



## Student, Faculty, and Staff Representative Appointments to the Board of Visitors

**Policy Type:** Local - Board of Visitors

**Responsible Office:** Office of the President

**Initial Policy Approved:** 09/23/1982

**Current Revision Approved:** 12/13/2019

### Policy Statement and Purpose

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The purpose of this policy is to provide requirements for the appointment of student, faculty and staff representatives on Virginia Commonwealth University's Board of Visitors. Although these representatives serve as non-voting advisory representatives on the Board, the university recognizes the value of their participation in Board matters by providing their voice and perspectives on the governance of VCU. This results in stronger ties between the Board and the student body and faculty and staff communities at VCU.

Noncompliance with this policy may result in disciplinary action up to and including termination. VCU supports an environment free from retaliation. Retaliation against any employee who brings forth a good faith concern, asks a clarifying question, or participates in an investigation is prohibited.

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## Who Should Know This Policy

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Virginia Commonwealth University's Board of Visitors, president, senior vice-provost for student affairs, students, faculty and staff are responsible for knowing this policy and familiarizing themselves with its contents and provisions.

## Definitions

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There are no defined terms in this policy.

## Contacts

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The Office of the President officially interprets this policy. The Office of the President is responsible for obtaining approval for any revisions as required by the policy *Creating and Maintaining Policies and Procedures* through the appropriate governance structures. Please direct policy questions to the Board Liaison, whose contact information can be found at: <https://president.vcu.edu/board/> .

## Policy Specifics and Procedures

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1. **Student Representative:** The following procedures will be used in appointing student representatives to the Board:
  - a. **Selection**
    - i. The president will recommend one graduate/professional student and one undergraduate to serve as the student representatives from lists submitted by a selection committee, chaired by the senior vice provost for student affairs. The selection committee includes representation from undergraduate and graduate/professional students.
    - ii. The student representatives to the Board of Visitors will be appointed for a term effective July 1 of each year and ending with May Commencement.
    - iii. The student representatives to the Board of Visitors are expected to attend the Academic and Health Affairs Committee and regular full Board meetings with voice but no vote.
    - iv. The student representatives will not serve on any other Board Committee and will not be allowed to attend closed or special sessions of the Board.
  - b. **Eligibility**

To be eligible to apply and serve as a student representative, a student must:

    - i. Be enrolled as a VCU full-time student in good standing as defined by the university;

- ii. Maintain continuous VCU full-time enrollment throughout the representative term (i.e. July 1 – May Commencement);
- iii. Be available to attend Board meetings and planning meetings with the senior vice provost for student affairs; and
- iv. Complete the BOV student representative application form and resume, which is available on the Division of Student Affairs web page <https://students.vcu.edu/get-involved/> under Student Leadership.

**2. Faculty Representative:** The following procedures will be used in appointing a faculty representative and an alternate faculty representative to the Board:

- a. The president will recommend to the Board of Visitors that the immediate past president of the faculty senate shall be the faculty representative and the faculty senate president shall be the alternate faculty representative. The faculty representative and the alternate faculty representative will be nonvoting representatives.
- b. The Board of Visitors will appoint the faculty representative to the Board for a one-year term effective July 1 of each year and ending the following June 30. The faculty representative will not be allowed to attend closed sessions of the Board or its Committees.
- c. The faculty representative to the Board of Visitors will serve as a nonvoting representative to the Academic and Health Affairs Committee of the Board.
- d. The alternate faculty representative will not have official status but will be allowed to substitute for the appointed faculty representative at both full Board meetings and Academic and Health Affairs Committee meetings with voice but no vote.

**3. Staff Representative:** The following procedures will be used in appointing a staff representative and an alternate staff representative to the Board:

- a. The president will recommend to the Board of Visitors that the Staff Senate President shall be the staff representative and that the Staff Senate Vice President shall be the alternate staff representative to the Board of Visitors. The staff representative and the alternate staff representative will be nonvoting representatives.
- b. The Board of Visitors will appoint the staff representative to the Board for a one-year term effective July 1 of each year and ending the following June 30. The staff representative will not be allowed to attend closed sessions of the Board or its Committees
- c. The staff representative to the Board of Visitors will serve as a nonvoting representative to the Academic and Health Affairs Committee of the Board.
- d. The alternate staff representative will not have official status but will be allowed to substitute for the appointed staff representative at both full Board meetings and Academic and Health Affairs Committee meetings with voice but no vote.

## Forms

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1. [Board of Visitors Student Representative Application](#)

## Related Documents

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1. **Code of Virginia § 23.1-1300. Members of governing boards; removal; terms; nonvoting, advisory representatives; residency.**  
<https://law.lis.virginia.gov/vacode/title23.1/chapter13/section23.1-1300/>

## Revision History

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This policy supersedes the following archived policies:

| <b>Approval/Revision Date</b> | <b>Title</b>  |
|-------------------------------|---|
| September 23, 1982            | <i>Policy Regarding Student Representative And An Alternate Student Representative to the Board of Visitors</i> |
| July 3, 1990                  | <i>Policy Regarding Student Representative And An Alternate Student Representative to the Board of Visitors</i> |
| May 15, 2003                  | <i>Policy Regarding Faculty Representative to the Board of Visitors of Virginia Commonwealth University</i>     |
| May 1, 2005                   | <i>Policy Regarding Student Representative And An Alternate Student Representative to the Board of Visitors</i> |
| May 20, 2005                  | <i>Policy Regarding Student Representative And An Alternate Student Representative to the Board of Visitors</i> |
| February 22, 2007             | <i>Policy Statement Concerning Staff Representation on the Board of Visitors</i>                                |

## FAQ

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1. **Who should a student contact if they have questions concerning the application process for becoming the Student Representative to the Board?**

All questions pertaining to the application process for the Student Representative to the Board of Visitors should be directed to the Office of the Senior Vice Provost for Student Affairs.

Contact information for the Office of the Senior Vice Provost for Student Affairs can be found at: <https://students.vcu.edu/about/staff/>