

# **University Council Constitution and Bylaws**

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# Preamble

With passage of the Morrill Act by Congress in July 1862 and subsequent actions of the Virginia General Assembly in 1864, 1872, 1944, and 1970, Virginia Polytechnic Institute and State University (Virginia Tech) was created as a land-grant university and has been charged and developed with the responsibility to serve the citizens of Virginia and beyond.

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

BELIEVING that the attainment of the objective requires mutual understanding and joint effort of the governing board, administration, faculty, administrative and professional (A/P) faculty, staff, and students; and

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

Virginia Polytechnic Institute and State University does hereby enact a constitution and bylaws for the University Council and its internal and related components, with the approval of the president of the university and the Board of Visitors and in accordance with the “Virginia Tech Principles of Shared Governance.”

## Virginia Tech Principles of Shared Governance

Shared governance is the process by which the university community shares responsibility for reaching collective decisions on matters of policy and procedure. We believe that shared governance is essential to Virginia Tech’s mission as “an inclusive community of knowledge, discovery, and creativity dedicated to improving the quality of life and the human condition within the Commonwealth of Virginia and throughout the world.” We further believe that shared governance is the means by which we organize the components of the university into an interdependent whole, that collaborative decision-making is the foundation of strategic and coordinated effort, and that shared governance should operate within the framework of the following principles at every level of Virginia Tech’s various locations:

### 1) *Democratic processes*

We will employ democratic processes, including the use of representative bodies, to ensure that the views of all constituencies are reflected in our decisions and to increase the likelihood that a course of action will be broadly supported and implemented. All revisions to and the creation of new academic initiatives, policies, and programs will be carried out within our formal system of governance.

### 2) *Respect, collaboration, and trust*

We recognize that the Board of Visitors, administrators, faculty, administrative and

professional faculty, staff, undergraduate students, and graduate/professional students have differing roles, scopes of authority, and accountability; that these differences are necessary and productive; and that mutual respect for each other and our varying roles and responsibilities is essential for good-faith dialogue, collaborative decision-making, and trust in the processes of governance.

### *3) Clarity of roles and authority*

We commit to maintaining a shared understanding of Virginia Tech's system of governance, including clear guidelines for our separate and mutual areas of responsibility for determination, recommendation, and consultation on particular matters, and recognize that the roles and authority of the Board of Visitors, administrators, faculty, staff, and students can vary depending on context and topic.

### *4) Inclusion and diversity*

We believe that a diverse community of people and perspectives is necessary for the creation of effective and equitable policies and procedures and commit to fostering a culture of inclusivity and respect that is reflective of our pluralistic community and strengthens our ability to address historical biases and impediments to equality.

### *5) Communication and transparency*

In order to capture and reflect the scope of opinions across our various constituencies and locations, we expect honest and respectful communication; that every component of governance will maintain clearly defined channels for reciprocal communication within and between constituencies; and that we will reach our decisions in a transparent manner such that the various constituencies are aware of how decisions are made and the rationale for those decisions.

### *6) Efficiency and effectiveness*

We will conduct deliberations and make decisions in a manner that is timely and appropriate to the issue and periodically evaluate the performance of shared governance in order to improve its operation and adapt it to evolving conditions.

### *7) Accountability*

While recognizing that the Board of Visitors and president are legally accountable for the condition and operation of the university, we affirm that when acting as participants in governance we are accountable to each other, as individuals and constituencies, for our statements and decisions; that administrative rejection of shared governance recommendations should be unusual and for compelling reasons that are publicly conveyed and subject to collective response; and that in the rare instances exigent circumstances require university leaders to act outside the structure of shared governance, they will explain the exigent circumstances and discuss the action or actions taken in open forums and in a timely manner.

### *8) Commitment*

We believe that shared governance requires a commitment of goodwill on the part of all participants, the broad recognition of shared governance as an important activity,

and sufficient resources for the effective operation of shared governance.

# Constitution of the University Council

## Article I. Name

The name of the council is the University Council of Virginia Polytechnic Institute and State University, hereafter referred to as the University Council or the Council.

## Article II. Purpose

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

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

The University Council, the senates, and the university and senate commissions constitute the main bodies for policy formation at Virginia Tech. The senate commissions formulate and recommend policies to the senates, which in turn recommend policies to the University Council; the university commissions formulate and recommend policies directly to the University Council. The University Council makes policy recommendations to the president. Final authority rests with the president of the university and the Board of Visitors.

Because the University Council, the senates, the senate and university commissions and standing committees constitute a legislative system, their charges, memberships, relationships, and the processes they hold in common are defined in the University Council Constitution and Bylaws. All aspects of senates not defined in these documents shall be defined in senate constitutions and bylaws.

In order for this system to function as intended, the roles and authority of its different components as presented in this document must be maintained, and participants in shared governance are expected to adhere to these statements of purpose, function, or charge. Senate and commission charges identify the areas of legislative authority and responsibility for the relevant body. These charges are not exhaustive: when questions arise regarding the relevance of the topic of a resolution to a commission or senate charge, they will be addressed to the parliamentarian and, if necessary, the University Council Cabinet. Per Article III Section 3 of the University Council Bylaws, the University Council Cabinet will review all resolution proposals for agreement with the commission charge. At its discretion, University Council Cabinet may delegate limited authority to the Office of the Vice President for Policy and Governance to approve resolution proposals that clearly fall within a commission's charge, and the OVPPG will regularly inform the University Council Cabinet of all such decisions. University Council Cabinet retains veto power over all such decisions made by the Office of the Vice President for Policy and Governance; ultimate determination of the

authority of a commission to advance a resolution rests with the University Council Cabinet and the University Council.

Further information about the nature and on-going work of our system of shared governance in all its aspects can be found here: <https://governance.vt.edu/>

## **Article III. Functions**

The functions of the University Council are

1. To advise the president on matters of university governance;
2. To accept functions and authority delegated to it by the president;
3. To review and make recommendations on matters of concern to the faculty, staff, A/P faculty, students, and administration, such matters being placed on the University Council agenda in accordance with this constitution and its accompanying bylaws; and
4. To refer appropriate matters to the commissions, senates, committees, groups, or individuals for consideration and recommendations.

The University Council can recommend the creation, elimination, or revision of any of its internal or related components. Should a concern arise that calls for the University Council to consider such an action, the matter shall be placed on the Council agenda (in the form of an appropriate resolution) by one of the University Council commissions, senates, or a University Council member. Consideration of such an action shall follow the procedures for amending the constitution and/or bylaws contained in Article XIII of this constitution.

## **Article IV. Membership**

### **Section 1. Composition**

The members of the University Council are as follows:

#### Ex Officio Members:

- President of the university (non-voting chair)
- Secretary of the University Council (non-voting)
- Executive vice president and provost
- Executive vice president and chief operating officer
- Senior vice president and chief research and innovation officer
- Vice president for policy and governance
- Dean of the Graduate School
- Vice president for human resources

- Vice president for inclusive strategy and excellence
- Vice president for student affairs
- Vice president for outreach and international affairs
- Vice provost for undergraduate academic affairs
- Dean of each college
- Dean of University Libraries
- Dean of the Honors College
- Department Heads Council chair
- Department Heads Council vice chair
- President of the Faculty Senate
- Immediate past president of the Faculty Senate
- Vice president of the Faculty Senate
- President of the A/P Faculty Senate
- Vice president of the A/P Faculty Senate
- Secretary of the A/P Faculty Senate
- President of the Staff Senate
- Vice president of the Staff Senate
- Secretary of the Staff Senate
- President of the Undergraduate Student Senate
- Vice president of shared governance for the Undergraduate Student Senate
- Vice president and representative to the Board of Visitors for the Undergraduate Student Senate
- Vice president of issues and policy for the Undergraduate Student Senate
- President of the Graduate and Professional Student Senate
- Vice president of the Graduate and Professional Student Senate
- Secretary and director of communications for the Graduate and Professional Student Senate
- Graduate and professional student representative to the Board of Visitors

Elected Members:

- One faculty senator from each of the academic colleges
- One A/P faculty senator
- Three staff senators
- Four representatives elected by the Commission on Equal Opportunity and Diversity
- One representative elected by the Commission on Outreach and International Affairs

Unless chairs of university and senate commissions are already serving on University Council through another affiliation, they will serve as ex officio, non-voting members of

University Council concurrent with their term as commission chair to enable them to introduce and make a motion for approval of a resolution from their commission.

Revisions to the membership of the University Council follow the procedures for amendments contained in Article XIII of this constitution. Changes to titles of ex officio members of University Council or University Council Cabinet that are not accompanied by a significant role change may be made without following the amendment procedures.

## **Section 2. Voting Privileges**

All members of the University Council, exclusive of the chair and the secretary shall have voting privileges.

## **Section 3. Term of Membership**

Faculty, A/P faculty, and staff senators are elected for terms of three years and are eligible for re-election subject to the bylaws of the respective senate. Student representatives are elected for one-year terms and are eligible to serve up to three consecutive terms. When appropriate, terms are staggered to permit election of approximately one-third each year. Vacancies in unexpired terms are filled by the relevant body. Persons filling an unexpired term are eligible for re-election to a full term. Elections are effective the first day of July. For the Commission on Equal Opportunity and Diversity and Commission on Outreach and International Affairs representatives on the Council, faculty, A/P faculty, and staff members are elected for three years terms and are eligible for re-election to a second term; student representatives are elected for one-year terms and are eligible to serve up to three consecutive terms.

## **Section 4. Alternates, Substitutes, and Guests**

The University Council may permit elected alternates with voting privileges and substitute members with voting privileges when such privileges are not limited by the rules of the participating group.

Any current Virginia Tech employee, faculty member, or student may attend meetings of the University Council, the senates, senate and university commissions, and university standing committees as a guest, with the understanding that guests

- May participate in discussions if and when recognized by the chair but cannot vote or make motions for consideration,
- Will treat participants in shared governance with respect and in accordance with the expectations for decorum outlined in *Robert's Rules of Order*,
- May be removed from a meeting by the request of any member and a majority vote of the members in attendance, and
- May not displace a regular member of the body when seating/space is limited.

Members of the public who wish to attend should contact the Office of the Vice President for Policy and Governance.

# **Article V. Officers**

## **Section 1. Officers**



The officers of the University Council are chair, parliamentarian, and secretary.

## **Section 2. Chair**

The president of the university is chair of the University Council. In the absence of the president, the executive vice president and provost of the university acts for the president as chair of the University Council. If the executive vice president and provost is unable to attend, the president of the Faculty Senate will act as chair. When all three are absent, the University Council Cabinet will select an appropriate chair for the meeting or the meeting will be canceled. In all cases, the acting chair is ineligible to vote but may appoint a temporary member of the University Council to vote on their behalf.

## **Section 3. Secretary**

The secretary of the University Council is appointed by the president of the university.

## **Section 4. Parliamentarian**

The vice president for policy and governance serves as the parliamentarian for University Council and its internal and related components and shall advise the chair on procedural matters during council meetings. The parliamentarian will be consulted regarding the revision of any portion of the Virginia Tech system of shared governance.

# **Article VI. University Council Cabinet**

## **Section 1. Purposes**

The purposes of the University Council Cabinet are to provide a small-scale forum for in-depth conversation among shared governance leaders, with a particular focus on the interests and concerns of senate leaders; to help shared governance leaders remain well-informed about the state of the university; and to facilitate collaborative decision-making and coordinated effort across the components of shared governance.

## **Section 2. Functions**

The functions of the University Council Cabinet are to serve as the executive body of University Council, to which it is responsible and to which it reports regularly on the disposition of matters submitted to it; to administer the business of the University Council between Council meetings; and to discharge other duties in accordance with the University Council Constitution and Bylaws, including the application of the university mission initiative process described in Article XII of the constitution and Article IV of the bylaws, and the annual shared governance review called for by Article VI of the bylaws.

## **Section 3. Membership**

The University Council Cabinet consists of the following ex officio members:

- Executive vice president and provost (co-chair)
- President of the Faculty Senate (co-chair)
- Executive vice president and chief operating officer
- Vice president for inclusive strategy and excellence
- The chair or vice chair of the department heads council

- Vice president for policy and governance
- Secretary of the University Council (non-voting member)

in addition to members appointed or elected by the following bodies:

- One representative of the Council of College Deans
- Two representatives of the Faculty Senate (in addition to the Faculty Senate president)
- One representative of the A/P Faculty Senate
- One representative of the Staff Senate
- One representative of the Undergraduate Student Senate
- One representative of the Graduate and Professional Student Senate

Depending on the topic(s) under consideration, other administrators, faculty, A/P faculty, staff, or students may be invited to participate in meetings to consider resource implications and legal and other matters.

Members of the University Council Cabinet must also serve on the University Council or attend its meetings.

#### **Section 4. Term of Membership**

Except for deans, all appointed or elected members serve for one year and are eligible for reappointment or reelection subject to the bylaws or expectations of the appointing or electing body. Deans are elected by the Council of College Deans and serve for two years.

#### **Section 5. Alternates, Substitutes, and Visitors**

See Article IV Section 4 of the University Council Constitution.

## **Article VII. Senates**

### **Section 1. Purpose**

The senates are accountable to and responsible for representing the collective voice of their respective constituencies. The senates provide representation within our system of shared governance for faculty, A/P faculty, staff, undergraduate students, and graduate and professional students.

To ensure that constituents can identify their senate representatives, senates will maintain membership rolls that are available on public or secure websites accessible to constituents.

### **Section 2. Functions**

Each senate has a specific area of legislative authority and responsibility as defined below and at least one senate commission assigned to it that is responsible for the crafting of policy recommendations in the form of resolutions. To be advanced as recommendations to the University Council, resolutions of senate commissions must be approved by the appropriate senate under procedures described in Article III of the University Council Bylaws.

In addition to their legislative activities, senates appoint or recommend members to University Council, senate and university commissions, and committees; facilitate the exchange of information between constituencies; provide referral for individual concerns and issues to appropriate organizations or personnel; and accept and share responsibility with the administration, faculty, A/P faculty, staff, and students in all efforts to attain the shared goals of the university.

While senates have the right to consider any matter of general interest to their respective members and to seek wider discourse on these topics within our system of shared governance, concerns that fall outside senate or commission purviews as delineated in this constitution may not be advanced as resolutions.

### **Section 3. Administrative and Professional (A/P) Faculty Senate**

The A/P Faculty Senate shall be representative of the A/P faculty as defined in the Faculty Handbook and have the authority and responsibility to act on their behalf through legislative recommendations concerning the working conditions of administrative and professional faculty; procedures for hiring, evaluating, non-reappointing, disciplining, recognizing, and promoting administrative and professional faculty; benefits, and educational, and personal leave; extra-university professional activity; and matters of equity and diversity that affect A/P faculty. Assigned commission: Administrative and Professional Faculty Affairs (CAPFA).

### **Section 4. Faculty Senate**

The Faculty Senate shall be representative of the faculty as defined in the Faculty Handbook and have the authority and responsibility to act on their behalf through legislative recommendations concerning academic policies and regulations; educational standards, curricula, and methods of instruction; faculty status; matters of equity and diversity that affect faculty; and the working conditions of faculty. Assigned commissions: Faculty Affairs (CFA), Graduate and Professional Studies and Policies (CGPSP), Research (COR), and Undergraduate Studies and Policies (CUSP).

### **Section 5. Graduate and Professional Student Senate**

The Graduate and Professional Student Senate shall be representative of the entire graduate and professional student body and have the authority and responsibility to act on their behalf through legislative recommendations concerning campus life; academic and learning environment; working conditions; student health and wellness; dissemination of a portion of the student activity fee to registered graduate student organizations; matters of equity, inclusion, and access that affect graduate and professional students; and the learning conditions of the graduate and professional student body. Assigned commission: Graduate and Professional Student Affairs (CGPSA).

### **Section 6. Staff Senate**

The Staff Senate shall be representative of all classified and university staff, including full and part-time and non-student wage employees, and have the authority and responsibility to act on their behalf concerning policies and regulations involving work environments, benefits, and matters of equity and diversity that affect staff working environments and morale. Assigned commission: Staff Policies and Affairs (CSPA).

## **Section 7. Undergraduate Student Senate**

The Undergraduate Student Senate shall be representative of the entire undergraduate student body and have the authority and responsibility to act on their behalf through legislative recommendations concerning campus life; academic and learning environment equity; undergraduate student health and wellness; dissemination of a portion of the student activity fee to registered student organizations; matters of equity, inclusion, and access that affect undergraduate students; and the learning conditions of the undergraduate student body. Assigned commission: Undergraduate Student Affairs (CUSA).

# **Article VIII. Commissions**

## **Section 1. Organization**

Commissions gather administrators, faculty, A/P faculty, staff, undergraduate students, and graduate and professional students in relatively small numbers to discuss topics and develop policies in the area defined by the commission charge. Each commission is chaired by a faculty, A/P faculty, staff, undergraduate student, or graduate and professional student member. Each commission is advised by an *ex officio* administrative faculty member who oversees the unit or office at the core of the commission's charge and provides support and information to guide the commission's work. *Ex officio* and administrative faculty members may not serve as chair of any commission. While the membership of commissions varies in number and mix depending on the charge, all commissions include at least one faculty, A/P faculty, staff, undergraduate student, and graduate and professional student member, making them microcosms of shared governance.

There are two kinds of commissions: senate commissions, which are part of and whose policy recommendations are voted on by senates before advancing these recommendations to the University Council; and university commissions, which are part of and whose policy recommendations are made directly to the University Council. The charges of all commissions are included in this article. Though senate commissions are part of senates, their charges are maintained within the University Council Constitution and cannot be altered directly by the senates. Memberships of commissions are maintained in the University Council Bylaws.

## **Section 2. Responsibilities**

The senate commissions report to and work with their respective senates in accordance with their respective charges. Chairs of senate commissions shall coordinate their agendas with the appropriate senate and administrative office and meet with senate leadership on a regular basis according to expectations included in senate bylaws. The university commissions report to the University Council. Chairs of university commissions shall coordinate their agendas with the appropriate administrative unit. In addition to the functions and duties prescribed for each commission in this article, the commissions shall undertake such other functions and duties as may be delegated to them from time to time by their senate, the University Council, the president, or the Board of Visitors.

In some cases, a commission may have other non-policy-making functions that do not involve or require approval of any senate or University Council. Such functions are stated explicitly in a commission's charge.

### **Section 3. Election or Appointment of Chair**

The chairs of senate commissions shall be elected in accordance with the constitution and bylaws of the respective senates, which are subject to the approval requirements of Article XIV of this constitution.

The chairs of the Commission on Equal Opportunity and Diversity and the Commission on Outreach and International Affairs shall be elected from faculty and staff members of the commission by majority vote of the commission membership present and voting.

University Commissions that include vice-chairs shall elect new vice-chairs from among the continuing eligible members as early as possible during the academic year but no later than the end of October. The vice-chair shall serve as needed during the current year and shall become chair of the commission during the subsequent year. Should the vice-chair be unable to serve as chair in the subsequent year, the commission shall elect a chair from among eligible members.

Commission chairs serve one-year terms beginning July 1 and are eligible for re-election.

### **Section 4. Voting Privileges**

All members of senate and university commissions shall have voting privileges. Commission members who are also members of a senate and/or University Council may vote again in those bodies on resolutions advanced by the commission(s) on which they serve.

### **Section 5. Term of Membership**

Terms of membership of elected representatives on commissions are as follows: except for deans, all non-student members are elected for a term of three years. The number of consecutive terms they may serve is determined by the electing body. Terms are staggered to permit replacement of approximately one-third of the membership each year. Deans are elected by the Council of College Deans and serve for two years. Student representatives serve terms of one year and are eligible to serve up to three consecutive terms. Elections are effective the first day of July.

Vacancies in unexpired terms are filled by the relevant body.

### **Section 6. Alternates, Substitutes, and Visitors**

See Article IV Section 4 of the University Council Constitution.

### **Section 7. Senate Commissions**

#### **Commission on Administrative and Professional Faculty Affairs (CAPFA)**

Charge: To study, formulate, and recommend to the Administrative and Professional (A/P) Faculty Senate policies and procedures affecting the working conditions of A/P faculty.

Areas for consideration include morale of administrative and professional faculty; procedures for appointing, non-reappointing, evaluating, disciplining, recognizing, and promoting administrative and professional faculty; benefits, educational and personal leave, and extra-university professional activity; and matters of equity and diversity that affect A/P faculty.

### **Commission on Faculty Affairs (CFA)**

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures affecting faculty working conditions and the professional standing of all faculty who qualify for membership in the Faculty Senate. Areas for consideration include commencement; academic freedom and faculty morale; procedures for appointing, evaluating, disciplining, and recognizing faculty, including department heads and chairs; tenure and/or promotion, benefits, academic and personal leave, and extra-university professional activity; and matters of equity and diversity that affect faculty.

### **Commission on Graduate and Professional Student Affairs (CGPSA)**

Charge: To study, formulate, and recommend to the Graduate and Professional Student Senate policies and procedures concerning graduate and professional student life and morale. Areas for consideration include working conditions for graduate assistants, graduate research assistants, and graduate teaching assistants; graduate and professional student relations with peers, staff, faculty, administrators, alumni, and the community; policy matters related to graduate and professional student conduct; graduate and professional student organizations, social life, and recreation; residential life; and graduate and professional student well-being.

### **Commission on Graduate and Professional Studies and Policies (CGPSP)**

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures concerning graduate and professional academic matters. Areas for consideration include admissions, academic progress, degree requirements, commencement; registration and scheduling; graduate curricular standards and expectations, advising, and instruction, both of and by graduate students; research involving graduate students; financial assistance including assistantships, scholarships, and fellowships; the graduate and professional honor systems, including approval of changes to the Graduate Honor Codes; and library resources. The commission is also responsible for conducting an annual review of the university academic catalog to ensure that it is in alignment with university policies and is otherwise accurate. Such reviews do not involve or require approval of any senate or University Council. Any policy changes determined to be necessary will be considered through the normal resolution approval process.

### **Commission on Research (COR)**

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures concerning research and research faculty. Areas for consideration include sponsored programs, core programs and interdisciplinary research; intellectual property; animal care and human subjects; indirect costs and returned overhead; research facilities, centers and institutes, and library resources; and liaison with affiliated corporations and institutes. The Commission on Research also conducts reviews of centers and institutes as described in

Policy 13005; this function does not involve or require approval of any senate or University Council.

### **Commission on Staff Policies and Affairs (CSPA)**

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

### **Commission on Undergraduate Student Affairs (CUSA)**

Charge: To study, formulate, and recommend to the Undergraduate Student Senate policies and procedures pertaining to the undergraduate student experience at Virginia Tech. Areas for consideration include undergraduate student wellbeing, inclusion, and morale; undergraduate student relations with peers, staff, faculty, administrators, alumni, and the community; policy matters related to undergraduate student conduct; undergraduate student organizations, social life, and recreation; employment- and placement; residential and campus life; and undergraduate student well-being. The Commission on Undergraduate Student Affairs also approves the constitutions of all University Chartered Student Organizations (UCSOs) except the student senates; this function does not involve or require approval of any senate or the University Council.

### **Commission on Undergraduate Studies and Policies (CUSP)**

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures concerning undergraduate academic matters. Areas for consideration include library resources, admissions, academic progress, degree requirements, the Undergraduate Honor System and study environment, including approval of changes to the Undergraduate Honor Code; In-Honors programs, undergraduate curricular standards and expectations, advising, and instruction; student honors and awards; financial aid, scheduling, and registration. The commission also is responsible for conducting an annual review of the university academic catalog to ensure that it is in alignment with university policies and is otherwise accurate. Such reviews do not involve or require approval of any senate or University Council. Any policy changes determined to be necessary will be considered through the normal resolution approval process.

## **Section 8. University Commissions**

### **Commission on Equal Opportunity and Diversity (CEOD)**

Charge: To advise the president's InclusiveVT Executive Council and to study, formulate, and recommend to University Council policies and procedures as they relate to the university's responsibilities regarding equal opportunity, affirmative action, accessibility, and policy matters related to compliance, diversity, and inclusion. The policy interests of caucuses are advanced through this commission. Areas for consideration include recruitment, retention, and advancement of faculty, staff, and students, in a manner consistent with the university's principles of community and commitment to equal

opportunity and access.

### **Commission on Outreach and International Affairs (COIA)**

Charge: To study, formulate, and recommend to University Council policies and procedures that advance regional, national, and international efforts to fulfill the land-grant mission of enriching the quality of life and economic vitality of citizens around the world. The commission seeks to advance public engagement and globalization with knowledge generated by faculty and researchers in order to address complex societal challenges and enrich research and educational programs through these collaborative efforts. Areas for consideration include Cooperative Extension, cross-sectoral partnerships, graduate education and professional development programs, economic development programs, community engagement and leadership initiatives, and international program development and implementation. COIA will work with the Commission on Undergraduate Studies and Policies on issues regarding study abroad and international exchange programs and with the Commission on Graduate and Professional Studies and Policies regarding graduate education across the commonwealth.

## **Article IX. University Standing Committees**

### **Section 1. Organization**

University standing committees are constituted on a continuing basis by the president on recommendation of the University Council to deal with matters of a university-wide interest. Resolutions authored by standing committees that report to a commission are advanced by that commission. All other committee-authored resolutions are advanced by a commission or commissions selected by the University Council Cabinet. A committee-authored resolution that falls outside all commission charges may be advanced as a University Council resolution, as determined by the University Council Cabinet.

### **Section 2. Committee Membership**

Membership on most standing committees should include undergraduate students, graduate and professional students, salaried staff, A/P faculty, and faculty representatives as well as administrators. Administrative committee members are appointed by the appropriate office; all others are elected by the relevant body. The president approves the memberships as a whole.

The standing committee chair shall be appointed by the president or elected from among the committee members by the committee, as specified in the bylaws.

All standing committee members will have voting privileges.

A list of university standing committees (specifying for each its composition, charge, and the governance body to which it reports) shall be maintained as part of the University Council Bylaws.

### **Section 3. Term of Membership**

Terms of membership of elected or appointed representatives on university standing committees are as follows: except for deans, all non-student members are elected or



appointed for a term of three years. The number of consecutive terms they may serve is determined by the electing or appointing body. Terms are staggered to permit election of approximately one-third of the membership each year. Deans are elected by the Council of College Deans and serve for two years. The student representatives serve for terms of one year and are not eligible to serve more than two consecutive terms. Vacancies in unexpired terms are filled by the relevant body. Elections are effective the first day of July.

#### **Section 4. Alternates, Substitutes, and Visitors**

See Article IV Section 4 of the University Council Constitution.

### **Article X. Other Committees**

Members of all shared governance bodies may request, and their chairs may appoint, *ad hoc* committees (such as task forces or work groups) or subcommittees as needed.

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

### **Article XI. Meetings and Procedures**

#### **Section 1. Parliamentary Procedures**

The latest edition of *Robert's Rules of Order*, subject to special rules as may be adopted by the University Council, shall govern the procedures of the University Council and its internal and related components.

#### **Section 2. University Council Procedures**

1. The University Council and the University Council Cabinet shall meet regularly during the academic year and at other times as called by the respective chairs. Cancelled meetings shall be noted in the minutes of the subsequent Council or cabinet meeting.
2. In consultation with the University Council Cabinet, the secretary shall prepare and distribute the agenda to members of the Council one week prior to each meeting and post the agenda on the shared governance website. Items to be placed on the agenda must be submitted to the secretary at least ten days prior to the meeting date. The secretary will record the minutes (including attendance) of each University Council and University Council Cabinet meeting. Minutes of any University Council Cabinet meetings that were held in the interim since the last University Council meeting will be distributed with the University Council agenda for information. Minutes of University Council and University Council Cabinet meetings will be distributed electronically by the secretary to members of the respective bodies for electronic approval as soon as possible after each meeting; the absence of a response by a member indicates a positive vote. Approved minutes of University Council and University Council Cabinet meetings will be made available to the public on the shared governance website.

3. Any member of the University Council may place an item on the agenda by following the procedures in Section 2(2) above. This procedure provides a means for any group to submit items of urgency directly to the University Council for consideration. However, under normal operating procedures, policy recommendations and decisions are reviewed by the appropriate commissions and senates and then submitted to the University Council for disposition.
4. In the case in which a resolution proposal was submitted to University Council Cabinet and determined by the cabinet not to be within the purview of the respective commission, the respective commission chair or senator who is a member of University Council may make a verbal or written request to the secretary of University Council to place on the agenda for the next University Council meeting a “Request for Reconsideration of a Resolution Proposal,” in accordance with the University Council Bylaws, Article III, Section 3. The Request for Reconsideration automatically will be placed on the agenda for the next University Council meeting; the commission chair or senator who is a member of University Council should be present at the University Council meeting to present the resolution proposal for reconsideration and make a motion for its approval. The requirement for two readings at University Council is waived in this situation unless a deferral is requested.
5. Any commission and committee minutes approved since the last University Council meeting will also be included on the University Council agenda for information purposes. In addition, a listing of any degrees and certificates approved or discontinued since the last University Council meeting will be included on the University Council agenda for information purposes.

### **Section 3. Commission Procedures**

1. Each senate and university commission shall meet regularly during the academic year and at other times as called by the chair.
2. The chair of each commission shall prepare and distribute the agenda to members of the commission one week prior to each meeting. Items to be placed on the agenda shall be sent to the chair at least ten days prior to the meeting date. The chair may appoint or designate a secretary, who may or may not be a member of the commission, to record the minutes (including attendance) of each commission meeting, which will be distributed to all members of the commission for their approval. Approved minutes will be uploaded promptly to the shared governance website and the secretary of University Council will be notified of this action. The Office of the Vice President for Policy and Governance provides a template for minutes that must be used by all commissions.

### **Section 4. Committee Procedures**

Each university standing committee or *ad hoc* committee meets as frequently as required to fulfill its responsibilities. All standing committees shall prepare minutes of their meetings as a permanent record of committee activity. Each standing committee will upload its approved minutes to the shared governance website and notify the secretary of the University Council of this action. The secretary of the University Council will notify the

body or bodies to which the committee reports that the minutes are available for review. The Office of the Vice President for Policy and Governance provides a template for minutes that must be used by all committees.

## **Section 5. Voting on Resolutions and Other Matters**

Votes on resolutions in commissions, senates, and the University Council will be by recorded ballot. Unless otherwise specified in a constitution or bylaws, the nature of voting on all other matters shall be determined by the body as a whole and, whenever possible, after taking the advice of the University Council parliamentarian into account.

## **Article XII. University Mission Initiatives**

The university mission initiative (UMI) process is a means of creating or revising policies, practices, or procedures that have the potential to broadly impact Virginia Tech's educational, research, and/or outreach missions. The process ensures that relevant components of shared governance, especially the senates, have the opportunity to participate in the development of significant changes or additions to the nature of our mission goals or the means by which we achieve them and that these changes or additions are considered for adoption through the normal legislative process. In accordance with our principles of shared governance, we recognize that democratic participation and legislative review increase the effectiveness of the changes or additions and foster joint effort on matters that concern the university community as a whole. Work undertaken through this process shall be referred to as a university mission initiative.

The university mission initiative process is appropriate for changes or additions that fall within the scope of the University Council as described in Article II of this constitution; require the engagement of multiple constituencies and the formative efforts of a committee whose membership and charge goes beyond the scope of any one council, senate, commission, or committee; and demonstrably advance the ability to fulfill the mission statement of Virginia Tech. One example of a UMI would be a comprehensive revision of the shared governance system.

University mission initiatives may have operational and financial impacts that must be presented to the administration for consideration well before the University Council's consideration of university mission initiative resolutions. Resolutions in support of university mission initiatives require a quorum and the approval of the majority of members of the Council present and voting.

For university mission initiatives that originate with the Board of Visitors or president, if the resulting resolution is not supported by the majority of the University Council members present and voting, provided that a quorum has been reached, the resolution will be referred back to the university mission initiative committee for review and revision in an effort to reconcile differences. Should this process result in a revised resolution, it will be submitted for reconsideration by the University Council. Should the president decide to proceed with implementation of the university mission initiative without University Council approval of the applicable resolution, a record of the University Council vote will be appended to the resolution if it is submitted to the Board of Visitors for subsequent approval.

For guidelines on university mission initiatives, see Article IV of the bylaws.

## **Article XIII. Amendments to the University Council Constitution or Bylaws**

### **Section 1. Notice of Proposal**

Notice of proposal to amend the constitution or bylaws shall be given in the University Council agenda and considered at no fewer than two meetings of the University Council prior to voting. The proposed amendments shall be distributed with the agenda.

### **Section 2. Approval of Amendments to the Constitution**

Except in the case where adoption of a different parliamentary authority is proposed, an amendment to the University Council Constitution becomes effective upon the following sequence of actions:

- a. *Approval by the University Council:* A two-thirds affirmative vote of members of the Council present and voting, provided that a quorum has been reached;
- b. *Ratification by the senates:* Ratification by two-thirds of the senates (or the nearest whole number equivalent), achieved by an affirmative vote of the majority of the respective senate's senators present and voting, provided that a quorum has been reached. Senates may comment on the proposed changes but must vote on the resolution as approved by the University Council;
- c. *Approval by the president;* and
- d. *Approval by the Board of Visitors.*

### **Section 3. Approval of Amendments to the Bylaws**

An amendment to the University Council Bylaws becomes effective upon an affirmative vote of the majority of the Council members present and voting, provided that a quorum has been reached, and approval by the president. Changes to the titles of any ex officio members or chairs of the commissions and committees included in the bylaws that are not accompanied by a significant role change may be made without following these amendment procedures.

### **Section 4. Alternate Parliamentary Authority**

A change in parliamentary authority or set of guidelines (other than *Robert's Rules of Order*) may be adopted at the University Council's first meeting of the academic year by a two-thirds affirmative vote of the council members present and voting, provided that a quorum has been reached, and will stay in effect until changed. Mid-year changes are not allowed. Approvals by the senates, the president, and the Board of Visitors are not required in this case.

## **Article XIV. Amendments to Senate Constitutions or Bylaws**

### **Section 1. Development**

Amendments to a senate's constitution and/or bylaws may be developed by whatever means

are appropriate for that senate. Amendments to senate constitutions require a resolution; amendments to senate bylaws do not.

## **Section 2. Notice of Proposal**

Notice of proposal to amend a senate's constitution and/or bylaws shall be given in the senate agenda and considered at no fewer than two meetings of the senate prior to voting. A vote may be taken on an amendment at the second meeting. The proposed amendment shall be distributed with the agenda.

## **Section 3. Approval of Amendments to Senate Constitutions**

Amendments to senate constitutions become effective upon the following sequence of actions:

- a. An affirmative majority vote by the senate commission;
- b. An affirmative vote of two-thirds (2/3) of the senators present and voting, provided that a quorum has been reached;
- c. An affirmative vote in the University Council of the majority of members present and voting, provided that a quorum has been reached; and
- d. Approval by the president of the university.

## **Section 4. Approval of Amendments to Senate Bylaws**

Amendments to senate bylaws become effective upon an affirmative vote of the majority of senators present and voting, provided that a quorum has been reached, and requires no further approval.

# **Bylaws of the University Council**

## **Article I. Meetings of the University Council**

1. Regular meetings of the University Council typically will be held on the first and third Mondays of each month from the opening of the Fall Semester until the end of the academic year in May. Regular meetings may be canceled or postponed for cause when deemed appropriate by the chair.
2. Special meetings of the University Council may be called by the chair.
3. At the first University Council meeting each semester, each commission chair or their designee will present information on the respective commission's work plan for the semester consisting of issues and any foreseen action items. At that time, the respective senate president (if applicable) and commission chair may be asked to elaborate or provide clarification on the commission's work plan.
4. The secretary of the University Council shall distribute commission minutes to all members of the University Council for routine review. Commission minutes will be added to the University Council agenda for acceptance by the Council.
5. Quorum is defined as a simple majority of the total membership of the University Council, excluding non-voting members and vacant positions. A quorum must be present at the actual time of any vote. In the absence of a quorum, a meeting can be held but no votes taken or decisions reached. This definition of a quorum will be applied to all bodies within the Virginia Tech system of shared governance.

## **Article II. Meetings of the University Council Cabinet**

1. Regular meetings of the University Council Cabinet typically will be held one week prior to University Council meetings from the opening of the Fall Semester until the end of the academic year in May. Regular meetings may be canceled or postponed for cause when deemed appropriate by one of the co-chairs.
2. The University Council Cabinet may conduct electronic votes when deemed appropriate by one of the co-chairs.

## **Article III. Policy Review and Recommendation Process**

### **Section 1. Overview**

Participants in shared governance make policy recommendations to the president and/or the Board of Visitors by means of resolutions. Resolutions originate in senate commissions, university commissions, or the University Council, either on the initiative of these bodies or by working with the respective senates, the president, or the Board of Visitors, and follow a standard format that includes sufficient information and background upon which to base

subsequent debate of the issues involved, along with any accompanying explanation or annotation. Senates and committees may author resolutions for consideration by a commission but may not advance resolutions directly to the University Council.

In all commissions, senates, and the University Council, resolutions receive two readings, typically at consecutive meetings. First reading opens the resolution for discussion and debate and second reading provides an opportunity for further discussion and to vote on the resolution. In all instances, resolutions are advanced by an affirmative vote of a simple majority of members present and voting, provided that a quorum has been reached, except for revisions to senate or University Council constitutions as defined in Articles XIII and XIV of the constitution. The consideration of resolutions may also be deferred, and resolutions may be referred to the originating body for additional work, according to guidelines in Sections 5 and 6 of this article.

In developing a new or revised policy, each commission shall seek advice and counsel from outside the commission as appropriate to the topic and work with the Office of the Vice President for Policy and Governance to keep relevant participants in shared governance informed of policies as they develop.

It is the responsibility of commission members, particularly the commission chair, to keep affiliated governance bodies and constituencies informed of the commission's work and to afford the opportunity for consultative referral, mainly by means of their cross-representational affiliations and the posting of commission minutes.

Though joint resolutions between commissions of different senates are allowed, given the complexity of the approval process in these situations, this approach should be reserved for university mission initiatives that substantially impact multiple constituencies. The need for a joint resolution between commissions of different senates must be considered and approved by the University Council Cabinet prior to undertaking this action. If approved, one commission is designated as the primary sponsor and author of the resolution, and that commission chair is responsible, along with the Office of the Vice President for Policy and Governance, for monitoring the progress of the resolution through governance.

Sponsors of resolutions that have budgetary impact(s) must work with the appropriate administrators to make an estimate of cost, and add that information to the resolution before the final commission vote, including the source of the estimate. The estimate of cost does not need to be finalized but should represent a good-faith effort to "ballpark" the budgetary impact(s).

All resolutions and resolution proposals will follow the formatting templates provided by the Office of Vice President for Policy and Governance.

## **Section 2. Communication**

A "Resolution Proposal" is a one-page executive summary of a potential resolution. A Resolution Proposal is submitted to the secretary of University Council by the respective commission chair utilizing the template provided by the office of the Vice President for Policy and Governance. After a "Resolution Proposal" has been deemed appropriate to the commission charge by the University Council Cabinet, the secretary of the University Council will notify senate presidents and the University Council Cabinet about the status of all resolutions: when a resolution has been drafted and uploaded for first reading by the

commission and after a resolution has been approved or disapproved by the commission “Commission Action Notice”. For resolutions from Senate Commissions, an additional notice, the “Senate Vote Notice,” will be sent to the presidents of the other senates and members of the University Council Cabinet to inform them of the result of the vote.

### **Section 3. University Council Cabinet Evaluation of Resolutions for Adherence to Commission Charges**

Upon receipt of a “Resolution Proposal,” the University Council Cabinet will review each resolution proposal for agreement with the appropriate commission charge. Typically, the University Council Cabinet will respond within two weeks. If the University Council Cabinet determines that a resolution proposal does not fall within the purview of a commission, senate leadership and/or commission chairs can present the resolution to the University Council to determine if the resolution is appropriate for the commission charge. A two-thirds affirmative vote of members of the Council present and voting, provided that a quorum has been reached, is required to reverse the decision of the University Council Cabinet.

### **Section 4. Policy Review Process**

The majority of resolutions originate in senate commissions and advance through four stages: from the originating commission to the appropriate senate; from the senate to the University Council; from the University Council to the president; and from the president to the Board of Visitors. Exceptions include university commission resolutions, which do not require senate approval; University Council resolutions, which do not require the input or approval of a commission or senate (except for changes to the University Council Constitution); and resolutions that do not require approval by the Board of Visitors.

- a. After approval of the resolution proposal by University Council Cabinet, the commission chair may prepare and upload the draft resolution into the shared governance workflow management system. After uploading a draft resolution, the commission chair shall notify the secretary of the University Council that they have done so.
- b. For commissions, senates, and the University Council, the review process is as follows:
  1. A resolution is placed on a meeting agenda under “New Business” and marked “First Reading”;
  2. The body may discuss but shall take no action on a resolution at first reading, unless by consent of two-thirds of the members present and voting, provided that a quorum has been reached;
  3. Deferral or referral requests may be made at the time of first reading (see Sections 5 and 6 of this article); and
  4. At the succeeding meeting, the resolution shall appear on the agenda under “Unfinished Business” and marked “Second Reading.” Deferred resolutions will also be listed with the date of the “First Reading” indicated as well as its deferral status. A deferral request may also be made at that second reading, but only one deferral is allowed. A referral may also be requested at that time. If no deferral or referral is requested, the body shall vote on the



resolution at that meeting.

- c. Resolutions being developed by senate commissions shall be considered roughly concurrently by the senate to which the commission is assigned. Whenever possible, within a week of the first or second senate commission reading, a resolution will have a first or second reading in its senate.
- d. Simple resolutions may be presented for first or second readings via inclusion on a consent agenda and more complicated resolutions discussed and voted on as individual agenda items. Senate leadership will work with senate commission chairs to make these determinations for senates, and the University Council Cabinet will make these decisions for the University Council. At the request of any senator or member of the University Council, a resolution will be removed from the consent agenda and discussed or voted on by the body.
- e. Resolutions approved by senates (with notice of senate vote provided to University Council Cabinet) or university commissions (with notice of second reading provided to University Council Cabinet) shall be placed on the University Council agenda on a schedule determined by the University Council Cabinet and sent to all members of the University Council, the editors of the student newspaper, and senate presidents. This distribution is to serve as official notification of the proposed policy consideration, not just for individual members, but for all offices and governance bodies represented on University Council. In the week prior to and on the day of each University Council meeting, the secretary of the University Council sends out a campus notice about the resolutions to be considered at that meeting.
- f. A policy resolution cannot be placed on the University Council agenda for first reading at the end of the academic year unless there are at least two meetings at which it can be considered. Otherwise, the first reading by the University Council must be delayed until the start of a new academic year. The University Council may approve a request for first reading and action on a resolution at its last meeting of the academic year by an affirmative vote of two-thirds of the membership present and voting, provided that a quorum has been reached (see b. above).
- g. Resolutions are presented to University Council by the respective commission chair or their designee.

## **Section 5. Deferral**

Deferral requests may be made by any member of the body at the time of first or second reading to allow time to resolve any material issues. A deferral lasts for a maximum of six weeks after the date of first reading or until the end of the academic year, whichever is the shortest period, but may be ended prior to that time if the reason for the deferral is resolved. While no formal vote is required to grant a deferral, the request may be denied if a vote is called and two-thirds of the membership present and voting agree to deny the request. The resolution, with date of first reading, will continue to appear on the commission, senate, or University Council agenda throughout the period of deferral.

At each level of approval (commission, senate, University Council), a resolution can be deferred only once. However, a resolution may be deferred at multiple levels of the approval process. For example, a resolution deferred by a senate may also be deferred when it reaches the University Council.

During the deferral period, members of the body (either a commission, senate, or the University Council) may forward recommendations relating to the resolution to the commission chair, appropriate senate officer, or the secretary of the University Council, as appropriate, and those recommendations will be distributed to members of the body with the agenda for the next succeeding meeting.

At the next succeeding meeting of the body, the resolution shall appear on the agenda under “Unfinished Business” and marked “Second Reading,” with the date of the “First Reading” indicated as well as its deferral status. Deferral requests may also be made at this time (i.e., second reading), as long as the resolution was not already deferred at the time of first reading. If no deferral is requested, the body shall vote on the resolution at that meeting.

At the end of six weeks after the date of first reading, the deferral period ends and the resolution is placed on the agenda of the deferring body under “Unfinished Business.” Subsequent actions for a senate or University Council are approval or disapproval.

## **Section 6. Referral**

In senates, at the time of a first reading, a senate may refer a resolution to the commission for simple editorial changes provided that the commission chair approves of this action. The edited resolution will be placed on the agenda of the next senate meeting under “Unfinished Business.”

In the University Council, at the time of a first reading, the Council may refer a resolution to the secretary for simple editorial changes provided that the originating commission chair or the president of the appropriate senate approves of this action. The edited resolution will be placed on the agenda of the next council meeting under “Unfinished Business.”

If more substantial revisions are requested by a senate or the University Council, the resolution is returned to the originating commission for consideration of the proposed changes. With resolutions from senate commissions, this may require a new vote by the appropriate senate. The need for a new vote will be determined by the senate leadership in consultation with the senate commission chair and the University Council Cabinet. The resolution will be considered a “new” resolution when it is resubmitted for Council consideration. That is, it will be placed on the agenda marked “First Reading” as in Section 4 above and is subject to deferral.

## **Section 7. Senate Comments on Resolutions**

Senates have the right to issue recommendations on all resolutions and can offer comments or submit recommendations from the time a draft resolution is uploaded to the shared governance workflow management system until five business days after a commission approves a resolution. However, as a practical matter, only recommendations received before the “Commission Action” notice are likely to impact commission discussions or the nature of the resolution.

Senate recommendations are uploaded into the shared governance workflow management system. Senate recommendations are appended to the resolution and not subject to revision or amendment by any commission, senate, or the University Council.

Senates can waive their right to offer recommendations on a resolution. Waivers may be conditional or unconditional and may be issued at any time during the discussion of the resolution by the commission. Failure of a senate to offer recommendations or to waive its right to do so will not delay a resolution from progressing to the appropriate senate or the University Council. Resolutions will include a standard response sheet maintained by the Office of the Vice President for Policy and Governance that indicates whether each senate has commented, waived its right to comment, or not responded. The process by which the senates comment on resolutions will be maintained in their bylaws.

## **Article IV. University Mission Initiative Guidelines**

1. The purpose of university mission initiatives is defined in Article XII of the University Council Constitution.
2. University mission initiatives originate in one of two ways:
  - a. If the Board of Visitors or president conclude that changes or additions of the scope and nature outlined in Article XII of the constitution would benefit the university, a university mission initiative committee is formed as outlined below.
  - b. If changes or additions of the scope and nature outlined in Article XII of the constitution are suggested by other participants in shared governance, a resolution may be drafted to treat the changes or additions as a university mission initiative. This originating resolution must be approved by the University Council and the president, does not require the approval of the Board of Visitors, and is only a commitment to form the university mission initiative committee. It is expected that ideas for university mission initiatives will be sufficiently detailed to allow the University Council Cabinet to understand clearly their strategic relevance, operations, expected outcomes, assessment methodology, potential expense, and project duration before an originating resolution is considered by the University Council.
3. The work on a university mission initiative is conducted and/or steered by a committee formed for this purpose. The University Council Cabinet, along with the sponsors of university mission initiatives, determine the chair(s) of the committee, outline its charge, and empanel the committee with appropriate representation from the administration, senates, and relevant caucuses in numbers relative to the nature of the changes or additions. Representatives are selected by their respective senates

or caucuses from among the members of their respective constituent groups (i.e., a representative is not required to be a senator). At a minimum, all senates will have the opportunity to place at least one representative on a university mission initiative committee, although they are not obligated to do so. University mission initiative committees have the authority to form secondary committees and work groups that report to and take direction from the university mission initiative committee.

4. University mission initiatives will generally move through three phases: development, adaptation, and approval.

Development phase - University mission initiative committees at the developmental phase are expected to be small and to advance the committee charge with a high degree of independence from senates and administrative offices. The chair(s) of a university mission initiative committee, usually at times of their choosing, will periodically update and receive input from the University Council and senates on the committee's progress, and other members will periodically update their constituencies and receive input from them as well. Through an iterative process of development and response, a university mission initiative proposal is advanced until the University Council Cabinet deems that it is sufficiently defined and supported to enter the adaptation phase.

Adaptation phase - At this time, the University Council Cabinet may add members to the original committee, with the understanding that the goal is not to fundamentally change a university mission initiative proposal but instead to review, critique and adapt it within the broad limits of the original proposal in an attempt to improve it, achieve a consensus of support across relevant university constituencies, and ensure that it is well aligned with the university's strategic plan. During this phase, the University Council Cabinet may determine that the proposal would benefit from gaining approval first as an outline or framework, with the entirety of the work being completed only after the general nature, scope, and benefits of the proposed changes or additions have been recognized and approved by the president and, if appropriate, the Board of Visitors.

Approval phase - During the approval phase, the University Council Cabinet works with the university mission initiative committee, senate leaders, and commission chairs to advance the university mission initiative proposal through governance. Depending on the extent of the changes or additions, the work product of a university mission initiative committee will be taken through governance in one or several resolutions. (These are in addition to an originating resolution, if required.) In all cases, the University Council Cabinet determines how best to advance the work of university mission initiative committees through governance, including what resolutions are required and which commissions will sponsor them, since university mission initiative committees cannot introduce resolutions directly, and provides ongoing guidance on governance processes and requirements.

5. When deemed appropriate by the University Council Cabinet and in accordance with our principles of shared governance, the university mission initiative processes for committee formation and proposal development may be applied to work that will not be taken through governance, such as the strategic plan.

## **Article V. Leadership Transitions of Senates, Commissions, and Committees**

To facilitate the smooth transition of shared governance leadership, the procedures and practices of each senate and its commission(s) that are not described in the University Council Constitution and Bylaws or a senate's constitution and bylaws will be maintained by each senate in a document or documents and presented to each new senate president.

Among other topics, the documentation should include a method for the transition of the senate officers and the chairs of all related bodies, such as commissions and committees; a process for the transition and safekeeping of the body's archival records; meeting procedures for the senate and its related bodies; and responsibilities and expectations for senators, senate officers, and commission or committee chairs.

Additionally, current and incoming senate officers, commission chairs, and commission advisors are expected to review all resolutions, policy work, or topics currently being considered or developed by the senate and/or its commission(s), with the goal of maintaining legislative effort from year to year.

The Office of the Vice President for Policy and Governance will review the procedures for university commissions and standing committees with new commission and committee chairs and can provide senate presidents a set of best practices for senate, commission, and committee operations.

## **Article VI. Review of the State of Shared Governance**

Every three years, the Office of the Vice President for Policy and Governance will schedule a "state of shared governance" meeting for the University Council Cabinet. The meeting will provide cabinet members an opportunity to review the operation of shared governance and should occur in the spring semester. Depending on the outcome of that meeting, the cabinet will make no recommendations for changes to shared governance; recommend a set of changes; or recommend further examination of the state of shared governance by an existing body or an *ad hoc* work group.

The cabinet will present a statement to the University Council that summarizes its views and recommendations. The Council will discuss this statement; approve, disapprove, or modify its recommendations; and select the appropriate commission(s) to advance any

recommendations it approves. Should the Council determine that further examination of the state of shared governance is warranted, it will assign this work to an existing body or *ad hoc* group. The report of that group will first be presented to the University Council Cabinet, after which the report and the cabinet's response to it will be presented to the Council for review and possible action.

## **Article VII. Commissions**

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

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

#### Membership:

- Chair will be elected by the A/P Faculty Senate
- Vice president for human resources or designee (advisor)
- Vice provost for faculty affairs or designee
- Associate director for field operations and administration, Virginia Cooperative Extension
- One dean selected by the Council of College Deans
- Three elected A/P representatives from general administration elected by the A/P Faculty Senate
- Two elected A/P representatives from Extension elected by the A/P Faculty Senate
- Three elected A/P representatives from academic support areas elected by the A/P Faculty Senate
- One elected A/P representative from student affairs elected by the A/P Faculty Senate
- One faculty senator elected by the Faculty Senate
- One staff senator elected by the Staff Senate
- One graduate and professional student senator elected by the Graduate and Professional Student Senate
- One undergraduate student senator elected by the Undergraduate Student Senate

### **B. Commission on Equal Opportunity and Diversity**

#### Membership:

Chair will be elected from among the non-ex officio faculty or staff members of the commission by the commission membership

#### *Ex Officio*

- Vice president for inclusive strategy and excellence (advisor)
- Associate vice president for civil rights and prevention education
- Vice president for human resources
- Vice provost for faculty affairs

- Associate vice president for inclusive excellence
- Director, Cranwell International Center
- Dean of students
- Director of ADA and access services
- One dean selected by the Council of College Deans
- One faculty senator elected by the Faculty Senate
- One staff senator elected by the Staff Senate
- One administrative and professional faculty senator elected by the A/P Faculty Senate
- Ten Faculty or Staff Caucus representatives, one per caucus

#### Organizations and Caucuses:

- Black Caucus
- LGBTQ+ Caucus
- Hispanic/Latinx Faculty/Staff Caucus
- Appalachian Caucus
- American Indian and Indigenous People's Caucus
- Women's Alliance and Caucus
- Disability Alliance and Caucus
- International Caucus
- Veterans Caucus
- Asian Pacific Islander Desi American Caucus
- Three at-large members:
  - One faculty/staff representative
  - One graduate and professional student representative
  - One undergraduate student representative
- One undergraduate student senator elected by the Undergraduate Student Senate
- One graduate and professional student senator elected by the Graduate and Professional Student Senate

Changes to caucuses specified above per CEOD Resolution 2015-16B shall be approved by the University Council. A faculty/staff caucus shall demonstrate its representational nature for membership on CEOD through verification of the following criteria:

- At least one member serving in president, vice president, chair, or vice chair roles and must be faculty or staff. Graduate students who are employees may serve on the leadership team;
- A written mission related to the advancement of equity, diversity, and inclusion;
- An advocacy focus for its own population as well as intersectional identities;
- Representative of an identity group that has been historically underrepresented, marginalized, and disenfranchised;
- Committed to upholding the Principles of Community; and
- Maintains organizational documents and policies that include:
  - bylaws and/or constitution,
  - elected officers,
  - regular meetings and minutes,

- definition of voting membership/quorum, and
- annual reports of accomplishments and goals for the upcoming year.

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

The four positions designated for the Commission on Equal Opportunity and Diversity on University Council will be filled as follows:

- Associate vice president for civil rights and prevention education
- One representative of the Black Caucus
- Two representatives from the caucuses that have a seat on the Commission on Equal Opportunity and Diversity. These two caucus representatives will be selected by the commission with a July 1 effective date. Factors to be considered in the selection process include:
  - A review of the caucus annual report
  - Rotating caucus representation
  - Emerging or current issues uniquely impacting the caucus
  - Other timely and important issues

### **C. Commission on Faculty Affairs (CFA)**

#### Membership:

- Chair will be elected by the Faculty Senate
- Vice provost for faculty affairs (advisor)
- Two deans selected by the Council of College Deans
- Nine faculty senators elected by the Faculty Senate
- One administrative and professional faculty senator elected by the A/P Faculty Senate
- One staff senator elected by the Staff Senate
- One graduate and professional student senator elected by the Graduate and Professional Student Senate
- One undergraduate student senator elected by the Undergraduate Student Senate

### **D. Commission on Graduate and Professional Student Affairs (CGPSA)**

#### Membership:

- Chair will be elected by the Graduate and Professional Student Senate
- Dean of the Graduate School (advisor)
- Dean of students
- Director of student conduct



- Dean of the University Libraries
- Associate dean and director of admissions and academic progress
- Director of student services
- Associate dean of the Greater Washington D.C. Metro Area
- One dean selected by the Council of College Deans
- Nine graduate and professional student senators elected by the Graduate and Professional Student Senate (one per college)
- One graduate and professional student representative from the Roanoke campus elected by the Graduate and Professional Student Senate in consultation with the Roanoke Graduate Student Assembly
- One graduate and professional student representative from any of the campuses in the DC area (Innovation Campus, Washington-Alexandria Architecture Center, and the Virginia Tech Research Center in Arlington) elected by the Graduate and Professional Student Senate in consultation with the DC Graduate Student Assembly
- One A/P faculty representative elected by the A/P Faculty Senate
- One staff representative elected by the Staff Senate
- One faculty senator elected by the Faculty Senate
- One undergraduate student representative elected by the Undergraduate Student Senate
- Two at-large student members from the Commission on Equal Opportunity and Diversity (CEOD): one graduate and professional student and one undergraduate student, concurrent with their terms on CEOD

#### **E: Commission on Graduate and Professional Studies and Policies (CGPSP)**

##### Membership:

- Chair will be elected by the Faculty Senate
- Dean of the Graduate School (advisor)
- Vice provost for undergraduate academic affairs
- One dean selected by the Council of College Deans
- Dean of the University Libraries
- One representative of the off-campus centers appointed by the dean of the Graduate School
- Three faculty senators elected by the Faculty Senate (including the chair)
- One faculty representative from each of the academic colleges elected by the faculty in each of the colleges
- One representative from and elected by the Library Faculty Association
- One non-*ex officio* A/P faculty representative elected by the A/P Faculty Senate
- One tenure-track faculty member from the Greater Washington, D.C., Metro Area Campus appointed by the executive vice president and provost
- One staff senator elected by the Staff Senate
- Chair of the Graduate Honor System
- Two graduate and professional student senators elected by the Graduate and Professional Student Senate
- One undergraduate student senator elected by the Undergraduate Student Senate

#### **F. Commission on Outreach and International Affairs (COIA)**

### Membership:

Chair will be elected from among the faculty and staff members of the commission by the commission membership.

- Vice president for outreach and international affairs (advisor)
- Associate vice president, international affairs
- Director of Virginia Cooperative Extension
- Associate vice president for engagement
- One dean selected by the Council of College Deans
- Two faculty senators elected by the Faculty Senate
- One faculty representative from each of the academic colleges elected by the faculty in each of the colleges
- Three elected representatives of the Cooperative Extension non-*ex officio* A/P faculty (the A/P Faculty Senate to provide names of elected individuals)
- Chair of the University Committee on International Affairs (UCIA) or the chair's designee
- One staff senator elected by the Staff Senate
- One graduate and professional student senator elected by the Graduate and Professional Student Senate
- One undergraduate student senator elected by the Undergraduate Student Senate

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

### **G. Commission on Research (COR)**

#### Membership:

- Chair will be elected by the Faculty Senate
- Senior vice president and chief research and innovation officer (advisor)
- One representative from the Office of the Vice President for Outreach and International Affairs
- Research and innovation senior associate vice president
- Associate vice president for research computing
- One dean selected by the Council of College Deans
- One department- or division-level administrative representative appointed by the president
- One representative of research-related interdisciplinary programs, groups, or centers appointed by the president
- One faculty representative from each of the university's thematic research institutes appointed by the respective institute director
- One faculty representative of the university's research investment institutes, collectively appointed by the respective institute directors
- Two faculty senators elected by the Faculty Senate (including the chair)
- One faculty representative from each of the academic colleges elected by the faculty in each of the colleges
- One representative from and elected by the Library Faculty Association

- One non-*ex officio* A/P faculty representative elected by the A/P Faculty Senate
- One representative in the postdoctoral associate rank elected by persons in that rank\*\*
- Two representatives working in research faculty appointments as defined in the Virginia Tech Faculty Handbook (excluding postdoctoral associates) elected by persons in those ranks\*\*
- One staff senator elected by the Staff Senate
- Two graduate and professional student senators elected by the Graduate and Professional Student Senate
- One undergraduate student senator elected by the Undergraduate Student Senate

\*\*The nomination and election process for these positions will be conducted by the Office of Research and Innovation, which will report election results to the secretary of University Council.

## **H. Commission on Staff Policies and Affairs (CSPA)**

### Membership:

- Chair will be elected by the Staff Senate
- Vice president for human resources (advisor)
- One dean selected by the Council of College Deans
- Nine staff members elected by the Staff Senate
  - Three from the Staff Senate
  - Three from academic units
  - Three from administrative units
- One administrative department head or equivalent appointed by the executive vice president and chief operating officer
- One academic department head or equivalent appointed by the executive vice president and provost
- One non-*ex officio* A/P faculty representative elected by the A/P Faculty Senate
- One faculty senator elected by the Faculty Senate
- One graduate and professional student senator elected by the Graduate and Professional Student Senate
- One undergraduate student senator elected by the Undergraduate Student Senate

## **I. Commission on Undergraduate Student Affairs (CUSA)**

### Membership:

- Vice president for shared governance of the Undergraduate Student Senate (chair)
- Vice president for student affairs (advisor)
- Dean of the Graduate School
- Vice provost for undergraduate academic affairs
- Vice president for policy and governance
- Vice president for inclusive strategy and excellence
- Assistant vice president for student affairs and ExperienceVT
- Two A/P faculty representatives from the Division of Student Affairs appointed by the vice president for student affairs

- One faculty senator elected by the Faculty Senate
- One staff senator elected by the Staff Senate
- One A/P faculty senator elected by the A/P Faculty Senate
- Two graduate and professional student senators elected by the Graduate and Professional Student Senate
- Four at large undergraduate student senators elected by the Undergraduate Student Senate
- Four university-chartered student organization (UCSO) senators elected by the Undergraduate Student Senate
- Four college Undergraduate Student Senate senators

## **J. Commission on Undergraduate Studies and Policies (CUSP)**

### Membership:

- Chair will be elected by the Faculty Senate
- Vice provost for undergraduate academic affairs (advisor)
- Associate dean of the graduate school
- Academic associate deans from each of the undergraduate academic colleges
- Three faculty senators elected by the Faculty Senate (including the chair)
- One faculty representative from each of the undergraduate academic colleges elected by the faculty in each of the colleges
- One representative from and elected by the Library Faculty Association
- One non-*ex officio* A/P faculty representative elected by the A/P Faculty Senate
- One staff senator elected by the Staff Senate
- One graduate and professional student senator elected by the Graduate and Professional Student Senate
- President of the Honor Council
- Two undergraduate students elected by the Undergraduate Student Senate (at least two colleges are to be represented by the three undergraduate students)

## **Article VIII. University Standing Committees**

The members of the University Standing Committees listed below are determined as set forth in Article IX of the University Council Constitution.

### **A. Academic Support Committee**

Charge: To systematically review and provide advice on broad policy issues relating to academic support, including the university calendar, scheduling and registration, scholarships and financial aid, classroom management, and summer school.

Reports to: Commission on Undergraduate Studies and Policies

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

Membership:

- The university registrar
- One faculty representative from the Commission on Undergraduate Studies and Policies selected annually by the commission (this person will also be the committee chair)
- Two provost area representatives selected by the executive vice president and provost
- One assistant/associate dean selected by the Council of College Deans
- Vice president for student Affairs or designee
- One faculty representative from each of the academic colleges elected by the faculty in each of the colleges
- One faculty senator elected by the Faculty Senate
- One administrative and professional faculty representative elected by the A/P Faculty Senate
- One staff representative elected by the Staff Senate
- One undergraduate student representative from the Commission on Undergraduate Student Affairs elected annually by the commission
- One graduate or professional student representative from the Commission on Graduate and Professional Student Affairs elected annually by the commission

**B. Athletics**

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

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

Reports to: Commission on Undergraduate Studies and Policies

Chair: The president will annually appoint a chair from among its members.

Membership:

- Vice president for finance
- Vice president for student affairs or designee
- Vice provost for undergraduate academic affairs

- Director of athletics
- Senior associate athletics director, external operations
- President's appointed faculty representative to the NCAA
- Past faculty representative to the NCAA
- One alumni representative of the Virginia Tech Alumni Association selected by the senior vice president for advancement
- One dean selected by the Council of College Deans
- One faculty representative from each of the academic colleges elected by the faculty in each of the colleges
- One representative from the Commission on Undergraduate Studies and Policies elected annually by the commission
- One representative selected by the Virginia Tech Athletic Fund Incorporated
- One faculty senator elected by the Faculty Senate
- One administrative and professional faculty representative elected by the A/P Faculty Senate
- One staff representative elected by the Staff Senate
- One graduate and professional student senator elected by the Graduate and Professional Student Senate
- One scholarship athlete from men's sports appointed by the athletic director
- One scholarship athlete from women's sports appointed by the athletic director
- One undergraduate student senator elected by the Undergraduate Student Senate

### **C. Budgeting and Planning Committee**

Charge: The Budgeting and Planning Committee serves a primary advisory role for the university budgeting and planning process. Areas for consideration include monitoring the university planning and budgeting processes; participating in and advising on the development of annual budgets (including the formulation of the university plan), the development of university capital and facilities plans, and the reconciliation of the plan and the available resources; consulting on other budgetary and planning matters; and addressing matters of policy relative to budgeting and planning appropriate for governance consideration, and in such instances, making recommendations to the University Council.

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

Reports to: University Council Cabinet

Co-chairs: executive vice president and provost, and executive vice president and chief operating officer

Membership:

- Executive vice president and provost
- Executive vice president and chief operating officer
- Associate vice president for budget and financial planning
- Vice provost for academic resource management
- Assistant vice president for planning and University Architect
- One faculty senator elected by the Faculty Senate
- One faculty member elected from each of the academic college faculty associations
- One member of the Library Faculty Association elected by the Library Faculty Association
- One staff senator elected by the Staff Senate
- One graduate and professional student senator elected by the Graduate and Professional Student Senate
- One undergraduate student senator elected by the Undergraduate Student Senate
- One representative selected by the Administrative Fiscal Officers Group
- One representative selected by the College Fiscal Officers Group
- One representative from the Office for Inclusive Strategy and Excellence appointed by the vice president for inclusive strategy and excellence
- One non-ex officio A/P faculty representative elected by the A/P Faculty Senate from Extension
- One non-ex officio A/P faculty representative elected by the A/P Faculty Senate from: general administration, academic support, or student affairs

#### **D. Campus Development Committee**

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

Reports to: University Council Cabinet

Chair: The president will annually appoint a chair from among its members.

Membership:

- Assistant vice president for facilities operations
- Senior director of auxiliary services
- Dean, College of Architecture, Arts, and Design
- Assistant vice president for planning and university architect
- Director of ADA and access services
- A provost area representative selected by the executive vice president and provost
- One student affairs area representative selected by the vice president for student affairs
- One dean selected by the Council of College Deans
- Three faculty representatives elected by the Faculty Senate
- One administrative and professional faculty representative elected by the A/P Faculty Senate
- One staff representative elected by the Staff Senate
- One representative from the Commission on Equal Opportunity and Diversity elected annually by the commission

- One representative from the Graduate and Professional Student Senate elected by the Graduate and Professional Student Senate
- One representative from the Undergraduate Student Senate elected by the Undergraduate Student Senate

## **E. Climate Action, Sustainability, and Energy Committee**

Charge: To provide guidance to the university administration on implementation of the university's Climate Action Commitment and opportunities to enhance Virginia Tech's pursuit of environmental quality and social sustainability. The committee makes recommendations regarding the application of policies; infrastructural and operational changes; educational strategies and modifications; and other steps intended to foster broad engagement with the university's environmental goals. The committee oversees subcommittees that each carry out aspects of the committee's charge.

Reports to: University Council Cabinet

Chair: The president will appoint a chair annually from among members of the committee.

Membership:

- Vice president for facilities and chief facilities officer
- Vice president for finance or designee
- Assistant vice president for infrastructure and sustainability
- Director of climate action, sustainability, and energy
- Sustainability manager for dining services, housing, and residence life
- The assistant vice president for planning and university architect
- Four representatives from facilities selected by the vice president for facilities and chief facilities officer
- Senior director of auxiliary services
- One representative from Virginia Tech Environmental Health & Safety Services selected by the associate vice president for public safety
- Four faculty representatives elected by the Faculty Senate
- Two A/P representatives elected by the A/P Faculty Senate
- Two staff representatives elected by the Staff Senate
- One dean selected by the Council of College Deans
- Two graduate student representatives elected by the Graduate and Professional Student Senate
- Two undergraduate student representatives elected by the Undergraduate Student Senate
- One representative from the provost's office
- One representative from student affairs
- One representative from Student Engagement and Campus Life
- Two representatives from student organizations with an environmental focus (appointments provided by the committee chair)
- Two representatives from frontline community groups, one employee and one student (appointments provided by the committee chair)

## **F. Commencement Committee**



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

Reports to: Commission on Faculty Affairs

Chair: The president will appoint a chair, usually for a three-year term.

Membership:

- President's appointment as chair
- Senior leader in advancement with alumni responsibility (or designee)
- Vice president for policy and governance and secretary to the Board of Visitors
- Vice president for strategic initiatives and special assistant to the president
- Vice President for Communications and Marketing
- Commandant of cadets
- One physical plant representative selected by the vice president for facilities and chief facilities officer
- Director of processions (selected by the chair)
- Director of ushers (selected by the chair)
- One Graduate School representative selected by the dean of the Graduate School
- Commencement marshal (always the president of the Faculty Senate)
- One faculty representative from each academic college elected by the faculty in each of the colleges
- One representative from the Commission on Undergraduate Studies and Policies elected annually by the commission
- One staff representative elected by the Staff Senate
- One administrative and professional faculty representative elected by the A/P Faculty Senate
- One graduate and professional student senator elected by the Graduate and Professional Student Senate
- President of senior class
- President of junior class

#### **G. Employee Benefits Committee**

Charge: To recommend policies and to advise the university administration in matters relating to employee benefits.

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

Chair: The president will appoint a chair annually from among its members.

Membership:

- Vice president for human resources
- Senior director of benefits
- Vice provost for faculty affairs or designee
- One faculty representative from the Commission on Faculty Affairs elected annually by the commission
- Three faculty senators elected by the Faculty Senate

- One staff representative from the Commission on Staff Policies and Affairs elected annually by the commission
- Three staff senators elected by the Staff Senate
- One administrative and professional faculty representative from the Commission on Administrative and Professional Faculty Affairs elected annually by the commission
- Three A/P faculty senators elected by the A/P Faculty Senate
- One graduate and professional student senator elected by the Graduate and Professional Student Senate

## **H. Faculty Honorifics Committee**

Charge: To review credentials and achievements of candidates or nominees for university faculty awards or for university nominations for external awards as charged by the executive vice president and provost or the president (where that responsibility is not vested in other committees), and to make recommendation to the executive vice president and provost or the president, as appropriate. In addition, the committee shall review nominations for honorary degrees to be awarded by the university.

Reports to: Commission on Faculty Affairs

Chair: The executive vice president and provost or a designee.

Membership:

- Executive vice president and provost
- One Alumni Distinguished Professor elected by the Alumni Distinguished Professors
- One University Distinguished Professor elected by the University Distinguished Professors
- One member of the Academy of Faculty Service elected by the Faculty Senate
- One member of the Academy of Faculty Leadership elected by the Faculty Senate
- One member of the Academy of Teaching Excellence elected by the Faculty Senate
- One recipient of the Alumni Award for Excellence in Extension elected by the Faculty Senate
- One recipient of the Alumni Award for Research Excellence elected by the Faculty Senate
- One representative from the named professors elected by the Faculty Senate

## **I. Information Technology Services and Systems Committee**

Charge: To make recommendations for the effective offering and utilization of the university's information technology services and systems, and to recommend policies that relate to the governance of these services and systems. The committee's scope of concerns includes all information technology services and systems related to instruction, research, outreach, and administration at the university. The committee organizes into subcommittees to address specific aspects of information technology and services and to report to the committee. Each subcommittee will be chaired by a member of the Division of

Information Technology with other members being assigned or volunteering based on interest or knowledge of the subject matter area.

Reports to: University Council Cabinet

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

Membership:

- Vice president for information technology and chief information officer
- Four department heads or other leaders in the Division of Information Technology, appointed by the vice president for information technology and chief information officer, with expertise to address the breadth of information technology services and infrastructure at the university
- Ten at-large members of the faculty, A/P faculty, and staff (with appropriate expertise) selected by the vice president for information technology and chief information officer in consultation with the presidents of the Faculty, Staff, and A/P Faculty Senates. At least two must be A/P faculty members, at least two must be staff employees, and at least two must be tenured or tenure-track faculty members, with a goal to include representation from university locations beyond Blacksburg. At least one of the tenured or tenure-track faculty members must be a member of the Faculty Senate.
- One representative from the Graduate and Professional Student Senate elected by Graduate and Professional Student Senate
- One representative from the Undergraduate Student Senate elected by the Undergraduate Student Senate

## **J. Intellectual Property Committee**

Charge: To make policy recommendations to the executive vice president and provost dealing with patents, copyrights, and related mechanisms for the protection/exploitation of intellectual properties.

Reports to: Commission on Research

Chair: Senior vice president and chief research and innovation officer (or designee)

Membership:

- Senior vice president and chief research and innovation officer (also representing the Commission on Research)
- An administrative leader within the Office of the Senior Vice President and Chief Research and Innovation Officer selected by the vice president and chief research and innovation officer
- Associate vice president for finance and university controller
- University legal counsel (or designee)
- President of Virginia Tech Intellectual Properties
- Nine at-large members of the faculty, A/P faculty, and staff (with patent and copyright experience) selected by the senior vice president and chief research and innovation

officer in consultation with the presidents of the Faculty, Staff, and A/P Faculty Senates (at least one must be an A/P faculty member and at least one must be a staff employee)

- One graduate and professional Student Senator elected by the Graduate and Professional Student Senate
- One Undergraduate Student Senator elected by the Undergraduate Student Senate

#### **K. Library Committee**

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

Reports to: Commission on Graduate and Professional Studies and Policies, Commission on Undergraduate Studies and Policies, and Commission on Research

Chair: The president will annually appoint a chair from among its members.

Membership:

- Dean of University Libraries (also representing the Commission on Graduate and Professional Studies and Policies)
- One faculty representative from each of the academic colleges elected by the faculty in each of the colleges
- One faculty senator elected by the Faculty Senate
- Library faculty representative on the Commission on Undergraduate Studies and Policies (concurrent with CUSP term)
- Library faculty representative on the Commission on Research (concurrent with COR term)
- One staff representative elected by the Staff Senate
- One administrative and professional faculty representative elected by the A/P Faculty Senate
- One graduate and professional student senator elected by the Graduate and Professional Student Senate
- One undergraduate student senator elected by the Undergraduate Student Senate

#### **L. Transportation and Parking Committee**

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

Reports to: University Council Cabinet

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

Membership:

- Senior director of auxiliary services

- Chief of police
- Three faculty representatives elected by the Faculty Senate
- Three administrative and professional faculty representatives elected by the Administrative and Professional Faculty Senate
- Three staff representatives elected by the Staff Senate
- One graduate and professional student senator elected by the Graduate and Professional Student Senate
- One undergraduate student senator elected by the Undergraduate Student Senate
- One representative from the Office for Civil Rights Compliance and Prevention Education appointed by the executive vice president and chief operating officer
- One member of the Commission on Equal Opportunity and Diversity with a vested interest in disability and accessibility issues (concurrent with term on CEOD)

#### **M. University Curriculum Committee for General Education**

Charge: To give leadership to the Pathways General Education curriculum through program evaluation, advising support, dissemination of information, alignment of transfer credit, and other actions, including curricular proposal review, as needed.

Reports to: Commission on Undergraduate Studies and Policies

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

Membership:

- Executive vice president and provost or a designee
- Director institutional effectiveness
- One Division of Student Affairs representative selected by the vice president for student affairs
- Two faculty members selected by the executive vice president and provost
- One faculty representative selected by each undergraduate college curriculum committee
- One representative from University Studies who is a professional academic advisor appointed by the director of Academic Advising Initiatives
- Two faculty representatives elected by the Faculty Senate
- One faculty representative from the Commission on Undergraduate Studies and Policies elected annually by the commission
- Two undergraduate student senators elected by the Undergraduate Student Senate
- Two graduate or professional student teaching assistants or instructors of record elected by the Graduate and Professional Student Senate
- One administrative and professional faculty representative from the University Libraries elected by the Library Faculty Association
- One faculty representative from the Commission on Equal Opportunity and Diversity elected annually by the commission

