

## **7.0 Other Policies, Procedures, and Information**

### **7.1 Facilities and Services**

The facilities of the university are intended for the use of its faculty, staff, students, and invited guests participating in university-approved programs and 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. (See section 2.17.6.)

#### **7.1.1 Child Care Partnership with Rainbow Riders**

To meet the growing demand for high-quality and affordable child care services for its employees, Virginia Tech, the Virginia Tech Foundation, and the Virginia Tech Corporate Research Center have entered into agreements with Rainbow Riders Child Care Center of Blacksburg to expand child care services in the community and to guarantee some of the new slots to families of Virginia Tech employees, employees of the Corporate Research Center companies, and employees of university-related corporations.

Families seeking a slot at one of the two Rainbow Riders facilities should visit the provider's website ([www.rainbow-riders.org](http://www.rainbow-riders.org)), and submit information to be on its waiting list.

#### **7.1.2 Child Development Center for Learning and Research**

The Virginia Tech Child Development Center for Learning and Research (CDCLR) provides model programs and leadership for local, state, and national early childhood communities in the learning, discovery, and engagement missions of the university. The center is open from 7:30 a.m. to 5:30 p.m. and operates three classrooms full-time throughout the year: toddlers (15-36 months), young preschoolers (3-4 years), and older preschoolers (4-5 years).

With a few exceptions, enrollments are on a first-come, first-served basis. Priority is given to Virginia Tech faculty and staff. If a family already has a child at the CDCLR, they are given priority over new families for enrolling another child. Because this is a lab school, with the exception of families already enrolled at the CDCLR, the program reserves the right to selectively look for a specific age-range or

gender when filling spaces. In addition, enrollments may include one or two children who represent a diverse range of experiences and backgrounds from the extended community.

Parents can put their child's name on the center's waiting list by completing an application form during pregnancy or any time thereafter. Application forms should be submitted to 140-A Wallace Hall, Blacksburg, VA 24061-0416. Families who are admitted will receive a phone call and a letter confirming their acceptance into the program. We encourage parents who have children with special needs and families of diverse backgrounds to put their names on our waiting list.

Please see the CDCLR website at [www.humandevlopment.vt.edu/cdclr.html](http://www.humandevlopment.vt.edu/cdclr.html) for information regarding the center's mission, philosophy, curriculum, accreditation, tuition, hours of operation, application forms, etc.

### **7.1.3 Environmental, Health, and Safety Services**

Environmental, Health, and Safety Services ([www.ehss.vt.edu](http://www.ehss.vt.edu)) promotes a safe and healthy living, learning, and working environment for the university community, and assists departments in complying with regulations and mandates. Environmental, Health, and Safety Services (EHSS) provides environmental, health, and safety programs for faculty and staff in the research and teaching labs; research centers and farms; offices; and facilities and trades.

EHSS also coordinates the university's emergency planning program. No one expects an emergency or disaster to affect them; the reality is emergencies and disasters can strike anyone—anytime and anywhere. Learn more about how to prepare for emergencies by visiting the EHSS emergency planning program website ([www.ehss.vt.edu/emergencies](http://www.ehss.vt.edu/emergencies)) and the Commonwealth of Virginia's emergency preparedness website ([www.virginia.gov/cmsportal3/online\\_services\\_4096/emergency\\_notifications.html](http://www.virginia.gov/cmsportal3/online_services_4096/emergency_notifications.html)).

### **7.1.4 Transportation and Campus Services**

Transportation and Campus Services, formerly known as the Office of Transportation, is comprised of eight departments: Air Transportation Services, Alternative Transportation, Fleet Services, Mail Services, Parking Services, Printing Services, Records Management Services, and Transportation Planning and Engineering.

#### **7.1.4.1 Air Transportation Services**

The university maintains a flight service consisting of two twin-engine aircraft, often referred to as “Hokie Birds.” Each aircraft can carry up to seven passengers. The flight service operates out of the Virginia Tech/Montgomery Executive Airport across from the Corporate Research Center. Flights for official business of the university may be arranged when three or more university employees are traveling to the same destination. Inquiries, rates, and approval requests for this service may be made to the Air Transportation Services ([www.facilities.vt.edu/ot/air](http://www.facilities.vt.edu/ot/air)) at 540-231-4444.

#### **7.1.4.2 Alternative Transportation**

Alternative Transportation promotes and encourages the use of alternative modes of transportation (e.g., bicycling, walking, vanpooling, carpooling, riding transit) to get to, from, and around campus. For more information regarding alternative modes of transportation, see [www.facilities.vt.edu/ot/alternative](http://www.facilities.vt.edu/ot/alternative).

#### **7.1.4.3 Fleet Services**

Fleet Services provides high quality, safe, clean, and economical vehicles for Virginia Tech faculty and staff to use on official university business. Complete information on the procedure to obtain a vehicle is available on the website [www.facilities.vt.edu/ot/fleet](http://www.facilities.vt.edu/ot/fleet).

#### **7.1.4.4 Mail Services**

University Mail Services (UMS) is responsible for collecting and distributing letters and packages for university departments at Virginia Tech. There is a pickup and delivery mail service in departmental offices each day Monday through Friday. A transaction card should be attached to mail that is to be delivered to non-Virginia Tech addresses to facilitate proper processing and billing.

Internal mail is sorted and delivered using departmental postal codes that are for internal mail delivery. A list of department postal codes is available at [www.mailservices.vt.edu/deptcodes.php](http://www.mailservices.vt.edu/deptcodes.php).

Letters and packages received in the UMS office by 2:00 p.m. will be delivered to the U.S. Postal Service or United Parcel Service on the same day. Items received after 2:00 p.m. will be processed the following business day.

Official university stationery and postage privileges, whether for on- or off-campus mail, may not be used for personal correspondence. To reduce demands made on the university postal personnel, personal mail should be directed to the faculty member's home rather than to the university.

#### **7.1.4.5 Parking Services**

Parking rules and regulations are recommended by the director of transportation and parking services, reviewed by the Transportation and Parking Committee, and approved by the board of visitors. Parking services and the Virginia Tech police enforce the parking rules and regulations. Regulations are published annually and posted on the parking services website at [www.facilities.vt.edu/ot/parking](http://www.facilities.vt.edu/ot/parking). All faculty and staff members should be aware of these regulations.

Of particular importance are the requirements to register any motor vehicle or bicycle to be used on the campus, to pay the current parking fee, and to display a current decal or hangtag. Students may park in specially designated areas during the working day. Faculty may park in faculty/staff authorized parking areas on campus.

The university assumes no responsibility for the care and protection of vehicles while on university property.

The campus speed limit is 25 MPH unless otherwise posted. Applicable speed limits are strictly enforced. Penalties for traffic violations are listed in the traffic rules and regulations brochure.

#### **7.1.4.6 Printing Services**

Virginia Tech Printing Services provides timely, high-quality, and cost-efficient printing services to the university community in support of the university's educational mission. A complete range of composition, pre-press, binding, folding, collating, and printing services is offered in a digital environment. For further information, see the printing services website [www.printing.vt.edu](http://www.printing.vt.edu).

#### **7.1.4.7 Records Management Services**

Records Management Services (RMS) provides efficient and economic management of the university's public records in a high-density storage facility that can store over 19,000 boxes of inactive records. RMS also provides off-site storage of local area computer network back-up tapes in a secure, fire resistant vault. In accordance with state guidelines, RMS manages the retention and destruction of the university's public records. RMS can shred large volumes of confidential records that are approved for destruction. All services are free of charge to Virginia Tech departments. Further information may be found on the website [www.facilities.vt.edu/ot/records](http://www.facilities.vt.edu/ot/records).

#### **7.1.4.8 Transportation Planning and Engineering**

Transportation Engineering and Planning coordinates road transportation changes due to campus construction projects; coordinates the review of all new roadway and parking construction and renovation plans; recommends the best possible road transportation, alternative transportation, and parking solutions; and works with utilities regarding improvements that affect roadways and parking lots. For further information, see website [www.facilities.vt.edu/ot/transportation](http://www.facilities.vt.edu/ot/transportation).

#### **7.1.5 Information Technology**

Virginia Tech's Information Technology organization ([www.it.vt.edu](http://www.it.vt.edu)) serves the university community and the citizens of the commonwealth by applying and integrating information resources to enhance and support teaching and learning; participate in, support, and enhance research; foster outreach by developing partnerships that promote advanced networking and communications; and provide, secure, and maintain systems that allow the university to accomplish its missions.

The Information Technology organization is comprised of the following units:

- **Administration and Planning** ([www.it.vt.edu/organization/anp.html](http://www.it.vt.edu/organization/anp.html)), which provides IT strategic planning; develops policies; coordinates communication; coordinates/manages projects and administrative requests; manages computer purchases and software distribution; and coordinates with the state Information Technology Agency.
- **Enterprise Systems** ([www.it.vt.edu/organization/es.html](http://www.it.vt.edu/organization/es.html)), which manages Banner and other university-wide central administrative systems; provides core administrative information and

services through database support and operational software implementation, development, and maintenance; supports Web hosting projects; and maintains data warehousing and decision support tools.

- **Learning Technologies** ([www.it.vt.edu/organization/lt.html](http://www.it.vt.edu/organization/lt.html)), which provides a teaching and learning infrastructure that integrates technology across content areas. Further information regarding Learning Technologies is available in section 4.12.3.
- **Network Infrastructure and Services** ([www.it.vt.edu/organization/nis.html](http://www.it.vt.edu/organization/nis.html)), which implements and manages emerging technologies; advances the information technology infrastructure; disseminates information regarding new technological developments; provides network, system, and services management, maintenance, and support; and aggressively pursues development and expansion of new services.
- **Research Computing**, which provides leadership to university-wide research computing. The Advanced Research Computing ([www.arc.vt.edu/arc/index.php](http://www.arc.vt.edu/arc/index.php)) division at Virginia Tech advances infrastructure to invigorate computational science and engineering; builds areas of excellence in computational science and engineering across disciplines; provides opportunities for new innovation in scientific computing; and affiliates with business, industry, and government to help drive economic development growth in Virginia by building connections between research and applications for emerging tools and techniques in computational science and engineering.
- **Secure Enterprise Technology Initiatives** ([www.it.vt.edu/organization/seti.html](http://www.it.vt.edu/organization/seti.html)), which develops secure applications, middleware, and interfaces to support the university's computing and network services.
- **Security Office** ([www.it.vt.edu/organization/security.html](http://www.it.vt.edu/organization/security.html)), which provides technology tools, services, education, awareness, and guidance necessary for all users to have a safe and secure information technology environment for learning, discovery, engagement, and the conduct of university business.
- **Strategic Partnership Initiatives**, which works with communities, private sector, and municipal partners to facilitate the rapid development of advanced, fiber optic, wireless, and "next generation" Internet infrastructure across southwest Virginia. Through multiple community and regional based initiatives, the program is striving to put the world's most advanced communications infrastructure within reach of every community in Virginia within the next ten years.

### **7.1.6 Office of Institutional Research and Effectiveness**

The Office of Institutional Research and Effectiveness ([www.ir.vt.edu](http://www.ir.vt.edu)) coordinates data collection efforts that support internal and external reporting, as well as compliance with governing and accrediting bodies; provides and coordinates reliable, selected, university-wide data; assists with assessment and program evaluation endeavors by providing resources and data; and supports informed decision making throughout the university by collecting, analyzing, and presenting data.

### **7.1.7 Outreach Programs**

Virginia Tech is a national leader in outreach and engagement programs make a difference for individuals, businesses, and communities around the globe. Outreach and engagement programs are comprised of business/community services, continuing and professional education, economic development, student programs, and youth programs.

**Business/community** ([www.outreach.vt.edu/business.html](http://www.outreach.vt.edu/business.html)) services include:

- Center for Organizational and Technological Advancement (COTA), which sponsors lifelong learning and executive training;
- Center for Student Engagement and Community Partnerships, which fosters opportunities for engagement between the university and community with a special emphasis on student engagement;
- Institute for Advanced Learning and Research (IALR), a research, technology, and conference center located in Southside Virginia; and
- Technical Assistance Program, which applies faculty expertise to needs of the business or community.

**Continuing and professional education** ([www.outreach.vt.edu/continuing.html](http://www.outreach.vt.edu/continuing.html)) services include:

- professional expertise and a full range of program services, including conferences, short courses, workshops, and training programs;
- graduate and professional development programs offered at commonwealth campus centers;
- programs and classes open to the public for all ages and interests, offered at the Reynolds Homestead;
- conference facilities at The Hotel Roanoke and Conference Center, The Inn at Virginia Tech and Skelton Conference Center, and the Institute for Advance Learning and Research.

**Economic development** ([www.outreach.vt.edu/economic.html](http://www.outreach.vt.edu/economic.html)) includes:

- services that link the university's academic strengths with the needs of organizations and individuals across the commonwealth, the nation, and the world;
- specialized services, such as technology research and development, training, and technical assistance; and
- Technical Assistance Program, which applies faculty expertise to needs of the business or community.

**Student programs** ([www.outreach.vt.edu/student.html](http://www.outreach.vt.edu/student.html)) include:

- Center for European Studies and Architecture (CESA), the university's historic educational facility in Riva San Vitale, Switzerland;
- Center for Student Engagement and Community Partnerships, which fosters opportunities for engagement between the university and community with a special emphasis on student engagement;
- Language and Culture Institute, which offers intensive courses to improve English language, cultural skills, and TOEFL preparation;
- Service-Learning Center, which integrates community service with academic courses;
- Education Abroad program, which provides opportunities for Virginia Tech students to study abroad; and
- VT-Engage program, which provides volunteer opportunities, volunteer matching, and resources for service projects.

**Youth programs** include:

- Educational Talent Search program, which encourages completion of high school and the pursuit of a college education;
- Virginia Tech Summer Training Academy for Rising Students (VT STARS), which is a three-year developmental program for Virginia's at-risk youth;
- Virginia Tech Science Technology Engineering and Mathematics (VT-STEM), which is an interdisciplinary group of people and programs that share research and resources among the university community, K-12 education, and other partners to contribute to Virginia's leadership in K-12 science, technology, engineering, and mathematics education; and
- Upward Bound, which encourages and prepares high school students to pursue a college education.

### **7.1.7.1 Use of Continuing and Professional Education Program Services and Facilities**

Presidential policy memorandum 49 directs that the Continuing and Professional Education (CPE) program services and facilities must be used when conducting continuing education programs, including non-credit instructional programs, workshops, conferences, etc. For further information, contact CPE at 540-231-4084.

### **7.1.8 Office for International Research, Education, and Development**

The **Office for International Research, Education, and Development** provides guidance, coordination, and visibility for activities aimed at internationalizing the university experience. For faculty, OIRED provides development opportunities and assistance in enhancing the international content of the curricula. OIRED coordinates the negotiation and signing of linkage agreements with international universities and maintains a database of such memoranda of agreements at their website [www.oired.vt.edu](http://www.oired.vt.edu). OIRED works closely with departments operating education abroad and other student travel opportunities.

International services that are available through the Office of International Research, Education, and Development are described below.

#### **7.1.8.1 Education Abroad**

The Education Abroad program ([www.finaid.vt.edu/apply/education-abroad/index.html](http://www.finaid.vt.edu/apply/education-abroad/index.html)) has more than 900 Virginia Tech students pursuing their studies or work abroad each year in countries from Australia to Malawi. The associate vice president for international affairs in the Office for International Research, Education, and Development is the first contact point for emergency evacuation arrangements for Virginia Tech sponsored faculty and student activities abroad.

#### **7.1.8.2 Graduate Certificate in International Research**

The Graduate Certificate in International Research allows graduate students already working towards a graduate degree to attain special recognition for work in international development. For further information visit [www.oired.vt.edu/graduatecertificate.html](http://www.oired.vt.edu/graduatecertificate.html).

#### **7.1.8.3 Center for European Studies and Architecture**

The Center for European Studies and Architecture ([www.oired.vt.edu/cesa/index.html](http://www.oired.vt.edu/cesa/index.html)) is the university's historic educational facility in Riva San Vitale, Switzerland that offers a wide variety of semester-long and summer study abroad programs to provide diverse learning experiences for undergraduate and graduate students. The center is managed through the Office of the Vice President for Outreach and International Affairs.

#### **7.1.8.4 Caribbean Center for Education and Research**

The Caribbean Center for Education and Research ([www.oired.vt.edu/CCER/home.html](http://www.oired.vt.edu/CCER/home.html)) in Punta Cana on the eastern tip of the Dominican Republic, provides a base for Virginia Tech faculty to conduct research as well as instruct students on biodiversity, environmental and social sustainability, global issues in natural resources, and hotel and tourism management.

#### **7.1.8.5 Donor-Funded Collaborative Research**

The Donor-Funded Collaborative Research is a grant portfolio of over \$46 million in 44 countries around the globe, which is managed by the Office for International Research, Education, and Development. The U.S. Agency for International Development (USAID) funds most of these research projects, which include projects in forestry and natural resource management, integrated pest management, sustainable agriculture, watershed management, capacity-building in education, and micro-enterprise development. A major component of every project is providing leadership in advancing gender equity issues. Every effort is made to empower women with greater access to resources, knowledge, and technology.

#### **7.1.8.6 Fulbright Program for Faculty**

The Fulbright Program for Faculty ([www.oired.vt.edu/fullbright.html](http://www.oired.vt.edu/fullbright.html)) gives American faculty the opportunity to study or conduct research in over 100 nations throughout the world. The program is sponsored by the U.S. Information Agency in cooperation with U.S. embassies and international Fulbright commissions and foundations. Faculty interested in applying should contact the associate vice president for international affairs. The application deadline each year is the second week of August.

#### **7.1.8.7 International Faculty Development**

The International Faculty Development program ([www.outreach.vt.edu/IFDP\\_main.html](http://www.outreach.vt.edu/IFDP_main.html)) facilitates the development of international partnerships and collaborations that enrich faculty members' scholarship activities in learning, discovery, and engagement.

#### **7.1.8.8 Language and Culture Institute**

The Language and Culture Institute ([www.lci.vt.edu/elp](http://www.lci.vt.edu/elp)) provides intensive courses to improve English language, cultural skills, and TOEFL preparation. The Language and Culture Institute reports to the Vice President for Outreach and International Affairs.

#### **7.1.8.9 International Visa Assistance**

The assistant director for international support services in the Office of International Research, Education, and Development International provides international visa assistance to faculty and staff ([www.oired.vt.edu/Visa.html](http://www.oired.vt.edu/Visa.html)). The non-immigrant H1B visa allows U.S. organizations to employ foreign guests in specialty occupations. The non-immigrant J1 visa is issued for exchange visitors.

### **7.1.9 Additional International Services**

Additional international services are offered through other divisions, such as student affairs, the graduate school, and the Alumni Association.

#### **7.1.9.1 Cranwell International Center**

The Cranwell International Center ([www.uusa.vt.edu/cranwell](http://www.uusa.vt.edu/cranwell)) is a unit within the Division of Student Affairs. The center provides a focal point for an extensive array of activities addressing the specific needs of the international community, the greater Virginia Tech academic community, and the local Blacksburg citizenry. The center's services to international members of our community include orientation, pairing with U.S. hosts for social and cultural interactions, English conversation classes, assistance in complying with state and federal regulations, and issuing immigration documents for undergraduate students. Programs include an international speakers bureau, Friendship Host program, International Week, Dance of Nations, and other events for fostering cross-cultural awareness. The Cranwell Center staff is available as a resource for anyone wishing assistance in dealing with cultural or international issues. The center is a point of contact for almost 30 international student organizations and hosts a variety of social and cultural events throughout the year.

#### **7.1.9.2 Graduate International Student Services Office**

The graduate school's Graduate International Student Services Office ([www.grads.vt.edu/admissions/faq.html](http://www.grads.vt.edu/admissions/faq.html)) offers immigration services to international graduate students. These services include advising and procedural assistance pertaining to obtaining and maintaining a legal non-immigrant visa status in the United States, facilitating travel and work authorizations, and communication with government organizations such as the Bureau of Citizenship and Immigration Services and the Department of State.

The graduate school also administers oral proficiency tests to international graduate students with teaching responsibilities and offers a semester-long training course, English 0014, "Oral Communication for ITAs" (3 hour, 1 credit) each term. The Language and Culture Institute offers English Placement Testing for new international graduate students and advanced academic writing courses.

### **7.1.9.3 Hokies Abroad**

The Hokies Abroad ([www.alumni.vt.edu/international](http://www.alumni.vt.edu/international)) initiative of the Alumni Association links traveling faculty members with alumni who live abroad. The program engages alumni living abroad, promotes the university's interests, generates new international undergraduate enrollments, and enhances alumni relations worldwide. Faculty participants make presentations, attend alumni-sponsored receptions and distribute information about the university.

### **7.1.10 University Development Office**

University Development is responsible for coordinating all activities related to identification, cultivation, solicitation, and stewardship of private gift support from all non-public constituencies. These funds are needed for the continued development and progress of the university. The objectives of University Development relate directly to the advancement and support of the overall mission of the institution and its established goals. The development office not only engages actively in private fund raising, but also continually advances an understanding of the university's special mission, values, plans and accomplishments to its many publics.

University Development seeks financial support from alumni, friends, parents, faculty, staff, foundations, and corporations. The central development office is organized into the following areas: advancement services, development for colleges, development for university programs, and The Campaign for Virginia Tech ([www.campaign.vt.edu/campaign-vt](http://www.campaign.vt.edu/campaign-vt)). In addition, the development office coordinates and supports the efforts of development officers in the university's various colleges and other constituent areas such as the arts, the equine programs, the graduate school, the honors program, intercollegiate athletics, student affairs, the Skelton 4-H Center, University Libraries, the Virginia Tech Corps of Cadets, and WVTF public radio.

The development office works closely with the faculty, staff, and administration of the university in securing gifts of securities, cash, real estate, special collections, equipment, and gifts-in-kind. In addition, assistance is provided to prospective donors and their legal/financial advisors seeking information concerning charitable gift planning.

University Development is the central point for receiving all charitable gifts to the university through the Virginia Tech Foundation, Inc. (see section 7.4.7). All gifts received by university personnel should be sent to the development office for gift recording and entry.

Faculty are encouraged to bring to the attention of the development office potential sources of private support and are invited to discuss their needs to determine how the development office may be of service. The development office should be contacted before seeking private funding from individuals, corporations and foundations, except for contract research agreements.

### **7.1.11 University Relations**

University Relations ([www.unirel.vt.edu](http://www.unirel.vt.edu)) is a resource for strategic communications and operates the university's news and extension information offices. University Relations provides professional services and support that include outreach; print, editorial, Web, graphic, and photographic services; and video and radio program production.

Public information officers are assigned to each college, the Office of the Vice President for Research, outreach and international affairs, the National Capital Region, and student affairs. Faculty members are encouraged to work directly with their college/area information officer for media relations, publicity, and information dissemination purposes. Information officers usually serve as the first point of contact for most communications support.

Faculty members are frequently contacted by the news media to provide comment or insight into events or issues related to their professional expertise. To track and assess media activity, such contacts should be reported to the college information officer ([www.vtnews.vt.edu/contact\\_us.php](http://www.vtnews.vt.edu/contact_us.php)).

Requests concerning sensitive issues or those involving university policy should be forwarded to the central university relations office. The university does not take a position on issues or endorsements except through the president's office.

Additional services provided by University Relations are described below.

#### **7.1.11.1 Extension Communications**

Extension Communications disseminates useful information via mass media to a variety of specialized publics, primarily home and farm-related, and for production of publications. The work of extension communications is closely coordinated with the programs of the Virginia Cooperative Extension Service, and includes publication of materials for the statewide extension staff and interested citizens.

### **7.1.11.2 Licensing and Trademark**

The Licensing and Trademark unit ([www.unirel.vt.edu/licensing/index.html](http://www.unirel.vt.edu/licensing/index.html)) promotes and protects Virginia Tech's image through appropriate use of the university trademarks.

### **7.1.11.3 University Publications**

University Publications ([www.unirel.vt.edu/publications/index.html](http://www.unirel.vt.edu/publications/index.html)) produces printed communications products that are critical to the Virginia Tech's operation, goals, and missions. Services are directed at public information, major positioning, image enhancement, fundraising, marketing, and recruitment efforts. The publications unit provides editorial, graphic design, public relations, and marketing support to the university community for selected communications efforts. The unit produces *Virginia Tech Magazine* (an alumni magazine published quarterly); *Virginia Issues & Answers* (a public policy forum published semi-annually); and the *VT NetLetter* (a monthly e-mail newsletter). The publications unit also operates the Virginia Tech Visitor Information Center ([www.vt.edu/where we are/visitor-center.html](http://www.vt.edu/where_we_are/visitor-center.html)).

Photography Services and Design Services are units within University Publications:

- **Photography Services** ([www.unirel.vt.edu/photography/index.html](http://www.unirel.vt.edu/photography/index.html)), provides university clients with the services of a photographer for location, studio, and tabletop photography, according to established university relations departmental goals and priorities.
- **Design Services** ([www.unirel.vt.edu/communicators/design-services.html](http://www.unirel.vt.edu/communicators/design-services.html)) includes editorial services and graphic design. Editors in University Publications ensure that publications properly follow specifications outlined in the university's *Style Guide for Written Documents* and the *Associated Press Stylebook and Briefing on Media Law*. The editors write or copy-edit a range of products, including the annual *President's Report*, university public relations brochures and pamphlets, college promotional and recruitment materials, and various electronic publications. Editors work closely with the university's graphic designers who supply a variety of support services for university-wide publications, including projects for university and college-specific programs.

#### **7.1.11.4 Visual and Broadcast Communications**

Visual and Broadcast Communications ([www.unirel.vt.edu/audio\\_video/index.html](http://www.unirel.vt.edu/audio_video/index.html)) initiates, produces, and markets radio, video, and photographic programming targeted to the university's strategic goals and objectives while providing various communication support services to the university. This group produces programming for administration, colleges, and departments with the majority of this programming aimed at external audiences on a state, national, and international level.

#### **7.1.11.5 VTNews**

VTNews ([www.vtnews.vt.edu](http://www.vtnews.vt.edu)) provides the university community with essential news and information. University Relations maintains the Virginia Tech homepage and Virginia Tech news website to announce breaking news and report on major campus issues, and updates the weather hotline when class schedules are affected by winter storms. Campus-wide e-mails, voice mail messages, and electronic message boards are also provided to notify the university community and public during major campus emergencies.

The Office of University Relations maintains a fully integrated and coordinated urgent notification system known as **VT Alerts**. Faculty, staff, and students may choose to receive urgent notifications via text messages to mobile devices, instant messages, phone calls to non-Virginia Tech phone numbers, and e-mails to non-Virginia Tech addresses. The subscriber-only features of VT Alerts allow members of the university community to receive emergency or weather-closing messages where and how they want, even if they are away from their computers or university phones. These methods augment communication tools such as the university homepage, broadcast e-mail alerts, broadcast voice-mail messages, a recorded hotline (540-231-6668), the university switchboard, electronic message boards, and a coordinated use of public media outlets. Faculty may subscribe to the notification system by going to [www.alerts.vt.edu](http://www.alerts.vt.edu) and following the step-by-step instructions.

University Relations offers **VTNews Daily E-mail**, a daily e-mail service that provides the latest news, information, campus notices, and events of interest to the university community. The e-mail is delivered overnight, Monday through Friday. It includes extensive links to the Virginia Tech News website for detailed coverage. Faculty may subscribe to the daily e-mail service at [www.vtnews.vt.edu/email.php](http://www.vtnews.vt.edu/email.php).

#### **7.1.11.6 Web Communications**

Web Communications ([www.unirel.vt.edu/web/index.html](http://www.unirel.vt.edu/web/index.html)) manages Ensemble CMS, a Web content management system that allows website contributors to update their Web content without concern about the technical details of creating, editing, and maintaining websites.

#### **7.1.11.7 WVTF Public Radio**

WVTF ([www.wvtf.org](http://www.wvtf.org)) is the public radio station for southwest and portions of central Virginia. It is a property of the Virginia Tech Foundation and managed through university relations.

#### **7.1.12 University Libraries**

The objective of University Libraries is to provide and promote access to information resources for the achievement of the university's missions of learning, discovery, and engagement.

The University Libraries consists of the main library (Carol M. Newman Library) and four additional facilities: the Art and Architecture library in Cowgill Hall, the Veterinary Medicine library in that college, the Northern Virginia Resource Service Center located in Falls Church, and a high-density remote storage building.

Established in 1872 with 500 volumes, the library now includes holdings of more than 2.2 million volumes. In addition, the university community has access to a large and continuously expanding collection of electronic databases and full content journals, which can be reached on campus and off through the library homepage at [www.lib.vt.edu](http://www.lib.vt.edu).

The library is a selective depository for federal documents and is an invited member of the Association of Research Libraries (ARL). As an ARL member institution, Virginia Tech libraries can provide borrowing privileges and on-site access to the collections of some of the most important research libraries in North America.

University Libraries is comprised of the following departments, which offer major public services to the university community and selected services to the local community:

- **Administrative and Circulation Services** is responsible for the circulation and reserve system ([www.lib.vt.edu/services/circ-reserve/services.html](http://www.lib.vt.edu/services/circ-reserve/services.html)), business services, and administrative services such as management of the libraries' human resources, purchasing, photocopying, and physical facilities.
- **Library Development** ([www.lib.vt.edu/giving/index.html](http://www.lib.vt.edu/giving/index.html)) partners with alumni, faculty, staff, and friends to enable University Libraries to provide and sustain the margins of excellence required of a top university library.
- **Reference and Instructional Services** ([www.lib.vt.edu/help/RIS/index.php](http://www.lib.vt.edu/help/RIS/index.php)) is responsible for the branch libraries, the college librarian program, government documents, information skills programs, reference/research assistance, staff development, and the University Libraries website.
- **Collections Management** ([www.lib.vt.edu/services/cmcbcs.html](http://www.lib.vt.edu/services/cmcbcs.html)) builds and maintains the general library collections in all formats. In addition, the department is responsible for shelving, stack maintenance, and loose-leaf services.
- **Interlibrary Services** manages the delivery of library materials to extended campus sites and the borrowing from and lending to other libraries. The interlibrary loan system is referred to as **ILLiad** ([www.ill.vt.edu](http://www.ill.vt.edu)).
- **Technical Services** manages acquisitions, cataloging, processing, preservation, and the new book list. The University Libraries cataloging system is referred to as **Addison** (<http://addison.vt.edu>), and is also accessible by PDA's, Blackberries, and Internet-enabled cell phones.
- **Library Systems** is responsible for local database development, networking, software/equipment support, Web support, and the Integrated Logistic Support (ILS) system.
- **Digital Library** manages electronic journals, electronic theses and dissertations, and the VT ImageBase.
- **Special Collections** (<http://spec.lib.vt.edu>), located in the Newman Library, includes manuscript collections, rare books, and the university archives. The collection also contains local, state, and historical maps and photographs. Special Collections collects and preserves unique, historical materials and provides access to them in their original form. When possible, Special Collections also offers materials in digital format.

The University Library Committee, with representatives from all colleges, the faculty and staff senates,

and graduate and undergraduate government, advises the dean of the University Libraries on general library matters as they affect the university community. The committee reports to the Commission on Graduate Studies and Policies, the Commission on Undergraduate Studies and Policies, and indirectly to the Commission on Research.

### **7.1.13 Virginia Cooperative Extension**

Virginia Cooperative Extension (VCE) is a joint outreach program of Virginia Tech and Virginia State University. Extension's mission is to enable people to improve their lives through an educational process that uses scientific knowledge focused on issues and needs at the local level.

Virginia Tech was founded as a land-grant institution through provisions of the Morrill Act of 1862. Virginia State University became a land-grant institution through the Morrill Act of 1890. The research and outreach functions of land-grant institutions were established through the Hatch Act of 1887 and the Smith-Lever Act of 1914, respectively. In 1914, the Virginia General Assembly authorized Virginia Tech to conduct VCE programs in cooperation with the U.S. Department of Agriculture (USDA) and local governments. VCE programs are funded by federal, state, local, and private sources.

Virginia Cooperative Extension programs are categorized into three broad areas:

- Agriculture and Natural Resources programs help sustain the profitability of agricultural and forestry production, while protecting and enhancing the quality of the commonwealth's land and water resources.
- Family and Consumer Sciences programs improve the quality of life for individuals, families, and communities, support economic self-sufficiency and family stability, emphasize appropriate and safe food and nutrition choices, encourage physical activity, and improve health literacy.
- 4-H Youth Development is the comprehensive youth development program of VCE. Young people from ages five to 18 engage in hands-on learning experiences under the guidance of 4-H agents and trained adult or teen 4-H volunteers.

VCE is a dynamic organization that stimulates positive personal and societal change, leading to more productive lives, families, farms, and forests, as well as a better environment. Extension is an educational outreach program of Virginia's land grant universities—Virginia Tech and Virginia State University—and is a part of the national Cooperative State Research, Education, and Extension Service, which is an agency of the U.S. Department of Agriculture.

Extension programs are delivered through a system incorporating the expertise of faculty in Virginia Tech's College of Agriculture and Life Sciences, College of Natural Resources, Virginia-Maryland Regional College of Veterinary Medicine, and Virginia Agricultural Experiment Station, and Virginia State University's School of Agriculture, Science, and Technology.

VCE strives to involve communities in the planning, implementing, and evaluating of extension education through Extension Leadership Councils.

#### **7.1.14 Virginia Tech Police Department**

The Virginia Tech Police Department ([www.police.vt.edu](http://www.police.vt.edu)) strives to enhance the safety and quality of life for faculty, staff, students, and visitors through effective law enforcement and proactive crime prevention in partnership with the university community. The department is a full-service, nationally accredited police agency with jurisdiction and legal authority on all university-owned property.

Virginia Tech Police Department has 50 full-time sworn police officers in addition to security guards, campus watch officers, and Safe Ride officers. The department works very closely with the Blacksburg Police Department, Montgomery County Sheriff's Office, Virginia State Police, and other law enforcement agencies to ensure a safe and secure environment for all persons living, visiting, and working at the university.

The department is a community-oriented organization, which interacts with faculty, staff, and students by way of bike, foot, and vehicle patrols. The "Adopt-a-Hall" program builds relationships with students and addresses issues and concerns within residence halls. Officers also regularly visit academic buildings to provide the campus community with a sense of security and safety.

For the safety of the campus community, Virginia Tech has installed 63 blue light safety phones located throughout the campus. All of the safety phones connect directly with the Virginia Tech Police and are available 24 hours a day, seven days a week.

The Virginia Tech Police Department sponsors a nighttime safety escort service known as Safe Ride. Safe Ride operates from dusk until dawn and provides transportation or a walking escort for all persons who request it. For a safety escort, call 540-231-SAFE.

To inquire about services, ask questions, or voice concerns, call 540-231-6411. For emergencies, dial 911.

Additional information regarding emergency response may be found in section 8.1.

## **7.2 Travel**

Faculty members are encouraged to attend relevant professional and educational meetings when such attendance is beneficial to their professional development and responsibilities and does not conflict with their assigned duties. Departmental operating allotments include funds for such purposes. Requests by the faculty member to attend professional meetings, regardless of sources of funding, should be submitted in writing to the faculty member's department head or chair as early in the academic year as possible. Allocation of departmental funds is the responsibility of the department head or chair.

Travel on official business for the university may be fully reimbursable. Reimbursement for approved travel is subject to regulations that apply to both university employees and guests of the university. These regulations are available at [www.co.vt.edu](http://www.co.vt.edu). Every faculty member who intends to travel should carefully read the regulations to ensure that reimbursement may be made.

### **7.2.1 International Travel**

International travel is permitted in connection with research programs or international meetings when funds are designated for that purpose in project budgets or are available within department general operating budgets. The supplemental grants program, described in section 6.1.11, was specifically designed to provide partial support of faculty international travel to present papers at international meetings. All travel expenses must be in accordance with the university travel policies.

Advance administrative approval is required for all international travel for professional purposes. Approval request forms are available on the controller's website at [www.co.vt.edu](http://www.co.vt.edu). If more than three employees are traveling to the same international location, the department head or chair is responsible for approving the travel. The department must thoroughly document the business necessity for attending a conference, seminar, or training workshop when more than three employees travel to the same destination. Inquiries may be directed to the Office of the Senior Vice President and Provost.

General operating funds may also be used for essential visitations by international scholars, recruitment interviews, or university program development. General operating funds may not be used for student education abroad travel.

### **7.3 Campus Cultural, Recreational, and Athletic Activities**

#### **7.3.1 Fine and Performing Arts**

A wide range of opportunities to become involved in the visual and performing arts is offered throughout the academic year and summer through the School of the Performing Arts and Cinema ([www.sopac.vt.edu](http://www.sopac.vt.edu)), the School of Visual Arts ([www.sova.vt.edu](http://www.sova.vt.edu)), the Virginia Tech Union ([www.uusa.vt.edu](http://www.uusa.vt.edu)), the Black Cultural and Multicultural Centers ([www.mps.vt.edu/centers.html](http://www.mps.vt.edu/centers.html)), and “town and gown” organizations. Faculty members may involve themselves as spectators; however, many opportunities exist for faculty members to be participants.

There are two art galleries located on the Tech campus—the University Art Gallery (popularly known as the Armory Art Gallery) and the Perspective Art Gallery. Both galleries mount from eight to 10 exhibitions each throughout the academic year and the summer. These exhibitions range from nationally and internationally known artists to presentations of works by faculty, staff, students, and local artists. The University Art Gallery is programmed through the School of Visual Arts, and the Perspective Art Gallery is programmed through University Unions and Student Activities. The two galleries often collaborate on joint exhibitions.

A broad range of theatre productions is presented throughout the academic year and the summer. The School of Performing Arts and Cinema produces between 20 and 30 mainstage, studio, and workshop productions each academic year, and all are cast through open auditions to the entire university community. The Virginia Tech Union programs Broadway touring productions through its Lively Arts Season.

Music concerts abound throughout the academic year and summer. The School of Performing Arts and Cinema offers more than 80 concerts each academic year, ranging from the New River Valley Symphony (open to all musicians) to the university wind and jazz ensembles to the Concert Band to the Meistersingers to the New Virginians to opera workshop productions to the 330-member Marching Virginians to small popular and classical ensembles. Faculty members direct all of these musical groups, and many groups are open for faculty participation.

In addition, musical groups and Broadway shows are presented by the Virginia Tech Union on its Lively Arts Season each academic year. The Blacksburg Master Chorale is a “town and gown” chorus directed by a faculty member of the music department.

Each summer, the university and the town of Blacksburg produce the Summer Arts Festival. Included in each festival are 10 outdoor “Friday Night Out” music concerts—ranging from pop to jazz to blues

and folk—on Friday evenings, 6:00-7:30 p.m.; two theatre productions; four to six gallery exhibitions; the July 4th celebration; and the downtown merchants’ “Steppin’ Out” celebration.

The Black Cultural Center and the Multicultural Center offer art exhibitions, films, and special events throughout the academic year that provide unique insights into various cultures.

### **7.3.2 Recreational Facilities**

The university has many recreational facilities that are open (at least on a restricted basis) to faculty members. These include a golf course, many outdoor tennis courts and an indoor tennis facility, standard gymnasium facilities, and a field house with running track. There are also many outdoor playing fields and a well-used jogging circuit. The university’s intramural program provides ample opportunity for faculty members to participate in organized sports.

### **7.3.3 Intercollegiate Athletics**

The Virginia Tech athletic department administers the intercollegiate athletic sports programs of the university. The varsity program competes in the Atlantic Coast Conference (ACC) and fields teams in the popular sports in both the men and women’s sports.

## **7.4 University-Related Corporations**

### **7.4.1 River Course LLC**

River Course LLC was established as a subsidiary corporation of the Virginia Tech Foundation in 2002. It operates the Pete Dye River Course of Virginia Tech ([www.rivercoursegolf.com](http://www.rivercoursegolf.com)), which offers a spectacular riverfront setting in the Blue Ridge Mountains with a traditional links-style layout that is fun and challenging for golfers of all skill levels. The Pete Dye River Course is located between Blacksburg and Radford, off Route 114 in southwest Virginia. A turf care center and teaching/training center for the Virginia Tech golf team are on site.

Under agreement with the university, the River Course LLC also operates the Virginia Tech Golf Course ([www.recsports.vt.edu/facilities/VTGolfCourse](http://www.recsports.vt.edu/facilities/VTGolfCourse)), a nine-hole golf course located on campus.

#### **7.4.2 University Club**

The University Club ([www.uclub.vt.edu](http://www.uclub.vt.edu)) is a private corporation chartered for exclusive use by its members. The University Club owns and maintains an elegant and picturesque 1929 Georgian building at the convergence of Roanoke and Otey streets on the Virginia Tech campus.

Membership in the University Club is open to members of the university community, as well as business persons, professionals, and retirees from surrounding communities.

The clubhouse has many spacious rooms available for rent, including formal lounges with reception area, a casual lounge with a dance floor, and patios to accommodate outdoor events.

#### **7.4.3 Virginia Tech Alumni Association, Inc.**

Organized in 1875, the Alumni Association is an independent, non-profit organization whose purpose is to promote the welfare of the university by cultivating a mutually beneficial relationship between Virginia Tech and its growing worldwide community of alumni. The Alumni Association provides and supports alumni programs and services, facilitates communication with alumni, and seeks to strengthen alumni bonds of fellowship, professional association, and university affiliation.

The vice president for alumni relations and staff of the Alumni Association are members of the university. They aspire to be a primary linkage between the university and its family of alumni across the globe; to commit them to the university's missions of lifelong learning, discovery, and engagement; and to attract them to university service.

Any former student who matriculated for at least one semester is considered an alumnus/a of the university. All alumni are members of the association, and those who contribute to any area of the university are considered "active members." The alumni office staff maintains up-to-date alumni records. Lists are used by local alumni chapters to help them involve as many alumni as possible in the various activities sponsored by the association. Also, alumni are invited to return to campus for reunions by graduation class, academic college/department, or other constituency affiliation. Each college holds an annual homecoming in the fall, coordinated through the association staff.

In cooperation with the Alumni Association, the university publishes the *Virginia Tech Magazine* for all alumni.

The Faculty Senate president is invited to attend meetings of the alumni board to report on issues of importance to the faculty. The Alumni Association sponsors the W. E. Wine Awards, Teaching Excellence awards, and others for research, extension, academic advising, outreach, and international programs. Awards are presented to the recipients at the annual awards banquet.

In 1972, the university's centennial year, the Alumni Association established endowments for professorships and merit scholarships. Today, these provide funding for Alumni Distinguished Professors, Alumni Presidential Scholars, and Alumni Honors Scholars. Other recognitions include Outstanding Seniors, Alumni Distinguished Service awards, and an Outstanding Young Alumnus or Alumna from each college. In addition, alumni chapters around the country raise funds to award scholarships to entering freshmen. There are more than 130 alumni chapters organized around the world. The Alumni Association also serves the academic colleges by placing staff members in the colleges to assist with college and departmental alumni programs.

The Alumni Association receives no state funds for its operation; nor does it charge annual dues. Its funding comes partially from the Virginia Tech Foundation, from gifts designated through annual giving, from program revenues, and from affinity merchandising programs. The full-time staff includes field staff in northern Virginia and Richmond. Virginia Tech recognizes its more than 202,000 alumni as one of the university's most valued resources and encourages alumni participation in shaping the institution's future.

#### **7.4.4 Virginia Tech Athletic Fund, Inc.**

The Virginia Tech Athletic Fund, Inc. is the official fund raising organization for athletics. The athletic fund is governed by a 40-member board of directors, with 10 being *ex-officio*, and is a part of the Virginia Tech Foundation. *Ex-officio* members are the university's vice president for development and university relations, a full-time faculty member who is also a member of the Virginia Tech Athletic Fund, the athletic director, and members of the association management and support groups. The other 30 directors are elected from the membership of the association to serve a three-year term.

Officers of the athletic fund are a president, vice president, secretary, treasurer, and executive director. The president and vice president are elected from the non *ex-officio* directors. The executive director of the association serves as secretary-treasurer and an athletic development officer serves as assistant secretary-treasurer.

The executive director manages the athletic fund. Development officers and staff enter and record gifts, as well as handle all marketing and meeting notices for the volunteer network of Hokie

representatives. Monies raised through the athletic fund are deposited into and managed by the Virginia Tech Foundation.

The athletic fund assists the university by raising funds for scholarships and facilities, including the Merryman Athletic Center and the south end zone and west side additions to Lane Stadium.

#### **7.4.5 Virginia Tech Corporate Research Center, Inc.**

The Corporate Research Center ([www.vtcrc.com](http://www.vtcrc.com)) was established in 1985 as a wholly owned subsidiary corporation of the Virginia Tech Foundation to develop and operate a research park on land adjacent to the university.

The board of directors is composed of university administrators, a faculty member, and external directors. The board of the Virginia Tech Foundation, the sole stockholder in the center, elects directors.

Officers of the center are the chair of the board, president, and secretary-treasurer. The daily management of the center is the responsibility of the president and the secretary-treasurer.

The Corporate Research Center (CRC) assists the university in attracting industrial and governmental research and development operations to locate here and interact with university faculty and research programs. The CRC provides space and assistance to small start-up companies that utilize technology developed within and outside the university; provides faculty consulting opportunities; and employment opportunities for graduate students, graduates, and faculty/staff spouses.

The CRC has become one of the most powerful examples of Virginia Tech's contributions to regional and statewide economic vitality. More than 2,000 southwest Virginia residents are employed by CRC tenant companies, which annually fund more than \$1 million in research projects at Virginia Tech. The success of the research park helps the region attract new industries and businesses.

#### **7.4.6 Virginia Tech Corps of Cadets Alumni, Inc.**

The Virginia Tech Corps of Cadets Alumni, Inc. ([www.vtcca.vt.edu/index.php](http://www.vtcca.vt.edu/index.php)) was established in 1991 to promote and enhance the leadership qualities embodied in the Virginia Tech Corps of Cadets through the constructive, organized efforts of its full-time and volunteer alumni. This Virginia Tech

affiliated corporation solicits funds for its operations and the Emerging Leader Scholarship program on behalf of the Virginia Tech Foundation. It is governed by the development council, which serves as its board of directors.

Officers of the corporation are a chair, vice chair, secretary-treasurer, and five task force chairs, which comprise the executive committee. The commandant of cadets also serves as a member of the executive committee and works closely with the organization, providing liaison in the common effort to achieve the program goals of the university, the Corps of Cadets, and its alumni.

#### **7.4.7 Virginia Tech Foundation, Inc.**

The Virginia Tech Foundation was established in 1948 to receive, manage, and disburse private gifts in support of university programs.

The foundation is a 501(c)(3) non-profit non-stock corporation governed by a board of directors. The bylaws of the foundation provide that the rector of the board of visitors, the president of the Alumni Association, the president of the athletic fund, and the president of the university shall be members of the foundation board. The remainder of the board is composed of alumni and friends of the university who are elected by a vote of the members of the board of the foundation.

Officers of the foundation are: chair of the board, chief operating officer, executive vice presidents, and secretary-treasurer. The chair of the board has traditionally been elected from the board and the chief operating officer is a foundation employee. The executive vice presidents of the foundation have traditionally been university officers—the vice president for development and university relations and the vice president for finance and chief financial officer.

The daily management of the foundation is the responsibility of the chief operating officer, who manages foundation business and financial affairs.

The foundation serves the university by generating significant funding from private sources and aggressively managing its assets to provide funding that supplements state appropriations. The foundation provides additional operating support to colleges and departments, assists in the funding of major building projects, and provides seed capital for new university initiatives.

#### **7.4.8 Virginia Tech Intellectual Properties, Inc.**

Virginia Tech Intellectual Properties, Inc. (<http://www.vtip.org>) was formed in 1985 as an affiliated corporation of Virginia Tech. Virginia Tech Intellectual Properties (VTIP) is passionate in its pursuit of excellence in technology commercialization and creating market opportunities from scientific innovation. VTIP pursues innovative strategies to help translate scientific progress into tangible products, while returning income to the inventor and Virginia Tech to support further research and education. VTIP serves the university by seeking copyright or patent protection for intellectual properties, providing capital for continuing research and development, entering into licensing and other contractual arrangements for the commercialization of intellectual properties, and by distributing a portion of royalties or other income to creators of intellectual properties.

The board of directors is composed of university administrators, faculty members, and external members. Incumbent directors elect board members from nominations made by the Commission on Research, the Faculty Senate, and by directors of the corporation.

Officers of VTIP are a president and secretary-treasurer. The vice president for research serves as chair of the board of directors. The chief operating officer of the Virginia Tech Foundation serves as the secretary-treasurer. The management of VTIP is the responsibility of the chairman of the board, president, and secretary-treasurer.

#### **7.4.9 Virginia Tech Real Estate Foundation, Inc.**

The Virginia Tech Real Estate Foundation, Inc. ([www.vtf.vt.edu/real\\_estate/real\\_estate\\_search.php](http://www.vtf.vt.edu/real_estate/real_estate_search.php)) was established in 1989 to receive and manage property received and purchased for the benefit of the foundation and the university. The Real Estate Foundation is wholly owned by the Virginia Tech Foundation, its parent company.

The Virginia Tech Real Estate Foundation is managed by a board of directors composed of the officers and members of the executive committee of the Virginia Tech Foundation. The chair of the Virginia Tech Foundation serves as president of the Real Estate Foundation and the chief operating officer of the Virginia Tech Foundation serves as secretary-treasurer of the Real Estate Foundation.

The Virginia Tech Real Estate Foundation serves the university by holding title to The Hotel Roanoke.

#### **7.4.10 Virginia Tech Services, Inc.**

Virginia Tech Services, Inc. was organized in 1968 to provide supplies and services to students, faculty, staff, alumni, and visitors.

Virginia Tech Services, Inc. serves the university by providing textbooks, trade books, supplies, clothing, gifts, and services to the university community. Textbook prices are at least 10 percent below the national average, providing indirect financial assistance to students. Surplus earnings are paid to the Virginia Tech Foundation, Inc. for use determined by the university. Earnings have been utilized for providing student scholarships, contributing funds for the renovation and expansion of Squires Student Center, providing collateral for university-issued debt to finance major academic equipment acquisitions, installing lights on the intramural sports fields, supporting the creative arts endowment, and contributing funds for the purchase and renovation of the Center for European Studies and Architecture (CESA), etc. In its 40 years, Virginia Tech Services has transferred over \$40 million to Virginia Tech.

Virginia Tech Services, Inc. owns and manages campus vending services, campus laundromats, concessions, and the University Bookstore ([www.bookstore.vt.edu](http://www.bookstore.vt.edu)), Volume Two Bookstore, Dietrick General Store, the Computer Service Center, the Northern Virginia Center Bookstore, and HokieShops in Cassell Coliseum and Lane Stadium.

The board of directors is composed of university administrators (who serve *ex-officio*), faculty members, and a student. University administrators on the board are the senior vice president and provost, vice president for finance and chief financial officer, vice president for administrative services, and vice president for student affairs. The incumbent directors elect board members. The Faculty Senate nominates one faculty director.

Officers of Virginia Tech Services, Inc. are a chair, vice chair, and secretary-treasurer. Officers are elected from the board. Traditionally, the chair and vice chair are faculty members and the secretary-treasurer is the vice president for administrative services. The daily management of Virginia Tech Services, Inc. is the responsibility of the executive director, who is an employee of the corporation. The executive director coordinates operations with the executive committee of the board and reports directly to the board of directors.

## **7.5 Virginia Tech Carilion School of Medicine and Research Institute**

### **7.5.1 Virginia Tech and Carilion Clinic Partnership**

In January 2007, Virginia Tech and Carilion Clinic announced the creation of a public-private partnership in the form of a new medical school and research institute—the Virginia Tech Carilion School of Medicine and Research Institute. The school and research institute capitalize on Virginia Tech’s world-class strength in basic sciences, bioinformatics, and engineering, and leverages Carilion’s highly experience medical staff and rich history in medical education to train the next generation of physician thought leaders through inquiry, research, and discovery.

### **7.5.2 Virginia Tech Carilion School of Medicine**

The mission of the Virginia Tech Carilion School of Medicine is to develop physician thought leaders through inquiry, research, and discovery, using an innovative curriculum based upon adult learning methods in a patient-centered context. Graduates are expected to be physicians with outstanding clinical skills and significantly enhanced research capabilities. For Virginia Tech, the development of the Virginia Tech Carilion School of Medicine offers opportunities to expand its research portfolio and to allow its students to continue their education and research projects in a partner institution. For Carilion, the development of the medical school and research institute offers opportunities to train physicians for the southwest Virginia area, to further develop its research interests, and to continue its development as an innovative, patient-centered, vertically-integrated clinical center.

The Board of Directors for the Virginia Tech Carilion School of Medicine is composed of four members appointed by the Board of Visitors of Virginia Tech, four members appointed by the Board of Directors of Carilion Clinic; and three outside members appointed who are not employed or affiliated with either partner. Formal affiliation agreements clearly define the roles, responsibilities, and expectations of the partners.

### **7.5.3 Virginia Tech Carilion Research Institute**

Research conducted at the Virginia Tech Carilion Research Institute creates a bridge between basic science research at Virginia Tech and clinical expertise at Carilion Clinic and increases translational research opportunities for both partners. Research conducted by scientists at the institute is aimed at understanding the molecular basis for health and disease, and development of diagnostic tools,

treatments, and therapies that will contribute to the prevention and solution of existing and emerging problems in contemporary medicine. Research areas of emphasis that presently align with areas of strength and active research at Virginia Tech include inflammation, infectious disease, neuroscience, and cardiovascular science and cardiology.