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Meeting Agendas and Minutes

Board of Visitors

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8-7-1975

### 1975-08-07 Minutes and Appendices

Longwood University

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# AGENDA

## Meeting of the Board of Visitors

August 7-8, 1975

### Board of Visitors' Conference Room

#### August 7, 1975

- 1 p.m. : Luncheon with community leaders - Banquet Room
- 2:30 p.m. : Convene meeting of the Board of Visitors
- ✓1. Roll call.
  - ✓2. Consideration of minutes of preceding meeting of the Board.
  - ✓3. Report of the Nominating Committee.
  - ✓4. Report of the President.
  - ✓5. Discussion of the biennial budget.
- 3:45 p.m. : Break
- 4 p.m. : ✓Discussion of coeducation.
- 5 p.m. : Adjourn.
- 7 p.m. : Social - Longwood House
- 8 p.m. : Dinner - Longwood House

#### August 8, 1975

- 8:30 a.m. : Executive Committee meeting with new Board members.
- 9 a.m. : Reconvene meeting of the Board of Visitors
1. Report of the Associate Dean of the College.
  2. Report of the Vice President for Administration.

3. Report of the Vice President for Student Affairs.
  4. Report of the Business Manager.
- 10 a. m. : ✓ Meet with the Ad Hoc Committee on Promotion and Tenure.
- 10:45 a. m. : Break
- 11 a. m. : Appointment of committees - Rector.  
Questions from the Board.  
Preview of the November meeting.
- 12 noon: Adjourn.

August 7-8, 1975

The annual meeting of the Board of Visitors of Longwood College was held on August 7-8, 1975, on the College campus.

The meeting on August 7 convened at 2:30 p.m. The following members of the Board were present:

Mrs. Frank E. Booker, Jr.  
Mrs. Raymond M. Brown, Jr.  
Mr. William E. Daniel, Jr.  
Mrs. William H. Hodges  
Mr. George J. Kostel  
Mrs. A. O. Mitchell  
Mr. M. Ralph Page  
Mr. Eric L. Robinson  
Mr. Roland E. Thompson  
Mr. W. Roland Walker  
Mrs. E. A. West

Also present for the meeting were the following officials of the College: Dr. Henry I. Willett, Jr., President; Dr. Carolyn Wells, Associate Dean of the College; Dr. William J. Peele, Vice President for Administration; Dr. Mary A. Heintz, Vice President for Student Affairs; Mr. J. H. Paul, Business Manager; Mr. T. C. Dalton, Administrative Assistant to the President; Mr. George R. Bristol, Director of College Relations; and Mr. Joe Mitchell, Assistant Director of College Relations and Director of Public Relations.

The Rector, Mr. Daniel, presided. The meeting was opened with prayer by Mr. Walker.

Mr. Daniel welcomed Mrs. Booker and Mr. Kostel, new members of the Board.

Report of the Executive Committee. Mr. Daniel informed the members of the Board that the Executive Committee had met twice since the May Board meeting. The first meeting was for the purpose of hearing the appeal of Dr. Thomas H. Ely, Associate Professor of Biology, regarding the decision made by the Faculty Committee on Promotion and Tenure not to grant tenure to him. The Executive Committee sustained the decision of the faculty committee.

At the second meeting, held this morning (August 7, 1975), the Committee head the case of a student who was appealing the decision of Judicial Board to suspend her under the honor system. The Executive Committee sustained the decision of Judicial Board.

Minutes of the May 1-2, 1975, Meeting of the Board of Visitors. The members of the Board, on motion duly made and seconded, approved the minutes of the May 1-2, 1975, meeting of the Board as distributed.

Report of the Nominating Committee. Mr. Robinson, Chairman of the Nominating Committee, reported that it was the Committee's recommendation that the following officers be reelected for another term: Mr. Daniel, Rector; Mrs. Brown, Vice Rector; Mrs. Mitchell, Secretary.

On motion duly made and seconded, the Board members approved the recommendation of the Nominating Committee.

The members of the Board, on motion duly made and seconded, also approved the election of Mr. Robinson and Mr. Walker to serve as alternates on the Executive Committee.

Report of the President. On motion duly made and seconded, the Board members approved the following recommendations of the President of the College as outlined in his report to the Board: (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix A - August 7, 1975.)

1. The appointing of Colonel Ray Gilchrist as Institutional Hearing Officer with Mr. Joe Mitchell as the alternate.

2. The establishing of an Executive Committee for the Friends of the Sully Gallery with the following persons serving on the Committee: Miss Barbara L. Bishop, Dr. William L. Frank, Dr. Duvahl Ridgway-Hull, Dr. William J. Peele, Mr. Robert G. Whitton, Mr. William K. Whidden, Dr. Henry I. Willett, Jr.

3. The appointing of the following new faculty and staff members:

a. Mr. Vernon Victor Alexander, as Instructor in Health, Physical Education and Recreation, at an annual salary of \$12,000.

b. Miss Sally Jane Custer, as Instructor in Health, Physical Education and Recreation, at an annual salary of \$10,000.

c. Miss Mary Jo Dollins, Assistant Librarian and Instructor in Library Science, at a salary of \$9,500 for the 12-month period beginning July 1, 1975.

d. Mrs. Toy D. Dowdy, as Instructor in the Campus School (Third Grade), at an annual salary of \$9,800.

e. Miss Mary Alice Graves, as Instructor in Home Economics, at an annual salary of \$10,600.

f. Mrs. Linda S. Haviland, as Instructor in Sociology and Social Work, at an annual salary of \$11,000.

g. Mr. James F. McAvaddy, as Assistant Professor of Health and Physical Education and Recreation, at an annual salary of \$13,500.

h. Mr. Donald A. Merkle, as Instructor in Biology, at an annual salary of \$12,000.

i. Miss Mary Virginia Mitchell, as Assistant Professor of Art, at an annual salary of \$15,000.

j. Mrs. Mary J. Noblitt, as Instructor in Business, at an annual salary of \$12,000.

k. Mrs. Jane P. Savedge, as Instructor in the Campus School (Fifth Grade), at a salary of \$9,300.

l. Mr. James G. Silliman, Jr., as Instructor in Education and Acting Director of the Bureau of Teaching Materials, at an annual salary of \$11,500.

m. Miss Cynthia S. Thompson, as Assistant Librarian and Instructor in Library Science, at a salary of \$8,000 for the ten-month period beginning September 1, 1975, and ending July 1, 1976.

n. Mrs. Jacqueline J. Wall, as Director of Art in the Campus School and Instructor, at an annual salary of \$9,000.

o. Miss Norma M. Williams, as Assistant Professor of Music, at an annual salary of \$15,300.

p. Miss Janis Marie Wilhelm, as Admissions Counselor and Instructor, at an annual salary of \$11,500 (pro-rated salary for the period August 25, 1975, to June 30, 1976, \$9,811.48).

4. The resignations of the following members of the faculty and staff, effective at the beginning of the 1975-76 academic year:

a. Miss Cynthia C. Adams, Assistant Librarian.

b. Mr. Frederick J. Alkire, Assistant Professor of Social Work.

c. Mrs. Harriet F. Alkire, Instructor in Social Work.

d. Miss Susan A. Davi, Assistant Librarian.

e. Mrs. Lee K. Kovacs, Assistant Professor of Psychology.

f. Mrs. Carol C. McCray, Instructor in the Campus School.

g. Mrs. Mildred M. Oglesby, Admissions Counselor.

h. Mr. David L. Sadowski, Instructor in Health, Physical Education and Recreation.

i. Dr. Margaret G. Violette, Associate Professor of Art.

j. Mrs. Maureen B. Wysopal, Instructor in Home Economics.

5. The extending of the leave of absence of Mrs. Gail O. Beaumont, Assistant Professor of English, through the 1975-76 academic year. Mrs. Beaumont will continue to study in Japan and will not receive any compensation from the College during this time.

6. The following changes in the 1975 summer session faculty:

a. Miss Cynthia Adams is teaching one class the second term, with library duties - salary, \$1,620.

b. Dr. Alexander Berkis taught one class instead of two the first term - salary, \$750.

c. Dr. Eleanor Bobbitt taught one class first term - salary, \$750.

d. Dr. David Breil is not teaching.

e. Miss Sharon Dean is not teaching.

f. Mrs. May Dyer (visiting instructor) is teaching one class the second term - salary, \$900.

- g. Dr. Louis Fawcett is not teaching.
  - h. Dr. Gerald George (visiting instructor) taught a portion of one class the first term - salary, \$100.
  - i. Mr. Robert Jones taught one class the first term - salary, \$650.
  - j. Dr. Richard Heinemann is teaching the second term - salary, \$1,100.
  - k. Mrs. Deborah Hume is teaching one class instead of two the second term - salary, \$650.
  - l. Dr. Robert Lehman is performing special administrative duties the second term - salary, \$1,100.
  - m. Miss Nancy Leitch is not teaching second term.
  - n. Mr. E. T. Noone taught two classes instead of one the first term - salary, \$1,390.
  - o. Mrs. Jean Noone is not teaching.
  - p. Mr. Dwayne Nuzman is not teaching.
  - q. Dr. Barbara Smith taught one class the first term - salary, \$750.
  - r. Dr. Patricia Tanner (visiting instructor) taught a portion of one class first term - salary, \$500.
  - s. Dr. Quentin Vest taught two classes instead of one the second term - salary, \$1,300.
7. The following changes in faculty salaries for the 1975-76 session:
- a. Dr. Eleanor W. Bobbitt, Professor of Health, Physical Education and Recreation - salary increased by \$100 for a total of \$16,300.
  - b. Dr. Betty A. Bowman, Professor of Health, Physical Education and Recreation - salary increased by \$100 for a total of \$16,100.
  - c. Mr. Thomas A. Cantieri, Instructor in Business - salary not listed - \$2,400 (two classes first semester).
  - d. Dr. Anthony B. Cristo, Associate Professor of Economics - salary increased by \$100 for a total of \$14,900.
  - e. Mr. Edward V. Daubner, Associate Professor of Education - salary increased by \$200 for a total of \$16,000.
  - f. Dr. Elisabeth L. Flynn, Associate Professor of Art - salary increased by \$100 for a total of \$15,000.
  - g. Dr. Gerald P. Graham, Associate Professor of Health, Physical Education and Recreation - salary increased by \$100 for a total of \$15,900.

h. Mr. John A. Hardy, Assistant Professor of Chemistry - salary increased by \$200 for a total of \$13,000.

i. Dr. James M. Helms, Professor of History - salary increased by \$200 for a total of \$16,700.

j. Dr. Richard Kidder, Assistant Professor of Mathematics - salary increased by \$100 for a total of \$14,200.

k. Mr. J. J. Law, Assistant Professor of Chemistry - salary increased by \$200 for a total of \$14,500.

l. Dr. Barbara B. Smith, Professor of Health, Physical Education and Recreation - salary increased by \$100 for a total of \$16,300.

m. Dr. Charles W. Sydnor, Jr., Assistant Professor of History - salary increased by \$300 for a total of \$13,700.

n. Mrs. Phyllis G. Wacker, Associate Professor of Psychology - salary increased by \$500 for a total of \$13,000.

o. Dr. Robert P. Webber, Assistant Professor of Mathematics - salary increased by \$100 for a total of \$12,800.

p. Mrs. Karen Dougan, Assistant Director of Financial Aid (new title) - salary increased by \$100 for a total of \$12,100.

q. Mr. Thomas R. Dougan, Student Union Director - not listed - salary, \$12,750.

9. The extending of the 1974-75 contract for Miss Susan Davi, Librarian, from July 1, 1975, to August 31, 1975, with compensation in the amount of \$1,750

10. The allocating of faculty positions for the 1975-76 session as follows:

Art	9
Business	7
Education and Psychology	24 <sup>1</sup>
English and Philosophy	19 <sup>2</sup>
Foreign Languages	4
Health, Physical Education and Recreation	16 <sup>3</sup>
History and Social Sciences	22 <sup>4</sup>
Home Economics	6
Mathematics	9
Music	9 1/2 <sup>5</sup>
Natural Sciences	20 1/2 <sup>3</sup>
Speech and Dramatic Arts	5
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It is anticipated that two positions will remain vacant for the academic year 1975-76.

<sup>1</sup>Includes two 12-month positions.

<sup>2</sup>Includes one 12-month position and one Eminent Scholar.

<sup>3</sup>Includes one 12-month position.

<sup>4</sup>Includes one 12-month position and three federally-funded positions.

<sup>5</sup>Includes one Eminent Scholar.



11. The correcting of the salary figure listed for Dr. James C. Gussett, Assistant Dean of the College, from \$21,000 as listed in the May Board report, to \$21,700.

12. The extending of the administrative duties performed by Dr. Robert H. Lehman to include the week of August 11-15, 1975, with compensation in the amount of \$220.

Comments by Dr. Willett

1. Department of Foreign Languages. Dr. Willett indicated that, while he was not ready to make a formal recommendation at this time, during the upcoming months, consideration of some of the problems that exist in the Department of Foreign Languages will have to be a matter of prime concern for him and the academic deans. He said that, although some of the problems are not of the Department's making, there has been some drop in enrollment, some student dissatisfaction, and there are personality conflicts among the faculty members. He stated that one possibility would be to combine this department with the Department of English, since it is one of the College's strongest departments and could provide the type of leadership necessary to deal with some of the problems.

2. Athletic Scholarships. Dr. Willett and Mr. Dalton commented on athletic scholarships, pointing out that a decision would have to be made in the year ahead as to whether or not Longwood would continue to compete in athletics with such institutions as William and Mary, Old Dominion University, and the University of Virginia, who already have athletic scholarships. If the decision is made to continue to compete, it will, of course, mean that funds will be necessary for athletic scholarships as well as to compensate those faculty members who have coaching duties in addition to their teaching duties. At the present time, the students are charged a compulsory athletic fee which is used for operations. Any scholarship monies would have to come from private sources.

3. Fiscal Situation in the State. The members of the Board were reminded by Dr. Willett of the Governor's Executive Order that each institution reduce its expenditures to a point that they equal 3% of its general fund appropriation and of the fact that he was attempting, through the Acting Secretary of Education, to seek relief from this provision. He said that the most recent communication from that office indicated that the matter was under consideration, particularly in light of the additional 2% which the Governor has requested. He stated that it must be recognized that each agency or institution has little flexibility in terms of monies that can be "moved about", since so much of the budget is fixed through utilities, personnel costs, and the like. He stated that he was optimistic that the College would get some relief and that an effort would be made on the part of the administration to continue to look at areas where expenditures could be reduced in addition to those which had already been done, such as reducing the number of classified positions and not funding two faculty positions. He said that the Governor had taken steps early in the second year of the biennium to bring about a balanced budget which, constitutionally, he has no choice but to do. He said that he would keep the Board members informed of developments.

Presentation of the Biennial Budget. Mr. Paul presented a statistical analysis of the budget for the 1976-78 biennium. (A copy of this analysis is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix B - August 7, 1975.)

The members of the Board, on motion duly made and seconded, approved the budget for submission to the Director of the Budget and the Governor. (On page 3, \$500 should be added for out-of-state students for 1976-77 and 1977-78.)

Resolution for Dr. Dabney S. Lancaster. On motion duly made and seconded, the Board members approved the following resolution to be sent to Mrs. Lancaster with a copy to the Alumni Office:

Whereas Dr. Dabney Stewart Lancaster did faithfully serve as President of Longwood College from 1946 to 1955 and under whose leadership the institution's name was changed from State Teachers College, and

Whereas Dr. Lancaster established criteria and policy to promote selective admissions in order to set high standards of quality in public school teachers through better training; and

Whereas his influence upon Longwood College assisted in the development of an institution of quality and character, and

Whereas his life of service to public education has provided long-term benefits for his fellow man; Therefore be it

Resolved, That the Board of Visitors of Longwood College does recognize, with admiration, the many contributions that Dabney Stewart Lancaster made as an educational leader to Longwood College and to the State of Virginia.

Discussion of Coeducation. Dr. Willett told the members of the Board that he had proceeded to secure an opinion from HEW relative to Title IX but, as of that date, no response had been received. He indicated that he felt that whatever HEW's decision was the College would have to comply with it. He said he did not have a recommendation to make other than he hoped that the Board would direct the institution to do whatever is required to comply. He indicated that there had been a change in thinking of the staff regarding coeducation. While an informal vote taken in the spring indicated that the majority was against going coed, a more recent poll indicated a majority now in favor of a change in status. He said that it was on the basis of the staff's recommendation that he recommended to the Board that he pursue the situation with HEW in order to get something definitive.

Executive Session. At approximately 5:10 p.m., the Board went into executive session.

Appointment of a Vice President for Academic Affairs. Dr. Willett recommended to the Board that Dr. Carolyn Wells, Associate Dean of the College, be named Vice President for Academic Affairs to replace Dr. Herbert R. Blackwell.

The members of the Board, on motion duly made and seconded, approved the recommendation of Dr. Willett.

The meeting was adjourned at 5:45 p.m.

August 8, 1975

The meeting of the Board of Visitors reconvened at 9 a.m. on August 8, 1975. The following members of the Board were present:

Mrs. Frank E. Booker, Jr.  
Mrs. Raymond M. Brown, Jr.  
Mr. William E. Daniel, Jr.  
Mrs. William H. Hodges

Mr. George J. Kostel  
 Mrs. A. O. Mitchell  
 Mr. M. Ralph Page  
 Mr. Eric L. Robinson  
 Mr. Roland E. Thompson  
 Mrs. E. A. West

Board member absent was:

Mr. W. Roland Walker

Also present for the meeting were the following officials of the College: Dr. Henry I. Willett, Jr., President; Dr. Carolyn Wells, Vice President for Academic Affairs; Dr. William J. Peele, Vice President for Administration; Dr. Mary A. Heintz, Vice President for Student Affairs; Mr. Jimmy Paul, Business Manager; Mr. T. C. Dalton, Administrative Assistant to the President; Mr. George R. Bristol, Director of College Relations; and Mr. Joe Mitchell, Assistant Director of College Relations and Director of Public Relations.

The Rector, Mr. Daniel, presided.

Continued Discussion of Coeducation. The discussion of coeducation begun the day before continued. It was agreed that the administration would move ahead in regard to planning and that as soon as a response was received from HEW, Dr. Willett would send copies to the members of the Board and he and the Rector would decide whether or not it would be necessary to have a special meeting of the Board.

Report of the Ad Hoc Committee on Promotion and Tenure. At approximately 10:15 a. m., representatives of the Ad Hoc Committee on Promotion and Tenure appeared before the Board to present the Committee's report. The following members of the Committee were present: Dr. David Breil, chairman; Mr. Mark Baldrige, Dr. James Helms, Jr., Dr. Elizabeth B. Jackson, Dr. Marvin Scott. Also present were three members of the department chairmen's committee on promotion and tenure: Miss Barbara L. Bishop, Dr. Charles F. Lane, and Dr. Charles H. Patterson, Jr.

The Committee was thanked by both Mr. Daniel and Dr. Willett for their efforts in preparing the report.

The members of the Board, on motion duly made and seconded, adopted the report of the Ad Hoc Committee on Promotion and Tenure with the changes recommended by Dr. Willett. (A copy of the Committee's report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix C - August 8, 1975. The recommended changes which were approved are noted in red on the file copy.)

Report of the Vice President for Academic Affairs. Dr. Wells indicated that the College is developing what is commonly called a continuing education program. This has caused an improvement in the head count enrollment figure. This, combined with the reading workshop, has enabled the administration to say that the program this summer has attracted more students than a year ago.

Regarding faculty positions for the 1975-76 session, Dr. Wells said that it was likely that two positions would remain vacant.

Report of the Vice President for Administration. Dr. Peele indicated that consideration is being given to revising the College's Master Plan, which was last revised in 1971. It is likely that at the November meeting more information will be available.

He stated that a group with the title "Mobility on Wheels" would make a recommendation at the next session of the legislature, asking that Longwood, Radford,

and Old Dominion be designated as schools for handicapped persons. He said that he would also have additional information regarding this at the November meeting.

Report of the Vice President for Student Affairs. Regarding the Summer Academic Consultation Program, Dr. Heintz said that this program brought over 90% of the incoming students to the campus during the summer and that it was felt that the program was an extremely fruitful venture again this year.

Dr. Heintz indicated that the Student Government Association is working toward implementing the new procedures which were approved at the May Board meeting and the new program should be well under way in the fall.

Report of the Business Manager. Mr. Paul commented on the amount outstanding in accounts receivable as of June 30 as indicated in his report to the Board. Dr. Willett stated that if the situation did not improve, he felt that this was something that would have to be looked into in order to find ways to tighten up. Mr. Kostel asked that the Board members be kept advised of this particular situation. Dr. Willett said that, in another month or two, he would include updated information in a memo to the Board.

Report of the Director of College Relations. Mr. Bristol distributed copies of the budget for the Longwood College Foundation, Incorporated, to the Board members. He stated that he would send a description so that it would be more meaningful.

He told the Board members that Mr. Fred Wygal, former acting president of the College on two occasions, had established his scholarship on a permanent basis by giving \$1,000. He hopes to contribute \$1,000 per year to the Endowment Fund. He stated that this is the type of thing that should be encouraged and of which we need more.

Regarding the alumni sponsored tours, Mr. Bristol indicated that these had been highly successful.

Faculty-Staff-Student Retreat. Mr. Dalton announced that the faculty-staff-student retreat would be held on August 22 at Longwood Estate, beginning at 11a.m., and invited Board members to attend. He said that those members who had attended in the past had found the retreat to be very beneficial. The general topic for this year will be different facets of communication within the college and college community.

Appointment of Committees. Mr. Daniel made the following appointments to committees of the Board:

Executive Committee:

Mr. Daniel  
Mrs. Brown  
Mrs. Mitchell

Alternates

Mr. Robinson  
Mr. Walker

Development Committee:

Mr. Walker, Chairman  
Mrs. Booker  
Mr. Thompson

Faculty Relations Committee:

Mrs. Mitchell, Chairman  
Mr. Page  
Mrs. West

Student Relations Committee:

Mrs. Brown, Chairman  
Mrs. Hodges  
Mr. Kostel

Mr. Daniel stated that it was his recommendation that Mr. Thompson represent the Board of Visitors on the Board of the Longwood College Foundation, Incorporated.

Next Meeting of the Board of Visitors. The next meeting of the Board will be held on November 6-7, 1975.

The meeting was adjourned at 12:30 p. m.

*Mary Ellen Mitchell*  
Secretary

LONGWOOD COLLEGE  
Farmville, Virginia 23901

Addendum to the Annual Report of the President  
to the Board of Visitors

August 7-8, 1975

I. New Staff Appointment

Miss Janis Marie Wilhelm, Admissions Counselor and Instructor, at an annual salary of \$11,500 (pro-rated salary for the period August 25, 1975, to June 30, 1976, \$9,811.48.) This appointment fills the vacancy caused by the resignation of Mrs. Mildred M. Oglesby.

Miss Wilhelm received the bachelor's degree from Longwood College in 1969 and expects to receive the master's degree from the University of Richmond in August 1975. She has had six years' experience as a teacher of English and speech in the public schools of Chesterfield County.

II. Resignation

Mrs. Mildred M. Oglesby, Admissions Counselor, has submitted her resignation from the staff of Longwood College to accept a position elsewhere.

III. Corrected Salary Figure

The salary figure listed for approval for Dr. James C. Gussett, Assistant Dean of the College, in the May Board report was \$21,000. This should have been \$21,700. The Board's approval of the amended salary figure is requested.

IV. Extension of Administrative Duties for Dr. Robert H. Lehman

I would like the Board's approval to extend the administrative duties performed by Dr. Robert H. Lehman to include the week of August 11-15, 1975, with compensation in the amount of \$220.

Submitted by,

Carolyn Wells  
Associate Dean of the College

August 7, 1975

✓

LONGWOOD COLLEGE  
Farmville, Virginia  
August 7, 1975

Changes in the Report  
of the  
Committee on Promotion and Tenure

Page 5, Part IV. 8.

Second sentence should read as follows:

These procedures are subject to review  
by the faculty and approval by the President  
and Board of Visitors.

Page 7, Part VI. 3.

The following sentence should be added:

Such a hearing should be held as soon  
thereafter as practicable.

Appendix B

Under the section "Organization and  
Procedures", line 1 should read as  
follows:

Each department in the College is required  
to establish committee(s) on promotions and  
tenure.

LONGWOOD COLLEGE  
Farmville, Virginia 23901

Annual Report of the President  
to the  
Board of Visitors

August 7-8, 1975



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LONGWOOD COLLEGE  
Farmville, Virginia 23901

Ladies and Gentlemen of the Board of Visitors:

I recommend approval of the following:

1. The appointment of Colonel Ray Gilchrist as Institutional Hearing Officer with Mr. Joe Mitchell as the alternate.
2. The establishment of the Executive Committee for the Friends of the Sully Gallery as noted in the attached memorandum from Miss Barbara Bishop. (Pages 2-3.)
3. The personnel actions contained in the report of the Associate Dean of the College pertaining to new appointments, resignations, leaves of absence, salary adjustments, and faculty positions. (Pages 21-29.)

In addition to the listed agenda items, I will want to discuss:

1. The status of the search for a Vice President for Academic Affairs. I hope to have a recommendation at the August meeting, although this is not certain at this time.
2. The Department of Foreign Languages.
3. Athletic scholarships.

  
Respectfully submitted,

Henry I. Willett, Jr.  
President

August 1, 1975



LONGWOOD COLLEGE/Farmville/Virginia/23901

DEPARTMENT OF ART

July 22, 1975

To: Dr. H. I. Willett, Jr.

From: Barbara L. Bishop *B.L. Bishop*

Subject: Sully Gallery Program

The Thomas Sully Museum-Gallery program was initiated in August 1971 when the College accepted a cash gift of \$30,000 and six art objects related to Thomas Sully, 19th century American artist, from Mrs. Jeanne Sully West of Buckingham County, Virginia, and New Orleans, Louisiana.

Since the receipt of the gifts from Mrs. West, the Longwood College Department of Art and the Longwood College Foundation have sponsored fund raising programs, including the Annual Sully Dinner, to raise additional monies for the construction and operation of the future museum-gallery. Patrons contributing \$100 or more have become members of Friends of the Thomas Sully Gallery. In addition to fund raising programs, a major exhibit of works by Thomas Sully was held in Bedford Gallery during March and April 1973, and a painting by Sully was purchased in 1974 for the permanent collection of the future gallery.

As we have discussed, the continuing development of the Sully Gallery program will be dependent not only upon financial support from individual patrons but, also, support from private foundations. In order to accelerate our fund raising efforts for the construction of the gallery and expansion of the permanent collection, I recommend that an Executive Committee be appointed to assume the responsibility of overseeing all activities related to the development of the Sully program. The expertise of this committee would also be invaluable in organizing membership and activities of the "Friends of the Thomas Sully Gallery," approving accessions to the gallery collection, developing a public

Dr. Willett

-2-

July 22, 1975

information program, approving gallery construction plans and proposals made by architectural consultants, as well as approving general expenditures of the Sully funds held by the Longwood College Foundation. All actions of this committee would be subject to approval of the Board of Visitors.

I would like to recommend the following people as members of the Executive Committee of the Friends of the Thomas Sully Gallery:

Mr. Robert G. Whitton  
Dr. William J. Peele  
Dr. Duvahl Ridgway-Hull  
Mr. William K. Whidden  
Dr. William L. Frank  
Dr. H. I. Willett, Jr.  
Ms. Barbara L. Bishop

It is further recommended that the Executive Committee be given the authority to appoint such additional committees and advisory groups as may be deemed necessary.

BLB/1

LONGWOOD COLLEGE  
Farmville, Virginia 23901

MEMORANDUM

TO: Members of the Board of Visitors

FROM: Henry I. Willett, Jr.

SUBJECT: Promotion and Tenure

On the following pages, I am attaching information regarding promotion and tenure for consideration by the Board of Visitors on Friday, August 8. Included are:

1. The report of the ad hoc committee elected by the faculty to study promotion and tenure.
2. A listing of minor technical and wording adjustments which the ad hoc committee and I have agreed upon.
3. Two recommendations of mine which differ from the report of the ad hoc committee.

July 31, 1975

RECOMMENDATIONS FROM THE COMMITTEE TO STUDY  
THE APPLICATION OF CRITERIA FOR PROMOTION AND TENURE

- I. General Employment Policy
- II. Appointment and Promotion
- III. Faculty Tenure
- IV. Procedures for Promotion and Tenure
- V. Procedures for the Possible Review of Tenured Faculty
- VI. Termination of Employment for Adequate Cause

Committee:

Mr. Baldrige, Mr. Helms,  
Mrs. Jackson, Mr. Scott,  
Mr. Sydnor, Miss Wells,  
Mr. Brill, Chairman.

## I. GENERAL EMPLOYMENT POLICY

All initial appointments to the teaching staff, except when a faculty member is granted tenure as a condition of initial appointment, shall be on a probationary basis with annual contracts being given under the following conditions:

- a. Instructors shall be appointed annually. If a contract is not to be offered for a subsequent year, written notification will be given as early as possible and no later than March 1.
- b. Assistant professors, associate professors, and professors shall be appointed annually during the five-year probationary period. They are not eligible for tenure until they have completed the five-year probationary period. The President may, with the approval of the Board of Visitors, reduce an individual's term of probation. The President may, with the concurrence of the faculty member involved and the Board of Visitors, extend the probationary period for one year. If the Dean, the President, and the Board of Visitors determine it inadvisable, for whatever reason(s), to continue the services of an untenured probationary assistant professor, associate professor, or professor, that faculty member shall receive such notice following any one of his five probationary years and be given a terminating contract of one academic year.
- c. Where cause exists and after appropriate hearing proceedings and approval by the Executive Committee of the Board of Visitors, the President may terminate any contract immediately.
- d. The period while on leave will not count in satisfying the tenure requirement of five years' probation.

## II. APPOINTMENT AND PROMOTION

Subject to the approval of the President and the Board of Visitors, the Dean of the College makes all appointments to the Faculty. For those not on tenure, an annual contract specifying the terms of appointment is sent to the faculty member who signs and returns the original and keeps the copy for his files. A faculty member who is on tenure receives an annual letter of reappointment indicating his salary for the next academic session. The original of this letter is signed and returned by the faculty member and the copy is retained by him for his files. A faculty member is employed August 15 to June 15. Nothing in this statement prohibits a faculty member from accepting summer employment in other institutions as long as the fundamental commitment to Longwood is completed prior to the beginning of the summer employment at other institutions.

In the fall semester, each department chairman shall provide, for consideration by the departmental committee, a list of those eligible for promotion. Formal recommendations originate with the individual departmental committee. The department chairman shall transmit the recommendations of the departmental committee, along with his own, to the Faculty Committee on Promotion and Tenure by January 15.

The recommendations of the Faculty Committee, the departmental committees, and the department chairman are then reviewed by the Dean, who then submits these recommendations along with his own to the President. The President's decision is final upon approval of the Board of Visitors.

Once initiated, recommendations will proceed through these stages unless the candidate withdraws from consideration. The candidate is notified of his progress at each level and may withdraw from consideration at any level.

The criteria for promotion are based on those recommended by the Committee of Faculty in the Self-Study of 1963 for the Southern Association of Colleges and Schools and are as follows:

1. Teaching effectiveness as shown by ability to lecture, demonstrate, lead discussion, plan courses and classroom methods and construct tests, and to counsel and inspire students.
2. Preparation as shown by sustained progress toward the recognized terminal degree\* in his field or its completion.
3. Professional activity and achievement as shown by (a) publication, (b) performance or exhibition, (c) participation in programs and activities of professional societies, (d) service to schools and teachers in the State, (e) recognition through grants, scholarships, prizes and awards, (f) travel, when professionally significant.
4. In addition to other criteria for promotion, each faculty member is expected to participate responsibly in departmental, faculty, and college governance (such as attendance at faculty and departmental meetings, satisfactory performance in committee assignments, chairmanship of events, and responsibility for facilities).

**INSTRUCTOR:** In order to become eligible for appointment to this rank: The candidate shall (1) hold a master's degree or its equivalent (active participation leading to an acceptable terminal degree\* in the specific field), (2) show interest in continuing professional study, and (3) show evidence of promise in teaching.

**ASSISTANT PROFESSOR:** In order to become eligible for appointment or promotion to this rank: The candidate shall hold a master's degree or its equivalent and be actively pursuing the recognized terminal degree\* in his field. In cases of appointment the candidate shall have had successful experience pertinent to the position for which he is being recommended.

**ASSOCIATE PROFESSOR:** In order to become eligible for appointment or promotion to this rank: The candidate shall (1) hold a doctor's degree or the recognized terminal degree\* in his field, or have completed all course work toward the doctorate and been granted admission to candidacy (persons without the doctor's degree would be expected to have acquired tenure before being named as an associate professor), (2) have had successful teaching experience and (3) have begun to establish through writing, speaking, or research, a professional reputation in his field. In the creative or applied



arts or in a highly specialized professional field, evidence of professional competency in the area of specialization is recognized and may be acceptable in lieu of advanced degrees. Prior to consideration for promotion to this rank, the candidate will normally have seven years full-time college teaching experience\*\* or normally have achieved tenure.

PROFESSOR: In order to become eligible for appointment or promotion to this rank: The candidate shall (1) hold the doctor's degree or the recognized terminal degree in his field\*, (2) have had successful teaching experience, (3) have established a sound reputation in his field, and (4) have produced creative work, professional publication or achievement, or quality research. Prior to consideration for promotion to this rank, the candidate will normally have served five years in the rank of Associate Professor and a minimum of ten years full-time college teaching\*\*.

NOTE: (1) The length of service designated as "normal" does not mean automatic promotion upon completion to the time. (2) "The Board of Visitors may make exceptions to the various criteria". This statement was added by the Board of Visitors on May 4, 1973.

\* See Appendix A for recognized terminal degrees.

\*\* No other experiences such as graduate teaching assistantships, or secondary level teaching may be substituted for this requirement, except in cases in which substantial secondary level teaching or other experiences are relevant to the position in question.

### III. FACULTY TENURE

Tenure is a privilege which is awarded upon proof of worth, and not a right to be presumed after five year of service. An appointment with tenure is defined as an appointment by the College which is continuous and permanent in nature. Tenure may be terminated by the College for adequate cause, such as but not limited to, serious misconduct or incompetence, retirement, academic exigencies or financial exigencies.

When a faculty member has attained a rank of assistant professor or higher and has completed five years as a full-time member of the faculty of Longwood College, he or she is eligible for tenure. The recommendations for or against tenure are initiated during the fifth year by a committee of tenured members in each department. The committee must consist of a minimum of three (3) such members. The chairman shall not be a member of this committee. In the event that the department has less than three (3) tenured members, the Department Chairman is obligated to consult formally with those individuals in the department who have tenure prior to making his recommendation to the Faculty Committee on Promotion and Tenure. Each department shall determine the procedures and composition of its tenure committee within the framework of this policy and a copy of the procedures will be filed with the Dean of the College. Effectiveness of teaching, possession of a recognized terminal degree in his field, other evidence of scholarly growth, and activities outside the classroom which contribute to the academic welfare of the College will be primary factors considered in a recommendation for or against tenure. The policy of preventing all members of a department from becoming tenured shall not be used as a basis for denying tenure to any faculty member.

Each non-tenured member of the department must be considered for tenure by the Faculty Committee on Promotion and Tenure prior to the issuance of the contract for the sixth year of his or her full-time teaching service at the College, except as provided in 1-b. The initial recommendation for or against granting tenure is transmitted by the departmental committee to the candidate's department chairman who in turn will transmit it, together with a recommendation of his own, to the Faculty Committee on Promotion and Tenure for its recommendation. All recommendations are then transmitted to the Dean of the College. The Dean will forward all recommendations to the President, together with his own, and the President will present all recommendations, including his own, to the Board of Visitors. The Board of Visitors has the final authority in granting or denying tenure.

Once initiated, recommendations will proceed through these stages unless the candidate withdraws from consideration. The candidate is notified of his progress at each level and may withdraw from consideration at any level. A faculty member who has not been recommended for tenure will be notified by letter. This letter will include a general explanation of why tenure was not recommended. The individual may then initiate an appeal.

Deans, department heads, directors, and other faculty assigned to administrative offices or duties shall not acquire tenure in such offices or duties; nor shall relief from such offices or duties, per se, affect the teaching status and tenure of those persons.

#### IV. PROCEDURES FOR PROMOTION AND TENURE

1. Procedures for promotion and tenure shall be developed within each department by the departmental committee(s) on promotion and tenure and applied consistently (See Appendix B, Model for Departmental Committee(s) on Promotion and Tenure).
2. Each faculty member shall have a copy of all departmental procedures on promotion and tenure.
3. Upon appointment, each faculty member shall initiate and maintain a current professional file.
4. Each department shall maintain an active committee(s) on promotion and tenure. During the fall semester of each academic year this committee shall review credentials of potential candidates for promotion and tenure and make recommendations to the departmental chairman. The original responsibility is upon the departmental committee on promotion and tenure to insure that the credentials of each candidate are clearly and accurately presented. In preparing credentials, the departmental committee should follow a format established by the Faculty Committee on Promotions and Tenure (Committee of Chairmen).
5. The candidate shall have access to all materials in his personnel file which he or any other person has submitted to the departmental committee for consideration.
6. Each candidate shall be notified formally at least ten days in advance by his departmental committee chairman whenever he is to be considered for promotion and tenure.
7. The departmental chairman shall present the recommendations and credentials of the candidate to the Faculty Committee on Promotions and Tenure. If the de-

partment chairman cannot support the departmental committee's recommendation for tenure or promotion, or if the department chairman's discipline is different from that of the candidate, the candidate shall have the option of selecting a faculty colleague in his department to present his case before the Faculty Committee on Promotion and Tenure.

8. The Faculty Committee on Promotions and Tenure shall develop and publish its procedures. These procedures are subject to approval and revision by the faculty.
9. When the Dean or President disagrees with the recommendation of the Faculty Committee on Promotions and Tenure, he shall, prior to presentation to the Board of Visitors: (a) give notification by convening this committee at the earliest possible time, and (b) give written notice to the faculty member with reasons for his decision.
10. If an appeal is to be made at any level in these proceedings or to the Faculty Status Committee, the initial appeal must be filed with the appropriate body within two weeks after the decision is received by the faculty member.

#### V. PROCEDURES FOR THE POSSIBLE REVIEW OF TENURED FACULTY

Flexibility must be maintained in the composition of each department so that the academic needs of the institution may be met on a continuing basis. Such flexibility shall not be maintained by denying tenure to good teachers in departments where tenured faculty members, whose performance is inadequate, are retained.

When necessitated by academic exigencies<sup>1</sup> or a serious complaint<sup>2</sup> against a tenured faculty member, these procedures will be used in considering the dismissal of this member:

1. The department Chairman shall appoint an Advisory Committee of three tenured faculty members to serve with him (in cases when he is not the subject of consideration).
2. The advisory Committee may include as many as two tenured faculty members from outside the department concerned.
3. The advisory Committee shall review the matter and report its findings to the Dean of the College. Procedures for the termination of the employment of a tenured faculty member shall be in effect when such action is warranted.
4. Faculty members currently serving on the Faculty Status Committee are not eligible to serve on the Advisory Committee.
5. In case of a serious complaint against a department chairman, a majority of the department may request a meeting with the Dean and the President of the College for the purpose of considering his removal as chairman or as a faculty member.

<sup>1</sup>Academic exigency is defined as an academic need which cannot be met by existing departmental personnel. Such an exigency arises when a genuine shift in enrollment in certain curricula, departments, or classes, or when a change in departmental offerings requires review and possible release of tenured faculty members.

<sup>2</sup>A serious complaint may be initiated by any member of the faculty or administration. Conduct which constitutes grounds for a serious complaint may be drawn from one or more examples of serious misconduct or incompetence (see Appendix C, Examples of Serious Misconduct or Incompetence).

## VI. TERMINATION OF EMPLOYMENT FOR ADEQUATE CAUSE

### 1. Non-tenured Faculty Member

- a. The Dean of the College will inform the faculty member as soon as possible by letter, that he/she will not be given a contract for the next academic year. This letter will include a general statement of the reason for termination.
- b. The faculty member may request a hearing before the Faculty Status Committee (see procedures of the Faculty Status Committee).
- c. The Faculty Status Committee will make a recommendation to the President along with a transcript of the hearing.
- d. The President will notify in writing the faculty member, the Faculty Status Committee, and the Dean of the College of his decision.
- e. If the President's decision is to terminate the appointment, the faculty member has the right of appeal to the Executive Committee of the Board of Visitors.

### 2. Tenured Faculty Member

- a. The Dean of the College will give the faculty member written notification as soon as possible that he is considering recommending to the President that the faculty member's appointment be terminated.
- b. The Dean of the College, before making his recommendation to the President, will have a formal conference with the faculty member. The faculty member's department chairman may be present at this conference, unless an objection is raised by the faculty member or Chairman. The faculty member may also have an advisor from the faculty present if he wishes.
- c. The Dean of the College will give the faculty member a written statement of the grounds for terminating the faculty member's appointment and will hear his explanation and/or defense at a time mutually satisfactory to the faculty member and the Dean.

- d. Following the hearing (c), the Dean of the College will notify the faculty member in writing of his final decision. If he decided to proceed with the recommendation of termination to the President, he requests that the Faculty Status Committee conduct a hearing for the faculty member and notifies the President of his action.
- e. If the faculty member accepts a hearing before the Faculty Status Committee, the Committee will forward its recommendation to the President and to the faculty member along with a transcript of the hearing.
- f. If the faculty member does not accept a hearing before the Faculty Status Committee, the President will inquire into the recommendation from the Dean of the College to insure that in fact adequate cause for termination does exist.
- g. In either of the above events, the President will make his determination and notify all parties concerned.
- h. If the President's decision is to terminate the appointment, the faculty member has the right of appeal to the Executive Committee of the Board of Visitors.
- i. If a consideration of a decision to terminate employment is reversed, the Dean shall so state in writing to the faculty member and a copy of the letter shall be placed in the Dean's file to accompany any letter or letters referred to in 2-a. and 2-c. of this section.

### 3. Suspension with Pay

When the Dean of the College or the President determines that a faculty member's presence on campus poses a serious threat to the institution, he may suspend that faculty member with pay pending the hearing procedure outlined above.

## TERMINAL DEGREES

Department of Art

M.F.A. or its equivalent for studio art

Ph.D. in Art History

Ph.D. or Ed.D. for Art Education

Department of Business

D.B.A. or Ph.D. for economics, marketing, and management

D.B.A., Ed.D., or Ph.D. for business education

D.P.A. or Ph.D. for public administration

Department of Education and Psychology

Ph.D. or Ed.D.

Department of English and Philosophy

Ph.D. (or the Ed.D. only for those in methods or supervisory work)

M.F.A. in creative writing

Department of Foreign Languages

Ph.D. for all foreign language teaching

Department of Health, Physical Education and Recreation

Ph.D. or Ed.D.

P.E.D.

Department of History and Social Sciences

Ph.D. (or the Ed.D. only for those in methods or supervisory work)

M.S.W.\*

Department of Home Economics

Ph.D. or Ed.D.

A Master's degree in Home Economics\*

Department of Library Science

M.L.S. and the provisions for librarian's licensing as defined in the Code of Virginia 1974 Cumulative Supplement, Ch. II.

Department of Mathematics

Ph.D. or Ed.D. in Mathematics Education

Department of Music

D.Mus.A., Ph.D., or Ed.D., or advanced artists diploma for applied music.

D.Mus.A., or Ph.D. for musicology or music history, literature or theory.

Ph.D. or Ed.D. for Music Education

Department of Natural Sciences

Ph.D. (or the Ed.D. only for those in methods or supervisory work).

Department of Speech and Dramatic Arts

M.F.A. (in such areas as costume, light, or set design)

Ph.D. for Speech or Drama

The John P. Wynne Campus School

Ph.D. or Ed.D., or the equivalent degrees by field in art, in music, or any other specialized area for the Campus School.

\*Due to the present scarcity of doctorates in Home Economics and Social Work, administrators and faculty in these fields will move as expeditiously as possible to meet the recognized doctoral degree requirements.

## MODEL FOR DEPARTMENTAL COMMITTEE(S) ON PROMOTION AND TENURE

Organization and Procedures

1. Each department in the College is required to establish a committee on promotions and tenure.
2. The faculty recognizes and respects the principles of disciplinary and departmental autonomy. Accordingly, each department shall determine the composition of and establish the written procedures for its committee(s) on promotions and tenure, with the exception of the regulations stated below.
  - a. An affirmative recommendation for tenure at the departmental level shall be based upon a vote of two-thirds (2/3) or greater of those members of the departmental committee present.
  - b. Each department shall establish procedures for an annual review, by both the department chairman and the committee, of all potential candidates for tenure during the candidate's period of probationary employment.
  - c. All deliberations of the departmental tenure and promotions committee(s) and all materials contained in candidates' portfolios shall be held in the strictest of confidence.
  - d. As a preface to its written statement of procedures and criteria, each departmental committee on promotions and tenure shall adopt the following statement:

Tenure is a privilege which is awarded upon proof of worth, and not a right which is to be presumed after five years of service. An appointment with tenure is defined as an appointment by the College which is continuous or permanent in nature. Tenure may be terminated by the College for adequate cause, such as but not limited to, serious misconduct or incompetence, retirement, academic exigencies, or financial exigencies. Candidates for tenure are expected to give all possible assistance to the committee by providing such information as that suggested below so that an informed evaluation may be made.

Criteria

Each departmental promotion and tenure committee(s), in addition to any established criteria now in use or guidelines it may subsequently develop, shall utilize the following points in evaluating candidates eligible to be considered for tenure:

## 1. Preparation

A candidate for tenure will be asked to provide a list of courses taken, and, upon request, any additional material the committee may deem appropriate. Such materials may also include a record of all previous teaching experience (number of years, subject matter taught, level of instruction--college, high schools, etc). In addition, the committee will con-

sider scholarships, fellowships, awards, and publication(s), and other scholarly and/or significant creative work completed prior to the candidate's appointment at Longwood.

## 2. Excellence of Teaching

A candidate may be asked to submit course outlines and syllabi; copies of examinations and tests; a statement of grading policies; and recent student evaluations. Evidence of innovative teaching techniques, a willingness to assume responsibility for independent studies, and honors program work may also be used in evaluating the candidate's eligibility. With the candidate's permission, classes may be visited by committee members, and the committee will be eager to hear any statement concerning the candidate's philosophy and rationale of teaching methods.

## 3. Evidence of Intellectual Growth

Enrollment in a program for the terminal degree; involvement in scholarly organizations; publications; creative work in the arts; papers read before scholarly organizations; and evidence that every effort has been made to keep abreast of developments in his/her special field will also be considered by the committee. In addition to information relative to all of the above, the candidate should also provide the committee with materials pertinent to any fellowships and awards received and research initiated and in progress since his/her appointment at Longwood.

## 4. Contribution to the Academic Welfare of the College

Evidence of the candidate's service on committees (departmental, college, state, or national); sponsorship of academically oriented student organizations; and attendance at national and/or regional meetings of professional organizations should also be brought to the attention of the committee.

## 5. Professional Ethics and Attitude

Cooperativeness, adaptability, and the willing assumption of one's share of departmental responsibilities are attributes which all faculty members must possess, if the work of the department is to proceed smoothly and an atmosphere conducive to quality education is to be achieved. Consequently, attendance at departmental staff and committee meetings, and the maintenance of regular office hours and conference periods are to be assumed. It is also important that faculty members recognize that their position requires that they observe the ethics of the profession, a summary of which is best defined in the "Statement of Professional Ethics" adopted by the fifty-second (1966) Annual Meeting of the American Association of University Professors:

As a colleague, the professor has obligations that derive from the common membership in the community of scholars. He respects and defends the free inquiry of his associates. In the exchange of criticism and ideas, he shows due respect for the opinion of others. He acknowledges his academic debts, strives to be objective in his professional judgment of colleagues. He accepts his share of faculty responsibilities for the governance of his institution.



As a teacher, the professor encourages the free pursuit of learning in his students. He holds before them the best scholarly standards of his discipline. He demonstrates respect for the student as an individual and adheres to his proper role as intellectual guide and counsellor...He avoids any exploitation of students for his private advantage...

As a member of his institution, the professor seeks above all to be an effective teacher and scholar. He determines the amount and character of the work he does outside his institution with due regard for his paramount responsibilities within it.

6. Contributions to College and Student Life

The committee may also evaluate materials submitted by the candidate relative to his/her sponsorship of social and religious organizations, student government, special events, or any of the four annual classes.

7. Statement on Information Not Obtained From the Candidate

All materials obtained by the departmental committee for evaluation that are not submitted by the candidate shall be made available to the candidate prior to the committee's recommendation.

NOTE: Where necessary, each department shall append in writing any additional criteria it may deem appropriate in evaluating candidates eligible either for promotion and/or tenure.

## EXAMPLES OF SERIOUS MISCONDUCT OR INCOMPETENCE

The following list of examples of misconduct and incompetence are intended as guidelines, and should in no way be construed as being all-inclusive. In addition, a tenured faculty member accused of misconduct or incompetence should have ample warning by his or her chairman before serious action is taken. In most cases, regular or repeated commission of the offense would be necessary to constitute grounds for serious complaint.

SERIOUS MISCONDUCT

1. Demonstration of lack of professional ethics by repeatedly defaming colleagues, students, departments and/or administration in a classroom or in the presence of students.
2. Repeated failure to control violent emotional outbursts, especially when students are present.
3. Regular use of obscene language, gestures, or any similar actions in the presence of students or colleagues.
4. Drunkenness in any situation adversely affecting the functioning of a department or of the college.
5. Sexual misconduct involving students.
6. Disrupting or preventing peaceful or orderly conduct of classes, lectures, or meetings, or inciting others to commit such acts.
7. Falsifying or forging an official document or record.
8. Lying, cheating, plagiarizing, or stealing.
9. Threatening to cause injury to another person.
10. Intentionally causing injury to another person.
11. Misuse or destruction of college or state property.
12. Conviction of a felony.

INCOMPETENCE

1. Failure to present the proper content of a course as stated in the catalogue.
2. Failure to evaluate adequately student achievement by some valid method and the assignment of grades without adequate basis.
3. Failure to evaluate and make available tests or other work submitted by students within a reasonable time.
4. Regular unreasonable assignments (in terms of length or prior notice).
5. Inability to maintain discipline, and communicate with students.
6. Neglect, inability, or failure to perform teaching duties and other professional responsibilities.
7. Failure to correct or attempt to correct professionally related problems brought to the attention of the individual through accepted channels (committees, department chairman, deans).

LONGWOOD COLLEGE  
Farmville, Virginia

Changes in the Report  
of the  
Committee on Promotion and Tenure  
as agreed to by the  
Committee and the President

Page 2, Paragraph 3.

Change to read as follows:

The criteria for promotion are those initially recommended by the Committee of Faculty in the Self-study of 1963 for the Southern Association of Colleges and Schools and are reaffirmed at this time.

Page 2, INSTRUCTOR.  
(line 2)

The word following "degree" should read "or" rather than "of".

Page 4, Paragraph 2.  
(line 4)

Insert the word "individually" following the word "notified".

Page 5, Part V.

Change 1. to read as follows:

The department chairman is empowered to appoint an Advisory Committee of three tenured faculty.....  
(in.....consideration).

Add the following to the third sentence under 3.:

(See Page 6, Part VI. 2)

Page 6, Part VI.

Title should read as follows:

TERMINATION OF EMPLOYMENT

Page 6, Part VI. 2b

Add to third sentence, deleting the period, the following:

if he wishes, in which case the Dean may also have a colleague present. (This person may not possess a law degree or be licensed to practice law.)

Appendix A

Under the section on Department of Mathematics, line 1 should read as follows:

Ph. D

Line 2 under the Department of Mathematics should read as follows:

Ph. D or Ed. D in Mathematics

Appendix B

Under the section Organization and Procedures, line 1 should read as follows:

Each department in the College is required to establish committees on promotions and tenure.

LONGWOOD COLLEGE  
Farmville, Virginia 23901

Recommendations of the President Which Are at Variance  
with Those of the Ad Hoc Committee on Promotion and Tenure

On page 5, paragraph 2, I recommend that the word "faculty" be deleted and the words "President and Board of Visitors" be substituted. Certainly any decision in regard to procedures made by the Committee must be in conformity with the overall policy and must be published in order that the faculty may be fully aware of their contents. On the other hand, the authority for this committee is derived from the Board and only the Board and myself, as its representative, have the authority to modify the procedures determined by the Committee on Promotion and Tenure.

The second point of disagreement deals with Part III, on page 3, the second paragraph. I am recommending that the final sentence be eliminated and that the following statement be substituted:

The Board of Visitors believes that the best interests of the institution are served when there is a reasonable balance of tenured and non-tenured faculty members within each academic department and discipline. The President, academic deans, and the faculty Committee on Promotion and Tenure are directed to consider the maintenance of such a balance in presenting recommendations for tenure to the Board of Visitors.

You will note that I have not recommended a specific numerical limitation on tenure. I am very much opposed to this. On the other hand, I am equally convinced that the institution is best served with a balance of tenured and non-tenured members.

July 31, 1975

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

Longwood is attempting to increase efforts to develop opportunities in continuing education for graduate and mature students. These opportunities have taken two forms: off-campus extension courses and on-campus seminars.

During the academic year, three extension courses were offered:

Education 526: Techniques in Diagnostic and Remedial Reading (30 students - Portsmouth)

Education 527: Practicum in Diagnostic and Remedial Techniques in Reading (20 students - Campbell County)

Education 625: Public School Finance (21 students - Halifax-South Boston)

During the summer, three on-campus seminars were offered:

Physical Education 505: Children in Physical Education, K-8 (42 students)

Physical Education 580: National Golf Foundation Seminar for Teachers of Golf (24 students)

Art 620: Studio Workshop for Art Teachers (25 students)

Plans are being made to further increase our efforts in these areas. The additional headcount obtained through continuing education represents one approach to offsetting the impact of declining enrollment at the undergraduate level.

I. New Faculty and Staff Appointments

I should like to request the Board's approval of the following new faculty and staff appointments:

- A. Mr. Vernon Victor Alexander, Instructor in Health, Physical Education and Recreation, at an annual salary of \$12,000. This appointment fills the vacancy created by the resignation of Mr. David Sadowski.

Mr. Alexander has the B.S. degree from Indiana University of Pennsylvania and the M. Ed. degree from Pennsylvania State University. He has directed therapeutic recreation programs in two hospitals. At Longwood, Mr. Alexander will assist in planning the undergraduate major in recreational therapy, teach courses in this area and supervise students during their internship in recreational therapy.

- B. Miss Sally Jane Custer, Instructor in Health, Physical Education and Recreation, at an annual salary of \$10,000. This appointment fills the vacancy caused by the leave of absence of Miss Jean Smith for the 1975-76 academic year.

Miss Custer has the B. A. and M. A. degrees from Glassboro State College. She has taught physical education in the public schools of Williamstown, New Jersey, and was a graduate assistant at Glassboro College.

- C. Miss Mary Jo Dollins, Assistant Librarian and Instructor in Library Science, at a salary of \$9,500 for the 12-month period beginning July 1, 1975. This appointment fills the vacancy created by the resignation of Miss Cynthia Adams.

Miss Dollins is a 1973 graduate of Longwood College and has the M. L. S. degree from the University of North Carolina at Chapel Hill. This position will afford Miss Dollins her first experience as a librarian.

- D. Mrs. Toy D. Dowdy, Instructor in the Campus School, Third Grade, at an annual salary of \$9,800. This appointment fills the vacancy caused by the retirement of Mrs. Louise B. Harris.

Mrs. Dowdy is a 1970 graduate of Longwood College. She taught Fifth Grade in the Campus School from 1972 to 1974.

- E. Miss Mary Alice Graves, Instructor in Home Economics, at an annual salary of \$10,600. This appointment fills the vacancy created by the resignation of Mrs. Maureen Wysopal.

Miss Graves earned the B. S. degree from Jacksonville State University and the M. S. degree from the University of Alabama. She has done further graduate work at Northern Illinois University. She has held instructorships at Northern Illinois University and Middle Tennessee State University.

- F. Mrs. Linda S. Haviland, Instructor in Sociology and Social Work, at an annual salary of \$11,000. This appointment fills the vacancy created by the resignation of Mr. Frederick Alkire.

Mrs. Haviland has the B.A. degree from Eastern College at St. Davids, Pennsylvania; and the M.S.W. degree from Virginia Commonwealth University. She has been employed as a social worker and as a co-therapist for a group of Vietnam veterans.

- G. Mr. James F. McAvaddy, Assistant Professor of Health, Physical Education and Recreation, at an annual salary of \$13,500. This appointment provides a replacement for Miss Sarah Smith, who is on leave of absence for 1975-76.

Mr. McAvaddy earned the B.S. and M.Ed. degrees at the University of Southern Mississippi. He has taught health and physical education courses in Mississippi, New Jersey, and at Old Dominion University.

- H. Mr. Donald A. Merkle, Instructor in Biology, at an annual salary of \$12,000. This appointment fills the vacancy created by the resignation, at the end of the 1973-74 session, of Dr. Marilyn Hatch.

Mr. Merkle has the B.S. and M.S. degrees from the University of Dayton and expects to receive the Ph.D. degree from Miami University in August 1975. He has had experience as a teaching fellow and assistant at these two institutions.

- I. Miss Mary Virginia Mitchell, Assistant Professor of Art, at an annual salary of \$15,000. This appointment fills the vacancy created by the resignation of Dr. Margaret Violette.

Miss Mitchell received the B.S. in Art Education from Bob Jones University, and the M.A. degree from the University of Georgia. Her professional experience of the past 25 years includes positions in classroom teaching, elementary art consultant, director of art, and, from 1958 to the present time, supervisor of art in the public schools of Newport News, Virginia.

- J. Mrs. Mary J. Noblitt, Instructor in Business, at an annual salary of \$12,000. This appointment fills the vacancy caused by the expiration of the contract of Mr. Herbert Hamilton.



Mrs. Noblitt has the B.S. degree from Radford College and the M.S. degree from the University of Tennessee. She has had teaching experience on the elementary level and in business subjects on the secondary level. This experience covers a period of twelve years.

- K. Mrs. Jane P. Savedge, Instructor in the Campus School, Fifth Grade, at a salary of \$9,300. This appointment fills the vacancy caused by the resignation of Mrs. Carol McCray.

Mrs. Savedge is a 1962 graduate of Longwood. She has had seven years of teaching experience in public and private schools in Virginia.

- L. Mr. James G. Silliman, Jr., Instructor in Education and Acting Director of the Bureau of Teaching Materials, at an annual salary of \$11,500. This appointment fills the vacancy created in 1973-74 when Mr. J. Lee Pemberton, III, became Director of the John P. Wynne Campus School.

Mr. Silliman earned the B.A. degree at Emory and Henry College; the M.A. degree from Virginia Polytechnic Institute and State University, where he is currently pursuing the doctorate in supervision and instructional technology. He has been a classroom teacher, principal and graduate teaching assistant for a period of ten years.

- M. Miss Cynthia S. Thompson, Assistant Librarian and Instructor in Library Science, at a salary of \$8,000 for the ten-month period beginning September 1, 1975, and ending July 1, 1976. This appointment fills the vacancy created by the resignation of Miss Susan Davi.

Miss Thompson has the B.A. degree from the University of Pennsylvania and the M.L.S. degree from the University of North Carolina at Chapel Hill. She has eight years' experience as a librarian.

- N. Mrs. Jacqueline J. Wall, Director of Art in the Campus School and Instructor, at an annual salary of \$9,000. This appointment fills the vacancy caused by the resignation of Mrs. Barbara Johnson, former director.

Mrs. Wall received the B.A. degree from Westhampton College and was certified in art education after completing that major

at Longwood. She is enrolled in the graduate program at Longwood. Mrs. Wall taught art at the Prince Edward Academy for three years.

- O. Miss Norma M. Williams, Assistant Professor of Music, at an annual salary of \$15,300. This appointment fills the vacancy created by the retirement of Dr. John Molnar.

Miss Williams received the B. M. E. degree from Millikin University; the M. M. degree from Chicago Musical College, both degrees with specialization in voice; and diplomas in voice (operatic) from institutions in Stuttgart and Vienna. Miss Williams has completed 95 hours beyond the master's degree. She has performed in many concerts in Europe as a soprano soloist and has taught voice at the Shenandoah Conservatory of Music.

## II. Resignations

The following members of the faculty and staff have submitted resignations effective at the beginning of the 1975-76 academic year:

- A. Miss Cynthia C. Adams, Assistant Librarian
- B. Mr. Frederick J. Alkire, Assistant Professor of Social Work
- C. Mrs. Harriet F. Alkire, Instructor in Social Work
- D. Miss Susan A. Davi, Assistant Librarian
- E. Mrs. Lee K. Kovacs, Assistant Professor of Psychology
- F. Mrs. Carol C. McCray, Instructor in the Campus School
- G. Mr. David L. Sadowski, Instructor in Health, Physical Education and Recreation
- H. Dr. Margaret G. Violette, Associate Professor of Art
- I. Mrs. Maureen B. Wysopal, Instructor in Home Economics

III. Leave of Absence

I request that the Board approve an extension of the leave of absence of Mrs. Gail O. Beaumont, Assistant Professor of English, through the 1975-76 academic year. Mrs. Beaumont will continue to study in Japan and will not receive any compensation from the College during this time.

IV. Changes in Summer Session Faculty

The Board's approval is requested for the changes as indicated below in the 1975 summer session faculty:

- A. Miss Cynthia Adams is teaching one class the second term, with library duties - salary, \$1,620.
- B. Dr. Alexander Berkis taught one class instead of two the first term - salary, \$750.
- C. Dr. Eleanor Bobbitt taught one class first term - salary, \$750.
- D. Dr. David Breil is not teaching.
- E. Miss Sharon Dean is not teaching.
- F. Mrs. May Dyer (visiting instructor) is teaching one class the second term - salary, \$900.
- G. Dr. Louis Fawcett is not teaching.
- H. Dr. Gerald George (visiting instructor) taught a portion of one class the first term - salary, \$100,
- I. Mr. Robert Jones taught one class the first term - salary, \$650.
- J. Dr. Richard Heinemann is teaching the second term - salary, \$1,100.
- K. Mrs. Deborah Hume is teaching one class instead of two the second term - salary, \$650.
- L. Dr. Robert Lehman is performing special administrative duties the second term - salary, \$1,100.

- M. Miss Nancy Leitch is not teaching second term.
- N. Mr. E. T. Noone taught two classes instead of one the first term - salary, \$1,390.
- O. Mrs. Jean Noone is not teaching.
- P. Mr. Dwayne Nuzman is not teaching.
- Q. Dr. Barbara Smith taught one class the first term - salary, \$750.
- R. Dr. Patricia Tanner (visiting instructor) taught a portion of one class first term - salary, \$500.
- S. Dr. Quentin Vest taught two classes instead of one the second term - salary, \$1,300.

V. Changes in Faculty Salaries, 1975-76 Session

- A. Dr. Eleanor W. Bobbitt, Professor of Health, Physical Education and Recreation - salary increased by \$100 for a total of \$16,300.
- B. Dr. Betty A. Bowman, Professor of Health, Physical Education and Recreation - salary increased by \$100 for a total of \$16,100.
- C. Mr. Thomas A. Cantieri, Instructor in Business - salary not listed - \$2,400 (two classes first semester).
- D. Dr. Anthony B. Cristo, Associate Professor of Economics - salary increased by \$100 for a total of \$14,900.
- E. Mr. Edward V. Dambner, Associate Professor of Education - salary increased by \$200 for a total of \$16,000.
- F. Dr. Elisabeth L. Flynn, Associate Professor of Art - salary increased by \$100 for a total of \$15,000.
- G. Dr. Gerald P. Graham, Associate Professor of Health, Physical Education and Recreation - salary increased by \$100 for a total of \$15,900.
- H. Mr. John A. Hardy, Assistant Professor of Chemistry - salary increased by \$200 for a total of \$13,000.

- I. Dr. James M. Helms, Professor of History - salary increased by \$200 for a total of \$16,700.
- J. Dr. Richard Kidder, Assistant Professor of Mathematics - salary increased by \$100 for a total of \$14,200.
- K. Mr. J. J. Law, Assistant Professor of Chemistry - salary increased by \$200 for a total of \$14,500.
- L. Dr. Barbara B. Smith, Professor of Health, Physical Education and Recreation - salary increased by \$100 for a total of \$16,300.
- M. Dr. Charles W. Sydnor, Jr., Assistant Professor of History - salary increased by \$300 for a total of \$13,700.
- N. Mrs. Phyllis G. Wacker, Associate Professor of Psychology - salary increased by \$500 for a total of \$13,000.
- O. Dr. Robert P. Webber, Assistant Professor of Mathematics - salary increased by \$100 for a total of \$12,800.
- P. Mrs. Karen Dougan, Assistant Director of Financial Aid (new title) - salary increased by \$100 for a total of \$12,100.
- Q. Mr. Thomas R. Dougan, Student Union Director - not listed - salary, \$12,750.

VI. Extension of 1974-75 Contract

Miss Susan Davi is being offered compensation of \$1,750 to cover her employment as librarian from July 1, 1975 (terminating date of her contract) to August 31, 1975 (her requested date of resignation). I would like to request that the Board approve salary for the two-month period for Miss Davi.

VII. Allocation of Faculty Positions

I would like to request authorization from the Board for 145 regular faculty positions (including three federally-funded positions and positions for two Eminent Scholars) and six 12-month administrative-teaching positions, distributed as follows:

Art	9
Business	7
Education and Psychology	24 <sup>1</sup>
English and Philosophy	19 <sup>2</sup>
Foreign Languages	4
Health, Physical Education and Recreation	16 <sup>3</sup>
History and Social Sciences	22 <sup>4</sup>
Home Economics	6
Mathematics	9
Music	9 1/2 <sup>5</sup>
Natural Sciences	20 1/2 <sup>3</sup>
Speech and Dramatic Arts	<u>5</u>
	151

It is anticipated that two positions will remain vacant for the academic year 1975-76.

#### VIII. Attachments

Reports from the Librarian and Registrar are attached for the Board's attention.

Submitted by,

Carolyn Wells  
Associate Dean of the College

August 1, 1975

<sup>1</sup>Includes two 12-month positions.

<sup>2</sup>Includes one 12-month position and one Eminent Scholar.

<sup>3</sup>Includes one 12-month position.

<sup>4</sup>Includes one 12-month position and three federally-funded positions.

<sup>5</sup>Includes one Eminent Scholar.

## OFFICE OF THE DIRECTOR OF THE LIBRARY

In 1974-75, the total holdings of the Lancaster Library grew to 172,489 items, the greatest increase being in the non-print area. The library now has 2,670 slides, 283 cassettes, 239 filmstrips and 72 records. This growth was made possible by two federal grants, one of which enabled us to acquire the necessary hardware to use the non-print materials. Of our book acquisitions for this year, 12.6% were gifts.

The total circulation of library materials increased by 5%. We trust this was due in part to our continued effort to instruct students in the use of library resources. During the year, 62 lectures were given to classes by the librarians on the use of library materials.

The librarians, in addition to their regular duties, taught three classes in summer school, four classes in the fall, and supervised 13 students doing their library science practicum.

Among the 11 exhibits in the Library Gallery was a one-day show on Founders Day by Miss Julia Mahood and her family. On November 11, Dr. Elisabeth L. Flynn and Dr. Richard L. Brodesky gave a joint lecture on Rouault's paintings which were on exhibit. On December 2, Dr. Elmer Bowington showed a movie and lectured on his photography exhibit. Both of these lectures were followed with receptions. The Third Annual Area High School Art Exhibit was visited by most of the high school art classes in the surrounding counties.

The Piedmont Mailbox Library, a joint project with the Virginia State Library, was a great success throughout the year. This program circulated 56,745 volumes to residents of Amelia, Buckingham, Charlotte, Cumberland, Nottoway, and Prince Edward counties. The library has received many expressions of gratitude from people using the service. One individual wrote, "For people like me, your library service is the greatest invention since the wheel."

The library staff wishes to express its appreciation for the interest and support given by the administration. We have been encouraged by our accomplishments this year and look forward to the 1975-76 session.

Submitted by,

Martha H. LeSturgeon  
Director of the Library

August 1, 1975

## OFFICE OF THE REGISTRAR

A total of 501 students completed their undergraduate degree requirements during this academic year: 24 in August 1974; 98 in December 1974; 379 in May 1975. Also, 26 candidates completed graduate degree requirements. At commencement on May 17, 1975, the following degrees were conferred:

Bachelor of Science	431
Bachelor of Science in Business Education	17
Bachelor of Arts	42
Bachelor of Music Education	11
Master of Science	24
Master of Arts	2

Of our 501 graduates receiving bachelor's degrees, 377 applied for Collegiate Professional Teacher Certificates. In 1974, 572 bachelor's degrees were conferred and 475 were eligible for Collegiate Professional Teacher Certificates.

Academic excellence for the semester exceeded that of the 1973-74 college year as shown in the following Dean's List statistics:

<u>Second Semester</u>	<u>1973-74</u>	<u>1974-75</u>
No. on Dean's List	339	367
No. achieving 4.00	37	55
Per cent of student body on Dean's List	16.7	18.6

Submitted by,

Raymond Gilchrist  
Registrar

August 1, 1975



## OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

I. Admissions, 1975-76

## A. Volume of Applications

Applications processed	1,252
Number planning to attend the 1975-76 session (55.0%)	688
Number enrolled in summer conditional program (0.8%)	8
Number enrolled in fall conditional program (7.9%)	103
Number not accepted (8.3%)	104
Number of withdrawals (33.1%)	414
Pending (3.0%)	38
Number of Applicants 1974-75	1,243

## B. General Background of Regularly Admitted Students Planning to Attend the 1975-76 Session

Virginia students (89.8%)	619
Out-of-state students (10.2%)	69
Freshmen	527
Transfers	62
Fall conditionals	103

## C. Class Rank in Secondary Schools of Regularly Admitted Freshmen

	<u>Number Students</u>	<u>*Per Cent</u>
First decile	128	23.4
Second decile	111	20.3
Third decile	138	25.2
Fourth decile	67	12.4

\*Per cent of regularly admitted freshmen, not total freshmen. This also includes freshmen transfers.

Fifth decile	45	8.2
Sixth decile	34	6.2
Seventh decile	11	2.0
Eighth decile	3	.5
Ninth decile	4	.7
Tenth decile	1	.2
Not ranked	<u>5</u>	<u>1.0</u>
	547	100.1

D. Class Rank in Secondary Schools of Conditional Freshmen

	<u>Number Students</u>	<u>Per Cent</u>
First decile	0	0
Second decile	3	2.9
Third decile	7	6.8
Fourth decile	13	12.6
Fifth decile	23	22.3
Sixth decile	18	17.5
Seventh decile	17	16.5
Eighth decile	16	15.5
Ninth decile	5	4.9
Tenth decile	<u>1</u>	<u>1.0</u>
	103	100.0

E. College Entrance Examination Board Scores (SAT), 545  
Regularly Admitted Freshmen

<u>Score</u>	<u>Verbal</u>		<u>Math</u>	
	<u>Number Students</u>	<u>Per Cent</u>	<u>Number Students</u>	<u>Per Cent</u>
700-800	1	.2	0	0
600-699	14	2.6	16	3.0
550-599	21	3.9	62	11.4
500-549	52	9.5	91	16.7
450-499	120	22.0	158	29.0
400-449	177	32.5	126	23.1
Below 400	<u>160</u>	<u>29.4</u>	<u>92</u>	<u>16.9</u>
	545	100.1	545	100.1

F. College Entrance Examination Board Scores (SAT), of  
Conditional Freshmen

<u>Score</u>	<u>Verbal</u>		<u>Math</u>	
	<u>Number Students</u>	<u>Per Cent</u>	<u>Number Students</u>	<u>Per Cent</u>
700-800	0	0	0	0
600-699	0	0	0	0
550-599	0	0	0	0
500-549	1	1.0	0	0
450-499	3	2.9	13	12.6
400-449	26	25.2	24	23.3
Below 400	<u>73</u> 103	<u>70.9</u> 100.0	<u>66</u> 103	<u>64.0</u> 99.9

G. Honors and Achievements of Entering Class, 1975-76

National Merit Commended students	5
First honor graduates	4
Second honor graduates	10
Yearbook editors	15
Co-editors	6
Business managers	3
Newspaper editors	5
Co-editors	6
Business managers	3
Delegates to Girls State	22
Homecoming queens	7
court	11
Presidents of major high school organizations	37
Officers	75
Cheerleaders	72

Drill team	18
Majorettes	7
Honor societies	204
Senior class officers	12
SCA officers	16
representatives	29
Relatives of alumnae	133
Recipients of major high school awards	90

#### H. Visits by Prospective Students

During the 1974-75 academic year, the Admissions Office sponsored bus trips to the Longwood campus for prospective students from three geographical areas. These areas included Northern Virginia, Tidewater, and the Roanoke Valley. In addition to the planned overnight visits, the Admissions staff encouraged individual visits both on a day basis and overnight for prospective students and their parents. We continue to believe that first-hand knowledge which can be obtained through visitation is the single most important recruiting tool available.

## II. Placement

As a result of the economy, the delays in budget approvals, government funding, and drops in student enrollments, job opportunities for our 1975 graduates have been slow in becoming available. Our records at this time, however, are only slightly behind those of last year.

The Placement Office is continuing to contact all of the students by mail and by telephone to:

1. Announce job vacancies.
2. Keep records up to date.
3. Encourage students and to make suggestions as to alternatives.

Credentials continue to be mailed to prospective employers. Close contact and cooperation is maintained between the Placement Office and the

academic departments at Longwood on various job openings for the 1975 graduates. Members of the staff are in the process of visiting companies in the State for the purpose of receiving information on employment needs and trends.

Various school systems outside of the State are being contacted as to their job vacancies and this information is in turn transmitted to the students.

### III. Personnel

The final draft of the employees' handbook has been completed except for the section on maternity leave and on service ratings. As soon as this is completed, the first working copy will be set up by the printers and it is now hoped to have it ready for distribution sometime in September.

Each employee when he/she leaves Longwood College has an exit interview with the Director of Personnel whether he/she retires, resigns, is released for cause, or is laid-off. During this interview, the Director of Personnel tries to ascertain the reason for leaving as well as arrange for life insurance, retirement payments, and hospitalization. The economic situation seems to be the main reason for resignations. By the same token, we are also receiving a great many more inquiries as to job openings. On the layoffs during June, we tried to assist the employees in finding other jobs, keeping their insurance active, and filing for unemployment compensation.

A great deal of time was spent working with the Business Manager on the salary sections of the budget for 1976-78.

We had to convene a panel to hear the grievance of one of our custodial workers after she had carried her complaint through the proper steps. The panel ruled in favor of the College and the case was dismissed. Subsequently, the same employee was terminated for another infraction of State rules and regulations.

### IV. Physical Plant

#### A. Capital Outlay

##### 1. Replace Roof and Balustrades on Colonnade - \$41,500

The project has been finalized and inspections have been completed. We are pleased with the completed work.

2. Replace Retaining Wall on Barlow Field - \$19,700

The project has been completed and the final inspections have been completed. We are pleased with the project.

3. Demolition of Barlow Walkway

We have approval from all of the necessary State agencies as well as the State Art Commission to take the Barlow walkway down. We plan to complete this project this summer. The Executive Committee of the Board approved this at its May meeting.

B. Summer Projects (College Work Force)

1. College Bus - \$1,550

We opted to overhaul the bus rather than consider purchase or trade. Our mechanic did the work at a cost of \$1,550 for materials. The bus has been overhauled with what appears to be good results. It is running smoothly and performing well.

2. Psychology Lab - \$1,400

We are adding a psychology lab in Hiner and converting a large lecture room there into two classrooms. Our own work force is providing the labor and the cost for materials will be \$1,400.

3. Business Department

Renovation on a relatively small scale in the Business Department has been accomplished. A classroom has been made into three faculty offices. Other plans are pending.

4. Painting

Critical areas on campus badly in need of painting have been painted this summer: exterior of pool and exterior of Cunningham residence halls, as examples.

5. Public Relations - \$376.40

A darkroom was constructed for a total cost of \$376.40 of which materials cost \$81.52 and labor \$294.88.

6. Campus School - \$300.08

A mock greenhouse was constructed at the Campus School for a total cost for labor and materials of \$148.42. Shelving was also constructed for the physical education equipment for a total cost of \$151.66.

7. North Cunningham - \$1,436.33

Underlayment was installed in halls on all three floors for a total cost of \$1,078.63 for labor and materials. Various changes were made in the head resident's apartment for a total cost of \$357.70 for labor and materials.

C. Pending Projects for the Summer

1. Chemical Treatment of Air-Conditioning Systems - \$3,600

We hope to treat chemically our air-conditioning systems on campus this summer. Chemical treatment which reduces rust and scale formation on equipment will save us money in maintenance costs as well as cutting back on electrical and water bills. The cost will be \$3,600.

2. Campus School Roof - \$2,500

There is a roof problem at the Campus School. Our best estimate at this time indicates that repair costs will run \$2,500. Of this amount, we will pay approximately \$1,000 (the bonding company will pay the difference).

3. Roofs on Cox and Wheeler - \$9,000

We plan to repair the roofs on Cox and Wheeler dormitories. Some leakage is reported now. The cost of these two projects will be \$9,000.

4. Business Department

The Business Department plans to convert two classrooms into one learning resources classroom. Some other minor changes may be forthcoming.

D. Reorganization of Physical Plant Operation

As a result of the layoff of two supervisors in the Physical Plant, responsibilities for housekeeping, grounds crew, transportation, power plant, communications and mechanical supervision have been redistributed among Mr. Leon Henderson, Mr. Ike Finney, and Mr. Pinkey Baldwin, III.

Submitted by,

William J. Peele  
Vice President for Administration

August 1, 1975



## OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS

I. Personnel

The following head residents have been employed for the year 1975-76.

Mrs. Mary Boyle, from Warren, Ohio, has been assigned to South Cunningham.

Mrs. Janet Hanson, from Richmond, Virginia, has been assigned to serve as Head Resident in Main Cunningham.

Mrs. Nola Tuttle, from Port Jefferson Station, New York, will be a Roving Head Resident, working part time in French, Curry, and Frazer Halls in lieu of three Assistant Head Residents.

Mrs. Thelma Baber retired on May 9, 1975, as Head Resident in Wheeler Hall.

Mrs. Frances Garland, R. N., retired from service to the Longwood College Infirmary on May 1, 1975. No replacement has been employed.

II. Student Government Association

Officers for 1975 Summer Session were appointed or elected as follows:

Chairman, Legislative Board	Bonnie Gheen
Vice Chairman and Secretary- Treasurer, Legislative Board	Susan Stansbury
Chairman, Orientation	Molly Lee
Chairman, Judicial Board	Ruth Bourne*
	Jessie Bruce**
Vice Chairman, Secretary, Judicial Board	Jessie Bruce*
	Jackie Singleton**
Member-at-large, Judicial Board	Mary Jo Loehr
Member-at-large, Judicial Board	Gayle West
Member-at-large, Judicial Board	Jackie Singleton*
	Anita Stowe**
Chairman, Residence Board	Vickie Easter
Vice Chairman, Residence Board	Sally Graham
Secretary, Residence Board	Joanne Pruett
Fire Warden, Residence Board	Debbie Squires

\* First Session, Summer School

\*\* Second Session, Summer School

Judicial Board representatives were elected on the first day of summer school. These representatives included two resident students, one day student, and one graduate student as follows:

Resident students		Gwen Goggin
		Kathy Smith
Day student		Janet Worthy
Graduate student		Nancy Gonzales
Advisers	First Term	Dr. Wayne Tinnell
	Second Term	Dr. Mary Cristo
		Dr. James Gussett

### III. Summer Session, 1975

#### A. Enrollments

##### 1. First Session

Resident students (includes 6 graduates)	193
Day students (includes 76 graduates)	<u>269</u>
Total	462

##### 2. Second Session

Resident students (2 graduates)	194
Day students (69 graduates)	<u>242</u>
Total	436

#### B. Summer Academic Consultation Program

The number of new students for Fall Session, 1975-76, who attended planning sessions and registered for classes were as follows:

July 23-25	184
July 27-29	207
July 30-August 1	<u>163</u>
Total	554 (90% new students)

IV. Infirmary

The Infirmary was in operation a total of 76 days during the quarter. The doctor saw 316 patients during sick call; 78 were bed patients; and nurses treated 1,349 students in addition to treatment prescribed for bed patients.

<u>Month</u>	<u>Days</u>	<u>Bed Patients</u>	<u>Doctor Sick Call</u>	<u>Nurses, Except Sick Call</u>
April	30	66	216	958
May	16	10	37	228
June	<u>30</u>	<u>2</u>	<u>63</u>	<u>163</u>
Total	76	78	316	1,349

V. Information Office

Personnel in the Information Office answered a total of 1,723 calls for the month of May and 1,157 for the month of June. The average number of calls during that time was 50 per day.

VI. Commencement Housing

The number of reservations submitted for commencement housing was as follows: Guests, 461; seniors, 189; underclassmen, 26; a total of 676. A total of 96 registered for Friday night dinner and 281 registered for the Saturday morning breakfast.

VII. Student Teacher Housing

Addresses for student teaching and field experiences are being received from students who are enrolled in those classes for the fall semester. To date, 79 have been received.

VIII. Student Housing

Curry Hall is being utilized to house both sessions of summer school. The resident student count for the first session was 193 and 194 for the second session.

North Cunningham Residence Hall is being painted and carpeting is being laid on every floor. The Head Resident's apartment has been moved from the north side of the building to the south side.

Room assignments for fall transfer students and former students who are returning have been made. Assignments for freshmen have been completed for notification during the academic consultation program.

IX. Student Activities

Spring Weekend, April 11-13, 1975, turned out to be one of the most successful weekends of the school year. High school students and their parents visited the College on Saturday, April 12, and were provided with a variety of information and entertainment. Tours of the campus, academic consultation with department representatives, an interest fair, a bazaar, and an afternoon concert picnic - all were very successful. In addition, over 1,000 people attended the Blue Grass concerts on Thursday and Friday nights.

The Artist Series Program has been completed for this coming year and the programs are as follows: October 28, "Five on Stage"; November 10, Lotte Goslar's Pantomime Circus; February 3, Godspell; February 18, The New England Sinfonia; February 29, The Hartford Ballet. Lotte Goslar's Pantomime Circus and The Hartford Ballet are programs supported by the National Endowment. This should prove to be an excellent program since it provides a wide variety of the arts.

On the weekend of July 25, several members of the Student Union Committee returned to campus to plan programs for the coming year. This planning session was held to develop goals and objectives for the coming year, the promotion of events, ways to improve the programs already being done, and, finally, financing and budgeting. This preparation should make for a more successful year.

Submitted by,

Mary A. Heintz  
Vice President for Student Affairs  
and Dean of Students

July 31, 1975

## OFFICE OF THE BUSINESS MANAGER

I. Fiscal Affairs

- A. The operating statement for Educational and General activities for Fiscal Year 1975 is attached. As indicated by the statement, actual revenues were short of anticipated revenues by \$17,356. However, disbursements were made for actual revenues available, leaving a balanced budget at June 30, 1975.

Also attached is the statement for the Auxiliary Enterprises at June 30, 1975. Actual revenues were also less in this activity by \$20,846 for the year compared to anticipated revenues. However, disbursements were also less than anticipated, leaving a balance of \$38,095.43 at June 30, 1975, which has been transferred to accumulated surplus. Accumulated surplus now totals \$185,267.12 for the Auxiliary Enterprises.

- B. Accounts receivable at June 30, 1975, were \$37,489.85 for Fiscal Year 1975. This total is approximately five times higher for outstanding accounts than experienced in previous years. However, we do anticipate collecting \$30,000 of these accounts during Fiscal Year 1976 by follow-up letters and invoices. We feel that slow payment by parents and students has been a direct result of the slow economy. We do not foresee any immediate improvement in the collection rate for 1975-76. Scholarships are more restrictive, fees are higher, and the economy is still sluggish. Careful review of credit extension is being observed by the Business staff and follow-up reports will be made to the Board throughout the 1975-76 year.
- C. The 1976-78 biennial budget documents are being prepared for submission on August 15, 1975, to the Budget Office. A statistical condensation of the budget request will be included with the Report to the Board. Due to the time demands involved in my submission of the biennial budget, we will not have the budget recommendations available until the Board meeting.

II. Insurance

The College's insurance broker of record, Harwood and Son, of Farmville, has assured us that insurance coverage for buildings and contents is adequate for the 1975-76 year. The property and liability policy for 1975-76 was renewed on April 1, 1975, for \$35,321,200.

These values have been filed with the Virginia Insurance Rating Bureau and the Department of Property Records and Insurance. The policy is carried by Royal Globe and has a \$1,000 deductible clause franchising at \$5,000.

Liability coverage under Royal Globe carries limits of \$100,000 each person, \$300,000 each occurrence, and \$50,000 property damage. In addition, a \$1,000,000 blanket catastrophe policy is carried by Crum and Forester Group.

We have had some questions on liability coverage within the past month. Apparently, we do not carry liability coverage for suits originated by employees or former employees rising out of discrimination or conditions of employment. Dr. Willett has asked the Attorney General's office to review our coverage and advise. We can get broader coverage, but the premium is much higher. Also, the Attorney General's office handles cases under this category of liability and we question who would pay judgments, if any. We would recommend waiting for a reply from the Attorney General on this liability question.

Separate policies for fine art objects, automobiles, boiler and air conditioners, surety and monies and securities were renewed on July 1, 1975. Workmen's compensation coverage will be renewed on August 1, 1975.

Submitted by,

J. H. Paul  
Business Manager

August 1, 1975

LONGWOOD COLLEGE  
Operating Statement  
for the Year Ending June 30, 1975  
Educational and General

	Budget	Actual	% of Actual to Budget
<b>REVENUES:</b>			
Student Tuition and Fees	\$1,639,605.00	\$1,628,451.35	99.3
Other Educational and General	50,000.00	43,797.76	87.6
State General Fund Allotments	2,992,072.00	2,992,072.00	100.0
TOTAL REVENUES	\$4,681,677.00	\$4,664,321.11	99.6
 <b>DISBURSEMENTS:</b>			
General Administration, Student Services and General Expenses	\$ 860,429.00	834,345.06	97.0
Instruction - Regular Session	2,607,751.18	2,543,391.02	97.5
Instruction - Summer Session	123,210.38	123,210.38	100.0
Organized Activities Related to Academic Departments	164,852.00	159,966.51	97.0
Libraries	283,087.00	255,777.60	90.4
Maintenance of Physical Plant	797,710.44	845,545.47	106.0
Heating Plant	369,032.00	362,588.94	98.3
Extension Service	30,840.00	25,297.12	82.0
Physical Plant Costs Transferred	(555,235.00)	(485,801.00)	87.5
TOTAL DISBURSEMENTS	\$4,681,677.00	\$4,664,321.10	99.6
 <b>UNEXPENDED BALANCE:</b>			
		\$ .01	

LONGWOOD COLLEGE  
Operating Statement  
for the Year Ending June 30, 1975  
Auxiliary Enterprises

	Budget	Actual	% of Actual to Budget
<b>REVENUES:</b>			
Dining Hall	\$1,021,119.00	\$1,010,072.40	98.9
Residential Facilities	1,115,739.00	1,105,136.64	99.0
Laundry	74,280.00	75,453.80	101.6
Student Health Service	92,517.00	92,578.20	100.1
Bookstore	9,500.00	9,054.75	95.3
Student Union	118,903.00	117,945.03	99.2
Golf Course	27,000.00	27,970.94	103.6
<b>TOTAL REVENUES</b>	<b>\$2,459,058.00</b>	<b>\$2,438,211.76</b>	<b>99.2</b>
<b>DISBURSEMENTS:</b>			
Dining Hall	\$1,021,119.00	\$1,002,858.14	98.2
Residential Facilities	1,115,739.00	1,084,389.81	97.2
Laundry	74,280.00	79,004.91	106.4
Student Health Services	92,517.00	90,153.06	97.4
Bookstore	9,500.00	-	-
Student Union	118,903.00	114,260.67	96.1
Golf Course	27,000.00	29,449.74	109.1
<b>TOTAL DISBURSEMENTS</b>	<b>\$2,459,058.00</b>	<b>\$2,400,116.33</b>	<b>97.6</b>
<b>UNEXPENDED BALANCE</b>	-	<b>\$ 38,095.43</b>	-



## OFFICE OF THE DIRECTOR OF COLLEGE RELATIONS

I. Fund Raising

The final figures for the Parents Annual Fund indicate a continuous growth in relation to past years. This is particularly significant since we have experienced an economic recession. This fund should continue to improve during the coming year as it will be directed, along with the Businesses Annual Fund, by Mr. J. Joe Mitchell. He should bring many new ideas to help stimulate further success. The past record for the Parents Annual Fund is as follows:

1968-69	\$ 385.00
1969-70	770.00
1970-71	\$2,888.00
1971-72	\$5,011.00
1972-73	\$5,994.00
1973-74	\$6,458.00
1974-75	\$7,106.00

II. Area Luncheons

Since the last Board report we have organized luncheons in Lynchburg and Richmond. We have met approximately fifty alumni, a large percentage of which we had not met in the past. We have followed up on some of the contacts made at these luncheons and are very pleased with the positive response. This will be extremely helpful in the future in many vital areas, particularly in recruitment, job placement, and public relations. Many of these people also have contacts who will be able to assist us in the school divisions as well as the State Legislature.

III. Foundation Budget

A copy of the Longwood College Foundation Budget for 1975-76 will be available at the meeting of the Board of Visitors, August 7-8, 1975.

IV. Tour Program

Our Bavarian Tour scheduled for September 15, 1975, has been sold out for several months and we have a waiting list of hopefuls. To date, we have had very little response pertaining to the cruise to Bermuda in September and the Paris Tour in November. We are now planning the tour program for 1976 and would like to have your suggestions and recommendations. Tentative plans are to organize a London Tour in March and to join Arthurs Travel Agency on their two-week tour in July to Munich, Vienna, and Budapest.

V. Fund Raising Statement

I have included with this report a current fund-raising statement.

VII. Executive Alumni Director

The report of the Executive Alumni Director is included.

Submitted by,

George R. Bristol  
Director of College Relations

July 31, 1975

LONGWOOD COLLEGE FOUNDATION, INC.  
Fund Raising Report - June 30, 1975

	<u>CASH</u>	<u>PLEDGES</u>	<u>OUTSTANDING MATCHING GIFTS</u>	<u>CURRENT TOTAL</u>	<u>MAY 31 TOTAL</u>
Alumni (Annual Fund)	\$17,026.93	\$ 266.00	\$ 150.00	\$17,442.93	\$16,439.83
Alumni (Repair of House)	3,559.00	.00	.00	3,559.00	2,648.00
	<u>\$20,585.93</u>	<u>\$ 266.00</u>	<u>\$ 150.00</u>	<u>\$21,001.93</u>	<u>\$19,087.83</u>
Faculty	1,306.50	516.00	.00	1,822.50	1,822.50
Staff	852.50	407.50	.00	1,260.00	1,260.00
Parents	6,906.00	100.00	350.00	7,356.00	7,356.00
Local Companies	4,140.00	.00	.00	4,140.00	3,400.00
Other Companies	200.00	.00	.00	200.00	200.00
Friends of the College	2,427.00	250.00	.00	2,677.00	2,117.50
Board of Visitors	1,065.60*	.00	300.00	1,365.60*	915.60*
Foundations	5,375.00	.00	.00	5,375.00	5,375.00
Sully Banquet	2,137.00	160.00	.00	2,297.00	2,297.00
L.C. Foundation Board of Directors	1,100.00	.00	.00	1,100.00	1,100.00
Snack Bar and Vending	6,624.68	.00	.00	6,624.68	6,425.96
Bicentennial Park	<u>257.50</u>	<u>.00</u>	<u>.00</u>	<u>257.50</u>	<u>257.50</u>
TOTALS	\$52,652.71	\$1,699.50	\$800.00	\$55,152.21	\$51,289.89

\* \$325.00 is not included in the total since this was contributed to the Alumni Association and is included with alumni contributions above.

The Senior Class gave \$300.00 and Dr. Blackwell's mother gave \$500.00 to initiate the Herbert Robinson Blackwell Scholarship.

Angus Powell has joined Pat Brown in the Founders Club.

## OFFICE OF THE EXECUTIVE ALUMNI DIRECTOR

I. Alumni Assistance Program

The Alumni Assistance Program was begun this summer as alumni were asked to volunteer to assist other alumni or current students in the areas of job counseling, housing, available professional services, and social opportunities. Many of our young alumni go into new communities after leaving Longwood. We felt it would be nice if they knew someone that they could contact for assistance or just to hear a friendly voice. Many alumni have responded to our request. This fall, we will introduce the program to our current students. Any students wishing to become a part of this program can come to the Alumni Office to obtain the name, address, and telephone number of their alumni assistant.

II. Picnics

This summer the Alumni Association sponsored a picnic at the Alumni House for each of the three freshman academic advising groups. The Alumni-Student Relations Committee had suggested this spring that we attempt to introduce students to the Alumni Association and Alumni House as early as possible. Hopefully, each year we will invite the freshman class to the Alumni House for some type of activity.

III. Alumni House

The Alumni Association is now in contact, through the College, with the State engineers, requesting their assistance in determining the repair needs of the Alumni House. We have received a bid to completely repair the slate roof, but at this time the bid exceeds the repair fund by approximately \$2,000. We are hopeful that we will be able to raise the \$2,000 before Fall.

IV. Fall Council, September 26-27, 1975

This year, our format for Fall Council will include an officers' workshop. Each chapter is being encouraged to send at least one representative. Samples of resources the Alumni Office can provide for the chapters will be on display.

V. State Fair

The Richmond Alumni Chapter has agreed to manage the College Booth at the Virginia State Fair Friday, September 19, and Monday through Friday, September 22-26, 1975. We are very appreciative of this generous offer from the Richmond Chapter.

VI. Phonathon

The 1975 phonathon conducted by the Foundation and Alumni Association, with the assistance of the Richmond Alumni Chapter, will be held the week of October 12. We are looking forward to a successful phonathon.

VII. Founders Day, 1976

We have already initiated our plans for next year's Founders Day on April 24, 1976. In observance of the bicentennial celebration, our program will consist of an All-American musical by the Longwood College Choir.

Submitted by,

Nancy B. Shelton  
Executive Alumni Director

July 31, 1975

LONGWOOD COLLEGE

1976-78 Biennium Budget Presentation  
to Board of Visitors  
August 7, 1975

Attached are five (5) pages of a statistical analysis of the 1976-78 budget request to the General Assembly of Virginia. Page number one is an appropriation summary comparing the 1974-76 biennium to the 1976-78 biennium requests. This summary includes:

1. Educational and General Activities
2. Auxiliary Enterprises
3. Financial Aid
4. Sponsored Programs - Federal Grants

The significant factors on this page include:

1. An increase of \$2,511,173 in operating funds or 16.8% increase.
2. A request of \$8,475,425 in General Funds (tax monies) compared to appropriations of \$6,446,412 during the 1974-76 biennium. General Funds are 48.5% of the total budget as compared to 43.1% in the current biennium.
3. Capital outlay requests have already been approved by the Board. The request for 1976-78 includes the Health and Physical Education Building.
4. The total increase of 10.5 percent in requests for the 1976-77 year over the 1975-76 year reflects guideline budgeting increases for the following:
  - a. Faculty salaries, 9.60% increase.
  - b. Library increase for two new programs, Business Administration - \$20,000 and Recreational Therapy - \$20,000.

The increase for 1977-78 over 1976-77 is only 4.8% but reflects the 10.5% that is in 1976-77 to achieve a higher level of requested funding than experienced

during 1975-76.

Page 2 of the attachment is a comparison summary of Educational and General Activities only. Significant factors include:

1. A 18.5% increase in total appropriations which can be accounted for by guideline budgeting recommended by the Division of the Budget. If the funds are not available for full guideline budgeting, the Budget Office has instructed that reductions will be made by their office.
2. A request of 69% General Funds as compared to 65.1% in the 1974-76 biennium. The net increase has been reduced because of tuition increases in 1976-77 and 1977-78. No tuition increases were made during 1975-76.

Pages 3 and 4 of the attachment display a more detailed analysis of Educational and General Activities. The footnotes to page 3 reflect the major items causing increases in requests for the 1976-78 biennium.

Page 5 of the attachment displays a detailed analysis of the Auxiliary Enterprise requests by each auxiliary. The Revenue section of this page shows that fees must increase in 1976-77 and 1977-78, but we feel that since the increase for 1976-77 is only \$100 or 4.79% and only \$100 or 4.57% for 1977-78, we are well below normal increases in the economy.

A more detailed discussion of the budget requests will be presented at the August 7, 1975 Board Meeting. Any questions arising from the statistical analysis and comments presented here, can be discussed at that time.

LONGWOOD COLLEGE  
 ADJUSTED APPROPRIATION SUMMARY (1)  
 (Requests vs Legislative Appropriations)\*

1. BIENNIUM COMPARISON	General Fund	Special Funds	Total Appropriations	
<u>Operating Expenses:</u>				
Requests 1976-78	\$8,475,425	\$9,009,370	\$17,484,795	(48.5% G.F.)
Approp. 1974-76	6,446,412	8,527,210	14,973,622	(43.1% G.F.)
Incr./ (Oocr.)	2,029,013	482,160	2,511,173	
	**% 31.5	**% 5.7	**% 16.8	
 <u>Capital Outlays:</u>				
Approp. 1972-74	\$ 437,800	-	\$ 538,200	\$100,400
Approp. 1974-76	61,200	-	61,200	
Requests 1976-78	4,821,742	-	5,192,341	370,599
Requests 1978-80	2,516,550	\$ 700,000	3,216,550	
Requests 1980-82	2,118,550	-	2,723,450	604,900

2. ANNUAL APPROPRIATIONS FOR OPERATING EXPENSES

Approp. 1974-75	\$3,054,972	\$4,194,390	\$ 7,249,362
Incr./ (Oocr.)	497,262	476,360	973,622
vs. 1973-74	**% 19.4	**% 12.8	**% 15.5
Approp. 1975-76	\$3,391,440	\$4,332,820	\$ 7,724,260
Incr./ (Decr.)	336,468	138,430	474,898
vs. 1974-75	**% 11.1	**% 3.3	**% 6.6
Requests 1976-77	\$4,137,660	\$4,401,345	\$ 8,539,005
Incr./ (Oocr.)	746,220	68,525	814,745
vs. 1975-76	**% 22.0	**% 1.6	**% 10.5
Requests 1977-78	\$4,337,765	\$4,608,025	\$ 8,945,790
Incr./ (Decr.)	200,105	206,680	406,785
vs. 1976-77	**% 4.8	**% 4.7	**% 4.8

\* Agencies may also provide a parallel summary to compare requests with adjusted appropriations (actual for 1974-75 and actual for 1975-76) provided the detailed basis for the adjusted figures is appended.

\*\* All percentages are computed by dividing the earlier period total into the amount of increase or decrease.

(1) Appropriations were adjusted for 1974-75 and 1975-76 to show transfers for fuel increases and classified salary regrades.

1974-75 increase: \$159,727

1975-76 increase: \$220,155



LONGWOOD COLLEGE  
 ADJUSTED APPROPRIATION SUMMARY (1)  
 (Requests vs Legislative Appropriations)\*  
 OPERATING EXPENSES FOR EDUCATIONAL AND GENERAL ACTIVITIES

1. BIENNIUM COMPARISON	General Fund	Special Funds	Total Appropriations	
<u>Operating Expenses:</u>				
Requests 1976-78	\$7,940,530	\$3,567,900	\$11,508,430	(69.0% G.F.)
Approp. 1974-76	6,317,612	3,394,100	9,711,712	(65.1% G.F.)
Incr./ (Decr.)	1,622,918	173,800	1,796,718	
	**% 25.7	**% 5.1	**% 18.5	
<u>Capital Outlays:</u>				
Approp. 1972-74	\$ 437,800	\$ -	\$ 538,200	\$100,400
Approp. 1974-76	61,200	-	61,200	
Requests 1976-78	4,821,742	-	5,192,341	370,599
Requests 1978-80	2,516,550	700,000	3,216,550	
Requests 1980-82	2,118,550	-	2,723,450	604,900

2. ANNUAL APPROPRIATIONS FOR OPERATING EXPENSES

Approp. 1974-75	\$2,992,072	\$1,689,605	\$ 4,681,677
Incr./ (Decr.)	490,287	527,550	1,017,837
vs. 1973-74	**% 19.6	**% 45.4	**% 27.8
Approp. 1975-76	\$3,325,540	\$1,704,495	\$ 5,030,035
Incr./ (Decr.)	333,468	14,890	348,358
vs. 1974-75	**% 11.1	**% .9	**% 7.4
Requests 1976-77	\$3,871,340	\$1,726,175	\$ 5,597,515
Incr./ (Decr.)	545,800	21,680	567,480
vs. 1975-76	**% 16.4	**% 1.3	**% 11.3
Requests 1977-78	\$4,069,190	\$1,841,725	\$5,910,915
Incr./ (Decr.)	197,850	115,550	313,400
vs. 1976-77	**% 5.1	**% 6.7	**% 5.6

\* Agencies may also provide a parallel summary to compare requests with adjusted appropriations (actual for 1974-75 and actual for 1975-76) provided the detailed basis for the adjusted figures is appended.

\*\* All percentages are computed by dividing the earlier period total into the amount of increase or decrease.

(1) Appropriations were adjusted for 1974-75 and 1975-76 to show transfers for fuel increases and classified salary regrades:

1974-75 increase - \$159,727  
 1975-76 increase - \$220,155



Footnotes - The 1976-78 Budget Provides (continued):

	<u>1976-77 Budget</u>	<u>%</u>	<u>1977-78 Budget</u>	<u>%</u>
(2) a. No new positions.	\$		\$	
b. New positions - 2 Faculty over 1975-76 level.	30,545		32,760	
c. Faculty Salary increases of	244,454	9.60	430,815	7.25
d. Operational budget increases over 1975-76 and 1976-77.	80,626	34.00	15,615	4.90
(3) a. Faculty Salary increases of	\$ 45,000	42.85	-0-	--
b. Same number of faculty				
(4) a. New position - Physical Education Instructor.	\$ 15,273		\$ 16,380	
b. Faculty Salary increases of	17,776	9.60	31,208	7.25
c. Operational budget increases over 1975-76 and 1976-77.	7,075	41.78	-0-	--
(5) a. No new positions.				
b. Salary increases of	\$ 8,941	9.60	\$ 15,696	7.25
c. Operational increases over 1975-76 and 1976-77.	76,520	86.95	9,020	5.48
(6) a. No new positions.				
b. Increase in Operations Budget over 1975-76 and 1976-77	\$ 43,212	73.57	\$ 10,630	10.43
c. Includes \$50,000 for insurance renewals in 1976-77 and 1977-78.				
(7) a. No new positions.				
b. Increase in Operations Budget over 1975-76 and 1976-77.	\$ 18,412	159	\$ 160	.5

Longwood College  
Auxiliary Enterprises  
Budget Request 1976-78

EXPENDITURES

<u>Activity</u>	<u>1974-75 Actual</u>	<u>1975-76 Budget</u>	<u>1976-77 Budget</u>	<u>1977-78 Budget</u>
1. Residential Facilities	\$1,084,392	\$1,155,614	\$1,222,250	\$1,265,265
2. Dining Hall	1,002,859	955,016	1,075,915	1,115,940
3. Laundry	79,005	71,504	75,425	75,630
4. Infirmary	90,152	90,128	100,950	109,040
5. Student Union, Student Act.	143,708	149,001	160,255	160,255
6. Stores and Shops	-0-		25	25
7. Intercollegiate Athletics	-0-	19,000	19,000	19,000
	<u>\$2,400,116</u>	<u>\$2,440,263</u>	<u>\$2,653,820</u>	<u>\$2,745,155</u>

REVENUES

<u>Activity</u>	<u>Fee</u>		<u>Fee</u>		<u>Fee</u>		<u>Fee</u>	
1. Residential Facilities	\$1,105,137	635	\$1,166,785	690	\$1,222,250	715	\$1,265,265	740
2. Dining Hall	1,010,072	580	1,027,235	610	1,075,915	630	1,115,940	650
3. Laundry	75,454	40	72,740	40	73,300	40	73,300	40
4. Infirmary	92,578	55	91,640	55	100,950	60	109,040	65
5. Student Union, Student Act.	145,916	60	159,135	65	160,255	75	160,255	75
6. Stores and Shops	9,055		9,100		9,500		9,500	
7. Intercollegiate Athletics			18,000	10	18,000	10	18,000	10
	<u>\$2,438,212</u>	<u>1370</u>	<u>\$2,544,635</u>	<u>1470</u>	<u>\$2,660,170</u>	<u>1530</u>	<u>\$2,751,300</u>	<u>1580</u>
Student Activity Fee		40		30		30		30

RECOMMENDATIONS FROM THE COMMITTEE TO STUDY  
THE APPLICATION OF CRITERIA FOR PROMOTION AND TENURE

- I. General Employment Policy
- II. Appointment and Promotion
- III. Faculty Tenure
- IV. Procedures for Promotion and Tenure
- V. Procedures for the Possible Review of Tenured Faculty
- VI. Termination of Employment for Adequate Cause

Committee:

Mr. Baldrige, Mr. Helms,  
Mrs. Jackson, Mr. Scott,  
Mr. Sydnor, Miss Wells,  
Mr. Breit, Chairman.

### I. GENERAL EMPLOYMENT POLICY

All initial appointments to the teaching staff, except when a faculty member is granted tenure as a condition of initial appointment, shall be on a probationary basis with annual contracts being given under the following conditions:

- a. Instructors shall be appointed annually. If a contract is not to be offered for a subsequent year, written notification will be given as early as possible and no later than March 1.
- b. Assistant professors, associate professors, and professors shall be appointed annually during the five-year probationary period. They are not eligible for tenure until they have completed the five-year probationary period. The President may, with the approval of the Board of Visitors, reduce an individual's term of probation. The President may, with the concurrence of the faculty member involved and the Board of Visitors, extend the probationary period for one year. If the Dean, the President, and the Board of Visitors determine it inadvisable, for whatever reason(s), to continue the services of an untenured probationary assistant professor, associate professor, or professor, that faculty member shall receive such notice following any one of his five probationary years and be given a terminating contract of one academic year.
- c. Where cause exists and after appropriate hearing proceedings and approval by the Executive Committee of the Board of Visitors, the President may terminate any contract immediately.
- d. The period while on leave will not count in satisfying the tenure requirement of five years' probation.

### II. APPOINTMENT AND PROMOTION

Subject to the approval of the President and the Board of Visitors, the Dean of the College makes all appointments to the Faculty. For those not on tenure, an annual contract specifying the terms of appointment is sent to the faculty member who signs and returns the original and keeps the copy for his files. A faculty member who is on tenure receives an annual letter of reappointment indicating his salary for the next academic session. The original of this letter is signed and returned by the faculty member and the copy is retained by him for his files. A faculty member is employed August 15 to June 15. Nothing in this statement prohibits a faculty member from accepting summer employment in other institutions as long as the fundamental commitment to Longwood is completed prior to the beginning of the summer employment at other institutions.

In the fall semester, each department chairman shall provide, for consideration by the departmental committee, a list of those eligible for promotion. Formal recommendations originate with the individual departmental committee. The department chairman shall transmit the recommendations of the departmental committee, along with his own, to the Faculty Committee on Promotion and Tenure by January 15.

The recommendations of the Faculty Committee, the departmental committees, and the department chairman are then reviewed by the Dean, who then submits these recommendations along with his own to the President. The President's decision is final upon approval of the Board of Visitors.

Once initiated, recommendations will proceed through these stages unless the candidate withdraws from consideration. The candidate is notified of his progress at each level and may withdraw from consideration at any level.

The criteria for promotion are based on those <sup>initially</sup> recommended by the Committee of Faculty in the Self-Study of 1963 for the Southern Association of Colleges and Schools and are as ~~follows~~ <sup>reaffirmed at this time.</sup>

1. Teaching effectiveness as shown by ability to lecture, demonstrate, lead discussion, plan courses and classroom methods and construct tests, and to counsel and inspire students.
2. Preparation as shown by sustained progress toward the recognized terminal degree\* in his field or its completion.
3. Professional activity and achievement as shown by (a) publication, (b) performance or exhibition, (c) participation in programs and activities of professional societies, (d) service to schools and teachers in the State, (e) recognition through grants, scholarships, prizes and awards, (f) travel, when professionally significant.
4. In addition to other criteria for promotion, each faculty member is expected to participate responsibly in departmental, faculty, and college governance (such as attendance at faculty and departmental meetings, satisfactory performance in committee assignments, chairmanship of events, and responsibility for facilities).

**INSTRUCTOR:** In order to become eligible for appointment to this rank: The candidate shall (1) hold a master's degree <sup>or</sup> its equivalent (active participation leading to an acceptable terminal degree\* in the specific field), (2) show interest in continuing professional study, and (3) show evidence of promise in teaching.

**ASSISTANT PROFESSOR:** In order to become eligible for appointment or promotion to this rank: The candidate shall hold a master's degree or its equivalent and be actively pursuing the recognized terminal degree\* in his field. In cases of appointment the candidate shall have had successful experience pertinent to the position for which he is being recommended.

**ASSOCIATE PROFESSOR:** In order to become eligible for appointment or promotion to this rank: The candidate shall (1) hold a doctor's degree or the recognized terminal degree\* in his field, or have completed all course work toward the doctorate and been granted admission to candidacy (persons without the doctor's degree would be expected to have acquired tenure before being named as an associate professor), (2) have had successful teaching experience and (3) have begun to establish through writing, speaking, or research, a professional reputation in his field. In the creative or applied

arts or in a highly specialized professional field, evidence of professional competency in the area of specialization is recognized and may be acceptable in lieu of advanced degrees. Prior to consideration for promotion to this rank, the candidate will normally have seven years full-time college teaching experience\*\* or normally have achieved tenure.

PROFESSOR: In order to become eligible for appointment or promotion to this rank: The candidate shall (1) hold the doctor's degree or the recognized terminal degree in his field\*, (2) have had successful teaching experience, (3) have established a sound reputation in his field, and (4) have produced creative work, professional publication or achievement, or quality research. Prior to consideration for promotion to this rank, the candidate will normally have served five years in the rank of Associate Professor and a minimum of ten years full-time college teaching\*\*.

NOTE: (1) The length of service designated as "normal" does not mean automatic promotion upon completion of the time. (2) "The Board of Visitors may make exceptions to the various criteria". This statement was added by the Board of Visitors on May 4, 1973.

\* See Appendix A for recognized terminal degrees.

\*\* No other experiences such as graduate teaching assistantships, or secondary level teaching may be substituted for this requirement, except in cases in which substantial secondary level teaching or other experiences are relevant to the position in question.

### III. FACULTY TENURE

Tenure is a privilege which is awarded upon proof of worth, and not a right to be presumed after five year of service. An appointment with tenure is defined as an appointment by the College which is continuous and permanent in nature. Tenure may be terminated by the College for adequate cause, such as but not limited to, serious misconduct or incompetence, retirement, academic exigencies or financial exigencies.

When a faculty member has attained a rank of assistant professor or higher and has completed five years as a full-time member of the faculty of Longwood College, he or she is eligible for tenure. The recommendations for or against tenure are initiated during the fifth year by a committee of tenured members in each department. The committee must consist of a minimum of three (3) such members. The chairman shall not be a member of this committee. In the event that the department has less than three (3) tenured members, the Department Chairman is obligated to consult formally with those individuals in the department who have tenure prior to making his recommendation to the Faculty Committee on Promotion and Tenure. Each department shall determine the procedures and composition of its tenure committee within the framework of this policy and a copy of the procedures will be filed with the Dean of the College. Effectiveness of teaching, possession of a recognized terminal degree in his field, other evidence of scholarly growth, and activities outside the classroom which contribute to the academic welfare of the College will be primary factors considered in a recommendation for or against tenure. ~~The policy of preventing all members of a department from becoming tenured shall not be used as a basis for denying tenure to any faculty member.~~

*The Board of Visitors believes that the best interests of the institution are served when there is a reasonable balance of tenured and non-tenured faculty members within each academic department and discipline. The President, academic deans, and the faculty Committee on Promotion and Tenure are directed to consider the maintenance of such a balance in presenting recommendations for tenure to the Board of Visitors.*



Each non-tenured member of the department must be considered for tenure by the Faculty Committee on Promotion and Tenure prior to the issuance of the contract for the sixth year of his or her full-time teaching service at the College, except as provided in i-b. The initial recommendation for or against granting tenure is transmitted by the departmental committee to the candidate's department chairman who in turn will transmit it, together with a recommendation of his own, to the Faculty Committee on Promotion and Tenure for its recommendation. All recommendations are then transmitted to the Dean of the College. The Dean will forward all recommendations to the President, together with his own, and the President will present all recommendations, including his own, to the Board of Visitors. The Board of Visitors has the final authority in granting or denying tenure.

Once initiated, recommendations will proceed through these stages unless the candidate withdraws from consideration. The candidate is notified of his progress at each level and may withdraw from consideration at any level. A faculty member who has not been recommended for tenure will be notified by letter. This letter will include a general explanation of why tenure was not recommended. The individual may then initiate an appeal.

Deans, department heads, directors, and other faculty assigned to administrative offices or duties shall not acquire tenure in such offices or duties; nor shall relief from such offices or duties, per se, affect the teaching status and tenure of those persons.

#### IV. PROCEDURES FOR PROMOTION AND TENURE

1. Procedures for promotion and tenure shall be developed within each department by the departmental committee(s) on promotion and tenure and applied consistently (See Appendix B, Model for Departmental Committee(s) on Promotion and Tenure).
2. Each faculty member shall have a copy of all departmental procedures on promotion and tenure.
3. Upon appointment, each faculty member shall initiate and maintain a current professional file.
4. Each department shall maintain an active committee(s) on promotion and tenure. During the fall semester of each academic year this committee shall review credentials of potential candidates for promotion and tenure and make recommendations to the departmental chairman. The original responsibility is upon the departmental committee on promotion and tenure to insure that the credentials of each candidate are clearly and accurately presented. In preparing credentials, the departmental committee should follow a format established by the Faculty Committee on Promotions and Tenure (Committee of Chairmen).
5. The candidate shall have access to all materials in his personnel file which he or any other person has submitted to the departmental committee for consideration.
6. Each candidate shall be notified formally at least ten days in advance by his departmental committee chairman whenever he is to be considered for promotion and tenure.
7. The departmental chairman shall present the recommendations and credentials of the candidate to the Faculty Committee on Promotions and Tenure. If the de-

partment chairman cannot support the departmental committee's recommendation for tenure or promotion, or if the department chairman's discipline is different from that of the candidate, the candidate shall have the option of selecting a faculty colleague in his department to present his case before the Faculty Committee on Promotion and Tenure.

8. The Faculty Committee on Promotions and Tenure shall develop and publish its procedures. These procedures are subject to ~~approval and revision by the faculty~~, *review by the faculty and approval by the President and the Board of Visitors.*
9. When the Dean or President disagrees with the recommendation of the Faculty Committee on Promotions and Tenure, he shall, prior to presentation to the Board of Visitors: (a) give notification by convening this committee at the earliest possible time, and (b) give written notice to the faculty member with reasons for his decision.
10. If an appeal is to be made at any level in these proceedings or to the Faculty Status Committee, the initial appeal must be filed with the appropriate body within two weeks after the decision is received by the faculty member.

#### V. PROCEDURES FOR THE POSSIBLE REVIEW OF TENURED FACULTY

Flexibility must be maintained in the composition of each department so that the academic needs of the institution may be met on a continuing basis. Such flexibility shall not be maintained by denying tenure to good teachers in departments where tenured faculty members, whose performance is inadequate, are retained.

When necessitated by academic exigencies<sup>1</sup> or a serious complaint<sup>2</sup> against a tenured faculty member, these procedures will be used in considering the dismissal of this member:

1. The department Chairman ~~shall appoint an~~ *is empowered to appoint* Advisory Committee of three tenured faculty members to serve with him (In cases when he is not the subject of consideration).
2. The advisory Committee may include as many as two tenured faculty members from outside the department concerned.
3. The advisory Committee shall review the matter and report its findings to the Dean of the College. Procedures for the termination of the employment of a tenured faculty member shall be in effect when such action is warranted. *(See Page 6, Part VI.2)*
4. Faculty members currently serving on the Faculty Status Committee are not eligible to serve on the Advisory Committee.
5. In case of a serious complaint against a department chairman, a majority of the department may request a meeting with the Dean and the President of the College for the purpose of considering his removal as chairman or as a faculty member.

<sup>1</sup> Academic exigency is defined as an academic need which cannot be met by existing departmental personnel. Such an exigency arises when a genuine shift in enrollment in certain curricula, departments, or classes, or when a change in departmental offerings requires review and possible release of tenured faculty members.

<sup>2</sup> A serious complaint may be initiated by any member of the faculty or administration. Conduct which constitutes grounds for a serious complaint may be drawn from one or more examples of serious misconduct or incompetence (see Appendix C, Examples of Serious Misconduct or Incompetence).

## VI. TERMINATION OF EMPLOYMENT ~~FOR ADEQUATE CAUSE~~

### 1. Non-tenured Faculty Member

- a. The Dean of the College will inform the faculty member as soon as possible by letter, that he/she will not be given a contract for the next academic year. This letter will include a general statement of the reason for termination.
- b. The faculty member may request a hearing before the Faculty Status Committee (see procedures of the Faculty Status Committee).
- c. The Faculty Status Committee will make a recommendation to the President along with a transcript of the hearing.
- d. The President will notify in writing the faculty member, the Faculty Status Committee, and the Dean of the College of his decision.
- e. If the President's decision is to terminate the appointment, the faculty member has the right of appeal to the Executive Committee of the Board of Visitors.

### 2. Tenured Faculty Member

- a. The Dean of the College will give the faculty member written notification as soon as possible that he is considering recommending to the President that the faculty member's appointment be terminated.
- b. The Dean of the College, before making his recommendation to the President, will have a formal conference with the faculty member. The faculty member's department chairman may be present at this conference, unless an objection is raised by the faculty member or Chairman. The faculty member may also have an advisor from the faculty present if he wishes, *in which case the Dean may also have a colleague present. (This person may not possess a law degree or be licensed to practice law.)*
- c. The Dean of the College will give the faculty member a written statement of the grounds for terminating the faculty member's appointment and will hear his explanation and/or defense at a time mutually satisfactory to the faculty member and the Dean.

- d. Following the hearing (c), the Dean of the College will notify the faculty member in writing of his final decision. If he decided to proceed with the recommendation of termination to the President, he requests that the Faculty Status Committee conduct a hearing for the faculty member and notifies the President of his action.
- e. If the faculty member accepts a hearing before the Faculty Status Committee, the Committee will forward its recommendation to the President and to the faculty member along with a transcript of the hearing.
- f. If the faculty member does not accept a hearing before the Faculty Status Committee, the President will inquire into the recommendation from the Dean of the College to insure that in fact adequate cause for termination does exist.
- g. In either of the above events, the President will make his determination and notify all parties concerned.
- h. If the President's decision is to terminate the appointment, the faculty member has the right of appeal to the Executive Committee of the Board of Visitors.
- i. If a consideration of a decision to terminate employment is reversed, the Dean shall so state in writing to the faculty member and a copy of the letter shall be placed in the Dean's file to accompany any letter or letters referred to in 2-a. and 2-c. of this section.

### 3. Suspension with Pay

When the Dean of the College or the President determines that a faculty member's presence on campus poses a serious threat to the institution, he may suspend that faculty member with pay pending the hearing procedure outlined above. *Such a hearing should be held as soon thereafter as practicable.*

## TERMINAL DEGREES

Department of Art

M.F.A. or its equivalent for studio art  
 Ph.D. in Art History  
 Ph.D. or Ed.D. for Art Education

Department of Business

D.B.A. or Ph.D. for economics, marketing, and management  
 D.B.A., Ed.D., or Ph.D. for business education  
 D.P.A. or Ph.D. for public administration

Department of Education and Psychology

Ph.D. or Ed.D.

Department of English and Philosophy

Ph.D. (or the Ed.D. only for those in methods or supervisory work)  
 M.F.A. in creative writing

Department of Foreign Languages

Ph.D. for all foreign language teaching

Department of Health, Physical Education and Recreation

Ph.D. or Ed.D.  
 P.E.D.

Department of History and Social Sciences

Ph.D. (or the Ed.D. only for those in methods or supervisory work)  
 M.S.W.\*

Department of Home Economics

Ph.D. or Ed.D.  
 A Master's degree in Home Economics\*

Department of Library Science

M.L.S. and the provisions for librarian's licensing as defined in the  
 Code of Virginia 1974 Cumulative Supplement, Ch. II.

Department of Mathematics

~~Ph.D. or Ed.D. in Mathematics Education~~  
*Ph.D. or Ed.D. in Mathematics*

Department of Music

D.Mus.A., Ph.D., or Ed.D., or advanced artists diploma for applied music.  
 D.Mus.A., or Ph.D. for musicology or music history, literature or theory.  
 Ph.D. or Ed.D. for Music Education

Department of Natural Sciences

Ph.D. (or the Ed.D. only for those in methods or supervisory work).

Department of Speech and Dramatic Arts

M.F.A. (in such areas as costume, light, or set design)  
 Ph.D. for Speech or Drama

The John P. Wynne Campus School

Ph.D. or Ed.D., or the equivalent degrees by field in art, in music,  
 or any other specialized area for the Campus School.

\*Due to the present scarcity of doctorates in Home Economics and Social Work, administrators and faculty in these fields will move as expeditiously as possible to meet the recognized doctoral degree requirements.

## MODEL FOR DEPARTMENTAL COMMITTEE(S) ON PROMOTION AND TENURE

Organization and Procedures

1. Each department in the College is required to establish a ~~committee~~ <sup>committee(s)</sup> on promotions and tenure.
2. The faculty recognizes and respects the principles of disciplinary and departmental autonomy. Accordingly, each department shall determine the composition of and establish the written procedures for its committee(s) on promotions and tenure, with the exception of the regulations stated below.
  - a. An affirmative recommendation for tenure at the departmental level shall be based upon a vote of two-thirds (2/3) or greater of those members of the departmental committee present.
  - b. Each department shall establish procedures for an annual review, by both the department chairman and the committee, of all potential candidates for tenure during the candidate's period of probationary employment.
  - c. All deliberations of the departmental tenure and promotions committee(s) and all materials contained in candidates' portfolios shall be held in the strictest of confidence.
  - d. As a preface to its written statement of procedures and criteria, each departmental committee on promotions and tenure shall adopt the following statement:

Tenure is a privilege which is awarded upon proof of worth, and not a right which is to be presumed after five years of service. An appointment with tenure is defined as an appointment by the College which is continuous or permanent in nature. Tenure may be terminated by the College for adequate cause, such as but not limited to, serious misconduct or incompetence, retirement, academic exigencies, or financial exigencies. Candidates for tenure are expected to give all possible assistance to the committee by providing such information as that suggested below so that an informed evaluation may be made.

Criteria

Each departmental promotion and tenure committee(s), in addition to any established criteria now in use or guidelines it may subsequently develop, shall utilize the following points in evaluating candidates eligible to be considered for tenure:

## 1. Preparation

A candidate for tenure will be asked to provide a list of courses taken, and, upon request, any additional material the committee may deem appropriate. Such materials may also include a record of all previous teaching experience (number of years, subject matter taught, level of instruction--college, high schools, etc). In addition, the committee will con-

sider scholarships, fellowships, awards, and publication(s), and other scholarly and/or significant creative work completed prior to the candidate's appointment at Longwood.

## 2. Excellence of Teaching

A candidate may be asked to submit course outlines and syllabi; copies of examinations and tests; a statement of grading policies; and recent student evaluations. Evidence of innovative teaching techniques, a willingness to assume responsibility for independent studies, and honors program work may also be used in evaluating the candidate's eligibility. With the candidate's permission, classes may be visited by committee members, and the committee will be eager to hear any statement concerning the candidate's philosophy and rationale of teaching methods.

## 3. Evidence of Intellectual Growth

Enrollment in a program for the terminal degree; involvement in scholarly organizations; publications; creative work in the arts; papers read before scholarly organizations; and evidence that every effort has been made to keep abreast of developments in his/her special field will also be considered by the committee. In addition to information relative to all of the above, the candidate should also provide the committee with materials pertinent to any fellowships and awards received and research initiated and in progress since his/her appointment at Longwood.

## 4. Contribution to the Academic Welfare of the College

Evidence of the candidate's service on committees (departmental, college, state, or national); sponsorship of academically oriented student organizations; and attendance at national and/or regional meetings of professional organizations should also be brought to the attention of the committee.

## 5. Professional Ethics and Attitude

Cooperativeness, adaptability, and the willing assumption of one's share of departmental responsibilities are attributes which all faculty members must possess, if the work of the department is to proceed smoothly and an atmosphere conducive to quality education is to be achieved. Consequently, attendance at departmental staff and committee meetings, and the maintenance of regular office hours and conference periods are to be assumed. It is also important that faculty members recognize that their position requires that they observe the ethics of the profession, a summary of which is best defined in the "Statement of Professional Ethics" adopted by the fifty-second (1966) Annual Meeting of the American Association of University Professors:

As a colleague, the professor has obligations that derive from the common membership in the community of scholars. He respects and defends the free inquiry of his associates. In the exchange of criticism and ideas, he shows due respect for the opinion of others. He acknowledges his academic debts, strives to be objective in his professional judgment of colleagues. He accepts his share of faculty responsibilities for the governance of his institution.

As a teacher, the professor encourages the free pursuit of learning in his students. He holds before them the best scholarly standards of his discipline. He demonstrates respect for the student as an individual and adheres to his proper role as intellectual guide and counsellor...He avoids any exploitation of students for his private advantage...

As a member of his institution, the professor seeks above all to be an effective teacher and scholar. He determines the amount and character of the work he does outside his institution with due regard for his paramount responsibilities within it.

6. Contributions to College and Student Life

The committee may also evaluate materials submitted by the candidate relative to his/her sponsorship of social and religious organizations, student government, special events, or any of the four annual classes.

7. Statement on Information Not Obtained From the Candidate

All materials obtained by the departmental committee for evaluation that are not submitted by the candidate shall be made available to the candidate prior to the committee's recommendation.

NOTE: Where necessary, each department shall append in writing any additional criteria it may deem appropriate in evaluating candidates eligible either for promotion and/or tenure.



## EXAMPLES OF SERIOUS MISCONDUCT OR INCOMPETENCE

The following list of examples of misconduct and incompetence are intended as guidelines, and should in no way be construed as being all-inclusive. In addition, a tenured faculty member accused of misconduct or incompetence should have ample warning by his or her chairman before serious action is taken. In most cases, regular or repeated commission of the offense would be necessary to constitute grounds for serious complaint.

SERIOUS MISCONDUCT

1. Demonstration of lack of professional ethics by repeatedly defaming colleagues, students, departments and/or administration in a classroom or in the presence of students.
2. Repeated failure to control violent emotional outbursts, especially when students are present.
3. Regular use of obscene language, gestures, or any similar actions in the presence of students or colleagues.
4. Drunkenness in any situation adversely affecting the functioning of a department or of the college.
5. Sexual misconduct involving students.
6. Disrupting or preventing peaceful or orderly conduct of classes, lectures, or meetings, or inciting others to commit such acts.
7. Falsifying or forging an official document or record.
8. Lying, cheating, plagiarizing, or stealing.
9. Threatening to cause injury to another person.
10. Intentionally causing injury to another person.
11. Misuse or destruction of college or state property.
12. Conviction of a felony.

INCOMPETENCE

1. Failure to present the proper content of a course as stated in the catalogue.
2. Failure to evaluate adequately student achievement by some valid method and the assignment of grades without adequate basis.
3. Failure to evaluate and make available tests or other work submitted by students within a reasonable time.
4. Regular unreasonable assignments (in terms of length or prior notice).
5. Inability to maintain discipline, and communicate with students.
6. Neglect, inability, or failure to perform teaching duties and other professional responsibilities.
7. Failure to correct or attempt to correct professionally related problems brought to the attention of the individual through accepted channels (committees, department chairman, deans).