance and overall numerical score, calculated using the designated percentages for evaluation of the areas of Job Performance, Professional Contributions, and University Contributions
 - e) recommendations for improvement and professional development, as appropriate.
- Written comments shall accompany the ratings for Job Performance, Professional Contributions, University Contributions, and overall performance.
2. The evaluation shall be based on multiple types of evidence including an annual report prepared by the librarian, self evaluations of performance objectives, supervisor observations, or other objective and reliable evidence of performance.
 3. The evaluation shall be reviewed by the evaluator's supervisor, and then with the librarian. It shall be signed by the librarian, the evaluator, and the reviewer (the evaluator's supervisor).
 4. The evaluation form shall include a comments section for the librarian's optional written response to the evaluation. The librarian may appeal the evaluation to the evaluator and reviewer as an informal grievance, or may file a formal grievance as described in section 1.11 of this Handbook.
 5. The completed original evaluation shall be retained by the Vice President for Academic Affairs, with copies distributed to the librarian, the supervisor, the reviewer, and the University Librarian's office.

The Library may develop specific procedures for the evaluation of library faculty in addition to those outlined in this policy, with the approval of the Vice President for Academic Affairs.

2.4 LIBRARY FACULTY EVALUATION OF THE UNIVERSITY LIBRARIAN

The Evaluation of the University Librarian shall be prepared annually by the Vice President for Academic Affairs according to the guidelines in the Administrative and Professional Faculty Handbook. Input from the library faculty represents an important component of this evaluation. Faculty evaluations of the University Librarian shall be conducted annually in the Spring semester by the Governance Committee of the Faculty Senate and shall be incorporated into the University Librarian's evaluation by the Vice President for Academic Affairs.

2.4.1 Criteria

Criteria for evaluation shall be based on the responsibilities of the University Librarian and the University Librarian's annual goals. At a minimum, the library faculty evaluation shall be based on:

- Overall management and development of library services, collections, systems, budgets, and staff;
- Leadership in assessing and addressing the information needs of the Radford University community;
- Representing the Library, its goals, and its needs to the university administration and to both internal and external constituencies
- Achievement of annual goals based on the University Librarian's summary.

2.4.2 Procedures

The faculty evaluation of the University Librarian shall be conducted as follows:

1. Prior to the evaluation of the University Librarian by library faculty, the University Librarian shall prepare and distribute to all library faculty an annual report summarizing his or her accomplishments related to responsibilities as University Librarian and annual goals.
2. The form used for library faculty evaluations of the University Librarian shall be developed by the Vice President for Academic Affairs and the Governance Committee based on the above mentioned criteria and shall be approved by the Committee. The scale for numeric ratings shall be based on the same scale as used for library faculty evaluations. The form shall include a category for overall evaluation and comments.
3. The Committee shall circulate the form to all library faculty.

4. ~~The Committee shall summarize the data and comments from the above sources and make appropriate recommendations based on the data. The Committee summary and recommendations, together with copies of the University Librarian evaluation form, shall be forwarded to the Vice President for Academic Affairs. Members of the Committee who disagree with the recommendations may file a minority report with the Vice President for Academic Affairs at the same time.~~
5. ~~The library faculty's evaluation of the University Librarian should be substantially incorporated and referenced in the University Librarian's overall evaluation.~~
6. ~~The Vice President for Academic Affairs shall meet with the Governance Committee on the overall evaluation of the University Librarian and how the library faculty data was used in arriving at the overall evaluation.~~

2.5 LIBRARY FACULTY PROMOTIONS

2.5.1 Minimum Criteria For Library Faculty Promotion

The following shall be the minimum criteria for consideration for promotion to the three ranks indicated:

1.

Assistant Professor

- Holds a Master of Library Science, or equivalent degree, from an American Library Association accredited program and has three years of post-M.L.S. professional library experience at least two of which must be at Radford University, or,
- Holds a Master's degree and has four years of specialized professional experience at least two of which must be at Radford University.
- Demonstrated ability and evidence of success at the rank of Instructor.

2.

Associate Professor

- Holds a Master of Library Science, or equivalent degree, from an American Library Association accredited program and has six years of post-M.L.S. professional library experience at least four of which must be at Radford University at the rank of Assistant Professor, or,
- Holds a Master's degree and has ten years of specialized professional experience at least six of which must be at Radford University at the rank of Assistant Professor.
- Evidence of outstanding success and accomplishment as an Assistant Professor.

3.

Professor

- Holds a Master of Library Science, or equivalent degree, from an American Library Association accredited program and has ten years of post-M.L.S. professional library experience at least six of which must be at Radford University at the rank of Associate Professor, or,
- Holds a Master of Library Science degree from an American Library Association accredited program for at least two years and has sixteen years of specialized professional experience at least eight of which must be at Radford University at the rank of Associate Professor.
- Evidence of superior success and accomplishment as an Associate Professor.

Promotions are not considered to be automatic upon achieving the above criteria, but must be earned by exemplary service. Job performance, professional contributions, and ~~u~~University contributions are all evaluated for promotion, with job performance given the most weight. The recommendation of the Library Promotion Committee, and the ~~University Librarian~~ Dean of the Library will be considered in the awarding of any such promotion.

Exceptions to the above minimal criteria may be made in cases of exceptional merit upon positive recommendation by the Library Promotion Committee, ~~and the University Librarian~~ Dean of the Library and the approval of the ~~Provost~~ Vice President for Academic Affairs.

Upon positive recommendation of the ~~Library~~ Library Promotion Committee, ~~University Librarian~~ Dean of the Library, and the ~~Provost~~ Vice President for Academic Affairs, with the approval of the President, leaves of absence or other appropriate professional experience, with the exception of educational leave, may be considered as no more than one year of service in rank. Part-time service as a library faculty member can be counted toward post-M.L.S. or "specialized professional experience." Graduate assistantships may not be counted toward part-time service. The aggregate responsibilities for all part-time service as a library faculty member must be equivalent to or exceed the normal

responsibilities for 12 months of full-time library faculty service in order to qualify for one full year of credit.

2.5.2 Procedures for Recommending Library Faculty Promotions (Revised September 1, 2000)

1. All deadlines for promotion consideration will be established each year and communicated in writing to all library faculty at the beginning of the Fall Semester in the University's Time Schedule for Personnel Decisions.

2. The library faculty member shall initiate an application for promotion to the University Librarian and shall provide supporting documentation which must include a statement justifying promotion, evaluations of the library faculty member for the years of service at Radford University, up to six years, current curriculum vita, and any other items appropriate to support a recommendation for promotion. The University Librarian shall submit the library faculty member's request and documentation to the Chair of the appropriate Library Promotion Committee.

3. After an evaluation of the candidate's documentation, the Library Promotion Committee shall make its written recommendation, including justification, to the University Librarian. The Library Promotion Committee shall provide a copy of its recommendation and justification to the candidate.

A minority report may be written if the Library Promotion Committee's recommendation concerning promotion is unacceptable to a minority of the committee members. A minority report is seen as an exception rather than the standard procedure and shall include a justification for its creation. The minority report shall be signed and submitted as a separate document, and shall be included with the Library Promotion Committee's recommendation. A copy shall be sent to the candidate.

The candidate for promotion may respond to their decision and/or justification, and submit this response to the Committee and to the University Librarian.

4. The University Librarian shall review the recommendations of the Library Promotion Committee and forward these recommendations to the Vice President for Academic Affairs along with his or her own written recommendation, including justification. The University Librarian shall provide a copy of his or her recommendation and justification to the candidate and the Library Promotion Committee.

The candidate for promotion may respond to his or her decision and/or justification, and submit this response to the University Librarian and to the Vice President for Academic Affairs.

5. The Vice President for Academic Affairs shall make his or her recommendation to the President. The Vice President for Academic Affairs shall provide a copy of his or her recommendation to the candidate, the University Librarian, and the Library Promotion Committee.

6. The candidate for promotion may request a conference as an informal grievance, if the recommendation of the Vice President for Academic Affairs is negative, or may file a formal grievance as described in section 4.10 of this Handbook.

7. The President shall make his or her recommendation and shall submit the names of all faculty recommended for promotion to the Board of Visitors.

8. The final decision regarding promotion rests with the Board of Visitors.

The composition and responsibilities of Promotion Committees are given in section 2.6 of this Handbook.

2.6 LIBRARY PERSONNEL AND PROMOTION COMMITTEES

2.6.1 Library Personnel Committee (Revised September 1, 2000)

The composition and responsibilities of the Library Personnel Committee are as follows:

1. The Library Personnel Committee shall consist of four members elected from and by the library faculty. The Library Personnel Committee members serve for two year terms, beginning July 1 and ending June 30, with two positions elected each year. Because of the role of the University Librarian as chief library administrator, the University Librarian shall not be eligible to vote for members or serve on the Library Personnel Committee.

2. — The Library Personnel Committee, in consultation with the library faculty and the University Librarian, shall make recommendations to the Administrative Senate regarding revisions of policies and procedures for library faculty evaluation and promotion.

3. — The Library Personnel Committee screens all applicants for library faculty vacancies and recommends the bestqualified candidates to the University Librarian, who will, with the prior approval of the Vice President for Academic Affairs, invite two or more candidates to the campus for an interview with the Library Personnel Committee and other library faculty, the University Librarian, and the Vice President for Academic Affairs.

4. — When the Library Personnel Committee is involved in the recruitment of a library faculty member, the supervisor of the position, if not a member and with the exception of the University Librarian, shall serve as an ad hoc member for the duration of the recruitment for that position.

5. — Following interviews, the Library Personnel Committee consults with the library faculty and recommends to the University Librarian one or more candidates to be offered the position, including a justification for its recommendation. The Library Personnel Committee also recommends the rank to which a new library faculty member is appointed.

~~2.6.2 Library Promotion Committees (Revised September 1, 2000)~~

There shall be three Library Promotion Committees:

1. Promotion to Assistant Professor: All library faculty, except the University Librarian, who hold the rank of Assistant Professor, Associate Professor, or Professor.
2. Promotion to Associate Professor: All library faculty, except the University Librarian, who hold the rank of Associate Professor or Professor.
3. Promotion to Professor: All library faculty, except the University Librarian, who hold the rank of Professor.

In the event that a promotion committee would have fewer than three members, then the Library Personnel Committee, plus any library faculty holding that rank or higher shall serve as the Promotion Committee. Neither the University Librarian nor the candidate for promotion shall serve on the Promotion Committee.

~~3.0 EMPLOYMENT RELATED POLICIES~~

~~3.1 OTHER RADFORD UNIVERSITY EMPLOYMENT~~

Any employment or assignment through the university which results in additional compensation for an administrative or professional faculty member must be approved in advance by the person's supervisor.

~~3.2 EXTRA EMPLOYMENT~~

~~3.2.1 Purpose and Scope~~

It is the University policy that no administrative or professional faculty member may engage in other employment, not in any private business or profession during their employment by the University, in a manner or to an extent that affects or is deemed likely to affect their usefulness as an employee of the University. This policy defines extra employment and establishes the reporting and application procedures to be followed by individuals seeking approval for extra employment. It identifies the criteria by which applications are to be judged.

The policy applies to all full-time administrative and professional faculty while they are employed by Radford University. For individuals on 9-, 10-, and 11-month appointments, the policy applies only during those months they are employed by the University.

~~3.2.2 Definition~~

~~The primary obligation of full-time~~ administrative and professional faculty is to fulfill the duties of their positions with the University. Extra employment should in no way interfere with this responsibility. For the purpose of reporting under this policy, extra employment is defined as work with total compensation over \$1,500 annually from all sources performed outside of any relationship with Radford University. Work of this nature includes all selfemployment and self-initiated professional services such as consulting, workshops, seminars, conferences, institutes, or short courses accomplished for any agency other than Radford University.

Participation in paid military reserve drills and other military activities is not considered extra employment under this policy.

3.2.3 Reporting Requirements

At the beginning of each academic year all full-time administrative and professional faculty must complete an "Extra Employment Statement." The statement will allow the individual 1) to indicate that no extra employment is anticipated during the year, or 2) to describe the extra employment anticipated and to seek approval as described below. Any changes to the information provided in this statement during the year for which it was prepared must be reported and approved in advance of the employment.

3.2.4 Approval Process

Administrative and professional faculty wishing to engage in extra employment must provide the information requested on the "Extra Employment Statement" and submit it to their supervisor for approval by the supervisor and the employee's Vice President. Individuals engaging in extra employment without securing prior approval jeopardize their continued status as employees of Radford University.

~~The decision to approve~~ extra employment will be based upon a judgement of whether the proposed extra employment is consistent with the individual's professional expertise, will complement professional responsibilities and professional development, will require excessive time, will adversely affect the individual's performance at Radford University, will have negative public relations value, or will constitute a conflict of interest under State or local laws. While there is no rigid standard for "excessive time," only in extraordinary cases will time exceeding an average of one day per week be approved. Persons whose proposed employment meets all other criteria, but would require excessive time, may discuss with the supervisor the possibility of a reduced time appointment at Radford University for a negotiated time period. All extra employment statements for administrative and professional faculty will be kept in personnel files in the office of the employee's Vice President.

3.3 CONFLICT OF INTEREST AND ETHICS IN CONTRACTING LAW

The State and Local Government Conflict of Interest Act (Code of Virginia, Sections 2-1-639.2 through 639.23) and Article 4 of the Virginia Public Procurement Act, Ethics in Contracting (Sections 11-72 through 11-80) provide the body of law applicable to all University employees. The cited code sections should be consulted by any administrative or professional faculty member when there is a potential conflict of interest or personal involvement in any contract. The Code may be accessed through the Internet at <http://leg1.state.va.us/>. Employees who have questions should consult with the Vice President of their area.

3.4 INTELLECTUAL PROPERTY

The Commonwealth, by and through the University, owns intellectual property invented or created by faculty in certain cases. The following policy provides guidance as to when the University will assert its interest in intellectual property.

3.4.1 Definitions

Throughout this policy, where appropriate, the singular form of a noun also includes the plural, the masculine gender also includes the female gender, and the term "participants" means inventors, creators or authors.

Assigned Duty

"Assigned duty" is narrower than "scope of employment," and is an undertaking of a task or project as a result of a specific request or direction. A general obligation to do research, even if it results in a specific end product such as a vaccine, a published article, or a computer program, or to produce scholarly publications, is not a specific request or direction and hence is not an assigned duty. In contrast, an obligation to develop a particular vaccine or write a particular article or produce a particular computer program is a specific request or direction and is therefore an assigned duty.

Significant Use of General Funds

The phrase "significant use of general funds" and the phrase "developed wholly or significantly through the use of state general funds" mean that state general funds provided \$10,000 or more of the identifiable resources used to develop a particular intellectual property. A reasonable cost should be assigned to those resources for which a cost figure is not readily available, such as salary, support staff, and other equipment and resources dedicated to the creator's efforts. Resources such as libraries that are available to employees generally should not be counted in the assessment of the use of general funds.

For purposes of this policy, funds and facilities provided by governmental, commercial, industrial, or other private organizations which are administered and controlled by the university shall be considered to be funds and facilities provided by or through the university and, accordingly, constitute state general funds.

Employee

~~This~~ includes full time and adjunct faculty; classified employees; administrative staff; and students who are paid for specific work by the university. Students may be employees for some purposes and not for others. If they are paid as student assistants, for example, or given grants to do specific research, they will be employees for purposes of this policy. Students receiving general scholarship or stipend funds would not normally be considered employees for purposes of this policy.

Intellectual Property

~~This~~ refers to anything or any portion of anything developed by anyone covered by this policy that fits one or more of the following categories:

- ~~— a potentially patentable machine, article of manufacture, composition of matter, process, or improvement in any of these;~~
- ~~— an issued patent;~~
- ~~— a legal right that inheres in a patent;~~
- ~~— anything that is copyrightable~~

Net Royalties or Other Income

This refers to the total value of any property received, including cash payments, in consideration for the sale, transfer, lease, licensing or other disposition of intellectual property in which the university has an interest, after subtracting the direct and identifiable expenses of the university in developing intellectual property, securing a copyright or patent, and the direct expenses of marketing the same (excluding any indirect costs, such as overhead, from such calculation), and payment of any taxes on the same.

3.4.2 Ownership of Intellectual Property

The university has an interest in intellectual property if and only if:

- ~~_____ the property results from or is developed by faculty or employees acting within the scope of assigned duties; or~~
- ~~_____ the property results from or is developed wholly or significantly through the use of state general funds.~~

Absent a prior contractual agreement, the university will not claim an interest in intellectual property invented or created in connection with course work by students who are not university employees. When significant use by students of university facilities, personnel, or other resources is contemplated, the university may require, as a condition precedent to such use by students, that ownership of the student developed invention or creation be reserved to the university, in whole or in part. In such cases, a written understanding regarding ownership and use of student creations or inventions should be signed by the student and the University prior to such significant use by the student of university facilities, personnel, or other resources.

All faculty, employees, students, and visitors at the university who participate, as inventors or creators, in the development of intellectual property in which the university may have an interest (as specified under section 3.4.1 of this policy), shall be responsible for prompt written notification to the administrator (see section 3.4.3 of this policy) of such participation and development. The written notification shall be a full disclosure of the type of intellectual property being developed, the identity of all persons participating in such development, and the percentage of interest, if any, claimed by each of the participants. The notification shall be signed by each participant unless separate signed notifications are submitted addressing the same project. The participants shall furnish additional information as reasonably requested by the administrator.

The University shall claim its interest in intellectual property by written notice from the administrator to the inventors or creators. This written notice shall be made within ninety (90) days from the time written notification is received by the administrator, as specified in section 3.4.2 above. Failure of the administrator to so notify the inventors or creators that the university is claiming an interest in such intellectual property shall constitute a waiver by the university of any interest which the University might otherwise claim.

Where the University properly claims its interest in intellectual property, the inventor or creator shall be entitled to receive fifty percent (50%) of net royalties or other income accrued to the university by its sale, lease, licensing, exchange or other disposition of such intellectual property.

3.4.3 Administration of Policy

3.4.3.1 Administrator

The Vice President of Business Affairs is hereby designated as the administrator of this policy. The administrator shall:

- ~~—Develop standards and procedures appropriate for the implementation of this policy.~~
- ~~—Advise the inventors and creators as to ownership of intellectual property in which the university claims an interest.~~
- ~~—Promptly consider all written notifications required by 3.4.2 of the policy and determine the circumstances of creation to establish whether the intellectual property is that in which the university will assert its an interest. Such determinations shall be made within ninety (90) days by written notice to the participants.~~
- ~~—Determine whether to copyright a work or patent an invention in the university's name, or to waive some or all of those rights in favor of the creator or inventor.~~
- ~~—Determine whether the intellectual property in which the university holds an interest is marketable and, if so, take appropriate steps on behalf of the university for marketing the property, including transferring the university's rights to a Radford University foundation.~~
- ~~—Establish guidelines for distribution of royalties when the university and the inventors or creators share in ownership of the intellectual property.~~
- ~~—In consultation with the Vice President for Academic Affairs, compile and submit to the State Council of Higher Education, annually, such information on its intellectual property as said Council may require.~~

In addition, the administrator may:

- ~~—Distribute royalties accruing to the university as a result of the implementation of this policy.~~
- ~~—Transfer, where appropriate, any interest which the university may possess in patents, copyrights or other intellectual property addressed in this policy while ensuring compliance with Section 234.4 of the Code of Virginia requiring the Governor's prior written approval for certain transfers.~~

3.4.3.2 Advisory Committee

A University Committee on Intellectual Property shall be established consisting of five faculty members and an administrator. The five faculty members shall be appointed by the Faculty Senate and the administrator shall be appointed by the Vice President for Business Affairs. Terms of appointment shall be consistent with the university's internal governance provisions. The committee shall:

- ~~—Assist the administrator in developing standards and procedures for implementing this policy.~~
- ~~—Recommend amendments in this policy as needed.~~

3.4.3.3 Confidentiality

The contents of written notifications to the administrator by inventors and creators shall be confidential and shall not be disclosed to others within or without the university, except as may be reasonably necessary in the following situations:

- ~~—Disclosure by participants, in confidence, to legal counsel, accountants or other professionals assisting in the development or protection of intellectual property of the participants.~~
- ~~—Disclosure by the administrator, in confidence, to the university's legal counsel, accountants or other professionals assisting in the development or protection of intellectual property in which the university may claim an interest.~~

- Disclosure by the participants or the administrator, in confidence, to the University Committee on Intellectual Property or Vice President for Academic Affairs as part of the dispute resolution procedures of this policy.
- Disclosure as required by judicial process, including proper pretrial discovery.
- Reporting as required by statutory reporting requirements established by the General Assembly and implemented by the State Council of Higher Education, in cooperation with the Innovative Technology Authority.

3.4.4 Dispute Resolution

In any case in which any creator or inventor of intellectual property disagrees with a decision of the administrator in respect to the ownership of intellectual property in which such persons claim an interest, or in respect to the sharing of royalties or other income accruing to the university through the sale, lease, licensing or other disposition of such property, such persons shall be entitled and obligated to pursue an administrative appeal within the university before pursuing any other legal or equitable remedy. The administrative appeal shall be conducted as follows:

—The aggrieved persons shall file with the Vice President for Academic Affairs a written statement of appeal specifically identifying the nature of the dispute and specifically stating the relief requested. This statement must be filed within thirty (30) days after receipt by the aggrieved persons of written notice of the Administrator's decision which is being appealed.

—Upon receipt of such a statement of appeal, the Vice President for Academic Affairs shall refer the matter to the University Committee on Intellectual Property, which shall, within thirty (30) days of the filing of the statement of appeal with the Vice President for Academic Affairs, make written findings of fact and recommendations regarding resolution of the dispute, unless within such time the Administrator and the aggrieved persons acknowledge in writing that they have resolved their dispute. The committee may require, upon reasonable notice, that the aggrieved parties or the Administrator or both appear before it and provide the committee with additional information relevant to the dispute.

—Upon receipt of the written findings and recommendations of the committee, the Vice President for Academic Affairs shall have fifteen (15) days to state his or her decision, in writing, to the aggrieved parties and to the Administrator. He may affirm, modify or reject any determination of the committee.

—If the Vice President for Academic Affairs and the Administrator disagree, the matter shall then be referred to the President of the University who shall have fifteen (15) days to state his or her decision, in writing, to the aggrieved parties, the Administrator, and the Vice President for Academic Affairs.

—The decision of the President shall be final within the University and no further administrative appeal shall be available to the aggrieved parties or to the Administrator.

3.5 FACULTY AUTHORED WORKS

Faculty authored works may make a significant contribution to the quality of instruction, to the professional development of the faculty member, and to the prestige of the university. However, it is the university's responsibility to monitor the selection of such works used as required or optional material in a course so that potential abuses are avoided. In the following, the term "faculty authored work" includes any published work, in printed or electronic format, which is authored or coauthored by a member of the Radford University faculty and which generates royalties or other compensation for the faculty member.

If a work is being considered for a multiple-section course in which the faculty have agreed to use a common text or materials, and one of the faculty members is the author of one of the competing works, the selection shall be determined by secret ballot.

If a work is being considered for a single section course (or for a section of a multiple-section course in which the faculty have agreed not to use a common text), and the instructor is the author of that work, then the work must be approved by the department chair or by a committee appointed by the chair. If the author is the

department chair, then the work must be approved by the Department Personnel Committee. Faculty members may submit evidence supporting the quality of the work including documentation of its use at other institutions and reviews or testimonials from other experts in that field. Documentation of such approvals shall be filed with the College Dean.

All faculty authored works selected for use shall be reviewed at least every four years by the department chair or by a committee appointed by the chair. If the author is the department chair, then the work must be reviewed by the Department Personnel Committee. Documentation of such reviews shall be filed with the College Dean. Subject to state law and the University's Intellectual Property Policy, royalties from the sale of published works rightfully belong to the author. However, faculty members shall not earn profits from the sale of unpublished notes, lab exercises, photocopied manuscripts, and other materials in printed or electronic format which they require for classroom use. These include bound photocopied materials provided through a commercial copying service. In cases where the meaning of "published work" is ambiguous, the Department Personnel Committee will be responsible for determining if a particular work is a "published work" for the purposes of this policy.

~~3.6 FINANCIAL DEALINGS WITH STUDENTS~~

~~Administrative and professional faculty shall not have University related financial dealings with students. Faculty shall not sell required books, materials, and supplies for class use. Financial arrangements for faculty student travel shall be handled by a member of the University support staff.~~

4.0 CHANGES TO THE ADMINISTRATIVE AND PROFESSIONAL FACULTY HANDBOOK

~~The authority to amend or revise the Administrative and Professional Faculty Handbook lies with the Board of Visitors. However, proposals~~Proposals for revising the Handbook may be ~~initiated~~recommended by ~~administrative and professional faculty~~AP members, the President, or members of the Board of Visitors. Revisions fall into two categories: (1) those required to ensure that the University is in compliance with ~~federal/state/local~~ federal/state/local policies and mandates, and (2) those within the purview of the decision-making processes within the University.

Revisions required to ensure that the University is in compliance with ~~federal, state, and local~~ federal, state, and local policies and mandates, and that do not require a decision by University personnel, will be ~~effected~~affected impacted through an administrative update, with ~~administrative~~the Board of Visitors and ~~professional faculty~~AP members being informed of the change and the reasons for it.

Revisions within the purview of the decision-making processes ~~in~~within the University ~~Internal Governance system~~ will be ~~considered by appropriate committees as defined by the Internal Governance system~~affected impacted through the following steps. Proposals for changes will be made in the form of text intended to replace a portion of the ~~Administrative and Professional Faculty~~AP Handbook, noting new language and striking out the old language. The proposed change will be accompanied by a brief explanation detailing why the revision is being proposed and what the revision is intended to accomplish. ~~Final presentation of the proposal will be sent to the Administrative Senate~~Final presentation of the proposal will be sent to the AP Senate. It will be the AP Senate's responsibility to ensure that AP members are provided time and opportunity to review the proposed change so they can communicate with their respective division senator(s) prior to any action by the AP Senate. The AP Senate's recommendations on proposed revisions to the Handbook will be forwarded to the office of the ~~President for coordination of executive and legal review as necessary. Once executive approval is obtained, the revised document will be submitted to the Board of Visitors for consideration and final approval. The authority to revise the Administrative and Professional Faculty Handbook lies with the Board of Visitors.~~

~~It will be the Administrative Senate's responsibility to ensure that administrative and professional faculty are provided time and opportunity to review the proposed change so they can communicate with their senators prior to any action by the Administrative~~

~~The AP Senate. The Administrative Senate's recommendations on proposed revisions to the Administrative and Professional Faculty Handbook will be forwarded to the President.~~

~~The Council for Review of University Policies~~ has the responsibility for ~~annually~~updating the ~~handbook~~Handbook to incorporate approved changes.



Administrative and Professional Faculty Handbook

Approved by the Board of Visitors

August 27, 1998

Last Revised: November 10, 2000

Current Revision: December 2017

Pending approval of the Board of Visitors

Radford University does not discriminate with regard to race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion, or political affiliation in the administration of its educational programs, activities, admission or employment practices. Inquiries may be directed to the Chief Human Resource Officer at <http://www.radford.edu/content/human-resources/home.html>.

Administrative and Professional Faculty Handbook

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Administrative and Professional Faculty (AP) appointments are covered by the policies set out by this Handbook unless specifically noted otherwise in the appointment and/or contract letter (hereafter referred to as the appointment letter). To the extent that specific terms and conditions set out by any appointment letter are in addition to, contrary to, or inconsistent with the provisions of this Handbook, the terms and conditions of the appointment letter shall supersede this Handbook (refer to Section 1.2 for required approvals).

1.0 EMPLOYMENT

1.1 DEFINITIONS

1.1.1 General Terms

Division Head – Provost, Vice President or head of respective division

Supervisory Administrative Officer – The employee’s immediate supervisor or someone in management hierarchy of the employee.

Business Days – Days that Radford University administrative offices are open.

1.1.2 Administrative Faculty

Administrative faculty normally report no lower than two levels below the President. Administrative faculty typically serve in executive level leadership roles such as vice president, vice provost, dean, and assistant or associate vice president or dean. Administrative faculty positions require the performance of work directly related to the management of activities of the institution, department, or subdivision thereof. Incumbents in these positions exercise discretion and independent judgment and generally direct the work of others.

Qualification criteria include that the employee (1) must have an advanced degree, typically a master’s degree, or training and work experience at a level which equates to an advanced degree; (2) must perform the duties and responsibilities associated with this category 50 percent or more of the contractual time; and (3) must regularly exercise discretionary actions.

1.1.3 Professional Faculty

Professional faculty normally report three or more levels below the President. Professional faculty may direct or provide support for vital university functions such as academic, administrative, outreach, athletic or other programs. Professional faculty positions require advanced learning and experience acquired by prolonged formal instruction and/or specialized work experience.

Qualification criteria include that the employee (1) must have an advanced degree, typically a master’s degree, or training and work experience at a level which equates to an advanced degree; (2) must perform the duties and responsibilities associated with this category 50 percent or more of the contractual time; (3) must regularly exercise professional discretion and judgment and are expected to take professional initiative in carrying out their primary roles and assignments; and (4) must produce work that is intellectual and varied in character and not standardized.

1.1.4 Non-Exempt Professional Faculty

On November 25, 2016, a one-time transition was made for a select group of existing Professional Faculty positions into non-exempt designations as defined by the Fair Labor Standards Act (FLSA). Generally, these non-exempt professional faculty positions follow the provisions of this Handbook unless otherwise noted.

1.1.5 Restricted Administrative and Professional Faculty

Restricted AP positions receive at least 10% of their funding from non-continuous or non-recurring funding sources such as grants, donations, contracts or capital outlay projects. Generally, these restricted AP positions follow the provisions of this Handbook if funding is available from the respective revenue source used to fund the position. Continuation of employment is subject to the availability of funds, the need of the service, and satisfactory performance. These employees have defined contract end dates and do not receive automatic renewals, leave payouts or severance benefits.

Restricted AP positions may be terminated in the case where there are insufficient funds or no further need for services. If the date of termination is different from the defined contract end date for a restricted AP member, they will be given at least 30 calendar days notice prior to the date of termination. A proposed notice of termination because of insufficient funds or lack of need for services requires the approval of the division head.

1.2 TERMS AND CONDITIONS OF APPOINTMENT AND CONTINUING EMPLOYMENT

Appointments to AP positions are term contracts of 9, 10, 11 or 12 months depending on programmatic needs. To the extent that specific terms and conditions set out by any appointment letter are in addition to, contrary to, or inconsistent with the provisions of this Handbook, the terms and conditions of the appointment letter shall supersede this Handbook. If the appointment letter deviates from the standard template letter in the AP Recruitment Guide, the hiring supervisor must provide the Chief Human Resource Officer with a copy of the letter for review prior to making an offer or renewing a contract that has special terms and conditions.

Contract renewals are not considered automatic. Job performance at a high level of productivity, effectiveness and continued need by the University will be some of the determinants of any reappointment decision.

The 12-month contract period is from June 25 to June 24. All AP members are paid over 24 pay periods regardless of the length of their contracts. Starting and ending dates for the 9-, 10-, and 11-month contracts are dependent on the programmatic need. Typically, the initial contract will cover the period from the date of the appointment to the beginning of the normal contract period (e.g. June 25 is the beginning of the normal contract period for 12-month contracts).

AP members whose contracts are not being renewed will receive written notice of the non-renewal. The length of the notice is determined by the length of the AP member's Radford University years of service as follows:

Length of Notice:

Less than 1 year of service	1 month notice
1 to 5 years of service	3 months notice
More than 5 years of service	the full term of one contract period

(NOTE: Restricted AP positions are covered under section 1.1.4 and are not subject to provisions of this section.)

If the contract of an AP member is not being renewed, he or she will be presented with a notification of non-renewal of the contract from the office offering the contract through their supervisor. The notice of non-renewal will specify the notice period required for the AP member based on his or her length of service. If the notice period extends beyond the current contract period, the AP member will receive a terminal appointment letter for the period between the ending date of the current contract and the ending date of the required notice. For example, if an individual on a 12-month contract with four years of service is notified on May 25 that his or her contract is not being renewed, he or she will receive a terminal appointment letter for the period of June 25 to August 24 to meet the notice requirement of three months. However, if the same AP member is notified on March 25 that his or her contract is not being renewed, he or she will have been given the required notice of three months by the end of the current contract and a terminal appointment letter for a period beyond the current contract will not be necessary. The non-renewal of a contract with the appropriate notice is not grievable as defined in Section 1.10 of this Handbook and does not fall under the AP grievance procedure.

1.3 SANCTIONS AND TERMINATION FOR CAUSE

Distinguished from the non-renewal of a contract or continuation of employment beyond a specified date which is governed by Section 1.2 of this Handbook, termination means the dismissal of any AP member during the term of the individual's contract of employment. Cause for termination includes, but is not limited to, unethical conduct, unsatisfactory attendance, falsifying credentials or records, unauthorized removal or damage to

University property or another employee's property, acts of violence, violation of the University's policies, criminal convictions relating to job responsibilities or of such a nature that continuing the employee in his or her position may constitute negligence on the part of the University.

Termination of an AP member for cause does not require the advance notice for the non-renewal of a contract as described in Section 1.2 of this Handbook. However, if a supervisory administrative officer has determined that the termination of an AP member is warranted, the AP member shall be informed in writing of the charges on which the decision to terminate is based. In turn, the AP member will be afforded the opportunity to respond to the charges within a defined period of time of not less than two business days after the day of receipt of the notice of termination.

If the AP member elects to respond to the notice of intended termination, and the response is deemed unsatisfactory by the supervisory administrative officer, the AP member will be notified in writing of the termination action and the effective date thereof within ten (10) business days. The written notification will state specifically the reasons for the termination and shall inform the individual of his or her right to access the grievance procedure for AP members to appeal the termination decision.

1.3.1 Suspension

In cases where the severity of the offense does not meet the standard for termination, or when mitigating factors are present, a lesser disciplinary action may be taken (e.g., counseling, oral or written notices, or suspension). Suspension may be partial, total, short-term or long-term, and may be with or without pay in accordance with FLSA guidelines.

An AP member may be placed on administrative leave for any portion or the remainder of his or her appointment during an internal and/or external investigation or pending court action when the charges are job-related or of such a nature that to continue the employee in his or her assigned duties could constitute negligence on the part of the University. Upon completion of the investigation or court action, the AP member may be reinstated or terminated.

If a supervisory administrative officer decides to suspend an AP member without pay in lieu of termination, he or she must ensure that the AP member has been notified of the charges which are resulting in the suspension and has been afforded the opportunity to respond to those charges within a period of not less than two business days. The AP member will be informed in writing of the period of the suspension and his or her right to access the grievance procedure for AP to appeal the suspension decision.

1.4 ABOLITION OF POSITION OR FISCAL EXIGENCY

1.4.1 Abolition of Position

AP positions may be removed in the event of financial hardship with a department that cannot be alleviated by ordinary budgeting practices, or upon reduction of the specific services for which they were employed. A minimum of 90 calendar days' notice is given in such circumstances. If an AP member is separated involuntarily due to budget reduction, reorganization, or workforce downsizing, the employee may be eligible for severance benefits under the Code of Virginia, Workforce Transition Act of 1995, 2.2-3202.

This section does not apply to restricted AP appointments.

1.4.2 Fiscal Exigency

AP members may be removed in the event of financial hardship which cannot be alleviated by ordinary budgeting practices if a state of fiscal exigency is declared by the Board of Visitors.

1.5 REASSIGNMENT

AP members may be reassigned at any time. Reassignment may involve change in administrative title or supervisory responsibilities, reassignment to another position or department, or salary adjustment commensurate with responsibilities. Neither notice of non-reappointment nor removal for cause is required to effect a reassignment.

Tenured and tenure-track administrators holding rank may be assigned full-time teaching duties with appropriate adjustments in salary should their administrative assignments be terminated.

1.6 RANK AND PROMOTION

AP positions carry functional titles which are descriptive of their duties and responsibilities. AP normally do not have academic faculty rank. However, tenured and tenure-track faculty who transfer from instructional faculty positions to AP positions retain their academic faculty rank. Those hired with academic departmental appointments and library faculty also have academic faculty rank. AP without academic faculty rank are assigned a nominal faculty-equivalent rank of lecturer.

AP who have rank because of their appointments in academic departments can apply through their academic department for promotion. The normal procedures for Teaching and Research faculty promotions shall apply.

Criteria and procedures for promotion of library faculty are given in the Library Faculty Personnel Procedures manual.

1.7 TENURE ELIGIBILITY

The granting of tenure on initial appointment for persons in AP positions typically is limited to those serving as Provost/Vice President for Academic Affairs and College Deans. Tenure-track faculty who transfer from Teaching and Research Faculty positions to AP positions may continue to work towards tenure according to the conditions outlined in the Teaching and Research Faculty Handbook.

Other administrators may be given rank, but these administrators cannot acquire tenure without relinquishing their administrative assignments and assuming full-time professorial duties providing that an appropriate position is available and that the appointment is approved in the same manner as are all other initial appointments. Years of service as a full-time administrator shall not be counted as part of the probationary period.

1.8 ADMINISTRATIVE AND PROFESSIONAL FACULTY TEACHING POLICY

To be eligible to teach, an AP member must hold at least a master's degree, preferably a doctorate. AP members with tenure are expected to teach, if at all feasible, at least one course a year without compensation. The teaching responsibility can be either a formal course, individually or team taught or other direct student instruction such as thesis advisor, internship or practicum supervisor.

AP members without tenure who hold full-time administrative positions may teach formal academic courses. AP members may be compensated as an overload if the teaching is not a part of their normal duties and responsibilities, or if there is no adjustment in their regular administrative responsibilities. Such teaching must not interfere with the normal performance of assigned duties and must be approved in advance by the person's supervisor and the Provost or their designee.

For some AP members, teaching an academic course is a normal responsibility for which they do not receive additional compensation. The approved job description for these AP members will reflect this responsibility and no other approvals will be required for these individuals to teach. Non-exempt AP are ineligible to teach.

1.9 PERFORMANCE EXPECTATIONS AND EVALUATIONS

1.9.1 Purposes

The purposes of evaluation of AP include clarifying responsibilities and expectations, monitoring performance according to these expectations, providing regular feedback and motivation, encouraging performance which will lead to the achievement of unit and institutional goals, providing recommendations for improvement and professional development, and documenting the employee's level of performance based on systematic reviews. The evaluation of performance is one of the considerations in decisions related to continuing appointment, reassignment, merit pay, and where applicable, promotion.

1.9.2 Scope

These policies shall apply to all AP below the level of Vice President.

1.9.3 Timelines for evaluations and revised Performance Expectations

- The performance cycle is October 25 to October 24 of each year.
- Performance Expectations shall be developed for new employees within 30 business days of the beginning of employment.
- Annual evaluations for the preceding year shall be completed no later than November 1.
- Revised Performance Expectations for the current year shall be developed no later than November 30.

1.9.4 Criteria for evaluation

Evaluation criteria , at a minimum, consists of the following Performance Goals, Performance Objectives and Performance Factors:

- The Performance Goals shall specify applicable annual goals for the position.
- The Performance Objectives shall specify (a) five to eight major responsibilities of the employee based on the duties outlined in the employee's Position Description and (b) any Performance Objectives identified for the evaluation of all AP members within a given unit, division, or the entire university. If teaching is a part of the position description, it must be included among the performance objectives for evaluation.
- The Performance Factors shall specify (a) the broad skills and behaviors specific to the position and (b) any general Performance Factors identified for the evaluation of all AP members within a given unit, division, or the entire university.
- Deans should also reference Section 1.4.3 of the Teaching and Research Faculty Handbook.

Departments may choose to add additional information or criteria to be included in the official evaluation.

1.9.5 Performance Expectations Procedure

At the beginning of each evaluation cycle, the evaluating supervisor shall develop the current evaluation cycle's performance expectations in the University's online central performance management system (ex. PeopleAdmin). The Performance Goals, Performance Objectives and Performance Factors shall be reviewed by the evaluating reviewer (supervisor of the evaluating supervisor), then discussed and acknowledged by the employee and by the evaluating supervisor. If the evaluating supervisor is a Vice President or the President, no further review is necessary.

1.9.6 Evaluation Procedure

An annual evaluation is required and shall be completed by the evaluating supervisor. The evaluation shall include:

- Written feedback for each of the employee's Performance Goals, Performance Objectives and Performance Factors based on multiple types of evidence of performance such as an annual report prepared by the employee, self-evaluations, supervisor observations, peer ratings, ratings by others who are knowledgeable of the employee's work, or other objective and reliable evidence of performance.
- An overall rating of performance:
 - Performance is consistently above standards
 - Performance is generally above standards
 - Performance meets standards
 - Performance is slightly below standards
 - Performance is below standards
- Recommendations for improvement and professional development.

Upon completion of the annual evaluation by the evaluating supervisor, the evaluation shall be reviewed by the evaluating reviewer prior to discussing with the employee. After review by the evaluating reviewer, it is preferable that the supervisor and employee discuss the evaluation together. If the evaluating supervisor is a Vice President or the President, no further review is needed.

Afterwards, the employee will acknowledge the evaluation in the system. The evaluation shall include a comments section for the employee's written response to the evaluation.

1.9.7 Appeal Process

If an employee disagrees with the evaluation and cannot resolve the disagreement with the evaluating supervisor, the employee may appeal to the evaluating reviewer. An employee may appeal, in writing, within 10 business days of receiving the evaluation to the evaluating reviewer consideration of reopening the evaluation. The evaluating reviewer has five business days to respond and may not change the original evaluation, but may append written comments addressing the points of appeal. If the evaluating supervisor is a Vice President, the President or designee may append the written comments addressing the points of appeal.

1.10 GRIEVANCE PROCEDURE

1.10.1 Definitions

Grievance - a complaint made by an AP member concerning a decision, action, activity, or the professional well-being of the individual and which can be corrected by the University.

Complainant – the party who is bringing forth the complaint.

Respondent – the party against whom the complaint is brought.

Non-grievable Issues: While most disputes may be dealt with by this grievance process, the following issues are not the subject of a grievance under this Handbook:

- Those items falling within the jurisdiction of other University grievance policies and procedures (for example, discriminatory acts)
- The contents of personnel policies, contracts, procedures, rules, regulations, ordinances, or statutes
- The routine assignment of University resources (for example, space, parking, operating funds)
- Lack of funding for a position as determined by the appropriate University Vice President
- Reassignment
- Termination of contract with appropriate notice

1.10.2 Informal Grievance Procedure

Timeline

An informal grievance must be addressed within 30 business days of a complainant's knowledge of an action or event which is the cause of a complaint.

Notification Process

The first step to resolving a grievance informally is for the complainant to meet with the respondent. Each party may be accompanied by an individual if both parties agree to allow others to be present.

If the complainant feels he or she is unable to address the respondent, the complainant may address the grievance in writing to the immediate supervisor of the respondent. The immediate supervisor should, if possible, attempt resolution. If the immediate supervisor feels the grievance is frivolous or otherwise unwarranted, he or she must notify the complainant in writing within 10 business days of hearing the complaint. Any records of the outcome should be kept by the parties involved.

If the immediate supervisor is unable to achieve a resolution, the complainant may proceed to the Formal Grievance Procedure.

1.10.3 Formal Grievance Procedure

Timeline

Whether an AP member has or has not attempted to resolve a grievance through the informal grievance procedure, he or she may choose to file a formal grievance with the Chief Human Resource Officer. The formal grievance must be filed in writing within 30 business days of the action or event which is the cause of the complaint. The attempt to resolve the complaint informally does not extend the 30-day time period. The complainant can withdraw the grievance at any time during the formal procedure.

Grievability Ruling

On receipt of the written grievance, the Chief Human Resource Officer will determine if the issue is a justified grievance in accordance with the definition of a grievance under this policy. If the Chief Human Resource Officer determines that the issue is not a justified grievance, he or she will notify the complainant in writing within five business days of the receipt of the grievance.

To appeal the Chief Human Resource Officer's decision, the complainant must submit the appeal to the Vice President for Finance and Administration within five business days of his or her receipt of the decision. The Vice President for Finance and Administration must respond to the appeal within five business days of his or her receipt of the appeal. If the Vice President for Finance and Administration is the subject of the grievance, the written appeal of the Chief Human Resource Officer's grievance ruling may be made to the President. In either case, the decision on appeal of the grievance ruling is final.

Grievance Panel Hearing Board

The President shall, on or before the beginning of each academic year, select individuals from among the AP to serve as members of a 12-person grievance panel board. The members of the board will serve a two-year term. A list of current members will be maintained by the Department of Human Resources.

Panel Hearing

If the complaint is deemed to be grievable, the Chief Human Resource Officer shall be responsible for coordinating the selection and convening of a panel for hearing the grievance.

The panel for hearing a grievance shall consist of three members selected from the grievance panel board: one selected by the complainant, one selected by the respondent, and a chairperson selected by the other two members. In the event that the two selected panel members cannot agree on a third member, the selection of the third member will be made by the Chief Human Resource Officer. The following shall not be allowed to serve on the panel: members of the complainant or respondent's division or relatives of any persons having direct involvement in the matters which form the substance of the grievance.

Within 10 business days of its selection, the grievance panel will set a date (within 30 business days), time, and location of the hearing; and the chairperson shall notify the parties. The panel hearing is intended to provide an impartial review of the grievance. Members of the panel do not have an advocacy role. The hearing shall be conducted as a closed administrative hearing, not as a formal court proceeding. Panel hearings are conducted in accordance with guidelines approved by the University. The Chief Human Resource Officer will distribute these guidelines to the members of the panel. The panel shall consider all relevant evidence produced at the hearing or requested of the parties prior to the hearing. The panel's decision will be based on a preponderance of evidence. At the conclusion of the panel hearing, the panel will deliberate in private and reach a decision.

Panel Recommendation

The majority vote of the panel shall constitute the panel's recommendation. No later than 5 business days from the conclusion of the hearing, the chairperson of the panel will notify the Vice President for Finance and Administration of the panel's recommendation with notification to the Chief Human Resource Officer. The Vice President for Finance and Administration will review and respond to the grievance and the panel's recommendation within 10 business days of his or her receipt of the grievance and recommendation. If the Vice President for Finance and Administration concurs with the recommendation, the grievance will be considered concluded and he or she will notify all parties and the Chief Human Resource Officer. If the Vice President for Finance and Administration does not concur with the recommendation, he or she will forward the panel's recommendation to the President for his or her review. Within 10 business days of his or her receipt of the panel's recommendation, the President will notify the parties and the Chief Human Resource Officer as to whether he or she supports the recommendation of the panel. The President's decision is final.

If the grievance is filed as a result of an alleged action taken by the Vice President for Finance and Administration, the panel's recommendation will be forwarded directly to the President. The President's decision is final.

If the grievance is filed as a result of an alleged action taken by the President, the panel's recommendation will be forwarded to the Rector of the Board of Visitors. The decision of the Rector or any committee of the Board of Visitors to which he or she refers the complaint is final.

Implementation of Recommendation

If the result of the panel hearing and subsequent decisions by the Vice President for Finance and Administration, President, Rector, or any committee of the Board of Visitors requires some action, the Chief Human Resources Officer will have the responsibility to ensure that the action is taken.

Record Keeping

All panel hearings will be recorded. Official records of the grievance will be maintained by the Department of Human Resources in accordance with the Library of Virginia's Public Records Management Program.

1.11 ADMINISTRATIVE AND PROFESSIONAL FACULTY LEAVE

All leave activity should be reported on the appropriate leave report each pay period. Absences on days other than holidays or authorized closings must be charged as leave as approved by the supervisor. The University may limit the paid or unpaid leave if the AP member's absence creates an undue hardship for the University. AP members are eligible for the following types of leave:

1.11.1 Holidays and Compensatory Leave

The holiday and alternate holiday schedules are listed on the Human Resources website.

AP members receive any holiday if that holiday occurs within the pay period in which they work. If an employee is required to work on a holiday, he or she will be given hour-for-hour compensatory leave which must be used within a year of the date earned or it is lost. Upon separation, a payment will be issued for any unexpired compensatory leave balance.

1.11.2 Annual Leave

Personnel on 12-month appointments earn 192 hours of annual leave per year. Newly hired AP members are granted 48 hours of annual leave at the time they are hired and for their first 12 months of employment earn 6 hours of annual leave per pay period. At the beginning of the second year of employment, AP members earn 8 hours of annual leave per pay period.

Personnel on 9-, 10-, and 11-month appointments earn leave for the pay periods actually worked and at the same rate as 12-month appointments. The number of days of annual leave granted at the time of hire to new AP members on 9-, 10-, and 11-month appointments is prorated based on the number of months for which they are appointed.

AP members should record annual leave as approved by their supervisor.

AP members with less than five years of service at Radford University may accrue annual leave and carry over up to a maximum of 240 hours of leave from one calendar year to the next. AP members with five or more years of service at Radford University may accrue annual leave and carry over up to a maximum of 280 hours of leave from one calendar year to the next.

Upon voluntary separation of employment AP members are eligible for payment of unused annual leave following the below scale based on their total Radford University service.

Annual Leave Payout upon voluntary separation:

Less than 5 years	Zero payout of unused Annual Leave
5 – 9 years	240 hours maximum payout of unused Annual Leave
10 years or more	280 hours maximum payout of unused Annual Leave

Annual leave is administered on a leave year which begins January 10 and ends on January 9.

The last day an employee actually works is considered the separation date unless leave has been approved by the Division Head.

1.11.3 Family Medical Leave

Under qualifying circumstances, federal law provides full-time AP members with unpaid and job protected leave. Further information on this type of leave may be obtained from the Department of Human Resources.

1.11.4 Leave Sharing

AP members who exhaust all leave balances due to an accident or illness qualify for annual leave donations from the leave sharing program if they are not enrolled in the Virginia Sickness and Disability Program (VSDP). To be eligible to receive leave sharing, the employee must complete an application from Human Resources and submit a doctor's statement showing the dates she/he is not able to work. The application is normally signed by the employee but may be signed on his/her behalf by a member of his/her family if circumstances warrant. All AP members, including those covered by VSDP, may request donated annual leave if the employee experiences leave without pay due to a family member's illness or injury for which the employee is using Family and Medical Leave.

AP members may donate annual leave to other AP members who qualify for the additional leave.

1.11.5 Community Service Leave

AP members are granted up to 16 hours of paid leave in any leave year to provide volunteer services to non-profit organizations. Such service may be provided as a member of a service organization or through authorized school assistance.

AP members are granted an additional 8 hours of community service leave to serve with a volunteer fire department and rescue squad or auxiliary unit thereof.

Employees must receive prior approval from their supervisor before using community service leave.

1.11.6 Donate Bone Marrow or Organs Leave

AP members are allowed up to 30 workdays of paid leave in any calendar year, in addition to other paid leave, to donate bone marrow or organs.

This leave applies to AP members who present medical certification to donate bone marrow or organs except for the following:

- Employees who are on disciplinary suspension are not eligible to participate in this program.
- Restricted employees whose positions are contingent upon project grants as defined in the Catalog of Federal Domestic Assistance may receive paid leave for bone marrow or organ donation only if the funding source has agreed to assume all financial responsibility for this benefit in its written contract with the Commonwealth of Virginia (Commonwealth).

1.11.7 Leave Without Pay

AP members wishing to take personal leave without pay should request such leave from their supervisor. The request must be made with sufficient notice to allow time to secure a qualified replacement and must include the reason for the leave. If approved, a date will be specified by which any request for extension of the leave or notification of intent not to return to the University must be received. The University will not provide fringe benefits during a leave without pay, but the employee should consult with the Department of Human Resources to determine those benefits that may be purchased.

Annual and sick leave will not accrue in any semi-monthly pay period in which an AP member takes unpaid leave.

1.11.8 Military Leave

Military leave is available to AP members holding full-time, salaried appointments. Qualifying AP members are eligible for leave with pay for up to 15 work days in a federal fiscal year (October 1 through September 30) for military duty, including training, if they are members of any reserve component of the Armed Forces or the National Guard. Paid leave for more than 15 work days in a single tour of duty is prohibited even when that tour encompasses more than one federal fiscal year. To qualify for military leave, AP members must furnish copies of their orders or other documentation with their leave report. Employees granted military leave are also credited for their usual sick leave accrued during that time and may receive up to 24 months of group life insurance coverage.

1.11.9 Civil and Work-Related Leave

AP members may be granted paid and/or unpaid leave to fulfill certain civic duties and functions and to participate in certain work-related activities. Such leave will be granted only for the time that is actually required for the purpose for which it is taken. AP members should request leave from their supervisors, as far in advance as possible, before it is taken. Appropriate supporting documentation must be submitted with the leave sheet on which the leave is taken.

1.11.9.1 Civil Leave

Such leave is allowed for an AP member

- As required by a summons to jury duty.
- To appear as a crime victim or as a witness in a court proceeding or deposition as compelled by a subpoena or summons.
- To accompany the AP member's minor child when the child is legally required to appear in court.
- To serve as an officer of election, as defined by [Code of Virginia § 24.2-101](#).
- To serve as a member of a state council or board.
- To attend his or her own naturalization ceremony.

Such leave is not allowed for an AP member

- Who is a defendant in a criminal matter (either an alleged misdemeanor or felony),
- Who has received a summons to appear in traffic court (except as a witness), or
- Who is a party to a civil case, either as plaintiff or defendant, or who has any personal or familial interest in the proceedings.

Provision for Crime Victims

The University will allow an AP member who is a victim of a crime to be present at all criminal proceedings relating to a crime against the AP member, as long as the AP member has provided the University with a copy of the form listing the rights of crime victims provided to the AP member pursuant to [Code of Virginia § 19.2-11.01](#) and, if applicable, provided the University with a copy of the notice of each scheduled criminal proceeding that is provided to the AP member as victim.

Although paid civil leave shall apply when the AP member's presence at legal proceedings is compelled by subpoena or summons, AP members may use existing annual, personal, or compensatory leave balances for court proceedings that do not qualify for paid civil leave. The AP member may also request to use unpaid leave for the absences.

Compensation/Reimbursement for Civil Service

An AP member under subpoena or summons or serving as an officer of election may receive compensation for services or reimbursement for expenses. NOTE: Fees given to Virginia's circuit court jurors are considered reimbursement for expenses.

AP members using civil leave may retain amounts received as reimbursement for expenses. A copy of the subpoena or other supporting document must accompany the leave report. However, AP members may not retain payments for services. Payments for services must be submitted to the Payroll department. Those who choose to retain the payments for services must charge the absence to annual, personal, or compensatory leave balances.

1.11.9.2 Work-Related Leave

AP members may be granted work-related leave to participate in resolution of work-related conflicts or of complaints of employment discrimination and to attend work-related administrative hearings as a party or witness.

1.11.10 Administrative Leave

The University may place an AP member on administrative leave with or without pay during a suspension, internal and/or external investigation, or pending court action.

1.11.11 Extended Professional Leave

Extended Professional Leave may be granted to allow AP members to undertake activities such as seeking nationally recognized fellowships (for example, Fulbright, Guggenheim, Woodrow Wilson and ACLS Fellowships), serving as Visiting Professors at other institutions, providing public service, chairing national committees, assuming an elected office of a professional organization, and other similar professional activities. Such leave may be granted with partial pay or without pay. All Extended Professional Leave must be approved by the President.

For all Extended Professional Leave granted with partial pay, the total of the fellowship award or external remuneration (excluding remuneration for specific expenses incurred, such as moving expenses) and the partial pay provided may not exceed the employee's salary. In addition to being approved by the President, such leave must be approved by the employee's appropriate Division Head, based on the recommendation of the employee's supervisor and on the purpose of the leave, the proposed activity, and departmental needs. The period of the leave shall not normally exceed one academic year; however, the leave may be extended for a second year with the recommendation of the supervisor and approval from the appropriate Division Head. Extension of such leave beyond two academic years is possible only in extraordinary circumstances.

For each and every Extended Professional Leave granted with partial pay, a written report describing the accomplishments while on leave must be submitted by the AP member to their supervisor and appropriate Division Head within three months of return from the leave.

1.11.12 Authorized Closings

AP members will observe authorized closings unless otherwise directed by their supervisor. If an employee is required to work during an authorized closing, he or she will be given hour for hour compensatory leave which must be used within a year of the date earned or it is lost.

1.11.13 Sick Leave

AP members may use sick leave for absences related to conditions that prevent them from performing their duties; including illness, injury, and pregnancy-related conditions. An AP member may be asked to provide his or her supervisor with a physician's statement. When the circumstances for use of sick leave are known in advance, such as, scheduled surgery or childbirth, AP members should give their supervisors advance notice.

Sick leave is administered on a leave year which begins January 10 and ends on January 9.

Traditional and University Sick Leave Programs

The traditional sick leave program is for employees hired prior to January 1, 1999, who participate in the Virginia Retirement System (VRS) and elected not to participate in the Virginia Sickness and Disability Program.

The University sick leave program is available to AP hired after January 1, 1999, who elect VRS and disability coverage under an "employer-sponsored plan." The Radford University "employer-sponsored plan" is an employee-paid, long-term disability policy provided by an independent insurance carrier through a contractual agreement with the University.

Under the traditional and University sick leave programs, AP on 12-month appointments earn five hours of sick leave per pay period (15 days per year). Employees on 9-, 10-, and 11-month appointments earn five hours of sick leave per pay period for the pay periods actually worked.

There is no maximum limit for accrual of sick leave, however, AP cease to earn sick leave after they have been absent from work with pay for a period that exceeds 60 consecutive work days.

Six sick days (48 hours) per calendar year may be used for family illness or death, with a maximum of three consecutive days (24 hours) per incident. When approved for Family and Medical Leave, AP may also use up to one-third of their sick leave held at the beginning of the Family and Medical Leave period for the illness of a family member or the birth or adoption of a child.

Upon separation, 12-month AP members who have five or more years of continuous service and were employed prior to January 1, 1999, will receive payment of one-fourth of their unused sick leave balance up to a maximum of \$5,000, to the extent permitted by state personnel law.

Upon separation, 9-, 10-, and 11-month AP members who have five or more years of continuous service and were employed prior to January 1, 1999, will receive payment of one-fourth of their unused sick leave balance up to a maximum amount that is pro-rated based on the number of months employed per year, to the extent permitted by state personnel law.

Employees hired at Radford University after January 1, 1999 are not eligible for a sick leave payout.

Contact the Department of Human Resources for additional information.

Virginia Sickness and Disability Program (VSDP)

VSDP is available to 1) AP hired prior to January 1, 1999, who participate in the Virginia Retirement System and elected to participate in VSDP, and 2) AP hired after January 1, 1999, who participate in the Virginia Retirement System. AP participating in the Optional Retirement Plan cannot participate in VSDP.

Under the VSDP, AP on 12-month appointments will be credited with 8 to 10 workdays of sick leave on January 10 each year. Sick leave credits for AP with appointments of less than 12 months will be prorated according to the number of months worked. Sick leave is granted based on the length of employment as shown below for AP on 12-month appointments. Sick leave balances are not carried forward from year to year.

<u>Current Employees</u>		<u>New Employees</u>	
Months of State	Service Sick Leave Hours/Days	Employment Begin Date	Sick Leave Hours/Days
Less than 60	64 (8 workdays)	1/1 - 6/30	64 (8 workdays)
60 to 119	72 (9 workdays)	7/1 - 12/31	40 (5 workdays)
120 or more	80 (10 workdays)		

Note: When approved for Family and Medical Leave, AP may also use up to one-third of their sick leave hours held at the beginning of the Family and Medical Leave period for the illness of a family member or the birth or adoption of a child.

In addition to sick leave, AP on 12-month appointments will receive up to five days of family and personal leave on January 10 each year. Personal and family leave credits for AP with appointments of less than 12 months will be prorated according to the number of months worked. AP may use family and personal leaves of absence for personal and family reasons as well as for personal illnesses or injuries. Family and personal days are granted based on the length of employment as shown below for AP on 12-month appointments. Family and personal leave balances are not carried forward from year to year.

<u>Current Employees</u>		<u>New Employees</u>	
Months of State Service	Sick Leave Hours/Days	Employment Begin Date	Sick Leave Hours/Days
Less than 60	32 (4 workdays)	1/1 - 6/30	32 (4 workdays)
60 to 119	32 (4 workdays)	7/1 - 12/31	16 (2 workdays)
120 or more	40 (5 workdays)		

Under qualifying circumstances, AP are provided with income protection when they cannot work due to an accident or illness. Short-term disability benefits begin after a 7-calendar-day waiting period. AP are eligible for income replacement depending on their length of employment as follows:

Months of State Service	Workdays of Income Replacement at 100%	Workdays of Income Replacement at 80%	Workdays of Income Replacement at 60%
Fewer than 60	5	20	100
60 - 119	25	25	75
120 - 179	25	50	50
180 or more	25	75	25

AP faculty who are unable to return to work after a 180-calendar-day (26-week) waiting period may qualify for long-term disability benefits at 60% of their compensation.

Contact the Department of Human Resources for additional information or visit <http://www.varetire.org/pdf/publications/vsdp-handbook.pdf>.

1.12 RESIGNATION AND RETIREMENT

1.12.1 Resignation

AP members who wish to resign should submit a letter of resignation to their supervisor, giving as much notice as possible and in consideration of their area of responsibility and the academic calendar, if they are teaching. Normally one month is the minimum acceptable notice. The supervisor will give written acknowledgement of acceptance of the resignation.

1.12.2 Retirement

AP members must contact the Department of Human Resources to file for retirement. To allow adequate time for processing the necessary paperwork, notification is needed at least four months, but no later than two months, in advance of the planned retirement date. AP members planning to retire should submit a letter regarding their intention to retire to their supervisor as early as possible, but no later than one month prior to their anticipated separation date. The supervisor will give written acknowledgement of the acceptance of the retirement.

2.0 EMPLOYMENT RELATED POLICIES

2.1 OTHER RADFORD UNIVERSITY EMPLOYMENT

For any employment or assignment through the University which results in additional compensation, the AP member must complete and submit the Administrative and Professional Faculty Extra Employment Statement, in advance, to his or her supervisor for approval. If approved, the original will be returned to the employee and a copy will be sent to the Department of Human Resources and maintained in the employee's personnel file.

The obligation of full-time AP members is to fulfill the duties of their primary positions with the University. Other Radford University employment should in no way interfere with this responsibility. If an employee misses time during regular working hours, the employee must use leave or make up the time (hour for hour) during the same work week. The employee's immediate supervisor must verify that time missed has been made up or documented on the employee's time sheet.

2.2 OUTSIDE EMPLOYMENT

2.2.1 Purpose and Scope

AP members may not engage in outside employment during their employment by the University in a manner or to an extent that adversely affects their usefulness as an employee of the University.

This restriction applies to all full-time AP members while they are employed by Radford University. For individuals on 9-, 10-, and 11-month appointments, this restriction applies only during those months they are under contract by the University.

The primary obligation of full-time AP members is to fulfill the duties of their positions with the University. Outside employment should in no way interfere with this responsibility. If an employee misses time during regular working hours, the employee must use leave or make up the time (hour for hour) during the same work week. The employee's immediate supervisor must verify that time missed has been made up or documented on the employee's time sheet.

2.2.2 Definition

Outside employment is defined as work outside the University with total compensation over \$1,500 annually from all sources performed outside of any relationship with Radford University. Work of this nature includes, but is not limited to, all self-employment and self-initiated professional services such as consulting, workshops, seminars, conferences, institutes, or short courses. However, participation in paid military reserve drills and other military activities is not considered outside employment.

2.2.3 Approval Process

AP members wishing to engage in outside employment must complete and submit the Administrative and Professional Faculty Extra Employment Statement, in advance, for approval by the supervisor and other appropriate University officials. Individuals engaging in outside employment without securing prior approval may be subject to disciplinary action up to and including termination.

The decision to approve outside employment will be based upon a number of factors including judgment of whether the proposed employment will adversely affect the individual's performance at Radford University, will have negative public relations value, or will constitute a conflict of interest under State or local laws.

If approved, the original will be returned to the employee and a copy will be sent to the Department of Human Resources and maintained in the employee's personnel file.

2.3 CONFLICT OF INTEREST AND ETHICS IN CONTRACTING LAW

The State and Local Government Conflict of Interests Act (Code of Virginia, Title 2.2, Chapter 31) and the Virginia Public Procurement Act (Code of Virginia, Title 2.2, Chapter 43) provide the body of law applicable to all University employees. The cited code sections should be consulted by any AP member when there is a potential conflict of interest or personal involvement in any contract. Employees who have questions should consult with the Office of Procurement and Contracts.

2.4 INTELLECTUAL PROPERTY

AP will follow the University's Intellectual Property Policy.

2.5 FACULTY-AUTHORED WORKS

AP will follow the faculty-authored works section outlined in the Teaching and Research Faculty Handbook.

2.6 FINANCIAL DEALINGS WITH STUDENTS

AP members shall not have University-related financial dealings with students where they accept funds directly from the students unless it is defined in their position description.

Examples may include the selling of books, materials, supplies for class use, student travel, etc.

2.7 EDUCATIONAL AID AND EMPLOYEE TUITION WAIVER POLICIES

Educational aid is available to qualified AP of Radford University through the Educational Aid Policy when the

education is job-related and of benefit to the University. Employees taking courses at Radford University may be eligible for tuition waiver. AP will follow the Employee Tuition Waiver Policy/Procedures.

Full details on both are available at the Department of Human Resources.

3.0 POLICIES SPECIFIC TO ADMINISTRATIVE AND PROFESSIONAL LIBRARY FACULTY

3.1 LIBRARY FACULTY

Professional librarians are designated as library faculty and are awarded academic rank appropriate to their credentials and experience in a similar manner as Teaching and Research faculty. Library faculty are governed by the personnel policies outlined in this Handbook; policies specific to library faculty are outlined in this section. Procedures for library faculty are established internally by the Dean of the Library and covered in the Library Faculty Personnel Procedures Manual.

- Library faculty are non-tenured and are not eligible for tenure.
- The Master's degree in Library Science, or equivalent degree, from a graduate school accredited by the American Library Association is recognized as the appropriate terminal degree for library faculty.

3.2 CRITERIA FOR AWARDING RANK TO NEW LIBRARY FACULTY

The following shall be the minimum qualifications for initial appointment to the four ranks indicated:

Instructor

- Holds a Master of Library Science, or equivalent degree, from an American Library Association accredited program.

Assistant Professor

- Holds a Master of Library Science, or equivalent degree, from an American Library Association accredited program and has at least three years of full-time employment as a librarian at accredited collegiate institutions, or,
- Holds a Master of Library Science, or equivalent degree, from an American Library Association accredited program and has at least six years of other specialized experience appropriate to the position to which appointed.

Associate Professor

- Holds a Master of Library Science, or equivalent degree, from an American Library Association accredited program and has at least six years of full-time employment as a librarian at accredited collegiate institutions, or,
- Holds a Master of Library Science, or equivalent degree, from an American Library Association accredited program and has at least twelve years of other specialized experience appropriate to the position to which appointed.

Professor

- Holds a Master of Library Science, or equivalent degree, from an American Library Association accredited program, holds an additional graduate degree, and has at least ten years of full-time employment as a librarian at accredited collegiate institutions, or,
- Holds a Master of Library Science, or equivalent degree, from an American Library Association accredited program, holds an additional graduate degree, has at least eight years of service at accredited collegiate institutions, at least six of which must be with the M.L.S., and has ten years of other specialized experience appropriate to the position to which appointed.

Exceptions to these criteria may be made in cases of exceptional merit upon positive recommendation by the Library Personnel Committee, the Dean of the Library, and the Provost/Vice President for Academic Affairs.

3.3 MINIMUM CRITERIA FOR LIBRARY FACULTY PROMOTION

The following shall be the minimum criteria for consideration for promotion to the three ranks indicated:

Assistant Professor

- Holds a Master of Library Science, or equivalent degree, from an American Library Association accredited program and has three years of post-M.L.S. professional library experience at least two of which must be at Radford University, or,

- Holds a Master's degree and has four years of specialized professional experience at least two of which must be at Radford University.
- Demonstrated ability and evidence of success at the rank of Instructor.

Associate Professor

- Holds a Master of Library Science, or equivalent degree, from an American Library Association accredited program and has six years of post-M.L.S. professional library experience at least four of which must be at Radford University at the rank of Assistant Professor, or,
- Holds a Master's degree and has ten years of specialized professional experience at least six of which must be at Radford University at the rank of Assistant Professor.
- Evidence of outstanding success and accomplishment as an Assistant Professor.

Professor

- Holds a Master of Library Science, or equivalent degree, from an American Library Association accredited program and has ten years of post-M.L.S. professional library experience at least six of which must be at Radford University at the rank of Associate Professor, or,
- Holds a Master of Library Science degree from an American Library Association accredited program for at least two years and has sixteen years of specialized professional experience at least eight of which must be at Radford University at the rank of Associate Professor.
- Evidence of superior success and accomplishment as an Associate Professor.

Promotions are not considered to be automatic upon achieving the above criteria, but must be earned by exemplary service. Job performance, professional contributions, and University contributions are all evaluated for promotion, with job performance given the most weight. The recommendation of the Library Promotion Committee and the Dean of the Library will be considered in the awarding of any such promotion.

Exceptions to the above minimal criteria may be made in cases of exceptional merit upon positive recommendation by the Library Promotion Committee, the Dean of the Library and the approval of the Provost/Vice President for Academic Affairs.

Upon positive recommendation of the Library Promotion Committee, Dean of the Library, and the Provost/Vice President for Academic Affairs, with the approval of the President, leaves of absence or other appropriate professional experience, with the exception of educational leave, may be considered as no more than one year of service in rank. Part-time service as a library faculty member can be counted toward post-M.L.S. or "specialized professional experience." Graduate assistantships may not be counted toward part-time service. The aggregate responsibilities for all part-time service as a library faculty member must be equivalent to or exceed the normal responsibilities for 12 months of full-time library faculty service in order to qualify for one full year of credit.

4.0 CHANGES TO THE ADMINISTRATIVE AND PROFESSIONAL FACULTY HANDBOOK

Proposals for revising the Handbook may be recommended by AP members, the President, or members of the Board of Visitors. Revisions fall into two categories: (1) those required to ensure that the University is in compliance with federal/state/local policies and mandates, and (2) those within the purview of the decision-making processes within the University.

Revisions required to ensure that the University is in compliance with federal, state, and local policies and mandates, and that do not require a decision by University personnel, will be impacted through an administrative update, with the Board of Visitors and AP members being informed of the change and the reasons for it.

Revisions within the purview of the decision-making processes within the University will be impacted through the following steps. Proposals for changes will be made in the form of text intended to replace a portion of the AP Handbook, noting new language and striking out the old language. The proposed change will be accompanied by a brief explanation detailing why the revision is being proposed and what the revision is intended to accomplish. Final presentation of the proposal will be sent to the AP Senate. It will be the AP Senate's responsibility to ensure that AP members are provided time and opportunity to review the proposed change so they can communicate with their respective division senator(s) prior to any action by the AP Senate. The AP Senate's

recommendations on proposed revisions to the Handbook will be forwarded to the office of the President for coordination of executive and legal review as necessary. Once executive approval is obtained, the revised document will be submitted to the Board of Visitors for consideration and final approval. The authority to revise the Administrative and Professional Faculty Handbook lies with the Board of Visitors.

The AP Senate President has the responsibility for updating the Handbook to incorporate approved changes.

RADFORD UNIVERSITY BOARD OF VISITORS
Governance, Administrative & Athletics Committee
December 7, 2017

Action Item
Approval of the Radford University AP Faculty Handbook Revisions

Item:

Board of Visitors approval of the Radford University Administrative and Professional (AP) Faculty Handbook Revisions.

Summary:

The Administrative and Professional (AP) Faculty Handbook has not been updated since 2000. A committee was formed in early 2016-17 to comprehensively review the handbook and provide recommendations to update the content as necessary. The committee completed their work over the summer and presented the proposed revisions of the current handbook to the AP Faculty Senate on August 8, 2017. The AP Faculty Senate accepted the revisions and recommended the handbook be moved to the University's executive/legal level for review and approval. With executive approval obtained through the President's Cabinet and Leadership Council, the revised handbook is now being submitted to the Board of Visitors for consideration and final approval.

The items below represent sections that underwent substantial edits and are included below for your convenience.

1.1 New Definitions

- *Division Head* – Provost, Vice President or head of respective division.
- *Supervisory Administrative Officer* – The employee's immediate supervisor or someone in management hierarchy of the employee.
- *Business Days* – Days that Radford University administrative offices are open.

New Section identifying Non-Exempt Professional faculty**1.1.3 Non-Exempt Professional Faculty**

On November 25, 2016, a one-time transition was made for a select group of existing Professional Faculty positions into non-exempt designations as defined by the Fair Labor Standards Act. Generally, these non-exempt professional positions follow the provisions of this handbook unless otherwise noted.

New Section identifying Restricted Administrative and Professional Faculty**1.1.4 Restricted Administrative and Professional Faculty**

Restricted Administrative and Professional Faculty positions receive at least 10% of their funding from non continuous or non-recurring funding sources such as grants, donations, contracts or capital outlay projects. Generally, these restricted administrative and professional faculty positions follow the provisions of this handbook if funding is available from the respective revenue source used to fund the position. Continuation of employment is subject to the availability of funds, the need of the service and satisfactory performance. These employees have defined contract end dates and do not receive automatic renewals, leave payouts or severance benefits.

Restricted Administrative and Professional Faculty positions may be terminated in the case where there are insufficient funds or no further need for services. If the date of termination is different from the defined contract end date for a restricted faculty member, they will be given at least 30 calendar days' notice prior to the date of termination. A proposed notice of termination because of insufficient funds or lack of need for services requires the approval of the division head.

1.2 Non-Renewal Notice Requirements Changes

Less than 1 year of service	1 month notice
1 to 5 years of service	3 month notice (<i>increased from 2 months to 3 months</i>)
More than 5 years of service	Full term of one contract period (<i>reduced years of service from more than 10 years to more than 5 years</i>)

1.4 Abolition of Position or Fiscal Exigency – Updated notice requirements to a minimum of 90 days

AP positions may be removed in the event of financial hardship with a department that cannot be alleviated by ordinary budgeting practices, or upon reduction of the specific services for which they were employed. A minimum of 90 calendar days' notice is given in such circumstances. If an Administrative and Professional Faculty member is separated involuntarily due to budget reduction, reorganization, or workforce downsizing, the employee may be eligible for severance benefits under the Code of Virginia, Workforce Transition Act of 1995, 2.2-3202.

This section does not apply to restricted Administrative and Professional Faculty appointments.

1.9 Updated Timeline for Performance evaluations and moved from September 15th to October 25th to be more in line with classified evaluations and requiring supervisors to use the University's online central performance management system (PeopleAdmin)

1.9.3 Timelines for evaluations and revised Performance Expectations

- The performance cycle is October 25 to Oct 24 of each year.
- Performance Expectations shall be developed for new employees within 30 days of the beginning of employment.
- Annual evaluations for the preceding year shall be completed no later than November 1.
- Revised Performance Expectations for the current year shall be developed no later than November 30.

1.9.5 Performance Expectations Procedure

At the beginning of each evaluation cycle, the evaluating supervisor shall develop the current evaluation cycle's performance expectations in the University's online central performance management system (currently PeopleAdmin).

Removed Deans & University Library performance management section that included very specific details. Those items can be captured in the online performance management system.

1.10 Grievance Procedure

Non-Grievable Issues (Added):

- Those items falling within the jurisdiction of other University grievance policies and procedures (for example, discriminatory acts).

- The routine assignment of University resources (for example, space, parking, operating funds)

1.10.3 Formal Grievance Procedure:

Timeline - Changed 30 calendar days to 30 business days

Record Keeping – Changed from "taped" to "recorded" and added reference to Library of Virginia Records Management Program.

All panel hearings will be recorded. Official records of the grievance will be maintained by the Department of Human Resources in accordance with the Library of Virginia’s Public Records Management Program.

1.10 AP Faculty Leave

1.11.1 Holidays – *refers to HR website instead of listing out*

1.11.2 Annual Leave

Increased the maximum number of days that can be carried over and changed the reporting quantity to hours. From one year to another the maximum carry over was changed from 30 to 35 days (240 hours to 280 hours) and added payout for annual leave balances for more than 5 years of service. Currently, only those employed prior to January 1, 1995 get a maximum 160 hour payout.

	Current		Proposed	
Years of Service	Maximum Carryover	Maximum Payout	Maximum Carryover	Maximum Payout
< 5 Yrs	240 hrs	0	240 hrs	N/A
5 - 9 Yrs	240 hrs	0	280 hrs	240 hrs
10 - 14 Yrs	240 hrs	0	280 hrs	280 hrs
15 - 19 Yrs	240 hrs	0	280 hrs	280 hrs
20 - 24 Yrs	240 hrs	0	280 hrs	280 hrs
25+ Yrs	240 hrs	0	280 hrs	280 hrs

Removed statement that AP faculty "are not required to record annual leave taken on leave forms when the annual leave taken is less than one-half day and such action is supported by their supervisor."
 Replaced with AP members should record annual leave as approved by their supervisor.

1.11.4 Leave Sharing – no change in policy, but it needs to be followed. Policy has been and continues to be that AP can only donate to other AP.

1.11.5 Community Service Leave – renamed from School Leave

1.11.6 Donate Bone Marrow or Organs Leave – added

1.11.9 Civil and Work-Related Leave - split out from Administrative Leave and expanded section to more closely align with DHRM's policy.

1.11.10 Administrative Leave – removed civil and work-related leave items

Removed "Educational Leave" because not a type of leave. It is addressed in the Educational Aid section (see below – Section 2.7 Educational Aid and Employee Tuition Waiver Policies).

1.11.11 Extended and Professional Leave – changed approval from BOV to approval by the President.

1.11.11 Authorized Closings – new title to replace "Absences and Inclement Weather".

1.11.12 Sick Leave – Included additional wording to differentiate Traditional and University Sick Leave. Other than title clarification, there are no changes to Traditional, University or VSDP leave.

1.12 Resignation and Retirement – Added expectation of submitting letter to supervisor and written acknowledgement of acceptance from the supervisor.

Moved "Policies Specific to Library Faculty" section to end of document and abbreviated in consultation with Library AP Faculty. Copied and pasted the sections that they wanted to keep in the handbook in 3.0 and it focuses on Library Rank and Promotion.

2.1 Employment Related Policies

2.2 Other Radford University Employment

- Added requirement to fill out Extra Employment Statement (so that approval is documented by the supervisor).
- Added requirement to use leave or make up time if regular work hours missed.

2.3 Outside Employment

- Renamed from "Extra Employment" to "Outside Employment".
- Removed "Reporting Requirements" section to eliminate requirement to complete Extra Employment Statement every year even if no such employment is expected. Will complete statement only when there is such employment going to take place.

2.4 Conflict of Interest and Ethics in Contracting Law – refers employee to Procurement and Contracts instead of VP.

2.5 Intellectual Property – Removed details and replaced with reference to the University's Intellectual Property Policy.

2.6 Faculty-Authored Works – Removed details and replace with reference to T&R Handbook.

2.7 Financial Dealings with Students –

- Clarified to specify such dealings are "where they accept funds directly from the students unless it is defined in their position description."
- Separated examples of such dealings from the policy statement.

2.8 Educational Aid and Employee Tuition Waiver Policies – Added section that refers to HR for full details on these programs and policies.

3.0 Policies Specific to Administrative and Professional Library Faculty – moved section from middle of document to here and abbreviated it in consultation with Library AP staff.

4.0 Changes to the Administrative and Professional Faculty Handbook – revised responsibility for updating the handbook to incorporate approved changes from the Council for Review of University Policies to the AP Senate President.

Action:

Radford University Board of Visitors approval of the revised Administrative and Professional (AP) Faculty Handbook.

DRAFT

Radford University Board of Visitors
Governance, Administrative & Athletics Committee
Approval of AP Faculty Handbook Revisions

RADFORD UNIVERSITY BOARD OF VISITORS

Resolution

December 8, 2017

Approval of the Radford University AP Faculty Handbook Revisions

BE IT RESOLVED, the Radford University Board of Visitors approves the Administrative and Professional (AP) Faculty Handbook revisions as presented within the proposed action item.

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End of Materials