UNIVERSITY COUNCIL MEETING
May 6, 2019
3:00 p.m.
1045 Pamplin Hall

AGENDA

1. Adoption of Agenda
   Dr. Timothy Sands

2. Announcement of approval and posting of minutes of April 22, 2019
   These minutes have been voted on electronically and will be posted on the University web.
   Dr. Timothy Sands

3. Old Business
   Dr. Timothy Sands
   - Commission on Student Affairs
     Resolution CSA 2018-19C
     Addition of a Statement on Sanction Enhancements for Policy Violations Motivated by Bias for the Student Code of Conduct (Changes to the Hokie Handbook - www.hokiehandbook.vt.edu)
   - Commission on Student Affairs
     Resolution CSA 2018-19D
     Resolution to Change Student Code of Conduct Section on Weapons (Changes to the Hokie Handbook - www.hokiehandbook.vt.edu)
   - Commission on Undergraduate Studies and Policies
     Resolution CUSP 2018-19B
     Resolution to Approve New Major, Humanities for Public Service, in Bachelor of Arts in Religion and Culture
   - Commission on Undergraduate Studies and Policies
     Resolution CUSP 2018-19C
     Resolution to Approve New Major, Polymer Chemistry, in Bachelor of Science in Chemistry
   - Commission on Undergraduate Studies and Policies
     Resolution CUSP 2018-19D
     Resolution to Approve New Major, Medicinal Chemistry, in Bachelor of Science in Chemistry
   - Commission on Undergraduate Studies and Policies
     Resolution CUSP 2018-19E
     Resolution to Discontinue Bachelor of Science Degree in Engineering Science and Mechanics
   - Commission on Undergraduate Studies and Policies
     Resolution CUSP 2018-19F
     Resolution to Approve Transitional Plan to Facilitate the Change of Date of Entry Graduation Requirements

4. New Business
   Dr. Timothy Sands
   Because this is the last University Council meeting of the academic year, University Council must first approve for each a "resolution for first reading and action," which requires an affirmative vote of three-fourths of the membership present.
Commission on Faculty Affairs
Resolution CFA 2018-19E
Resolution to Amend the Faculty Handbook Promotion and Continued Appointment Procedures for Faculty in University Libraries

Professor Bob Hicok

Commission on Undergraduate Studies and Policies
Resolution CUSP 2018-19G
Resolution to Amend Implementation for Pathways General Education Curriculum to Extend Pathways Ad Hoc Review Committee

Dr. Mary Kasarda

5. **Announcement of acceptance and posting of Commission Minutes**

These minutes have been accepted for filing by electronic vote and will be posted on the University web. Note that the purpose of including Commission minutes on the agenda is to accept them for filing. University Council By-laws require that policy items be brought forward in resolution form for University Council action.

Commission on Faculty Affairs
April 5, 2019

Commission on Graduate Studies and Policies
April 3, 2019

Commission Staff Policies and Affairs
February 26, 2019
March 26, 2019

Dr. Brandy Salmon

6. **Presentation**
Innovation Campus Update

Dr. Timothy Sands

7. **Adjournment**

Dr. Timothy Sands
Dr. Dwayne Pinkney called the meeting to order at 3:00 p.m. A quorum was present.

1. **Adoption of Agenda**

A motion was made and seconded to adopt the agenda. The motion carried.

2. **Announcement of approval and posting of minutes of April 8, 2019**

Dr. Pinkney noted that these minutes have been voted on electronically and can be publicly accessed on the Governance Information System on the Web (http://www.governance.vt.edu).

3. **Old Business**

**Commission on Graduate Studies and Policies**

Resolution CGSP 2018-19F
Resolution to Establish a Master of Engineering Degree in Computer Science and Applications (CSA-Meng)

Dr. Rajesh Bagchi presented the resolution for second reading, and made a motion to approve. The motion was seconded, and the motion passed.

**Commission on Undergraduate Studies and Policies**

Resolution CUSP 2018-19A
Resolution to Approve New Major, Childhood Pre-Education, In Bachelor of Science in Human Development

Dr. Kerry Redican presented the resolution for second reading, and made a motion to approve. The motion was seconded. A question was raised as to why this School of Education is not involved with the degree. It
was indicated that at least one-third of the students in Human Development will go into the field of early childhood education so this degree will meet the needs of those students. A vote was taken, and the motion passed.

4. **New Business**

**Commission on Student Affairs**
Resolution CSA 2018-19C
Addition of a Statement on Sanction Enhancements for Policy Violations Motivated by Bias for the Student Code of Conduct (Changes to the Hokie Handbook [www.hokiehandbook.vt.edu](http://www.hokiehandbook.vt.edu))

Mr. John Allen Livingston presented the resolution for first reading. Mr. Livingston informed the Council that the development of this resolution started in May of 2018 with conversations Dr. Patty Perillo, Vice President for Student Affairs, had with the NAACP. This resolution adds the following new language to the Student Code of Conduct:

> “Any violation of the Virginia Tech Student Code of Conduct motivated by an individual’s age, color, disability, sex (including pregnancy), gender, gender identity, gender expression, genetic information, national origin, political affiliation, race, religion, sexual orientation, or veteran status (as stated in Virginia Tech Policy 1025) will be deemed an aggravating circumstance and will subject the student to a sanction more severe than would be imposed in the absence of such motivation. This sanction enhancement will not apply in cases in which protected classes are specifically addressed within the language of the policy, such as Gender-Based violence or Gender-Based Stalking.”

Mr. Livingston indicated that both University Legal Counsel and the Office of Equity and Accessibility were consulted regarding this change.

**Commission on Student Affairs**
Resolution CSA 2018-19D
Resolution to Change the Student Code of Conduct Section on Weapons (Changes to the Hokie Handbook [www.hokiehandbook.vt.edu](http://www.hokiehandbook.vt.edu))

Mr. John Allen Livingston presented the resolution for first reading. The Board of Visitors approved a change to Policy 5616 which made some changes about weapons ammunition on campus. This resolution changes the Student Code of Conduct to accurately reflect the changes made in Policy 5616 by referring to the policy instead of listing the same information as the policy.

**Commission on Undergraduate Studies and Policies**
Resolution CUSP 2018-19B
Resolution to Approve New Major, Humanities for Public Service, in Bachelor of Art in Religion and Culture

Dr. Kerry Redican presented the resolution for first reading. Dr. Redican introduced Dr. Matthew Gabriele to answer questions. Dr. Gabriele indicated that this new major is in response to student demand. Several students in Religion and Culture are doing work in the non-profit sector and are participating in public service. This new major formalizes training that is currently being done informally.

**Commission on Undergraduate Studies and Policies**
Resolution CUSP 2018-19C
Resolution to Approve New Major, Polymer Chemistry, in Bachelor of Science in Chemistry

**Commission on Undergraduate Studies and Policies**
Resolution CUSP 2018-19D
Resolution to Approve New Major, Medicinal Chemistry, in Bachelor of Science in Chemistry
Dr. Kerry Redican presented these two resolutions for first reading. Dr. Redican introduced Dr. Paul Deck to answer questions. Dr. Deck indicated that the new majors of Polymer Chemistry and Medicinal Chemistry were proposed after observing that the Chemistry Department is good at research, and by observing what areas of study students are interested in and what they want to do once they finish their degrees. The new Polymer Chemistry major is targeted towards careers in the area of materials, and the Medicinal Chemistry major is targeted towards careers in the area of life sciences.

**Commission on Undergraduate Studies and Policies**

**Resolution CUSP 2018-19E**

Resolution to Discontinue Bachelor of Science Degree in Engineering Science and Mechanics

Dr. Kerry Redican presented the resolution for first reading. Dr. Redican introduced Dr. Bevlee Watford to answer questions. A question was raised as to where will courses go that are currently being taught in this program. Dr. Watford indicated that BEAM is a department that houses two degrees, Biomedical Engineering and Engineering Science and Mechanics (ESM). There will be faculty still in the department responsible for teaching those courses. Dr. Julie Ross read a statement on the reasons the decision was made to discontinue the ESM degree (listed below).

- Historic and ongoing low program enrollment
- Availability and growth of mechanics related programs in Mechanical Engineering and Aerospace Engineering
- There is a new Biomedical Engineering degree starting in Fall 2019 with high student interest that is offered in the same department as the ESM degree
- Planned college growth of approximately 2000 undergraduate students that will have a primary focus on Computer Science and Computer Engineering
- Mechanical Engineering and Aerospace and Ocean Engineering are operating over capacity while Engineering Science and Mechanics is operating under capacity
- There will be no loss of jobs for faculty or staff in the College of Engineering by discontinuing the ESM degree
- There is a teach out plan where this program will not be discontinued until 2023 so all students currently enrolled at Virginia Tech can continue to choose this major

Dr. Rajesh Bagchi stated that the Commission on Graduate Studies and Policies received a letter (attached) from the Engineering Mechanics Graduate Committee regarding serious reservations about the discontinuance of the ESM degree. This letter of concern was written because they feel that if the undergraduate program is discontinued it will have strong impacts and unintentional consequences on the graduate program. Dr. Bagchi has asked that the Commission on Graduate Studies and Policies (CGSP) be given time to review this resolution before a vote is taken at University Council. There is only one CGSP meeting and one University Council meeting left this semester. A question was raised as to whether the teach-out plan would change if the vote on this resolution happened in the fall of 2019. Dr. Watford indicated that if a vote was delayed then enrollment would have to be offered to the incoming freshman class, and the teach-out plan would be delayed for one or more years. Dr. Watford indicated that this was not a quick decision and there has been ample time for concerns to be raised.

Ms. Christie Crandall, a member of the Student Government Association and a senior in the ESM degree program, raised concerns with the discontinuation of this program. Several students in the program are taking masters' classes but are having difficulty finding committee members. They are also finding it challenging to get advisors whom they want to work with because they have moved to different programs. Ms. Crandall also raised a concern that the physics focus of the program is not really addressed in this resolution, which was brought out as a concern back in October 2018. A final concern that was raised by students in the ESM program is that Biomedical Engineering and Biomechanics are two very different areas of study. Dr. Ross indicated that there will be three mechanics related majors, which are Biomedical Engineering, Aerospace and Ocean Engineering, and Mechanical Engineering (closest to Biomechanics).
Dr. Pinkney suggested that concerns that have not been addressed should be discussed with Dr. Watford and/or Dr. Ross prior to the next University Council meeting.

**Commission on Undergraduate Studies and Policies**
Resolution CUSP 2018-19F
Resolution to Approve Transitional Plan to Facilitate the Change of Date of Entry Graduation Requirements

Dr. Kerry Redican presented the resolution for first reading. Dr. Redican introduced Dr. Rachel Holloway and Mr. Rick Sparks to answer any questions. This resolution stipulates all graduation requirements will be established on a student’s date of entry to allow for a smoother transition for students transferring from the Virginia Community College System.

5. **Announcement of acceptance and posting of Commission Minutes**

Dr. Pinkney noted that these minutes have been voted on electronically and will be posted on the University web (http://www.governance.vt.edu). Note that the purpose of including Commission minutes on the agenda is to accept them for filing. University Council By-laws require that policy items be brought forward in resolution form for University Council action.

- Commission on Equal Opportunity and Diversity
  March 4, 2019
  April 1, 2019

- Commission on Faculty Affairs
  March 22, 2019

- Commission on Graduate Studies and Policies
  March 20, 2019

- Commission on Outreach and International Affairs
  March 21, 2019

- Commission on Student Affairs
  February 28, 2019
  March 21, 2019

- Commission on Undergraduate Studies and Policies
  March 25, 2019

6. **Presentation**

Mr. Rick Sparks, Associate Vice Provost and University Registrar, gave a presentation on the new degree/course proposal process (attached).

7. **Presentation**

Mr. Mike Moyer, Associate Vice President of Development for Colleges, and Ms. Angela Hayes, Chief of Staff for the Vice President for Advancement, gave a campaign update presentation (attached).

8. **Adjournment**

There being no further business, a motion was made to adjourn the meeting at 4:04 p.m.
April 19, 2019

Rajesh Bagchi
Chair, Commission on Graduate Studies and Policies

Dear Professor Bagchi:

The Engineering Mechanics Graduate Committee has serious reservations regarding CUSP Resolution 2018-19.E to Discontinue Bachelor of Science Degree in Engineering Science and Mechanics (BSESM), which is on the agenda for the University Council Meeting on April 22, 2019. We make the case below that CUSP Resolution 2018-19.E may have unintended consequences for the Engineering Mechanics (EM) graduate program, and therefore should be reviewed by the Commission on Graduate Studies and Policies (CGS&P).

Enrollment numbers for the EM graduate program are specifically mentioned in the supporting documentation under the rationale for the resolution to discontinue BSESM (further, the graduate program is erroneously referred to as the “ESM graduate” program), suggesting that according to the authors of CUSP Resolution 2018-19.E, the ESM undergraduate and EM graduate programs are inextricably linked. This is a key reason we find it necessary to outline the effect of the discontinuation of the ESM undergraduate program on the EM graduate program, a program which has strong appeal to domestic students and has seen demand (as measured by applicant numbers) grow steadily, and markedly, by 25%-60% every year for the last three years—an impressively high rate of continuous demand growth, among the highest in the College of Engineering (COE). Moreover, our graduates are successful. Recent examples include the recognition of an EM doctoral student as the 2019 Outstanding Doctoral Student for the COE, and two new doctoral students receiving the prestigious NSF Graduate Research Fellowship. Our graduates contribute to many arenas of industry, government and academia. In fact, over the past decade, 1 out of every 3 of our recent 100+ doctoral students have entered faculty positions, triple the national average for engineering PhDs.

The presentation of the data on graduate enrollment and graduate degrees awarded in the supporting documentation for CUSP Resolution 2018-19.E is both erroneous and not holistic. Regarding the latter, the presentation of data fails to acknowledge the significant impact of the 2014 merger of the former ESM department with SBES on EM graduate student recruiting, an event from which overall EM graduate enrollment numbers are only starting to recover.

Importantly, supporting documentation for CUSP Resolution 2018-19.E fails to consider potential impacts of the ESM undergraduate discontinuation on future EM graduate enrollments, as outlined below.

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a Over two-thirds of our recent incoming graduate student cohorts have been domestic students.
b Virginia Tech-Wake Forest University School of Biomedical Engineering and Sciences (SBES).
c Fall 2019 is our first year of total EM graduate enrollment growth since the merger, with our largest incoming cohort.
1. The ESM undergraduates have been a significant pipeline into the EM graduate program, primarily through the accelerated ESM UG/G program (“5 year masters”) through which we recruit, on average, about 25% of our incoming EM graduate students, as shown in the following table.

<table>
<thead>
<tr>
<th>Year</th>
<th>Entering ESM UG/G</th>
<th>Total Entering EM GS</th>
<th>Entering UG/G as % of total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2014</td>
<td>5</td>
<td>11</td>
<td>45%</td>
</tr>
<tr>
<td>Fall 2015</td>
<td>4</td>
<td>14</td>
<td>29%</td>
</tr>
<tr>
<td>Fall 2016</td>
<td>2</td>
<td>21</td>
<td>10%</td>
</tr>
<tr>
<td>Fall 2017</td>
<td>5</td>
<td>14</td>
<td>36%</td>
</tr>
<tr>
<td>Fall 2018</td>
<td>2</td>
<td>15</td>
<td>13%</td>
</tr>
<tr>
<td>Fall 2019</td>
<td>5</td>
<td>22</td>
<td>23%</td>
</tr>
</tbody>
</table>

2. The EM graduate program uses GTAs provided by the COE as part of the funding offers for graduate student recruiting, primarily doctoral students. Currently, the EM program receives 16 GTAs from the COE, which provide funding for about 20% of our enrolled students. The COE provides these GTAs in proportion to ESM student credit hours (SCHs). With the discontinuation of the ESM undergraduate program, ESM SCHs will decrease, leading to fewer GTAs, making it more difficult to make competitive multi-year funding offers to attract the best applicants.

3. Since its first announcement in September 2018, the ongoing process of discussing discontinuation of the ESM undergraduate program has resulted in faculty leaving the BEAM Department. The number of BEAM tenured and tenure-track faculty generalized as ESM faculty were, according to the COE Dean, 17 at the beginning of Fall 2018. That number fell to 14 at the beginning of Spring 2019, and could be lower beginning Fall 2019 (as low as roughly 10). A dwindling number of ESM faculty will make it increasingly difficult to staff EM graduate courses, which our growing enrollment numbers require.

4. If the trends cited above continue, the numbers of EM graduate students enrolled would, despite recent growth, likely fall, further exacerbating the trends of lower graduate student and faculty numbers. Within a few years, the numbers of EM graduate students could be so low—and with few faculty capable of teaching the EM graduate courses—that an argument might be made to end the program. **Though this is not the intention of CUSP Resolution 2018-19.E, it could be the result.** Given that a major rationale for the discontinuation of the ESM undergraduate program was falling enrollment numbers, it is reasonable to assume that a similar argument might be made for the EM graduate program.

Therefore, we request that CUSP Resolution 2018-19.E be reviewed by the CGS&P, and measures be put in to place to preserve the vitality of BEAM’s EM graduate program, a program which supports the missions of the BEAM Department, the College of Engineering, the Graduate School, and the University.

On behalf of the Engineering Mechanics Graduate Committee, Nicole Abaid, Scott Case, Mark Cramer, Shane Ross, and Jake Socha (all tenured and tenure-track faculty in BEAM),

Respectfully,

Shane D. Ross
Professor and Chair, Engineering Mechanics Graduate Committee
Department of Biomedical Engineering and Mechanics (BEAM)
Program and Course Proposals

Rick A. Sparks Jr. - University Registrar

Program Level
Degree
- SCHEV Provides Authority
- CIPC is Assigned

Major
- University Level

Options

MINORS

CERTIFICATES
ACADEMIC GOVERNANCE

GOVERNANCE OVERVIEW

INSTITUTIONAL PLAN COMMITTEE

New Major
Organizational Change
New Degree

IPC
• New Degree
• Modified Degree
• Organizational Changes
• Closure/Discontinue

College Curriculum Committee
• IPC
• Courses
• Majors/Options

CUSP/CGS&P
• UCC/GCC
• New Course/Revisions
• Program Additions/ Changes
• Org Structure Changes

University Council

Board of Visitors
• Degree
• Org Change

SCHEV
• Simple
• Complex

SACSCOC
• Notification
• Approval
QUESTIONS?
What is a Campaign

- Organized effort to raise funds and engagement around strategic initiatives to benefit and propel the university forward.
**Why have a Campaign**

- Organizes university constituencies’ work with advancement
- Helps set academic ambitions at all levels
- Gives platform to inspire alumni to larger gifts
- Goals promote engagement of entire alumni population

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**Campaign Life Cycle**

- Feasibility: July 2016 – June 2017
- Quiet Phase: July 2017
- Campaign Launch and Public Phase: October 2019
- Sesquicentennial: 2022
- Campaign Close: June 2027
### Campaign Goals

- $1,500,000,000 - $2,000,000,000
- Engagement Goal

### College and Unit Philanthropic Goals

<table>
<thead>
<tr>
<th>College and Unit</th>
<th>Philanthropic Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletics</td>
<td>$440,000,000  23%</td>
</tr>
<tr>
<td>Engineering</td>
<td>$310,000,000  17%</td>
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<tr>
<td>Fralin Biomed Rsch</td>
<td>$200,000,000 10%</td>
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<tr>
<td>University Priorities</td>
<td>$170,000,000 9%</td>
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<tr>
<td>Business</td>
<td>$105,000,000  6%</td>
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<tr>
<td>Science</td>
<td>$90,000,000   5%</td>
</tr>
<tr>
<td>Agriculture</td>
<td>$90,000,000   5%</td>
</tr>
<tr>
<td>Lib. Arts/Human Sci.</td>
<td>$85,000,000 5%</td>
</tr>
<tr>
<td>Honors</td>
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</tr>
<tr>
<td>Architecture</td>
<td>$60,000,000   3%</td>
</tr>
<tr>
<td>Vet Med</td>
<td>$59,000,000   3%</td>
</tr>
<tr>
<td>CORPS</td>
<td>$50,000,000   3%</td>
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<tr>
<td>WVTF</td>
<td>$30,000,000  1.5%</td>
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<td>Student Affairs</td>
<td>$30,000,000  1.5%</td>
</tr>
<tr>
<td>School of Medicine</td>
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<tr>
<td>Natural Resources</td>
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</tr>
<tr>
<td>ARTS</td>
<td>$10,000,000  0.5%</td>
</tr>
<tr>
<td>4H</td>
<td>$10,000,000  0.5%</td>
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<tr>
<td>Libraries</td>
<td>$7,000,000    0.4%</td>
</tr>
<tr>
<td>Graduate School</td>
<td>$5,500,000    0.3%</td>
</tr>
<tr>
<td>Inclusion &amp; Diversity</td>
<td>$5,500,000 0.3%</td>
</tr>
<tr>
<td>Innovation Campus</td>
<td>$TBD</td>
</tr>
</tbody>
</table>
Philanthropic Goals Powered by Engagement

Engagement Metrics

- Volunteer Engagement
- Experiential Engagement
- Philanthropic Engagement
Volunteer Leadership

- Board of Visitors
- VTF Board and Advancement Committee
- Virginia Tech Alumni Association
- VTAF Executive Committee
- Unit Advisory Councils
- College Advisory Councils
- Campaign Steering Committee

Key Volunteer Boards & Committees

- Campaign Steering Committee
- Board of Visitors
- VT Foundation Board of Directors
- VTF Advancement Committee
- VT Alumni Association Board of Directors
- VT Athletic Fund Board of Directors
- 1872 Society Board
- CALS Dean's Advisory Board
- CAUS Advisory Council
- Myers- Lawson School of Construction Industry Board
- College of Engineering Advisory Board
- Engineering Committee of 100
- EMC Advisory Council
- Vet Med Advisory Council
- Fralin Biomedical Research Institute Advisory Board
- LAHS Alumni Advisory Board
- LAHS Dean's Roundtable
- CNRE Dean's Advisory Council
- College of Science Roundtable
- VTCC Alumni Board
- Highty Tightly Alumni Board
- University Honors Advisory Council
- Multicultural Alumni Advisory Council
- Moss Arts Partners
- Pamplin Advisory Council
- Library Dean's Advisory Board
- Student Affairs Alumni Advisory Board
- Student Affairs Parent Council
- Student Affairs Young Alumni Board
- Smith Mountain Lake 4-H Board
- VTCSOM Advisory Council
Campaign Steering Committee

Tri-Chairs
- Lynne Doughtie
- Horacio Valeiras
- Morgan Blackwood Patel

Members
- Pat Caldwell
- Dave Calhoun
- Kevin Crofton
- André Davis
- Sandy Davis (VTF – Chair)
- Justin Graves
- Greg Herrema
- Steve Johnson
- Lisa Karlisch
- Ted King
- Mark Lawrence (VTAA)
- John Lawson
- Liz Lazor
- Floyd Merryman
- Robby Moser
- Quinton Nottingham
- J. Pearson
- Brandon Perry (VTF-Adv)
- Mike Quillen
- John Rocovitch
- Fay Street
- Dennis Treacy (BOV)

Campaign Priorities
- Faculty
- Students
- Capital
- Program
**Campaign Themes**

*NOT FINALIZED*

- Greater Washington DC Metro Area
- Inclusion and Diversity
- Roanoke – Academic Health Center
- Blacksburg Global Business Analytics Complex

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**Position Papers**

- Ambition
- Story Telling
- Builds Case Statements
- Timeline
End Result

- Informed
- Engaged
- Giving

Campaign Kick-Off Weekend
October 10 – 12, 2019
Questions?
Whereas, Virginia Tech is committed to non-discrimination as outlined in University Policy 1025 and the Principles of Community, and

Whereas, the University Student Conduct System supports the educational mission of the university by educating students about appropriate behavior and by fostering a community in which academic success can occur, and

Whereas, the system is based on the assumption that students and groups have the capacity to assume responsibility for their own behavior and that the university has the authority to establish an internal structure for the enforcement of its policies and procedures, which students have agreed to accept by enrolling in the university, and

Whereas, student conduct sanctions may be imposed upon a student or student organization for violation of university policy, and

Whereas, sanctions are determined based on case precedent and the presence of any mitigating and/or aggravating factors;

Therefore Be It Resolved, that the Student Code of Conduct be amended to include the following statement on sanction enhancements for violations of the code motivated by bias to be added to the Hokie Handbook immediately following the Student Code of Conduct:

Any violation of the Virginia Tech Student Code of Conduct motivated by an individual’s age, color, disability, sex (including pregnancy), gender, gender identity, gender expression, genetic information, national origin, political affiliation, race, religion, sexual orientation, or veteran status (as stated in Virginia Tech Policy 1025) will be deemed an aggravating circumstance and will subject the student to a sanction more severe than would be imposed in the absence of such motivation. This sanction enhancement will not apply in cases in which protected classes are specifically addressed within the language of the policy, such as Gender-Based violence or Gender-Based Stalking.
Dear April,

Here are GSA’s official comments on these CSA Resolutions, as per our discussion during the March 21st General Assembly Meeting:

Weapons Resolution
“The implication of expanding the ban to include leased property would require examining existing leases and we are concerned if due diligence has taken this into consideration.”

Bias Enhancement Resolution:
“Due to the complexity of the resolution up for comment, the lack of resources available on the subject at hand, and due to the lack of time to address it, we would like to draw attention to the circumstances surrounding our inability to make an informed comment.”

Thank you,

Samantha Fried
President of the Graduate Student Assembly of Virginia Tech
Whereas, the University Student Conduct System “plays a key role in educating students, faculty, staff, and other stakeholders about community expectations and values,” and

Whereas, “the mission of Student Conduct at Virginia Tech is to partner with Virginia Tech community members to address a student’s conduct inconsistent with university expectations,” and

Whereas, the University Student Conduct System strives to ensure a safe and civil learning environment, and

Whereas, the University Policy 5616, the Campus and Workplace Violence Prevention Policy, outlines prohibitions on “carrying, maintaining, or storing a firearm, ammunition, or weapon on any university facility,” and

Whereas, the current weapons policy in the Student Code of Conduct in the Hokie Handbook does not adequately reflect prohibitions on the storage of ammunition on all university facilities, as defined in Policy 5616, and

Whereas, the current “Expanded Weapons section” in the Hokie Handbook duplicates some, but not all, information in University Policy 5616;

Therefore Be It Resolved, that the Student Code of Conduct – Weapons policy be revised as follows:

1. Revise the current weapons policy to make it better align with University Policy 5616, the Campus and Workplace Violence Prevention Policy (Please see Attachment 1.).
2. Delete the “Expanded Weapons” section in the *Hokie Handbook* and instead link to University Policy 5616 in order to avoid conflicting or duplicative information. (Please see attachment 2).
CURRENT POLICY (pg 19.)

Weapons: Unauthorized possession, storage, or control of firearms, weapons, on university property, including storing weapons in vehicles on campus as well as in the residence halls. Furthermore, ammunition cannot be stored in any residence hall on campus. (Note: Virginia Tech Corps of Cadets weapons are governed by the Virginia Administrative Codes. Please refer to 8VAC105-20.) Refer to the expanded Weapons section for additional information.

Expanded Weapons Section (pg. 34-35)

Unauthorized possession, storage, or control of firearms or weapons on university property, including storing weapons in vehicles on campus as well as in the residence halls. Furthermore, ammunition cannot be stored in any residence halls on campus. (Note: Virginia Tech Corps of Cadets weapons are governed by the Virginia Administrative Codes. Please refer to 8VAC105-20.)

Firearms: defined as any gun, rifle, pistol, or handgun designed to fire any projectile, including but not limited to bullets, pellets or shots, regardless of the propellant used.

Ammunition: defined as any material intended for use in a firearm, capable of being projected by a weapon and/or makes the weapon operational.

Other weapons: defined as any instrument of combat or any object not designed as an instrument of combat but carried for the purpose of inflicting or threatening bodily injury. Examples include but are not limited to knives with blades longer than four inches, razors, metal knuckles, blackjacks, hatchets, bows and arrows, nun chukkas, foils, stun weapons, or any explosive or incendiary device. Possession of realistic replicas of weapons on campus is prohibited.

Stun weapons: defined as any device that emits a momentary or pulsed output, which is electrical, audible, optical, or electromagnetic in nature and which is designed to temporarily incapacitate a person. Students who store weapons in residence hall rooms, who brandish weapons or who use a weapon in a reckless manner may face disciplinary action, which may include suspension or dismissal from the university. Students who store ammunition in the residence halls will face disciplinary action. Exceptions to possessing weapons may be made in the case of university functions or activities and for educational exhibitions or displays. Exceptions must be approved by the Vice President for Administrative Services in consultation with appropriate university offices. This policy does not prohibit the possession of firearms by persons, such as law enforcement officers, who are authorized by law to do so in the performance of their duties.

A weapons storage program is available.

The storage program applies to the weapon and ammunition. Ammunition that will not be stored includes Air Soft projectiles, Nerf gun projectiles, and CO2 Cartridges. Interested persons should contact the Virginia Tech Police (Southgate Center, 540-231-6411.)

Weapons are further governed by Virginia Polytechnic Institute and State University Policy and Procedures No. 5616.
PROPOSED POLICY REVISION (pg. 19)

Weapons: Unauthorized possession, storage, use, or control-storage of firearms, ammunition, or weapons, on university property, facilities, which include any location, either permanent or temporary, owned or leased by Virginia Tech, and includes satellite campuses and offices. This includes, but is not limited to, the buildings, grounds, and the surrounding perimeters, including the parking lots, field locations, classrooms, alternate work or class locations, and university owned or leased vehicles, including storing weapons in vehicles on campus as well as in the residence halls. Furthermore, ammunition cannot be stored in any residence hall on campus. (Note: Virginia Tech Corps of Cadets weapons are governed by the Virginia Administrative Codes. Please refer to 8VAC105-20.) Refer to the expanded Weapons section for additional information. University Policy 5616 for additional information.

Expanded Weapons Section (pg. 34-35)

Unauthorized possession, storage, or control of firearms or weapons on university property, including storing weapons in vehicles on campus as well as in the residence halls. Furthermore, ammunition cannot be stored in any residence halls on campus. (Note: Virginia Tech Corps of Cadets weapons are governed by the Virginia Administrative Codes. Please refer to 8VAC105-20.)

Firearms: defined as any gun, rifle, pistol, or handgun designed to fire any projectile, including but not limited to bullets, pellets or shots, regardless of the propellant used.

Ammunition: defined as any material intended for use in a firearm, capable of being projected by a weapon and/or makes the weapon operational.

Other weapons: defined as any instrument of combat or any object not designed as an instrument of combat but carried for the purpose of inflicting or threatening bodily injury. Examples include but are not limited to knives with blades longer than four inches, razors, metal knuckles, blackjacks, hatchets, bows and arrows, nun chukkas, foils, stun weapons, or any explosive or incendiary device. Possession of realistic replicas of weapons on campus is prohibited.

Stun weapons: defined as any device that emits a momentary or pulsed output, which is electrical, audible, optical, or electromagnetic in nature and which is designed to temporarily incapacitate a person. Students who store weapons in residence hall rooms, who brandish weapons or who use a weapon in a reckless manner may face disciplinary action, which may include suspension or dismissal from the university. Students who store ammunition in the residence halls will face disciplinary action. Exceptions to possessing weapons may be made in the case of university functions or activities and for educational exhibitions or displays. Exceptions must be approved by the Vice President for Administrative Services in consultation with appropriate university offices. This policy does not prohibit the possession of firearms by persons, such as law enforcement officers, who are authorized by law to do so in the performance of their duties.

A weapons storage program is available.

The storage program applies to the weapon and ammunition. Ammunition that will not be stored includes Air Soft projectiles, Nerf gun projectiles, and CO2 Cartridges. Interested persons should contact the Virginia Tech Police (Southgate Center, 540-231-6411.)

Weapons are further governed by Virginia Polytechnic Institute and State University Policy and
CLEAN VERSION: REVISION

Weapons: Unauthorized possession, use, or storage of firearms, ammunition, or weapons on university facilities, which include any location, either permanent or temporary, owned or leased by Virginia Tech, and includes satellite campuses and offices. This includes, but is not limited to, the buildings, grounds, and the surrounding perimeters, including the parking lots, field locations, classrooms, alternate work or class locations, and university owned or leased vehicles. (Note: Virginia Tech Corps of Cadets weapons are governed by the Virginia Administrative Codes. Please refer to 8VAC105-20.) Refer to University Policy 5616 for additional information.
Campus and Workplace Violence Prevention Policy

1.0 Purpose

It is the intent of Virginia Polytechnic Institute and State University to provide a safe and secure environment for university employees, students, and visitors by establishing preventative measures and providing assistance and support to victims. This policy specifically addresses the university's position on the prevention, reduction, and management of violence to provide a safe working and learning environment for our students, employees, and visitors at all university owned, controlled, or leased properties, including satellite locations. In implementing this policy, the university is guided by the Commonwealth of Virginia's Policy 1.80 Workplace Violence and Policy 2.30 Workplace Harassment. In accordance with Section 23.1-805 of the Code of Virginia, this policy addresses the requirements that each public college or university shall have in place policies and procedures for the prevention of violence on campus, including assessment and intervention with individuals whose behavior poses a threat to the safety of the campus community.

The conduct of students is covered, in depth, by the Student Code of Conduct and University Policies for Student Life contained in the Hokie Handbook (http://www.hokiehandbook.vt.edu/). The Division of Student Affairs, Student Conduct Office is responsible for implementation. Nothing in this policy amends the University Policies for Student Life or the Student Code of Conduct.

2.0 Policy

Virginia Tech does not tolerate acts of violence committed by or against employees, students, contractual workers, temporary employment agency workers, volunteers, visitors, or other third parties on university owned, controlled, or leased properties, or while conducting university business at any location, including representing the university at conferences or off-site meetings, or riding in university owned or leased vehicles.

This policy applies to the personal conduct of an employee while functioning in the course and scope of employment, whether on or off-campus, and to any off-duty violent conduct that adversely impacts a university employee’s ability to perform his or her assigned duties and responsibilities. The personal conduct of students involving violations occurring off university property will be addressed under the Student Code of Conduct and University Policies for Student Life (contained in the Hokie Handbook) if university officials decide that university interests are involved. Student employees, including graduate students with assistantships, may also be covered under relevant employee policies.
It is intended that useful management strategies be employed to identify and prevent incidents of workplace and campus violence, reduce the effects of violence on victims, and provide consequences to those who threaten or perpetrate violence. University managers, employees, and students should report indications of possible hostile behavior, and are not to be subjected to acts of retaliation for reporting threatening behavior. The university will use available resources such as the Employee Assistance Program (refer to Policy 4345 Employee Assistance Program, http://www.policies.vt.edu/4345.pdf), law enforcement offices, the university’s Women’s Center, relevant offices within the Division of Student Affairs, and applicable human resources and student programs and policies in responding to alleged acts of violence.

In addition, the university’s department of Human Resources provides a conflict resolution program to assist in diffusing tensions and resolving interpersonal disputes through collaborative problem solving before disputes reach a level at which violence may erupt.

Policy 5615: University Safety and Security Policy (http://www.policies.vt.edu/5615.pdf) provides an overview of existing university safety and security policies and programs that demonstrate compliance with Sections 23.1-803 through 805 of the Code of Virginia and the Higher Education Act of 1965 as amended. The policy describes the authorities and responsibilities to carry out programs and operations that promote safety and security of individuals and property and establishes an operational committee for coordination and oversight of university safety and security policies and procedures. The policy also defines the specific responsibilities of the Virginia Tech Police Department (VTPD) and other university offices with responsibilities for campus safety and security, including compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

### 2.1 Prohibited Conduct and Sanctions

Violence includes, but is not limited to, intimidation, threats, physical attack, sexual assault, domestic and dating violence, stalking, or property damage, and includes acts of violence committed by or against university employees, students, contractual workers, temporary employment agency workers, customers, relatives, acquaintances, or other third parties on university facilities.

Prohibited conduct includes, but is not limited to:

- Intentionally injuring another person physically;
- Engaging in verbal or physical behavior that creates a reasonable fear of injury to an identifiable person;
- Intentionally engaging in verbal or physical behavior that subjects an identifiable individual to extreme emotional distress;
- Engaging in threatening or violent behavior based on race, ethnicity, gender, sexual orientation, or other protected status;
- Defacing or damaging property;
- Threatening to injure an individual or to damage property;
- Committing injurious or threatening acts related to sexual assault, stalking, dating or domestic violence or sexual harassment;
- Brandishing a weapon or firearm; and
- Retaliating against any individual who, in good faith, reports a violation of this policy or seeks help in addressing concerns arising under this policy.

Verbal behavior also includes use of any method of communication such as email, comments posted on websites, or other paper or electronic media.
A violation of this policy shall be considered unacceptable conduct and subject to the disciplinary actions under the appropriate faculty, staff, and student policies, up to and including dismissal.

- University staff and classified employees are subject to disciplinary action as outlined in the Commonwealth of Virginia Standards of Conduct and Performance Policy 1.60.
- University faculty members are subject to disciplinary review as outlined in the Faculty Handbook (http://provost.vt.edu/faculty_affairs/faculty_handbook.html).
- Hourly and wage employees, including adjunct faculty, are “at will” employees and may be disciplined or dismissed.
- Undergraduate and graduate students are subject to disciplinary actions as outlined in the Hokie Handbook (http://www.hokiehandbook.vt.edu/) (Student Code of Conduct and University Policies for Student Life).

Individuals who violate this policy may also be subject to arrest for trespass and/or violation of the appropriate state criminal statutes, and/or may be barred from campus.

For employees, an act of off-duty violent conduct may be grounds for disciplinary action, up to and including dismissal per applicable personnel policies.

### 2.2 Prohibition of Weapons and Ammunition

The university’s employees, students, and volunteers, or any visitor or other third party attending a sporting, entertainment, or educational event, or visiting an academic or administrative office building, dining facility, or residence hall, are further prohibited from carrying, maintaining, or storing a firearm, ammunition, or weapon on any university facility, even if the owner has a valid permit, when it is not required by the individual’s job, or in accordance with the relevant University Policies for Student Life. This prohibition applies to all events on campus where people congregate in any public or outdoor areas.

Any such individual who is reported or discovered to possess a firearm, ammunition, or weapon on university property will be asked to remove it immediately. Failure to comply may result in a student conduct referral and/or arrest, or an employee disciplinary action and/or arrest.

In accordance with this prohibition, students may not possess, use, or store firearms, ammunition, or weapons on university property; however, firearms and other weapons may be stored with the Virginia Tech Police Department to be checked out for use off-campus. The storage program also applies to ammunition, with the exception of paintballs, BBs, Air soft projectiles, Nerf gun projectiles, and CO2 cartridges. Organizational weapons of the Virginia Tech Corps of Cadets, approved by the Commandant, are not prohibited by this policy.

### 2.3 Authorized Exceptions to Prohibition on Possession of Firearms or Weapons

The following groups are exempted from this regulation:

A. Employees may possess a firearm or weapon only if the employee is:
   1. Required to possess the firearm or weapon as a part of the employee’s job duties with Virginia Tech;
   2. Using the firearm or weapon in conjunction with training received by the employee in order to perform the responsibilities of his/her job with the university;
   3. Is residing in university owned houses and are permitted to keep personal firearms on these premises; however, this exception does not extend to employees living in university residence halls;
4. A certified and sworn police officer employed by the Virginia Tech Police Department; and/or

5. Participating in a program sponsored by the Virginia Tech Police Department, wherein the firearms are provided by the Department and utilized only during supervision by the Department.

VTPD must approve all position descriptions requiring an employee to possess a weapon or firearm.

B. Students may possess and use appropriate tools, such as saws, knives, and other such implements, necessary for the performance of their job duties or school work, or for student recreational purposes approved under the Student Code of Conduct and University Policies for Student Life in the Hokie Handbook (http://www.hokiehandbook.vt.edu/) or while participating in a program sponsored by the Virginia Tech Police Department wherein the firearms are provided by the Department and utilized only during supervision by the Department.

C. Sworn and certified local, state or federal law enforcement officers who carry proper identification.

D. Individuals participating in sanctioned classes, athletics, or recreational sports practices, games/matches/tournaments, or events on campus which require the use of such items, may possess and use implements otherwise categorized as weapons (i.e. archery, starter pistols, etc.) if previously approved in writing by the Chief of the Virginia Tech Police Department or designee. Requests should be submitted no later than seven days in advance of the event and should contain sufficient detail to fully describe the purpose and use of the weapon(s), the time period during which the weapon(s) will be on university property or at a sponsored event, and where and for how long the weapon(s) will be stored.

E. Contractors and others on campus whose duties require possession and use of construction equipment, including but not limited to pneumatic nail guns, may possess and use such equipment only in performance of their job duties through a valid contractual or legal relationship with Virginia Tech.

2.4 Prevention, Risk Assessment, and Response

As part of a larger and institution-wide commitment to a safe campus and workplace environment, the university is committed to the development of preventative measures, including the campus and workplace violence prevention committee, the threat assessment team, security planning for at-risk individuals, pre-employment screening, as well as efforts to increase awareness of conflict resolution, employee assistance programs, student services, and other outreach and educational initiatives to increase employee and student awareness.

The Chief of the Virginia Tech Police Department, or designee, chairs the Campus and Workplace Violence Prevention Committee which is appointed by the President and Senior Vice President for Operations & Administration and reports to the University Safety and Security Policy Committee. The Campus and Workplace Violence Prevention Committee mission is to support the university's ideal of providing a safe and secure environment through collaboration with our partners. In addition to the responsibilities outlined by the Code of Virginia, the committee will also be responsible for:

- Recommending and implementing employee and student awareness and training programs on campus and workplace violence;

- Reviewing periodic summary reports from Student Affairs, Police, Human Resources, and other offices regarding violence prevention programs; and


2.4.1 Threat Assessment Team (TAT)

The President is responsible for appointing a Threat Assessment Team and its chair in accordance with 23.1-805 Code of Virginia (see President’s Policy Memorandum #251). The team reports to the University Safety and Security Policy Committee and includes representatives from the Virginia Tech Police Department, Academic Affairs, Student Affairs, and Human Resources, and a clinical psychologist from the university’s Counseling Center. Legal Counsel serves as an advisor to the Threat Assessment Team. The team is charged with using its judgment to assess, intervene, and follow policies for individuals whose behaviors may present a threat to the safety of the campus community as appropriate; working with enforcement and mental health agencies to expedite assessment and intervention; and developing comprehensive fact-based assessments of students, employees, or other individuals who may present a threat to the university. The TAT is empowered to take timely and appropriate action, consistent with the judgment of the team, university policy and applicable law.

2.5 Identifying and Reporting Risks

All individuals are encouraged to be alert to the possibility of violence on the part of employees, former employees, students, customers, and strangers. Employees and students shall place safety as their highest concern, and shall report all acts of violence and threats of violence. All reports of violence will be handled in a confidential manner, with information released only on a need-to-know basis within the campus community and in accordance with federal and state laws and regulations. Management shall be sensitive and responsive to the potential for fear of reprisal by employees or students who report threats or acts of violence. This policy prohibits retaliation against any person who, in good faith, reports a violation of this policy. Every effort will be made to protect the safety and anonymity of anyone who comes forward with concerns about a threat or act of violence.

2.6 Responsibilities

Administrators, faculty members, staff members, and students should take any threat or violent act seriously and report acts of violence or threats to the appropriate authorities as set forth in this policy.

Department heads, directors, and supervisors are also responsible for communicating the policy to all employees under their supervision, overseeing facility safety, identifying and providing violence prevention training to employees as appropriate, and ensuring that all employees are aware of how to report potential threats.

The Virginia Tech Police Department will coordinate all university action in case of a violent incident on campus or in the workplace, and investigate threats or incidents of violence. Only the Virginia Tech Police or other law enforcement agencies should attempt to apprehend the alleged offender. As appropriate, the Virginia Tech Police Department will apprise the Threat Assessment Team.

Human Resources will coordinate employee-related preventive measures, including conducting criminal conviction checks in accordance with university policy, providing awareness programs to new employees, coordinating referrals to the employee assistance program, advising employees and managers, making referrals to the Threat Assessment Team and providing case management, providing conflict resolution services, and coordinating with other university and community resources to support victims of violence.
Student Affairs will coordinate student-related preventive measures including training for professionals, student employees (e.g. Resident Advisors), and students through the on-call process and through other education and training methods. The Student Conduct Office is responsible for responding to and adjudicating violations of the University Policies for Student Life. The Dean of Students Office staff will coordinate and convene the Care Team, the goal of which is to coordinate support services and administrative response to crises involving students, make referrals to the Threat Assessment Team, and provide case management.

The Office of Emergency Management (OEM) will develop and coordinate the university’s emergency response plan, advise departments on the development of unit plans, provide templates to support the development of departmental plans, and coordinate emergency preparedness training for university administrators and departments in partnership with Student Affairs, University Relations, Virginia Tech Police, Environmental Health and Safety, Human Resources, and other offices.

The VT Women’s Center will respond to requests for assistance from staff, student, and faculty victims of violence, or threats of violence, by providing counseling, advocacy, safety planning, and other support as needed to victims of sexual assault, rape, dating or domestic violence, or other forms of campus or workplace violence. The Center will coordinate services with on- and off-campus partners such as the VT Police Department and other law enforcement agencies, the court system, the on-campus student conduct process, medical and hospital services, and shelter services.

### 3.0 Procedures

#### 3.1 Reporting Incidents

Any individual who believes there is an immediate danger to the health or safety of any member of the university community should call the Virginia Tech Police immediately.

The university’s Threat Assessment and Management website ([http://www.threatassessment.vt.edu](http://www.threatassessment.vt.edu)) describes indicators of potential concern and identifies resources. Individuals should call the Virginia Tech Police (540-382-4343) to notify the Threat Assessment Team about a concerning behavior or situation observed.

**EMERGENCIES OR PERSONS OF CONCERN**: Students, faculty, staff, and visitors may report emergencies, criminal actions and suspicious behavior to the Virginia Tech Police by dialing 911 from any cellular phone, campus phone or by activating the blue emergency phones located on campus. The caller should describe the nature of the emergency to the dispatcher and provide as much detailed location information as possible (Virginia Tech campus, building or parking lot name or address, room number, etc.). All non-emergency calls to the Virginia Tech Police should also be directed to (540) 382-4343.

Virginia Tech personnel who work at off-campus sites should inquire with local officials about the proper procedures for requesting emergency assistance, including the use of cellular phones. Most Virginia locations use “911” for emergency calls. However, use of cellular phones at off-campus sites to request emergency assistance may involve delays depending on how the call is routed.

**CRIMES**: Virginia Tech encourages the community to report all possible crimes to the Virginia Tech Police Department at 911 for emergencies, and (540) 382-4343 for non-emergencies. Certain crimes may be reported online.

DISTRESSED EMPLOYEES: Concerns about the behavior of or statements made by Virginia Tech employees including teaching and research faculty employees, administrative or professional employees, classified and university employees and wage employees may be reported to Human Resources at (540) 231-9331. Matters needing immediate attention should be directed to the VT Police Department at (540) 382-4343.

DISTRESSED STUDENTS: The Dean of Students Office takes reports of students who may be in distress. The Dean of Students reporting system allows faculty members and critical staff members identified by department heads to submit information about a student whose exhibited behaviors or statements may be of concern (in or outside of the classroom). Contact may be made by phone (540-231-3787) or the reporting system available within the Hokie SPA/Faculty Access menu. Matters needing immediate attention should be directed to the VT Police Department at (540) 382-4343.

WORKPLACE ACCIDENTS AND INJURIES: An injured employee is required to immediately report an accident or illness to the direct supervisor. Upon the employee's notification of the injury to the departmental supervisor, the department is required to offer the employee a Workers Compensation Panel of Physicians. Those employees needing immediate medical treatment for serious injuries may visit the Emergency Room and should report the injury as Workers' Compensation at the time treatment is received. Once an employee reports a job-related injury, the supervisor must immediately file the Employer’s Accident Report, Form VWC No. 3 with Human Resources within 24 hours of the date/time of the injury (see https://www.hr.vt.edu/benefits/health/workers-compensation.html for procedures and contact information).

OTHER RESOURCES FOR REPORTING:

Stop Abuse: Individuals may contact Stop Abuse at the Virginia Tech’s Women’s Center (540) 231-7806) regarding concerns about sexual assault, relationship violence, stalking, cyberstalking/online harassment, and sexual harassment. If help or support is needed after 5 pm during the week or on the weekend, the Women's Resource Center of the New River Valley's 24-hour hotline at (540) 639-1123 should be used.

Detailed procedures are included in the policies referenced in the body of this policy, the additional related policies included in section 5.0 References, and on the websites of the university offices engaged in supporting campus safety and security.

General questions about the Campus and Workplace Violence Prevention Policy should be directed to the Virginia Tech Police Department. Questions about specific issues may also be directed to:

- Human Resources (540) 231-9331
- University Legal Counsel (540) 231-6293
- Virginia Tech Police (540) 382-4343
- Virginia Tech Women’s Center (540) 231-7806
- Student Conduct Office (540) 231-3790
- Dean of Students Office (540) 231-3787
- Cook Counseling Center (540) 231-6557
- Occupational Safety Division - Environmental Health and Safety (540) 231-5985
3.2 Emergency Communications

University Policy 5615, University Safety and Security (http://www.policies.vt.edu/5615.pdf) describes the university’s emergency communications process. In accordance with the Higher Education Act of 1965 as amended and Section 23.1-803 of the Code of Virginia, the university has implemented a comprehensive communications system to provide prompt warning notifications and alerts of emergencies or threats to the campus community using a variety of methods, including but not limited to: email notices; phone, cellular phone, and text messages; classroom electronic message signs; posters; university website notices; campus loud speakers and desktop alerts.

3.3 Support for Victims of Violence

The university shall make efforts to provide a campus and workplace free from violence and to protect and support victims and those threatened or exposed to acts or threats of workplace violence by offering security measures and identifying appropriate resources for providing support and assistance. Victims may also need special accommodations or adjustments to their work or class schedule, location or working conditions in order to enhance their safety. The university shall accommodate these requests and needs whenever possible and appropriate.

3.4 Security Planning for Potentially At-Risk Employees and Students

Some employees can be at risk for violence/hostility because of the nature of their jobs. Other employees or students can be at risk because they are subject to violence, threats, or harassment from a current or former spouse or partner, or other non-employee. The Virginia Tech Police Department, Human Resources, the Women’s Center, and other offices will work with students and employees who are identified as at-risk, and their supervisors, to develop safety plans that address the specific risks they face.

3.5 Pre-employment Screening and Criminal Conviction Checks

Human Resources administers the university’s Policy 4060: Conviction and Driving Record Investigation and will work with hiring managers to ensure that criminal conviction checks are conducted in accordance with the policy. Hiring managers are responsible for conducting pre-employment reference checks and advising Human Resources when potential problems are identified.

4.0 Definitions

Ammunition is defined as any material intended for use in a firearm, capable of being projected by a weapon and/or that makes the weapon operational.

An at-risk individual is defined as an employee, student, or other person who is a potential target or victim of violence or a threat to self or others.

Assault is committed when one person 1) tries to or does physically strike another, or 2) acts in a threatening manner to put another in fear of immediate harm. Aggravated assault is defined as a completed or attempted attack with a weapon and an attack without a weapon in which the victim is seriously injured.

Campus is defined as any location, either permanent or temporary, owned or leased by Virginia Tech. This includes, but is not limited to, the buildings, grounds, and the surrounding perimeters, including the parking lots, field locations, classrooms, residence halls, alternate work or class locations.

A credible threat of violence is defined as a knowing and willful statement, action, or course of conduct that would cause a reasonable person to believe that he or she is under threat of death or serious bodily injury. A course of conduct is any series of acts over a period of time, however short, that evidences a continuity of purpose, such as
following or stalking an individual to or from the workplace/campus, telephone calls to the employee or student, and correspondence with the employee or student, whether by public or private mail, e-mail, interoffice mail, or fax.

**Employee**, for purposes of this policy, is defined as any salaried or wage faculty or staff member, graduate students paid on assistantships, and student workers.

**Firearms** are defined as any gun, rifle, pistol, or handgun designed to expel or discharge any projectile including but not limited to bullets, BBs, pellets, or shots, including paint balls, regardless of the propellant used.

**Intimidation** is engaging in actions that include, but are not limited to, stalking or behavior intended to frighten, coerce, or induce duress.

**Physical Attack** is unwanted or hostile physical contact such as hitting, fighting, pushing, shoving or throwing objects.

**Property Damage** is intentional damage to property and includes property owned or leased by the university, employees, students, volunteers, visitors or vendors.

**Satellite Campus or Offices**: A location of the university that is geographically apart and independent from the main Blacksburg campus.

**Sexual assault** is defined as any forcible sexual activity that occurs without the consent of the victim. It includes, but is not limited to, unwanted kissing and fondling, forcible vaginal, oral, or anal intercourse, and forcible penetration with an object or finger. Consent is an agreement reached without force, coercion, or intimidation between persons. Forcible sexual activity occurs when consent is not reached or when the victim is mentally incapacitated or physically helpless.

**Stalking** is defined as repeatedly contacting another person when the contact is unwanted. Additionally, the conduct may cause the other person reasonable apprehension of imminent physical harm or cause substantial impairment of the other person’s ability to perform the activities of daily life. Contact includes but is not limited to communicating with (either in person, by phone or computer) or remaining in the physical presence of the other person.

**Student** is defined as any individual who has accepted an offer of admission as an undergraduate, graduate, or professional student and who has not yet graduated or officially transferred to another institution.

**Student employee** is defined as any work-study student, student wage employee, or graduate student paid on an assistantship on the university payroll.

**Third Parties** are individuals who are not state employees or students, such as relatives, acquaintances, contractual workers, vendors, visitors, volunteers, customers, clients, or strangers.

**Threat** is the expression of intent to cause physical or mental harm. An expression constitutes a threat without regard to whether the party communicating the threat has the present ability to carry it out, and without regard to whether the expression is contingent, conditional, or future.

**University facilities** are any location, either permanent or temporary, owned or leased by Virginia Tech, and includes satellite campuses and offices. This includes, but is not limited to, the buildings, grounds, and the surrounding perimeters, including the parking lots, field locations, classrooms, alternate work or class locations, and university owned or leased vehicles.
**Victim** is defined as an individual who has experienced or witnessed an act or acts of violence or threats of violence as outlined in this policy.

**Violence** is defined as any physical assault, threatening behavior, or verbal abuse occurring on university facilities or campuses (see definitions) committed by employees, students, clients, customers, relatives, acquaintances or strangers, but does not include lawful acts of self-defense or the defense of others. Violence includes, but is not limited to, physical attack, beating, stabbing, suicide or attempted suicide, shooting, rape, domestic violence, property damage, threats, obscene phone calls, intimidating presence, and harassment of any nature such as stalking, shouting or swearing.

**Weapons** are defined as any instrument of combat, or any object not designed as an instrument of combat but carried for the purpose of inflicting or threatening bodily injury. Examples include but are not limited to firearms, knives with fixed blades or pocket knives with blades longer than four inches, razors, metal knuckles, blackjacks, hatchets, bows and arrows, nun chahkas, foils, stun weapons, or any explosive or incendiary device. Stun weapon is defined as any device that emits a momentary or pulsed output which is electrical, audible, optical or electromagnetic in nature and which is designed to temporarily incapacitate a person.

**Workplace** is any location, either permanent or temporary, where an employee performs any work-related duty. This includes, but is not limited to, the buildings and the surrounding perimeters, including the parking lots, field locations, classrooms, alternate work locations, and travel to and from work assignments. It further includes university owned or leased vehicles.

### 5.0 References
Virginia Tech Employee Handbooks

[https://www.hr.vt.edu/resources/current-employees/policies-handbooks.html](https://www.hr.vt.edu/resources/current-employees/policies-handbooks.html)

Faculty Handbook


Hokie Handbook: Student Code of Conduct and University Policies for Student Life


Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act


Department of Human Resource Management Policy 1.80 Workplace Violence


Department of Human Resource Management Policy 2.30 Workplace Harassment


University Policy 1025, Policy on Harassment, Discrimination, and Sexual Assault

[http://www.policies.vt.edu/1025.pdf](http://www.policies.vt.edu/1025.pdf)

University Policy 4060, Conviction and Driving Record Investigation for Employment

[http://www.policies.vt.edu/4060.pdf](http://www.policies.vt.edu/4060.pdf)
University Policy 4345, Employee Assistance Program  
http://www.policies.vt.edu/4345.pdf

University Policy 5615, University Safety and Security  
http://www.policies.vt.edu/5615.pdf

University Policy 8300, University Policies for Student Life  
http://www.policies.vt.edu/8300.pdf

Section 23.1, Chapter 8 of the Code of Virginia  
https://law.lis.virginia.gov/vacode/title23.1/chapter8/

6.0 Approval and Revisions

Approved by the Board of Visitors on June 13, 2005, contingent upon review by the Office of the Attorney General.

- Revision 1
  Section 2.2 revised on recommendation and approval of the Office of the Attorney General, August 23, 2005.

- Revision 2
  - Section 2.2: Prohibition of Weapons was revised to include dining facilities.
  - Section 2.4 included the statement that the committee would be appointed by the President, and the name of the committee was changed.
  - The new section 2.4.1 was added to include the appointment of a Threat Assessment Team.
  - Responsibilities of the new Office of Emergency Management were added in section 2.6.
  Approved March 19, 2008 by Sherwood G. Wilson, Vice President for Administrative Services.

- Revision 3
  - Section 1.0: Added reference to Section 23-9.2:10 of the Code of Virginia.
  - Section 2.0: Added references to Policy 4315 Employee Assistance Program and Policy 5615 University Safety and Security.
  - Section 2.4: Removed “risk assessment” from the title of the Campus and Workplace Violence Prevention Committee in accordance with the Safety and Security Committee Structure approved by the Board of Visitors on November 9, 2009. Other changes include clarification of the violence prevention committee’s specific responsibilities to be consistent with the approved committee structure.
  - Section 2.4.1: Clarified the role of the Threat Assessment Team in accordance with the approved Safety and Security Committee structure.
  - Section 3.1: Expanded reporting procedures, including procedures for satellite campus and offices.
  - Section 3.2: Added section on emergency communications
  - Section 4.0: Added definitions for “ammunition” and “satellite campus and offices”; updated the definitions for “violence” and “weapons”
  Approved December 13, 2010 by Vice President for Administrative Services, Sherwood G. Wilson.

- Revision 4
  Section 2.2: Added the following sentence to the first paragraph: “This prohibition applies to all events on campus where people congregate in any public or outdoor areas.”
Approved June 12, 2011 by Charles W. Steger, President.

- Revision 5
  Section 2.3: Updated and replaced entire section.
  Approved August 21, 2011 by Charles W. Steger, President.

- Revision 6
  Section 2.3: Technical correction to clarify that sworn and certified local, state or federal law enforcement officers who carry proper identification are exempt from the prohibition on possession of firearms and weapons.
  Approved June 25, 2012 by Charles W. Steger, President.

- Revision 7
  Section 2.3: Added exception to weapons prohibition for individuals using implement as part of an approved sporting event.
  Approved October 3, 2012 by Charles W. Steger, President.

- Revision 8
  Technical updates to contact information, references, and website links throughout document.
  Approved February 17, 2017 by Timothy D. Sands, President.

- Revision 9
  - Section 2.2: Clarified prohibition of weapons includes prohibition on storage of ammunition on campus.
  - Technical updates to hyperlinks throughout document.
  - Added paragraph about prohibition of possession, use, or storage of firearms, ammunition or weapons by students in accordance with the resolution passed by the Board of Visitors on March 22, 2010.

  Approved February 12, 2018 by the University Safety & Security Policy Committee
  Approved February 12, 2018 by Timothy D. Sands, President.

- Revision 10
  - Updates to Campus Workplace and Violence Prevention Committee charge and membership to ensure consistency with Code of Virginia and various campus department responsibilities.
  - Section 2.2: Technical updates to language to ensure consistency in paragraphs.
  - Added reference to Presidential Policy Memorandum #251 regarding the Threat Assessment Team.

  Approved March 11, 2019 by the Safety and Security Policy Committee.

  Approved March 11, 2019 by the President, Timothy D. Sands.
Dear April,

Here are GSA's official comments on these CSA Resolutions, as per our discussion during the March 21st General Assembly Meeting:

Weapons Resolution
“The implication of expanding the ban to include leased property would require examining existing leases and we are concerned if due diligence has taken this into consideration.”

Bias Enhancement Resolution:
“Due to the complexity of the resolution up for comment, the lack of resources available on the subject at hand, and due to the lack of time to address it, we would like to draw attention to the circumstances surrounding our inability to make an informed comment.”

Thank you,

Samantha Fried
President of the Graduate Student Assembly of Virginia Tech
Resolution to Approve New Major, Humanities for Public Service, in Bachelor of Arts in Religion and Culture

WHEREAS, a significant number of faculty members in the Department of Religion and Culture have international reputations, active research agendas, outreach activities, and teaching responsibilities in the field of humanities for public service; and

WHEREAS, Humanities for Public Service has been an Option under the Bachelor of Arts Degree, Major in Religion and Culture, and the new major incorporates required courses of the Humanities for Public Service option, while maintaining a robust curriculum within the Religion and Culture degree; and

WHEREAS, the change from an Option to a Major enables the Department of Religion and Culture to more clearly reflect one of its principal areas of study and better align the program with similar programs at other institutions; and

WHEREAS, the Major in Humanities for Public Service will provide better visibility for the program and will provide support to the enrollment management of incoming freshmen and transfer students into the College of Liberal Arts and Human Sciences; and

WHEREAS, the Major in Humanities for Public Service prepares students for a wide range of careers or advanced degree studies, the new Major can be readily promoted to potential employers and graduate schools and make it easier for students to market themselves; and

WHEREAS, the Major in Humanities for Public Service will provide for more curricular flexibility and specialization within the Department of Religion and Culture, as well as participation in cross-disciplinary curricular initiatives across the university;

THEREFORE, LET IT BE RESOLVED that the Major in Humanities for Public Service be approved for addition to the Bachelor of Arts in Religion and Culture effective Fall 2019 and the proposal forwarded through University governance and to the President for approval.
Resolution to Approve New Major, Polymer Chemistry, in Bachelor of Science in Chemistry

WHEREAS, polymer chemistry has attracted both long-standing and resurgent recognition among the academic and research communities of science, technology, engineering and mathematics (STEM) as a vitally important and thriving interdisciplinary field; and

WHEREAS, polymer chemistry is an increasingly important aspect of materials science as demonstrated by multiple major international conferences each year and steady increases in Federal research resources (for example, from the National Science Foundation, the National Institutes of Health, and the US Departments of Energy, Defense, and Agriculture) directed to colleges and universities; and

WHEREAS, polymer science is a large and increasing sector of American research and development, providing new materials for water purification, drug delivery, renewable energy, electronic devices, textiles and fire retardants, built environments, paints and coatings, packaging and adhesives, as well as pipe and plastic parts including 3D-printed objects; and

WHEREAS, polymer chemistry is a cornerstone activity of the Virginia Tech Macromolecules Innovation Institute (MII), an academic research enterprise comprising seventy faculty members spanning thirteen academic departments as well as Institute for Critical Technology and Applied Science (ICTAS), the Virginia College of Osteopathic Medicine (VCOM), and the Fralin Biomedical Research Institute, and

WHEREAS, the Chemistry Department in particular has established a premium international reputation in the area of polymer chemistry; and

WHEREAS, the creation of the Major in Polymer Chemistry will establish an additional educational path for students in the Bachelor of Science in Chemistry who desire a focused program in an important application area that will prepare them well for employment in the private sector (from the many small startups to giants like ExxonMobil, DuPont, 3M, BASF, Dow, and Lyondell), for employment in government agencies, and for graduate study in polymer chemistry and allied fields; and
WHEREAS, 50% of all chemists will work in polymer science in some capacity during their careers (American Chemical Society, College to Career 2019); and

WHEREAS, only two universities in the Eastern United States (none within the Great Commonwealth of Virginia) presently offer undergraduate majors in polymer chemistry;

THEREFORE, LET IT BE RESOLVED that the Major in Polymer Chemistry be approved for addition to the Bachelor of Science in Chemistry effective Fall 2019 and the proposal be forwarded to the President for approval.
WHEREAS, medicinal chemistry has attracted significant recognition among the academic and research communities of science, technology, engineering and mathematics (STEM) as a vitally important and thriving interdisciplinary field; and

WHEREAS, medicinal chemistry is an increasingly important aspect of health sciences as demonstrated by multiple major international conferences each year and steady increases in Federal research resources (for example, from the National Science Foundation and the National Institutes of Health) directed to colleges and universities; and

WHEREAS, drug discovery (in which medicinal chemistry plays a central role), is a large and rapidly increasing sector of American research and development, with total domestic R&D expenditures exceeding $70 billion (2017 data) and rapidly growing by approximately $5 billion annually since 2013, providing new substances for the diagnosis and treatment of the entire spectrum of human disease; and

WHEREAS, medicinal chemistry is a cornerstone activity of the Virginia Tech Center for Drug Discovery (VTCDD), an academic research enterprise comprising over 50 faculty members spanning thirteen academic departments as well as the Biocomplexity Institute, the Virginia College of Osteopathic Medicine, and the Fralin Biomedical Research Institute; and

WHEREAS, the Chemistry Department in particular has established a premium international reputation in the area of medicinal chemistry and drug discovery; and

WHEREAS, the creation of the Major in Medicinal Chemistry will establish an additional educational path for students in the Bachelor of Science in Chemistry who desire a program that spans both physical sciences and health sciences and that will prepare them well for employment in the private sector (from the many small startups to giants like Pfizer and Merck), for employment in government agencies, and for graduate study in medicinal chemistry and allied fields; and
WHEREAS, only five universities in the Eastern United States and Canada (none within the Great Commonwealth of Virginia) presently offer undergraduate majors in medicinal chemistry;

THEREFORE, LET IT BE RESOLVED that the Major in Medicinal Chemistry be approved for addition to the Bachelor of Science in Chemistry effective Fall 2019 and the proposal be forwarded to the President for approval.
WHEREAS, the Bachelor of Science in Engineering Mechanics was established in 1958, then was renamed the Bachelor of Science in Engineering Science and Mechanics in 1972; and

WHEREAS, the degree has graduated 204 students over the past 5 years, with enrollments declining 23% from 2013 to 2018, while the College of Engineering enrollment rose 12% for the same time period; and

WHEREAS, the University is committed to growth in undergraduate student enrollments and the College of Engineering seeks to support this growth through increases in its undergraduate student enrollment across all degree programs; and

WHEREAS, the Department of Biomedical Engineering and Mechanics (BEAM) will be offering a Bachelor of Science in Biomedical Engineering available to those students interested in the biomechanics option area within the Bachelor of Science degree in Engineering Science and Mechanics; and

WHEREAS, there are significant technical and intellectual similarities between the Biomedical Engineering, Mechanical Engineering, Aerospace Engineering and Engineering Science and Mechanics disciplines; and

WHEREAS, engineering graduates are entering a workplace that continues to evolve, creating new opportunities that reflect our changing world; and

WHEREAS, there exists a large and increasing enrollment in other disciplines such as mechanical and aerospace engineering in similar and related research areas; and
WHEREAS, a teach-out plan has been developed to ensure students currently enrolled in the Bachelor of Science may complete and be awarded the Bachelor of Science in Engineering Science and Mechanics; and

WHEREAS, current students in the Bachelor of Science in Engineering Science and Mechanics have been informed that the degree will be discontinued and they have until August 2023 to complete the degree requirements; and

WHEREAS, current students who plan to graduate in Fall 2023 or after will have the option of transitioning to mechanical, aerospace, biomedical, or any of the College of Engineering’s 14 undergraduate degree programs;

THEREFORE, BE IT RESOLVED, that the Bachelor of Science in Engineering Science and Mechanics be discontinued, effective Summer II 2023;
COVER SHEET - NEW and REVISED CHECKSHEETS, OPTIONS, CONCENTRATIONS and DEGREES (Version 1.1)
Commission on Undergraduate Studies and Policies/ Commission on Graduate Studies and Policies
Effective September 2016

• SEE APPENDIX FOR NOTES, EXPLANATIONS AND ADDITIONAL GUIDELINES•
•PRINT CLEARLY, TYPE or COMPLETE ELECTRONICALLY•

PROPOSAL DATE: 1-23-2019

DEPARTMENT: College of Engineering

DEGREE NAME: Bachelor of Science - Engineering Science and Mechanics

☐ MAJOR ☐ MINOR ☐ OPTION/CONCENTRATION
☐ GRADUATE CERTIFICATE ☐ UNIVERSITY CONCENTRATION ☐ PATHWAYS MINOR

DEAN and/or
DEPARTMENTAL CONTACT: Bevlee A. Watford
CONTACT MAILCODE: 0275

CONTACT PHONE: 1-3244

CHECK ONLY ONE OF THE FOLLOWING BOXES

New
☐ NEW UNDERGRADUATE
☐ NEW MINOR
☐ NEW PATHWAYS MINOR Complete Part II
☐ NEW OPTION
☐ NEW UNIVERSITY CONCENTRATION
☐ NEW CONCENTRATION
☐ NEW GRADUATE CERTIFICATE
☐ NEW DEGREE

Revised
☐ REVISED CHECKSHEET
[Revision>20%] Revision<20%
(Attach copy of current APPROVED checksheet)
☐ REVISED MINOR
(Attach copy of current APPROVED checksheet)
☐ REVISED PATHWAYS MINOR
(Attach copy of current APPROVED checksheet)
☐ REVISED OPTION
(Attach copy of current APPROVED checksheet)
☐ REVISED UNIVERSITY CONCENTRATION
(Attach copy of current APPROVED checksheet)
☐ REVISED CONCENTRATION
(Attach copy of current APPROVED checksheet)
☐ REVISED GRADUATE CERTIFICATE
☐ REVISED DEGREE

Discontinued
☐ DISCONTINUED MINOR
(Attach Transition Plan)
☐ DISCONTINUED PATHWAYS MINOR
(Attach Transition Plan)
☐ DISCONTINUED OPTION
(Attach Transition Plan)
☐ DISCONTINUED UNIVERSITY CONCENTRATION
(Attach Transition Plan)
☐ DISCONTINUED CONCENTRATION
(Attach Transition Plan)
☐ DISCONTINUED DEGREE
(Attach Transition Plan)

• EFFECTIVE DATE: GRADUATING CLASS OF Summer 2023 (List Year Only)

• FOR ALL CHECKSHEETS, NEW AND REVISED: Attach Statement from Dean or Departmental Representative Outlining the Changes from the Currently APPROVED Checksheet and Method(s) of Communication to Students Impacted by these Changes.
• Attach Appropriate Letters of Support from Affected Departments and/or Colleges
• Revised checksheets with 20% or less revision can be forwarded directly to the Office of the University Registrar (0134) for Administrative Approval. Supporting documentation should be attached.

Revision Summary:

APPROVAL SIGNATURES:

Department Representative

Date: 2/13/19

College Curriculum Committee Representative

Date: 2/13/19

College Dean

Date: 3/13/19

Rev. 05-12-2016
January 23, 2018

RE: Documentation for Discontinuation of BSESM: the Bachelor of Science Engineering Science and Mechanics

To Whom It May Concern,

The College of Engineering plans to discontinue the BSESM: the Bachelor of Science Engineering Science and Mechanics.

Background
Virginia Tech has offered a Bachelor of Science in Engineering Mechanics since 1958, renamed the Bachelor of Science in Engineering Science and Mechanics in 1972. While numerous institutions offered this and similar degrees in the past, the number of actual departments and degree programs has declined over the past 25 years, changing with the needs of the global engineering community. For many years the program at Virginia Tech has been a leader in the nation, producing graduates that often continued into graduate programs and future research positions.

The ever-changing needs of the engineering professional community is reflected in the undergraduate enrollment across all degree programs in the College. For example, in the past 25 years several degree programs have watched their enrollments decline in synch with national or global demand. Throughout these periods the departments had to maintain a strong presence, venturing into other, often emerging, industries in order to keep their degree programs and graduates relevant and in high demand. These changing enrollment patterns experienced by many degree programs over time must be addressed to sustain and grow a vibrant department and degree. The engineering science and mechanics degree program ESM has a decreasing presence in the COE as their student enrollment has declined over time. Moreover, the number of undergraduate students seeking engineering science and mechanics as their first degree choice has been declining.

Dean Julia Ross supports the discontinuation of the Bachelor of Science in Engineering Science and Mechanics (see attached letter). The College of Engineering Curriculum Committee voted 8-4 (with 1 abstain) on the discontinuation of the Bachelor of Science in Engineering Science and Mechanics degree offered by the College of Engineering on February 6, 2019.

Rationale
As a benchmark, in 2000 when Engineering Science and Mechanics existed as a separate department, their undergraduate enrollment was 73 undergraduates and 81 graduate students.

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1 All data provided in this document is derived from Virginia Tech Institutional Research using on campus headcounts.
The College undergraduate enrollment was 5464, with 1370 graduate students. The past 18 years has seen unprecedented growth in the University and, correspondingly, the College. By fall 2013, the College enrollment was 7199, a 32% increase for undergraduate students. Graduate student enrollment had also grown by 32% to 1864. ESM experienced enrollment growth during this same period (80%) to 127 undergraduate and 103 (27%) graduate students. A college wide plan was created to address growing enrollment management concerns across all departments.

College Enrollment Management Plan

The College of Engineering implemented an enrollment management plan in 2013 to allow for stable growth across all degree programs. All students must complete a set of common freshman year courses, then apply to their desired degree program. A 3.0 GPA will guarantee a student their first choice degree program. All other students are ranked by GPA and placed into their 1st, 2nd, or 3rd degree choice, depending on the number of seats available in the particular program. The number of seats, or students enrolled by each department in a given year, is currently based on a 7:1 student to tenure track faculty ratio.

The implementation of the College enrollment management plan in fall 2013 had an impact on all degree programs. Enrollment targets for each department were initially set based on an incoming student faculty ratio of 6:1. The intent was to evenly distribute students based on departmental resource capabilities. ESM’s overall student faculty ratio for the department was lower than all other departments and degree programs at approximately 3:1 whereas the COE average overall was approximately 19:1.

By 2014 undergraduate enrollment had not appreciably improved. Dean Richard Benson merged ESM with SBES to form BEAM, the Department of Biomedical Engineering and Mechanics. This action was intended to bring improved growth prospects for the ESM undergraduate program as well as provide an undergraduate degree program to complement, and take advantage of the synergies between the biomedical engineering and the engineering mechanics graduate programs. The enrollment management plan had been implemented and it was anticipated that the biomechanics area of ESM would benefit from proximity to the biomedical undergraduate minor. Simultaneously, there were efforts to create a new biomedical engineering undergraduate degree. It was believed that having the ESM faculty and staff as an integral part of the development and implementation of the proposed degree was essential. At the same time, the University was publically discussing increasing undergraduate enrollments, where the College expected to, and anticipated being an integral partner.

As can be seen in the following table, ESM enrollments initially increased and then declined as the College grew. From 2013 to 2018, engineering undergraduate enrollment grew 12% while the ESM undergraduate enrollment declined 23%. Given the decline in graduate enrollment in 2018, both 2018 and 2017 comparisons are provided. ESM graduate enrollment declined 35% from 2013 to 2017 compared to a College increase of 9% over that same time period.
<table>
<thead>
<tr>
<th>year</th>
<th>COE Undergraduate Enrollment</th>
<th>COE Graduate Enrollment</th>
<th>ESM Undergraduate Enrollment</th>
<th>ESM Sophomore Enrollment</th>
<th>ESM Graduate Enrollment</th>
<th>Graduate Degrees Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>6980</td>
<td>2037</td>
<td>127</td>
<td>19</td>
<td>103</td>
<td>36</td>
</tr>
<tr>
<td>2014</td>
<td>7132</td>
<td>2001</td>
<td>194</td>
<td>38</td>
<td>85</td>
<td>36</td>
</tr>
<tr>
<td>2015</td>
<td>7492</td>
<td>2198</td>
<td>198</td>
<td>34</td>
<td>78</td>
<td>42</td>
</tr>
<tr>
<td>2016</td>
<td>7569</td>
<td>2290</td>
<td>165</td>
<td>24</td>
<td>73</td>
<td>32</td>
</tr>
<tr>
<td>2017</td>
<td>7871</td>
<td>2233</td>
<td>121</td>
<td>21</td>
<td>70</td>
<td>58</td>
</tr>
<tr>
<td>2018</td>
<td>8090</td>
<td>2114</td>
<td>98</td>
<td>19</td>
<td>67</td>
<td></td>
</tr>
</tbody>
</table>

| 2018 | 16%                         | 3%                     | -23%                        |                         | -35%                   |                        |
| 2017 | 9%                          |                        |                            |                         |                        | -32%                   |

Over the past 5 years, the number of first-time freshman students requesting ESM as their first choice has steadily declined as shown by the number of ESM sophomores.

**Conclusion**

Dean Ross hosted forums with BEAM department faculty and staff to discuss declining enrollments resulting in low student to faculty ratio, expressing concern for the future viability of the degree and requesting feedback that would address the situation. The ESM degree program needs to be an equal contributor to the educational mission of the college and enroll a comparable student to faculty ratio. With respect to undergraduate enrollments, the low student to faculty ratio for ESM makes it difficult for the College to balance enrollment resources (people, space and money) with respect to the other departments and degree programs where enrollments are steadily, if not markedly, increasing.

There are additional factors considered. A new undergraduate degree in biomedical engineering was approved in September 2018 which is expected to draw a significant number of students. All BEAM faculty will be involved in launching and maintaining the new degree, which the College expects to play a significant role in managing future growth in undergraduate enrollments. Further, the University has recently strengthened its commitment to the partnership with the new position of the Virginia Tech Carilion School of Medicine and the growth of research and education in the health sciences. This will enhance the already strong presence of BEAM with its renowned applied mechanics and biomedical research programs as faculty partnerships develop and evolve with the new college.
Teach Out Plan:
Last Term/Year

The last term that students will be able to complete the Bachelor of Science in Engineering Science and Mechanics degree is August 2023. The College of Engineering has a common freshman program, allowing students to seek entry to a degree program for the start of their sophomore year. Current freshman (fall 2018) will represent the last entering class where we will recruit for the degree. These students will enter the ESM degree program in fall of 2019. Using the August 2023 date will allow these students 4 additional years to complete the sophomore, junior and senior level requirements. The time to degree for students that entered Virginia Tech as First-time, Full-time Freshmen is as follows:

**Virginia Tech**

First Majors Time to Baccalaureate Degree

 Degrees Conferred 2009-2010 through 2014-2015

By Degree Major: Engineering

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Engineering</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of First Majors</td>
<td>1032</td>
<td>1099</td>
<td>1086</td>
<td>1109</td>
<td>1253</td>
<td>1384</td>
</tr>
<tr>
<td>Mean Years to Degree</td>
<td>4.38</td>
<td>4.31</td>
<td>4.36</td>
<td>4.33</td>
<td>4.21</td>
<td>4.30</td>
</tr>
<tr>
<td>ESM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of First Majors</td>
<td>32</td>
<td>24</td>
<td>32</td>
<td>35</td>
<td>33</td>
<td>33</td>
</tr>
<tr>
<td>Mean Years to Degree</td>
<td>4.45</td>
<td>4.35</td>
<td>4.18</td>
<td>4.08</td>
<td>3.95</td>
<td>4.29</td>
</tr>
</tbody>
</table>

*** Means of groups with fewer than five students are not reported.

Note: Degree recipients who entered the university as transfer students or as part-time students are not included in the above table.

Institutional Research and Effectiveness
Data Sources: Student Census Files

Lead Time

Approximately 99 current students are expected to graduate by May 2021. However, we have just accepted a new incoming class of freshmen and transfer students. The transfer students will easily meet the deadline. The freshmen will need the full four years to complete the degree (May 2022). However, to accommodate students who wish to intern or coop, we will allow 5 full years to complete their degree. To ensure that students with challenges can meet the deadline, we have extended the discontinuation of the major beyond the expected date for all students to graduate. The major will be discontinued after May 2023 graduation. We will no longer accept students to the BSESM major after the January 2020 change major period to ensure students can meet the deadline. This will allow the current freshman students a chance to declare BSESM as their major or add it as a second major.
"Stopped Out" Students

The 198 students that have "stopped out" since fall 2012 have been considered. There is a 6-year period in which students may return and complete their BSESM Engineering Science and Mechanics degree. These students will be notified in writing about the discontinuation of the major. However, students will have the option to change their major within the College of Engineering or to other majors within the university should they be eligible. Additionally, a student that cannot complete the BSESM Engineering Science and Mechanics degree by May 2022, may transition to another major within the College of Engineering or another viable major on campus. The Biomedical Engineering and Mechanics academic advisor will assist all students through the transition process.

Communication Plan

A communication plan in place and current students will be notified by email concerning the discontinuation of the major. They will be notified of the feasibility of completing the major. A notice will be posted on our website as soon as 15-day review is complete to let all students know that the major will no longer accept students after the January 2020 change major period. We will also communicate this information with advisors throughout campus using the Advisor Listserv. Non-COE students will be told about the discontinuation of BSESM degree during all Information Sessions held throughout the 2018-2019 academic year. Current students in general engineering will be notified to change or declare BSESM if desired, or add BSESM as a second major during the January 2020 change major period. Finally, all "stopped out" students will be notified in writing by mail concerning the discontinuance of the BSESM degree.

Other Considerations
The engineering science core classes will continue to be offered through the BEAM department, as will ESM degree specific courses.
Memo

TO: Commission on Undergraduate Studies and Polices
FROM: Julia M. Ross, Dean
       College of Engineering
DATE: February 13, 2019
RE: Bachelor of Science in Engineering Science and Mechanics

The College of Engineering Undergraduate Curriculum Committee voted to support the discontinuation of the Bachelor of Science in Engineering Science and Mechanics on February 6, 2019 with a vote of 8 yes, 4 no, 1 abstention. I fully support the discontinuation of the degree as outlined in the attached resolution and documentation.

I base my support for discontinuation on the following reasons:

1. Historic and ongoing low program enrollment that is declining despite significant College growth
2. Availability and growth of mechanics-related programs in the Mechanical Engineering and Aerospace and Ocean Engineering departments
3. A new biomedical engineering degree starting in fall 2019 with high student interest and offered through the same department as the ESM degree
4. Planned College growth on the order of 2000 undergraduates in computer science, computer engineering and related disciplines

The College has a teach out plan, a "stopped out" student plan, and a communication plan in place for working with our current BS ESM students. The last degree granted will be in May 2023.
Resolution 2018-19.
Resolution to Discontinue Bachelor of Science Degree in Engineering Science and Mechanics

Recommended by the Commission on Undergraduate Studies and Policies

First Reading:
Reviewed/ Waived by Faculty Senate:
Second Reading:

Approved by University Council:
Approved by President:

Effective Date: September 2023

WHEREAS, the Bachelor of Science in Engineering Mechanics was established in 1958, then was renamed the Bachelor of Science in Engineering Science and Mechanics in 1972; and

WHEREAS, the degree has graduated 204 students over the past 5 years, with enrollments declining 23% from 2013 to 2018, while the College of Engineering enrollment rose 12% for the same time period; and

WHEREAS, the University is committed to growth in undergraduate student enrollments and the College of Engineering seeks to support this growth through increases in its undergraduate student enrollment across all degree programs; and

WHEREAS, the Department of Biomedical Engineering and Mechanics (BEAM) will be offering a Bachelor of Science in Biomedical Engineering available to those students interested in the biomechanics option area within the Bachelor of Science degree in Engineering Science and Mechanics; and

WHEREAS, there are significant technical and intellectual similarities between the Biomedical Engineering, Mechanical Engineering, Aerospace Engineering and Engineering Science and Mechanics disciplines; and

WHEREAS, engineering graduates are entering a workplace that continues to evolve, creating new opportunities that reflect our changing world; and

WHEREAS, there exists a large and increasing enrollment in other disciplines such as mechanical and aerospace engineering in similar and related research areas; and

WHEREAS, a teach-out plan has been developed to ensure students currently enrolled in the Bachelor of Science may complete and be awarded the Bachelor of Science in Engineering Science and Mechanics; and
WHEREAS, December 2019/January 2020 will be the last change of major cycle for admitting students to the Bachelor of Science in Engineering Science and Mechanics; and

WHEREAS, current students in the Bachelor of Science in Engineering Science and Mechanics have been informed that the degree will be discontinued and they have until August 2023 to complete the degree requirements; and

WHEREAS, current students who plan to graduate in Fall 2023 or after will have the option of transitioning to mechanical, aerospace, biomedical, or any of the College of Engineering’s 14 undergraduate degree programs;

THEREFORE, BE IT RESOLVED, that the Bachelor of Science in Engineering Science and Mechanics be discontinued, effective September 2023.

RECOMMENDATION: That discontinuance of the Bachelor of Science in Engineering Science and Mechanics be approved effective September 2023 and the proposal be forwarded to the President, the Board of Visitors, and the State Council of Higher Education for Virginia for approval, and to the Southern Association of Colleges and Schools Commission on Colleges for notification.
<table>
<thead>
<tr>
<th>FALL SEMESTER FRESHMAN 2016</th>
<th>Credits</th>
<th>SPRING SEMESTER FRESHMAN 2017</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 1035 General Chemistry</td>
<td>3</td>
<td>ENGL 1106 First-Year Writing</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 1045 General Chemistry Lab Co: CHEM 1035</td>
<td>1</td>
<td>MATH 1226 Calculus of a Single Variable Pre: MATH 1225 (C)</td>
<td>4</td>
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<tr>
<td>ENGL 1105 First-Year Writing</td>
<td>3</td>
<td>MATH 2114 Introduction to Linear Algebra Pre: MATH 1225 (B) or MATH 1226</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1225 Calculus of a Single Variable (C-) Pre: Math Ready</td>
<td>4</td>
<td>PHYS 2305 Found of Physics I w/lab Pre: MATH 1225: Co: MATH 1226</td>
<td>4</td>
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<tr>
<td>ENGE 1215 Foundations of Engineering (C-)</td>
<td>2</td>
<td>ENGE 1216 Foundations of Engineering (C-) Pre: ENGE 1215 (C-) or ENGE 1024 (C)</td>
<td>2</td>
</tr>
<tr>
<td>CLE (Area 2 or 3)</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>16</strong></td>
<td><strong>TOTAL</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FALL SEMESTER SOPHOMORE 2017</th>
<th>Credits</th>
<th>SPRING SEMESTER SOPHOMORE 2018</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 2204 Intro Multivariable Calculus Pre: MATH 1226</td>
<td>3</td>
<td>ESM 2074 (AOE 2074) Computational Methods Pre: ENGE 1114 or ENGE 1214 or ENGE 1434</td>
<td>2</td>
</tr>
<tr>
<td>MATH 2214 Differential Equations Pre: MATH 1226, MATH 1114 or 2114</td>
<td>3</td>
<td>ECE 3054 Electrical Theory Pre: PHYS 2306 Co: MATH 2214</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 2306 Foundations of Physics I w/lab Pre: MATH 1226, PHYS 2305</td>
<td>4</td>
<td>MSE 2034 Elements of Materials Engr Pre: CHEM 1035 Co: PHYS 2305</td>
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<td>ESM 2014 Prof Development Seminar</td>
<td>1</td>
<td>ESM 2204 Mech of Deformable Bodies Pre: ESM 2104 or 2114, (MATH 2224 or MATH 2224H or MATH 2204 or MATH 2204H)</td>
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<td>ESM 2104 Statics Co: MATH 2224 or MATH 2224H or MATH 2204 or MATH 2204H</td>
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<td>ESM 2304 Dynamics Pre: ESM 2104 or 2114, (MATH 2224 or MATH 2224H or MATH 2204 or MATH 2204H)</td>
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<th>Credits</th>
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<tr>
<td>ESM 3034 Fluid Mechanics Lab Pre: ESM 2304, ECE 3054 Co: 3234</td>
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<td>MATH 4574 Vector and Complex Analysis Pre: MATH 2204 or MATH 2224 or MATH 2204H</td>
<td>3</td>
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<tr>
<td>ESM 3064 (MSE 3064) Mech Beh Matri Labs Co: ESM 3054</td>
<td>1</td>
<td>ESM 3134 Dyn III Vib/Controls Pre: ESM 3124, MATH 4564</td>
<td>3[f]</td>
</tr>
<tr>
<td>ESM 3124 Dynamics II Pre: ESM 2304, MATH 2214, (MATH 2224 or MATH 2204 or MATH 2204H)</td>
<td>3[f]</td>
<td>ESM 3154 Solid Mechanics Pre: ESM 2204, MATH 2214 Co: MATH 4574</td>
<td>3[f]</td>
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<tr>
<td>ESM 3234 Fluid Mechanics I Pre: ESM 2304, PHYS 2306</td>
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<td>ESM 3334 Fluid Mechanics II Pre: ESM 3234 Co: MATH 4574</td>
<td>3[f]</td>
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<tr>
<td>MATH 4564 Operational Methods Pre: (MATH 2214 or MATH 2214H) or MATH 2406H or CMDA 2006</td>
<td>3</td>
<td>ESM 3444 Mechanics Lab Pre: ESM 3034, 3054, 3064, 3124, 3234, ECE 3054 Co: ESM 3134, 3154, 3334</td>
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<td>Science Elective Choose from: BCHEM, BIOL, BMVS, CHEM, GEOS, PHYS</td>
<td>3</td>
<td>Technical Elective</td>
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<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>STAT 4604 Statistical Methods for Eng Pre: MATH 1226</td>
<td>3</td>
<td>ESM 4016 Creative Design Pre: ESM 4015</td>
<td>3[f]</td>
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<tr>
<td>ESM 4015 Creative Design Pre: ESM 3114</td>
<td>3[f]</td>
<td>Technical Elective</td>
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<tr>
<td>ESM 4734 (AOE 4024) Into to Finite Elements Pre: (CS 3414 or MATH 3414 or ESM 3074), (MATH 2224 or MATH 2224H or MATH 2204 or MATH 2204H)</td>
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<td>Thermodynamics Elective</td>
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<td>Technical Elective</td>
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<td>CLE (Area 2/3 &amp; 7)</td>
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<td>Free Elective</td>
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1 Thermodynamics Elective chosen from: BSE 3154, ME 3134, or PHYS 3704
Superscripted annotation (F, S, SI, SII) in credits column indicates terms when a course is expected to be offered.

<table>
<thead>
<tr>
<th>Curriculum for Liberal Education (CLE)</th>
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<tbody>
<tr>
<td>Consult the CLE Alphabetical Listing at: <a href="https://www.pathways.prov.vt.edu/cle.html">https://www.pathways.prov.vt.edu/cle.html</a>. CLE courses need to be completed prior to graduation</td>
<td></td>
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<tr>
<td>CLE Area 1: Writing and Discourse (6 hrs)</td>
<td>ENGL 1105</td>
<td>(3)</td>
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<tr>
<td>CLE Area 2: Ideas, Cultural Traditions, Values Electives (6 hrs)</td>
<td>ENGL 1106</td>
<td>(3)</td>
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<td>CLE Area 3: Society &amp; Human Behavior electives (6 hrs)</td>
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<tr>
<td>CLE Area 4: Scientific Reasoning and Discovery (8 hrs)</td>
<td>PHYS 2305</td>
<td>(4)</td>
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<td>CLE Area 5: Quantitative and Symbolic Reasoning (6 hrs)</td>
<td>PHYS 2306</td>
<td>(4)</td>
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<td>CLE Area 6: Creativity &amp; Aesthetic Experience elective (1 hr)</td>
<td>MATH 1225</td>
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<tr>
<td>CLE Area 7: Global Issues Elective (3 hrs)</td>
<td>MATH 1226</td>
<td>(3)</td>
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</table>

Note: A total of 6 hours of Area 2 and 6 hours of Area 3 courses must be completed. Only selected courses can simultaneously satisfy both Area 2/3 & 7 requirements. Use extra care when selecting this course.

### Electives:
The ESM degree requires 12 credits of technical electives from list, 3 hours of thermodynamics electives from list, and 3 hours of science electives. Free electives or Area 6 courses offered only on a P/F basis may be taken under the P/F grading option.

### Change of Major Requirements:
For Change of Major requirements, please see [http://www.engage.vt.edu/undergraduate-changing-majors.html](http://www.engage.vt.edu/undergraduate-changing-majors.html).

### Foreign Language Requirements:
Students must have had 2 years of a foreign language in high school or one year at the college level (6 credit hours) of the same language. College-level credits used to meet this requirement do not count towards the degree.

### Satisfactory Progress Towards Degree:
University Policy 91 outlines university-wide minimum criteria to determine if students are making satisfactory progress towards the completion of their degrees. The ESM Department fully supports this policy. Specific expectations for satisfactory progress for Engineering Science and Mechanics majors are as follows:
- Each student must meet the minimum University-wide criteria as described in Policy 91 and summarized in the Undergraduate Catalog (under Academic Policies).
- After having completed 72 credit hours (including transfer, advanced placement, advanced standing, and credit by examination) must have completed ESM 2014, 2104, 2204, 2304, MATH 2214, 2204, and PHYS 2305, 2306.
- Maintain an in-major GPA (in-major GPA is calculated using all courses taught under the ESM designator) and an extended in-major GPA (extended in-major GPA is calculated using all ESM courses and MATH 2204, 2214, 4564, and 4574) of 2.0 or better.
- Complete a minimum of 12 credits that apply toward the ESM degree per academic year (including summer and winter sessions).

### Statement of Prerequisites:
- Pre-requisites for each course are listed after the course title. The (letter grade) notation, such as (C-), indicates the minimum grade students must earn in the pre-requisite course. There are no hidden pre-requisites in the program of study. Prerequisites may change from what is indicated. Be sure to consult the University Catalog or check with your advisor for the most current pre-requisites.

### Graduation Requirements:
Each student must complete at least 130 semester credit hours with a minimum overall GPA of 2.00 and a minimum in-major GPA of 2.00. All ESM prefix courses count towards the in-major GPA.
Approved Technical Electives:
ESM 4014: Applied Fluid Mechanics
ESM 4024: Advanced Mechanical Behavior of Materials
ESM 4044: Mechanics of Composite Materials
ESM 4084 (AOE 4084): Engineering Design Optimization
ESM 4105-4106: Engineering Analysis of Physiologic Systems
ESM 4114: Nonlinear Dynamics and Chaos
ESM 4194 (ME 4194): Sustainable Energy Solutions for a Global Society
ESM 4304: Hemodynamics
ESM 4204: Musculoskeletal Biomechanics
ESM 4224: Biodynamics & Control
ESM 4245-6: Mechanics of Animal Locomotion
ESM 4614: Probability-Based Modeling, Analysis, and Assessment
ESM 4994: Undergraduate Research
ESM 5014: Introduction to Continuum Mechanics
ESM 5405 or 5406: Clinical Internship in Biomedical Engineering
AOE 3024: Thin-Walled Structures
AOE 3124: Aerospace Structures
AOE 3224: Ocean Structures
AOE 3134: Stability and Control
AOE 4064: Fluid Flows in Nature
AOE 4134: Astromechanics
AOE 4214: Ocean Wave Mechanics
BMES 3124: Introduction to Biomechanics
BMES 3134: Introduction to Biomedical Imaging
BMES 3144: Biomedical Devices
BMES 3184: Problem Solving in BME
BMES 4134: Global, Societal, and Ethical Considerations in Biomedical Engineering
BMES 4154: Commercialization of BME Research
CEE 3014: Construction Management
CEE 3104: Introduction to Environmental Engineering
CEE 3404: Theory of Structures
CEE 3424: Reinforced Concrete Structures I
CEE 3434: Design of Steel Structures I
ECE 3105-3106: Electromagnetic Fields
ECE 4405-4406: Control Systems
ENGR 3124: Introduction to Green Engineering
ENGR 3134: Environmental Life Cycle Analysis
ME 4224: Aircraft Engines and Gas Turbines
ME 4234: Aerospace Propulsion Systems
ME 4524: Introduction to Robotics and Automation
MSE 4055: Materials Selection and Design I
MSE 4164: Principles of Materials Corrosion
MSE 4304: Metals and Alloys
MSE 4574: Biomaterials
MSE 4614: Nanomaterials
CHEM 2535-2536: Organic Chemistry
CHEM 2545-2546: Organic Chemistry Laboratory
MATH 3214: Calculus of Several Variables
MATH 4234: Elementary Complex Analysis
MATH 4445-4446: Introduction to Numerical Analysis
PHYS 3324: Modern Physics
PHYS 3405-3406: Intermediate Electricity and Magnetism
PHYS 3655-3656: Introduction to Astrophysics
PHYS 4455-4456: Introduction to Quantum Mechanics
PHYS 4504: Introduction to Nuclear and Particle Physics
PHYS 4714: Introduction to Biophysics
# BACHELOR OF SCIENCE IN ENGINEERING SCIENCE AND MECHANICS, ENGINEERING PHYSICS OPTION

## For Students Graduating in Calendar Year 2020

<table>
<thead>
<tr>
<th>FALL SEMESTER FRESHMAN 2016</th>
<th>Credits</th>
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<tr>
<td>CHEM 1035 General Chemistry</td>
<td>3</td>
<td>ENGL 1106 First-Year Writing</td>
<td>Pre: ENGL 1105</td>
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<tr>
<td>CHEM 1045 General Chemistry Lab</td>
<td>Co: CHEM 1035</td>
<td>MATH 1226 Calculus of a Single Variable</td>
<td>Pre: MATH 1225 (C-)</td>
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<tr>
<td>ENGL 1105 First-Year Writing</td>
<td>3</td>
<td>MATH 2114 Introduction to Linear Algebra</td>
<td>Pre: MATH 1225 (B) or MATH 1226</td>
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<tr>
<td>MATH 1225 Calculus of a Single Variable (C-)</td>
<td>Pre: Math Ready</td>
<td>PHYS 2305 Found of Physics I w/lab</td>
<td>Pre: MATH 1225; Co: MATH 1226</td>
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<tr>
<td>ENGE 1215 Foundations of Engineering (C-)</td>
<td>2</td>
<td>ENGE 1216 Foundations of Engineering (C-)</td>
<td>Pre: ENGE 1215 (C-) or ENGE 1024 (C)</td>
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<tr>
<td>MATH 2204 Intro Multivariable Calculus</td>
<td>Pre: MATH 1226</td>
<td>ESM 2074 (AOE 2074) Computational Methods</td>
<td>Pre: ENGE 1114 or ENGE 1216 or ENGE 1434</td>
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<tr>
<td>MATH 2214 Differential Equations</td>
<td>Pre: MATH 1226, MATH 1114 or 2114</td>
<td>ECE 3054 Electrical Theory</td>
<td>Pre: PHYS 2306 Co: MATH 2214</td>
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<tr>
<td>PHYS 2306 Foundations of Physics I w/lab</td>
<td>Pre: MATH 1226, PHYS 2305</td>
<td>MSE 2034 Elements of Materials Eng</td>
<td>Pre: CHEM 1035 Co: PHYS 2305</td>
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<td>ESM 2014 Prof Development Seminar</td>
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<td>ESM 2204 Mech of Deformable Bodies</td>
<td>Pre: ENGE 2104 or 2114, (MATH 2224 or MATH 2224H or MATH 2204 or MATH 2204H)</td>
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<td>ESM 2304 Dynamics</td>
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<tbody>
<tr>
<td>ESM 3034 Fluid Mechanics Lab</td>
<td>Pre: ESM 2304, ECE 3054 Co: 3234</td>
<td>MATH 4574 Vector and Complex Analysis</td>
<td>Pre: MATH 2204 or MATH 2224 or MATH 2204H</td>
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<tr>
<td>ESM 3054 (MSE 3054) Mech. Behavior of Matrialts</td>
<td>Pre: ESM 2204, ESM 2034 or MSE 2044 or MSE 3094 or AOE 3094 or ECE 3684</td>
<td>ESM 3114 Problem Definition &amp; Scoping in Engineering Design</td>
<td>Pre: Junior Standing in ESM, ESM 2014</td>
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<tr>
<td>ESM 3124 Dynamics II</td>
<td>Pre: ESM 2304, MATH 2214, (MATH 2224 or MATH 2204 or MATH 2204H)</td>
<td>ESM 3154 Solid Mechanics</td>
<td>Pre: ESM 2204, MATH 2214 Co: MATH 4574</td>
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<tr>
<td>MATH 4564 Operational Methods</td>
<td>Pre: (MATH 2214 or MATH 2214H or MATH 2204H or CMDA 2006)</td>
<td>ESM 3444 Mechanics Lab</td>
<td>Pre: ESM 3034, 3054, 3064, 3124, 3234, ECE 3054 Co: ESM 3134, 3154, 3334</td>
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<td>PHYS 3324 Modern Physics</td>
<td>Pre: PHYS 2306 Co: MATH 2214, PHYS 2504</td>
<td>PHYS 3704 Thermal Physics</td>
<td>Pre: PHYS 2306, PHYS 3324 Co: MATH 2214, PHYS 2504</td>
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<tr>
<td>STAT 4604 Statistical Methods for Eng</td>
<td>Pre: MATH 1226</td>
<td>ESM 4016 Creative Design and Design</td>
<td>Pre: ESM 4015</td>
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<tr>
<td>ESM 4015 Creative Design and Project</td>
<td>Pre: ESM 3114</td>
<td>PHYS 4455 Intro Quantum Mechanics</td>
<td>Pre: PHYS 3356 Co: PHYS 3406</td>
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<tr>
<td>ESM 4734 (AOE 4024) Into to Finite Elements</td>
<td>Pre: ESM 3414 or MATH 3414 or ESM/AOE 2074, (MATH 2224 or MATH 2224H or MATH 2204 or MATH 2204H)</td>
<td>Technical Elective</td>
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<td>PHYS 3405 Intermediate Elec &amp; Mag</td>
<td>Pre: MATH 2214, PHYS 2305, PHYS 2306, PHYS 2504</td>
<td>Technical Elective</td>
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<td>CLE (Area 2/3 &amp; 7)</td>
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<tr>
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<tr>
<td>CLE Area 7: Global Issues Elective (3 hrs)</td>
</tr>
</tbody>
</table>

*Note: A total of 6 hours of Area 2 and 6 hours of Area 3 courses must be completed. Only selected courses can simultaneously satisfy both Area 2/3 & 7 requirements. Use extra care when selecting this course.*

**Electives:**
The ESM PHYS degree requires 6 credits of technical electives from list. Free electives or Area 6 courses offered only on a P/F basis may be taken under the P/F grading option.

**Change of Major Requirements:** For Change of Major requirements, please see [http://www.enge.vt.edu/undergraduate-changing-majors.html](http://www.enge.vt.edu/undergraduate-changing-majors.html).

**Foreign Language Requirements:** Students must have had 2 years of a foreign language in high school or one year at the college level (6 credit hours) of the same language. College-level credits used to meet this requirement do not count towards the degree.

**Satisfactory Progress Towards Degree:** University Policy 91 outlines university-wide minimum criteria to determine if students are making satisfactory progress towards the completion of their degrees. The ESM Department fully supports this policy. Specific expectations for satisfactory progress for Engineering Science and Mechanics majors are as follows:

- Each student must meet the minimum University-wide criteria as described in Policy 91 and summarized in the Undergraduate Catalog (under Academic Policies).
- After having completed 72 credit hours (including transfer, advanced placement, advanced standing, and credit by examination) must have completed ESM 2014, 2104, 2204, 2304, MATH 2214, 2204, and PHYS 2305, 2306.
- Maintain an in-major GPA (in-major GPA is calculated using all courses taught under the ESM designator) and an extended in-major GPA (extended in-major GPA is calculated using all ESM courses and MATH 2204, 2214, 4564, and 4574) of 2.0 or better.
- Complete a minimum of 12 credits that apply toward the ESM degree per academic year (including summer and winter sessions).

**Statement of Prerequisites:**

- Pre-requisites for each course are listed after the course title. The (letter grade) notation, such as (C-), indicates the minimum grade students must earn in the pre-requisite course. There are no hidden pre-requisites in the program of study. Prerequisites may change from what is indicated. Be sure to consult the University Catalog or check with your advisor for the most current pre-requisites.

**Graduation Requirements:** Each student must complete at least 130 semester credit hours with a minimum overall GPA of 2.00 and a minimum in-major GPA of 2.00. All ESM prefix courses count towards the in-major GPA.
Approved Technical Electives:
ESM 4014: Applied Fluids
ESM 4024: Advanced Mechanical Behavior of Materials
ESM 4044: Mechanics of Composite Materials
ESM 4084: Engineering Design Optimization
ESM 4105-4106: Engineering Analysis of Physiologic Systems
ESM 4114: Nonlinear Dynamics and Chaos
ESM 4194: Sustainable Energy Solutions for a Global Society
ESM 4204: Musculoskeletal Biomechanics
ESM 4304: Hemodynamics
ESM 4224: Biodynamics & Control
ESM 4245-6: Mechanics of Animal Locomotion
ESM 4614: Probability-Based Modeling, Analysis, and Assessment
ESM 4994: Undergraduate Research
ESM 5014: Introduction to Continuum Mechanics
ESM 5405 or 5406: Clinical Internship in Biomedical Engineering
AOE 3024: Thin-Walled Structures
AOE 3104: Aircraft Performance
AOE 3124: Aerospace Structures
AOE 3224: Ocean Structures
AOE 3134: Stability and Control
AOE 4064: Fluid Flows in Nature
AOE 4134: Astromechanics
AOE 4214: Ocean Wave Mechanics
BMES 3124: Introduction to Biomechanics
BMES 3134: Introduction to Biomedical Imaging
BMES 3144: Biomedical Devices
BMES 3184: Problem Solving in BME
BMES 4134: Global, Societal, and Ethical Considerations in Biomedical Engineering
BMES 4154: Commercialization of BME Research
CEE 3014: Construction Management
CEE 3104: Introduction to Environmental Engineering
CEE 3404: Theory of Structures
CEE 3424: Reinforced Concrete Structures I
CEE 3434: Design of Steel Structures I
ECE 3105-3106: Electromagnetic Fields
ECE 4405-4406: Control Systems
ENGR 3124: Introduction to Green Engineering
ENGR 3134: Environmental Life Cycle Analysis
ME 4224: Aircraft Engines and Gas Turbines
ME 4234: Aerospace Propulsion Systems
ME 4524: Introduction to Robotics and Automation
MSE 4055: Materials Selection and Design I
MSE 4164: Corrosion
MSE 4304: Metals and Alloys
MSE 4574: Biomaterials
MSE 4614: Nanomaterials
CHEM 2535-2536: Organic Chemistry
CHEM 2545-2546: Organic Chemistry Laboratory
MATH 3214: Calculus of Several Variables
MATH 4234: Elementary Complex Analysis
MATH 4445-4446: Introduction to Numerical Analysis
PHYS 3324: Modern Physics
PHYS 3405-3406: Intermediate Electricity and Magnetism
PHYS 3655-3656: Introduction to Astrophysics
PHYS 4455-4456: Introduction to Quantum Mechanics
PHYS 4504: Introduction to Nuclear and Particle Physics
PHYS 4714: Introduction to Biophysics
# Bachelor of Science in Engineering Science and Mechanics
## Biomechanics Option
### For Students Graduating in Calendar Year 2020

### 130 Credits Required for Graduation

<table>
<thead>
<tr>
<th><strong>Fall Semester Freshman 2016</strong></th>
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<th><strong>Spring Semester Freshman 2017</strong></th>
<th>Credits</th>
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<tbody>
<tr>
<td>CHEM 1035 General Chemistry</td>
<td>3</td>
<td>ENGL 1106 First-Year Writing Pre: ENGL 1105</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 1045 General Chemistry Lab Co: CHEM 1035</td>
<td>1</td>
<td>MATH 1226 Calculus of a Single Variable Pre: MATH 1225 (C)</td>
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<tr>
<td>ENGL 1105 First-Year Writing</td>
<td>3</td>
<td>MATH 2114 Introduction to Linear Algebra Pre: MATH 1225 (B) or MATH 1226</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1225 Calculus of a Single Variable (C-) Pre: Math Ready</td>
<td>4</td>
<td>PHYS 2305 Found of Physics I w/lab Pre: MATH 1225; Co: MATH 1226</td>
<td>4</td>
</tr>
<tr>
<td>ENGE 1215 Foundations of Engineering (C-)</td>
<td>2</td>
<td>ENGE 1216 Foundations of Engineering (C-) Pre: ENGE 1215 (C-) or ENGE 1024 (C-)</td>
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<td>CLE (Area 2 or 3)</td>
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<tr>
<th><strong>Fall Semester Sophomore 2017</strong></th>
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<tr>
<td>MATH 2204 Intro Multivariable Calculus Pre: MATH 1226</td>
<td>3</td>
<td>ESM 2074 (AOE 2074) Computational Methods Pre: ENGE 1114 or ENGE 1216 or ENGE 1434</td>
<td>2</td>
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<tr>
<td>MATH 2214 Differential Equations Pre: MATH 1226, MATH 1114 or 2114</td>
<td>3</td>
<td>ECE 3054 Electrical Theory Pre: PHYS 2306 Co: MATH 2214</td>
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<tr>
<td>PHYS 2305 Foundations of Physics I w/lab Pre: MATH 1226, PHYS 2305</td>
<td>4</td>
<td>MSE 2034 Elements of Materials Engr Pre: CHEM 1035 Co: PHYS 2305</td>
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<tr>
<td>ESM 2014 Prof Development Seminar</td>
<td>1[1]</td>
<td>ESM 2204 Mech of Deformable Bodies Pre: ESM 2104 or 2114, (MATH 2224 or MATH 2224H or MATH 2204 or MATH 2204H)</td>
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<tr>
<td>ESM 2104 Statics Co: MATH 2224 or MATH 2224H or MATH 2204 or MATH 2204H</td>
<td>3</td>
<td>ESM 2304 Dynamics Pre: ESM 2104 or 2114, (MATH 2224 or MATH 2224H or MATH 2204 or MATH 2204H)</td>
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<tr>
<td>ESM 3034 Fluid Mechanics Lab Pre: ESM 2304, ECE 3054 Co: 3234</td>
<td>1[1]</td>
<td>MATH 4574 Vector and Complex Analysis Pre: MATH 2204 or MATH 2224 or MATH 2204H</td>
<td>3</td>
</tr>
<tr>
<td>ESM 3054 (MSE 3054) Mech. Behavior of Matrls Pre: ESM 2204, MATH 2044 or MSE 3094 or AOE 3094 or CEE 3084</td>
<td>3</td>
<td>ESM 3114 Problem Definition &amp; Scoping in Engineering Design Pre: Junior Standing in ESM, ESM 2014</td>
<td>1[1]</td>
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<tr>
<td>ESM 3064 (MSE 3064) Mech Beh Matrls Lab Pre: ESM 2204; Co: ESM 3054</td>
<td>1</td>
<td>ESM 3134 Dyn III Vib/Controls Pre: ESM 3124, MATH 4564</td>
<td>3[1]</td>
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<tr>
<td>ESM 3124 Dynamics II Pre: ESM 2304, MATH 2214, (MATH 2224 or MATH 2204 or MATH 2204H)</td>
<td>3[1]</td>
<td>ESM 3154 Solid Mechanics Pre: ESM 2204, MATH 2214 Co: MATH 4574</td>
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<tr>
<td>MATH 4564 Operational Methods Pre: (MATH 2214 or MATH 2214H) or MATH 2408H or CMOR 2006</td>
<td>3[1]</td>
<td>ESM 3444 Mechanics Lab Pre: ESM 3034, 3054, 3064, 3124, 3124, ECE 3054 Co: ESM 3124, 3124, 3134</td>
<td>2[1]</td>
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<tr>
<td>BMES/BMVS 4064 Intro to Medical Physiology</td>
<td>3[1]</td>
<td>Biomechanics Elective</td>
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<tr>
<td><strong>TOTAL 17</strong></td>
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<th><strong>Fall Semester Senior 2019</strong></th>
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<th><strong>Spring Semester Senior 2020</strong></th>
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<tr>
<td>STAT 4604 Statistical Methods for Eng Pre: MATH 1226</td>
<td>3</td>
<td>ESM 4016 Creative Design Pre: ESM 4015</td>
<td>3[1]</td>
</tr>
<tr>
<td>ESM 4015 Creative Design Pre: ESM 3114</td>
<td>3[1]</td>
<td>Biomechanics Elective</td>
<td>3</td>
</tr>
<tr>
<td>ESM 4734 (AOE 4024) Into to Finite Elements Pre: (CS 3414 or MATH 3414 or ESM/AOE 2074), (MATH 2224 or MATH 2224H or MATH 2204 or MATH 2204H)</td>
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<td>Biomechanics Elective</td>
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<tr>
<td>Biomechanics Elective</td>
<td>3</td>
<td>CLE (Area 2 or 3)</td>
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<tr>
<td>Thermodynamics Elective[2]</td>
<td>3</td>
<td>CLE (Area 2/3 &amp; 7)</td>
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<td>Free Elective</td>
<td>1</td>
<td>CLE (Area 6)</td>
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<tr>
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1 Thermodynamics Elective chosen from: BSE 3154, ME 3134, or PHYS 3704
Superscripted annotation (F, S, SI, SII) in credit column indicates terms when a course is expected to be offered.

<table>
<thead>
<tr>
<th>Curriculum for Liberal Education (CLE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consult the CLE Alphabetical Listing at: <a href="https://www.pathways.prov.vt.edu/cle.html">https://www.pathways.prov.vt.edu/cle.html</a>. CLE courses need to be completed prior to graduation.</td>
</tr>
<tr>
<td>CLE Area 1: Writing and Discourse (6 hrs)</td>
</tr>
<tr>
<td>CLE Area 2: Ideas, Cultural Traditions, Values Electives (6 hrs)</td>
</tr>
<tr>
<td>CLE Area 3: Society &amp; Human Behavior electives (6 hrs)</td>
</tr>
<tr>
<td>CLE Area 4: Scientific Reasoning and Discovery (8 hrs)</td>
</tr>
<tr>
<td>CLE Area 5: Quantitative and Symbolic Reasoning (6 hrs)</td>
</tr>
<tr>
<td>CLE Area 6: Creativity &amp; Aesthetic Experience elective (1 hr)</td>
</tr>
<tr>
<td>CLE Area 7: Global Issues Elective (3 hrs)</td>
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</table>

1A total of 6 hours of Area 2 and 6 hours of Area 3 courses must be completed. Only selected courses can simultaneously satisfy both Area 2/3 & 7 requirements. Use extra care when selecting this course.  

**Electives:**  
The ESM degree requires 12 credits of biomechanics electives from list and 3 hours of thermodynamics electives from list. Free electives or Area 6 courses offered only on a P/F basis may be taken under the P/F grading option.

**Change of Major Requirements:** For Change of Major requirements, please see [http://www.enge.vt.edu/undergraduate-changing-majors.html](http://www.enge.vt.edu/undergraduate-changing-majors.html).

**Foreign Language Requirements:** Students must have had 2 years of a foreign language in high school or one year at the college level (6 credit hours) of the same language. College-level credits used to meet this requirement do not count towards the degree.

**Satisfactory Progress Towards Degree:** University Policy 91 outlines university-wide minimum criteria to determine if students are making satisfactory progress towards the completion of their degrees. The ESM Department fully supports this policy. Specific expectations for satisfactory progress for Engineering Science and Mechanics majors are as follows:

- Each student must meet the minimum University-wide criteria as described in Policy 91 and summarized in the Undergraduate Catalog (under Academic Policies).
- After having completed 72 credit hours (including transfer, advanced placement, advanced standing, and credit by examination) must have completed ESM 2014, 2104, 2204, 2304, MATH 2214, 2204, and PHYS 2305, 2306.
- Maintain an in-major GPA (in-major GPA is calculated using all courses taught under the ESM designator) and an extended in-major GPA (extended in-major GPA is calculated using all ESM courses and MATH 2204, 2214, 4564, and 4574) of 2.0 or better.
- Complete a minimum of 12 credits that apply toward the ESM degree per academic year (including summer and winter sessions).

**Statement of Pre-requisites:**

- Pre-requisites for each course are listed after the course title. The (letter grade) notation, such as (C-), indicates the minimum grade students must earn in the pre-requisite course. There are no hidden pre-requisites in the program of study. Pre-requisites may change from what is indicated. Be sure to consult the University Catalog or check with your advisor for the most current pre-requisites.

**Graduation Requirements:** Each student must complete at least 130 semester credit hours with a minimum overall GPA of 2.00 and a minimum in-major GPA of 2.00. All ESM prefix courses count towards the in-major GPA.
Approved Biomechanics Elective Courses (Choose 4):
ESM 4105-6: Engineering Analysis of Physiologic Systems
ESM 4204: Musculoskeletal Biomechanics and Biologic Control
ESM 4224: Biodynamics & Control
ESM 4234: Mechanics of Biological Materials and Structures
ESM 4245-6: Mechanics of Animal Locomotion
ESM 4304: Hemodynamics
ESM 5405-6: Clinical Internship in Biomedical Engineering
BMES 3124: Introduction to Biomechanics
BMES 3134: Introduction to Biomedical Imaging
BMES 3144: Biomedical Devices
BMES 3184: Problem Solving in BME
BMES 4134: Global, Societal, and Ethical Considerations in Biomedical Engineering
BMES 4154: Commercialization in BME Research
BMES 5024: Biomed Engineering and Human Disease
BMES 5174: Biomechanics Of Crash Injury Prevention
BMES 5304: Biological Transport Phenomena
CHE 4104: Process Materials
CHE 4544: Protein Separation Engineering
ECE 4580: Digital Image Processing
ECE 4624: Digital Signal Processing and Filter Design
ISE 3614: Introduction to Human Factors Engineering and Ergonomics
ISE 3624: Industrial Ergonomics
ISE 4624: Work Physiology
MSE 4574: Biomaterials
ME 4034: Bio-Inspired Technology
ME 4864: Micro/Nano-Robotics
April 4, 2019

Members of University Council,

The Student Government Association is not in support of CUSP Resolution 2018-19.E to Discontinue Bachelor of Science Degree in Engineering Science and Mechanics. Of the students in ESM we have spoken to, there is an overwhelming desire to keep this major as a part of Virginia Tech. We don’t find that there are significant technical and intellectual similarities between the listed engineering disciplines in the 5th whereas statement. Our representatives will be in attendance at the April 8th meeting and will be happy to discuss our problems with this resolution further.

Respectfully,

Sam Felber, SGA President
WHEREAS, Virginia Tech currently uses date of entry for general education requirements and date of graduation for graduation requirements; and

WHEREAS, the differentiated dates for degree requirements impede an undergraduate student’s ability to create a plan of study for a Virginia Tech degree; and

WHEREAS, the differentiated dates for degree requirements create a barrier for Virginia Community College students who plan to transfer to Virginia Tech; and

WHEREAS, the Commonwealth of Virginia and Virginia Tech are committed to increasing access for students to transfer from VCCS schools; and

WHEREAS, the differentiated dates for degree requirements inhibit a department’s ability to accurately predict needed course capacities into the future thereby creating inefficiencies in resource management; and

WHEREAS, differentiated dates for degree requirements limits our ability to leverage technology tools in essential recruiting, progression, and student success initiatives; and

WHEREAS, differentiated dates for degree requirements require students to apply manually to declare a date of graduation; and

WHEREAS, differentiated dates for degree requirements limit Virginia Tech’s capacity to use data-informed planning efforts;

THEREFORE, BE IT RESOLVED, all graduation requirements will be established based on a student’s date of entry, effective academic year 2020-2021;
BE IT FURTHER RESOLVED, When degree and major requirements change during a student’s period of enrollment, a student will be provided the option to change date of entry to pursue an updated or new major curriculum.

BE IT FURTHER RESOLVED, The University Registrar will develop a transitional plan to facilitate the change to date of entry graduation requirements for all students.
WHEREAS, chapter 4 of the university’s Faculty Handbook governs promotion processes for faculty members on the continued appointment track in the University Libraries and in Virginia Cooperative Extension; and

WHEREAS, Virginia Cooperative Extension has altered its hiring processes and has not hired faculty members on the continued appointment-track since 2007; and

WHEREAS, the University Libraries continue to appoint and promote faculty on the continued appointment track; and

WHEREAS, the University Libraries faculty association has considered and voted affirmatively to propose changes to the Faculty Handbook that reflect the employment and promotion of faculty members on the continued appointment track, specifically the composition of the University Promotion and Continued Appointment Committee, and the Review of Progress Toward Promotion to Professor; and

WHEREAS, specifically, section 4.5.4.5 of the Faculty Handbook requires that four faculty members with continued appointment serve on the University Promotion and Continued Appointment Committee: two faculty members from the University Libraries and two faculty members from Virginia Cooperative Extension; and

WHEREAS, in light of the insufficient number of continued appointment faculty members in Virginia Cooperative Extension to populate the University Promotion and Continued Appointment Committee as currently outlined in the Faculty Handbook; and

WHEREAS, the University Promotion and Continued Appointment Committee is required to review and vote on promotions and continued appointments prior to submission to the provost, president, and Board of Visitors for final approval; and

WHEREAS, the dean of the College of Agriculture and Life Sciences, and the director of Virginia Cooperative Extension have been consulted and agree with changes to the Faculty Handbook to reflect the diminished use of the continued appointment track in Extension and the desire of the University Libraries to proceed with employing and promoting faculty members on the continued appointment track; now
THEREFORE, BE IT RESOLVED, that the Faculty Handbook be amended such that the title of chapter 4 is changed from “Employment Policies and Procedures for Faculty with Continued Appointment or on the Continued Appointment Track” to “Employment Policies and Procedures for Faculty with Continued Appointment or on the Continued Appointment-Track in University Libraries;” and

BE IT FURTHER RESOLVED, that in addition to edits for clarification, section 4.5.4.5 of the Faculty Handbook be amended to change the composition of the University Promotion and Continued Appointment Committee in the manner below:

Current Faculty Handbook Language included in Section 4.5.4.5
University Evaluation for Promotion and Continued Appointment (abridged)

The University Promotion and Continued Appointments committee consists of the dean of the University Libraries; the director of Virginia Cooperative Extension; and four faculty members with continued appointment—two each from the University Libraries faculty and the Extension faculty. The provost asks for nominations to this committee from the University Libraries faculty and the director of Virginia Cooperative Extension. Where possible, some significant element of faculty choice should be part of the selection procedure.

Proposed changes (in red):
University Evaluation for Promotion and Continued Appointment (abridged)

The University Promotion and Continued Appointments committee consists of the dean of the University Libraries; the director of Virginia Cooperative Extension; and four faculty members with continued appointment—two each from the University Libraries faculty and the Extension faculty—three University Library faculty members with continued appointment; and two faculty members at the associate or professor level with tenure in one of the colleges. The provost asks for nominations to this committee from the University Libraries faculty and college faculty and the director of Virginia Cooperative Extension. Where possible, some significant element of faculty choice should be part of the selection procedure.

New Section 4.4.4.5 in Chapter 4
University Evaluation for Promotion and Continued Appointment (abridged)

The University Promotion and Continued Appointments committee consists of the dean of the University Libraries; three University Library faculty members with continued appointment; and two faculty members at the associate or professor level with tenure in one of the colleges. The provost asks for nominations to this committee from the University Libraries faculty and college faculty. Where possible, some significant element of faculty choice should be part of the selection procedure.

AND, BE IT FINALLY RESOLVED, that the 2019-2020 Faculty Handbook will include the proposed changes in a chapter dedicated to faculty members in the University Libraries and a new chapter (provisionally chapter 14) be created dedicated to faculty members in Virginia Cooperative Extension and the few remaining faculty members on the continued appointment-track.
4.3 University Libraries and Extension Faculty Ranks

Specification of faculty rank in the University Libraries or Extension does not imply a particular rank in any collegiate department. University Libraries and Extension faculty may be invited to hold concurrent adjunct status in a collegiate department in order to formally recognize their contributions to the undergraduate or graduate program.

Promotion of continued appointment-track faculty to the ranks of associate or full professor is conducted in accordance with procedures in chapter four, “Evaluation Procedures for Promotion and Continued Appointment.”

4.3.1 Extra-Collegiate Instructor

The rank of extra-collegiate instructor is for either University Libraries faculty or for Virginia Cooperative Extension faculty on the continued appointment-track whose positions have been designated for continued appointment-track and who have not completed the terminal degree. Annual appointments may be renewed within the limits of a probationary period. Ordinarily, continued appointment would not be awarded at the instructor rank, although time spent at this rank counts in the probationary period leading to continued appointment. A master’s degree or significant professional experience is the minimum expectation for appointment at this rank.

The unit chair with the approval of the director, dean, provost, and president may recommend extra-collegiate Extension instructors who complete their terminal degree for promotion to assistant professor. The dean of University Libraries with approval of the provost and president may recommend extra-collegiate instructors in University Libraries for promotion to assistant professor. Final approval for both the Extension and University Libraries promotions rests with the Board of Visitors.

Promotion of University Libraries and Extension faculty to the ranks of assistant, associate, or full professor is conducted in accordance with procedures in chapter four-five, “Evaluation Procedures for Promotion and Continued Appointment. Promotion Guidelines for Instructors, Professors of Practice, and Clinical Faculty Ranks.”

4.3.21 Assistant Professor

4.3.32 Associate Professor
4.3.43 Professor

4.3.54 Emeritus or Emerita Designation

4.4.1 Part-Time Continued Appointment and Continued Appointment-Track Appointments

While continued appointment and continued appointment-track appointments are usually full time, Virginia Tech recognizes the importance of allowing flexibility in the percent of employment so that faculty members can better manage the balance between their professional work and family or personal obligations over a defined period of time, or perhaps permanently. This policy is intended to encourage departments to accommodate reasonable requests for part-time appointments; however, part-time appointments are not an entitlement, and requests may be turned down when the faculty member and the department cannot agree upon a workable plan.

When conducting a search for a continued appointment-track position, departments continue to advertise for full-time continued appointment or continued appointment-track positions and must have funding for a full-time hire. Advertisements include information about university policies for flexible appointments. If desired, the faculty member requests and negotiates a part-time appointment at or after the point of hire if acceptable to the department.

Continued appointment-track faculty members may request a part-time appointment only for reasons of balancing work and family such as the arrival or care of a child, the care of a family member, or for personal circumstances related to the health of the faculty member. In addition, they may request a term part-time appointment only (with specific starting and ending dates) allowing the issue to be revisited on a defined cycle. While such term appointments can be renewed throughout the probationary period, a permanent part-time appointment may not be granted until continued appointment is awarded.

Faculty members with continued appointment may request either term or permanent part-time appointments for reasons stated above, or to balance work at Virginia Tech with professional practice or significant community or public service, for example, a professor who wishes to serve as a consultant in addition to an appointment at Virginia Tech; a professor who wishes to engage in entrepreneurial activity outside of university responsibilities; or a professor who runs for public office for a limited term and wishes to reduce the workload at Virginia Tech for that period. Other reasonable justifications may be considered if approved by the department heard head or chair, University Libraries dean or director of Extension, and provost.
4.5 Continued Appointment and Promotion for University Libraries Faculty


Members of the University Libraries faculty and Extension faculty not holding appointments in a collegiate department may be considered for continued appointment or for promotion in faculty rank in recognition of appropriate professional accomplishments as noted in the sections above.

4.5.1 Continued Appointment Eligibility

Like tenure, continued appointment is for the protection of the academic freedom of University Libraries and Extension faculty who are engaged in creating new programs and scholarship. Eligibility for continued appointment consideration is limited to faculty members holding regular faculty appointments of 50 percent to 100 percent in the University Libraries or Virginia Cooperative Extension. Continued appointment is not granted to faculty members with temporary appointments. Individuals holding continued appointment who are appointed to administrative positions however, retain the status and privileges of continued appointment.

4.5.2 Pre-Continued Appointment Probationary Period and Progress Reviews

[no changes made to this section]

4.5.3 Guidelines for the Calculation of Prior Service

At the time of a faculty member’s initial appointment to the University Libraries or Extension, the dean or director notifies the new faculty member of his or her standing regarding the continued appointment system. Excepting temporary appointments with limited terms, the faculty appointees are given clear notice of when their appointments will be considered for renewal and, if on the continued appointment-track, when consideration for continued appointment will be given.

In this latter calculation, appropriate full-time service in another accredited four-year American college or university is credited toward probationary service at Virginia Tech only if the appointed faculty member requests such credit.
In such a request, all prior service is presented if undertaken after the faculty member completes the terminal degree appropriate to the field. A maximum of three years may be credited toward probationary service at Virginia Tech. The request must be made in writing within one year of the initial appointment. The specification of credit for prior service toward the probationary period is subject to the approval of the provost on the recommendation of the dean of University Libraries or the director of Virginia Cooperative Extension.

4.5.4 Evaluation Procedures for Promotion and Continued Appointment

Promotion to a higher rank or an award of continued appointment may be granted to faculty members on a regular faculty appointment who demonstrate outstanding accomplishments in an appropriate combination of learning, discovery, engagement, and other professional activities. Every faculty member is expected to maintain a current curriculum vitae, with copies filed in the University Libraries department or Extension unit, as appropriate. The curriculum vitae together with annual faculty activity reports, student or client evaluations, copies of publications, reference letters, and other similar documents comprise a dossier, which furnishes the principal basis for promotion and continued appointment decisions.

The evaluation of candidates for continued appointment closely parallels the process for tenure consideration for college faculty, and incorporates the same, or similar, elements of procedure whenever relevant or reasonable. Given the small number of faculty members on the continued appointment-track, their dossiers are reviewed at two levels (rather than three as required for college faculty): first by the University Libraries or Extension Promotion and & Continued Appointment Committee and dean of University Libraries or director of Virginia Cooperative Extension, and second by the University Promotion and & Continued Appointment Committee and the provost.

Although some participants in the review process may serve at more than one level—for example a departmental committee member may also serve on the divisional committee—participants may only vote once on a case. A faculty member may not serve on any committee that is evaluating a spouse, family member, or other individual with whom the faculty member has a close personal relationship. (See chapter two, “Potential Conflicts Involving Spouses and Immediate Family Members.”)

Because the job descriptions and responsibilities of the candidates being considered do not conform to a single pattern or norm, it is not possible to set forth a statement of criteria with reference to which all recommendations for promotion or continued appointment must be
made. Nevertheless, members of the general faculty seeking continued appointment or promotion in faculty rank are generally expected to have records of outstanding accomplishment in an appropriate combination of the following categories:

**Professional responsibilities**: Carrying out the responsibilities of the position within the organizational unit by effective staff work, display of leadership, and a high degree of initiative. Research and scholarly activities: Publishing in journals, presenting papers at professional meetings, developing other works of creative scholarship, organizing or chairing sessions at professional meetings, and carrying out instructional responsibilities or graduate student advising.

**University activities**: Participating in the conduct of the activities of the administrative unit and the university. Such service takes innumerable forms, including serving on committees or in faculty governance positions, or participating in seminars or conferences.

**External activities**: Participating in local, state, regional, and national professional associations. Such participation includes activities such as holding office, serving on committees, conducting workshops, serving on panels, and attending conferences, conventions, or meetings.

**Awards and honors**: Receiving awards, grants, and honorary titles or being selected for membership in honorary societies.

Activities and accomplishments in other appropriate areas, beyond these five, may be included in dossiers and are considered.

University Libraries and Extension faculty are expected to develop within this framework the performance criteria that are most relevant to the responsibilities of those units. These criteria serve both as an aid to faculty development and as a set of measures that the University Promotion and Continued Appointment Committee may apply.

The criteria by which faculty with part-time appointments are evaluated for continued appointment is the same as the criteria by which full-time faculty are evaluated. Promotion and continued appointment committees consider years of full-time equivalent service when reaching decisions, excluding any approved probationary period extensions granted under the “extending the continued appointment clock policy procedures described in chapter four, “Extending the Continued Appointment Clock.”
Besides consideration of specific professional criteria, evaluation for promotion or continued appointment should consider the candidate’s integrity, professional conduct, and ethics. To the extent that such considerations are significant factors in reaching a negative recommendation, they should be documented as part of the formal review process.

4.5.4.1 Division-Level Evaluation for Promotion and Continued Appointment

The University Libraries and Extension divisions each have committees to evaluate candidates for promotion and/or continued appointment. These committees make recommendations to the dean of University Libraries or the director of Virginia Cooperative Extension. The dean or director may chair their respective committees or remain separate from the committee’s deliberations and subsequently receive its recommendations. (See guidelines in chapter four, “Composition of University Libraries and Extension Division-Level Committees.”)

The Promotion and Continued Appointment Committees review the cases of candidates for promotion and/or continued appointment, including those faculty members in the final probationary year. The dean or director furnishes the committee with a dossier for each candidate.

4.5.4.2 Composition of University Libraries and Extension Division-Level Committees

Rules governing eligibility and selection of the University Libraries or Extension review committee members, and operating guidelines for the committee’s deliberations must be documented in written division-level policies, formally approved by the faculty.

The University Libraries and Extension divisions each determines who is eligible to serve on the review committees from among faculty members with continued appointment.

The committee may include department heads or district directors; however, these members may not vote on cases from their departments or districts since each has already had an opportunity to vote or make a recommendation on those candidates.

If possible, some significant element of faculty choice should be a part of the committee selection procedure. Where small numbers make an election process impractical, the dean or director appoints the representative.
If University Libraries department heads or Extension district directors serve on the review committees, their total number is less than that of other faculty members.

Committee appointments should be staggered to assure continuity from one year’s deliberation to the next. If possible, members should not serve more than two successive terms.

Selection of the committee chair is determined in accordance with policies approved by the faculty.

The dean may be present at the University Libraries Promotion and Continued Appointment Committee deliberations and the director may be present at the Extension promotion and continued appointment committee deliberations. Each serves in an advisory capacity to the committee to assure compliance with university procedures and fairness and equity of treatment of candidates. The dean and director does not vote on committee recommendations, but provides a separate recommendation to the provost.

Faculty members appointed to serve on the University-level Promotion and Continued Appointment Committee are encouraged to observe their division-level deliberations to better prepare for their roles, but should not participate or attempt to influence the division-level recommendations.

4.5.4.3 Procedures and Recommendations of University Libraries and Extension-Division-Level Committees

The committee makes a recommendation on each candidate to the dean of University Libraries or director of Virginia Cooperative Extension, including a written evaluation that assesses the quality of the candidate’s performance in each relevant area. The division of the vote is conveyed to the University Promotion and Continued Appointment Committee and provost, but must otherwise remain confidential outside the committee. In the absence of a unanimous recommendation, a minority report must be included. Whenever the dean or director does not concur with the committee’s recommendation, the committee is so notified.

Evaluation for continued appointment is mandated in the sixth year of probationary service unless the faculty member has given written notice of resignation from the faculty. If the review committee feels that the faculty member’s record does not warrant a continued appointment, there is an automatic review of the candidate’s dossier by the dean of University Libraries or the
director of Virginia Cooperative Extension. If the dean or director concurs, the faculty member is notified by the dean or director, in writing, of the decision and the specific reasons for it.

The review committees may ask the candidate to appear before the committee to present additional information or clarification of recommendations.

4.5.4.4 Review and Recommendations by the Dean of University Libraries and Director of Virginia Cooperative Extension

The dean of University Libraries and the director of Virginia Cooperative Extension sends forward to the provost the full dossier of every candidate for whom there is a positive recommendation from either the division-level review committees or the dean/director, or both. The dean and director prepares separate letters of recommendation to be forwarded with the dossiers from their division. Whenever the dean or director does not concur with their division-level committee’s recommendation, the committee is so notified.

The dossiers that the dean and director sends to the provost are accompanied by a statement describing the formation and procedures of the review committee and a summary of the number of candidates considered by the division in each category. The division of the vote is conveyed to the university-level committee and provost, but must otherwise remain confidential.

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4.5.4.5 University Evaluation for Promotion and Continued Appointment of Library Faculty

The University Promotion and Continued Appointment Committee is appointed and chaired by the provost or the provost’s designee. The committee reviews the qualifications of the candidates recommended for promotion and/or continued appointment by the dean of University Libraries or the director of Virginia Cooperative Extension. It also reviews those cases in which the dean or director does not concur with their division-level committee’s positive recommendations. (University-level review of a case with differing recommendations for the dean or director and the division-level committee is automatic and does not require an appeal.) The purpose of the reviews is to verify that the recommendations are consistent with the evidence, reflecting university standards, and that they are consistent with university objective, programmatic plans, and budgetary constraints.
The committee makes a recommendation on each candidate to the provost. The provost makes recommendations to the president, informing the university committee of those recommendations, including the basis for any non-concurrence with the university committee recommendations. The provost informs the president of any variation between the provost’s recommendations and those of the university committee.

The president makes recommendations to the Board of Visitors with the Board of Visitors being responsible for the final decision.

The provost notifies the dean and director of any negative decision reached by the provost, the president, or the Board of Visitors. The dean or director notifies the faculty member, in writing, and notes appeal options.

The University Promotion and Continued Appointments committee consists of the dean of the University Libraries; the director of Virginia Cooperative Extension; and four faculty members with continued appointment—two each from the University Libraries faculty and the Extension faculty, three faculty members with continued appointment from the University Libraries; and two tenured faculty members from the colleges with the rank of associate professor or higher. The provost asks for nominations to this committee from the University Libraries faculty and the director of Virginia Cooperative Extension college faculty. Where possible, some significant element of faculty choice should be part of the selection procedure.

All members of the committee hold voting privileges. Regardless of the size of the committee, the faculty must always have at least a majority of the potential votes. Consistent with the principle that participants at all levels of the promotion and continued appointment review process vote only once on an individual case, the dean and director does not vote on cases from their own division. Similarly, faculty members serving on the university committee do not vote on any case they previously voted on, should this circumstance occur.

The faculty members of the committee hold staggered terms of three years for members with continued appointment from the University Libraries and two years for members with tenure from the colleges; the provost makes the committee appointments.

The provost or his or her designee chairs the committee but does not vote.

All voting within the committee should be by written secret ballot; the division of any ballot must remain confidential.
4.5.5 Appeals of Decisions on Reappointment, Continued Appointment, or Promotion for Library Faculty

A faculty member who is notified of a negative decision following evaluation for a term reappointment during the probationary period, for continued appointment, or for promotion may appeal for review of the decision under conditions and procedures specified in this section. The appellant has a right to an explanation of the reasons contributing to the denial.

Such an appeal must be filed, in writing, within 14 calendar days of formal notification of the decision, which shall make reference to appeal procedures. The appeal can only be based on grounds that certain relevant information was not provided or considered in the decision, or that the decision was influenced by improper consideration.

In their recommendations, administrators and the committees hearing an appeal should address the standards outlined in the previous paragraph. In particular, they shall not substitute their own judgment on the merits for that of the body or individual that made the decision under appeal. The recommendations should address the allegations in the appeal with specificity, and cite appropriate evidence.

Appeals should be resolved as quickly as possible without compromising fairness or thoroughness of review. Whenever possible, the goal should be to achieve final resolution in time to accommodate the first meeting of the Board of Visitors in the fall semester.

A faculty member who believes that the appeal procedures described in this section have been improperly followed may, at any point, seek advice from the Faculty Senate Committee on Reconciliation and/or file a grievance in accordance with the grievance procedure in chapter four, “Faculty Grievance Policy and Procedures.”

4.5.5.1 Probationary Reappointment

Faculty members on probationary term appointments should make no presumption of reappointment. Procedures for term reappointment or the granting of continued appointment for members of the University Libraries faculty or Extension faculty are developed in those units. A decision for non-reappointment to a term appointment, based primarily on performance evaluation, is final if reached by the division-level committee and is sustained by the dean of University Libraries or the director of Virginia Cooperative Extension, as appropriate. Notice of non-reappointment is furnished according to the schedule in chapter two, “Retirement,
Resignation, and Non-Reappointment.” The specific reasons for the decision are provided to the faculty member in writing, if requested.

If the non-reappointment decision is reached by the dean or director in contradiction to the recommendation of the division-level committee, the faculty member may request that the non-reappointment decision be reviewed by the provost for a final decision.

The faculty member presents the appeal in writing as specified in chapter four, “Appeals of Decisions on Reappointment, Continued Appointment, or Promotion.” The provost may ask the University Promotion and Continued Appointment Committee to review the case and make recommendation as an aid to that decision.

4.5.5.2 Continued Appointment Decision

Occasionally faculty members are evaluated for continued appointment during the probationary period, but before the final probationary year. In such a case, there is no recourse to appeal or review of a negative decision, at whatever level it is reached, because of the certainty that the evaluation will be undertaken again within a limited time.

If a faculty member is denied continued appointment in a mandatory review by both the division-level committee and the dean of University Libraries or director of Virginia Cooperative Extension, the faculty member may appeal the negative decision in writing in accordance with provisions of this section. The appeal is submitted to the provost for review by the University Committee for Promotion and Continued Appointment, which shall make a recommendation to the provost for a final decision. No further appeal is provided. The University Committee for Promotion and Continued Appointment may choose to hear oral arguments. Substantive procedural violations may be addressed through the grievance process described in chapter four, “Faculty Grievance Policy and Procedures.”

Should the University Promotion and Continued Appointment Committee find reason to believe that the review committee’s evaluation was biased or was significantly influenced by improper considerations, the University Promotion and Continued Appointment Committee may request that the dean or director form a new ad hoc review committee. The ad hoc committee makes a recommendation to the University Committee for Promotion and Continued Appointment that requested its
formation. The University Promotion and Continued Appointment Committee then makes a recommendation to the provost.

Should the provost not concur with a positive recommendation from the University Committee for Promotion and Continued Appointment, whether that recommendation culminates a usual review or an appeal, the faculty member is so notified in writing of the specific reason for the decision. The faculty member may appeal to the Faculty Review Committee. That committee investigates the case and, if the differences cannot be reconciled, makes a recommendation to the president on the matter. The president’s decision is final.

4.5.5.3 Review of Progress Toward Promotion to Professor

At least one review of progress toward promotion to professor should be conducted three to five years after promotion and continued appointment is awarded (or after continued appointment is awarded at the current rank of associate professor). The review is required for faculty promoted and awarded continued appointment during 2012-2013 and thereafter. The review is to be substantive and thorough. At a minimum, an appropriate departmental committee (e.g., continued appointment committee, personnel committee, annual review committee) must review the faculty member’s relevant annual activity reports, peer evaluations of teaching, and authored materials since the last promotion. The committee may also wish to review an updated curriculum vitae.

The review should be developmental and focused on the faculty member’s progress toward promotion to professor. The developmental guidance should focus on recommended future activities and plans that will position the faculty member for promotion. All reviews must be in writing, with the faculty member acknowledging receipt by signing and returning a copy for his or her departmental file. In addition, the faculty member may request a meeting with the department committee chair and the department head or chair to discuss the review and recommendations. Individual faculty members are also encouraged to seek guidance and mentoring from senior colleagues and the department head or chair.

4.5.5.4 Promotion Consideration and Decision

There is no specification for minimum or maximum time of service in any rank. A faculty member may request at any time a consideration for promotion in rank if the review committee has not chosen to undertake such an evaluation. However, appeal of a negative promotion
decision is provided only if the faculty member has been in rank for at least six years and if the faculty member has formally requested, in writing, consideration for promotion in a previous year. Candidates for promotion who have been denied by both the division-level review committee University Libraries Promotion & Continued Appointment Committee and the dean of University Libraries or director of Virginia Cooperative Extension may appeal to the provost, who asks the University Promotion and Continued Appointment Committee to consider the appeal. The faculty member presents the appeal in writing as specified in chapter four, “Appeals of Decisions on Reappointment, Continued Appointment, or Promotion.”

The committee makes recommendation to the provost. If the committee and the provost concur with the negative decision, the decision is final; if not, the president makes a final decision.

4.6 Continued Appointment and Promotion for Extension Faculty


Members of the Extension faculty not holding appointments in a collegiate department may be considered for continued appointment or for promotion in faculty rank in recognition of appropriate professional accomplishments as noted in the sections above.

4.6.1 Continued Appointment Eligibility

Like tenure, continued appointment is for the protection of the academic freedom of Extension faculty who are engaged in creating new programs and scholarship. Eligibility for continued appointment consideration is limited to faculty members holding regular faculty appointments of 50 percent to 100 percent in the Virginia Cooperative Extension. Continued appointment is not granted to faculty members with temporary appointments. Individuals holding continued appointment who are appointed to administrative positions however, retain the status and privileges of continued appointment.

4.6.2 Pre-Continued Appointment Probationary Period and Progress Reviews

The term “probationary period” (“pre-continued appointment”) is applied to the succession of term appointments, which an individual undertakes on a full- or part-time regular faculty
appointment, and during which evaluation for reappointment and for an eventual continued appointment takes place. The beginning of the probationary period for faculty members on term appointments is taken as July 1 or August 10 of the calendar year in which their initial full-time appointment begins, depending on whether they are on a calendar year or academic year appointment, regardless of the month in which their services are initiated. (The probationary period for new faculty appointed for spring semester begins the following fall even though the spring contract period officially begins December 25.)

Under usual circumstances, divisional promotion and continued appointment committees review the professional progress and performance of pre-continued appointment faculty members twice during the probationary period, usually in their second and fourth or third and fifth years. The timing of the reviews depends upon the nature of the faculty member’s discipline and must be clearly indicated in written departmental policies. The terms of offer identifies the initial appointment period. Pre-continued appointment reviews may be delayed if there is an approved extension as described below. Changes or variations in the standard review cycle must be documented in writing.

The initial review for a part-time faculty member should be no later than the third year of service (regardless of percent of employment) to give early feedback on their progress. At least two reviews should be conducted for part-time faculty members during their probationary period; more are recommended. The anticipated schedule for such reviews for appointment and for the mandatory review for continued appointment should be documented in writing as part of the agreement for the part-time appointment. Changes should be agreed upon and documented by the faculty member and the department.

Reviews are substantive and thorough. At a minimum, divisional promotion and continued appointment committees must review the faculty member’s relevant annual faculty activity reports, peer evaluations, and authored materials.

The pre-continued appointment reviews should analyze the faculty member’s progress toward promotion and continued appointment and offer guidance regarding future activities and plans. Pre-continued appointment faculty should be encouraged to develop a narrative about their scholarship goals with special emphasis on the place of their research and creative activity. Although this narrative may change across time, creating the context for their work can assist candidates in understanding how to continue to develop professionally in a national and international context in preparation for promotion and continued appointment. The dean or director, the mentor(s), and the divisional committee should engage in discussions with
instructors and assistant professors across the probationary period to encourage professional growth and development of the candidate’s scholarly work.

All reviews must be in writing, with the faculty member acknowledging receipt by signing and returning a copy for the faculty member’s division-level file. In addition, the promotion and continued appointment committee and the dean or director meet with the faculty member to discuss the review and recommendations. Individual faculty members are also encouraged to seek guidance and mentoring from senior colleagues. Pre-continued appointment faculty members bear responsibility for understanding division-level expectations for promotion and continued appointment and for meeting those expectations.

The initial appointment for instructors and assistant professors (or those appointed to higher ranks) without continued appointment is ordinarily for a period of not less than two years. Multiple-year reappointments may be subsequently recommended.

The maximum total period for full-time probationary appointments is six years, unless an approved extension is granted. Decision about continued appointment, if not made earlier, is made in the sixth year of the probationary appointment. If the continued appointment decision made in the sixth year is negative, a one-year terminal appointment is offered.

Pre-continued appointment faculty members may request a term part-time appointment as described in chapter four, “Part-Time Continued Appointment and Continued Appointment-Track Appointments,” for reasons of balancing work and family or personal health issues. In such cases, the probationary period is extended proportionately. For example, two years of service at 50 percent counts as one year of full-time service. The term appointment may be renewed. (A permanent part-time appointment may be requested and granted following award of continued appointment.)

In determining the mandatory continued appointment review year for those with partial appointments, general equivalency to full-time appointments is expected, so that approximately five years of full-time equivalent service is expected prior to the mandatory continued appointment review year if no continued appointment clock extensions have been granted; six years if one year of extension is granted, and seven years if two extensions are granted. (In summing partial years of service, a total resulting in a fraction equal to or less than .5 is rounded down, and a fraction greater than .5 is rounded up.) However, review for continued appointment must occur no later than the tenth year of service, resulting in somewhat less full-time equivalent service (4.5 years) for a faculty member with 50 percent appointment.
throughout all nine probationary years prior to review. If denied continued appointment following a mandatory review, a one-year terminal appointment is offered.

Faculty members on part-time appointments may request a continued appointment clock extension in accordance with procedures described in chapter four, “Extending the Continued Appointment Clock.” (Extensions are granted in one-year increments, not prorated by the part-time appointment percentage.) However, the extension is not approved if it results in a mandatory review date beyond the tenth year.

Up to three years of appropriate service at other accredited American four-year colleges and universities may be credited toward the six-year probationary period, as specified in chapter four, “Guidelines for the Calculation of Prior Service.”

A faculty member on probationary appointment who wishes to request a leave of absence consults with the dean or director about the effect of the leave on the probationary period, taking into account the professional development that the leave promises. The request for leave addresses this matter and the provost’s approval of the leave request specifies whether the leave is to be included in the probationary period.

4.6.2.1 Extending the Continued Appointment Clock

A one-year probationary period extension is automatically granted to either parent (or both, if both parents are continued appointment-track faculty members) in recognition of the demands of caring for a newborn child or a child under five newly placed for adoption or foster care. The request should be made within a year of the child’s arrival in the family.

An extension of the probationary period may also be approved on a discretionary basis for other extenuating non-professional circumstances that have a significant impact on the faculty member’s productivity, such as a serious personal illness or major illness of a member of the immediate family. In rare cases, extraordinary professional circumstances not of the faculty member’s own making may be acceptable justification for a probationary period extension, for example exceptional delays in providing critical equipment, laboratory renovations, or other elements of the committed start-up package essential to establishing a viable research program.

Faculty members who benefit from this policy are expected to fulfill their usual responsibilities during the probationary period extension unless they are also granted a period of modified duties or unless other arrangements are made. (See chapter four, “Modified Duties.”)
Probationary period extensions are granted in one-year increments. A cumulative total of two years is usually the maximum probationary period extension for any combination of reasons. Requests should be made within a year of the qualifying event or extenuating circumstance. The provost may approve exceptions to these limitations.

Requests for a probationary period extension are submitted in writing to the department head or chair. (A form is available on the provost’s website.) Approval is automatic for new parents. Documentation of medical reasons (other than childbirth or adoption) is required prior to approval; documentation of other extenuating circumstances may also be required. Approvals by the department head or chair, dean or director, and provost are required for probationary period extensions. The faculty member may appeal denial of the request to the next higher level in their organizational reporting structure.

It is very important that all individuals and committees participating in continued appointment reviews understand that any individual who receives a probationary period extension must be held to the same standard—not a higher or more stringent one—to which other candidates without such an extension are held. This is also true in the case where the candidate’s dossier is considered on the original schedule for review. However, in this instance where an approved extension was granted but not utilized, the continued appointment review is not considered mandatory and can be conducted again in the subsequent year without penalty. A probationary extension also usually extends the time frame for each subsequent review and reappointment during the probationary period. For example, an extension granted prior to the fourth-year review and reappointment typically delays that review by one year.

4.6.3 Guidelines for the Calculation of Prior Service

At the time of a faculty member’s initial appointment to Extension, the director notifies the new faculty member of his or her standing regarding the continued appointment system. Excepting temporary appointments with limited terms, the faculty appointees are given clear notice of when their appointments will be considered for renewal and, if on the continued appointment-track, when consideration for continued appointment will be given.

In this latter calculation, appropriate full-time service in another accredited four-year American college or university is credited toward probationary service at Virginia Tech only if the appointed faculty member requests such credit.
In such a request, all prior service is presented if undertaken after the faculty member completes the terminal degree appropriate to the field. A maximum of three years may be credited toward probationary service at Virginia Tech. The request must be made in writing within one year of the initial appointment. The specification of credit for prior service toward the probationary period is subject to the approval of the provost on the recommendation of the dean of University Libraries or the director of Virginia Cooperative Extension.

4.6.4 Evaluation Procedures for Promotion and Continued Appointment

Promotion to a higher rank or an award of continued appointment may be granted to faculty members on a regular faculty appointment who demonstrate outstanding accomplishments in an appropriate combination of learning, discovery, engagement, and other professional activities. Every faculty member is expected to maintain a current curriculum vitae, with copies filed in the Extension unit, as appropriate. The curriculum vitae together with annual faculty activity reports, student or client evaluations, copies of publications, reference letters, and other similar documents comprise a dossier, which furnishes the principal basis for promotion and continued appointment decisions.

The evaluation of candidates for continued appointment and promotion parallels the process for tenure consideration for college faculty, and incorporates the same, or similar, elements of procedure whenever relevant or reasonable. Given the small number of faculty members on the continued appointment-track, their dossiers are reviewed at two levels (rather than three as required for college faculty): first by the Extension promotion and continued appointment committee and director of Virginia Cooperative Extension, and second by the University Promotion and Continued Appointment Committee and the provost.

Although some participants in the review process may serve at more than one level—for example a departmental committee member may also serve on the divisional committee—participants may only vote once on a case. A faculty member may not serve on any committee that is evaluating a spouse, family member, or other individual with whom the faculty member has a close personal relationship. (See chapter two, “Potential Conflicts Involving Spouses and Immediate Family Members.”)

Because the job descriptions and responsibilities of the candidates being considered do not conform to a single pattern or norm, it is not possible to set forth a statement of criteria with reference to which all recommendations for promotion or continued appointment must be made. Nevertheless, members of the general faculty seeking continued appointment or
promotion in faculty rank are generally expected to have records of outstanding accomplishment in an appropriate combination of the following categories:

**Professional responsibilities**: Carrying out the responsibilities of the position within the organizational unit by effective staff work, display of leadership, and a high degree of initiative. Research and scholarly activities: Publishing in journals, presenting papers at professional meetings, developing other works of creative scholarship, organizing or chairing sessions at professional meetings, and carrying out instructional responsibilities or graduate student advising.

**University activities**: Participating in the conduct of the activities of the administrative unit and the university. Such service takes innumerable forms, including serving on committees or in faculty governance positions, or participating in seminars or conferences.

**External activities**: Participating in local, state, regional, and national professional associations. Such participation includes activities such as holding office, serving on committees, conducting workshops, serving on panels, and attending conferences, conventions, or meetings.

**Awards and honors**: Receiving awards, grants, and honorary titles or being selected for membership in honorary societies.

Activities and accomplishments in other appropriate areas, beyond these five, may be included in dossiers and are considered.

Extension faculty are expected to develop within this framework the performance criteria that are most relevant to the responsibilities of those units. These criteria serve both as an aid to faculty development and as a set of measures that the University Promotion and Continued Appointment Committee may apply.

The criteria by which faculty with part-time appointments are evaluated for continued appointment and promotion is the same as the criteria by which full-time faculty are evaluated. Promotion and continued appointment committees consider years of full-time equivalent service when reaching decisions, excluding any approved probationary period extensions granted under the extending the continued appointment clock policy.

Besides consideration of specific professional criteria, evaluation for promotion or continued appointment should consider the candidate’s integrity, professional conduct, and ethics. To the
extent that such considerations are significant factors in reaching a negative recommendation, they should be documented as part of the formal review process.

4.6.4.1 Division-Level Evaluation for Promotion and Continued Appointment

The Extension division has a committee with appropriate faculty representation to evaluate candidates for promotion and/or continued appointment. The committee makes recommendations to the director of Virginia Cooperative Extension. The director may chair their respective committees or remain separate from the committee’s deliberations and subsequently receive its recommendations. (See guidelines in chapter four, “Composition of Extension Division-Level Committees.”)

These promotion and continued appointment committees review the cases of candidates for promotion and/or continued appointment, including those faculty members in the final probationary year. The dean or director furnishes the committee with a dossier for each candidate.

4.6.4.2 Composition of Extension Division-Level Committees

Rules governing eligibility and selection of the Extension review committee members, and operating guidelines for the committees’ deliberations must be documented in written division-level policies, formally approved by the faculty.

The Extension division determines who is eligible to serve on review committees from among faculty members with continued appointment.

The committee may include department heads or district directors; however, these members may not vote on cases from their departments or districts since each has already had an opportunity to vote or make a recommendation on those candidates.

If possible, some significant element of faculty choice should be a part of the committee selection procedure. Where small numbers make an election process impractical, the dean or director appoints the representative.

If Extension district directors serve on the review committees, their total number is less than that of other faculty members.
If Extension district directors serve on the review committees, their total number is less than that of other faculty members.

Committee appointments should be staggered to assure continuity from one year’s deliberation to the next. If possible, members should not serve more than two successive terms.

Selection of the committee chair is determined in accordance with policies approved by the faculty.

The director may be present at the Extension promotion and continued appointment committee deliberations. The director serves in an advisory capacity to the committee to assure compliance with university procedures and fairness and equity of treatment of candidates. The director does not vote on committee recommendations, but provide a separate recommendation to the provost.

Faculty members appointed to serve on the university-level promotion and continued appointment committee are encouraged to observe their division-level deliberations to better prepare for their roles, but should not participate or attempt to influence the division-level recommendations.

4.6.4.3 Procedures and Recommendations of Extension Division-Level Committees

The committee makes a recommendation on each candidate to the director of Virginia Cooperative Extension, including a written evaluation that assesses the quality of the candidate’s performance in each relevant area. The division of the vote is conveyed to the University Promotion and Continued Appointment Committee and provost, but must otherwise remain confidential outside the committee. In the absence of a unanimous recommendation, a minority report may be included. Whenever the director does not concur with the committee’s recommendation, the committee is so notified.

Evaluation for continued appointment is mandated in the sixth year of probationary service unless the faculty member has given written notice of resignation from the faculty. If the review committee feels that the faculty member’s record does not warrant a continued appointment, there is an automatic review of the candidate’s dossier by the director of Virginia Cooperative Extension. If the director concurs, the faculty member is notified by the director, in writing, of the decision and the specific reasons for it.
The review committees may ask the candidate to appear before the committee to present additional information or clarification of recommendations.

4.6.4.4 Review and Recommendations by the Director of Virginia Cooperative Extension

The director of Virginia Cooperative Extension send forward to the provost the full dossier of every candidate for whom there is a positive recommendation from either the division-level review committees or the director, or both. The director prepares separate letters of recommendation to be forwarded with the dossiers from their division. Whenever the director does not concur with their division-level committee’s recommendation, the committee is so notified.

The dossiers that the director sends to the provost are accompanied by a statement describing the formation and procedures of the review committee and a summary of the number of candidates considered by the division in each category. The division of the vote is conveyed to the university-level committee and provost, but must otherwise remain confidential.

4.6.4.5 University Evaluation for Promotion and Continued Appointment of Extension Faculty

The University Promotion and Continued Appointment Committee is appointed and chaired by the provost or the provost’s designee. The committee reviews the qualifications of the candidates recommended for promotion and/or continued appointment by the director of Virginia Cooperative Extension. It also reviews those cases in which the dean or director do not concur with their division-level committee’s positive recommendations. (University-level review of a case with differing recommendations for the dean or director and the division-level committee is automatic and does not require an appeal.) The purpose of the reviews is to verify that the recommendations are consistent with the evidence, reflecting university standards, and that they are consistent with university objective, programmatic plans, and budgetary constraints.

The committee makes a recommendation on each candidate to the provost. The provost makes recommendations to the president, informing the university committee of those recommendations, including the basis for any non-concurrence with the university committee recommendations. The provost informs the president of any variation between the provost’s recommendations and those of the university committee.

The president makes recommendations to the Board of Visitors with the Board of Visitors being responsible for the final decision.
The provost notifies the dean and director of any negative decision reached by the provost, the president, or the Board of Visitors. The director notifies the faculty member, in writing, and notes appeal options.

The University Promotion and Continued Appointment committee consists of the dean of the University Libraries; the director of Virginia Cooperative Extension; and four faculty members with continued appointment—two each from the University Libraries faculty and the Extension faculty. The provost asks for nominations to this committee from the University Libraries faculty and the director of Virginia Cooperative Extension. Where possible, some significant element of faculty choice should be part of the selection procedure.

All members of the committee hold voting privileges. Regardless of the size of the committee, the faculty must always have at least a majority of the potential votes. Consistent with the principle that participants at all levels of the promotion and continued appointment review process vote only once on an individual case, the dean and director does not vote on cases from their own division. Similarly, faculty members serving on the university committee do not vote on any case they previously voted on, should this circumstance occur.

The faculty members of the committee hold staggered terms of three years; the provost makes the committee appointments.

The provost or his or her designee chairs the committee but does not vote.

All voting within the committee should be by written secret ballot; the division of any ballot must remain confidential.

**4.6.5 Appeals of Decisions on Reappointment, Continued Appointment, or Promotion for Extension Faculty**

A faculty member who is notified of a negative decision following evaluation for a term reappointment during the probationary period, for continued appointment, or for promotion may appeal for review of the decision under conditions and procedures specified in this section. The appellant has a right to an explanation of the reasons contributing to the denial.

Such an appeal must be filed, in writing, within 14 calendar days of formal notification of the decision, which shall make reference to appeal procedures. The appeal can only be based on
grounds that certain relevant information was not provided or considered in the decision, or that the decision was influenced by improper consideration.

In their recommendations, administrators and committees hearing an appeal should address the standards outlined in the previous paragraph. In particular, they shall not substitute their own judgment on the merits for that of the body or individual that made the decision under appeal. The recommendations should address the allegations in the appeal with specificity, and cite appropriate evidence.

Appeals should be resolved as quickly as possible without compromising fairness or thoroughness of review. Whenever possible, the goal should be to achieve final resolution in time to accommodate the first meeting of the Board of Visitors in the fall semester.

A faculty member who believes that the appeal procedures described in this section have been improperly followed may, at any point, seek advice from the Faculty Senate Committee on Reconciliation and/or file a grievance in accordance with the grievance procedure in chapter four, “Faculty Grievance Policy and Procedures.”

4.6.5.1 Probationary Reappointment

Faculty members on probationary term appointments should make no presumption of reappointment. Procedures for term reappointment or the granting of continued appointment for members of Extension faculty are developed in those units. A decision for non-reappointment to a term appointment, based primarily on performance evaluation, is final if reached by the division-level committee and is sustained by the director of Virginia Cooperative Extension, as appropriate. Notice of non-reappointment is furnished according to the schedule in chapter two, “Retirement, Resignation, and Non-Reappointment.” The specific reasons for the decision are provided to the faculty member in writing, if requested.

If the non-reappointment decision is reached by the director in contradiction to the recommendation of the division-level committee, the faculty member may request that the non-reappointment decision be reviewed by the provost for a final decision.

The faculty member presents the appeal in writing as specified in chapter four, “Appeals of Decisions on Reappointment, Continued Appointment, or Promotion.” The provost may ask the University Promotion and Continued Appointment Committee to review the case and make recommendation as an aid to that decision.
4.6.5.2 Continued Appointment Decision

Occasionally faculty members are evaluated for continued appointment during the probationary period, but before the final probationary year. In such a case, there is no recourse to appeal or review of a negative decision, at whatever level it is reached, because of the certainty that the evaluation will be undertaken again within a limited time.

If a faculty member is denied continued appointment in a mandatory review by both the division-level committee and the director of Virginia Cooperative Extension, the faculty member may appeal the negative decision in writing in accordance with provisions of this section. The appeal is submitted to the provost for review by the University Committee for Promotion and Continued Appointment, which shall make a recommendation to the provost for a final decision. No further appeal is provided. The University Committee for Promotion and Continued Appointment may choose to hear oral arguments. Substantive procedural violations may be addressed through the grievance process described in chapter four, “Faculty Grievance Policy and Procedures.”

Should the University Promotion and Continued Appointment Committee find reason to believe that the review committee’s evaluation was biased or was significantly influenced by improper considerations, the University Promotion and Continued Appointment Committee may request that the director form a new ad hoc review committee. The ad hoc committee makes a recommendation to the University Committee for Promotion and Continued Appointment that requested its formation. The University Promotion and Continued Appointment Committee then makes a recommendation to the provost.

Should the provost not concur with a positive recommendation from the University Committee for Promotion and Continued Appointment, whether that recommendation culminates a usual review or an appeal, the faculty member is so notified in writing of the specific reason for the decision. The faculty member may appeal to the Faculty Review Committee. That committee investigates the case and, if the differences cannot be reconciled, makes a recommendation to the president on the matter. The president’s decision is final.

4.6.5.3 Review of Progress Toward Promotion to Professor

At least one review of progress toward promotion to professor should be conducted three to five years after promotion and continued appointment is awarded (or after continued appointment is awarded at the current rank of associate professor). The review is required for faculty promoted and awarded continued appointment during 2012-13 and thereafter. The
review is to be substantive and thorough. At a minimum, an appropriate departmental committee (e.g., continued appointment committee, personnel committee, annual review committee) must review the faculty member’s relevant annual activity reports, peer evaluations of teaching, and authored materials since the last promotion. The committee may also wish to review an updated curriculum vitae.

The review should be developmental and focused on the faculty member’s progress toward promotion to professor. The developmental guidance should focus on recommended future activities and plans that will position the faculty member for promotion. All reviews must be in writing, with the faculty member acknowledging receipt by signing and returning a copy for his or her departmental file. In addition, the faculty member may request a meeting with the department committee chair and the department head or chair to discuss the review and recommendations. Individual faculty members are also encouraged to seek guidance and mentoring from senior colleagues and the department head or chair.

4.6.5.4 Promotion Consideration and Decision

There is no specification for minimum or maximum time of service in any rank. A faculty member may request at any time a consideration for promotion in rank if the review committee has not chosen to undertake such an evaluation. However, appeal of a negative promotion decision is provided only if the faculty member has been in rank for at least six years and if the faculty member has formally requested, in writing, consideration for promotion in a previous year. Candidates for promotion who have been denied by both the division-level review committee and the director of Virginia Cooperative Extension may appeal to the provost, who asks the University Promotion and Continued Appointment Committee to consider the appeal. The faculty member presents the appeal in writing as specified in chapter four, “Appeals of Decisions on Reappointment, Continued Appointment, or Promotion.”

The committee makes recommendation to the provost. If the committee and the provost concur with the negative decision, the decision is final; if not, the president makes a final decision.

4.67 Annual Evaluation and Post-Continued Appointment Review

4.67.1 Annual Evaluation and Salary Adjustments
4.67.2 Unsatisfactory Performance

4.67.3 Divisional Minimal Standards

The University Libraries and Extension divisions shall each develop, maintain, and publish a statement of minimal standards for satisfactory faculty performance using the following process. Divisional standards should be written with the participation of faculty in the division and approved by a vote of the continued appointment-track faculty in the division. Standards developed and approved by division-level promotion and continued appointment committee and the dean or director are then reviewed and approved by the provost. Once approved, the standards are published and available to all faculty members the division. Revisions of divisional standards also follow these procedures.

The following guidance is provided for the development of divisional minimal standards: Divisions should carefully assess and state the overall standards of professional performance and contribution they consider minimally acceptable for continued appointment faculty. Each division's evaluation mechanism should allow a distinction between performance that is deficient in one or more areas requiring improvement, and performance that is so seriously deficient as to merit the formal designation "unsatisfactory."

Divisional standards should embrace the entire scope of faculty contributions. Expectations recognize differences in faculty assignments within the same department or unit. Divisional standards should typically address the individual's skill, effort, and effectiveness in contributing to all aspects of the instructional mission; the individual's activity in and contributions to the discipline; the individual's contributions to the collective life of the division and university; and the individual's activity in and contributions to the university's outreach mission.

Divisional statements should affirm support for the basic principles of academic freedom and should express tolerance for minority opinions, dissent from professional orthodoxies, and honest and civil disagreement with administrative actions.

Departmental statements should include the expectation that faculty with continued appointment will adhere to the standards of conduct and ethical behavior as stated in the Faculty Handbook and/or promulgated through other official channels.

4.67.4 Post-Continued Appointment Review
Nothing in this section should be interpreted as abridging the university's right to proceed directly to dismissal for cause as defined in chapter four, “Dismissal for Cause,” or the right of individual faculty members to pursue existing mechanisms of reconciliation and redress.

A post-continued appointment review is mandatory whenever a faculty member with continued appointment receives two consecutive annual evaluations of unsatisfactory performance. Annual reviews for years spent on leave without pay are disregarded for the purpose of this calculation. The divisional promotion and continued appointment committee conducts the review, unless the same committee was involved in the original unsatisfactory annual evaluations. In this case, the division elects a committee to carry out the review function.

Upon recommendation of the dean or director, a post-continued appointment review may be waived or postponed if there are extenuating circumstances (such as health problems).

The purpose of a post-continued appointment review is to focus the perspective of faculty peers on the full scope of a faculty member's professional competence, performance, and contributions to the division and university missions and priorities.

The faculty member has both the right and the obligation to provide a dossier with all documents, materials, and statements he or she believes are relevant and necessary for the review. Ordinarily, such a dossier includes at least the following: an updated curriculum vitae, the past two or more faculty activity reports, teaching or client assessments, if any, and a description of activities and accomplishments since the last faculty activity report. The faculty member is given a period of no less than four weeks to assemble the dossier for the committee. The dean or director supplies the review committee with the last two annual evaluations, all materials that were considered in those evaluations, any further materials deemed relevant, and other materials the committee requests. Copies of all materials supplied to the committee are given to the faculty member. The faculty member has the right to provide a written rebuttal of evidence provided by the dean or director.

The committee weighs the faculty member's contributions to the discipline, the division, and the university through learning, discovery, and engagement. The burden of proving unsatisfactory performance is on the university. The committee prepares a summary of its findings and makes a recommendation to the dean or director and provost. Final action and notification of the faculty member is the responsibility of the dean or director, with the concurrence of the provost.
The review may result in one of the following outcomes:

**Certification of satisfactory performance:** The committee may conclude that the faculty member's competence and professional contributions are satisfactory to meet the division’s minimal expectations, thus failing to sustain the assessment of the dean or director. The review is then complete. An unsatisfactory rating in any subsequent year is counted as the first in any future sequence.

**Certification of deficiencies:** The committee may concur that the faculty member's competence and/or professional contributions are unsatisfactory to meet the division’s minimal expectations. The committee may recommend dismissal for cause, a sanction other than dismissal for cause, or a single period of remediation not to exceed two years.

**Remediation:** If a period of remediation is recommended, the committee specifies in detail the deficiencies it noted, defines specific goals and measurable outcomes the faculty member should achieve, and establishes a timeline for meeting the goals. The dean or director meets with the faculty member at least twice annually to review the individual’s progress. The dean or director prepares a summary report for the committee following each meeting and at the end of the specified remediation period, at which time the committee either certifies satisfactory performance or recommends dismissal for cause or a sanction other than dismissal for cause following the procedures described below.

**Sanction other than dismissal for cause:** A division-level recommendation to impose a severe sanction, as defined in chapter four, “Imposition of a Severe Sanction,” is referred to the University Promotion and Continued Appointment Committee, which reviews the case as presented to the division-level committee, provides an opportunity for the faculty member to be heard, and determines whether the recommendation is consistent with the evidence. The university committee may reject, uphold, or modify the specific sanction recommended by the division-level committee. If the division-level committee also recommends imposition of a severe sanction, then the same procedures used for dismissal for cause guide the process. The review conducted by the division-level committee satisfies the requirement in step two for an informal inquiry by an ad hoc or standing personnel committee. Thus, in the case of a post-continued appointment review, this step is not repeated.
If a severe sanction is imposed or ultimately rejected, then the post-continued appointment review cycle is considered complete. An unsatisfactory rating in any subsequent year is counted as the first in any future sequence.

**Dismissal for cause**: If dismissal for cause is recommended, the case shall be referred to the division-level promotion and continued appointment committee as described in chapter four, “Procedures and Recommendations of University Libraries and Extension Division-Level Committees,” and “Procedures and Recommendations of Extension Division-Level Committee,” which reviews the case as presented to the divisional committee and determines whether the recommendation is consistent with the evidence. If the University Promotion and Continued Appointment Committee upholds the recommendation for dismissal, then the procedures specified in chapter four, “Dismissal for Cause,” begin immediately. The division-level committee review satisfies the requirement for an informal inquiry by a standing personnel committee.

4.67.5 Periodic Review of Academic Deans, Dean of University Libraries, Dean of the Honors College, Department Heads, Senior Administrators, and Academic Vice Presidents

4.78 Imposition of a Severe Sanction or Dismissal for Cause

4.78.1 Adequate Cause

4.78.2 Imposition of a Severe Sanction

4.78.3 Dismissal for Cause

4.89 Faculty Grievance Policy and Procedures

4.89.1 Faculty Reconciliation and Mediation Services

4.89.2 The Formal Grievance Procedure

4.89.3 Timeliness of Grievance and Procedural Compliance

4.89.4 Valid Issues for Grievance
4.89.5 Particular Concerns and Definitions

4.89.6 Overview of the Formal Grievance Process for Faculty with Continued Appointment or on the Continued Appointment-Track

4.910 Study-Research Leave

4.1011 Research Assignment

4.1112 Modified Duties

4.1213 Consulting Activities for Virginia Cooperative Extension Faculty
WHEREAS, the workload associated with the transition from CLE to Pathways has gone beyond the three-year time frame outlined in the amended Implementation Plan; and

WHEREAS, the Pathways Ad Hoc Review Committee has efficiently reviewed approximately 400 courses and 18 minors over the three-year span; and

WHEREAS, it is expected that a significant number of courses and minors will come forward in the coming year; and

WHEREAS, the UCC and UCCGE will collaborate early in Fall 2019 to develop a long-term solution to support the continued work of general education course and minor review; and

THEREFORE, LET IT BE RESOLVED that the Pathways Ad Hoc Review Committee be extended for one more year as outlined in the Implementation Plan.

AND that the Pathways Implementation Plan be amended as follows:

1. Revision of the Pathways Implementation Plan (p. 3, last paragraph) from a “three-year period” to a “four-year period.”

2. Revision of section “B. After Transition” header of the Pathways Implementation Plan (p. 4) from “Fall 2019 and beyond” to “Fall 2020 and beyond.”
Commission on Faculty Affairs  
April 5, 2019  
10:30 – 12:00 Noon  
130 E Burruss Hall


Absent: L. Brogdon, J. Finney

Guests: M. Lewis, K. DeBose (University Libraries), E. Plummer (Faculty Affairs), S. Winn (University Libraries), D. Musick (VT School of Medicine)

1. Approval of agenda  
B. Hicok

Meeting called to order at 10:30 a.m.

2. Approval of March 22, 2019 minutes  
B. Hicok

The minutes were approved unanimously.

3. Resolution LFA 2018-19A: first reading  
Kiri Goldbeck-DeBose

K. DeBose and S. Winn presented a first reading of the resolution to amend procedures for faculty appointments with continued appointment.

4. P & T revision: scheduling a final discussion  
B. Hicok

B. Hicok will select possible dates/times and send out an email (action item) to CFA members with the goal of having a subset of CFA members work on drafting the P&T revision.

5. Including unrepresented faculty in Faculty Senate  
B. Hicok

Collegiate faculty and instructors need representation in Faculty Senate. B. Hicok posed the question should all faculty have representation in Faculty Senate?

Although it is allowed for these faculty groups to serve on Faculty Senate, there is no explicit language regarding this fact. G. Daniel and
others noted the confusion surrounding the issue suggests that explicit language is needed.

M. Paretti, B. Hicok, and others noted there are two parts to this issue: 1) creating language that explicitly states (and clarifies) that all faculty groups can serve on the Faculty Senate, and 2) do other faculty groups outside of tenure-track faculty need a minimum level of representation?

6. **Other business**

   No other business was presented.

7. **Adjourn**

   The meeting was adjourned at 12:00 p.m.
MINUTES

Commission on Graduate Studies & Policies
April 3, 2019
3:30 – 5:00 p.m.
Graduate School Conference Room


Absent with notification: Mehdi Ahmadian, Karen DePauw (ex officio), Cynthia Hampton, and Robert Sumichrast.

Absent without notification: Sarah Karpanty, Nick Rexroad, and Tyler Walters (ex officio).

Visitors and invited guests: Janice Austin, Bill Huckle, Will Makowski, Alyssa Rametta, and Andy Schaudt.

Call to Order

The meeting was called to order by Dr. Bagchi at 3:30 p.m.

Approval of the Agenda

The agenda was approved with revisions.

Approval of the Minutes

The minutes of March 20, 2019 were approved as presented.

Committee Reports

Graduate Curriculum Committee

The Graduate Curriculum Committee minutes of March 28, 2019 were accepted as presented. Dr Hole reported twenty-five proposals were accepted at the last meeting for the new natural resources program for northern Virginia.

Graduate Student Appeals Committee

There was no report.

Degree Requirements, Standards, Criteria, and Academic Progress (DRSCAP) Committee

Dr. Bodenhorn reported the committee will meet next week.
Old Business

Dr. Bagchi called for additional nominations for chair and vice chair. The nomination for chair is Dr. Hole. He was elected by unanimous proclamation. The nomination for vice chair is Dr. Frisard. She was elected by unanimous proclamation.

New Business

Dr. Huckle introduced Will Makowski. Mr. Makowski presented his iPhD proposal to the membership followed by a question and answer session. Mr. Makowski will incorporate recommendations made by the Commission. The membership will again review the proposal at the next meeting.

The SGA resolution for accommodating religious and cultural absences was reviewed by the membership. It was noted that other groups are also working on this topic. The following comments will be offered to the SGA:

The two student groups should coordinate their efforts.

The university needs to recognize the process that would be university wide and not defined by the professor.

Faculty Senate will need to be involved with the development of the process.

Dr. Huckle reported on the activities of the most recent Board of Visitors meeting. The neuroscience degree was approved. The name change for CGS&P was approved. The medical school honor system was approved. Compensation packages included a 3% increase for stipends. Tuition increased for everyone except in-state undergraduates. Ryan King is the new graduate student Board of Visitors representative. Dr. Holloway reported ACRA was focused on graduate education and enjoyed the faculty panel led by Dr. DePauw. She also reported that the Board of Visitors members enjoyed breakfast with the graduate students. Anurag reported on the support from a Board of Visitors member regarding the post prelim proposal. The task force on mental health will be discussed by the Board of Visitors in June, per Dr. Holloway.

Graduate School Update

There was no report.

Constituency Updates

Graduate Student Assembly

Ms. Svyantek reported on the success by the Graduate Research Symposium during graduate education week. Ms. Svyantek introduced Alexa Hruby as the new GSA Vice President.

Graduate Honor System

Mr. Mantha had no new cases to report.
University Library Committee

Dr. Xie will plan on reporting at the May 1st on the pilot project for graduate data management.

Faculty Senate

Ms. McMillan reported on the faculty research and assessment survey from the Faculty Senate.

Student Government Association

There was no report.

Board of Visitors

There was no report.

University Council and Commission Updates

Dr. Bagchi reported there were no updates from University Council.

Dr. Baab reported there were no updates from the CAPFA.

Dr. Holloway had no updates. There were no other commission updates.

Announcements

Dr. Holloway reminded everyone of the town hall on the innovation campus tomorrow at 4 p.m. There were no other announcements.

Adjournment

The meeting was adjourned at 4:40 p.m.

Respectfully Submitted,

/s/

Marilynn R. King
On behalf of Karen P. DePauw, Ph.D.
Vice President and Dean for Graduate Education
Commission on Staff Policies and Affairs
February 26, 2019
2:00-3:00 p.m.

Attendees:
Sally Shupe, LaTawnya Burleson, Betty Wilkins, Rosemary Blieszner, Cassidy Boyles, Judy Alford, Lori Buchanan, Marie Bliss (for Bryan Garey), Margaret Radcliffe, Tamarah Smith, Susanna Rinehart, Hazem Sharaf, Sue Teel

Minutes:
Call to order and Welcome by Tamarah Smith – 1:58

Approval of February Agenda – with addition below
• Adding information about “Giving Day”

January Minutes electronically approved and sent to Governance Office

Subcommittee Reports and Next Steps
Pay Benefits
• Started Google doc and is in SharePoint
• On orientation website adding resources for people who might need any type of public assistance
• Also want to see if there is any kind of parking assistance – hope to get to that next month

Recruitment/Retention/Trainings (report uploaded to SharePoint)
• Issue getting list of supervisors –
  • Can get list of anyone who approves a performance plan...problem is many are faculty and how to reach them
  • John Massey has ideas about how to reach more supervisors
  • Margaret suggests that it be added to Business Practices Seminar next year
  • John offered to do a presentation at CSPA...suggests May since he will have completed all 4 trainings at that point
• Lori was put in touch with Christine Luketic to develop list of staff...will need to think through how to update as new staff are hired

Giving Day – March 19-20
• Can choose anything you are passionate about
  Givingday.vt.edu
• Minimum is $5 donation
Benefits Committee Report by Sally Shupe

Jeri Baker – issues addressed in NEC parking garage
- Student parking in parking garage - $5 per day
- Propose citation amount be increased so it isn’t cheaper to pay per day than getting parking permit
- Lights need to be brighter in garage
- Place mirrors in corners in garage
- Enforced speed limit in garage

Winter closing – HR reps on committee are working on creating survey

Compensation Planning Committee Report by Robert Sebek

Will be giving presentation to BOV in March –
- focusing on pay for pay bands 1 and 2
- Have talked about parking – pay raises proposed will go a long way towards solving the parking situation
- Pay band 1 starts at approximately $10 per hour – living wage in Montgomery and Giles counties is just a little under $12; administrators decided to propose $12 in presentation
- Will also pull in some lower level pay band 3s
- Decided to not address student wage because they are all over the place…but need to look at being more consistent
- Will take this to Board but no idea if they will approve or if there will money to do this
- Robert will come back to April CSPA to report what the Board votes

Updates: Faculty Senate, CAPFA, GSA, SGA

Faculty Senate –
- Living wage issue has been talking a lot about this – faculty is unanimously in support of this; recommendation that there would have to be increase in salary budgets
- Involved with Provost Search – faculty had place on itineraries
- Committee work around governance structure and voice of faculty on academic issues
- Working groups around research, teaching (teaching assessment), P&T
- Strong support for Indigenous Peoples’ Day
- Menah presented Strategic Plan – conversation around being recognized nationally and internationally and around implications of growth
- President and Provost will meet with Faculty Senate – having a lot of conversation about what questions they want to put in front of them

CAPFA – by Margaret Radcliffe
CAPFA met on 2/13/2019. I was on vacation and unable to attend. Based on the minutes, the following discussions are of interest to CSPA:
• Greg Fansler reported on activities to improve communications with AP Faculty. A Listserv has been set up and a working group established to recommend scheduling and content of messages, with the first message likely to be sent in early March. Only the chair/vice chair can respond to the listserv. Individuals can opt out of the Google group.

• Erin McCann, Director of Strategic Planning, presented the Virginia Tech Strategic Planning Priorities.
  1. Increase global and national recognition
  2. Demonstrate the Ut Prosim (<em>That I May Serve</em>) difference
  3. Invest in talent development

GSA –
• Resolution – Indigenous Peoples’ Day; Creation of new full time student status; policy of graduate assistantships and tuition remission (prorated if withdraw rather than losing full tuition)

SGA –
• Ad hoc committee to impeach president, vp, and perhaps administrative chair – broke constitution more than once and not doing their job; brought to executive committees attention that advisor was delaying legislation that he didn’t agree with and he was removing reps from appointed spots
• Amending constitution around advising
• Parking – sensors in Squires lot...how many open spots to help with flow
• Working on funding donations for Relay for Life
• Susanna offered to talk about how Faculty Senate addressed non-working standing committees

Adjournment
Next meeting March 26, 2019; 2:00-3:00; 3600 North End Center
Commission on Staff Policies and Affairs Minutes

March 26, 2019

2:00-3:00 p.m.

Attendees:
Judy Alford, Betty Wilkins, Lisa Boothe, Mary Helmick, Hazem Sharaf, Rosemary Blieszner, Margaret Radcliffe, Robert Sebek, Nicole Akers, Dani McNiel, Marie Bliss (for Bryan Garey), Sally Shupe, Sue Teel, and Tammie Smith.

- Corrected agenda – motion/approved
- Call to order and Welcome by Tamarah Smith (2:00)
- Approval of March Agenda
- Approval of February Minutes
- Recap on Giving Day
- Subcommittee Reports and Next Steps
  - Pay/Benefits
    - Staff resources list compiled and will be sent to Minh-An Pence, Benefits Manager, for review and to add to the HR website.
  - Recruitment/Retention/Trainings
    - Suggestion to invite John Massey to April or May meeting
    - Quarterly highlight for staff communication
      - How do we contact all of them?
        - New listserv?
        - Tap into existing listservs
      - Need standalone meeting/group to discuss communication
  - Is CSPA communicating with staff associations?
    - There is a Staff Association in each senior management area
    - Need to engage staff associations for hot topics and pain points
    - One challenge is people hopping on and off committees – it’s hard to keep track of membership
    - Information does not always disseminate through staff associations
      - Are people aware of their responsibilities to disseminate? How can we make them more aware and engaged?
• Staff associations are really hit or miss as far as how they operate – some are very active and some are not.

• Benefits Committee Report
  • Winter closing survey went out – results will be in by Monday, April 8th
  • Very high percentage of engagement – winter closing is a “hot button” issue

• Staff Career Achievement Award discussion
  • Want to increase nominations – currently there is a low number. Some Senior Management Areas are not engaged at all.
    o Low number of recommendations may be because nominations must come from VP or Dean.
      ▪ Is it possible to change that rule?
      ▪ Department head/supervisors work more closely with employees that are eligible
    o SMA-level is sent a list of retirees from the last year
      ▪ Theoretically – VP/Dean distributes to department heads/directors and asks for suggestions
      ▪ When those lists are distributed, it should be clearly communicate expectations and expand upon expectations
  • Current Nomination process doesn’t take into account university governance service, which the original resolution establishing the award highlights as a criterion.
  • **Action items:**
    o Research how the nomination process can be amended to allow department heads/supervisors to make nominations and to include better verbiage about governance service.
    o Go through nomination requirements and see if requirements match the original resolution.

• Updates:
  • GSA
    o Vote on governance
    o Procedure for voting
    o Small executive committee to review resolutions

• Adjournment – 2:52 p.m.