

ESTABLISHMENT, ORGANIZATION, OPERATIONS AND REGULATIONS OF THE VIRGINIA MILITARY INSTITUTE

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ESTABLISHMENT

Established by the Virginia General Assembly in 1839, the Virginia Military Institute is a four-year, state-supported college whose student body is organized as a military corps under the command of the Superintendent and is constituted as the guard of the Institute. Within Virginia's state-supported system of fifteen senior institutions and twenty-four two-year colleges, VMI was the second institution of higher education created by the Commonwealth, after the University of Virginia. As a wholly undergraduate military college, VMI meets society's need for educated citizens and leaders and contributes significantly to the diversity of the Commonwealth's system of state-supported and independent institutions of higher education. The Institute's mission statement amplifies VMI's special statutory role.

The Virginia Military Institute (VMI) operates under the authority of the Code of Virginia 1950, Chapter 10 as amended (Sections 23-92 through 23-113). The Code classified VMI as an educational institution and declared it to be a public body constituted as a governmental instrumentality for the dissemination of education.

MISSION

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

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

VISION

To be the premier small college in the Nation, unequalled in producing educated and honorable citizen-leaders, with an international reputation for academic excellence supported by a unique commitment to character development, self-discipline and physical challenge, conducted in a military environment.

GOVERNANCE

The authorities of VMI are derived directly or indirectly from Code of Virginia 1950, Chapter 10 (as amended) and are vested in and exercised by a Board of Visitors, at all times subject to the control of the General Assembly of the Commonwealth of Virginia. In the discharge of its duties, the Board of Visitors produces a Charter, By-Laws, and an Operating Manual which reflect Commonwealth of Virginia policies and regulations as promulgated by the Governor and the General Assembly. The Board of Visitors is the policy-setting body for VMI and is charged to appoint a superintendent of the Institute with such duties as may be prescribed by the Board. A majority of the Board shall be a quorum for the transaction of any business authorized by the Code of Virginia. The VMI Board of Visitors Manual outlines and references relevant legislation, statutory provisions, By-Laws, and Institute planning methodologies. Regular reports of the Board's activities and decisions are published by the Board and its Committees.

ACCREDITATION

VMI is accredited by the Commission of Colleges of the Southern Association of Colleges and Schools to award the bachelor's degree. Specific degree programs are accredited as follows: Civil and Environmental Engineering, Electrical and Computer Engineering, and Mechanical Engineering are accredited by ABET, Inc.; Chemistry by the American Chemical Society; and Economics and Business by the Association to Advance Collegiate Schools of Business.

ORGANIZATION

The organizational framework for the Institute is updated as determined necessary by the Superintendent or the Board of Visitors. The organizational structure is widely distributed throughout the Institute by memorandum. The organizational chart is updated by the Human Resources office, and is also located on the VMI website.

INSTITUTE PERSONNEL, OPERATIONS, REGULATIONS & PROCEDURES

The day to day operations of the Institute are the responsibility of the Superintendent, faculty and staff who are guided in their endeavors by an organizational structure and system of policies and procedures described in the sections and paragraphs that follow.

SUPERINTENDENT - The Superintendent is the Chief Executive Officer of the Institute and shall have executive responsibility for the Institute. In his absence, the Superintendent may designate an officer such executive responsibility. The Superintendent, with the advice and consent of the Board of Visitors, establishes the Institute Vision and Mission, which guide the Institute's operations.

INSTITUTE EXECUTIVES - The following executive positions report directly to the Superintendent:

- Deputy Superintendent for Academics & Dean of the Faculty
- Deputy Superintendent for Finance, Administration & Support
- Commandant of Cadets
- Chief of Staff
- Director of Intercollegiate Athletics
- Director of Information Technology
- Executive Assistant to the Superintendent and Secretary to the Board of Visitors

The following special Staff officers also report to the Superintendent:

- Inspector General
- Superintendent's Representative to the Honor Court
- Director of the Center for Leadership and Ethics
- Director of Institute Assessment and Evaluation

POLICY APPROVAL

INSTITUTE PLANNING COMMITTEE (IPC) – Chaired by the Institute Chief of Staff and reporting directly to the Superintendent, the IPC is the principal leadership group within the Institute responsible for ensuring continuity and integrity in planning and operations. It is also responsible for overseeing the implementation of the Institute's strategic plans. It is composed of the senior officials who report directly to the Superintendent and the Institute Planning Officer and Director of Communications and Marketing. The IPC receives briefings on topics important to the general operations of the Institute and disseminates information to operational units, as appropriate. The IPC reviews all Institute-wide policies and submits a recommendation to the Superintendent for approval, with the exception that academic policies recommended by the Academic Board must be approved by the Deputy Superintendent for Academics and Dean of the Faculty and the Superintendent. The Faculty Handbook and Administrative Faculty Handbook must also be approved by the Board of Visitors. The Policy Group of the IPC, which is composed of the two Deputy Superintendents, Commandant, Director of Information Technology, Director of Intercollegiate Athletics, and the Chief of Staff, also reviews budgetary and fiscal matters, to include oversight of the annual budget, institutional effectiveness and strategic planning processes. This group constitutes the Institute Budget Committee for VMI, which reviews all budget submissions and submits a proposed budget to the Superintendent for review and approval.

INSTITUTE COMMITTEES - There are approximately 69 standing committees at VMI which report either directly to the Superintendent or one of his executives. These committees have responsibility for planning, accountability, or oversight for all major areas of the Institute and deal directly with policy and procedural issues. The committees make recommendations through the appropriate executive or through the IPC. The IPC reports directly to the Superintendent and is the major policy committee of the Institute. The membership of the IPC includes all of the executives that report directly to the Superintendent plus the Institute Planning Officer, Deputy Chief of Staff, and the Director of Communications and Marketing. Each year a complete listing of all committees and their membership are published in a VMI Numbered Memorandum.

FACULTY, STAFF, AND CLASSIFIED EMPLOYEES - A detailed organizational framework of the Institute below the executive level, including responsibilities and authorities of designated key positions, is outlined in detail in "Regulations for the Virginia Military Institute: Part I."

Specific guidance including Organization and Administration of the Institute, Academic Program Mission and Vision, Academic Program Organization and Governance, Responsibilities of Faculty Members, Personnel and Business Policies, Administrative Policies and Practices is outlined in the "Faculty Handbook." Additional information is provided in the "Handbook for Administrative and Professional Faculty," and the "Classified Employee Handbook."

"The Virginia Militia: Customs and Courtesies, Wearing the Uniform" provides guidance for uniformed faculty and staff in the proper wearing of the uniform, as well as guidance on a broad array of military customs and courtesies.

Guidance and instruction in the proper conduct of protocol and etiquette activities are outlined in the "VMI Protocol Guide." This guide also provides information to familiarize faculty, staff and employees with military courtesies, social customs, rank and insignia.

CADETS - General guidance for new cadets for indoctrination into the VMI training methodology, procedures and requirements is provided in the "VMI Handbook for New Cadets." This handbook is published annually for incoming new cadets to ensure they report to the Institute with the proper equipment, mental and physical attitude ready to tackle the rigors of the Institute. This document is also available on the VMI website.

The general outline and structure of the Office of the Commandant is outlined in "Regulations for the Virginia Military Institute: Part I."

Guidance and instructions for the internal organization, administration and military instruction of the Corps of Cadets are outlined in "Regulations for the Virginia Military Institute: Part II."

Detailed guidance concerning cadet requirements, accountability, appearance, standards of conduct, and privileges is outlined in "Regulations for the Virginia Military Institute: Part III: VMI Blue Book."

Commandant's Leadership Initiative Documents are contained in:

- The Red Book – General Operation of the Corps of Cadets
- The White Book – Roles/Tasks of Cadet Government Organizations
- The Yellow Book – Matriculation and 4th Class Training
- The Green Book – Cadet Life Operation

Policies and procedures concerning the Honor Court are contained in the "Honor Court Procedures Manual" which includes Elements of Proof, Jury Selection, Trial Procedures, and Honor Process Procedures. The "Honor System" poster, which receives Institute-wide posting

and distribution, outlines the Honor Code, the Honor Court, Reporting Procedures, General Policies and Court Procedures. The Honor Court is administered by the cadets elected to the VMI Honor Court who are supervised by the Superintendent's representatives to the Honor Court.

Detailed guidance and procedures concerning cadet governance, management structure, and function of the Corps of Cadets are contained in "Policy & Operational Rules Sheets", the "Dyke's Guide", and the "Cadet Equity Association", all of which receive Institute-wide posting and/or distribution.

ACADEMIC REGULATIONS

The Deputy Superintendent for Academics and Dean of the Faculty is responsible for publishing detailed guidance concerning all aspects of academic matters. Detailed guidance is contained in "Regulations for the Virginia Military Institute: Part IV: Academic Regulations". This includes information on academic advising, delinquency, probation, recognition and honors; admissions requirements, majors, class attendance, examinations and grading, honors and graduation requirements, internships, special events, Summer Sessions, transcripts, transfer credit, withdrawals, and Work for Grade policies. Additional information concerning summer programs is outlined in the "VMI Summer Session Catalogue". Detailed information concerning all aspects of VMI course offerings and academic requirements is provided annually the "VMI Catalogue."

ATHLETIC REGULATIONS

The Director of Intercollegiate Athletics is responsible for publishing detailed guidance concerning all aspects of athletic matters in "Regulations for the Virginia Military Institute: Part V: Athletic Regulations." This includes information on NCAA seasonal requirements, athletic department goals, the VMI Athletic Council, eligibility and suspension, authorized team strengths, competitions and seasons, accountability, special responsibilities and athletic awards. Additional guidance is provided in the "Athletic Department Staff Manual" and the Cadet Athlete Handbook."

FINANCIAL/CAPITAL REGULATIONS

The Deputy Superintendent for Finance, Administration, and Support is responsible for publishing detailed information concerning annual financial planning and budget execution that is outlined annually in the "VMI Operating Budget." Guidance on budget execution procedures is provided in the "Colleague Financial Manual." The following additional financial planning documents are germane:

- The long-term plan for admissions and financial aid is detailed in the "VMI Admissions & Financial Aid Six-Year Plan"
- Guidance concerning gifts to the Academic Program is contained in "The Academic Program Gift Book"

- Guidance concerning administration of the Jackson-Hope Funds is outlined annually in a report to the Board of Overseers, Jackson-Hope Fund.

Detailed information concerning the six year Capital Improvement Plan (CIP) planning is published regularly in the “Post Facilities Master Plan.” Master planning for the Institute is also contained in the “Post Facilities Master Plan,” which is updated annually.

Annual reports on the financial health of the Institute are prepared by independent auditors and provided in the “Report on Audit for the Year Ended.”

STRATEGIC PLANNING

Detailed strategic plans are outlined in the “VMI Strategic Plan,” the “VMI Information Technology Strategic Plan,” and the “VMI Strategic Business Plan for Athletics.”

GENERAL ORDERS, SPECIAL ORDERS, & MEMORANDA

Each Academic Year numerous additional policies, guidance, and schedules are published by the Office of the Chief of Staff through a comprehensive set of General Orders, Special Orders, and Memoranda transmitted to the employees of the Institute. The documents are reviewed annually as a matter of policy to ensure adequacy and relevancy. The handbooks and other documents referenced in the regulations available from the Office of the Chief of Staff. A representative, but not all-inclusive, sample of these policy documents includes:

- Sexual Harassment Policy
- Marriage and Parenthood Policy
- Alcohol and Illegal Drugs on Post
- FERPA Policy
- Freedom of Information Policy
- Records Retention Policy
- Equity Policy
- Operating Rules of the Institute
- Contract Approvals
- Council and Committee Establishment and Appointments
- Housing Policy and Regulations
- Rental of Quarters for Visiting Chairs
- Hiring Procedures for Administrative & Professional Faculty
- Procedures for Approved Faculty Search

CALENDARS & REPORTS

The VMI Calendar Committee is comprised of representatives from all agencies at VMI, including the Alumni Agencies and representatives from Washington & Lee University. The Committee is responsible to the Superintendent for the scheduling of major Institute events. It schedules events using the current Academic Year (August – July) and an additional three year calendar outlook.

Annual scheduling information is provided in the "VMI Institute Calendar," with updates, changes, additions and deletions provided through Institute-wide memoranda. The "glossy" calendar is published annually in August and is used by both internal and external groups and agencies to plan and manage major events at VMI. The most current VMI calendar is available on the VMI website and contains the most current calendar information for the Institute.

Reports on Institute events and activities are provided eight times a year through "The VMI Institute Report", which is widely distributed throughout the Institute, the VMI Foundation, and the VMI Alumni Association. The "Institute Report" is also available on-line with unlimited and unconditional subscription available.

Information regarding important events is made available weekly via the "Faculty and Staff Bulletin," produced by the Office of the Chief of Staff and posted internally on the VMI Website. This serves as a reminder to internal audiences of major events and activities and guides the reader to more detailed information in other locations.

Quarterly updates containing Institute news, alumni news, athletics information, VMI Foundation information, and VMI Keydet Club information are published quarterly in "The Alumni Review" by the VMI Alumni Association, widely distributed throughout the Institute and its affected or related instrumentalities and organizations.

A report of all former VMI cadets is published periodically by the VMI Alumni Association in "The Register of Former Cadets of the Virginia Military Institute". The most recent edition was published in 2010, with plans in place to continue publication at five year intervals. The Register contains considerable historical data on the Institute as well as lists of VMI cadet matriculants. The VMI yearbook is published annually as "The Bomb."

Vision 2039 is summarized for outside presentation as "Vision 2039: Focus on Leadership." Cadet publications include "Sounding Brass", a literary magazine published annually, and "The Cadet", a weekly newspaper.