GLENVILLE STATE COLLEGE POLICIES

PERSONNEL POLICY 18

ACADEMIC FREEDOM, PROFESSIONAL RESPONSIBILITY, PROMOTION, AND TENURE

18.1. General

1.1. This policy relates to academic freedom and responsibility, appointment, promotion, tenure, non-reappointment or dismissal of faculty, and grievance procedures for matters pertaining to faculty. The policy sets forth the major elements which need to be incorporated by the college as it formulates institutional policy relating to faculty issues, as required by HEPC Series 9.

1.2. Authority – W. Va. Code §18B-1-6, 18B-1B-4, and 18B-7-4; HEPC Series 9, Sections 6.1; 7.1; 9; 10;11.2; 13.2

1.3. Effective Date:

1.4. Repeal of former rule – This policy supersedes any or all previous GSC policies in reference to academic freedom, professional responsibilities, promotion, and tenure.

18.2. Academic Freedom and Professional Responsibility

2.1. Academic freedom at Glenville State College is necessary to enable the institution to perform its societal obligation as established by the Legislature and the Higher Education Policy Commission. The Board recognizes that the vigilant protection of constitutional freedoms is nowhere more vital than in the institution and campuses under its jurisdiction. Faculty members and students must always remain free to inquire, study, and evaluate.

2.2. Through the exercise of academic freedom, members of the academic community freely study, discuss, investigate, teach, conduct research, and publish, depending upon their particular role at the institution. To all of those members of the academic community who enjoy academic freedom, there are, commensurate with such freedom, certain responsibilities. All faculty members shall be entitled to full freedom in research and in the publication of the results of such research, subject to the adequate performance of their other academic duties, which may include designated instruction, research, extension service, and other professional duties. Activity for pecuniary return that interferes with one's obligations to the institution should be based upon an understanding, reached before the work is performed, with the authorities of the institution. Further, each faculty member is entitled to freedom in the classroom in discussing the subject taught. In addition, when faculty members speak or write as citizens outside the institution, they shall be free from institutional censorship or discipline.

2.3. The concept of academic freedom is accompanied by an equally important concept of academic responsibility. The faculty member at Glenville State College is a citizen, a member of
a learned profession, and a representative of an educational institution. As such, a faculty member, together with all other members of the academic community, has the responsibility for protecting, defending, and promoting individual academic freedom for all members of the community. The faculty member has the responsibility of contributing to institutional, campus and departmental missions in teaching, research, and service, as defined by institutional policy. The faculty member is responsible also as a teacher for striving to speak with accuracy and with respect for the similar rights and responsibilities of others. In speaking only as an individual or for a limited group, the faculty member should not imply or claim to be a spokesperson for the institution in which he or she holds an appointment.

2.4. In addition to meeting the primary responsibilities of addressing institutional missions in teaching, research, and service according to one’s campus, all faculty have an obligation to foster the quality, viability, and necessity of their programs. The financial stability of a program and recruitment of an adequate number of students depends in part on the faculty. While numbers of students are viewed as necessary to the viability of any academic program, integrity in recruiting and advising practices are as necessary to preserving the credibility and prestige of the college as a whole. Faculty and other teaching staff engaged in recruiting must maintain strict adherence to realistic expectations students may have upon joining the Glenville State College community. The common goal of quality must be nurtured and responsibility for it shared by all. Integrity, objectivity, and service to the purposes and missions of the institution are expected.

2.5. Faculty interests and skills change, disciplines evolve, and new professions or fields of study emerge. All faculty members are responsible for remaining current in their disciplines. All are encouraged to explore opportunities for further developing a versatile range of knowledge and skills that are important to the institution. Through individual initiative and faculty development programs, faculty members are encouraged to grow in competency in their own disciplines and strengthen their interests in related fields.

2.6. As members of an academic community, faculty members also are expected to participate in decisions concerning programs and in program review processes.

18.3. Faculty: Ranks and Definitions

3.1. The faculty at Glenville State College shall be those appointees of the president’s designee. The faculty are those so designated by the designee and may include, but are not limited to, such professional personnel as librarians, faculty equivalents, academic professionals, and those involved in off-campus academic activities.

3.2. Faculty may fall into one of the following classifications:

3.2.1. Tenured: Those faculty members who have attained tenure status as determined by the president’s designee. Tenured appointments are full-time (1.00 FTE) for the academic year.
3.2.1.1. Under special circumstances, if requested by the faculty member and approved by the president’s designee, a fulltime tenured appointment may be converted to a part-time tenured appointment for a specified time period, normally not to exceed one calendar year per occurrence. At the conclusion of the approved time period or an approved extension thereof, the faculty member will return to a fulltime tenured appointment or, if the faculty member chooses not to return to a full-time tenured appointment, the faculty member's employment will cease. This section does not apply to actions associated with phased retirement programs.

3.2.2. Tenure-Track: Those faculty members who have been appointed on a full-time (1.00 FTE) basis and have been designated by the president’s designee as being in a tenure-track position.

3.2.2.1. Under special circumstances, if requested by the faculty member and approved by the president’s designee, a fulltime tenure-track appointment may be converted to a part-time tenure-track appointment for a specified time period, normally not to exceed one calendar year per occurrence. At the conclusion of the approved time period or extension thereof, the faculty member will return to a full-time tenure track appointment or, if the faculty member chooses not to return to a full-time tenure-track appointment, the faculty member's employment will cease. Time spent in a part-time tenure-track appointment at least one-half the contract period will not normally apply to the calculation of the years of service for the purposes of tenure nor will it result in any de facto award of tenure.

3.2.3. Non-tenure-Track: Those faculty members who have been appointed by the president’s designee but have not been appointed in a tenure-track, clinical-track, librarian-track, term, or tenured status. Their appointment may be full-time (1.00 FTE) or part-time. Non-tenure-track faculty may also include faculty equivalents or academic professionals, whose primary duties are non-instructional, but who may hold a secondary appointment that is instructional in character. No number of non-tenure-track appointments shall create any presumption of a right to appointment as
tenure-track or tenured faculty.

3.3. Faculty appointed to tenured or tenure-track positions at Glenville State College shall be appointed in one of the following ranks:

3.3.1. Professor;

3.3.2. Associate Professor;

3.3.3. Assistant Professor; or

3.3.4. Instructor

3.4. Additional ranks are permitted at Glenville State College through the use of the title prefix designation "extension;" such additional ranks are excluded from and in addition to those ranks covered by the provisions of the West Virginia Code.

3.5. Other appropriate titles which more accurately indicate the nature of the position may be used.

3.6. Persons assigned full-time or part-time to administrative or staff duties may be appointed to, or may retain, one of the foregoing faculty ranks in addition to any administrative or staff title, following consultation with appropriate academic units. Such persons will be informed in writing at the time of the appointment whether the faculty rank is as a tenured, tenure-track, or non-tenure-track member of the faculty. Administrative or staff personnel who are not appointed to a faculty position are not faculty and therefore are not entitled to the protections provided by this policy.

3.7 Non-tenure-track faculty hold non-tenurable appointments which may be part-time or full-time and are not subject to consideration for tenure, regardless of the number, nature, or time accumulated in such appointments. These appointments are for a specified period of time as set forth in the notice of appointment. Since the faculty member thus appointed is not on the tenure track, the notice provisions set out in Section 10.5 below do not apply.

3.8. Non-tenure-track appointments shall have one of the following titles:

3.8.1. Any of the faculty ranks, but designated visiting, research, clinical, extension, or adjunct, as applicable to describe the connection or function;

3.8.2. Lecturer or senior lecturer;

3.8.3. Assistant, designated as research, clinical, or adjunct, as applicable to describe the connection or function.

3.9. Non-tenure-track full-time (1.00 FTE) faculty appointments may be used only if one or more of the following conditions prevail:
3.9.1. The position is funded by a grant, contract, or other source that is not a part of the regular and on-going source of operational funding.

3.9.2. The appointment is for the temporary replacement of an individual on sabbatical or other leave of absence. Such appointments are outside tenure-track status, are subject to annual renewal, and normally may not exceed three years.

3.9.3. The appointment is for the purpose of filling an essential teaching post immediately, pending a permanent appointment through a regular search and screening process. Such appointments are outside tenure-track status, are subject to annual renewal, and normally may not exceed three years.

3.9.4. The position is temporary to meet transient instructional needs, to maintain sufficient instructional flexibility in order to respond to changing demand for courses taught, or to meet other institutional needs. The appointee is to be so notified at the time of the appointment. Such appointments are outside tenure-track status, are subject to annual renewal, and normally may not exceed six years.

3.9.5. The appointee is granted a primary appointment as an administrator or to perform other non-instructional duties, with a secondary appointment that is instructional in character. Any faculty rank or teaching would be considered temporary, renewable on an annual basis. The appointee must be notified in writing of the status of any faculty rank.

3.9.6. Appointment or reappointment to a non-tenure-track full-time faculty position shall create no right or expectation of continued appointment beyond the one-year period of appointment or reappointment.

3.9.7. The temporary appointee does not meet the criteria for award of a tenure-track faculty position but filling of the position is essential to sustaining the academic program.

3.10. The president’s designee shall make all tenured, tenure-track, and non-tenure-track appointments after consultation with appropriate faculty and other collegiate units.

3.11. Every faculty contract at Glenville State College shall be for one fiscal year, or part thereof, in accordance with and in compliance with the annual budget of the institution, or supplementary actions thereto, as provided by law.
3.12. Every such contract shall be in writing, and a copy of the document shall be furnished to the person appointed. Such document shall contain the terms and conditions of the appointment, as delineated in Section 17 of this policy.

18.4. Faculty: Types and Conditions of Appointment

4.1. Full-time appointments to the faculty of Glenville State College, other than those designated as temporary or non-tenure-track, shall be either tenured or tenure-track.

4.2. All temporary, non-tenure-track appointments, as defined in Section 3 of this policy shall be neither tenured or tenure-track, but shall be appointments only for the periods and for the purposes specified, with no other interest or right obtained by the person appointed by virtue of such appointment.

4.3. The appointment of a person to a full-time position on any campus is made subject to the following conditions:

4.3.1. The appointee shall render full-time service to the campus to which appointed. Glenville State College expects its faculty to give full professional effort to assignments of teaching, research and service. It is, therefore, considered inappropriate to engage in gainful employment outside the institution that is incompatible with the faculty member's contractual commitment to the institution. Moreover, it is considered inappropriate to transact personal business from one's institutional office when it interferes with institutional duties and responsibilities. Glenville State College shall establish a program of periodic review of outside services of appointees to guide faculty members.

4.3.2. If outside employment or service interferes with the performance of the regular institutional duties and responsibilities of the appointee, the president's designee has a right to (a) require the appointee to cease such outside employment or service which interferes with institutional duties and responsibilities of the appointee, (b) make such adjustments in the compensation paid to such appointee as are warranted by the appointee's services lost to the institution and by the appointee's use of institutional equipment and materials, or (c) dismiss for cause as set out in Section 12 below.

4.3.3. The college may permit and encourage a reasonable amount of personal professional activity, such as consulting, by a faculty member outside the faculty member's duties and responsibilities of employment by and for the college, provided such activity: (1) further develops the faculty member professionally and (2) does not interfere with duties and responsibilities to the college.
4.4. If the status of a faculty member changes from non-tenure track to tenure-track, the time spent at the College may, at the discretion of the president's designee, be counted as part of the tenure-track period.

18.5. Joint Appointments

5.1. If, in the event, a faculty member has a joint appointment to Glenville State College and another higher education institution, the following will apply:

Faculty members may be appointed to perform academic duties at Glenville State College, which duties may include teaching, research, counseling, or other services. For administrative purposes, Glenville State College or the other college shall be designated the faculty member's "home campus." That institution shall be responsible for granting promotions, raises in salary, and tenure: Provided, however, that when cause therefore shall occur, appropriate counseling, disciplinary action, and the like shall be the responsibility of the institution where the occurrence arose.

5.2. The conditions and the details of the faculty member's joint appointment, including the designation of the "home campus," and any other arrangements, shall be specified in the agreement between the faculty member and the presidents' designees of the institutions sharing the faculty member's services. A joint appointment will be made only with consent of the faculty member.

5.3. Full-time faculty members appointed under joint or contractual appointments shall continue to be considered full-time employees of the "home campus."

18.6. Emeritus Status

6.1. Emeritus status is an honorary title that may be awarded to a retiring faculty member or administrator for extended meritorious service.

6.1.1. A member of the faculty will be eligible for consideration of the title Emeritus Professor under the following conditions:

6.1.1.1. Completed at least ten years of service at Glenville State College.

6.1.1.2. Has a record of distinction in teaching, in scholarship, and service.

6.1.1.3. Has made lasting and positive contributions to the College.

6.1.1.4. Has the recommendation of the division faculty.

6.1.1.5. Has the recommendation of the Faculty Senate.
6.2. Faculty do not apply for this title. Faculty colleagues in the division will initiate the recommendation which will detail the service and contributions of the candidate. As appropriate, the Division Chair will write a letter of support and both of the recommendations will be forwarded to the Faculty Senate. The Faculty Senate will make a recommendation on the award to the Vice President for Academic Affairs, who will make a recommendation to the President. The President will consider the recommendations and make a decision.

6.3. The President will confer the title of Emeritus Professor at the Spring Commencement. Awardees will join the platform party at commencement.

6.4. All emeritus faculty will be listed in the Glenville State College Catalog. A permanent plaque with the names of all emeriti faculty will be displayed in the Administration Building.

6.5. The President may from time to time confer upon emeriti faculty special rights and privileges to allow them to stay involved with the campus and their professional activities. There is no salary or emolument attached to the status other than such privileges as the institution may wish to extend.

18.7. Promotion in Rank

7.1. Glenville State College guidelines and criteria for promotion in rank shall include the following:

7.1.1. There shall be demonstrated evidence that promotion is based upon a wide range of criteria, established by the college and in conformance with this document and appropriate to the mission of Glenville State College. Examples include but are not limited to: excellence in teaching; accessibility to students; adherence to professional standards of conduct; effective service to the institution, college, or department; experience in higher education and at the institution; possession of the earned doctorate, special competence, or the highest earned degree appropriate to the teaching field; continued professional growth; and service to the people of the State of West Virginia. Other examples may include but are not limited to: publications and research; professional and scholarly activities and recognition; and significant service to the community. Ultimate authority regarding the application of guidelines and criteria relating to promotion shall rest with the College.

7.1.2. There shall be demonstrated evidence that, in the process of making evaluations for promotions, there is participation of persons from several different groups, including but not limited to: peers from within and without the particular unit of the institution, supervisory administrative personnel such as the department/division
chairperson and the Vice President for Academic Affairs, and students.

7.1.3. There shall be no practice of granting promotion routinely or solely because of length of service, or of denying promotion capriciously.

7.1.4. The college shall provide copies of its guidelines and criteria for promotion to the Higher Education Policy Commission and the Board of Governors and shall make available such guidelines and criteria to its faculty.

7.2. Promotion is to be based on a cumulative evaluation of the faculty member over the period of time he/she has been at Glenville State College. The primary process of the review process for promotion is the determination of whether significant and substantive advancement in the faculty member’s effectiveness, productivity, and academic career has been achieved in keeping with the performance expectations of the department and college

7.2.1 Criteria for the Rank of Professor

7.2.1.1. **Degree Expectation.** A Professor is expected to hold the appropriate earned terminal degree(s) for his/her particular position. Faculty who do not hold an earned doctorate or acceptable terminal degree are not eligible for promotion to the rank of Professor at GSC.

7.2.1.2. **Experience.** When a faculty member’s experience, accomplishments, and career development evolve to the point where expectations applicable to the beginning level of the next highest rank are being met, the faculty member can make a strong case for promotion.

At GSC, an associate professor can be reviewed and recommended for promotion in rank only if the faculty member has already been tenured or is also being reviewed and recommended for tenure. There is no maximum time by which an associate professor is expected to be or must be promoted to professor; however, a minimum of four years is required at the rank of Associate Professor in order to be eligible for promotion to Professor.

7.2.1.3. **Teaching Effectiveness.** To be eligible for consideration for professor, the faculty member must be viewed as highly effective and accomplished in teaching, supervision, and mentoring. This must be documented by such criteria as department chair evaluation, student evaluations, and the faculty portfolio.

7.2.1.4 **Service.** The candidate for the rank of professor must be characterized by a high level of accomplishment and achievement. That may include a strong leadership role in activities such as participation in curriculum development, providing professional field services, participation in college-wide and departmental committees, and advising students.
7.2.1.5. **Scholarship.** The professor candidate must demonstrate highly accomplished achievements in scholarship, professional development, research and/or publication, exhibitions, grant writing, consulting, membership in professional organizations and/or participation in conferences and workshops.

Promotion in rank to professor is awarded to a faculty colleague whose career development has advanced to the stage where performance expectations for an experienced associate professor are being achieved, and the individual’s performance and accomplishments in teaching, scholarship, and service have risen to achieve GSC’s expectations for a beginning professor. Those who aspire to promotion to professor are expected to have a strong record and a demonstrated commitment to the growth and improvement of highly effective teaching, supervision, and mentoring.

7.2.2. **Criteria for the Rank of Associate Professor**

7.2.2.1. **Degree Expectation.** An associate professor is expected to hold the appropriate earned terminal degree(s) in the appropriate field for his/her particular position and to strive to maintain the up-to-date knowledge, skills, and credentials needed to fulfill assigned responsibilities satisfactorily. In disciplines where an earned doctoral degree is the generally accepted “terminal credential,” individuals without such a credential are not eligible for promotion to associate professor.

7.2.2.2. **Experience.** At GSC, an assistant professor can be reviewed and recommended for promotion in rank only if the faculty member already has tenure or is also being reviewed and recommended for tenure and is in at least the fourth year of creditable service on the campus. Thus, assistant professors without any credit for prior service toward the probationary period for tenure are not eligible for consideration of promotion in rank until their fifth year, the earliest year of eligibility for a tenure review under these circumstances.

7.2.2.3. **Teaching Effectiveness.** To be eligible for promotion to associate professor, the candidate must document a strong record of highly effective teaching, scholarship, and service that forms a solid foundation for continued success as associate professors.

7.2.2.4. **Service.** The candidate for the rank of associate professor must have a strong record as a contributing member, coordinator, leader, and initiator on campus committees, campus or community initiatives, administrative positions, etc. Major service contributions can occur at any level of the college as well as beyond the institution.

7.2.2.5. **Scholarship.** The associate professor candidate must be highly productive in scholarship and creative activity and can document a strong record of contributions that involve review and recognition by others within and
beyond the department and college.

7.2.2.6. **Other factors.** Other fundamental factors are also considered in the review process for promotion, such as the faculty member’s credentials, years of service in the current rank at GSC—minimum of four years required at Assistant Professor rank, the acceptability of performance in scholarship or service (if that is the area of emphasis chosen), the strength of the portfolio in making an effective and well-documented case for promotion and the professional judgment of colleagues who serve on the review committees and make recommendations for promotion and tenure.

Faculty who do not hold an earned doctorate or acceptable terminal degree can generally expect to be in their current rank longer than colleagues with a terminal degree before being granted tenure or promotion in rank. Only under rare circumstances will a faculty member, who does not hold an appropriate terminal degree, be considered for promotion.

### 7.2.3. Criteria for the Rank of Assistant Professor

7.2.3.1. **Degree Expectation.** At GSC, individuals with an earned doctorate or an acceptable terminal degree in the appropriate area for the position are generally appointed to the rank of assistant professor. Occasionally, an exceptional individual who is in the process of completing a doctoral dissertation (ABD) may be appointed to this rank. In some professional programs, individuals with professional master’s degrees and related professional licenses, certifications, and/or work experiences may be appointed to the faculty as an assistant professor. Instructors (under rare circumstances), without a terminal degree, may be promoted to assistant professor if acceptable progress toward a terminal degree has been made or if the faculty position and specific responsibilities they hold have been identified as not requiring a terminal degree.

7.2.3.2. **Experience.** The rank of Assistant Professor is initially awarded to relatively inexperienced faculty who are in an early stage of becoming established in their academic career in higher education.

7.2.3.3. **Teaching effectiveness.** The Assistant Professor engages student in learning, inside and outside the classroom, and is expected to establish a strong foundation to continued effectiveness and further maturation of teaching, supervision, and mentoring skills. Teaching effectiveness may be assessed criteria such as evaluations from peers, department chairperson, and students.

7.2.3.4. **Service.** Acceptable level of contribution in service is expected. This may include involvement in activities such as participation in curriculum development, providing professional field services, participation in college-wide and departmental committees, and advising students; it may also include service
to the community that is related to one’s discipline.

7.2.3.5. **Scholarship.** An Assistant Professor is expected to establish a strong record of record of accomplishment in scholarship or creative activity. Examples for involvement may include such professional development activities as research and/or publication, exhibitions, grant writing, consulting, membership in professional organizations and participation in conferences and workshops, for example.

**7.2.4. Criteria for the Rank of Instructor**

7.2.4.1. A master's degree is required for the rank of instructor except in technological or other specialized fields.

7.3. It is the responsibility of the faculty member who desires a promotion in rank to make a written request for the promotion to the department chairperson. The department chairperson will then initiate the established review procedure for granting or denying the request for promotion. Since the decision regarding tenure must be made at a prescribed time, it is the responsibility of the department chairperson to initiate the process for tenure consideration. The faculty member should routinely provide the department chairperson with all appropriate supporting data for the consideration of the promotion and/or for tenure.

7.4. Promotion shall not be granted automatically, but shall result from action by the president's designee, following consultation with the appropriate academic units.

**18.8. Faculty Resignations**

8.1. A faculty member desiring to terminate an existing appointment during or at the end of the academic year, or to decline re-appointment, shall give notice in writing at the earliest opportunity. Professional ethics dictate due consideration of the institution's need to have a full complement of faculty throughout the academic year.

**18.9. Tenure.**

9.1. Tenure is designed to ensure academic freedom and to provide professional stability for the experienced faculty member. It is a means of protection against the capricious dismissal of an individual who has served faithfully and well in the academic community. Continuous self-evaluation, as well as regular evaluation by peer and administrative personnel, is essential to the viability of the tenure system. Tenure should never be permitted to mask irresponsibility, mediocrity, or deliberate refusal to meet academic requirements or professional duties and responsibilities. Tenure applies to those faculty members who qualify for it and is a means of making the profession attractive to persons of ability. There shall be demonstrated evidence that tenure is based upon a wide range of criteria, established by the College in conformance with this document and appropriate to the mission of Glenville State College. Appropriate
examples include but are not limited to: excellence in teaching; accessibility to students; adherence to professional standards of conduct; effective service to the institution, college, or department; experience in higher education and at the institution; possession of the earned doctorate, special competence, or the highest earned degree appropriate to the teaching field; continued professional growth; and service to the people of the State of West Virginia. Other examples may include but are not limited to: publications and research; professional and scholarly activities and recognition; and significant service to the community. Ultimate authority regarding the application of guidelines and criteria relating to tenure shall rest with the College.

9.2. In making tenure decisions, careful consideration shall be given to the tenure profile of the College, projected enrollment patterns, staffing needs, current and projected mission of each department/division, specific academic competence of the faculty member, and preservation of opportunities for infusion of new talent. The College shall be mindful of the dangers of losing internal flexibility and accountability to the citizens of the State as the result of an overly tenured faculty.

9.3. Tenure shall not be granted automatically, or solely because of length of service, but shall result from action by the president’s designee, following consultation with appropriate academic units.

9.4. Tenure may be granted at the time of the appointment by the president’s designee, following consultation with appropriate academic units.

9.5. Tenure may be attained only by faculty who hold the rank of Assistant Professor or above.

9.6. A faculty member who has been granted tenure shall receive yearly renewals of appointment unless dismissed or terminated for reasons set out in Sections 12, 13, or 14 below.

18.10. Tenure-Track Status

10.1. When a full-time faculty member is appointed on other than a non-tenure track or tenured basis, the appointment shall be tenure-track.

10.2. During the tenure-track period, the terms and conditions of every reappointment shall be stated in writing, with a copy of the agreement furnished the individual concerned.

10.3. The maximum period of tenure-track status normally shall not exceed seven years. Before completing the penultimate year (the “critical year”) of a tenure-track appointment, any non-tenured faculty member shall be given written notice of tenure, or offered a one-year written terminal contract of employment. During the tenure-track period, faculty members may be granted tenured appointment before the sixth year of service if the critical year has been officially changed, such appointment to be based upon criteria established by the institution and copies provided to the Board and to the Policy Commission.
10.3.1. Glenville State College may establish policies to accommodate unusual situations, such policies to be approved by the Board and reported to the Policy Commission.

10.4. During the tenure-track period, contracts shall be issued on a year-to-year basis, and appointments may be terminated at the end of the contract year. During said tenure-track period, notices of non-reappointment may be issued for any reason that is not arbitrary, capricious, or without factual basis. Any documented information relating to the decision for non-retention or dismissal shall be provided promptly to the faculty member upon request.

10.5. For those appointed on or before March 8, 2003, after the decision regarding retention or non-retention for the ensuing year has been made by the institution’s president or designee, the tenure-track faculty member shall be notified in writing of the decision:

10.5.1. By letter post-marked and mailed no later than December 15 of the second academic year of service; and

10.5.2. By letter post-marked and mailed at least one year before the expiration of an appointment after two or more years of service in the institution.

10.6. For those appointed after March 8, 2003, after the decision regarding retention or non-retention for the ensuing year has been made by the institution’s president or designee, the tenure-track faculty member shall be notified in writing of the decision by letter post-marked and mailed no later than March 1.

10.7. Notice of non-retention shall be mailed "Certified Mail-Return Receipt Requested."

10.8. Failure to provide timely notice of non-retention to tenure-track faculty would lead to the offer of renewal of appointment for an additional year, but would not prejudge further continuation after that additional year.

10.9. Faculty appointed at times other than the beginning of the academic year may choose to have those periods of appointment equal to or greater than half an academic year considered as a full year for tenure purposes only. Such decision should be made at the time of the appointment, and must be made by the end of the fiscal year in which the appointment began. Tenure-track appointments for less than half an academic year may not be considered time in probationary status.

10.10. Following receipt of the notice of non-retention, the faculty member may appeal such non-retention decision by requesting from the president’s designee a statement of reasons and then filing a grievance as provided in Section 15 of this policy. The request for a statement of reasons shall be in writing and mailed to the president’s designee within ten working days of receipt of the notice of non-retention.
18.11. Faculty Evaluation

11.1. All faculty shall receive yearly written evaluations of performance directly related to duties and responsibilities as defined by the institution, such evaluations to be made normally by the department/division chairperson or the equivalent.

11.2. Evaluation procedures shall be developed at the college level, and copies sent to the Governing Board and the Policy Commission and filed in the Central Office. Such procedures must be multidimensional; criteria shall include but not be limited to student evaluations and evaluations by immediate supervisors.

11.3. The review procedure for both promotion and/or tenure includes the following:

11.3.1. During the Fall Semester Glenville State College faculty will elect a College Tenure and Promotion Committee for a two-year term consisting of five tenured members of the faculty, three who hold the rank of Professor and two who hold the rank of Associate Professor, with not more than two members from any one academic department. The election process will assure that each elected member will have received a majority of votes cast. An alternate member holding the rank of Professor will also be chosen. A member may serve no more than two consecutive years on the Panel. After one year’s absence, a faculty member is again eligible for membership. The Vice President for Academic Affairs will call an organizational meeting of the panel by the second Friday in January and will designate an appropriate meeting place for the panel in which to conduct its deliberations.

11.3.2. Full-time faculty are to be reviewed annually by the department chair. Faculty members who meet the criteria for promotion must make a written request for promotion to the department chair prior to the beginning of classes in the Spring Semester. This review includes a faculty member’s portfolio, administrative evaluation by the faculty member’s department chairperson, Vice President for Academic Affairs, and the evaluation by students. The period of time that is considered during this review is the previous calendar year.

At the end of the Fall Semester all faculty members prepare supportive documentation for the calendar year which is ending. This documentation includes evidence of what the faculty member has accomplished to fulfill the “Faculty Role Model” and other items determined by the faculty member. All faculty members have the opportunity to present information regarding the nature of their activities and to point out areas which they wish to emphasize regarding their employment at Glenville State College. The portfolio further provides information for evaluations by the Department Chairperson and the Vice President for Academic Affairs.

11.3.3. The initial step in the annual review process is for the department chair to complete an evaluation for each faculty member. The chair will use the faculty portfolio based upon the Faculty Role Model, results of previous student evaluations, and other
support materials submitted by the faculty member. At the discretion of the department chairperson, classroom visitations may be incorporated into the peer review process.

11.3.4. The department chairperson will make any recommendations regarding promotion in rank or tenure if appropriate. Faculty members are given the opportunity to respond to the evaluation of the chairperson. The faculty member will have at least three calendar days to respond. The department chairperson review process should be completed by the first Friday in February.

11.3.5. All evaluation materials as well as the required support materials for those faculty members applying for promotion or tenure are sent to the Office of Academic Affairs no later than the second Friday in February. If the faculty member is seeking promotion or tenure, required materials include all evaluations, faculty reports, and faculty portfolio documentation since the last promotion, or from the previous five years (in cases of tenure).

11.3.6. By the third Friday in February the pertinent support materials for promotion and tenure are forwarded to the College Tenure and Promotion Committee by the Office of Academic Affairs. The support material must include:

11.3.6.1. A verification supplied by the Office of Academic Affairs that the faculty member seeking promotion or tenure meets the minimum criteria as set forth in the Faculty Manual for the experience and number of hours of graduate work.

11.3.6.2. The Faculty Reports, and all faculty evaluations completed by the department chairperson during the time period under consideration. (For example, for a faculty member seeking tenure, the decision is based on the total period of employment. Thus, copies of the annual Faculty Report completed by the candidate, Faculty Portfolio and any Faculty Evaluations completed during this time period must be submitted. For the tenured faculty member seeking promotion in rank, all materials since the last promotion are submitted.)

11.3.7. The College Tenure and Promotion Committee will conduct a full review of all recommendations for promotion and/or for tenure and, in turn, recommend approval or disapproval of the chairperson's action to the Vice President for Academic Affairs by the second Thursday in March. Any department chairperson who is a member of the College Tenure and Promotion Committee will be replaced by the alternate member during the review of a faculty member from his/her department.

11.3.8. The Vice President for Academic Affairs will approve or disapprove recommendations of the College Tenure and Promotion Committee. The Vice President will notify the faculty member of his/her recommendation by the first
Thursday in April. Recommendations will also be forwarded to the President, who will act upon the recommendation and notify the candidate of the appropriate decision. The faculty member desiring to appeal a decision of the President will utilize the appeal procedure set forth in the Higher Education Policy Commission Procedural Rule Series 36 and GSC Policy 18.

18.12. Dismissal

12.1. Causes for Dismissal: The dismissal of a faculty member shall be effected only pursuant to the procedures provided in this policy and only for one or more of the following causes:

12.1.1. Demonstrated incompetence or dishonesty in the performance of professional duties, including but not limited to academic misconduct;

12.1.2. Conduct which directly and substantially impairs the individual's fulfillment of institutional responsibilities, including but not limited to verified instances of sexual harassment, or of racial, gender related, or other discriminatory practices;

12.1.3. Insubordination by refusal to abide by legitimate reasonable directions of administrators;

12.1.4. Physical or mental disability for which no reasonable accommodation can be made, and which makes the faculty member unable, within a reasonable degree of medical certainty and by reasonably determined medical opinion, to perform assigned duties;

12.1.5. Substantial and manifest neglect of duty; and

12.1.6. Failure to return at the end of a leave of absence.

12.2. Notice of Dismissal for Cause: The president’s designee shall initiate proceedings by giving the faculty member a written dismissal notice by certified mail, return receipt requested, which dismissal notice shall contain:

12.2.1. Full and complete statements of the charge or charges relied upon; and

12.2.2. A description of the appeal process available to the faculty member.

12.3. Prior to giving the faculty member a written dismissal notice, the president’s designee shall notify the faculty member of the intent to give the written dismissal notice, the reasons for the dismissal, and the effective date of the dismissal. The faculty member shall have an opportunity to meet with the designee prior to the effective date to refute the charges.
12.4. Faculty who refuse to sign or execute an offered annual contract or notice of appointment or reappointment by the date indicated by the institution for its execution, or who fail to undertake the duties under such document at a reasonable time, shall be deemed to have abandoned their employment with the institution and any rights to tenure or future appointment. Faculty objecting to terms of such document do not waive their objections to such terms by signing or executing the document.

18.13. Termination Because of Reduction or Discontinuance of an Existing Program

13.1. A tenured or tenure-track faculty member’s appointment may be terminated because of the reduction or discontinuance of an existing program at Glenville State College as a result of a review of the program, in accordance with the appropriate rule relating to review of academic programs, provided no other program or position requiring equivalent competency exists. If, within two years following the reduction or discontinuance of a program, a position becomes vacant for which the faculty member is qualified, the campus shall make every effort to extend first refusal to the faculty member so terminated.

13.1.1. Every effort should be made to reassign an individual to instructional or non-instructional duties commensurate with the faculty member’s training and experience, and offers of release time or leaves of absence should be made to enable such persons to acquire capabilities in areas in which their services would be required by the campus. Faculty development programs and funds should be used to facilitate such reassignments.

13.2. The following procedures are developed in accordance with Higher Education Policy Commission procedures and are intended to accommodate major reductions in or discontinuance of an existing academic program:

13.2.1. Major reduction in or discontinuance of an academic program. The following steps shall be utilized in implementing proposals for major reductions in or discontinuance of an academic program:

13.2.1.1. Any proposal to reduce substantially or to discontinue an academic program which may result in termination of faculty shall be presented to the Academic Affairs Committee for review and recommendation to the President. The proposal shall also be submitted to affected faculty for review and comment to the President.

13.2.1.2. Once the Academic Affairs Committee receives the proposal to reduce substantially or to discontinue an academic program, the Academic Affairs Committee may recommend to the President institutional options listed in Procedural Rule Series 11 other than major reduction or discontinuance of the program.

13.2.1.3. In its deliberations the Academic Affairs Committee should be mindful of the program’s adequacy, necessity, viability, and consistency with the
institution’s role and mission and the Board of Governors master plan for higher education. The Academic Affairs Committee should also consider the impact of the program reduction or discontinuance on faculty who teach in the program, on students who are enrolled in the program, and on the ability of the affected academic unit to deliver other program offerings.

13.2.1.4. The Academic Affairs Committee shall invite and consider the recommendations of faculty who would be affected by the program reduction or discontinuance, as well as the faculty at large, and include as information any such recommendation in the Committee’s report to the President.

13.2.1.5. If the Academic Affairs Committee approves a proposal for major reduction or discontinuance of an academic program, it shall recommend in its report to the President any termination of faculty positions necessitated by the program action. In making this recommendation the Academic Affairs Committee should be mindful of the preferred consideration options in Higher Education Policy Commission procedures. It shall also recommend procedures for accommodating students who are enrolled in the program.

13.3. Termination of faculty.

13.3.1. The Academic Affairs Committee shall be guided by the following criteria in making its recommendations on termination of faculty:

13.3.1.1. Ability of the institution to meet its stated role and mission

13.3.1.2. Programmatic needs
13.3.1.3. Length of employment. To the extent that is possible, those faculty with the greatest number of years of service would be retained. Years of service and tenure, however, are secondary considerations. The program needs of the institution remain the paramount consideration.

13.3.2. The Academic Affairs Committee shall submit its recommendations to the President within 90 days of receipt of the proposal to reduce or discontinue the program. Affected faculty may also submit any recommendations to the President within 90 days.

13.3.3. After receiving the recommendation of the Academic Affairs Committee, and any recommendations from affected faculty, the President will ascertain and, when possible, provide feasible alternatives other than termination for the affected faculty. Reassignment to other instructional or non-instructional duties commensurate with the faculty member's training and experience, offers of released time or leaves of absence, and other forms of preferred consideration listed in Higher Education Policy Commission procedures are such alternatives.

13.3.4. The President shall make the final decision on program action. The President shall provide any affected faculty member a Notice of Nonretention Due to Program Reduction or Discontinuance.

13.3.5. Glenville State College in these proceedings shall afford faculty the protections in Higher Education Policy Commission procedures and Glenville State College procedures and policies.

13.3.6. A faculty member may appeal the termination in accordance with Glenville State College policies and procedures.

13.3. The president’s designee shall initiate proceedings by giving a faculty member written notice of such non-retention by certified mail, return receipt requested.

13.4. The dates of formal notification for tenured and tenure-track faculty shall be those specified in Section 10 of this policy.

18.14. Termination Due to Financial Exigency

14.1. A faculty member's appointment may be terminated because of a financial exigency, as defined and determined by the Governing Board. In cases of extreme budgetary deficiencies which may require a reduction in faculty, Glenville State College will employ the following procedures in implementing reductions:

14.1.1. Budgetary facts must demonstrate that a real financial exigency exists. Concurrence of the financial situation must be established on the institutional level by the Board of Governors.
14.1.2. Upon receiving a determination from the Higher Education Policy Commission that a financial exigency exists which requires a reduction in faculty, the President of the institution shall convene a committee representative of academic administration, finance and administration, and faculty to specifically determine the academic division, department, individual(s) to be terminated. Criteria to be considered in making the decision will include:

14.1.2.1. Ability of College to meet its stated role and mission.

14.1.2.2. Programmatic needs.

14.1.2.3. Length of employment. Whenever possible, those individuals with the greatest number of years experience will be retained. However, in the event that the ability of the College to meet its role and mission or offer a program depends upon retaining an individual of lesser experience, then the less experienced individual person will have priority over a more experienced individual.

14.2. Upon reaching a decision on the reduction(s) to be made, the President or the president’s designee on a campus shall initiate proceedings by giving the faculty member written notice of termination by certified mail, return receipt requested, which notice shall contain:

14.2.1. A delineation of the rationale used for the determination of a financial exigency;

14.2.2. A copy of the implementation procedures used by the campus related to the financial exigency and a delineation of the rationale used for the termination of the faculty member; and

14.2.3. A description of the appeal process available to the faculty member.

14.3. To the extent financially feasible, the dates of formal notification for tenured and tenure-track faculty shall be those specified in Section 10 of this policy.

18.15. Faculty Grievance Procedure

15.1. A faculty member wishing to grieve or appeal any action of the institution or Governing Board may utilize the procedures set out in W. Va. Code §29-6A.

18.16. Alternative Informal Procedure for the Resolution of Conflict

16.1. The College may provide alternative procedures to those set out in West Virginia Code §29-6A for the resolution of conflicts.

18.17. Notification of Terms and Conditions of Faculty Appointments
17.1. Glenville State College has a large measure of flexibility in determining the form and style whereby faculty are notified each year of the terms of their appointment. When an initial appointment is made, however, or when the conditions of the appointment change, it is crucial that the faculty member be fully informed of the terms and conditions of employment. While a formal contract may not be necessary each year, the College may choose one of several means of notifying faculty about their appointments: a personal letter, a formal contract, or a combination of a letter with a standard contract attached.

17.2. The letter of appointment or contract should state the following:

17.2.1. That the appointment (to the specified position) is offered in accordance with the provisions of institutional policy, and of the college's faculty handbook or other publications.

17.2.2. That the appointment is tenured, tenure-track or non-tenure-track as defined in this policy.

17.2.3. That the rank (in case of a tenured or tenure-track appointment) is Professor, Associate Professor, Assistant Professor, or Instructor.

17.2.4. That the appointment is full-time (1.00 FTE) or part-time with the FTE identified.

17.2.5. That it is a terminal contract (whenever appropriate).

17.2.6. That it is a joint appointment with another institution (whenever appropriate), with the home campus specified.

17.2.7. The beginning and ending dates of the appointment.

17.2.8. For tenure-track appointments, the academic year in which tenure must be awarded (the "critical year").

17.2.9. The total salary for the appointment.

17.2.10. That, consistent with the provisions of this policy, employment is subject to the fulfillment of the duties and responsibilities of the position.

17.2.11. That the specific assignments of the position will be determined by the designated representative of the college.

17.2.12. That any special conditions which are included in the appointment be made a part of the contract only if they are signed by the faculty member and the designated representative of the college.

17.2.13. That acceptance of the appointment will be specified by the faculty member's
signing, dating, and returning a copy of the letter or contract to the designated representative of the college within a reasonable time, which should be specified.

17.3. Renewal letters, or letters that simply inform the faculty member of a change in salary, need not contain all of the information listed above, but it is appropriate to refer to the earlier letter or contract.

Approvals:

_______________________________________  ___________
President                              Date

_______________________________________  ___________
Chair of the Board                    Date