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November 26, 2019

The Honorable Ralph Northam  
Governor of Virginia  
Post Office Box 1475  
Richmond, VA 23218

The Honorable Stephen D. Newman  
Chairman of the Senate Committee on Education and Health  
Senate of Virginia  
Pocahontas Building, Room E604  
900 East Main Street  
Richmond, Virginia 23219

The Honorable R. Steven Landes  
Chairman of the House Committee on Education  
Virginia House of Delegates  
Pocahontas Building, Room W1304  
900 East Main Street  
Richmond, Virginia 23219

Dear Governor Northam, Chairman Newman and Chairman Landes:

In accordance with § 23.1-401.1(D) of the Code of Virginia, Virginia Tech provides this report regarding our compliance with § 23.1-401., entitled “Constitutionally protected speech; policies, materials, and reports; report,” as detailed herein.

In particular, Virginia Tech has developed and published materials and policies detailing constitutionally protected speech under the First Amendment on our new Speech on Campus website ([www.policies.vt.edu/speechoncampus](http://www.policies.vt.edu/speechoncampus)). This webpage also provides a reporting mechanism for any individual to report incidents of disruption of constitutionally protected speech on campus.

Virginia Tech students, faculty and staff, including those responsible for student discipline or education, are notified of these policy resources on an ongoing basis through various communication streams such as our Hokies on Track student orientation mobile app, distribution of a “Speech on Campus” brochure, University-wide news communication, and the above mentioned Speech on Campus webpage housed on the university policies website.

A copy of this report may also be found via the Speech on Campus website.

Sincerely,

Kim O’Rourke, Vice President for Policy and Governance

cc: President Timothy Sands  
Elizabeth G. Hooper, Director of State Government Relations

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## Virginia Polytechnic Institute and State University

### Policy on Harassment, Discrimination, and Sexual Assault

#### No. 1025

**Policy Effective Date:**  
3/4/1991

**Last Revision Date:**  
10/8/2019

**Policy Owner:**  
President Sands

**Policy Author:** (Contact  
Person)  
Kelly Oaks  
Kim O'Rourke

**Affected Parties:**  
Undergraduate  
Graduate  
Faculty  
Staff

#### 1.0 Purpose

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#### 1.0 Purpose

The university is subject to Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, as amended, the Age Discrimination in Employment Act, the Equal Pay Act, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Federal Executive Order 11246, Genetic Information Nondiscrimination Act of 2008 (GINA), Virginia Executive Order(s), and all other rules and regulations that are applicable.

#### 2.0 Policy

##### 2.1 University Statement on Non-Discrimination

Virginia Tech does not discriminate against employees, students, or applicants on the basis of age, color, disability, sex (including pregnancy), gender, gender identity, gender expression, genetic information, national origin, political affiliation, race, religion, sexual orientation, or veteran status, or otherwise discriminate against employees or applicants who inquire about, discuss, or disclose their compensation or the compensation of other employees or applicants, or on any other basis protected by law.

##### 2.2 Applicability of Non-Discrimination Statement

The prohibition against discrimination and harassment applies to all levels and areas of university operations and programs, to undergraduate and graduate students, administrators, faculty, staff, volunteers, vendors and contractors. Such behavior is inconsistent with the university's commitment to excellence and to a community in which mutual respect is a core value as articulated in the Virginia Tech Principles of Community.

#### 3.0 Scope

The university's jurisdiction includes on-campus incidents and off-campus incidents that cause continuing effects on campus and includes complaints filed by students or employees, or others on their behalf, alleging discrimination or discriminatory harassment (including sexual harassment and sexual violence) carried out by faculty, staff, other students, or third parties.

Virginia Tech is also committed to the free and vigorous discussion of ideas and issues. This policy does not allow curtailment or censorship of constitutionally protected expression, nor does it attempt to address behaviors that do not constitute discrimination or harassment. Offensive behavior that does not violate this policy should be addressed by the appropriate supervisor or administrator.



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### 3.1 Contact Information

Questions and complaints of discrimination or discriminatory harassment involving faculty, staff, or students should be filed with:

The Assistant Vice President for Equity and Accessibility  
Office of Equity and Access  
Virginia Tech  
North End Center  
300 Turner St.  
Blacksburg, VA 24061  
Phone: (540) 231-2010  
[equityandaccess@vt.edu](mailto:equityandaccess@vt.edu)

### 4.0 Procedures

The procedures referenced below provide for prompt and equitable response to reports of prohibited conduct. The procedures also provide for thorough and impartial investigations that afford all parties notice and an opportunity to present witnesses and evidence and to view the information that will be used in determining whether a policy violation has occurred. The university applies the preponderance of the evidence standard when determining whether this policy has been violated. "Preponderance of the evidence" means that it is more likely than not that a policy violation occurred.

The appropriate university avenue for resolving a complaint covered under this policy is determined by the status of the person accused.

All **undergraduate, graduate, and professional students** at the university are subject to the university's student code of conduct as outlined in the Hokie Handbook, accessible at <https://www.hokiehandbook.vt.edu/>. Procedures for addressing student violations of this policy are available at [www.stopabuse.vt.edu](http://www.stopabuse.vt.edu).

Faculty members at the university are subject to the rules included in the Faculty Handbook, accessible at [https://www.provost.vt.edu/faculty\\_affairs/faculty\\_handbook.html](https://www.provost.vt.edu/faculty_affairs/faculty_handbook.html). Staff members are subject to the rules included in university policies (<https://www.hr.vt.edu/resources/current-employees/policies-handbooks.html>) and the Virginia Department of Human Resource Management Policies (<http://www.dhrm.virginia.gov/hrpolicy/policy.html#probper>), with minor exceptions for University Staff. Procedures for addressing staff and faculty violations of this policy are available from Human Resources.

We encourage victims of sexual violence, including rape, sexual assault, sexual battery, stalking, and dating and domestic violence, to exercise their right to file a complaint with the Virginia Tech Police Department if the crime occurs on Virginia Tech's property, regardless of the status of the complainant. For crimes occurring away from Virginia Tech's property, victims may contact the local law enforcement in the appropriate jurisdiction.

### 4.1 Responsibilities of Administrators and Supervisors

University administrators, supervisors, and those performing instructional or academic advising duties have an added responsibility to create and maintain a work and learning environment free of discrimination/harassment.

If an administrator, supervisor or individual with instructional responsibility becomes aware of an incident that might reasonably be construed as constituting discrimination/harassment, he or she must take immediate steps to





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address the matter. In such cases, the administrator, supervisor or individual with instructional responsibility should promptly contact the Office of Equity and Access in order to coordinate any further action that may be necessary.

Administrators, supervisors and those with instructional responsibility should act whenever they learn—either directly or indirectly—about discrimination/ harassment. This obligation exists even if the complainant requests that no action be taken.

Administrators, supervisors and those with instructional responsibility (for their respective teaching obligation) have the legal responsibility to protect a complainant from continued discrimination, harassment or retaliation, including implementing interim measures necessary to protect the complainant. They must also protect persons accused of discrimination/ harassment from potential damage by false allegations. Administrators and supervisors will be held accountable for dealing with and taking necessary steps to prevent discrimination/harassment. It is not the responsibility of the complainant to correct the situation.

Employees are responsible for informing employees and students under their supervision of this policy and the name and contact information of the person responsible for addressing discrimination complaints covered under this policy.

### 4.2 Statement on Responsible Employees for Title IX Reports

For reports that are covered by Title IX (including sex discrimination, sexual harassment, sexual violence, dating and domestic violence, and stalking), responsible employees include all individuals that are employed by Virginia Tech who have the authority--or whom an employee or student could reasonably believe have the authority or duty--to redress sex discrimination and sexual harassment. This includes but is not limited to all faculty members; all classified and university staff; any wage employee in a supervisory role; graduate teaching assistants; graduate research assistants; residential advisors; law enforcement; and security officials. Responsible parties are obligated to report acts of sexual violence or any other sexual misconduct by employees or students to the Title IX coordinator. Once a responsible employee is on notice of the sexual misconduct, including sexual violence, the responsible employee must promptly report all information they have to the appropriate Title IX Coordinator. Notice may be received directly or indirectly and could include a grievance, information from a student, another employee, parent or friend, sources in the local community, social networking sites, the media or an anonymous report.

Confidential resources include the staff at the University Ombuds Office and Graduate School Office of the Ombudsperson, Schiffert Health Center, Cook Counseling Center, Virginia Tech Mental Health Centers, and the Virginia Tech Women's Center. Disclosures made to Athletic Doctors while acting within the scope of his or her license or certification are also confidential. The employees in this list are not considered responsible employees.

### 4.3 Supplemental/Alternative Avenues for Formal Complaints

In addition to, or in lieu of, the procedures set forth above, individuals may pursue those remedies that are available to them, as appropriate, through the following agencies:

**Students and applicants for admission** may file formal complaints with the Office for Civil Rights of the U.S. Department of Education.

**Faculty members or applicants for employment** may file a charge with the federal Equal Employment Opportunity Commission and/or the Virginia Council on Human Rights within 300 days of the incident.



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The following options are available to **staff members or applicants for employment**:

- a) Non-probationary staff may file a grievance within 30 calendar days of the offense as outlined in the Grievance Procedure for State Employees, or
- b) Salaried and wage staff may file a complaint using the Discrimination Complaint Procedure administered by the Office of Equal Employment Services in the state's Department of Human Resource Management.
- c) Salaried and wage staff may file a complaint with the federal Equal Employment Opportunity Commission or the Virginia Council on Human Rights within 300 days of the alleged discrimination/harassment.

Additional information regarding this policy may be obtained from the Department of Human Resources.

Additional assistance and support may be obtained from the Women's Center, the Office of the Provost (faculty), the Department of Human Resources (staff and AP faculty), the Graduate School (graduate students), the Dean of Students Office, Cook Counseling Center, or Student Conduct (students).

### 5.0 Definitions

**Discrimination and/or Harassment** - Conduct that conditions any element of a person's employment, enrollment as a student, receipt of student financial aid, or participation in university activities on that person's age, color, disability, gender (including pregnancy), gender identity, gender expression, genetic information, national origin, political affiliation, race, religion, sexual orientation, or veteran status, unless otherwise permitted or required by applicable law. Virginia Tech does not otherwise discriminate against employees or applicants who inquire about, discuss, or disclose their compensation or the compensation of other employees or applicants nor on any other basis protected by law. Discrimination on the basis of sex in education programs and activities receiving federal financial funding as set forth in Title IX of the Education Amendments of 1972, as amended, is included in this definition of prohibited discrimination;

Conduct of any type (oral, written, graphic, electronic or physical) that is based upon a person's age, color, disability, gender (including pregnancy), gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, or veteran status and unreasonably interferes with the person's work or academic performance or participation in university activities, or creates a working or learning environment that a reasonable person would find hostile, threatening or intimidating; **and/or**

Conduct consisting of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's employment or education, or submission to or rejection of such conduct is used as a basis for employment or educational decisions affecting an individual.

**Sex Discrimination and Sexual Harassment** - Conduct of any type (oral, written, graphic, electronic or physical) that is based upon a person's sex (including pregnancy), and unreasonably interferes with the person's work or academic performance or limits participation in university activities, or creates a working or learning environment that a reasonable person would find hostile, threatening or intimidating.

Conduct of a sexual nature, including conduct consisting of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's employment or education, or submission to or rejection of such conduct is used as a basis for employment or educational decisions affecting an individual. This policy includes





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sexual violence, gender-based harassment, domestic violence, dating violence and stalking as forms of sexual harassment.

**Retaliation** - It is a violation of this policy to retaliate against any party for participating in a discrimination/harassment investigation ("protected activity"). Retaliation includes any adverse treatment that is reasonably likely to deter the complainant or others from filing a charge of discrimination/harassment or participating in a discrimination/harassment investigation. Retaliation can be verbal, written, graphic, electronic or physical.

**Dating violence** – acts of physical or sexual abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse, but does not include acts covered under the definition of domestic violence.

**Domestic violence** – a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

**Sexual Exploitation** – an act or acts committed through non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose. The act or acts of sexual exploitation are prohibited even though the behavior does not constitute one of the other sexual misconduct offenses.

**Sexual Violence** – physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol, or is unable to give consent due to an intellectual or other disability. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.

- **Sexual Assault** – actual or attempted sexual contact with another person without that person's consent.
- **Sexual Battery** – intentional touching of another person's intimate parts without the person's consent; or other intentional sexual contact with another person without that person's consent.
- **Sexual Coercion** – using physical or verbal aggression or pressure to force or attempt to force a person to touch another person's intimate parts without that person's consent.
- **Rape** – penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person's consent.

**Stalking** – repeatedly contacting another person when the contact is unwanted. Additionally, the contact may cause the other person reasonable apprehension of imminent physical harm or cause substantial impairment of the



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other person's ability to perform the activities of daily life. Contact includes but is not limited to communicating with (either in person, by phone, or by computer) or remaining in the physical presence of the other person.

**Consent** – knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. The existence of consent is based on the totality of circumstances, including the context in which the alleged consent occurred. Silence does not necessarily constitute consent and coercion, force, or threat of either party invalidates consent.

- Consent cannot be given where a person is incapacitated due to drugs or alcohol; or where a person has a disability; or is not of legal age to consent as defined by law.
- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Consent can be withdrawn at any time.
- Previous relationships or prior consent cannot imply consent to future sexual acts.

## 6.0 References

University Policy 4075, Policy for University Accommodation of Persons with Disabilities

<http://www.policies.vt.edu/4075.pdf>

Virginia Department of Human Resources Management, Policy 1.60 Standards of Conduct

[http://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol1\\_60.pdf?sfvrsn=2](http://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol1_60.pdf?sfvrsn=2)

Virginia Department of Human Resource Management, Policy 2.05, Equal Employment Opportunity

[http://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol2\\_05eeo.pdf?sfvrsn=2](http://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol2_05eeo.pdf?sfvrsn=2)

Virginia Department of Human Resource Management, Policy 2.30 Workplace Harassment

[http://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol2\\_30workplaceharrass.pdf?sfvrsn=2](http://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol2_30workplaceharrass.pdf?sfvrsn=2)

Virginia Department of Human Resource Management - Employment Dispute Resolution - Grievance Procedure Manual

<http://www.dhrm.virginia.gov/employmentdisputeresolution>, <http://www.dhrm.virginia.gov/docs/default-source/edrdocuments/GPM-2017.pdf?sfvrsn=8>

Virginia Tech, Classified and University Staff Policies and Handbook

<https://www.hr.vt.edu/resources/current-employees/policies-handbooks.html>

Virginia Tech, Expectations for Graduate Education

[https://graduateschool.vt.edu/content/dam/graduateschool\\_vt\\_edu/expectations-pdfs/expectations-for-graduate-education-may-2017.pdf](https://graduateschool.vt.edu/content/dam/graduateschool_vt_edu/expectations-pdfs/expectations-for-graduate-education-may-2017.pdf)

Virginia Tech, Faculty Handbook

[https://www.provost.vt.edu/faculty\\_affairs/faculty\\_handbook.html](https://www.provost.vt.edu/faculty_affairs/faculty_handbook.html)





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Virginia Tech, Hokie Handbook and University Policies for Student Life

<http://www.hokiehandbook.vt.edu/>

Virginia Tech, Principles of Community

<http://inclusive.vt.edu/Initiatives/vtpoc0.html>

### 7.0 Approval and Revisions

- Revision 1  
Revised by Commission on Faculty Affairs, December 17, 1990, the Faculty Senate, January 8, 1991, and the EO/AA Committee on January 8, 1991, with further revisions, February 12, 1991.  
Approved March 4, 1991 by University Council.
- Revision 2  
Revised by the EO/AA Committee, March 29, 1994; approved by Commission on Faculty Affairs, May 13, 1994.  
Approved October 3, 1994 by University Council.
- Revision 3  
Revised by the Commission on Equal Opportunity and Diversity, March 28, 2005. Approved by University Council, May 2, 2005.  
Approved by the Board of Visitors, August 29, 2005.
- Revision 4  
Revised by the Commission on Equal Opportunity and Diversity, March 29, 2010.  
Approved by University Council, April 19, 2010.  
Approved by the Board of Visitors, June 7, 2010.
- Revision 5  
Section 4 – “faculty member” replaced with “individual with instructional responsibility.”  
Approved March 16, 2011 by Charles W. Steger, University President.
- Revision 6  
April 24, 2013: Technical updates to:
  - reflect regulations, particularly those that add genetic information to the list of protected statuses;
  - clarify oversight responsibilities for sexual harassment complaints involving any student who is not acting in the capacity of an employee, volunteer, or contractor;
  - clarify that non-probationary employees have 30 “calendar” days to file a grievance; and
  - update references and hyperlinks.Approved June 3, 2013, by Charles W. Steger, University President, and the Board of Visitors.
- Revision 7  
Revised to include the addition of terms “gender identity” and “gender expression” in sections 1. Purpose, first paragraph, and 2.1 Prohibited Acts, first and second paragraphs.



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Approved September 15, 2014 by University President, Timothy D. Sands, and the Board of Visitors.

- Revision 8

Revised to include definitions approved by the Board of Visitors on June 1, 2015, and add contact information for the Title IX Coordinator, and language encouraging victims to file a complaint with the appropriate law enforcement agency.

Approved June 1, 2015 by University President, Timothy D. Sands, and the Board of Visitors.

- Revision 9

Revised section 2.1 to include the sentence, "Virginia Tech does not otherwise discriminate against employees or applicants who inquire about, discuss, or disclose their compensation or the compensation of other employees or applicants nor on any other basis protected by law." This is added to comply with Federal Executive Order 13665, issued by President Obama.

Approved November 9, 2015 by University President, Timothy D. Sands, and the Board of Visitors.

- Revision 10

Significant reorganization of information and to update Procedures section to reflect status of the individual(s) involved in the complaint/potential complaint. Policy name was also changed.

Approved June 30, 2016 by University President, Timothy D. Sands.

- Revision 11

- Revised section 2.1 to add "sex" to the non-discrimination statement, in accordance with Governor Northam's Executive Order Number One.
- Revised section 3.1 to have all questions and complaints filed with The Assistant Vice President for Equity and Accessibility, who can further redirect the filing, if appropriate.

Approved February 12, 2018 by University President, Timothy D. Sands.

- Revision 12

Revised section 4.2 to include the University Ombuds Office (new office) and Graduate School Office of the Ombudsperson as confidential resources.

Approved October 8, 2019 by University President, Timothy D. Sands.





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### University Facilities Usage and Events

#### No. 5000

**Policy Effective Date:**  
7/26/1990

**Last Revision Date:**  
1/31/2017

**Policy Owner:**  
Sherwood Wilson

**Policy Author:** *(Contact Person)*  
Kayla Smith

**Affected Parties:**  
Undergraduate  
Graduate  
Faculty  
Staff  
Other

#### 1.0 Purpose

#### 2.0 Policy

#### 3.0 Procedures

#### 4.0 Definitions

#### 5.0 References

#### 6.0 Approval and Revisions

### 1.0 Purpose

This policy was developed to ensure the effective utilization of all Virginia Polytechnic Institute and State University facilities. Both the rules and regulations for the approval and use of university facilities and the rules and regulations that govern activities sponsored by officially listed student organizations, university departments, university-affiliated organizations and non-university groups or organizations are included (see University Policy 8010, Classification of Student Organizations (<http://www.policies.vt.edu/8010.pdf>), for more information).

#### 1.1 Policy Review

In April 1994, all administrative policies relating to the use of university facilities were reviewed. The policies were reformatted into one overall policy to streamline the management of policies related to facility use and event approval and to facilitate ease of use for individuals seeking access to university facilities. In 2012-14, the policy was collaboratively reviewed with a large cross-section of university leadership and significant revisions were completed for clarification. Additional reviews in 2014-15 implemented a registration requirement for many events to provide a central database of campus activities for safety and security purposes.

### 2.0 Policy

This Policy applies to the Blacksburg, Virginia campus. Other Virginia Tech locations must develop site-specific policies consistent with the spirit and intent of this Policy that are tailored to the unique safety, security and health considerations of their facilities. These location-specific facility-use policies must be reviewed by the University Safety and Security Policy Committee at initial implementation and when significant changes are proposed.

University facilities are to be used in a manner consistent with their intended purpose. Priority of use must be given to those activities related to the mission of the university. The facilities must be used in a safe, professional manner so as not to endanger the university community or the general public. The university may restrict access to land and buildings to protect individuals, property and equipment.

The facilities of the university are intended for the use of its students, faculty, staff, and invited guests participating in university-approved programs or activities, sponsored by or under the direction of the university or one of its related agencies or approved organizations. Use of university facilities by the public is restricted to those activities in which the public interest is readily and safely accommodated and that do not conflict with university program needs and schedules.



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The university makes its classroom, housing, athletic fields, dining and other facilities available, particularly during the summer months, to internal and external groups interested in holding camps, conferences, and workshops on the Virginia Tech campus. Camps, conferences and workshops held at Virginia Tech, *other than the Inn at Virginia Tech*, should be for education, training, or other purposes consistent with the mission of the university.

In accordance with University Policy 6362, Policy on Continuing and Professional Education (<http://www.policies.vt.edu/6362.pdf>), academic colleges, centers, and administrative units designing and delivering continuing and professional education activities, both on and off campus, under the auspices of the Virginia Tech brand must work through Continuing and Professional Education.

A residential camp, conference or workshop is defined as an event where attendees will stay overnight in university or university-affiliated facilities, *other than the Inn at Virginia Tech*. These events are governed by the provisions of University Policy 5010, Residential Camps, Conferences and Workshops (<http://www.policies.vt.edu/5010.pdf>).

Any person utilizing a university facility who engages in unlawful or disruptive conduct or violates university policy may be asked by a university official to leave the property. Failure to comply with such requests constitutes trespassing under Virginia state law and may lead to disciplinary action and/or arrest. The university is not obligated to tolerate events that interfere with any lawful mission, process, or function of the institution. Request for approval of events may be denied if they pose a clear and present danger to university students, employees and facility users.

It is the policy of Virginia Tech to make its programs and services accessible to every qualified person without discrimination on the basis of disability. For more information on accessibility, refer to the University ADA Services Office and website: <http://www.hr.vt.edu/oea/ada/>.

The Vice President for Administration has the responsibility to implement appropriate procedures for events on campus and to approve exceptions to this policy and associated procedures.

### **2.1 Event Sponsorship**

All events must have a university sponsor. The sponsor must be an officially listed student organization (as defined by University Policy 8010, Classification of Student Organizations (<http://www.policies.vt.edu/8010.pdf>)), a university department, a university governance entity (as defined by the University Council By-laws, (<http://www.governance.vt.edu/>)), a state employee association, or a university-affiliated organization. Non-university groups or organizations must have a university sponsor to hold an event. A contractual agreement for hosting an event (between a university entity and an external individual, group or organization) is considered a form of sponsorship for the purpose of this Policy.

The university sponsor must reserve space to hold the event (see Section 2.2).

#### **2.1.1 Student Organizations as Sponsors**

The Vice President for Student Affairs is charged with implementing procedures to verify the eligibility of individuals to sponsor events on behalf of student organizations on campus. The responsibility for management of this process has been delegated to the Director of Student Engagement and Campus Life. The staff of the Student Engagement and Campus Life Event Planning Office will provide verification of student organization eligibility (and confirm the contacts authorized to do business with the university on behalf of each student organization) to those offices that have been delegated responsibility for scheduling specific facilities.





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Approval of student events must be obtained from the Student Engagement and Campus Life Event Planning Office when the event is considered major entertainment (as defined by University Policy 8215, Major Entertainment Sponsorship (<http://www.policies.vt.edu/8215.pdf>)). If additional information or approvals are needed, the scheduling office may refer the sponsoring student organization to the Student Engagement and Campus Life Event Planning Office for assistance.

### 2.1.2 Employee Associations as Sponsors

State employee associations and university faculty and staff associations may use university meeting rooms, where the time, place and manner do not interfere with university business, do not violate any laws, leases, or other contracts, and are compatible with the safety and security of the particular facility and mission of the university. The use of university-owned or leased meeting rooms must be related to the university and state employee association's role in providing programs and services of general benefit to employees within the context of their employment. All applicable fees for use will apply.

### 2.1.3 Responsibilities of the University Sponsor

The university sponsor will:

- a. serve as liaison with all university agencies supporting the event;
- b. coordinate arrangements for use of university facilities in accordance with the provisions of this Policy;
- c. assist with registration/arrival/check-in and/or departure/check-out of attendees;
- d. maintain responsibility for all record keeping associated with the event, in compliance with the state records retention schedules; and
- e. have a representative onsite or immediately available via telephone/internet conferencing throughout the event.

In accordance with University Policy 4815, Minors on Campus or Participating in University-Related Programs (<http://www.policies.vt.edu/4815.pdf>), the university sponsor for all events that involve minors must also:

- a. make university students, faculty, staff, and volunteers aware of the need to complete appropriate training;
- b. ensure criminal conviction checks are conducted on certain individuals who will be working with minors; and
- c. maintain a certification of compliance with the conviction check rules for non-university organizations and entities that operate programs or activities on campus.

### 2.2 Request to Use and Responsibility for Facility Usage

Use of a facility must be sponsored and scheduled (see Section 2.2, *Sponsorship and Request for Event Approval*) prior to the event.

The Vice President for Administration has delegated the general responsibility for scheduling of university facilities to specific departments ("university scheduling office"), and the Vice President's Office maintains a list of some of the more commonly requested event spaces (venues) (<http://www.vpas.vt.edu/programs/events-on-main-campus.html>). Contact the appropriate university scheduling office for any specific information concerning usage of that facility. University scheduling offices may establish and enforce a minimum number of days that a request for space/approval must be submitted prior to the requested event. If the space is not listed in the linked document, contact the Student Engagement and Campus Life Event Planning Office or the department/unit assigned to the desired area.



### 2.2.1 Responsibilities of University Scheduling Office

The university scheduling office will:

- a. register (<http://www.vpas.vt.edu/programs/events-on-main-campus.html>) any qualifying event that will occur in space(s) under their delegated authority (see Section 2.4, *Event Registration*); and
- b. execute a contract with or provide an event confirmation to the entity and university sponsor (if not the same) conducting the event.

### 2.3 Shared Responsibilities

The university sponsor and the university scheduling office will share responsibility for:

- a. briefing the event director/organizer regarding university policies, emergency procedures, and facilities layout; and
- b. ensuring accessibility in emergency situations.

The university sponsor and the university scheduling office, if different, should communicate with one another the actions taken to fulfill the above responsibilities.

### 2.4 Event Registration

The Registrar's Office, in collaboration with Student Engagement and Campus Life, will maintain a central event database (<http://www.vpas.vt.edu/programs/events-on-main-campus.html>) for the registration of all camps, sports camps, day camps, conferences, and workshops that are occurring on the main Virginia Tech campus in Blacksburg. The database will include the dates, times, locations, schedule and emergency contact numbers for all such events. The Registrar's Office is responsible for providing the Virginia Tech Police Department, the Office of Emergency Management, the Office of Insurance and Risk Management, Environmental Health and Safety, and other offices as required with access to the database.

All university scheduling offices are required to register in the database any qualifying events scheduled to occur in spaces for which they have delegated scheduling authority. Events commonly referred to as camps, conferences and workshops are considered qualifying events and include but are not limited to: special programs or series of programs or activities on a particular subject, area of interest, or project, typically involving larger numbers of attendees, and/or external (non-Virginia Tech students or faculty/staff) participants. Examples of events which do **not** typically require registration include: departmental meetings, cross-departmental workgroup meetings, regularly-scheduled university classes, one-on-one or small group liaison meetings with external stakeholders, or Board of Visitors and Foundation/Alumni Board meetings. *Note: If an event would not typically meet the registration requirement but may have security, safety, or other special concerns, please contact the Student Engagement and Campus Life Event Planning Office for guidance.*

Failure to comply with the registration requirement or reporting of false information related to the registration requirements may result in loss of event scheduling privileges for space(s) by the scheduling office and/or loss of future facilities use privileges by the external group or university sponsor.





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### 2.5 Major Venues and Major Entertainment Events

#### 2.5.1 Major Venues

Major Venues include:

- Burruss Hall Auditorium
- Cassell Coliseum
- GLC Auditorium and Multi-Purpose Room
- Johnston Student Center
- Lane Stadium
- Outdoor Public Spaces
- Rector Field House
- Squires Student Center
- War Memorial Gym

#### 2.5.2 Major Entertainment Events

Major Entertainment sponsored by officially listed student groups and/or held in a Major Venue is regulated by University Policy 8215, Major Entertainment Sponsorship (<http://www.policies.vt.edu/8215.pdf>). Major Entertainment is defined as any event for which there are contracted performers AND which takes place in a Major Venue. University Policy 8215 does not apply to any event sponsored by a university department at locations other than Major Venues, or to any events held at the Moss Arts Center or the Inn at Virginia Tech.

### 2.6 Charges for Use of University Facilities

Actual rate schedules are developed by the Controller's Office and reviewed by the Office of Budget and Financial Planning in consultation with the unit responsible for the facility used. Please contact the scheduling office for each facility to obtain the most current rate information.

For camps, conferences, and workshops sponsored by Conference and Guest Services or the Student Engagement and Campus Life Event Planning Office, an appropriate per-person administrative fee may be charged.

### 2.7 General Rules for Events and Use of University Facilities

The following are rules for the use of university facilities and any event held on campus. The university reserves the right to deny the activity or event if the requirements of this section are not met within the specified timeframe(s).

#### 2.7.1 Safety, Security and Health

1. Virginia Tech sponsors or hosts numerous programs, events, and activities, and allows its facilities to be used for programs, events, and activities. In accordance with University Policy 5615, University Safety and Security (<http://www.policies.vt.edu/5615.pdf>), the event planners (university scheduling office and university sponsor) are responsible for coordinating with the appropriate university offices (e.g., Virginia Tech Police Department, Office of Emergency Management, Office of Insurance and Risk Management) to ensure that appropriate arrangements are made for event security, emergency planning, and liability. The university departments listed below may establish and enforce deadlines by which the event planners must inform their offices and/or comply with certain requirements in order for the event(s) to be approved.



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- a. The Virginia Tech Police Department (VTPD) is responsible for determining the appropriate security for events.
    - i. The department maintains a website (<http://police.vt.edu/vtpd-services/event-security.html>) that describes the types of events/activities that may require security and lists appropriate timelines for planning security services. University sponsors are expected to be sensitive to the need for security in unusual circumstances and should consult with the VTPD about security needs if the nature of the event suggests a possible need for security.
    - ii. Should it be determined that security is required for the event, the VTPD will provide or arrange for appropriate security. Utilization of security agencies outside of the VTPD is prohibited without the written authorization of the Chief of Police and Director of Security or designee. The VTPD reserves the right to establish and manage competitively awarded contract(s) for security services, and to require that event sponsors use an approved, contracted company for security services.
    - iii. Any additional costs for security must be paid by the organization sponsoring the event and must be paid prior to the event.
    - iv. Any exceptions to these standards must be approved by the Chief of Police and Director of Security or designee.
  - b. The university scheduling office is responsible for notifying the Office of Emergency Management (OEM) of events occurring in their facility/space. Should it be determined that additional emergency management preparedness is required, OEM will notify the university sponsor. OEM will assist the event sponsor in developing event preparedness plans as necessary. Event sponsors shall not proceed with an event prior to complying fully with all OEM requirements.
  - c. Trained Crowd Managers must be provided for any facility or event where more than 1,000 persons congregate. Additional information is available through Environmental Health and Safety (EHS) (<http://www.ehss.vt.edu/>).
  - d. The Office of Insurance and Risk Management provides guidance related to university insurance requirements, planning, and documentation, as well as assistance with certificates of insurance for events. All university sponsors are required to provide a Certificate of Insurance verifying appropriate coverage for their program. Additional information may be obtained at <http://risk.controller.vt.edu/vi/campus.html>.
2. Special permitting requirements:
- a. Temporary Facilities, Tents and Stages must be constructed and managed in accordance with University Policy 5406, Requirements for Temporary Facilities/Tents/Stages (<http://www.policies.vt.edu/5406.pdf>). An application (<http://facilities.vt.edu/permits-inspections/building-code-compliance/forms.html>) must be submitted to the University Building Official.
  - b. Amusement devices, generators, and outdoor lighting equipment may require special permitting and/or inspection from the University Building Official.
  - c. An open burn permit is required for outdoor fires on Virginia Tech property, including campfires, bonfires, fire bowls, other recreational type fires, and Prescribed Burns. An application must be submitted to Environmental Health and Safety (EHS) (<http://www.ehss.vt.edu>).





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- d. A permit is required for Flame Effects (e.g., Fireworks) inside state-owned buildings and outdoors on state-owned property before a proximate audience. An application must be submitted to the State Fire Marshal's Office and a copy must be provided to EHS. See [http://www.vafire.com/state\\_fire\\_marshall/fireworks.htm](http://www.vafire.com/state_fire_marshall/fireworks.htm).
  - e. A Special Effects Permit must be filed in advance of any event where smoke, haze or fog machines will be used or gunpowder is to be used (as with stage firearms). See <http://www.ehss.vt.edu>. If a fire watch is required by EHS or if portions of the building fire alarm system must be impaired, the associated costs are the responsibility of the event sponsor.
3. Any department listed above may deny approval of an event or of a specific activity during an event if the university sponsor cannot meet the requirements set forth in the department's procedures (for example, if adequate security personnel cannot be present, the VTPD may deny approval for an event; likewise, if documentation of an open burn permit from the Fire Marshal is not provided, EHS may deny approval for an outdoor fire at an event).
    - a. Appeals of any department's decision will be reviewed by the department head (or the department head's supervisor if the department head made the decision).
    - b. If necessary, the Vice President responsible for the department will serve as the final arbiter.
  4. Users of the facilities must comply with all applicable health and safety regulations.
  5. Special policies apply to any event on campus involving non-student participants under the age of 18 ("minors"). See University Policy 4815, Minors on Campus or Participating in University-Related Programs (<http://www.policies.vt.edu/4815>), for further information.
  6. The possession and use of alcoholic beverages is regulated by University Policy 1015, Alcohol Policy (<http://www.policies.vt.edu/1015>).
  7. Smoking at events is governed by University Policy 1010, Policy on Smoking (<http://www.policies.vt.edu/1010.pdf>).
  8. In accordance with University Policy 4305, Policy on Authorized Closings (<http://www.policies.vt.edu/4305.pdf>), it is not the university's practice to make a centralized decision about cancellation of events *on weekends or holidays when there are no classes and administrative offices are closed*. If inclement weather, a natural disaster, or safety/security concerns occur on weekends or holidays, each event sponsor has the responsibility for canceling or delaying the event and communicating same to the respective constituency. Additionally, under these circumstances, university scheduling offices reserve the right to cancel or delay events in venues/facilities under their management.

### 2.7.2 Amplification

1. Amplification is not allowed in and around academic buildings and campus public spaces between 8 a.m. and 5 p.m. Monday through Friday. Amplification in and around academic buildings and in campus public spaces may only be used between 5 p.m. and 10:00 p.m. Monday through Friday, between 10 a.m. and 10 p.m. Saturday, and between noon and 10:00 p.m. Sunday.
2. Amplification in or around residence halls is not permitted during the week days or Sunday. Events utilizing amplification in and around residence halls shall normally be restricted to 11 a.m. to 10 p.m. on Saturdays and from 5 p.m. to 10 p.m. on Fridays.
3. Additional permissions or restrictions for amplification may be determined by the approving office for specified locations based on other activities occurring at the same time in or near the event for which amplification has been requested.



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### 2.7.3 Sales, Solicitation, Fund-Raising and Advertising Activities

1. All sales (i.e., food, T-shirts, posters, etc.) must be sponsored by a university organization and are regulated by University Policy 5215, Sales, Solicitation and Advertising on Campus (<http://www.policies.vt.edu/5215.pdf>).
2. Notice of university events may be posted in accordance with University Policy 5215, Sales, Solicitation, and Advertising on Campus (<http://www.policies.vt.edu/5215.pdf>).

### 2.7.4 Vehicles and Aviation

1. Vehicles must remain on roadways and park only where legally permitted. Emergency vehicles and some service vehicles are exempt from this provision as necessary for the performance of the driver's job/volunteer duties.
2. Special activities involving vehicles (such as vehicular shows/displays) on plazas, sidewalks, and walkways must be situated such as not to impede or block the normal flow of traffic.
3. Refer to the annually revised *Parking and Traffic Regulations* ([www.parking.vt.edu](http://www.parking.vt.edu)), as well as University Policies 5005, Bicycle and Personal Transportation Devices ([www.policies.vt.edu/5005.pdf](http://www.policies.vt.edu/5005.pdf)) and 5501, Electric/Gas Utility-type Vehicles ([www.policies.vt.edu/5501.pdf](http://www.policies.vt.edu/5501.pdf)), for additional requirements related to transportation equipment.
4. All aircraft, including helicopters and hot air balloons, must use the Virginia Tech Montgomery Executive Airport for landing and take-off; **no** campus sites are approved for this purpose. In the event of an emergency, VTPD, Virginia State Police, and other first response/rescue aircraft are exempt from this provision.

### 2.7.5 Animals

1. Animals are not permitted in university buildings except for:
  - a. teaching;
  - b. research;
  - c. medical evaluation/treatment at the Veterinary Teaching Hospital;
  - d. service animals in public locations and previously approved non-public areas;
  - e. assistance/support animals in previously approved instances;
  - f. Corps of Cadets live animal mascot program ("Growley"), subject to appropriate approvals from the Commandant and Housing and Residence Life; and
  - g. animals residing with Residential Learning Coordinators and/or Faculty Principals in their private residences in campus residence halls, subject to appropriate approvals and guidelines published by Housing and Residence Life.
2. Service and assistance/support animals must be attended by and under the control of the owner in public areas.
3. The Services for Students with Disabilities Office can assist **students** with a determination on the presence of service animals in non-public areas and the presence of assistance/support animals in on-campus housing (see Virginia Tech Guidelines on Service Animals and Assistance/Support Animals ([http://ssd.vt.edu/content/dam/ssd\\_vt\\_edu/assets/docs/VirginiaTechGuidelinesonServiceAnimalsandAssistanceSupportAnimals.pdf](http://ssd.vt.edu/content/dam/ssd_vt_edu/assets/docs/VirginiaTechGuidelinesonServiceAnimalsandAssistanceSupportAnimals.pdf))).
4. University ADA Services can assist **university employees** with disabilities with a determination on the presence of service animals and assistance/support animals on campus in non-public areas.
5. Any exceptions to the restrictions on non-service and non-assistance/support animals in campus buildings must be approved by the Dean(s) or Vice President(s) responsible for the department(s) housed in the proposed event location.





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### 2.7.6 General Provisions

1. Scheduling offices may enact specific procedures and timeframes for arranging support services necessary to accommodate specific activities. University sponsors should check with the scheduling offices as far in advance as possible to ensure they follow appropriate procedures and allow enough time to complete necessary requirements.
2. Events in public spaces may not be continuous or repetitive in nature. Any activity is limited to 3 consecutive days to allow other organizations to have at least 2 consecutive days in the same week. This does not apply to banner displays or A-Frame displays.
3. All trash and equipment utilized during the activity must be removed. Sponsoring organizations will be charged actual costs of repair and restoration caused by events or activities.
4. In accordance with the Code of Virginia, the release of more than 50 balloons within a one-hour period is prohibited. The provisions do not apply to balloons released for scientific or meteorological purposes.
5. Overnight utilization of university facilities (other than residence halls) by groups or individuals will not be permitted without prior authorization from the scheduling office and the VTPD.
6. Use of specific site locations, such as the Drillfield, dining halls, residence halls, academic buildings, Library Plaza, War Memorial Chapel, Moss Arts Center, Recreational Sports facilities, and Athletic Department facilities, will be in accordance with guidelines for those areas. The Office of the Vice President for Administration maintains a list of additional guidelines (<http://www.vpas.vt.edu/programs/events-on-main-campus.html>) for the use of the most commonly scheduled facilities. University sponsors are expected to check with each university scheduling office for any additional specific guidelines that may be in place for the reserved facility/facilities.

### 2.8 Specific Rules for Use of University Facilities by Faculty and Staff

Faculty and staff are not allowed to use university resources for private gain. However, under the following conditions, the compensated use of specialized facilities or equipment will be allowed in support of approved consulting activities. Please refer to the Faculty Handbook ([http://provost.vt.edu/faculty\\_affairs/faculty\\_handbook.html](http://provost.vt.edu/faculty_affairs/faculty_handbook.html)) and University Policies 5420, Policy on Facility Use Agreements (<http://www.policies.vt.edu/5420.pdf>), and 13010, Individual Conflicts of Interest and Commitment (<http://www.policies.vt.edu/13010.pdf>), for further clarification.

1. The facility or equipment must have a charge rate, established by the Controller's Office, which reflects all direct and indirect costs associated with the use of the facility or equipment and applies to use by parties outside the university. The charge rate will be applied to the actual use.
2. A Request to Engage in External Activity and Disclosure of Conflict of Interest/Commitment Form (13010, <http://www.research.vt.edu/conflict-of-interest/forms>) must be filed, specifying the facility or equipment to be used and estimating, in time or charges, the extent of the proposed use.
3. The director or head or chair of the department responsible for the facility or equipment will verify, on the 13010 form, that the proposed use will not interfere with, or have priority over, anticipated university use of the facility or equipment.
4. The faculty or staff member's department head or chair and dean or vice president (and the Provost, when appropriate) in the approval of the 13010 form, will determine that the consultation is of substantial professional merit and presents no conflict of interest in the use of the facilities or equipment. Particular care



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will be given to the relationship of the consultation with current or potential grants or contracts and to the possibility of unfair competition with local firms and businesses.

5. If an employee uses equipment of a specialized service center, the employee will be charged the "commercial" or "consulting" rate for the center as determined by the Controller's Office. The charges will be billed to the employee at the rate established for the service based on actual use. The deposit for the charges will be credited to the service center account that has been established by the Controller's Office.

If the employee uses facilities such as those of the Virginia Tech Athletic Department, Moss Arts Center, or Student Engagement and Campus Life venues (including Squires Student Center, G. Burke Johnston Student Center, Burruss Hall Auditorium, the Graduate Life Center, and War Memorial Chapel), the employee will be charged at the rate established by the Controller's Office for such use. The deposit will be made to the appropriate department's account based on actual use charges.

For facilities other than specialized service centers or other facilities for which a charge rate has been determined, the use of the facilities must be authorized and reimbursed at a rate determined by the joint collaboration of the employee's department head and Controller's Office.

6. The use of library facilities in connection with consulting is exempt from the above regulations, since those facilities are available to the public.

### 3.0 Procedures

#### 3.1 Residential Camps, Conferences and Workshops

Please reference the procedures in University Policy 5010, Residential Camps, Conferences and Workshops (<http://www.policies.vt.edu/5010.pdf>).

#### 3.2 Non-Residential Events

Non-university affiliated groups desiring to host a day-only event at any university or university-affiliated facility, *other than the Inn at Virginia Tech*, must be sponsored by an officially listed student organization, university department, or university-affiliated organization. The event sponsor is responsible for assisting the group with the responsibilities outlined in section 2.2. Housing and Residence Life Conference and Guest Services and the Student Engagement and Campus Life Event Planning Office sponsor certain external groups through contractual arrangements. There is no obligation for a university department or student organization to provide sponsorship of any event.

#### 3.3 Events at the Inn at Virginia Tech

Groups or departments desiring to host an event at the Inn at Virginia Tech should contact the reservation desk or the Groups and Meetings staff at the Inn directly. More information is available on the hotel and conference center's website: <http://www.innatvirginiatech.com/>.

### 4.0 Definitions

**Advertising/Advertisement:** includes posting of signs or banners, the distribution of literature, or any other form of public notice designed to sell goods or services, or publicize an event.





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**Assistance/Support Animal:** Any animal necessary to afford a person with a disability an equal opportunity to use and enjoy university housing. The animal may provide physical assistance, emotional support, calming, stability and other kinds of assistance, but does not perform work or tasks that would qualify them as **Service Animals** under the Americans with Disabilities Act ("ADA") regulations.

**Camp/Conference/Workshop:** includes, but not limited to, special programs or series of programs or activities on a particular subject, area of interest, or project, involving larger numbers of attendees, and/or external (non-Virginia Tech students or faculty/staff) participants. Does **not** typically include: Departmental meetings, cross-departmental workgroup meetings, regularly-scheduled university classes, one-on-one or small group liaison meetings with external stakeholders, or Board of Visitors and Foundation/Alumni Board meetings. *Note: If an event sponsored by a department or university organization may have security, safety, or other special concerns, but does not meet the criteria described above, please contact the Student Engagement and Campus Life Event Planning Office for guidance.*

**Faculty and Staff Associations:** any university organization whose membership is limited to the employees of the university (such as faculty associations, staff associations, senates, etc.) with voluntary membership that provides programs and services of general benefit to employees within the context of their employment.

**Major Entertainment:** any event for which there are contracted performers AND which takes place in a Major Venue (listed in Section 2.6.1).

**Members of the University Community:** currently enrolled students and university departments' faculty and staff members.

**Minor:** a child under the age of eighteen (18) who is not enrolled or accepted for enrollment at the university.

**Public Space Location or Public Area:** all lobbies, foyers, and atriums in student centers and university-owned or leased academic facilities; the Drillfield; and all other university-owned or leased outdoor campus space, except those specifically managed by Athletics, Recreational Sports, the Graduate Life Center, and the Moss Arts Center.

**Officially listed student organizations (as defined by University Policy 8010)** include: University Student Life Programs (USLP), University Chartered Student Organizations (UCSO), Registered Student Organizations (RSO), and Extended Campus Student Organizations (ECSO).

**Residential Camp/Conference/Workshop:** a camp, conference or workshop where attendees will stay overnight in university or university-affiliated facilities, *other than The Inn at Virginia Tech.*

**Sale:** the activity of offering or exchanging products or services in return for monies, goods, or other services. This includes raffles or auctions.

**Service Animal:** Any dog (or under particular circumstances a miniature horse) that meets the definition of "Service Animal" under the Americans with Disabilities Act ("ADA") regulations, and that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed must be directly related to the individual's disability.



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**Solicitation:** the act of requesting money or funds for any reason, seeking agreement to pay, taking subscriptions, selling merchandise or services, seeking contributions of goods or services, offering materials or privileges to others via promotion or advertisement, or soliciting signatures for petitions.

**State Employee Association:** any non-profit organization with voluntary membership that provides programs and services of general benefit to state employees within the context of their employment. An association that is statewide and open to all employees who elect to voluntarily participate shall be limited to those associations on the State Comptroller's State Employees' association list.

**Student:** any individual currently enrolled and registered to attend Virginia Tech

**Trained Crowd Managers:** persons who have been trained in crowd management procedures and other duties appropriate to the event (including pre-event safety inspections and use of portable fire extinguishers as appropriate); may include contracted event security staff and/or VTPD officers. Training and more information can be obtained through Environmental Health and Safety.

**University-Affiliated Organizations:** are comprised of faculty and/or staff and are administered through a department to complement the departmental mission.

**University Facilities:** any location, either permanent or temporary, owned or leased by Virginia Tech, and includes satellite campuses and offices. This includes, but is not limited to, the buildings, grounds, and the surrounding perimeters, including the parking lots, field locations, classrooms, alternate work or class locations.

**University Scheduling Office:** a Virginia Tech office/department that has been delegated (by the Vice President for Administration) the general responsibility for scheduling specific university space(s).

**University Sponsor:** an officially listed student organization, a university department, or a university-affiliated organization who accepts responsibility for complying with the requirements of section 2.2.2 for a specific event.

## 5.0 References

Events on Main Campus (Blacksburg) Resource Website

<http://www.vpas.vt.edu/programs/events-on-main-campus.html>

University Policy 1005, Health & Safety Policy

<http://www.policies.vt.edu/1005.pdf>

University Policy 1010, Policy on Smoking

<http://www.policies.vt.edu/1010.pdf>

University Policy 1015, Alcohol Policy

<http://www.policies.vt.edu/1015.pdf>

University Policy 3006, Catering Policy

<http://www.policies.vt.edu/3006.pdf>





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University Policy 4305, Policy on Authorized Closings

<http://www.policies.vt.edu/4305.pdf>

University Policy 4815, Minors on Campus or Participating in University-Related Programs

<http://www.policies.vt.edu/4815.pdf>

University Policy 5005, Bicycle and Personal Transportation Devices

<http://www.policies.vt.edu/5005.pdf>

University Policy 5010, Residential Camps, Conferences and Workshops

<http://www.policies.vt.edu/5010.pdf>

University Policy 5215, Sales, Solicitation, and Advertising on Campus

<http://www.policies.vt.edu/5215.pdf>

University Policy 5420, Policy on Facility Use Agreements

<http://www.policies.vt.edu/5420.pdf>

University Policy 5501, Electric/Gas Utility-type Vehicles

<http://www.policies.vt.edu/5501.pdf>

University Policy 5615, University Safety and Security

<http://www.policies.vt.edu/5615.pdf>

University Policy 5616, Campus and Workplace Violence Prevention

<http://www.policies.vt.edu/5616.pdf>

University Policy 8010, Classification of Student Organizations

<http://www.policies.vt.edu/8010.pdf>

[Official list of student organizations: <https://gobblerconnect.vt.edu/organizations>]

University Policy 8215, Major Entertainment Sponsorship

<http://www.policies.vt.edu/8215.pdf>

University Policy 13010, Individual Conflicts of Interest and Commitment

<http://www.policies.vt.edu/13010.pdf>

Faculty Handbook

<http://www.provost.vt.edu/facultyhandbooks.php>

Hokie Handbook: Student Code of Conduct and University Policies for Student Life

[www.hokiehandbook.vt.edu](http://www.hokiehandbook.vt.edu)

Parking and Traffic Regulations, Virginia Tech Parking Services

[www.parking.vt.edu](http://www.parking.vt.edu)



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State Records Retention Schedule

<https://www.lib.vt.edu/urig/retention.html>

Virginia Tech Guidelines on Service Animals and Assistance/Support Animals

[http://ssd.vt.edu/content/dam/ssd\\_vt\\_edu/assets/docs/VirginiaTechGuidelinesonServiceAnimalsandAssistanceSupportAnimals.pdf](http://ssd.vt.edu/content/dam/ssd_vt_edu/assets/docs/VirginiaTechGuidelinesonServiceAnimalsandAssistanceSupportAnimals.pdf)

### 6.0 Approval and Revisions

Update February 2, 2006 to title in Sections 2.4 and 2.9.11 from “Donaldson Brown” to “The Inn at Virginia Tech and Skelton Conference Center.”

- Revision 8  
Section 2.5.1: Added entire section to address responsibility for event security.  
Approved February 28, 2007 by Executive Vice President and Chief Operating Officer, James A. Hyatt.
- Revision 9  
May 12, 2008: Updates to position titles and/or responsibilities due to university reorganization.
- Revision 10  
Revised Section 2.9.12 for consistency with the new Policy 5005, Bicycle and Personal Transportation Devices.  
Approved June 5, 2009 by Vice President for Administration, Sherwood G. Wilson.
- Revision 11
  - Significant revision to combine multiple sections, update to match other existing Policies, update scheduling authorities, add appropriate references and definitions, and streamline information.
  - Renamed “Student Centers and Activities” to “Student Engagement and Campus Life” throughout document.
  - Updates to Section 2.6.1 - Safety, Security and Health consolidated security information from Policy 8220 - *Security Requirements for Events Sponsored by Student Organizations*, and with concurrence from the Vice President for Student Affairs, eliminated Policy 8220.Approved July 30, 2015 by Vice President for Administration, Sherwood G. Wilson.
- Revision 12
  - Revised Sections 2.2, 2.3 and 2.4 to clearly define the responsibilities of university sponsors and scheduling offices.
  - Added Section 2.5, *Event Registration*, to define responsibilities associated with, and require use of, the central event registration system.
  - Added Section 3, *Procedures*, to provide basic instructions for non-university entities.
  - Replaced sections/language with reference documents/links for lists of:
    - university scheduling offices and timelines for commonly used venues;
    - venue specific guidelines for commonly used spaces; and
    - procedures, guidelines, and timelines for safety and security approvals.



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- Technical corrections to form names and website links.

Approved January 31, 2017 by Vice President for Administration, Sherwood G. Wilson.





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### Sales, Solicitation and Advertising on Campus

#### No. 5215

**Policy Effective Date:**  
7/3/2012

**Last Revision Date:**  
2/17/2017

**Policy Owner:**  
Sherwood Wilson

**Policy Author:** (Contact  
Person)  
Kayla Smith

**Affected Parties:**  
Undergraduate  
Graduate  
Faculty  
Staff  
Other

1.0 Purpose

2.0 Policy

3.0 Procedures

4.0 Definitions

5.0 References

6.0 Approval and  
Revisions

#### 1.0 Purpose

This policy outlines the guidelines relating to sales, solicitation, and advertising on the Virginia Tech campus and in university facilities.

In accordance with University Policy 5000, University Facilities Usage and Event Approval, (<http://www.policies.vt.edu/5000.pdf>), university facilities are intended for the use of its students, faculty, staff, and invited guests participating in university-approved programs or activities. In the interest of providing a productive living, learning, and working environment for students and employees and protecting the institution's authorized business activities and interests, the university has established policies and procedures for the approval of commercial, fund-raising, informational, and advertising activities. Decisions regarding requests will take into account overall campus safety and security, any special circumstances relating to university activities, and the impact such activity may have on the university.

This policy applies to all university departments, university-affiliated organizations (student or non-student), commercial vendors, charitable organizations, faculty, staff, students, and third parties.

#### 1.1 Policy Review

In spring 2012, University Policies 5205, Sales and Solicitation on Campus, and 5210, Advertising on Campus, were reviewed. The policies were reformatted into one policy to more concisely state the guidelines relating to sales, solicitation, and advertising on the Virginia Tech campus and in university facilities.

#### 2.0 Policy

##### 2.1 Sales and Solicitation

The sale or solicitation of any products, goods, food, beverages, or services on the campus requires prior written authorization and must be conducted in accordance with university policy and the regulations established by the authorizing office. See University Policy 5000, University Facilities Usage and Event Approval, (<http://www.policies.vt.edu/5000.pdf>), for authorizing officials. Informational activities and solicitations of any type (e.g., donations, petition for signatures) also require prior written authorization. In most cases, per University Policy 5000, confirmation to reserve the location will also serve as event approval; if further event approval is required, the reserving authority shall communicate further requirements to the event sponsor in writing.





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All commercial, fund-raising, and informational activities require sponsorship by a university-affiliated organization. Activities should be occasional, non-continuous and specific in purpose and may be approved only for designated areas on campus. All proceeds from fund-raising activities are to be returned to the organization's treasury for use for organization projects or activities or for the organization's charitable activities.

It is the responsibility of the sponsoring organization to obtain the appropriate approvals outlined in this policy. It is the responsibility of the designated authorizing offices to ensure that appropriate university policies are followed before approving requests.

Salespersons may not engage in misrepresentation or fraudulent trade practices nor other activities that are illegal or in violation of state or federal laws or university policies. Salespersons and any company involved will be held responsible if university policies are violated. Such violations may result in the sponsoring organization and/or the individual or company losing the privilege of conducting future sales on campus.

For purposes of regulation, distinctions are made among "commercial," "fund-raising," "individual," and "informational" sales and solicitation activities.

### 2.1.1 Commercial Activity

Commercial activity is defined as any sale, solicitation, or promotion/marketing that results in securing a **profit or benefit for a non-university group, organization, or business**. This includes activities of university-affiliated organizations that:

- use vendors for the actual selling;
- are paid or receive any kind of sales commission (including percentage of sales, flat fee, or per unit sold fee);
- sell for the benefit of an external group, organization, or business (unless it is solely for the benefit of a nonprofit organization);
- provide product promotion or marketing for an external group, organization, or business even if no products are sold; **and/or**
- conduct employee recruitment activities for external employers, unless there is a university-approved collaboration agreement (except Career Services office).

Commercial activities will generally be prohibited unless:

- the university or a university-affiliated organization does not offer the service or goods, **and**
- it is determined that the activity is either necessary to the purpose of the university, **or**
- it provides a direct benefit to the university or the sponsoring university-affiliated organization.

The benefit to the sponsoring university-affiliated organization must be included in the request for approval. Provisions for proceeds from any sales must also be included in the request for approval. However, such activities may not be approved or may be approved with restrictions by the authorizing office if they are determined to compete with or have a significantly adverse effect on the ongoing operations of the business activities of the university or university-related corporations.

Uninvited commercial activities, which include commercial presentations, door-to-door, and other commercial solicitations, and the making of sales agreements, are prohibited on Virginia Tech property, including but not limited to students' private rooms and the common areas of all residence and dining halls.



## Virginia Polytechnic Institute and State University

Sales to members of campus organizations are commercial activities but may be permitted during meetings of the organization without prior approval provided the salesperson is invited to the meeting for that purpose in advance by a member of the organization. No announcement concerning the sale may be posted or advertised beyond the membership of the organization.

Applicable fees for facility use will be charged for commercial activities in accordance with Policy 5000, University Facilities Usage and Event Approval, (<http://www.policies.vt.edu/5000.pdf>).

### 2.1.2 Fund-Raising Activities

Fund-raising is defined as any activity which involves the solicitation or collection of monies that is specific in purpose, not for individual gain, non-recurring, **and for the sole benefit of a specific, sponsored nonprofit group or cause or the self-generated fund-raising efforts of a recognized student organization**. Types of fund-raising activities may include: the selling of goods or services; the selling of tickets and/or charging of admission to public activities or events; and the solicitation of monetary contributions, goods, or services.

Fund-raising activities conducted by university affiliated organizations may be approved on a limited basis with regard to time, place, safety, and the scope of the activity. Fund-raising activities **may** be determined to be commercial activities if they are regular and recurring.

Private fund-raising conducted on behalf of the university and/or groups affiliated with Virginia Tech is coordinated through University Advancement (see Policy 12100), with the exception of normal student fund-raising activities. However, any fund-raising activities by students involving direct mail solicitation of alumni and friends of Virginia Tech and/or requests for gifts of \$1,000 or greater must be approved by the Office of University Advancement in accordance with University Policy 12100, Policy on Coordination of Private Fundraising, (<http://www.policies.vt.edu/12100.pdf>).

Other permitted activities which are not considered "fund-raising" include: (a) the collection of dues or membership fees from the members of a recognized student organization; and (b) collection of voluntary contributions from individuals for departmental social activities or gifts.

Recognized student organizations are encouraged to work with Virginia Tech Services, Inc. to procure goods for fundraisers. This university-related corporation has extensive on-campus and community-wide sales experience and can provide advice and guidance on how to achieve a successful event within the campus environment.

### 2.1.3 Informational Activity

Informational activity is defined as the distribution of literature and/or petitioning for signatures where no fee is involved nor donations or contributions sought.

Informational activities may be permitted if they are sponsored by a university-affiliated organization. Such activities require prior approval by the designated authorizing office and are subject to university policies and the reasonable guidelines of the authorizing official.

### 2.1.4 Individual Activity

Individuals, including employees, are prohibited from engaging in commercial activities on university property, including the following: (a) the solicitation or sale of products, services or personal property; (b) the solicitation of orders for such products or services; or (c) the distribution of catalogs and literature promoting products or services by individuals, including university employees.





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University email, departmental mailboxes and bulletin boards are not to be used to distribute commercial sales information or catalogs.

### 2.2 Advertising

Students and student organizations; university-affiliated individuals, organizations, and departments; and university-related corporations may distribute literature, post signs, publicize, and advertise on campus. Advertising for commercial purposes by businesses, organizations, entities, or individuals not associated with the university is prohibited.

Failure to comply with these policies may subject the responsible organization and/or individuals to fines for property damage and/or clean-up costs.

Signs erected by contractors at construction sites on campus are not considered advertisements and are permissible.

#### 2.2.1 Specific Provisions

- Advertisements, brochures, and portable signs for commercial activities may not be posted or displayed on university property.
- When the name of a product or non-university-affiliated entity appears on posted literature, the primary purpose of the poster must be a sponsorship to recognize support of the activity, event, or student organization, and not the commercial advancement of the non-university entity or the product.
- The promotion for sale or consumption of alcoholic beverages on campus or advertising of alcoholic beverages in university student publications may be prohibited or regulated by state or federal laws and/or the specific regulations developed by the Alcoholic Beverage Control Board.
- The university mail service, including on-campus mail, is for official university correspondence only. It should not be used for personal correspondence, advertising, or mass mailing.
- The university's computers, internal networks, and national networks are not to be used to distribute personal advertisements or information that will result in personal gain. Such use violates university policy and the laws of the Commonwealth of Virginia. Violations will be dealt with through University Policy 7000, Acceptable Use and Administration of Computer and Communication Systems, (<http://www.policies.vt.edu/7000.pdf>); Acceptable Use Guidelines; state Standards of Conduct; or University Policies for Student Life.

### 3.0 Procedures

The total number of people or organizations conducting sales, solicitation, and/or advertising activities in one place on campus will be limited. Preference for assignment of space will take into account the number of previous approvals for the group or activity, status as a major campus-wide activity, and time constraints of events that may be advertised. Priority will be given to activities conducted by students over those conducted by students with vendors.

These activities will also be limited in regards to time, place and manner of the proposed activity. Violation of any of these pre-approved agreements may result in permission for the activity being revoked.



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### 3.1 Sales and Solicitation

The location and time of any commercial, fund-raising, or informational activity occurring on or in university facilities must receive prior approval. The request must be submitted to the office charged with approving and scheduling events in that facility or area.

- See University Policy 5000, University Facilities Usage and Event Approval, (<http://www.policies.vt.edu/5000.pdf>), for authorizing officials. All authorizing officials should collaborate with Virginia Tech Services, Inc. to provide students, student organizations, and university affiliated individuals, organizations, and departments with advice and guidance on sales and solicitation activities on campus.
- Requests must be submitted no later than 10 calendar days prior to the planned date of the solicitation. Note that some university offices may require an earlier request date to schedule the use of certain locations.
- Full details must be submitted, including the times, dates and locations requested; an explanation of the products or services that will be made available; benefit to the sponsoring university-affiliated organization; provisions for proceeds from sales or fund-raising activities; whether or not on-campus delivery is anticipated; and any other information that may be needed by the authorizing official.

Commercial suppliers who have an established relationship with the university for the sale of products and services will coordinate campus visits, communications and activities with either the Procurement Department or the Information Technologies Acquisition (ITA) office, as appropriate. Commercial suppliers who do not have established relationships with the university must either be invited to campus by a sponsoring university-affiliated organization, a university-related corporation, or by the Procurement or ITA offices.

It is university policy that the university electronic mail systems and mail services are for official university business only. They should not be used for commercial correspondence, advertising, soliciting, or mass mailing. University departments and campus organizations may submit event postings or other information to Virginia Tech News ([www.vtnews.vt.edu](http://www.vtnews.vt.edu)). Departmental mailboxes and bulletin boards are not to be used to distribute commercial sales information or catalogs.

#### 3.1.1 Deliveries and Invited Guests on Campus

Food may be delivered to residence halls, academic/administrative offices, and outdoor locations by vendors. Such deliveries are permitted only in response to prepaid orders, or to specific orders by resident students and employees. Housing and Residence Life designates for residence halls the hours during which deliveries may occur, the doors to be used, and the areas within residence halls where deliveries must take place.

Personal deliveries to employees such as dry cleaning and personal parcel deliveries are discouraged. Such activity could be disruptive to the workplace, and there is no liability coverage for stolen or damaged merchandise. The decision on whether to allow occasional, non-disruptive deliveries will be left to the discretion of the manager of the respective units. In making those determinations, managers should consider where items will be received and the space required for holding, the safety of those parcels, and confusion about a delivered item that may be opened by mistake.





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### 3.2 Advertising

- The appropriate administrative official must approve the event, sale, or product prior to advertisement. Distribution of materials may only occur in the approved location(s).
  - Permission must be obtained in writing from the Athletics Department when advertising is to occur in athletic facilities.
  - Permission must be obtained in writing from the Department of Recreational Sports when advertising is to occur in recreational facilities.
  - Permission must be obtained in writing from Student Engagement and Campus Life when advertising is to occur in or around student center facilities and public space locations on campus (see additional details regarding reservations for these locations in University Policy 5000, University Facilities Usage and Event Approval, (<http://www.policies.vt.edu/5000.pdf>)).
  - Permission must be obtained in writing from Housing and Residence Life or Dining Services when advertising is to occur inside the residence or dining halls.
  - Permission must be obtained in writing from Virginia Tech Services, Inc. when advertising is to occur in or around campus bookstores or convenience stores.
- The collection and distribution of literature, when necessary, will be limited to designated central locations.
- Slipping literature under doors and/or on door knobs inside residence halls is not permitted.
- The advertisement, publicity, sign, banner, flier, or literature must be appropriate for its intended purpose and comply with the law.
- The name of the sponsoring organization, meeting or event date, time, and location must be printed in English on the poster or notice. Any other writing on the poster that is not in English must be translated into English on the front of the poster, or a translation must be on file.

#### 3.2.1 Distribution of Flyers

- Flyers may not be placed on windshields of vehicles parked on university-owned or leased property or parked in any university parking lot.
- Distribution of advertisements or literature must be accomplished in such a manner as to avoid litter or disruption.

#### 3.2.2 Posted Materials

- Posted advertisements may be placed on general-purpose bulletin boards, A-frame boards, or wire signs designated for that purpose. Student Engagement and Campus Life Event Planning must approve A-frame board or wire sign placement.
- Advertisements are not to be placed on interior and exterior doors, interior and exterior walls, windows, fences, directional and informational signs, lamp posts, light poles, barricades, trees, hydrants, and any other location that is not designated as permissible in this policy.
- Markings on walkways, roadways, or other permanent structures on campus with chalk, paint, or any other material is prohibited.



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- Any posted advertisements which have not received prior approval for display, or which must be removed in the event of an emergency, shall be removed and disposed of by Virginia Tech. Virginia Tech shall not be responsible for any costs associated with removed advertisements.
- Posted advertisements approved for display shall not be installed more than seven days prior to the designated event.
- Posted advertisements must be removed no later than 24 hours after the event or Virginia Tech shall remove and dispose of the advertisements.
- No posting of any type is permitted in classrooms.

### 3.2.3 Banners

- Permission to Hang Banners
  - Permission to hang banners on certain academic buildings and student centers must be granted by the Student Engagement and Campus Life Event Planning Office; these buildings include:
    - Squires Student Center
    - G. Burke Johnston Student Center
    - War Memorial Hall
    - Litton-Reaves Hall
    - Derring Hall
    - Pamplin Hall
    - Burruss Hall
  - Banners and signs are not permitted in any athletics facility, including Lane Stadium and Cassell Coliseum.
  - Banners are generally not permitted on Burruss Hall, with the exception of the official University Banner. Requests for any exceptions should be directed to University Relations.
  - The Assistant Vice President for University Planning must approve all other banners.
- Banners must be removed from buildings within 24 hours following the event they advertised.

### 3.2.4 Bulletin Boards

- Student organizations may post advertising on bulletin boards marked "General Purpose Bulletin Boards," which are identified throughout the campus and labeled as such for use by students and student organizations to advertise such activities and events.
- Responsibility for the content of these boards is placed in the Division of Student Affairs.
- Each department and college will continue to maintain its own bulletin boards for academic and professional purposes.
- Advertisements may not be placed on academic, resident advisors', or Residence Hall Federation bulletin boards unless prior permission is granted by the appropriate source of approval.
- All general-purpose bulletin boards will be cleared at the end of every semester.
- No more than one poster or notice for the same advertised event may be placed on a bulletin board.
- When posting announcements on bulletin boards, use the following guidelines:
  - Avoid placing posters on top of other posters.





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- Avoid posters larger than 11 inches by 17 inches.
- Avoid having posters extend beyond the border of the bulletin board.
- When posting personal notices, such as items for sale or ride needed, include the date the notice was posted. Personal notices must be removed within two weeks of their having been posted.

### 3.2.5 Web Pages

- University web sites should remain an information source free of commercial intervention; therefore, advertising on university web pages (those maintained on any university file server or use any domain or subdomain on vt.edu) is prohibited. The Senior Associate Vice President for University Relations may grant exceptions to this policy to auxiliary organizations provided that the following procedures are followed:
  - Advertisements must adhere to other aspects of this policy.
  - Alcohol, beer, and cigarette advertisements are prohibited.
  - Advertisements should not comprise more than 130 x 130 pixels of a screen area on a standard desktop monitor. On mobile devices, logos cannot exceed 320 x 50 pixels.
  - The name, logo, or logotype of a company or organization may be posted to indicate sponsorship/partnership with that company or organization.
  - If a logo from a sponsor/partner of the university is intended to be clickable, it can link only to a page that lists other sponsors and must remain on the vt.edu domain. A text link to a sponsor's website is acceptable and not prohibited from any web page. Links to a sponsor's external website should open in a new window.
  - An advertisement on a university web site should consist of text or graphics that have been paid for by a non-university organization or are in exchange for goods and services.
- The following examples do not constitute a web advertisement:
  - General interest links to commercial web sites that may be of interest to web viewers and that are available free of charge (e.g., search services, Town of Blacksburg home page, area weather links, etc.);
  - Subscription services or site licenses that the university pays for to gain access to a commercial service (e.g., CollegeNET, etc.);
  - Icons that link to social media networks (e.g., Facebook, Twitter, YouTube, etc.);
  - Information that relates to or supports the teaching, research, or service mission of the university, such as academic departmental conferences; or,
  - Listings of sponsors for a special event.
- The Virginia Tech news website (<http://www.vtnews.vt.edu/>), and its corresponding products (a daily employee and subscription e-mail and a weekly student e-mail) can be used by campus departments and organizations to share information or promote non-commercial events. Information submitted must be relevant to the university community and/or occurring on university property.
- The university's online event calendar (<http://www.calendar.vt.edu/>) lists campus activities and events that are sponsored by Virginia Tech students, faculty, or staff organizations or held on the Virginia Tech campus and are open to the university or to the public. Virginia Tech News reserves the right to edit content.



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### 3.3 Newspaper/Magazine/Brochure Racks and Boxes

#### 3.3.1 Newspapers/Magazines/Brochures for Interior Locations

- Newspapers/magazines/brochures for interior distribution shall be placed only in racks or boxes within building interior spaces, to include lobbies and related public spaces. Racks will not be placed at exterior locations.
- A limited number of racks/boxes are available on a first-come, first-served basis by emailing University Relations (unirel@vt.edu) and in accordance with the advertising regulations in this policy.
- After approval from University Relations is received, the Building Manager or Department Representative shall determine locations for newspaper/magazine/brochure racks or boxes within the subject building.
- It is the responsibility of the newspaper/magazine/brochure provider to keep the materials in the racks or boxes orderly. Overflowing, scattered or unsightly materials may be removed and discarded by university custodial staff.

#### 3.3.2 Newspapers/Magazines/Brochures for Exterior Locations

##### 3.3.2.1 Locations

- Newspapers/magazines/brochures for exterior locations shall be placed only at the following locations:
  - East side of Kent Street in front of the northwest entry to Newman Library on the existing concrete pad;
  - West side of War Memorial Hall on the existing concrete pad; and
  - Northwest side of McBryde Hall on the existing concrete sidewalk.
- These sites will be limited to six boxes placed in single file, one row.
- University Relations shall determine which entities may use the boxes placed at these locations.
- It is the responsibility of the newspaper/magazine/brochure provider to maintain the appearance of the boxes.
- Bins shall be fully contained and self-closing to minimize litter.

##### 3.3.2.2 Size

- The maximum dimensions for a single box are 50 inches high, 24 inches wide, and 24 inches deep.
- The owner of each box must post his or her name, address, telephone number and email address on the box in a readily visible location. Boxes may not be used for any other advertising or promotional purposes.

##### 3.3.2.3 Placement

Should additional exterior locations be identified, boxes may not be placed:

- Within fifteen (15) feet of any fire hydrant;
- In any curb cut designed to facilitate street access by disabled persons or within two (2) feet of any such curb cut;
- Within any bus stop;
- Within a crosswalk area;





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- Within a corner area or within five (5) feet of any corner area;
- On any surface where such installation or maintenance will cause damage to or interference with the use of any pipes, vault areas, telephone or electrical cables or other similar locations;
- On, in or over any part of the roadway of any public street;
- Unless eight (8) feet of sidewalk width is preserved for unobstructed pedestrian passage;
- On any area of lawn, flowers, shrubs, trees or other landscaping or in such a manner that use of the box would cause damage to such landscaping;
- Where such placement, installation or maintenance endangers the safety of persons or property.

### 3.3.2.4 Enforcement

- If, after inspecting a box, Virginia Tech finds that it is not in compliance with this policy, Virginia Tech shall first notify the owner to correct the problem by sending a Notice of Correction. If the condition is not corrected, Virginia Tech will remove the box from the location.
- Additionally, Virginia Tech can remove a box from its location in the following circumstances:
  - Abandoned boxes: Virginia Tech can remove a box if the name, address or other identifying material of the box owner is not affixed to the box and the owner has not received written permission from Virginia Tech.
  - Emergency Circumstances: Virginia Tech can remove a box if it poses an imminent threat to public health or safety.
  - Construction: If a box is at a location to be used for public utility work, public transportation purposes, public safety purposes, or in connection with construction or a capital project, Virginia Tech must notify the owner to remove it. If the owner fails to remove the box within seven (7) days after notification, Virginia Tech may remove the box.
- Virginia Tech shall not be responsible for damage to any non-compliant box incurred during removal and/or storage.
- Virginia Tech will store removed boxes for thirty (30) days, during which time the owner may retrieve them. Unclaimed boxes will be disposed of in accordance with abandoned property rules administered by Surplus Property.

## 4.0 Definitions

**Advertising/Advertisement** - includes posting of signs or banners, the distribution of literature, electronic media, or any other form of public notice designed to sell goods or services or publicize an event.

**Auxiliary organization/unit** – self-supporting enterprises that provide goods and services to the university (or faculty, staff, and/or students) and that do not rely on state appropriations for operating support.

**Commercial activity** - any sale, solicitation, or promotion/marketing for the purpose of securing a profit or benefit for a non-university group, organization, or business.



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**Fund-raising activity** - any activity which involves the solicitation or collection of monies that is specific in purpose, not for individual gain, non-recurring, and for the sole benefit of a specific nonprofit group or cause or the self-generated fund-raising efforts of a recognized student organization.

**Individual activity** – (a) the solicitation or sale of products, services or personal property; (b) the solicitation of orders for such products or services; or (c) the distribution of catalogs and literature promoting products or services by individuals, including university employees.

**Informational activity** - the distribution of literature and/or petitioning for signatures where no fee is involved nor donations or contributions are sought.

**Nonprofit organization** - public, governmental, and charitable organizations that can provide proof of their nonprofit status.

**Public Space Location or Public Area** - all lobbies, foyers, and atriums in student centers and university-owned or leased academic facilities; the Drillfield; and all other university-owned or leased outdoor campus space, except those managed by Athletics, Recreational Sports, the Graduate Life Center, and the Moss Arts Center (see additional details in Policy 5000).

**Recognized student organizations include:** University Student Life Programs (USLP), University Chartered Student Organizations (UCSO), Registered Student Organizations (RSO), and Extended Campus Student Organizations (ECSO).

**Sale** - the activity of offering or exchanging products or services in return for monies, goods, or other services. This includes raffles or auctions.

**Solicitation** - the act of requesting money or funds for any reason, seeking agreement to pay, taking subscriptions, selling merchandise or services, seeking contributions of goods or services, offering materials or privileges to others via promotion or advertisement, or soliciting signatures for petitions.

**Student** – any individual currently enrolled and registered to attend Virginia Tech.

**University facilities** - any location, either permanent or temporary, owned or leased by Virginia Tech, and includes satellite campuses and offices. This includes, but is not limited to, the buildings, grounds, and the surrounding perimeters, including the parking lots, field locations, classrooms, alternate work or class locations, and university owned or leased vehicles.

**University-affiliated individual** – any individual who is a faculty or staff member, currently on the Virginia Tech payroll.

**University-affiliated organization** - (a) recognized student organizations; (b) university-related Corporations; (c) university departments; and (d) those organizations comprised of faculty and staff and are administered through a college, administrative division, or department to complement the departmental mission.

**University-related Corporations** - Corporations authorized by the Board of Visitors to provide support for the university; i.e. the Virginia Tech Foundation, Inc., Virginia Tech Services, Inc., etc.





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### 5.0 References

University Policy 3005, University-Related Business and Commercial Activities  
<http://www.policies.vt.edu/3005.pdf>

University Policy 3006, Catering Policy  
<http://www.policies.vt.edu/3006.pdf>

University Policy 3600, Funds Handling and Deposit of State and Local Funds  
<http://www.policies.vt.edu/3600.pdf>

University Policy 3610, Accepting and Handling Payment Card Transactions  
<http://www.policies.vt.edu/3610.pdf>

University Policy 5000, University Facilities Usage and Event Approval  
<http://www.policies.vt.edu/5000.pdf>

University Policy 7000, Acceptable Use and Administration of Computer and Communication Systems  
<http://www.policies.vt.edu/7000.pdf>

University Policy 12100, Policy on Coordination of Private Fund-Raising  
<http://www.policies.vt.edu/12100.pdf>

### 6.0 Approval and Revisions

Approved July 3, 2012 by Vice President for Administrative Services, Sherwood G. Wilson.

- Revision 1  
Technical updates to department and position titles and definitions.

Approved February 16, 2016 by Vice President for Administration, Sherwood G. Wilson.

- Revision 2
  - Addition of Section 4 related to Newspaper/Magazine/Brochure Boxes and Racks.
  - Additional parameters included in Section 3.2.2 regarding timeline for posting and removal of posted advertisements.

Approved February 17, 2017 by Vice President for Administration, Sherwood G. Wilson.



# HOKIE HANDBOOK



Effective as of June 1, 2019



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Failure to comply with this continuing duty will result in the immediate referral of a student to Student Conduct and may also result in imposition of an interim suspension by the Associate Vice President for Student Affairs or their designee.

The continuing duty to report arrest and convictions were authorized by Presidential Policy Memorandum No. 303. The form to complete the disclosure as well as frequently asked questions is available for download.

## **Speech on Campus**

### Activities Protected under the First Amendment

As an academic community, Virginia Tech values the rights guaranteed by the First Amendment of the United States Constitution and does not intend to restrict the exercise of these rights.

However, all members of the university community are responsible for respecting conditions that preserve the freedom to learn. Protected activities do not violate university policy unless they interfere with university functions, violate the rights of others, or otherwise break the law.

Incidents of disruption of constitutionally protected speech may be reported via the [Speech on Campus webpage](#).

## **Dining Policies (Abridged)**

Virginia Tech students and student organizations that have a dining plan are required to know and to comply with Dining Services' [policies and terms](#). Violations of policy can be adjudicated by the governing department and/or Student Conduct, when appropriate.

[Please refer to Section V: Dining and Housing and Residence Life Policies for additional information.](#)

## **Event Approval and Facility Use**

Event approval and facility usage is governed by Virginia Polytechnic Institute and State University [Policy and Procedures No. 5000](#). This policy ensures effective utilization of facilities, including academic spaces and non-academic spaces. Both the rules and regulations for the approval and use of university facilities and activities sponsored by students and registered student organizations are listed.

## **Housing and Residence Life Policies (Abridged)**

As a member of the residential community, you are expected to abide by all of the standards of responsibility and behavior outlined in this publication as well as the terms and conditions of your housing/dining contract. Each student who resides on campus is required to sign a housing/dining contract prior to assignment. You are responsible for familiarizing yourself with the [terms and conditions](#) of the contract. You have the option of electronically signing the contract or requesting a paper copy; either way, when the contract is signed and returned, it becomes a binding agreement – a legal contract – between you and the university.

[Please refer to Section V: Dining and Housing and Residence Life Policies for additional information.](#)

## **Intellectual Property**

The University Intellectual Property Policy applies to copyrightable material, patentable inventions and other creations conceived by any faculty member, staff member, or student employee when substantial



## Faculty Handbook

Produced by the Office of the Executive Vice President and Provost  
Approved by the Virginia Tech Board of Visitors  
August 26, 2019

This document is subject to change. Please refer to the [provost's website](#) for the most recent *Faculty Handbook* information.

University policies are available online, as are many important procedures maintained by the Procurement Department, Human Resources, and the Controller's Office websites. These websites will be updated as policies and procedures change. Please refer to them for issues not addressed in the *Faculty Handbook*.

Virginia Tech does not discriminate against employees, students, or applicants on the basis of age, color, disability, sex (including pregnancy), gender, gender identity, gender expression, genetic information, national origin, political affiliation, race, religion, sexual orientation, or veteran status; or otherwise discriminate against employees or applicants who inquire about, discuss, or disclose their compensation or the compensation of other employees or applicants; or any other basis protected by law.

Faculty have the responsibility to be fully acquainted with and to comply with this handbook and the relevant policies of Virginia Tech.



### **2.2.1 Tenure Track: (T&R) faculty, terminal degree usually required, regular appointment**

#### **Ranks: Assistant, Associate, and Professor**

Tenured and tenure track faculty typically require a terminal degree and are labeled Teaching and Research (T&R) and are appointed to regular positions. Employment policies and procedures for tenured and tenure-track faculty are in chapter three of this handbook. Research and Extension faculty are also T&R faculty, although their duties may have a relatively small instructional component.

### **2.2.2 Non-Tenure Track Instructional Faculty tracks and ranks, regular or restricted appointment**

College faculty may also be non-tenure-track instructional faculty appointed to regular or restricted positions. Non-tenure-track instructional faculty employment policies and procedures are described in chapter five of this handbook.

<b>Track</b>	<b>Ranks</b>
<b>Instructor</b>	Instructor, Advanced Instructor, or Senior Instructor
<b>Visiting or Adjunct Professor</b>	Assistant, Associate, or Professor
<b>Professor of Practice</b>	Assistant, Associate, or Professor
<b>Clinical Faculty</b>	Clinical Instructor, Clinical Assistant, Clinical Associate, or Clinical Professor
<b>Collegiate Professor</b>	Collegiate Assistant Professor, Collegiate Associate Professor, or Collegiate Professor
<b>Lecturer</b>	Administrative and Professional Faculty

### **2.3 University Libraries Faculty including those on the Continued Appointment-Track**

#### **Ranks: Assistant, Associate, and Professor**

Employment policies and procedures for University Libraries faculty with continued appointment or on the continued appointment-track are in chapter four of this handbook. University Libraries faculty may or may not hold appointment in a college. They perform a unique and indispensable function in the educational process and share many of the professional concerns of their college colleagues. The university recognizes the need to protect the academic freedom of librarians in their responsibility to ensure the availability of information and ideas, no matter how controversial, so that teachers may freely teach and students may freely learn.

The rank held by a faculty member in the University Libraries Faculty does not imply a particular rank in any college department. University Libraries faculty may hold concurrent adjunct status in a college department to formally recognize their contributions to the undergraduate or graduate program.

## **2.4 Extension faculty including those on the Continued Appointment Track**

<b>Track</b>	<b>Ranks</b>
<b>Continued Appointment</b>	Assistant, Associate, or Professor (Continued Appointment only)
<b>Extension Agent</b>	Associate Extension Agent, Extension Agent, or Senior Extension Agent
<b>Extension Specialist</b>	Associate Extension Specialist, Extension Specialist, or Senior Extension Specialist
<b>4-H Center Program Director</b>	Associate 4-H Center Program Director, Program Director, or Senior Program Director

Employment policies and procedures for Extension faculty with Continued Appointment or on the Continued Appointment-Track are in chapter fourteen of this handbook. Extension faculty not on the Continued Appointment Track are Administrative and Professional (A/P) faculty and covered by policies in chapter seven.

Extension faculty may or may not hold appointment as college faculty members. They are, nonetheless, subject to high professional standards in the dissemination of knowledge through the Virginia Cooperative Extension programs and in the planning and delivery of educational programs and programs of assistance to industries and local governmental agencies. In these functions, Extension faculty share many of the professional concerns of their college colleagues, including the need for the protection of academic freedom in these responsibilities.

The rank held by a faculty member in Extension does not imply a particular rank in any college department. Extension faculty may hold concurrent adjunct status in a college department to formally recognize their contributions to the undergraduate or graduate program.

## **2.5 Administrative and Professional Faculty**

**Rank: Lecturer, Instructor**

### **2.5.1 Administrative faculty**

### **2.5.2 Professional faculty**

Administrative and professional (A/P) faculty employment policies and procedures are described in chapter seven of this handbook. A/P faculty may or may not hold appointment as college faculty members. Policies regarding the assignment of a faculty rank in a college department for an administrative or professional faculty member are in chapter seven.

### **2.5.1 Administrative faculty**

Administrative faculty, also referred to as senior administrators, typically serve in executive level leadership roles such as vice president, dean, assistant or associate vice president or dean, or director of a major unit. They perform work directly related to management of the institution, college, or an administrative department. Administrative faculty usually have a rank other than lecturer, may hold an academic rank in a college department, and may be tenured or have a continued appointment.



needed to address the reductions or if an individual employee serves a critical function. Eligible employees in units with approved business plans are notified if the option is available to them.

## **2.23 Professional Responsibilities and Conduct**

### **2.23.1 Statement of Principles of Ethical Behavior**

### **2.23.2 Allegations of Unprofessional or Unethical Conduct**

### **2.23.3 Virginia Tech Principles of Community**

### **2.23.4 Statement of Business Conduct Standards**

### **2.23.5 Safe Academic and Work Environment**

### **2.23.6 Campus and Workplace Violence Prevention**

### **2.23.7 Health and Safety**

### **2.23.8 Non-Discrimination, Sexual Assault, and Harassment Prevention**

#### **2.23.1 Statement of Principles of Ethical Behavior**

The faculty of Virginia Tech believe that academic freedom is essential to attain our missions as scholars and teachers. We also recognize and accept the responsibilities attendant to academic freedom as fundamental to a scholarly community. We believe we must exercise our rights with due regard to the rights of others and we must meet our obligations fully as faculty members. We hold ourselves accountable to ensure that the faculty of Virginia Tech is recognized for its commitment and leadership to pursue knowledge, to promote the free expression of ideas, to teach our students, and to serve the citizens of Virginia.

**Scholarship.** Guided by a deep conviction of the worth and dignity of the advancement of knowledge, we recognize our primary responsibility to our disciplines is to seek and to state the truth. To this end, we devote our energies to developing and improving our scholarly competence. We accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. We practice intellectual honesty and do not compromise our freedom of inquiry. At Virginia Tech, self-plagiarism is considered unethical behavior. Self-plagiarism occurs when authors reuse substantial parts of their own published work as new without providing appropriate references to the previous work if this reuse deviates materially from standard practice in the field.

**Students.** We encourage the free pursuit of learning in our students and exemplify the best scholarly and ethical standards of our disciplines. We value and promote differences among students and respect students as individuals and serve as their intellectual guides and counselors. We make every reasonable effort to foster honest academic conduct and to assure that our evaluations of students reflect each student's true merit. We respect the confidential nature of the relationship between professors and students. We avoid any exploitation, harassment, or discriminatory treatment of students and acknowledge significant academic or scholarly assistance from students. We do not engage in any romantic or sexual relationships with students whom we are in a position to evaluate by virtue of our teaching, research, or administrative responsibilities.

**Instruction.** We strive to be fair, compassionate, and effective teachers. We prepare classes adequately, present materials fairly, and make ourselves available to students for consultation and advice. We avoid bias and we respect diverse points of view.

**Colleagues.** We accept our obligations that derive from common membership in the faculty of Virginia Tech. We relate to colleagues and other university personnel in a responsible, professional, and civil manner, avoiding behaviors and actions that purposefully, consistently, and unnecessarily tend to disrupt, impede, harass, or abuse them in the performance of their assigned tasks and professional duties. We do not discriminate against colleagues, nor do we engage in romantic or sexual relationships with employees whom we are in a position to supervise or evaluate. We respect and defend free inquiry by all. In the exchange of criticisms and ideas, we show respect for the opinions of others, acknowledge significant academic or scholarly assistance, and strive to be open-minded and fair in our professional judgments. We accept our share of faculty responsibilities for the governance of Virginia Tech and take due care in the discharge of those responsibilities.

**University.** We seek above all to be effective in our assigned responsibilities. We give paramount importance to these responsibilities in determining the amount and character of work done outside of

Virginia Tech. Although we observe the *Faculty Handbook*, we maintain our right to criticize and seek revision of university policy.

**Community.** As members of the larger community, we have the same rights and obligations as other citizens. We measure the importance of these rights and obligations in light of our responsibilities to our disciplines, to our professions, to our students, and to Virginia Tech. When we speak or act as private persons, we avoid creating the impression of speaking or acting for Virginia Tech. As citizens engaged in a profession that depends upon freedom for its welfare and integrity, we have a particular obligation to promote conditions of free inquiry and of further public understanding of academic freedom.

#### **2.23.2 Allegations of Unprofessional or Unethical Conduct**

The Committee on Faculty Ethics (CFE) receives, investigates, and considers allegations of unprofessional or unethical conduct for all types of faculty members, except administrative and professional faculty members. See chapter one, "Committee on Faculty Ethics," for further information on the committee charge, membership, and procedures. If the committee finds a serious breach of ethical conduct that leads to a recommendation for a severe sanction or dismissal for cause, the procedures in chapters three, four, and fourteen "Imposition of a Severe Sanction or Dismissal for Cause," are followed in implementing such sanctions.

When the allegation is against an administrative or professional (A/P) faculty member without tenure or continued appointment, a special panel of five administrative or professional faculty members is selected to review the charges and hear the case, if appropriate. The chair of the Commission on Administrative and Professional Faculty Affairs (CAPFA) chooses panel members from among the A/P faculty at large. The CAPFA chair may invite an experienced member of the CFE to serve as a non-voting member of the panel. All potential members must disclose possible conflicts of interest concerning their participation in the case.

#### **2.23.3 Virginia Tech Principles of Community**

The Virginia Tech Principles of Community state: Virginia Tech is a public land-grant university, committed to teaching and learning, research, and outreach to the Commonwealth of Virginia, the nation, and the world community. Learning from the experiences that shape Virginia Tech as an institution, we acknowledge those aspects of our legacy that reflected bias and exclusion. Therefore, we adopt and practice the following principles as fundamental to our ongoing efforts to increase access and inclusion and to create a community that nurtures learning and growth for all of its members:

We affirm the inherent dignity and value of every person and strive to maintain a climate for work and learning based on mutual respect and understanding.

We affirm the right of each person to express thoughts and opinions freely. We encourage open expression within a climate of civility, sensitivity, and mutual respect.

We affirm the value of human diversity because it enriches our lives and the university. We acknowledge and respect our differences while affirming our common humanity.

We reject all forms of prejudice and discrimination, including those based on age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, and veteran status.

We take individual and collective responsibility for helping to eliminate bias and discrimination and for increasing our own understanding of these issues through education, training, and interaction with others.

We pledge our collective commitment to these principles in the spirit of the Virginia Tech motto of *Ut Prosim* (That I May Serve).

#### **2.23.4 Statement of Business Conduct Standards**

Each employee makes an important contribution to the overall success of Virginia Tech by performing job responsibilities in accordance with university policies and procedures. The university's business standards provide a strong foundation of business practices to support the core missions of learning, discovery, and engagement. These standards are described in the statement of business conduct standards available on the Capital Assets and Financial Management website.



For further information on technical assistance agreements, please contact Continuing and Professional Education. A technical assistance agreement, completed and approved by the department head or chair and dean, substitutes for approval of a Request to Engage in External Activity Form 13010 usually required for approval of consulting.

### **2.24.3 Outside Employment and External Activities Other Than Consulting**

Prior approval of the supervisor and relevant university official is required for outside employment that does not meet the definition or intent of the consulting policy. Approval is contingent on assurance that the primary commitment to Virginia Tech will be fulfilled and that the proposed employment does not constitute a conflict of interest. Release time from university work is not usually available for paid activities that are primarily personal in nature, do not enhance the faculty member's professional skills, or that are not a potential benefit to the university. The faculty member must use pre-approved leave (or leave without pay) in cases where outside personal work creates a potential conflict with university responsibilities.

### **2.25 Conflict of Commitment**

A conflict of commitment arises when the external activities of a faculty member are so demanding of time, attention, or focus that they interfere with the individual's responsibilities to the university.

Faculty members have traditionally been allowed wide latitude in defining their professional agendas and their degree of involvement in external activities when those activities advance the mission or prestige of the university. The university encourages active participation by faculty members in external activities that are integral to and/or enhance their professional skills and standing or that constitute substantive outreach and public service activities.

Such activities are usually expected of faculty members to promote academic development, and to enrich their contributions to the institution, their profession, the state, and the national and world societies. Additionally, Virginia Tech encourages entrepreneurial activities by faculty, recognizing that such activities are critical to promoting economic development and meeting society's needs, provided that participation in those activities is in compliance with federal and state laws and policies, the Virginia Tech conflict of interest policy, and these guidelines.

Faculty members should make the fulfillment of their responsibilities to the university the focal point of their professional effort. They are expected to arrange their external activities so that they do not impede or compromise their university duties and responsibilities. Responsibility for ensuring commitment to the university and for reporting activities that might be perceived as compromising that commitment rests with each faculty member in consultation with his or her unit administrator (typically the department head or chair, or school or center director) and dean.

The university recognizes that the balance of external activities varies among individuals, from discipline to discipline, and from one type of proposed activity to another. That balance is affected by unit goals and changing needs for teaching, research, creative/artistic activities, Extension, service, and outreach. Primary duties and responsibilities may vary from year to year for individual faculty members. Undergraduate and graduate enrollment demands, faculty-staffing levels, and changes in the nature and scope of outreach, teaching, and research within the unit may affect the primary duties and responsibilities of individual faculty. The primary judgment as to whether a faculty member is meeting his or her professional responsibilities to the unit rests with the department head and dean (or relevant senior manager).

If a faculty member is committed to engaging in an external activity that compromises his or her ability to meet university responsibilities, a leave of absence or a reduction in percent employment may be appropriate or necessary. Approval of a leave request or change in appointment depends on the needs of the college and unit and protection of university interests.

If a unit administrator, or dean, observes that a faculty member appears not to be fulfilling his or her primary responsibilities to the university, the administrator shall immediately address these concerns with the faculty member to ensure that these responsibilities are adequately met. Failure to meet primary departmental and university obligations is handled through established university procedures appropriate to the situation (for example, formal reprimand, non-reappointment, post-tenure review, or dismissal for cause).

Nothing in this policy statement shall be interpreted as interfering with the academic freedom of faculty members, nor with their primary responsibility to direct their own research.

understanding of the consequences of the change to their benefits. Office and laboratory space may be adjusted for longer term or permanent part-time appointments.

### **3.4 Promotion and Tenure**

#### **3.4.1 Tenure Eligibility**

#### **3.4.2 Pre-Tenure Probationary Period and Progress Reviews**

##### **3.4.2.1 Extending the Tenure Clock**

#### **3.4.3 Guidelines for the Calculation of Prior Service**

#### **3.4.4 Evaluation Procedures for Promotion and Tenure**

##### **3.4.4.1 Departmental Evaluation for Promotion and Tenure**

##### **3.4.4.2 College Evaluation for Promotion and Tenure**

##### **3.4.4.3 University Evaluation for Promotion and Tenure**

##### **3.4.4.4 Promotion and Tenure Guidelines**

#### **3.4.5 Appeals of Decisions on Reappointment, Tenure, or Promotion**

##### **3.4.5.1 Probationary Reappointment**

##### **3.4.5.2 Tenure Decision**

##### **3.4.5.3 Review of Progress Toward Promotion to Professor**

##### **3.4.5.4 Promotion Consideration and Decision**

The university has a tradition of upholding academic freedom. It endorses the "1940 Statement of Principles on Academic Freedom and Tenure" of the American Association of University Professors and the Association of American Colleges (*AAUP Bulletin*, September 1970, pp. 323-326).

#### **3.4.1 Tenure Eligibility**

Tenure is an institution developed for the protection of the academic freedom of the teaching faculty in institutions of higher education. Eligibility for tenure consideration is limited to faculty members holding regular faculty appointments of 50 percent to 100 percent in academic departments. Tenure is not granted to faculty members with temporary appointments or to administrative and professional faculty. Individuals holding tenure in academic departments who are appointed to administrative positions, however, continue to hold tenure in those departments.

Full-time administrators who also hold appointments in academic departments and engage in teaching and research may be recommended for tenure in such departments.

#### **3.4.2 Pre-Tenure Probationary Period and Progress Reviews**

The term "probationary period" ("pre-tenure") is applied to the succession of term appointments that an individual undertakes on a full- or part-time regular faculty appointment during which continued evaluation for reappointment and for an eventual tenured appointment takes place. The beginning of the probationary period for faculty members on term appointments is taken as July 1 or August 10 of the calendar year in which their initial full-time appointment begins, depending on whether they are on a calendar year or academic year appointment, regardless of the month in which their services are initiated. (The probationary period for new faculty appointed for spring semester begins the following fall even though the spring contract period officially begins December 25.)

Under usual circumstances, departmental promotion and tenure committees review the professional progress and performance of pre-tenure faculty members twice during the probationary period, usually in their second and fourth, or third and fifth, years. The timing of the reviews depends upon the nature of the faculty member's discipline and must be clearly indicated in written departmental policies. The terms of offer identifies the initial appointment period. Pre-tenure reviews may be delayed if there is an approved extension as described below. Changes or variations in the standard review cycle must be documented in writing.

The initial review for a part-time faculty member should be no later than the third year of service (regardless of percent of employment) to give early feedback on their progress. At least two reviews should be conducted for part-time faculty members during their probationary period; more are recommended. The anticipated schedule for reappointment reviews and for the mandatory review for tenure should be



### **3.5.2 Unsatisfactory Performance**

For tenured and pre-tenure faculty members, failure to meet the minimal obligations and standards the department has stipulated for its faculty results in an "unsatisfactory" rating. Written notification of an unsatisfactory rating and the considerations upon which it was based is given to the faculty member, with copies to the dean and provost. A single unsatisfactory evaluation indicates a serious problem, which should prompt remedial action. Faculty members may respond in writing with a letter to the head or chair for inclusion in their personnel file, or they may seek redress through either the reconciliation or grievance procedures. Two successive annual ratings of unsatisfactory performance for a tenured faculty member results in a post-tenure review.

### **3.5.3 Departmental Minimal Standards**

Each academic department shall develop, maintain, and publish a statement of minimal standards for satisfactory faculty performance using the following process. Standards should be written with the participation of faculty in the department and approved by a vote of the tenured and tenure-track faculty in the department. Standards developed and approved by departments and the head or chair are then reviewed by the college-level promotion and tenure committee and the dean, and reviewed and approved by the provost. Once approved, the department's standards are published and made available to all faculty in the department. Revisions of departmental standards also follow these procedures. The following guidance is provided for the development of departmental minimal standards:

Departments should carefully assess and state the overall standards of professional performance and contribution they consider minimally acceptable for tenured faculty. Each department's evaluation mechanism should allow a distinction between performance that is deficient in one or more areas requiring improvement, and performance that is so seriously deficient as to merit the formal designation "unsatisfactory."

Departmental standards should embrace the entire scope of faculty contributions. Expectations should recognize differences in faculty assignments within the same department. Departmental standards should typically address the individual's skill, effort, and effectiveness in contributing to all aspects of the instructional mission; the individual's activity in and contributions to the academic discipline; the individual's contributions to the collective life of the department, college, and university; and the individual's activity in and contributions to the university's outreach mission.

Departmental statements should affirm support for the basic principles of academic freedom and should express tolerance for minority opinions, dissent from professional orthodoxies, and honest and civil disagreement with administrative actions.

Departmental statements should include the expectation that tenured faculty will adhere to the standards of conduct and ethical behavior as stated in the *Faculty Handbook* and/or promulgated through other official channels.

### **3.5.4 Post-Tenure Review**

Nothing in this section should be interpreted as abridging the university's right to proceed directly to dismissal for cause as defined in chapter three, "Dismissal for Cause," or the right of individual faculty members to pursue existing mechanisms of reconciliation and redress.

A post-tenure review is mandatory whenever a faculty member with tenure receives two consecutive annual evaluations of unsatisfactory performance. Annual reviews for years spent on leave without pay are disregarded for the purpose of this calculation. The departmental promotion and tenure committee conducts the review, unless the same committee was involved in the original unsatisfactory annual evaluations. In this case, the department elects a committee to carry out the review function.

Upon recommendation of the head or chair and with the approval of the dean, a post-tenure review may be waived or postponed if there are extenuating circumstances (such as health problems).

The purpose of a post-tenure review is to focus the perspective of faculty peers on the full scope of a faculty member's professional competence, performance, and contributions to the department, college, and university missions and priorities.

### **3.5.5 Periodic Review of Academic Deans, Dean of University Libraries, Dean of the Honors College, Department Heads, Senior Administrators, and Academic Vice Presidents**

In addition to an annual performance evaluation, and in accordance with Policy 6105, "Periodic Evaluation of Academic Deans and Vice Presidents," academic deans, the dean of University Libraries, the dean of the Honors College, and academic vice presidents are subject to reviews every five years. If the review of a dean cannot be conducted in the fifth year as would usually be the case, the provost informs the officers of the relevant college or University Libraries faculty association as to the reason for delay. A review may also be initiated at any time by the provost and/or at the request of at least one-third of the tenure-track faculty in the college, or in the case of University Libraries, one-third of the continued appointment faculty. If the review of a vice president who reports to the provost cannot be conducted in the fifth year, the provost notifies the deans and the chairs of the college and University Libraries faculty associations as to the reason for the delay. In the semester prior to a periodic review, the faculty association will be notified of the review and the association may schedule a meeting with the provost to discuss the upcoming review.

Policy 6100, "Department Head or Chair Appointments," outlines the review process for academic department heads or chairs. In addition, colleges should have adopt more detailed procedures in accordance with the broad guidelines below so that reviews may be conducted consistently and appropriately across the college for those serving in academic leadership roles.

The purpose of the periodic review is to support the success of the university's academic units by providing developmental feedback to promote fair and effective academic leadership. Reappointment of an individual to academic department head, chair, academic dean, or academic vice president must be preceded by a periodic review conducted in accordance with guidelines outlined in Policy 6105 or in Policy 6100.

## **3.6 Imposition of a Severe Sanction or Dismissal for Cause<sup>1</sup>**

### **3.6.1 Adequate Cause**

### **3.6.2 Imposition of a Severe Sanction**

### **3.6.3 Dismissal for Cause**

#### **3.6.1 Adequate Cause**

Adequate cause for imposition of a severe sanction or dismissal is related, directly and substantially, to the fitness of faculty members in their professional capacity as teachers and scholars. Imposition of a severe sanction or dismissal will not be used to restrain faculty members in their exercise of academic freedom or other rights of American citizens.<sup>2</sup>

Adequate cause includes: violation of professional ethics (see chapter two, "Professional Responsibilities and Conduct"); incompetence as determined through post-tenure review; willful failure to carry out professional obligations or assigned responsibilities; willful violation of university and/or government policies; falsification of information relating to professional qualifications; inability to perform assigned duties satisfactorily because of incarceration; or personal deficiencies that prevent the satisfactory performance of responsibilities (e.g., dependence on drugs or alcohol).

Reason to consider the imposition of a severe sanction or dismissal for cause is usually determined by a thorough and careful investigation by an appropriately charged faculty committee (as in the case of allegations of ethical or scholarly misconduct, or through a post-tenure review) or by the relevant administrator (for example, the department head or chair, compliance officer, internal auditor, or Virginia Tech Police). Generally, these investigations result in a report of findings; some reports also include a recommendation for sanctions. The report is directed to the relevant administrator for action; it is also shared with the faculty member. Imposition of a severe sanction or initiation of dismissal for cause proceedings, if warranted, follows the procedures set forth below.

#### **3.6.2 Imposition of a Severe Sanction**

**Definition and examples:** A severe sanction generally involves a significant loss or penalty to a faculty member such as, but not limited to, a demotion in rank and/or a reduction in salary or suspension without

<sup>1</sup> The procedures specified follow closely, but differ in occasional detail from, the "1976 Institutional Regulations on Academic Freedom and Tenure" approved by Committee A of the American Association of University Professors (AAUP).

<sup>2</sup> Ibid.



## CHAPTER FOUR

### **4.0 Employment Policies and Procedures for University Libraries Faculty with Continued Appointment or on the Continued Appointment-Track**

#### **4.1 University Libraries Faculty with Continued Appointment or on the Continued Appointment Track**

As the primary means through which students and faculty gain access to the storehouse of organized knowledge, the University Libraries perform a unique and indispensable function in the educational process. In this function, faculty members of the University Libraries share many of the professional concerns of their colleagues in all colleges. The university recognizes the need to protect the academic freedom of librarians in their responsibility to ensure the availability of information and ideas, no matter how controversial, so that teachers may freely teach and students may freely learn.

Continued appointment is the equivalent of tenure in the university's colleges. Faculty members in the University Libraries may hold continued appointment or may be on the continued appointment-track; just as college faculty may be tenured or on the tenure-track (see chapter three). Provisions for term appointments during a probationary period are parallel to those for members of the college faculty. Evaluation for continued appointment (in contrast to term appointment) is made no later than the sixth year of such a probationary period.

A University Libraries faculty member with continued appointment will have continued employment until retirement with termination of employment based only on unsatisfactory performance, proof of misconduct, discontinuance or reduction in a segment of the university's research or educational program, or University Libraries reorganization because of changing patterns of University Libraries service or technological advances.

If a position held by a University Libraries faculty member with continued appointment is eliminated or changes to such a degree that the incumbent can no longer fulfill the requirements, every effort will be made to reassign the faculty member to another position. If the position of a University Libraries faculty member with continued appointment is terminated, it will not be re-established and refilled within a period of two years unless the appointment has been offered to and declined by the faculty member who was originally displaced.

Tenure awarded to faculty of the University Libraries before July 1, 1983 continues to be recognized.

The Library Faculty Association and the dean of University Libraries have developed procedures for probationary appointment, continued appointment, and promotion for faculty of the University Libraries, including evaluative criteria, to instill the highest professional standards in the University Libraries faculty. These procedures are contained in *Procedures on Promotion and Continued Appointment: University Libraries*.

The University Promotion and Continued Appointment Committee reviews recommendations for continued appointment and for promotion in rank above the level of assistant professor and makes recommendations to the provost.

The University Promotion and Continued Appointment Committee is comprised of representatives from the libraries and colleges who serve in staggered terms. The schedule of these appointments can be found on the [Provost's website](#).

### **7.1.1 Faculty Rank and Title**

Members of the administrative and professional faculty who are managers or professionals have the nominal faculty rank of lecturer and a functional title appropriate to the position (e.g., lecturer and assistant dean of students). Professional advancement is recognized by salary adjustment and/or functional title advancement rather than promotion in faculty rank. Administrative and professional faculty to whom initial ranks other than lecturer were assigned prior to July 1, 1983 retain such ranks. Administrative faculty usually have a rank other than lecturer, may hold an academic rank in a college department, and may be tenured or have a continued appointment.

### **7.1.2 Faculty Rank**

The rank of lecturer is generally reserved for A/P faculty appointments. A master's degree or significant professional experience is the minimum expectation for appointment to the administrative and professional faculty. Tenure cannot be awarded at this rank. Promotion for the administrative and professional faculty is usually recognized by changes in functional title rather than promotion in rank. Appointments are considered term and are renewable annually.

Members of the administrative and professional faculty whose credentials and professional development activities are similar to those of instructional and Extension faculty and who are involved in these missions of an academic department may be assigned a rank. Initial assignment of a standard faculty rank (assistant, associate, or professor. rank for non-tenure-track administrative and professional faculty is recommended by using standard personnel appointment or review procedures for that department, such as the departmental promotion and tenure committee or personnel committee. A faculty member may not serve on any committee that is evaluating a spouse, family member, or other individual with whom the faculty member has a close personal relationship. (See chapter two, "Potential Conflicts Involving Spouses and Immediate Family Members.") Departmental recommendations for rank are forwarded to the dean and subsequently to the provost for administrative approval.

Administrative and professional faculty who hold a standard faculty rank with an academic department are considered for promotion in rank by submitting their credentials through the usual department promotion process for college faculty, including consideration by the college- and university-level committees. The department head or chair works closely with the committee to develop reasonable guidelines for consideration of rank promotions for A/P faculty affiliated with the department and with the individual A/P faculty member so that the appropriate materials are submitted for committee consideration. Appeal of a negative promotion decision is handled in accordance with appeal procedures for college faculty. (See chapter three, "Appeals of Decisions on Reappointment or Promotion.") The assignment of, or change in, a standard faculty rank carries no aspect of tenure.

## **7.2 Policies Related to Administrative and Professional Faculty Appointments**

### **7.2.1 Protection of Academic Freedom**

The university recognizes the need to protect the academic freedom of administrative and professional faculty members when their responsibilities include instruction, direct support of the academic programs of the university, or an activity in which academic freedom is respected.

### **7.2.2 Initial Appointment and Reappointment**

Search procedures for administrative and professional faculty positions are similar to those for instructional faculty positions. Faculty search resources are available on the [Human Resources website](#). Please refer to that website for detailed information on the search process. Further guidance for searches involving senior administrative faculty positions (e.g., dean, vice president, or president) is included in other sections of this handbook.

Some administrative and professional faculty may be appointed on a "restricted" rather than "regular" appointment. The special conditions of temporary, restricted appointments are described in chapter two, "Restricted Appointments."

Appointments to administrative and professional faculty positions are term appointments. No aspects of tenure or continued appointment are involved. Initial appointments to an administrative or professional faculty position are usually for a minimum of one calendar year or academic year, as appropriate. If the annual evaluation is positive, the faculty member can typically expect to continue employment. Important



## SPEECH ON CAMPUS

### FIRST AMENDMENT

*"Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances." The First Amendment to the U.S. Constitution.*

As an academic community, Virginia Tech values the rights guaranteed by the First Amendment of the United States Constitution and does not intend to restrict the exercise of these rights. However, all members of the university community are responsible for respecting conditions that preserve the freedom to learn. Protected activities do not violate university policy unless they interfere with university functions, violate the rights of others, or otherwise break the law.

If you would like to report an incident of disruption of constitutionally protected speech, you may fill out the form below.

[> SPEECH ON CAMPUS FLYER \(PDF\)](#)

### RELATED POLICIES



**Policy No. 1025 -**  
Policy on Harassment,  
Discrimination, and Sexual Assault



**Policy No. 5000 -**  
University Facilities Usage and  
Event Approval



**Policy No. 5215 -**  
Sales, Solicitation and Advertising  
on Campus



**Faculty Handbook**



**Hokie Handbook (Student Handbook)**

### REPORT AN INCIDENT

Name (First and Last):

*Enter Name*

Email:

*Enter Email*

Describe the Incident:

*Enter Date, Time, Location, Details, etc.*

Image Verification:



I'm not a robot

reCAPTCHA  
Privacy - Terms

**SUBMIT**

In accordance with §23.1-401.1 of the Code of Virginia, as amended, our annual compliance report can be found [here](#).

A photograph of a campus scene featuring large trees with autumn foliage in shades of orange and yellow. In the background, a large, multi-story building with a central tower is visible under a clear blue sky. The image is partially obscured by a dark red diagonal overlay on the right side.

# Speech on Campus

“Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.” - *The First Amendment to the U.S. Constitution*

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## RELATED POLICIES

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**No. 5000** - University Facilities Usage and Event Approval

**No. 5215** - Sales, Solicitation and Advertising on Campus

**Hokie Handbook** (Student Handbook)

**Faculty Handbook**

## REPORT AN INCIDENT

If you would like to report an incident of disruption of constitutionally protected speech, you may fill out the “Report an Incident” form on the webpage below.

## MORE INFORMATION

To learn more, please visit our Speech on Campus webpage:

**[policies.vt.edu/speechoncampus](https://policies.vt.edu/speechoncampus)**





# Campus Resources



Search list...

Speech On Campus



Strengths Office



Academic Advising

Student Affairs



Office of Veteran Services



Cook Counseling Center

Student Affairs



Corps of Cadets

Student Affairs



Cranwell International Center

Student Affairs





## Speech On Campus

Rate this



See the attached pdf to learn more about Speech on Campus and get important information on the related policies, how to report an incident, and other resources available.

### PDFS

Speech on Campus







## Speech on Campus

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### MORE INFORMATION

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**[policies.vt.edu/speechoncampus](https://policies.vt.edu/speechoncampus)**



## Schedule H

### **Certification of § 23.1-401.1. Constitutionally protected speech; policies, materials, and reports; report**

I hereby acknowledge that Virginia Tech is in compliance with Section C:

“Each public institution of higher education shall develop materials on the policies established pursuant to subsection B and notify any employee who is responsible for the discipline or education of enrolled students of such materials.”

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Kim O'Rourke  
Vice President for Policy and Governance

November 26, 2019



**VT**  
**VIRGINIA TECH™**  
*Daily*

Monday, November 26, 2018

*Blacksburg:* Showers likely, 45°F/27°F

*Roanoke:* Early showers then sun, 52°F/32°F

*Washington, D.C.:* Rain likely, 54°F/33°F



## Partnerships with Deloitte, Marriott build future leaders

At the Pamplin College of Business, learning firsthand about practical business issues and challenges and gaining experience in problem solving under imperfect conditions are two of the benefits students receive as a result of the college's collaborations with business. [Read More](#)

### TAKE NOTE

Second provost candidate to speak at open forum on Nov. 27

[Read More](#)

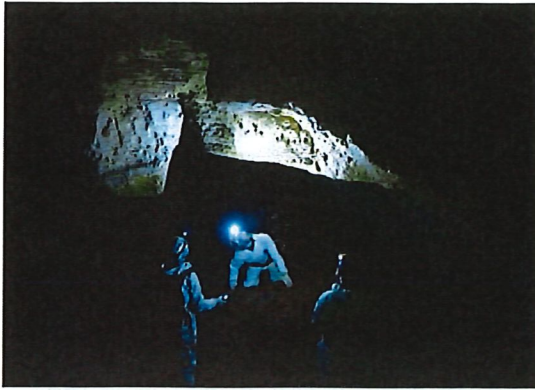
### Latest news



#### Fall commencement scheduled for Dec. 14

Fall commencement ceremonies will be held on Dec. 14 in Cassell Coliseum. Josiah Showalter Jr. '84 will speak at the University Commencement Ceremony, which begins at 10:30 a.m. Bill Hopkins will address graduate students at a ceremony that starts at 2:30 p.m. [Read More](#)





### **Researchers discover how 'cryptic' connections in disease transmission influence epidemics**

A new study by Virginia Tech researchers of disease transmission in bats has broad implications for understanding hidden or "cryptic" connections that can spread diseases between species and lead to large-scale outbreaks.

*[Read More](#)*



### **Corps of Cadets alumna Capt. Elizabeth Gentine named Virginia game Hokie Hero**

Gentine is on a six-month deployment to Afghanistan in support of NATO Special Operations Component Command Afghanistan and Special Operations Joint Task Force Afghanistan. *[Read More](#)*



### **Inaugural alumni scholar of practice teaches students how to thrive**

Dan Maguire '94 is creating experiences to help students in the Thrive living-learning community learn more about communication, leadership, and professionalism. [Read More](#)



## In the news

### *Digital Trends*

Students who designed transforming smart home will compete in Solar Decathlon [Read More](#)

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### *Richmond Times-Dispatch*

Tim Sands column: VT's transformative higher-ed package attracted Amazon to Va. [Read More](#)







## Helping shelter dogs shed their stress

Much has been written about the benefits that dogs bring to our lives. Erica Feuerbacher's mission is to help humans make life better for dogs. [Watch this video](#)





Researchers are seeking teen volunteers with social anxiety or autism [Read More](#)

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University webpage on speech on campus now available  
[Read More](#)

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Army ROTC cadets will use simulated weapons in training  
[Read More](#)

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Nominations open for Undergraduate Student of the Year  
[Read More](#)

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Bring pets in for photos with Santa [Read More](#)

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Hokie Wellness is accepting applications for part-time, temporary student employment list [Read More](#)

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Rec Sports offers free lessons during Youth Swim Day [Read More](#)

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Google collaboration / immersive learning representatives on campus for a half-day seminar [Read More](#)

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Social Security 101 session Nov. 30 [Read More](#)

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Request for applications for Alumni Awards for Outreach Excellence [Read More](#)

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Recruiting participants for hard cider aroma study [Read More](#)



### DID YOU KNOW?

Virginia Tech fulfills its land-grant mission of transforming knowledge to practice through technological leadership and by fueling economic growth and job creation locally, regionally, and across Virginia.

## Events

Monday November 26

8:00 pm

**Music on Mondays, featuring David Korevaar, piano**

[Learn More →](#)

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Tuesday November 27

All day

**Advancing the Human Condition Symposium Day 1**

[Learn More →](#)

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Tuesday November 27

7:30 pm

## Music Lab Ensemble Recital

[Learn More →](#)

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Thursday November 29

6:00 pm- 10:00 pm

**Auditions: '[title of show]' Music and lyrics by Jeff Bowen; book by Hunter Bell**

[Learn More →](#)

**VIRGINIA TECH HOME**

**VIEW CAMPUS LIVE**

**HOKIESPORTS**

**EQUAL OPPORTUNITY**

Virginia Tech Daily Email is a service of University Relations. For breaking news, and the rest of today's news, notices, and events, please visit the [Virginia Tech News](#) website. Please contact our staff with story ideas; or submit your own campus notice or event. If you have questions about Virginia Tech News, [please email us](#), or call 540-231-8508. © 2018 Virginia Polytechnic Institute and State University





## Schedule J

No complaint has been filed in a court of law since December 1, 2018 to initiate a lawsuit against Virginia Polytechnic Institute and State University (Virginia Tech) or an employee of Virginia Tech in his or her official capacity for an alleged violation of the First Amendment to the United States Constitution.