

MINUTES

Commission on Administrative and Professional Faculty Affairs

November 14, 2025

11:00 a.m.

<https://virginiatech.zoom.us/j/86041505156>

Present: Jennifer Jones (presiding), Florence Adamo, Evans Ahenkorah, Miranda Archibald, Nicole Connors, Juliet Dadras, Bob Edmison, Cyndi Hutchison, Shelton Norwood, Chad Proudfoot, and Jenny Vincent.

Absent with Notice: Erica Cooper, Jenni Gallagher, Lonnie Johnson, Kayla Robertson, and Ruth Wallace.

Absent: Ariana DiFillippo and Mario Feruzzi.

Guests: Kari Evans and Lori Rose.

Jennifer Jones called the meeting to order at 11:03 a.m. A quorum was present.

1. Adoption of Agenda

The motion was made by Chad Proudfoot and seconded by Miranda Archibald. Motion carried.

2. Announcement of approval and posting of minutes of October 10, 2025.

Jennifer Jones noted that these minutes have been voted on electronically and can be publicly accessed on the Governance Website: governance.vt.edu

3. Discussion Items

The group discussed the need to clarify and potentially update language in the faculty handbook regarding administrative and professional AP faculty roles, as the current description is broad and may not fully encompass new roles at the university. Bob suggested adding an introductory paragraph to explain the diversity of AP faculty positions, while Jennifer noted that the university has expanded its AP faculty and may need to address new roles. They agreed to review smaller sections of the handbook each month and collect potential changes to submit as a group by the end of the academic year.

Chad discussed concerns about Extension faculty's classification and treatment within the AP faculty system, highlighting discrepancies in promotion processes and shared governance compared to other faculty. He proposed exploring whether Extension faculty should be reclassified as a special category of teaching and research faculty to better align with their academic mission and provide more faculty input in decision-making. Jenny inquired about the existence of promotion guidelines, to which Chad explained that while guidelines exist, they are largely determined by administration without significant faculty involvement, leading to inconsistencies across districts and potential issues with district directors' subjective evaluations.

The committee also reviewed a minor HR request to update Section 7.5.2 regarding approval processes, with Florence suggesting including the provost's full "Executive Vice President and Provost" title in the language. Finally, the group discussed a new grievance procedure for

graduate students against faculty, which received general support from the committee members who work with graduate students.

4. Announcements

- The next CAPFA meeting is scheduled for Friday, December 12 at 11:00 a.m.

5. Adjournment

There being no further business, a motion to adjourn the meeting was made by Jenny Vincent and seconded by Florence Adamo at 11:48 a.m. Motion carried.