



## **BOV POLICY # 03 (2014) FACULTY ROLE IN UNIVERSITY GOVERNANCE**

**Policy Title:** Faculty Role in University Governance

**Policy Type:** Board of Visitors

**Policy No.:** 03 (2014)

**Approval Date:** May 9, 2025; xx/xx/xxxx

**Responsible Office:** Division of Academic Affairs

**Responsible Executive:** Provost and Vice President for Academic Affairs

**Applies to:** Academic Affairs

### **POLICY STATEMENT:**

The Board of Visitors (hereinafter the “Board” or “BOV”) of Norfolk State University wishes to formally recognize the role and contributions of faculty in the governance of the University in accordance with Comprehensive Standard 10.4 of the Principles of Accreditation of the Southern Association of Colleges and Schools Commission on Colleges. Subject to the legal obligations of the University and the approval of the Board, the faculty have an important responsibility in shaping and discharging actual instruction under the direction of the President. Consistent with the Statement of Governance (adopted by the Board on December 13, 2013, and amended in 2016), the BOV values the role of faculty in providing input on administrative policies that guide students, faculty, and staff of the University.

The authority for the governance of Norfolk State University is vested by statute in the Board of Visitors, appointed by the Governor of Virginia. All bylaws, handbooks, policies, regulations, and procedures for faculty, staff, students, administration, alumni, and other organizations of the University must be consistent with or subordinate to the Bylaws and Policies of the BOV of Norfolk State University.

### **TABLE OF CONTENTS**

### **PAGE NUMBER**

Policy Statement.....	1
Definitions.....	2
Role and Responsibilities Related to Academic Affairs.....	2
Board of Visitors .....	2
President of The University .....	3



## BOV POLICY # 03 (2014) FACULTY ROLE IN UNIVERSITY GOVERNANCE

University Faculty .....	3
Education and Compliance .....	4
Publication .....	4
Review Schedule.....	5
Related Documents .....	5

### DEFINITIONS:

**Faculty Representative Body:** Refers to the representative body of the faculty consisting of members elected from each of the colleges and schools of the University and is known as the Faculty Senate.

**University Governance:** For purposes of this policy, University Governance consists of the groups or individuals listed in the following order of approval authority:

1. Board of Visitors
2. President
3. Provost and Vice President for Academic Affairs
4. Vice Presidents
5. Faculty Representative Body
6. Student Representative Body

Refer to Statement of University Governance in BOV Policy # 01 (2014) Creating and Maintaining Policies and Statement of Governance (adopted by the Board on 12/13/2013).\*

### ROLE AND RESPONSIBILITIES RELATED TO ACADEMIC AFFAIRS

#### Board of Visitors

The role and responsibilities of the Board (or its designee) related to Academic Affairs, as specified in the Code of Virginia, include but are not limited to the selection and appointment

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\* This policy is adapted from the University of Virginia, Policy ID BOV-006, Faculty Role in University Governance (2013).



## **BOV POLICY # 03 (2014) FACULTY ROLE IN UNIVERSITY GOVERNANCE**

of the University President, the University's chief executive officer; adopting regulations or policies for the employment and dismissal of professors, teachers, instructors, and other employees; appointing and fixing of the salaries of professors; adopting regulations and policies for the acceptance and assistance of students, and for the conduct of students; and fixing the rates charged to students for tuition, mandatory fees, and other necessary charges.

The Board prescribes the duties of the President, who is the chief executive officer of the University, and has delegated certain authority and responsibilities to the President. The President has delegated certain of these responsibilities related to academics to the Provost and Vice President for Academic Affairs and to the University faculty. The delegation of certain responsibilities and necessary authority is not a process of abdication; responsibility for overall performance and outcomes remains with the delegator.

### **President of the University**

The President is the chief executive officer of the University and responsible for the principal administrative direction and management of the institution subject to the authority of the Board. The President has certain authority and responsibilities delegated to him/her by the Board as defined by the Board Bylaws, as from time to time amended. Generally, all communication of an official nature directed to the Board shall be channeled through the Office of the President and subsequently forwarded to the Board within a reasonable time.

### **University Faculty**

The University faculty have the right to select a representative body for efficiency of operation to facilitate the participation, communication, role and responsibilities of the faculty at the University. The faculty may also provide the Provost and Vice President for Academic Affairs advice and counsel on other academic matters.

Faculty have primary responsibility for fundamental academic areas such as curriculum, subject matter and methods of instruction, research, faculty recruitment and status, degree requirements, and the aspects of student life that relate to academic progress. The University faculty recommend approval of the establishment of new degree programs and major modifications to existing degree programs.

Through its representative body, the Faculty Senate, and designated committees, faculty will participate in other matters that concern the operation and welfare of the University and have reasonable opportunity to participate in the process for recommending amendments to the *Teaching Faculty Handbook*.

A member of the University faculty will be selected by the BOV from a list of three faculty members elected by the faculty to serve as an advisory, non-voting member to the Board in all open session meetings. The Faculty Senate will oversee the process and provide the list of



## **BOV POLICY # 03 (2014) FACULTY ROLE IN UNIVERSITY GOVERNANCE**

faculty and their supporting biographical information to the Provost and Vice President for Academic Affairs and the President no later than 14 calendar days prior to the first meeting of the Board of Visitors. The selected faculty member serves a term of not less than one twelve-month period, which shall be coterminous with the fiscal year. The faculty representative may attend and participate in a non-voting capacity in all open session meetings and, in accordance with BOV Bylaws, may participate in closed meetings only as requested by the BOV. A substitute is not permitted. University faculty member may serve on BOV committees upon request by the Board of Visitors, or on University committees by request of the President, Vice Presidents, or other administrative officer of the University.

Through all of these mechanisms, University faculty share their expertise and insights on academic matters with the members of the Board, President, Provost and Vice President for Academic Affairs, and Vice Presidents.

Nothing prohibits the Board of Visitors from excluding the faculty representative from discussions of faculty grievances, faculty or staff disciplinary matters, salaries, or other matters. See *Code of Virginia* § 23.1-1300(I).

### **EDUCATION AND COMPLIANCE**

Faculty will be required to take a mandatory Awareness's MOAT review of this policy. Upon reading this policy, each faculty will be required to sign an Acknowledgement Form. Both documents are contained within Norfolk State University MOAT Vault. To reinforce understanding of this policy, the policy will be shared with new faculty/staff during orientation.

Tracking will be utilized to ensure compliance with completing the Acknowledgement Form in MOAT.

Failure to comply with this requirement will be reported to the employee's supervisor. Additionally, failure to comply with this requirement will result in OIT revoking access to NSU's email, electronic doors, networks, and student systems. The reinstatement process requires a reinstatement form to be completed and signed by a supervisor and could take several days for the process to be completed.

### **PUBLICATION:**

This policy shall be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to

1. Communicate the policy in writing, electronically or otherwise, to the University



## **BOV POLICY # 03 (2014) FACULTY ROLE IN UNIVERSITY GOVERNANCE**

community within 14 days of Board approval;

2. Submit the policy for inclusion in the online Policy Library within 14 days of Board approval; and
3. Educate and train all stakeholders and appropriate audiences on the policy contents. Failure to satisfy procedural requirements does not invalidate this policy.

### **REVIEW SCHEDULE:**

**Next Scheduled Review:** December 2027; xx/xx/xxxx

**Approved by:** Board of Visitors

**Approval Date:** May 9, 2025; xx/xx/xxxx

**Revision History:** April 27, 2016; May 8, 2015; May 6, 2016; August 28, 2017; September 15, 2017; March 2025; xx/xx/xxxx

**Supersedes:** None

### **RELATED DOCUMENTS**

- BOV Policy # 01 (2014) Creating and Maintaining Policies
- Board Bylaws
- Statement of Governance (adopted by the Board on 12/13/2013)
- Policy Library
- *Code of Virginia* § 23.1-1300(G) and (I) regarding faculty representatives to the boards of visitors