



**RADFORD UNIVERSITY BOARD OF VISITORS
GOVERNANCE, ADMINISTRATION AND ATHLETICS COMMITTEE
MEETING DECEMBER 7, 2017
MARTIN HALL, THIRD FLOOR,
MARY ANN JENNINGS HOVIS MEMORIAL BOARD ROOM
RADFORD, VIRGINIA**

MINUTES

COMMITTEE MEMBERS PRESENT

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

COMMITTEE MEMBERS ABSENT

Mr. Steve Robinson

OTHER BOARD MEMBERS PRESENT

Mr. Mark S. Lawrence, Rector
Mr. Robert A. Archer
Ms. Lisa Throckmorton

OTHERS PRESENT

President Brian O. Hemphill
Mr. Richard S. Alvarez, Vice President for Finance and Administration and Chief Financial Officer
Ms. Stephanie Ballein, Associate Athletic Director
Mr. Joe Carpenter, Vice President for University Relations and Chief Communications Officer
Mr. Cory Durand, Associate Athletic Director for External Operations
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 3:35 p.m. in the Mary Ann Jennings Hovis Memorial 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. The agenda was approved by a unanimous vote.

APPROVAL OF MINUTES

Dr. Fowlkes requested a motion to approve the September 14, 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, reported on the Division of Information Technology progress toward strategic initiatives, which support students, faculty and staff. The fall 2017 initiatives included projects, such as the launch of IMPACT, the Career Development Center launch of Handshake and internal system support projects included the Medicat Immunization Tracking program and Parchment Online Transcripts, to name a few. Mr. Kemp also noted the upgrades and changes associated with the Nursing Clinical Simulation Lab located in the Roanoke Higher Education Center and Cook Hall.

Spring 2018 initiatives will include progress with internal support systems such as Virtual Lab; Online Proctoring; Non-Emergency Test Messaging; a new Security Awareness Training; Chrome River Travel and Expense Management, and others. Plans are in place for future initiatives, which will enhance and increase the effectiveness of IMPACT, D2L/Banner Gradebook, the Cultural and Language Institute, ServiceNow for Human Resources, Identity and Access Management, MyRU Portal, IT Asset Management and Integration Platform. Security awareness training is available for Board of Visitors members who would like to participate. A copy of the presentation is hereby 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, reported on the status of infrastructure improvements at the Dedmon Center, which include progress of the tennis courts resurfacing and the integration of the new Sports Facility Medicine Facility. The new weight room has already benefited students athletes in strength and conditioning. The fall, several student athletes in multiple sports have garnered accolades including:

- Fraser Colmer, Big South All-Academic Team and Big South Men's Soccer Scholar-Athlete of the Year;
Jessica Wollmann, Big South All-Academic Team and CoSIDA Academic All-District 3;
and
- Mak Casey, Percie Lyons and Kaylor Nash, all Big South All-Academic Team.

Overall, various teams advanced in competition including: Men's Soccer, Women's Soccer, Men's Cross Country and Women's Cross Country. The Volleyball team had a successful season having defeated three different Power 5 Conference programs (Arizona, South Carolina and

Virginia Tech) and advanced to the NCAA Tournament after clinching the win over top-ranked High Point during the Big South Championship.

Efforts for resource development have yielded overall revenues of \$311,875 already meeting 94-95% of goals for this year. In addition, royalty revenues are up 11% compared to FY2017. Mr. Lineburg noted that the recent re-branding of Athletics has enhanced fundraising efforts. Rector Lawrence thanked Mr. Lineburg for the progress toward meeting the Cox legislation requirements. A copy of Mr. Lineburg's presentation is hereto attached as **Attachment B** and is made a part thereof.

Dr. Fowlkes thanked Mr. Robert Lineberg for his report.

RECOMMENDATION OF RESOLUTION FOR APPROVAL OF CHANGES TO THE ADMINISTRATIVE AND PROFESSIONAL HANDBOOK

Mr. Chad Reed, Associate Vice President for Budget and Financial Planning, presented the Administrative Professional Faculty Handbook recommended changes. A copy of the redlined document and final document are hereby attached, respectively, as **Attachments C and D**, and made a part thereof. The Administrative and Professional Faculty Handbook was originally adopted in 1998 and last modified in 2000. Updates and changes to multiple sections include: correcting obsolete reporting positions, correcting of names and deadlines, timelines for performance evaluations, updating non-renewal notice requirement changes, and updating grievance procedures. Previously, for employees who resign or retire, there was no option for payout for accumulated annual time. This revised document has addressed and made recommendations to include payout based on years of service. President Brian O. Hemphill recognized Ms. Sandra Bond, President of the Administrative and Professional Faculty Senate, for all her hard work, leadership and dedication to this project. A copy of Mr. Reed's presentation is hereby attached as **Attachment E** and is made a part thereof.

Dr. Fowlkes requested a motion for the recommendation of the resolution for approval of changes to the Administrative and Professional Faculty Handbook to the Board of Visitors. Mr. Burton so moved, and Mr. James R. Kibler, Jr., seconded the motion. The recommendation was approved unanimously and is hereby attached as **Attachment F** and made a part thereof.

ADJOURNMENT

With no further business to come before the Committee, Dr. Fowlkes requested a motion to adjourn. Ms. Snyder-Falkinham so moved, and Mr. Kibler, seconded. The motion was unanimously approved. The meeting adjourned at 4:46 p.m.

Respectfully submitted,

Ms. Mary Weeks
Secretary to the Board of Visitors

Information Technology Report

Board of Visitors

Governance, Administrative & Athletics Committee

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Agenda

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

Strategic vs Operational Initiatives

Strategic

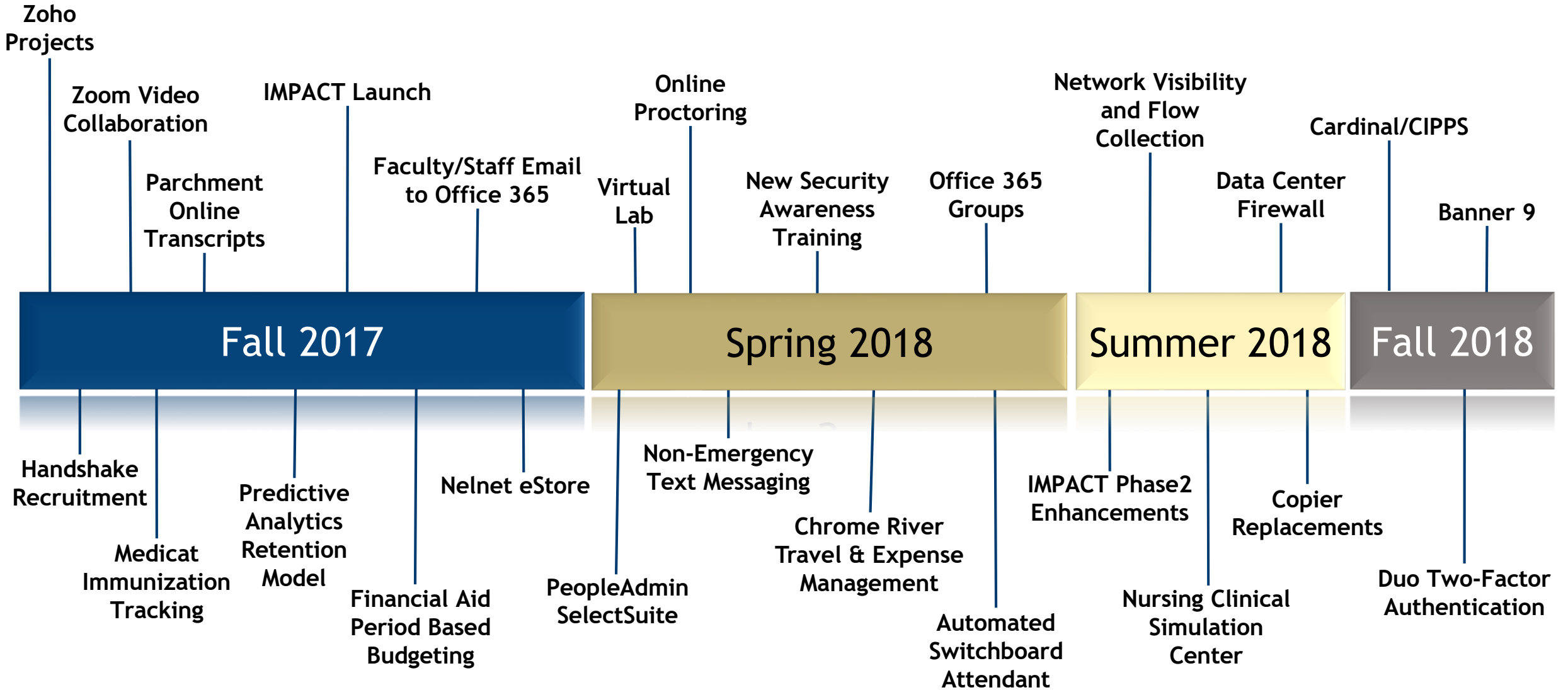
- Shapes the organization and its resources
- Responsibility of senior management
- Creates a unique product or service
- Concerned with long term success of the organization

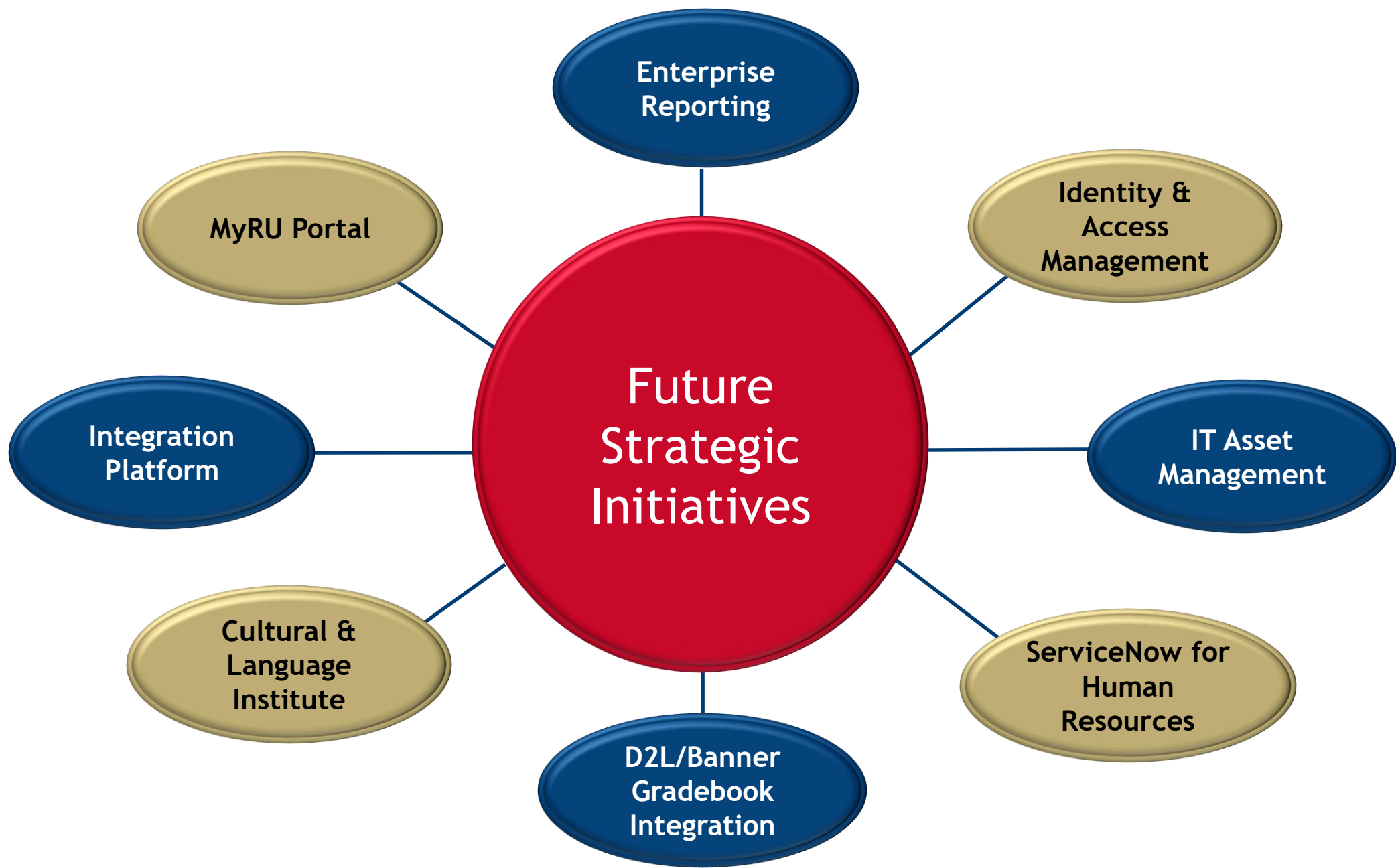
Operational

- 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.

Attachment B

Athletics

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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

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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 hoursaccordance 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.~~ **Criteria for initial rank and promotion of library faculty are provided in Section 3 of this document. Related procedures are given in 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 faculty~~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 ~~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.
- Additional criteria and procedures for performance expectations and evaluations of library faculty are given in the Library Faculty Personnel Procedures Manual.

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 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 the evaluating supervisor with 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 Resources Resource 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 Resources Resource 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 ~~first~~ 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~~ 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 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~~

Approved by the Board of Visitors: August 27, 1998

~~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 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.

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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~~ for their first 12 months of employment, ~~newly hired administrative and professional faculty~~ newly hired administrative and professional faculty 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 ~~U~~University.

Under the traditional ~~and U~~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.

<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>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>

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</u>	<u>Workdays of Income</u>	<u>Workdays of Income</u>
	<u>Replacement at 100%</u>	<u>Replacement at 80%</u>	<u>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 Inclement Weather

~~Administrative and professional faculty are required to work at the discretion of their supervisor when offices are closed due to inclement 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

2.1 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.~~

Library faculty are governed by the personnel policies outlined in this Handbook. Policies concerning library faculty rank and promotion are outlined here.

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~~

- e) 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~~ 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 1.10 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.

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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~~ 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 ~~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 ~~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

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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 for initial rank and promotion of library faculty are provided in Section 3 of this document. Related procedures 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.
- Additional criteria and procedures for performance expectations and evaluations of library faculty are given in the Library Faculty Personnel Procedures Manual.

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 concerning library faculty rank and promotion are outlined here.

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.

DRAFT

Administrative & Professional (AP) Faculty Handbook Review



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



DRAFT

Attachment F

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