

# **REGULATIONS FOR THE VIRGINIA MILITARY INSTITUTE**

## **PART I**

**Revised 18 June 2020**

### **CHAPTER 1: GENERAL**

#### **1-1. PURPOSE**

These regulations set forth the policies and procedures for the governance and operation of the Virginia Military Institute, a state-supported institution of higher learning.

The Institute makes these regulations available for the information of the general public, all cadets, officers, and other employees of the Institute.

#### **1-2. APPLICABILITY**

These regulations apply to all employees and cadets of the Virginia Military Institute. All activities shall be conducted within the regulations.

Any additional regulations or policies necessary for the operation of the Institute not inconsistent with those contained herein shall be established by the Superintendent, or his designee, and shall be duly observed and obeyed. It is the duty of each employee of the Institute to know and enforce these regulations.

#### **1-3. CHANGES**

Changes to these regulations shall be published upon order of the Superintendent and posted upon receipt.

#### **1-4. MISSION OF THE VIRGINIA MILITARY INSTITUTE**

The Virginia Military Institute believes that the measure of a college lies in the quality and performance of its graduates and their contributions to society.

Therefore, it is the mission of the Virginia Military Institute to produce educated and honorable men and women, prepared for the varied work of civil life, imbued with love of learning, confident in the functions and attitudes of leadership, possessing a high sense of public service, advocates of the American Democracy and free enterprise system, and ready as citizen-soldiers to defend their country in time of national peril.

To accomplish this result, the Virginia Military Institute shall provide to qualified young men and women undergraduate education of highest quality -- embracing engineering, science, and the arts -- conducted in, and facilitated by, the unique VMI system of military discipline.

## **1-5. COMMAND**

The Virginia Military Institute functions under the authority of the Code of Virginia (See Chapter 25, Sections 23.1-2500 to 23.1-2511). The Code prescribes that the Institute be governed by a Board of Visitors and shall be at all times subject to the control of the General Assembly of the Commonwealth of Virginia. Virginia Code § 23.1-1301 grants to the Board of Visitors the authority to appoint the chief executive of the Institute. The Superintendent is the chief executive and shall have executive responsibility for the Institute. In absence, the Superintendent may designate an officer to exercise such executive responsibility. When such designated officer is not present, then the senior officer present for duty shall assume executive responsibility.

## **1-6. EMPLOYEE COMPOSITION**

- a. The Faculty shall consist of employees whose duties are primarily instructional in character. They are generally referred to as the Teaching and Research (T&R) Faculty. See also Chapter 4.
- b. The administrative organization of the Institute consists of two categories of employees, Administrative/Professional (A&P) Faculty and classified employees. The A&P Faculty comprises those employees designated by the Superintendent to have primary responsibility for managing the academic, business, military and athletic affairs of the Institute. This category of employees generally includes the senior executives and department heads of the various administrative offices of the Institute and many of their primary assistants. Classified employees comprise the remaining levels of administration in the various offices and departments.
- c. Employees of the Institute in the "administrative/professional faculty" category are generally referred to as "staff" or "administrators".
- d. T&R and A&P Faculty except those detailed to the ROTC program by the Department of Defense, shall be appointed by the Board of Visitors, upon recommendation of the Superintendent, and shall represent the Superintendent in such matters as may be delegated to them.
- e. At the discretion of the Superintendent, T&R and A&P Faculty may be commissioned with appropriate military rank in the Virginia Militia (Unorganized). In some instances classified employees may also be commissioned based on their duties and approval of the Superintendent.
- f. Members of the T&R Faculty, A&P Faculty, and classified employees whether commissioned in the Virginia Militia or not, shall be considered "officers of the Institute" and shall be governed by the provisions of these regulations, and by the *Faculty Handbook*, and in the case of administrative/professional faculty, by the *Administrative and Professional Faculty Handbook*. Classified employees are subject to the Commonwealth's policies and procedures for classified employees.

- g. Uniformed and non-uniformed members of the T&R Faculty, A&P Faculty, and classified employees alike shall receive every mark of respect to which their rank and office may entitle them in accordance with military courtesy.

#### **1-7. FACULTY AND STAFF UNIFORMS**

- a. Commissioned officers of the Institute shall wear the uniform prescribed for commissioned officers of the United States Armed Forces in the branch in which commissioned, except that the letters "VA" shall replace the letters "US" on the uniform. Exception: Retired officers/NCOs and currently serving Reserve/National Guard officers/NCOs employed at VMI may wear "US" insignia if they are holding the same rank worn at the time of retirement or rank currently held in the Reserves/National Guard.
- b. Members of the T&R Faculty, A&P Faculty, and classified employees who are commissioned in the Virginia Militia shall be appointed to the Corps of Engineers branch. Those with previous active duty or reserve service but who maintain no current affiliation with the branch of service will be appointed as an Army Officer in the Corps of Engineers in the Virginia Militia.
- c. In general, occasions for wearing the uniform shall be as prescribed in the regulations for the United States Armed Forces. The uniform will be worn on the Post by members of the T&R faculty while on duty during the regular academic year, and by A&P faculty throughout the calendar year.

#### **1-8. FACULTY AND STAFF PROMOTIONS**

Promotions of Teaching & Research faculty members will take place as deemed appropriate by the Superintendent and Dean of the Faculty in accordance with earned academic credentials, length of service, and personnel regulations of the Commonwealth of Virginia. As a minimum, an annual review of promotion recommendations will be made in early Spring, so that approved promotions can be effective 1 July or 1 August as appropriate. Promotions of A&P Faculty will take place in accordance with General Order 37, Rank and Promotion Policy. For further details on promotion policy relating the Virginia Militia, see the *Faculty Handbook* and the *Administrative and Professional Faculty Handbook*.

#### **1-9. FACULTY AND STAFF SUSPENSIONS FOR CAUSE**

The Superintendent may suspend for cause any member of the T&R or AP& faculty from performance of assigned duties. Detailed procedures are included in the *Faculty Handbook* and the *Administrative and Professional Faculty Handbook*.

#### **1-10. FACULTY AND STAFF PENALTIES**

Penalties the Superintendent may impose on any member of the T&R or A&P faculty are listed below. For further details, see the *Faculty Handbook* and *Administrative and Professional Faculty Handbook*.

- a. Request to reply by endorsement.
- b. Admonition.
- c. Reprimand.

- d. Deprivation of Institute privileges.
- e. Deprivation of classroom privileges.
- f. Deprivation or reduction of normal salary raises.
- g. Non-reappointment for non-tenured personnel, given required notice.
- h. Suspension.
- i. Dismissal. (See Virginia Code § 23.1-2504, as it applies to faculty members).

## **1-11. FACULTY AND STAFF RESIGNATIONS**

In the event of resignation, a member of the T&R or A&P faculty shall provide notification in accordance with his/her respective handbook.

## **1-12. DELEGATION OF CONTRACTUAL AUTHORITY**

Pursuant to the authority vested in the Superintendent (and the Deputy Superintendent for Finance, Administration and Support) by the Board of Visitors at its 13 September 2017 meeting, contracting authority is hereby delegated as follows:

- 1) The Deputy Superintendent for Academics and Dean of the Faculty, the Director of Information Technology, the Commandant of Cadets, the Director of Intercollegiate Athletics, and the Chief of Staff are authorized to execute contracts for the employment of all teaching faculty, administrative and professional staff, classified, and part-time employees subject to the following stipulations:
  - Contracts for *full-time* teaching faculty and administrative and professional staff shall be executed only after consultation with the Superintendent, and
  - contracts shall be executed only after confirmation of the adequacy of funding.
  - The authority to execute contracts for the employment of part-time teaching faculty and other academic support part-time employees may be delegated by the Deputy Superintendent for Academics and Dean of the Faculty to the Associate Dean for Academic Administration and Planning.
  - The authority to execute contracts for the employment of part-time administrators in the Office of the Commandant may be delegated by the Commandant of Cadets to the Deputy Commandant.

(Note: The above stipulations shall also apply to contracts executed by the Deputy Superintendent for Finance, Administration and Support).

The Director of Intercollegiate Athletics is authorized to execute individual contracts whereby VMI will receive revenues up to \$100,000 for athletic games, events and game guarantees. Contracts for athletic games, events and game guarantee expenditures exceeding \$20,000 may be executed by the Director of Intercollegiate Athletics after the confirmation of the adequacy of funding and consultation with the Superintendent; for these contracts below \$20,000 the Director of Intercollegiate Athletics or the Assistant Athletic Director for Finance and Administration may approve the expenditures after the confirmation of the adequacy of funding.

- 2) The Director of Procurement Services is authorized to execute individual contracts for the procurement of all goods and services up to \$250,000 after confirmation of the adequacy of funding. The authority to execute individual contracts for the procurement of all goods and services up to \$250,000 may be delegated to the Assistant Director of Procurement Services in the absence of the Director.
- 3) The Director of Construction is authorized to execute Change Orders up to \$250,000 on construction contracts, provided the Change Order is consistent with policies of the Commonwealth of Virginia and after the confirmation of the adequacy of funding.
- 4) The Director of Physical Plant is authorized to execute agreements and contracts for the rental of VMI housing and other facilities or properties, based on rates as approved in advance by the VMI Board of Visitors or the Deputy Superintendent for Finance, Administration and Support.
- 5) All contracts, other than those: a) created by conduct of a formal procurement process pursuant to statute and executed on prescribed state forms, or b) those employment contracts which adhere in all material respects in form and in substance to a model previously approved by counsel, must be reviewed by counsel and approved by counsel as to form.

### **APPROVED SIGNATORY**

Pursuant to current Institute policies, all purchases over \$2000, regardless of the funding source, require written authorization *in advance* by the appropriate signatory. Prior to making any purchases of goods and/or services, department heads must ensure that the purchase is critical to daily operations. Consideration is to be given to existing resources in an attempt to meet the current need.

1. **ACADEMICS:** The Deputy Superintendent for Academics and Dean of the Faculty or the Assistant Dean for Academic Administration and Planning must authorize purchases exceeding \$2000 by all academic departments/offices.
2. **FINANCE, ADMINISTRATION and SUPPORT:** The Deputy Superintendent for Finance, Administration and Support or Treasurer must authorize purchases exceeding \$2000 for Auxiliary Services, Comptroller, Cadet Counseling, Construction, Human Resources, Infirmary, Institute Planning, Museum Programs, Physical Plant, Police, and Post Engineer.
3. **ATHLETICS:** The Director of Intercollegiate Athletics or the Assistant Athletic Director for Finance and Administration must authorize purchases exceeding \$2000 for all Athletic departments and Athletic Academic Advising.
4. **COMMANDANT:** The Commandant or Deputy Commandant must authorize purchases exceeding \$2000 for the Office of the Commandant, Regimental Band, Marksmanship and Institute Chaplain.
5. **INFORMATION TECHNOLOGY:** The Director of Information Technology must approve the purchase of all computers, cellular phones and/or computing devices in addition to other related purchases exceeding \$2000.

6. CHIEF OF STAFF: The Chief of Staff must approve purchases exceeding \$2000 for the offices of Admissions, Communications & Marketing, Inspector General, The Center for Leadership & Ethics, Financial Aid, Institutional Research, and Protocol.

Any and all contracting authority and signature authority delegated prior to the issuance of this memorandum, is hereby revoked and terminated. Further delegation must be submitted in writing to the Chief of Staff in advance when events dictate such delegation. No authority to contract on behalf of the Institute exists in any individual, office, position or title except as set forth herein and in the Board of Visitors' resolution of 13 September 2017.

## **CHAPTER 2: ORGANIZATION**

### **2-1. OFFICE OF THE SUPERINTENDENT**

#### **2-1.1 Superintendent**

The Superintendent is appointed by the Board of Visitors as the chief executive officer of the Institute.

The Superintendent shall comply with all statutory requirements and render such reports as may be required by the Board of Visitors, the General Assembly, the Governor, and other state or federal authorities.

In the event of resignation, the Superintendent shall notify the Board of Visitors six months in advance of the date the resignation shall become effective, unless the Superintendent and the Board of Visitors expressly agree in writing to a longer period of notification.

#### **Assistants to the Superintendent**

2-1.2 The Executive Assistant to the Superintendent provides general administrative assistance to the Superintendent as directed by the Superintendent. He also serves, when elected, as the Secretary to the VMI Board of Visitors.

2-1.3 The Chief of Staff coordinates the work of the staff, primarily in non-academic matters, while overseeing several offices on Post. These include: the Admissions Office, the Financial Aid Office, the Communications & Marketing Office, the Protocol Office, the Parents Council Liaison, and the Faculty Athletic Representative.

- a. The Director of Admissions is responsible for administration of the policy and programs for the admission of new cadets.
- b. The Director of Financial Aid directs the financial assistance program and assists cadets and prospective cadets who submit requests for financial aid.
- c. The Director of Communications and Marketing is the official spokesperson for the Institute. The Director releases or authorizes the release of all official and policy statements to mass media outlets and establishes and implements Institute-wide public information strategies, policies, and procedures. The Director is the publisher of the Institute's publicly available publications, including print products, websites, and social media platforms. As publisher, the Director sets standards for and ensures the quality of all publications produced by or on behalf of the Institute and its constituent elements. The Director establishes Institute marketing messaging and strategy; develops cadet-recruiting materials; promotes VMI brand consistency; and administers the licensing of VMI trademarks and copyrights.
- d. The Protocol Office provides direct support for visitors involved with the Superintendent and staff. The Office provides coordination and support for special

events. The office staff provides protocol guidance and direction to include assistance with itineraries, seating plans, flag courtesies and escort duties for all Departments or Staff who have distinguished visitors at VMI.

- e. The Liaison for the Parents Council coordinates through the Chief of Staff.
- f. The Faculty Athletic Representative (FAR) is the chair of the Athletic Council which discusses and develops policies related to Intercollegiate Athletic teams. The FAR reports to the Chief of Staff.
- g. The Institute Planning Committee (IPC) is chaired by the Chief of Staff. Members of the IPC include:
  - Deputy Superintendent for Academics and Dean of the Faculty
  - Deputy Superintendent for Finance, Administration and Support
  - Chief of Staff
  - Deputy Chief of Staff for Operations
  - Commandant of Cadets
  - Director of Intercollegiate Athletics
  - Inspector General
  - Executive Assistant to the Superintendent and Secretary to the Board of Visitors
  - Director of Communications and Marketing
  - Director of Information Technology
  - Director of Institute Assessment and Evaluation
  - Director, Center for Leadership and Ethics

The IPC meets as scheduled by the Chief of Staff, normally two times per month to review calendar items, the development and final review of the annual operating budget, proposed policies and revisions to current policies, and other items of importance. The Chief of Staff publishes the IPC agenda in advance of the meeting, and the meeting minutes following each meeting. The Chief of Staff presents the IPC agenda, with recommendations for each item to the Superintendent for final action. Institute Counsel serves as legal advisor to the IPC.

2-1.4 Inspector General and Title IX Coordinator assists the Superintendent in advancing the achievement of the Institute's mission by performing investigative and educational functions that pertain to the effectiveness and welfare of the VMI community, including the Corps of Cadets. The IG also serves as the Institute's coordinator for Title IX of the Education Amendment of 1972 and Title VI & VII of the Civil Rights Act of 1964.

2-1.5. The Director of Institute Assessment and Evaluation oversees the Office of Assessment and Institutional Research. In that capacity, the Director oversees the collection, maintenance, analysis, and dissemination of reliable institutional data. Externally, reports and data generated by the office are used to fulfill reporting obligations to government, accrediting, and other external agencies. Internally, they are used to support the Institute's senior executives in their decision-making, planning, and resource allocation initiatives. The Director also serves as the

Institute's liaison to VMI's accrediting body, the Southern Association of Colleges and Schools Commission on Colleges.

- a. The Associate Director of Institutional Research serves as the Institute's IPEDS keyholder and is responsible for the timely and accurate reporting of data to state and federal agencies (IPEDS, SCHEV, and SACSCOC). Other duties include creating and managing relational databases, ensuring data fidelity, and creating data visualizations and reports that support decision-making.
- b. The Assistant Director of Institutional Research provides analytical and technical support to the Associate Director of Institutional Research, primarily in the coordination of statistical reports to state and federal agencies. He/she is also responsible for compiling the VMI fact book, creating data visualizations, and creating/maintaining digital-based dissemination of institutional data.
- c. The Assistant Director of Assessment is the primary liaison to faculty and staff regarding assessment and evaluation of student learning and operational outcomes (primarily at the program- or institutional-level). He/she provides analytical and technical support to the Director of Assessment, in areas of survey research and ad hoc requests, and serves as the Qualtrics administrative contact/support person for the Institute.

#### 2-1.6 Superintendent's Special Staff

Certain staff officers who organizationally may report routinely in other channels also have special direct access to the Superintendent as directed by the Superintendent. Those officers include, but are not necessarily limited to, the Director of Cadet Counseling, the Institute Chaplain, the Superintendent's Representatives to the Honor Court, and the Institute Sergeant Major.

### **2-2. OFFICE OF THE DEPUTY SUPERINTENDENT FOR ACADEMICS AND DEAN OF THE FACULTY**

#### 2-2.1 Deputy Superintendent for Academics and Dean of the Faculty

The Deputy Superintendent for Academics and Dean of the Faculty is the chief academic officer of the Institute and is responsible for the coordination and implementation of academic programs and policy as determined by the Superintendent and the Board of Visitors. The Deputy Superintendent for Academics and Dean of the Faculty, the presiding officer for the Academic Board, is the second ranking officer of the Institute.

#### 2-2.2 Academic Department Heads

- a. The major instructional units of the Institute shall be organized as academic departments, a list of which shall be published annually in the official catalogue.

- b. The Heads of all academic departments are appointed by the Superintendent, on recommendation of the Deputy Superintendent for Academics and Dean of the Faculty, who consults with the members of each department. The process for appointing academic department heads and for the periodic review of their appointments is prescribed in the *Faculty Handbook*.
- c. Heads of departments are responsible for seeking and screening applicants for appointments to the faculty of their departments; developing and evaluating faculty; recommending tenure and promotion; maintaining a healthy organizational climate; and departmental assessment (in conformance with GO 77), planning, programming, budgeting and administrative actions, including all financial transactions initiated within their departments.
- d. In all important matters of departmental policy, the determination of courses to be taught, the recommendations of persons for appointment or reappointment to the faculty or for tenure or promotion, and the preparation of departmental budgets, the head of an academic department must call together for discussion all permanent members of the department before making decisions or recommendations. The head of an academic department also must inform such department members of questions of Institute policy in the agenda of the Academic Board and consult with them concerning these matters before presenting Departmental recommendations to the Academic Board. He or she must circulate the agenda of the Board and all minutes of the Board as soon as they are received. Department heads must hold monthly meetings of the department and ensure that minutes of each meeting are recorded.
- e. In the event of the absence or disability of the head of any department of instruction, temporary supervision of that department may, at the discretion of the Deputy Superintendent for Academics and Dean of the Faculty, be assigned to another officer. If no such assignment is made, the responsibility shall devolve upon the senior officer of that department present for duty. The department's affairs shall be conducted by an acting head in conformity with the rules and known wishes of the regular head of the department. An acting head of a department shall represent the department at meetings of the Academic Board as a voting member.

### 2-2.3 Associate Dean for Academic Administration and Planning

The Associate Dean for Academic Administration and Planning performs such specific duties in support of the administration of the academic program as may be designated by the Deputy Superintendent for Academics and Dean of the Faculty, to include coordination of strategic planning, budgeting, contracts, and assistance in monitoring departmental academic programs. He or she is also responsible for overseeing the VMI Summer Session. The Associate Dean directly supervises the following Institute personnel:

- a. Sponsored Programs Administrator
- b. Director, Summer Session

#### 2-2.4 Associate Dean for Academic Affairs

The Associate Dean for Academic Affairs is the Deputy Superintendent for Academics and Dean of the Faculty's principal assistant in administering the Institute's academic programs. In addition to special assignments and standing liaison responsibilities, he or she directs faculty development programs, the Institute Honors Program, and the Institute Merit Scholarship Program and chairs the Core Curriculum Oversight Committee. The Associate Dean directly supervises the following Institute personnel:

- a. Director of the Miller Academic Center
- b. Director of the VMI Center for Undergraduate Research
- c. Pre-Law Adviser
- d. Pre-Health Professions Adviser

#### 2-2.5 Registrar

The Registrar is responsible for the academic records of cadets and alumni. This includes coordination with the academic departments of class schedules; coordination with the Deputy Superintendent for Academics and Dean of the Faculty on academic calendars and examination schedules, pre-registration and registration for all terms to include summer sessions; and overseeing the processing of cadet grades, system development and support, maintenance of degree audit trails and certification of cadets for award of degrees and diplomas.

#### 2-2.7 Director of Preston Library

The Director of Preston Library is responsible for the leadership, management, administration and development of library facilities, collections, resources, services, and staff to support the needs of the Institute's academic program. The VMI Library comprises Preston Library and the library's collections located in Maury-Brooke Hall. Preston Library is internally organized into Access Services, Reference Services, Technical Services, Media Services, and the Institute Archives. Each of these areas is managed by a professional who reports to the Director.

#### 2-2.8 Institute Director of Writing

The Institute Director of Writing coordinates three writing curricula: first year composition; the writing intensive courses requirement; and an interdisciplinary writing minor. The Director coordinates and supervises the Writing Across the Curriculum initiative, faculty development activities related to writing instruction, and the Writing Center. Finally, the Director also organizes the annual Spilman Symposium on Issues in Teaching Writing, as well as a program of guest speakers and an annual Post-wide writing contest for cadets.

#### 2-2.9 Director of the Miller Academic Center

The Director of the Miller Academic Center manages academic support programs at all academic levels, from at-risk students to high achievers, with an overall mission of facilitating cadets' academic success and timely progress toward a degree. The Director also coordinates course-

specific study group sessions, coaching, student success workshops, Academic Saturdays, and academic advising.

#### 2-2.10 Director of Career Services

The Director of Career Services is responsible for identifying, coordinating, and delivering services to cadets that promote access to career opportunities, including internships, employment interviews and interview preparation, and professional and graduate school exam preparation. The Director tracks first-destination employment of VMI graduates.

#### 2-2.11 Director of International Programs

The Director of International Programs is responsible for study abroad programs, international military exchanges, international internships, short-term educational travel programs, and VMI summer study abroad programs. Additionally, the Director is responsible for advising international students and faculty on immigration matters.

#### 2-2.12 Director of the VMI Center for Undergraduate Research

The Director of the VMI Center for Undergraduate Research administers programs to support and promote undergraduate research including funding for cadets and faculty and presentation of their research.

#### 2-2.13 Director of the Math Education and Resource Center

The Director of the Math Education and Resource Center is responsible for developing and promoting programs to support cadet success in mathematics. In addition, the Director is responsible for the operations of the Open Math Lab.

#### 2-2.14 Coordinator of ROTC Affairs

Normally held by the senior active duty Air Force, Army, or Naval Services officer assigned to the Institute, this position coordinates the activities of the three ROTC departments, and coordinates closely with the Commandant of the Cadets to ensure mutual support in all areas involving the military training of cadets.

### **2-3. DIRECTOR OF INFORMATION TECHNOLOGY**

The Director of Information Technology's responsibilities focus on developing VMI's strategic plan for the appropriate integration of technology into the Institute's activities. These activities include, but are not limited to, academic and administrative computing, networking and telecommunications, instructional technology, infrastructure development, user support services, web development, and business processes. The duties for the Director of Information Technology also include directing all information service operations in order to help plan, implement, serve, and support the technology needs of the Institute and facilitate creativity in teaching, learning, and communication for cadets, faculty, administration, and staff.

## **2-4. OFFICE OF THE DEPUTY SUPERINTENDENT FOR FINANCE, ADMINISTRATION AND SUPPORT**

### **2-4.1 Deputy Superintendent for Finance, Administration and Support**

The Deputy Superintendent for Finance, Administration and Support is the chief business officer of the Institute and is responsible for financial accounting and reporting, preparation and administration of the budget, the operation and maintenance of the physical plant, planning and direction of capital outlay projects, non-academic personnel administration, procurement, the coordination of intra- and inter-governmental activities, the coordination of legislative activities, the management of all auxiliary enterprises, VMI Health Center, VMI Police, Post Safety and Security, and Violence Prevention Committee and Threat Assessment Team.

The Deputy Superintendent for Finance, Administration and Support has the authority to sign, execute, and implement agreements, contracts, leases, agreements of lease, bonds, negotiable promissory notes, checks, drafts, releases, deeds, deeds of correction, deeds of release and all such other instruments, documents or obligations necessary and incident to the management and control of the business and affairs of the Institute, or necessary or incident to effectuating and accomplishing its policies and objectives. He or she has authority to conduct Institute business, subject to Institute policy and regulations of the Commonwealth of Virginia.

The Deputy Superintendent for Finance, Administration and Support is third in command of the Institute, and has general responsibility for day-to-day non-academic operations of the Institute in the absence of the Superintendent.

### **2-4.2 Treasurer**

The Treasurer is responsible for planning and developing the proposed annual operating budget to include forecasting revenues, enrollment, operating costs, and recommending tuition and fees. The Treasurer manages and administers the operating budget to ensure revenues and expenditures are consistent with the approved budget. The Treasurer prepares periodic budget performance reports with the help of the Assistant Treasurer, who is primarily responsible for monitoring departmental expenditures. He/she reviews departmental requests for increases in operating funds, assigns recommended priorities, and manages contingency funds. The Treasurer also develops and maintains the Institute's 6-year financial model used in budget development, financial planning, and reporting to the State under the Restructuring Act. He/she develops, coordinates, and prepares the submission of the Institute's biennial state operating budget requests. He/she manages the Institute's cash management program, Equipment Trust Fund, and mortgage subsidy programs. He/she provides accounting and control over endowment assets and transactions. He/she also assists the Deputy Superintendent for Finance, Administration and Support on business and personal matters as necessary.

### **2-4.4 Comptroller**

The Comptroller is responsible for the receipt and disbursement of all funds in compliance with State policies and regulations, financial accounting and reporting, proper accounting and reporting of all assets, payroll, and, student accounting.

#### 2-4.5 Director of Procurement Services

The Director of Procurement supervises all procurement operations for the Institute. The Director of Procurement is responsible for implementing State purchasing standards (eVA and SWaM).

#### 2-4.6 Director of Auxiliary Services

The Director of Auxiliary Services is responsible for Institute stores operations logistical services, management of auxiliary enterprises, The Director supervises the Military Store, Tailor Shop, Laundry, Postal Services, Barbershop, as well as Food Service, and Bookstore contract operations.

#### 2-4.7 Post Engineer

The Post Engineer supervises the Physical Plant, responsible for the Maintenance Reserve Program, Non Capital Projects Programs, Facility Maintenance, Housing Maintenance, Waterproofing, Grounds Maintenance, Heat Plant Operations, Motor Pool Operations, Housekeeping Services, Special Event Support, Facilities Use Agreements, and Moving and Storage Operations.

#### 2-4.8 Director of Human Resources

The Director of Human Resources is responsible for non-academic employee relations management, recruitment, orientation, training, position classification, compensation pursuant to regulations of the Virginia Department of Human Resource Management, and applicable VMI policies and procedures. The Director is responsible for employment agreements for administrative staff; employee records management, non-academic personnel policies, and employee benefit services. The Director coordinates and administers the recruitment program for faculty and classified positions. The Director is responsible for coordinating the placement of all position vacancy announcements. Presents all requests for promotion, pay increases, stipend requests to each senior executive as appropriate for A&P faculty and classified personnel.

#### 2-4.9 Institute Planning Officer

The Institute Planning Officer is responsible for the Institute Strategic Plan, Post Facilities Master Plan, and capital and non-capital planning, and implementation of management improvement programs at VMI.

#### 2-4.10 Director of Museum Programs

The Director of Museum Programs directs and coordinates the operations and development of the VMI Museum, the New Market Battlefield Historical Park, and other museum-related activities at the Institute. When appropriate, the Director assists the VMI Foundation in museum-related fund raising and development activities. As the Historic Preservation Officer, the Director provides guidance and recommendations to the Institute and supports coordination

with state and local officials regarding proposed alterations and additions to the architecture and landscape of the Post.

#### 2-4.11 Institute Physician

The Institute Physician provides medical services for the Corps of Cadets, directs operation of the VMI Health Center, and holds daily sick call for cadets. The Institute Physician inspects medical records of cadets seeking admission or readmission to the Institute and makes recommendations concerning those cadets to the Admissions and Readmissions Committees and the Threat Assessment Team, as needed. The Infirmary is an auxiliary enterprise, and thus reports in business channels routinely; however the Institute Physician coordinates closely with the Commandant of Cadets on matters having to do with the general health of the Corps and the medical status of individual cadets.

#### 2-4.12 Director of Cadet Counseling

The Director of Cadet Counseling provides high-quality psychological consultation, evaluation, counseling, referral, and prevention services for cadets. The counseling center also provides health education for the faculty, staff and cadets. The Director reports to the Deputy Superintendent for Finance, Administration and Support.

#### 2-4.13 Director of Construction

The Director of Construction directs or coordinates the work of architects and engineers and contractors following construction contract award of all capital outlay projects, construction renovations and major repairs to insure that all work conforms to plans and specifications, follows good construction practices and is of good quality.

#### 2-4.14 Director of Governmental Relations

The Director of Governmental Relations is responsible for all facets of the VMI government relations program. Key responsibilities include developing the Governmental Relations Plan and annual updates to the plan and working closely with legislators and legislative staffs on issues affecting VMI.

#### 2-4.15 Chief of Police

The Chief of Police is the senior law enforcement officer and the emergency planner for the agency. The chief serves as an advisor to all departments and administrators on law enforcement matters, security issues, and investigations. Key responsibilities include developing and maintaining programs to insure compliance with all laws and regulations; overseeing development and submission of internal and external statistical reports; and maintains active liaison role with all federal, state and local agencies. The Chief of Police also serves as the Institute's Clery Coordinator.

## 2-4.16 Director of Emergency Management

The Director of Emergency Management (DEM) is the focal point for emergency operations, training and coordination at Virginia Military Institute. The Director is responsible for the coordination and management of all emergency response activities, including the development, implementation, and review of emergency action plans, procedures, and training. Serves as the primary VEST Liaison Officer and Emergency Management Coordinator on emergency preparedness issues with localities as well as the Commonwealth of Virginia.

## **2-5. OFFICE OF THE COMMANDANT OF CADETS**

For a more detailed discussion of the authority and responsibilities of the Commandant's Office, see Part II, Chapters 9 through 12.

### 2-5.1 Commandant of Cadets

The Commandant, under the direction of the Superintendent, is responsible for the military training, appearance, daily operations, synchronization, discipline and conduct of the Corps of Cadets. The Commandant sets the standard for the Corps in leadership and judgment; enforces Institute regulations and counsels cadets; and oversees the operation of all Cadet competitive clubs, activities and organizations. As the chief military officer, the Commandant is responsible for the planning, development, administration, and assessment/evaluation of all VMI military programs and their support.

### 2-5.2 Sergeant-Major to the Institute and the Corps of Cadets

The Sergeant-Major to the Institute and the Corps of Cadets assists the Commandant in all matters having to do with standards, drill and ceremonies, good order, discipline and appearance of the Corps of Cadets barracks facilities and the Post. He also is charged with advising and counseling cadets seeking commissions in relationships with senior Non-Commissioned Officers of the various services. The Sergeant Major is in charge of all flag requirements, Color Guard details, ceremonies, cadet tasking and alumni requests for the Institute, including all correct protocol requirements for the Corps.

### 2-5.3 Deputy Commandant

The Deputy Commandant is responsible for good order and discipline in the barracks and acts as the chief administrator for the Office of the Commandant. He administers VMI regulations by conducting investigations, hearing explanations of reports by delinquent cadets, assigning penalties and overseeing confinement and penalty tours. He supervises the Commandant's staff consisting of the Assistant Commandants for Cadet Government; and the Regimental Tactical Officers. Additionally, he is responsible to oversee the daily barracks room inspection, administration of all permits, supervision over all serious disciplinary offenses, preparation of suspension/dismissal packets and revision of the VMI Regulations, Part III ("The Blue Book") at least annually.

#### 2-5.4 Assistant Commandant for Cadet Government

The Assistant Commandant for Cadet Government serves as an advisor to the cadet class officers, the Executive Committee, the General Committee, the Officers of the Guard Association, the Cadet Equity Association and the Rat Disciplinary Committee in all facets of the administration of the cadet class and government systems. Duties include oversight of all cadet investigations, adjudication and class administration. Assists the class with Ring Figure, Breakout, Sweat Parties and other class-related events. Works directly with the Deputy Commandant on class imposed discipline. Synchronizes class activities through the Deputy for Operations, Plans and Training. Works with the Title IX Coordinator on Bystander Intervention Training for cadets.

#### 2-5.5 Deputy Commandant for Cadet Life

The Deputy Commandant for Support reports to the Commandant of Cadets. Supervises the nighttime Officers-in-Charge and Services as the advisor to the S1-Adjutant, S-4 Logistics, S-5 Public Relations and Recruiting, S-6 Athletics and S-7 Activities cadet staffs.

The primary duties of the Deputy Commandant for Support include overseeing the evening and nighttime Officers-In-Charge. Administers all facets of the cadet rank process and oversees personnel and administrative actions pertaining to the Corps of Cadets. The Deputy Commandant liaisons with barracks maintenance and housekeeping personnel and other Physical Plant staff. Oversees the coordination of the logistics integration of supply, transportation and services as pertains to the Corps of Cadets and is the liaison with Parkhurst Services, Military Store, Physical Plant, Laundry, Tailor Shop, Barbershop, Bookstore and Armory. The Deputy Commandant monitors the Corps formation accountability process. Supervises the preparing, publishing and execution of the barracks close out prior to furloughs. The Deputy Commandant for Support edits the New Cadet Handbook, oversees Cadet Athletic Clubs, Cadet Activities and extracurricular activities and other events. Answers special reports and administers disciplinary penalties.

#### 2-5.6 Assistant Commandant for Support

The Assistant Commandant for Support works for the Deputy Commandant of Cadet Life and serves as the planning and logistics officer for the Commandant's office. Key responsibilities include developing policies and procedures for the cadet guard team, liaison with all auxiliary services (QMD, laundry, tailor shop, mess hall, barbershop, bookstore, PX, armory) for cadets and the Commandant's office, supervising cadet accountability procedures and maintaining accurate and current corps accountability, and mentoring cadet staff in logistics and adjutant duties. Duties include all cadet out processing and Corps accountability; the rank board and rank selection process; liaison with the Evening and Overnight OC's; execute/administer/facilitate all aspects of the Remedial Fitness Program; assist in the supervision of all special event support; and maintain, revise, and disseminate the Commandant's "Preparing for VMI" newsletter to inbound new cadets each spring and summer. Works directly with the Director of Activities on cadet special events.

#### 2.5.6 Director of Activities

The Director of Activities is primarily responsible for the management and supervision of the Clubs Sports Program and the S-6, Athletics, cadet staff. Additionally, is responsible for the management and supervision of the Extracurricular Activities Program, Institute driver's training, courtesy shuttle, social events and the S-7 Health, Morale and Welfare Activities Cadet Staff. Additional duties include The Bomb yearbook, New Cadet Handbook, and the VMI Fitness Test administrator (VFT). The Director of Activities serves as the senior advisor to S-5, Public Relations; S-6, Athletics; and S-7, Activities staffs and oversees their programs, events, and budgets; advisor to the Ring Figure Committee; manages the Commandant's FTX community service projects with the S-3, including the Special Olympics events; is the Commandant's representative to VMI Open House activities, the Yell Leader and the mascot advisor.

#### 2-5.7 Deputy Commandant for Operations, Plans and Training

The Deputy Commandant for Operations, Plans and Training is responsible for developing and coordinating all training (military, ceremonial, physical fitness, and public services projects) for the Corps of Cadets, synchronizing all operations and events planned by other areas of the Commandant's Staff and cadet staffs. This includes coordinating and deconflicting any activities of the Corps with other activities on Post, oversight of Corps Marksmanship Programs and oversight of cadet physical fitness training facilities.

#### 2-5.8 Director of Corps Marksmanship and North Post Training Area

The Director of Corps Marksmanship is responsible for the Corps of Cadets' marksmanship program. This includes all facets of marksmanship training, execution and safety standards for weapons firing on Post. The Director of Corps Marksmanship has responsibility for the maintenance, supply, scheduling and all operations on the North Post range and the Ammunition Bunker, including a running total of ammunition counts and compliance with the storage and safe handling of all ammunition and weapons. Duties include the certification of Range Safety Officers, executing all training courses, open shoots and the North Post Challenge Event each spring.

#### 2-5.9 Battalion Operations and Training Sergeant

The Battalion Operations and Training Sergeant is responsible for the training and assessment of emerging cadet leaders in the three lower classes of the battalion's 4-5 companies. Through personal counseling, mentoring, coaching and teaching methods, the non-commissioned officer conveys a professional and positive leadership example while employing the principles of VMI's adversative system in all personal dealings with cadets. Major focus is on developing the sergeants and corporals within the battalion.

#### 2-5.10 Cocks Hall, King Hall, Pool and CPTF Facility Directors

These facility directors have responsibility for all daily maintenance, scheduling, repair, safety and oversight of the execution of all events in their respective facilities. Duties include the

hiring, proper certification and scheduling of weight room supervisors, and lifeguards for the pool; set up and tear down for social events and dances; certification, maintenance and repair of all training equipment; certification of supervisors for all equipment and obstacles; security of each respective facility and the proper oversight, including all facets of compliance for NCAA and club competitions. Directors have the responsibility for monitoring and reporting all deficiencies in the facility power plant systems, structure and safety features.

#### 2-5.11 Company Tactical Officers

The Company Tactical Officers are made up of eleven full time positions on the Commandant Staff that provide support to the Corps nine line companies, Band Company and Headquarters Company.

The Company Tactical Officers, mentor, counsel, training and supervise cadet company leadership to ensure standards in discipline, appearance and overall company operations are continually reinforced and met for the cadets within their respective companies. A major role is the supervision of the company's Physical Training Time and the physical readiness of the company. Additionally, the Company Tactical Officer plays a critical role in cadet leader development within the company and is a key player in the rank selection process. This is a core duty which is included in each Commandant Staff member's annual contract.

#### 2-5.12 Part-Time Officer-in-Charge (OC)

There are six Part-Time Officer-in-Charge personnel who provide barracks oversight and coverage from 2200-0700 hrs daily. Two are Evening OC's from 1600-2200 each day and 4 are Overnight OC's from 2200-0700 each night. Each of the two Evening OCs work 7 days on and 7 days off, while each of the 4 overnight OCs work in pairs, generally 4 days on and 4 days off. Staff and Faculty OCs are stipend positions who work from 0700-1600 on Saturday and Sunday, during the day.

#### 2-5.13 Faculty and Staff Assistant Officer-in-Charge (AOC)

The Assistant Officer-in-Charge is responsible for assisting the Evening OC as the Commandant's representative in Barracks during the non-duty hours. Weekday shifts are from 1800-2200 hours. While the Evening OC maintains discipline and order in and around the barracks, the AOC assists by checking academic buildings, other study areas on Post and the outside area of barracks, including the PX. In emergencies, the AOC is prepared to return to barracks to assist or cover down for the Evening OC as necessary. Those faculty and staff members serving as AOCs accept this duty on a voluntary basis and receive an additional stipend

#### 2-5.14 Chaplain

The John M. Camp '05 Chaplain to the Corps of Cadets coordinates all religious activities at VMI. The Chaplain coordinates with local churches, religious organizations and clergy for ministry to cadets. He advises and directs all para-church organizations (FCA, OFC, InterVarsity, Navigators) and religious clubs. The Chaplain conducts weekly non-denominational Christian chapel services as well as special events, retreats and programs. These

activities are supported by private funds. The Chaplain reports to the Commandant routinely, but also acts as required as a Special Staff Officer to the Superintendent.

#### 2-5.15 Director of the Regimental Band

The Director of the Regimental Band has responsibility for direction and supervision of the Regimental Band and all its subordinate units, responsibility for band musical instruments and arrangements for band support of all official functions. The Regimental Band is a Company in the Corps of Cadets. The Director of the Regimental Band also supervises the Glee Club music program, the Commander's Jazz Band, and the Brass Ensemble. The Director provides oversight to the Regimental Pipe Band and works with the advisor for the VMI Strings. The Director is responsible for all scheduling, transportation, support, safety and execution of all on post and off post events.

## **2.6 CENTER FOR LEADERSHIP AND ETHICS**

### **2.6.1 Director.**

The Director oversees the planning, coordination, and execution of the Center's programming to enhance the leader and character development of the Corps of Cadets.

The Director guides the development and execution of a series of annual conferences on topics of national importance and engages with speakers of national and international importance.

The Director serves as subject matter expert in the development of leadership curriculum, pedagogies, and assessment for use in core curriculum and elective leadership courses and is the proponent for disseminating and periodically updating the Institute leadership concepts.

In coordination with the Deputy Superintendent for Academics and Dean of the Faculty, the Deputy Superintendent for Finance, Administration and Support, the Commandant, the Athletic Director and the Chief of Staff the Director develops, executes, and assesses a core professional development program for faculty and staff.

In coordination with the Deputy Superintendent for Academics and Dean of Faculty, and with the concurrence of the Superintendent, the Director teaches academic courses and engages in curriculum development

### **2.6.2 Deputy Director.**

The Deputy Director is responsible for Cadet Enrichment Programs and the day-to-day operation of the Center, which includes leading the administrative / facility support personnel.

### **2.6.3 Assistant Director for Conferences and Programs**

The Assistant Director manages the conference planning team and planning, scheduling, budgeting and operational requirement of conferences, programs and symposia. In doing so

identifies and collaborates with potential partners within VMI, state and local governments, businesses, academia and nonprofit organizations for program development and sponsorships.

#### **2.6.4 Assistant Director for Leadership Development**

The Assistant Director is responsible for the management and assists in the development of the leader development leadership curriculum, pedagogies, and assessments for use in core curriculum and elective leadership courses programs. In collaboration with the Director and other VMI stakeholders, develops, coordinates and assesses professional development seminars for faculty and staff.

### **2-7. OFFICE OF THE DIRECTOR OF INTERCOLLEGIATE ATHLETICS**

#### **2-7.1 Director of Intercollegiate Athletics**

The Director of Intercollegiate Athletics is appointed by the Superintendent and serves as Head of the Department of Intercollegiate Athletics. The Director of Intercollegiate Athletics directs the activities of the Institute's intercollegiate athletic program in conformity with NCAA policies and those recommended by the Athletic Committee and approved by the Superintendent. The Director of Intercollegiate Athletics has supervisory responsibility for publicizing and coordinating media coverage of the Institute's intercollegiate athletic program.

#### **2-7.2 Special Assistant to the Director of Intercollegiate Athletics for Military Affairs**

The Special Assistant to the Director of Intercollegiate Athletics for Military Affairs works as the principal staff officer reporting directly to the VMI Athletic Director. The Special Assistant to the Director of Intercollegiate Athletics for Military Affairs has general responsibility for coordination and/or oversight of staff coordination and administration with the Department. He represents the Athletic Director at meetings and conferences as directed, orchestrates the athletic calendar, and supervises facilities coordination and maintenance. The Special Assistant to the Director of Intercollegiate Athletics for Military Affairs promotes military standards within the Athletic Department and understanding of the VMI system with special emphasis on retention. He will assist in the professionalism of the athletic recruitment visitation program for the Institute to ensure the presentation of the full scope of the Institute's qualities to parents and prospective recruits. He will also effect coordination with Athletic Department endeavors directly across the Institute.

#### **2-7.3 Assistant Athletic Director for Facilities and Compliance**

The Assistant Athletic Director for Facilities and Compliance serves as principal assistant to the Director of Intercollegiate Athletics in the following areas: game day set-up and support staff for all home athletic contests. For NCAA Compliance, Associate AD works with Athletic Academic Advisors, Registrar, Director of Admissions, Director of Financial Aid, and Faculty Athletic Representative to certify all initial, continuing and transfer eligibility for cadet-athletes. Additional duties to include acting as liaison with NCAA offices concerning all compliance-related matters and overseeing and maintaining records as stipulated by NCAA bylaws.

#### 2-7.4 Associate Athletic Director for External Affairs/SWAM

The Associate Athletic Director for External Affairs/SWAM serves as principal assistant to the Director of Intercollegiate Athletics in the following areas: marketing and promotions of VMI's athletic programs and events. Also responsible for all community outreach, fan experience, and the management of corporate sponsorship agreements.

The Senior Woman Administrator assists the Director of Intercollegiate Athletics in the administration of all phases of the Athletic Department with particular emphasis on the Women's Sports Programs.

#### 2-7.5 Associate Athletic Director for Finance and Administration

Associate Athletic Director for Finance and Administration reports directly to the Director of Intercollegiate Athletics and is responsible for tracking all budgetary items within the Athletic Department. Further, provides oversight of all department travel, department expenditures and revenues, and works with the Office of Finance and Administration to insure that all State and Institute procedures are adhered to.

#### 2-7.6 Associate Athletic Director for Sports Medicine

The Associate Athletic Director for Sports Medicine supervises the programs for the prevention, treatment and rehabilitation of intercollegiate athletic injuries. The director trains and supervises trainers, graduate assistants and cadet trainers. He or she reports to the Director of Intercollegiate Athletics; however, he or she coordinates his or her activities with the Institute Physician and the team physicians.

#### 2-7.7 Associate Athletic Director for Communication and Sports Information

The Associate Athletic Director for Communication and Sports Information reports to the Director of Intercollegiate Athletics and is responsible for publicizing and coordinating the media coverage of the Institute's athletic events, to include releases on the VMI athletic web site. The SID prepares brochures and programs for the Institute's intercollegiate teams and events. The SID coordinates the VMI sports radio network, and with the Director of Communications and Marketing as appropriate.

#### 2-7.8 Assistant Athletic Director for Academics and Compliance

The Athletic Assistant Director for Academics and Compliance assists the Director of Intercollegiate Athletics in ensuring all academic and co-curricular requirements pertaining to cadet-athletes are met.

#### 2-7.9 Head Coach

Each head coach is responsible for providing leadership in the planning and direction of the program for their sport; aggressively planning for the recruitment of cadet-athletes within the rules of the Institution, the conference, and the NCAA; and developing sound public relations

with cadets, faculty, general public, the media, and other institutions. Head coaches report to the Director of Intercollegiate Athletics, and they supervise and coordinate the activities of assistant coaches.

## **CHAPTER 3: THE ACADEMIC BOARD**

### **3-1. MEMBERSHIP**

The Academic Board is appointed by the Superintendent and consists of the Deputy Superintendent for Academics and Dean of the Faculty, the heads of all academic departments, and such other members of the faculty and staff as may be designated by the Superintendent.

Any member of the faculty or administrative staff who is not a member of the Academic Board may be required by the Superintendent or the Deputy Superintendent for Academics and Dean of the Faculty, in the name of the Board, to attend its meetings to give information or express an opinion, but such attendance shall not confer the right to vote on any question.

Following are the standing committees of the Academic Board:

a. Committee on Academic Appeals.

The Committee on Academic Appeals advises the Deputy Superintendent for Academics and Dean of the Faculty on appeals by cadets for exceptions to the academic regulations.

b. Academic Policy Committee.

As directed by the Deputy Superintendent for Academics and Dean of the Faculty, the Academic Policy Committee of the Academic Board reviews proposed modifications to the academic policies of the Institute and other policies affecting the academic program, submits recommendations to the Academic Board regarding the proposed modifications, and undertakes any other tasks relevant to academic policy as assigned.

c. Curriculum and Instruction Committee.

As directed by the Deputy Superintendent for Academics and Dean of the Faculty, the Curriculum and Instruction Committee of the Academic Board reviews proposed curriculum changes and new courses of instruction from all departments and undertakes any other tasks relevant to the curriculum as assigned.

d. Academic Planning and Review Committee.

As directed by the Deputy Superintendent for Academics and Dean of the Faculty, the Academic Planning and Review Committee reviews program and student learning outcomes to ensure alignment with the Strategic Plan, reviews learning outcomes assessment data for program continuous improvement, monitors departmental external reviews, and undertakes any other tasks relevant to academic planning and review as assigned.

### **3-2. MEETINGS**

The Academic Board shall meet at the call of the Superintendent or the Deputy Superintendent for Academics and Dean of the Faculty. Normally, the Board will meet monthly during the academic year.

### **3-3. QUORUM**

A majority of the Academic Board shall constitute a quorum.

### **3-4. PRESIDING OFFICER**

The Deputy Superintendent for Academics and Dean of the Faculty, or if absent the senior member present, shall preside at meetings of the Academic Board.

### **3-5. SECRETARY**

The Deputy Superintendent for Academics and Dean of the Faculty shall appoint a secretary of the Academic Board to record its proceedings. The minutes of the Academic Board, as approved by the Superintendent, shall constitute a part of the official records of the Institute.

In the absence of the secretary and at the discretion of the presiding officer, the duties of the secretary may be delegated to any other officer.

### **3-6. DUTIES**

The Academic Board is the governing body of the Academic Program. It is responsible for ensuring the quality of the academic curriculum and developing and enforcing academic policies. It shall prepare for approval by the Superintendent and the Board of Visitors a detailed program of subjects of instruction, including the scope of instruction to be given and the academic credit valuations to be assigned to the several subjects. This program shall be published annually in the catalogue of the Institute.

Degrees may be conferred only in accordance with Virginia Code § 23.1-2509. It is the policy of the Virginia Military Institute not to confer honorary degrees.

The Academic Board may undertake other duties within its province which are not specified in these regulations, subject to the approval of the Superintendent and the Board of Visitors.

### **3-7. RULES FOR PROCEDURE**

In all proceedings and discussion of the Academic Board, the customary rules of deliberative assemblies or such modifications thereof as may be made by the Board, shall govern. No question shall be put to vote until each member present shall have had reasonable opportunity to express his or her views thereon.

All questions shall be decided by a majority vote of the voting members present. Each member, except the presiding officer, shall have one vote. The presiding officer shall vote only in the event of a tie, in which case the presiding officer shall cast the deciding vote.

### **3-8. DISSENTING OPINIONS**

Dissenting members of the Academic Board may present their views in a report, which, after being read to the board, shall be entered in the record and transmitted, at the request of the dissenting members, through the Superintendent to the Board of Visitors.

### **3-9. CONFIDENTIALITY**

Except as they concern scholastic records and personnel, the deliberations of the Academic Board and its committees, and all votes or expressions of opinion of the members thereof, shall be open. All recommendations shall be pending until officially promulgated.

### **3-10. ACADEMIC REGULATIONS**

The Academic Board shall propose Academic Regulations, (Part IV of the VMI Regulations) for adoption by the Superintendent. These regulations shall set forth policies and procedures for the program of instruction and shall contain detailed regulations governing academic affairs.

## **CHAPTER 4: THE INSTRUCTIONAL FACULTY**

### **4-1. COMPOSITION/MILITIA RANK**

The instructional Faculty shall consist of persons whose duties are primarily instructional in character.

At the discretion of the Superintendent, faculty members may be commissioned as follows in the Virginia Militia (Unorganized):

Deputy Superintendent for Academics and Dean of the Faculty	Brigadier General
Professor	Colonel
Associate Professor	Lieutenant Colonel
Assistant Professor	Major
Lecturer	Commensurate with experience at the discretion of the Deputy Superintendent and Dean of the Faculty
Instructor	Captain or lower rank at the discretion of the Deputy Superintendent for Academics and Dean of the Faculty

### **4-2. APPOINTMENT AND REMOVAL OF FACULTY MEMBERS**

Members of the instructional faculty, except those detailed to the ROTC program by the Department of Defense, shall be appointed by the Board of Visitors on recommendation of the Superintendent.

All instructional faculty members, whether commissioned in the Virginia Militia or not, shall be considered "officers of the Institute" and shall be governed by the provisions of these regulations and by the Faculty Handbook.

No instructional faculty member may be removed for cause except as provided under Virginia Code § 23.1-2504.

### **4-3. FACULTY RESIGNATION**

Resignation or termination of appointment by a faculty member shall be governed by the *Faculty Handbook*.

### **4-4. FACULTY RETIREMENT**

All regulations governing retirement shall conform to Federal law relating to age discrimination.

#### **4-5. ELIGIBILITY FOR TENURE**

The Academic Board shall announce, through the Deputy Superintendent for Academics and Dean of the Faculty, those members of the faculty who are candidates for permanent status (tenure).

#### **4-6. RESPONSIBILITIES OF FACULTY MEMBERS**

Specific responsibilities of faculty members are contained in the *Faculty Handbook*.

#### **4-7. FACULTY ADVISERS**

The head of each department is responsible for assigning a faculty adviser to any cadet who chooses to major in one of the areas offered by that department. Faculty advisers are responsible for complying with the requirements related to academic advising in the Statement on Faculty Expectations published by the Deputy Superintendent for Academics and Dean of the faculty, in the *Faculty Handbook*, and the materials issued by the Director of the Miller Academic Center.

#### **4-8. COURSE OF INSTRUCTION AND PEDAGOGY**

The head of each department of instruction shall be the judge of the proper method of conveying instruction in that department and shall be responsible for the efficiency of that method. Each head of an academic department shall assume responsibility for the design, development, instruction, and assessment of all programs and courses of instruction in their department. Assessment of student learning and operational outcomes should be in conformance with GO 77.

#### **4-9. ACADEMIC GRADES**

The faculty member responsible for each class section shall keep a record of its progress and of the quality of work of each cadet in the section. Records shall be kept in such manner, uniform for all departments, as may be prescribed by the Deputy Superintendent for Academics and Dean of Faculty.

#### **4-10. PROGRESS REPORTS**

The faculty member responsible for a class section shall submit to the Deputy Superintendent for Academics and Dean of Faculty, in prescribed form and on designated dates, a periodic report of the progress of the section under his or her instruction. Each member of the faculty shall likewise keep accurate and timely records of absences from sections of instruction and shall report these records upon request of the Deputy Superintendent for Academics and Dean of the Faculty.

Given clearance by individual cadets, the Institute shall periodically inform cadets and other officials, of the cadet progress.

#### **4-11. ACADEMIC DUTIES**

Each faculty member shall be held accountable for the regular and orderly conduct of class sections under his or her immediate instruction, in compliance with Institute regulations. Cadets shall be excused from academic duty only on the authority of the Superintendent, the Deputy Superintendent for Academics and Dean of the Faculty, or the Institute Physician. Academic duty shall be construed to mean both recitation periods and such study hours as may be designated "Evening Study Period" or "call to quarters." The Operating Rules of the Institute are published annually and contain details for academic duty. Saturday morning schedules are coordinated by the Dean, the Commandant and the ROTC Coordinator and published at the beginning of each academic year.

#### **4-12. PROPERTY RESPONSIBILITY**

The head of each academic department shall:

- a. Be accountable for the instruments, apparatus, books and other property supplied for the use of the department.
- b. Maintain and submit to the Comptroller's Office, on request, an inventory showing all accountable equipment in the department.
- c. Purchase equipment for use in the department in accordance with the published budget and with announced purchase policies and procedures.

#### **4-13. SUMMER SESSION**

The Superintendent may authorize the operation of a summer session, to include a Summer Transition Program for pre-matriculant fourth class cadets, and may detail such officers as may be required for teaching and administrative duties.

#### **4-14. TUTORING**

Faculty members may not receive remuneration from the Institute for tutoring or additional instruction of any cadets who are currently enrolled in their courses with the exception of those who are employed in this capacity through the Miller Academic Center, the Open Math Lab, or the Writing Center. Before entering into any agreement to tutor a cadet for pay or other remuneration, an employee of the Institute shall obtain the approval of the head of the department in which the course is given and of the head of the department or other activity in which the employee serves. Compensation to be paid for tutoring shall not exceed a rate set by the Superintendent.

#### **4-15. FINANCIAL TRANSACTIONS AND PERSONAL GIFTS**

No officer, cadet officer, or employee of the Institute shall take or receive any present or gratuity, directly or indirectly, from cadets, or from their relatives or friends. Acceptance of gratuities or gifts by any officer or employee involved in the procurement of goods or services is

prohibited by state law. All officers and employees are also subject to conflict of interest statutes and may be required to file annual statements of holdings pursuant to the Code of Virginia. Faculty and Staff may not accept athletic event tickets from NCAA athletes.

## **CHAPTER 5: ADMISSIONS**

### **5-1. ESTABLISHMENT AND ADMINISTRATION OF ENTRANCE REQUIREMENTS**

The Academic Board shall recommend to the Superintendent all academic requirements for admission. The Superintendent shall set such other admission requirements as may be necessary.

Entrance requirements shall be administered by the Director of Admissions, as directed by the Superintendent. To assist the Director of Admissions in administering these requirements, an Admissions Committee of faculty members is authorized. This committee shall make recommendations to the Director of Admissions, who shall be chairman of the committee. Entrance requirements shall be published in detail in the Institute catalogue.

### **5-2. QUALIFICATIONS FOR ADMISSION**

To be eligible for consideration for admission as a cadet at the Virginia Military Institute, an applicant must be unmarried, have not incurred any responsibilities of parenthood, not less than sixteen or more than twenty-two years of age at the date of matriculation, and must meet all entrance requirements established by the Board of Visitors at the time of application. A one-year age waiver may be granted for an applicant who has served on active duty in the armed forces, or if other circumstances dictate a waiver.

### **5-3. APPLICATION FOR ADMISSION**

Application forms and other pertinent information shall be made available by the Admissions Office. Applications and other data required for the determination of the applicant's qualifications for admission shall be submitted to the Director of Admissions according to the schedule and procedure described in the official catalogue of the Institute.

### **5-4. ADMISSION WITH ADVANCED PLACEMENT**

Applicants for admission with advanced placement must meet the same entrance requirements as other applicants and must satisfy such additional requirements as may have been set for advanced placement. Advanced placement may be granted on the basis of special examinations or completion of courses in other accredited colleges, acceptance of credits being subject to approval by the head of the major curriculum selected by the applicant. All cadets must satisfy the minimum residence requirement for a degree (VMI Regulations, Part IV – Academic Regulations). All new cadets, regardless of academic class standing, must participate in the new cadet system ("Ratline") as administered by the Corps of Cadets.

### **5-5. DISQUALIFICATION OF MARRIED APPLICANTS AND CADETS**

Marriage or incurring the responsibilities of parenthood shall constitute a disqualification for admission to the Institute as a cadet.

Pursuant to the policy adopted by the Board of Visitors on 25 January 2014, any cadet who marries or incurs the responsibilities of parenthood is expected to resign from the Corps. Absent voluntary resignation, should the Institute, in its reasonable judgment, conclude that a cadet is married or has incurred the responsibilities of parenthood; such cadet shall be separated from the Corps, for failure of eligibility. For the purpose of this policy, the responsibilities of parenthood are deemed to begin upon the birth of a cadet's biological child for whom the cadet has custody, child care responsibilities, or legal support obligations.

No cadet shall be disciplined or separated from the Corps solely for becoming pregnant. However, being pregnant may effectively preclude a cadet (at a medically determined point in the pregnancy) from performing cadet duties and meeting the standards expected of a cadet. Thus, pregnancy shall be addressed in a manner similar to any other temporary medical conditions under General Order Number 61, Medical Leave and Medical Furlough Policy.

A cadet, male or female, shall be deemed not to have incurred the responsibilities of parenthood upon submission to the Superintendent of an order or other legal document entered by a court of any state establishing that an individual other than the cadet has temporary custody and legal guardianship of his or her biological child and the cadet has no child care responsibilities or legal support obligations for such child.

Upon receiving information that any cadet has fathered a child or caused a female to become pregnant, the Superintendent will conduct an immediate investigation to determine whether or not that cadet, by a preponderance of the evidence, has incurred the responsibilities of parenthood under these regulations.

All cadets shall, upon matriculation, sign a statement confirming their knowledge and understanding of this policy and that they are neither married nor have incurred the responsibilities of parenthood, as defined by this policy. All returning cadets shall, at the beginning of each academic year, acknowledge their understanding of this policy and expressly confirm their explicit understanding that violation of this policy may result in dismissal from the Corps and the Institute.

WHEREAS the distinctive, values driven, education experience provided by the Virginia Military Institute is directed not only to academic achievement but, equally, to character development and leadership training - both of which are central to the Institute's educational mission: and

WHEREAS the values and behaviors inculcated by a VMI education include responsibility, accountability and keen senses of duty and honor; and

WHEREAS the duties of a Cadet at the Virginia Military Institute are developed and imposed, as part of the Institute's unique educational mission, with the intention that they induce a high level of stress and demand near exclusive attention in their performance: and

WHEREAS performance of the duties of a Cadet is intended to require mutual reliance and foster a commitment to the good of the whole, that supersedes individual needs and interests, such that men and women who choose to attend VMI choose to commit themselves to the Institute, its method and, most importantly, to each other; and

WHEREAS the military structure and operation of the Institute's program rely on the egalitarian premise that all individual members of the Corps are equally subject to the rules and regulations that govern cadet life and therefore circumstances which might form the basis for the need to make exceptions to the Institute's expectations should, as much as possible, be eschewed; and

WHEREAS the duties that accrue to an individual who chooses to marry or who becomes a parent are duties of time, attention and loyalty that the Institute respects, values and supports as having a primary claim to the loyalty of the individual who accepts them; and

WHEREAS, by its educational program, the Institute hopes to communicate to Cadets an understanding, appreciation and respect for the duties of marriage and parenthood in a manner that will encourage the deliberate and responsible undertaking of marriage and parenthood and their attendant responsibilities; and

WHEREAS to permit an individual to undertake, at once, the demanding and near exclusive duties of time, attention and loyalty required of a Cadet and duties of such primary value and importance as those owed by a spouse or a parent, would be entirely inconsistent with the demands of Cadet life, would severely undermine the good order and discipline of the Corps and would be contrary to the lessons of character that the Institute seeks to teach; and

WHEREAS, no cadet shall be disciplined or separated from the Corps solely for becoming pregnant. However, being pregnant may effectively preclude a cadet (at a medically determined point in the pregnancy) from performing cadet duties and meeting the standards expected of a cadet. Thus, pregnancy shall be addressed in a manner similar to any other temporary medical condition.

WHEREAS any policy governing marriage and parenthood must be even handed in its treatment of male and female cadets;

NOW THEREFORE BE IT RESOLVED THAT the Virginia Military Institute Board of Visitors directs the Superintendent to develop and implement a regulation whereby a VMI cadet who chooses to marry, or to undertake the responsibilities of parenthood, defined as custody, child care responsibilities, or legal support obligations upon the live birth of the cadet's biological child, by that choice, chooses to forego his or her commitment to the Corps of Cadets and his or her VMI education. Such a cadet will be expected to resign from VMI. Absent voluntary resignation, such cadet will be separated. Provided, however, that this resolution and any regulation developed pursuant hereto shall not be construed to impose new obligations on any cadet retroactively.

## **5-6. RESIDENCE REQUIREMENT**

No cadet shall be graduated who does not meet the minimum residency requirements as prescribed in the VMI Regulations, Part IV – Academic Regulations. Cadets are required to be in residence at VMI during their first class year or its equivalent, unless this requirement is specifically waived by the Superintendent. The maximum term of residence shall not exceed five academic years (ten semesters).

## **5-7. MATRICULATION AGREEMENT**

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Each cadet on entrance to the Institute shall sign the following matriculation agreement, which will become a part of their permanent record:

"I hereby engage to serve as a cadet in the Virginia Military Institute for the term for which I have entered, and I promise, on my honor, while I continue to be a member of the Corps of Cadets, never to lie, cheat, steal, nor tolerate those who do. I will, to the best of my ability, discharge all of my duties as a cadet with regularity and fidelity, and I will obey all the legal orders and constituted authority of the Institute. I further affirm that I am an unmarried person; nor have I incurred the responsibilities of parenthood to include custody, child care responsibilities, or legal support obligations; and that never, during the term of my cadetship, will I join or affiliate with any secret society/sorority."

## **5-8. STATE CADET**

State Cadets are those who meet all requirements for admission to the Institute, are legal residents of Virginia, and are appointed under the provisions of Virginia Code § 23.1-2506. They are, by law, exempt from the payment of certain institutional fees, in return for which they accept a legal obligation for service to the State of Virginia.

A State Cadet has an inherent obligation to maintain a good academic and conduct record. Should he or she be placed on academic or conduct probation, he or she shall be informed that the State Cadetship is also in a probationary status.

## **5-9. VIRGINIA CADET**

To be eligible for in-state tuition and classified as a Virginia Cadet, a cadet must establish, or the parent through whom the cadet claims eligibility must establish, domicile in the Commonwealth for a period of at least one year, in accordance with the requirements and criteria of Virginia Code § 23.1-500 *et seq.* Cadets who do not meet requirements for domicile may qualify for in-state tuition pursuant to one of the exceptions in Title 23.1, Chapter 5 of the Code of Virginia.

In accordance with Virginia Code § 23.1-510, applicants for admission or current cadets may appeal a denial of in-state tuition under the Institute's domicile appeal process with final review by the Residency Review Committee.

## **5-10. NON-VIRGINIA CADET**

Cadets who are not legal residents of Virginia are classified as non-Virginia cadets. They pay the non-Virginia tuition and fees approved by the Board of Visitors.

## **5-11. CHANGE OF STATUS OF A STATE CADET**

If, after the appointment of a State Cadet, it should appear to the Board of Visitors that the recipient thereof is financially qualified to forego the assistance of a State Cadetship, he shall be relieved immediately as a State Cadet and become a Virginia cadet.

If a State Cadet should move from the State of Virginia and become ineligible for classification as a Virginia resident, he shall be relieved as a State Cadet and be reclassified a non-Virginia cadet. Vacancies thus created are filled as prescribed.

## **5-12. READMISSION OF FORMER CADETS**

- a. A cadet dismissed from the Institute for disciplinary reasons (except an honor violation) may petition the Superintendent for readmission after being absent one year from the date of dismissal. A cadet suspended from the Institute may seek readmission in the designated time frame noted in the suspension letter.
- b. Cadets who resigned from the Institute for whatever reason may be readmitted after appropriate review and recommendation by the Readmissions Committee.
- c. The Readmissions Committee shall make a recommendation on the readmission of any cadet seeking readmission following dismissal, suspension, or resignation. The following factors are considered in determining a cadet's eligibility for readmission: Medical eligibility to return to the Institute; minimum academic standards at the Institute and academic performance while away from VMI; the cadet's overall disciplinary record (both at and away from VMI); and time away from the Institute and the ability to return and assimilate into the Corps of Cadets. Readmission may be denied or delayed for cadets who fail any of the factors of readmission, or based on lack of Barracks space.
- d. The Readmissions Committee and the Superintendent may seek recommendation from the Threat Assessment Team regarding the readmission of any cadet.
- e. A cadet typically will not be readmitted to the Institute after a period of separation longer than two years, with the exception of active-duty activations.

## **CHAPTER 6: ACADEMIC CLASSIFICATION AND GRADUATION OF CADETS**

### **6-1. CLASSIFICATION OF CADETS**

All cadets shall be arranged in four separate classes corresponding to the four years of study.

Those cadets who are in the first year of study shall constitute the "Fourth Class"; those in the second year, the "Third Class"; those in the third year, the "Second Class"; and those in the fourth year, the "First Class."

### **6-2. RELATIVE WEIGHT OF SUBJECTS**

The semester-hour shall be the unit of academic credit. In determining the general standing of cadets, the relative weight to be given each subject entering into the prescribed courses of study shall be the semester-hour credit allowed by the Academic Board for the subject, as printed in the catalogue. In general, each semester-hour shall represent one hour of recitation or one period of laboratory (three hours) instruction per week for one semester.

### **6-3. GRADES AND CLASS STANDINGS**

The semester grade attained by a cadet in each subject shall be determined by combining the class and examination grades. The Academic Board is authorized to fix a percentage range of weight for examinations.

Upon completion of each subject of instruction, there shall be prepared by the responsible professor a roll upon which the semester grades shall be shown. The final grade of each cadet in each subject shall be weighted for the purpose of determining class standings.

On the completion of each academic session, rolls shall be prepared upon which shall be shown the class standing of each cadet. These rolls shall list members of the fourth class in order of their relative merit. The rolls for the first, second, and third classes shall list cadets in order of relative merit within their curricula, as may be directed by the Academic Board. Relative standing shall be computed from grades shown on final rolls.

Upon completion of each academic session in the Spring term, a class standing shall be prepared in which will list the standing of each cadet within their respective class.

### **6-4. EXAMINATIONS**

Examinations shall be held at the end of each semester under such conditions as the Academic Board may prescribe.

## **6-5. PROFICIENCY AND DEFICIENCY**

The Institute shall determine and announce, for the guidance of all concerned, grades which cause a cadet to be declared either proficient or deficient.

With the approval of the Superintendent, the Academic Board shall publish procedures to be followed by cadets in removing deficiencies.

In order to be eligible for proficiency in any subject of instruction, a cadet must have been present for a specified number of hours of instruction given in that subject, both classroom and laboratory, as may be established by the Academic Board and approved by the Superintendent.

At the end of each academic session, cadets whose records so warrant will be advanced to the next higher class. If at any time it becomes evident to the Academic Board that a cadet cannot be graduated within ten semesters (five academic years of residence), he/she will be dropped from the rolls.

## **6-6. UNSATISFACTORY ACADEMIC RECORDS OF CADETS**

At any time during the academic year, a cadet whose academic record is considered unsatisfactory by the Academic Board may, at the discretion of the board, be placed on academic probation or, with the approval of the Superintendent, dropped from the rolls.

## **6-7. GRADUATION**

The standards for graduation shall be established by the Academic Board and announced in the Institute catalogue.

## **6-8. ACADEMIC DISTINCTION**

The Academic Board shall establish and announce the weighted average required for academic distinction.

At the discretion of the Academic Board, any cadet who attains the required weighted average during any session may be declared "Distinguished in Academic Merit" for that session. A First Classman who did not qualify to be declared "Distinguished in Academic Merit" at the end of their second class year, but who has met the qualification standards during the second semester of their second class year and the first semester of their first class year may be declared "Distinguished in Academic Merit" at that time and receive the benefits and privileges associated with that designation during the second semester of his first class year.

Any cadet whose academic record during any given semester is considered superior by the Deputy Superintendent for Academics and Dean of the Faculty, in accordance with announced policy, will have his/her name included in the Dean's Honor List for that period.

Any cadet who attains the required weighted average on all subjects of instruction entering into their relative standing on graduation and who has had a conduct record satisfactory to the Academic Board, may, at the discretion of the Academic Board, be declared a Distinguished Graduate with Institute Honors, a Distinguished Graduate, or a Graduate with Distinction.

#### **6-9. AWARDS AND SCHOLARSHIPS**

On completion of each academic year, the Academic Board shall recommend to the Board of Visitors the names of the cadets whose records have made them eligible to receive the several medals and trophies awarded for excellence.

Scholarships shall be awarded as prescribed by the donors of trust funds thereof, or, in absence of specific directions, as prescribed by the Board of Visitors or the Superintendent.

#### **6-10. DIPLOMAS AND DEGREES**

A diploma, conferring a degree and signed by the Governor of the Commonwealth, the president of the Board of Visitors, and the Superintendent of the Institute, and attested by the secretary of the Academic Board, shall be granted to each graduate in accordance with Virginia Code § 23.1-2509.

Other degrees or diplomas, including honorary degrees, may be granted by the Board of Visitors, at its discretion and as authorized by Virginia Code § 23.1-2509; however, it is the policy of the Virginia Military Institute not to award other degrees or diplomas.

## **CHAPTER 7: ACCOUNTS OF CADETS**

### **7-1. PUBLICATION OF TUITION AND FEES**

With the approval of the Board of Visitors, a schedule of tuition and fees to be paid annually by cadets shall be published in the Institute catalogue and the Institute's annual operating budget.

### **7-2. PAYMENTS ON ACCOUNT**

Payments to cover authorized charges shall be remitted to the Institute's Comptroller in accordance with the schedule and terms stated in the Institute catalogue. Any cadet who fails to pay the required tuition and fees by the required date shall not be allowed to register for the semester for which the tuition and fees apply. All cadets shall satisfy any outstanding charges from the previous semester prior to registering for the next semester.

Any cadet who shall fail to pay the sums and charges required shall, at the discretion of the Superintendent, be required to resign.

All checks and drafts in payment of tuition and fee charges shall be payable to the Virginia Military Institute.

### **7-3. RECORD OF ACCOUNTS**

For each cadet there shall be maintained an account, in which shall be entered their charges and credits.

The Institute will submit periodic statements to cadets. All cadets shall be permitted to inspect their records and accounts during regular business hours.

### **7-4. REFUND OF FEES**

Should a cadet leave the Institute for any cause or be discharged after having entered upon duty, they shall forfeit the tuition fee and such other fees as may be directed under uniform rules approved by the Superintendent and published in the Institute catalogue. All other accounts shall be adjusted upon the basis of supplies, equipment, or services furnished to the cadet. The Committee of Appeal for Tuition and Fees convenes to review cases of exception.

### **7-5. ARTICLES TO BE FURNISHED BY THE INSTITUTE**

Quarters and furnishings, subsistence, required uniforms, military equipment and miscellaneous articles used by cadets shall be furnished by the Institute in accordance with published fee schedules.

#### **7-6. ARTICLES TO BE KEPT IN THE POSSESSION OF CADETS**

Specific articles of a standard issue, which are required to be maintained in good condition and in the possession of each cadet, shall be prescribed by the Superintendent and announced in the Regulations, Part III, of the Institute.

#### **7-7. RESPONSIBILITY FOR PUBLIC PROPERTY**

Cadets shall be held responsible for articles of public property in their possession and shall be held responsible for intentional destruction of public property.

The financial account of a cadet shall not be closed until full receipt for all public property in their possession shall have been rendered.

## **CHAPTER 8: MISCELLANEOUS**

### **8-1. OFFICIAL PUBLICATIONS**

Official publications of the Institute are those print, electronic, audio, video, digital, or Internet-based products that authoritatively reflect the policies of the Institute and, therefore, require special care in preparation. All other publications are unofficial publications. The Director of Communications and Marketing provides guidance for publications; however, the accuracy and completeness of official publications rests with the proponent staff agency. The Superintendent has designated the following as official publications of the Institute and the indicated staff agencies as proponents for each:

<b>Official Publication</b>	<b>Proponent</b>
Academic Catalogue	Registrar
Administrative and Professional Handbook	Human Resources
Summer Session Catalogue	Summer Program
Teaching Faculty Handbook	Office of the Dean
Transfer Student Guide	Admissions
Your Right to Know Annual Security Report	VMI Police
VMI Regulations and General Orders	Chief of Staff
New Cadet Handbook	Commandant Office

### **8-2. PUBLICATION OF OFFICIAL MATTERS**

Officers and cadets of the Institute are prohibited from publishing, formally or informally, any matter officially involving the Institute, unless specifically authorized by the Superintendent.

### **8-3. CADET ACTIVITIES**

Officers, or committees of officers and cadets, appointed by the Superintendent, shall be charged with the supervision of all cadet activities and with the audit of their accounts.

### **8-4. OFFICE HOURS**

Official office hours to be observed by departments of the Institute shall be prescribed by the Superintendent, in accordance with state requirements for a 40-hour work week for classified employees.

## **8-5 LEAVE OF ABSENCE FOR OFFICERS**

The Superintendent is authorized to grant leave of absence to officers of the Institute, pursuant to published personnel regulations.

Applications for leave of absence shall be submitted in writing to the Superintendent, through official channels.

## **8-6 ASSIGNMENT OF QUARTERS TO OFFICERS**

Assignment of quarters to officers shall be made by the Superintendent, in accordance with policy and procedures published periodically by the Superintendent.

## **8-7 STATE REGULATIONS**

The Superintendent is responsible for compliance with orders and regulations promulgated by the Governor and the executive agencies pursuant to the Code of Virginia, 1950, as amended, and General Assembly requirements. Procedures, manuals, directives and memoranda are published by the Superintendent's executive staff as necessary to ensure compliance.

## **8-8. PROHIBITION OF WEAPONS**

Possession, carrying, or storage of any weapon by any person, except a police officer, is prohibited (i) on Institute property, to include personal and state vehicles, academic buildings, administrative office buildings, support buildings, military training facilities, athletic facilities, barracks or any structure designated for cadet housing, dining facilities, or (ii) while attending sporting, entertainment or educational events. Entry upon any of this property in violation of this prohibition is expressly forbidden.

In addition to individuals authorized by Institute policy, Institute police officers are lawfully in charge for the purposes of forbidding entry upon or remaining upon Institute property while possessing, carrying, or storing weapons in violation of this prohibition.

This prohibition would not apply to those activities falling under the Reserve Officer Training Corps programs, NCAA Rifle teams, Trap and Skeet Club, VMI Firing Range(s) or Marksmanship Club, or other official Institute club or other activities. These particular events will follow strict guidelines developed for these activities and are under the supervision of Institute staff officials. This prohibition would also not apply to any individually authorized hunting or game reduction program expressly permitted by Institute officials.

Definitions: The following words and terms when used in this section shall have the following meanings unless the context clearly indicates otherwise:

“Police officer” means law enforcement officials appointed pursuant to Article 3 (Sec. 15.2-1609 et seq.) of Chapter 16 and Chapter 17 (Sec. 15.2-1700 et seq.) of Title 15.2, Chapter 8, Article 3 (§ 23.1-809 et seq.) of Title 23.1, Chapter 2 (Sec. 29.1-200 et seq.) of Title 29.1,

and Chapter 1 (Sec. 52-1 et seq.) of Title 52 of the Code of Virginia and sworn federal law-enforcement officers.

“Institute property” means any property owned, leased, or controlled by the Virginia Military Institute.

“Weapon” means (i) any pistol, revolver, or other weapon designed or intended to propel a missile of any kind, (ii) any dirk, bowie knife, switchblade knife, ballistic knife, razor slingshot, sprint stick, metal knucks, or blackjack; (iii) or any flailing instrument consisting of two or more rigid parts connected in such manner as to allow them to swing freely, which may be known as nun chahka, nun chuck, nunchaku, shuriken, or fighting chain; or (iv) any disc, of whatever configuration, having at least two points or pointed blades that is designed to be thrown or propelled and that may be known as throwing star or oriental dart.