



GLENVILLE  
STATE COLLEGE<sup>TM</sup>

# Faculty Handbook

2017-2018

# **GLENVILLE STATE COLLEGE FACULTY HANDBOOK 2017-2018**

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## **Chapter 1**

### **1.1 Mission Statement**

Glenville State College prepares and inspires students to be thoughtful, productive, engaged, and responsible citizens who contribute to the well-being of their community, state, nation, and world.

### **1.2 Vision Statement**

Glenville State College will be recognized as one of the best small public liberal arts colleges in the country.

### **1.3 Guiding Principles**

The College is guided by the following principles in the advancement of its mission and vision statements.

Student Centered - The College will act in the best interest of its students in the development and implementation of its policies, procedures, academic programs, and support services.

Community – The faculty, staff, and students of the College will work collaboratively to enrich the learning environment and educational practices of the institution.

Diversity – The College will exhibit and celebrate the span of human diversity across national origins, religions, cultures, and genders.

Integrity – Members of the College community will conduct themselves in a responsible, fair, empathetic, and ethical manner.

Leadership – The College will foster leadership that promotes excellence in instruction, career preparation, support services, basic and applied research, and creative expression.

Innovation – The College culture will promote and celebrate continuous improvement through assessment of student learning and organizational practices.

Service – The College will support and contribute to the economic development and the public good of West Virginia and beyond.

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### **1.4 Strategic Goals**

The College has adopted the following strategic goals for 2015-2020 in accordance with its mission, vision, and guiding principles.

- I. Enrich the educational, residential, and working environment of the College
- II. Provide curricular and co-curricular programs and services to prepare students for a diverse, technological, and global workplace and society
- III. Expand access to and the array of professional development opportunities for all members of the campus community
- IV. Effectively and prudently deploy the institution's human, physical, technological, and fiscal resources in accordance with its established goals and objectives
- V. Increase enrollment in a predictable and sustainable fashion as well as diversify the profile of the student body
- VI. Raise the visibility and reputation of the institution in West Virginia and nationally
- VII. Advance a master facilities plan that architecturally and geographically defines the College and supports its relationship with the city of Glenville
- VIII. Build financial strength for budgetary flexibility and innovation
- IX. Expand institutional capacity and impact through strategic partnerships with public and private entities

## **1.5 Component Statements of Purpose**

### **Academic Affairs**

Academic Affairs advances the College's mission by creating and sustaining academic programs and services that enhance the teaching-learning process, foster a stimulating and supportive environment for students, faculty, and staff, and benefit the College's broader communities. Academic Affairs offers curricular and co-curricular programs affording students a liberal arts education of superior quality in a personalized setting. These programs are designed to develop thoughtful, inquisitive, critical, and creative men and women that are able to reason clearly and critically, to read carefully and accurately, to speak and write precisely and persuasively, and to interpret with insight and imagination. Complementing this intellectual development is personal development that advances the values of intellectual honesty, the love of the truth, fairness to opposing points of view, tolerance of reasoned dissent, patience with complexity and ambiguity, and wellness. In these ways, the programs and services offered by Academic Affairs foster life-long learning, service to others, civic and moral responsibility, and fulfilling vocations.

### **Athletics**

The Athletics Department reflects and supports the mission of Glenville State College through intercollegiate athletics. Glenville State College Athletics is committed to operating a program which meets the recognized standards of excellence set forth by NCAA Division II and is dedicated to the recruitment of academically able, diverse and socially responsible student athletes. As intercollegiate athletics is recognized as part of the physical, cultural and social development of the Glenville State College student, the Athletic Department shares a common value and purpose by providing an environment which nurtures and demonstrates integrity, pride, diversity and leadership.

### **Business and Finance**

The Office of Business and Finance formulates and monitors the annual budget of the College in accordance with the institution's strategic objectives and projected revenue. Related objectives include monitoring payroll and equipment purchases as prescribed by College and State policies.

### **Enrollment Management**

Enrollment Management works to ensure sustainable enrollment growth, while improving the profile and persistence rate of new and continuing students. In the achievement of this mission, Enrollment Management supports the recruitment and retention efforts of the faculty and staff of the College.

### **External Relations**

External Relations supports the mission of Glenville State College through creative marketing, public relations, alumni, legislative contact, business support, fund-raising, grant management, and off-campus programming.

### **Financial Aid**

The Financial Aid Office maintains compliance with all program requirements while providing courteous and timely service to our students. The office adheres to the strict Ethical Principles and Code of Conduct as set forth by the National Association of Student Financial Aid Administrators.

### **Library**

The Robert F. Kidd Library serves as both the physical place and virtual gateway to learning resources and services. Supporting the mission and goals of the College, the Library's mission is to promote the ability to evaluate and use information as an integral part of the education of the college's community of active learners. With a student-centered focus, the Library facilitates the academic learning process through qualified personnel who provide a wide variety of quality services supporting the information needs of each of its constituents: students, faculty, administration, staff, alumni and the broader West Virginia community.

### **President**

The President as Chief Executive Officer, serving at the pleasure of the Board of Governors, is responsible for recommending policies to the Board and for implementing those policies approved by the Board. The President provides leadership in establishing a vision and goals to guide the College in fulfilling its mission. While the Board has the ultimate responsibility for the governance of the College to ensure its proper maintenance and successful and continuous operation, it is the President's responsibility to execute Board policies and administer the College to fulfill its mission.

### **Registrar's Office**

The Registrar's Office is the institution's official recorder and keeper of student records ensuring the following: the integrity and proper maintenance of academic records in accordance with the Family Educational Rights and Privacy Act (FERPA); a student centered approach in all of our endeavors; to continually improve our services to students, the institution, and the community.

### **Student Life**

Student Life offers a wide variety of services, facilities and activities that foster student development, support the academic curriculum and enhance the quality of campus life. It augments the academic endeavors of the College by providing quality services and co-curricular opportunities in a caring, student-centered environment that promotes student responsibility and character development. Student Life is a full partner in the educational process and offers programs and services that supplement the traditional classrooms.



## Chapter 2

### Governing Boards

#### 2.1 Higher Education Policy Commission (HEPC)

The West Virginia Higher Education Policy Commission is responsible for developing, establishing, and overseeing the implementation of a public policy agenda for the state's four-year colleges and universities. It is charged with oversight of higher education institutions to ensure they are accomplishing their missions and implementing the provisions set by state statute.

The Commission consists of ten members; seven of whom are appointed by the governor, and three ex-officio members; Secretary of Education and the Arts, State Superintendent of Schools, and Chairperson of the West Virginia Council for Community and Technical College Education.

#### 2.2 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
1	Performance Indicators
2	Higher Education Finance Policy
3	Report Card
4	Rules and Administrative Procedures
5	Guidelines for Governing Boards in Employing and Evaluating Presidents
6	Higher Education Adult Part-Time Student (HEAPS) Grant Programs
7	West Virginia Providing Real Opportunities for Maximizing In-State Student Excellence (PROMISE) Scholarship
8	Personnel Administration
9	Academic Freedom, Professional Responsibility, Promotion and Tenure
10	Policy Regarding Program Review
11	Submission of Proposals for Academic Programs and the Monitoring and Discontinuance of Existing Programs
12	Capital Project Management
13	Change in Organization of Colleges and Schools
14	Holidays
15	Acceptance of Advanced Placement Credit
16	College Level Examination Program
17	Transferability of Credits and Grades at the Undergraduate Level
18	Assignment of Academic Credit and Financing Noncredit Instruction
19	Guidelines for College Courses for High School Students
20	Initial Authorization of Degree-Granting Institutions
21	Freshman Assessment and Placement Standards

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<b>HEPC Series #</b>	<b>Description</b>
22	Grade Point Average for Associate and Baccalaureate Degree Students
23	Standards and Procedures for Undergraduate Admission
24	Preparation of Students for College
25	Residency Classification for Determining Tuition and Fees
26	Underwood Smith Teacher Scholarship Program
27	Financial Assistance to Athletes
28	WV Engineering Science and Technology Scholarship Program
29	Travel
30	Purchasing
31	Ethics
32	Tuition and Fee Policy
33	Anatomical Board
34	Medical Student Loan Program
35	Correspondence, Business, Occupational, and Trade Schools
36	Sports Programs at Community and Technical Colleges
37	Increased Flexibility for Community and Technical Colleges
38	Employee Leave
39	Classified Employees
40	Equal Opportunity and Affirmative Action
41	Health Sciences Service Program
42	WV Higher Education Grant Program
43	Purchasing Efficiencies
44	Policy Regarding Action to be taken on Audit Reports
45	Community and Technical College Faculty Instructional Load
46	Standards for Subject-Area Content in Secondary Level Teacher Preparation Programs
47	Commission Organization and Meetings
48	Research Trust Fund Program
49	Accountability System
50	Energy and Water Savings Revolving Loan Fund Program
51	Bookstores and Textbooks
52	Annual Reauthorization of Degree-Granting Institutions
53	Human Resources Administration
54	Campus Safety Procedures
56	Military Student Withdrawal Policy
58	Nursing Scholarship Program
59	Awarding Undergraduate Credit for Prior Learning
60	West Virginia Reverse Transfer Program

### **2.3 Glenville State College Board of Governors Purpose Statement**

§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.

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## **2.4 Board of Governors Bylaws**

### **Glenville State College BYLAWS OF THE BOARD OF GOVERNORS**

**April 19, 2006**

#### **1.0 Members of the Board of Governors**

The Board of Governors of Glenville State College consists of nine members appointed by the Governor and three constituent representatives elected by the faculty, classified staff and students. The Board of Governors shall have the powers conferred upon them by the laws of the State of West Virginia.

The President of the College shall serve as an ex-officio (non-voting) member of the Board.

#### **2.0 Officers of the Board of Governors and their Duties**

**2.1** At its last regular meeting in June of each year, the Board shall elect a chairperson and vice-chairperson, who shall serve for a term of one year or until their successors are elected.

**2.2** The chairperson shall preside at all meetings of the Board and shall decide all questions of order. It shall be the chairperson's duty to see that the Board's bylaws are properly followed and its orders properly executed. The chairperson shall, in behalf and in the name of the College and the Board, sign all instruments authorized by the Board, except as such duties may be delegated to the President of the College.

In the absence of the chairperson, the vice-chairperson shall be invested with the powers and discharge the duties of the chairperson. In the absence of the Chairperson and the Vice-Chairperson, the duties of Chairperson will be discharged by the Governors in the following order: Chairperson of the Business and Finance Committee and Chairperson of the Student and Academic Affairs Committee.

#### **3.0 Secretary to the Board**

There shall be a secretary to the Board designated by the College President at the regular Board meeting in June of each year. The secretary shall be custodian of all Board records and shall attest as required, by his or her signature, all instruments executed by the chairperson or other authorized person in behalf and in the name of the College and the Board.

The secretary shall attend all meetings of the Board and be responsible for accurate minutes of all Board meetings and of committee meetings as needed and assist the President in the training and orientation of new board members. In the absence of the secretary, the President can designate a person to discharge the duties of the secretary. Because of the record-keeping nature of the secretary's duties, he or she serves at the pleasure of the Board and may be appointed for consecutive terms.

#### **4.0 Board of Governors Committees**

Standing committees of the Board consisting of no fewer than three members each shall be appointed yearly, or at any time a vacancy occurs, by the chairperson of the Board.

Committee chairpersons and vice chairpersons shall be appointed by the Chairperson of the Board.

Each committee shall consider and make recommendations for action by the Board on the various policy matters enumerated below, and as assigned by the Executive Committee.

##### **4.1 Student and Academic Affairs Committee**

- 4.1.1** Academic policies and standards;
- 4.1.2** Approval of new degree programs;
- 4.1.3** Review of existing academic programs;
- 4.1.4** Student affairs, including, but not limited to, admissions and enrollment, financial aid, intercollegiate athletics, student life, residential life, and student services;
- 4.1.5** Promotion, tenure and annual evaluation procedures for faculty;
- 4.1.6** Promotion of alumni activities; and
- 4.1.7** Awards, honors, convocation, commencement, and other major College events.

##### **4.2 Business and Finance Committee**

- 4.2.1** Review and recommend the College's budgets, schedule of student fees, financial operations including annual audits, business organization and practices, borrowing of funds, investment of funds, and submission of appropriation and capital requests;
- 4.2.2** Approval of agency grants and contracts that exceed \$250,000 or that commit the College to continuing the grant activity beyond the grant period;
- 4.2.3** Salary, wage, and benefit policies;
- 4.2.4** Naming, location, planning, construction, and maintenance of the College's plant and grounds, and the purchase and sale of lands and buildings; and
- 4.2.5** Personnel policy matters, including without limitation, affirmative action, equal employment opportunity, and compliance with other state and federal laws.

##### **4.3 Executive Committee, comprised of the Board chairperson (serving as chair-person), the Board Vice-chairperson, the Board's immediate past chair, and the chairpersons of the committees on Student and Academic Affairs and Business and Finance. In the event a committee chairperson cannot attend a meeting of the Executive Committee, the vice chairperson may be designated to represent the committee chairperson.**

- 4.3.1** Refer to the Board general College policies and business not specifically assigned to another committee;

- 4.3.2 Maintain relations with local, state and federal legislation and administrative agencies;
        - 4.3.3 Consult with the President on personnel appointments and separations;
        - 4.3.4 Evaluate the performance of the President.
        - 4.3.5 Recommend the compensation for the President; and
        - 4.3.6 Act on behalf of the Board on policy matters needing immediate attention and report such actions to the Board.
          - 4.3.6.1 To act on behalf of the Board, a quorum of the Executive Committee (three members) must be present.
          - 4.3.6.2 Executive Committee actions taken on behalf of the Board shall be reported to and ratified by the Board and made a part of the official record by including such action in the record of the next regularly scheduled Board meeting.
          - 4.3.6.3 Any meeting of the Executive Committee at which binding action is taken shall adhere to all provisions of West Virginia Law.
- 4.4 The chairperson of the Board shall be a voting member of the Board, the Executive Committee, and may serve on one other committee. The President of the College shall be an ex-officio (non-voting) member of the Executive Committee. The Vice President for Academic Affairs and the Vice President for Student Affairs shall serve ex-officio (non-voting) on the Student and Academic Affairs Committee and the Vice President for Business and Finance shall serve ex-officio (non-voting) on the Business and Finance Committee.
- 4.5 The chairperson may poll or designate a poll to members of the Board when an issue(s) arises between regularly scheduled meetings that need the Board's immediate review and decision. In this situation, the members may vote via e-mail, telephone, fax, or letter. A record of these votes will be maintained for the official record. The issue will be formally presented to the Board at the next regularly scheduled meeting and the recorded votes will be re-confirmed.

## **5.0 Meetings of the Board of Governors**

- 5.1 The Board of Governors shall comply with all provisions of West Virginia's open meeting law.
- 5.2 Meetings
  - 5.2.1 The annual organizational meeting of the Board is its meeting in June, at which a regular meeting schedule shall be set, including hour and place.
  - 5.2.2 Special meetings may be held upon the call of the chairperson, President, or upon written request to the chairperson by three Board members.
  - 5.2.3 Notice of meetings: The chairperson shall notify all Board members and the President at least five days in advance of all regular and special meetings and at least one day in advance of all emergency meetings.

**5.2.4** A quorum of seven (7) members is required to conduct business on matters requiring a vote from the Board. A majority vote of those present shall be sufficient to adopt any motion or resolution, provided that the vote of a majority of all the Board shall be necessary to make or confirm the making of any contract involving the expenditure of money not provided for in the annual budget; to adopt and revise the annual budget; and to amend or repeal previously adopted policies or bylaws of the Board.

**5.2.5** Proxy voting is not allowed, however, members may participate via video or teleconference.

**5.2.6** A roll call vote shall be taken whenever directed by the chairperson or requested by two members of the Board.

**5.3** Order of business – The usual order of business shall be as follows:

Call to order  
Roll call  
Approval of minutes  
Public comment period  
President's report  
Committee reports  
Student and Academic Affairs  
Business and Finance  
Executive  
Reports, if any, from Board liaisons with other organizations  
Old Business  
New Business  
Announcements  
Adjournment

**5.4** Speakers

It is the policy of the Board to require persons other than Board members and persons invited to speak at Board meetings to limit their remarks to no more than five minutes, or for a length of time determined by the chairperson, and to speak at the appropriate time during the agenda. The Chairperson may also limit the number of speakers commenting on any one subject.

**5.5** Parliamentary Rules

Meetings will be conducted according to Robert's Rules of Order, subject to the suspension of any rule by majority vote of the Board. The proceedings of the Board, when not otherwise provided for by its rules, shall be governed by the general usages of deliberative bodies. Every motion shall be reduced to writing upon the request of a member.

**5.6 Recording Meetings**

Members of the public and the news media may record public sessions of Board and Committee meetings. Use of recording devices may not interfere with the meeting or other attendees' view or hearing of the proceedings. Any recording devices must be fixed to one location in the room throughout the meeting. No flashes or other light enhancing devices may be used. The location of recording devices will be determined by the Chairperson prior to the meeting. Where multiple parties desire to record the meeting, the Chairperson may limit the number of recording devices in the meeting to no more than two.

**6.0 The President of the College**

Serving at the pleasure of the Board of Governors, the President as Chief Executive Officer is responsible for recommending policies to the Board and for implementing those policies approved by the Board. The President must provide leadership in establishing a vision and goals to guide the College in fulfilling its mission. While the Board has the ultimate responsibility for the governance of the College to ensure its proper maintenance and successful and continuous operation, it is the President's responsibility to execute Board policies and administer the College to fulfill its mission. Specific responsibilities of the President include, but are not limited to, the following:

- 6.1** Administer Board policies to achieve the College's mission.
- 6.2** Direct strategic and short-range planning.
- 6.3** Develop, maintain and evaluate academic programs in furtherance of the College's mission.
- 6.4** Develop and maintain an administrative organization and governance structure to facilitate both input into policy development and effective utilization of the resources required to achieve the College's goals and mission.
- 6.5** Develop and maintain a system that will receive, screen and recommend for employment the most well qualified personnel required to carry out the mission of the College. In addition, this system must assign, supervise, evaluate, and promote all personnel employed by the College.
- 6.6** Plan and develop a process to secure and maintain the fiscal resources necessary to achieve the College's mission at the highest level of quality. This responsibility shall include the presentation of these needs before the Higher Education Policy Commission and the legislature.
- 6.7** Prepare and present to the Board of Governors for approval the annual operating and capital budgets; in addition, make budgetary allocations and supervise the expenditure of all funds.



- 6.8** Develop and maintain facilities and equipment required to support the mission of the College.
- 6.9** Communicate to the Board the current condition and potential problems facing the College.
- 6.10** Represent the College before external public and private sector constituencies.

The President will be evaluated by the Board. Evaluation criteria and obtainable goals must be put in writing and discussed with the President at the beginning of each year to make clear the expectations of the Board and the committee can add or delete criteria with the approval of the Board.

Serving at the pleasure of the Board, the President will terminate his association with the College in a manner that does not discredit or damage the Board or College.

## **7.0 Evaluation of the President**

- 7.1** The Executive Committee of the Board will conduct an annual review of the President as pursuant to GSC Board policy 23.
- 7.2** The Board will conduct a performance evaluation on the President every third year pursuant to GSC Board policy 23.

## **8.0 Adoption, Amendment, and Repeal of Bylaws and of College Policy and Procedures**

- 8.1** The foregoing bylaws are intended to provide a general framework for the administration, and operation of the College. Detailed policies and procedures for the organization, administration, and operation of the college may be adopted, amended, and repealed by the Board of Governors.
- 8.2** New bylaws may be adopted and existing bylaws amended or repealed by a majority vote of the Board of Governors at any regular meeting of the Board, providing that notice of the meeting specifies that adoption, amendment, or repeal of the bylaws is to be considered.

Revised and Adopted by the Glenville State College Board of Governors effective April 19, 2006.

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### 2.5 Board of Governors 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.

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

GSC Policy #	Description
1	Change in the Organization of Colleges, Schools, Divisions, Departments or other Administrative Units
2	Naming of Buildings
3	Drug and Alcohol Policy
4	Ethics
5	Policies on Use of Institutional Facilities
6	Social Justice
6A	Social Justice: Discrimination, Harassment, Sexual Misconduct, Stalking, Retaliation, Consensual Relationships and Reasonable Accommodations
7	Credit Card Solicitation and Marketing on the Glenville State College Campus
8	Regulating Speed, Flow & Parking of Vehicles on Campus
9	Disposition of Surplus Equipment, Supplies and Materials
10	Policy on Polices
11	Bookstores and Textbooks
12-13	Vacant
14	Sabbatical Leave
15	Holidays
16	Classified Employees
17	Annual Leave, Sick Leave, Military Leave and Other Leaves
18	Academic Freedom, Professional Responsibility, Promotion and Tenure
19	Staff Development
20	Faculty Development
21	Travel
22	Personnel Administration
23	Guidelines for Employing and Evaluating the President at Glenville State College
24	Faculty Salary
25	Adjunct Faculty
25A	Productivity of Faculty and Administrators
25B	Overload Pay
25C	Recruitment and Hiring
26	Program Review
27	Grade Point Average for Associate and Baccalaureate Degrees
28	Standards and Procedures for Undergraduate Admissions
29	Public School Service Credits
30	Acceptance of Advanced Placement Credit
31	Transfer of Credits and Grades
32	Web-Based Courses
33	College Credit for Prior Learning
34-35	Vacant

<b>GSC Policy #</b>	<b>Description</b>
36	Student Rights and Responsibilities
37	Student Academic Rights
38	Immunizations
39-42	Vacant
43	Assessment, Payment and Refund of Fees
44	Awarding of Undergraduate Tuition Waivers Assistance Awards
45	Assignment of Academic Credit and Financing Non-credit Instruction
45A	Reduced Tuition and Fee Program for State Residents Who are at Least Sixty-five Years of Age
45B	Student Financial Aid
45C	Appeals Process for Residency Classification
45D	Assigning Continuing Education Credit & Financing Non-Credit Instruction
45E	Promise Scholarship Administrative Procedures
45F	Higher Education Adult Part-Time Student (HEAPS) Grant Program
46	Vacant
47	Meetings of the Board of Governors
48	Freedom of Information Act Requests
49	Vacant
50	Equal Employment Opportunity and Affirmative Action
51	Clery Act Campus Security Reporting, the Violence Against Women Reauthorization Act and Sexual Violence Prevention
52	Intellectual Property Rights

## **Chapter 3**

### **Campus Governance**

#### **3.1 President**

- Vice President for Academic Affairs
- Vice President for Business & Finance
- Vice President for Advancement
- Vice President for Enrollment Management
- Vice President for Student Life & Athletics
- Public Relations Specialist for Media Relations
- Manager for Information Technology
- Chief Human Resources Officer
- Associate Director of Public Safety

#### **3.2 Executive Staff**

##### **Vice President for Academic Affairs**

- Academic Departments
- Registrar
- Library
- Academic Success Center
- Off-Campus Programs
- Grants
- TRIO Student Support Services
- Assessment Coordinator
- Institutional Research Reporting
- Institutional Review Board (IRB)
- Honors Program
- International Program

##### **Vice President of Business and Finance**

- Facilities/Physical Plant
- Post Office
- Bookstore
- Food Service
- GSC Housing Corporation
- Controller
- Cashier
- Research Corporation

**Vice President for Advancement**

- Alumni Affairs
- GSC Foundation
- Printing Services
- Pioneer Media
- Facility Scheduling

**Vice President for Enrollment Management**

- Admissions
- Financial Aid

**Vice President for Student Life & Athletics**

- Residence Life
- Student Activities
- Nurse
- Fitness Center
- Counselor
- Intramurals
- High Adventure
- Veterans Lounge

### 3.3 Faculty Senate

#### **Constitution of the Glenville State College Faculty Senate** (changes have been made as outlined in the Faculty Senate Committee minutes of April 7, 2009)

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

**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 and efficient management of the college.

**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.

**Section 9.** The Secretary of the Senate shall maintain adequate minutes and publish them for distribution to the faculty by e-mail or other prevalent means of College communication. A complete file of the minutes of the Senate meetings shall be kept in the Glenville State College Library and posted to the college website.

**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 department (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 departments at Glenville State College are as follows:

- 1 - Business
- 2 - Criminal Justice
- 3 - Education
- 4 - Fine Arts
- 5 - Health and Physical Education
- 6 - Land Resources
- 7 - Language and Literature
- 8 - Science and Math
- 9 - Social Science

The terms of office of the departmental representatives shall begin on the first day of July of each even-numbered year. Departmental representatives may succeed themselves on the Senate.

- B.** Nine (9) representatives elected from the full-time faculty (two year terms). These members may be department chairs. No more than three campus wide representatives 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 departmental representatives at the next biennial election of such representatives or they may succeed themselves as campus wide representatives.

- 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.
- D. In the event a college reorganization affects the academic departments at Glenville State College, the originally elected representative from a reorganized academic department 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, as the Senate shall choose in the event.

**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.

### **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 by e-mail or other prevalent means of College communication. The President will also inform the faculty, the President of the College, and the Vice President for Academic Affairs, by e-mail or other prevalent means of College communication, of any changes in this schedule at the same time as notice of these changes is given to members of the Senate.

**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 by e-mail or other prevalent means of College communication, of any special meeting of the Faculty Senate at the same time as notice of the special meeting is given to members of the Senate.



### **3-6 (17)**

**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.** Within three days of Senate action, the President of the Senate shall communicate any policy recommendation of the Senate to the faculty by e-mail or other prevalent means of College communication. The faculty shall have ten working days, counted from the day after the notice from the Senate President, to request, in the manner provided for by Article I, Section 7 of this Constitution, a general meeting of the faculty to review the policy recommendation.

If no petition of a policy recommendation of the Senate is received from the faculty, on the eleventh working day after the notice of Senate action was communicated to the faculty, the President of the Senate shall communicate the policy recommendation, in writing, to the Vice President for Academic Affairs. In the event a policy recommendation of the Senate which has been petitioned is upheld by the faculty in the general faculty meeting convened to review said recommendation, on the next working day after the general faculty meeting, the Senate President shall communicate the policy recommendation, in writing, to the Vice President for Academic Affairs. In this case, the Senate President shall also inform the Vice President for Academic Affairs that the recommendation was reviewed at a general meeting of the faculty and endorsed by a majority of the faculty present and voting at that meeting.

**Section 7.** Within ten days following approval, the Secretary of the Senate shall distribute approved minutes to the members of the faculty by e-mail or other prevalent means of College communication. 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 Elections Committee to conduct the election of departmental 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, the President of the Senate, and to the faculty by e-mail or other prevalent means of College communication.

**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.

**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 Governors 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 communicated to the President of the College, the Vice President for Academic Affairs, and the faculty at least two weeks prior to the election by e-mail or other prevalent means of College communication.

### 3-8 (17)

The Senate may, by simple motion of the Senate, approve changes to titles of positions in this constitution. These changes shall be communicated to the President of the College, the Vice President for Academic Affairs, and to the faculty by e-mail or other prevalent means of College communication. These changes are subject to objection from the faculty as provided for by Article I, Section 7 of this constitution.

#### **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.

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

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

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.
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. If paper ballots are to be used, the Elections Committee copies the ballot on colored paper and has each ballot embossed with a pressure seal in the Registrar's Office. The Vice President for Academic Affairs will also provide labeled envelopes to the Elections Committee in which to mail ballots to the faculty members.

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 Elections Committee. Alternatively, on the day the second e-mail reminder is sent, the elections committee will e-mail each member of the faculty a link to an electronic ballot on a program which has been evaluated and approved by the Senate. The electronic ballot will be programmed to be accessible only until 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.

**3.4 Classified Staff Council**

**STAFF COUNCIL CONSTITUTION**

**ARTICLE I – NAME**

The name of this organization shall be the Glenville State College Staff Council.

**ARTICLE II – PURPOSE**

The purpose of the Staff Council shall be to represent the classified employees of Glenville State College in policy-making procedures, to act as a liaison between classified employees and the President/College Administration, and to serve as a means for all classified employees to express their opinions and concerns about working conditions, employee benefits, employee/employer relations, or other areas that affect their employment at Glenville State College.

**ARTICLE III – MEMBERSHIP**

**A. Organization**

Membership in the Glenville State College Staff Council organization shall be comprised of classified personnel.

**B. Council**

The Staff Council shall be comprised of representatives from five (5) occupational groupings as identified through the Integrated Postsecondary Education Data Systems (IPEDS).

- Clerical and Secretarial
- Executive/Administrative/Managerial
- Service/Maintenance and Skilled Crafts
- Technical and Paraprofessional
- Other Professional Staff (Support Service)

Two representatives will be elected from each occupational grouping.

Classified employees elected to serve on any board will be ex-officio voting members of the Staff Council.

## **ARTICLE IV – ELECTION OF REPRESENTATIVES AND OFFICERS**

### **A. Representatives**

The Staff Council will be responsible for scheduling a date, time, and location during April for the classified staff to meet for the purpose of nominating and electing representatives. Each occupational grouping will elect two representatives. In the event an occupational grouping does not elect a representative, an at large member will be elected by all staff to serve until the next election of the occupational groupings. Representatives shall serve a term of two (2) consecutive years commencing on July 1 and terminating on June 30. A representative may succeed himself/herself.

Any representative who fails to attend three (3) meetings without notifying an officer of the Staff Council shall be removed from the Council. In such case, the vacancy will be filled by following the guidelines set forth below under (Filling Vacancies).

#### **(Filling Vacancies)**

Should a vacancy occur in the case of a representative elected by an occupational grouping, that particular occupational grouping shall be responsible for meeting, nominating and electing a representative to fill the unexpired term of the representative to the Staff Council. If the occupational grouping does not fill the vacancy, Staff Council shall elect an individual to fill the unexpired term.

Should a vacancy occur in the case of a representative elected at-large, the Staff Council will be responsible for electing a representative to fill the unexpired term of the representative to the Staff Council.

### **C. Officers**

Officers of the organization shall be a chair, vice-chair, and secretary/treasurer.

In May, nominations for chair will be taken from any classified staff member and all staff members are eligible to vote for the chair. Eligible nominees will be any person elected to Staff Council for the upcoming year.

Newly elected representatives will meet with the Staff Council at the regular June meeting for nomination and election of vice chair and secretary/treasurer. These officers will be selected by the staff council members who will be serving during the upcoming term.

Term of office for all elected officers of the Staff Council shall be from July 1 until June 30.  
(Duties of Officers)

The chair shall preside at all meetings of the Staff Council, serve as a voting member of the College Leadership Council, and perform other such duties as ordinarily may devolve upon the office of the chair.

The vice-chair shall preside at all meetings in the absence of the chair. The vice-chair shall be responsible for activities related to Ginny Grottendieck Scholarship, Employee of the Year, and staff professional development.

### **3-12 (17)**

The secretary/treasurer shall prepare, distribute, and maintain a file of the minutes of all meetings of the Staff Council and maintain accurate financial records. He/she shall receive and shall carry out the official correspondence of the Council.

#### **(Filling Vacancies)**

In the event that the office of the chair should be vacated, the vice-chair shall succeed to the office of the chair for the unexpired term.

Should a vacancy occur in any other office of the Staff Council, such vacancy shall be filled by nomination by members of the Council and elected by the Staff Council at the next regular meeting.

### **ARTICLE V – MEETINGS**

Regular meetings of the Staff Council shall be held each month. A written or verbal notice of the time, place, and date of all meetings shall be announced to all classified staff in advance. A quorum shall consist of a simple majority of the members of the Staff Council at any given time. When necessary, meetings may need to go into closed sessions upon the majority consent of Staff Council members in attendance.

### **ARTICLE VI – RATIFICATION**

This Constitution for the Glenville State College Staff Council organization shall be officially adopted when it receives the approval of a two-thirds (2/3) majority of the members voting by secret ballot.

### **ARTICLE VII – AMENDMENTS**

Amendments to this Constitution may be proposed by a two-thirds (2/3) majority of the Staff Council or by a petition signed by twenty percent (20%) of all classified staff and presented in writing to the Staff Council. Amendments shall become effective when approved by a majority of the votes cast, in secret ballot, by the classified staff membership. Each member shall be provided with a copy of the proposed amendment not less than ten (10) days prior to the balloting.

**April 20, 2006**

### **3.5 Student Government Association**

#### **Glenville State College Student Government Association**

The Student Government Association is an elected body of students serving as a medium for campus opinion. In weekly informal meetings open to any member of the student body or faculty, various facets of the College social and academic life are discussed. Because the Student Government Association is elected by the students, it must be maintained as a flexible organization open to the opinions, desires, and suggestions of a concerned campus.

#### **PREAMBLE**

In order to formulate student policies and to practice the democratic process of student government, WE, the students of Glenville State College established this constitution of the Student Government Association.

#### **ARTICLE I – Name**

The name of this governing body shall be the Glenville State College Student Government Association; hereafter referred to as the SGA or the Student Government Association.

#### **ARTICLE II – Purpose**

The Purpose of the SGA shall be to:

1. Provide experience for its members in the principles and practices of democracy.
2. Promote general student activities, community service, and community enrichment.
3. Promote student welfare.
4. Constitute a medium for expressing the opinion of the students.
5. Strengthen cordial relations among administration, faculty, students, and the community.
6. Perform such acts as are necessary to advance student welfare.
7. Protect student rights as established by the Constitution of the United States and the Constitution of West Virginia.

#### **ARTICLE III – Membership in the Student Government Association**

Membership in this governing body shall include all Executive Officers and members of the Student Government Association.

**Section 1** – The Executive Officers of the SGA shall be a President, Vice-President, Secretary, Treasurer, Parliamentarian, and Public Relations Officer.

**Section 2** – Each class shall elect one representative to the SGA. This representative shall act as coordinator for the class activities and the spokesperson for the class in the SGA.

1. Class Representatives: Representatives of all classes, excluding freshman, for the coming year shall be nominated and elected during the general election. This includes the numbers of hours in which one is currently enrolled. (Sophomore 28-57; Junior 58-89; Senior 90+) a. Freshman Representative: The Freshman class representative shall be elected during the Homecoming court elections.



**Section 3** – Four (6) Senators-at-Large shall be elected during the general election.

**Section 4** – Commuter Representative(s) shall be elected during the general election. There will be two (2) commuter representatives. Commuter Representatives cannot reside in any GSC residence hall.

**Section 5** – Two (2) Housing Representatives, one (1) male and one (1) female, shall be elected during the general election. Representatives must reside in any respective residence facility at time of election and throughout tenure of office held.

#### **ARTICLE IV – Qualification of Members**

**Section 1** – Executive officers shall consist of President, Vice-President, Secretary, Treasurer, Parliamentarian, and Public Relations Officer of the SGA. Executive Officers shall have been a full-time student of the college for a period of at least one academic year. Their scholastic record must show an overall GPA of 2.5 or higher at the time of election. Executive Officers must carry at least twelve (12) hours per semester and maintain an overall GPA of 2.5 throughout the tenure of office held.

1. President and Vice President: The President and Vice-President shall have served at least one (1) full semester by weeks on the SGA to be eligible for candidacy. This semester shall have been no longer than three (3) years prior to nomination.

**Section 2** – Members consist of four (4) Class Representatives, six (6) Senators-at-Large, two (2) Commuter Representative(s), and two (2) Housing Representatives for all resident facilities. All members of the SGA must be full-time students at the time of their elections. The scholastic record of the members must be at least a grade point average of 2.2 or higher at time of election. The members must each carry at least twelve (12) credit hours per semester and maintain an overall GPA of 2.2 throughout the tenure of office held.

**Section 3** – Any SGA officer may succeed himself in that office.

**Section 4** – Any officer or member of the SGA having been dismissed from office may not serve again until one full academic year has passed from date of dismissal.

#### **ARTICLE V – Powers and Duties of the Executive Offices**

**Section 1** – President: The powers and duties of the President are as follows:

1. To preside over all Student Government Association meetings.
2. To give a Presidential report at each meeting.
3. To preside over all regular student body meetings.
4. To call special meetings of the SGA and the student body.
5. To act as an intermediary between the students and administration.
6. To appoint special committees with the approval of the SGA.
7. To be welcome to attend all SGA committee meetings.
8. To have the power to veto any act of the SGA.
9. To perform such duties as belonging to the office of President not here defined.
10. To represent the SGA on the Board of Governors and College Leadership Council.
11. To serve one hour in the SGA office per week. See Article VI.

**Section 2** – Vice-President: The duties of the Vice-President are as follows:

1. To assume the duties of the President in his/her absence or at his/her request.
2. To become the President if for some reason the presidency becomes vacant.
3. To perform such duties as belonging to the office of Vice-President not here defined.
4. To serve as Representative on the Advisory Council of Students.
5. To prepare an agenda for each SGA meetings; executive and regular.
6. To serve one hour in the SGA office per week. See Article VI.

**Section 3** – Secretary:

1. To hold custody of all official documents and deliver them to his or her successor.
2. To keep the minutes of the SGA meetings; executive and regular.
3. To keep all records in permanent form.
4. To prepare all SGA minutes for distribution to the members of the SGA and other interested persons.
5. To send notice when an excuse for absence(s) is not accepted.
6. To send a letter, after the second (2nd) un-excused absence, warning removal from membership following any future un-excused absence(s).
7. To send a letter after the third (3rd) unexcused absence, informing the delinquent member of his/her removal from membership.
8. To serve one hour in the SGA office per week. See Article VI.

**Section 4** – Treasurer: The duties of the Treasurer shall be as follows:

1. To handle all financial affairs of the SGA.
2. To present at the close of each semester an itemized statement of all funds handled during the semester.
3. To establish budgets for events.
4. To approve purchases.
5. To present the budget update at the weekly meeting of the SGA.
6. To serve one hour in the SGA office per week. See Article VI.

**Section 5** – Parliamentarian: The duties of the Parliamentarian shall be as follows:

1. To preserve order and act at the discretion of the President.
2. To interpret rules, procedures, and the constitutionality of all actions taken by the SGA.
3. To be familiar with Robert's Rules of Order and enforce rules when needed.
4. To conduct general SGA elections.
5. To assume the duties of the Vice-President in his/her absence.
6. To become the Vice-President if for some reason the vice-presidency becomes vacant.
7. To preserve the integrity of the Constitution currently being used by the SGA.
8. To serve one hour in the SGA office per week. See Article VI.

**Section 6** – Public Relations Officer: The duties of the Public Relations Officer shall be as follows:

1. To have all SGA flyers approved through the Public Relations Office.
2. To make a monthly newsletter.
3. To take pictures at all SGA events and functions.
4. To advertise all SGA events.
5. To handle all correspondence with assistance from the Secretary.
6. To serve one hour in the SGA office per week. See Article VI.

## **ARTICLE VI – The Powers and Duties of the Members**

The duties of the members are to represent their constituency, to bring forth any complaints/suggestions requested from said constituency, and to be the official contact person between the SGA and an individual/department assigned to them at the beginning of each year. Also, all members are required to serve one hour in the SGA office per week during hours approved by SGA. Members and/or officers may serve simultaneous hours. Missing the hour will be handled the same as missing two meetings.

## **ARTICLE VII – Advisor(s)**

Each SGA shall choose its own advisor(s) two weeks after the installation of new members. Its advisors shall consist of at least two (2) faculty/staff advisors of their choosing and at least two (2) administrative liaisons, the Dean of Student Affairs and the Director of Student Activities.

## **ARTICLE VIII – Meetings**

**Section 1** – The SGA shall meet weekly except when deemed inadvisable. Regular meeting times will be every Thursday at 12:20pm.

**Section 2** – Special meetings may be called by the President of the Student Government Association or upon written request of one-half of the members.

**Section 3** – The Executive Officers of the SGA shall meet regularly as an executive committee.

**Section 4** – The seat of any member in the Student Government Association may be considered vacant after three (3) unexcused absences during an SGA election year. The excuse will be reviewed by the Executive Officers. Members are responsible for presenting type-written excuses no later than the meeting immediately following the absence.

**Section 5** – The seat of any Executive Officer in the Student Government Association may be considered vacant after three (3) unexcused absences during an SGA election year; these absences will include regular SGA meetings and Executive Committee meetings. The excuse will be reviewed by the Executive Officers. Members are responsible for presenting type-written excuses no later than the meeting immediately following the absence.

**Section 6** – The seat of any member in the Student Government Association may be considered vacant after four (4) consecutive excused or unexcused absences during an SGA election year; these absences will include regular SGA meetings and SGA sponsored activities. The reason for absences will be reviewed by Executive Officers. A warning will be provided following the third (3rd). If the member is not present at the following meeting, the seat will be considered vacant.

**Section 7** – All meetings of the SGA, whether regularly or specially called, shall be governed by parliamentary procedure in accordance with *Robert's Rules of Order*.

## **ARTICLE IX – Quorum**

A simple majority of the current membership, exclusive of the President, shall constitute a quorum. A simple majority is defined as one half of the active members.

## **ARTICLE X – Elections**

**Section 1** – Every member of the Student Body is entitled to one vote in any general election.

**Section 2** – Voter validity will be substantiated by appearance of the individual's name on the respective class rolls.

**Section 3** – Anyone who cannot be present for the two days of elections and is approved by Office of Academic Affairs for a school released function will be eligible to vote by an absentee ballot, available at the Division of Student Affairs. Voter validity shall be proved by Article X, Section 2.

**Section 4** – Voting in all elections under the direction of the SGA shall be by secret ballot and shall take place over a period of two (2) days.

1. On the first day, polls will be set up in the Alan B. Mollohan Campus Community Center from 12:00p.m. – 6:00p.m.
2. On the second day, polls will be set up in the Alan B. Mollohan Campus Community Center from 10:00p.m. – 2:00p.m. No ballots may be removed from the ballot box or be counted until after the closing of the polls on the second day.
3. The ballots shall be removed and counted by SGA members/advisors as selected by the administrative liaison. The election results shall be posted within two (2) days of the closing of the polls and all ballots retained for at least seven (7) days after the polling. Persons on the ballot may not participate in any part of the counting process.

**Section 5** – It is the responsibility of the Parliamentarian to make known to all nominees and/or applicants prior to the election the campaigning rules and expectations of said persons if elected.

**Section 6** - There is to be no campaigning, harassing, or loitering within fifty (50) feet of the ballot box by the candidate or supporters. This will be enforced by person(s) controlling the polling or campus security if necessary.

**Section 7** – Write-In candidates will be accepted during the election process.

**Section 8** – SGA Offices: Any eligible student wishing to run for an SGA office shall submit his name to the Division of Student Affairs, no later than the date deemed appropriate by the senate but no later than the first week of April. Each candidate shall submit a written platform to the Division of Student Affairs. The list of nominees and their platforms shall be posted before the student body on the third (3rd) full week of the second semester. President and Vice President candidates are required to run for election together as running mates. The general election shall be held two (2) weeks after the list has been posted. The election shall be under the direction of the SGA and assisted by the Division of Student Affairs.

**Section 9** – No individual may become a nominee for more than one SGA office, and/or positions, in each SGA election.

**Section 10** – In the event of a tie in any election, there will be a runoff election held within one (1) week of the general election for the tying candidates. This election will be held for one day from 10:00a.m. – 2:00p.m. at the Alan B. Mollohan Campus Community Center.

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#### ***Section 11*** – Other special elections:

1. Notices, starting time, and place of election shall be posted one week prior to election.
2. All names of nominees and/or applicants must be submitted to the Division of Student Affairs on or before a time specified by the SGA.
3. It is the responsibility of the Parliamentarian to make known to all nominees and/or applicants prior to election the campaigning rules and expectations of said persons if elected.
4. All voting shall be under the direct supervision of the SGA.
5. All of these special elections shall be controlled by the SGA and shall be governed by Article X.

### **ARTICLE XI – SGA Duties and Powers**

The duties of the SGA shall be as follows:

1. To encourage the activities of student organizations and bring these organizations into closer cooperation with the administration and faculty.
2. To assist with Freshman Orientation and other campus functions.
3. To stimulate the development of school loyalty and tradition.
4. To foster academic and personal growth in members of the student body and GSC community.
5. To govern all elections other than those that are within the jurisdiction of campus organizations.
6. To expel any member of the SGA by a two-thirds vote of the entire membership of the SGA for misconduct and/or failure in performance of duty as herein described. A vote for removal may not be taken until seven (7) days after the charge has been brought against any individual of the SGA. Any member of the SGA shall be permitted to present such a charge, and the accused has the right to question and to defend himself against his accusers. Any such charge which is evidently the result of personal conflict or maliciousness on the part of the accuser is in direct violation of this constitution, and such charges so levied shall be considered null and void. Only charges which can be substantiated shall be considered valid.
7. To have the power to override the veto of the President of the SGA by a two-thirds vote.
8. To protect students' rights as established by the Constitutions of the United States and of West Virginia.

### **ARTICLE XII – Expenditures**

***Section 1*** – Any budget for sub-committees and any other expenses greater than \$150 must be approved by a two-thirds majority vote of members.

***Section 2*** – The treasurer must receive a copy of every receipt charged to the Student Government fund and organization number. The receipt must also have a copy of the purchase approval form filled out in its entirety, including signatures of the SGA President, SGA Treasurer, and one advisor. This is to ensure that the treasurer can present an accurate weekly report to the SGA members.

***Section 3*** – Any person found guilty of using SGA funds erroneously or for personal gain will be immediately expelled from office, with possible legal action following.

## **ARTICLE XIII – Vacancies**

**Section 1** – President of the SGA: In the case of a vacancy in the office of the President, the Vice President of the SGA shall succeed to the presidency.

1. In case of vacancy in the office of the presidency, and the Vice-President is unwilling or unable to succeed to the presidency then the procedure set forth hereafter shall be followed:
  - a. The Parliamentarian shall immediately serve temporarily as President of the SGA.
  - a. The Parliamentarian shall call for a special election within a two-week period from the time the temporary chairmanship is assumed.
  - b. The election shall be governed by Article X, Section 4, Sub-Sections 1, 2, and 3 of this constitution.
  - c. The Parliamentarian, who is now acting as President, shall ask each candidate for the presidency to submit a written platform to the Division of Student Affairs within one (1) week from the time that the chairman assumes office.
2. If the Vice-President is willing and able to succeed to the presidency, the Parliamentarian will fill the vacancy of the vice-presidency.
3. If the Parliamentarian has filled the vacant Vice-Presidency, a current member of the SGA will be nominated and voted on by a majority of the SGA to replace the Parliamentarian. The new vacant position may then be appointed.

**Section 2** – Executive Officers other than the President: In case of a vacancy in any of the other executive offices, the President of the SGA shall fill the office by appointment with a current member of the SGA, with approval of the SGA by majority vote.

**Section 3** – SGA Members: In case of a vacancy of a member, that seat shall be filled by appointment by the SGA President with the approval of the SGA by majority vote. Members may also nominate someone for the vacant position.

## **ARTICLE XIV – Inauguration of Officers**

**Section 1** – The Executive Committee shall constitute a committee for properly carrying out the Inaugural Ceremony.

**Section 2** – The Oath of Office shall be administered at the Inaugural Ceremony, with the exception of the Freshman Class Representative and Residence Hall Representatives who shall be sworn in at the first meeting of the SGA after their election/appointment. The ceremony shall be no later than two weeks after the general elections.

**Section 3** – Oath of Officers shall be as follows:

“I, (insert name), do solemnly swear (or affirm) to support the constitutions of the United States, of West Virginia, and of the Glenville State College Student Government Association. I will discharge faithfully the duties and obligations of my office to the best of my ability.”

***Section 4*** – Oath of Members shall be as follows:

“I, (insert name), do solemnly swear (or affirm) to support the constitutions of the United States, of West Virginia, and of the Glenville State College Student Government Association. I will represent my constituents and discharge faithfully the duties and obligations of the SGA to the best of my ability.

**ARTICLE XV – Homecoming**

***Section 1*** – Duties of the SGA Officers and Members:

1. In the month of April, the SGA President will schedule and hold a pre-planning meeting for Homecoming of the following year. The President will invite all members of the SGA, the Alumni Director, the Public Relations Director, the Athletic Director, the Dean of Student Life, the Director of Student Activities, the Band Director, and the SGA advisors to the meeting. The following year's Homecoming theme will be announced at this meeting.
2. Two weeks after the start of the fall semester, the SGA President will schedule and hold a second pre-planning meeting, inviting those aforementioned.
3. The SGA President should attend all Homecoming sub-committee meetings.
4. It is the responsibility of the Parliamentarian to make known to all nominees the rules of campaigning. Also, the SGA must inform the candidates that they are responsible for being present at all Homecoming functions in which the Homecoming Court is involved. If they are unable to attend any, they shall be disqualified from their nomination.
5. During the week of Homecoming, all SGA members are required to attend every event including the dance, bonfire, parade, coronation, and any additional events scheduled by the SGA. One (1) unexcused absence will result in expulsion from the SGA.
6. The annual coronation of the Homecoming Court will be held on campus on or before the Thursday of Homecoming week in the GSC Amphitheater or the Presidential Auditorium; likewise, the annual Homecoming Dance will also be held on the Thursday.
7. The annual bonfire will be held the Friday of Homecoming week. The GSC President will conduct the official lighting of the fire.

***Section 2*** – Homecoming Court Election Rules: Any person running for Court positions must meet the following requirements:

1. The nominee must be enrolled in or have completed twelve (12) hours (be a full time student).
2. Persons running for queen or princess must be female. Persons running for king or prince must be male.
3. The person must have a GPA of at least 2.0
4. There will be no stipulations on marital status.
5. A person can only be elected to any princess/prince position one time. Princesses can run for the queen position her senior year. Princes can run for the king position his senior year. Winning senior princess candidates are not eligible to run for queen in the future. Winning senior prince candidates are not eligible to run for king in the future.
6. There will be one (1) of each of the following: freshman princess, freshman prince, sophomore princess, sophomore prince, junior princess, and junior prince. In the senior class the top three (3) senior princess nominees and the top three (3) prince nominees will serve as members of the court. The queen and king will be announced at coronation, the remaining two senior princess

nominees and the remaining two prince nominees will serve as senior princesses and senior princes, respectively.

7. Nominees for the court must be in their own class by hours. (Freshman 0-27; Sophomore 28-57; Junior 58-89; Senior 90+.) This includes only the number of hours completed.
8. In the event of a tie in any election, there will be a runoff election held within one (1) week of the general election for the tying nominees. This election will be held for one day from 10:00am – 6:00pm at the Alan B. Molloyhan Campus Community Center. The day of this election will be decided by the Student Government Association. Anyone who cannot be present on the day of this election can vote by absentee ballot provided the requirements of Article X, Section 3 are met.
9. Appropriate dress is required for all Homecoming events, including pictures. Details of such dress will be included in the Homecoming packets.

**Section 3** – Rules that apply to Organizations, Standing Committees, Varsity Athletic Teams, and Individuals making nominations:

1. More than one organization or individual may sponsor one person.
2. One organization or individual may sponsor more than one person, but this will be limited to one Prince nomination and one Princess nomination per class.
3. Organizations or individuals must submit the following information for each of the nominees: name, hometown, age, major, parents' names, and activities involved.
4. Nominations must be turned in to the Office of Student Life by the assigned date and time, one month prior to Homecoming week.
5. Only students of Glenville State College are eligible to compete in Homecoming events.
6. Organizations not affiliated with Glenville State College and other community entities may participate, but cannot compete in Homecoming events.
7. Any organization that fails to comply with the above rules of participation will not be eligible to compete in any Homecoming events for the following year, nor will that organization be able to nominate any candidates for the Homecoming Court.

## **ARTICLE XVI – Campus Organizations**

**Section 1** – Organizations: Any group wishing to be recognized as a campus organization shall meet with the Director of Student Activities. At that time, they shall secure from the Office of Student Activities a Petition for Recognition which it shall fill out and present, together with its constitution and a list of members, to the Director of Student Activities. The Student Activities Director will then forward the required materials to the SGA. If it is approved by the SGA it will be submitted to the Vice-President of Student Affairs and President of the College for their approval. The organization shall then be listed among the approved campus organizations. Once official recognition has taken place, student organizations are to be overseen by the Student Activities Director.



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**Section 2** – Penalties: The President of each campus organization is the administrative head of the organization and its spokesman for this group. Failure to work cooperatively with the Office of Student Activities may result in penalization as deemed appropriate by the Director of Student Activities. Penalties may include, but are not limited to, the following:

1. Denial of use of campus facilities.
2. Forfeiture of representation in college publications.
3. Forfeiture by the organization of being recognized as a campus organization.
  - a. Recommendations for forfeiture of organizational status will be submitted by the Director of Student Activities to the Student Government Association for approval.

## **ARTICLE XVII – Standing Committees**

**Section 1** – The SGA shall appoint student representatives to the following standing committees:

- Student Life Committee: 4 members
- Athletic Committee: 2 female members and 2 male members
- Academic Policy Committee: 2 members
- Curriculum Committee: 3 members
- College Leadership Council: 1 member
- International Committee: 1 member

The numbers listed above represent the minimum number of representatives on a committee.

**Section 2** – Student representatives must have a 2.0 cumulative average, must be a full time student, and a student the previous semester at the time of their appointment.

**Section 3** – They shall be appointed in August preceding the year for which they shall serve.

**Section 4** – The number of student representatives on each committee shall correspond to the number listed in the Student Handbook.

## **ARTICLE XVIII – Proposals for Policy Changes**

Proposals for policy change may be presented to the SGA for consideration. Supported proposals will be channeled through the campus governance system.

## **ARTICLE XIX – Amendments**

The SGA shall have the right to amend the constitution by a 2/3 vote of membership.

**Last modified – March, 2010**

### 3.6 Roles and Responsibilities of Department Chairs

Department chairs are faculty members who have been appointed by the President, based upon recommendation from the Vice President for Academic Affairs. The department chairs report to the Vice President for Academic Affairs. 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 faculty members are able to teach, engage in scholarship, and perform well. Specifically, Department Chairs have a duty and responsibility to:

- Ensure that departmental offices remain open during normal business hours (8 a.m. – 4 p.m.) or arrange to provide adequate service during absences of the secretary or Chair.
- Attempt to solve faculty and student problems.
- Conduct department meetings.
- Act as a liaison with other academic departments and administrative units.
- Propose changes in the curriculum, degree requirements, and noncurricula programs after approval by the departmental faculty.
- Ensure 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, class time schedules, and assigned course schedules to the Vice President for Academic Affairs.
- Approve faculty assignments for non-teaching duties and responsibilities.
- Ensure 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.
- Assign student advisees to faculty advisors.
- Teach on a reduced basis as approved by the Vice President for Academic Affairs.
- 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 and retention.
- Provide oversight to ensure the quality of all programs in the department.
- Coordinate program reviews and 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 as a professional role model for other faculty.
- Respond to administrative requests in a timely manner and assume responsibility for meeting deadlines.
- Such other leadership duties as required by the department or assigned by the Vice President for Academic Affairs.

### **Evaluation of Department Chairs**

Departmental faculty will annually evaluate their department chairperson as to execution of their administrative duties. The Vice President for Academic Affairs 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.

### **3.7 Responsibilities of Directors**

#### **Career Counselor**

The career counselor offers assistance with employment issues, job search skills, resume writing, interview skills, career exploration, and graduate school preparation. The career counselor works collaboratively with academic advisors and support staff to integrate professional goals within the student academic experience and foster strong professional outcomes for Glenville State graduates. The counselor reports to the Senior Vice President for Student and External Relations.

#### **Counselor**

The head of counseling services provides professional counseling services to members of the campus community. These services are designed to promote the healthy behaviors necessary for individuals to reach their academic and personal potential. The counselor reports to the the Senior Vice President for Student and External Relations.

#### **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 the Council for the Accreditation of Educator Preparation (CAEP) 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. The Dean reports to the Vice President for Academic Affairs.

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

The Director of Campus Health Services provides professional nursing care based upon specialized nursing skills; manages and enhances policies, procedures and protocols related to health services; delivers comprehensive health and wellness education programs; collaborates with other healthcare providers in the area and refers students as needed, documents pertinent information in charts and maintains medical records and the Student Health Center. The Director reports to the Senior Vice President for Student and External Relations.

**Director of Financial Aid**

The Director of Financial Aid is responsible to the President 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 assists the Director of Career Services with student employment.

**Human Resources Officer**

The Human Resources Officer is responsible for ensuring compliance with applicable federal, state, and institutional employment, compensation, evaluation, and general workplace standards. The officer is also responsible for assisting with resolution of work-related human relations issues and maintaining current employee and other human resource records. The Officer reports to the President.

**Information Systems and Database Manager**

The Information Systems and Database Manager oversees the Information Technology Department, including: directing staff in resolving problems encountered with technology issues, and service requests; analyzing various hardware and software issues with PC's, networking, and infrastructure; performing inventory and accounting of computers, peripherals, and audiovisual equipment; supporting customer education efforts to provide information for use by clients; arranging Information Technology equipment and services for special events; training staff with the use of classroom technology equipment; managing and collaborating with IT staff about various technology issues, policies, and procedures; and researching, purchasing, and integrating information technology equipment and software for the College. The Manager reports to the President.

**Director of Institutional Research**

The Director of Institutional Research is responsible for the collection, retention, analysis, and dissemination of data required for reports to federal and state agencies, the Higher Learning Commission, and the National College Athletic Association. The director is also responsible for the preparation of the institution's Fact Book as well as other internal reports as determined by the Vice President for Academic Affairs.

**Director of Library**

The Director of the Library directs the operations of the Robert F. Kidd Library. Under the supervision of the Vice President for Academic Affairs, 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.

### **Public Relations Specialist**

Public Relations Specialist is the chief spokesperson for the College. The Specialist plays an integral role in the College's integrated marketing efforts. Specific responsibilities include media relations, publications, advertising, and the Glenville State College website. The Specialist reports to the Senior Vice President for Student and External Relations.

### **Director of Off-Campus Programming**

The Director of Off-Campus Programming is responsible for developing, coordinating, and assessing the College's off-campus course offerings. These offerings include dual credit classes at area high schools, course offerings under the teacher education agreement with New River Community and Technical College and the Braxton County site partnership with Pierpont Community and Technical College, and associate degree course offerings at FCI-Gilmer. The director also coordinates the Regents Bachelor of Arts program for adult learners. The Director reports to the Senior Vice President for Student and External Relations.

### **Director of Physical Plant**

The Director of the Physical Plant reports to the Executive Vice President of Business 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 Residence Life**

The director of resident life ensures a quality educational, social, and living environment in the College's residence halls. The director oversees each residential hall's professional staff (resident directors) and student resident assistants, who offer programming to enrich the residential experience. The Director reports to the Senior Vice President for Student and External Relations.

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

The Director of Student Support Services is 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. The Director reports to the Senior Vice President for Student and External Relations.

### **Program Coordinator**

The Program Coordinator oversees disability services, tutoring services, and placement testing. The Coordinator reports to the Senior Vice President for Student and External Relations.

### **3.8 Campus Committees**

#### **Academic Policy Committee**

Jurisdiction and responsibilities

To advise the Faculty Senate on the development and revision of academic policies.

Membership

The membership of this committee shall be comprised of a faculty representative from each academic department appointed by the Faculty Senate, and two student representatives appointed by the Student Government Association. Each appointed members will serve for a term designated by the appointing body. The Vice President for Academic Affairs shall be administrative liaison to the committee.

#### **Academic Appeals Committee**

Jurisdiction and responsibilities

The responsibility of the Academic Appeals Committee is to receive, evaluate, and make recommendations to the Vice President for Academic Affairs on appeals from faculty or students in the areas of:

- a. penalties for academic misconduct
- b. suspensions for academic or attendance reasons
- c. applications for readmission following academic suspension
- d. requests for grade changes
- e. or any other academic endeavors.

Membership

The members of this committee shall be comprised of six faculty members, who will vote on matters that come before this committee and two additional faculty members, who will serve as alternates and will not have voting privileges unless a quorum is not present of the initial six faculty members. All members will be appointed by Faculty Senate and will serve a term of one academic year and may be reappointed. The Registrar, who will serve as administrative liaison to the committee, will gather and present documented requests and appeals by faculty or students for consideration by the committee.

#### **Assessment Committee**

Jurisdiction and responsibilities

The Assessment Committee has the responsibility for monitoring and analysis of all aspects of assessment of student learning and making periodic reports to the Faculty Senate, each academic department, and the faculty-at-large. The committee is responsible for an annual review of all program assessments and makes recommendations for program improvement based upon assessment results.

Membership

The membership of this committee shall be comprised of a faculty representative from each Academic Department appointed by the Faculty Senate, a representative from Institutional Research and Reporting. Ad hoc and ex officio members may be approved by the Faculty Senate as needed. Each appointed members will serve for a term designated by the appointing body. The Vice President for Academic Affairs shall be the administrative liaison to the committee and shall communicate issues or proposals for consideration by the committee from administrative officers of the college.

### **Athletic Committee**

#### **Jurisdiction and responsibilities**

1. To advise the Director of Intercollegiate Athletics in conducting a program of Intercollegiate Athletics.
2. To receive and evaluate proposed athletic policies (including the following):
  - a. procurement and disbursement of scholarship money
  - b. eligibility in participating in Intercollegiate Athletics
  - c. a program of intramural activities
  - d. admission fees for athletic events
  - e. policy regarding the scheduling of athletic events
  - f. criteria for athletic awards
  - g. proposals and recommendations of athletic events

#### **Membership**

The members of this Committee shall be two faculty members appointed by the Faculty Senate (one man and one woman), two students appointed by the Student Government Association (one man and one woman), two members from the Student Athletic Advisory Committee, two staff appointed by the Staff Council, the Faculty Athletic Representative to the NCAA, the NCAA Compliance Coordinator, NCAA Senior Woman Administrator, the Registrar and the Executive Vice President of Business. The Director of Athletics shall be the administrative liaison to the Committee.

### **College Leadership Council**

#### **Jurisdiction and responsibilities**

1. The Council has the responsibility of making recommendations to the President on items under its consideration. These include, but are not limited to the following matters: institutional policies, degree program changes and other issues affecting the entire College. The President may request the College Leadership Council to consider other matters that may affect the College.
2. The College Leadership Council will receive information and recommended action items from: Faculty Senate, Staff Council, Student Government Association, Task Forces, Special Committees, and officers of the College.
3. The Council may review adopted policies as necessary for updates and non-substantive changes.

#### **Membership**

The committee shall consist of fourteen (14) members;

President of the Faculty Senate

Chairperson of the Staff Council

President of the Student Government Association

Three Faculty Members (3) (elected by the faculty)

One (1) Student (appointed by the Student Government Association for a one-year term but may be reelected)

Two (2) Department Chairs (selected by Chairs)

Two (2) Staff Members (elected by the staff)

One (1) Administrator (appointed by the President)  
Athletic Director  
Vice President for Academic Affairs  
Director of Athletics

No faculty or staff member serving on the Board of Governors may serve on the College Leadership Council.

All terms of elected/appointed faculty, staff and administrators will be for three years (first terms will be staggered in a random fashion). Student terms will be for one academic year and may be reappointed by the Student Government Association.

The Vice President for Academic Affairs will serve as Chair with the President of the Faculty Senate serving as Vice Chair.

### **Curriculum Committee**

Jurisdiction and responsibilities

1. Review, study, and approve any requested curricular changes.
2. Review, study, and approve all courses and programs offered by the College.

Membership

The members of the Curriculum Committee shall be: the Department Chairpersons, the Dean of Teacher Education, four faculty members (each from a different department) appointed by the Faculty Senate, and two students appointed by Student Government Association. The Certification Analyst is an ex-officio member. The Vice President for Academic Affairs will serve as Administrative liaison.

### **Diversity/International Committee**

Jurisdiction and responsibilities

The international committee is responsible for the development of potential on-campus courses, workshops, and presentations designed to enhance student awareness and knowledge of international events and issues, to be brought before the Vice President for Academic Affairs. The committee will also assist the Vice President for Academic Affairs with study abroad programs and the recruitment and retention of international students.

Membership

The committee will consist of the International Coordinator, Recruiter assigned to international recruiting, FACDIS Study Abroad Coordinator, two faculty members appointed by the Vice President for Academic Affairs, two students appointed by the Dean of Student Life, and one student appointed by the International Student Organization or Student Government Association. The Vice President for Academic Affairs will serve as administrative liaison.



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#### **Educational Personnel Preparation Committee (EPPAC)**

##### **Jurisdiction and responsibilities**

- a. consider and act on new programs
- b. consider and act on revisions of programs
- c. propose and make recommendations regarding requirements for certification in various programs
- d. make recommendations regarding content of general and professional education programs required for certification
- e. initiate and recommend policies relative to admission of students to the teacher education program
- f. recommend policies regarding student teaching
- g. study and make recommendations concerning all facets of teacher education
- h. evaluate existing programs

##### **Membership**

EPPAC is composed of 20 individuals from programs within and outside the Department of Teacher Education which include:

1. Dean of Teacher Education
2. One special methods faculty member from each department with preparation programs (4)
3. Five members from the Department of Education
  - Director of Field Experiences
  - Early Education faculty member
  - Middle Education faculty member
  - Adolescent Education faculty member
  - Special Education faculty member
5. Representative of the Academic Success Center
6. Two GSC students admitted to Teacher Education
7. One Elementary School teacher\*
8. Representative from the community
9. One Elementary School principal\*
10. One Middle School or Secondary teacher\*
11. One Middle School or Secondary principal\*
12. One Central Office administrator

\* Of the public school representatives on EPPAC, a minimum of one should be from our Professional Development School partner.

#### **Faculty Development Committee**

##### **Jurisdiction and responsibilities**

1. To promote the professional development of the faculty of Glenville State College.
2. To issue calls to the faculty for faculty development proposals.
3. To review and make funding decisions on the faculty development proposals received.

##### **Membership**

The members of this committee shall be one elected member from each Department, one appointed by the Vice President for Academic Affairs. Members will serve for a term of two academic years and may be reappointed. The Vice President for Academic Affairs shall be the administrative liaison to the committee.

## **Financial Aid Appeals Committee**

### **Jurisdiction and responsibilities**

The Financial Aid Appeals Committee shall review appeals from students who have been placed on Financial Aid Suspension. The committee members will review the student's letter of explanation concerning the student's circumstances, academic transcript and any other data that would be available in the student's financial aid file or the Banner system.

The Financial Aid Appeals Committee also serves as the appeals committee for Athletic Financial Aid should the need arise.

### **Membership**

The members of this committee shall be the Financial Aid Administrator who will serve as the non-voting chairperson, three faculty selected by Faculty Senate, one staff member selected by Staff Council, and a designee from the Office of the Registrar selected by the Registrar, a membership of six (6). The Financial Aid Administrator, as committee chairperson, shall be the administrative liaison to the committee.

## **Judicial Council**

### **Jurisdiction and responsibilities**

1. To hear appropriately referred cases involving potential violations of the Student Conduct Code and to make recommendations to the Dean of Student Life and the Judicial Officer regarding student responsibility and sanctions as necessary.
2. To participate in scheduled Judicial Council training.
3. To advise in the development and revision of Judicial and Student Conduct Code policies and procedures, as requested.
4. To adjudicate the Student Conduct Code with consistency and impartiality.
5. To preserve the confidentiality of the facts and information presented and/or actions taken during the Hearing and/or Deliberations processes and to respect students' privacy rights recognized that only the Chair, the Judicial Officers and/or the Dean of Student Life may communicate officially on behalf of the Council.

### **Membership**

The membership of this committee shall consist of seven (7) members: two students appointed by the Student Life Committee, two faculty appointed by the Student Life Committee, one student appointed by the Dean of Student Life, one faculty appointed by the Dean of Student Life, the Director of Residence Life.

## **Library Committee**

### **Jurisdiction and responsibilities**

1. To advise the Library Director/Associate Library Director in the operation of the Library.
2. To make recommendations for the development and revision of Library policies.
3. To assist in interpreting Library policies and procedures.
4. To make recommendations regarding:
  - a. Incorporation of Library resources and Information Literacy into the curriculum
  - b. Monograph and Periodical selection/deselection

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- c. Online resources
  - d. Non-campus affiliated use of the Library
  - e. Budgetary considerations and allocations
5. To act as faculty/staff/student liaisons who involve their constituency in understanding library issues and in working with library personnel to improve library services.

#### **Membership**

The members of this committee shall be one faculty member elected from each academic department, one classified staff appointed by the Staff Council, two students appointed by the Student Government Association, the Library Director or Associate Library Director, the Vice President for Academic Affairs or designee. Faculty, staff and student members will serve for a term of one year and may be reappointed.

#### **Promotion and Tenure Committee**

##### **Jurisdiction and responsibilities**

1. To review the portfolio credentials of all faculty applying for tenure and/or promotion.
2. To make recommendations to the Vice President for Academic Affairs on the applications of faculty applying for tenure and/or promotion.
3. Members of the Committee are required to sign a confidentiality agreement regarding review of tenure and/or promotion applications.

#### **Membership**

The members of this committee, elected by the faculty for two year terms, shall be five tenured faculty members and one tenured alternate faculty member. Three of the five members must hold the rank of Full Professor, two members must hold the rank of Associate Professor, the alternate member shall be the Full Professor. Terms will be staggered to maintain committee continuity. Each year, three members will be replaced from the committee.

#### **Retention Committee**

##### **Jurisdiction and responsibilities**

1. Assist with organization of Open House activities.
2. Annually review and critique Retention plan and provide constructive feedback regarding that plan.
3. Elicit input from constituency groups regarding retention for purposes of improving the Retention plan.
4. Annually summarize the data on the Withdrawal from College form and report the reasons for withdrawal on an annual basis, with attention to improving the effectiveness of retention.

#### **Membership**

The members of this Committee shall be two faculty appointed by Faculty Senate, two staff appointed by Staff Council, two faculty appointed by the Vice President for Academic Affairs and a representative of the Academic Success Center.

## Scholarship and Financial Aid Committee

### Jurisdiction and responsibilities

1. Identify students who meet the criteria for specific scholarships.
2. Make decisions regarding the awarding of monies to students who are eligible.
3. Make decisions on a case-by-case basis for students who do not fall within the parameters of “merit” eligibility for scholarships.
4. Monitor the awarding of each scholarship to avoid overdrawing the account.
5. Re-award monies that have been rejected.
6. Establish and follow a timetable for the award process.

### Membership

The members of this committee shall be the Financial Aid Administrator who will serve as the non-voting chairperson except in the event of a tie when the chairperson will cast the deciding vote, the Director of GSC Foundation, the Vice President for Enrollment Management, two faculty representatives selected by faculty senate, and the Supervisor of Admissions.

## Student Life Committee

### Jurisdiction and responsibilities

1. To advise the Dean of Student Life and the Student Life staff in the development, review and revision of Student Life policies and procedures.
2. To select two (2) student members and two (2) faculty members from the membership of the Student Life Committee to serve on the Glenville State College Judicial Council. *(Potential Judicial Council members must meet eligibility requirements as specified in the by-laws of the Glenville State College Judicial Council and should be selected by plurality vote of those members present at the first meeting of the Student Life Committee each Fall semester.)*
3. To provide input as requested during the screening process when vacancies occur in Student Life personnel positions. Typically, at least one member of the Student Life Committee will be asked to serve on the screening committee.

### Membership

The membership of this committee shall consist of twelve (12) members: Four students appointed by the Student Government Association, four faculty appointed by the Faculty Senate, one student appointed by the Dean of Student Life, one faculty appointed by the Dean of Student Life, the Director of Campus Life and a representative of the Academic Success Center.

Student and faculty members will serve for a term of one year, typically commencing with the Fall semester of the regular academic year, and may be re-appointed. If vacancies occur during the academic year, appointments shall be made to fill the remaining term. The Director of Campus Life and a representative of the Academic Success Center are standing members of the Student Life Committee. The Dean of Student Life shall be the administrative liaison to the Committee.

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

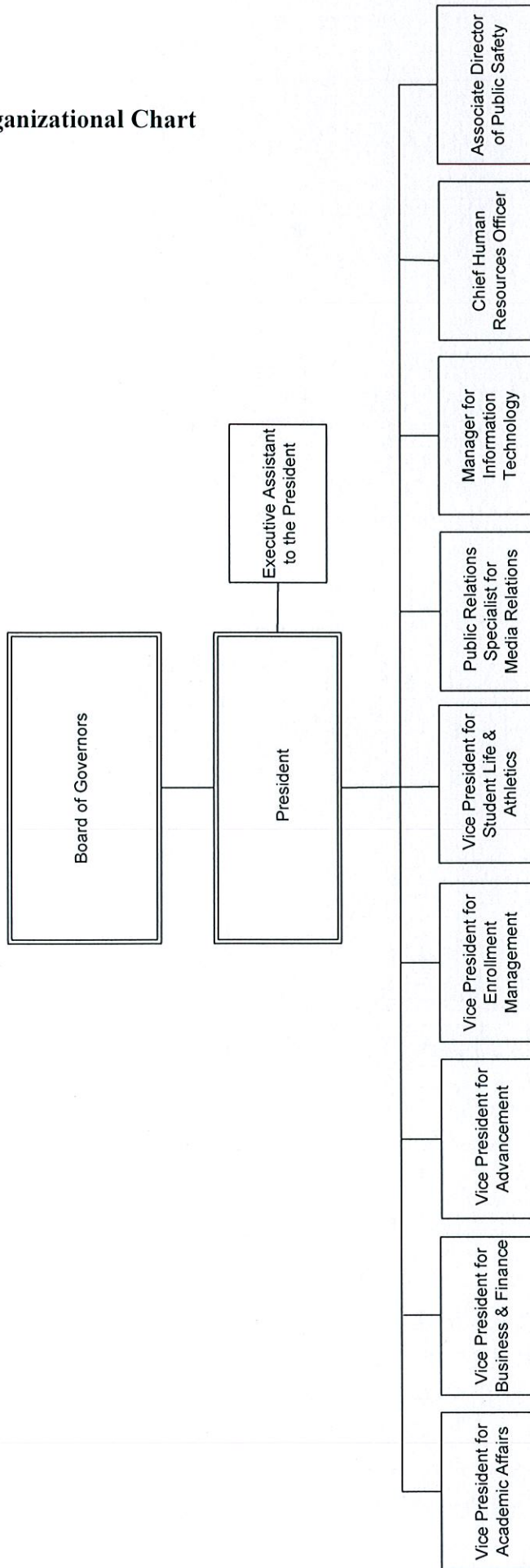
In the administrative organization of the College, shared governance structure and committees are vital to efficient operations and future growth.

1. The shared governance system is designed to ensure that campus decisions are informed by its 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 and off campus have a voice in key issues and policies.
4. The shared governance system must strengthen the roles and scopes of the Faculty Senate, Staff Council, and Student Government Association.
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.



**GLENVILLE STATE COLLEGE  
ORGANIZATIONAL CHART  
2017-2018**

**3.10 Organizational Chart**



## **Chapter 4**

### **Faculty Personnel Policies**

#### **4.1 Faculty Rank and Performance Expectation**

##### **Bachelor Degree Program Faculty**

The professional ranks of 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, the 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 members' 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 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 are 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 the College's general expectations for faculty performance. These guidelines, once approved by the Vice President for Academic Affairs, may vary across departments to accommodate diverse faculty roles and specialty areas, as well as accepted disciplinary practices, program accreditation standards, and regulatory requirements.

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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 responsibilities throughout the academic year.

### 4.1.1 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 institution 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 the institution's 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 and to incorporate these into their instructional, scholarship, and service activities. 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 Vice President for Academic Affairs. 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

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assistant professor are being achieved and the individual's performance and accomplishments in teaching, scholarship, and service have risen to achieve the College'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 Glenville State-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 the College. A mandatory review for tenure must occur in the sixth year of active service from the date of appointment to the rank of assistant professor. Unless tenure is awarded by the President, 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 the College 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.

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 the College 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.

#### **4.1.2 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 the College as associate professors must also establish a solid foundation at Glenville State 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 principal 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.

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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 Vice President for Academic Affairs. 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 the College'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 the College 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.

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.

#### **4.1.3 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 institution 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

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his/her academic career 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.

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.

## 4.2 Faculty Responsibilities

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

Responsibilities of Glenville State College faculty are to:

1. Meet faithfully all assigned classes or make appropriate alternative arrangements for the class when an absence is unavoidable. (Such arrangements are to be approved by the Department Chair.)
2. 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.
3. Provide course grading information to each student on a regular and consistent basis.
4. Be available to students for advising.
5. Establish and keep regularly scheduled office hours. To consistently maintain at least ten (10) office hours per week.
6. Award academic credit based on the professional evaluation of students' academic performance.
7. Present subject matter in the course as specified in the respective course outline.
8. Engage in continuous learning, scholarship, and public service
9. 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.
10. Participate in committee work and other channels of shared governance in accordance with department and College procedures.
11. Provide service to the profession and the general public.
12. Participate in student recruitment, orientation and retention activities.
13. Participate in the development and evaluation of curricula through the approved shared governance structures.
14. Contribute to accreditation and program assessment processes.
15. Comply with the laws governing conflict of interest.
16. Observe the policies and procedures of the College, including the policy on student-faculty relations.

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17. Other responsibilities as determined by the President, Vice President for Academic Affairs, and/or the department chairperson.

### **4.3 Promotion and Tenure Policy and Procedures**

#### **Tenure Policy**

The policy for awarding of tenure is delineated in Higher Education Policy Commission Series 9 and Glenville State College Policy 18. Glenville State College does not grant tenure with less than a six 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 the College 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 the College 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 the College 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 the College 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 consideration 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 Glenville State.



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.

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 member's 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 Glenville State'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.** 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

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campus. 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 professor.
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 Glenville State-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.** 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 students 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 by criteria such as evaluations from peers, department chairperson, and students.
4. **Service.** An 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 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.

## **4.4 Promotion and Tenure Reviews**

*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 or tenure to make a written request for the promotion or tenure review to the department chairperson. The department chairperson will then initiate the established review procedure for granting or denying the request for promotion and/or tenure.** 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 ensure that each elected member will have received a majority of

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votes cast. An alternate member holding the rank of Professor will also be chosen. A member may serve no more than two consecutive years on the Panel. After one year's absence, a faculty member is again eligible for membership. The Vice President for Academic Affairs will call an organizational meeting of the panel by the **second Friday in January** and will designate an appropriate meeting place for the panel in which to conduct its deliberations.

2. Faculty members who meet the criteria for promotion and/or tenure must make a written request for promotion and/or tenure to the department chair prior to the beginning of classes in the Spring Semester.
3. The initial step in the 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 Accomplishment Report, 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 Handbook for the experience and number of hours of graduate work.
  - (b) The Faculty Accomplishment 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 Accomplishment 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 Vice President for Academic Affairs by the **second Thursday in March**. Any department chairperson who is a member of the College Tenure and Promotion Committee will be replaced by the alternate member during the review of a faculty member from his/her department.

8. The Vice President for Academic Affairs will approve or disapprove recommendations of the College Tenure and Promotion Committee. The Vice President for Academic Affairs 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.

### **Guidelines for Tenure and Promotion Review Files**

Materials submitted to the Promotion and Tenure Committee should be organized as indicated below. Candidates should also refer to Sections 4.2 – 4.7 of the Faculty Handbook for further guidance regarding the four areas of consideration (included in parts B through E below). Candidates for tenure review should seek the input of a senior faculty member not on the Committee in the development of their review file.

A narrative in each of the four areas should describe and summarize the candidate's work in that area and its appropriateness to the mission of the College. This gives the candidate an opportunity to reflect on his/her own strengths and areas of improvement.

#### **A. General Information:**

- Current vitae
- Copies of annual performance evaluations
- Copies of any other performance evaluations
- Other general information

#### **B. Teaching effectiveness:**

- Narrative
- List of the courses taught each semester at Glenville State
- Student evaluations from the full range of classes taught across the full period of review
- A representative selection of syllabi, examinations and other course materials
- List of teaching awards and honors
- Information pertaining to the advising of major and non-major students
- Additional supporting documentation that will help the committee, such as letters of review from current and past department chair or other faculty members

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### C. Scholarship and professional activities:

- Narrative
- List of publications (include copies of published works and articles submitted and/or accepted) and/or evaluations and other evidence of artistic productions and presentations
- List of presentations at professional meetings
- List of publishers, journals, and professional organizations for which you review or referee
- List of professional organizations in which you participate, including offices held
- List of grants and grant proposals
- Any additional evidence of scholarly and professional activity

### D. College service:

- Narrative
- List of College committees you have served on each year
- List of any student organizations you have served and in what capacity
- List of any campus activities or programs that you have sponsored or in which you have participated
- Any additional evidence of service, leadership and collegiality

### E. Community service on behalf of the College:

- Narrative
- List of civic organizations to which you belong and form of involvement
- List of other community organizations, programs, or projects in which you have participated
- Any additional evidence of civic engagement/community service on behalf of the College

## 4.5 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 and administration designed a system for reviewing all instructors. This review includes a faculty member's Accomplishment Report, student evaluations of instruction, and administrative evaluation by the faculty member's department chairperson and the Vice President for Academic Affairs. The period of time that is considered during this review is the previous academic year and subsequent summer.

### Supportive Documentation

**At the beginning of the Fall Semester** all faculty members prepare supportive documentation for the prior academic year and summer in accordance with Faculty Accomplishment Report. This documentation includes evidence of how the faculty member has fulfilled institutional expectations in accordance with his/her academic rank. 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 Faculty Accomplishment Report further provides information for evaluations by the department chairperson and the Vice President for Academic Affairs. The Accomplishment Report should be limited to six pages of narrative and/or itemization. Additional items of supporting documentation may be attached as appendices to the Faculty Accomplishment Report.

The **third Friday in September** is the date by which faculty members are to submit their Faculty Accomplishment Reports and supporting materials for annual evaluations to their respective department chairs.

### **Review by the Department Chairperson**

***During the Fall Semester*** each faculty member will be evaluated by the chairperson of the academic department in which the faculty member has the majority of his/her teaching responsibilities. The chair utilizes the Faculty Accomplishment Report, student evaluations and, as prescribed, classroom visitations in conducting the review. The basis of this evaluation will be the professional responsibilities and expectations delineated in the Faculty Handbook.

The **third Friday in October** is the date by which department chairs are to provide faculty members with the results of their evaluations.

The **first Friday in November** is the date by which department chairs are to forward faculty evaluations to the Vice President for Academic Affairs.

Once the faculty member and department chair have reviewed the Faculty Accomplishment Report and discussed the chair's evaluation, the faculty member has the option of accepting the chair's evaluation or requesting a review of the chair's evaluation by a review committee appointed by the Vice President for Academic Affairs.

The faculty member must submit a letter requesting a review to the Vice President for Academic Affairs Office within ten work days after the consultation with the department chair. The Vice President for Academic Affairs will then within five work days form a review committee comprised of three 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 Accomplishment Report 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 upholding the chair's original assessment or to amend the chair's evaluation of the Faculty Accomplishment Report. The review committee will present its recommendation in writing to the Vice President for Academic Affairs within fifteen work days of the Vice President for Academic Affairs Office receipt of the request for review. The Vice President for Academic Affairs will advise the faculty member and department chair of the committee's recommendation within five work days of receiving the report of the review committee.

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The faculty member and/or the department chair may contest in writing the recommendation of the review committee. This written request must be received within five work days of the notification of the recommendation. The decision of the Vice President for Academic Affairs is final.

#### **Student Evaluation of Instruction**

Each semester students in classes at Glenville State College evaluate the faculty. The evaluation is required for all classes with eight or more students. The students complete an institutional form adopted by the faculty and administration. The Office of the Vice President for Academic Affairs is responsible for the processing of the evaluations. A report is produced for each faculty member for each evaluated class he/she teaches as well as an overall report. Copies of these reports are sent to the faculty member, his/her department chairperson, and retained by the Office of the Vice President for Academic Affairs. Such evaluations are part of the cumulative evaluation and are available for annual evaluations and recommendations regarding retention, tenure, and promotion.

#### **Classroom Observations**

Classroom observations by department chairs are essential to ensure teaching effectiveness throughout the career of a member of the faculty. Minimally, classroom observations are to occur according to the following schedule:

- Faculty members during their first three years of teaching will be observed in at least one course per semester.
- From their fourth year until tenured, faculty members will be observed in at least one course each year.
- Once tenured, faculty members will be observed in at least one course every three years.

Faculty may request that classroom observations be conducted more frequently than required above.

Department Chairs will use the approved Observation Instrument on each occasion. Observations may occur with or without advance notice. Additionally, they may occur more frequently than stated above if student evaluations and/or prior observations were poor or inconclusive. The faculty member is to be advised by the department chair in advance that additional observations will take place. The Vice President for Academic Affairs will be concurrently notified.

The Observation Instruments completed by department chairs will be available to faculty members by the time of annual reviews and will be attached to the instructor's Faculty Accomplishment Report.



### **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 instruction, college service, and scholarship necessary to ensure the highest quality educational opportunities for the students of Glenville State College.

The annual evaluation process alone is not considered sufficient to negatively affect currently held salary levels, faculty rank, or tenure status for contract purposes.

### **4.6 Faculty Accomplishment Report**

The faculty accomplishment report is based on the premise that most faculty will be operating at the proficient level in each of the three areas of evaluation. Therefore, faculty members receiving a rating of “Proficient” in each of the three areas of evaluation are eligible for a merit pay increase. The three areas of evaluation are teaching effectiveness, service to the College, and scholarship. The Accomplishment Report should be limited to six pages of narrative and/or itemization.

Individuals who receive a rating of “Needs Improvement” in one or more of the areas of evaluation will be placed on an improvement plan and not be eligible for a merit pay increase until the area(s) of needed improvement are fully addressed as determined by the department chair and Vice President for Academic Affairs. Improvement plans must state the nature of the needed improvements and be approved by the Vice President for Academic Affairs. Progress on the plan will be jointly reviewed at least quarterly by the department chair and Vice President for Academic Affairs.

### 4.6.1 Faculty Accomplishment Report Form

Name of Faculty Member: \_\_\_\_\_  
(Please print/type)

Faculty Member's Rank: \_\_\_\_\_

Dates Covered by Report: Fall \_\_\_\_\_ through Summer \_\_\_\_\_

#### I. Teaching and Administrative Assignments

##### A. Teaching Load (Provide course titles, credit hours, contact hours, and enrollment figures)

Fall Courses	Credit Hours	Contact Hours	Enrollment
--------------	--------------	---------------	------------

Spring Courses	Credit Hours	Contact Hours	Enrollment
----------------	--------------	---------------	------------

Summer Courses	Credit Hours	Contact Hours	Enrollment
----------------	--------------	---------------	------------

##### B. Administrative Assignments\*

Fall: \_\_\_\_\_

Spring: \_\_\_\_\_

Summer: \_\_\_\_\_

\*Administrative assignments as defined here are limited to appointments made by the Vice President for Academic Affairs or President and for which some form of compensation is provided for assuming administrative responsibilities and duties.

## **II. Instructional Activities**

### **A. Course Development** (during evaluation period)

List and discuss innovative practices and changes made in the content of specific courses and how these changes are related to improving student learning. Explain what prompted the changes to be made.

List and discuss changes in specific assignments within a particular course and how these changes are expected to promote student learning. Explain what prompted the changes to be made.

List changes in the delivery method of course content and assignment submission and the benefits of the changes in delivery method in terms of student learning. Explain what prompted the changes to be made.

List newly developed courses and describe the contribution of these courses to student learning and meeting the learning objectives of the program in which the courses are offered. Explain what prompted the changes to be made.

Any other changes made that are relative to course delivery and development:

### **B. Teaching Evaluations**

Provide a narrative summary of student evaluations of instruction during the review period. Note specific areas of strength and weakness as suggested by scores and comments. Describe changes made or to be made in course delivery, organization, content, and assignments designed to address areas of needed improvement in instruction and/or student learning.

## **III. Service to the College**

Indicate the number of students you advise. Include all students who were assigned as your advisees during any part of the year. List specific advising activities you performed and any changes in advising strategies.

List and describe your service to the academic department.

List the committees on which you served and state specific contributions to the work of these committees.

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List and describe your involvement in student organizations and organized student activities, including student musical and theatrical performances.

List the recruitment and/or retention activities in which you were involved and describe the specific form of your involvement.

List and describe your involvement in any off campus functions as a representative of the College.

Describe your participation in campus celebrations, special events, and other notable campus functions.

### **IV. Professional Development and Scholarship**

#### **A: Professional Development**

Provide a list of the conferences of professional associations attended during the review period. Note the form of participation in each case such as officer, panel chair, panel participant, discussant, or attendee. Briefly describe how your participation has contributed to your teaching, college service, and/or scholarship.

Provide a list of other profession-related meetings and workshops which you attended. Note the form of participation in each case and how each activity has contributed to your teaching, college service, and/or scholarship.

#### **B. Scholarship**

List your scholarly presentations, productions, performances, and publications during the evaluation period. Indicate which of your scholarly works were peer reviewed. Briefly describe how these scholarly activities have contributed to your teaching, college service, and/or development as a scholar.

#### **C. Grants**

List grants proposals submitted during evaluation period. Note if grant was funded.

**Department Chair's Evaluation**

1. Instructional Activities: Course Development and Teaching Evaluations

\_\_\_\_\_ Proficient (3)                  \_\_\_\_\_ Needs Improvement (0)

Comments:

2. Service to the College

\_\_\_\_\_ Proficient (1)                  \_\_\_\_\_ Needs Improvement (0)

Comments:

3. Professional Development and Scholarship

\_\_\_\_\_ Proficient (1)                  \_\_\_\_\_ Needs Improvement (0)

Comments:

“Highly effective teaching is a central and high priority in the institution’s mission.” (Faculty Handbook). Therefore, the evaluation of teaching effectiveness comprises sixty percent of the annual assessment of faculty.

**Faculty Member:**

I have read the chair’s evaluation and have discussed the evaluation with the chair.

\_\_\_\_\_ I concur with the chair’s evaluation.

\_\_\_\_\_ I do not concur with this evaluation. (Response attached)

\_\_\_\_\_ I plan to appeal the evaluation.

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date

**Faculty Member:**

I have reviewed the attached recommendation of the requested review committee and

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\_\_\_\_\_ I concur with the committee's recommendation.

\_\_\_\_\_ I do not concur with the committee's recommendation. (Response attached)

\_\_\_\_\_ I plan to appeal the recommendation.

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

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**Faculty Member:**

I have been advised of the decision of the Vice President for Academic Affairs on this matter and

\_\_\_\_\_ I concur with this decision.

\_\_\_\_\_ I do not concur with this decision. (Response attached)

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

**GLENVILLE STATE COLLEGE  
FACULTY OBSERVATION INSTRUMENT**

**Course Title:**

**Date of Observation:**

	<b>Yes</b>	<b>No</b>
1. The faculty member establishes positive rapport with students.	___	___
2. The faculty member demonstrates an in-depth understanding of content.	___	___
3. The lesson is well organized/prepared.	___	___
4. The faculty member communicates effectively with students.	___	___
5. The faculty member is respectful to students.	___	___
6. The faculty member utilizes a variety of questioning skills, including higher level questioning, critical thinking and/or problem solving.	___	___
7. The faculty member utilizes appropriate technology in the lesson.	___	___
8. The faculty member creates a learning environment in which the opinions of individual students are respected.	___	___
9. The faculty member is enthusiastic/dynamic while teaching.	___	___
10. The faculty member varies instruction throughout the lesson.	___	___
11. The faculty member demonstrates effective classroom management.	___	___
12. The faculty member demonstrates professionalism in his/her lesson.	___	___
13. The faculty member moves appropriately around room engaging students during lesson.	___	___
14. The students are actively involved throughout the lesson.	___	___
15. The lesson has good flow.	___	___

**Additional Comments:**

Department Chairperson's Signature: \_\_\_\_\_

## **4.7 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.

Glenville 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 Glenville 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 Glenville 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. 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.



The Glenville 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 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, the department and college. In a given academic year, for instance, some faculty may devote more time to scholarship 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 and approved by the Vice President for Academic Affairs.

### 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. Special emphasis will also be placed on mastering new educational technologies and on the integration of those technologies in the classroom.

Teaching also takes the form of academic advising. Accordingly, faculty members are expected to serve as academic advisors of students pursuing majors or minors in their teaching fields. They are also encouraged to serve as faculty mentors in Glenville's first-year experience course (GSC 100).

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. Glenville State 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.

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 off-campus locations and online.
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.

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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.

#### 4.8 Professional Development

##### Statement

Glenville State College maintains a Faculty Development Fund for use by full-time faculty for professional development activities and is administered through the Office for Academic Affairs. Professional Development Funding supports campus-wide professional development activities and on-campus workshops, research, writing and publication, attendance at professional meetings, conferences, workshops, and other activities that enhance teaching and learning. **Emphasis is placed on developing and enhancing teaching, research, and service opportunities for faculty that directly impact the quality of instruction and learning at Glenville State College.**

Faculty development funding will be allocated according to the following two categories:

- 25% - Campus-wide faculty development; Faculty grants to research ways to improve one's own teaching and improve learning through an in-depth, conceptualized and evidence-based study; Publication of scholarship or research, including pedagogical research, appropriate to one's academic expertise. Proposals should be sent to the Office of Academic Affairs for funding consideration.

75% - Faculty requests for individual professional development including:

**Presentations appropriate to one's academic/artistic expertise** (such as presentation at discipline-related national or regional conference)

**Participation at discipline-related conference or meeting appropriate to one's academic/artistic expertise**

**Furthering one's education or intellectual development**

**Artistic production, performance, and composition**

**Other professional development requests as deemed appropriate**

*Proposals should be sent to the Faculty Development Committee for funding consideration.*

Proposals for funding must be submitted on the enclosed application form and sent to the Faculty Development Committee Chair by October 31, 2016. The committee will consider requests for events occurring between June 1, 2016 and May 31, 2017. The committee will meet in November to allocate all available funds according to the requests received. Faculty must submit a request by October 31 if they want to be assured of consideration for funding. **The Faculty Development Committee will meet again around April 13, 2017 to look at any funding allocations that were approved in November 2016, but were subsequently unused by faculty.** The Committee will use its discretion to re-allocate any of these unused funds. All requests must be reviewed and approved by the appropriate Department Chair prior to being submitted to the Vice President for Academic Affairs or the Faculty Development Committee.

*It will be up to the discretion of the Faculty Development Committee to determine the amount awarded in response to each funding request up to the maximum allotted. Once funding is awarded, additional funding will not be available until the next academic year.*

*\*Dates for submission and return are subject to change.*

#### **4.9 Faculty Office Hours**

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 an 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 and Vice President for Academic Affairs. In making the adjustment in accordance with "contact hours" the instructor should not have less than five (5) hours per week as office hours.

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 Vice President for Academic Affairs.

#### 4.10 Student Recruitment and Retention

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.

Faculty members also have a responsibility to assist with student retention efforts. This responsibility includes early intervention by the class instructor as well as advising the College Completion Center and other institutional support services of at-risk-students.

#### 4.11 Faculty Absences

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 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. To be absent from College duties for either professional activities or personal reasons (non-emergency situations), ***A Faculty Report of Absence or Request to be Absent From Duty form must be submitted to the Vice President for Academic Affairs one week prior to the intended absence.*** All portions of the *Report of Absence 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 Vice President for Academic Affairs must be informed in private conversation. Forms must be signed by both the Department Chair and the Vice President for Academic Affairs prior to absences from campus.

For absences encountered due to emergency situations, the Report of Absence Form must be submitted to the Vice President for Academic Affairs within two 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.
2. Additional in-class meeting times are scheduled (and listed on the Report of Absence 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 Vice President for Academic Affairs or the College President. Failure to comply with the stated procedures may result in a payroll deduction for the days missed.

#### **4.12 Outside Employment**

Section 4.3 of Glenville State College Policy 18, “Academic Freedom, Professional Responsibility, Promotion, and Tenure” 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 Vice President for Academic Affairs 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 College 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 Vice President for Academic Affairs 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.

#### **4.13 Faculty Leaves**

##### **Sabbatical Leaves**

Applications for Sabbatical Leave must be submitted to the Faculty Development Committee Chair 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 Department Chair who will submit to the Vice President for Academic Affairs a plan for shifting courses during the period of sabbatical leave. Multiple requests for sabbatical leave will be ranked by the Faculty Development Committee and submitted to the Vice President for Academic Affairs for consideration. The Vice President for Academic Affairs makes a recommendation on the sabbatical leave request to the President who then reviews the request and makes the final recommendation.

Eligibility - The applicants must have reached the rank of an Assistant Professor and have served at least six years at Glenville State College.

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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.

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.

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.

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 Vice President for Academic Affairs of the College covering studies, research, or writing while on leave.

#### **Annual Leaves/Vacation**

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.

#### **Leaves 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. (See Sick Leave for Faculty)



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

When requesting a medical leave of absence without pay, faculty must provide the Vice President for Academic Affairs 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 Academic Affairs for witness and/or jury duty leave. A copy of the subpoena must be included.

### **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.

When faculty members must miss scheduled classes or other responsibilities due to illness, 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. It is the responsibility of the faculty member to report absences due to illness to the department chairperson and the Vice President for Academic Affairs.

Absences of more than five consecutive days of illness require the satisfactory proof of illness or injury (i.e., doctor's statement) be provided to the department chairperson. Before returning to duty after an extended illness or serious injury, the faculty member must provide written proof (i.e., an approved Return to Work Verification form) that he or she is fit to return to work. The Return to Work Verification form is available on the Human Resources forms page of the website, or in the Human Resources office.

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 members are encouraged to purchase disability insurance to cover long periods of absence.

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

### **4.14 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.

## **Emeritus Faculty**

The awarding of the title *Emeritus Professor* is the highest honor in the profession and is reserved for faculty members 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, department chair and Vice President for Academic Affairs;

### **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. 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 Vice President for Academic Affairs, 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.

### **Faculty Post Retirement Employment Plan (F-PREP)**

The retirement of quality tenured faculty represents a significant knowledge loss to the academic environment of a college or university. This F-PREP is intended to mitigate the abrupt loss of these learned and experienced teachers. The plan also preserves financial resources since a retiring professor's last contract would likely pay for both his/her F-PREP contract plus a major portion of the contract of a newly hired full-time faculty member.

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This program establishes a uniform post retirement employment plan which encourages eligible full-time tenured faculty to contract part-time faculty duties with Glenville State College following retirement. The plan contemplates actual retirement and annual reemployment of participating faculty on a part-time basis (six hours of teaching per semester) for a limited period (up to three years). The program is completely voluntary and is available when agreed to and entered into by a mutual written agreement between an eligible faculty member and Glenville State College.

#### **Eligibility**

A full-time member of the faculty is eligible to apply for participation in an F-PREP contract upon retirement from the College under the following conditions:

- Must be a full-time member of the GSC faculty and tenured.
- Completed a minimum of ten (10) years of service at Glenville State College.
- Attained at least the rank of Associate Professor at GSC.
- Have an academic recommendation from Department Chair and the Vice President for Academic Affairs
- Retired from Glenville State College at least six weeks prior to the start of an academic year.

Tenured faculty employed in full-time administrative positions are also eligible to apply for F-PREP contracts upon retirement from the College but only to resume part-time instructional duties in their area(s) of expertise or to assume an equivalent special assignment or project designated by the President.

#### **Selection**

The awarding of an F-PREP contract is not automatic but shall depend on conditions prevailing in the College at the time. F-PREP contracts shall only be issued at the discretion of and upon final approval of the President. Conditions such as financial exigencies, lack of need, and program changes may result in non-approval of initial requests or non-renewal of existing F-PREP contracts. At the end of an approved F-PREP annual contract, the employee will have no vested employment rights with the College. At the end of any semester, an F-PREP employee may opt to terminate his or her employment with the College without penalty.

F-PREP employees may not accept assignments greater than six hours of teaching per semester (or twelve hours over two semesters) or the equivalent special assignment or project.

The President of the College may extend the three year period of eligibility for up to six years but only in the circumstance that suitable full-time faculty cannot be found for the affected assignment.

## **Compensation and Benefits**

The plan contemplates the annual reemployment of participating retired faculty on a part-time basis of six hours equivalent per semester for a limited period of three years. Annual reemployment will depend upon College academic needs and budget availability. Annual F-PREP compensation for two semesters, six hours of teaching each semester or a total of twelve hours over two semesters, would be \$30,000.00 annually. F-PREP faculty will be paid at the same time intervals as regular full-time faculty employees.

The College will not provide any employment benefits in addition to the contract salary except for the payment of required employer social security and workman's compensation costs.

There is no provision for raises, merit pay, cost of living, or any other modification of salary during the three years of potential F-PREP contracts for a retired employee.

## **Obligations of the F-PREP Faculty Member**

A retired faculty member who accepts an F-PREP contract agrees to professionally perform the faculty responsibilities of teaching face-to-face courses, maintaining office hours on campus (at least five hours per week), grade reporting, and mentoring within the academic discipline or perform other special assignments or projects designated by the President. Requests to teach courses online require approval of the Vice President for Academic Affairs. F-PREP faculty will serve under the direction of the appropriate Dean, Department Chair, or President and will be subject to professional employment expectations outlined by the College and the WV Higher Education Policy Commission.

## **Obligations of the College**

Glenville State College will provide F-PREP faculty with office and support services commensurate with the F-PREP assignment.

### **4.15 Leaving Glenville State College**

Before leaving campus, faculty must meet certain responsibilities:

1. Deliver a letter of resignation, retirement, etc. to the President through the Vice President for Academic Affairs.
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.

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- Computer equipment and software
  - Any other materials belonging to the Department
4. Submit all web course materials to the Office of Technology. Courses are the property of Glenville State College.
  5. Submit all grades to the 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.

### **4.16 Salary and Benefits**

#### **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 Vice President for Academic Affairs 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 that 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.

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 Vice President for Academic Affairs. 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 Accomplishment Report/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 Accomplishment Report/Merit System on which the inequity recommendation is based.

The Vice President for Academic Affairs 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 Accomplishment Report. 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.

### **Overload Pay Policy**

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.

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

- To teach and advise undergraduate students at Glenville State College. This includes:
  - Teaching a minimum of 12-credit hours per semester (24-hours per academic year) or the equivalency for other teaching or administrative assignments.
  - 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.

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- To engage in professional development activities that keep faculty current in their fields of teaching.
- To provide professional service to the college, the community, and the service region.

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:

- 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.
- 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.
- If conditions are met, the department chair will recommend to the Vice President for Academic Affairs that a faculty member receive overload pay for any course beyond the normally assigned teaching load for that department.
- A faculty member has the right to decline the offer to teach an overload.

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

#### **Salary Payments**

The State Auditor prepares and distributes all payroll checks on a bi-weekly basis. Paydays are every other Friday per a schedule set by the WV Auditor.

State law permits full-time faculty, 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. All 12 month employees and faculty who have elected a 12 month pay plan, receive their checks in accordance with the above schedule. Faculty not electing to spread their pay over 12 months will receive their pay over a nine month period.

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.



## 4.17 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. Plan V provides term life insurance in the amount of \$ 40,000 for the spouse and \$ 15,000 for each dependent child with accidental death and dismemberment benefits.
4. **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.

#### **4.18 Employment of Relatives**

College employees may not initiate nor participate in decisions involving direct benefit to a family member, including initial appointment, retention, promotion, salary, leave of absence, etc. Employees may not be in direct line of supervision of a family member. Family members are defined as: (1) relationships by blood (parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, first cousin); (2) relationships by marriage (husband, wife, step-parent, stepchild, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, niece).

#### **4.19 Guidelines for Faculty Recruitment and Appointment**

Filling faculty positions is one of the most important responsibilities any college undertakes. To that end, the following guidelines have been established for faculty recruitment and appointment.

A. Search Authorized:

The President, in consultation with the Vice President for Academic Affairs, authorizes conducting the search and sets the parameters for it

B. Search Committee:

Department Chair selects the committee membership in consultation with the Vice President for Academic Affairs. Search committees usually include the following:

- Department Chair
- Major/minor faculty
- Others as desired (i.e. community representative)

C. Search Committee is convened to discuss and recommend the necessary and desirable characteristics of the successful applicant.

D. A job description is developed by the Department Chair and the Vice President for Academic Affairs in consultation with the Search Committee. It should include the following information.

- Position title
- Classification – faculty, tenure track, etc.
- Department
- Supervisor
- Faculty Responsibilities:
  - Course load
  - Advising expectations
  - Professional responsibilities
  - Other college responsibilities

- Qualifications:
    - Education (degree, field of study)
    - Experience
    - ADA requirements (route job description through Human Resource Office)
  - Appointment
    - Limitations, rights, and responsibilities
    - Promotion and tenure
    - Rank and salary
    - Annual evaluation
    - Date appointment begins
    - College Contact for Application Materials
- E. The job description must be approved by the Vice President for Academic Affairs
- F. Advertisement for Position
- The advertisement is drafted by the Department Chair. It should include the following items.
- Title of position
  - Rank and/or salary range
  - Teaching responsibilities
  - Other responsibilities, if any
  - Institutional boiler plate
  - How to apply (electronic submissions preferred)
  - To whom to apply
  - Date screening begins or applications close
  - Affirmative Action and EEO statement
- G. The advertisement must be approved by the Vice President for Academic Affairs and the President
- H. The advertisement must be placed by the Director of Human Resources
- I. Where to advertise:
- Higher Education Online Job Listings
  - The *Chronicle of Higher Education*
  - Other trade journals
  - Professional meeting job lists
  - Contact with graduate schools
- J. Additional search activities as needed:
- Visit professional meetings
  - Call graduate schools (placement office and department chair)
  - Contact peers in the profession

- K. Review of credentials by the Search Committee
- Develop an evaluation sheet using the agreed upon list of necessary and desirable characteristics.
  - All candidates must be notified of the receipt of their application
  - Candidates who do not submit all the material requested in the ad need not be considered.
  - Candidates who lack one or more of the advertised characteristics may be eliminated.
  - Decide upon a list of semi-finalists.
  - Internal candidates should be apprised of their standing in the search. There is no obligation to inform external candidates at this point unless they ask.
- L. Screening of semi-finalists
- Search Committee discusses questions and concerns about each of the semi-finalists and devises a telephone reference sheet.
  - Search Committee Chair calls semi-finalists to see if they are still interested in the job, to ask questions on behalf of the Search Committee, and to notify that reference checking will be done.
  - Preliminary telephone reference checks by all members of the Search Committee (use telephone reference sheet)
  - Inexperienced faculty may need some instructions and advice.
- M. On-campus Interviews
- Search Committee recommends to the Department Chair 2-4 finalists for on-campus interviews. Vice President for Academic Affairs approval must be obtained prior to extending invitations to visit campus.
  - Visitation by candidate to Glenville State College campus
  - Arrangements are made by the Department Administrative Assistant
  - Interview expenses are reimbursed by the College upon presentation of receipts by the candidate
  - The itinerary is prepared by the Department Administrative Assistant in consultation with the Search Committee Chair. Itinerary for candidates will normally include a meeting with:
    - The Search Committee
    - The Vice President for Academic Affairs (necessary)
    - Director of Human Resources regarding benefits
    - Department faculty
    - Students in the candidates teaching field (Only students should attend this meeting.)
    - Interested faculty in an informal setting
    - Assigned person for a tour of campus and the Glenville community

Note: All candidates are to make a classroom presentation and if possible, a research presentation, open to all students and/or faculty.

N. Completion of the Search

- Search Committee decides candidates' standing:
- Chair of Search Committee sends written recommendation of candidate(s) selected to the Vice President for Academic Affairs
- If no candidate is recommended, return to the semi-finalist list, or the Search Committee should make recommendations for the future conduct of the search.
- Vice President for Academic Affairs brings his/her recommendations to the President after consultation with the Department Chair and Search Committee
- President authorizes the Vice President for Academic Affairs to enter into contract negotiations with the candidate
- Vice President for Academic Affairs discusses the terms of the contract with the candidate
- If the employment offer is not accepted, the Search Committee returns to the process with the next candidate(s) on the list or begins the process over again
- All candidates must be notified in writing by the conclusion of the search that the position has been filled; earlier notification is desirable, if possible.
- All folders, documents and records of the Search Committee must be turned in to the Office of Human Resources at the successful conclusion of the search.

O. In cases where time does not permit a full search, the usual search procedure may be abbreviated with the approval of the Vice President for Academic Affairs.

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

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.
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:

\_\_\_\_\_  
President or Vice President for Academic Affairs

\_\_\_\_\_  
Date

## 4.20 Termination of Faculty

### Discontinuance of 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 Policy 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 Policy Committee receives the proposal to reduce substantially or to discontinue an academic program, the Academic Policy 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 Policy 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 Policy 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 Policy 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 Policy 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 Policy 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 Policy 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 Policy 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 Policy 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 Non-retention 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.

#### **4.21 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.

#### **4-54 (17)**

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.

#### **4.22 Faculty Grievance and Appeal**

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

## Chapter 5

### Academic Policies

#### 5.1 Academic Advising

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

The Vice President 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.

#### 5.2 Academic Common Market

The Academic Common Market is a tuition-savings program for college students in the 16 Southern Regional Educational Board (SREB) member states who want to pursue degrees that are not offered by their in-state institutions. Students can enroll in out-of-state institutions that offer their degree program, and pay only the in-state tuition rates. Hundreds of undergraduate and graduate programs are available for residents of SREB states.

The Natural Resource Management Forestry and Land Surveying programs are available to students in SREB member states if approved by the student's home state.

#### 5.3 Academic Appeal Policy

The following procedures shall apply to any student who elects to appeal academic penalties including: final grade, grade penalty, academic dishonesty, class attendance, denial of admission to academic programs, academic suspension or expulsion from the College, 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) workdays* of the assignment of the academic penalty the student must write a letter of appeal, complete the Academic Petition or Grade Appeal Form and when appropriate discuss the issue with the instructor and the Department Chair. The forms are available in the Registrar's Office and on the College's website. In the event the instructor is absent from campus, a letter requesting a consultation must be sent within the seven (7) workday period. If the instructor is no longer employed with Glenville State College, the student shall then consult with the Chairperson of the Department in which the course is offered.

## 5-2 (17)

### **Level 2:**

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

The Academic Appeals Committee shall hear the appeal. In the hearing the student may present evidence or relevant information. The student may be accompanied by an advisor of his/her choice. The advisor may consult with the student and speak on the student's behalf at the request of the student. The chair of the Appeals Committee must be advised at least 48 hours in advance of the hearing if the student wishes to question the other party to the dispute and/or will be accompanied by an advisor.

The student must advise the chair of the Appeals Committee in writing in advance of the hearing of possible conflicts of interest/bias on the part of any member of the Committee. The chair will consult with the Vice President for Academic Affairs as to the merits of the student's claim of bias. If the claim is determined to have merit, the Vice President for Academic Affairs will appoint one of the alternate members of the Appeals Committee in place of the contested member of the Committee for the hearing of this matter.

The chairperson shall maintain detailed minutes of the work of the committee. The minutes shall be maintained in the Office of the Registrar and shall remain confidential.

The recommendation of the Academic Appeals Committee shall be communicated in writing to the Vice President for Academic Affairs within five workdays of the committee's meeting. As soon as possible, but no longer than five (5) workdays\*, the Vice President will notify the student of his/her decision.

### **Level 3:**

A student wishing to appeal the decision of the Vice President must do so within *seven (7) workdays\** of receipt of written notification from the Vice President. 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) workdays* of receipt of the appeal. The decision of the President is final.

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

## **5.4 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, 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 follows:

- a. 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;
- b. Taking the ideas or arguments of another person without acknowledging the source of the ideas or arguments;
- c. 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;
- d. 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.

## 5-4 (17)

**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 Vice President for Academic Affairs 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 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 Vice President 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 seven workdays of the notification.
4. The appeal process shall begin with Level 1 of the Academic Appeal Policy.
5. If the penalty is the assignment of a final grade of "F", "F#" or "NC", the student will no longer be permitted to attend the class. If the student does not contest the grade or if the Academic Appeals Committee has denied the student's appeal, the student will receive a final grade of "F", "F#", or "NC" for the class. The student will be required to stop attending the class and will not be permitted to withdraw from the class, regardless of when the offense occurs. The "F", "F#" or "NC" will then become part of the students' permanent record.
6. If the student is found guilty of a second case of academic dishonesty, the Vice President may suspend him/her from the College in accordance with the Academic Probation and Suspension Policy.
7. After the mandatory suspension time has passed, students suspended for academic dishonesty may be considered for reinstatement by petitioning the Vice President for Academic Affairs.



## 5.5 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 Office or the Regents Bachelor of Arts Degree Program Coordinator for additional information.

## **5-6 (17)**

### **5.6 Academic or Classroom Grievance**

The Academic Appeal Policy applies to disputes concerning academic penalties, grade penalties, exclusion from class, final course grades, academic probation, academic suspension, and dismissal from undergraduate programs or the Institution.

In an effort to resolve an academic or classroom grievance for which a formal academic appeal is not warranted, a student should first request a consultation with the instructor of the pertinent course within seven (7) workdays of the incident. If, after consultation with the instructor, the grievance is not resolved, the student may appeal to the Department Chairperson within seven (7) workdays. Alternatively, if the student is uncomfortable discussing the matter with the course instructor, the student may directly meet with the Department Chairperson. The Department Chairperson will confer with the student and the instructor individually prior to making a recommendation to the student.

If the grievance is not resolved by the Department Chairperson, the student may then, within seven (7) workdays of the response by the Department Chairperson, appeal, in writing, to the Vice President for Academic Affairs. The written appeal should include evidence or information relevant to the incident. For the instances in which the Department Chair is the course instructor, the student has the option to appeal directly to the Vice President for Academic Affairs.

If the student is not satisfied with the disposition of the grievance by the Vice President for Academic Affairs, he/she may appeal in writing within seven (7) workdays of the decision of the Vice President to the President of the College. The decision of the President of the College is final.

### **5.7 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 Committee and will be governed by the Academic Appeal 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.

### **5.8 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 EdNet. Students are encouraged to use the services provided by the College's Academic Success 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:

<b><u>GPA Hours Attempted</u></b>	<b><u>Cumulative GPA</u></b>
0 - 30 hours	1.50 GPA
31 - 60 hours	1.80 GPA
61 or above hours	2.00 GPA

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

Once on probation, 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 GPA 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 GPA hours attempted necessary to be removed from academic probation. Students on probation may carry no more than 15 hours per semester.

## **Academic Suspension**

If a student on probation does not meet the minimum grade point average requirement listed above, the student will be placed on academic suspension. While on academic suspension, 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).

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, spring, and summer semester. Only fall and spring semesters constitute semesters for mandatory non-enrollment periods after suspension.

## 5-8 (17)

Suspended students are not eligible to return to the College the term following their second academic suspension. However, they may enroll for up to six hours during the term following their first suspension. Students completing six hours with at least a 2.0 grade point average may return the next term as full-time students on probation or as regular students depending on their cumulative grade point average. No more than one foundation course may be used toward the six hour requirement. Credit/no-credit courses do not count toward the six hour requirement. Students must formally apply for readmission at the end of their suspension.

A student has the right to appeal his/her suspension to the Academic Appeals Committee. The *Academic Petition Form* and letter of appeal must be submitted to the Vice President for Academic Affairs, 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.

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 their admission status and must submit the *Academic Petition Form* and letter of appeal to the Vice President for Academic Affairs at least thirty days prior to the beginning of the desired semester of enrollment.

Once enrolled at Glenville State College, a transfer student will be subject to the Academic Probation and Suspension Policy and the appropriate academic standing will be applied at the conclusion of their first semester. All transfer grades and institutional grades will be included in the computation of the student's academic standing.

## 5.9 Advisors (Faculty)

Students who are degree seeking will be assigned to a faculty advisor when they enter the College. Students must meet with their advisor to obtain a Personal Identification Number (PIN) in order to register for classes online. Students should meet with their advisor regularly, but at least **three** each semester, following the posting of four week and mid-term grades and during the advising period prior to registration for the next term. Faculty advisors help students in matters of study habits, scheduling, advice in the educational program, and career opportunities related to the educational program.

## 5.10 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 Vice President for Academic Affairs 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.

### **5.11 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, approval by the Department Chair is required if the faculty member is not going to be present during a regularly scheduled class meeting. Additional details concerning faculty absences are provided in section 4.11.

### **5.12 Change of Advisors**

Occasionally, students may wish to change advisor but do not wish to change their major. Requests to change advisor should be made to the advisee's Department Chair. If the Department Chair concurs that a change should be made, the change will be made within the department by the department secretary. 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.

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### **5.13 Change of Major or Minor**

A student who wishes to change or add a major or minor to their program of study must complete a *Request to Declare, Change or Add Major/Minor* form, obtain the appropriate signatures and submit the form to the Registrar's Office. The Registrar's Office will make the requested adjustments in the College data system and notify the student and the appropriate department secretary of the change. As needed, the department secretary, with the consent of the department chair, will assign a new advisor, inform the previous advisor of the change and request any accumulated documentation be forwarded to the new advisor for his/her use.

### **5.14 Changing Schedules**

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")

### **5.15 Class Attendance Policy**

Students are expected to be present at all class sessions. On rare occasions 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 absence, including the making up of work missed, are to be arranged between the student and the professor. The student should also understand that he/she is responsible for the academic consequences of any absences. The standard of practice is to allow one absence per credit hour; however, each professor may choose an alternate attendance policy. All faculty are required to state their attendance policies in the course syllabus.

Students occasionally may be absent from scheduled classes in order to participate in officially sanctioned college activities, institutional absences. A list of students who are excused during a specific time period will be maintained by the Office of Academic Affairs and circulated to faculty. An institutional absence does not change deadlines for submitting assignments, but faculty will allow students to make up graded work that was done in class (exams, quizzes, etc.). In the case of missed laboratories, an alternate assignment may be given at the discretion of the instructor.

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.

Attendance is also required for online courses. Assignments and discussions are used to document participation.

**All instructors, including those who choose an alternate attendance policy, shall maintain a record of student attendance for all classes.**

If the student has exceeded the number of allowable absences for the specific course, the instructor may recommend that the student be administratively withdrawn from the class for lack of attendance as follows:

1. The instructor sends the recommendation for administrative withdrawal to the Registrar.
2. The Registrar sends an e-mail notifying the student that he/she needs to withdraw from the course prior to the deadline for withdrawing from a class with a “W” or they will receive an “FIW/FI#/NC” for the course. The instructor of record and academic advisor will also be notified by e-mail.
3. If the student has not withdrawn from the class prior to the deadline for withdrawing from a class, the Registrar will post the final grade of “FIW/FI#/NC” and the student will not be permitted to withdraw from the class.
4. A student may appeal in accordance with the academic appeal policy.

## **5.16 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

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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 Office of Technology who will refer them to the appropriate administrator or judicial body.

## **5.17 Course Syllabi**

### **Guidelines**

While members of the faculty should construct their syllabi in a manner consistent with their pedagogical objectives, there are some essential elements that are expected to be included in all syllabi. These essential elements are:

- A concise statement of the overall purpose of the course. This statement should be consistent with the course description found in the catalog.
- A clear statement of the primary learning outcomes the instructor has set for the course as well as any learning outcomes established for the course as part of a specific academic program.
- A summary of all course requirements: reading assignments, class participation, quizzes, examinations, presentations, and papers. Due dates for assignments need to be provided.
- An explanation of grading system to be used in the course, including the value of each course requirement. This section should state the instructor's policy on late assignments and missed quizzes and examinations.
- A summary of the College's or approved instructor-specific attendance policy, including an explanation of any reduction in course grade due to excessive absences.
- An explanation of acceptable forms of student collaboration on graded work and the use of appropriate citations on written assignments. Faculty are encouraged to reference the statement in the Catalog on academic integrity (see sample syllabus).
- The statement on ADA accommodations presented in the sample syllabus is required.
- Other vital information such as instructor's name, office number, office phone number, e-mail address, and office hours.

For additional information on the content of course syllabi, see the attached sample syllabus.



Sample Syllabus  
Glenville State College

Course Title	Instructor's Name
Semester	Office Location
Meeting Days and Times	Office Telephone No.
Office Hours (Days and Times)	E-mail address

Appointments: (How to schedule an appointment other than during regular office hours.)

Course description: (Catalog description, including the listing of any prerequisites or co-requisites)

Supplemental course description: (The instructor's more detailed course description, including key purposes and general goals of the course.)

Course objectives/learning outcomes: (Specific listing of the objectives/learning outcomes of the course. These must include all objectives/outcomes found on the approved course outline. Additionally, more specific course objectives should be stated using active verbs and should be measurable using qualitative and/or quantitative criteria.)

National Standards: (As applicable, the instructor should make specific reference to the national curriculum guidelines of the appropriate professional association. How does this course address these curricular standards? This will be useful to students, colleagues, and program reviewers.)

Course Requirements: (What assignments will be required? What examinations will be given and when? Under what circumstances can missed quizzes or examinations be made-up? What written assignments are required and when are they due? A brief statement of the nature of the examinations and written assignments should be provided.)

Course Participation: (Will students be graded on participation? How will participation factor into the grades assigned in the course?)

Attendance: (State College policy or instructor-specific policy approved by the Department Chair and Vice President for Academic Affairs. Will class attendance be considered in the assigning of course grades?)\*

[\*Note: Faculty are to report excessive absences to the Office of the Registrar on a regular basis.]

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Grading criteria: (Exactly how will grades be assigned? The final grade value of each assignment must be stated.)

Assignment Values	Final Grades
Chapter Quizzes xx points each	A = 90% and up
Mid-term Exam xx points each	B = 80% - 89%
Homework xx points each	C = 70% - 79%
Term Paper xx points	D = 60% - 69%
Participation xx points	F = 59% or less
Total points XXX	

Required Texts and Recommended Readings: (How will the course be organized in terms of topics and readings?)

Schedule of Course Assignments: (Provide a schedule of topics and reading assignments: By when are students expected to complete specific reading assignments? Also include dates of examinations and the due dates of any written assignments.)\*\*

Weekly Schedule of reading and other assignments:

Week 1 (dates)	Reading assignment
Week 2 (dates)	Reading Assignment and Quiz on Chapter #
Week 3 (dates)	Reading Assignment and Test on Chapters #
Etc.	

[\*\*Note: Course assignments during the first four weeks of the term should provide the instructor with sufficient information on student performance for assigning four week grades.]

Academic Integrity: (Instructors should include statements of their expectations regarding cheating on exams, plagiarism, unauthorized assistance on homework assignments, and disruptive behavior in the classroom. In this regard, instructors may wish to reference the College's Oath of Academic Excellence.)

ADA Student Statement: (The following statement must appear in syllabi.) "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 and provide documentation of a disability to the Academic Success Center located in Clark Hall. The staff 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."

### **5.18 Credit Hour Policy**

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than:

- (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or
- (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours.

### **5.19 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.

### **5.20 Electronic Digital Communication Devices**

Glenville State College values the time and effort involved in the learning process. Interruptions caused by rings and musical selections from electronic digital communication devices interrupt and disrespect the opportunities for student learning in the classroom environment.

When in the college classroom, all electronic digital communication devices must be turned off and out of sight. Laptop computers may be used only for course-related activities with instructor permission. There may be no conversations via electronic digital communication device, whether audible or text-messaging, while in the classroom. In an emergency situation, the instructor may give a student permission to use an electronic digital communication device.

The instructor has the right to ask the student to leave the classroom for the remainder of the class period if the student uses an electronic digital communication device during class. If the student leaves the room to speak on an electronic digital communication device, it is at the instructor's discretion as to whether or not the student may return to the classroom when the conversation is completed.

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### **5.21 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 Vice President for Academic Affairs.

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

#### **Final Examination Period**

The last seven calendar days of the fall and spring semesters prior to final examinations are designated as REVIEW WEEK. Examinations or combinations of examinations that are weighted 15% or more of the final course grade may not be given during this period. Major papers and/or projects weighted 15% or more of the final course grade may be due during this period only if stipulated in the official course syllabus that is distributed at the beginning of the semester. Laboratories, gateway and capstone final assessments, and any classes meeting once a week will be exempt from the requirements. Music recitals, concerts, and juries may be performed during REVIEW WEEK. New material and make-up examinations may be introduced or conducted during REVIEW WEEK. REVIEW WEEK is not intended to be incorporated in the Summer Session of the College. Any proposed deviation of the above policy must be approved by the Vice President for Academic Affairs in advance.

#### **Final Exams**

Final examinations are to be given in all classes unless waived by the Department Chairperson and the Vice President for Academic Affairs.

The designated Final Examination schedule will begin on Monday and will continue through Thursday. Each examination will be held in the room where the class has been meeting. The final examination for an arranged class may be given at the last regular session prior to the final examination period, however.

Students in courses having multiple sections must take the examination at the time scheduled for the section in which they are enrolled. In case of a conflict in the schedule, the instructor concerned should see the Department Chairperson about special arrangements.

## 5.22 Financial Aid Satisfactory Academic Progress Policy

All students, whether in bachelor or associate degree programs, who wish to receive Federal Financial Aid while attending Glenville State College, must meet all of the requirements of this policy which is based on the US Department of Education regulations. Compliance with these standards will be measured each semester, including summer if applicable, on all enrolled students whether or not financial aid is received. Students will be notified and permitted one semester of financial aid warning. If the student is not meeting the standards of this policy at the end of the warning semester, then he/she will be placed on financial aid suspension. This policy is separate and distinct from the Academic Probation and Suspension Policy. The funds affected by the policy are Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal College Work Study, Federal Direct Loan, West Virginia Higher Education Grant, and Higher Education Adult Part-Time Student Grant. Some outside agencies also award monies under these guidelines.

### I. Qualitative Standards

- a) All students must maintain minimum cumulative grade-point average. This is based upon the number of cumulative attempted hours, including transfer hours, as recorded in the Office of the Registrar.

<u>Cumulative GPA Hours</u>	<u>Cumulative Grade Point Average</u>
00-30 hours .....	1.50 GPA
31-60 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 hours passed will include courses for which a student received a grade of "A," "B," "C," "D," "S", or "CR." The total hours 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, or repeated and non-credit remedial hours. This total may differ from the number of hours attempted as recorded by the Office of the Registrar and will be calculated from the students' original *Glenville State College* billing hours.
- b) Total hours cannot exceed 1.5 times the maximum hours required for graduation.
  - The total hours enrolled for a student pursuing a bachelor degree shall not exceed 180 hours, which is 1.5 times 120 hours and is the minimum number of hours required to complete most baccalaureate degrees.
  - The total hours enrolled for a student pursuing an associate degree shall not exceed 90 hours, which is 1.5 times 60 hours and is the minimum number of hours required to complete most associate degrees.

A student may complete an associate degree program and then enroll in a bachelor degree program and total hours will include all hours from the associate degree program.

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### III. Compliance and Appeals

If the student is not meeting these standards at the end of their warning semester, the Financial Aid Administrator shall notify the student that he or she is on financial aid suspension and no longer eligible for federal financial aid, including loans. To be removed from financial aid suspension, a student may attend Glenville State at their own expense, provided they are eligible academically, until the minimum grade point average or ratio of hours passed is reached. Simply attending and paying for one's classes or being out of college one or more semesters does not automatically qualify students to receive financial aid again, but may be considered during an appeal if other extenuating circumstances exist. Students entering a second degree or who have changed majors will be evaluated under these standards and required to appeal annually if necessary.

Students may appeal their financial aid suspension by submitting (1) an appeal letter explaining the specific circumstances that caused the student to not meet the policy and what has changed in the situation that would allow the student to demonstrate satisfactory academic progress at the end of the next semester of enrollment and (2) the Financial Aid Satisfactory Academic Progress Appeal Form which collects documentation that the student has consulted with an academic advisor and developed an academic plan that will allow the student to meet the standards along with (3) relevant documentation to the Financial Aid Appeals Committee c/o Financial Aid Office. Appeals may be based on: (1) The death of an immediate family member; (2) A documented injury or illness of the student; (3) Other mitigating circumstances *beyond the student's control*; (4) The student's major degree program requires more hours than listed above; or (5) Changed major.

Appeals should be submitted before the beginning of the next term for prompt consideration. A written or electronic response will be provided within ten working days of receipt of the appeal letter. Appeal requests that are denied by the Committee may be appealed in writing to the President's Office within five working days of receipt of such notice. Copies of correspondence sent to the President's Office must also be sent to the Financial Aid Office. A reply to this appeal will be provided, when possible, within ten working days. Appeals that are not approved are eligible to be resubmitted to the Committee after one semester if changes in the situation have occurred.

Students with approved appeals will have their records evaluated again at the end of the next semester of enrollment to determine if the student has met the standards or has complied with the academic plan agreed upon by the student and advisor. If neither has happened, the student will again be placed on financial aid suspension and not eligible for another appeal, unless other extenuating circumstances have occurred, or until one semester showing academic progress toward a degree is completed without the assistance of financial aid. Academic Progress for this purpose is defined as: 1) Students on Financial Aid suspension because of grade point average (qualitative) standards must obtain 2.25 for the semester. 2) Students on Financial Aid suspension because of not meeting pace (quantitative 2/3) standards must complete 75% of the attempted hours for the semester. 3) Students on Financial Aid Suspension for both qualitative and quantitative, or for other reasons, must meet both standards as described here for the semester.

### 5.23 Grading Policies

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

# - Grades noted with # are developmental courses and are not included in GPA or earned hours

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)

**\*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 Vice President for Academic Affairs. 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 summer 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.

### Quality Points

Grades received carry the equivalent of the following quality points:

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

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

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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.

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)", "Satisfactory (S)" "Unsatisfactory (U)", grades noted with "#", "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.

### **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 Policy Committee.

### **Grading for Developmental Courses**

All developmental courses are graded by an A#, B#, C#, D#, F# or FI# grading mode.

- Grades are used for billing and in the calculation of total hours for the semester.
- Courses are not calculated in GPA or total earned credit hours; they do not interfere with eligibility for financial aid.
- Grades of D#, F# or FI# will not be calculated into GPA and are not punitive. These grades 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 an A#, B#, C#, D#, F#, or FI#. Any grade earned as "S/U" or "CR/NC" at another institution will be recorded as "CR/NC#".

### **Submitting and Changing Grades**

Each semester, the Vice President for Academic Affairs establishes a time by which final grades must be submitted. The deadline must be met in order that regulations concerning registration, probation and suspension, 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 final approval of the Vice President for Academic Affairs 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 course instructor within 7 weekdays of the assignment of the grade. If the assigned grade is to be changed, the course instructor must complete and submit a "Grade Change Request" form to the Registrar's Office within 7 weekdays of the decision to change the grade. If the student does not agree with the instructor's decision, he/she will need to complete a "Grade Appeal Form" within 7 weekdays of consulting with the course instructor, obtain the necessary signatures and submit the form to the Registrar's Office.

Grades will not be changed after this time period has elapsed unless the grade change issue is in the student academic appeal process. See the "Student Academic Appeal Policy" for additional information.

### **Posting of Grades by Faculty**

The public posting of grades either by the student's name, institutional student identification, or social security number 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.

Faculty who post grades should use a system that ensures FERPA requirements are met. This can be accomplished using code words or randomly assigned numbers that only the instructor and individual student know. The order of posting should not be alphabetic. It is highly recommended that faculty make grades available to students through the instructor's course management system rather than posting grades.

### **Grade and Attendance Records**

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.

Once the decision is made to fully implement an online grade book system campus-wide, all GSC faculty will be required to utilize the system for recording and reporting grades.

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### **5.24 Honors Program and Academic Honors**

The College's Honors Program provides academic enrichment opportunity for selected first-time, full-time students. Eligible students must have an ACT score of at least 24 and a high school grade point average of 3.5 or higher. Students selected for the Honors Program are eligible of honors program scholarships.

#### **Honors by Academic Term**

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.

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 Vice President for Academic Affairs Honor List.

#### **Graduation with Honors**

Summa cum laude.....	3.85 - 4.00
Magna cum laude.....	3.70 - 3.84
Cum laude .....	3.50 - 3.69

### **5.25 Pioneer Progress Tuition Program**

The Pioneer Progress Tuition Program is part of the institution's commitment to student access to a quality post-secondary education and on-time graduation. Students continuing in the program and meeting eligibility requirements will be charged the tuition rate at the time of acceptance into the program for up to four years. Details on student eligibility for the program are available from the Registrar's Office.

### **5.26 Privacy of Student 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 permission of the student or by court order, while permitting the continued release of directory information without specific permission from the student.

Glenville State College designates the following items as Directory Information: student name, address, e-mail, telephone number, date and place of birth, photograph, field of study, participation in officially recognized activities and sports, weight and height of athletes, enrollment status, degrees and awards received, dates of attendance, grade level, and schools attended. 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 Information* form in the Registrar's Office to officially request that no information be released. This form remains active for as long as the student remains enrolled.

Information determined to be part of a student's educational record may be released according to the guidelines included in this policy. In order for College officials to disclose student information other than Directory Information, to parents, family or anyone other than the individual student, that student must complete the appropriate form(s) *A Waiver for Release of Information* is available in the Office of Student Life for release of disciplinary and residence life information. The *Student Consent to Parent/Guardian Access to Educational Records* form is available in the Registrar's Office and on the college website.

Parents may have access to a student's academic records by submitting the *Parent/Guardian Request for Access to Student's Educational Records* along with a copy of the preceding year's tax returns to demonstrate the student is a tax dependent. This form is available in the Registrar's Office and on the college website. A student has the legal authority to notify the Office of the Registrar that he or she is no longer a dependent for federal income tax purposes, at which time the release will be rescinded.

### **5.27 Registering for Classes**

Students are required to meet with their academic advisor during the established advising period. They should contact their advisor prior to the advising period to schedule their advising session. Students are to prepare in advance of this meeting a list of courses in which they intend to enroll. The list should include at least one alternate course in case of closed classes. Their academic advisor must approve the proposed class schedule and provide the student with a Personal Identification Number (PIN) in order for the student to register for classes online.

Student athletes must enroll in a minimum of 12 hours during the fall and spring terms. They must not drop a class without first consulting with their coach or the Athletic Director. Failure to be enrolled in at least 12 hours will normally result in the student being ineligible to participate in intercollegiate athletics.

### **5.28 Student Handbook**

The Office of Student Life produces a Student Handbook annually. Policies and procedures concerning all aspects of student life are outlined in the Student Handbook. In addition to the Student Handbook, faculty should also be familiar with the Student Athlete Handbook.

### **5.29 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. Textbook information must be posted before registration period.

The 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

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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.

## **5.30 Withdrawal Policies**

### **Administrative Withdrawal (FIW)**

Faculty members may recommend the removal (administrative withdrawal) of a student from class for disruptive behavior, repeated failure to follow instructions, and excessive absences. In such cases, faculty members will forward their written recommendation for administrative withdrawal to the Vice President for Academic Affairs for approval. The Registrar will advise the student of the recommendation.

Faculty members are expected to have advised the student and the Academic Success Center of their intent to recommend that the student be administratively withdrawn from class prior to submission of their recommendation. If the recommendation is approved, a grade of FIW will be posted to the student's transcript.

Students may appeal the administrative withdrawal through the Academic Appeals Policy.

**Withdrawing from Class**

Students may withdraw from a course with a grade of “W” for a specified time period after mid-semester grades are reported as published in the academic calendar. 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 Vice President for Academic Affairs. 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**

It is the responsibility of a student desiring to withdraw from college to notify the Academic Success Center to announce his/her intention to withdraw. The last day to completely withdraw from the college is the last day of classes each semester and will be published in the academic calendar. At the time of withdraw, the student will sign a withdrawal card stating the date of withdrawal and the reason(s) for leaving the 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 established last date of attendance.

**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.

### **Military Student Withdrawal Policy**

In the event of an unexpected withdrawal from Glenville State College for military duty, the military member student shall be afforded a choice of options, as follows:\*

- 1) If the military member has completed a minimum of 12 weeks of the fall/spring term (three weeks for the five week summer term or eight weeks for the 10 week summer term) and all required coursework, the student may choose to receive full credit for the course, with assignment of the grade earned up to the time of the withdrawal.
- 2) If the military member has completed less than 12 weeks of the term or is unable to complete all required coursework prior to active duty, the student may choose to:
  - Receive no credit for the course(s) pursued and a prorated refund of tuition, fees, and room and board for the term as permitted within adherence to institutional, state, and federal financial aid regulations.

OR

- Receive an “incomplete” grade for each course and, with concurrence of the instructor or department chair, complete each course upon return from military duty. Institutional timelines for completing the coursework and removing the “incomplete” grade shall begin with the first date of enrollment following return from military duty.\*\* Students will remain responsible for the full tuition and fees for that semester.

Military members seeking relief under this rule must provide proof, in the form of a dated copy of official orders, that the call up or reassignment could not reasonably have been foreseen prior to the beginning of term in which registered. This rule shall not apply in the case of planned military training during a term if it was scheduled and the military member was notified of it prior to the beginning of the term.

Appeals of institutional decisions under this policy shall be made in accordance with the institution’s academic appeal policy.

\*The term “unexpected withdrawal” shall mean a withdrawal from the College necessitated solely because of an unforeseen, unplanned, emergent military call up or geographic reassignment that prevents the military member student from attending class and completing coursework as planned. The term “military member” shall apply to any person who is an active member of the regular military of the United States, or of a Reserve unit of any branch of the United States military, or of a Reserve unit of any branch of the United State military, or of a National Guard unit.

\*\*Incomplete grades issued under this policy will be converted to a “W” (withdrawal) grade if the student fails to re-enroll within two years of the issuing of the “incomplete” grade.

## **Chapter 6**

### **College Policies**

#### **6.1 Academic Processions**

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

##### **Commencement**

Commencement exercises are held in fall and spring. Faculty attendance is required at Commencement.

##### **Convocation**

Convocation at Glenville State College is the entry of a new class of scholars into our academic community. During the fall Orientation program, the Freshman class is officially welcomed into Glenville State 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.

##### **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.

#### **6.2 Americans with Disabilities Act**

##### **Student Disability Services**

Students with disabilities are encouraged to contact the Disability Services Coordinator in the Academic Success Center. The Center provides a number of services for students with physical, sensory (including auditory), vision, speech, psychological, and other disabilities not listed above. The Academic Success Center is located in Clark Hall.

## Policy and Procedures for Providing Services to Students with Disabilities

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;
- waives 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 note takers, written materials, assistive listening devices, telecommunication devices, qualified readers, taped texts, audio recordings of classroom instruction and large print materials.



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 Disability Coordinator in the Academic Success 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 Success 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 Success 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 anytime. The student may do so by contacting the Academic Success Center.
- If testing is required to document the disability, the Academic Success 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 Success 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 Disability Coordinator in the Academic Success Center. If the Educational Counselor cannot alleviate the concern, he or she will refer the matter to Vice President within three working days. If the case is such that the complainant is not satisfied with the response of the Disability Coordinator, he/she may appeal the counselor's decision to the Vice President, in writing, within three working days.

The Vice President for Academic Affairs will address the issue within ten working days of having received the concern. If the Vice President 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 the Vice President for Academic Affairs, they may appeal the matter, in writing, to the President within three working days of receiving the Vice President'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.

### **Services and Accommodations Provided**

The Disability Services Coordinator 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 Academic Success Center 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 Success 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 Success 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 Success Center the day of the test. Likewise, it is the responsibility of the student to notify the Academic Success Center at least two days in advance of the scheduled test time in order to make accommodations for the test.

**Liaison with Faculty:** The Academic Success 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 Success 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
- Tape recorders for listening to taped textbooks
- Copying facilities to enlarge images and text
- Recorders for students who need to record lectures

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.

### 6.3 Business Cards

To assist faculty with off-campus and professional contacts, faculty may order business cards, printed by the Print Shop. To request business cards, submit a Business Card Request form to your department chairperson.

## 6.4 Consensual Relationships

**Section 1.** There are inherent risks in any romantic or intimate relationship between individuals in unequal positions. Thus, except as otherwise provided in Section 10.2, any romantic or intimate relationships in which power differentials are inherent are prohibited, which include, but are not limited to, the following:

- Relationships between students or applicants for admission and administrators, faculty, coaches or any College employee where a direct power differential exists between the student or applicant for admission and the employee;
- Relationships between a College employee holding a direct or indirect supervisory and/or evaluative role over the other person in the relationship; or
- Any other romantic or intimate relationship between students or applicants for admission and employees or between employees where any employment-related power differential exists between the persons in the relationship.

**Section 2.** Notwithstanding the prohibitions in Section 1, any romantic or intimate relationship prohibited in Section 1 that exists prior to the creation of a power differential between the individuals involved in the romantic or intimate relationship shall not violate this policy if: (i) the individuals in the relationship report the existence of the relationship as required in Section 4 before the power differential is created and (ii) the individuals consent to the removal of any potential power differential that could exist, which may require appropriate administrative action, including but not limited to, shifting or otherwise relocating an employee within a separate department or reporting capacity from the other individual involved in the relationship or the shifting of grading or other decision-making responsibilities of a faculty member which affect a particular student in the case of a pre-existing relationship with that student.

**Section 3.** Issues may also arise in the educational setting or workplace from romantic or intimate relationships between students or applicants for admission and College employees or between College employees where a direct or indirect supervisory and/or evaluative role or other power differential does not exist between the persons in the relationship. Thus, while not prohibited, such relationships are highly discouraged.

**Section 4.** If a relationship develops that falls under Sections 2 or 3, the employee(s) involved in the relationship must timely report the existence and termination, if any, of such relationship to the Title IX Coordinator.

**Section 5.** Once a relationship is reported under Section 4, the Title IX Coordinator shall inform the persons involved in the relationship of the College's standards concerning consensual relationships, may set parameters while the persons are on campus, and may take other steps as appropriate.

**Section 6.** Persons who engage in any relationship prohibited by Section 13.1 of Glenville State College Administrative Policy 6A or who engage in any relationship listed in Policy 6A Sections 13.2 and 13.3 and who fail to timely report shall be subject to administrative action, up to and including termination of employment or dismissal from the College, as applicable.

## 6.5 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. After hours, contact Public Safety. Follow up your telephone requests with an online work order.

## Non-Emergency Repairs and Alterations

Submit requests for routine repairs and maintenance to the Physical Plant through your department chair. 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.

The faculty requests for **renovations, major repairs, and new construction** should be submitted through the appropriate chairperson and Facilities Committee to the Vice President for Academic Affairs. These requests will be reviewed and prioritized annually 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.

## 6.6 Equal Opportunity / Affirmative Action Policy

Glenville State College does not discriminate on the basis of basis of race, sex, age, disability, veteran status, religion, color, ancestry, marital status, gender, sexual orientation or national origin in the administration of any of its educational programs, activities, or with respect to admission or employment. Glenville State College also does not discriminate based upon genetic information in the areas of employment or employee health insurance benefits. The following person has been designated to handle inquiries regarding the College's non-discrimination policies, to receive discrimination/harassment complaints including but not limited to complaints based upon sex or disability and to monitor the institution's compliance with state and federal non-discrimination laws and regulations including but not limited to Title IX and the Americans with Disabilities Act:

Krystal D. Smith, Director, Human Resources,  
Coordinator, Title IX/AA/EEO  
2nd Floor Harry B. Heflin Administration Building  
Phone: 304-462-6193 or Email: [Krystal.Smith@glenville.edu](mailto:Krystal.Smith@glenville.edu)

Written correspondence may be sent to:  
200 High Street, Glenville, WV 26351  
FAX: 304-462-7610

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### **6.7 Facility Use**

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

College 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.

### **6.8 Fire Evacuation Plans**

To protect life and property, evacuation plans have been developed and implemented for all campus buildings. 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.

### **6.9 Firearms/Destructive Devices Policy**

#### **Purpose**

Glenville State College is committed to maintaining a safe environment for students, staff and faculty. The purpose of this policy is to prohibit, and impose penalty for, the possession or storage of weapons in any form on the Glenville State College campus, College-leased facilities or at College sponsored events.

#### **Scope**

This policy applies to all College faculty, staff, students, and visitors, including those on additional academic locations. It shall also apply to private vehicles parked or operated on College owned or leased property. The President may grant exceptions to this policy in writing for the convenience of the College in achieving its mission.

The provisions of this policy shall not apply to the following persons, while acting in their official capacity:

- Law enforcement officers to the extent they are legally permitted to possess weapons pursuant to West Virginia State Law;
- West Virginia Department of Corrections employees who are permitted to possess weapons pursuant to West Virginia State Law;
- Military personnel in performance of their official duties to the extent they are legally permitted to possess weapons in the State of West Virginia;

- Any circuit judge, prosecuting attorney, assistant prosecuting attorney, or investigator duly appointed by a prosecuting attorney;
- The Glenville State College Pioneer and West Virginia University Mountaineer pursuant to sanctioned activities at the Football Stadium, Waco Center, gymnasium of the Physical Education Building; or other approved location. The mascots' musket may be discharged only at the approved locations. In addition, the musket may be transported by authorized personnel;
- College sanctioned classes, groups or events where particular weaponry is required and regularly used as a part of the curriculum or activity, e.g., various academic courses. The control, security and safe use of such weapons shall be the responsibility of the supervising faculty or staff member. The supervising faculty or staff member shall inform Public Safety in advance of any unusual or seldom occurring events involving the use of weapons on campus.

The policy further provides for access to firearms at the Glenville Public Shooting Range during operational hours as set by the Department of Public Safety.

### **Policy**

Possession or storage of a weapon in any form (as defined by West Virginia State Code) is prohibited on the Glenville State College campus, College-leased facilities, and in vehicles. Weapons include any device that is designed to inflict harm or injury, such as firearms; devices that have the appearance or were manufactured to resemble firearms; edged devices; chemical weapons; martial arts devices; fireworks; and hazardous chemical or biological materials.

Any College faculty member, staff member, or student who has been found in violation of this policy shall be subject to disciplinary action for misconduct, which may include termination or expulsion as well as criminal prosecution. Individuals not affiliated with the College shall be subject to criminal prosecution.

Responsibility for procedure development and implementation of this policy rests with the Department of Public Safety. The responsibility for interpretation of the policy rests with the Associate Director of the Department of Public Safety.

### **6.10 Grant Approval Process**

Faculty are encouraged to pursue grants to provide funding to supplement resources for professional development, research, equipment, and program enhancement and development. Faculty members pursuing external funding are required to advise their Department Chair and file an *Initial Grant Application Request Form* with the Office of Grants Administration of their intent to seek external funding. Upon receipt of an acceptance for application from the Office of Grants Administration, faculty shall file an *Authorization to Submit Request for External Funding* to the Chief Academic Officer outlining the request, budget, match requirements, impacts on the academic program, and whether the request is subject to the Institutional Review Board. Funding proposals that fall under the purview of the College's Institutional Review Board must go through the IRB approval process prior to submission. As a final step for

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completion all external funding requests must be submitted to and approved by the Office of Grants Administration prior to or for submission to the funding agency.

### **6.11 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.

## **6.12 Intellectual Property Rights**

Glenville State College is committed to providing an environment that supports the learning, teaching, scholarship, and creative activity of its faculty, students, and staff. The College also acknowledges and preserves the traditional property rights of scholars with respect to products of their intellectual endeavors (e.g., books, articles, manuscripts, plays, writings, musical scores, and works of art).

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The College will own the intellectual property rights if the property is created within the scope of employment (including student employees working within the scope of their employment), is generated on the job with substantial use of College equipment, services or resources, is commissioned by the College, or fits within works for hire under copyright law.

Administration of the Intellectual Property Policy resides in the Office of the Glenville State College Research Corporation.

Complete details and definitions are delineated in Glenville State College Policy 52.

## **6.13 Inventory Management Procedures**

The ability to identify and account for all significant, non-expendable purchased, constructed or donated goods is the purpose of an inventory management system. For Glenville State College, the inventory management system serves two functions 1. To record and capitalize all items with an original purchase value equal to or greater than \$5,000 and with a service life greater than 5 years. 2. To itemize and locate all items that have significant value (>1,000) and have been purchased by or entrusted to the college using public and/or private funds. With these goals in mind the following procedures are to be followed:

1. All non-expendable items with an original cost of \$5,000 or greater and goods with a cost between \$1,000 and \$5,000 and with a service life greater than 5 years are candidates to be entered into the inventory management system. The decision of whether to enter an item under \$5,000 is at the discretion of the Inventory Manager. While there are no imperatives concerning whether to enter an item with a cost under \$5,000 items should be entered in a consistent, meaningful way that is cost and effort effective. If it is decided to enter goods in a certain category then all goods in that category should be entered. If goods in a category have historically been tracked but it is decided that this is no longer an effective effort then all goods in that category should be removed from the Inventory Management System (hereafter referred to as IMS).
2. All newly purchased items that have a value of \$5,000 or greater and/or have a FIMS object code in the range 070 through 078 and 120 through 171 will be flagged as potential candidates for the inventory management system. Items that are identified in this way must then be individually reviewed to determine if they should be entered into IMS. Items greater than \$5,000 may be excluded if it is an expendable item or if it is actually a collection of items each with a value less than \$5,000. For instance 200 cases of paper at \$50 a case may be priced as a single unit with a value of \$10,000. But upon receipt the cases may be separated and used independently. This would not be entered into IMS. An item with an object code in the range of 070 through 078 or 120 through 171 may be in a category that has been identified as one that it is not cost effective to record and track. This would not be recorded in IMS.

All items that are identified as IMS candidates and not excluded upon review will be entered into the IMS. First a unique identifying number is assigned to each item in the IMS. A tag is created that records the number. This should be attached to the item in a consistent location that is readily accessible but protected from easy tampering or excessive wear. This tag number is assigned by the fixed asset manager who is responsible for assuring the tag is properly attached to the item.

3. The following information shall then be recorded for each item in the:
  1. Date of Acquisition
  2. Model Number
  3. Serial Number
  4. A short physical description
  5. Cost of Acquisition including shipping and installation costs.
  6. The Building, Room and Department where the item is located.
  7. The service life according to Appendix A.
  8. If the item has a separately depreciable item the tag number of that item.
  9. Upon retirement, the retirement date, method of retirement and disposal price.

At the end of each fiscal year the depreciation expense for fixed assets shall be determined according to the following rules.

- The depreciation method is straight line.
- The Service Life is according to Schedule A.
- Items received in a month shall be depreciated as though it were received on the first day of that month.
- All items shall have a salvage value of \$0.

Once information for an item has been entered into the IMS custody and care of that item becomes the responsibility of the Department associated in the IMS with that item. It is the responsibility of that Department to notify the Fixed Asset Manager of significant changes in that asset. Significant changes include but are not limited to:

1. Change of location. This includes movement to a different room or building or a transfer of the item to another department.
2. Change in condition. If the item is damaged or loses significant functionality this should be reported so the value of the item can be adjusted. This also allows the fixed asset manager to determine if the damage is covered under our property insurance policy.
3. Discontinuance of use. If the responsible department determines that the item is no longer of use to that area is to notify the fixed asset manager so the item can be advertised as available to other departments or if there is no longer a need for the item it can be transferred to the surplus inventory area.

Significant change to an asset is documented by completing an Equipment Transfer form (available on the College Website [www.glenville.edu](http://www.glenville.edu), Faculty and Staff, Forms, Inventory

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Control, Inventory Relocation/Disposal Form). Change in condition is noted in the notes section. This completed form is then forwarded to the area manager for approval. Completed and area approved forms are forwarded to the Business Office, Fixed Asset Manager. The Fixed Asset Manager will review the form and determine appropriate action to take. If relocation is necessary, the Fixed Asset Manager will forward the form to Physical Plant, authorizing them to relocate the asset, either to another area on campus or to the surplus equipment storage area. Physical plant will sign and date the Equipment Transfer Form, indicating the transfer is complete and return the form to the Fixed Asset Manager who will add it to the Asset Relocation File. This file is available to any authorized agency for inspection.

**Please note: Assets must not be relocated or disposed of without adhering to this procedure. Doing so is a violation of College and State Policies.**

Periodically each department will be required to submit a physical inventory to the fixed asset manager of items in that area. At a minimum this will be done annually. The physical inventory will be compared to the IMS. A selection of the physical inventory lists turned into the Business Office will be reviewed by the fixed asset manager for accuracy and completeness. This will include a physical inspection of the items on the selected lists.

As goods are determined to no longer be of use to the college shall be stored in the surplus equipment area. These items will be transferred from the IMS list to a separate Obsolete Item list. All information recorded in the IMS will be transferred to the Obsolete Item list.

As is deemed necessary, items in the surplus equipment area will be offered for public auction. Prior to the day of the auction a physical inventory of all goods to be auctioned shall be taken. On the day of the auction all goods sold shall be noted by tag number. If the tag is absent it shall be noted by physical description. If no acceptable bid is made on an item it will be at the discretion of the fixed asset manager whether the item will be disposed of or retained.

A listing of all goods sold or disposed of at auction will be maintained. The information for the item should be transferred from the Obsolete Item list to the Disposed Item list. All information should be transferred plus the date of disposal and the salvage value. These records will be maintained according to the document retention schedule filed with the Auditor's office.

### **6.14 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.

### **6.15 Inclement Weather Policy**

College policy is to maintain normal operations in adverse weather conditions. The College's president or designee can, however, if conditions warrant delay the start of classes, cancel classes for the day, or close the College for the day. The same policy and exceptions apply to an emergency situation.

Members of the campus community are urged to use good judgment in deciding if they can safely travel to and from campus in adverse weather conditions. Faculty are urged to make attendance policy considerations for the difficulties that some commuter students may encounter due to adverse weather conditions and provide opportunities to make up missed assignments.

Students who select not to report for classes should notify their instructors by email or phone. Faculty members are expected to notify their department chair if they select not to hold class. When possible, instructors should notify their students by email of their decision to cancel specific classes. Members of the College's staff are also expected to notify their supervisor if they select not to report to work or will be reporting late.

Information on class cancellation or college closing will be available as follows.

- The cancellation of classes will be posted on the Glenville State College website at [www.glenville.edu](http://www.glenville.edu).
- Cancellation or delay of classes, as well as other emergency notifications, will be sent through the campus Emergency Alert System. The system sends notices via text message, Facebook, Twitter, and e-mail. To sign up for this service, [visit this link](#).
- The announcement of the canceling of classes or closing of the College will be broadcast over area television and radio stations. The television stations are: WDTV-5, WBOY-12, WTAP-15, WSAZ-3, WCHS-8, WOWK-13 and WOAY-4. Radio stations include: WBRB (101.3 FM), WVRC (104.7 FM), WDBS (97.1 FM), WAFD (100.3 FM), WKQV (105.5 FM), WVBD (100.7 FM), WSGB (96.5 FM/1490 AM), WVAR (98.1 FM/600 AM), WSWW (95.7 FM), WVAQ (101.9 FM), WKKW (97.9 FM), WAJR (1440 AM), WFBY (102.3 FM), WWLW (106.5 FM), WCIR (103.7 FM), WHAW (980 AM), WVRW (107.7), and West Virginia Public Broadcasting (the closest transponder being 88.9 FM).
- You can call 304-462-7361 and the operator or a recorded message will give you class cancellation or college closing information.

Every reasonable effort will be made by 6:00 a.m. to determine the need to delay the start of classes or to close the College for the day. As needed, notification of the media and campus community will take place immediately thereafter.

A delay in the start of classes will normally be no more than two class periods on Mondays, Wednesdays and Fridays, and one class period on Tuesdays and Thursdays. For example, the first two class sessions on a Monday morning would be cancelled and classes would resume with the third class session (10:00 a.m. classes). On Tuesdays and Thursdays the school day will normally resume with 9:30 a.m. classes. In such cases, morning lab sessions will resume when classes resume (e.g. a TTH lab session starting at 8:00 a.m. will resume at 9:30 a.m.).

## **6.16 Institutional Review Board**

Glenville State College, as a recipient of federal funds, is subject to federal regulations regarding the protection of human subjects, the humane treatment of vertebrate animals, the use of recombinant DNA, and the risks posed by pathogenic organisms. Thus, the Glenville State

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College institutional review board (IRB) is charged by the College with ensuring that research projects conducted by members of the campus community are undertaken in compliance with relevant federal regulations and institutional policy. The responsibilities, membership, and procedures of the IRB are as follows.

### **I. Responsibilities of IRB**

The IRB is assigned responsibility for reviewing and recommending approval of faculty, student, and staff research regulated by federal guidelines. These reviews will include:

- Evaluating potential risks to researchers and research subjects.
- Ensuring that risks to researchers and research subjects are minimized.
- Ensuring that attendant risks are reasonable given the anticipated benefits of the research.
- Making recommendations to investigators and the chief academic officer regarding needed modifications of research proposals to ensure compliance with federal regulations and institutional policy.

The IRB will interpret “risks” to include physical, psychological, social, economic, environmental, and legal risks. Consequently, any embarrassment, discomfort, and pain that might accompany the research should be minimized and justifiable in terms of the anticipated benefits of the project.

### **II. Membership of IRB**

The IRB will consist of a minimum of five members, of diverse backgrounds, each appointed by the chief academic officer. The membership of the IRB will include at least:

- Three members of the full-time faculty of the College.
- One member of the full-time faculty not assigned to the science faculty.
- One member unaffiliated with Glenville State College.
- One member who can represent persons concerned with the protection of “vulnerable” subjects, such as children and institutionalized persons.

The review of studies involving animals will include a veterinarian who when appropriate will be authorized by the institution to periodically ensure that the project is being conducted as prescribed and with due concern for the test animals.

The chairperson of the IRB will be selected by the members of the IRB from among the faculty members serving on the IRB.

Members of the IRB may not review research projects for which they serve as investigators. In these cases, the chief academic officer will select interim members of the IRB for the review of said projects.

### III. Exemptions to IRB Review Process

The following categories of research are exempt from approval by the institutional review board.

- Research not involving the use of medical procedures, human subjects, vertebrate animals, recombinant DNA, pathogenic organisms (above biosafety level 1) and other materials that present significant environmental risks.
- Research involving student subjects as part of their participation in a Glenville class provided that the research does not involve minors, deception, more than minimal psychological and social stress, physical pain, or medical procedures.\*  
Faculty members who plan class assignments that involve human subjects are responsible for discussing research ethics with students prior to beginning their projects.
- Research conducted as a normal part of laboratories accompanying approved course offerings.
- Research (information gathering surveys and individual and group interviews) conducted by the College as part of the institution's assessment of student learning, student satisfaction, teaching effectiveness, and other quality assurance/improvement studies.

\*Note: Such research is not exempted from IRB review if the results are to be used or presented outside the classroom or if the information collected can be identified with specific respondents or test subjects.

Questions regarding exemptions will be directed to the chairperson of the IRB. The chairperson with the approval of the chief academic officer can issue an exemption for research projects not listed above that are not regulated by federal and institutional policies.

Referral to the IRB is expected in cases when the researcher, IRB chair, or chief academic officer is uncertain if the research project qualifies for an exemption. It is also expected when a previously exempted project is being modified in a way that requires IRB review.

#### **IV. IRB Approval Process**

Research proposals requiring IRB approval will be forwarded to the chairperson of the IRB prior to the submission of grant proposals to funding agencies and/or initiation of research projects. Research projects requiring IRB action may not be initiated or continued without the approval of the IRB.

The IRB will reach its recommendations by majority vote. The IRB may recommend approval, approval with prior conditions, or non-approval. The recommendations of the IRB will be forwarded in writing to the chief academic officer. The chief academic officer may request the IRB to reconsider its recommendation.

Final approval requires the concurrence of the IRB and chief academic officer.

#### **V. IRB Review Materials**

Review materials will include an IRB approval form and a research design of sufficient specificity for the committee to assess potential risks, related safeguards, and benefits of proposed projects.

A. In the case of research involving vertebrate animals, recombinant DNA, pathogenic organisms (above biosafety level 1) and/or significant risk to the environment, the proposed safeguards must address relevant federal regulations.

B. In the case of research involving human subjects, the safeguards must ensure that:

- The selection of subjects is equitable and not coercive.
- Informed consent will be sought from prospective subjects and that consent is appropriately documented. The informed consent process should provide prospective research subjects in understandable language with all necessary information that could influence their decision to participate in the project. The consent form will not include language that releases the investigator or the institution from liability or waives the subject's legal rights. Informed consent can only be waived in accordance with the conditions specified in federal regulations (45 CFR 46 or 21 CFR 50, 56).
- There are adequate provisions for the protection of the privacy of the subjects.
- Data are maintained in confidence.

The materials must also include copies of consent forms, survey and interview instruments, and any other tests to be conducted.

#### **VI. Interim Compliance Reports**

Investigators are required to provide the IRB with interim compliance reports at least every twelve months. The IRB may require a shorter reporting period if needed to ensure compliance with federal regulations or if the project will be completed in less than twelve months. The reports will focus on anticipated and unanticipated risks to research subjects, researchers, and other members of the campus community and all actions taken or planned by investigators to lower higher than expected risks.



## **VII. Final Compliance Reports**

Investigators are to provide the IRB with final compliance reports at the conclusion of approved research projects. These reports will document compliance with federal and IRB requirements to minimize risk to research subjects, researchers, and other members of the campus community.

## **VIII. Adverse Events**

Adverse events must be reported to the IRB in writing immediately follow any such occurrence. In accordance with the Common Rule (Federal Policy for the Protection of Human Subjects):

Research is defined as a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalized knowledge.

A human subject is defined as a living individual about whom an investigator conducting research obtains data through intervention, interaction with the individual or through identifiable private information.

## **Glenville State College IRB Approval Form**

Please complete Section 1 and attach both pages as cover sheets to the required research design and supporting materials. All materials are to be forward to the chief academic officer for distribution to the chairperson of the institutional review board.

### **Section 1: Project Data**

Principle Investigator:

Date of Submission:

Project Title:

Project Start and End Dates:

Co-Principle Investigator(s):

Faculty Research Advisor (if P.I. is student):

Collaborating Institutions and Researchers:

Funding Sources: Name of Federal Agency:

Name of Other Funding Sources:

Abstract (maximum of 200 words):

Methodology (check all that apply):

☐ Interviews

☐ Written Tests

☐ Laboratory Experiment

☐ Other (briefly describe):

### **Section 2: Risk Factors and Research Subjects**

Primary Risk Factors (check all that apply):\*

☐ Risk of psychological or social stress to human subjects.

☐ Risk of physical pain for subjects (human or animal)

☐ Risks associated with the use of medical procedures

☐ Humane treatment of vertebrate animals

☐ Risks associated with the use of recombinant DNA

☐ Use of pathogenic organisms above biosafety level 1.

☐ Significant risk to the environment.

\*Research proposal must address how the above risk(s) will be addressed.

Provide the following information if the research involves human subjects.

Number of participants:

Approximate age of participants:

Special characteristics of participants (check all that apply)

\_\_\_\_\_ Minors

\_\_\_\_\_ Minority groups, specify:

\_\_\_\_\_ Subjects with disabilities: \_\_\_\_\_ Mental \_\_\_\_\_ Physical

### **Section 3: Special instructions for projects with human subjects:**

Please attach to the approval form a research design that contains the process by which:

- Participants will be selected and recruited. Please indicate any inducements or payments for participation.
- Subjects will be informed of the intent of the study, related procedures, and any potential risk.
- The investigator will ensure the privacy of participants and the confidentiality of data.
- Subjects can withdraw from the project at any time without prejudice.

The design must additionally state anticipated risks to the participants, including the:

- Nature of any deception and the rationale for using deception. Projects involving deception must include a debriefing process.
- Rationale for using minors, including how parents/ guardians will be informed of the study. In-school studies must also have permission of school officials/teachers.
- Nature of more than minimal risk of physical, mental, or social discomfort. Specify if the probing for information or if the information presented to the participants might be considered personal, sensitive, offensive, threatening, or degrading.
- Use of medical procedures and related safeguards.

Copies of consent forms, survey and interview instruments, and any other tests to be conducted must be appended to the required research design.

### **Section 4: Recommendation of Chair of IRB**

The chair of the IRB after consulting with the chief academic officer has determined that the proposal as presented:

\_\_\_\_\_ Is exempt from further IRB review.

\_\_\_\_\_ Will be submitted to the IRB for review

\_\_\_\_\_  
Signature of IRB Chairperson

\_\_\_\_\_  
Date

**Section 5: Recommendation of IRB**

After due consideration, the IRB has determined that the project is exempt from IRB review as presented.

\_\_\_\_\_  
Signature of IRB chairperson

\_\_\_\_\_  
Date

After due consideration, the IRB has determined that the project requires IRB approval.

The IRB has decided to:

\_\_\_\_\_ Recommend approval

\_\_\_\_\_ Recommend conditional approval (see attached list of conditions).

\_\_\_\_\_ Not to recommend approval.

\_\_\_\_\_  
(Signed and dated by chairperson of IRB)

**Section 6: Approval of Chief Academic Officer**

Reviewed and approved by: \_\_\_\_\_  
(Signed and dated by chief academic officer)

**Section 7: Submission and Recording Processes**

Electronic submissions are encouraged. Copies of the signed approval form will be retained by the P.I. (faculty advisor if P.I. is a student) and the office of the chief academic officer.

## **6.17 Instructional Technology**

Faculty members are encouraged 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 Office of Technology 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 Office of 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 Office of 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 Office of 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 Office of 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 the Office of 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, the Office of 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 Office of 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. The Office of Technology does not have the staff to regularly deliver equipment.

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Long term check out of AV equipment for buildings or classrooms will be returned to the Office of 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 the Office of Technology includes: data projectors; laptops, overhead projectors; slide projectors; projection screens; camcorders; VHS players; DVD players; cassette tape player/recorders: and record players.

### **Information Technology Hardware, Software, and Services Policies**

#### **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 department 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

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provided by WVNET must be made to the Office of Technology. Services at WVNET require valid account numbers. Such accounts may be obtained through the Office of Technology.

### **G. Computer Accounts**

To use the computers/labs located at Glenville State College one must have a valid account number. Students generally receive accounts from their instructors and such accounts are active during the time they are enrolled at Glenville State College. Extensions of the life of an account past the end of a student's enrollment must be approved by the Chief Technology Officer. Other non-class accounts may be obtained by contacting the Office of Technology.

### **6.18 Keys**

Upon employment at Glenville State College, faculty receive a key to his/her office and any other key(s) necessary to execute his/her responsibilities as faculty member. Keys may be requested through the 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 the Physical Plant. 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.

### **6.19 Library Services (Robert F. Kidd)**

**User Policy** - The College identification card (ID) serves as the library card for faculty, staff and students. An ID is required to check out circulating library items and reserve materials. To have library materials checked out by proxy, the faculty member's ID must be presented at Circulation.

**Circulation Policy** - All library hardcopy circulating materials have up to a semester loan period for faculty and staff. Loan periods for students and community patrons are 14 days for circulating books and 7 days for audiovisuals, such as DVDs. Note: Digital materials have separate and varying loan periods (7, 14, or 21 days). Periodical, reference, microform, special collection, and vertical file materials do not circulate except with the approval of the Library Director (ext. 6161) or the Staff Librarian (ext. 6164).

**Remote Access for Digital Materials and Electronic Databases** - Remote access is made through EZProxy authentication by using the same userid and password used to log into the GSC domain or by using the current library-assigned code word in the userid box. Contact a library staff member for the current code word if needed (ext. 6160).

**Reserves** - Faculty may place library or personal materials on reserve for students' use and specify the length of time these items circulate. Reserve checkout period options run from 1-3 hours "in-library use only" to overnight, 1, 3, 7 or 14-day. Make reserve arrangements at the Circulation Desk.



**Databases, eBooks, and other e-Materials** - Access is available to numerous subscription databases for research from the library webpage. Other digital materials include over 65,000 eBooks, 7,500 e-audiobooks, 750 e-music albums, and 600 e-videos from the library webpage via the WVDELI icon or (Ebsco) eBook collection link on the left-side menu. Note: Most WVDeli e-materials and Ebsco eBooks are searchable and accessible through the library's online catalog.

**Interlibrary Loans (ILLs)** - ILL services are offered for materials not currently available in-house. An ILL request may be submitted electronically from the library webpage or by hardcopy; forms are also available in the library. Interlibrary loans for campus/class use are free of charge to faculty/staff. Interlibrary loans for personal use are charged \$1.00 per book and \$1.00 (plus 10¢ per page) for articles.

## 6.20 Mail Service

A full-service U.S. Post Office/Glenville State 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 2:30 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. 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.

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Pick up packages promptly. Glenville State 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.

### **6.21 Non-Discrimination Policy**

Glenville State College does not discriminate on the basis of race, sex, age, disability, veteran status, religion, color, ancestry, marital status, gender, sexual orientation or national origin in the administration of any of its educational programs, activities, or with respect to admission or employment. Glenville State College also does not discriminate based upon genetic information in the areas of employment or employee health insurance benefits. The following person has been designated to handle inquiries regarding the College's non-discrimination policies, to receive discrimination/harassment complaints including but not limited to complaints based upon sex or disability and to monitor the institution's compliance with state and federal non-discrimination laws and regulations including but not limited to Title IX and the Americans with Disabilities Act:

Krystal D. Smith  
Director, Human Resources  
Coordinator, Title IX/AA/EEO  
2nd Floor Harry B. Heflin Administration Building  
304-462-6193

[Send email](#)

Written correspondence may be sent to:      200 High Street  
Glenville, WV 26351  
FAX: (304) 462-7610

### **6.22 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.

### **6.23 Program Review**

The program review process provides for a 5-year review and evaluation cycle of all programs leading to a certificate or degree at the College. The basic evaluative criteria for the Program Review process are viability, adequacy, necessity and consistency with mission. These reports are due in March. An executive summary of the full report is submitted to the Board of Governors for approval in April prior to submission to the WV Higher Education Policy Commission in May.

Each academic program is additionally required to maintain a planning and assessment portfolio. Each portfolio is to be updated annually with current information on the achievement of established learning outcomes.

## **6.24 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 Institutional Review Board (see Section 6.16).

## **6.25 Public Relations and Promotional Materials**

Public Relations is responsible for media relations, publicity and promotions, publications, advertising, college identity and logos, and Glenville State College's world wide website. 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 Public Relations Office

The College's Style Manual will be followed in the design of all publications and promotional materials and is available on the Glenville State website.

## **6.26 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 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.

## **6.27 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 *Trillium*, an annual literary magazine.
3. Radio and TV Station operated by the College and staffed by students.

## **6.28 Purchasing**

The Business Office 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. Policies and procedures along with the necessary forms are available on the Glenville State website.

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An eligible 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.

### **Purchasing Furniture and Equipment**

All requests for office furniture and equipment must be submitted with justification and approved by the appropriate vice president. Requests for classroom furniture and equipment must have the approval of the Vice President for Academic Affairs. Approved purchases will be placed and received by the College and not individual units of the institution unless otherwise authorized by the appropriate vice president and the Executive Vice President for Business. In all cases, the purchased items will be inventoried and properly tagged prior to being made available for use.

### **6.29 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.
2. Glenville State 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 committee of selected College employees. This advisory group formulates, recommends, reviews, and evaluates safety programs and practices on campus.

### **6.30 State Officers and Offices Communication Policy (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.

### **6.31 Substance Abuse and Tobacco Use**

Glenville State College will maintain an educational workplace free of the illegal use of drugs. The unlawful manufacture, distribution, sale, dispensing, possession or use of illegal drugs, the abuse or improper use of prescribed drugs, and the use of alcohol on Glenville State College property or as part of any sponsored function is prohibited. Reporting to work, class or any college sponsored function under the influence of alcohol or illegal drugs is prohibited.

Legally prescribed medications taken properly are excluded from prohibition and permitted only to the extent that such medications do not adversely affect a person's ability, job performance or the safety of others. Any person who violates the policy shall be subject to disciplinary action. (see Glenville State Administrative Policy 3)

#### **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. Limited research is available on secondhand effects of e-cigarette, but exposure to vapors may potentially have adverse health consequences. The working environment should present no unnecessary risk of physical harm or discomfort from environmental tobacco smoke or vapors. Furthermore, residents, employees, students, visitors, clients, and applicants should not be exposed to cigarette or other environmental tobacco smoke or vapors.

**3. Definitions:**

- a. Smoking: The use of any tobacco product, tobacco-derived and alternative nicotine product or vapor products, including cigarettes, e-cigarettes or vapor cigarettes, 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. 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:
  - all Residence Halls and outside areas at the entrances to residence halls.
  - in the Mollohan Campus Community Center, Science Hall, Clark Hall, Health and Physical Education Building, Kidd Library, Louis Bennett Hall, Maintenance Building, Alumni House, Fine Arts Center, Administration Building, Waco Center, Morris Criminal Justice Training Center, and in all Glenville State College offices, conference rooms, corridors, workrooms, storage rooms, restrooms, mechanical rooms, vehicles, and any other enclosed areas. This includes outside areas at the entrances to all buildings.
  - in the bleachers, on the field or track, and in the Field House at Pioneer Stadium.
- b. No tobacco or vapor products shall be sold on campus.
- c. “NO SMOKING” and/or “SMOKE FREE” signs shall be posted at appropriate locations on campus by the Physical Plant Department.
- d. 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.

- e. 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.
- f. Failure to comply with these policies shall be handled in accordance with the Classified Employees' Handbook, Faculty Handbook, and/or Student Handbook.

### **6.32 Telephone Service**

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.

There is a long distance block on your phone which protects you from another person abusing your phone. However, please be respectful of the college and do not abuse your privilege. 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. You are given a code when you are hired, if you forget your code or believe it has compromised contact extension 5146 for help. 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.

### **DIALING PROCEDURES**

#### **Campus:**

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

#### **All local calls:**

Dial 0 + ###-###-####

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

Dial 0 + 1 + 304 + ###-#### (fast busy signal) + authorization code + #

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

Dial 0 + 1 + Area Code + ###-#### (fast busy signal) + authorization code + #

#### **Toll-Free:**

Dial 0 + 1 + 800/888/877/866 + ###-####

#### **Directory Assistance:**

The following websites provide the services of 411 for free:

[switchboard.com](http://switchboard.com); [whitepages.com](http://whitepages.com) [yellowpages.com](http://yellowpages.com)

**Emergencies:**

Dial 911

**911 is an emergency number: 0 is not needed to dial out.**

If you accidentally call 911, please stay on the line and tell the dispatcher that you do not have an emergency. If you do not, the dispatcher will call the 304-363-7361 and ask the switchboard operator if there is an emergency. Also, when you dial 911 an alert is sent to Public Safety, they will then proceed to your office unless you call them and report it as an accident.

**VOICEMAIL**

To first set up your voicemail, press the messages button then dial 12345#. The system will ask you to reset your pin the first time you access it. After so long of a period your pin will expire and the system will prompt you to set a new pin. Sometimes, users get confused when the system asks for your user ID. However, the user ID is only your four digit extension followed by the # sign. If you try to access your voicemail too many times with the wrong information your account will become locked please contact Robin Cottrill at extension 6145 if this happens. As a user you receive voicemail, both on your phone and in your email. If you are not receiving voicemail messages in your email, please contact Robin Cottrill.

From time to time users would like to access their voicemail from off campus, to do so call 304-462-4139 then press \*. The system asks for your ID number, which is your four digit extension followed by the # button. Then enter your pin, followed by the # button.

The computer generated voice mispronounces some names. If you would like to replace the computer generated voice in the directory with your own recording please see the directions below:

Press Messages enter your pin and #

Press 4 for setup options

Press 3 for preferences

Press 2 for recorded name

Say your first and last names after the tone and press #

Then you can hang up.

**FURTHER ASSISTANCE**

Please contact Robin Cottrill in the Office of Technology for any telecommunication issues.

For an updated copy of the internal phone directory please visit

<http://www.glenville.edu/about/directory.php>

For a copy of the phone training manual please visit the Office of Technology website at

<http://www.glenville.edu/mygsc/technology.php>



### **6.33 Travel Policies and Procedures**

Employees of Glenville State College must adhere to the travel policies and procedures set forth by Glenville 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.

An eligible 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 online 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 \$0.535 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 thirty (30) 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.

### **6.34 Vehicle Management Policy**

The Vehicle Management Policy for Glenville State College 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 Glenville State and operated by faculty, staff, employees or other persons as may be authorized in writing by the President. It does not apply to construction or grounds maintenance vehicles owned by Glenville State.

## Vehicle Use and Operation Policy

### A. Vehicle Assignments.

1. Pool assignments include passenger vehicles that are available to all Departments for “official business use” by their personnel. At Glenville State, pool vehicles are assigned to Admissions, 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 Glenville State owned, leased or rental vehicles. The use of Glenville State 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, Glenville State 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 Glenville State travel guidelines.
3. If Glenville State 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 Glenville State 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 Glenville State. The full-time employee will schedule the vehicle and be responsible for the vehicle;
  - b. is an elected officer of a Glenville State organization and must attend specific meetings/seminars approved by Glenville State College;
  - c. is required to operate a Glenville State 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 Glenville State and whose specific office or employment conditions require they be transported on official business.
  - d. persons who are participating in an organized Glenville State activity.
4. Vehicles will be parked overnight in the assigned parking space for each department. Land Resources Department vehicles will be parked in the Waco Center 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 Glenville State travel guidelines).
5. Personal use of Glenville State owned, leased or rental vehicles is prohibited. Vehicles are to be used for Glenville State "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).

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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 Glenville 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 6240.
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 Glenville State 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).
  - a. 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 Glenville State 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 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 serving the area where the accident occurred and to the 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 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 college 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 college 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.

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.

**6.35 Web Guidelines**

Web space on the college Web server for departments will be provided by the 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 main web by the Director of Public Relations. What is published on the 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, Vice President for Academic Affairs or the President of the college for any reason until the problem is resolved.

- 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 Glenville State 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.

#### **6.36 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.

**Glenville State College**  
**200 High Street**  
**Glenville, West Virginia 26351-1292**

**Web Site: [www.glenville.edu](http://www.glenville.edu)**