

Commission on Faculty Affairs

**RESOLUTION TO INTEGRATE CHAPTER 12 INTO CHAPTERS 2 AND 5 OF THE
FACULTY HANDBOOK**

CFA 2024-25J

Draft Notice Sent to University Council Cabinet	January 13, 2025
First Reading by Commission	February 28, 2025
Approval by Commission	March 28, 2025
First Reading by Faculty Senate	March 7, 2025
Approval by Faculty Senate	April 4, 2025
Staff Senate Comment	March 7, 2025
Administrative and Professional Faculty Senate Comment	None Received
Graduate and Professional Student Senate Comment	None Received
Undergraduate Student Senate Comment	None Received
First Reading, University Council	April 21, 2025
Approved, University Council	May 5, 2025
Approved, President	May 12, 2025
Approved, Board of Visitors	Date
Effective Date	Upon Approval

WHEREAS, the Faculty Handbook describes all position titles and duties for faculty; and

WHEREAS, the Virginia Carilion School of Medicine (VTCSOM) faculty position titles and duties have been included separately in the Faculty Handbook since the integration of the school into Virginia Tech in 2018; and

WHEREAS, VTCSOM faculty position titles and duties are being brought into alignment with other faculty at Virginia Tech and no longer require a separate chapter in the Faculty Handbook;

NOW, THEREFORE, BE IT RESOLVED that Chapter 12 of the Faculty Handbook be removed and the content of Chapters 2 and 5 of the Faculty Handbook be amended as shown below with changes noted in red.

2.3.5 The Faculty of Health Sciences

The Faculty of Health Sciences (FHS) promotes continued growth, improvement, and integration in biomedical and health sciences research and educational programs at Virginia Tech. The FHS serves as an organizational home for (a) faculty members who are appointed to it due to their research, teaching, outreach, and/or administrative accomplishments and responsibilities, and (b) interdisciplinary graduate programs in biomedical and health sciences. Faculty appointed to the FHS must have a graduate or professional degree in a relevant discipline.

Faculty appointments to the FHS are term (fixed period) appointments, ranging from one to five years, and are renewable without limit with the agreement of all appropriate parties. The FHS does not award tenure. A faculty member employed by Virginia Tech must have a primary appointment in a senior management unit, college or school, institute, or vice-presidential unit. Faculty members employed at other institutions who wish to be appointed to the FHS must have an adjunct or affiliated appointment in a Virginia Tech senior management unit, college or school, institute, or vice-presidential unit.

2.3.5.1 Leadership of the Faculty of Health Sciences

The executive vice president and provost (provost) appoints the vice president of health sciences and technology to lead the Faculty of Health Sciences. The vice president reports directly to the provost. The vice president enhances health science-related work across the university; leads efforts to develop curriculum, research, and engagement at the intersection of health sciences and technology; expands interdisciplinary graduate programs in biomedical and health sciences; leads an internal advisory group that advises the senior leadership on new strategic directions and promising funding opportunities; and leads and facilitates coordination of clinical, research, and educational relationships internally and with external institutions.

2.3.5.2 Types of Appointments to the Faculty of Health Sciences

The vice president of health sciences and technology establishes a selection process for faculty appointments to the FHS, selection is based on research, teaching, outreach, and/or administrative contributions to Virginia Tech's biomedical and/or health sciences initiatives. The selection process involves an evaluation of the individual's application and a recommendation to the provost. The provost makes the final decision and informs the individual of the outcome of the application by letter.

Appointments to the FHS may be made in any faculty category, with rank determined by qualifications. The usual title is [rank] of health sciences. Appointment to the FHS is a secondary title at the existing rank for current Virginia Tech Faculty members. Qualifications for appointment within each rank are described in the appropriate chapter in this handbook. Faculty members with adjunct or affiliated appointments may be appointed using an unqualified title (assistant professor, associate professor, professor) followed by "of health sciences," as the FHS does not award tenure and service in this role is not tenure-earning.

2.3.6 The Faculty of the Virginia Tech Carilion School of Medicine (VTCSOM)

Faculty members at the Virginia Tech Carilion School of Medicine (VTCSOM) are of two types. Faculty employed by [Virginia Tech](#) or faculty employed by other entities (in most cases Carilion Clinic). ~~At all times, regardless of employer, faculty members providing instruction, academic~~

~~support, or performing academic duties or roles as a VTCSOM faculty member are governed by the university's policies and procedures.~~

VTCSOM faculty members employed by Virginia Tech receive appointments in one of the ranks described in the faculty handbook. VTCSOM faculty members employed by the university and whose appointment is in a college other than the VTCSOM are eligible for appointment in the VTCSOM. The dean of the VTCSOM administers a process for the selection and appointment of faculty members. The process includes coordination and agreement with the faculty member, the appropriate department head, chair, school director, or supervisor, and the dean of the faculty member's college

VTCSOM faculty members employed by other entities are subject to the employment policies of their employer(s), but the VTCSOM has sole responsibility for assigning duties, including discontinuation of assignment, in accordance with governance procedures stipulated in VTCSOM bylaws. Faculty (e.g. physician, other clinicians) employed by other entities are not eligible for tenure as described in chapter three of the Faculty Handbook.

2.3.6.1 VTCSOM Conflicts of Commitment and Interest

In addition to university policies, VTCSOM faculty members are, as appropriate, subject to the Standards for Commercial Support as promulgated by the Accrediting Council for Continuing Medical Education (ACCME).

2.3.6.2 Additional Policy Obligations

~~At all times, regardless of employer, faculty members providing instruction, academic support, or performing academic duties or roles as a VTCSOM faculty member are governed by the university's policies and procedures, Individuals with appointment to the VTCSOM faculty are subject to all relevant and appropriate sections of this handbook and university policies.~~ including chapter two "Professional Responsibilities and Conduct" and chapter three "Imposition of a Severe Sanction or Dismissal for Cause".

2.6.6.2 Winter Session Appointments

Winter Session is not considered part of the instructional year. Faculty members on academic (AY) or calendar year (CY) appointments may be invited by the department head, chair, school director, or supervisor to teach courses in Winter Session

The faculty member receives overload payment for teaching a Winter Session for-credit course. Compensation for teaching in the session is negotiated by the faculty member and the department head, chair, or school director. Maximum compensation is set at 3.75% of the faculty member's annual salary for each one-credit semester course taught. An additional incentive grant may be negotiated up to a maximum of one month's salary. Additional compensation, including overload and any incentive grant is considered in the total allowable aggregate compensation of no more than 33 $\frac{1}{3}$ % of annual salary from the preceding academic year.

2.6.6.3 Winter and Summer Session Appointments for A/P Faculty

Administrative and professional (A/P) faculty with approved [teaching qualifications](#) may teach during the summer and winter session with approval of their department head, chair, school director or supervisor. Guidelines set forth in [Policy 4071, "Policy for Staff Employed to Teach For-Credit Courses,"](#) and [Policy 4072, "Teaching Credit Classes and Overload Compensation for Administrative and Professional Faculty Members,"](#) apply.

2.6.7 Tenure-to-Title Track Faculty Appointments

General conditions and definitions. Exclusive to the VTCSOM, tenure-to-title is the conferring of a permanent, non-employment, appointment to **the** VTCSOM. Tenure-to-title is recognition by the VTCSOM of service and accomplishment of the faculty member and represents the expectation of continued exceptional service and accomplishment by the faculty member.

Tenure-to-title is awarded in recognition of a body of accomplishment in teaching, clinical care, and scholarship, and in acknowledgment of service to the missions of VTCSOM. ~~As the criteria for tenure to title are virtually identical to criteria for promotion, tenure to title typically is awarded at the time of promotion.~~ Tenure-to-title is granted at the discretion of the VTCSOM without any right to, interest in, or expectation of any compensation or guarantee for compensation or future employment and is granted only in the VTCSOM to individuals who are not employed by Virginia Tech.

Once conferred, tenure-to-title is subject to review by the department and school committees on appointment, retention, promotion, and tenure (to title) and can **only be** rescinded for imposition of a severe sanction or dismissal for cause.

Nomination and selection. Each VTCSOM department shall establish and communicate written guidelines for promotion and tenure- to-title for all applicable categories of appointment. ~~Departmental guidelines must be consistent with VTCSOM and all relevant university promotion guidelines.~~

~~The tenure-to-title dossier is reviewed by an appropriately charged departmental committee and the department head, and by an appropriately charged VTCSOM-level committee. After review by the appropriate departmental and college committee, the dean makes recommendations to the provost for approval by the Board of Visitors.~~

5.1 Non-Tenure-Track Instructional Faculty Series

5.1.1 Visiting **Professor** Faculty

Appointment to ~~the rank of~~ visiting ~~assistant, associate, or professor~~ faculty positions is for a restricted period to conduct learning, discovery, and engagement responsibilities within an academic department or school. A visiting faculty member may not serve in such a position beyond six years.

Service. Full-time service **at this rank as a visiting faculty member** may or may not be counted as part of the pre-tenure probationary period if the faculty member is subsequently appointed to a tenure-track position. As with prior service credit from another institution, the decision to include all or some of the years of service from a visiting appointment is at the discretion of the faculty

member. However, this decision must be made at the time of appointment to the tenure-track position and documented as part of that initial contract.

5.1.2 Adjunct Professor Faculty

Appointment to ~~the rank of~~ adjunct ~~assistant, associate, or professor~~ faculty positions is reserved for persons whose primary employment is with another agency, organization, educational institution, or with a non- instructional unit of the university. Appointments may be renewed annually.

Adjunct professors are usually compensated as wage employees using the university's P14 form found on the [Human Resources Adjunct Faculty](#) (P14) page.

Wage adjunct faculty members do not typically submit an annual faculty activity report or have an annual evaluation because their employment is temporary. Although wage adjunct faculty may be hired repeatedly to teach a course or courses, they are not considered to be continuing faculty for the purposes of evaluation.

Per-course stipends paid to wage adjunct faculty are not fixed university-wide, but rather are determined on a departmental or school basis. Payments typically reflect the experience and credentials of the wage adjunct faculty member, the level of demand (market) for the necessary expertise, and general salary levels in the discipline.



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<http://www.staffsenate.vt.edu/>

March 7, 2025

To: Vice President of Policy and Governance

The Staff Senate Committee on Policy and Issues has reviewed and approves CFA Resolution 2024-25J. However, we do have one question.

In section 2.6.7 Tenure-to-Title Track Faculty Appointments, the last paragraph references a departmental committee, department head, college committee, and dean. Would these people, committees, and processes all internal to VTCSOM?

We have no further comment.

**Thank you,
Amber Robinson, Chair Staff Senate Policies and
Issues Committee**