

**POLICY MEMORANDUM NO. 234**

**TO:** All Instructional Faculty  
Deans and Department Heads

**FROM:** Charles W. Steger

**DATE:** June 7, 2004

**SUBJECT:** Revisions to Chapter 4 of the Faculty Handbook

Approved by CFA:	January 23, 2004
First Reading, University Council:	March 15, 2004
Approved, University Council:	April 5, 2004
Approved, President:	April 5, 2004
Effective Date:	Fall term 2004

The University Council, on recommendation of the Commission on Faculty Affairs, approved a resolution revising several instruction-related policies contained in Chapter 4 of the Faculty Handbook.

Following is the text of that resolution:

WHEREAS, chapter 4 of the Faculty Handbook provides information about the instructional responsibilities of faculty members along with related instructional policies, and this section has not been thoroughly reviewed in many years; and

WHEREAS, the Commission on Faculty Affairs, with the very helpful assistance of the Director of CEUT, reviewed these instructional policies and proposed editorial and substantive revisions to better reflect sound pedagogical principles and current practice at Virginia Tech; and

WHEREAS, in most cases the proposed changes are editorial in nature, but may still be of interest and concern to faculty members and academic leaders, and

WHEREAS three of the revisions may be viewed as being substantive changes from currently stated policy and/or practice: 1) changes to section 4.6.3 concerning final exams; 2) newly stated university expectations that *all faculty members will be evaluated in all courses taught each year* (see section 4.10.1) and 3) university expectation (rather than suggestion) that *in-depth evaluation of teaching and feedback for faculty will be conducted periodically for all faculty members and at least twice during the probationary period for untenured faculty* (see 4.10.2).

THEREFORE, be it resolved that the Commission on Faculty Affairs recommends revisions to chapter 4 of the Faculty Handbook as identified in the attached document and that editorial changes are effective immediately upon approval and the three more substantive changes would be effective beginning Fall term 2004.

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