

MINUTES

Commission on Administrative and Professional Faculty Affairs

January 9, 2026

11:00 a.m.

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

Present: Jennifer Jones (presiding), Florence Adamo, Evans Ahenkorah, Nicole Connors, Erica Cooper, Juliet Dadras, Bob Edmison, Jenni Gallagher, Shelton Norwood, and Ruth Wallace.

Absent with Notice: Mario Feruzzi, Cyndi Hutchison, Lonnie Johnson, Chad Proudfoot, and Jenny Vincent.

Absent: Miranda Archibald, Ariana DiFillippo, and Kayla Robertson.

Guests: Kari Evans and Lori Rose.

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

1. Announcement of approval and posting of minutes of December 12, 2025.

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

2. Discussion Items

Resolution CAPFA 2025-2026A Proposal was submitted to the University Council Cabinet. The full resolution should be ready for first reading at the February CAPFA meeting.

The group reviewed section 7.4 of the faculty handbook, particularly focusing on annual evaluations, salary adjustments, and the faculty activity report (EFAR). Some uncertainty was expressed about the clarity and applicability of certain sections for AP faculty, especially regarding the reporting of service and professional activities. The team agreed to review a draft of the streamlined section before the next meeting.

3. Announcements

- The next CAPFA meeting is scheduled for Friday, February 13, 2026, at 11:00 a.m. The March meeting will be on Thursday, March 5, 2026, at 11:00 a.m. and the April meeting will be on April 3, 2026, at 11:00 a.m.

4. Adjournment

There being no further business, the meeting was adjourned at 11:31 a.m.