

VIRGINIA MILITARY INSTITUTE

LEXINGTON, VIRGINIA 24450-0304

OFFICE OF THE SUPERINTENDENT

Phone 540-464-7311

Fax 540-464-7660

Virginia Relay/TDD dial 711

11 January 2024

MEMORANDUM TO THE VMI BOARD OF VISITORS THROUGH THE ACADEMIC AFFAIRS COMMITTEE

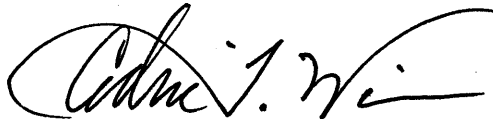
SUBJECT: Approval of Changes to the Faculty Handbook

Background

The Board of Visitors is charged with the responsibility of approving changes in VMI regulations. The *Faculty Handbook* was last updated in April 2023. The proposed change (Enclosure (1)) to the *Faculty Handbook – April 2023* would establish a policy regarding the sponsorship of permanent residency for Teaching & Research faculty. This proposed change has been approved by the Academic Board and is submitted for the approval of the Board of Visitors. The *Faculty Handbook* with the proposed addition is renamed the *Faculty Handbook – January 2024*.

Recommended Motion

“The Academic Affairs Committee has considered the proposed addition to the Faculty Handbook, which now shall be entitled the *Faculty Handbook – January 2024*. I move that the Board of Visitors approve the *Faculty Handbook – January 2024* and that it be made part of the minutes.”



Cedric T. Wins '85
Major General, U.S. Army (Retired)
Superintendent

Sponsorship of Permanent Residency

The Academic Board proposes a change to the *Faculty Handbook* establishing a policy regarding the sponsorship of permanent residency for Teaching & Research faculty. While the Institute regularly supports requests for sponsorship, there is currently no written policy providing guidance or criteria for when such requests would be supported. The following new section entitled “Sponsorship of Permanent Residency” would be inserted into the *Faculty Handbook – April 2023* under the “PERSONNEL POLICIES” section following “Absence from Duty” starting on p. 83:

21. Sponsorship of Permanent Residency

To receive VMI sponsorship of employment-based permanent residency, faculty must meet the following criteria:

- a. The faculty position must be significant and meet institutional needs as documented by the cognizant department and validated by the approval of the Dean.
- b. The faculty position must be full-time and salaried, and must comply with federal regulations, such as prevailing wage rate. This includes:
 - (1) Tenure-track positions;
 - (2) Tenured positions;
 - (3) Positions contracted for a fixed term of at least three years;
 - (4) Positions contracted for a term of indefinite or unlimited duration, of which the employee has expectations of continued employment unless there is a good cause for termination.
 - (5) Adjunct, wage, or visiting faculty members are ineligible for sponsorship.

Following at least one year of the faculty member’s employment at the Institute, the cognizant department must verify to the Dean that it wishes to retain the employee in the position, subject to the availability of funding, need for service, and satisfactory performance as documented through the Faculty Performance Review Process.