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**Introduction**

This Faculty Handbook is general in nature and is designed to acquaint members of the faculty and administration of Virginia International University with the general organization and functioning of the institution and with various policies, procedures, and conventions. The policies contained herein have been compiled from a number of sources. The Faculty Handbook is not exhaustive of all policies and procedures governing the University. If there is anything in the Faculty Handbook that you do not understand, please request clarification from either the Office of Academic Affairs or the Office of Human Resources, as appropriate.

This Faculty Handbook will grow and change with the University. In anticipation of changes in circumstances and situations, VIU reserves the right to deviate from the policies and procedures described in this Handbook. Furthermore, the University reserves the right to withdraw or change the policies and procedures described in this handbook at any time, for any reason, and without prior notice. The Office of Academic Affairs and the Faculty Assembly may initiate revisions to the Faculty Handbook and must agree on any proposed changes.

The University will make every effort to notify faculty members when an official change in policy or procedure has been made, but all faculty are responsible for their own up-to-date knowledge about University policies and procedures.

No provision in this Faculty Handbook can be waived without written permission from the University's President, or designee. Such a waiver, if granted, applies only to the faculty member for whom the waiver was granted at the time of the waiver.
Section One: History, Organization, and Purpose

History
Virginia International University (VIU) was established in 1998 with the goal of providing affordable and high-quality education for students preparing to meet the ever-evolving needs and opportunities of the 21st century. Since its founding, Virginia International University has made significant progress in operating an institution of higher education. Following the demand of a rapidly growing student population, VIU expanded its programs, campus, staff, and faculty. Today students from more than 100 countries chose to pursue their education at VIU. Eight different schools at VIU offer a variety of academic and non-academic degrees at undergraduate and graduate levels on campus and online: the School of Business, School of Computer Information Systems, School of Education, School of Public and International Affairs, School of Language Studies, School of Online Education, School of Test preparation and the School of Professional Development.

Organization
To better understand the University’s administrative structure, it is helpful to consult a graphic presentation of its organizational chart(s). The current organizational chart can be found online.

Mission Statement of Virginia International University

Mission Statement
Virginia International University’s mission is to educate students from all over the world through a highly qualified, equally diverse faculty and staff, while striving to provide academic programs at the graduate, undergraduate, and certificate levels that engender the intellectual curiosity, critical thinking, and creativity urgently needed in the global community and with a commitment to providing students with the knowledge to achieve excellence in research, scholarship, and creative endeavors.

VIU Learning Outcomes
Upon graduation from Virginia International University, students will be able to:

1. Think critically and creatively
2. Communicate effectively in speech & in writing
3. Demonstrate leadership and expertise in a scholarly discipline, and understand that discipline in relation to the larger world
4. Work productively as individuals and in groups
5. Use reason to make decisions based on an understanding of ethics and a respect for diversity to make a positive contribution to society.

Philosophy
As a community of students, staff, and faculty drawn from diverse national, cultural, and social backgrounds, VIU aims to improve the environment in which freedom of thought and diverse interpretations of human experiences are cherished. It is our hope and expectation that each member of the university will develop a greater awareness of, and responsiveness to, fellow members as well as to those beyond our campus who are less privileged. In the fulfillment of this mission, the university shall seek an efficient use of all available resources to ensure the highest quality of service to its students, faculty, and staff. The ultimate goal of VIU is no less than to graduate scholars of moral, intellectual, and
professional excellence who will not only make a better life for themselves and their families, but who will lead the way to a better world for everyone.

In order to further the mission and philosophy of the university, VIU is committed to the following strategic goals:

1. To recruit and retain outstanding and diverse faculty and staff to support teaching, research, and the service mission of the university
2. To elevate the university’s learning environment in order to attract and retain excellent students from all over the world as well as from the US
3. To offer learning experiences beyond the classroom that enhance traditional instruction and prepare students for the global workforce
4. To offer an up-to-date curriculum that is relevant, ensuring each student has the following competencies: to think critically, to reason analytically, to solve problems realistically, and to communicate clearly
5. To endeavor to provide successful employment placement options for students

Accreditation and Licensing
Virginia International University has been accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award certificates, bachelor’s degrees, and master’s degrees. In addition, the University’s English as a Second Language program is accredited by The Commission on English Language Program Accreditation (CEA).
Section Two: The Faculty and Faculty Policies

Faculty Titles

General Faculty
General Faculty Members are individuals in salaried faculty positions that focus on teaching, research, professional practice in an academic discipline, or provide high-level administrative or professional services in support of the institution’s academic mission.

Adjunct Faculty
An adjunct faculty member is a faculty employee who is hired to complete a short-term and/or part-time academic work assignment, such as teaching one or more courses for one or two academic terms. Adjunct Faculty are not eligible for leave or other benefits and are exempt from the Fair Labor Standards Act.

Program Chair
Chair holders are particularly distinguished professors who are appointed to named chairs. Program Chair responsibilities may vary by school and/or position, and chair holders should consult with the Dean of the school to determine specific responsibilities.

Adjunct Faculty
Adjunct Faculty may be hired in the schools and should be limited to teaching responsibilities (which may include delivery of online or on-ground instruction and course-specific advising, as well as developing or reviewing curricula, grading, preparing course material for online delivery).

Employment for Adjunct Faculty members may be made on a contractual basis for one semester only. Adjunct Faculty contracts may be renewed for additional terms, one semester at a time.

Individuals employed as Adjunct Faculty may not be responsible for supervising other employees or faculty except if/when they are assigned teaching assistants or other student employees to support the delivery of a course.

Secondary Employment and Hours
Adjunct faculty members are not permitted to work more than twenty-nine (29) hours per week on average and no more than 1,480 hours during a calendar year, including classroom or other instructional time plus additional hours determined by VIU as necessary to perform the duties of the adjunct faculty position.

Adjunct faculty members are not permitted to accept additional employment in part-time hourly positions at VIU unless he/she has been authorized to do so by the respective hiring authorities and has received a contract for the additional appointment.

Compensation
An Adjunct Faculty member’s compensation is outlined in his/her initial contract for the course(s) he/she is to teach in any given semester.* The compensation reflected in the initial contract reflects a final class size with regular enrollment (4 to 25 students) after the Course Add/Drop Period. Payment per class assigned is compensated following a pre-determined payment schedule.

Enrollment & Compensation Changes for Degree Programs
If the class size is below the regular class size (1 to 3 students) after the Course Add/Drop period, the compensation will be changed to 60% of the initial compensation rate or 70% for online facilitation.

If the final class size is above the regular class size (26 or more students) after the Course Add/Drop period, the compensation will be increased as follows:

- 26-40 students: $250 per 3-credit class
- 41-60 students: $500 per 3-credit class
- 61+ students: $750 per 3-credit class

Compensation Cap: Regardless of the class size, the compensation cap for courses is as follows:

- Graduate Level: $4,000 per 3-credit class (onground) and $2,400 per 3-credit class (online)
- Undergraduate Level: $3,750 per 3-credit class (onground) and $2,250 per 3-credit class (online)

If the class is canceled due to insufficient enrollment, compensation will be as follows:

- For classes canceled prior to the first class, no compensation will be paid.
- For classes canceled after the Course Add/Drop period, the Adjunct will receive a prorated amount for the contact hours already taught, based on the compensation rate for the course, as determined by the enrollment size as of the date of cancelation (for ESL, compensation is based on the Adjunct’s regular hourly rate).

*Changes to compensation will be documented and signed as an amendment to the initial contract at the time of change. For ESL courses, compensation is set at a fixed hourly rate, regardless of class size.

Payment Schedule

Payment for Adjunct Faculty will be made on a monthly basis on the 15th of each month, according to the faculty payment schedule. If the 15th falls on the weekend or on a holiday, the Adjunct will receive payment on the weekday immediately preceding that day.

<table>
<thead>
<tr>
<th>Fall Semester:</th>
<th>Spring Semester:</th>
<th>Summer Session:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 15th (25%)</td>
<td>Feb 15th (25%)</td>
<td>Jun 15th (25%)</td>
</tr>
<tr>
<td>Nov 15th (25%)</td>
<td>Mar 15th (25%)</td>
<td>Jul 15th (25%)</td>
</tr>
<tr>
<td>Dec 15th (25%)</td>
<td>Apr 15th (25%)</td>
<td>Aug 15th (25%)</td>
</tr>
<tr>
<td>Jan 15th (25%)</td>
<td>May 15th (25%)</td>
<td>Sep 15th (25%)</td>
</tr>
</tbody>
</table>

First & Final Payments

The first scheduled payment will be paid per the payment schedule only if all required materials are received by the University by the due date (first day of classes). The first check will be held until all pertinent materials are received. If these items are outstanding for more than 15 business days, the contract is subject to cancelation.

A material requirement of the Adjunct Faculty’s contract is the submission of course evaluations, attendance records, grade reports, faculty development plans, and other essential materials by the
established deadline. Final payment for courses will not be made until all required materials are
submitted. If the pertinent materials are not received by the deadline, the final pay will be processed on
the next faculty payroll date following receipt of the materials and approval by the Dean and Registrar.

Termination
Adjunct Faculty employment carries no expectation of renewal. Schools wishing to renew an Adjunct
Faculty member for another term should, whenever possible, notify the individual at least one month
prior to the expiration of his/her current employment term.

The decision of a school to not renew an Adjunct Faculty member is final and may not be appealed.

An Adjunct Faculty member may be terminated at any time for cause as determined by the dean of
his/her school.

If a dispute arises over whether the individual was terminated in accordance with the terms of his/her
employment or the terms of this policy, the individual should attempt to resolve the dispute directly
with his/her administrative supervisor and/or dean. In the event such resolution is not possible, the
individual may request a meeting with the VP of Academic Affairs within fifteen (15) calendar days of
the termination date and shall have an opportunity in that meeting to explain or document the reasons
for the disagreement. The final decision regarding termination for cause shall be made by the VP of
Academic Affairs within fifteen (15) calendar days of the meeting and may not be appealed further.

Faculty Credentials
Virginia International University sets regulations on the qualifications of faculty teaching at the various
levels of study within the university. It is a general guideline that, when reasonably possible, all faculty
should hold a terminal degree in the field of study, no matter what credential level is being taught. In
cases where it may not be reasonably possible to find a faculty member with a terminal degree, the
following guidelines are expected to be followed. No exceptions will be permitted to this policy without
advance approval of the Office of Institutional Effectiveness and the VP of Academic Affairs.

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Required Credentials</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Courses</td>
<td>Earned doctorate or master’s degree in the teaching discipline, or a master’s degree with a concentration (minimum of 18 hours) in the discipline being taught.</td>
</tr>
<tr>
<td>Baccalaureate Level Courses</td>
<td>Earned doctorate or master’s degree in the teaching discipline, or a master’s degree with a concentration (minimum of 18 hours) in the discipline being taught.</td>
</tr>
<tr>
<td>Graduate Level Courses</td>
<td>Earned doctorate/terminal degree in the discipline being taught.</td>
</tr>
<tr>
<td>English as a Second Language Courses</td>
<td>Earned bachelor’s degree with TESOL certificate.</td>
</tr>
</tbody>
</table>
Faculty Teaching Load
VIU recognizes the role that faculty workload plays in ensuring that classroom experience is at the highest possible quality for the student body. The policy outlines the allowable teaching loads for all types of faculty. This policy is applicable to General Faculty as well as Adjunct Faculty across the University in all programs of study.

The standard teaching loads at Virginia International University are as follows:

<table>
<thead>
<tr>
<th>Faculty Type</th>
<th>Maximum Teaching Load</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall</td>
</tr>
<tr>
<td>Program Chair</td>
<td>3 courses</td>
</tr>
<tr>
<td>General Faculty (FT)</td>
<td>4 courses</td>
</tr>
<tr>
<td>Adjunct Faculty (PT)</td>
<td>3 courses</td>
</tr>
<tr>
<td>ESL Instructors</td>
<td>2 courses per sub-term</td>
</tr>
</tbody>
</table>

The maximum course load includes all types of courses taught, including independent study. One (1) additional independent study may be assigned to faculty who are already teaching one independent study course, but these cases will require advance approval by the VP of Academic Affairs. One (1) section of a course is equivalent to teaching one course. Teaching two (2) sections of the same course counts as teaching two (2) separate courses. One (1) online course facilitation is equivalent to one-half (1/2) of a residential course.

Faculty Performance
All faculty members at the University are expected to perform at a high level in all their areas of responsibility. Class observations, student surveys, and supervisor reviews are all part of the faculty evaluation. Evaluation materials and other appropriate professional information will be added to the faculty member’s personnel file after the evaluation period.

Additionally, faculty members are encouraged to observe their peers in an effort to improve personal quality of instruction. Peer observation is a way to learn new skills, develop new practices, and learn from and contribute to your peers. If you wish to conduct a peer observation, make plans with the teacher that you wish to observe and/or the Dean of the School. Meet with the teacher prior to the observation to agree on the specific skills and/or behaviors that you wish to observe. Observations can be conducted for any length of time as agreed upon by both teachers. Conduct a post observation debriefing session with the faculty member that you observe. This is an opportunity to give and receive feedback on teaching styles, techniques, activities, etc. Write a brief log of the observation, receive permission from the observed, and submit this to the Dean of the school.

NOTE: With or without prior notice, VIU management may observe classroom instruction.
Faculty Development
Virginia International University encourages its faculty members to attend faculty development activities to help increase their knowledge, skills and expertise. All VIU Faculty Members must complete and submit an Annual Faculty Development Plan (FDP) Form to the administrator of the VIU School in which their primary teaching responsibilities are carried out. The Annual FDP cycle starts on January 1st and ends December 31st.

All FDPs are due to the School administrator by the third week of December or the end of the fall semester prior to the beginning of the FDP cycle. Notification reminders will be sent out to faculty members from the Schools as early as November 1st.

For new faculty members, the first FDP cycle of a faculty member starts on the date of their employment and spans until December 31st of that year. The first FDP is due within 15 days from the date of hire, or the successive semester start date, whichever comes last.

Proof/supporting documents for the FDP are to be requested and compiled by the administrators of the VIU Schools at the end of each calendar year.

VIU supports two types of faculty development activities: in-service training and professional growth activities.

In-service training activities refer to training events organized by the University and cover a variety of topics relevant to the teaching process. Four separate in-service trainings are offered per academic year, twice in the Fall semester and twice in the Spring semester. Faculty members are encouraged to participate in all meetings and should reflect attendance on FDPs. Faculty members are required to fulfill one in-service training activity per FDP cycle.

The professional growth activities are typically carried out by external professional organizations, and may include conference meetings and professional training activities. These activities must be related to the content-area that is taught by the faculty member. Faculty members are required to fulfill one professional growth activity per FDP cycle.

Faculty Role in University Governance
The Faculty Governance Policy at Virginia International University encompasses faculty’s primary role in the development, evaluation, institutional effectiveness, and oversight of programmatic and course support materials through regular feedback and input. The goal is to create an atmosphere where all faculty are part of a collaborative unit assisting to maintain the effectiveness of the programs and the university.

To this end, faculty are given a role in the academic governance in order to help the university meet its long-term and short-term goals. Academic Staff and Faculty share the responsibility to support Virginia International University’s mission and goals in following areas:

- Monitoring Course Content and Programmatic Goals: Establishing learning goals for degree programs; developing course descriptions and content, lessons, and effective delivery techniques to meet the learning outcomes for the courses.
• **Strategic Programmatic Development**: Reviewing proposed new course offerings and revision to current course offerings, providing their expertise and input on areas for improvement and development. Participating in the systematic evaluation and revision of the curriculum through several standing committees, such as the Advisory Board, Graduate Council, and Curriculum Review Committee.

• **Maintaining Up-to-Date Learning Resources**: Providing suggestions for the addition of programmatic and course materials, instructional equipment, and educational resources.

• **Maintain Oversight And Assurance Of Curriculum Effectiveness**: Measuring and evaluating learning objectives, and the students’ ability to accomplish these goals. Revising course syllabi for the purpose of monitoring course content. Monitoring the achievement of student learning outcomes through a variety of review mechanisms including the advisory board, curriculum committees, and ongoing feedback from the faculty.

• **Planning For Institutional Effectiveness**: Assisting the Director of Institutional Effectiveness & Quality Assurance to develop, implement, and monitor the Campus Effectiveness Plan

The roles and responsibilities of faculty and their role in academic governance can be found in the Faculty Governance By-Laws. Adjunct faculty should contact their deans or program chair for information on how they can address the faculty body or how they can submit a topic for the body to address.

**Academic Freedom**

To ensure instructional programs are marked by excellence, Virginia International University supports the concept of academic freedom. In the development of knowledge, research endeavors, and creative activities, university faculty members and students must be free to cultivate a spirit of inquiry and scholarly criticism. Faculty members are entitled to freedom in the classroom in discussing their subjects, but they should be careful not to introduce teaching matters that have no relation to their field. Faculty members and students must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs.

The University also recognizes that commitment to every freedom carries with it attendant responsibilities. Faculty members must fulfill their responsibility to society and to their profession by manifesting academic competence, professional discretion, and good citizenship. When Faculty members speak or write as a citizen, they are free from institutional censorship or discipline, but their special position in the community imposes special obligations. As professional educators, they must remember that the public may judge their profession and institution by their utterances. Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not an institutional spokesperson. At no time shall the principle of academic freedom prevent the institution from making proper efforts to assure the best possible instruction for all students in accordance with the objectives of the institution.

**Professional Ethics**

Virginia International University subscribes to a Code of Ethics approved by the Board of Trustees.
Faculty members, guided by a conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Faculty members’ primary responsibility to their subject is to seek and to state the truth as they see it. To this end, faculty members devote their energies to developing and improving their scholarly competence and feel the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. Faculty members practice intellectual honesty. Although they may follow subsidiary interests, these interests must never harm or compromise their freedom on inquiry.

As teachers, faculty members encourage the free pursuit of learning in their students. Faculty members hold before them the best scholarly and ethical standards of their discipline. Faculty members demonstrate respect for the students as individuals, and they adhere to their proper roles as intellectual guides and counselors. Faculty members make every reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflect each student’s true merit. Faculty members respect the confidential nature of the relationship between faculty and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom. As colleagues, faculty have obligations that derive from common membership in the community of scholars.

Faculty members do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas, faculty show due respect for the opinions of others. Faculty members acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Faculty members accept their share of faculty responsibilities for the governance of their institution. As members of an academic institution, faculty members seek above all to be effective teachers and scholars. Although faculty observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Faculty members give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it.

When considering the interruption or termination of their service, faculty members recognize the effect of their decision upon the program of the institution and give due notice of their intentions. As members of their community, faculty members have the rights and obligations of other citizens.

Faculty members measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons they avoid creating the impression of speaking or acting for their school or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

**Obligations to Observe Policy**

Faculty members are obligated to familiarize themselves with current University policies and complete any required training modules or courses related to these policies. Failure to abide by University policies may result in corrective action, suspension, or termination, depending on the seriousness of the behavior.
Section Three: Faculty Employment Policies

Faculty members holding different types of appointments are governed by different policies and may hold different ranks. For more information about faculty ranks, see the Faculty Ranks and Titles section.

Faculty Employment

At-Will Employment

Employment with the University is on an at-will basis, which means that either the faculty member or the University may terminate the employment relationship at any time, for any reason, with or without cause. Only a written agreement, signed by the President of VIU, can change the at-will nature of the employment of any individual at the University. This Faculty Handbook is not a contract of employment nor is it intended to create contractual obligations for the University of any kind.

Employment Eligibility Verification (Completing Form I-9)

The Form I-9 is required for all newly hired faculty members. A new Form I-9 must be completed for hires, including employees rehired by VIU, within three (3) business days of the date employment begins. The form must be completed by the employee and a VIU representative from the Human Resources department. A new Form I-9 is not required when an employee transfers positions within VIU with no break in service.

Faculty Background Checks

All new faculty hire offers are contingent upon the satisfactory outcome of a background check as designated herein. A release form must be signed by the candidate in order to conduct a background check.

Current faculty applying for a new position at the university are subject to this policy and the background check process. Faculty rehired after a break in service of one year or more from the university may have to undergo a new background check.

The background check completed for all potential faculty hires will include, at a minimum: Social Security Report; Criminal History; Employment Verification; Degree Validation; Sexual Offender Registry.

Background checks are conducted by the Office of Human Resources on final candidates only. Disclosing a conviction is not an automatic bar to employment. Convictions are evaluated on a case-by-case basis, taking into account: the nature and gravity of the offense(s); the time that has passed since the conviction and/or completion of the sentence; the nature of the job held or sought; and the honesty of the candidate in disclosing and fully completing the application materials.

Candidates who provide inaccurate, incomplete, or falsified information in employment applications will be given the opportunity to explain the discrepancy or omission to the Office of Human Resources prior to the evaluation of their completed background check and a final decision. Providing inaccurate, incomplete, or falsified information on the employment application may result in the candidate being ineligible for hire. Final hiring approval will be given by the responsible dean and the VP of Academic Affairs, in consultation with the Office of Human Resources.

Resignation Notice

Members of the general faculty who do not intend to return to the University for the upcoming academic year are expected to indicate their intention in writing to their dean as soon as possible,
generally between October 1st through May 1st, but no later than May 15th of the academic year in which he/she intends to resign.

Members of the adjunct faculty wishing to resign are expected to give written notice of resignation as far in advance as reasonably possible. Offers of resignation should be made in writing prior to the expiration of an existing appointment and accepted in writing by the dean.

Faculty Exchanges with Other Institutions
The exchange of faculty between the University and another institution, foreign or domestic, is beneficial for both faculty and students. The usual arrangement is that each of the institutions involved is responsible for the salary of its own faculty member. The visitor to the University will have the title of a visiting faculty member at the appropriate rank as recommended by the dean of the school.

Exchange visits may develop as formal agreements between institutions or as informal arrangements initiated by the interested faculty members. Exchanges usually take the form of a one or two semester stay in which the University faculty member assumes the teaching or research duties in the cooperating institution, while the visiting faculty member assumes similar duties at VIU. The deans’ recommendations are made on the basis of the needs of the school or department and on the professional quality and language proficiency of the prospective visitor.

Faculty Personnel Records
The university recognizes that sound personnel decisions require the collection and retention of employment history and performance and that faculty personnel records be accurate and safe from improper disclosure. In addition, federal and state laws, as well as accreditation regulations, require that certain information be gathered and maintained in personnel records.

The Office of Human Resources must maintain a faculty personnel record for each faculty member that includes, at a minimum, the following:

- Documentation verifying the faculty member’s highest earned degree that qualifies the faculty member for employment at the university (this may include an official transcript and, if applicable, a foreign degree evaluation);
- Letters of appointment, reappointment, leave, sanction, and/or termination;
- Letters from the Board of Trustees documenting resolutions on faculty actions;
- Performance evaluations (this may include course observations and student survey results);
- Curriculum Vita, copies of relevant licenses and certifications, and annual accreditation paperwork;
- Current and past job descriptions;
- Annual certifications of compliance with university policies; and
- Exit paperwork for faculty members who have ended their employment with the university through resignation or termination

Information in these faculty personnel records is available to the respective faculty members, who may request the opportunity to review the personnel record from the Director of Human Resources. Information contained in faculty personnel records is confidential and should be accessed only by University employees with a legitimate business need to do so.
Payroll Administration

Mandatory Deductions from Paycheck
The University is required by law to make certain deductions from faculty paychecks each time one is prepared. Among these are federal, state, and local income taxes, and contribution to Social Security as required by law. These deductions will be itemized on the faculty member’s check stub. The amount of the deductions will depend on the faculty member’s earnings and on the information furnished on the faculty member’s W-4 form regarding the number of exemptions claimed. If a faculty member wishes to modify his/her tax withholdings, he/she must log in to the Paylocity self-service portal and update the information there (for tax changes, a hard copy of the applicable tax form will be required for the personnel file). The Office of Human Resources strongly advises all faculty members to check their pay stubs to ensure that they reflect the proper number of withholdings.

Garnishments/Child Support Orders
The University is obligated by federal and state law to deduct or garnish wages from faculty paychecks when child support, unpaid student loans, bankruptcy collection, or unpaid taxes are owed and/or overdue. Deductions from wages occur when the Office of Human Resources receives a “Summons and Levy in Garnishment” or a “Wage Earner Plan” from federal or state institutions.

Garnishments remain active until the Office of Human Resources receives a release or an amendment of these federal and state decrees. The University does not refund any incorrectly deducted funds due to requisite garnishments. Instead, faculty members must request refunds from the agency directly authorizing the deduction.

If the Office of Human Resources receives a court order for deductions for any faculty member, that individual will be notified. The University acts in accordance with the federal Consumer Credit Protection Act, which places restrictions on the total amount that may be garnished from an individual’s paycheck.

Paycheck Distribution
All faculty are required to provide accurate routing and account numbers as all employees will be paid via direct deposit. If a faculty member change banks and/or account numbers, he/she must log in to the Paylocity self-service portal and update the direct deposit information. If a faculty member fails to update his/her information, all funds already submitted to the bank will not become available until such funds are returned to the University by the bank. Any fees associated with the return of funds will be the faculty member’s responsibility

Error in Pay
Every effort is made to avoid errors in paychecks. If a faculty member believes an error has been made on a paycheck, he/she must contact the Office of Human Resources immediately, and HR will take the necessary steps to research the problem and assure that any necessary correction is made promptly. If an Adjunct Faculty member believes an error has been made on his/her contract, the individual should contact the Office of Academic Affairs at facultycontracts@viu.edu.

Workplace Safety

Workplace Searches
To protect the property and to ensure the safety of all employees, students, and guests of the University, VIU reserves the right to conduct personal searches consistent with state law, and to inspect
any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from the University’s property. Inspection may be conducted at any time at the discretion of the University.

Faculty members working on, or entering or leaving, the premises who refuse to cooperate in an inspection, as well as individuals who, after the inspection, are believed to be in possession of stolen property or illegal substances, will be subject to corrective action, up to and including termination.

Weapons
Possession, use, storage, or sale of weapons, firearms, or explosives (operational or decorative) on work premises, while operating University machinery, equipment, or vehicles for work-related purposes, or while engaged in University business off premises is forbidden except where expressly authorized by the University and permitted by state and local laws. This policy applies to all staff and faculty, including but not limited to, those who have a valid permit to carry a firearm.

Faculty members who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to campus security immediately.

Violations of this policy will result in serious corrective action, up to and including termination.

Workplace Violence
The University prohibits workplace violence, as well as any acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect VIU or occur on VIU property.

Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at VIU, or to create a hostile, abusive, or intimidating work environment for one or more employees or students. Examples of workplace violence include, but are not limited to, the following:

- All threats or acts of violence occurring on VIU’s premises, regardless of the relationship between VIU and the parties involved.
- All threats or acts of violence occurring off VIU’s premises involving someone who is acting in the capacity of a representative of VIU

Specific examples of conduct that may be considered threats or acts of violence include, but are not limited to, the following:

- Physical acts against an individual
- Verbal threats or vicious statements toward an individual or his/her family, friends, associates, or property in-person or via telephone
- Intentional destruction or threatening to destruct VIU’s property
- Written threats, vicious cartoons or notes, and any other written material that is meant to threaten or create a hostile environment
- Visual acts that are threatening or intended to convey injury or hostility
- Harassing surveillance or stalking (following or watching someone)
- Unauthorized possession or inappropriate use of firearms or weapons
Violations of this policy by any individual on VIU property will lead to corrective action, up to and including termination and/or legal action as appropriate.

Any faculty member that is a victim of or is aware of any incidents of threats or acts of physical violence is expected to report the incident(s) immediately to the Office of Human Resources. All such reports will be fully investigated. Any employee who takes any adverse action against a person who reports any act of violence or a suspicion of violence shall be subject to immediate discipline, up to and including termination.

Work-Related Injury/Illness & Workers’ Compensation
All accidents, injuries, potential safety hazards, safety suggestions, and health- and safety-related issues must be reported immediately to the Dean. If a faculty member is injured, the Dean is responsible for contacting emergency response agencies if medical attention is needed. If an injury does not require medical attention, a Report of Accident/Incident Form must still be completed and submitted by the Dean to the Office of Human Resources within 24 hours of the illness/injury. A Report of Accident/Incident Form can be obtained from the Office of Human Resources and must be completed in all cases in which an injury requiring medical attention has occurred.

Federal law (Occupational Safety and Health Administration) requires that we keep records of all illnesses and accidents that occur during the workday. State Workers’ Compensation Divisions also require that employees report any workplace illness or injury, no matter how slight. If a faculty member fails to report an injury, he/she may jeopardize his/her right to collect workers' compensation benefits. OSHA also provides for an employee’s right to know about any health hazards that might be present on the job. Faculty members should contact the Office of Human Resources with any questions and concerns.

Professionalism
Professional Etiquette
It is the expectation of the University that all employees will behave in a professional manner at all times while conducting University business. All faculty are expected to treat each other and members of the public with courtesy, professionalism, and civility. Professionalism is conveyed through responsible and respectful communication and actions, which create a constructive learning and working environment. This includes professionalism in all forms of communication, whether in person or electronically, with other faculty, staff, students, and affiliated businesses; and in conduct at all University functions and events. Faculty members who fail to achieve and maintain acceptable levels of professionalism are subject to corrective action.

Dress Code and Personal Appearance
Personal appearance should be a matter of concern for each faculty member. Faculty members are expected to demonstrate good judgment and professional taste when it comes to personal appearance. Courtesy to coworkers and students and respect for the sensitivity of the many cultures represented at VIU should be the factors that are used to assess if an individual’s personal appearance is appropriate for the workplace.
VIU expects faculty members to dress appropriately in business casual attire. If a faculty member has any questions or concerns regarding what is considered appropriate attire for the workplace, he/she should contact the Office of Human Resources at hr@viu.edu.

Computing Device Usage
All information and equipment belonging to VIU should be used in a manner which protects the functional integrity of the device as well as any data held on the device or access to data provided by the device regardless of its location. All equipment, including PCs, should be cared for in a manner that prevents accidental damage (e.g., rough handling or accidentally spilling drinks on the equipment). Additionally, all faculty members should take care to log off of the network prior to leaving the classroom.

Educational Benefits and Opportunities
No member of the University community shall deny a student fair access to all educational opportunities and benefits available at the University. Invidious harassment, discrimination, or intimidation of students that deny or impede their right of access to these benefits and opportunities will not be tolerated and will be subject to corrective action.

No member of the University community shall deny any members of the faculty a fair opportunity to teach, conduct research, and to provide services to the University in a setting that provides the academic freedom necessary to cultivate a wide expanse of ideas and teaching methods. Unwarranted interruption of classes or other academic activities is an abridgement of the right of the faculty to teach and an abridgment of the rights of the affected students to learn.

Americans with Disabilities Act & Rehabilitation Act Policy
The University is committed to providing equal opportunity employment opportunities and reasonable accommodations for qualified individuals. VIU acts in accordance with the Americans with Disabilities Act (ADA) and the Rehabilitation Act which prohibit discrimination against a qualified person with a disability in employment practices such as job application procedures, hiring, promotion, termination, compensation, training, benefits, and other conditions of employment. These acts also require that employers provide reasonable accommodations to qualified individuals with disabilities.

Requesting Reasonable Accommodations
The University will provide reasonable accommodations for all faculty with disabilities, religious beliefs, pregnancy, and related medical issues, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on VIU. All requests for accommodations should be directed to the Office of Human Resources.

Harassment & Discrimination Policy
The University intends to provide a learning and work environment that is pleasant, professional, and free from intimidation, hostility, or other offenses that might interfere with work performance or instruction. Unlawful discrimination and/or harassment of any sort -- verbal, physical, or visual -- will not be tolerated, particularly against employees in protected classes. These classes include, but are not necessarily limited to race, color, religion, sex, age, sexual orientation, national origin or ancestry,
disability, medical condition, marital status, veteran status, or any other protected status defined by law.

The conduct alleged to constitute harassment is evaluated from the perspective of a reasonable person similarly situated to the individual complaining and in consideration of the surrounding circumstances and facts. It is important to know that harassment is distinguished from behavior that, even though unpleasant or disconcerting, is appropriate to the responsibilities of certain instructional, advisory, or supervisory roles.

Harassment occurs when unwelcome verbal or physical conduct, because of its severity and/or persistence, interferes significantly with an individual’s work or education, or adversely affects an individual’s living conditions. Harassment also occurs when a person uses a position of authority to engage in unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence. Harassment, in particular, is not necessarily sexual in nature. It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking place within their hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint.

Administrative responsibility for implementing VIU’s policies prohibiting harassment and discrimination rests with the Office of Human Resources. The Director of Human Resources is a designated Title IX Coordinator and responsible for implementing Title IX. Title IX is a federal law that prohibits sex discrimination, including sexual harassment.

Sexual Harassment
Sexual harassment is a form of unlawful harassment that is based on an individual’s sex or is of a sexual nature. It includes, but is not limited to, the types of prohibited harassment identified above, as well as unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct. Such conduct constitutes sexual harassment when any of the following occur or are present: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submitting to or rejection of such conduct is used as the basis for employment decisions; and/or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creates an intimidating, hostile or offensive working environment. All unlawful harassment, including sexual harassment, is strictly prohibited.

The prohibitions above include discrimination and harassment in any workplace context, including conferences, meetings, social events, and work-related activities and trips. These prohibitions include unlawful harassment and discrimination from or towards supervisors, coworkers, and other employees as well as non-employees with whom VIU has a business or professional relationship, including, but not limited to: students, vendors, contractors, visitors, etc.
Reporting Complaints of Discrimination/Harassment

VIU encourages and expects every employee to report incidents of discrimination or harassment to the Office of Human Resources, whether they are directly involved or are merely a witness. If a faculty member believes that he/she is being discriminated against or harassed or has been subjected to discrimination or harassment by a coworker, supervisor, or other individual at the workplace, or believes that his/her employment is being or has been affected by such conduct, or believes that he/she has witnessed such conduct, the employee should complete a Workplace Harassment/Discrimination Complaint Form and report the concerns immediately to the Office of Human Resources.

Once the matter has been reported, a prompt investigation will be conducted and, to the extent that it does not compromise the integrity of the investigation, confidentiality will be maintained concerning the allegations. Should the investigation establish that an individual has engaged in conduct prohibited under this policy, disciplinary action warranted by the results of the investigation will be taken against the offending employee(s). To be clear, any employee found to be engaging in conduct prohibited under this policy will be subject to disciplinary action, up to and including termination.

Faculty members who fail to cooperate with an investigation, or who knowingly provide false information in connection with a complaint or an investigation, will be subject to discipline as well.

Prohibition Against Retaliation

VIU prohibits and will not tolerate any form of retaliation against an employee who has filed a complaint in good faith or an employee who, in good faith, has cooperated or participated in an investigation of a complaint. If a faculty member has filed a complaint, or has participated in an investigation, and believes that he/she is being or has been retaliated against, the individual must immediately report this matter to the Office of Human Resources.

If a faculty member believes that he/she has been subjected to discrimination because of his/her race, color, religion, sex, sexual orientation, citizenship status, marital status, status as a Vietnam era veteran, national origin, age, handicap, disability, or any other characteristic protected by federal, state, and/or local law, or if the individual believes that he/she has been retaliated against for complaining about discrimination or participating in an investigation, it is the faculty member’s responsibility to utilize the complaint procedure established in this policy for the purposes of preventing and correcting this unacceptable workplace behavior.

Discrimination, Grievances, and Complaints

In the course of their work at the University, faculty members may encounter situations that raise concerns about discrimination, harassment, or unfair treatment. Faculty members have the right to file a formal grievance in order to 1) appeal any formal corrective action such as written warnings, final written warnings, or terminations; or 2) appeal an employment decision that the employee believes to be discrimination based upon his/her age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.

Faculty members cannot file a formal grievance for reasons of 1) disagreement with a performance evaluation or 2) disputes regarding administrative appointments. Any disagreement with performance ratings or administrative appointments should be reviewed by the school. The employee should discuss these circumstances with the VP of Academic Affairs.
Step 1: Discuss Complaint with Dean
The university encourages informal resolution of complaints. Faculty members should first discuss the complaint with their Dean within three (3) business days of the situation whenever possible. If the complaint is not resolved as a result of this discussion, or such a discussion is not appropriate under the circumstances, proceed to Step 2. If the action in dispute involves suspension or termination of employment, Steps 1 and 2 should be bypassed.

Step 2: Prepare and Submit Complaint Procedure Form to the Human Resources Department for Review by VP of Academic Affairs
If the faculty member feels the complaint was not resolved in discussions with his/her Dean, they may prepare and submit a formal written complaint for review by the VP of Academic Affairs. To do so, the employee should prepare a Complaint Procedure Form and submit it to the Human Resources department within seven (7) business days of the Step 1 discussion with the Dean (or within seven (7) days of the event being grieved if Step 1 is bypassed). An HR representative will then review the complaint, send a copy to the VP of Academic Affairs and the Dean (if appropriate), and schedule a meeting for the faculty member, the VP of Academic Affairs, and an HR representative to discuss the complaint. The meeting will ordinarily be held within five (5) business days of HR’s receipt of the Complaint Procedure Form. The VP of Academic Affairs will issue a written decision, generally within five (5) business days of the meeting. If the complaint is not resolved to the employee’s satisfaction, they may proceed to Step 3.

Step 3: Submit Complaint Procedure Form to Director of Human Resources for Review by President
If the faculty member is not satisfied with the Step 2 decision, they may proceed with the complaint within five (5) business days of receipt of the Step 2 decision by submitting it to the Director of Human Resources for review by the president. A meeting between the faculty member, the Director of HR, and the president will generally be held within five (5) business days. The president will issue the university’s final written response, generally within fourteen (14) business days of the meeting. The faculty member’s school will be notified as well.

The time limits above are subject to modification on a case-by-case basis due to operational requirements, travel away from campus, in-depth investigations, etc. The executive shall have final authority to resolve any disputes regarding the implementation of this Complaint Procedure, including determination of the appropriate decision makers.
Section Four: Faculty Responsibilities

Faculty members engage in a wide range of activities and, depending on the type of appointment they hold, may have responsibility for teaching, conducting research, producing scholarly publications, advising and mentoring graduate and undergraduate students, serving on committees in their departments and schools, or otherwise contributing to the life of the University and their professional disciplines.

Teaching Courses for Academic Credit

The following policies define expectations related to a faculty member’s teaching responsibilities, including grading practices, office hours, and course syllabi. It also provides guidance for a series of issues related to instruction, including accommodating students whose religious observances conflict with the academic calendar, managing instructor absences from the classroom, and retention and disposal of students’ graded work.

Instruction

The primary responsibility of a faculty member at Virginia International University shall be to provide quality instruction to students in order to help students develop their interests and abilities to their fullest capacity. As part of this primary responsibility, the University has the following expectations of the faculty member:

- Use an approved syllabus for each course based on the approved curriculum and appropriate syllabus template.
- Teach assigned class for the full scheduled length of time, according to the syllabus, and using the identified text(s).
- Create an environment conducive to learning through effective class management, including, but not limited to:
  - Providing reasonable break times. VIU requires a minimum of 10 minutes and a maximum of 20 minutes of cumulative break time for any class session that runs two (2) hours or more.
  - Manage and limit disruptions during classes such as: cellphone usage; tardiness; and generally disruptive students.
  - Maintain and monitor the academic integrity of students during the teaching and learning process and report any misconduct stated in the Academic Integrity and Code of Excellence to the Dean.
- Conduct periodic assessment of student progress, including but not limited to:
  - Creating a gradebook for each course taught in Canvas by the end of the second week of classes.
  - Entering grades in Canvas and providing individual feedback, where applicable, for assignments within two weeks of student submission.
  - Submitting the gradebook twice during the semester (mid-term and end-of-term). The dates for submission of grades are defined by the Registrar’s Office for each term.
- Contribute to the development of the program of instruction.
- Maintain current competence in the particular discipline or field of specialization.
Office Hours
All general faculty members teaching courses for academic credit are expected to maintain scheduled office hours to accommodate students who want consultation. Adjunct faculty members are expected to meet with students when requested.

Course Syllabus
The syllabus is one of the most important documents that a faculty member will provide a student during the course. It represents a contract between the instructor and the student.

Each school at VIU has a preferred syllabi template (be sure to check with your school’s administrator), so some of the components will be set for you as the instructor. Syllabi have a great deal of contractual information, so to speak. These include the standard university policies detailed below as well as basic information (semester, year, contact information, etc.).

However, there are additional elements of every syllabus that you will have the ability to modify (sometimes with administrative approval), such as schedule, content, assignments, and so on. This is the “meat” of the syllabus.

Faculty members should consider the following questions in order to develop the class syllabus:

- What are the resources available to me during this course?
- What do I want the students to learn in this class?
- What are the needs of the students?
- What are the institution-specific needs?
- How do all of these factors interrelate?

Addressing these questions will allow each instructor to conceptualize the course in its entirety for the environment in which he/she will teach at VIU.

Provide sufficient detail. Students will benefit from a thorough and comprehensive syllabus which will “tell [them] where they will end up when the semester is over and how they will get there” (Wankat, 2002, p.48). Essentially, instructors should provide students with the roadmap for how they successfully will negotiate the semester.

Finally, faculty members should use the syllabus as a means of trying to demonstrate why a student should take a class. How will this class be different than another section? Why should they want that individual as an instructor? What does he/she bring that no one else can? The faculty member is the content expert and he/she is part of this community for that specific reason.

E-mail Correspondence
All faculty members are issued a VIU campus e-mail account. Primary communication between VIU and its faculty members will occur via this VIU campus e-mail. This e-mail account should always be used to correspond with VIU students.

Professional Responsibilities
As a faculty member, there are a number of professional responsibilities outside of the classroom. All faculty members are expected to attend faculty orientations, meetings, workshops, and conferences, as required, and participate in the development and evaluation of programs and the assessment of
supporting resources. Additionally, all faculty members local to the university are required to attend the University’s annual commencement ceremony and encourage to attend other University events.

General Faculty members are expected to fulfill additional responsibilities including academic advising, continuing scholarly development, and performing service to the university and community.

Academic Accommodation for Religious Observance
The University seeks to reasonably accommodate students so that they do not experience an adverse academic consequence when sincerely held religious beliefs or observances conflict with academic requirements.

Students who wish to request academic accommodation for a religious observance should submit their request in writing directly to the instructor of the course.

Accommodations do not relieve students of the responsibility for completion of any part of the coursework missed as the result of a religious observance.

Instructor Absences
Faculty members who anticipate an absence from the classroom (e.g., more than one week) must consult with the Dean of the school in which the course is being offered at least five (5) days prior to the absence regarding reasons for the absence and arrangements for covering their responsibilities.

Instructors of courses that are listed in more than one school must consult with the Dean of each school that lists the course. When an Instructor is unable to meet a class, arrangements must be made by the dean for alternative coverage, or the class must be rescheduled.

If alternative coverage is not available or possible, the faculty member is responsible for arranging a make-up class with the Registrar’s Office which will best fit the schedule of the majority (more than 50%) of students in his/her class. Make-up classes must be scheduled at least 15 days in advance during the regular academic semester so that timely notices and reminders can be posted on student bulletin boards and timely e-mail reminders can be sent. At a minimum, the faculty members must send an e-mail reminder out to all students three (3) days before the make-up class.

Any class for which a substitute was used will be deducted from the Adjunct’s paycheck.

Grade Submission
Faculty members are responsible for fair grading practices and submitting grades in a timely manner.

Grades are submitted no later than two (2) business days after the last day of final exams for a term.

All faculty members are required to submit the following:

1) All grades and categories used to determine a student’s final grade;
2) All grades must be based on a numerical scheme (0-100);
3) The grading rubric used (should be the same as on the course syllabus);
4) Grade books must be created on Faculty Portal; and
5) Grade submissions must be made on Faculty Portal with both numerical and letter final grades

Grade categories include, but are not limited to exams, quizzes, midterm exam, final exam, homework, project, research paper, discussions/participation, etc. Grade categories are required for all academic
Schools to prepare reports with statistical analysis comparing different courses. Midterm grade submissions are required for all academic including online courses.

Retention and Disposal of Students’ Graded Work
Any graded work that is not returned to students (such as final examinations and papers) must be retained for one year after the end of the course for which the work was submitted, or, in the event of pending or ongoing litigation, claims, audit reviews, or institutional assessment purposes, until those processes are concluded. After the required retention period, graded work must either be returned to the student or shredded.

Any files documenting student academic performance in a course (such as attendance records or grade books) must be retained for three years after the term for which the grade was received, or, in the event of pending or ongoing litigation, claims, or audit reviews, until those processes are concluded. To protect student confidentiality, after the required retention period, all records of students’ academic performance within a course should be shredded or deleted electronically.

Faculty Conflicts of Interest
Faculty members are public officials whose professional activities may create situations in which their private or personal interests are potentially in opposition to their official responsibilities. A faculty member must be sensitive to the potential for conflict of interest situations and act in a manner to minimize their effects.

Faculty members must refrain from any private business or professional activity and from having any direct or indirect financial interest that would create a conflict between their private interest and their legal or moral responsibilities to VIU. Employees are expected to act in the best interest of the university and not to their own personal advantage.

Faculty members are not to use their position at the university in any way nor to induce or coerce any person or entity to provide any financial benefit to themselves or another person or entity.

An actual conflict of interest does not need to be present to constitute a violation of this policy; faculty must also avoid activities that create the appearance of a conflict of interest. The following are examples of how a conflict of interest could occur:

- Employment by a competitor or potential competitor, regardless of the nature of the employment, while employed by VIU
- Acceptance of gifts, payment, or services from those seeking do business with VIU
- Placement of business with a firm owned or controlled by a VIU employee or his/her family
- Ownership of, or substantial interest in, a company that is a customer, competitor, or a supplier
- Having a personal interest or potential for gain in any university transaction
- Using university assets, intellectual property, or proprietary information for personal gain
- Having a consensual relationship with a subordinate
- Having a consensual relationship with a student

A deliberate action to obtain an unauthorized personal benefit is a fraudulent transaction. This might include misappropriation of cash or property, unauthorized use of University property, unauthorized use
of University employees to perform non-University business, or use of the University telephone system for personal long distance telephone calls. Deans and department chairs are responsible for reporting any fraudulent transactions to the Office of Human Resources.

If an employee has any doubt about whether a conflict exists, he/she should treat the situation as if there is a conflict until the employee has disclosed and resolved the issue. Failure to report any actual or potential conflicts to the Office of Human Resources may cause harm to VIU and subject the employee to disciplinary action, up to and including termination of employment. All faculty members should submit a completed Conflict of Interest form to HR when necessary.

Faculty-Student Consensual Relationship Policy
No faculty member should enter into a consensual relationship with a student actually under that faculty member’s authority or accept authority over a student with whom he/she has or has had a consensual relationship without written agreement with the appropriate dean. Situations of authority include, but are not limited to, teaching, formal mentoring, supervision of research, and employment of a student as an administrative or teaching assistant; and exercising substantial responsibility for grades, honors, or degrees; and considering disciplinary action involving the student.

Students and faculty alike should be aware that entering into a consensual relationship will limit the faculty member’s ability to teach and mentor, direct work, employ, and promote the career of a student involved with him/her in a consensual relation, and that the relationship should be disclosed in any letter of recommendation the faculty member may write on the student’s behalf. Furthermore, should the faculty member be the only supervisor available in a particular area of study or research, the student may be compelled to avoid or change the special area of his/her study or research.

If nevertheless a consensual relationship exists or develops between a faculty member and a student involving any situation of authority, that situation of authority must be terminated. Termination includes, but is not limited to, the student withdrawing from a course taught by the faculty member; transfer of the student to another course or section, or assumption of the position of authority by a qualified alternative faculty member or teaching assistant; the student selecting or being assigned to another academic advisor; and changing the supervision of the student’s teaching or administrative assistantship. In order for these changes to be made and ratified appropriately, the faculty must disclose the consensual relationship to his/her dean and reach an agreement for remediation. In case of failure to reach agreement, the supervisor shall terminate the situation of authority.

Solicitation and Acceptance of Gifts to the University
No faculty member shall receive or solicit anything of value in return for influencing or exercising his/her discretion in a particular way on a university matter. This provision does not prohibit the acceptance of an item having a nominal value (less than $50) or ceremonial gifts received by Officers or Trustees of the University in their official capacity.

Prior approval from management is required before a faculty member may accept or solicit a gift of any kind from a student or vendor representative. Faculty members are not permitted to give unauthorized gifts to students or vendors, except for certain promotional merchandise (e.g., t-shirts, coffee mugs, pens, key chains) imprinted with the VIU logo. Violation of this policy may result in disciplinary action and seizure of any inappropriate gifts.
Conflict of Commitment
It is the responsibility of every faculty member to discuss with his/her dean and a Human Resources representative any activity that might result in a conflict of commitment before participating in that activity. All disclosures and their resolutions shall be documented and copies of the documentation will remain in the employee's personnel file.

VIU permits Adjunct Faculty members to take appointments at other institutions, but advises all faculty members to be cognizant of the reason for teaching course loads and the strain outside assignments may have on performance. Performance issues will be addressed if it becomes apparent that the other employment is interfering with an employee's current position at VIU.

Under no circumstances may a General Faculty member accept a position with a competitor of VIU nor may they do work on their own if it competes in any way with the services VIU provides to its students as this represents a conflict of interest. Additionally, no employee is permitted to engage in outside employment during the hours he/she is scheduled to work at VIU.

Faculty members who serve as an Administrator in our Academic Programs at VIU are limited to teaching one online course at any time at an outside academic institution and must do so only with the documented approval of the VP of Academic Affairs.

It is expected that all employees will refrain from discussing their employment at or promoting other academic institutions while in the classroom or advising and/or assisting students.

If an employee is found to be in violation of this policy, it may result in immediate termination.

Ownership Rights in Copyrightable Material
The “work-for-hire” rule in the Copyright Act gives the University ownership of the copyrights to works produced by its employees within the scope of their employment. The University cedes copyright ownership to the author(s) of scholarly and academic works (such as journal articles, books, and papers) created by academic and research faculty who use generally available University resources.

However, the University asserts its right of copyright ownership if significant University resources (including sponsor-provided funds) are used in the creation of such works, and: (a) the work generates royalty payments; or (b) the work is of commercial value that can be realized by University marketing efforts.

The University retains a non-exclusive, royalty-free right to use for non-commercial purposes works produced by its employees while acting within the scope of employment even if copyright ownership is ceded to the author(s).

Use of Alcoholic Beverages and Prohibition of Other Drugs
Substance abuse is detrimental to an individual's health and may jeopardize safety in the workplace. For these and other reasons, the unauthorized use, possession, storage, manufacture, distribution and sale of alcohol, controlled substances, and illegal drugs is prohibited on VIU's premises or during any business conducted in VIU-supplied vehicles or during working hours.

The “Drug-Free Workplace Act” and the “Drug-Free Schools and Campuses Regulation” require VIU to certify that it will provide a drug-free workplace/campus. As a condition of employment, employees will
abide by the terms of this statement and notify VIU of any criminal drug statute convictions not later than five days after such convictions for violations occurring on VIU premises. This includes convictions for the unlawful use, possession (including the storage in a desk, locker, or other repository), manufacture, distribution, dispensation, or sale of illegal drugs, drug paraphernalia, or controlled substances on VIU premises or while conducting business in VIU supplied vehicles or during working hours.

VIU will not condone criminal activity on its property (or on property under its direct control) and will take appropriate corrective actions up to and including termination or required participation in drug abuse assistance or rehabilitation programs.

Solicitation of Grants and Contracts
Although grants and contracts are awarded to the University because of special competence of the faculty, the University is legally responsible for the program and for fulfilling the sponsoring agency requirements. Therefore, all solicitations of grants and contracts must be made in the name of Virginia International University.

Only the President and the VP of Academic Affairs are authorized to sign sponsored program documents in the name of Virginia International University.

All grant and contract solicitations must be endorsed by the school dean and cleared through the VP of Academic Affairs prior to submission to a potential funding agency.

The President or the VP of Academic Affairs must accept grants and contracts awarded the University from formal solicitations only after the award document has been carefully reviewed to ensure the grant or contract does not contain any restrictions or obligations that are contrary to University policies and procedures.

Use of Working Time and University Equipment for Personal or Commercial Purposes
A faculty member’s working time, university equipment, and consumable materials and supplies may not be used for personal or commercial purposes. Working time shall be used only for university business. A faculty member shall use working time to perform the duties of his/her position at Virginia International University only. Additionally, university equipment shall be used only for functions that promote the university’s mission of teaching, scholarship, research, and public service.

Faculty members are not permitted to bring personal computers or data storage devices (other than flash drives) to the workplace or connect them to the University’s electronic property or network unless expressly given written permission to do so by the Information Technology Office.

A violation of this policy by a faculty member or supervisor may result in disciplinary action, up to and including termination.

Use of University’s Logo
All materials produced by the University and posted on its website, social media, and printed material including the name, logo, images, and text are the intellectual property of VIU and protected by the copyright laws. Use of the VIU logo is prohibited without prior approval from the Media department.
Copyright and Fair Use Guidelines

VIU, its students, faculty, and employees must comply with the provisions of the United States Copyright Act (Title 17 of the United States Code). Copyright is the right of the creator of a work of authorship to control the use of that work by others. Copyrighted work may not be reproduced distributed, performed, or adapted by others without the copyright owner’s permission. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject them to civil and criminal liabilities. Works protected by copyright include, but are not limited to: literary, musical, and pictorial works; sound recordings, motion pictures, and other audiovisual works; and computer software.

VIU employees shall use computer software only in accordance with the terms of the VIU Computer Software Policy and the licensing agreement for the software. The University does not condone or support the use of any unauthorized copies of software. All software used by University employees to perform their responsibilities shall be purchased through appropriate procedures.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at http://www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq.

There are some exceptions in United States copyright law such as the fair use doctrine. The fair use doctrine allows limited use of copyrighted material without the permission of the copyright owner for several purposes, including teaching and scholarship. It is the responsibility of each student, faculty, and staff to inform oneself about what is and what is not permissible use of copyrighted material. Copyright and fair use guidelines for students, faculty, and staff can be found on the VIU Library website and are posted in the VIU Library as well as at all photocopy machines at VIU. For additional assistance with copyright and fair use issues, please consult the VIU Librarians.

Violations of VIU’s copyright and fair use policies will be dealt with in the same manner as violations of other university policies and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available, including the loss of computer use privileges, dismissal from the University, and legal action.

For more information regarding copyright and fair use guidelines for faculty click here.
Inclement Weather/Emergencies

Day and Evening Classes:
If inclement weather forces the cancellation of daytime classes or requires a delay in the opening of the university, announcements will be made on all major local television networks and on the university’s website. An email will also be sent to all students, staff, and faculty via campus email. VIU will also issue an SMS Alert in the event of a cancellation. A make-up class will be scheduled by the instructor.

Midday Closing:
A decision to close the university during the day will be made when conditions include a forecast which could make travel to and from campus unreasonably dangerous. Classes underway at the time a closing announcement is made will be dismissed. If students are engaged in important test-taking or other time-sensitive activities, a class may continue until its scheduled end, per the judgment of the instructor. A make-up class will be scheduled by the instructor.

University Alert System
VIU uses an SMS Alert System as part of our ongoing emergency management efforts. This system is available for all members of the VIU community to enroll with a cell phone number, and receive important alerts about the university as a text message. If there is inclement weather preventing the university from opening on time, or a hazard on campus, VIU will be able to inform all members of our community by text message. Our goal is to keep our student body, faculty, and staff safe and informed at all times.

In order to enroll in this system and stay informed about the status of the university, all you need to do is text JOIN VIU to the number 30890. VIU will not share your telephone information with third parties, and will only use the system when there is a compelling university-wide announcement, such as a snow closing or delay. As always, weather delay and closing information will also be posted on the VIU website and on all major media outlets.

Reporting Sexual Misconduct Disclosures Made by Students
All faculty members are considered Responsible Employees under Title IX. Except in the context of Public Awareness Events and IRB Research, Responsible Employees are required to immediately report all relevant details about an incident of alleged Prohibited Conduct disclosed by a student (including the names and all other information that personally identifies the Reporter, the Complainant, the Respondent, any Witness, and/or any other third party with knowledge of the reported incident) and any other relevant information (including the date, time, and specific location of the reported incident) to the University’s Title IX Coordinator. The University provides an online reporting tool for reporting Prohibited Conduct. Faculty members may also email details of any incident to titleix@viu.edu.

Exceptions for Public Awareness Events and IRB Research:
Responsible Employees are not required to report information disclosed (A) at public awareness events, or (B) during a student’s participation as a subject in an Institutional Review Board-approved human subjects research protocol (“IRB Research”). The University may provide information about students’ Title IX rights and about available University and community resources and support at Public Awareness Events, however, and Institutional Review Boards may, in appropriate cases, require researchers to provide such information to all student subjects of IRB Research.
External Reporting
Except (A) in the event of an emergency, (B) as may be directed by a Title IX Coordinator, or (C) where an incident has already been reported to law enforcement, a Responsible Employee should not disclose information to law enforcement without the Complainant’s consent. Any request for information from law enforcement should be referred directly to the Title IX Coordinator.

Anonymous Reporting
Although the University encourages students to report Prohibited Conduct, the University also provides a means for anonymous reporting online. An anonymous report will be evaluated in the same manner as a report with an identified Complainant. Once an anonymous report is submitted, it will be directed to the University’s Title IX Coordinator, who will review the information provided and determine whether further action is necessary in order to protect the health and safety of affected individuals and the University community. Consistent with the provisions of the Title IX Policy, the University will respond to any report, including anonymous reports, with an initial assessment and threat assessment to determine available steps based on the nature and circumstances of any known information.

Training
All faculty members must complete regular training in order to understand their reporting responsibilities under Title IX. The required training is managed by the Office of Institutional Effectiveness and completion will be tracked to verify compliance.

Communicating with Media and External Constituencies
Faculty members are, of course, free to communicate with the media as private citizens or regarding their own scholarship and teaching. Where the press contact involves institution-wide policy and position, however, the response must be coordinated through the Public Relations Specialist in the President’s Office.
Section Five: Online Faculty Policies

Some staff/faculty members may be hired and/or contracted to facilitate classes fully online and/or to build or revise a particular course. Other onground faculty members may be required to facilitate a particular class online. The following policies apply to all staff/faculty members who will facilitate and/or build an online course whether they are primarily online or onground faculty members.

School of Online Education Oversight:
The SOE at VIU is responsible for the following activities surrounding delivery of Distance Education at VIU:

- Online Build and Revisions – Setting requirements, signing contract, managing project deliverables, partnering with builder, revisioner on curriculum development, and ensuring all requirements are met before initiating the payment process.
- Current Online Courses – Establishing mandatory facilitation requirements. Reviewing & Auditing all online courses (see procedures for faculty accountability)
- Supplemental Performance Evaluations for all faculty teaching online
- Providing training and supplementary resources for Faculty, Staff & Students. Training to include academic technology and instructional design topics. SOE will work collaboratively with other departments as appropriate to plan training.
- Ensuring that Faculty meet minimum qualifications to build or facilitate online courses prior to start of term, and prior to offering a contract.
- Hiring Process – Interview potential candidates, review online teaching portfolio, submit recommendations to Human Resources. Publication of Annual Distance Education Plan & Review Documents

SOE In-service Training

SOE in-service training includes: Using rubrics, Canvas Levels 1-4 and Learning Glass. All Canvas training and in-service training are facilitated by members of the School of Online Education. Once complete, a certificate is sent to the faculty member, associated Dean, and Academic Affairs Coordinator. The Academic Affairs Coordinator follows any procedures for capturing/tracking faculty development established by Academic Affairs. The School of Online Education tracks in-service completion.

The School of Online Education conducts seminars, in-services, faculty summit training, lunch and learns and so on throughout the semester based on SOE needs analysis as well as in collaboration with other Schools/Departments as appropriate.

Onground Faculty using Academic Technology

All onground faculty must complete the prescribed in-service training as specified by SOE.

Facilitating an Online Course

Online faculty are required to complete additional in-service training as specified by SOE

Building an Online Course

All online course builders must complete in-service training as specified by SOE.
VIU Online Learning Framework

- Course Builders & Instructional Designers must create a course that features engaging materials/assignments, plenty of opportunities to make connections, creative assignments, and the opportunity to revise and remodel their mental model.
- Facilitators guide students through the learning process with ample feedback, frequent communication, and guiding questions/comments.
- Students must engage, connect, create, and remodel their existing mental model in order to learn online.

Expectations for Facilitating an Online Course

Faculty should refer to the Canvas Course – “Instructor Expectations” page in the Canvas course. The items covered in this guide include – but are not limited to:

- Be active in your course five days per week.
- Please ensure that you participate the discussions several times per week. Respond to all students with critical thinking questions that drive them back to the learning materials and further the conversation.
- At the end of each week, send a summary of discussions as an announcement.
- Grade assignments within three days of the due date. Online students need your thorough feedback for optimum success.
- Your guidance is so very important to student success. Please offer detailed feedback in Canvas for all assignments.
- Week 1 - Send a Welcome announcement to all students to let them know the course is open and introduce yourself briefly. Communication in the first week is vital to a high retention rate. Reach out to all of your students. Respond every student’s introduction. Post a welcome video of yourself.
- Week 2 - Check the People tab. Call any students who have not logged in. You may have some new students added at the end of Week 1.
- Week 3 - At the beginning of Week 3 - any student who has fallen behind may not be able to catch up. The student must develop a realistic plan that you approve. If you have concerns about a student, inform the academic department and VIU Online.
- Post weekly announcements - Post an announcement at least once a week introducing the week and summarizing assignments that are due. Inform the group of how well/poorly they have done on the last week's assignments. Provide scaffolding resources for areas that you identify are lacking.
- Make sure to use a proper tone - Maintain a supportive, encouraging, and professional tone in all student communications. Online students cannot read your body language and other non-verbal clues.
- Communicate early and often - Communicate with students promptly whenever significant concerns arise regarding their participation, performance, or other academic issues. Report students who do not actively participate an entire week without notice to School of Online Education.
- Use media, videos, photos, and helpful links - Create video recordings as needed. Go through major assignments and show the students specific points that are important. Use screencasts, podcasts, or even audio feedback on assignment submissions.
• Respond in a timely manner - Respond to all student emails/questions/phone calls in 24 hours.
• Provide feedback in a timely manner - Grade all assignments and discussions within 72 hours of the due date. Include narrative comments in written, audio, or video format on all assignments. Feedback should generate further exchange of ideas, enhance critical thinking, provide guidance regarding mastery of learning outcomes, and include strategies for future success.
• Use rubrics for grading assignments - A rubric helps lay out the specific expectations for an assignment. Include a detailed description of what constitutes acceptable or unacceptable level of performance for the components of an assignment in the associated rubric.
• Participate in Discussion Board - Respond to all of initial student posts in each week's discussion board. Be sure that every student receives at least one instructor response every other week.
• Allow late submission and re-submission when necessary - Allow students to submit late assignments without penalty as emergencies or special circumstances arise. Err on the side of flexibility to ensure students are able to successfully complete assignments. To promote mastery learning, consider allowing an opportunity to revise and resubmit at least one assignment in the course as requested by the student. Be sure to clearly indicate your late policy in your initial course announcement.
• Make yourself available - Be available to your students for one on one or group consultations - via phone, online chatting, Skype. Let them know that you are here for them and their success.

Procedures for Faculty Accountability

In an effort to ensure that all online courses are appropriately managed and facilitated, the following standards for accountability have been set for online education at VIU. Our top priority is to ensure that courses are facilitated appropriately and professionally, enabling students to succeed in their course of study. Both the Academic Unit and the School of Online Education have responsibility over auditing and observing all online courses. The purpose of the Academic Unit review is to ensure that content and assignments are appropriate for the outcomes of the course and program. The purpose of the SOE review is to ensure all quality standards for distance education are being met. Both departments should be ensuring that faculty are communicating with students in an appropriate and timely manner, and that valuable feedback is being given in an appropriate period.

All standards for online course development and facilitation are outlined in the Online Course Development Requirements. As these requirements apply to builds and revisions, in particular builds – lead time will positively correlate with the scope of revision or build. As a result, some online course builds/revisions will begin three months prior to the course start date.

If, at any time, the School of Online Education notices that there are material flaws with in a course OR that the course facilitation requirements are not met, the following measures will be taken:

1. Notification to the Dean from the SOE
2. Dean Notification to Faculty to resolve issues within a specific period of 72 hours.
3. If the issues are not resolved, or additional issues arise, a counseling session between the SOE, Academic Dean or Program Chair, and the Faculty member will be scheduled to determine the cause of the issue
4. If issues are still unresolved, or additional issues arise, the faculty will be required to undergo remedial training to ensure that they are adequately prepared to teach online. Training can
include, but is not limited to repeating Canvas Training Courses I, II, & III, and/or one-on-one training with the School of Online Education.

5. If issues are still unresolved beyond remedial training, or additional issues arise, a written warning from the supervisor of the faculty member will be placed in the faculty’s personnel file, and the faculty member runs the risk of not being permitted to teach in an online environment. These accountability standards are cumulative and can carry over from one term to the next.

Course Builds & Revisions
If a faculty member receives a contract to build and/or revise an online course, he/she is bound by the terms and conditions within the contract and should refer to those if there is ever a discrepancy.

All course revisions and builds must follow a set agreement between the School of Online Education and the faculty member. The faculty member must meet deadlines set with the School of Online Education to have the course ready at least one week prior to the beginning of the course.

Ownership of Online Courses
The online courses developed pursuant to the faculty member’s contract shall be owned exclusively by the University. The structure, sequencing, and presentation requirements, as well as associated templates will be maintained by the University.

Compensation
Payment for Online Course Builds and/or Revisions are determined by a payment schedule as stated in the faculty member’s contract. No payment shall be made for any online course build/revision that is canceled, incomplete, or not approved by the School of Online Education. In the event that a course has already been completed at the time of cancellation, the faculty member will still receive payment for the course.
Section Six: Students and Student Affairs

Academic Standing of Students
The University will take the initiative to advise and assist students who are having academic difficulty. The student will be assisted in setting objectives, in planning improved study habits, and in dealing with other factors related to academic progress. There must be some point at which the student, having been offered assistance by the University and having been apprised of the situation, is best served by being prevented from further registration for a period of time if no academic improvement has been shown.

For more information about the academic standing of students, please refer to the Academic Catalog.

Student Attendance
In recognizing the correlation between attendance and academic achievement as well as student retention, regular and punctual attendance is mandatory for students enrolled at Virginia International University. Instructors are required to maintain attendance for each class meeting.

General Attendance Policy
This policy applies to all programs unless specified otherwise.

In cases of absence, it is the student’s responsibility to notify the course instructor prior to missing class. In cases where advance notification is not feasible (e.g. accident or emergency) the student must provide notification as soon as possible after the absence. This notification should include an explanation of why a notice could not be sent prior to the class.

Some absences can be determined as "excused absence" and permit the student to make up the missed coursework without penalty. There are only five acceptable reasons for absence from a class or lab to be “excused absence”:

1) Serious illness or serious medical emergencies on the part of the student or a dependent. The student must submit a doctor’s note explaining the reason for the absence to the instructor(s).

2) Family emergency. The student must submit a note and supporting documents to their instructor explaining the reason for their absence. In case of a death in the family, a death certificate must be submitted as supporting documents.

3) Legal. The student must submit the official documentation to their instructor explaining the reason for their absence.

4) Military duty. Student must provide an official government, state, or civic document indicating conditions and length of required service.

5) Authorized and approved events which are of significant relation to course content as approved by the faculty member and/or dean.

The instructor can require additional documentation substantiating the excused absence from the student and have established timeframe for such submission. To make up the excused absence course work, the student must initiate communication with the instructor to determine the deadline and what will constitute as the make-up of the course work. The instructor must provide the student an opportunity to make up any in-class quizzes, exams, or other works that contribute to the final grade or provide a reasonable alternative by a date agreed upon by the student and instructor. The final decision on the content and deadline of the make-up must be communicated to the student in writing, by the
instructor, via VIU campus email. If the student does not follow the makeup plan (e.g., no show at the prearranged time or missed the deadline for makeup work), they forfeit their rights for further make up of that work. Timely communication between the student and instructor is important.

Absences for unexcused reasons will result in not being able to make up in-class work, quiz, exam or other work and may negatively affect the student’s final course grade. The instructor is under no obligation to provide an opportunity to a student that has unexcused absences.

Students with more than four (4) absences (e.g., five or more excused and/or unexcused) in a course per semester will result in a failing grade for the course. F-1 visa students must continue attending classes to maintain their visa status even if they have missed more than four classes and will be receiving a failing grade.

The Registrar’s Office will notify a student and his/her academic advisor when he/she misses the third class (excused and/or unexcused). The notification is sent to the student VIU campus email. However, students are responsible for monitoring their own attendance records on the Student Portal. Failure to receive the notification does not negate their attendance status.

Students must maintain at least 75% attendance at any given time during the semester, regardless of whether the absence is excused or unexcused. Failure to do so will result in further warning from the Registrar’s office. F-1 visa students will be reported to the International Student Services Office for further action. F-1 visa students may lose their status if the attendance rate does not improve.

If the student feels that he or she has been unfairly denied an excused absence, the student may appeal to the school Dean who will consider the case and attempt to resolve the problem. If the case cannot be satisfactorily resolved at that level, a final appeal may be made to the grievance panel.

Tardiness
All students are expected to arrive to onground classes on time. Late attendance is disruptive to both the instructor and students. If a student is tardy for an onground class more times than what the instructor considers acceptable, the instructor will report the issue to the student’s school Dean for appropriate disciplinary action. Three (3) class sessions of tardiness per course whether arriving late or leaving early or a combination of both will be counted as one unexcused absence. The conversion is made in the Registrar’s Office based on attendance records submitted by instructor.

A student who wishes to question their attendance must contact the instructor of the course in writing before the course ends or within the first two weeks of the next semester/session. This includes the summer sessions, even if the student decides not to take course(s) during the summer sessions. The instructor will review the request and reply to the student regarding the facts of the student’s attendance record. The school Dean and the University Registrar may be copied on the written request and facts regarding the attendance record.

In the event that the instructor does not respond within two weeks or the issue remains unresolved after receiving the instructor’s determination, the student may appeal or request exception to the attendance policy in writing to the school Dean within seven (7) days. The school Dean will call a meeting with a grievance panel, which consists, at minimum, of the Dean and/or the Program Chair, one faculty member, and the President or Vice President of the Student Union. The student and faculty member will be invited to present their sides of the issue to the grievance panel. The grievance panel
will then determine an appropriate resolution; both the student and faculty member will be notified of the decision within seven (7) days. The decision made by the grievance panel is final and cannot be further appealed.

ESL Attendance Policy
Our Intensive ESL program’s attendance policy requires all students to attend their scheduled classes and to arrive to class on time. Missing more than three (3) classes (excused and/or unexcused) that meet 70 hours per term or two (2) classes that meet 35 hours per term may result in the student losing his/her visa status. VIU maintains meticulous attendance records and will cancel a student's I-20 if he/she cannot maintain his/her visa status. Furthermore, low attendance will have a negative effect on a student's grades and may result in a failing grade. Failing more than one course per semester means that the student may have to repeat the whole level.

In cases of absence, it is the student's responsibility to notify the course instructor prior to missing the class. In cases where advance notification is not feasible (e.g. accident, or emergency), the student must provide notification by the next class meeting after the absence. This notification should include an explanation of why a notice could not be sent prior to the class.

Some absences can be determined as "excused absences" and permit the student to make up the missed coursework without penalty. There are only three acceptable reasons for absence from a class or lab that can be considered excused:

1) A serious illness or serious medical emergencies on the part of the student or a dependent. The student must submit a doctor’s note explaining the reason for the absence.
2) A family emergency. The student must submit a note and supporting documents explaining the reason for their absence. In case of a death in the family, a death certificate must be submitted as a supporting document.
3) Legal. The student must submit the official documentation explaining the reason for their absence.

To make up the excused absence coursework, the student must initiate communication with the instructor to determine the deadline and what will constitute as the makeup of the course work. The instructor must provide the student an opportunity to make up any quiz, exam or other work that contributes to the final grade or provide a reasonable alternative by a date agreed upon by the student and instructor.

To submit an excused absence, the student must complete and submit the “excused absence documentation submission form” from the red folder opposite room 232. Any doctor’s notes and all supporting documentation must be included with this form and given to the Associate Director directly.

One (1) unexcused absence (one class absence per session) can be made up by completing a pre-arranged two-hour session in the tutoring center. Prior arrangements must be made with the instructor and the tutoring center administrator. Absences for unexcused reasons will result in not being able to make up work, quizzes, exams or other work and may negatively affect the student’s final course grade.

Attendance in Online Classrooms
Regardless of the modality of instruction, attendance is based upon a student’s active participation and engagement in academically-related activities that can be documented. For courses offered in an online
format, documentable, academically-related activities are defined in the course syllabus via the course assignments/requirements. Attendance is attributed considering both the timely and meaningful completion of these academically-related activities. Examples of academically-related activities could include, but are not limited to the following:

- Course assignments and discussion forums outlined on the syllabus
- Participation in required synchronous sessions as outlined on the syllabus
- Submission of timesheets for an internship or practicum

In order to receive attendance for a given week, a majority of the academically-related activities must have been completed meaningfully and on time.

Meaningful completion of work includes meeting the minimum requirements for academic work as outlined in the course syllabus. The following are examples of activities that are not acceptable for the purpose of attendance in the online classroom because they do not demonstrate meaningful completion or participation in academically-related activities:

- Student logging into the course page
- Student posting content unrelated to a discussion forum (e.g., posting an unrelated bio or photo), or simply posting a single sentence as a response to a prompt
- Student communicating with a professor from the learning management system or via email
- Student downloading files or watching/listening to media files on the course page

Timely submission of work includes the completion of work or participation in an activity by the due date defined in the course syllabus. Students are considered to have participated on time if participation/completion is done by the due date identified in the syllabus.

Attendance for online courses is recorded each week in Canvas. The last day of attendance for an online class is defined as the last day in which the student was engaged in an academically-related activity that can be documented.

**Textbooks**

Students must acquire the required textbooks by the end of the course add/drop period. If students do not have proper materials, the faculty member has the right to ask such students to leave the classroom and mark them absent with the School Dean’s approval.

**Grounds for Probation, Suspension, or Dismissal**

Any of the following may be considered as cause for probation, suspension, or dismissal:

1. Academic dishonesty of any kind.
2. Failure to maintain satisfactory academic progress.
3. Violation of institutional rules and regulations.
4. Failure to maintain financial obligations.

**Academic Integrity and Code of Excellence**

In the pursuit of academic excellence, it is the policy that all parties associated with Virginia International University (VIU) conduct themselves with a high level of honesty and responsibility in regard to academic scholarship. VIU is committed to the establishment of and adherence to high
academic and integrity standards in order to foster reputations that students, faculty, staff, and alumni can be proud of. This reputation directly correlates to the value of the degrees conferred by the institution and is viewed with utmost importance. This requires that students understand the importance of integrity and adhere to the highest standards while in class or on internships, at work, and in continuing education.

The university commits to preparing students to be professionally and academically prepared for the professional rigors of the world of work. In order to ensure that high quality educational opportunities are offered and to ensure the rigors of academic excellence, VIU requires that students adhere to the Code of Academic Excellence in order to build upon and foster the educational demands of the institution.

**Academic Integrity**

Formal oversight of the Academic Integrity is monitored by the entire VIU learning community including students, faculty, and staff of VIU. The student body is involved with the formal review, investigation, and recommendation of sanctions against violations of the Code of Academic Excellence through the participation of the President or Vice President of the Student Union, who will participate in Programmatic Grievance Panels as required. Suspected violations of academic integrity shall be directed to the appropriate school dean or office of the Vice President of Academic Affairs in writing.

**Code of Academic Excellence**

The Code of Academic Excellence is a commitment by students to adhere to and build the reputation of the academic rigors and continual conduct focused on integrity and personal-academic growth. The following statement is adopted by VIU and applies to all students at the Institution:

“All Virginia International University students are expected to perform with integrity and respect for the high rigors of academic excellence espoused by VIU. Academic integrity includes the maintenance of a learning environment where everyone is given an opportunity to succeed through their own efforts and violations to the Code of Academic Excellence are not tolerated by the learning community.”

**Academic Misconduct**

Violations to the Code of Academic Excellence can ultimately lead to the improper evaluation of assessment tasks leading to unjust attribution of grades or course status. Therefore, it is integral to monitor and evaluate any allegation of academic misconduct. Forms of violation can include, but are not limited to the following:

- **A.** Unauthorized use of material or improper collaboration
- **B.** Intended or unintended plagiarism
- **C.** Submissions of the same work for multiple courses
- **D.** Falsifying, purchasing or altering the work of others or representing others’ materials as one’s own work
- **E.** Unauthorized access to or the theft of the work of others

Each instance of alleged abuse of the Academic Code of Excellence will be evaluated and reviewed by members of the VIU learning community taking into consideration such factors as the student’s prior
academic history. Therefore, the listing above is not intended to be exhaustive and is merely meant to serve as a list of potential areas for violation.

Reporting and Resolving Academic Misconduct

VIU is committed to the immediate resolution of allegations of misconduct. Wherever possible, if academic misconduct can be stopped prior to the occurrence of a violation, it is encouraged that members of the learning community hold each other accountable. When necessary, students, instructors, administrators and staff members, or other external parties may report misconduct. In doing so, it is important to understand both the scope of program oversight regarding allegations of misconduct and the adjudication process for allegations of misconduct.

Scope of School/Program Oversight

In cases where violations of the Code of Academic Excellence are suspected, the student, staff or faculty member shall notify the dean of the school in which the allegation took place. Each school within the university has an appointed designee (“Program Designee”) who oversees and manages the adjudication process to completion. This designee will either be the dean of the school or someone on the dean’s staff. In the rare instance where the dean has a conflict of interest, a dean from another school will be made the de facto designee for the proceedings as selected by the Vice President of Academic Affairs.

Adjudication of Allegations

In the event that an instructor or colleague suspects academic dishonesty, he or she will follow the procedures outlined below in order to encourage a fair and equitable solution for any and all violations to the Code of Academic Excellence. Consultation with the program designee (dean, chair, or director) is compulsory. To verify if this is repeated misconduct, the first step in reporting every instance of academic misconduct is through consultation with the Program Designee, based upon which the instructor will follow the forthcoming procedures.

1. Resolution for the First Allegation of Misconduct:
   a) The instructor alleging misconduct must inform the student in writing of the violation and host a meeting between him/herself and the student whereby the student is given a verbal warning and a zero grade on the assignment with the option of resubmitting the work.
   b) The instructor must submit a letter of allegation to the dean of the school to be placed in the university records.

2. Resolution for Second Allegation of Misconduct
   a) If a violation to the Academic Code of Excellence is alleged again for the same student a second time, the instructor shall inform the student in writing of the charges against violating the Code of Excellence & Academic Integrity Policy and that the allegation has been escalated to the dean’s office.
   b) The instructor shall gather the original student documentation related to the incident (which includes the student’s work and plagiarism report from Turn-it-in and/or any supporting documentation) and submit it to the Program Designee.
   c) The Program Designee shall schedule a meeting with the student to discuss the allegation.
d) During the meeting, the student is reminded of the Code of Excellence & Academic Integrity Policy. The student is also shown the copy of the Code of Excellence & Academic Integrity Policy that was signed by him/her.
e) The Program Designee informs the student that he/she will receive a zero for the assignment with no option to resubmit the work.
f) A copy of the student’s work is given back to the student, while the original work and case supporting documentation is kept in the student’s permanent file at VIU.

3. Resolution for Third Allegation of Misconduct:

a) If a violation to the Academic Code of Excellence is alleged again for the same student for the third time, the Program Designee shall send a written or electronic notice to the student explaining the nature of the allegation and inform the student that this matter will be handled by the school’s grievance panel, which consists, at minimum, of the dean and/or Program Designee, one faculty member, and the President or Vice President of the Student Union.
b) During the grievance panel meeting, the Program Designee shall present documentation about all the instances of academic misconduct. The panel will then discuss the violation and possible consequences of the violation. Consequences of violations to the code can include but are not limited to:
   i. Failure of a course with the option to repeat the course.
   ii. Failure of an internship or externship with the option to repeat.
c) A formal meeting will be arranged between the dean and/or Program Designee and the student in which the verdict will be presented to the student in the form of a formal letter. A copy of this letter will also be provided to the Registrar’s Office where it will be added to the student’s permanent record. Appeals to decisions can only be made to the Institutional Grievance Committee.
d) At this time, the Program Designee will return a copy of the paper (with comments) to the student while keeping the original paper and supporting documentation in the university records.

4. Resolution for the Fourth Allegation of Misconduct:

a. If a violation to the Academic Code of Excellence is alleged again for the same student for the fourth time, a written or electronic notice shall be sent to the student explaining the nature of the allegation and informing the student that this matter will be handled by the Institutional Grievance Panel, which consists, at a minimum, of the dean and/or Program Designee, the Vice President of Academic Affairs, and a designee from the Office of the President.
b. During the Institutional Grievance Panel hearing, the Program Designee will provide documentation of all allegations of misconduct. The panel will then discuss the violation and possible consequences of the violation. Possible consequences can include:
   c. Suspension from the school for a minimum of one semester
   d. Permanent expulsion from the university
   e. The student will be notified in writing by a letter from the Vice President of Academic Affairs regarding the decision. Appeals to decisions can only be made to the Office of the Vice President of Academic Affairs.
f. At this time, the Program Designee will return a copy of the paper (with comments) to the student while keeping the original paper and supporting documentation in the university records.

Non-Academic Dishonesty/Misconduct
By enrolling in the university, the student recognizes that the following types of behavior are prohibited and that being found guilty of engaging in them can serve as grounds for certain sanctions, including expulsion or the involvement of the local police department:

1. **Illegal activities**: Violation of any federal, state, and local laws and any published or decreed university policies will be reported to the proper authorities.

2. **Copyright infringement**: Most printed materials, photographs, motion pictures, sound recordings, and computer software are protected by copyright. Copyrighted works may not be reproduced, distributed, performed, or adapted by students without the copyright owner’s permission. For more information please see the Copyright & Fair Use Policies for Software & Other Materials section in this Catalog.

3. **Computer misuse**: Some software products are protected by copyright laws. Students may not copy the institution’s software without permission of the copyright holder. Additionally, students may not place personal software on the institution’s computers or damage or destroy either software or computers. For more information please see the Copyright & Fair Use Policies for Software & Other Materials section in this Catalog.

4. **Drug use**: The manufacture, sale, dispensation, possession, or use of any controlled substances or illegal drug paraphernalia on university premises or at university sponsored events is considered an illegal activity and is prohibited on all university property.

5. **Alcohol consumption**: The use, possession, or sale of any alcoholic beverage, regardless of its potency or lack thereof, is prohibited on all university property.

6. **Firearms possession**: The use, possession, or sale of firearms or other weapons or any dangerous explosives or explosive elements or component parts on university property is strictly prohibited.

7. **Physical and psychological abuse**: Any form of physical and/or psychological abuse, threat, or harassment of another person or fighting on university property will result in sanctions. If the abuse is judged severe enough, the local police department may be consulted.

8. **Property damage**: Littering, defacing, destroying, stealing, or damaging university property (or attempting to do so), initiation thereof, or causing such damage to be initiated is prohibited. Any false report, warning or threat of fire, explosion, or other emergency under the University’s jurisdiction is also prohibited.

9. **Gambling**: Gambling or holding a raffle or lottery at the university without proper approval is forbidden.

10. **Obscene language or conduct**: Use of profanity and disorderly or obscene conduct is strictly prohibited.

Students are expected to familiarize themselves with the university’s policies on the following activities: unauthorized entry or presence in any university building or facility; solicitation and sales; smoking; sexual harassment; physical or psychological assault/abuse of others; and unauthorized or disorderly
assemblies that hamper the effective functioning of the university, its students, staff, and visitors, and its daily routine operations.

The university does not excuse any violation of its policies on the basis that the student was not aware of these policies and their subsequent penalties and sanctions.

The university reserves the right to expel any student for illegal activity and/or for any action outlined above.

Disruptive Classroom Behavior
In general, classroom management is the responsibility of the instructor. The learning environment of the entire class should not be jeopardized for the sake of a single student or group of students. Inappropriate classroom behavior may include, but is not limited to:

1. Disruption of the classroom atmosphere;
2. Engaging in non-class activities, for instance, talking to another student, talking on a cell phone, or working on an assignment for another class;
3. Use of profanity in classroom discussion; or
4. Use of abusive or disrespectful language toward the instructor or a student in the class, or about other individuals or groups.

Instructors have the right to dismiss a student temporarily from class when the student’s behavior distracts or disrupts the other students’ learning.

Student Grievances
VIU faculty and staff attempt to create, in all areas, an atmosphere that is conducive to learning. For this reason, VIU has established a procedure to address any school-related problems, concerns, or complaints. Most academic concerns will be handled by the instructors directly. Students should first discuss the problem with the instructor and then with the Dean/ Director of the School, if necessary. If the problem is not resolved at that level, the student should then contact the Vice President of Academic Affairs.

VIU team members maintain an open-door policy. Students may express concerns to any administrator. Complaints, however, are best handled by following the above-stated procedure. At the written request of the student, an ad-hoc Grievance Committee comprised of the Vice President of Academic Affairs, one senior faculty member, the Dean/ Director of the School, and other invited staff or faculty. The Committee will convene to address concerns which remain unresolved. The ad-hoc Grievance Committee will convene within ten (10) working days of a written request from the student. The student will be notified of the committee’s decision within three working days of the meeting. If after following the above stated procedure, the student feels that his or her concerns have not been resolved, he or she may address these concerns in writing to the following organizations:

State Council for Higher Education for Virginia (SCHEV)
James Monroe Building, 9th Floor
101 N. 14th Street, Richmond, VA 23219
(804) 225-2600
Institutional Approval Coordinator
VIU ensures that a student will not be subjected to unfair action as a result of initiating a complaint proceeding.

Confidentiality of Student Information (Student Privacy Rights/FERPA)
In order to maintain the confidentiality of student information at VIU, all faculty members are required to be FERPA certified and comply with FERPA regulations. To complete the FERPA certification, faculty members will have to visit the U.S. Department of Education website and complete a FERPA Awareness Training Course when they are hired and submit the FERPA certificate and acknowledgement form to the Office of Human Resources.

Students’ Records and Release of Information
In compliance with Public Law 93-380, “The Family Educational Rights and Privacy Act” (FERPA), which is Section 438 of the General Education Provision Act, VIU has adopted policies and procedures that permit students the opportunity to view their educational records upon request. Educational records mean those records, files, documents, and other materials that contain information directly related to a student. The institution will not permit access to or release of confidential information from a student’s records to any individual or agency without the written consent of the student, except for the following situations:

- Name, address, telephone number, date and place of birth, program undertaken, dates of attendance, and certificates, diplomas, and degrees awarded may be provided to third parties unless the request to omit such information is presented in writing.
- Records are required by VIU officials in the proper performance of their duties VIU defines a school official as a person employed by the university including a full-time or adjunct professor/instructor, an administrator, clerical staff, a member of the board of trustees or a member of committees and disciplinary boards, or a student serving on an official committee, such as a disciplinary committee, with legitimate educational interests.
- In accordance with FERPA, a school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.
- Information may be provided to organizations conducting studies for educational and governmental agencies.
- Information may be provided to US government agencies as listed in Public Law 93-380 who request information for specific purposes.
- Information may be provided at the request of any accrediting agencies.
- Information may be provided to parents of dependent children as defined in the Internal Revenue Code of 1954.
- Information may be provided to appropriate persons in connection with an emergency.
- Information may be provided for the purposes of awarding financial aid.
- Information may be provided in response to legal court orders.
Writing, Research, and Media Center
The University provides a Writing, Research, and Media Center (WRMC) to support students in a way that allows for enhanced growth and the ability to communicate in writing for their various fields of study. Students are provided one-on-one sessions to target specific needs in order to allow for students to develop skills for long-term success.

Career Center
The VIU Career Center provides individual counseling and professional development resources to help students and alumni learn the skills needed to obtain volunteer, internship, and employment opportunities. All VIU students are encouraged to visit the Career Center in their very first semester, before they apply for an academic internship (CPT) and before graduation when they are looking for employment (OPT).

Professional Development Opportunities
Throughout the year, VIU provides a number of workshops and information sessions on those skills required to find employment. Past sessions have included cover letter and résumé writing, introductions, networking, job fair preparation, interviewing, LinkedIn, American business culture, business communication, employment benefits, and work visas. On the Career Center homepage, students may also access Interview Stream, a practice interview software where students can read common interview and industry-related questions, view sample interviews, practice interviewing and record their own interviews for feedback. VIU’s Linked-In alumni community is also available for students looking to network or to obtain a mentor.

Accommodating Students with Disabilities
Students with disabilities that may require reasonable accommodation at the University can receive assistance through the Office of Student Affairs. The Office of Student Affairs coordinates disability accommodations and provides direct services, such as housing arrangements; alternative text formats for course material; peer note-taking; extend time for tests; direct support for assistive technology; American Sign Language (ASL) interpretation and other hearing services; and other reasonable accommodations.

Any students who believe they may qualify for course adaptations or accommodations in accordance with ADA, Section 506, must contact VIU’s Office of Student Affairs for an accommodation approval letter. Documentation about the student’s particular diagnosis must be provided by a qualified health professional (such as a physician, surgeon, psychiatrist, licensed clinical or educational psychologist, or certified learning disability specialist), and must be currently relevant (less than 3 years old). The assessment of reasonable accommodation is the decision of the university and will be provided to the student in a letter of accommodation for the student’s instructor(s) no later than the second class session.

Supporting Survivors of Sexual Assault
Members of the University community who have experienced sexual assault are encouraged to report the incident to both law enforcement and the University. All faculty members are “Responsible Employees,” which means that they are required to report any information that they have received, whether intentionally or not, about instances of student sexual misconduct to the University’s Title IX coordinator within 24 hours. Reporting is critical to the well-being and safety of the University.
community and is the University’s obligation under federal law. Therefore, failure to report may result in disciplinary action. Faculty members should familiarize themselves with the policies on reporting sexual misconduct and the resources available to survivors of misconduct by reviewing the Sexual Misconduct Policy and the materials available for Responsible Employees that can be found in the Faculty Portal.
Section Seven: University Services and Resources

Registration, and Grading
The Registrar’s Office administers the course registration process, provides faculty with class enrollment information, records student grades, and maintains student academic records. The Registrar’s Office also publishes the academic calendar, which can be found online or in the Academic Catalog.

Explanation of Grades
For graduate level courses, the grades of A, A-, B+, B, B-, C+, and C are passing grades, and C-, D+, D, D-, and F are failing grades.

For undergraduate level courses, the grades of A, A-, B+, B, B-, C+, C, C-, D+, D, and D- are passing grades, and F is a failing grade.

The grade of S is a passing grade and the grade of U is a failing grade for ESL courses.

The grade of “I” (Incomplete) is given to a student whose work has been of passing quality but who has, for compelling reasons, been unable to complete all of his/her required coursework by the end of the semester.

The quality of performance in any academic course is reported by a letter grade. These grades denote the character of work and are assigned grade points as follows:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Letter Grade</th>
<th>Grade Points</th>
<th>CGPA</th>
<th>Academic Standing</th>
</tr>
</thead>
<tbody>
<tr>
<td>94.00-100.00</td>
<td>A</td>
<td>4.0</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>90.00-93.99</td>
<td>A-</td>
<td>3.7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>87.00-89.99</td>
<td>B+</td>
<td>3.3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>83.00-86.99</td>
<td>B</td>
<td>3.0</td>
<td>3.0</td>
<td>Satisfactory grade for graduate level programs</td>
</tr>
<tr>
<td>80.00-82.99</td>
<td>B-</td>
<td>2.7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>77.00-79.99</td>
<td>C+</td>
<td>2.3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>73.00-76.99</td>
<td>C</td>
<td>2.0</td>
<td>2.0</td>
<td>Lowest passing grade for graduate level course, and satisfactory grade for undergraduate level programs</td>
</tr>
<tr>
<td>70.00-72.99</td>
<td>C-</td>
<td>1.7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>67.00-69.99</td>
<td>D+</td>
<td>1.3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>63.00-66.99</td>
<td>D</td>
<td>1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60.00-62.99</td>
<td>D-</td>
<td>0.7</td>
<td>0.7</td>
<td>Lowest passing grade of undergraduate level programs</td>
</tr>
<tr>
<td>0.00-59.99</td>
<td>F</td>
<td>0.0</td>
<td>0.0</td>
<td>Failure</td>
</tr>
<tr>
<td>--</td>
<td>AU</td>
<td>--</td>
<td>--</td>
<td>Audit</td>
</tr>
<tr>
<td>--</td>
<td>I</td>
<td>0.0</td>
<td>--</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>
## Symbols

The following symbols may appear next to a grade or in the grade column:

- **AU**: Audited Course
- **I**: Incomplete
- **InP**: In Progress
- **R**: Repeat Course
- **TC**: Transfer-in Credits
- **W**: Withdrawn
- **NR**: Not Reported

## Grade Point Average (GPA)

GPA is defined as the total grade points (PTS) divided by credit hours (HRS).

## Cumulative GPA (CGPA)

CGPA is defined as the overall GPA attained so far in an ongoing education period.

The GPA is determined by dividing the total number of grade points earned in courses by the total number of credits attempted. The GPA is carried out to three digits past the decimal point (example 1.000). No rounding up or down shall be done to arrive at the GPA. When a course is repeated, only the highest grade earned is counted in the computation of the GPA and the CGPA for graduation.

## Course Codes and Levels:

- **ESL 0100-0899**: English as a Second Language courses (ESL is a non-credit program)
- **XXXX 100-499**: Undergraduate level courses, classified by academic subject (alternatively division or area) and level of difficulty.
  - 100-199: General Education Courses*
  - 100-299: Lower Division Courses
  - 300-499: Upper Division Courses
- **XXXX 500-999**: Graduate level courses, classified by academic subject (alternatively division or area) and level of difficulty.

*NOTE: General Education Courses in the languages division may contain course numbers up to 305

## Receiving Grades

Students will receive their grades by the close of business on the day grades are due to the Registrar’s Office. Students can view their grades via the student portal.

## Incomplete Grade (“I”)

For the purpose of SAP evaluation, a grade of “I” is included in the calculation of the CGPA as a failing grade and counts as credit hours attempted for calculating the completion rate. Courses that remain as an “I” at the end of 14 calendar days after the final grade submission date will automatically become an “F” grade.
If the student’s SAP is not met while receiving an “I” grade, SAP will be re-evaluated after the “I” grade changes to an actual letter grade.

Repeat Course (“R”)
The original grade, credit hours, and subsequent repetitions must be calculated as credits attempted in the completion rate and MTF for the purpose of SAP evaluation. When a course is repeated, the lower grade will be excluded in the cumulative GPA calculation and the higher grade will be included in the cumulative GPA calculation.

Non-Punitive Grades
“AU”, “TC”, “W”, “NR” grades are considered as Non-Punitive Grades.

Audited Course (“AU”)
Audited courses do not count as credits attempted for the purpose of determining satisfactory academic progress and have no effect on the student’s CGPA and Semester GPA computation.

Transfer Credits (“TC”)
When a student brings credits from other institutions, these credits will be noted with a grade of “TC” (Transfer Credits). Transfer credits (“TC”) are included in the calculation of the maximum allowable credits and completion rate requirements as credits attempted and credits earned for SAP calculation. Since these courses will not carry grades, they will have no effect on GPA calculations. The student’s new normal program length will be shortened to reflect the transfer courses and the Maximum Time Frame will be recalculated.

Withdrawal (“W”) – Withdraw without penalty
A student who wishes to change his/her schedule by dropping a course may do so only during the add/drop period by submitting a Course Add/Drop/Withdrawal Form. Students may withdraw only after obtaining the school dean’s or academic advisor’s signature on the Course Add/Drop/Withdrawal Form. Forms must be received within the following timeframes to be considered withdrawal without penalty. Any withdrawal after that will result in failing grade

<table>
<thead>
<tr>
<th>Course Length</th>
<th>Eligible Timeframe for “W”</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 Weeks</td>
<td>Week 2 to end of Week 10</td>
</tr>
<tr>
<td>8 Weeks</td>
<td>Week 2 to end of Week 5</td>
</tr>
<tr>
<td>7 Weeks</td>
<td>Week 2 to end of Week 4</td>
</tr>
</tbody>
</table>

A grade of “W” (indicating official withdrawal) will be recorded on the student’s transcript. “W” grades are not calculated in the CGPA; however, they will be considered credit hours attempted if the student has incurred a financial obligation for the course. “W” grades affect the required minimum completion rate. Please refer to the Withdrawals (“W”) section in the academic catalog for further information.

Not Reported (“NR”)
An “NR” grade means that a grade has not yet been reported by an instructor at the time of grade processing. “NR” grades are not calculated in the CGPA; however, they will be considered credit hours attempted for academic satisfaction progress calculation. At the time “NR” changes to the letter grade, the student’s SAP will be re-evaluated.
Non-Credit Courses (ESL Courses)
- The grade of “S” (Satisfactory) is a passing grade and the grade of “U” (Unsatisfactory) is a failing grade for ESL courses. ESL courses do not affect CGPA or Completion Rate calculations.

Grade Change Policy
Faculty members (instructors) are responsible for and have the authority to assign grades due to their position to evaluate the student’s academic work and performance in a course. It is the responsibility of the instructor to initiate any grade change. Grade changes from an incomplete must be submitted to the Registrar’s Office within 8 weeks of the beginning of next term as stated in the Academic Calendar. Other grade changes must be submitted to the Registrar’s Office no later than the end of the following semester. Any grade change submitted after the deadline will not be accepted by the Registrar’s Office.

Incomplete Grade (“I”): The grade of “I” (Incomplete) is given to a student whose work has been of passing quality but who has, for compelling reasons, been unable to complete all of his or her required coursework by the end of the semester. An “I” grade is not to be given for late submission of work. A grade of “I” must be evaluated and changed within 8 weeks of the beginning of next term. At this time, all work from the previous semester/session must be completed and submitted to the instructor. If a grade is not submitted within 8 weeks of the beginning of next term, the grade will be changed from “I” to “F” with the assumption that the student has not fulfilled his/her requirements for the course.

The impact of an “I” grade on a student’s satisfactory academic progress is as follows:
- A grade of “I” is included in the calculation of the CGPA as a failing grade and counts as credit hours attempted for calculating the completion rate.
- Courses that remain as an “I” at the end of 8th week of the beginning of next term will automatically become an “F” grade.
- Incomplete and Withdrawal grades may have an adverse effect on the successful course completion percentage of a student if he/she has been charged tuition for any part of the course.
- The “I” grade is only issued for verifiable, unavoidable reasons. Since the “I” grade extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation and documented on the student’s transcript.

Prior to the submission of a grade change from an Incomplete to an actual letter grade, an instructor must send a request for grade re-submission to the Registrar by email. Upon receiving the request, the Registrar enables the grade book to allow a grade to be amended by the instructor. Then, the instructor will make changes to the grade book on the faculty portal and re-submit the grade to the Registrar via the faculty portal.

Grade Change: The following are examples of appropriate reasons for grade appeals:
- Arithmetical errors, typos, or incorrect calculations in the grade book
- Coursework submitted was excluded in grade calculation
- Grade appears to be based on impermissible factors such as discrimination, bias, or retaliation

The following are examples of denial reasons for grade appeals:
- To enable a student to graduate
- To allow a student to be awarded a scholarship, President’s/Dean’s List inclusion, or Latin honors
To avoid receiving an academic warning, probation, or dismissal
- Personal issues that are not related to academics
- To comply with internal and/or external program standards
- Demonstration of not having completed course requirements

**Grade Change Initiated by an Instructor:** A grade can be changed by an instructor regardless of whether the change was a requested by the student. After final grades are submitted, an instructor must notify the Registrar by email at registrar@viu.edu and copy the dean/program director prior to making any changes or corrections to a grade. Upon request, the Registrar can enable the grade book to allow a grade to be amended by the instructor. Then, the instructor will make changes to the grade book on the faculty portal and re-submit the grade to the Registrar via the faculty portal.

**Grade Change Initiated by a Student:** A student who wishes to question a grade must contact the instructor of the course in writing within the first two weeks of the next semester/session. This includes the summer sessions, even if the student decides not to take course(s) during the summer sessions. The instructor will review the request and reply to the student regarding the decision. The school dean and Registrar may be copied on the written request and decision.

In the event that the instructor does not respond within 2 weeks or the issue remains unresolved after receiving the instructor’s determination, the student may appeal in writing to the school dean within seven (7) days. The school dean will call a meeting with a grievance panel, which consists, at minimum, of the dean and/or the Program Designee, one faculty member, and the President or Vice President of the Student Union. The student and faculty member will be invited to present their sides of the issue to the grievance panel. The grievance panel will then determine an appropriate resolution; both the student and faculty member will be notified of the decision within seven (7) days. The decision made by the grievance panel is final and cannot be further appealed.

**Institutional Effectiveness & Quality Assurance**
The Office of Institutional Effectiveness contributes to the fulfillment of the university mission and a culture of continuous improvement by leading and supporting university-wide assessment activities. The office seeks to direct planning, analysis, evaluation, and information dissemination in academic and administrative units through support of university-wide planning and monitoring progress of strategic goals. The office also oversees assessment activities in academic and administrative departments, updates and oversees implementation of the Campus Effectiveness Plan, manages updates to departmental handbooks, manages inventory of surveys, collaborates with outside entities, and maintains and evaluates quality assurance in all departments.

The maintenance and enhancement of the academic standards of VIU depend on the commitment of the whole VIU community. To contact this department, please email qa@viu.edu.

**Library and Information Services**
The University Library is located on the 2nd floor of the building and provides access to a wide range of reference and research materials to supplement classroom instruction and assigned textbooks. The VIU Library will assist you in meeting all your information, reference, and research needs. In addition to in-house resources, the Library staff can assist faculty in accessing a variety of online resources including two online libraries that provide access to thousands of full-text books and millions of periodical articles.
The VIU Library currently has approximately 7,000 books, 17 periodical subscriptions, and a small collection of audio-visual materials available to students, faculty, staff, and alumni. Our online library provides access to information 24 hours a day and 7 days a week. The online library has 11 databases and ebooks.

Printing and Copying Services
All faculty members are issued a faculty copy card to authorize use of the copy/print machines. Each faculty member is allotted $100 (1,000 b/w copies) each month for copy usage with direct departmental billing. University policy requires observance of all applicable copyright laws, and all faculty must adhere to this policy.

Administrative Services
Faculty members are encouraged to review and adhere by the policies and procedures maintained by the administrative offices. For detailed information about the various administrative policies and procedures at the University, please consult the Policies & Procedures Handbook for the offices below.

- Finance & Accounting Office
- Office of Facilities & Property Management
- Office of Human Resources
- Information Technology Office

Campus Dining
Virginia International University has a restaurant on campus where faculty may purchase meals that are fast and convenient. Global Bistro serves breakfast, lunch, and dinner and serves salads, rice bowls, sandwiches, soups, and an array of coffee options. All VIU faculty receive a 10% discount on Global Bistro purchases.

University Identification Cards
As a means of determining those authorized to be on campus and in VIU facilities, all faculty members will be issued a Faculty ID card that is required to be carried or worn while on campus. The university has a badge access control system installed for security purposes, and the Faculty ID card can be used to access the building and certain areas of the premises that require badge access. Additionally, Faculty ID cards are used to clock in and out via the university punch clock system. ID cards issued to individuals affiliated with Virginia International University must be returned to the Office of Human resources upon separation.

Parking and Transportation
The Office of Facilities & Property Management enforces the University's parking regulations. In an effort to keep staff, faculty, students, and visitors to the Village Drive campus safe, the University parking lot has a single, dedicated entrance and exit to the facility. This greatly eases the flow of traffic and eliminates the threat of accidents in the parking lot. The front row of parking at Village Drive is reserved for visitors – please do not park in marked visitor spots. To ensure we have enough parking available for our students and visitors, staff and faculty are expected to park along the sides of the building.
VIU runs a free shuttle service that allows ease of travel between the campus and a number of convenient destinations. To ride the shuttle, you must present your VIU ID badge. For more information about the shuttle service, including a schedule and list of stops, visit the VIU website.

Campus Security & Access to Campus Facilities
All entrances to the building are under camera surveillance and are monitored at all times.

The university has a badge access control and CCTV system throughout the premises. The main doors of the facility are open during business hours. During these hours, students, faculty, and the general public have access to areas of the building such as classrooms, the student center, and student services. All other areas of the building require an authorized badge to gain access. During periods of extended closing, the university will only admit those with prior written approval to the building.

The front desk is staffed at all times. If a faculty member would like to gain access to a restricted area, he/she must check in with the front desk to be provided access. The badge system is monitored continuously by the Facility & Property Management Office to ensure only appropriate individuals and badge numbers have access.

Campus facilities are maintained in a manner to reduce unsafe conditions. The facility is patrolled daily to allow VIU to respond to any safety and security concerns such as nonworking lights, malfunctioning security locks, and other unsafe or insecure conditions. Anyone recognizing unsafe conditions should report them to the Facility & Property Management Office by emailing fmp@viu.edu.

Emergency Procedures
Virginia International University is committed to the safety of its students, employees, and guests. The University has emergency plans in place and maintains close contact with the Fairfax County Office of Emergency Preparedness.

All Faculty are expected to be familiar with the VIU Emergency Preparedness Plan. This plan defines various levels of emergency situations, describes responses to emergency situations, and provides emergency response protocols.

Notification of Emergencies
Emergency procedures are in place to allow VIU to quickly notify authorities and the campus population when an emergency situation is underway and then provide instructions on how to respond. These communications will be carried out through the use of e-mail, SMS (text messaging), and campus-wide announcements.

Once an emergency has progressed past the initial response period, communications will be developed based on information provided by on-scene responders to the Incident Commander and/or University senior leadership. These groups have the responsibility of deciding when and what should be communicated to the VIU community, surrounding communities, and the media. The Office of Emergency Planning and Quality Assurance has responsibility for communicating outward to these groups.

Reporting an Emergency
The University has specific procedures in place for individuals to report an emergency. All members of the VIU community are encouraged to use proper judgment, and, if a serious hazard is imminent, to
immediately call 911 and alert emergency personnel. VIU has armed security guards patrolling our campus throughout the day and evening. If an emergency is imminent, it is recommended that the Security Guard on duty be informed immediately.

Acting in an Emergency
The VIU Emergency Preparedness Plan includes specific instructions on how to react in emergency situations including weather emergencies, fire, hazardous materials, medical, mental health, pandemic, utility failure, unusual behavior, suspicious packages, bomb threats, active shooter scenarios, chemical spills, and earthquakes, among other types of emergencies. Every member of the VIU community shares responsibility for emergency preparedness. All members of the VIU community are required to read through the Emergency Preparedness Plan and become familiar with response procedures to ensure that the University is well-prepared to respond in the event of an emergency.

University Alert System
VIU uses an SMS Alert System as part of ongoing emergency management efforts. This system is available for all members of the VIU community to enroll with a cell phone number and receive important alerts about the university. If there is bad weather that forces the campus to close or classes to be canceled, VIU will send a text message alert to all who have enrolled in the SMS Alert System notifying them of the closures and cancelations. Also, if there is a hazard or emergency on campus, VIU will inform all members of our community by text message.

To enroll in the SMS Alert System and stay informed about the status of the university, employees can text JOIN VIU to the number 30890. VIU will not share an employee’s telephone information with third parties and will only use the system when there is a compelling university-wide announcement, such as a snow closing or delay.

Guides and Reports
Academic Catalog
The Academic Catalog presents academic programs and services, and those policies, procedures, and regulations of VIU that are likely to apply to our student body. The VIU Academic Catalog is usually reviewed semi-annually and published annually. The university may publish other manuals such as a Student Handbook, Faculty Handbook, Employee Handbook, and the Library Handbook. In the event of any discrepancies between these various handbooks relating to issues of student and academic services, the policies and procedures stipulated in the most recent edition of the Academic Catalog shall supersede the statements mentioned in others.

VIU encourages its faculty to read, understand, and familiarize themselves with the policies and procedures contained in this catalog.

Safety & Planning

The Emergency Preparedness Plan establishes an emergency leadership structure, defines responsibilities and roles, and is written in accordance with the Emergency Planning Preparedness Planning Policy of the university. This plan has been developed to ensure university preparedness in response, business continuity, and recovery for the entire campus.
The VIU campus map and evacuation procedures are available online.

Title IX
The Sexual Misconduct Policy details specific forms of behavior that violate Title IX and the steps that

Employee Handbook
The Employee Handbook details university policies for all staff members, including full-time General Faculty.