



**GLENNVILLE**  
**STATE**



**Faculty Manual**  
**2008-2009**

August 1, 2008

Dear Faculty Member,

The *2008-2009 Faculty Manual* has been developed in an effort to provide you with the most up-to-date information available regarding the many aspects of College operation. We hope that you will find this document a useful and current resource of information that will assist you in your work at Glenville State College.

As modifications to the *Manual* are made we will post them on the Glenville State College website for your convenience.

Sincerely,

A handwritten signature in black ink that reads "Peter B. Barr". The signature is written in a cursive style with a large, prominent initial "P".

Peter B. Barr  
President

# PRESIDENT'S MESSAGE

## Table of Contents

Page

### College Calendar

|   |   |
|---|---|
| Holidays .....  | 1 |
| Employee Holiday Schedule (FY 2009).....              | 2 |
| 2008-2009 Academic Calendar .....                     | 3 |
| Daily Schedule of Classes .....                       | 4 |
| Final Exam Schedule (Fall 2008 and Spring 2009) ..... | 5 |

### Mission Statement, Philosophy and Core Values

|                                  |   |
|----------------------------------|---|
| Vision.....                      | 7 |
| GSC Mission Statement .....      | 7 |
| Philosophy and Core Values ..... | 7 |

### Organizational Structure

|   |    |
|---|----|
| Organizational Chart .....                                      | 8  |
| West Virginia Higher Education Policy Commission (Members)..... | 9  |
| College President .....   | 10 |
| GSC Institutional Board of Governors .....                      | 10 |
| GSC Board of Governors (Members).....                           | 11 |
| Administrative Departments - Descriptions .....                 | 12 |
| Academic Departments - Descriptions .....                       | 14 |
| Other Areas of Emphasis.....                                    | 19 |
| Faculty Roles and Responsibilities.....                         | 23 |
| Faculty Workload Statement .....                                | 24 |
| Faculty Office Hours .....                                      | 28 |
| Recruitment.....  | 28 |
| Department Chair Responsibilities.....                          | 29 |
| Administrative Job Descriptions .....                           | 30 |

### Faculty Senate

|   |    |
|---|----|
| Roster of Members .....                     | 32 |
| Schedule of Faculty Senate Meetings.....    | 33 |
| Constitution of the GSC Faculty Senate..... | 34 |
| Faculty Senate Elections .....              | 39 |

### Campus Governance

|   |    |
|---|----|
| Shared Governance - Key Principles.....   | 41 |
| Shared Governance System - Chart.....     | 42 |
| Academic Policy/Courses/Degree Flow ..... | 43 |
| Campus Committees .....                   | 44 |

### Academic Programs and Procedures

|                                     |    |
|-------------------------------------|----|
| Degree Programs and Curricula ..... | 45 |
| General Course Information          |    |
| Academic Dishonesty.....            | 46 |
| Academic Misconduct Statement.....  | 48 |
| Cancellation of Classes .....       | 48 |
| Class Attendance.....               | 48 |
| Copyright .....                     | 49 |
| Course Syllabi .....                | 50 |

|   |    |
|---|----|
| Examinations and Grades.....            | 52 |
| Grade Books.....                        | 52 |
| Grades .....                            | 52 |
| Credit-No Credit Grades .....           | 53 |
| Grading for Developmental Courses ..... | 53 |
| Honors                                  |    |
| The President's Honor List .....        | 54 |
| The Provost's Honor List.....           | 54 |
| Graduating with Honors.....             | 54 |
| Submitting and Changing Grades .....    | 54 |
| Textbooks.....                          | 55 |

### **Advisement**

|  |    |
|--|----|
| Academic Advising.....                                   | 56 |
| Faculty Advisors .....                                   | 56 |
| Arranged Course Policy .....                             | 56 |
| Change of Advisors.....                                  | 57 |
| Change of Program .....                                  | 57 |
| Changing Schedules.....                                  | 57 |
| Declaration of Majors.....                               | 57 |
| Posting of Grades .....                                  | 57 |
| Privacy of Records .....                                 | 58 |
| Registering for Classes.....                             | 58 |
| Student Handbook.....                                    | 58 |
| Withdrawing from a Class.....                            | 59 |
| Withdrawing from College.....                            | 59 |
| Withdrawing from College Due to Military Deployment..... | 59 |

### **Academic Policies**

|   |    |
|---|----|
| Academic Forgiveness Policy .....                       | 60 |
| Academic Probation and Suspension Policy .....          | 61 |
| Student Grievance Policy .....                          | 62 |
| Financial Aid Policy.....                               | 63 |
| Robert F. Kidd Library                                  |    |
| Hours.....  | 64 |
| User Policy.....  | 64 |
| Circulation Policy.....                                 | 64 |
| Instructional Technology Center .....                   | 65 |
| Policies for Operation of Instructional Technology..... | 66 |
| Computer Hardware, Software and Services                |    |
| General Information .....                               | 67 |
| Hardware.....   | 67 |
| Software .....  | 67 |
| Services .....  | 68 |
| Instructional Consulting .....                          | 68 |
| WVNET .....   | 68 |
| Computer Accounts.....                                  | 68 |
| Office of Technology Hours.....                         | 68 |

### **Glenville State College and HEPC Policies and Procedures**

|   |    |
|---|----|
| Assignment of Policies and Procedures.....        | 69 |
| Glenville State College Policies .....            | 70 |
| Higher Education Policy Commission Policies ..... | 72 |

## **GSC Faculty Employment Policies**

|   |    |
|---|----|
| Annual Vacation Leave .....   | 73 |
| Faculty Absences .....  | 73 |
| Faculty Emeriti .....   | 74 |
| Faculty Grievance and Appeal .....  | 75 |
| Leave of Absence .....  | 75 |
| Medical Leave Without Pay   |    |
| Military Leave  |    |
| Witness and Jury Leave  |    |
| Leaving Glenville State College .....   | 76 |
| Insurance .....   | 77 |
| Outside Employment .....  | 77 |
| Overload Pay Policy .....   | 78 |
| Retirement .....  | 79 |
| Retrenchment Plan .....   | 80 |
| Sabbatical Leave .....  | 81 |
| Salary Guidelines .....   | 82 |
| Salary Payments .....   | 83 |
| Sick Leave for Faculty .....  | 84 |
| Termination of Faculty Due to Discontinuance or Major Reduction<br>of an Academic Program ..... | 84 |
| Termination of Faculty Due to Financial Exigency .....  | 86 |
| Code of Ethics for Screening Committees .....   | 87 |

## **Faculty Evaluation and Development**

|  |     |
|--|-----|
| Expectations for Faculty Performance at Different Stages<br>of Academic Career Development             |     |
| Bachelor Degree Program Faculty .....  | 88  |
| Expectations for Assistant Professor .....   | 89  |
| Promotion to Associate Professor and Award of Tenure .....   | 90  |
| Tenure .....   | 90  |
| Expectations for Associate Professor .....   | 91  |
| Promotion to Professor and Award of Tenure .....   | 92  |
| Expectations for Professor .....   | 93  |
| Faculty Role Model .....   | 95  |
| Tenure Policy .....  | 101 |
| Criteria for Promotion .....   | 101 |
| Procedures for Conduct of Annual Review of Faculty and Basis of Award<br>of Promotion and Tenure ..... | 104 |
| Faculty Evaluation   |     |
| Annual Faculty Review .....  | 106 |
| Faculty Development  |     |
| Statement on Professional Development .....  | 108 |
| Guidelines for Faculty and Staff Development .....   | 108 |
| Listing of Emeriti Faculty .....   | 110 |
| Faculty Mentoring Program .....  | 113 |
| Outstanding Faculty Award .....  | 113 |
| Faculty Marshals .....   | 114 |

## **Miscellaneous Policies and Procedures**

|   |     |
|---|-----|
| Academic Procession .....                         | 115 |
| Business Cards .....                              | 115 |
| Commencement .....                                | 115 |
| Convocation .....                                 | 115 |
| Equal Opportunity/Affirmative Action Policy ..... | 115 |

|  |     |
|--|-----|
| Facility Use .....   | 116 |
| Fire Evacuation Plan .....   | 116 |
| Grants.....  | 116 |
| Identification Cards .....   | 116 |
| Inclement Weather .....  | 116 |
| Keys .....   | 117 |
| Mail Service .....   | 117 |
| Parking .....  | 118 |
| Policy Regarding Communications Requesting New Services,<br>Legal Opinions, or Policy Interpretations from State<br>Officers and Offices (WVHEPC)..... | 118 |
| Policy Regarding Tobacco Use .....   | 118 |
| Protection of Human Subjects.....  | 120 |
| Publications.....  | 120 |
| Public Relations .....   | 120 |
| Purchasing.....  | 120 |
| Purchasing Cards.....  | 121 |
| Repairs and Alterations  |     |
| Emergency Maintenance .....  | 121 |
| Non-Emergency Repairs and Alterations .....  | 121 |
| Requesting Physical Plant Support<br>for Special Events .....  | 122 |
| Robing.....  | 122 |
| Safety Policy .....  | 122 |
| Public Safety .....  | 123 |
| Harassment/Inappropriate Conduct Policy .....  | 123 |
| Policy on Consensual Relationships.....  | 124 |
| Student with Disabilities  |     |
| Policy and Procedures for Providing Services to<br>Students with Disabilities.....   | 125 |
| Tutoring Services .....  | 128 |
| Americans with Disabilities Act.....   | 128 |
| Telephone Service.....   | 129 |
| Travel Procedures and Rates .....  | 130 |
| Vehicle Management Policy  |     |
| Policies and Procedures Regarding Vehicle Use and Operation .....  | 131 |
| Web Guidelines.....  | 136 |
| Workplace Illness/Injury .....   | 136 |
| <br><b>Forms</b>   |     |
| List of Forms.....   | 137 |

## **Alphabetical Index**

# **CALENDAR**

## **HOLIDAYS**

All full-time staff employees and faculty with twelve month appointments at Glenville State College shall be entitled to twelve annual holidays plus additional days for any election (primary or general) held throughout the State and such other days as the President of the United States, Governor, or other duly constituted authority shall proclaim to be legal holidays. Days taken shall include Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day and Martin Luther King's Birthday.

The President of the College shall determine the remaining holidays which will be observed by the employees of the institution.

**GLENVILLE STATE COLLEGE  
EMPLOYEE HOLIDAY SCHEDULE  
FY 2009 (July 1, 2008 - June 30, 2009)**

**HOLIDAY**

*Source: WV Code §2-2-1 &  
HEPC Series 14*

**STATE WILL OBSERVE  
HOLIDAY**

**DATE GSC WILL OBSERVE  
HOLIDAY**

|                             |                              |   |
|-----------------------------|------------------------------|---|
| Independence Day            | Friday, July 4, 2008         | Friday, July 4, 2008  |
| Labor Day                   | Monday, September 1, 2008    | Monday, September 1, 2008                                       |
| Columbus Day                | Monday, October 13, 2008     | ½ Day on Dec. 24 <sup>th</sup> & ½ Day on Dec. 31 <sup>st</sup> |
| Susan B. Anthony Day        | Tuesday, November 4, 2008    | Friday, December 26, 2008                                       |
| Veteran's Day               | Tuesday, November 11, 2008   | Monday, December 29, 2008                                       |
| Thanksgiving Day            | Thursday, November 27, 2008  | Thursday, November 27, 2008                                     |
| Lincoln's Day               | Friday, November 28, 2008    | Friday, November 28, 2008                                       |
| Christmas Eve (1/2 Day)     | Wednesday, December 24, 2008 | Wednesday, December 24, 2008                                    |
| Christmas Day               | Thursday, December 25, 2008  | Thursday, December 25, 2008                                     |
| New Year's Eve (1/2 Day)    | Wednesday, December 31, 2008 | Wednesday, December 31, 2008                                    |
| New Year's Day              | Thursday, January 1, 2009    | Thursday, January 1, 2009                                       |
| Martin Luther King, Jr. Day | Monday, January 19, 2009     | Monday, January 19, 2009  |
| President's Day             | Monday, February 16, 2009    | Tuesday, December 23, 2008                                      |
| Memorial Day                | Monday, May 25, 2009         | Monday, May 25, 2009  |
| West Virginia Day           | Friday, June 19, 2009        | Tuesday, December 30, 2008                                      |

**Notes:** Should the Governor grant additional holiday time off on days that are already included in the GSC schedule, the President will determine the additional holiday observation in accordance with HEPC Series 14, Section 3.2.

**Approved by:** President Peter B. Barr

**Date:** 1/15/08

# ACADEMIC COLLEGE CALENDAR\*

## Fall 2008

|  |                                  |
|--|----------------------------------|
| Faculty Preparation.....                         | Tuesday - Thursday, August 12-14 |
| Open Registration .....                          | Friday, August 15                |
| First Day of Classes .....                       | Monday, August 18                |
| Last Day to Apply for December Graduation.....   | Friday, August 22                |
| Last Day to Add Classes.....                     | Monday, August 25                |
| Labor Day—No Classes .....                       | Monday, September 1              |
| Last Day to Withdraw from 7 ½ week courses ..... | Tuesday, September 16            |
| Mid-semester .....                               | Wednesday, October 8             |
| Fall Recess.....                                 | Friday, October 10               |
| Mid-semester Grades due by 12:00 noon.....       | Monday, October 13               |
| Last Day to Withdraw with a grade of “W” .....   | Monday, October 20               |
| Last Day to Withdraw 7 ½ week courses .....      | Friday, October 31               |
| Pre-registration for Spring 2009.....            | Monday-Friday, November 3-7      |
| Thanksgiving Break .....                         | Monday-Friday, November 24-28    |
| Last Day of Classes .....                        | Friday, December 5               |
| Final Examinations.....                          | Monday-Thursday, December 8-11   |
| Residence Halls Close (10:00).....               | Friday, December 12              |
| Final Grades due by 12:00 noon.....              | Monday, December 15              |

## Spring 2009

|   |                               |
|---|-------------------------------|
| Faculty Preparation.....                        | Tuesday-Thursday, January 6-8 |
| Open Registration .....                         | Friday, January 9             |
| First Day of Classes .....                      | Monday, January 12            |
| Last Day to Apply for May Graduation.....       | Friday, January 16            |
| Martin Luther King Day – No Classes.....        | Monday, January 19            |
| Last Day to Add Classes.....                    | Tuesday, January 20           |
| Last Day to Withdraw 7 ½ week courses .....     | Tuesday, February 10          |
| Mid-semester .....                              | Wednesday, March 4            |
| Mid-semester Grades due by 12:00 noon .....     | Friday, March 6               |
| Spring Break.....                               | Monday-Friday, March 9-13     |
| Last Day to Withdraw with a grade of “W” .....  | Friday, March 20              |
| Pre-registration for Summer and Fall 2009 ..... | Monday-Friday, March 23-27    |
| Last Day to Withdraw 7 ½ week courses .....     | Friday, April 3               |
| Spring Recess .....                             | Friday, April 10              |
| Last Day of Classes .....                       | Friday, May 1                 |
| Final Examinations.....                         | Monday-Thursday, May 4-7      |
| Commencement .....                              | Saturday, May 9               |
| Residence Halls Close .....                     | Saturday, May 9               |
| Final Grades due by 12:00 noon.....             | Monday, May 11                |

## Summer 2009

|   |                    |
|---|--------------------|
| Registration / Classes Begin (Session I) .....  | Tuesday, May 19    |
| Last Day to Add Classes.....                    | Wednesday, May 20  |
| Memorial Day – No Classes .....                 | Monday, May 25     |
| Last Day to Apply for Summer Graduation.....    | Tuesday, June 2    |
| Last Day to Withdraw with a grade of “W” .....  | Thursday, June 4   |
| Last Day of Classes (Session I) .....           | Wednesday, June 17 |
| Final Exams (Session I).....                    | Thursday, June 18  |
| Break – No Classes.....                         | Friday, June 19    |
| Final Grades (Session I) due by noon .....      | Monday, June 22    |
| Registration / Classes Begin (Session II) ..... | Monday, June 22    |
| Last Day to Add Classes.....                    | Tuesday, June 23   |
| Independence Day – No Classes .....             | Friday, July 3     |
| Last Day to Withdraw with a grade of “W” .....  | Wednesday, July 8  |
| Last Day of Classes .....                       | Tuesday, July 21   |
| Final Exams (Session II).....                   | Wednesday, July 22 |
| Final Grades (Session II) due by noon .....     | Thursday, July 23  |

\*Calendar is subject to change as events warrant.

## **DAILY SCHEDULE OF CLASSES**

**Academic Year 2008-2009**

### **Monday, Wednesday, Friday**

8:00 – 8:50

9:00 – 9:50

10:00 – 10:50

11:00 – 11:50

12:00 – 12:50

1:00 – 1:50

2:00 – 2:50

3:00 – 5:00 (Friday, No classes, reserved for campus meetings)

3:00 – 3:50 (MW only) (2 hour classes)

4:00 – 5:15 (MW only)

5:30 – 6:45 (MW only)

4:00 – 6:50 (MTWR) (one day per week)

7:00 – 9:50 (MTWR) (one day per week)

### **Tuesday, Thursday**

8:00 – 9:15

9:30 – 10:45

11:00 – 12:15

12:15 – 1:30 (No classes, reserved for campus meetings)

1:30 – 2:45

3:00 – 4:15

4:30 – 5:45

6:00 – 7:15 (Multiple sections only)

## FINAL EXAM SCHEDULE Fall 2008

Final examinations will begin on Monday, December 8 and will continue through Thursday, December 11 as outlined below.

Students in courses having multiple sections must take the examination at the time scheduled for the section in which they are enrolled.

The final examination for an arranged class may be given at the last regular session prior to the final examination period.

In case of a conflict in the schedule, the instructor concerned should see the Department Chairperson and the Provost and Senior Vice President about special arrangements.

Each examination will be held in the room where the class has been meeting. Final examinations are to be given in all classes unless waived by the Department Chairperson and the Provost and Senior Vice President.

| Regularly scheduled day and time for class     | Date and time of final exam                     |
|--|---|
| MWF, 8:00 - 8:50 a.m.                          | Tuesday, December 9, 8:00 - 10:00 a.m.          |
| MWF, 9:00 - 9:50 a.m.                          | Wednesday, December 10, 8:00 - 10:00 a.m.       |
| MWF, 10:00 - 10:50 a.m.                        | Thursday, December 11, 8:00 - 10:00 a.m.        |
| MWF, 11:00 - 11:50 a.m.                        | Tuesday, December 9, 1:00 p.m. - 3:00 p.m.      |
| MWF, 12:00 - 12:50 p.m.                        | Monday, December 8, 10:15 a.m. - 12:15 p.m.     |
| MWF, 1:00 - 1:50 p.m.                          | Thursday, December 11, 1:00 - 3:00 p.m.         |
| MWF, 2:00 - 2:50 p.m.                          | Tuesday, December 9, 10:15 a.m. - 12:15 p.m.    |
| MW, 3:00 - 3:50 p.m. (or) MW, 3:00 - 5:00 p.m. | Monday, December 8, 3:15 - 5:15 p.m.            |
| MW, 4:00 - 5:15 p.m. (or) M, 4:00 - 6:50 p.m.  | Tuesday, December 9, 3:15 - 5:15 p.m.           |
| MW, 5:30 - 6:45 p.m.                           | Thursday, December 11, 3:15 - 5:15 p.m.         |
| TR, 8:00 - 9:15 a.m.                           | Monday, December 8, 8:00 - 10:00 a.m.           |
| TR, 9:30 - 10:45 a.m.                          | Monday, December 8, 1:00 - 3:00 p.m.            |
| TR, 11:00 a.m.- 12:15 p.m.                     | Wednesday, December 10, 10:15 a.m. - 12:15 p.m. |
| TR, 1:30 - 2:45 p.m.                           | Thursday, December 11, 10:15 a.m. - 12:15 p.m.  |
| TR, 3:00 - 4:15 p.m.                           | Wednesday, December 10, 3:15 - 5:15 p.m.        |
| TR, 4:30 - 5:45 p.m. (or) R, 4:00 - 6:50 p.m.  | Wednesday, December 10, 5:30 - 7:30 p.m.        |
| TR, 6:00 - 7:15 p.m.                           | Monday, December 8, 5:30 - 7:30 p.m.            |
| Monday, 7:00 -9:50 p.m.                        | Tuesday, December 9, 5:30 - 7:30 p.m.           |
| Tuesday, 4:00 - 6:50 p.m.                      | Wednesday, December 10, 1:00 - 3:00 p.m.        |
| Tuesday, 7:00 - 9:50 p.m.                      | Monday, December 8, 7:45 - 9:45 p.m.            |
| Wednesday, 4:00 - 6:50 p.m.                    | Thursday, December 11, 5:30 - 7:30 p.m.         |
| Wednesday, 7:00 - 9:50 p.m.                    | Tuesday, December 9, 7:45 - 9:45 p.m.           |
| Thursday, 7:00 - 9:50 p.m.                     | Wednesday, December 10, 7:45 - 9:45 p.m.        |

## FINAL EXAM SCHEDULE Spring 2009

Final Examinations will begin on Monday, May 4 and will continue through Thursday, May 7 as outlined below.

Students in courses having multiple sections must take the examination at the time scheduled for the section in which they are enrolled.

The final examination for an arranged class may be given at the last regular session prior to the final examination period.

In case of a conflict in the schedule, the instructor concerned should see the Department Chairperson and the Provost and Senior Vice President about special arrangements.

Each examination will be held in the room where the class has been meeting. Final examinations are to be given in all classes unless waived by the Department Chairperson and the Provost and Senior Vice President.

| Regularly scheduled day and time for class     | Date and time of final exam               |
|--|---|
| MWF, 8:00 - 8:50 a.m.                          | Monday, May 4, 8:00 - 10:00 a.m.          |
| MWF, 9:00 - 9:50 a.m.                          | Wednesday, May 6, 8:00 - 10:00 a.m.       |
| MWF, 10:00 - 10:50 a.m.                        | Thursday, May 7, 8:00 - 10:00 a.m.        |
| MWF, 11:00 - 11:50 a.m.                        | Monday, May 4, 1:00 p.m. - 3:00 p.m.      |
| MWF, 12:00 - 12:50 p.m.                        | Tuesday, May 5, 10:15 a.m. - 12:15 p.m.   |
| MWF, 1:00 - 1:50 p.m.                          | Thursday, May 7, 1:00 - 3:00 p.m.         |
| MWF, 2:00 - 2:50 p.m.                          | Monday, May 4, 10:15 a.m. - 12:15 p.m.    |
| MW, 3:00 - 3:50 p.m. (or) MW, 3:00 - 5:00 p.m. | Tuesday, May 5, 3:15 - 5:15 p.m.          |
| MW, 4:00 - 5:15 p.m. (or) M, 4:00 - 6:50 p.m.  | Monday, May 4, 3:15 - 5:15 p.m.           |
| MW, 5:30 - 6:45 p.m.                           | Thursday, May 7, 3:15 - 5:15 p.m.         |
| TR, 8:00 - 9:15 a.m.                           | Tuesday, May 5, 8:00 - 10:00 a.m.         |
| TR, 9:30 - 10:45 a.m.                          | Tuesday, May 5, 1:00 - 3:00 p.m.          |
| TR, 11:00 a.m.- 12:15 p.m.                     | Wednesday, May 6, 10:15 a.m. - 12:15 p.m. |
| TR, 1:30 - 2:45 p.m.                           | Thursday, May 7, 10:15 a.m. - 12:15 p.m.  |
| TR, 3:00 - 4:15 p.m.                           | Wednesday, May 6, 3:15 - 5:15 p.m.        |
| TR, 4:30 - 5:45 p.m. (or) R, 4:00 - 6:50 p.m.  | Wednesday, May 6, 5:30 - 7:30 p.m.        |
| TR, 6:00 - 7:15 p.m.                           | Tuesday, May 5, 5:30 - 7:30 p.m.          |
| Monday, 7:00 -9:50 p.m.                        | Monday, May 4, 5:30 - 7:30 p.m.           |
| Tuesday, 4:00 - 6:50 p.m.                      | Wednesday, May 6, 1:00 - 3:00 p.m.        |
| Tuesday, 7:00 - 9:50 p.m.                      | Tuesday, May 5, 7:45 - 9:45 p.m.          |
| Wednesday, 4:00 - 6:50 p.m.                    | Thursday, May 7, 5:30 - 7:30 p.m.         |
| Wednesday, 7:00 - 9:50 p.m.                    | Monday, May 4, 7:45 - 9:45 p.m.           |
| Thursday, 7:00 - 9:50 p.m.                     | Wednesday, May 6, 7:45 - 9:45 p.m.        |

## Vision

The following is Glenville State College's vision: **Education that Builds Success.**

## Mission Statement

Glenville State College provides: a tradition of high quality education through innovation in the design, delivery, and evaluation of programs and services, workforce development, and comprehensive student services; a community of active learners dedicated to lifelong learning, effective teaching, applied scholarship, creative activities, and service; leadership that promotes excellence in learning, teaching, cultural vitality, and economic development in a global community.

## Philosophy and Core Values

Glenville State College was established in 1872 for the purpose of providing quality educational opportunities to the citizens of West Virginia. Originally founded as a teacher's college, Glenville State College remains a leader in preparing teachers. Along with its emphasis on teacher preparation, the College has responded to the needs of West Virginia and has developed additional programs in a variety of areas. The College is committed to six core values: student-centered, community, integrity, tradition, leadership and family.

***Student-centered*** - We put the student first and foremost, guided by what is best for the student when framing our decisions and in all our processes across the entire organization. We strive to remove barriers and enhance the learning experience with every faculty, staff, and administrator personally committed to serving students in efficient and responsive ways regardless of whom, when or where.

***Community*** - We are a community of learners that value our cohesive relationships with one another. We seek inclusiveness through listening and collaborative work. We are collectively supportive at all times through open communication and working together as a team on campus, wherever our work takes us, and in the communities where we live or serve.

***Integrity*** - We are always truthful, ethical and accountable for doing what we say we will do. We demonstrate open trust, respect for our diversity and fairness in all we do. We are responsive, consistent and committed to continuous improvement in all areas.

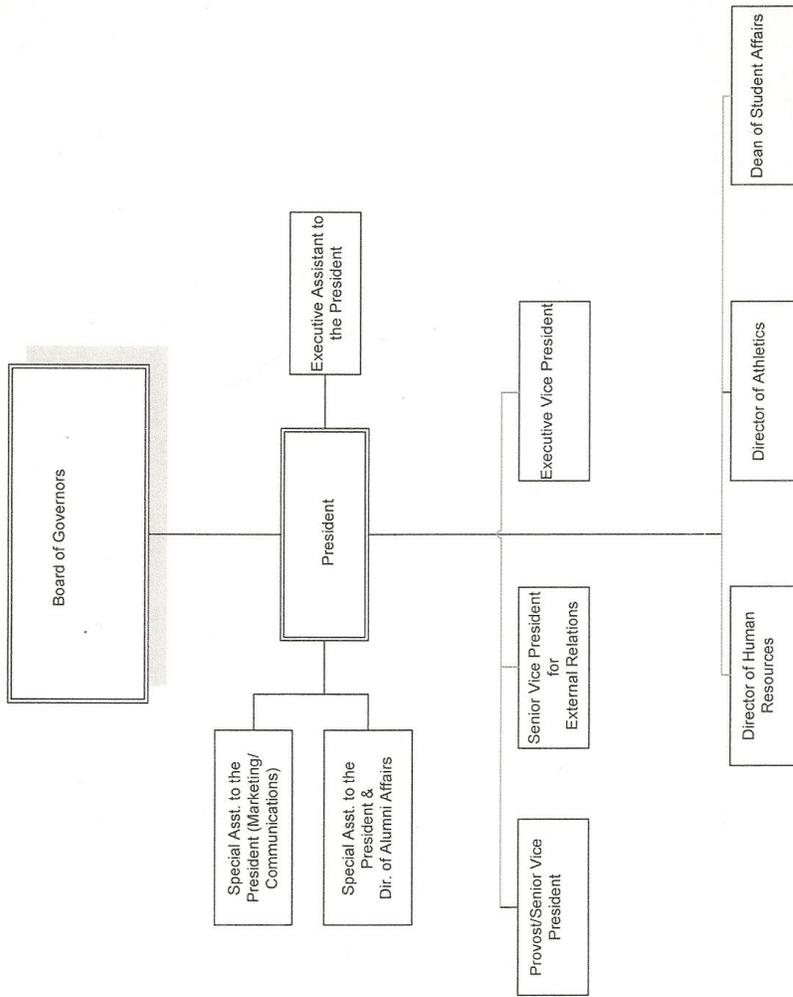
***Tradition*** - We are proud of our rich tradition of providing high quality educational opportunities and the value of education for creating futures. We keep our traditions alive as a way of celebrating our past accomplishments and as a foundation for responding to new opportunities and challenges in an ever changing world.

***Leadership*** - We recognize a solemn responsibility to lead. We prepare leaders for our society who are thoughtful, productive, engaged, and responsive citizens. We continually foster innovation that enriches learning environments and demonstrating excellence in educational programs and services.

***Family*** - We are a strong family as reflected in our caring, nurturing and marked friendliness that sets us apart from others. We uphold a culture that respects each other and our diversity, while being supportive individually and as a team. We actively communicate and engage our extended family from parents to alumni and other friends of our institution.



GLENVILLE STATE COLLEGE  
ORGANIZATIONAL CHART  
2008-2009



## WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION MEMBERS

### CHAIR

#### **David R. Tyson, Esq.**

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### VICE CHAIR

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Revised: 7/2008

## **COLLEGE PRESIDENT**

The President is the chief administrative and executive officer. It is the President's duty to see that the college is operated in conformity with the policies adopted by the State College System of West Virginia. As chief executive officer, the President is ultimately responsible for all matters concerning the College and for the effective and economical operation of all divisions, departments, and services

## **GLENVILLE STATE COLLEGE INSTITUTIONAL BOARD OF GOVERNORS**

§18B-2A-4 of the West Virginia Code sets forth powers, duties and responsibilities of the Board of Governors of each public higher education institution in the state. This document enumerates those powers, duties and responsibilities that the Glenville State College Board of Governors wishes to retain for itself and those that it chooses to delegate to the President of the College. Given its legal responsibility for the College, the Board of Governors maintains control of all broad institutional policy. The powers, duties and responsibilities that are delegated to the President represent the day-to-day operation of the institution and reflect the implementation of policy.

The Glenville State College Board of Governors retains the following powers and duties:

- Determining the financial, business, and education policies of the College.
- Approving the master plan for the College.
- Approving budget requests for submission to the Higher Education Policy Commission.
- Reporting to the Chancellor the results of the program reviews conducted each year.
- Approving the teacher education programs offered by the College.
- Soliciting voluntary support.
- Appointing and compensating the President, with Policy Commission approval.
- Disciplining or terminating the President.
- Conducting written performance evaluations of the President consistent with state code and rules.
- Submitting to the Policy Commission, by November 1 of each year, an annual report on the institution's performance in relation to the master plan and compact.
- Delegating, with prescribed standards and limitations, its powers to the President when the delegation is deemed necessary and prudent and notify the Chancellor of the delegation.
- Adopting, amending, or repealing rules, guidelines, or policy statements of the governing board consistent with rules of the Policy Commission.
- Fixing tuition and fees, consistent with Policy Commission rules.
- Issuing and redeeming revenue bonds.
- Approving capital projects consistent with any guidelines of the Policy Commission.
- Adopting salary policies for classified employees for Policy Commission approval.

## GLENVILLE STATE COLLEGE BOARD OF GOVERNORS

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## A. Administrative Departments

### **Academic Affairs**

Under the direction of the Provost and Senior Vice President, Academic Affairs is responsible for the quality of the academic programs and offerings at the College. Areas of responsibility include:

- Academic Calendar
- Academic Programs
- Accreditation
- Advising
- Assessment
- College Catalog
- Faculty Senate
- Faculty Development
- General Education
- Institutional Research
- Library Services

### **Alumni Affairs**

The Special Assistant to the President/Director of Alumni Affairs is responsible for:

- Alumni

### **Athletics**

The Director of Athletics is responsible for the overall operation and integrity of the College's athletic programs. Areas of responsibility include:

- National Collegiate Athletic Association (NCAA) Compliance
- West Virginia Intercollegiate Athletic Conference (WVIAC)
- Pioneer Athletic Club
- Title IX Compliance
- Basketball
- Cheerleading
- Cross-Country
- Football
- Golf
- Softball
- Track and Field
- Volleyball

## **Business and Finance**

The financial and business portion of College operations is overseen by the Executive Vice President. Areas of responsibility include:

- Comptroller
- Budget
- Payroll
- Purchasing
- Audit
- GSC Research and Development Corporation
- Technology

## **Enrollment Management and Recruitment**

The College's recruitment and retention efforts are lead by the Vice President for Enrollment Management. Areas of responsibility include:

- Academic Support Center
- Admission procedures and publications
- Campus tours
- Career Services
- Communication with prospective students
- Entrance Examinations
- Financial Aid
- Graduation
- Off-Campus Programming
- Recruitment
- Relationships with public schools
- Registration and student records
- Retention

## **External Relations**

The Senior Vice President for External Relations provides leadership for building and maintaining relationships between the College and the public, securing financial support for the College, and overseeing the general promotion of the College. Areas of responsibility include:

- College Development
- GSC Foundation
- Grant Development
- Marketing and Public Relations

## **Student Affairs**

Under the direction of the Dean of Student Affairs, activities and services for Glenville State College students are coordinated through this office. Student issues, concerns, and needs related to the following areas are addressed in the Office of Student Affairs:

- Residential Life
- Health and Counseling
- Food Services
- Bookstore
- Multicultural Student Services
- Student Activities
- Student Publications

## **B. Academic Departments**

### **Business Department**

The Department of Business faculty are committed to providing quality educational opportunities for students who are preparing for challenging careers in a dynamic business environment. The Department maintains excellence in academic programs by interacting with employers and recent graduates who regularly provide advice on the marketability of our degrees in an information-processing and global economy.

The department offers both four-year and two-year programs with emphases on life-long learning and personal and professional development. Modern technology and current software are integrated thoroughly throughout each program. In addition to the course work, business majors are encouraged to participate in student organizations and extra-curricular activities that provide opportunities for community service, the development of human relation skills, and the application of leadership skills. Student organizations sponsored by business faculty include Students in Free Enterprise. The business faculty bring a variety of professional experience to the classroom and regularly participate in professional development activities to keep them abreast of current developments in their fields of expertise. Business faculty value interaction with their students both in and out of the classroom. Small classes permit ready access to faculty and academic advisors, and all business faculty encourage students and advisees to visit their offices frequently throughout the semester.

The Business Programs and minors include:

- Accounting
- Business Education Comprehensive (5-Adult)
- Computer and Information Systems
- General Business
- Management
- Marketing
- Resort Area Management
- Sport Management

## Education Department

Glenville State College has a long and proud tradition in the preparation of teachers. The College began preparing teachers in 1872 when the Glenville Branch of the State Normal School of West Virginia was established by the state legislature. Until the late 1960s, the emphasis at Glenville State College continued to be teacher preparation, at which time the College expanded its curricula and services. Even with a broadened mission, Glenville State College preserved its heritage by continuing a legacy of excellence in teacher education.

The Department of Education is strongly committed to its mission of preparing exceptional teachers for the future. In keeping with its mission, Glenville State College continues to maintain high quality programs in early education, elementary education, adolescent education, and special education and offers many different specializations. The College provides rigorous programs that prepare teacher candidates for their chosen careers in West Virginia and beyond. Currently, there are successful GSC graduates teaching in every county in the state.

In addition to the curriculum, there are a variety of opportunities throughout the program for education majors to work with candidates in educational settings and become a part of the local schools and the community. Through Professional Development Schools, candidates may observe, tutor, and participate in instructional activities that relate to their area(s) of expertise. This interaction enhances the educational experiences and preparation of our teacher candidates.

Within the department, candidates are also offered the opportunity to become members of two educational organizations: the Student Education Association (SEA), and the Kappa Omicron Chapter of Kappa Delta Pi, an international honor society in education. The Department of Education has a dedicated and caring faculty. Their combined years of public school experience and closeness with our candidates are the principle assurances of a quality educational opportunity at Glenville State College. We take pride in the personal and professional relationships between our candidates and faculty.

The faculty of the Department of Education are committed to preparing teachers who can address the challenges of today's public schools. Upon completion of one of our programs, candidates not only understand the methodologies and techniques critical to becoming effective teachers, but they also realize the importance of caring for the students in their classrooms.

Within these teacher education programs, the following specializations are available:

- Biological Science (9-Adult)
- Business Education (5-Adult)
- Chemistry (9-Adult)
- Chemistry-Physics (9-Adult)
- Early Education (PreK)
- Elementary Education (K-6)
- English (5-9 and 5-Adult)
- General Science (5-9 and 5-Adult)
- Health (5-Adult)
- Health & Physical Education (PreK-Adult) (*pending HEPC and State Department approval*)
- Mathematics (5-9 and 5-Adult)
- Multi-Categorical Special Education (K-Adult)
- Music (PreK-Adult)
- Spanish (5-Adult) (*pending HEPC and State Department approval*)
- Social Studies (5-9 and 5-Adult)

## English Department

The Department of English recognizes the ability to read, write, and speak well is fundamental to success in life. To this end, the Department of English is committed to developing this ability in all students regardless of major field of study or professional objective.

A basic course in English composition, Critical Reading and Writing I and a course in public speaking, required under the College's core curriculum, help students master the fundamentals and conventions of both written and spoken standard English and introduce them to the art of reasoned discourse, the basic medium of academic communication. The department also offers a course in creative writing.

In keeping with the College's commitment to both literacy and general education, the department offers a number of required courses aimed at introducing students to their literary and cultural heritage while further refining their reading, writing, and speaking skills. Courses required in various degree programs include American Mosaic (critical writing about literature, emphasizing ethnic and gender issues) and a course surveying a broad span of literary history. Upper-level courses in novel, poetry, drama, film, and linguistics are open to students regardless of major.

In addition to meeting the specialized needs of English majors, these courses deepen the student's insight into the human condition and can help ensure success in a variety of fields — from psychology to marketing, from music to pre-law, from chemistry to history. The department sponsors a literary magazine, The Trillium, Sigma Tau Delta: The International English Honor Society, and theatre activities including Alpha Psi Omega.

Programs and minors available include:

- English Education (5-9 and 5-Adult)
- English
- Spanish (5-Adult) (*pending HEPC and State Department approval*)
- Spanish

## Fine Arts Department

The Department of Fine Arts offers a Bachelor of Arts in Music (non-teaching), a Bachelor of Arts in Music Education (PreK-Adult), and minors in Art and Music. These programs adhere to recommended national and professional guidelines. The department faculty are highly competent in the field of music and art and are active performers and artists.

The Department of Fine Arts is housed in the newest building on campus. It contains a modern auditorium with recording capabilities, a first class recital hall with live-feed media support, the largest art gallery in central West Virginia and numerous state-of-the-art practice rooms. The art studios are large with excellent work spaces and the ceramic studio has been equipped with a new kiln for firing both ceramic and sculpture projects.

Participation in most music ensembles is open to all members of the college community. Traditionally, the program represents the College in off-campus performances, in-state and out-of-state, college ceremonies and ensemble performances in the Fine Arts Center Auditorium. During their senior year student recitals are given and are open to the public and college community.

Programs and minors available include:

- Music Education (PreK-Adult)
- Music Bachelor of Arts
  - Bluegrass Music
  - Instrumental Music
  - Music Performance
  - Music Technology
  - Vocal Music
- Art
- Music

## **Land Resources Department**

The Department of Land Resources prides itself on a "hands on" approach to learning. Students are provided a teaching/learning experience that duplicates as closely as possible real world applications. The baccalaureate degree in Natural Resource Management will take advantage of two associate degree programs in the Department of Land Resources and the strength of course offerings in the Department of Science and Mathematics, Department of Business and Department of Social Science. The degree was developed around the new general education baccalaureate degree component, a Natural Resource Management core, seven major concentration areas and a block elective component. The seven degree concentrations are Applied Science, Business Management, Criminal Justice, Environmental Science, Forest Technology, Landman Technology and Land Surveying Technology.

The Department of Land Resources is housed in Eberle Hall about one mile from the main campus. The department has about 300 acres of land adjacent to the building for outdoor projects. A greenhouse and sawmill are located on the property for student use along with storage buildings for timber harvesting equipment. A modern computer lab is available for use in appropriate classes. This lab contains computers, plotters, scanner and software that replicate those used in government, business, and industry. A wide array of hand tools, equipment and land surveying instruments appropriate for teaching field labs are available to enhance instruction and learning. Global Positioning Systems (GPS) and Geographic Information Systems (GIS) technologies are used in several classes.

The associate degree programs have active advisory committees comprised of representatives from government, business, and industries that hire graduates. These advisory bodies ensure that classes are continually updated and help greatly with job placement for graduates. Job opportunities remain strong for all program graduates. Graduates receive the associate degree upon completion of their programs in forestry or land surveying. The forestry program is one of only 22 in the country recognized by the Society of American Foresters, and graduates can become registered under state law to practice forest management in West Virginia. Graduates of the land surveying associate degree program receive a "surveyor intern" status as the curriculum is approved by the West Virginia Board of Examiners of Land Surveyors and the degree provides two of the six years required for licensure. The baccalaureate Natural Resource Management degree with the Land Surveying Technology concentration provides three of the six years required for licensure.

Program areas available:

- Natural Resource Management
  - Applied Science
  - Business Management
  - Criminal Justice
  - Environmental Science
  - Forest Technology
  - Landman Technology
  - Land Surveying Technology
- Forest Technology
- Land Surveying

### **Science and Mathematics Department**

The Department of Science and Mathematics houses a wide variety of programs. In addition to the ones you see listed here, many students choose to follow a pre-professional track. They major in biology or chemistry (or both) while preparing for professional schools in medicine, pharmacy, dentistry, veterinary medicine, physician's assistant, optometry, physical therapy, psychiatry, medical technology, or radiology.

After graduation, a wide variety of employment opportunities exist. In addition to teaching, our graduates are employed as nurses, pharmacists, or lab technicians. They are employed at such places as the Division of Natural Resources, the Division of Environmental Protection, and the State Police Forensics lab. Other students have gone on to graduate school to pursue advanced degrees.

While here, our students have the opportunity to participate in our student clubs and organizations, including Chi Beta Phi, the Science and Math Honorary Society, the Student Affiliates of the American Chemical Society, and Pioneers in Nursing. Students have worked on community service events, helped host a national meeting of Chi Beta Phi, and traveled as far away as California to make presentations at the national meetings of the American Chemical Society. A wide variety of extra-curricular activities are available for student participation.

Types of programs include:

Bachelor of Science in:

- Biology
- Nursing

Bachelor of Arts in:

- Chemistry

Bachelor of Arts in Education:

- Biology (9-Adult)
- Chemistry (9-Adult)
- Chemistry/Physics (9-Adult)
- General Science (5-9), (5-Adult)
- Mathematics (5-9), (5-Adult)

Students can complete coursework needed to enter professional schools in various fields including:

- Physical Therapy
- Veterinary Medicine
- Pharmacy
- Medicine
- Optometry
- Dentistry
- Medical Technology
- Radiology
- Physicians Assistant
- Psychiatry

### **Other Areas of Emphasis**

#### **GSC/WVU Joint Nursing Program**

The Nursing program meets the general graduation requirements of both Glenville State College and West Virginia University and incorporates the WVU School of Nursing professional nursing core requirements. After acceptance into the nursing program, students remain registered in both West Virginia University and Glenville State College for the duration of their course of study. Enrollment in the GSC/WVU Nursing program is limited to twenty students.

#### **RN to BSN Program**

Glenville State College in conjunction with West Virginia University School of Nursing is offering the RN to BSN program. This gives licensed registered nurses who are graduates of diploma and associate degree nursing programs the opportunity to complete requirements for the Bachelor of Science in Nursing degree (BSN). This program is also offered at the Charleston, Morgantown, Parkersburg, WVU Institute of Technology in Montgomery and Potomac State College. Nursing courses in the RN-BSN program are designed for completion in three semesters of study. All courses are offered as web courses. A portfolio and credit by examination process permits experienced RNs to challenge courses if faculty determine that prior clinical experiences support the challenge or portfolio process.

#### **Social Science Department**

The Department of Social Science provides a wide variety of courses and subjects. Though each is unique in its focus and in its emphasis, the social sciences have a common concern with human behavior. The social sciences share the belief that human behavior, culture, and society--man's total experience--can and should be studied through the methods of science.

The Department of Social Science has long been noted for offering high quality classroom instruction, professional and caring advising and a strong commitment to the values of a higher education community. While the faculty are justifiably proud of what they, as an academic unit, are doing well, they also fully realize that a contemporary education entails more than classroom work. Thus, the Department of Social Science offers a variety of opportunities and experiences that go beyond the formal classroom experience. In addition to course work, students are encouraged to be active and engaged citizens, individuals demonstrating leadership in campus and community activities. The Department promotes and supports students interested in internships, workshops, and other career-oriented opportunities.

The Department also offers students honorary societies such as the International Social Science honorary, Pi Gamma Mu. Clubs for students in Behavioral Sciences and Criminal Justice are also provided. The Social Science faculty encourages interaction with students both in and out of the classroom. In short, the Department of Social Sciences is a strong academic department committed to effective instruction, quality advising and expanding career opportunities for our students.

The Social Science Programs and minors include:

- Behavioral Science
- Criminal Justice
- Global Studies
- History
- Political Science
- Psychology
- Social Science
- Social Studies (5-9)
- Social Studies (5-Adult)
- Sociology

### **Department of Athletics**

The Glenville State College Department of Athletics is a member of the National Collegiate Athletic Association Division II (NCAA-DII) and is one of 15 West Virginia Intercollegiate Athletic Conference (WVIAC) teams. GSC's Athletic Department has produced numerous conference championships, All-American and All-Conference players.

The Athletic Department boasts eleven sports programs:

- Men's Basketball
- Men's Cross Country
- Men's Football
- Men's Golf
- Men's Track and Field
- Women's Basketball
- Women's Cross Country
- Women's Golf
- Women's Softball
- Women's Track and Field
- Women's Volleyball

### **GSC Research and Development Corporation**

The Glenville State College Research Corporation is an affiliate 501(C)3 organization established to serve as a medium to administer certain grant programs which further the educational mission of the College.

## **Glenville State College Alumni Association**

The Glenville State College Alumni Association is comprised of some 16,000 alumni throughout the United States and in several foreign countries. Both West Virginia chapters and regional chapters have been organized to provide support to the College.

Many alumni return each year to celebrate the combined activities of Homecoming and Alumni Day. The "Alumnus of the Year" and the Alumni Service Awards are presented at the Alumni Awards Brunch at Homecoming. Additionally, the Alumni Association invites all graduates to take advantage of hospitality at the WVIAC Basketball Tournament each year in Charleston.

The Alumni Association is housed at 213 North Court Street in the Alumni Center. Faculty, staff and organizations are encouraged to use this facility for receptions, meetings, or overnight guests. Alumni are encouraged to contact the Special Assistant to the President/Director of Alumni Affairs with any questions or comments at (304) 462-4122 or e-mail [alumni@glenville.edu](mailto:alumni@glenville.edu). The Special Assistant to the President/Director works closely with the Alumni Council to encourage support for the mission of the College.

## **Glenville State College Foundation**

The Glenville State College Foundation was founded to acquire and manage a wide range of funds that are used for scholarships, awards, and special projects for the College. Overseen by an active and dedicated Board of Directors, the Foundation was established to:

- Provide funds for scholarships, endowments, educational research, improvements and additions to school facilities and general educational purposes for Glenville State College and for the students at Glenville State College;
- Engage in and promote educational, literary, scientific, charitable, philanthropic, fraternal and benevolent activities;
- Receive and use for its purposes, gifts, donations, bequests, and endowments;
- Establish, maintain, manage, handle and administer trust funds for scholarships, endowments, educational research, and other educational, literary, scientific, charitable, philanthropic, fraternal and benevolent purposes;
- Acquire, own, hold, lease and sell property, real and personal, in connection with its purposes.

The College's Vice President for College Advancement serves as the Executive Director of the Foundation. The Foundation office is located in the Harry B. Heflin Administration Building.

## **Glenville State College Housing Corporation**

The Glenville State College Housing Corporation is an independent, nonprofit organization whose mission is to provide affordable, accessible housing for new faculty and staff. The Corporation owns and maintains a variety of types of housing units (family houses, apartments, townhouses, duplexes) within easy walking distance of the main campus.

All full-time faculty or staff employees of Glenville State College are eligible to apply for housing. In the event that housing is not immediately available, applicants will be put on a waiting list in order of the following priorities:

1. New (incoming) faculty and staff, based on eligibility date. Eligibility date is the date the College receives the employee's written acceptance of employment.
2. Current faculty and staff not living in college housing.
  - a. Those who have been at GSC less than 12 months, in accordance with eligibility date.
  - b. Those who have been at GSC longer than 12 but less than 18 months, in accordance with eligibility date.
  - c. Current occupants of family housing who wish move to other housing units.

Questions about prices, availability, and other matters relevant to the GSC Housing Corporation should be directed to Project Manager/Housing Agent, Tom Ratliff, at 462-7361, ext. 7524.

## **FACULTY ROLES AND RESPONSIBILITIES**

Faculty members are expected to maintain professional competence and currency in their academic disciplines through on-going development and continued learning, scholarship, and public service.

Responsibilities of Glenville State College faculty are:

- To meet faithfully all assigned classes or make appropriate alternative arrangements for the class when an absence is unavoidable. (Such arrangements should be approved by the Department Chair.)
- To distribute to each student within the first week of class a written course syllabi. A copy of the syllabus must be submitted to the Department Chair at the beginning of each semester.
- To be available to students for advising. To consistently maintain at least ten (10) office hours per week.
- To establish and keep regularly scheduled office hours.
- To award academic credit based on the professional evaluation of students' academic performance.
- To present subject matter in the course as specified in the respective course outline.
- To be engaged in continuous learning and scholarship.
- To evaluate or comment fairly and objectively on the performance of colleagues when peer evaluation is required for the purpose of annual evaluation, tenure and/or promotion, and curriculum decisions.
- To participate in committee work and other channels of shared governance in accordance with division and College procedures.
- To provide service to the profession and the general public.
- To participate in student recruitment and orientation activities.
- To participate in the development and evaluation of curricula through the approved shared governance structures.
- To comply with the laws governing conflict of interest.
- To observe the policies and procedures of the College.
- Other responsibilities as determined by the President, Provost and Senior Vice President, and/or the department chairperson.

# FACULTY WORKLOAD STATEMENT

## Overview

The state colleges in West Virginia are undergoing transformations of major consequence. The colleges are pressed, on the one hand, by a growing demand for an emphasis on both improved academic standards and increased services and, on the other hand, for greater accountability, especially in the allocation of limited state financial resources. Quality undergraduate education is central to these diverse challenges, and it is imperative that the state colleges focus greater attention on teaching.

Teaching is the central role of the faculty members, and it has long been recognized as the primary mission of the state colleges in West Virginia. Examples of excellence in teaching exist throughout the system, and the students who have attended these colleges have generally been well served by their undergraduate educational experiences.

Glennville State College has always focused on faculty teaching and students' learning. The student body includes the first or second generation of college-bound students, and this requires special attention to meet the educational needs of this constituency. Likewise, the faculty of Glennville State College have always been expected to engage in professional activities related to undergraduate teaching. This recognition of effective teaching as an outgrowth of scholarship is absolutely fundamental to any workload policy. The mission of the College is to serve a largely rural area of central West Virginia, and faculty may reasonably be expected to teach and advise at locations up to two hours from the campus.

## Vision Statement

College teaching is a highly regarded profession. College professors are experts in their fields of teaching, and it is an inherent requirement that they remain current in the professional literature. College professors are also employed by Glennville State College, and it is also inherent that they are expected to meet the workload guidelines of the institution.

Like other professionals, college professors are not paid for hourly work. Instead, they are paid an annual salary and are expected to handle all professional duties without daily supervision. Glennville State College endorses creative and innovative professionalism. College teaching requires one's commitment to a profession more than to any specified hours of work. All faculty are expected to teach a full credit load, to pursue appropriate professional development activities, and to render professional service to the college community. This commitment frequently transcends normal working hours.

The Glennville State College faculty workload policy is based on a number of assumptions, including the following:

1. As public servants, it is our primary goal to serve others.
2. A professional climate is the responsibility of all faculty.
3. In all endeavors, faculty stand for basic principles and accept ethical responsibility for their actions.
4. Faculty trust each other and respect collegiality.
5. Teamwork complements individual effort.
6. Faculty demonstrate flexibility and adaptability in carrying out their professional responsibilities.
7. Faculty are naturally creative and engage in risk-taking judgments within a supportive environment.
8. Fairness in all endeavors is fundamental.
9. Concern for quality undergirds faculty initiatives.
10. Diversity is a strength that all faculty understand.

## Individual and Divisional Responsibilities

The academic departments at Glenville State College are all primarily focused on quality undergraduate instruction, and the faculty responsibilities are common to both individual faculty and each academic department. These general responsibilities provide the focus and mission to the academic programs.

The academic departments, however, have diverse missions. There are two- and four-year programs, professional and pre-professional majors, and experiential as well as classroom performances. There should be flexibility in the instructional efforts among departments. This flexibility should enhance the diversity of instructional expectations necessary for the effective delivery of a quality undergraduate program.

There should also be flexibility within academic departments in how faculty responsibilities are allocated and met. Individual workload assignments should reflect the strengths and needs of faculty and the department. In a given academic year, for instance, some faculty may devote more time to graduate study than others, some faculty may devote more time to developing new courses than others, and some faculty may devote more attention to administrative duties than others.

Any significant departure from the institutional guidelines on faculty workload should be submitted by the department chairperson to the Provost and Senior Vice President.

## Areas of Faculty Performance

Faculty have traditionally been responsible for three areas of professional activities: teaching, professional development, and professional service. Of the three, quality classroom instruction is the central focus of Glenville State College.

- 1. Teaching.** College teaching is a multifaceted activity that defies easy definition. Teaching entails more than the time one spends in the classroom. It takes many forms, including lectures before classes, discussion sessions, individual tutorials and lessons, laboratory exercises, clinical, field-placement supervision, student teaching supervision, and other types of instruction. Whatever the form, faculty work closely with students to enhance student learning and to encourage students to learn how to think and express themselves effectively.

Teaching is a time-consuming professional job. Faculty spend considerable time preparing for class. Faculty spend time designing new courses or modifying existing ones. Faculty spend time learning different teaching techniques and assessment strategies and introducing them into the curriculum. Teaching means spending time outside the classroom with students who seek academic help, personal advice, or professional guidance. These one-on-one activities are an integral aspect of teaching.

- 2. Professional Development.** The mark of an academic professional is an ongoing commitment to continued growth in his or her academic discipline, professional field, or creative endeavor. Depending upon the discipline or field, professional development may be documented by publication, presentation, participation, performance, or exhibition in appropriate forums; original research, consulting, or product development; academic work beyond the requisite degree; or the development of new curricula or courses. Glenville faculty are expected to remain current in their fields or disciplines and to integrate new knowledge into their teaching. Further, faculty are encouraged to seek professional growth and recognition on the state, regional and/or national level.

A faculty member must demonstrate ongoing professional development to be considered for promotion or tenure. Special emphasis will also be placed on mastering new educational technologies and on the integration of those technologies in the classroom.

3. **Professional Service.** Faculty are expected to be involved in service activities that advance the mission of Glenville State College. There are many service activities, including membership on college committees, the involvement in professional activities in the community and the region, grant writing and implementing, or the assumption of leadership roles in state, regional and/or national professional bodies.

As members of a profession, faculty are also encouraged to play prominent roles in the community. Membership in community civic and/or religious groups, coaching athletic teams, or sponsoring youth groups are essential to the well being of the community, and are the responsibilities of all Americans. However, such service, while important, is beyond the scope of this workload policy and should not be included as part of faculty workload reports.

### **Faculty Responsibilities at Glenville State College**

Faculty at Glenville State College are expected to fulfill the following general areas of responsibility.

1. To teach and advise undergraduate students in a state-supported college that maintains a policy of open admissions. This may include teaching and advising at the off-campus locations.
2. To engage in professional development activities that keep faculty current in their fields of teaching.
3. To provide professional service to the college, the community, and the service region.

### **Accountability**

The following general assumptions underlie the responsibilities of the Glenville State College faculty:

1. Aside from meeting scheduled classes and keeping posted office hours, faculty are accorded the professional prerogative of setting their own hours. Faculty, however, must hold themselves reasonably available throughout their contract periods whenever the college is open and in session.
2. A faculty appointment is a public trust, and faculty members, as professionals, conduct their professional lives in a manner befitting that trust and upholding the credibility of the academic profession.
3. Although achievement in coursework is the primary measure of student learning, faculty also routinely commit themselves to a variety of extracurricular activities that complement classroom learning. Typical activities of this type would include academic, professional, and personal advising; sponsorship of student groups and activities; sponsorship or participation in student events; hosting student outings and social activities; and attending college functions.

Accurate data must be collected on the professional activities of faculty as part of their accountability for the professional contract they receive each year. This data must include the following:

1. Credit hours of teaching.
2. Office hours.
3. Advising activities.
4. Academic records.
5. Committee service.
6. Documentation of activities.
7. Professional development.
8. Supervision of field, clinical, and internship experiences (if applicable)

Faculty accountability is based on certain specific workload assumptions:

1. A minimum of 12-credit hours per semester (24-hours per academic year) or the equivalency for other teaching or administrative assignments.
2. A minimum of 10-hours per week of posted office hours and additional daily office hours during those weeks when advising activities are concentrated.
3. An institutional average of 300 student credit hours per semester (600 per academic year) for faculty who teach lecture courses or the equivalency for other teaching or administrative assignments.
4. A record of student grades that becomes the property of Glenville State College.

Approved: College Administrative Council, 2/17/97

## **OFFICE HOURS OF THE FACULTY**

The term "office hours" as used here indicates the hours when an instructor would be in his office for consultation with students. Each instructor should keep a minimum of ten (10) office hours each week with the following modifications:

Some classes or College activities require an instructor to have assignments for longer than one-hour class period. Some of these include being off campus, in laboratories, rehearsals, or on the athletic field. In such cases, the instructor should have an adjusted schedule of office hours which is approved by the Chairperson of the Department. In making the adjustment in accordance with "contact hours" the instructor should not have less than five (5) hours per week as office hours. (Approved by the Faculty - February 26, 1968)

During the first week of class, each instructor should inform students in his classes of his office hours schedule. The schedule of office hours should be noted on the instructor's course syllabus and posted on the office door. A copy of the instructor's office hours are to be filed with the Department Chairperson and the Provost and Senior Vice President.

## **RECRUITMENT**

Faculty members have responsibility to assist with student recruitment and orientation initiatives. Although these activities (open houses, orientation, and other recruitment activities) are coordinated by the Office of Admissions, faculty members are needed at each event. Regardless of faculty assignment, all faculty members have a responsibility to assist students in making a decision to attend Glenville State College or assist them in becoming acclimated upon arrival to campus. Each faculty member should plan to participate in at least one of these recruitment or orientation sessions each academic year.

## ROLES AND RESPONSIBILITIES OF DEPARTMENT CHAIRS

Department chairs are faculty members who have been appointed by the President, based upon recommendation from the Provost and Senior Vice President. Like all faculty members, Department Chairs are expected to maintain professional and current competence in their academic disciplines through on-going development and pursuing continued learning, scholarship, and public service. The primary role of the Department Chair is to foster a quality educational program for students by creating a climate in which the faculty member is able to teach, engage in scholarship, and perform well. Specifically, Department Chairs have a duty and responsibility to:

- Insure that faculty evaluations are conducted in accordance with the policies and procedures of the College.
- Review with the faculty member that member's performance at least once a year.
- Attempt to solve faculty and student problems.
- Conduct departmental meetings.
- Act as a liaison with other units and administrators.
- Set a professional example for faculty members.
- Propose changes in the curriculum, degree requirements, and noncurricula programs after approval by the departmental faculty.
- Insure coordination of curricula within the department and with other College departments.
- Approve the adoption of all textbooks for courses within the department.
- Recommend yearly course offerings and summer school offerings to the Provost and Senior Vice President.
- Recommend class time schedules to the Provost and Senior Vice President.
- Assign course schedules to faculty and recommend appropriate class size to the Provost and Senior Vice President.
- Approve faculty assignments for non-teaching duties and responsibilities.
- Assign student advisees to faculty advisors.
- Teach on a reduced basis as approved by the Provost and Senior Vice President.
- Prepare and submit yearly budgets and budget requests.
- Allocate and monitor departmental budgets.
- Supervise all office functions, including the supervision of office staff and student workers.
- Assume a central role in the recruitment of new faculty and staff for the department.
- Assist with the continuing development of departmental faculty and staff.
- Assist with student recruitment.
- Provide oversight to ensure the quality of all programs in the department.
- Promote and encourage work toward program accreditation.
- Promote and encourage the obtaining of grants, attendance at professional meetings, research, publications, and other scholarly activities.
- Mentor new faculty and provide mentoring and guidance for part-time faculty.
- Serve as departmental point-of-contact for part-time faculty.
- Serve a positive role model for other faculty at Glenville State College.
- Respond to requests in a timely manner and assume responsibility for meeting deadlines.
- Such other leadership duties as required by the department or assigned by the Provost and Senior Vice President.

## **ADMINISTRATIVE JOB RESPONSIBILITIES**

(Non-Classified Personnel)

### **President**

The President is the chief administrative and executive officer of the College. It is the President's duty to see that the College is operated in conformity with the policies adopted by the West Virginia Higher Education Policy Commission and the Institutional Board of Governors. As chief executive officer, the President is ultimately responsible for all matters concerning the College and for the effective and economical operation of all departments, and services.

### **Provost and Senior Vice President**

The Provost and Senior Vice President is the chief academic officer of the College and is directly responsible for the quality and integrity of academic programs at Glenville State College. Areas of responsibility include: program accreditation, faculty recruitment, faculty development and evaluation, college calendar, student assessment and advising, general education, and other areas of academic emphasis.

### **Executive Vice President**

The Executive Vice President is the chief business officer of the College and is responsible for overseeing the fiscal matters of the College. Duties for the Executive Vice President include budget and reporting, payroll, purchasing, auditing of the College's financial records, and oversight of the GSC Research and Development Corporation. Additional responsibilities include oversight of the planning and operations of human resources, physical plant, computing, and telecommunications.

### **Senior Vice President for External Relations**

The Senior Vice President for External Relations is responsible for oversight of all marketing and publicity for the college. In addition, duties include providing leadership for the Glenville State College Foundation, Alumni Affairs, and fundraising.

### **Vice President for Enrollment Management**

The Vice President for Enrollment Management is responsible for all recruitment and retention efforts for the college, communication with high schools and prospective students, campus tours, and the admission process, for first-time Glenville State College students to the college. Additional responsibilities include oversight of the Financial Aid Office, Registrar's Office, and the Academic Support Center.

### **Vice President for College Advancement and Executive Director of the GSC Foundation**

The Vice President for College Advancement and Executive Director of the Glenville State College Foundation works closely with the Chair of the Board and other volunteer Board members. The responsibilities of the Director include overseeing alumni services, fundraising, endowed scholarships, and the general promotion of the College.

### **Dean of Student Affairs**

The Dean of Student Affairs is responsible for ensuring that GSC offers a high quality, student-life program which is in full compliance with all College, State and Federal policies, rules, and laws. Serving as an advocate for Glenville State College students, the Dean is responsible for student activities and services, residential life, health and counseling services, dining services, student publications, post office, and bookstore.

### **Chief Technology Officer**

The Chief Technology Officer is responsible for all data processing services for the College, both administrative and academic. Responsible to the Executive Vice President, the Chief Technology Officer is the official representative of the College in matters of computer services. As well as providing institutional research data for the College, the duties include working with the Registrar to coordinate procedures for registration and grade reporting.

### **Dean of Teacher Education**

The Dean of Teacher Education is responsible for all Teacher Education programs offered at Glenville State College. The Dean's major responsibility is to ensure that all programs comply with NCATE guidelines for the continuation of national accreditation. Additional responsibilities include oversight of the establishment of Professional Development Schools, recruitment of students, contributions to public education through involvement in statewide activities and committees. The Dean is the public relations agent for Teacher Education.

### **Director of the Academic Support Center**

The Director of the Academic Support Center is responsible for the overall operation of the College's Learning Support Program, career counseling and placement services for students and alumni, coordination of on-campus student employment, graduate follow-up, Career Day and student internships. Additionally, the Director works with employers and students to assist students in gaining employment, working with academic departments to strengthen students' qualifications for the job market. The Director also serves as the point of coordination for student disability services, providing individualized assistance to students with an identified disability and assisting students in gaining the structures and strategies for success. The Director is responsible to the Vice President for Enrollment Management.

### **Director of Athletics**

The Director of Athletics is responsible for the overall operation and integrity of the College's athletic programs. Directly responsible to the President, the Director is responsible for ensuring that the College continues to meet its traditional goals of providing a student-centered athletic program, which augments the academic and student life programs on campus.

### **Director of Campus Health Services**

The Director of Campus Health Services provides professional nursing care based upon specialized nursing skills to GSC students; manage and enhance policies, procedures and protocols related to health services; deliver comprehensive health and wellness education programs; collaborate with other healthcare providers in the area and refer students as needed, document pertinent information in charts and maintain medical records, maintain the Student Health Center.

### **Director of Financial Aid**

The Director of Financial Aid is responsible to the Registrar for the administration of the College's program of financial aid for students. The Director is responsible for maintaining records and reports of all college loan funds, scholarships, Educational Opportunity Grants, National Direct Student Loans, and the college work study program.

### **Director of Library**

The Director of the Library directs the operations of the Robert F. Kidd Library. Under the supervision of the Provost and Senior Vice President, the Director is responsible for all library facilities and establishes the procedures for their use by students, faculty, and others. The Director manages the library budget, establishes divisional allocations, supervises library personnel, and administers the materials allocation for College collection development.

### **Director of Marketing/Public Relations**

The Director of Marketing and Public Relations is an advisor to the President and the chief spokesperson for the College. The Director plays an integral role in the College's integrated marketing efforts. Specific responsibilities include media relations, publications, advertising, and the Glenville State College website.

### **Director of Physical Plant**

The Director of the Physical Plant is responsible to the Executive Vice President and is responsible for the oversight of the operation of the Physical Plant. The Physical Plant Director's goal is to ultimately provide a safe, healthy, efficient, and aesthetically pleasing environment in which students, faculty, staff, visitors, and the general public can function and accomplish their education objectives without interruption or inconvenience.

### **Director of Student Support Services**

The Student Support Services Project Director is a full-time, 12-month employee responsible for the overall administration and management of the Student Support Services Project. The Student Support Services (SSS) Project is a program designed to assist qualifying students in the acquisition of the educational goals. The program provides supplemental instruction for participants, such as time management workshops and study skill seminars. In addition to educational activities, the program provides students with various opportunities to broaden their cultural experiences through educational field-trips, dining etiquette training, and attending theatre productions, to list but a few.

**Glenville State College Faculty Senate  
Roster of Faculty Senate Members  
2008-2009**

**Elected Officers:**

|                 |              |
|-----------------|--------------|
| President       | Dennis Wemm  |
| Vice President  | Paul Peck    |
| Secretary       | Lisa Brenner |
| Treasurer       | Chuck Batson |
| Parliamentarian | David O'Dell |

**Departmental Representatives:**

|                         |               |
|-------------------------|---------------|
| Business                | Chuck Batson  |
| Education               | John Taylor   |
| English                 | Dennis Wemm   |
| Fine Arts               | Liza Brenner  |
| Land Resources          | Joseph Musolf |
| Physical Education      | Randy Unger   |
| Science and Mathematics | Lisa Castle   |
| Social Science          | Ed Wood       |

**Members-at-Large:**

Larry Baker  
Art DeMatteo  
Cinda Echard  
Jonathan Minton  
David O'Dell  
Paul Peck  
Connie Stout  
Fred Walborn

**Advisory Council Representative:**

Joe Evans

# **Schedule of Faculty Senate Meetings**

## **LIST OF SENATE MEETING DATES**

Generally, meetings are held on the first and third Tuesday of each month. All meetings during class days are currently scheduled for 12:15 p. m. in Room 319 of the Mollohan Center.

### **Fall 2008**

August 19, 2008  
September 2, 2008  
September 16, 2008  
October 16, 2008 (Thursday)  
November 18, 2008  
December 2, 2008

### **Spring 2009**

January 13, 2009  
January 27, 2009  
February 17, 2009  
March 17, 2009  
April 7, 2009  
April 21, 2009

# Constitution of the Glenville State College Faculty Senate

The Faculty Senate of Glenville State College (Senate) is an elected body through which the faculty expresses its concern for the welfare of the college and the college community, develops and disseminates ideas for college improvement, stimulates communication, contributes to the formation of general college policy, and performs those duties and functions especially allocated to or assumed by the faculty, subject to the limitations imposed by the laws of the State of West Virginia and rules of the Higher Education Policy Commission and the Glenville State College Board of Governors and subject to the review of the parent body, the Faculty of Glenville State College.

## **Article I. Nature, Authority, Responsibility, and Duties.**

**Section 1.** The Senate shall be the delegate assembly of the faculty through which the faculty shall normally exercise its powers.

**Section 2.** The Senate shall work toward the orderly development of the educational programs and policies of the college; facilitate communication and cooperation between officers of the administration and the college faculty; promote the continued improvement of higher education in the State of West Virginia; and strive to procure the best conditions possible for instruction and research. In order to further these goals, the Senate shall invite the Glenville State College Board of Governors to meet with the Senate at least once each academic year to discuss matters affecting faculty and the effective and efficient management of the college.  
[Amended January 10, 2005]

**Section 3.** The Senate shall review, consider, and recommend to the President of the College, policies pertaining to the general welfare of the college community. The Senate shall invite the President of Glenville State College to meet with the Senate at least once each quarter to discuss matters affecting faculty and the effective management of the college.  
[Amended January 10, 2005]

**Section 4.** The Senate shall do whatever lies within its power to maintain free communication between the faculty and the administration. Any member of the faculty may submit agenda items to the Senate. The Senate may consider questions referred to it by the President of the College.

**Section 5.** The Senate shall have the power to establish ad hoc and standing committees; to establish rules, membership, and procedures for its committees; and to review, approve, or disapprove the actions of the committees under its jurisdiction.

**Section 6.** Nothing in this article shall be construed as prohibiting consultation at all levels of student, faculty, and administrative organizations.

**Section 7.** Ten members of the faculty (via a signed petition) can refer any Senate action to a special meeting of the general faculty for review and disposition. The President of the Senate shall call a meeting of the general faculty to be held within two weeks after receipt of the petition.

**Section 8.** The President of the Senate is the chairperson of the Senate. In the absence of the President of the Senate, the Vice President of the Senate presides. In the absence of the Vice President of the Senate the immediate Past President of the Senate shall preside. In the absence of all three the Senate shall appoint one of its members to preside.  
[Amended January 10, 2005]

**Section 9.** The Secretary of the Senate shall maintain adequate minutes and publish them for distribution in the Faculty/Staff Bulletin or an electronic medium. A complete file of the minutes of the Senate meetings shall be kept in the Glenville State College Library and on an electronic medium.

**Section 10.** The Treasurer of the Senate shall have responsibility for the financial assets of the Senate. These may include, but are not limited to, line items in the college budget, grants, and private donations. The treasurer shall submit an annual financial statement to the Faculty Senate.

**Section 11.** The Parliamentarian of the Senate rules on questions of order and procedure following *Robert's Rules of Order*.

## **Article II. Membership and Officers.**

**Section 1.** Membership. The membership of the Senate consists of the following:

- A.** Nine (9) representatives, one elected from each academic subdivision (two year terms). Chairpersons cannot serve in this capacity. This membership shall consist of full time faculty who receive annual Notice of Appointments and teach at least 9 semester hours or the equivalent. The academic subdivisions at Glenville State College are as follows:

- 1 - Business
- 2 - Education
- 3 - Fine Arts
- 4 - Land Resources
- 5 - English
- 6 - Physical Education
- 7 - Science and Math
- 8 - Social Science
- 9 – Developmental Studies

The terms of office of the subdivision representatives shall begin on the first day of July of each even-numbered year. Subdivision representatives may succeed themselves on the Senate. The subdivisions identified above are not academic or administrative units of the college. Instead, they are creations of the Senate Constitution identified in order to provide for a systematic, thorough, and efficient means of selecting representatives for the Faculty Senate.

[Amended January 10, 2005]

- B.** Eight (8) representatives elected from the full-time faculty (two- year terms). These members may be department chairs. No more than any three members can be from a single department. Their term of office shall begin on the first day of July of each even-numbered year. These campus wide representatives of the Faculty Senate are eligible for election as subdivision representatives at the next biennial election of such representatives or they may succeed themselves as campus wide representatives.

[Amended January 10, 2005]

- C. Representative to the State Advisory Council of Faculty and to the Glenville State College Board of Governors who will be a voting member of the Senate and shall report to the Senate on meetings of the faculty council and the Glenville State College Board of Governors.  
[Amended January 10, 2005]
- D. In the event a college reorganization affects the academic subdivisions at Glenville State College, the originally elected representative from a reorganized academic subdivision will serve as an at large member of the Senate until either new elections are held or the Constitution of the Faculty Senate is changed.

**Section 2.** In the event an elected member under Article II Section 1 Part A is unable or unwilling to assume or complete his duties, a special election shall be held by the appropriate constituency and the elected individual shall complete the unexpired term.

**Section 3.** The officers of the Senate shall be the President of the Faculty Senate, Vice President of the Faculty Senate, Secretary of the Faculty Senate, Treasurer of the Faculty Senate, and Parliamentarian of the Faculty Senate, elected from and by the Senate's membership. All officers of the Senate serve two-year terms which begin upon the first day of July of each even-numbered year; provided, however, that the Senate may elect all of its officers later than the first of July if it was unable to meet before the end of the spring semester for the purpose of electing officers.

The President of the Senate may serve no more than two consecutive terms. There is no limit upon the number of consecutive terms which Senate officers other than the President may serve.

If a Senate office is vacated before the end of a two-year term, the Senate shall elect a successor for the position vacated for the remainder of the two-year term.  
[Amended January 10, 2005]

### **Article III. Meetings and Procedures.**

**Section 1.** The Senate shall meet regularly each month of the academic school year. The President of the Senate shall prepare a schedule of the regular meeting dates, meeting times, and locations of the Senate for the forthcoming academic year and distribute this schedule to the faculty, to the President of the College, and to the Vice President for Academic Affairs. The President will inform the faculty, the President of the College, and the Vice President for Academic Affairs of any changes in this schedule at the same time and in the same manner as notice of these changes is given to members of the Senate.  
[Amended January 10, 2005]

**Section 2.** Special meetings of the Senate may be called by the President of the Senate or upon written request to the President of the Senate by at least one-half of the members of the Senate. The President will inform the faculty, the President of the College, and the Vice President for Academic Affairs of any special meeting of the Faculty Senate at the same time and in the same manner as notice of the special meeting is given to members of the Senate.  
[Amended January 10, 2005]

**Section 3.** Senate meetings are open to all members of the faculty, including Adjunct Faculty. Faculty members may participate in Senate discussions upon recognition by the President of the Senate.

**Section 4.** Persons other than faculty may attend but participate in discussions only upon invitation by the Senate President.

**Section 5.** A majority of the members of the Senate shall constitute a quorum. A simple majority of the votes cast shall be sufficient to determine an issue or an election. A proxy shall be recognized only if a senator notifies the Secretary of the Senate of the name of the proxy before the scheduled Senate meeting. A proxy must be a member of the same constituency as the absent senator.

**Section 6.** All actions of the Senate which constitute policy decisions or revisions shall be submitted to the Vice President for Academic Affairs.

**Section 7.** Within ten days following a meeting, the Secretary of the Senate shall distribute approved minutes to the members of the faculty through the Faculty Staff Bulletin or an electronic medium. If an action of the Senate does not receive unanimous approval, the Secretary shall record and report in the minutes those voting for or against and those abstaining.

**Section 8.** The Senate Secretary shall record the names of the Senators who are present or absent in the minutes of each meeting. Reasons for absences may also be reported in the minutes if desired by the absent Senator. The minutes shall also include a record of any proxies for a meeting.

#### **Article IV. Committees and Councils and the Senate.**

The Senate may seek advice from all college committees and councils. The Senate may advise any college committee or council upon request.

#### **Article V. Standing Committees**

The Senate can appoint standing committees as it sees fit and appropriate. Faculty membership on the committees can include any faculty member of Glenville State College.

#### **Article VI. Elections**

**Section 1.** During the first week of April of each even-numbered year, the President of Glenville State College shall inform the President of the Senate that the Senate shall conduct an election during April to elect its members for the next two year term of the Senate. Upon receipt of the notification from the President of the College, the President of the Senate shall direct the Senate's Election Committee to conduct the election of subdivision representatives in the manner provided for in the Election Procedures in the GSC Faculty Manual. The results shall be reported to the President of the College, the Vice President for Academic Affairs, and to the President of the Senate.  
[Amended January 10, 2005]

**Section 2.** Regular elections for campus wide Senate membership shall be held by secret ballot. This election shall be conducted by the Senate's Election Committee according to the provisions in the GSC Faculty Manual. The Elections Committee shall initiate the procedure for the election immediately upon the conclusion of the election of the subdivision representatives. All members of the faculty as defined earlier and not elected by their subdivisions shall be candidates. Eight members of the Faculty receiving the most votes shall be elected. A campus wide Senate seat which becomes vacant before the end of a term shall be filled for the period of vacancy from the most recent list of Senate nominees on which the faculty has balloted. The seat will be offered to the nominee not currently a member of the Faculty Senate who had the largest vote, and so on successively until the seat is filled. The Secretary of the Senate shall be responsible for retaining the results of each year's Senate elections until the end of the term of office of those elected.

In the case of all tie votes for campus wide Senate membership, the tie will be resolved in the following manner: at the next Senate meeting, the names of faculty who have the tie vote will be rank ordered by a random drawing by the Secretary of the Senate to determine the person(s) who will fill the tie position(s) and/or future Senate vacancies. [Amended January 10, 2005]

**Section 3.** The officers of the Senate shall be elected from the Senate's membership at the first regular meeting of the Senate after the elections in April.

#### **Article VII. Amendment Procedure**

Any amendment to this constitution, when in conformity with the policies of the Higher Education Policy Commission and the Glenville State College Board of Directors may be made by a simple majority vote of the faculty in an amendment election held by the Senate's Elections Committee. Amendments can be proposed by any member of the college faculty as defined in Article II, provided that the proposed amendment is presented to the Senate and approved by 30% of the Senate before the amendment is submitted to the general faculty for its vote. The amendment shall be printed in the Faculty Staff Bulletin and distributed electronically at least two weeks prior to the election.

#### **Article VIII. Ratification**

This Constitution for the Glenville State College Faculty Senate shall be officially adopted when it receives approval by a simple majority of votes cast by secret ballot by the faculty as defined in Article II.

**Amended by Faculty Senate on December 5, 2003**

**Adopted by Faculty Vote on January 12, 2004**

**As further amended by Faculty Vote on January 10, 2005**

## **Faculty Senate Elections**

Faculty Senate elections are defined and governed by the following sections of the Senate's Constitution:

- Article VI. Section 1.
- Article VI. Section 2.
- Article VI. Section 3.
- Article VII.

(Source *Faculty Senate Constitution* as amended January 10, 2005)

In addition to the elections noted in the *Faculty Senate Constitution*, the Senate may hold other faculty elections such as election to the College Leadership Council when requested to do so by the President of the College or the Vice President for Academic Affairs. Except as otherwise noted in the previous sections of the Constitution, the Senate shall follow the following procedures in holding its elections:

### **Procedures for Holding Faculty Elections**

1. After proper notification from the President of the College when required or at the discretion of the Senate otherwise, the Faculty Senate President appoints three members of the Faculty Senate to conduct a faculty election, one of them designated to chair the committee.
2. The Faculty Senate chooses a date for the election.
3. The Elections Committee advertises the election two weeks prior to the election via e-mail. Two e-mail messages will be sent out, one each week notifying the faculty of the upcoming election.
4. The Elections Committee gets a current list of full time faculty members from the Vice President for Academic Affairs Office.
5. The Election Committee develops a ballot. There could be a call for nominations prior to the ballot, depending on the type of election.
6. The Elections Committee copies the ballot on colored paper and has each ballot embossed with a pressure seal in the Vice President for Academic Affairs Office. The Vice President for Academic Affairs Office will also provide labeled envelopes to each faculty member to mail the ballots in.
7. The day the second e-mail reminder is sent, the ballots are mailed through interdepartmental mail to each member of the faculty, or to each member of a subdivision of the faculty if the election is for a subdivision representative. The faculty members are to vote and return their ballot to the Chair of the Elections Committee via interdepartmental mail as soon as possible and the ballots must be in the hands of the Chair of the Elections Committee by 4:30 p.m. on the election date designated by the election committee. It is the responsibility of each faculty member to return his/her ballot before the deadline on the date of the election. Ballots received after 4:30 p.m. on the date of the election will not be counted.

8. At 4:30 p.m. on the date of the election, or as soon thereafter as possible, the committee meets and determines the results of the balloting. The results are reported to the President of the College, the Vice President for Academic Affairs, and to the President of the Senate. The President of the Senate sends an e-mail to all faculty members informing them of the results of the election.
9. **Alternative procedure:** Provided proper notification, as defined above, of the election has been given, the Elections Committee may conduct the balloting for a Senate election at any general faculty meeting called by the President of the College or the Vice President for Academic Affairs. Secret balloting shall be observed in all such elections. The Elections Committee determines the results of the balloting as soon as possible after it is concluded and notifies the President of the College, the Vice President for Academic Affairs, and the President of the Senate. The President of the Senate sends an e-mail to all faculty members informing them of the results of the election.
10. The Faculty Senate Secretary keeps the ballots for two years after the beginning of the terms of office of those elected. The Faculty Senate Secretary keeps the ballots for elections to amend the Senate's constitution in perpetuity.

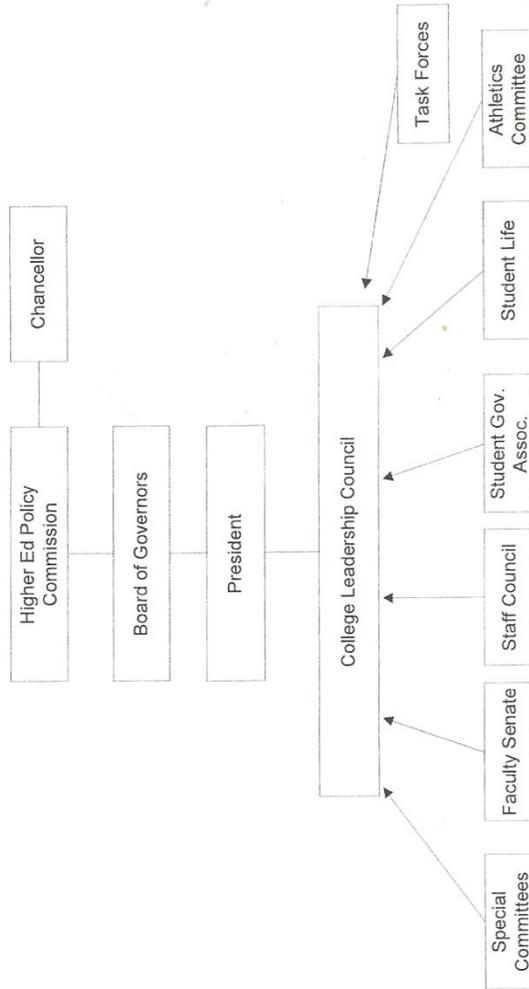
# **Glenville State College Shared Governance Structure**

In the administrative organization of the College, our shared governance structure and committees are vital to efficient operations and future growth.

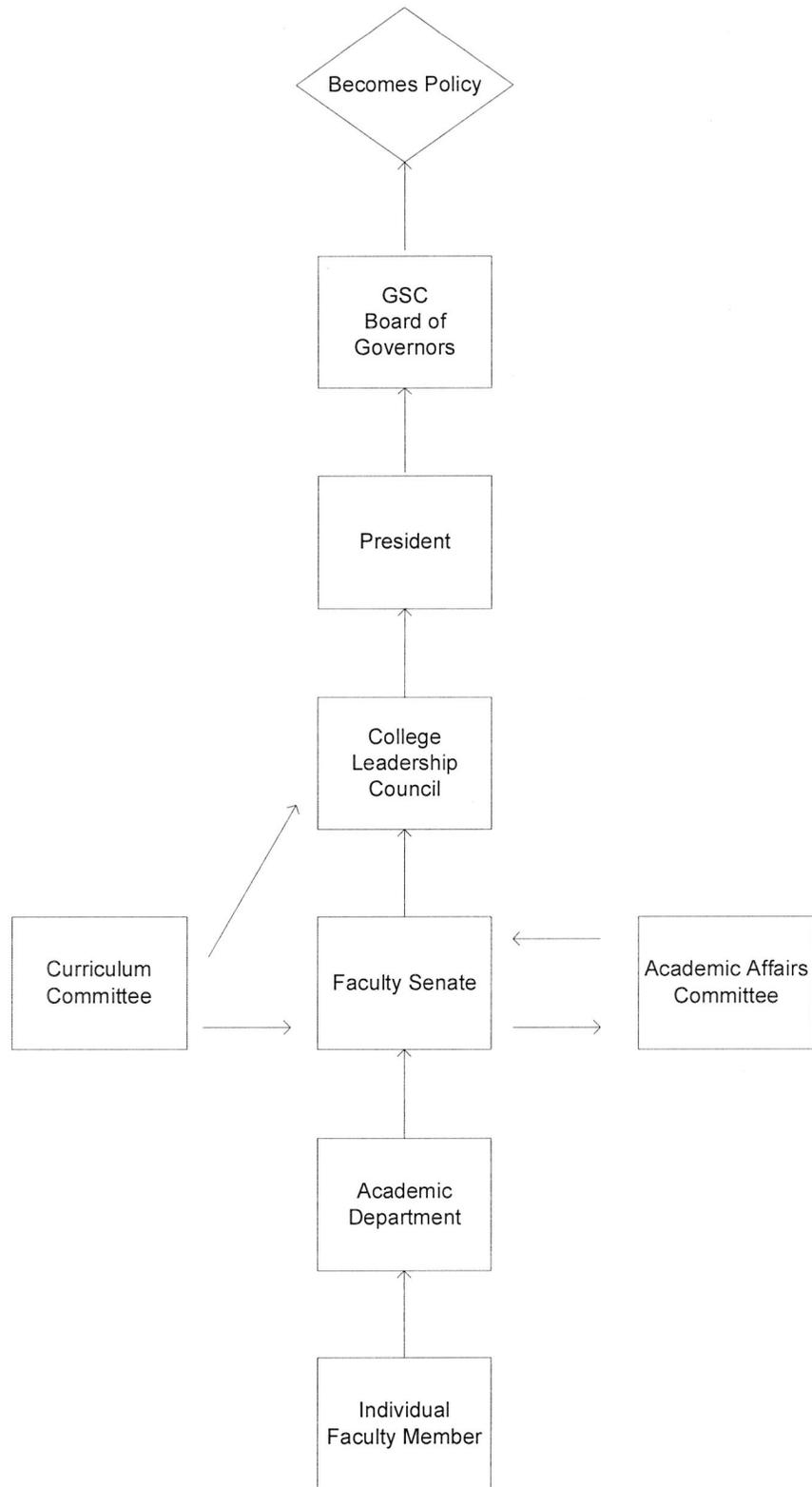
## **Key Principles of Shared Governance at Glenville State College:**

1. The shared governance system is designed to ensure that campus decisions are informed by our numerous stakeholders including faculty, staff, students, administrators and, as appropriate, alumni and the general public.
2. The shared governance system must be structured to facilitate a timely flow of information and to make timely recommendations.
3. The shared governance system and standing committees must ensure that those working on all GSC campuses have a voice in key GSC issues and policies.
4. The shared governance system must strengthen the roles and scopes of the Faculty Senate and Staff Council.
5. The shared governance system must provide for accountability at each level of the recommendation and decision-making process.
6. Each shared governance entity and standing committee will have its own set of bylaws and operating procedures, which are approved by the President.
7. Shared governance and other committees will have administrative support to facilitate their work.
8. Administrators will not serve as voting members of shared governance or other committees, except for a few specially focused committees.
9. Administrative liaisons will be assigned to each of the shared governance and standing committees.
10. Task forces will be used to help address specific campus issues, but will not be used in place of standing committees and will submit their recommendations through the shared governance system as appropriate.
11. All shared governance and standing committees will regularly share minutes with the campus community to facilitate communication and decrease the need for duplication of effort.
12. All committees will be open, unless the committee is dealing with privileged information regarding employment, personnel development and/or specific student academic issues.

## COLLEGE LEADERSHIP COUNCIL



# Glenville State College Approval Process for Curriculum Issues



*\*If unapproved at any stage in approval process, the proposal may be reprimanded to the previous "approval body" for revision and resubmission, if desired.*

## **GSC Committee Membership**

**Once committee assignments are made and confirmed, the members will be listed on the website.**

Academic Affairs Committee

Academic Appeals Committee

Assessment Committee

Athletic Committee

College Leadership Council

Commencement and Convocation Committee

Curriculum Committee

Educational Personnel Preparation Committee (EPPAC)

Enrollment Management Committee

Faculty Development Committee

Financial Aid Appeals Committee

Homecoming Committee

International Committee

Judicial Council

Library Committee

Retention Committee

Scholarship Committee

Student Life Committee

## **Degree Programs and Curricula**

Glenville State College is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools, 30 North LaSalle St., Suite 2400, Chicago, IL 60602-2504, Telephone (800) 621-7440 and by the National Council for Accreditation of Teacher Education (NCATE), 2010 Massachusetts Avenue, N.W., Suite 500, Washington, D.C. 20036-1023, Telephone (202) 466-7496. The Department of Business at Glenville State College has been accredited for all its programs by the International Assembly for Collegiate Business Education. The Forestry Technology program is one of only twenty-three programs nationwide recognized by the Society of American Foresters. Glenville State College offers both degree programs and pre-professional curricula.

Degree programs available include: Bachelor of Arts in Education (BAED), Bachelor of Science in Business Administration (BSBA), Bachelor of Science in Behavioral Sciences (BSBS), Bachelor of Arts - Liberal Arts (BA), Bachelor of Science (BS), and a Bachelor of Science in Nursing (BSN). The College offers two associate degrees: Associate in Arts (AA), Associate in Science (AS). Additionally, the College offers the courses needed by students who are preparing to enter professional schools in a variety of fields. These curricula are two or four years in duration.

The Board of Regents (BORBA) degree is also conferred at Glenville State College. This program is designed to award credit for “life experiences” as well as for traditionally-earned college credit.

# General Course Information

## ACADEMIC DISHONESTY

### STATEMENT ON ACADEMIC DISHONESTY

Glenville State College requires adherence to the College's standards of academic integrity. While every case of academic dishonesty cannot be listed exhaustively, the following examples represent some basic types of behavior that are unacceptable and also represent those items for which students may be sanctioned.

**1. Cheating:** using unauthorized notes, mechanical or electrical devices (calculators, PDAs, cell phones, etc.), study aids, or information on an examination; making unauthorized changes to graded work and misrepresenting those changes as instructor grading error; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.

**2. Plagiarism:** To plagiarize is, according to *Webster's Third New International Dictionary*, "To commit literary theft." Writers or speakers plagiarize if they use words, ideas, or arguments, of another and make it appear that these materials are their own. To avoid the charge of plagiarism when using materials derived from another, the writer should follow accepted conventions of punctuation, indentation, and documentation. A handbook of composition will provide a list of these conventions.

Glenville State College defines Plagiarism as:

1. Quoting material from a particular source, such as a text, article, or Internet page, or email, without indicating the source and without placing the directly quoted material within quotation marks;
2. Taking the ideas or arguments of another person without acknowledging the source of the ideas or arguments;
3. Substituting synonyms for an author's words but preserving the sentence structure or mixing the author's words or phrases within the paraphrasing and failing to put the author's words in quotation marks. Citing the source does not excuse you from the charge of plagiarism;
4. Using a theme (paper or essay) or portion of a theme written by someone else. For example, plagiarism occurs if an individual takes or purchases an essay from an Internet service or uses someone else's essay from a previous semester or another class.

Any assignment that is turned in either for credit or review that has been plagiarized will be subject to sanctions of academic dishonesty.

**3. Fabrication:** falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.

**4. Obtaining an Unfair Advantage:** (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaborating on an academic assignment (d) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student's academic work, or (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.

**5. Aiding and Abetting Academic Dishonesty:** (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above, or (b) providing false information in connection with any inquiry regarding academic integrity.

**6. Falsification of Records and Official Documents:** altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official College document.

**7. Unauthorized Access** to computerized academic or administrative records or systems: viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

## **PROCEDURES FOR HANDLING CASES OF ACADEMIC DISHONESTY**

1. Within five instructional days from the time the incident of academic dishonesty was discovered, the instructor shall submit to the Provost and Senior Vice President a written report stating the facts of the case along with any appropriate physical evidence and the recommended penalty. The instructor must also send a copy of the written report and physical evidence to the student and Department Chairperson.
2. The Provost and Senior Vice President shall immediately notify in writing the student, the instructor, and his/her advisor of the incident and the recommendation from the instructor that a penalty is being imposed and the degree of the sanction.
3. The Provost shall also advise the student of his/her right to appeal the case to the Academic Appeals Committee. Such an appeal must be made in writing and filed with the Office of Academic Affairs within thirty calendar days of the notification.
4. The appeal process shall begin with step 1 of the Student Academic Appeals Grievance Policy.
5. If the penalty is removal from the course with a grade of "F" or "NC", and the student elects to appeal, the student may remain in the class pending the decision of the Academic Appeals Committee
6. If the penalty is removal from the course with a grade of "F" or "NC" and the student does not contest the grade or if the Academic Appeals Committee has denied the student's appeal, then the student will receive a final grade of "F" or "NC" for the class and will not be permitted to withdraw from the course, regardless of when the offense occurs. The "F" or "NC" will then become part of the student's permanent record.
7. If the student is found guilty of a second case of academic dishonesty, the Provost and Senior Vice President may suspend him/her from the College in accordance with the academic Probation and Suspension Policy.
8. After the mandatory suspension time has passed, students suspended for academic dishonesty may be considered for reinstatement by petitioning the Provost and Senior Vice President.

## **ACADEMIC MISCONDUCT STATEMENT**

Disorderly and/or disruptive behavior in the classroom setting may result in an academic penalty such as final course grade, grade penalty, exclusion from class, etc. when the course instructor has provided written notice to the student. Such notice may be provided via the course syllabus or specific written notification (with copy to advisor). Any member of the campus community may also file an incident report regarding alleged misconduct with Student Life for possible sanction in accordance with the Student Conduct Code. Appeals of academic penalty will be referred to the Academic Appeals Panel and will be governed by the Student Academic Grievance Policy. Appeals of sanctions imposed under the Student Conduct Code will be reviewed in accordance with the processes outlined in the Code (see *Student Handbook* for details). Incident reports of alleged student misconduct are permanently maintained in the Office of Student Life.

## **CANCELLATION OF CLASSES**

As a general policy, Glenville State College classes are not to be cancelled except in emergency situations. Provisions for classes must be made if the faculty member must be away during a regularly scheduled class meeting. Appropriate accommodations must be made when the faculty member is absent. Generally, the use of guest lecturers to meet the course objectives is an appropriate accommodation. In all circumstances, the Department Chair should be notified if the faculty member is not going to be present during a regularly scheduled class meeting.

## **CLASS ATTENDANCE POLICY**

The resources of Glenville State College are provided for the intellectual growth and development of the students who attend. A schedule of courses is provided for students and faculty to facilitate an orderly arrangement of the program of instruction. The fact that classes are scheduled is evidence that attendance is important and students should, therefore, maintain regular attendance if they are to attain success in the pursuit of their studies.

At the beginning of each semester, all professors will provide in the course syllabi a clearly written statement to all their classes regarding their policies in handling absences. Students are obligated to adhere to the stated requirements of each course.

It may be necessary for the student to be absent from scheduled classes or laboratories for personal reasons. On such occasions, all matters related to a student's absences, including the making up of work missed, are to be arranged between the student and the professor. Professors will be flexible enough in their attendance and grading policies to allow students a reasonable number of absences without penalty for extraordinary personal reasons or for officially-sanctioned college activities. The student should also understand that he/she is responsible for the academic consequences of any absences. The standard of practice is allowing one absence per credit hour; however, each professor may choose an alternate attendance policy as long as it is specified in the syllabus and filed in the Office of Academic Affairs.

If the student has exceeded the number of allowable absences for the specific course, the instructor may elect to suspend the student from the class for lack of attendance.

1. The instructor sends the recommendation for suspension to the Registrar's Office.
2. The student is notified in writing by the Registrar's Office that he/she needs to withdraw from the course prior to the deadline for withdrawing from a class with a "W" or receive an "FIW" for the course.

If the student is suspended from the course, he/she may appeal the suspension in accordance with the Glenville State College Academic Appeals Policy, beginning with Step 4. This policy is found in the College Catalog. Until the appeal process is complete, the student may continue to attend the course in question.

## **48 Academic Programs and Procedures**

## **COPYRIGHT**

### **Appropriate Use of Information Technology Resources**

It is the policy of Glenville State College to respect the ownership of all intellectual material protected by copyright laws. Section 117 of the 1976 Copyright Act, as revised, protects software programs. Federal copyright laws protect most Glenville State College software. The license agreement between supplier and purchaser also protects software. Educational institutions are not exempt from these laws. The College does not condone copying instead of purchasing copyrighted works where such copying would be an infringement under copyright law. It is the policy of Glenville State College that the user secure permission from the copyright holder, whenever it is legally necessary, to copy. Following are some guidelines on computer software use:

1. Unless you have written a program yourself, do not make and distribute copies of programs without specific written permission of the copyright holder.
2. Software provided by Glenville State College can be used on the computer equipment specified in the software license. It is against College policy to copy or reproduce any licensed software on College equipment, except as expressly permitted by software license.
3. Unauthorized copies of software may not be used on College owned computers or on personal computers housed in College facilities. The College regards unauthorized use of software as a serious matter and any such case is without the consent of Glenville State College.
4. “Shareware” is software that may be tried before the purchase. Glenville State College allows the use of shareware only under the conditions imposed by the shareware publisher. Typically, this requires registration and payment for use after an initial trial period. “Freeware” is software distributed without cost, although the publisher may retain copyright. Freeware use is allowed under the conditions imposed by the freeware publisher. Public domain software is software distributed without restriction. Use of public domain software is allowed.

Violations of this policy should be reported to the Executive Vice President who will refer them to the appropriate administrator or judicial body.

## COURSE SYLLABI

Faculty are responsible for developing a syllabus for each course based upon the course outline objectives for the given course. A course syllabus must be provided to each student by the first week of class and must be submitted to the department chair each semester. A sample syllabus is included below:

**Sample Syllabus**  
**Department of \_\_\_\_\_**  
**Glenville State College**

**Course Title:**

**Credits:**

**Semester:**

**Times and days:**

**Instructor:**

**Office:**

**Telephone:**

**E-Mail:**

**Office Hours:**

**Appointments:** (What is the Instructor's policy on appointments?)

**Course description:** (Catalog description here)

**Expanded description:** (The instructor's more detailed description statement on the course.)

**Prerequisites:**

**Co-requisites:**

**Texts:** Required texts and recommended texts if any.

**Reference to national standards:** Here the instructor should make specific reference to the national curriculum guidelines of the professional association. How does this course address these? This will be useful to students, colleagues, and reviewers. (A listing of these will save a great deal of time and demonstrate clear attention to national standards.)

**Course goals and objectives:** (Specific listing of the goals and objectives of the course - the student outcomes that are expected in the course should be listed. These must include all objectives found on the approved course outline.)

**Teaching methods:** (The instructor may wish to describe teaching methods used in the course; e.g., lecture, cooperative learning, small group discussions, etc.)

**Assignments:** What assignments will be required?

**Examination:** What examinations will be given and when? (A note about the type of exams may be helpful to students.)

**Grading criteria:** Exactly how will grades be assigned?

**Attendance:** Use College policy or personal policy filed with Department Chair and Office of Academic Affairs.

**ADA Student Statement:** It is the policy of Glenville State College to provide reasonable accommodations for qualified individuals with documented disabilities. This College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations with regard to affording equal educational opportunities. It is the student's responsibility to contact the Academic Support Center, located in the basement of the Robert F. Kidd Library, and to provide documentation of a disability. The Director of the Academic Support Center will assist students and faculty in arranging appropriate accommodations. This is in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

**Schedule of topics and reading assignment:** How will the course be organized in terms of topics and readings? Will students be graded on participation? How will participation factor into the grading of the course?

**Reading List:** (What readings are recommended to enhance the course?)

## **EXAMINATIONS AND GRADES**

In semester courses a student will receive a final grade that is based on daily participation grades, a test or tests, and other assignments given during the semester. The instructor may or may not give a special mid-semester examination.

Students must take all regular examinations and complete all assignments. Absence from examinations may cause failure in a course regardless of attendance at class sessions and completion of prescribed work. If, in the opinion of the instructor, the absence was for sufficient reason, the student may, upon application and approval, take the examination at a later date. No student may take a final examination at any other time than the regular scheduled time without the consent of the Provost and Senior Vice President.

Final grades are based on class standing for the entire semester.

## **GRADE BOOKS**

Instructors may get grade books from their academic department. The class roll, attendance and grades of all students are to be recorded in the instructor grade book. Instructors may elect to utilize an electronic grade book. Once the grade book is filled or at the termination of the instructor's services at the College, the book must be returned to the Chairperson of the Department. This must occur prior to the release of the last salary check.

## **GRADES**

The grading system at Glenville State College is:

A - Superior

B - Good

C - Average

D - Below average

F - Failure

I - Incomplete\*

CR - Credit

NC - No Credit

AU – Audit

S – Satisfactory

U - Unsatisfactory

W - Withdrew

FIW - Failure due to irregular withdrawal from school or from a single class

NR - No report\*\*

CEC - College Equivalent Credit (applicable toward Regents BA degree only)

CEU – Continuing Education Credit

\*Incomplete grades are given to students who miss course work due to circumstances beyond their control. The student and instructor of record must complete a "Request for Incomplete" form that details the work to be completed and the timelines for completion. To allow adequate time for processing, the form must be submitted before final examinations begin. The request must be approved by the instructor of record, the Chairperson of the Department, and the Registrar. The remaining course work must be completed no later than the end of the following semester. An "incomplete" for the fall semester must be completed no later than the end of the spring semester; an "incomplete" for the spring semester must be completed no later than the end of the fall semester; and an "incomplete" for a summer session must be completed no later than the end of the fall semester. If the deficiency represented by "I" is not made up as stipulated by these timelines, the "I" automatically becomes "F" at the end of the allotted makeup period. \*\*The status of "NR" will be assigned at the discretion of the Registrar.

## CREDIT-NO CREDIT GRADES

Certain classes may be offered for which a grade of credit (CR) or a grade of no credit (NC) is given. In such cases all students enrolled in that class will be given a grade of either “CR” or “NC.” Neither of these grades will be used in the computation of a grade point average. Approval for a class to be offered on a credit-no credit option must be granted by the Academic Affairs Committee.

## GRADING FOR DEVELOPMENTAL COURSES

Beginning Summer 2008, all developmental courses are graded by a Satisfactory (S)/Unsatisfactory (U) grading mode.

- As S/U graded courses, they are used for billing and in the calculation of total hours for the semester.
- As S/U graded courses, the courses are not calculated in GPA or total earned credit hours; they do not interfere with eligibility for financial aid.
- As S/U graded courses, an “Unsatisfactory” will not be calculated into GPA: consequently it is not punitive. The grade in a developmental course will neither count “for” or “against” a student as they are acclimating to the demands of college.
- When grades for developmental courses are transferred into Glenville State College, they will be recorded as S/U. Any grade earned less than a “C” will be recorded as a “U.”

**Faculty teaching developmental courses will be required to maintain grades of A, B, C, D or F for each student. However, a grade of S/U will be reported at four-weeks, mid-semester and as the final course grade.**

## QUALITY POINTS

The quality point average is computed on all work for which the student has registered with the following exceptions:

- a. Courses with grades of “W,” “Credit (CR),” “No Credit (NC),” “No Report (NR),” and “Audit (AU).”
- b. If a student earns a grade of “D” or “F” for any course taken no later than the semester or summer term during which they attempt the sixtieth semester hour, and if they repeat the course prior to the receipt of a baccalaureate degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining his or her grade point average. The original grade shall not be deleted from the student's record. Any course, in which a student has earned a “C” or better, cannot be repeated for credit. If students want to improve their knowledge of a subject in which a “C” or better was earned, they may audit the course.

Each student must maintain a “C” (2.00) average or better on all work attempted. Grades received carry the equivalent of the following quality points:

A – 4            B – 3            C – 2            D – 1            F – 0            FIW – 0

Quality points may be transferable among the colleges and universities under the jurisdiction of the West Virginia Higher Education Policy Commission.

For graduation and/or certification the applicant shall have at least a quality point ratio of 2.00 (average of “C”) on all work attempted as well as work taken at Glenville State College with the exception of courses with grades of “W”. Some academic programs, however, may require a higher minimum grade point average for successful completion of the program.

## **HONORS AND HONORARY DEGREES**

### **The President's Honor List**

A student who attains a perfect grade average of 4.0 quality points on 12 or more hours (excluding credit, satisfactory and audit marks) is placed on the President's Honor List.

### **The Provost's Honor List**

A student who achieves a minimum grade average of 3.5 quality points on 12 or more hours (excluding credit, satisfactory and audit marks) is placed on the Provost's Honor List.

### **Requirements to Graduate with Honors**

|                      |             |
|----------------------|-------------|
| Summa cum laude..... | 3.85 - 4.00 |
| Magna cum laude..... | 3.7 - 3.84  |
| Cum laude .....      | 3.5 - 3.69  |

## **SUBMITTING AND CHANGING GRADES**

Near the end of each semester, the Registrar establishes a time by which final grades must be submitted. The deadline must be met in order that regulations concerning registration, probation, sequence of classes, prerequisites, student internship requirements, etc., may be met. On or before this date, each instructor will electronically submit their students' grade via Banner web for faculty.

Unless a faculty member has an extremely good reason for doing so, he/she will not be permitted to change a student's grade after it has been electronically submitted. The faculty member must complete a grade change form and have approval of the Department Chairperson before submitting the request to the Registrar.

If a student believes that a final course grade has been inaccurately assigned, he/she should contact the Registrar's Office to request an "Academic Appeal" form and consult with the course instructor and/or the department chair within 7 weekdays of the assignment of the grade. Grades will not be changed after this time period has elapsed unless the grade change issue is in the student academic grievance process. See the "Student Academic Grievance Policy" for additional information.

## **TEXTBOOKS**

Faculty recommend textbooks for adoption. The Department Chairperson approves the selection. In cases where more than one instructor teaches the same course, the Department Chairperson shall call a meeting of the instructors involved for the purpose of choosing a textbook.

Faculty/Department Chairperson will be responsible for ordering desk copies directly from Publishers. The Bookstore manager will assist and provide Publisher contact information upon request. Any textbooks signed out from the Bookstore to serve as a desk copy must be replaced or purchased within 60 days. An approved and signed textbook adoption form from an Academic Department becomes a contract with the Bookstore. The Bookstore will order the textbooks and make available for student purchases and the faculty will use the textbook in their class. If a faculty member does not require a textbook, he/she should not send a textbook adoption form to the Bookstore. If the adoption is changed after the Bookstore has received and shelved the textbooks, the department will be responsible for the shipping charges to return the textbooks to the Publisher.

Once a textbook for a course has been adopted, it must be used as the adopted textbook for a minimum of two academic years including summer sessions, unless the publication goes out of print or other comparable circumstances make it unavailable. It is recognized that frequent changes made in adopted textbooks may create an economic hardship for students.

Before an adopted textbook is to be changed, the Manager of the Bookstore must be notified one semester in advance of such change and whenever possible, all copies cleared from the shelves by sale or returned to the book company.

At the appropriate time each semester, the Manager of the Bookstore will inform the Department Chairperson of the number of textbooks on hand for each course being offered the following semester or summer session. Textbook orders for each semester and summer session are to be submitted to the Manager of the Bookstore. The textbook orders are to be placed with the Manager of the Bookstore in ample time to allow for ordering and delivery of books before the opening of each semester and summer session.

The Manager of the Bookstore is to accept textbook orders in accordance with these policies and procedures. Under no conditions will the Manager of the Bookstore accept textbook orders directly from faculty.

# Advisement

## ACADEMIC ADVISING

The Provost and Senior Vice President will have the responsibility for the direction of the program of academic advising. The Department Chairpersons, as chief advisors, will be responsible to the Provost for the direction of the academic advising within the department.

The Provost shall be responsible for the in-service education of the chief advisors, and the chief advisors, in turn, will be responsible for the in-service education of advisors in a particular department.

## ADVISORS (FACULTY)

Students will be assigned to faculty advisors when they enter the College. Students should meet with their advisor regularly, but at least once each semester. Faculty advisors help students in matters of study habits, scheduling, advice in the educational program, and career opportunities related to the educational program.

## ARRANGED COURSE POLICY

1. A course may **not** be arranged for a student in a program, other than teacher education, if the next scheduled offering of that class occurs before the student's expected date of graduation. A course may **not** be arranged for a student in a teacher education program if the next scheduled offering of that class occurs before the student's expected student intern semester.
2. A course may **not** be arranged for a student if the student has previously attempted the course and failed or previously enrolled and dropped.
3. A course may **not** be arranged for a student if the course is currently being offered. Arrangements may be made by the student with the instructor of record of that course to enroll in the scheduled course and satisfy the course requirements by alternate means in case of a class schedule conflict.
4. A course may **not** be arranged for a student if the course was offered during the preceding semester without documentation that the student could not enroll in the course because of a class schedule conflict.
5. A course may **not** be arranged for a student by any faculty member who has not previously taught the course at Glenville State College.
6. Exceptions to this policy will be made **only** in cases of significant extenuating circumstances. In such cases, the written approval of the instructor assigned to arrange the course, the Chair of the Department in which the course is housed, and the Provost and Senior Vice President are required. A written statement must be attached delineating the exception(s) being made with detailed justification for each exception.
7. A student's request to have a course arranged may be denied by the appropriate academic official(s) of Glenville State even if the student's request is not disqualified by any of the preceding provisions of this policy. In such case, a written statement delineating the reason(s) for the denial must be provided to the student and his academic advisor.

## **CHANGE OF ADVISORS**

Occasionally, a student may wish to change advisors. The request to change advisors should be made to the advisee's Department Chair. If the Department Chair concurs that a change should be made, a Change of Advisor form should be completed and forwarded to the departmental secretary where the change will be made in the college data system.

The student, previous advisor, and new advisor will be informed of the change. The previous advisor should send any accumulated documentation to the new advisor for his/her use.

## **CHANGE OF PROGRAM**

If a student wishes to change his/her field of study, he/she should contact the Registrar's Office where a Change in Program will be completed. Usually, the student will be assigned a new academic advisor. If the student wishes to retain the current advisor, he/she should indicate that on the Change of Program form.

## **CHANGING SCHEDULES**

The procedure for changing a schedule of classes after the student's registration has been completed shall be as follows:

A student must have the approval of the advisor and the department chairperson of the class concerned if he or she wishes to add a course after regular registration. Only the approval of the advisor is necessary to drop a course. (See "Withdrawing From a Class")

Student athletes, once fully registered, will have "holds" placed upon their records. This prevents them from dropping and/or adding classes and aids in monitoring eligibility. All schedule changes for athletes must be processed through the Academic Support Center.

## **DECLARATION OF MAJORS**

Students are expected to choose their field or fields of study as early as possible in their college experience. To delay doing this may mean that the student will experience difficulty in completing a program in a timely fashion. Students who do not declare a major upon enrolling will be designated as undeclared.

## **POSTING OF GRADES BY FACULTY**

The public posting of grades either by the student's name or social security number without the student's written permission is a violation of the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended (1995). Even with names obscured, numeric student identifier numbers are considered personally identifiable information. Therefore, the practice of posting grades by social security number or student identification number violates FERPA.

Faculty who post grades should use a system that ensures FERPA requirements are met. This can be accomplished either by obtaining the student's uncoerced written permission to do so or by using code words or randomly assigned numbers that only the instructor and individual student know. The order of posting should not be alphabetic.

## **PRIVACY OF RECORDS**

Glenville State College is committed to maintaining the confidentiality of student records and abides by the Family Educational Rights and Privacy Act (FERPA). The law ensures the confidentiality of student records, permits students access to their records and prohibits the release of records except by the written permission of the student or by court order, while permitting the continued release of “directory information” without specific permission from the student. Information determined to be part of a student’s educational record may be released according to the guidelines included in this policy.

Glenville State College designates the following items as Directory Information: student name, address, telephone number, e-mail, photograph, height and weight of athletes, enrollment status, degrees and awards received, dates of attendance, grade level, date and place of birth, major field of study, participation in officially recognized activities, schools attended, and other similar information. The College may disclose any of those items without prior written consent, unless notified by the student in writing to the contrary. Students may complete a “Request to Prevent Disclosure of Directory Information” form in the Registrar’s Office to officially request that no directory information be released. This form must be completed each academic year. Students may also choose to disclose information to specific agencies and individuals by completing the “Permission to Disclosure Information.” This form is also available in the Registrar’s Office.

All departments at Glenville State College should pay careful attention to access of student records and files in their work with student office assistants.

Questions regarding Glenville State College’s policy for release of academic information should be directed to the Registrar’s Office.

## **REGISTERING FOR CLASSES**

To register for classes each semester use the Registration Form whether registering during preregistration or regular registration. This form is to be signed by the student’s advisor in order for the student to register. Listing alternate courses saves time at registration if first choices are full.

Once the student has met with the academic advisor, the student may register for classes online.

If a student wishes to register for a class section that is “full,” the student must secure the respective department chair’s signature (initials) by the class section on the form.

## **STUDENT HANDBOOK**

The Division of Student Affairs publishes a Student Handbook annually. Policies and procedures concerning all aspects of student life (residence, attendance of classes, financial aid, conduct, services available, etc.) are outlined in the GSC Student Handbook. All faculty should be familiar with the Student Handbook.

## **WITHDRAWING FROM A CLASS - POLICY AND PROCEDURES**

Students may withdraw from a course with a grade of “W” for three days after mid-semester grades are reported. Students who want to withdraw from class should meet with their advisor and secure a drop slip. Once the form is completed, it should be taken to the respective department secretary for processing.

After the last date to withdraw with a grade of “W,” students may only withdraw from a class for medical reasons or other circumstances beyond their control as approved by the Registrar. A “W” will be utilized for students who withdraw (for extenuating circumstances) from their courses after the published withdraw date. No student may withdraw from a class(es) once final exams have begun.

The last day for withdrawal for summer classes will be published in the academic calendar and in the appropriate schedule of courses.

## **WITHDRAWING FROM COLLEGE – POLICY AND PROCEDURES**

It is the responsibility of a student desiring to withdraw from college to appear before the College President or Vice President for Enrollment Management to announce his/her intention to withdraw. Students may only withdraw from college for medical reasons or other circumstances beyond their control as approved by the President or Vice President. At the time of withdraw, the student will sign a withdrawal card stating the date of withdrawal and the reason(s) for leaving College. Students who fail to comply with this regulation within 10 school days after leaving the College will be reported as irregularly withdrawn, and all grades on all subjects carried will be recorded as “FIW”. Refunds are subject to the time of withdraw.

## **WITHDRAWING FROM COLLEGE DUE TO MILITARY DEPLOYMENT**

Any student who has been called to active duty, and is currently enrolled in classes at Glenville State College, must report to the Registrar’s Office as soon as possible and complete all necessary forms for withdrawal. At that time, the student should bring with them any and all deployment papers.

If the student should decide to return to Glenville State College, he/she should fill out an application for readmission and notify the Registrar’s Office of their intent to begin classes. Also, at this time any paperwork required to certify the student for veterans’ benefits will be completed.

# Academic Policies

## ACADEMIC FORGIVENESS POLICY

Glenville State College will, under the following conditions, extend academic forgiveness to a student who so requests. Under academic forgiveness provisions certain “D,” “F,” and “FIW” grades will be disregarded for purposes of the grade-point average required for graduation. Such calculation, however, does not apply to requirements for graduation with honors, nor to requirements for professional certification that may be within the province of licensure boards, external agencies, or the West Virginia Board of Education. A student who has completed a baccalaureate degree is not eligible to receive academic forgiveness. Academic forgiveness will be granted only once for any student.

1. The student must request academic forgiveness, in writing, to the Registrar within the first semester of re-enrollment and must complete within two consecutive semesters at least twelve (12) credits of required courses with no grade lower than “C” in order to qualify for academic forgiveness.
2. The student must not have enrolled as a full-time student in any college or university during the five consecutive academic years immediately preceding the readmission semester.
3. Only “D,” “F,” and “FIW” grades for courses taken at least five years prior to the request may be disregarded for grade-point average computation.
4. In cases in which “D,” “F,” and “FIW” grades are disregarded for grade-point average computation, these grades shall not be deleted from the student’s permanent record.
5. Once a “D” is disregarded for purposes of grade-point average computation, the credit earned is also disregarded.
6. The Registrar will notify the student of the decision regarding the request for academic forgiveness within four weeks following the end of the semester of request.
7. An action taken by another institution in academic forgiveness for a student who transfers to Glenville State College is not binding. The College maintains the right to accept or not accept such an action. Similarly, another institution may not recognize academic forgiveness that has been extended by Glenville State College.

Students in the Regents Bachelor of Arts Degree Program are covered by a different academic forgiveness policy. However, if otherwise eligible, a student in the Regents Bachelor of Arts Degree Program may elect to receive academic forgiveness under the terms of this policy or to have grades for some courses forgiven under the terms of this policy and forgiven for other courses under the rules of the Regents Bachelor of Arts Degree Program. A student entering the Regents Bachelor of Arts Degree Program should contact the Registrar’s Officer or the Regents Bachelor of Arts Degree Program Coordinator for additional information.

*Revised: August 2004*

## ACADEMIC PROBATION AND SUSPENSION POLICY

Glenville State College's academic probation and suspension policy was created for the purpose of providing support for students who are having academic difficulties. The current academic standing for each student is noted in the student's academic records accessed through the GSC homepage. Students are encouraged to use the services provided by the College's Academic Support Center to improve performance.

### Academic Probation

Academic Probation means that a student's overall cumulative GPA is below the minimum acceptable level as determined by the total number of hours attempted. Academic probation indicates a student's continued enrollment is in jeopardy.

Minimum cumulative GPA requirements are as follows:

| <u>Hours Attempted</u> | <u>Cumulative GPA</u> |
|------------------------|-----------------------|
| 0 - 42 hours           | 1.50 GPA              |
| 43 - 60 hours          | 1.80 GPA              |
| 61 or above hours      | 2.00 GPA              |

Failure to meet the minimum cumulative GPA will result in academic probation.

In order to avoid suspension from Glenville State College, the student must earn a 2.00 or higher GPA for each subsequent semester OR earn and maintain at least the minimum GPA for the number of hours attempted (see above). If a student earns a 2.00 or higher GPA for each subsequent semester, he/she will be continued on probation until he/she earns at least the minimum GPA for the number of hours attempted necessary to be removed from academic probation. Students on probation may carry no more than 15 hours per semester.

### Academic Suspension

When a student's attempt to avoid academic suspension is unsuccessful, the student will not be allowed to continue enrollment at Glenville State College for a specified period of time.

|                                     |                             |
|-------------------------------------|-----------------------------|
| 1 <sup>st</sup> Academic Suspension | 1 semester                  |
| 2 <sup>nd</sup> Academic Suspension | 2 semesters                 |
| 3 <sup>rd</sup> Academic Suspension | 5 years*                    |
| 4 <sup>th</sup> Academic Suspension | Final dismissal from school |

\*A third suspension will be for a period of five years, the length of time required for academic forgiveness eligibility (see Academic Forgiveness Policy in the College Catalog).

After the mandatory suspension time has passed, the student must submit an application to Glenville State College in order to be reinstated. Suspensions will occur at the end of the fall and spring semesters. Only fall and spring semesters constitute semesters for mandatory suspension.

A student under a first suspension may attend summer school for purposes of raising their cumulative GPA and to allow him/her to return in the fall. During the summer session(s) the suspended student must complete at least six hours with no grade lower than a "C," in order to be continued on probation under special conditions for the fall semester. Otherwise, the student is not eligible to enroll until the spring semester. Credit/no-credit courses do not count toward the six hour requirement.

The status of any student transferring from another institution of higher education will be determined in accordance with the above policies. A student suspended from another institution of higher education will not be admitted to Glenville State College until he/she is eligible to return to that institution.

A student has the right to appeal his/her suspension to the Academic Appeals Committee. The petition must be submitted in writing, to the Provost and Senior Vice President, at least thirty days prior to the beginning of the desired semester for reinstatement. A student who has been reinstated will continue to be governed by the probation and suspension policies.

## **STUDENT ACADEMIC GRIEVANCE POLICY (AA-10/26/07)**

The following procedures shall apply to any student who elects to appeal academic penalties including: final grade, grade penalty, expulsion from class, denial of admission to academic programs or readmission to the College. While actively involved in the appeals process, the student may continue to attend class except in the case of the student teaching internship which is covered by policies under Requirements for Admission to Student Internship in the Glenville State College Catalog.

### **Level 1:**

Within *seven (7) weekdays\** of the assignment of the academic penalty the student must write a letter of appeal, complete the Academic Appeal Form and discuss the issue with the instructor and the Department Chair. The Academic Appeal Form is available in the Registrar's Office. In the event the instructor is absent from campus, a letter requesting a consultation must be sent within the seven (7) weekday period. If the instructor is no longer in the employ of Glenville State College, the student shall then consult with the Chairperson of the Department in which the course is offered.

### **Level 2:**

If the grievance is not resolved at Level 1, the student may appeal to the Academic Appeals Committee within *seven (7) weekdays\** of the decision at Level 1. No person shall serve on this Committee who has been previously involved in the appeal. The appeal request must be in writing to the Provost and Senior Vice President.

The Academic Appeals Committee shall hear the grievance. In the hearing the student may present evidence or relevant information and may be accompanied by a College advisor of their choice. The advisor may consult with the student but may not speak or otherwise participate directly in the proceedings unless specifically asked to do so by the Committee. The Academic Appeals Committee shall keep a written summary of the proceedings.

The recommendation of the Academic Appeals Committee shall be communicated in writing to the Provost immediately. As soon as possible, but no longer than seven (7) weekdays\*, the Provost will notify the student of his/her decision.

### **Level 3:**

A student wishing to appeal the decision of the Provost must do so within *seven (7) weekdays\** of receipt of written notification from the Provost. The appeal must be in writing to the President of the College. The President (or his designee) will send a written decision within *seven (7) weekdays\** of receipt of the appeal. The decision of the President is final.

At any time during the appeal process, the student may withdraw his/her grievance.

\*A weekday is defined as Monday through Friday when classes are in session during the fall, spring or summer semesters.

## FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

All students who wish to receive Federal Financial Aid while attending Glenville State College must meet all of the requirements of this policy. Compliance with these standards will be measured on all enrolled students at the end of the spring semester and will include transfer credits. The funds affected by the policy are Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal College Work Study, Federal Direct Loan, West Virginia Grant, and HEAPS.

### I. Qualitative Standards

All students must maintain a minimum cumulative grade point average. This is based upon the number of cumulative attempted hours as recorded in the Registrar's Office.

| Hours Attempted          | Overall Grade Point Average |
|--------------------------|-----------------------------|
| 00-42 hours .....        | 1.50 GPA                    |
| 43-60 hours .....        | 1.80 GPA                    |
| 61 hours and above ..... | 2.00 GPA                    |

### II. Quantitative Standards

a. The ratio of total hours passed to total hours enrolled must be 2/3 or more.

Total credits passed will include courses for which a student received a grade of "A," "B," "C," "D," or "CR". The total credits enrolled will include all courses in which a student began enrollment. These will include all courses in which a student passed, failed, received an incomplete grade, withdrew, audited, repeated and non-credit remedial hours. This total may differ from the number of hours attempted as recorded by the Registrar's Office and will be calculated from the student's billing hours.

b. Maximum hours

The total credits attempted for a student pursuing a bachelor degree shall not exceed 192 hours.

The total credits attempted for a student pursuing an associate degree shall not exceed 102 hours. Only one uncompleted major degree program will be used to determine the maximum number of credits permitted. However, a student may complete an associate degree program and then enroll in a bachelor degree program, and total hours enrolled will include all hours from the associate degree program.

### III. Compliance and Appeals

The Director of Financial Aid shall notify a student who is found to be in noncompliance with these standards, and will notify the student that he/she is on financial aid suspension and is no longer eligible for federal financial aid, including loans. While on financial aid suspension, a student may attend GSC at his/her own expense, provided he/she is eligible academically, until the minimum grade point average or ratio of credit hours passed is reached. Since the policy is only reviewed at the end of the spring term, if a student attends fall or summer terms or another school, he/she may request the Director of Financial Aid to review his/her satisfactory academic progress status to determine if the requirements have been met. Once all criteria are met, the student may be removed from financial aid suspension.

Students may appeal their financial aid suspension by submitting a letter explaining their circumstances and providing as much documentation as possible to the Financial Aid Appeals Committee. Appeals may be based on: 1) The death of an immediate family member; 2) A documented injury or illness of the student; 3) Other special circumstances; or 4) The student has audit credits (unless the student switched from "credit" to "audit" or received an "audit-not complete" report. Appeals should be submitted as soon as possible and no later than two weeks before the beginning of the next term for prompt consideration. A written response will be provided within 20 working days of receipt of the appeal letter. Decisions of the committee are final.

# Robert F. Kidd Library Services

## OPEN HOURS

*During Fall and Spring Semesters:*

Monday – Thursday .....7:45 a.m. - 10:00 p.m.  
Friday .....7:45 a.m. - 4:00 p.m.  
Saturday ..... Closed  
Sunday .....2:00 p.m. - 10:00 p.m.  
(Extended hours last two weeks of each semester Monday – Thursday ..... 7:45 a.m. - 11:00 p.m.)

*During the Summer:*

Monday - Friday .....8:00 a.m. - 4:00 p.m.  
Saturday - Sunday ..... Closed  
(Hours may be extended depending on summer session class schedules)

*The library is closed for state recognized holidays. Regular hours are posted on the Robert F. Kidd Library webpage and at the library entrance doors; atypical variations will be posted at the library entrances.*

## USER POLICY

The GSC identification card (ID) serves as the library card for faculty, staff and students. Your ID is required to check out circulating library items and reserve materials. If your ID is lost or stolen, a new card should be obtained through Student Life [extension 7410 or (304) 462-4114] and the new card activated at the library.

## CIRCULATION POLICY

All library circulating materials have up to a semester loan period for GSC faculty and staff. Loan periods for GSC students and community patrons are 14 days for circulating books and 7 days for audiovisuals (such as videotapes, DVDs and audiobooks). Periodical, reference, microform, special collection, archival and vertical file materials do not circulate except with the approval of the Library Director (ext. 7161) or the Staff Librarian (ext. 7165).

Faculty may place library or personal materials on reserve and specify the length of time these items circulate to students. Electronic Reserves and Course Materials (ERes) allows anytime-access to journal articles, pictures, PowerPoint presentation -- any type of material that is able to be scanned or digitized. ERes is accessed from the library's webpage and faculty members control entry into their courses by providing students with a password for each individual class. For help and/or training in using your faculty ERes account, contact the Library Director (ext. 7161) or the Staff Librarian (ext. 7165).

Various electronic databases are accessible from the library webpage with individual or group training available from library staff members as needed. The electronic databases may be accessed on or off campus from any computer with an Internet connection. Remote users may log in using one of three ways: 1) a GSC e-mail account with e-mail password [the only login requiring a password]; 2) a valid GSC ten-digit ID barcode number; or, 3) the current library-assigned login [contact a library staff member for the current login if needed].

Information and remote help for research may be obtained by sending a request to "Ask a Librarian" at [library@glennville.edu](mailto:library@glennville.edu) or by calling the library at extension 7160 or (304) 462-4109.

## **INSTRUCTIONAL TECHNOLOGY CENTER (ITC)**

The Office of Instructional Technology is located in Louis Bennett Hall and provides audiovisual support for the campus community.

Instructional Technology's office hours are Monday through Friday 8:00 a.m. - 4:00 p.m.

### **Instructional Technology Audiovisual Materials**

CD-ROMs (along with the corresponding guides), DVDs and Videos are available for a seven-day check out period. These are now located on the second floor of the Robert F. Kidd Library.

### **Instructional Technology Services and Supplies**

The Office of Technology offers a variety of services to support faculty and student projects with the Instructional Technology staff providing assistance and/or direction in production. At this time the Instructional Technology provides the materials needed for departmental classroom support.

Students and other patrons may also use the Instructional Technology facilities for project production but are responsible for covering the cost of the materials used.

Materials and services available from Instructional Technology include:

- Scanning and demonstration of scanning i.e. to email pdf files or photo quality printing.
- Data projectors to use for presentation and demonstration.
- Digital photography and uses.
- Printing digital photos up to 24"x36"
- Printing posters for campus and community.
- Lamination of materials - a 12" laminator and a 25" laminator.
- Binding - 1/4" binder combs through 2" binder combs
- Color & B&W transparencies.
- Poster paper 36" paper rolls.
- Audio and video dubbing of non-copyrighted materials.
- Video editing.
- Graphic production/support.

We also provide training of classroom equipment or checked out equipment to be used by faculty and/or students.

### **Instructional Technology Communication**

The Instructional Technology staff encourages every faculty member to become familiar with the AV materials and instructional services available for aiding in his/her particular field and to confer with the Instructional Technology staff whenever help is needed in relationship to instructional support.

Demonstrations of materials and equipment will be provided upon request. New faculty members are encouraged to come to the Instructional Technology office for help and for an introduction to the materials and services available.

## **POLICIES FOR THE OPERATION OF INSTRUCTIONAL TECHNOLOGY**

### **Audiovisual Equipment**

All audiovisual (AV) equipment is under the control of the Instructional Technology which is responsible for repair and maintenance of this equipment. Purchase of all AV equipment must be approved by the Chief Technology Officer prior to acquisition and will be ordered by Instructional Technology in order to standardize when possible. All applicable purchasing requirements of Glenville State College and/or the State of West Virginia shall apply to all requests.

AV equipment purchased with College funds is available to any faculty member for class use. Individuals other than college faculty may also utilize some of the equipment. Equipment sign-out is issued on a highest priority bases.

Requests to use available AV equipment which is not already directly located in a classroom should be made through Instructional Technology. Requests should indicate the kind of equipment needed, where and when it will be required, and the length of time of intended use.

AV equipment may be signed out through Instructional Technology by the following methods:

1. Equipment may be assigned to a building for an extended period of time. Faculty users are responsible for seeing that the equipment is kept in proper working condition by contacting Instructional Technology whenever repairs are needed (especially the replacement of blown projector lamps). Other AV equipment housed in Instructional Technology may be borrowed for an arranged shorter time period. When needed, Instructional Technology staff members will instruct individuals on the proper operation of AV equipment.
2. Faculty can check out special equipment, such as camcorders, for periods of need (short-or long-term) for educational purposes. This is locked up and must be done through one of the Instructional Technology's professional staff during regular working hours.
3. If transportation of AV equipment is necessary on campus, at least a one-week of notification is needed for Instructional Technology to insure delivery. Instructional Technology does not have the staff to regularly deliver equipment.

Long term check out of AV equipment for buildings or classrooms will be returned to Instructional Technology at the end of the school year to insure proper inventory control.

All AV equipment checked out for athletic teams need to be returned at the end of each season for maintenance, inventory control, and so that the equipment is available for the rest of the campus.

AV equipment available for check out on a limited basis from Instructional Technology includes: data projectors; overhead projectors; slide projectors; projection screens; camcorders; VHS players; DVD players; cassette tape player/recorders: and record players.

# **POLICIES FOR INFORMATION TECHNOLOGY HARDWARE, SOFTWARE, AND SERVICES**

## **A. General Information**

All information technology hardware, software, and services must be approved by the Chief Technology Officer prior to acquisition. All applicable purchasing requirements of Glenville State College and/or the State of West Virginia shall apply to all requests.

## **B. Information Technology Hardware**

All information technology hardware used directly or indirectly in Office of Technology operations is acquired by and is under the control of the Office of Technology. Information technology hardware includes, but is not limited to, personal computers (and associated peripheral equipment), printers, and distance learning, network and telecommunication equipment. Any hardware acquired by a division or office is under the control of the Chief Technology Officer if it is interfaced in any manner to hardware used in the direct or indirect operations of the Office of Technology.

The Chief Technology Officer must be consulted in the planning of any purchase of hardware and must sign the request for purchase before it can go to the Business Office for processing under the guidelines specified above.

The Office of Technology is responsible for the coordination of the maintenance and care of all hardware. The Office of Technology is financially responsible for such maintenance and care of all hardware under the direct or indirect control of the Office of Technology. Fees for support of unapproved hardware will be charged by the Office of Technology to the appropriate division or office.

Computer hardware owned by the College may be used by any faculty member, division, department, or student who needs it when available. The department that originally requested the hardware will have first call on its use. Other interested parties may obtain use of the hardware on a first-come, first-served basis, coordinated through the Office of Technology and the department involved. Hardware locations may, from time to time, be changed to meet different needs and priorities.

Computer hardware may be made available for use by any of the following methods:

1. Located in a public area for general use by all users
2. Located in a specified office or room for an extended period of time for use by a specific user or group of users. The person requesting such services shall be responsible for all hardware assigned to them and shall report any problems to the Office of Technology for correction.
3. Signed out to a faculty or staff member for a short period of time to supplement the basic hardware already available to them. Such hardware must not be removed from the campus without prior written approval of the Chief Technology Officer.

## **C. Software**

General purpose software may be acquired by the Office of Technology and made available to anyone who needs it. Special purpose software needed for single or very few users may be purchased by the Office of Technology. Special purpose software will be made available to the interested users on a space available basis. There will be times when the Chief Technology Officer will have to remove certain software or files in order to make room for someone else to use the system. All attempts will be made to leave all software available at all times, but this cannot always be the case due to the size of the current computer system.

**D. Services**

The Office of Technology staff members provide computer, distance learning, network and telecommunication assistance and services to all areas of the College. All requests for any services must be submitted, in writing, by intranet or by oral consultation, to the Chief Technology Officer only. The Chief Technology Officer shall assign appropriate staff to the completion of such requests. The Chief Technology Officer shall also attempt to give deadlines of completion to the person requesting the service. Such deadlines shall be construed as approximate only, as other, higher priority requests may need servicing first.

**E. Instructional Consulting**

Instructional Technology along with the Office of Technology will provide professional and paraprofessional assistance to students using the available computers in their course work. This assistance includes terminal usage, log-on/off procedures, error message, use of appropriate manuals, etc., but shall not include program design. Instructors needing assistance shall direct such requests to the Chief Technology Officer as outlined under "Services" above.

**F. WVNET (West Virginia Network for Educational Telecomputing)**

Glenville State College is a member institution of WVNET. As such, computer services available to the user are not limited to the micros and the mini systems located on campus. They are enhanced by access to large scale computing power at the WVNET host site in Morgantown and by WVNET's connections to national and international networks. Request for services provided by WVNET must be made to the Office of Technology.

**G. Computer Accounts**

To use the mini computer systems (VAX) located at Glenville State College one must have a valid account number. Students generally receive accounts from their instructors and such accounts are active only for the specific term the course is taught. Extensions of the life of an account past the end of a term must be approved by the involved instructor and by the Chief Technology Officer. Other non-class accounts may be obtained by contacting the Chief Technology Officer.

Services at WVNET require valid account numbers. Such accounts may be obtained through the Office of Technology.

**OFFICE OF TECHNOLOGY HOURS**

The Office of Technology currently maintains the following schedule:

Office Hours

Monday - Friday ..... 8:00 a.m. to 4:00 p.m.

**Glennville State College  
and the  
West Virginia Higher Education Policy Commission  
Policies**

At the September 21, 2001 meeting of the West Virginia Higher Education Policy Commission (HEPC), a resolution was approved to transfer specific policies to the Boards of Governors of West Virginia institutions of higher education. Other policies were retained at the HEPC. The policy assignments follow.

## Glenville State College Policies

Policies transferred to Glenville State may be found at [www.glenville.edu](http://www.glenville.edu) under Board of Governors.

| <b>GSC Policy #</b> | <b>Description</b>  | <b>Effective Date</b>          |
|---------------------|---|--------------------------------|
| 1                   | Change in Organization of Colleges, Schools, Divisions, Departments or other Administrative Units | 19-Apr-06                      |
| 2                   | Naming or Renaming of Buildings   | 19-Apr-06                      |
| 3                   | Alcoholic Beverages on the Glenville State College Campus   | 19-Apr-06                      |
| 4                   | Ethics  | 19-Apr-06                      |
| 5                   | Use of Institutional Facilities   | 28-Sep-05 (intent to amend)    |
| 6                   | Social Justice  | 19-Apr-06                      |
| 7                   | Credit Card Solicitation and Marketing on the Glenville State College Campus                      | 19-Apr-06                      |
| 8                   | Regulating Speed, Flow & Parking of Vehicles on Campus  | 19-Apr-06                      |
| 9                   | Disposition of Surplus Equipment, Supplies and Materials  | 28-Sep-05 (intent to amend)    |
| 10                  | Policy on Polices   | 23-Aug-06                      |
| 11-12               | Vacant  |                                |
| 13                  | Sexual Harassment   | 28-Sep-05 (intent to amend)    |
| 14                  | Sabbatical Leave  | 19-Apr-06                      |
| 15                  | Holidays  | 28-Sep-05 (intent to amend)    |
| 16                  | Classified Employees  | 28-Sep-05 (intent to amend)    |
| 17                  | Annual Leave, Sick Leave, Military Leave and Other Leaves   | 28-Sep-05 (intent to amend)    |
| 18                  | Academic Freedom, Professional Responsibility, Promotion and Tenure                               | 21-Apr-06 (draft posted)       |
| 19                  | Staff Development   | 28-Sep-05 (intent to amend)    |
| 20                  | Faculty Development   | 19-Apr-06                      |
| 21                  | Travel  | 28-Sep-05 (intent to amend)    |
| 22                  | Personnel Administration  | 28-Sep-05 (intent to amend)    |
| 23                  | Employment, Evaluation, and Responsibilities of the President at Glenville State College          | 12-Jun-06 (final draft posted) |
| 24                  | Faculty Salary Policy   | 19-Apr-06                      |
| 25                  | Adjunct Faculty   | 19-Apr-06                      |
| 25A                 | Productivity of Faculty and Administrators  | 19-Apr-06                      |
| 25B                 | Overload Pay  | 23-Aug-06                      |
| 26                  | Program Review  | 7-Jun-06                       |
| 27                  | Grade Point Average for Associate and Baccalaureate Degrees                                       | 19-Apr-06                      |
| 28                  | Standards and Procedures for Undergraduate Admissions   | 23-Aug-06                      |
| 29                  | Public School Service Credits   | 19-Apr-06                      |
| 30                  | Acceptance of Advanced Placement Credit   | 07-Jun-06                      |
| 31                  | Transfer of Credits and Grades  | 07-Jun-06                      |
| 32                  | Web-Based Courses   | 23-Aug-06                      |
| 33-35               | Vacant  |                                |
| 36                  | Student Rights and Responsibilities   | 28-Sep-05 (intent to amend)    |
| 37                  | Student Academic Rights   | 07-Jun-06                      |
| 38                  | Immunizations   | 19-Apr-06                      |
| 39-42               | Vacant  |                                |
| 43                  | Assessment, Payment and Refund of Fees  | 28-Sep-05 (intent to amend)    |
| 44                  | Awarding Undergraduate Fee Waivers  | 07-Jun-06                      |

| <b>GSC<br/>Policy #</b> | <b>Description</b>   | <b>Effective Date</b>    |
|-------------------------|--|--------------------------|
| 45                      | Assignment of Academic Credit and Financing Non-credit Instruction                           | 19-Apr-06                |
| 45A                     | Reduced Tuition and Fee Program for State Residents Who are at Least Sixty-five Years of Age | 19-Apr-06                |
| 45B                     | Student Financial Aid  | 07-Jun-06                |
| 45C                     | Appeals Process for Residency Classification   | 07-Jun-06                |
| 45D                     | Assigning Continuing Education Credit & Financing Non-Credit Instruction                     | 07-Jun-06                |
| 45E                     | Promise Scholarship Administrative Procedures  | 07-Jun-06                |
| 45F                     | Higher Education Adult Part-Time Students (HEAPS) Grant Program                              | 07-Jun-06                |
| 46                      | Funding of Intercollegiate Athletics   | 19-Apr-06                |
| 47                      | Meetings of the Board of Governors   | 19-Apr-06                |
| 48                      | Freedom of Information Act Requests  | 21-Apr-06 (draft posted) |

# Higher Education Policy Commission Policies

Policies retained at the Higher Education Policy Commission may be reviewed at the HEPC web site – [www.hepc.wvnet.edu](http://www.hepc.wvnet.edu).

| HEPC Series #* | Description  | Effective Date                    |
|----------------|--|-----------------------------------|
| 1              | Performance Indicators   | 09-Apr-2002                       |
| 2              | Higher Education Finance Policy  | 01-Jul-2001                       |
| 3              | Report Card  | 09-Apr-2002                       |
| 4              | Rules, Guidelines and Other Policy Statements by Governing Boards  | 31-Jul-2006                       |
| 5              | Guidelines for Governing Boards in Employing and Evaluating Presidents or Other Administrative Heads of Institutions | 14-Jul-2005                       |
| 6              | Higher Education Adult Part-Time Student (HEAPS) Grant Programs  | 06-Apr-2004                       |
| 7              | PROMISE Scholarship  | 23-Mar-2008                       |
| 8              | Personnel Administration   | 22-Nov-2001                       |
| 9              | Academic Freedom, Professional Responsibility, Promotion and Tenure  | 20-Sep-2007                       |
| 10             | Policy Regarding Program Review  | 25-Dec-2001                       |
| 11             | Submission of Proposals for New Academic Programs and the Discontinuance of Existing Programs                        | 25-Dec-2001                       |
| 12             | Capital Project Management   | 25-Dec-2001                       |
| 13             | Change in Organization of Colleges and Schools   | 19-Apr-2002                       |
| 14             | Holidays   | 19-Apr-2002                       |
| 15             | Acceptance of Advanced Placement Credit  | 22-Jun-2002                       |
| 16             | College Level Examination Program  | 22-Jun-2002                       |
| 17             | Transferability of Credits and Grades at the Undergraduate Level   | 18-Apr-2005                       |
| 18             | Assignment of Academic Credit and Financing Noncredit Instruction  | 22-Jun-2002                       |
| 19             | Guidelines for College Courses for High School Students  | 01-Aug-2002                       |
| 20             | Authorization of Degree-Granting Institutions  | 31-Mar-2006                       |
| 21             | Freshman Assessment and Placement Standards  | 01-Aug-2002                       |
| 22             | Grade Point Average for Associate and Baccalaureate Degree Students  | 01-Aug-2002                       |
| 23             | Standards and Procedures for Undergraduate Admission   | 01-Jun-2007                       |
| 24             | Preparation of Students for College  | 10-Aug-2002                       |
| 25             | Residency Classification for Determining Tuition and Fees  | 01-Aug-2002                       |
| 26             | Underwood Smith Teacher Scholarship Program  | 27-Apr-2005                       |
| 27             | Financial Assistance to Athletes   | 01-Aug-2002                       |
| 28             | WV Engineering, Science and Technology Scholarship Program   | 27-Apr-2005                       |
| 29             | Travel   | 01-Aug-2002                       |
| 30             | Purchasing   | 21-Jan-2005                       |
| 31             | Ethics   | 01-Aug-2002                       |
| 32             | Hold for Tuition and Fee Policy  |                                   |
| 33             | Anatomical Board   | 06-Sep-2002                       |
| 34             | Medical Student Loan Program   | 27-Apr-2005                       |
| 35             | Correspondence, Business, Occupational, and Trade Schools  | 03-Apr-1995                       |
| 36             | Sports Programs at Community and Technical Colleges  | 08-Jan-1980                       |
| 37             | Increased Flexibility for Community and Technical Colleges   | 12-Jun-2000                       |
| 38             | Employee Leave   | 19-Nov-1992                       |
| 39             | Classified Employees   | 05-Sep-1996                       |
| 40             | Equal Opportunity and Affirmative Action   | 03-Apr-1992                       |
| 41             | Health Sciences Scholarship Program  | 19-Jan-2003                       |
| 42             | WV Higher Education Grant Program  | 02-Apr-2007                       |
| 43             | Purchasing Efficiencies  | 06-Apr-2004                       |
| 44             | Policy Regarding Action to be taken on Audit Reports   | 12-Sep-1972                       |
| 45             | Community and Technical College Faculty Instructional Load   | 05-Apr-2004                       |
| 46             | Standards for Subject-Area Content in Secondary Level Teacher Preparation Programs                                   | 23-Dec-2004                       |
| 47             | Commission Organization and Meetings   | 3-Feb-2008                        |
| 48             | Research Trust Fund Program – Emergency Rule   | 11-Jul-2008                       |
| 48             | Research Trust Fund Program – Legislative Rule   | 11-Aug-2008 (comment period ends) |

# Employment and Salary

## ANNUAL VACATION LEAVE

Non-classified staff and faculty with 12-month contracts shall be eligible for 24 days leave per year calculated at the rate of 2.00 days per month from the date of employment.

Accumulated annual leave for continuing employees may be extended beyond that earned during a period of one year by written approval of the President but in no case shall it exceed twice the amount earned in any twelve-month period.

Employees who are being terminated, resigning, or in any way leaving the employment of the State of West Virginia, will be paid annual leave for the balance of time accumulated in the employee's account.

## FACULTY ABSENCES

To be absent from College duties for either professional activities or personal reasons (non-emergency situations), ***Absence Request Forms* must be submitted to the Provost one week prior to the intended absence.** All portions of the *Request Form* must be completed. If the nature of the "personal need" is too sensitive to be printed on the form, either the Department Chair or the Provost must be informed in private conversation. *Forms* must be signed by both the Department Chair and the Provost prior to absences from campus.

For absences encountered due to emergency situations, the *Report of Absence Form* must be submitted to the Provost within 2 days of the day the individual returns to active duty.

Planned absences from duty (if classes are involved) for either professional activities or personal needs will only be permitted if one of the following conditions is met:

1. Classes missed will be covered for the entire duration by a professional colleague; generally, a faculty member from within the same Department.

OR

2. Additional in-class meeting times are scheduled (and listed on the green "Request to be Absent Form") to compensate hour-for-hour for the instructional time missed.

Absences due to personal emergencies will be addressed on a case-by-case basis. Classes missed on successive days in any one emergency situation should be convened by Departmental colleagues under the supervision of the Department Chair.

Exceptions to these requirements can only be made by the Provost or the College President. Failure to comply with the stated procedures may result in payroll deduction for the days missed.

## **EMERITUS FACULTY**

The awarding of the title *Emeritus Professor* is the highest honor in the profession and is reserved for faculty who have retired from full time service and who have served the College and the profession with distinction.

### **Eligibility**

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

- Completed at least ten years of service at Glenville State College;
- Has a record of distinction in teaching, scholarship, and service;
- Has made lasting and positive contributions to the College;
- Has the recommendation of the Department Faculty;
- Has the recommendation of the Faculty Senate.

### **Selection**

Faculty do not apply for this title. Ordinarily, faculty colleagues in the Department will initiate the recommendation which will detail the service and contributions of the candidate. As appropriate, the Department Chair will write a letter of support and both of these recommendations will be forwarded to the Faculty Senate. The Faculty Senate will make a recommendation on the award to the Provost, who will make a recommendation to the President. The President will consider the recommendations and make a decision.

### **Conferring of the title**

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

### **Rights and Privileges**

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 Harry B. Heflin Administration Building.

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.

|                 |                                |          |
|-----------------|--------------------------------|----------|
| Recommended by: | Faculty Senate                 | 02-29-00 |
|                 | College Administrative Council | 03-15-00 |
|                 | Board of Advisors              | 04-27-00 |

## **FACULTY GRIEVANCE AND APPEAL**

Please contact the Glenville State College Office of Human Resources for assistance regarding the policy, procedures and current forms.

## **LEAVE OF ABSENCE**

The West Virginia Higher Education Policy Commission grants leaves of absence for (1) illness, (2) voluntary and involuntary service in the Armed Forces of the United States, (3) including military reserve encampment, and (4) study for advance degrees to include engagement in activities calculated to improve teaching ability such as travel, as a teacher and consultant in another institution, government service or candidacy for a State or Federal elective office. (For further details, consult Glenville State College Policy 17.) Each request is to receive prior approval by the Governing Board and is to be supported by descriptive information and justification furnished by both the President and the applicant.

### **Medical Leave Without Pay** [Source: Glenville State College Policy 17]

When requesting a medical leave of absence without pay, faculty must provide the Provost and the Director of Human Resources satisfactory medical evidence (such as a written statement from your doctor) of an inability to perform the duties and responsibilities of a faculty member. The medical statement will include a diagnosis, prognosis, and the expected date of return. If the evidence is satisfactory, the Director of Human Resources will authorize a medical leave of absence without pay for the period of disability specified by the attending physician.

A medical leave of absence may be taken for no longer than 12 consecutive months. If an extended medical leave beyond 12 consecutive months is necessitated, the faculty should consider other options such as disability retirement. After a 12-month medical leave, one may still receive group health insurance coverage through the College provided that he/she pays the College the full premium cost of this coverage.

### **Military Leave** [Source: Glenville State College Policy 17]

If a faculty member is a member of the National Guard or any reserve component of the armed forces of the United States he/she will receive a leave of absence without loss of pay, status, or performance rating for all days that he/she engages in drills or parades ordered by proper authority, or for a maximum of 30 working days (in any one calendar year) for field training or active service that is ordered or authorized under provisions of state law. The faculty member will continue to receive normal salary, notwithstanding the fact that he/she may receive other compensation from federal sources during the same period. Military leave of absence will be considered as time worked in computing seniority, eligibility for salary increases, and experience with the College. The faculty member will be required to submit an order or statement in writing from the appropriate military officer in support of the request for military leave.

### **Witness and Jury Leave** [Source: Glenville State College Policy 17]

When, in response to a subpoena or direction by proper authority, a faculty member appears as a witness for the Federal Government, the State of West Virginia, or a political subdivision thereof, that faculty member is entitled to leave with pay for the period of required absence. When he/she serves on a jury, or is subpoenaed in litigation, he/she is entitled to leave with pay for the required period of absence.

Faculty submit a written request to the Office of Business and Finance and to the Office of Academic Affairs for witness and/or jury duty leave. A copy of the subpoena must be included.

## **LEAVING GLENVILLE STATE COLLEGE**

Before leaving campus, faculty must meet certain responsibilities:

1. Deliver a letter of resignation, retirement, etc. to the President.
2. Receive a “check-out sheet” from the Office of Human Resources for signatures.
3. Submit the following to the Department Chair:
  - Class records (grade books) (copy of electronic grade book)
  - Course outlines
  - Desk copies of textbooks belonging to the Department
  - Advisee folders and records
  - Instructions about any “I” grades pending
  - Keys to offices, buildings, files, etc.
  - Computer equipment and software
  - Any other materials belonging to the Department
4. Submit all web course materials to the Office of Technology. All WebCT/WebVista courses are the property of Glenville State College and the course instructor.
5. Submit all grades to the Associate Registrar.
6. Return all books, materials, etc. to the College Library/Instructional Technology Center.
7. Complete necessary forms at the Payroll Office.
8. Make arrangements concerning your e-mail account.

As an assurance of the fulfillment of these responsibilities, the last salary check will be held until the completion of these duties.

## INSURANCE

Health and life insurance is available to all full-time employees through the Public Employees Insurance Agency (PEIA). There are various HMOs available. Cost of monthly premiums is determined by a sliding scale based upon salary for single employees, single parents, or full family coverage.

An overview of benefits is provided below. Specific information on faculty insurance benefits can be obtained by contacting the Office of Business and Finance.

1. **Basic Health and Life Insurance** - This benefit provides basic hospital, surgical, major medical, prescription drug and other medical expenses and a \$10,000 decreasing term life insurance policy with accidental death and dismemberment benefits.
2. **Basic Life Insurance Only** - This benefit provides a \$10,000 decreasing term life insurance policy with an accidental death and dismemberment benefit.
3. **Optional Insurance** - (PEIA) - Under PEIA, active employees and retirees who participate in one of the basic choices may also enroll for one or more of the optional medical benefit choices. The insured must pay the total premium for any and all optional benefits.
  - **Optional Life Insurance** provides for a decreasing term life insurance policy ranging from \$5,000 to \$500,000 with an accidental death and dismemberment benefit.
  - **Dependent Optional Life Insurance** provides term life insurance policies for eligible dependent(s). Four plans are available. Plan I provides term life insurance in the amount of \$5,000 for the spouse and \$2,000 for each dependent child with accidental death and dismemberment benefits. Plan II provides term life insurance in the amount of \$10,000 for the spouse and \$4,000 for each dependent child with accidental death and dismemberment benefits. Plan III provides term life insurance in the amount of \$15,000 for the spouse and \$7,000 for each dependent child with accidental death and dismemberment benefits. Plan IV provides term life insurance in the amount of \$20,000 for the spouse and \$10,000 for each dependent child with accidental death and dismemberment benefits.
3. **Optional Insurance** - (INA) - Through INA, eligible employees may opt to obtain accidental death and dismemberment coverage ranging in the amounts from \$25,000 to \$100,000. Participants are required to pay the total premium for this coverage. Premiums will be deducted monthly for nine months (September through May); however, coverage is for 12 months.

## OUTSIDE EMPLOYMENT

Section 4.3 of Glenville State College Policy 18, “Academic Freedom, Professional Responsibility, Promotion, and Tenure,” approved by the Glenville State College Board of Governors on February 18, 2004, states that faculty members must render full-time service to the campus to which appointed. According to this policy, “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.”

Consequently, if any outside employment interferes with assigned responsibilities of the faculty member, “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...”

Each year, the Provost will conduct a survey of outside services of all full-time faculty appointees to determine whether the extent of outside employment of individual faculty members interferes in their ability to provide full-time service to the College in accordance with the provisions of their contract and GSC Policy 18. If it is found that outside employment interferes with the faculty member’s ability to provide comprehensive professional faculty services to the College, the Provost will request that the faculty member limit outside employment. If the faculty member does not comply, a recommendation will be made to the President to adjust the compensation paid to the faculty member or to dismiss the faculty member from Glenville State College.

## **OVERLOAD PAY POLICY**

### **GLENVILLE STATE COLLEGE POLICIES**

#### **PERSONNEL POLICY 25B**

##### **OVERLOAD PAY**

###### **25B.1. General**

1.1. Scope - This policy establishes a uniform overload pay policy for faculty members.

1.2. Authority – W.Va. Code §18B-8-3, §18B-8-6.

1.3. Effective Date – August 23, 2006

1.4. Repeal of Former Rule - This policy supersedes any or all previous Glenville State College policies in reference to overload pay for faculty.

###### **25B.2. Purpose**

2.1. Like other professionals, Glenville State College faculty are not paid for hourly work. Instead, they are paid an annual salary and are expected to handle all professional duties without daily supervision. Glenville State College endorses creative and innovative professionalism. College teaching requires one's commitment to a profession more than to any specified hours of work. All faculty are expected to teach a full credit load, to pursue appropriate professional development activities, and to render professional service to the college community. This commitment frequently transcends normal working hours.

### **25B.3. General Expectations of Faculty**

3.1. Faculty members at Glenville State College are expected to fulfill the following general areas of responsibility:

- 3.1.1. To teach and advise undergraduate students at Glenville State College. This includes:
  - a. Teaching a minimum of 12-credit hours per semester (24-hours per academic year) or the equivalency for other teaching or administrative assignments.
  - b. Fulfilling a minimum of 10-hours per week of posted office hours and additional daily office hours during those weeks when advising activities are concentrated.
- 3.1.2. To engage in professional development activities that keep faculty current in their fields of teaching.
- 3.1.3. To provide professional service to the college, the community, and the service region.

### **25B.4. Conditions Governing the Granting of Overload Pay**

4.1. The department chair will assign faculty course schedules each semester based on the curricular needs of the academic program. Understanding that teaching loads for specific disciplines may traditionally vary due to the nature of the discipline, there may be instances in which a faculty member may qualify for overload pay. In such cases, the following will apply:

- 4.1.1. In order to be considered for overload pay, the faculty member must demonstrate that he/she is fulfilling all faculty responsibilities in addition to accepting a teaching load that exceeds the normally accepted teaching load for that specific discipline.
- 4.1.2. If an additional course is added to the schedule that would otherwise be taught by an adjunct faculty member, the faculty member who agrees to teach the additional course is eligible for consideration for overload pay.
- 4.1.3. If conditions are met, the department chair will recommend to the Vice President that a faculty member receive overload pay for any course beyond the normally assigned teaching load for that department.
- 4.1.4. A faculty member has the right to decline the offer to teach an overload.

### **25B.5. Compensation**

5.1. Overload pay compensation will be at the current rate that a terminally-degreed adjunct faculty member would receive for teaching the same course.

## **RETIREMENT**

Two retirement systems are currently in effect for faculty at Glenville State College:

- **Teachers Insurance and Annuity Association/College Retirement Equities Fund (TIAA/CREF)**

All newly hired faculty eligible for retirement benefits will belong to TIAA/CREF. It is the individual's option as to how the annuity is invested. Retirement benefits are based on the amount contributed and the earning experience of the funds. Employees contribute 6 percent of their salary and the College matches that contribution.

- **West Virginia State Teachers Retirement System (STRS)**

Some faculty belong to the West Virginia State Teachers Retirement System (STRS). The option is no longer available to faculty to choose which retirement system they prefer to join. TIAA/CREF is the only option to new faculty. Retirement benefits are based on years of service and salary average. Under STRS, employees contribute 6 percent of their salary with the College contributing 15 percent.

## **RETRENCHMENT PLAN (INSTITUTIONAL)**

In the event that circumstances dictate the necessity for retrenchment and a reduction in faculty and/or staff employees, it is the intent of Glenville State College to implement the retrenchment plan in accordance with procedures established herein:

1. Circumstances dictating the need for retrenchment shall include, but not necessarily be restricted to, decreases in revenues or enrollments and changes in the institution's academic, programmatic, or basic role and mission.
2. The President, upon determining the need for retrenchment and verification through consultation with and concurrence by a committee consisting of the presidents of the Faculty Senate, Staff Council, and Student Government Association, and the representatives of each constituent group, shall declare that a need for retrenchment exists and convene a retrenchment committee representative of faculty, classified and non-classified staff to determine specifically and recommend in writing to the President the necessary reductions in programs, services, and/or personnel. The recommendations shall include a statement addressing the impact of the reductions on the institution's present/future role and mission.
3. The retrenchment committee shall be composed of nine (9) institutional employees; three (3) elected by the faculty; three (3) elected by the classified staff; and three (3) non-classified staff members appointed by the President. Both faculty and classified staff shall elect two (2) alternates. In electing committee members from the faculty and classified staff, no more than one person shall serve from each academic division or staff classification. Elections for the committee representatives and alternates shall be held annually. The Campus Elections Committee shall conduct the elections prior to October 1.
4. The retrenchment committee shall consider, with all deliberate speed, the following criteria in determining those programs, services, and/or personnel recommended for reduction:
  - (a) Retention of academic programs and faculty deemed essential to the institution's stated role and mission and those academic programs demonstrating reasonable enrollment and costs.
  - (b) Retention of support services and staff essential to the institution's stated role and mission.
  - (c) Existing statutes and policies relative to the termination of faculty and staff.
  - (d) Personnel reductions resulting from normal retirement, attrition, and early retirement.
  - (e) Reduction of support staff through (1) the consolidation of existing services; (2) selective reductions in basic services; or (3) the elimination of less-essential services.

- (f) Length of service, except when in conflict with the retention of essential academic programs and support services, including consideration of (1) tenure; (2) seniority; and (3) full-time as opposed to part-time or temporary employment.
  - (g) Alternatives to termination, such as sabbaticals and leaves of absence for faculty up to one year and leaves of absence of staff of up to one year.
  - (h) Affirmative Action and equal employment opportunity commitments.
  - (i) The impact that the recommended reductions will have upon the institution's present and future role and mission.
5. Upon receiving the employee reduction recommendation(s) of the retrenchment committee, the President of the institution shall make the final retrenchment decision and shall give the employee(s) written notice of termination by certified mail, return receipt requested. This written notice shall include:
- (a) Rationale used by the institution in determining the need for retrenchment.
  - (b) A copy of the implementation procedure used by the institution in effecting the retrenchment.
  - (c) A delineation of the retrenchment committee's rationale for termination of the employee.
  - (d) Information pertaining to the reinstatement of employment.
  - (e) A description of the appeal process available to the employee.
6. An employee wishing to appeal his/her notice of termination resulting from the retrenchment may do so in accordance with provisions of those policies addressing due process. Appeal requests must be addressed in writing to the President of the institution and initiated within ten (10) days of the receipt of the termination notice. Faculty members may appeal their terminations under the provisions of Higher Education Policy Commission Procedural Rule Series 36, Section 15. Staff employees may appeal their termination under the provisions of the appropriate campus policy.
7. An employee who is terminated shall have his/her name placed on a preferred employment list for two years after his/her termination. Glenville State College shall make every reasonable effort to inform the terminated employee of any appropriate vacancy during the two-year period. The terminated employee must notify the College within 30 days of his/her intent to accept the position.

Policies of the West Virginia Higher Education Policy Commission pertaining to the termination of employees resulting from institutional retrenchment or for other cause may supersede the provisions of this policy.

## **SABBATICAL LEAVE**

Applications for Sabbatical Leave must be submitted to the Provost on or before November 1 for either the first or second semester of the following academic year or for both semesters. The faculty member must have a letter of support from his/her division chair who will submit a plan for shifting courses during the period of sabbatical leave to the Provost. The Provost makes a recommendation on the sabbatical leave request to the President who then reviews the request and makes the final recommendation.

1. Eligibility - The applicants must have reached the rank of an Assistant Professor and have served at least six years at Glenville State College.
2. Length and Frequency of Leave - After six years of service, faculty members may apply for a sabbatical. Approval of applications will depend upon the merit of the request and the conditions prevailing at Glenville State College. Sabbatical leaves will not be automatic. Recommendations for leaves of absence shall be made by the President subject to the approval of the West Virginia Higher Education Policy Commission.
3. Compensation – Compensation is at the discretion of the College President. A sabbatical leave can be either paid or unpaid. Options for paid leave may include: full salary for one semester leave, or half salary for two semester leave.
4. Obligation to Glenville State College as a Result of Leave - Members on paid sabbatical leave will be required to return to Glenville State College for a period of three full years upon completion of the leave. Failure to return will obligate the faculty member to fully reimburse the College for salary received during the period of the leave.
5. Purposes to be Achieved During Sabbatical Leave - Sabbatical leaves of absence may be granted for study in improving the professional preparation of the member evidenced by regular full-time enrollment in an approved institution of higher education, for research, or for writing. Members on leave will be required to file a detailed report with the President of the College covering studies, research, or writing while on leave.

## **SALARY GUIDELINES**

The award of faculty salary at Glenville State College is governed by GSC Policy 24, *Faculty Salaries*.

### Initial Salaries

The salary offered to a faculty member at the time of hiring is based on several factors. These are: (1) market factors as related to demand in similar disciplines at peer institutions; (2) the rank at which the faculty member is employed; (3) the salary range of existing faculty with the same level of preparation and experience; and (4) other specialized factors as related to the particular situation. The recommendation for the initial salary is prepared by the Provost following consultation with the appropriate department chair. This recommendation is forwarded to the President who tenders the offer to the prospective faculty member.

### Promotion

To the extent that sufficient funds are available, a faculty member will receive a 10% salary increase for a promotion in rank from assistant to associate professor and a 10% salary increase for promotion to the rank of Professor. Personnel moving from a non-tenure track position to a tenure-track faculty position will be considered as an initial hire and will be subject to the provisions of this policy. The decision as to whether or not there are sufficient funds available to award salary increases for faculty promotions will be made by the Board of Governors as part of the annual budget development process.

## **82 Employment Policies**

If in the event, the Board of Governors believes that a 10% salary increase due to promotion in academic rank is not financially feasible for that given fiscal year, the faculty member may choose to defer acceptance of the earned promotion until the level of salary increase for promotion in rank is acceptable to the faculty member.

When funds are available for salary increases for faculty, funds for promotion increase and equity adjustments – if any- would have the highest priority among the allocation of funds for salary increases.

#### Equity Adjustments

In the event a faculty member or department chair feels that a salary inequity exists, the recommendation for remediation is forwarded to the Provost. The recommendation should include: (1) the faculty member's current salary; (2) years of service; (3) faculty member's department/program rank utilizing the Faculty Role Model/Merit System for the past three years; (4) specific examples of other faculty members with similar years of service, preparation and ranking on the Faculty Role Model/Merit System on which the inequity recommendation is based.

The Provost will review the above information as well as other available documentation and forward a recommendation to the President.

#### Raises in Faculty Salaries (Merit)

At Glenville State College all annual increases in faculty salaries are based on merit. The level of merit is determined utilizing the Faculty Role Model and Merit System. This annual review of faculty is designed to assist with the improvement of the faculty member's performance across the evaluative domains and to provide data for the development of a merit recommendation. All of these activities are conducted within the guidelines established by the Comprehensive Faculty Evaluation System (approved by the Board of Governors, fall 2002).

## **SALARY PAYMENTS**

Effective 7/1/02, all salary payroll is on a two-week in arrears basis. The State Auditor prepares and distributes all payroll checks on the 15th and 30th, for thirty-day months, and the 16th and 31st, for all thirty-one day months. (February-14th/15th and 28th/29th).

All 12 month employees and faculty who have elected a 12 month pay plan, receive their checks in accordance with the above schedule.

All 9 month employees (faculty) receive 18 pay checks, starting August 15th and ending at the close of the academic year. The last check, however, cannot be issued prior to the 15th of May.

[State law permits full-time employees, with less than twelve month appointments, to receive their pay over a twelve month period, if desired. Please check with the Payroll Representative for the necessary forms to elect this option. The deadline is April 1 for the next budget year.]

Since all salary calculations are made by the State Auditor, if an error is found on the payroll check, it is imperative that correct information be submitted to the State Auditor's Payroll Section no later than two (2) days after payday.

Please note that any changes in base pay, extra pay for example, for overloads and special grants, affects your Federal and State income taxes. An alternative to the tax tables would be to designate an exact amount to be withheld. This, however, would not change as salary increases are made, but only when you change the W-4 form.

## **SICK LEAVE FOR FACULTY**

Glenville State College has no sick leave policy for faculty serving on 9 or 10 month notices of appointment. Yet, there are certain assumptions on absence due to illness that are based on traditions of collegiality. Faculty are employed with the expectation that they will devote at least a full work week to college related responsibilities including teaching, meeting with students, course preparation, scholarly and creative activities, and professional service. It is also assumed that the College should grant to such faculty members the flexibility to apportion their time in ways which best allow them to fulfill these responsibilities. When faculty members must miss scheduled classes or other responsibilities due to illness or in order to participate in scholarly meetings or other professional obligations, it is common to arrange for a qualified colleague to substitute or "cover" for the faculty member involved. The assumption is made that the specific times during which a faculty member performs his or her professional obligations are not rigorously defined. A further implicit assumption is that the faculty member "makes up" absences through work at non-standard times.

Absences for long periods may curtail the ability of the faculty member to reschedule responsibilities in the manner described above. Whenever possible in cases of extended illness of a faculty member, his or her colleagues will assume the responsibilities of the affected faculty member. Because of problems associated with extended illness, all faculty are encouraged to purchase disability insurance to cover long periods of absence.

It is the responsibility of the faculty member to report absences due to illness to the department chairperson and the Provost. It is the responsibility of the department chairperson to monitor absences for faculty, and enforce College policy on the reporting of absences.

## **TERMINATION OF FACULTY DUE TO DISCONTINUANCE OR MAJOR REDUCTION OF AN ACADEMIC PROGRAM**

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:

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:

- (a) 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.
- (b) 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.
- (c) 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.

- (d) 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.
- (e) 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.

2. Termination of faculty.

- (a) The Academic Affairs Committee shall be guided by the following criteria in making its recommendations on termination of faculty:
  - 1. Ability of the institution to meet its stated role and mission
  - 2. Programmatic needs
  - 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.
- (b) 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.
- (c) 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.
- (d) 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.
- (e) Glenville State College in these proceedings shall afford faculty the protections in Higher Education Policy Commission procedures and Glenville State College procedures and policies.
- (f) A faculty member may appeal the termination in accordance with Series 36, Section 15, and Glenville State College policies and procedures.

## **TERMINATION OF FACULTY DUE TO FINANCIAL EXIGENCY - INSTITUTIONAL PROCEDURE**

In cases of extreme budgetary deficiencies which may require a reduction in faculty, Glenville State College will employ the following procedures in implementing reductions:

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.
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:
  - (a) Ability of College to meet its stated role and mission.
  - (b) Programmatic needs.
  - (c) 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.
3. Upon reaching a decision on the reduction(s) to be made, the President of the College shall give the faculty member written notice of termination by certified mail, return receipt requested. This written notice shall include:
  - (a) Rationale used by the Higher Education Policy Commission for the determination of a financial exigency.
  - (b) A copy of the implementation procedure used by the institution and a delineation of the rationale used for the termination of the faculty member.
  - (c) A description of the appeal process available to the faculty member.
4. A faculty member wishing to appeal his notice of termination due to financial exigency may do so in accordance with Higher Education Policy Commission Series 36, Section 15, and Glenville State College policies and procedures.
5. Within ten days from the receipt of the termination notice the faculty member may file a written appeal to the Glenville State College Board of Governors and the Higher Education Policy Commission.

**CODE OF ETHICS  
FOR  
GLENVILLE STATE COLLEGE  
SCREENING COMMITTEE FOR**

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By my signature below, I pledge to adhere to the following:

1. As a member of the Screening Committee, I accept my responsibility shared by my fellow committee members to protect the integrity of the institution and all prospects, semi-final candidates and final candidates.
2. I acknowledge that only the President is to speak to the news media on behalf of the College and only the chair of the Screening Committee is authorized to speak to the news media on behalf of the Screening Committee.
3. I certify that I am not a candidate for the position.
4. I agree to disclose promptly to the committee any appearance of interest in a relationship between me and a prospect or candidate.
5. I acknowledge that information is a crucial component of the Screening Committee's work. This work includes information developed and received about prospects, candidates and their employing institutions. I understand this effort is necessary to attract high quality finalists, to avoid putting their current positions in jeopardy, and to protect Glenville State College's integrity. Specifically, I will adhere to the following principles.
  - a. I will respect the absolute confidentiality of all prospects and candidates. I will not reveal the identity of or any other information about prospects and candidates before or after the committee completes its work.
  - b. I will be fair, accurate, honest and responsible in my management of information germane to the search.
  - c. I will guard against inaccuracies, carelessness, bias, and distortion made by either emphasis or omission of information.
  - d. I will strive to treat issues impartially and handle controversial subjects dispassionately.
  - e. I will give accurate and complete reports on candidates to the Screening Committee Chair.
6. I will place the best interest of Glenville State College ahead of all special and personal interests and I will use common sense and good judgment in applying ethical principles to search work.
7. I will attend all meetings of the Screening Committee and if I am unable to, I will contact the Chair in a timely manner.
8. I consider the letter and spirit of this statement to be a matter of personal responsibility.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Received:

\_\_\_\_\_  
Chair of Screening Committee

\_\_\_\_\_  
Date

## **EXPECTATIONS FOR FACULTY PERFORMANCE AT DIFFERENT STAGES OF ACADEMIC CAREER DEVELOPMENT**

### **Bachelor Degree Program Faculty**

The professional ranks (e.g., assistant professor, associate professor, and professor) are typically linked with the different stages of career development and accomplishments for college faculty. Faculty, at the different stages in an academic career, tend to have different levels of experience, expertise, accomplishment, effectiveness, and productivity. They also tend to have different opportunities for contribution, leadership, and mentorship. Consequently, Glenville State College's general expectations for faculty performance and for promotion in rank differ from experience level to experience level and rank to rank in keeping with the typical patterns of career development for college faculty. Assistant professors are typically individuals whose accomplishments reflect an early stage of academic career development, while the rank of professor is reserved for experienced and highly accomplished college faculty.

Experience is correlated with professional rank, but the years of service or successful annual reviews alone are not sufficient to qualify for a promotion in rank or tenure. When 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. Annual and post-tenure reviews of performance are expected to be done within the faculty's situational context and in relation to the stage of academic career development. Assistant professors are evaluated according to expectations for performance that is different from those that apply to associate professors, and associate professors are evaluated by different performance expectations from professors. In that regard, the accomplishments required to achieve and exceed expectations in a performance review according to the standards associated with the rank of assistant professor would not be the same as those needed to achieve expectations at the higher rank. These general differences in expectations by rank are outlined in detail in the information which follows and contribute to the situational context of a faculty member's performance review. If a faculty member's performance declines below the general expectations for faculty performance at his/her current rank, a strong case can be made for documenting deficiencies and pursuing appropriate courses of corrective action.

General expectations for faculty performance are outlined in the Glenville State College Faculty Handbook. Departments may establish additional written guidelines to support GSC's general expectations for faculty performance. These guidelines, once approved by the Provost, may vary across departments to accommodate diverse faculty roles and specialty areas, as well as accepted disciplinary practices, program accreditation standards, and regulatory requirements.

In addition, specific responsibilities and expectations associated with each faculty position are defined in the normal course of the department's operation. The department chair has responsibility for making such position-specific assignments and for clarifying performance expectations to each faculty member in the written annual review. Faculty members are expected to make a full-time commitment to fulfilling their GSC responsibilities throughout the academic year.

## GENERAL EXPECTATIONS FOR THE ASSISTANT PROFESSOR

The rank of assistant professor is initially awarded to relatively inexperienced faculty who are in an early stage of becoming established in their academic careers in higher education. Adapting to the expectations of the academy and of GSC and getting established in one's instructional, scholarship, and service roles are typically the primary concerns of an assistant professor. At a college like Glenville State, where highly effective teaching is the central priority, most inexperienced assistant professors devote much of their time and energy to developing, testing, and refining their assigned courses and teaching effectiveness. Many assistant professors also devote substantial energy to a continuation of their scholarship activities, which were initiated during their doctoral or postdoctoral work. Many others elect to initiate and establish their professional service records. As one advances in career development and prepares for tenure and promotion, the assistant professor is expected to gain experience through a progression of early roles, evolving from novice to participant-observer to contributing participant. Occasionally, leadership opportunities emerge for the assistant professor, but the frequency and significance of such leadership opportunities tend to increase as a faculty member's career matures in the advanced ranks. Therefore, a typical pattern of effective and productive teaching, scholarship and service for the assistant professor is one that begins modestly in the early years, perhaps with limited or local significance, and expands in depth, focus, significance, recognition, and productivity in late years. The retention, tenure, and promotion of faculty members during this early stage of their academic career development often depend on how well the assistant professor establishes and demonstrates effectiveness, productivity, and potential for continued development in expected areas of faculty performance.

Highly effective teaching is a central and high priority in GSC's institutional mission. Therefore, the college expects its faculty members to establish themselves as highly effective teachers, supervisors, and mentors while in the rank of assistant professor and before the award of tenure. The essence of effective teaching is the facilitation of learning. Effective teaching engages students in learning, inside and outside the classroom, through group instruction, individual instruction, student supervision, and mentoring, advising, counseling, and curricular and pedagogical innovation. Furthermore, a rapidly changing world requires effective teaching to be dynamic, not static, and subject to continuous refinement and improvement. The achievement of highly effective teaching at GSC encompasses the development of a well-stated philosophy of teaching and learning, educational goal setting, regular updates and revisions of course plans, pedagogical experimentation and innovation, systematic assessments of teaching and learning, and the use of assessment results for professional growth and improvement. Assistant professors are expected to establish a strong record of accomplishment of highly effective teaching, supervision, and mentoring that reflects a solid foundation for continued effectiveness and further maturation of teaching, supervision, and mentoring skills.

In addition to establishing one's effectiveness in teaching, all faculty are expected to fulfill basic obligations in both scholarship and service as defined by their department and to be highly productive in at least one of these two areas. A highly productive record of accomplishment in scholarship (creative activity) or service is judged according to one's experience and rank. The assistant professor is not expected to perform at the same level as the experienced senior faculty with advanced rank, however, they are expected to establish a strong record of accomplishment in scholarship and creative activity or service that reflects a solid foundation for continued productivity and further maturation in the advanced ranks. If scholarship is emphasized, an acceptable level of contribution in service is expected. If service is emphasized, an acceptable level of contribution in scholarship is expected of the assistant professor. The faculty member is encouraged to develop strengths in both areas.

All faculty are expected to maintain the up-to-date knowledge, skills, and credentials needed to fulfill assigned responsibilities at GSC and to incorporate these into their instructional, scholarship, and service activities. 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. When an assistant professor is expected to complete an advanced degree or additional course work, such achievements are expected to be completed in an efficient and timely manner. Furthermore, when completion of such a degree or course work diverts faculty effort from the standard expectations for faculty performance, the individual's progress toward promotion to associate professor is likely to be delayed.

The success of a program or department depends on effective collaboration and teamwork as well as the contributions and productivity of its individual members. The efficacy of a faculty member's collaboration in this regard is to be documented and evaluated within the established basic categories of teaching, supervision, and mentoring; scholarship and creative activity; and service. An assistant professor is expected to perform his/her responsibilities and assignments in a productive, professional, and constructive manner.

### **PROMOTION TO ASSOCIATE PROFESSOR AND THE AWARD OF TENURE**

Promotion in rank is awarded by the President at Glenville State College following a review process which includes recommendations from department colleagues, department chair, college tenure and promotion committee, and Provost. The primary focus 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. Promotion in rank to associate professor is awarded to a faculty colleague whose career development has advanced to the stage where the performance expectations for an experienced assistant 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 associate professor. Such individuals can document a strong record of highly effective teaching, scholarship, and service that forms a solid foundation for continued success as associate professors. 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 required, 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.

### **Tenure**

A faculty member may elect to have a tenure review in the fifth year of service at GSC. A mandatory review for tenure must occur in the sixth year of active service at GSC from the date of appointment to the rank of assistant professor. Unless tenure is awarded by the Board of Governors, effective in the seventh year, a terminal employment contract must be issued for that year. An earlier review for tenure is permitted during the second through fifth years of service at GSC if sufficient prior service credit toward tenure was granted in writing upon appointment to yield a combined total of five full years of creditable service, including the year of review.

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.

Experience is correlated with professorial rank, but years of service or successful annual reviews alone are not sufficient to qualify for a promotion in rank or for tenure. 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.

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. Years of leave without pay or partially completed academic years resulting from leaves without pay are not included in the official count of accumulated years of service at GSC toward promotion or tenure. There is no maximum time by which an assistant professor is expected to be or must be promoted to associate professor.

### **GENERAL EXPECTATIONS FOR THE ASSOCIATE PROFESSOR**

The rank of associate professor is awarded to an experienced faculty member who has established a solid foundation for continued success in the academy, but who may be at an early stage of academic career development. Whereas assistant professors often focus their energies on getting their academic careers established, associate professors typically have achieved those goals. They now focus their energies on advancing their effectiveness and productivity to the highest levels expected of senior faculty at a mature stage of career development. Faculty who join GSC as associate professors must also establish a solid foundation at GSC for the award of tenure while in this rank. Establishing strong and accomplished records of highly effective teaching and productive scholarship or service are the principle concerns of most associate professors. The specialty areas, expertise, and professional identities of associate professors should become more advanced, more clearly defined, and more widely recognized as their academic careers progress. As the associate professor becomes more experienced, successful, and seasoned, the individual is expected to progress from earlier career roles of participant-observer and contributing participant to more significant contributions, leadership, and initiative. Typically, as the faculty member's roles and contributions grow at this stage of career development, the faculty member establishes a strong record of accomplishments with broader impact and recognition within the college.

The associate professor is expected to maintain a record of highly effective teaching, supervision, and mentoring that reflects his/her commitment to continuous improvement as an effective teacher and facilitator of learning. As an experienced member of the faculty, the associate professor typically models instructional leadership and undertakes educational initiatives. Examples of such leadership and initiative include the development of new courses and programs; course and program review, evaluation, and reform; establishing new pedagogical strategies; internationalizing the curriculum; adapting instructional technology for the enhancement of teaching and learning; developing advisement and mentoring systems for the department or college; promoting applied learning; establishing internship opportunities for students on and off the campus; advancing service-learning, etc.

In addition to performing his/her instructional obligations in a highly effective manner, the associate professor is expected to demonstrate a strong record of highly productive contributions in scholarship and service. While the faculty member is encouraged to develop strengths in both areas, it is expected that one or the other of these areas will be chosen as an emphasis area with significant attention also given to the other.

When an associate professor elects to focus on scholarship in addition to teaching, the faculty member is expected to turn the early scholarship and creative achievement realized as an assistant professor into one or more established areas or specialties. Faculty who are highly productive in scholarship and creative activity can document a strong record of contributions that involve review and recognition by others within and beyond the department and college. Department expectations and guidelines provide more specific direction about the nature of highly productive scholarship within the different disciplines and programs of the college. As specialized expertise evolves, the faculty member's strong contributions, leadership roles, and initiatives in the area of scholarship are expected to increase within and beyond the campus.

When service is emphasized, the college expects the faculty member's record of service contributions that began while an assistant professor to expand in breadth, depth and significance. Highly productive professional service for associate professors may be documented by a strong record as a contributing member, coordinator, leader, and initiator on campus committees; in campus or community initiatives, administrative positions, professional associations; etc. Major service contributions can occur at any level of the college as well as beyond the institution. As the associate professor's experience grows, the faculty member's strong contributions, leadership roles, and initiatives in the area of service are expected to increase within and beyond the campus.

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.

The success of a program or department depends on effective collaboration and teamwork as well as the contributions and productivity of its individual members. The efficacy of a faculty member's collaboration in this regard is to be documented and evaluated within the established basic categories of teaching, supervision, and mentoring; scholarship and creative activity; and service. An associate professor is expected to perform his/her responsibilities and assignments in a productive, professional, and constructive manner.

## **PROMOTION TO PROFESSOR AND THE AWARD OF TENURE**

Promotion in rank is awarded by the President at Glenville State College following a review process which includes recommendations from department colleagues, department chair, college tenure and promotion committee, and Provost. The primary focus 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 for the department and college. 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. One's record of scholarship and service should also reflect a similar commitment and be highly productive within the context expected of a senior-level faculty member. The beginning professor's strong record of contribution, leadership, and initiative in teaching, scholarship and service should include achievements

that colleagues would generally regard as appropriate major accomplishments for faculty at the highest professorial rank and provide a solid foundation for continued success as a professor. 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, the acceptability of performance in scholarship and service, 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.

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 professor at GSC.

If a faculty member was initially appointed at GSC as an associate professor, a mandatory review for tenure must occur in the sixth full year of active service. If tenure is not awarded, a terminal employment contract must be issued for the seventh year. An earlier review for tenure is permitted during the fifth year of creditable service toward tenure (years at GSC and years of credit granted upon appointment totaling five years). Years on leave without pay or partially completed academic years resulting from leaves without pay are not included in the official count of accumulated years of service toward promotion or tenure.

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.

Experience is correlated with professorial rank, but years of service alone or successful annual reviews are not sufficient to qualify for a promotion in rank or for tenure. 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.

### **GENERAL EXPECTATIONS FOR THE PROFESSOR**

Professors are highly experienced and senior members of the faculty who have become highly accomplished in their teaching effectiveness, scholarship and service. They are faculty whose careers have advanced to mature and high levels of effectiveness and productivity. Senior faculty who are professors tend to be invited more than junior faculty to assume leadership roles in major administrative positions, committees, initiatives or professional associations. The strong record of contribution and leadership that develops in one's teaching, scholarship and service as a result of accepting these invitations evolves over time into increased opportunities for mentorship.

At this stage in one's academic career, the wisdom and expertise of the highly accomplished professor are often recognized by peers. A professor is typically characterized as a leader, mentor, scholar, expert, or distinguished colleague. During one's tenure as a professor, the faculty member becomes a seasoned veteran of the academy and reaches the stage of an academic career in which his/her professional or academic identity and expertise is well known, well established, and is recognized within and beyond the college. Even after achieving such heights of personal and professional achievement, the professor is expected to continue to grow and develop in his/her teaching effectiveness and contributions in scholarship and service. The tenured professor is expected to remain professionally active and highly productive throughout his/her academic career at GSC and to strive to maintain the up-to-date knowledge, skills, and credentials needed to fulfill assigned responsibilities.

Professors are expected to continue to be highly effective and accomplished in teaching, supervision and mentoring by experimenting with, revising, updating, and improving their techniques for working with students and others as effective facilitators of learning. Highly effective professors should continue to make strong contributions and take leadership roles in curricular and instructional development, evaluation, or reform. Such senior faculty are often consulted for their opinion and expertise as an instructional leader and mentor. In addition to performing his/her instructional obligations in a highly effective manner, the professor is expected to demonstrate a strong record of productive contributions in scholarship and service.

Highly productive contributions in the area of scholarship for a professor are characterized by a level of achievement that is more accomplished and more broadly recognized within and beyond the college than is typical of the associate professor. These highly accomplished achievements often merit regional, national, or international attention and recognition. Scholarship with significant impact in the State of West Virginia may also achieve this general expectation. At this career stage, the faculty member is recognized, consulted, or sought beyond the college for his/her expertise, leadership, mentorship, or wisdom in his/her areas of expertise.

Likewise, highly productive service for a professor is characterized by a level of accomplishment and achievement that is more broadly recognized within and beyond the college than the achievements in service expected of a typical associate professor. This highly accomplished activity can manifest itself in a wide variety of important and significant service contributions that receive attention and recognition across the college, in professional organizations, and the community beyond the college. The professor is expected to have a well-established service record that reflects a recognizable pattern of growth and development in the breadth, depth, and significance of professional service contributions. A strong service record for the professor should contain highly accomplished achievements as a contributor, coordinator, leader, initiator, or mentor in groups such as major committees or task forces; campus or community organizations, special projects and initiatives; administrative positions, state, regional or national organizations; professional associations; etc. Major service contributions at the department level are certainly important and worthy of consideration at this career stage, but a record that reflects primarily service generally will not have sufficient impact to achieve the expectations for a professor.

While there is no advancement in rank beyond professor, professors are expected to continue to demonstrate from year to year that they meet and exceed the department and college performance expectations associated with the rank of professor. Post-tenure review of performance occurs every five years to validate the fulfillment of these expectations.

The success of a program or department depends on effective collaboration and teamwork as well as the contributions and productivity of its individual members. The efficacy of a faculty member's collaboration in this regard is to be documented and evaluated within the established basic categories of teaching, supervision, and mentoring; scholarship and creative activity; and service. A professor is expected to perform his/her responsibilities and assignments in a productive, professional, and constructive manner.



## **FACULTY ROLE MODEL**

### **ROLE I: TEACHING (60%)**

Highly effective teaching is the central and highest priority in Glenville State College's institutional mission. Therefore, Glenville State College expects its faculty members to establish themselves as highly effective teachers, supervisors, and mentors. The essence of effective teaching is the facilitation of learning. Effective teaching engages students in learning activities, inside and outside the classroom, through individual and group instruction, student supervision, mentoring, advising, counseling, and curricular and pedagogical innovation. Furthermore, a rapidly changing world requires effective teaching to be dynamic, not static, and subject to continuous refinement and improvement. The achievement of highly effective teaching at GSC encompasses the development of a well-stated philosophy of teaching and learning, educational goal setting, regular updates and revisions of course plans, pedagogical experimentation and innovation, systematic assessment of teaching and learning, and the use of assessment results for professional growth and improvement. It is a process designed to advance the student's learning experience and the growth and development of the faculty member.

The purpose of the faculty evaluation policy, within the context of the "Faculty Role Model," is twofold. The primary purpose is to aid the faculty in improving and developing his/her performance as a member of the academic community and to ensure an understanding of the relationship between performance and the expectations of the college. Secondly, the faculty evaluation policy assists the college in its review of the faculty member's performance for continued employment, promotion, tenure, and merit salary decisions.

For purposes of evaluation, the teaching role must include the following components.

#### **Instructional Delivery**

- Meeting classes and/or labs as assigned
- Explaining concepts and procedures in class and/or lab (as evidenced by student evaluation and portfolio artifacts)
- Demonstrating/modeling skills as appropriate to the course and/or labs (as evidenced by student evaluation AND portfolio artifacts)
- Supervising courses and/or labs (as evidenced by student evaluation AND/OR portfolio artifacts)
- Establishing positive academic interactions with students in courses and/or labs (as evidenced by student evaluation AND/OR portfolio artifacts)
- Delivering instructional content to meet the stated objectives of the course and or labs
- Utilizing appropriate technologies/strategies in courses and or lab
- Conducting student help sessions in courses and or labs (as evidenced by student evaluation AND portfolio artifacts)
- Incorporating out of class/extra class activities such as field trips, seminars, etc.
- Promoting use of library resources

## **Course Design**

- Showing evidence of evaluating and revising course and or lab content by incorporating latest development and current information
- Revising programs and/or courses objectives (as evidenced by committee approval process)
- Integrating of writing skill development into course design
- Incorporating use of electronic portfolio into course design

## **Evaluation of and Feedback to Students**

- Preparing and grading exams
- Evaluating class presentations, projects, labs, and/or research work
- Using a variety of evaluations strategies, i.e. essay, short answer, class presentations
- Holding office hours as required by campus policy
- Assigning grades for courses in a timely fashion according to policy

## **Advisement**

- Number of assigned advisees: \_\_\_\_\_
- Holding sufficient office hours to meet the needs of advisees during pre-registration and registration
- Assisting students in the development of their academic schedule
- Performing administrative work associated with advising
- Providing information on majors/minors to students

## **ROLE II: PROFESSIONAL DEVELOPMENT AND ACHIEVEMENT (20%)**

The professional development and achievement role encompasses original contributions to knowledge or understanding; creative work in the arts; efforts which advance scholarship and/or improve professional competence; and endeavors which contribute to the teaching/learning process.

For purposes of evaluation, the professional development and achievement role must include:

### **Further education and intellectual development**

- Completion of terminal degree
- Additional course work (points awarded per class)
- Completion of Additional Degrees
- Completion of Professional Certifications

## **Publication of scholarship or research, including pedagogical research, appropriate to one's academic expertise**

- Books by major scholarly press
- Books by secondary press
- Books by popular press
- Articles in peer-reviewed journals
- Review of articles in a peer-reviewed journal
- Publication of manuals and/or teaching materials
- Articles in popular magazines
- Reviews in popular magazines
- Reviews of materials in area specialization
- Other media (such as software design)
- Editorials in newspapers
- References of faculty work in professional journals and other professional scholarship

## **Presentations appropriate to one's academic/artistic expertise**

- Papers at juried conferences
- Invited addresses/Keynote addresses
- Workshops, seminars, master classes, or other instructional formats
- Other media (posters, graphic designs, videos, electronic media, etc.)

## **Artistic production, performance, and composition**

### *Performance*

- Performance of Major Literary Work (Novel, Collection of Poems or Short Stories)
- Performance of Minor Literary Work (Novella, Poem Sequence, Individual Poems or Short Stories)
- Performance of Major Musical Work
- Performance of Minor Musical Work
- Major Visual Arts Exhibition
- Minor Visual Arts Exhibition
- Major Theatrical Production
- Minor Theatrical Production
- Major Performance in other media
- Minor Performance in other media

### *Composition*

- Published Composition of Major Literary Work (Novel, Collection of Poems or Short Stories)
- Published Composition of Minor Literary Work (Novella, Poem Sequence)
- Published Composition of Major Musical Work
- Published Composition of Minor Musical Work
- Major work or works accepted for juried exhibition
- Minor work or works accepted for juried exhibition
- Publication of major theatrical work
- Publication of minor theatrical work
- Major work or works in other media either published or accepted for juried exhibition
- Minor work or works in other media either published or accepted for juried exhibition

### **Proposals, reports, and work in progress related to professional development**

- Grant proposals funded
- Grant proposals submitted and pending
- Grant proposals submitted and rejected
- Technical reports published
- Technical report submitted and pending for publication
- Technical report submitted and rejected
- Articles or publications submitted and not yet published

### **Conferences, seminars, workshops, exhibitions, and competitions (works submitted under category x cannot be submitted here as well)**

- Organizing
- Chairing
- Presenting
- Judging
- Invited Participant
- Attending

### **Scholarly Development in Professional Organizations (Provide evidence of active participation in the work of the committee)**

- Officer
- Committee member
- Member

### **Editor (Provide documentation for the scope of activity)**

- Journal
- Newsletter
- Proceedings
- Other

## **ROLE III: SERVICE (20%)**

The service role constitutes all faculty activities linked to academic specialty, faculty status, or professional/personal skills that promote the mission of the Glenville State College at the department, college, system or larger community levels. (In general, compensated activities will be considered service, if the department chair or other administrator determines that these activities do not interfere with the faculty member's primary duties or constitute second employment).

For purposes of evaluation, the service role must include:

### **Service to Students**

- Advising student organizations
- Participation in student programs other than those for which you are directly involved, (i.e. sporting events, student performances, cultural programs, honors ceremonies, etc.)
- Nominating or Selecting students for awards
- Writing Letters of Recommendation
  - Assisting students with academic problems or issues
  - Referring students to counseling/testing services (where applicable)
  - Providing information on career, professional or graduate school opportunities
  - Referring students to career planning

### **Service to the Department**

- Handling routine administrative tasks for department (e.g., scheduling classes, handling department paperwork)
- Handling other, non-routine activities for the department, such as active service on department committees, grant writing, directing/arranging other special projects for the department, etc.)
- Provide input and direction to Library staff related to discipline specific materials
- Revision of courses (documentation required for a score of 3 is an approved course outline)
- Development of new courses
- Revision of programs of study
- Development of new programs of study
- Communicating non-departmental committee activities to one's department.(Provide documentation, i.e., emails, or departmental memos)

### **Service to Glenville State College**

- Work and service on active college committees, standing and ad hoc (including search committees)
- Serving as:
  - Chair
  - Other Officer
  - Member
- Percentage of meetings attended for each college committee (Provide Documentation in Portfolio) \_\_\_\_%
- Participation in special projects related GSC
- Participation/attendance at college functions including faculty meetings, honors ceremonies, library programs, faculty presentations, alumni events, cultural programs, special seminars and colloquia, other.
- Recruitment of students
- Recruitment of faculty or staff
- Teaching/guest lecturing to classes of other faculty
- Preparing/directing workshops for GSC faculty
- Mentoring of new faculty
- Other Service to Faculty

### **Service to the West Virginia Higher Education Policy Commission**

- Serving on HEPC Committees
- Participation in a HEPC workshop, program
- Other service to HEPC

### **Service as an Interface of Glenville State College and the Community (Maximum of 10 points possible in this area)**

Speeches and presentations to community organizations

- Consultation with community groups in areas of expertise
- Writing for local media in area of expertise
- Guest appearances on media (TV, radio) in area of expertise
- Representing GSC in community planning
- Performing special duties for GSC in the community
- Responding to community inquiries in area of expertise
- Teaching Continuing Education courses
- Other service as interface of Glenville State College

### **Service to the Community (Maximum of 6 points for this area)**

- Serving on boards or committees for community organizations
- On-going participation in community activities
- Consulting with community organizations
- Other Service to community

### **BONUS POINTS**

In the event that a faculty member has exemplary performance in an area not previously identified, the evaluator may award a maximum of five (5) bonus points per category in any/all of the three main portfolio categories (Teaching, Professional Development and Achievement, Service).

Total points per category may not exceed the maximum point value assigned to that category.

Documentation to support the award of these bonus points must be provided by the evaluator.

Bonus Points:

- Teaching
- Professional Development and Achievement
- Service

# Promotion and Tenure Policy and Procedures

## TENURE POLICY

The policy for awarding of tenure is delineated in Higher Education Policy Commission HEPC Series 9 and Glenville State College Policy 18. Glenville State College does not grant tenure with less than a seven year probationary period except that a person holding a doctoral degree with substantial experience and demonstrated success in a higher education setting may be awarded tenure at the time of initial employment, or before the sixth year of service if the “critical year” has been officially changed based upon criteria established by the institution.

A faculty member may elect to have a tenure review in the fifth year of service at GSC if sufficient prior service credit toward tenure was granted in writing upon appointment to yield a combined total of five full years of creditable service, including the year of review. A mandatory review for tenure must occur in the sixth year of active service at GSC from the date of appointment to the rank of assistant professor. Unless tenure is awarded by the President of the College, effective in the seventh year, a terminal employment contract must be issued for that year. Tenure may be attained only by faculty who hold the rank of Assistant Professor or above

However, if a faculty member was initially appointed at GSC as an associate professor, a mandatory review for tenure must occur in the sixth full year of active service. If tenure is not awarded, a terminal employment contract must be issued for the seventh year. An earlier review for tenure is permitted during the fifth year of creditable service toward tenure (years at GSC and years of credit granted upon appointment totaling five years). Years on leave without pay or partially completed academic years resulting from leaves without pay are not included in the official count of accumulated years of service toward promotion or tenure.

## CRITERIA FOR PROMOTION

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

### Rank of Professor

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.
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.

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.
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.
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.

#### **Rank of Associate Professor**

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.
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.
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.
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.
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.

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.

### **Rank of Assistant Professor**

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.
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.
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.
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.
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.

### **Rank of Instructor**

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

Approved October 18, 2002 by GSC Board of Governors

Revised: Academic Affairs, 7/05 to be in compliance with: GSC Personnel Policy 18 – approved February 18, 2004 by GSC Board of Governors, and “Expectations of Faculty Performance at Different Levels of Academic Career Development”

## **PROCEDURES FOR CONDUCT OF ANNUAL REVIEW OF FACULTY AND BASIS FOR AWARD OF PROMOTION AND TENURE**

*The guidelines presented herein establish the procedures for being evaluated, promoted in professional rank, or awarded tenure as set forth in Procedural Rule Series 9 and Glenville State College Policy 18.*

Promotion in rank is a process by which Glenville State College rewards its full-time faculty who have achieved success and professional growth in the areas of teaching effectiveness, professional service, and appropriate professional development activities. Advancement in rank is dependent upon sustained achievement in the above areas.

**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.

### **Review Procedure**

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 Provost 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.
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.**
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.
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.**
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.**

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:
  - (a) 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.
  - (b) 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.)
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 Provost 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.
8. The Provost will approve or disapprove recommendations of the College Tenure and Promotion Committee. The Provost 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.
9. As part of the Annual Faculty Review, departmental faculty will review their department chairperson as to execution of their administrative duties. Both anecdotal and quantitative responses will be solicited. The Provost will conference with the department chair, share departmental faculty input and discuss strengths and weaknesses. Objectives for improvement may be discussed. A copy of the evaluation review is provided to the department chair.

# Faculty Evaluation

## ANNUAL FACULTY REVIEW

The ultimate guarantee of quality for all academic programs is the faculty of the institution. In order to maintain high standards within the faculty and to provide rewards and incentives for excellence, the Glenville State College faculty designed a system for reviewing all instructors. This review includes a faculty member's portfolio, administrative evaluation by the faculty member's department chairperson, Provost, and the evaluation by students. The period of time that is considered during this review is the previous calendar year.

### Supportive Documentation

**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 Provost. It is recommended that the GSC Faculty Role Model narrative be limited to approximately six pages of narrative and/or itemization. These six pages do not include the pages which show the format of the Role Model. Additional items of supporting documentation may be attached as appendices to the Role Model report.

### Review by the Department Chairperson

**At the beginning of the Spring Semester** each faculty member will also be evaluated by the chairperson of the academic department in which the faculty member has the majority of his/her teaching responsibility. The chair utilizes the student evaluations, the faculty portfolio and may use classroom visitations in conducting the review. The basis of this evaluation will be the criteria of faculty assignments as described in the Faculty Workload Statement and the Faculty Role Model document. Once the department chairperson completes his/her evaluation, the faculty member is given the opportunity to respond to the evaluation by the department chair.

Once the faculty member and department chair have reviewed the Faculty Portfolio and discussed the chair's evaluation, the faculty member has the option of accepting the Chair's evaluation, which is indicated by signing the evaluation document, or requesting a review of the Faculty Portfolio by the Provost. The faculty member must submit a letter requesting a review to the Provost's Office within two weeks after the consultation with the department chair. The Provost will then form a review committee comprised of him or herself and two Department Chairs outside the faculty member's department. The review committee is charged with responding to each point raised in the letter submitted by the faculty member. The committee also has the freedom to consider additional areas of concern in the Faculty Portfolio or in the department chair's evaluation, regardless of whether these areas are noted in the original letter requesting review. In its deliberations, the committee has the option to recommend validating the chair's original assessment or to assign a higher score to the Faculty Portfolio. The review committee will present its final decision to the faculty member and the department chair in writing within four weeks of the Provost's Office receipt of the request for review.

## **College Tenure and Promotion Committee**

If the faculty member is seeking promotion or tenure, all evaluations, faculty reports, and faculty portfolio documentation since the last promotion, or from the previous five years (in cases of tenure) are sent to the Office of Academic Affairs. The Office of Academic Affairs will send the material to the College Tenure and Promotion Committee, a campus-wide body of five persons, three tenured full professors and two tenured associate professors elected to two-year terms by the faculty at the beginning of the fall semester. The College Tenure and Promotion Committee returns its recommendations regarding promotion, tenure, and retention to the Provost. The Provost will approve or disapprove all recommendations and forward them to the President. The President acts upon the recommendations and notifies the candidate of the decision. The candidate may appeal a decision in accordance with Higher Education Policy Commission Procedural Rule Series 36, Section 15, and Glenville State College policies and procedures.

## **Student Evaluation of Instruction**

Each semester (excluding summer terms) students in classes at Glenville State College evaluate the faculty. This evaluation is typically done in all classes each semester. The students complete an institutional form adopted by the faculty. The computer center processes the results of the evaluation, and a report is produced for each faculty member for each evaluated class he/she teaches as well as an overall report. Copies of this report are sent to the faculty member, his/her department chairperson, and the Provost. Such evaluations are part of the cumulative evaluation and are available for recommendations regarding promotion, tenure, and retention considerations.

## **Summary of Faculty Review**

The evaluation system of Glenville State College is thus a composite of evaluations by students, peers, and administrators. Recommendations regarding personnel decisions are based on all components of the evaluation process. The evaluation process and procedures are under continual review by the faculty and administration of the College to provide an equitable means of assessing faculty performance. The ultimate goal of such evaluation is the maintenance of excellence in educational opportunities for the students at Glenville State College.

# Faculty Development

## STATEMENT ON PROFESSIONAL DEVELOPMENT

Glennville State College recognizes the need for faculty and other professional staff to improve their skills, to find time for research and publication, and to pursue further graduate study or other activities designed to keep them abreast of developments in their respective fields. The College recognizes the fact that a productive, well-informed group of professional employees is necessary for the well-being of the College. Therefore, the College supports professional development activities and administers available funds fairly and equitably by involving faculty in all decisions regarding the distribution of funds and allocation of time for the purpose of professional development.

## GUIDELINES FOR FACULTY AND STAFF DEVELOPMENT

The following policy statement underscores the College's commitment to all professional development activities:

Glennville State College recognizes the need for faculty and other professional staff to improve their skills, to find time for research and publication, and to pursue further graduate study or other activities designed to keep them abreast of developments in their respective fields. The College recognizes that productive, well-informed faculty are necessary for the well-being of the College. Therefore, it supports professional development activities and actively pursues ways to fund these activities. It seeks to administer the available funds fairly and equitably by involving the professional employees in all decisions regarding the distribution of funds and the allocation of time for the purpose of professional development.

The primary goal of professional development is to extend and enhance the competence of the individual faculty and staff members and thereby make a positive contribution to the development of Glennville State College and its students. In addition, such development activities should also make a contribution, insofar as possible, to the community, state and nation. They should fit within the overall mission of Glennville State College.

Professional development encompasses a number of broad areas. Among these are curriculum and instructional development, research and scholarship, and career development. The College supports a wide range of activities which promote improvement in these areas and which contribute to the overall performance of its professional employees.

Responsibility for the awarding of all types of professional development grants shall be the responsibility of the Faculty Development Committee. The Committee shall establish guidelines for allocations and shall recommend the awarding of funds on a fair and equitable basis. The recommendation of the Faculty Development Committee shall be forwarded to the Provost who shall make all professional development awards.

### Types of Activities Funded

1. Speakers/Scholars. Funds may be used to bring speakers and scholars to campus. Since a large number of faculty and staff can benefit from this kind of activity, the Committee encourages proposals in this area. A minimum of 20% will be committed to this particular activity. All persons proposing to bring in speakers and scholars should provide for said individuals to give a presentation before at least one forum open to the entire campus community. The Faculty Development Committee will cooperate with the Activities and Cultural Affairs Board in funding of outside speakers and scholars.

2. On-Campus Workshops. On-campus workshops in areas of current need can provide direct benefit to many faculty and staff. Possible activities might include such things as writing-across-the-curriculum, enrollment management, and new technologies that improve job performance. All applications for funding in this area should indicate detailed advanced planning, indicating times, dates, locations, and target audience. Approval of the proposal should be followed by full and adequate publicity for the event.
3. Grants. The Faculty Development Committee accepts proposals for study and research that are not aimed toward a graduate degree, but might relate to improvements in curriculum, new course development, publications, or the implementation of new teaching methodologies. All proposals from faculty for curriculum development should obtain the written support of the department chair. Funds awarded would be for purposes of reimbursement for expenses in carrying out the study of research.
4. Professional Meetings, Conferences, Workshops. The Faculty Development Committee may recommend funds for reimbursement of expenses for travel for faculty to attend professional meetings, conferences and workshops. Primary consideration will be given to requests involving either program participation or an activity that clearly enhances skills or knowledge in areas that are of critical importance to the institution. Special consideration will be given to faculty who have not attended a professional meeting or conference in the past year.
5. Advanced Study. Funds may be provided to faculty for reimbursement of tuition and fees for advanced study (usually graduate work). Faculty are encouraged to utilize tuition waivers and other external funding sources wherever possible. If these aids are not available, the Committee may choose to recommend funds to help offset tuition and fees. In addition, the following guidelines apply:

The **faculty member** must be pursuing a program consistent with his/her position at Glenville State College. The program of study should be approved by the department chairperson and the Provost.

## EMERITUS/EMERITA PROFESSORS AT GLENVILLE STATE COLLEGE

|   |   |
|---|---|
| E. G. Rohrbough<br>1908-1942<br>Professor Emeritus  | Stanley R. Hall<br>1946-1969<br>Professor Emeritus      |
| E. R. Grose<br>1912-1944<br>Professor Emeritus      | Jewell Matthews<br>1950-1970<br>Professor Emerita       |
| Willa Brand<br>1924-1944<br>Professor Emerita       | Bertha E. Olsen<br>1930-1972<br>Professor Emerita       |
| D. L. Haught<br>1942-1947<br>Professor Emeritus     | Delmer K. Somerville<br>1952-1972<br>Professor Emeritus |
| H. L. White<br>1923-1948<br>Professor Emeritus      | Nelson Wells<br>1950-1973<br>Professor Emeritus         |
| Ivy Lee Myers<br>1925-1948<br>Professor Emerita     | Lillian R. Chaddock<br>1949-1974<br>Professor Emerita   |
| Hunter Whiting<br>1913-1954<br>Professor Emeritus   | Loren S. McCartney<br>1962-1974<br>Professor Emeritus   |
| H. Y. Clark<br>1927-1955<br>Professor Emeritus      | James Gay Jones<br>1948-1975<br>Professor Emeritus      |
| Bessie Bell Scott<br>1918-1957<br>Professor Emerita | Carl A. Kerr<br>1954-1975<br>Professor Emeritus         |
| John R. Wagner<br>1920-1957<br>Professor Emeritus   | Espy W. Miller<br>1946-1976<br>Professor Emeritus       |
| Pearl Pickens<br>1947-1964<br>Professor Emerita     | Byron J. Turner<br>1946-1976<br>Professor Emeritus      |
| Clarissa Williams<br>1947-1964<br>Professor Emerita | D. Banks Wilburn<br>1964-1977<br>Professor Emeritus     |

## EMERITUS/EMERITA PROFESSORS AT GLENNVILLE STATE COLLEGE (continued)

Nicholas Murin  
1954-1979  
Professor Emeritus

John V. White  
1955-1982  
Professor Emeritus

Virginia West  
1955-1983  
Professor Emerita

Jean Adams-Smith  
1964-1984  
Professor Emerita

Stanley Anderson  
1974-1985  
Professor Emeritus

Elma Jean Woofter  
1954-1987  
Professor Emerita

Raymond Jones  
1973-1987  
Professor Emeritus

Jesse Lilly  
1961-1988  
Professor Emeritus

Bernard C. McKown  
1963-1991  
Professor Emeritus

John E. James  
1965-1991  
Professor Emeritus

Ernest H. Smith  
1970-1992  
Professor Emeritus

Joseph M. Hickman  
1967-1993  
Professor Emeritus

Mary Jo Pribble  
1977-1994  
Professor Emerita

John A. Chisler  
1965-1996  
Professor Emeritus

Charles C. Scott  
1959-1997  
Professor Emeritus

George D. Harper  
1977-1998  
Professor Emeritus

James Rogers  
1976-1999  
Professor Emeritus

Yvonne H. King  
1966-2000  
Professor Emerita

H. Gary Gillespie  
1967-2000  
Professor Emeritus

Kay C. Chico  
1966-2001  
Professor Emerita

James H. Meads, II  
1972-2002  
Professor Emeritus

O. Timothy Carney  
1968-2002  
Professor Emeritus

James L. Peterson  
1969-2001  
Professor Emeritus

Deanna B. Foxworthy  
1990-2003  
Professor Emerita

**EMERITUS/EMERITA PROFESSORS AT GLENNVILLE STATE COLLEGE (continued)**

Prem Verma  
1981-2003  
Professor Emerita

Harry S. Rich  
1985-2004  
Professor Emeritus

Ralph J. Bame  
1967-2004  
Professor Emeritus

Phillip J. Rossano  
1990-2004  
Professor Emeritus

Edwin Grafton  
1972-2004  
Professor Emeritus

I. D. Talbott  
1977-2004  
Professor Emeritus

James F. Hilgenberg, Jr.  
1969-2004  
Professor Emeritus

Dolores Mysliwiec  
1977-2005  
Professor Emerita

Sharon L. Kraus  
1972-2004  
Professor Emerita

Christopher J. Orr  
1973-2004  
Professor Emeritus

## **FACULTY MENTORING PROGRAM**

First implemented during the 2000-2001 year, Glenville State College established its faculty mentoring program to support new instructional personnel and to nurture a collegial relationship between new instructors and experienced faculty. This support program provides a transition for new educators to become successful members of the college community.

Objectives of the program include (1) providing a foundation for solid peer relationships and faculty support which will endure long after the first year at the College and (2) assuring that students receive high quality instruction.

All faculty new to Glenville State College are provided with a mentor. Though assigned to a specific first-year faculty member, mentors work as a team to provide support for their mentees, meeting collectively several times throughout the first year of college teaching. Mentors are assigned specific mentees for a period of two years and continue to provide support and assistance during the mentee's second year of employment.

## **OUTSTANDING FACULTY AWARD**

Established in 1978, the Outstanding Faculty Award is designed to recognize outstanding and effective instruction, teaching achievement, service to the college community, personal scholarship, and a sincere concern for student learning. Recipients of this award are selected based upon faculty and student nomination.

Recipients of this award are as follows:

|                                     |                                 |
|-------------------------------------|---------------------------------|
| 1978 – Joe Evans                    | 1994 –                          |
| 1979 – Virginia West                | 1995 – O. Timothy Carney        |
| 1980 – Robert Deal                  | 1996 – Cheryl F. McKinney       |
| 1981 – Jean Adams-Smith             | 1997 – Michael J. Caulfield     |
| 1982 – Bruce C. Flack               | 1998 – Keith Haan               |
| 1983 – James H. Meads, II           | 1999 – James F. Hilgenberg, Jr. |
| 1984 – Yvonne Gillespie             | 2000 – Theresa Cowan            |
| 1985 – Charles Scott                | 2001 – Phillip A. Taylor, III   |
| 1986 – A. Edwin Grafton             | 2002 – David I. Kennedy         |
| 1987 – H. Gary Gillespie            | 2003 – John W. Taylor           |
| 1988 – Mary Jo Pribble              | 2004 – D. Wayne deRosset        |
| 1989 – Charles R. Sypolt            | 2005 – Kevin G. Cain            |
| 1990 – D. Wayne de Rosset           | 2006 – R. Michael Smith         |
| 1991 – John McKinney and Harry Rich | 2007 – Janet K. Bailey          |
| 1992 – Paul S. Peck                 | 2008 – Ed Wood                  |
| 1993 – Edward McKown                |                                 |

## **FACULTY MARSHALS**

Faculty marshals at Glenville State College serve as ambassadors at College events including Convocation and Commencement. Nominated by the Department Chairs and the Provost, faculty marshals coordinate faculty participation and the activities of student marshals at Convocation and Commencement, periodically review protocols for Convocation and Commencement, and represent Glenville State College at Presidential Inaugurations at colleges and universities as requested by the President.

Qualifications for faculty marshal include:

- Marshals are senior members of the faculty (associate professor or professor) and tenured.
- Marshals are those faculty who are recognized among their peers and students for teaching excellence.
- Marshals have record of exceptional service to the College.
- Marshals are respected by both colleagues and students.

Selection Process and Term of Office:

1. There will be a total of eight Faculty Marshals including the Chief Marshal.
2. Term will be five years. Incumbent faculty marshals may be reappointed.
3. When an opening occurs in a faculty marshal's position or in multiple faculty marshal positions, the President of the Faculty Senate will request from the Provost candidates for selection. In discussion with the department chairs, the Provost will recommend the new Marshal(s) to the Faculty Senate. The Provost will recommend at least one more faculty member and not more than three more faculty members than the number of Marshals to be recommended by the Senate. The Faculty Senate will recommend to the President names of acceptable faculty for approval of appointment.
4. Approximately two months before the end of the term of an incumbent faculty marshal, the President of the Faculty Senate shall determine if the marshal is willing to be reappointed. The President of the Senate shall report the marshal's response to the Provost. The Provost shall then compile a list of candidates by the procedure outlined in the previous paragraph. That list shall include the incumbent marshal unless the marshal has indicated that reappointment is not desired.

**Faculty Marshals for 2008-2009 are:**

|  |                       |
|--|-----------------------|
| Professor Wayne de Rosset, Chief Faculty Marshal |                       |
| Professor Janet Bailey                           | Professor Joe Evans   |
| Professor Chuck Batson                           | Professor Rick Sypolt |
| Professor Gayle Burkowski                        | Professor John Taylor |
| Professor Cinda Echard                           |                       |

# Miscellaneous Policies and Procedures

## ACADEMIC PROCESSION

Lead by the President of the College and distinguished and platform guests, the full procession of Glenville State College faculty marches en masse to the Convocation and Commencement exercises.

## BUSINESS CARDS

To assist faculty with off-campus and professional contacts, faculty may order business cards, printed by the GSC Print Shop. To request business cards, contact your department chairperson or secretary.

## COMMENCEMENT

Commencement exercises are held each spring in the Jesse R. Lilly, Jr. Gymnasium. Graduates are honored with a reception either preceding or following the commencement ceremony. Faculty attendance is required at Commencement.

## CONVOCATION

Convocation at Glenville State College is a new tradition begun in 1999 marking the entry of a new class of scholars into our academic community. Following the fall Orientation program, the Freshman class is officially welcomed into GSC and invited to join the faculty in taking the *Oath of Excellence* pledging dedication to the pursuit of intellectual, cultural, personal, and social growth. Faculty attendance is required at Convocation.

## EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY

It is the policy of Glenville State College to provide equal educational and employment opportunities for prospective and current members of its student body, faculty and staff on the basis of individual qualifications and merit.

In order to ensure genuine equal opportunities for all, Glenville State College:

1. prohibits discrimination based on race, color, sex, religion, age, national origin, veteran status, or disability;
2. will take affirmative actions to employ, advance in employment and otherwise treat without discrimination qualified women, minorities, individuals with disabilities, disabled veterans and veterans of the Vietnam era;
3. will not affiliate with nor grant recognition to any individual, group or organization having policies or practices that discriminate on the basis of race, color, sex, religion, age, national origin, veteran status, or disabilities;
4. will maintain a work site free of discrimination or harassment of any kind, and will act promptly to correct any violations of this policy;
5. will establish adherence to this policy as a criterion for successful performance in management evaluations.

All employees and contractors of the College are required to comply with this policy in the exercise of their functions. Anyone who believes that she/he has been denied the benefits of this policy should contact the Affirmative Action Officer for advice. The Director of Human Resources (462-41011) is Glenville State College's affirmative action officer and Section 504 ADA (Americans with Disabilities Act) coordinator.

## **FACILITY USE**

College facilities may be used for College-sponsored activities. Reservations for usage other than classes and athletic events are scheduled by Debbie Nagy, Special Assistant to the President/Director of Alumni Affairs at extension 7503.

Our facilities may also be rented by private individuals, groups, or organizations for activities which are not College-sponsored. Requests of this nature and those from groups or organizations wanting to rent College facilities for camps or conferences should be directed to the Special Assistant to the President/Director of Alumni Affairs at extension 7503 as well.

## **FIRE EVACUATION PLANS**

To protect life and property, evacuation plans have been developed and implemented for all campus buildings. The building manager for each facility is the building's fire marshal. Regular fire drills are held to practice safe and quick evacuation. Any time a fire alarm sounds in a College building, immediately evacuate the building. Please help people with disabilities get to the nearest clear exit. When leaving your work area during a fire alarm, be sure that all windows and doors are closed and that all lights are turned off. Fire doors must remain closed at all times.

## **GRANTS**

Faculty are encouraged to pursue grants to provide funding to supplement resources for educational opportunities and enrichment. Any faculty member wishing to write and submit a grant proposal should work closely with the department chair and coordinate the grant preparation activities with the Office of Academic Affairs.

## **IDENTIFICATION (ID) CARDS**

As a Glenville State College faculty member, your ID card enables you to use the Robert F. Kidd Library. ID cards may be obtained in the Office of Student Life, located in Alan B. Mollohan Campus Community Center. There is no charge for your card.

## **INCLEMENT WEATHER**

The decision to close the College due to inclement weather will be made by the President. In the event that the College is closed due to inclement weather or other emergency, faculty will be notified by their department chairs of the closing. College closing information will also be announced on both radio and television stations and posted on the GSC website ([www.glenville.edu](http://www.glenville.edu)).

## **KEYS**

Upon employment at Glenville State College, faculty receive a key to his/her office and any other key necessary to execute his/her responsibilities as faculty member. Keys may be requested through the department or department chair. A "Key Request Form" must be completed and forwarded to the Physical Plant Office to receive keys. The Physical Plant will make the initial key at no cost but the costs of replacing keys will be charged to the department.

When employment at the College ends, faculty must return all keys to his/her respective department chair. Keys are the property of the State of West Virginia and must not be duplicated. If key(s) are lost, contact the department chair immediately.

## **MAIL SERVICE**

A full-service U.S. Post Office/GSC Station is located in Mollohan Campus Community Center. Student resident, departmental, and divisional mailboxes are located in this area. Stamps and other mail supplies are available for sale at this site. UPS, FedEx and other packaging services are also available. Notify the postal service personnel when sending a Next Day Air letter or package. Next Day Air letter or package must be in the mailroom before 12:00 p.m. for processing. If it is after 12:00 p.m. there is no next day guarantee of delivery.

Only official college business mail may be submitted for postage. College materials and/or postage are not to be used for personal correspondence. If postal service personnel suspect that personal use is taking place, the contents of the letter or package will be examined. Should the examination reveal that this is the case, the personal correspondence will be returned to the sender and the individual's supervisor will be advised of the situation.

It is preferred that addresses are typewritten on all outgoing mail when appropriate. Use correct punctuation in addresses. Each envelope must bear the identification of the sender in the return address area, including the department account number, and should be deposited at the campus postal office by 2:45 p.m. for daily processing, Monday through Friday. Unidentified mail will be opened to determine origin and will be given lowest priority. Bind multiple envelopes bearing the same account number with a rubber band.

It is not the responsibility of campus postal service personnel to hand out mail. Mail should be collected via mailbox combination from the designated postal box.

When mailing 250 or more similar pieces, contact postal service personnel in advance to determine if the mailing meets the criteria for standard (formerly third class bulk) or first class pre-sort and obtain instructions for proper preparation. With the new equipment the Post Office has purchased, most of the work is done in this area. Advance planning and a little extra effort results in substantial savings.

Certified or registered mail and mail received by courier other than the U.S. Postal Service are logged when received. A signature is required prior to the release of such items.

Pick up packages promptly. GSC Station does not have sufficient space to store packages for any length of time. A dolly is available for transporting packages; make arrangements for use by contacting postal service personnel.

## **PARKING**

Faculty may acquire a permit that allows them to park in specifically designated parking areas. A limited number of reserve parking spaces are also available for purchase. Details may be found in Glenville State College Policy 8.

## **POLICY REGARDING COMMUNICATIONS REQUESTING NEW SERVICES, LEGAL OPINIONS, OR POLICY INTERPRETATIONS FROM STATE OFFICERS AND OFFICES (West Virginia Higher Education Policy Commission)**

All communications and contacts with State officers and offices, agencies, commissions or departments requesting new services, legal opinions, or policy rulings or interpretations associated with the state system of higher education or any state institution of higher education, shall be made by the West Virginia Higher Education Policy Commission unless approval is granted by the Policy Commission for a college representative to initiate direct communication with such officers or offices. College communications and contacts of a routine nature with State agencies regarding payrolls, requisitions, purchase orders and similar matters are not affected by this policy.

This policy is not to be interpreted as prohibiting employees of the West Virginia Higher Education Policy Commission or its institutions from meeting or communicating with elected or appointed officials, save only that in such contacts these employees are obligated to (1) identify their status with the Commission/College and indicate that they are not acting as official representatives or spokespersons for the Commission/College and (2) comply with any established institutional procedures for the use of its facilities, should they desire to hold such a meeting on campus.

## **POLICY REGARDING TOBACCO USE IN THE WORKPLACE**

**1. PURPOSE:** To establish procedures and guidelines to ensure the right to a healthful, smoke-free environment for each employee, student, and member of the general public who works, attends classes or events, or transacts business at Glenville State College.

**2. BACKGROUND:** Recent studies of the effects of passive smoke inhalation by nonsmokers conclude that exposure to secondhand smoke can be harmful to one's health. The working environment should present no unnecessary risk of physical harm or discomfort from environmental tobacco smoke. Furthermore, residents, employees, students, visitors, clients, and applicants should not be exposed to cigarette or any other environmental tobacco smoke.

### **3. DEFINITIONS:**

- a. **Smoking:** The use of any lighted tobacco product, including cigars, pipes, or any other tobacco product lighted, burned, or smoked.
- b. **Smokeless tobacco:** Includes chewing tobacco, snuff and any other non-smoked tobacco product.
- c. **ETS:** Environmental tobacco smoke, referred to as secondhand or side stream smoke.
- d. **Workplace/Worksite:** This term includes any office, facility, building, classroom, and vehicle operated by Glenville State College temporary classroom and meeting facilities, and any other College-owned/leased property and vehicles.

**4. POLICY:** It is the policy of Glenville State College to ensure that all workplaces maintain a healthful, smoke-free environment and to make employees, students and the public aware of their responsibility to comply with restrictions on smoking and the use of smokeless tobacco. Specific restrictions and procedures are as follows:

- a. Smoking and the use of smokeless tobacco products is prohibited in the Mollohan Campus Community Center, Science Hall, Clark Hall, Physical Education Building, Maintenance Building, Alumni House, Fine Arts Center, Harry B. Heflin Administration Building, Eberle Hall, and in all Glenville State College offices, conference rooms, corridors, workrooms, storage rooms, restrooms, mechanical rooms, vehicles, and any other enclosed areas not specifically designated as smoking areas. *This includes outside areas at the entrances to all buildings, unless such areas are specifically designated as smoking areas.*
- b. Smoking and the use of smokeless tobacco products is prohibited in the bleachers, on the field or track, and in the Field House at Morris Stadium.
- c. Smoking and the use of smokeless tobacco products is prohibited in all common areas in the residence halls.
  - (1) Common areas are: lounges, corridors, elevators, stairwells, bathrooms, lobby areas, laundry rooms, and any other enclosed spaces (other than individual residence rooms) that are not specifically designated as approved smoking areas.
  - (2) Smoking and the use of smoke-free tobacco products in individual residence rooms shall be permitted only by consent of all permanent occupants of the room. If, in the application of this policy, a conflict between rights of smokers and nonsmokers occurs, the rights of the nonsmoker shall prevail.
- d. No tobacco products shall be sold on campus.
- e. “NO SMOKING” and/or “TOBACCO FREE” signs shall be posted at appropriate locations on campus by the Physical Plant Department.
- f. The College shall encourage and support employee efforts to participate in and complete smoking cessation programs, as is feasible. Attendance at smoking cessation programs conducted and/or sponsored by the College during employees’ normal working hours shall be considered appropriate use of work time. Students will be advised of available smoking cessation programs.
- g. This policy does not supersede any local ordinances or State statutes that are more restrictive and applicable to the workplace, nor does it permit discrimination against smokers who apply for employment with Glenville State College.
- h. Failure to comply with these policies shall be handled in accordance with the Classified Employees’ Handbook, Faculty Handbook, and/or Student Handbook.

**5. EFFECTIVE DATE:** This policy is effective July 1, 2000.

*References: West Virginia Department of Personnel Policy, DOP-P1, December 1, 1990  
Gilmer County Health Department Clean Indoor Air Regulation, May 20, 1997*

## PROTECTION OF HUMAN SUBJECTS

Glenville State College encourages professional research activities that can further the educational research base on teaching and learning. Research design must be tailored to protect the well-being, rights, and anonymity of those involved. Faculty who wish to participate in research projects which utilize human subjects must submit their proposals to the respective department chair for approval. The approved proposal is forwarded to the Provost who will make a recommendation to the President. The President will approve or deny the research project.

## PUBLICATIONS

In addition to the Alumni magazine and numerous informational booklets and fliers, the College publishes three student publications. These three student publications are:

1. The *Phoenix*, the student newspaper.
2. The *Kanawhachen*, GSC's yearbook.
3. The *Trillium*, an annual literary magazine published by the English Department faculty and students.
4. The *Pioneer Connexion*, an online newsletter.

## PUBLIC RELATIONS

The Director of Marketing and Public Relations is responsible for media relations, publicity and promotions, publications, advertising, college identity and logos, and Glenville State College's world wide website. Additionally, the Director of Public Relations is responsible for marketing the College and ensuring the quality of campus-wide publications. This includes the College alumni magazine, faculty publications, campus advertising and promotional materials. Individuals and departments who wish to advertise or publish campus information should contact the Director of Marketing and Public Relations.

## PURCHASING

The Purchasing Division assists faculty and staff with the acquisition of goods and services. As a state agency, Glenville State College must comply with West Virginia Law and Higher Education Rules and regulations for the procurement of all goods and services. Below, is a summary of the policies and procedures. Please refer to the College's Purchasing Policies and Procedures for more detail.

Goods or services that cost less than \$5,000.00 may be obtained with the approval of the employee's Area Vice President or designee. The Area Vice President or designee will establish the internal procedures for purchasing goods or services in this category for his/her area. The purchase of goods and services within this category do not require quotes, requisitions and/or prior approval from the Purchasing Division. However, a contract, agreement and/or purchase order must be on file in the Purchasing Division or the Accounts Payable Office prior to or on the first date of service for all services, agreements, licenses, etc and must be signed by a **Purchasing official** of the College.

Goods or services that are equal to \$5,000.00 but less than \$25,000.00 may be obtained with the approval of the employee's Area Vice President or designee. Goods or services in this category require a minimum of three quotes unless otherwise waived by the Chief Procurement Officer. The employee may obtain the quotes or request assistance from the Purchasing Division to obtain the quotes. The lowest quote must be accepted unless otherwise waived by the Chief Procurement Officer. The quotes and a contract, agreement and/or a purchase order must be on file in the Purchasing Division or the Accounts Payable Office prior to or on the first date of service for all services, agreements, licenses, etc and must be signed by a **Purchasing official** of the College. A purchase order and all quotes must be on file in the Purchasing Division for the purchase of all goods in this category before placing the order.

The purchase of any goods or services that are equal to or greater than \$25,000.00 must be coordinated initially with the Purchasing Department. A formal bid process will be followed unless otherwise waived by the Chief Procurement Officer.

## **PURCHASING CARD**

The employee may obtain a purchasing card (credit card) to facilitate the payment of certain goods or services. The employee must contact the Purchasing Card Coordinator to obtain an application. The application must be completed and signed by the employee and the area Vice President and forwarded to the Purchasing Card Coordinator. The employee must successfully complete on-line purchasing card training. The employee is responsible for reconciling his/her purchasing card statement on a monthly basis. Please refer to the West Virginia State Auditor's Office and the College's Purchasing Card Policies and Procedures for more detail.

## **Repairs and Alterations**

### **EMERGENCY MAINTENANCE AND REPAIRS**

During normal work hours, you should make requests for maintenance problems that involve the endangerment of life and/or property directly to the Physical Plant, extension 7520 or 7521. After hours, contact Pickens Hall, extension 6298, or Public Safety, extension 7450. Follow up your telephone requests with a written work order.

### **NON-EMERGENCY REPAIRS AND ALTERATIONS**

Submit requests for routine repairs and maintenance on Work Order cards to the Physical Plant through your department chair, who will forward them to your building manager. Keep a copy for your records. This applies only to requests for repairs on *existing* facilities or equipment. Repairs/ maintenance of office furniture and equipment will be scheduled if economically prudent and if manpower is available.

Faculty requests for **renovations, major repairs, and new construction** should be submitted through your chairperson and appropriate building manager to the Provost. These requests will be reviewed and prioritized annually, in the spring, to develop the project list for the upcoming fiscal year. (Normally, projects submitted during the year will be held until this scheduled review; however, urgent projects may be added to the current year priority list.) Prioritization of projects will be based on available funds and the overall needs of the College. Each request should contain sufficient detail, drawings, and descriptions to allow the Administration to visualize the project and be clear about the need it will fill.

Once a project list has been developed for the fiscal year, a work schedule will be published that notes the quarter in which the project is planned for completion. Questions about the status of projects may be directed to the Director of the Physical Plant, extension 7521.

## **REQUESTING PHYSICAL PLANT SUPPORT FOR SPECIAL EVENTS**

Submit requests for Physical Plant support during upcoming special events through your department chair and appropriate building manager on a **Support Request Form**, which identifies all support requirements. This form must be submitted to the Physical Plant Office in a timely fashion if the support requirements are to be met.

## **ROBING**

Faculty wear full academic regalia for both the Convocation and Commencement at Glenville State College. If a faculty member does not own academic regalia from his/her graduate institution, robes may be ordered through the College Bookstore.

## **SAFETY POLICY**

The College's Safety Policy is designed to create a safe and healthful atmosphere for study, instruction, service and employment; to promote safe practices by the student body, the faculty and the staff; and to protect life and property by preventing accidents that result from equipment or personnel failure. Each employee and student is responsible for his or her own safety and the safety of those for whom operational responsibility has been assigned. The policy covers all facilities owned or used by Glenville State College.

1. Accident prevention shall be undertaken as a definite, aggressive, continuing part of every activity. Your active support and participation is needed.
2. GSC will integrate safety procedures into the planning, training, inspection, and execution of all campus activities.
3. A program of first aid and safety education will be established. The policies and principles in the First Aid and Safety Guide will be observed at all times.
4. Safe working codes will be developed before new projects are started and new equipment, machines and work methods used. These codes will be put into effect as soon as enforcement is practicable.
5. Equipment and materials purchased will meet OSHA Standards.
6. The Safety Program is administered by the Director of Physical Plant who works with a Safety Policy Committee composed of selected College employees. This advisory group formulates, recommends, reviews, and evaluates safety programs and practices on campus.

## **PUBLIC SAFETY**

The Glenville State College Department of Public Safety is available to aid faculty, staff, and students. Please call the Office of Public Safety (ext. 7450) if you have any Public Safety concerns or questions, wish to request foot or parking lot patrol and/or security escort, report a crime, give information relating to a crime, or would like information regarding Public Safety. If an officer does not answer the phone, leave a brief and precise message and an officer will contact you as soon as possible. After hours, public safety can be reached by cell phone at (304) 904-2041.

## **HARASSMENT/INAPPROPRIATE CONDUCT POLICY**

Harassment or inappropriate conduct of any type, whether sexual, racial, or ethnic, is not tolerated at Glenville State College. Glenville State College is committed to maintaining a work environment that is free of unlawful harassment as well as other inappropriate conduct, regardless of whether the conduct rises to the level of unlawful harassment.

**Any negative or stereotypical comment or action, whether welcome or unwelcome, aimed at an individual's race, color, religion, sex, national origin, disability, age, physical appearance or sexual orientation will not be tolerated.**

Employees who engage in any type of harassment or inappropriate conduct at Glenville State College will be subject to disciplinary action up to and including termination.

Employees who are subjected to conduct prohibited under this policy are to report their concern to their immediate supervisor and the Office of Human Resources immediately. Prompt action will be taken and no retaliation will occur against an employee making the complaint. All allegations of harassment will be investigated.

### **Bringing a Complaint**

Any employee who has observed or feels that he or she has been directly affected by the conduct described above may bring a complaint of harassment. Complaints should be filed within 30 days of the occurrence of the act in question. This time limit may be extended by the Affirmative Action Officer. Any form of retaliation against an individual who brings such a complaint in good faith is strictly prohibited. However, any employee who knowingly and with malicious intent brings a false charge of harassment against another employee will be subject to severe sanctions.

### **Responsibilities**

The complainant should, whenever possible, attempt first to resolve the complaint through an immediate or next-higher-level supervisor. If this is not feasible or possible, the complainant should contact the Affirmative Action Officer for advice and/or assistance. If the complaint cannot be resolved informally, the Affirmative Action Officer will assist the complainant in defining the charge and completing the complaint form.

The Affirmative Action Officer will, if a formal complaint is filed:

- inform the persons named in the complaint of the allegations against them and notify them that no retaliation may occur;
- assist the individuals named in the complaint in defining the charge;
- obtain a response to the complaint within ten working days of the day the complaint is filed;
- after receiving the response, investigate the complaint further if appropriate and necessary [NOTE: the Affirmative Action Officer will have access to all the necessary documents, the authority to call and interview witnesses, and the authority to bring together the complainant and respondent if desirable.];
- within 20 working days of receiving the response of the person(s) named in the complaint, issue a finding to all such individuals. If the Affirmative Action Officer finds insufficient evidence to substantiate a charge of harassment, h/she will inform the complainant of this and advise the complainant that the case is closed.

If the evidence substantiates a finding of harassment, the Affirmative Action Officer will make recommendations for the resolution of the complaint, and ensure that appropriate action is taken. Examples of sanctions that may be taken include, but are not limited to: a letter of reprimand to be placed in the wrongdoer's personnel file; negative performance evaluation; suspension without pay for a designated period of time; or dismissal of the wrongdoer.

The person named in the complaint (the respondent) will:

- provide a written response to the allegations within ten working days of receiving notice of the complaint from the Affirmative Action Officer;
- take no reprisal or retaliation against the complainant, others related to the complainant, or persons involved in the complaint investigation.

The respondent's supervisor will:

- provide a response to the Affirmative Action Officer within seven working days of receiving the recommendation from the Affirmative Action Officer concerning action to be taken;
- take no reprisal or retaliation against the complainant, others related to the complainant, or persons involved in the complaint investigation.

The Affirmative Action Officer of Glenville State College is the Director of Human Resources.

## **POLICY ON CONSENSUAL RELATIONSHIPS**

Consensual relationships between Employees and Students: An ethic of professionalism and respect within the College community demands that those with authority not abuse the power with which they are entrusted. Consensual amorous/sexual relationships between employees and students may not only have negative repercussions for the individuals involved, but may create an uncomfortable or distrustful environment for others in the community. The power differential complicates the ability to demonstrate that any such relationship is fully consensual. Given the complications associated with these types of relationships, it should be noted that employees could be faced with a personal, civil or criminal action as a result of engaging in such relationships.

Because of the potential for favoritism or other conflicts of interest, the College affirms and upholds a policy which strongly discourages all consensual amorous/sexual activity between employees and students, and which prohibits such consensual activity where any supervisory role exists. Such conduct also results in relationships that are fundamentally unequal. Therefore,

- 1) faculty members shall not engage in consensual amorous/sexual relationships with students enrolled in their courses,
- 2) employees of the College shall not engage in consensual amorous/sexual relationships with students under their supervision in such matters as evaluating, advising, coaching or directing a student as part of a school program or student employment and
- 3) any employee found in violation of items 1) or 2) will be subject to disciplinary action which may include loss of tenure or termination at the discretion of the College president.

Open honest communication between the College and employees will serve to prevent misunderstandings and/or distasteful rumors that can circulate regarding such situations.

Any employee engaging in a consensual amorous/sexual relationship with a student outside of his/her supervisory capacity is encouraged to bring this to the attention of his/her immediate supervisor. The student in question must also appear with the employee when the appropriate supervisor is informed.

Non-consensual amorous/sexual relationships (for example, quid-pro-quo arrangements) between employees and students are never appropriate and will be faced with disciplinary action under the College's Sexual Harassment Policy.

(Adapted from Hobart and Smith College, Sexual Misconduct Policy posted 8/30/2006)

## **STUDENT DISABILITY SERVICES**

Students with disabilities are encouraged to contact the Director of the Academic Support Center. This office provides a number of services for students with physical, sensory (including auditory), vision, speech, psychological, and other disabilities not listed above. The Academic Support Center is located in the Louis Bennett Hall.

### **POLICY AND PROCEDURES FOR PROVIDING SERVICES TO STUDENTS WITH DISABILITIES**

#### **Policy**

In accordance with provisions of the Americans with Disabilities Act of 1990, Glenville State College:

- does not deny any qualified person admission or the opportunity to participate in the College's programs or activities based solely on the fact that the person has a disability;
- provides programs and services in an integrated setting, unless separate or different measures are necessary to ensure equal opportunity;
- eliminates eligibility standards or rules that deny individuals with disabilities an equal opportunity to participate in the services, programs, or activities unless "necessary" for the provision of the service, program, or activity;
- ensures that any "necessary" eligibility standards or rules are not based on speculation, stereotypes or generalizations about individuals with disabilities;

- makes reasonable accommodations in policies, practices, or procedures to provide equal access to persons with disabilities;
- does not place special charges on students with disabilities to cover the costs of reasonable accommodations necessary to ensure nondiscriminatory treatment;
- explains in the *College Catalog* and *Student Handbook* the specific procedures students with disabilities should use to identify themselves and request accommodations;
- operates all programs so that, when viewed in their entirety, they are readily accessible to persons with disabilities.

## **Definitions**

Under the ADA, an **individual with a disability** is a person who has:

- a physical or mental **impairment** that **substantially limits** one or more **major life activities**;
- a **record** of such an impairment; or
- is **regarded as** having such an impairment.

A **qualified student with a disability** is an individual who, with or without accommodations, meets the academic standards requisite to admission or participation in the College's programs and activities.

**Reasonable Accommodation.** A modification or adjustment that enables a qualified individual with a disability to participate in the College's programs and activities without creating undue hardships for the College. Such accommodations generally fall into one of two categories:

- **physical modifications**, which entail removal of physical and architectural barriers from existing and planned facilities to make them accessible to and usable by persons with disabilities;
- **programmatic modifications**, which are alterations provided to enable such individuals to access programs, services or activities that would otherwise not be available to persons with disabilities. Examples that might apply to academic programs are qualified interpreters, notetakers, transcription services, written materials, assistive listening devices, closed caption decoders, telecommunication devices, qualified readers, taped texts, audio recordings of classroom instruction, braille materials, large print materials, and adaptive equipment for computers.

Accommodations that cause **undue hardship** are those that are excessively costly, extensive, substantial, disruptive or that would fundamentally alter the nature or operation of the College or its programs.

## **Identifying Essential Functions**

The College informs students in advance of the standards they must meet and the functions they must be able to perform, with or without accommodations, to complete its programs of instruction.

## **Identifying Students with Disabilities**

The College is obligated to make accommodations only to the known limitations of an otherwise qualified student with a disability. *It is the student's responsibility to notify the College of disabling conditions and to request accommodations.*

The **procedure** for so doing is as follows:

- Students wishing to self-identify must do so by contacting the Academic Support Center and completing a Self-Identification form and a Request for Accommodations and Services. Students must supply appropriate documentation. Such documentation includes Individual Education Plans, psychological assessments, and/or medical records. These reports need to validate the disabling condition, and must be no more than three years old. An original signature must be present either in the records or in a letter from an authorized representative of the organization from which the records originate in order to be complete.
- The Academic Support Center will maintain a separate, confidential file of this information, and will use the information for the exclusive purpose of arranging the necessary accommodations for the student. The Academic Support Center will arrange these accommodations directly with the people (e.g., individual faculty instructors, residence hall directors, director of the physical plant, etc.) who will make them, and will maintain, in the student's separate file, a complete record of the accommodations provided.
- Students with disabilities who elect not to identify themselves immediately, or who develop disabilities after being admitted, may identify themselves and request accommodations at any time. The student may do so by contacting the Academic Support Center.
- If testing is required to document the disability, the Academic Support Center will refer the student to an appropriate party to be tested. Any costs of such testing will be the responsibility of the student requesting accommodation.

### **Confidentiality of Medical Information**

All information obtained concerning the medical condition or history of a student with a disability will be maintained by the Academic Support Center in separate files and will be treated as confidential information that will be disclosed only as necessary for the following purposes:

- to identify and arrange the specific accommodations required;
- to inform appropriate College personnel about necessary restrictions on the work or duties of a student worker;
- when appropriate, to inform first aid and safety personnel if the disability might require emergency treatment, or if any specific procedures are needed in the case of fire or other evacuations;
- to provide relevant information to government officials investigating compliance with the provisions of the ADA.

### **Complaint Procedure**

Any qualified student with a disability who believes his or her rights under the Americans with Disabilities Act have been violated is urged to seek redress as follows:

Report the concern immediately to the Director of the Academic Support Center. If the Director cannot alleviate the concern, he or she will refer the matter to the Provost within three working days. If the case is such that the complainant is not satisfied with the response of the Director, they may appeal the Director's decision to the Provost, in writing, within three working days.

The Provost will address the issue within ten working days of having received the concern. If the Provost cannot alleviate the problem to the satisfaction of the complainant, he or she will alert the College President within three working days.

If the complainant is dissatisfied with the response received from Provost, they may appeal the matter, in writing, to the President within three working days of receiving the Provost's response. The President or President's designee will review the appeal and render a decision within ten working days from the date the appeal is received. This decision will be in writing to the student and will be binding.

### **Faculty and Staff Development**

The College provides in-service training for all faculty and staff regarding the Americans with Disabilities Act. This training is conducted by the Director of the Academic Support Center, external consultants and by persons on the GSC faculty who have expertise in various areas of disabilities. The training is designed to inform faculty and staff of the requirements of the ADA and sensitize them to the needs of individuals with disabilities.

### **TUTORING SERVICES**

The service of tutoring is available to all students of Glenville State College. Students who are experiencing problems academically may request a peer tutor. Students may receive up to two hours of tutoring per week per subject area at no cost. It should be noted that tutoring is contingent upon the availability of an individual to serve as a tutor within a subject area.

In order to be employed as a peer tutor, students must be recommended by the instructor of a class and be approved by the respective department chair and the Director of the Academic Support Center.

## **AMERICANS WITH DISABILITIES ACT**

### **An Overview**

The Academic Support Center, located in the basement of the Robert F. Kidd Library at Glenville State College, is committed to providing quality services to students with unique needs in the acquisition of their educational goals. In accordance with that commitment, we offer this brief overview of the services provided by the Academic Support Center program at Glenville State College.

### **Services and Accommodations Provided**

The Director of the Academic Support Center works with students to individualize the type and level of accommodations provided to them. The following is a summary of the services and accommodations available.

**Tutoring:** The service of tutoring is offered to all students. Students may utilize tutoring services by contacting the Learning Lab and scheduling appointments for individual or group tutoring.

**Reader Services:** Readers may be provided for visually impaired and learning disabled students who are unable to read regularly printed textbooks or tests.

**Taped Textbooks:** Students are encouraged to utilize Recording for the Blind and Dyslexic (RFB&D) to acquire commonly used textbooks free of charge. The Academic Support Center coordinates the acquisition of available textbooks for the students.

**Note Taking:** Students who have a visual impairment or learning disability may request note taking as an accommodation. The student and the instructor of the class work together, and the instructor appoints a volunteer to act as a note taker. Copying services are provided to the student by the Academic Support Center free of charge.

**Test Proctoring and Accommodation:** Students who need adaptive testing procedures include both learning disabled and physically disabled students. Time extensions, private locations for testing, oral test administration, use of an independent proctor, or other procedures may be used. The course instructor has the final determination as to the method of evaluation. It is the responsibility of the student to remind the instructor to send the test to the Academic Support Center the day of the test. Likewise, it is the responsibility of the student to notify the Academic Support Center at least two days in advance of the scheduled test time in order to make accommodations for the test.

**Liaison with Faculty:** Upon request, the Academic Support Center will contact instructors and discuss with them the nature of a student's disability and the appropriate classroom and evaluation accommodations to be made.

**Equipment:** The Academic Support Center has various items for either loan to or general use by students with disabilities. Equipment currently on hand includes:

- A computer system with an enhanced monitor for students with visual impairments
- Automated spell checkers for students with learning disabilities
- Tape recorders for listening to taped textbooks
- Copying facilities to enlarge images and text

Other accommodations, services and equipment may be provided on an "as-needed" basis. All services are individualized to meet the needs of each student served.

## TELEPHONE SERVICE

The College's telephone service, a NEC 2400 IPX, is a digital communications system noted for its efficiency, flexibility and productivity. Consult your Instructions booklet, your supervisor, or the Office of Technology (ext. 7550) regarding the proper use of the telephone features.

The 2400 IPX includes NEAXMail AD-40. This is an easy-to-use message-handling system that records and distributes spoken messages or voice mail. It allows users to record and exchange voice messages when direct communication is inconvenient. Voice prompts guide users to create, send, retrieve, answer, save, and forward spoken messages.

A usage flow chart is available at: <http://www.glenville.edu/Resources/OfficeOfTech/VoiceMailFlow.htm>

**All local and long-distance telephone calls are logged.** Information includes extension number from which call is placed, the caller's individual authorization code, date, time, duration, and number dialed. This information is used to bill each department for monthly telephone usage.

**Telephone use is to be restricted to official College business only. The College is billed for all calls, local and long-distance.** Long-distance calls must be kept as brief as possible. No incoming collect calls will be accepted by the Switchboard Operator. Personal long-distance calls should be charged to the calling party's home telephone number, calling card or credit card.

The use of a five-digit authorization code is required when placing long-distance telephone calls. Contact the Office of Technology to obtain a code. You are responsible for all calls placed using your authorization code, therefore, it is essential that your code be kept confidential. Do not permit others to place telephone calls using your authorization code under any circumstances. If you suspect that your authorization code is being misused, please contact the Office of Technology immediately.

## **DIALING PROCEDURES**

### **Campus:**

Dial appropriate four-digit extension number (####)

### **All local calls:**

9 + ###-####

### **In-State Long-Distance:**

9 + 1 + 304 + ###-#### (fast busy signal) + authorization code

### **Out-of-State Long-Distance:**

9 + 1 + Area Code + ###-#### (fast busy signal) + authorization code

### **Toll-Free:**

9 + 1 + 800/888/877/866 + ###-####

### **Directory Assistance:**

Use the following URLs to help find the number wanted:

[www.switchboard.com](http://www.switchboard.com)

[www.whitepages.com](http://www.whitepages.com)

[www.yellowpages.com](http://www.yellowpages.com)

### **Credit Card Long-Distance:**

9 + 0 + Area Code + ###-#### (fast busy signal) + authorization code + credit card number

### ***Emergencies:***

9 + 911

Mechanical difficulties with your telephone should be reported to the Office of Technology. You can also send an email for repair request at [campus.account@glennville.edu](mailto:campus.account@glennville.edu). The appropriate repair service will be notified to correct the problem.

## **TRAVEL PROCEDURES AND RATES**

Faculty and employees of Glennville State College must adhere to the travel policies and procedures set forth by Glennville State College. Below is a summary of the travel policies and procedures. Please refer to the College's travel policies and procedures manual and the West Virginia State Auditor's Office Purchasing Card Policies and Procedures manual for more detail.

The employee may obtain a purchasing card (credit card) to facilitate the payment of certain travel expenses. The employee must contact the Purchasing Card Coordinator to obtain an application. The application must be completed and signed by the employee and the area Vice President and forwarded to the Purchasing Card Coordinator. The employee must successfully complete on-line purchasing card training. The employee is responsible for reconciling his/her purchasing card statement on a monthly basis. Please refer to the West Virginia State Auditor's Office and the College's Purchasing Card Policies and Procedures for more detail.

All travel arrangements should be designed to incur the minimum expense required for the successful completion of the purpose of the travel. A travel authorization form must be on file for all out-of-state travel. Reimbursement is limited to actual expense or the least most logical expense. In general, the following original receipts are required: airfare, car rental, lodging, and registration/conference fees. The current mileage reimbursement rate is .375 per mile.

To be reimbursed for out-of pocket expenses, the traveler must submit an original travel expense settlement/summary form, an original receipt for each expense (as applicable) and a copy of all receipts paid for via purchasing card to the Travel Coordinator within a reasonable time period after the travel occurs not to exceed sixty (60) days. The travel expense settlement/summary form must be typed, all information complete and accurate, signed by the traveler and signed by the Area Vice President or designee.

To reconcile travel expenses paid for via purchasing card, the traveler must include a copy of the travel expense settlement/summary form for the travel charges that appear on the statement with his/her purchasing card reconciliation.

## **VEHICLE MANAGEMENT POLICY**

The Vehicle Management Policy for Glenville State College (GSC) in accordance with guidelines set forth by the Higher Education Policy Commission and outlined in Procedure No. 35 for the most efficient control, purchasing and use of College vehicles. This policy applies to all passenger vehicles owned, leased or rented by GSC and operated by faculty, staff, employees or other persons as may be authorized in writing by the President. It does not apply to construction, grounds maintenance or farm vehicles owned by GSC.

### **POLICIES/PROCEDURES REGARDING VEHICLE USE AND OPERATION:**

#### **A. Vehicle Assignments.**

1. Pool assignments include passenger vehicles that are available to all Departments and Departments for “official business use” by their personnel. At GSC, pool vehicles are assigned to Athletics, Land Resources, Physical Plant and Teacher Education for custody, assignment, maintenance and record keeping.
2. Utility assignments include vehicles that are outfitted in a manner that they provide little or no personal transportation. (Examples are repair trucks and Cushman vehicles.)
3. Personal assignment vehicles are prohibited with the exception of the vehicle used by the College President.

#### **B. Use of GSC owned, leased or rental vehicles.** The use of GSC vehicles must be limited to instances where the best interest of the College is served. College owned vehicles must be used for “official business use” only and must be operated by authorized personnel.

1. The use of a College vehicle is necessary if it is the best way to accomplish the business objectives of the College.
2. Whenever possible, GSC owned or leased vehicles are made available for employees’ use for official trips. All vehicle trips require the approval of the user’s Department Head. Vehicle trips scheduled to go beyond the state border require prior approval. The Department Head will review requests for travel out of state with the applicable West Virginia Travel Management Office regulations and the current availability and condition of fleet vehicles in accordance with GSC travel guidelines.

3. If GSC owned or leased vehicles are not available, employees may be authorized to use their personal vehicles or to rent vehicles. A rental vehicle may be used for in or out-of-state travel **only** when a College owned vehicle or privately owned vehicle is not available. Use of a personal vehicle will be reimbursed at the authorized rate established by the West Virginia Travel Management Office or the State College and University System.
4. Departments will be charged a mileage fee for vehicle use. This fee is reviewed annually and revised as necessary with regard to vehicle purchase/lease costs, fuel costs and maintenance costs. The Business Office publishes the current fee for budget purposes each year.

**C. Rules for using Glenville State College owned, leased, or rental vehicles.**

1. Authorized Employee Operators:
  - a. must be over 18 years of age and be a West Virginia State employee or a person working with the College on certain programs.
  - b. employees of GSC and operators who are full time residents of West Virginia must have a valid West Virginia State operator's license.
  - c. operators are subject to all laws, ordinances and rules governing the operation of a motor vehicle in the state of West Virginia.
  - d. adjunct instructors are **not authorized** to use state vehicles in traveling to the location of their classes.
2. A student may operate a state vehicle if he or she has a valid West Virginia state operator's license and:
  - a. is a student worker involved in a regularly scheduled and approved off-campus field trip under the guidance of a regular full-time employee of GSC. The full-time employee will schedule the vehicle and be responsible for the vehicle;
  - b. is an elected officer of a GSC organization and must attend specific meetings/seminars approved by Glenville State College;
  - c. is required to operate a GSC vehicle as a condition of his/her employment.
3. Passengers must be:
  - a. West Virginia State employees.
  - b. students enrolled in college and participating in a regularly scheduled and organized off-campus field trip.
  - c. students enrolled at GSC and whose specific office or employment conditions require they be transported on official business.
  - d. persons who are participating in an organized GSC activity.

4. Vehicles will be parked overnight in the assigned parking space for each department. Land Resources Department vehicles will be parked in the Eberle Hall parking lot. The President's assigned vehicle will be parked in the garage on campus. Vehicles **may not** be parked at the operator's home overnight. (Special cases for overnight parking may be considered, but only if approved prior to the trip, in writing, by the Physical Plant Administrator in accordance with GSC travel guidelines).
5. Personal use of GSC owned, leased or rental vehicles is prohibited. Vehicles are to be used for GSC "official business use" only.
6. The vehicle operator is responsible for any and all citations or warrants issued regarding the operation or parking of the vehicle assigned to the operator, and is personally liable for any and all fines or penalties, criminal or civil, (including towing charges).
7. The operator and passengers must use a combination lap/shoulder safety belt when available. When combination belts are not available, the safety belt must be used.
8. Whenever a vehicle is left unattended, the operator shall turn the vehicle off, remove the keys from the vehicle, close all windows, lock all doors/hatches/trunks, and remove or conceal from outside view all business and personal items.
9. All College owned vehicles are designated "NO SMOKING." Assigned operators are responsible for any and all costs related to repairs, replacement, cleaning and/or deodorizing the vehicle due to smoking by the operator or passenger(s).

**D. Operators Registration Form.** All operators of GSC state vehicles must have a Registration Form on file in the Physical Plant Office prior to being assigned a vehicle. These forms must be updated annually or when information changes.

**E. Reserving a vehicle for use.**

1. To reserve a bus or van, call Physical Plant, extension 7520.
2. Operators must have a Registration Form on file prior to being assigned a vehicle.
3. Requests to reserve or assign a vehicle for a trip should be made in writing as far in advance as possible, three months maximum. (Exceptions are GSC events—i.e., athletic events, music performances, annual class trips that may be scheduled further in advance.)
4. Keys may be picked up in the appropriate department office, Monday through Friday, between the hours of 8 a.m. and 3:30 p.m.
5. Before leaving on a trip, operators should ensure that an instruction manual, credit card and insurance forms are in the glove box.

6. Fueling of vehicles.
  - a. Leased vehicle: ARI credit card should be in the glove box. Refer to manual for information regarding the purchase of gasoline and natural gas. Not every station will accept the state provided credit card (ARI).
  - b. Owned vehicle: obtain a fleet credit card at the time vehicle keys are picked up. These cards are for one of the major oil companies.
  - c. Vehicles are to be returned with a full gas tank.

**F. Emergency service and breakdowns on the road.** If the GSC vehicle breaks down, the user should contact the emergency 800 number noted on the credit card and information package. If you get no reply, you may call GSC collect, 304-462-4112. The user should be sure to leave a home number where he/she can be reached.

**G. Trip ticket information.**

1. Drivers are issued a trip ticket with the keys to the vehicle.
2. Upon the driver's return, the trip ticket shall be returned, with the vehicle keys, to the Department dispatcher.
3. The trip ticket should contain the following information, written legibly:
  - a. the mileage out/in for this trip.
  - b. fuel purchased or repairs required. (Receipts must be attached to the trip ticket. Receipts must be signed and have the vehicle license number noted.)
  - c. notes regarding mechanical problems or vehicle operation.
  - d. Department code (for billing purposes).
4. Drivers shall leave one copy of the trip ticket with the dispatcher at the time of vehicle pickup. Upon completing the trip, the driver shall complete the remaining information on the form. One copy of the completed form shall be retained by the operator for his departmental files and one copy returned with the keys to the dispatcher.

**H. Reporting of accidents.**

1. Accidents or loss, to any degree, must be reported to a law enforcement agency **servicing the area where the accident occurred and to the GSC Physical Plant Department.**
2. The operator shall cooperate in any investigation of an accident at the scene, and the operator must obtain the information necessary to complete a State Board of Risk and Insurance Management Form, "Report of Motor Vehicle Accident - State of West Virginia" Form #RMJ-1.
3. The operator shall, within two calendar days of the accident, submit the form to the GSC Physical Plant Department.
4. All vehicles shall carry the applicable insurance information and forms.

5. All accidents and violations are subject to a review, including a review of the operator's driving record with the State Department of Motor Vehicles. Results could lead to suspension of use of College vehicles by the operator.

**I. Insurance coverage.**

1. Liability insurance is provided for GSC owned or leased vehicles by the State Board of Risk and Insurance Management. Coverage is extended for the protection of Glenville State College while an **authorized** operator is using a vehicle in accordance with the provisions of this Directive and all applicable laws, ordinances and rules.
2. The State Blanket Automobile Policy protects the State and College against liability resulting from the negligent operation of any motor vehicle owned by, hired by, or borrowed by the College that causes bodily injury of property damage to a third party.
3. When an employee or volunteer worker uses his/her own personal vehicle on College business, the State's liability coverage applies only to amounts **in excess** of the individual's own primary automobile insurance. The State's insurance **does not** provide coverage for damages to the personal auto being driven on State business. College owned vehicles are covered for damages in excess of \$1,000.

**J. Maintenance and servicing of GSC owned, leased, or rental vehicles.**

1. The Department to which the vehicle is assigned will be responsible for:
  - a. scheduling routine maintenance service for all vehicles.
  - b. scheduling all vehicle repairs that become necessary.
  - c. coordinating vehicle operator problems and complaints regarding vehicle operation to effect the necessary corrective action.
  - d. scheduling annual vehicle inspections.
  - e. maintaining records of service and repairs performed on each vehicle.
  - f. maintaining records of vehicle use and history: mileage, costs, and operators.
2. Each Department will coordinate credit card use, costs, accountability and management with the Business Office.
3. Operators are responsible for the cleanliness of the vehicle at the conclusion of their trip.

**OTHER PERTINENT POLICIES AND PROCEDURES:**

[The remainder of the policy addresses the issues of purchasing and leasing of motor vehicles, ownership, titling and licensing, disposal of vehicles, and reporting. The policy in its entirety may be accessed in the Physical Plant Office.]

## **GLENVILLE STATE COLLEGE WEB GUIDELINES**

Web space on the GSC Web server for departments will be provided by Glenville State College Office of Technology. The request for space on the server must be in writing from the department head. The department head will be responsible for any content on the site. A link to the department web page will be created from the GSC main web by the Director of Public Relations. What is published on the GSC Web server creates an impression of the members of the department and the College. The Web, an important way to share information today, is a great place for faculty to publish course material and to promote individual departments.

The Office of Technology, or the Director of Public Relations, will interrupt access to any part the Web located on the server if it is creating access problems for other areas or the college system as a whole. The link will also be terminated if directed by the department head of the area in question, Provost or the President of the college for any reason until the problem is resolved.

Here are some guidelines to help you and protect the functionality of the server:

- To protect yourself, remember that infringement of copyright laws, obscene, harassing or threatening materials on Web sites can be in violation of local, state, national or international laws and can be subject to litigation by appropriate law enforcement agencies.
- Keep your focus on meeting students' needs
- All pages on your web site must contain the same header links from the GSC main home page.
- Do not create any downloadable or streaming audio or video links.
- Do not reveal personal information about yourself or others.
- Do not publish personal phone numbers or addresses.

## **WORKPLACE INJURY/ILLNESS**

If an employee incurs a workplace injury or illness, such should be reported to the Human Resources Office within 24 hours of the injury occurrence. The workplace injury report must be completed, dated, and signed by the supervisor and injured employee. The form may be obtained on-line or in the Human Resources Office.

## List of Forms for Faculty Use

Most, if not all, of the forms listed below are available, under the respective department, from the Glenville State College website at [http://www.glenville.edu/gsc\\_offices.asp](http://www.glenville.edu/gsc_offices.asp)

| <b>NAME OF FORM:</b>   | <b>FORM AVAILABLE FROM:</b>                      |
|--|--|
| Add a Course Form  | Department Secretary                             |
| Attendance Report Form (for student absences)                      | Department Secretary                             |
| Computer Services Data Processing Work Request                     | On-Line via the Intranet or Office of Technology |
| Course Substitution Form   | Department Secretary                             |
| Drop/Add Form  | Department Secretary                             |
| Faculty Schedule   | Department Secretary                             |
| Facilities Rental Pre-Approval Form                                | Business Manager for Special Projects            |
| Grade Change   | Department Secretary                             |
| Incomplete Grade Report  | Department Secretary                             |
| Maintenance Service Request  | Department Secretary                             |
| Petition for Extra Hours   | Department Secretary                             |
| Professional Development Funds Application                         | Department Secretary                             |
| Registration Form  | Department Secretary                             |
| Report of Absence or Request for Permission to be Absent from Duty | Department Secretary                             |
| Request for Approval of Field Trip                                 | Department Secretary                             |
| Request for Key Issue  | Department Secretary                             |
| Special Event Support Request Form                                 | Department Secretary                             |
| Travel Authorization Form  | Procurement Officer                              |
| Travel Expense Settlement Form                                     | Procurement Officer                              |
| Vehicle Registration Form  | Physical Plant Office                            |



GLENVILLE  
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