

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

- 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 courtesies.

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 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.

- 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

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

13 September 2017

CHAPTER 2: ORGANIZATION

2-1. OFFICE OF THE SUPERINTENDENT

2-1.1 Superintendent

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
pertain to the effectiveness and welfare of the VMI community, including the Corps of Cadets.

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,

- 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 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 before

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

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.

2-5.4 Assistant Commandant for Cadet Government

The Assistant

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

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 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.

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

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

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

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.

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.

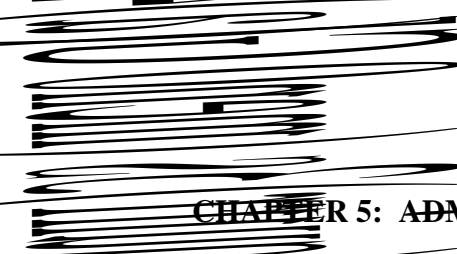
4-8. COURSE OF INSTRUCTION AND PEDAGOGY

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.

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 Ins

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.

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.

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5-7. MATRICULATION AGREEMENT

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

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

Medical eligibility to return to the Institute; minimum academic standards at the

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.

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,t94 557.26 Tm0 g0 G(S)7rins50912 0 612 792 re

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

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

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

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

Institute.

(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