

University Council Constitution and Bylaws

November 6, 1995

(Last updated October 11, 2016)

**Published by the University Council of Virginia
Tech**

Preamble

BELIEVING that the fundamental goal of this land-grant university is to serve as a dynamic force in society by providing both a reservoir of knowledge and a stimulating academic atmosphere for the transmittal and application of that knowledge; and further believing that the establishment of these conditions encourages the discovery of new principles and truths and the development of an appreciation of human values; and

BELIEVING that the attainment of the objective requires mutual understanding and joint effort of the governing board, administration, faculty, staff, and students; and

BELIEVING that a university functions most effectively under orderly but flexible and adaptive processes of administration and government:

Virginia Polytechnic Institute and State University does hereby enact a Constitution and Bylaws for the University Council with the approval of the President of the University and the Board of Visitors, by whom authority is delegated.

Preface

With the passage of Morrill Act by Congress in July, 1862 and subsequent action of the Virginia Legislature in 1864, 1872, and 1944, Virginia Polytechnic Institute and State University was created and has been developed as a university charged with the responsibility to serve the citizens of Virginia and the nation.

Recognizing the complexity of university governance and acknowledging the need for faculty, staff, and student participation in the conduct of university affairs, the University Council, University Commissions, University Advisory Councils, and University Standing Committees provide an organizational structure through which faculty, salaried staff, student, and administrative responsibilities are shared and fulfilled.

The University Council and the University Commissions constitute the main resident bodies for policy formulation. Their memberships include representation from Administration, Faculty Senate, Staff Senate, College Faculty Associations, Administrative and Professional Faculty, Graduate Student Assembly, Student Government Association, and representatives from other interest groups where appropriate. The University Commissions formulate and recommend policies to the University Council, which in turn makes recommendations to the President of the University. Final authority rests with the President of the University and the Board of Visitors.

The Constitutions and Bylaws of the Faculty Senate, Staff Senate, Graduate Student Assembly, and Student Government Association are presented in separate publications. Persons concerned with the governance of the University are encouraged to consult the constitutions and bylaws of these organizations.

Constitution of the University Council

Article I. Name

The name of the council is the University Council of Virginia Polytechnic Institute and State University.

Article II. Purpose

The purpose of the University Council is to assist the President of the University in formulating and implementing university policy in a manner which attempts to ensure that Virginia Polytechnic Institute and State University always strives effectively toward its goals, which are:

1. To provide an environment conducive to the pursuit of learning, teaching, scholarship, research, and service.
2. To anticipate and meet the educational needs of society in general and the Commonwealth and nation in particular.

Article III. Functions

The functions of the University Council are:

1. To advise the President of the University on matters of university governance.
2. To accept functions and authority delegated to it by the President of the University.
3. To review and make recommendations on matters of concern to the faculty, staff, students, and administration, such matters being placed on the University Council agenda by any Council member in accordance with this Constitution and its accompanying Bylaws.
4. To refer appropriate matters to the commissions, advisory councils, Faculty Senate, Staff Senate, groups, or individuals for consideration and recommendations.

Article IV. Membership

Section 1. Composition

The members of the University Council are:

Ex Officio Members:

- President of the University (non-voting chairperson)
- Secretary of the University Council (non-voting)
- Faculty Representative to the BOV (President of the Faculty Senate – non-voting)
- Staff Representative to the BOV (President of the Staff Senate – non-voting)
- Undergraduate Student Representative to the BOV (non-voting)

- Graduate Student Representative to the BOV (non-voting)
- Executive Vice President and Provost
- All Vice Presidents of the University
- All Academic Deans of the University
- Dean of University Libraries
- Executive Director of Equity and Access
- Chairs of all University Commissions
- Vice President of the Graduate Student Assembly
- Vice President of the Student Government Association

Elected Members:

- Seven Faculty Senators elected by the Faculty Senate
- One faculty representative from each of the academic colleges elected by the faculty in each of the colleges
- One representative from the library faculty elected by the Library Faculty Association
- One professional faculty representative elected from Cooperative Extension
- One professional faculty representative elected from: general administration, academic support, student affairs
- One student representative elected by the Black Organizations Council
- One faculty/staff representative elected by the Black Faculty and Staff Caucus
- One at-large faculty/staff representative elected annually by the Commission on Equal Opportunity and Diversity
- One student representative elected annually by the Commission on Equal Opportunity and Diversity
- Seven staff representatives elected by the Staff Senate
- Two representatives from the Graduate Student Assembly elected by the Graduate Student Assembly
- Five representatives from the Student Government Association elected by the Student Government Association

Ex officio members of the University Council may be automatically added or removed or titles revised to reflect the university's evolving organizational structure, and thus the number of members of University Council may fluctuate slightly over time. Ex officio membership of University Commissions and Committees listed in the University Council By-laws will change automatically, as appropriate, to coincide with changes in ex officio membership of University Council.

If at the beginning of any academic year the total number of voting university administrators (deans and vice presidents) who hold ex officio positions on University Council equals or exceeds the total number of all other faculty on University Council, then the Faculty Senate may elect the additional faculty necessary to ensure that the number of faculty exceeds the number of voting ex officio university administrators by one. (Last updated June 13, 2005, June 4, 2007 – BOV approved, & August 31, 2015)

Section 2. Voting Privileges

All members of University Council, exclusive of the Chairperson, the Secretary, and the faculty and staff representatives and two student representatives to the Board of Visitors, shall have voting privileges. (Last updated June 13, 2005 and June 4, 2007 – BOV approved)

Section 3. Term of Membership

Term of membership of elected representatives on University Council is as follows: Faculty and staff representatives are elected for terms of three years and are not eligible for re-election to a consecutive term. Terms are staggered to permit election of approximately one-third each year. When additional faculty are elected at the beginning of the academic year to maintain a faculty majority over voting administrators, those faculty will serve a one-year term. Student representatives are elected for one-year terms and are not eligible to serve more than two years. The at-large faculty/staff representative elected by the Commission on Equal Opportunity and Diversity serves for one year. Vacancies in unexpired terms are filled by the relevant body. Persons filling an unexpired term are eligible for re-election to a full term. Elections are effective the first day of July. (Last updated on June 13, 2005 – BOV approved)

Section 4. Alternates, Substitutes, and Visitors

The University Council may permit elected alternates with voting privileges and substitute members with voting privileges, where such privileges are not limited by the constitution and bylaws of the participating assembly, association, senate, or group. Visitors may attend University Council meetings.

Article V. Officers

Section 1. Officers

The officers of the University Council are Chairperson and Secretary.

Section 2. Chairperson

The President of the University is Chairperson of the University Council. In the absence of the President, the Executive Vice President and Provost of the University acts for the President as Chairperson of the University Council.

Section 3. Secretary

The Secretary of the University Council is appointed by the President of the University. (Last updated August 31, 2015)

Article VI. Commissions, Advisory Councils, and Committees

University Commissions, University Advisory Councils, University Standing Committees, University Operational Committees, and other University committees are established according to ARTICLES VII, VIII, IX, X, and XI, respectively, to carry out certain functions and operations of governance.

A list of University Standing Committees (specifying for each its composition, its charge, and the governance body to which it reports) shall be maintained as an integral part of the Bylaws of the University Council. Current information on Operational Committees is maintained elsewhere, as specified in the Bylaws.

The University Council can recommend the creation of new Committees, the deletion of existing Committees, or changes in Committee chairpersonship, composition, or function. Should a concern arise which calls for the University Council to consider such an action, the matter shall be placed on the Council agenda (in the form of an appropriate Resolution) by one of the Commissions or Advisory Councils, the Faculty Senate, the Staff Senate, or by a University Council member.

Article VII. University Commissions

Section 1. Organization

The University Commissions are:

- Commission on Administrative and Professional Faculty Affairs
- Commission on Equal Opportunity and Diversity
- Commission on Faculty Affairs
- Commission on Graduate Studies and Policies
- Commission on Outreach and International Affairs
- Commission on Research
- Commission on Staff Policies and Affairs
- Commission on Student Affairs
- Commission on Undergraduate Studies and Policies
- Commission on University Support

Section 2. Responsibilities

The Commissions report to the University Council. In addition to the functions and duties prescribed for each in Sections 8, 9, 10, 11, 12, 13, 14, 15, 16, and 17 of this Article, the Commissions shall undertake such other functions and duties as may be delegated to them from time to time by the University Council.

Section 3. Referral

It is essential (and expected) when policy is being formulated in a commission or considered in the University Council, on a matter of particular concern to any governance body represented on the Council, that the concerned body have an opportunity to study, debate, and state its position on the matter at hand, before final action is taken by the Council. To this end, the Bylaws of the University Council, Article II, shall specify formal procedures by which referrals are accomplished. These procedures must be approved by the Faculty and Staff Senates. Any amendment to Article II of the Bylaws of the University Council that effects a change in the referral procedures cannot become effective until endorsed by affirmative vote of the Faculty Senate and Staff Senate.

Section 4. Election of Chair

The chair shall be a member of the non-administrative faculty and staff members of the commission except as noted below. (Professional faculty representatives are eligible to serve as chair.) The Vice President of the Faculty Senate shall be the chair of the Commission on Faculty Affairs. The Vice President of the Staff Senate shall be the chair of the Commission on Staff Policies and Affairs. The chair of the Commission on Administrative and Professional Faculty Affairs shall be from among the elected administrative and professional faculty members. The chair of the Commission on Student Affairs shall be elected from among the commission membership.

A vice chair shall be elected from among the continuing eligible members as early as possible during the academic year, but no later than the end of October. The vice chair shall serve as needed during the current year and shall become chair of the commission during the subsequent year. Should the vice chair be unable to serve as chair in the subsequent year, the commission shall elect a chair from among eligible members. The Commissions on Faculty Affairs and Staff Affairs may elect a vice chair if desired; however, the chair positions will be held by the vice presidents of the respective Senates.

Section 5. Voting Privileges

All members of University Commissions shall have voting privileges.

Section 6. Term of Membership

Terms of membership of elected representatives on Commissions are as follows: Faculty Senators, Staff Senators, representatives of college faculty, library faculty, administrative and professional faculty, the salaried staff, and any other elected non-student commission members are elected for a term of three years. They may serve no more than two full consecutive terms on any given commission. Terms are staggered to permit election of approximately one-third of the membership each year. Deans are elected by the Council of College Deans and serve for two years. The student representatives serve for terms of one year and are not eligible to serve more than two consecutive terms. Vacancies in unexpired terms are filled by the relevant body. Elections are effective the first day of July.

Section 7. Alternates, Substitutes, and Visitors

The commissions may permit elected alternates with voting privileges and substitute members with voting privileges, where such privileges are not limited by the constitution and bylaws of the participating assembly, association, senate, or group. Visitors may attend commission meetings.

Section 8. Commission on Administrative and Professional Faculty Affairs

Charge: To study, formulate, and recommend to University Council policies and procedures affecting the employment and working conditions of administrative and professional (A/P) faculty. Areas for consideration include: morale of administrative and professional faculty; procedures for appointing, evaluating, disciplining, recognizing, and promoting administrative and professional faculty; benefits, educational and personal leave, and extra-university professional activity; and matters of equity and diversity that affect the university's professional environment. The Commission is also responsible for reviewing

grievances advanced to the level of the Executive Vice President and Provost or the Associate Vice President for Administration and to advise them prior to action.
(Last updated August 31, 2015 & October 16, 2015)

Section 9. Commission on Equal Opportunity and Diversity

Charge: To advise the President's Inclusion and Diversity Executive Council and to study, formulate, and recommend to University Council policies and procedures as they relate to the university's responsibilities regarding equal opportunity, affirmative action, accessibility, compliance, diversity, and inclusion. Areas for consideration include recruitment, retention, and advancement of faculty, staff, and students, in a manner consistent with the university's principles of community and commitment to equal opportunity and access.

(Last updated August 31, 2015)

Section 10. Commission on Faculty Affairs

Charge: To study, formulate, and recommend to the University Council policies and procedures affecting faculty employment and professional standing of the collegiate faculties, the library faculty, and Extension and public service faculty on continued appointment. Areas for consideration include: commencement; academic freedom and faculty morale; procedures for appointing, evaluating, disciplining, recognizing, and promoting faculty, including department heads and chairs; tenure, benefits, academic and personal leave, and extra-university professional activity; and matters of equity and diversity that affect the University's professional environment.

Section 11. Commission on Graduate Studies and Policies

Charge: To study, formulate, and recommend to University Council policies and procedures concerning on- and off- campus graduate academic matters. Areas for consideration include: admissions, academic progress, degree requirements, commencement; registration and scheduling; curricula, courses, advising, and instruction; teaching and research; financial assistance including assistantships, scholarships, fellowships, and tuition; library resources; and other matters affecting the graduate student academic environment.

Section 12. Commission on Outreach and International Affairs

Charge: To study, formulate, and recommend to University Council policies and procedures concerning the engagement of the University in service, outreach, and international affairs. Areas for consideration include: Cooperative Extension, continuing and professional education, economic development including community resource and leadership development; liaison with affiliated corporations and institutes; international programs; and other matters affecting service, outreach, and international affairs. The Commission on Outreach and International Affairs will liaison with the Commission on Undergraduate Studies and Policies with issues regarding study abroad and international exchange programs. (Last updated June 7, 2004 – BOV approved)

Section 13. Commission on Research

Charge: To study, formulate, and recommend to University Council policies and procedures concerning research. Areas for consideration include: sponsored programs, core programs and interdisciplinary research; intellectual properties; animal care and human subjects;

indirect costs and overhead; research facilities, centers and institutes, and library resources; liaison with affiliated corporations and institutes; and other matters that affect research.

Section 14. Commission on Staff Policies and Affairs

Charge: To study, formulate, and recommend to University Council policies and procedures affecting the working conditions of classified and university staff and to promote staff participation in the University community. Areas for consideration include: staff morale; evaluation, communication with supervisors, recognition, and career development; staff relations with administrators, faculty, and students; benefits and personal leave; extra-university professional activity; matters of equity and diversity that affect the University's professional environment; and other matters affecting the staff environment.

Section 15. Commission on Student Affairs

Charge: To study, formulate, and recommend to University Council policies and procedures affecting graduate and undergraduate student life and morale. Areas for consideration include: student relations with peers, staff, faculty, administrators, alumni, and the community; student organizations, social life, and recreation; employment, placement, and counseling; residential life, health, safety, and quality of student related services; and other matters affecting student life.

Section 16. Commission on Undergraduate Studies and Policies

Charge: To study, formulate, and recommend to University Council policies and procedures concerning on- and off-campus undergraduate academic matters. Areas for consideration include: library resources, admissions, academic progress, degree requirements, Honor Systems and study environment; In-Honors programs, curricula, courses, advising, and instruction; student honors and awards; financial aid, scheduling, registration and other matters affecting the undergraduate student academic environment.

Section 17. Commission on University Support

Charge: To study, formulate, and recommend to University Council policies and procedures related to support of the three missions of the university. Areas for consideration include: accounting, budget administration, purchasing; computing, communications and publications, physical facilities, parking and transportation, corporations and auxiliaries, Development Office, Institutional Research, liaison with the Virginia Tech Foundation, the Alumni Association, and other related matters.

Article VIII. University Advisory Councils

Section 1. Organization

University Advisory Councils are established to carry out certain functions and operations of governance.

The University Council has established the University Advisory Council on Strategic Budgeting and Planning.

Section 2. Responsibilities

The University Advisory Councils report to the University Council. In addition to the functions and duties prescribed in the Sections of this Article specific to a University Advisory Council, the University Advisory Councils shall undertake such other functions and duties as may be delegated to them from time to time by the University Council.

Section 3. Voting Privileges

All members of University Advisory Councils shall have voting privileges.

Section 4. Term of Membership

Term of membership of representatives on University Advisory Councils is as follows: Faculty Senators, Staff Senators, representatives of college faculty, library faculty, administrative and professional faculty, the salaried staff, and any other elected non-student council members serve for a term of three years. They may serve no more than two full consecutive terms on any given advisory council. Terms are staggered to permit replacement of approximately one-third of the membership each year. Deans are elected by the Council of College Deans and serve for two years. The student representatives serve for terms of one year and are not eligible to serve more than two consecutive terms. Vacancies in unexpired terms are filled by the relevant body. Membership is effective the first day of July.

Section 5. Alternates, Substitutes, and Visitors

The advisory councils may permit alternates with voting privileges and substitute members with voting privileges, where such privileges are not limited by the constitution and bylaws of the participating assembly, association, senate, or group. Visitors may attend meetings of University Advisory Councils.

Section 6. University Advisory Council on Strategic Budgeting and Planning

Charge: The Advisory Council on Strategic Budgeting and Planning serves a primary advisory role for the university budgeting and planning process. It reports jointly to the President and the University Council. Areas for consideration include: monitoring the University planning and budgeting processes; participating in and advising on the development of biennial budgets, the formulation of the university plan, and the development of university capital and facilities plans, and the reconciliation of the plan and the available resources; consulting on other budget and planning matters; and addressing matters of policy relative to budget and planning and appropriate for governance consideration and, in such instances, making recommendations to the University Council.

Records and Confidentiality: When acting in its advisory and consulting role, the Advisory Council will treat information, discussions, and recommendations with discretion and, whenever requested, in confidence since there will be times in the budget and planning process when matters must be handled confidentially. When acting in its capacity as a normal part of the governance system, the Advisory Council will keep minutes and forward approved copies of such to University Council.

Article IX. University Committees

Section 1. Organization

University Standing Committees are those committees constituted on a continuing basis by the President on recommendation of the University Council to deal with matters of a university-wide interest. Each standing committee reports directly to at least one commission.

The President also constitutes *ad hoc* and special committees as may be needed for consideration of matters of a non-recurring nature.

Section 2. Committee Membership

Membership on most standing committees should include undergraduate students, graduate students, salaried staff, and faculty representatives as well as administrators. Committee membership may be determined by a variety of methods: appointment by the President, nomination by the relevant body with appointment by the President, or election at large. The host commission usually appoints a commission member to the standing committee. Standing committees may also be constituted wholly, or in majority, by members of the host commission. The method of selection shall be specified in the University Council By-Laws.

The standing committee chair shall be from among the committee members. The chair shall be appointed by the President, recommended by the host commission with appointment by the President, or elected by the committee, as specified in the By-Laws.

All standing committee members will have voting privileges.

Ad hoc and special committee members are appointed by the President of the University. The President also determines for each of these committees which of the committee members shall be chairperson.

Section 3. Term of Appointment

Terms of membership of elected representatives on University Standing Committees are as follows: Faculty Senators, Staff Senators, representatives of college faculty, library faculty, administrative and professional faculty, the salaried staff, and any other elected non-student committee members are elected for a term of three years. They may serve no more than two full consecutive terms on any given committee. Terms are staggered to permit election of approximately one-third of the membership each year. Deans are elected by the Council of College Deans and serve for two years. The student representatives serve for terms of one year and are not eligible to serve more than two consecutive terms. Vacancies in unexpired terms are filled by the relevant body. Elections are effective the first day of July.

Faculty and administrators serving on the Honor Council serve four-year terms and may not serve more than two consecutive terms.

(Passed by the Board of Visitors, March 21, 2016.)

Ad hoc and special committee members serve according to the terms established when the committee is constituted.

Section 4. Committee Reports

All standing committees shall prepare minutes of their meetings, as a permanent record of committee activity. Each standing committee will submit its approved minutes to the commissions to which it reports for review and approval. Committee-approved minutes will also be submitted to the chairs of the Faculty and Staff Senates, and the administrator of the Virginia Tech University Council website.

Article X. Operational Committees

University Operational Committees are those committees constituted on a continuing basis and appointed by the President, Executive Vice President and Provost, or one of the Vice Presidents to deal with matters of university-wide interest that fall primarily within the responsibilities of the appointing officers. Unless made the subject of specific legislation to the contrary, each University Operational Committee is constituted, charged, and staffed as the appointing administrative officer deems appropriate. A record of University Operational Committee chairs and members shall be maintained by the Secretary of the University Council. Approved minutes of meetings of University Operational Committees shall be written by each committee and maintained by the administrator who established it and to whom it reports. (Last updated August 31, 2015)

Article XI. Other Committees

The University Council, University Commissions, and University Advisory Councils may request and their chairpersons may appoint special committees, boards, and *ad hoc* committees as needed.

Article XII. Meetings and Procedures

Section 1. Parliamentary Procedures

The latest edition of Robert's Rules of Order [Webster's New World Robert's Rules of Order, Simplified and Applied], subject to special rules as may be adopted by the University Council, shall govern the procedures of the University Council, University Commissions, University Advisory Councils, University Standing Committees, and other committees and boards. (Last updated June 7, 2004 – BOV approved)

Section 2. University Council Procedures

1. The University Council shall meet regularly during the academic year and at other times as called by the Chairperson. Cancelled meetings shall be noted in the minutes of the subsequent University Council meeting.
2. The Secretary shall prepare and distribute the agenda to members of the Council one week prior to each meeting. Items to be placed on the agenda must be submitted to the Secretary at least ten days prior to the meeting date. The Secretary will record the minutes (including attendance) of each University Council meeting, which will be distributed to all members of the Council. The minutes will be available to the public on the University Council website.

3. Any member of the University Council may place an item on the agenda by following the procedures of Article XII, Section 2(2). This procedure provides a means for any group to submit items of urgency directly to the University Council for consideration. However, under normal operating procedures, policy recommendations and decisions are reviewed by the appropriate commissions and then submitted to the University Council for disposition.

Section 3. Procedures for University Commissions and Advisory Councils

1. Each University Commission and University Advisory Council shall meet regularly during the academic year and at other times as called by the Chairperson.
2. The Chair of each Commission and Advisory Council shall prepare and distribute the agenda to members of the Commission or Council one week prior to each meeting. Items to be placed on the agenda shall be in the hands of the Chair at least ten days prior to the meeting date. The Chair may appoint or designate a Secretary to record the minutes (including attendance) of each Commission or Advisory Council meeting, which will be distributed to all members of that body for their approval. Approved minutes will be sent to the Secretary of University Council for distribution to University Council members for routine review and subsequent posting to the University Council website. The minutes may be distributed to members of the Faculty Senate and Staff Senate, and to other personnel in the University designated by the Commission, Advisory Council, or the University Council.

Section 4. Committee Procedures

Each University Standing Committee, University Operational Committee, special committee, *ad hoc* committee, and board meets as frequently as required to fulfill its responsibilities.

Article XIII. Amendments

Section 1. Notice of Proposal

Notice of proposal to amend the Constitution shall be given in the University Council agenda and considered at no fewer than two meetings of the University Council prior to voting. The proposed amendments shall be distributed with the agenda. A two-thirds affirmative vote of all members of the Council is required for approval.

Section 2. Ratification and Approval

Except in the case where adoption of a different parliamentary authority is proposed, an amendment to the Constitution becomes effective upon ratification in the following order by the Faculty and Staff Senates and the University Council, and approval by the President of the University and the Board of Visitors. A different parliamentary authority or set of guidelines may be adopted at the University Council's first meeting of the academic year by a two-thirds affirmative vote of all members of the Council and will stay in effect until changed. Mid-year changes are not allowed. Approvals by the Faculty and Staff Senates

and the Board of Visitors are not required in this case. (Last updated June 7, 2004 – BOV approved)

Section 3. Amendments to the Bylaws

Notice of any proposal to amend the Bylaws shall be given in the agenda. An affirmative vote of the majority of all University Council members is required for adoption. (See Article VII, Section 3 regarding changes to the referral procedures.)

Bylaws of the University Council

I. Meetings of the University Council

1. Regular meetings of the University Council shall be held on the first and third Mondays of each month from the opening of the Fall Semester until the end of the academic year in May. The Chairperson may cancel or postpone regular meetings for cause.
2. Special meetings of the University Council may be called by the Chairperson.
3. Prior to the initial Council meeting of each semester, the President and Executive Vice President and Provost will convene the chairs of the commissions to exchange information on issues and action items that are pending or foreseen in the coming semester.
4. Information gathered in the semester meetings of commission chairs will be communicated to Council members at the first meeting of the semester. At that time, each chair will be asked to elaborate, if desired, on the information about that commission's agenda, and to provide clarification where necessary.
5. As each semester begins, the Council secretary will solicit suggestions for issues of general concern appropriate to presentation or group discussion, and will further conduct a poll to determine priority of interest. These topics will then be addressed as time allows following each of the semester's Council meetings.
6. At each subsequent meeting of Council, prior to the approval of each commission's minutes, the relevant chair shall be free to highlight selectively and to elaborate upon particular issues of concern to that commission; Council chair will periodically remind commission chairs of this option.
7. The status of all resolutions will be maintained on a University Council webpage, to be developed and maintained by Council secretary, to allow members of the university community to monitor the status of a given proposal through committees, commissions, and Council. Each commission chair will be responsible for providing such information to the University Council webpage operator for posting.
(Last updated January 2008)

II. Policy and Program Review and Approval Process

1. The University Commissions formulate new policies or policy revisions and propose new or revised programs, either on their own initiative or by direction of the President, the University Council, or the Board of Visitors.
2. In preparing the case for a new policy or program, each Commission shall keep constituencies (and also, as appropriate, other Commissions, the Faculty Senate, the Staff Senate, the Graduate Student Assembly, and the Student Government

Association) sufficiently well informed that relevant advice and counsel from outside the Commission proper can be brought to bear at the policy (program) formulation stage.

- a. For all Commissions, it is the responsibility of individual Commission members, mainly by means of their cross-representational affiliations, to keep affiliated governance bodies and constituencies informed and to afford the opportunity for consultative referral.
 - b. Those Commissions that deal with issues for which the faculty have primary responsibility, that is, the Commission on Faculty Affairs, the Commission on Research, the Commission on Undergraduate Studies and Policies, and the Commission on Graduate Studies and Policies, shall consult with the Faculty Senate at the beginning of and during the process of developing resolutions.
 - c. Upon first reading at the Commission, resolutions shall be referred to the Faculty Senate for the purpose of issuing a formal recommendation, unless the Faculty Senate waives its right to do so (see subsection e. below). The Faculty Senate shall send its recommendation to the Commission upon the conclusion of its next regularly scheduled meeting, but in all cases within four weeks (counted while the University is in session). Any additional changes made to the resolution before its adoption by the Commission will be communicated to the Faculty Senate for consideration by the Senate in formulating its final recommendation to University Council. In addition, the Commission may request additional input from the Faculty Senate before the final version of the resolution is completed.
 - d. The Commission will send the final version of the resolution to the Faculty Senate upon approval. The Faculty Senate will send its final recommendation to University Council for consideration by Council. The Senate's recommendation will become a permanent appendix to the resolution not subject to revision or amendment by the Commission or by University Council.
 - e. Waivers of the Referral process in subsection c. above may be conditional or unconditional and may be issued at any time during the discussion of the resolution by the Commission. Waivers become operative when submitted to the Commission chair by a Faculty Senate officer.
3. Commissions shall prepare policy (program) proposals in standard Resolution form. These Resolutions shall be worded so as to provide, along with any accompanying explanation or annotation, sufficient information and background upon which to base subsequent debate of the issues involved. Policy (Program) Resolutions shall be titled and shall carry the name of the forwarding Commission and the date of Commission approval. Resolutions shall be forwarded to the Secretary of the University Council, who shall place them on the agenda, and send them to all members of the University Council, the editors of the student newspapers, and the Presidents of the Faculty Senate, the Staff Senate, the Graduate Student Assembly, and the Student Government Association. This distribution is to serve as official notification of the proposed policy

(program) consideration, not just for individual members, but for all offices and governance bodies represented on University Council.

4. The Secretary of University Council shall distribute Commission minutes to all members of the University Council for routine review, noting said minutes on the agenda. When minutes come before Council for acceptance, the Council will verify the Commission decisions regarding which of the items brought to it are policy (program) items; those items in the minutes that Council considers policy (program) items shall be returned to the appropriate Commission for resubmission in the Resolution form.
5. On receipt of a Resolution from a Commission, the University Council shall take the following steps in the review process:
 - a. The Secretary shall place the Resolution on the agenda for the next succeeding Council meeting, under New Business, marked "First Reading." Copies of the Resolution shall be available at the Council meeting for the convenience of all present.
 - b. A Policy (Program) Resolution cannot be placed on the University Council agenda for First Reading at the end of the academic year unless there are at least two meetings at which it can be considered. Otherwise, First Reading must be delayed until the start of a new academic year. The University Council may approve a request for first reading and action on a resolution at its last meeting of the academic year by a vote of three-fourths of the membership present (see c. below).
 - c. Council may discuss but shall take no action on a Resolution at "First Reading," unless by consent of three-fourths of the members present. Deferral requests may be made at this time.
 - d. At the next succeeding meeting of the University Council, the Resolution shall appear on the agenda under Old Business, with the date of the First Reading indicated as well as its deferral status. Deferral requests may be made at this time. If no deferral is requested, the University Council shall act on the Resolution at that meeting.
 - e. If a request for deferral of the Resolution is made at the time of First or Second Reading, it shall be honored for a time period not exceeding six weeks from the date of the First Reading. However, Council may override a request for deferral by a vote of three-fourths of the membership present. The Resolution, with date of First Reading, will continue to appear on the agenda throughout the period of deferral. Deferral can occur only once for a given Resolution.
 - f. During the deferral period, the Senates and other governance units may forward recommendations relating to the Resolution to the Secretary of the University Council, and those recommendations will be distributed to Council members with the agenda for the next succeeding meeting.

- g. At the end of six weeks after the date of First Reading, the deferral period ends and the Resolution is placed on the Council agenda under Old Business. Subsequent Council action may be approval, disapproval, referral, amendment, or indefinite postponement (which essentially kills the resolution).
- h. If the Council refers a resolution to the originating body (or to the Secretary) for editorial changes or to incorporate amendments adopted during Council debate, the edited resolution will be placed on the agenda of the next Council meeting for consideration under Old Business, *not* subject to deferral.
- i. If the Council refers a resolution to the originating body for other than editorial changes or to incorporate amendments adopted during Council debate, the resolution will be considered a “new” resolution when it is resubmitted for Council consideration. That is, it will be placed on the agenda marked “First Reading” as in (a) above, and is subject to deferral.

(Last updated July 19, 2016)

III. University Commissions

University Commissions are established according to the Constitution of the University Council to carry out certain functions and operations of governance. Membership of each Commission is as listed in the following sections.

A. Commission on Administrative and Professional (A/P) Faculty Affairs (CAPFA)

Membership*:

- Vice Provost for Faculty Affairs or designee
- Associate Vice President for Administration or designee
- Associate Director for Field Operations and Administration, Virginia Cooperative Extension
- One academic dean selected by the Council of College Deans
- Three elected A/P representatives from general administration
- Two elected A/P representatives from Extension
- Three elected A/P representatives from academic support areas
- One elected A/P representative from student affairs
- One Faculty Senator elected by the Faculty Senate
- One Staff Senator elected by the Staff Senate
- One representative from the Graduate Student Assembly elected by the Graduate Student Assembly
- One representative of the Student Government Association elected by the Student Government Association

*The chair will be elected from among the nine elected administrative and professional faculty members of the commission by the commission membership. (Last updated on June 15, 2011 & October 16, 2015)

B. Commission on Equal Opportunity and Diversity

Membership*:

- Vice Provost for Inclusion and Diversity & Vice President for Strategic Affairs
- Executive Director of Equity and Access
- Associate Vice President for Administration
- Vice Provost for Faculty Affairs
- Vice President for Student Affairs
- Director, Cranwell International Center
- Dean of Students
- Director of ADA Services and Access Services
- One academic dean selected by the Council of College Deans (two-year term)
- Three faculty representatives elected by the Faculty Senate, of which at least one must be a senator (three-year terms)
- Three staff representatives elected by the Staff Senate, of which at least one must be a senator (three-year terms)
- One representative of the administrative/professional faculty elected by CAPFA (three-year term)
- One staff representative from the Commission on Staff Policies and Affairs (one-year term)
- One student representative from the Commission on Student Affairs (one-year term)
- One faculty representative from the Commission on Faculty Affairs (one-year term)
- Eight Faculty or Staff community representatives (three-year terms)

Community representatives shall be chosen by one of two methods. Where there is a single widely representative organization for faculty and staff, this organization would have responsibility for electing a representative. Where there is no appropriate organization (or multiple organizations), then a related office, program, or center serving related interests will be responsible for the nominations and election (or selection) of a community representative. The Vice Provost for Inclusion and Diversity & Vice President for Strategic Affairs will be responsible for overseeing the identification of community representatives, including assuring that named organizations, programs or offices use an open process for securing nominations and interested participants if an election is not feasible or reasonable. Representatives elected by a university organization with open membership for faculty and staff (one representative each):

- Black Caucus
- LGBT Caucus
- Hispanic Faculty/Staff Caucus
- Appalachian Caucus
- American Indian Caucus
- Women's Alliance
- Disability Caucus
- International Caucus
- Veteran's Caucus
- Asian American Caucus

- Three faculty, staff, or student at-large members (three-year term for faculty/staff representatives; one-year term if a student is selected)

The at-large members will be chosen by an application process, open to faculty, staff, and students, and conducted by the commission annually for the available, undesignated slot. The commission will forward at least two nominations (so long as there are at least two) for each vacant position to the president for appointment to the commission. The commission may rank the candidates in order of preference. The at-large positions are designed to allow representation from groups not identified above as well as individuals who would make significant contributions to the work of the commission, regardless of background.

- Two representatives of the Student Government Association: the Director of Equity and Inclusion for SGA and one representative elected by the Student Government Association (one-year term)
- One representative of the Graduate Student Assembly elected by the Graduate Student Assembly (one-year term)
- One student representative elected by the Council of International Student Organizations (one-year term)

*The chair will be elected from among the non-ex officio faculty or staff members of the commission (Last updated on November 2, 2009, July 21, 2014, October 16, 2015, March 3, 2016, July 19, 2016, & October 11, 2016)

C. Commission on Faculty Affairs

Membership:

- Vice President of the Faculty Senate, Chair
- Executive Vice President and Provost
- Two academic deans selected by the Council of College Deans
- Eight Faculty Senators elected by the Faculty Senate
- One non-ex officio A/P faculty representative elected by CAPFA from: general administration, academic support, student affairs, Extension
- One Staff Senator elected by the Staff Senate
- One representative from the Graduate Student Assembly elected by the Graduate Student Assembly
- One representative from the Student Government Association elected by the Student Government Association

(Last updated August 31, 2015)

D. Commission on Graduate Studies and Policies

Membership*:

- Vice President and Dean for Graduate Education
- Vice Provost for Undergraduate Academic Affairs
- One academic dean selected by the Council of College Deans
- Dean of University Libraries

- One representative of the off-campus centers appointed by the Executive Vice President and Provost
- Two Faculty Senators elected by the Faculty Senate
- One faculty representative from each of the academic colleges elected by the faculty in each of the colleges
- One representative from the Library Faculty Association elected by the Library Faculty Association
- One non-ex officio A/P faculty representative elected by CAPFA from: general administration, academic support, student affairs, Extension
- One tenure-track faculty member from the Northern Virginia Campus appointed by the Executive Vice President and Provost
- One Staff Senator elected by the Staff Senate
- Chief Justice of the Graduate Honor System
- Five Graduate Students elected by the Graduate Student Assembly (two must be Assembly members and at least three colleges must be represented by the five students)
- One representative from the Student Government Association elected by the Student Government Association

*The chair will be elected from among the non-administrative faculty and staff members of the commission by the commission membership. (Last updated on May 3, 2010, August 6, 2013, & August 31, 2015)

E. Commission on Outreach and International Affairs

Membership*:

- Vice President for Outreach and International Affairs
- Associate Vice President, International Affairs
- Director of Cooperative Extension
- Associate Vice President for Engagement
- One academic dean selected by the Council of College Deans
- Two Faculty Senators elected by the Faculty Senate
- One faculty representative from each of the academic colleges elected by the faculty in each of the colleges
- Three elected representatives of the Cooperative Extension non-ex officio A/P faculty (CAPFA to provide names of elected individuals)
- One member from the area of International Affairs who shall be the chair of the University Council on International Affairs (UCIA) or his/her designee
- One Staff Senator elected by the Staff Senate
- One representative from the Graduate Student Assembly elected by the Graduate Student Assembly
- One representative from the Student Government Association elected by the Student Government Association

Note: At least 2 faculty members on the Commission on Outreach and International Affairs will have experience in leading study abroad programs.

*The chair will be elected from among the non-administrative faculty and staff members of the commission by the commission membership. (Last updated February 21, 2005, August 24, 2012, & October 9, 2012)

F. Commission on Research

Membership*:

- Vice President for Research and Innovation
- One representative from the Office of the Vice President for Outreach and International Affairs
- Associate Vice President for Research Programs
- One academic dean selected by the Council of College Deans
- One department- or division-level administrative representative appointed by the President
- One representative of research-related interdisciplinary programs, groups or centers appointed by the President
- Two Faculty Senators elected by the Faculty Senate
- One faculty representative from each of the academic colleges elected by the faculty in each of the colleges
- One representative from the Library Faculty Association elected by the Library Faculty Association
- One non-ex officio A/P faculty representative elected by CAPFA from: general administration, academic support, student affairs, Extension
- One Representative in the Postdoctoral Associate rank elected by persons in that rank**
- Two representatives working in research faculty appointments as defined in the Virginia Tech Faculty Handbook (excluding Postdoctoral Associates) elected by persons in those ranks**
- One Staff Senator elected by the Staff Senate
- One representative of the Graduate Student Assembly elected by the Graduate Student Assembly
- One representative of the Student Government Association elected by the Student Government Association

*The chair will be elected from among the non-administrative faculty and staff members of the commission by the commission membership.

**The nomination and election process for these positions will be conducted by the Office of Research, which will report election results to the President.

(Last updated July 21, 2014, July 1, 2015, & March 3, 2016)

G. Commission on Staff Policies and Affairs

Membership:

- Vice President of the Staff Senate, Chair
- Associate Vice President for Administration
- One academic dean selected by the Council of College Deans
- Nine staff members elected by the Staff Senate
 - Three from the Staff Senate
 - Three from academic units
 - Three from administrative units
- One administrative department head or equivalent appointed by the Vice President for Finance and Chief Financial Officer

- One academic department head or equivalent appointed by the Executive Vice President and Provost
- One non-ex officio A/P faculty representative elected by CAPFA from: general administration, academic support, student affairs, Extension
- One Faculty Senator elected by the Faculty Senate
- One representative from the Graduate Student Assembly elected by the Graduate Student Assembly
- One representative from the Student Government Association elected by the Student Government Association

(Last updated January 2008, August 31, 2015, & October 16, 2015)

H. Commission on Student Affairs

Membership*:

- Vice President for Student Affairs
- Vice President and Dean for Graduate Education
- Vice Provost for Undergraduate Academic Affairs
- Two A/P faculty representatives from the Division of Student Affairs appointed by the Vice President for Student Affairs
- Cadet Colonel of the Corps of Cadets
- President, Black Organizations Council
- Doctoral candidate elected by the Graduate Student Assembly
- Masters candidate elected by the Graduate Student Assembly
- President, Asian American Student Union
- President, Council of International Student Organizations
- President, Graduate Student Assembly
- President, Latino Association of Student Organizations
- President, HokiePride
- Representative of the Greek Councils chosen by the Director of Fraternity and Sorority Life
- President, Residence Hall Federation
- President, Student Government Association
- President, Senior Class
- President, Junior Class
- One non-ex officio A/P faculty representative elected by CAPFA from: general administration, academic support, student affairs, Extension
- One representative elected by the Faculty Senate
- One Staff Senator elected by the Staff Senate
- Graduate Student representative to the Board of Visitors
- Undergraduate Student representative to the Board of Visitors
- Vice President, Graduate Student Assembly
- President of the Jewish Student Union

*The chair will be elected from among the non-administrative faculty, staff, graduate student and undergraduate student members of the commission by the commission membership. (Last updated March 1, 2010, May 3, 2010, June 20, 2011, May 24, 2012, August 6, 2013, & August 31, 2015)

I. Commission on Undergraduate Studies and Policies

Membership*:

- Executive Vice President and Provost
- Associate Dean of the Graduate School
- Vice Provost for Undergraduate Academic Affairs
- The academic deans
- Two Faculty Senators elected by the Faculty Senate
- One faculty representative from each of the undergraduate academic colleges elected by the faculty in each of the colleges
- One representative from the Library Faculty Association elected by the Library Faculty Association
- One non-ex officio A/P faculty representative elected by CAPFA from: general administration, academic support, student affairs, Extension
- One Staff Senator elected by the Staff Senate
- One representative from the Graduate Student Assembly elected by the Graduate Student Assembly
- Chief Justice of the Undergraduate Honor System
- Director of Academic Affairs of the Student Government Association
- Three other undergraduate students elected by the Student Government Association (at least three colleges are to be represented by the four undergraduate students)

*The chair will be elected from among the non-administrative faculty and staff members of the commission by the commission membership.

(Last updated August 6, 2013, August 31, 2015, & October 16, 2015)

J. Commission on University Support

Membership*:

- Vice President for Administration
- Vice President For Finance and Chief Financial Officer
- Vice Provost for Resource Management and Institutional Effectiveness
- Vice President for Advancement
- Vice President for Information Technology and Chief Information Officer
- Vice President for Student Affairs or designee
- Associate Vice President and Chief Facilities Officer
- One academic dean selected by the Council of College Deans
- Five faculty elected by the Faculty Senate including two Senators
- One representative from the Library Faculty Association elected by the Library Faculty Association
- One non-ex officio A/P faculty representative elected from Extension
- Two Staff Senators elected by the Staff Senate
- One representative from the Graduate Student Assembly elected by the Graduate Student Assembly
- One representative from the Student Government Association elected by the Student Government Association

*The chair will be elected from among the non-administrative faculty and staff members of the commission by the commission membership.

(Last updated August 6, 2013, July 21, 2014, August 31, 2015, & March 3, 2016)

IV. University Advisory Councils

University Advisory Councils are established to carry out certain functions and operations of governance. When so established, the membership shall be as listed in the following section.

A. University Advisory Council on Strategic Budgeting and Planning

Membership:

- Executive Vice President and Provost, Co-Chair
- Vice President for Finance and Chief Financial Officer, Co-Chair
- Assistant Vice President for Budget and Financial Planning
- Vice Provost for Resource Management and Institutional Effectiveness
- Assistant Vice President for University Planning

The following are appointed by the President from among the officers of each group:

- One officer of the Faculty Senate
- One officer from each of the academic college faculty associations *
- One officer of the Library Faculty Association
- One officer of the Staff Senate
- One officer of the Graduate Student Assembly
- One officer of the Student Government Association

The following are elected from among administrative and professional faculty in their respective areas:

- One non-ex officio A/P faculty representative elected by CAPFA from Extension
- One non-ex officio A/P faculty representative elected by CAPFA from: general administration, academic support, or student affairs

(Last updated July 11, 2011, July 21, 2014, & August 31, 2015)

* Faculty in colleges that do not have associations will elect two candidates for the Council and the President will select one of them to serve.

V. University Committees

Each of the University Committees, enumerated below, is appointed by the President of the University, as set forth in the Constitution of the University Council, Article IX.

A. Academic Support

Charge: To systematically review and provide advice on broad policy issues relating to academic support, including but not limited to the university calendar, scheduling and registration, scholarships and financial aid, classroom management, and summer school.

Reports to: Commission on Undergraduate Studies and Policies

Chairperson: The faculty representative from the Commission on Undergraduate Studies and Policies

Membership:

- The faculty representative from the Commission on Undergraduate Studies and Policies selected annually by the Commission (this person will also be the committee chairperson)
 - Two Provost area representatives selected by the Executive Vice President and Provost (three-year term)
 - One Assistant/Associate Dean selected by the Council of College Deans (two-year term)
 - Vice President for Student Affairs or designee
 - One faculty representative from each of the academic colleges nominated by the faculty in each of the colleges (three-year terms)
 - One faculty senator nominated by the Faculty Senate (three-year term)
 - One administrative and professional faculty representative nominated by the Commission on Administrative and Professional Faculty Affairs (three-year term)
 - One staff representative nominated by the Staff Senate (three-year term)
- One student representative from the Commission on Student Affairs selected annually by the Commission (one-year term) (Last updated August 31, 2015)

B. Athletics

Charge: To review and provide advice on broad policy issues relating to intercollegiate athletics.

1. Provide advice to the Athletic Director on such matters as financial aid for student athletes, residential life for student athletes, program balance between revenue and non-revenue sports, recruiting, admissions, NCAA compliance, and general intercollegiate athletic budgetary and operational matters.
2. Provide advice to the Executive Vice President and Provost on matters related to academic progress of athletes, the admission policy for athletes, academic advising of athletes, and relations with academic departments and faculty in general.
3. Participate in the search process for the selection of the Athletic Director. The Committee will also participate in periodic evaluations of the Athletic Director in coordination with the University official to whom the Athletic Director reports.

Reports to: Commission on Undergraduate Studies and Policies

Chairperson: The President will annually appoint a chair from among its members.

Membership:

- Vice President for Finance and Chief Financial Officer
- Vice President for Student Affairs or designee
- Vice Provost for Undergraduate Academic Affairs
- Director of Athletics
- Senior Associate Athletics Director for Development and Executive Director of the Hokie Club
- President's appointed faculty representative to the NCAA
- One alumni representative of the Virginia Tech Alumni Association selected by the Vice President for Advancement (three-year term)
- One college dean selected by the Council of College Deans (two-year term)

- One faculty representative from each of the academic colleges nominated by the faculty in each of the colleges (three-year terms)
- One representative from the Commission on Undergraduate Studies and Policies selected annually by the Commission (one-year term)
- One representative selected by the Virginia Tech Athletic Fund Incorporated (three-year term)
- One faculty senator nominated by the Faculty Senate (three-year term)
- One administrative and professional faculty representative nominated by the Commission on Administrative and Professional Faculty Affairs (three-year term)
- One staff representative nominated by the Staff Senate (three-year term)
- One representative from the Graduate Student Assembly nominated by the Graduate Student Assembly (one-year term)
- Two scholarship athletes selected by the Athletic Director. One at the freshman-sophomore level and one at the junior-senior level.(one-year terms)
- One representative from the Student Government Association nominated by the Student Government Association (one-year term)

(Last updated August 31, 2015 & March 3, 2016)

C. Campus Development Committee

Charge: To make recommendations and to serve as a conduit to disseminate information and solicit feedback concerning the planned physical development of the university's built environment, specifically as it relates to buildings, grounds, and transportation planning.

Reports to: Commission on University Support

Chairperson: The President will annually appoint a chair from among its members.

Membership:

- Associate Vice President and Chief Facilities Officer
- Director of Transportation Planning
- Dean, College of Architecture and Urban Studies
- The Assistant Vice President for University Planning
- A Provost area representative selected by the Executive Vice President and Provost (three-year term)
- One student affairs area representative selected by the Vice President for Student Affairs (three-year term)
- One dean from an academic college selected by the Council of College Deans (two-year term)
- Three faculty representatives nominated by the Faculty Senate (three-year terms)
- One administrative and professional faculty representative nominated by the Commission on Administrative and Professional Faculty Affairs (three-year term)
- One staff representative nominated by the Staff Senate (three-year term)
- One representative from the Graduate Student Assembly nominated by the Graduate Student Assembly (one-year term)
- One representative from the Student Government Association nominated by the Student Government Association (one-year term)

(last updated February 18, 2008, July 11, 2011, May 29, 2013, & August 31, 2015)

D. Commencement

Charge: To plan and implement the University's Commencement programs.

Reports to: Commission on Faculty Affairs

Chairperson: The President will appoint a chair, usually for a three-year term.

Membership:

- President's Appointment as Chairperson
- The President's Chief of Staff
- The Senior Associate Vice President for University Relations
- The Commandant of Cadets
- One Physical Plant representative selected by the Associate Vice President and Chief Facilities Officer (three-year term)
- The Director of Processions (selected by the Chairperson)
- The Director of Ushers (selected by the Chairperson)
- One Graduate School representative selected by the Vice President and Dean for Graduate Education (three-year term)
- The Commencement Marshal (always the immediate past president of the Faculty Senate) (one-year term)
- One faculty representative from each academic college nominated by the faculty in each of the colleges (three-year terms)
- One representative from the Commission on Undergraduate Studies and Policies selected annually by the Commission (one-year term)
- One staff representative nominated by the Staff Senate (three-year term)
- One representative from the Graduate Student Assembly nominated by the Graduate Student Assembly (one-year term)
- The President of Senior Class (one-year term)
- The President of Junior Class (one-year term)

(Last update July 21, 2014 & July 19, 2016)

E. Computing and Communications Resources

Charge: To make recommendations for the efficient utilization of the University's computer facilities and to recommend policies that relate to the operation, maintenance, and development of the University's communications network. The Committee's scope of concerns includes all instructional, research, extension, and administrative computing provided through the University's computing facilities, and all existing or proposed devices connected to the computing facilities.

Reports to: Commission on University Support

Chairperson and Vice-Chairperson: The committee shall initially elect from its members a chairperson and vice-chairperson. The vice-chairperson shall succeed the chairperson in the next year. Each year after the first year, a new vice-chairperson shall be elected who will succeed the present chairperson.

Membership:

- The Vice President for Information Technology and CIO (also representing the Commission on University Support)

- The Executive Director, Network Infrastructure and Services
- Nine at-large members of the faculty-A/P faculty-staff (with appropriate expertise) nominated by the Vice President for Information Technology and CIO in conjunction with the Presidents of the Faculty and Staff Senates and the chair of the Commission on Administrative and Professional Faculty Affairs (three-year terms) (one must be an A/P faculty member and one must be a staff employee)
- One representative from the Graduate Student Assembly nominated by the Graduate Student Assembly (one-year term)
- One representative from the Student Government Association nominated by the Student Government Association (one-year term)

F. Employee Benefits Committee

Charge: To recommend policies and to advise the University Administration in matters relating to employee benefits.

Reports to: Commission on Staff Policies and Affairs, Commission on Faculty Affairs

Chairperson: The President will appoint a chair annually from among its members.

Membership:

- The Associate Vice President for Administration
 - The Vice Provost for Faculty Affairs
 - The University Benefits Programs Director
 - One faculty representative from the Commission on Faculty Affairs selected annually by the commission (one-year term)
 - Three faculty senators nominated by the Faculty Senate (three-year terms)
 - One staff representative from the Commission on Staff Policies and Affairs selected annually by the Commission (one-year term)
 - Three staff senators nominated by the Staff Senate (three-year terms)
 - One administrative and professional faculty representative nominated by the Commission on Administrative and Professional Faculty Affairs (three-year term)
- (Last updated on October 16, 2015)

G. Energy and Sustainability Committee

Charge: To review and provide advice to the University Administration on broad policy issues relating to the university's energy supply and use, and resource conservation.

Reports to: Commission on University Support

Chairperson: The President will appoint a chair annually from among members of the committee.

Membership:

- Vice President for Administration or designee
- Vice President for Finance and Chief Financial Officer or designee
- Associate Vice President and Chief Facilities Officer
- Sustainability Program Manager

- Chief of Operations and Deputy to the Associate Vice President, Student Affairs
- The Assistant Vice President for University Planning
- Two representatives from Facilities selected by the Vice President for Administration (three-year term)
- One representative from Virginia Tech Environmental Health & Safety Services selected by the Vice President for Administration (one-year term)
- Four representatives from the Faculty Senate nominated by the Faculty Senate (three-year terms)
- Two representatives from the Staff Senate nominated by the Staff Senate (three-year terms)
- One college dean selected by the Council of College Deans (two-year term)
- Two graduate student representatives nominated by the GSA (one-year terms)*
- Two undergraduate student representatives from the Student Government Association nominated by the SGA (one-year terms)*

(last updated May 5, 2008, July 11, 2011, July 17, 2012, May 29, 2013, July 21, 2014, & July 19, 2016)

*This enables students who are not part of GSA or SGA to be nominated

H. Faculty Honorifics

Charge: To review credentials and achievements of candidates or nominees for University faculty awards or for University nominations for external awards as charged by the Executive Vice President and Provost or the President (where that responsibility is not vested in other committees), and to make recommendation to the Executive Vice President and Provost or the President, as appropriate. In addition, the Committee shall review nominations for honorary degrees to be awarded by the University.

Reports to : Commission on Faculty Affairs

Chairperson: The Executive Vice President and Provost or a designee.

Membership:

- The Executive Vice President and Provost (also representing the Commission on Faculty Affairs)
- One Alumni Distinguished Professor nominated by the Faculty Senate (three-year term)
- One University Distinguished Professor nominated by the Faculty Senate (three-year term)
- One member of the Academy of Faculty Service nominated by the Faculty Senate (three-year term)
- One member of the Academy of Teaching Excellence nominated by the Faculty Senate (three-year term)
- One recipient of the Alumni Award for Excellence in Extension nominated by the Faculty Senate (three-year term)
- One recipient of the Alumni Award for Research Excellence nominated by the Faculty Senate (three-year term)
- One representative from the Named Professors nominated by the Faculty Senate (three-year term)

(Last updated August 31, 2015)

I. Graduate Curriculum

Charge: To address the issues formerly under the auspices of the Course and Program Criteria Committee.

Reports to: Commission on Graduate Studies and Policies

Chairperson: Vice-chair (chair-elect) of Commission on Graduate Studies and Policies

Membership:

- One Graduate School representative selected by the Vice President and Dean for Graduate Education (three-year term)
- One Enrollment Services representative selected by the Vice Provost for Enrollment and Degree Management (three-year term)
- The vice-chair of the Commission on Graduate Studies and Policies
- One faculty representative from each of the academic college graduate curriculum committees selected by the curriculum committees (three-year terms)
- One representative from the Graduate Student Assembly nominated by the Graduate Student Assembly (one-year term)

(Last updated on January 8, 2013, to correct a typographical error of a two-year term to a three-year term for the faculty representatives from each academic college & August 6, 2013.)

J. Honor Council

Charge: To review recommended Honor System verdicts and penalties and to make recommendations to the President concerning same, as specified in Honor System Constitution.

Reports to: Commission on Undergraduate Studies and Policies

Chairperson: Administrative or Faculty Committee Member Appointed by the President upon recommendation by the Executive Vice President and Provost of the University in consultation with the Director of the Office of Undergraduate Academic Integrity (four-year term)

Membership:

- The Director of the Office of Undergraduate Academic Integrity (ex officio)
- Two administrative, instructional, or library faculty members appointed by the President of the University upon the recommendation by the Executive Vice President and Provost in consultation with the Director of the Office of Undergraduate Academic Integrity (four-year terms)
- Three instructional or library faculty members appointed by the President of the University upon recommendation by the Faculty Senate in consultation with the Executive Vice President and Provost (four-year terms)
- Appropriate student members as outlined in Honor Code Manual: President of the Honor Council, Vice President of the Honor Council, all Delegates of the Honor Council (one-year terms)

(Last updated June 15, 2011 & February 19, 2016)

K. Intellectual Property

Charge: To make policy recommendations to the Executive Vice President and Provost dealing with patents, copyrights, and related mechanisms for the protection/exploitation of intellectual properties.

Reports to: Commission on Research

Chairperson: Vice President for Research and Innovation (or designee)

Membership:

- The Vice President for Research and Innovation (also representing the Commission on Research)
- An administrative leader within the office of the Vice President for Research and Innovation selected by the Vice President for Research and Innovation
- University Controller
- The University Legal Counsel (or designee)
- The President of VTIP
- Nine at-large members of the faculty-A/P faculty-staff (with patent and copyright experience) nominated by the Vice President for Research and Innovation in consultation with the Presidents of the Faculty and Staff Senates and the chair of the Commission on Administrative and Professional Faculty Affairs (three-year terms) (one must be an A/P faculty member and one must be a staff employee)
- One Representative from the Graduate Student Assembly nominated by the Graduate Student Assembly (one-year term)
- One Representative from the Student Government Association nominated by the Student Government Association (one-year term)

(Last updated on February 2, 2009, May 29, 2013, August 31, 2015, March 3, 2016)

L. Library

Charge: To disseminate knowledge and make recommendations concerning policies, services, and development of the University's libraries.

Reports to: Commission on Graduate Studies and Policies; Commission on Undergraduate Studies and Policies; and Commission on Research

Chairperson: The President will annually appoint a chair from among its members.

Membership:

- The Dean of University Libraries (also representing the Commission on Graduate Studies and Policies)
- One faculty representative from each of the academic colleges nominated by the faculty in each of the colleges (three-year terms)
- One faculty senator nominated by the Faculty Senate (three-year term)
- Library faculty representative on the Commission on Undergraduate Studies and Policies (concurrent with CUSP term)
- Library faculty representative on the Commission on Research (concurrent with COR term)
- One staff representative nominated by the Staff Senate (three-year term)

- One representative from the Graduate Student Assembly nominated by the Graduate Student Assembly (one-year term)
- One representative from the Student Government Association nominated by the Student Government Association (one-year term)

(Last updated April 18, 2005)

M. Transportation and Parking

Charge: To review and recommend rules and regulations governing traffic (including pedestrian, bicycle, and vehicles), parking (including permit sales, citations and special events), and alternative transportation methods; review and recommend programs to enhance campus parking, traffic, and transportation methods.

Reports to: Commission on University Support

Chairperson and Vice-Chairperson: The committee shall initially elect from its members a chairperson and vice chairperson. The vice chairperson shall succeed the chairperson in the next year. Each year after the first year, a new vice chairperson shall be elected who will succeed the present chairperson.

Membership:

- The Director of Parking and Transportation
- The Chief of Police
- One faculty or staff representative from the Commission on University Support selected annually by the Commission (one-year term)
- Three faculty representatives nominated by the Faculty Senate (three-year terms)
- One administrative and professional faculty representative nominated by the Commission on Administrative and Professional Faculty Affairs (three-year term)
- Three staff representatives nominated by the Staff Senate (three-year terms)
- One representative from the Graduate Student Assembly nominated by the Graduate Student Assembly (one-year term)
- One representative from the Student Government Association nominated by the Student Government Association (one-year term)

(Last updated March 29, 2010 & May 29, 2013)

N. Undergraduate Curriculum

Charge: To review and make final recommendations to the Commission on Undergraduate Studies and Policies concerning degree requirements, courses, academic progress, standards and criteria, and other policies and procedures affecting undergraduate curriculum and instruction.

Reports to: Commission on Undergraduate Studies and Policies

Chairperson: Vice-chair (chair-elect) of Commission on Undergraduate Studies and Policies

Membership:

- The vice-chair of the Commission on Undergraduate Studies and Policies (ex officio)
- One faculty representative from each of the undergraduate academic colleges (three-year term)
- One staff representative elected by the Staff Senate (three-year term)

- One representative from the Student Government Association (one-year term)
- The chair of the University Curriculum Committee for General Education (one-year term)
- One Enrollment Services representative selected by the Vice Provost for Enrollment and Degree Management (three-year term)

(Last updated on January 8, 2013, August 6, 2013, & March 3, 2016)

O. University Curriculum Committee for General Education

Charge: To give leadership to the Curriculum for General Education and to make final curricular recommendations to CUSP concerning the inclusion of courses in the Curriculum for General Education.

Reports to: Commission on Undergraduate Studies and Policies

Chairperson: Faculty member of the committee, elected by the committee and having previously served as vice-chair of the committee

Membership:

- The Executive Vice President and Provost or a designee
- Assistant Provost for Assessment and Evaluation
- One Division of Student Affairs representative selected by the Vice President for Student Affairs (three-year term)
- Two faculty members selected by the Executive Vice President and Provost (three-year terms)
- One faculty representative selected by each undergraduate college curriculum committee (three-year terms)
- One representative from University Studies
- Two faculty representatives nominated by the Faculty Senate (three-year terms)
- One faculty representative from the Commission on Undergraduate Studies and Policies selected annually by the Commission (one-year term)
- Two representatives from the Student Government Association nominated by the Student Government Association (one-year terms)
- One AP faculty representative from the University Libraries elected by the Library Faculty Association (three-year term)
- One faculty representative from the Commission on Equal Opportunity and Diversity selected annually by the Commission (one-year term)

(Last updated on May 3, 2010, August 6, 2013, July 21, 2014, August 31, 2015, March 3, 2016, & October 11, 2016)

VI. Operational Committees

Operational Committees are created (or dissolved), appointed, and charged by the Executive Vice President and Provost or one of the Vice Presidents, not requiring but subject to University Council action, as set forth in the Constitution of the University Council, Article X.

When creating, dissolving or changing the composition or charge of an Operational Committee, the appointing officer shall inform the University Council of the action being taken.

Appointing officers shall report to the Office of the President the names of the chairpersons and members of Operational Committees, and inform that Office when new persons are appointed and old members replaced.

The Office of the President will have available upon request a current list of Operational Committees, noting for each its appointing officer, its charge, its chairperson, and its membership.

(Last updated August 31, 2015)