



Douglass Institute Faculty and Staff Appointment and Term Policy

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I. Overview

A distinguishing feature of West Virginia State University (WVSU) is its designation as an 1890 Land-Grant University granted through the Second Morrill Act by Congress in 1890. Relevant subsequent legislation includes the Smith-Lever Act of 1914, which authorized funding for the Cooperative Extension Service at 1862 Land-Grant Universities. Public Law 89-106, an amendment to the Smith-Lever Act, was enacted to directly provide funds to support Cooperative Extension programs at 1890 Institutions, including Tuskegee University.

The 1890 Agricultural Research Program was established in 1977 when Congress established this program at all 1890 Institutions and Tuskegee University through the Public Law 95-113 (Farm Bill). Evans-Allen funding for agricultural research was appropriated by Section 1445 of this legislation, administered by the Cooperative State Research, Education, and Extension Service (CSREES), an agency of the United States Department of Agriculture (USDA).

West Virginia State College (now University) was established in 1891. The University was one of the original 1890 Land-Grant Universities until, in 1956, the State of West Virginia transferred the University's land-grant status. However, in 1991 and 2000, the University's state and federal land-grant status were respectively restored.

The land-grant re-designation gives back WVSU its breadth and emphasis in its mission for Research and Public Service (including Cooperative Extension and outreach). Research includes both basic and applied research and other forms of scholarship and creative activity; and service includes the professional activities provided by University Extension as well as the broad range of outreach activities provided by faculty to the public.

The Gus R. Douglass Land-Grant Institute for Agricultural, Consumer, Environmental, and Outreach Programs, is the University's administrative unit charged with providing leadership for the Institution's land-grant mission which is to aid in the academic, technological, economic, and social advancement of the State of West Virginia. This mission is accomplished by identifying resources and developing programs pertinent to the progression and dissemination of knowledge and services via research, teaching, and extension.

The Institute, named in honor of Dr. Gus R. Douglass, West Virginia Commissioner of Agriculture, is comprised of three core programmatic divisions: West Virginia State University Extension (1890 Extension), West Virginia State University Agricultural and Environmental Research Station (1890 Research), and The Center for the

Advancement of Science, Technology, Education and Mathematics (CASTEM). There are also three supporting units within the Institute: Support Services, Communications, and Human Resources and Civil Rights Compliance.

II. Personnel Appointments

The Gus R. Douglass Land-Grant Institute is an operating arm of West Virginia State University, thus, all personnel in the Institute shall receive employment status and benefits similar to those received by the rest of the West Virginia State University employees. The West Virginia State University Research and Development Corporation serves as the fiscal agent for the Douglass Land-Grant Institute. The Corporation is a fiscal affiliate of the University and mirrors to a great degree its policies and procedures, in relation to employment benefits. Because the Corporation's operating funds derive mainly from the managing of grants and Notice of Appointments (the majority of which are non-state funds), its faculty-eligible employees cannot participate in the University's faculty tenure system.

The majority of the Douglass Land-Grant Institute employees, including extension, outreach, and research employees, are primarily funded through federal entitlements (administered by various federal agencies). Thus, these employees are hired as employees of the West Virginia State University Research and Development Corporation. Furthermore, due to the cyclical appropriation nature of these funds (e.g., five-year grants for USDA Formula Funds), Douglass Land-Grant Institute employees are often employed based on the availability of these funds throughout the funding cycle. Remarkably, agricultural appropriations (formula funds) have been sustained by Congress since their inception in 1972. It is from these funds which the overwhelmingly majority of land-grant funds are derived.

Consequently, in order to provide employment continuity to the Douglass Land-Grant Institute, it is necessary to create an employment system for Douglass Institute employees that offer a level of security which is congruent with the availability of funds. The Notice of Appointment system described in the following passages delineates the employment status and security for employees of the Douglass Institute.

III. Rank and Term or Continuous term Notice of Appointment

A. Douglass Land-Grant Institute Rank

The employee ranking system proposed for the Douglass Institute is only applicable to Institute employees of the West Virginia State University Research and Development Corporation. Nonetheless, these ranks are designed so they have equivalency ranks with those used by the University and thus should be recognized throughout the University faculty system as a faculty rank for the Institute.

Faculty rank at the Institute will be housed in West Virginia State University Extension (WVSU Extension) and West Virginia State University Agricultural and Environmental Research Station (WVSU-AERS). All personnel external to these two divisions, eligible for Institute faculty rank, will be accommodated when appropriate within ranks as established for the Institute's research and extension divisions.

West Virginia State University Agricultural and Environmental Research Station

Employees who meet the qualifications for institute faculty rank will be accorded the title commensurate with professional attainments and experience in the areas of teaching, research, and service for a land-grant university. In other words, the proposed Institute's qualifications for a research full-professor of horticulture would meet similar requirements of an academic full-professor of biology within the University system.

Upon approval, research faculty would be accorded the titles of: **Research Professor, Associate Research Professor, Assistant Research Professor, and Research Instructor**, in their particular field of specialization.

Furthermore, qualifying (as determined by the academic department) land-grant research faculty will be able to participate in graduate and undergraduate instruction, student advisement and committees. The Dean and Director of the Gus R. Douglass Institute and the Dean(s) of the appropriate college will develop an articulation of duties assigned and expected from Douglass Institute faculty members.

West Virginia State University Extension

Employees who meet the qualifications for rank will be accorded the title commensurate with the professional attainments of teaching, research, and service for a land-grant university. Upon approval, qualifying Institute extension faculty members would be accorded the titles for **Extension Specialist I, II, or III** and **Extension Agent I, II, or III**.

Qualifications for Extension Specialist III shall emulate, , those required to attain academic rank of full-professor. Extension Specialist II and I shall mirror, to an extent, requirements of the academic rank of an associate professor. Extension Agent III and II shall be similar to an extent, requirements as the academic rank of an assistant professor. An Extension Agent I will equate the academic rank of an instructor. Institute extension faculty members who have professorship status must have extensive research in extension and a documented outreach service track. **Extension Associates** will be termed as extension professionals.

The Associate Director of Extension and the Extension Program Leaders, in their leadership capacities for extension programming, - may be granted the position equivalent to associate extension professor within the Institute when supported by the appropriate vitae and other professional requirements and documentation.

Academic Departmental Faculty Status

Douglass Institute faculty members are encouraged to become members of the University's academic fabric. In order to become a member of an academic department, Institute faculty members must apply to the respective department for faculty status. If their application is accepted by the academic department to which they apply, their professional rank at the Institute will be recognized by that department. Professional rank will, however, be determined by the Douglass Land-Grant Institute regardless of the acceptance to the corresponding academic department.

Faculty appointments of Douglass Institute faculty members to the academic units would not be eligible for tenured status within the academic programs of the University. These individuals' primary rank, appointments, retention, and term status will remain within the Douglass Institute. The academic status of these individuals will be reviewed periodically as dictated by the appointment Notice of Appointment and University policies.

Academic Co-Appointed Faculty Status

Co-Appointed Faculty status is designed to provide additional human resources to the graduate and undergraduate programs of West Virginia State University, and to provide an opportunity for professional non-University faculty to participate in the academic enterprise. This policy is particularly intended for qualified faculty personnel employed by the WVSU Douglass Institute.

Once achieved, co-appointed status will carry all the rights and responsibilities as specified by the WVSU Faculty Handbook. Co-appointed Faculty members who qualify will have the right to chair the thesis committee and direct the research of graduate students. Should a faculty member's co-appointment terminate before a graduate student completes the requirements for the degree, it is the responsibility of the student's thesis committee to assume guidance of said student. Co-appointed Faculty will have the right to serve on the thesis committees of MS Biotechnology candidates and the right to serve on the graduate acceptance committee. Co-appointed Faculty members will have the right to guide the research of undergraduate students.

The percentage of the co-appointment for the purposes of classroom instruction and/or other academic departmental duties (extension and research appointments) will be negotiated among the Dean of the Douglass Institute, the Associate Director of Research or Extension, and the employee requesting co-appointment.

Individuals wishing Co-Appointed Faculty status with an academic department should write a letter to the chairperson of the department requesting said status. The letter of

application should contain the specific nature of appointment that is whether it be teaching, research, and/or extension duties. Individuals seeking co-appointment status with an academic department must meet the qualifications as specified by the WVSU Faculty Handbook for academic rank. Application materials must include evidence that the Dean and Director of WVSU Douglass Institute and the Assoc. Director of Research (or Extension) approve the affiliation. Alternatively, any member of the department may nominate, in writing, a person to be considered for co-appointment status. Again, written approval from the Dean and Director of WVSU Douglass Institute and the WVSU Douglass Institute Associate Director(s) must be in evidence at the time of application. The matter of Co-appointment status for the applying individual should be brought to the academic department for a vote. Once the vote is taken, the chairperson sends his/her department's recommendation to the Dean of the College along with a copy of the minutes where the outcome of the vote is recorded. The dean forwards his/her recommendation to the Vice President for Academic Affairs (VPAA). The VPAA then sends his/her recommendation to the President for his approval. The co-appointment is good for up to three years. After the three-year period has expired, co-appointees may reapply using the above procedure.

Co-appointed faculty should be evaluated for their teaching and/or other departmental service in the same manner as other WVSU faculty. The department chairperson or his/her designee will make a classroom observation, will review teaching materials and syllabi, and will make provisions for student evaluations. A written evaluation of the co-appointed faculty member's teaching and/or other departmental service will be made part of the individual's record and made available to the Dean of the Douglass Institute as well as the Dean of the appropriate academic College and the Vice President for Academic Affairs. These materials will be used as part of the individual's overall evaluation by the Dean of the Douglass Institute and the Associate Director of Research (or Extension). Research and extension evaluations shall be performed by the Associate Director of Research and the Associate Director of Extension, respectively.

A Co-appointment may be terminated at any time during the appointment period in any of the following ways:

- 1) The faculty member may resign by sending a letter to that effect to the academic department chairperson with a copy to the Dean of the College, the Dean and Director of WVSU Douglass Institute and the WVSU Douglass Institute Associate Director of Research.
- 2) The department may vote to terminate the faculty member's co-appointment. A letter from the chairperson and a copy of the minutes where the outcome of the vote is recorded should be sent to the affected faculty member. Copies of all documents should be sent to the academic Dean, VPAA, and the WVSU Douglass Institute Dean and Director and the WVSU Douglass Institute Associate Director of Research (or Extension).

- 3) The co-appointed faculty member's membership in the Department may be terminated by the Dean and Director of the WVSU Douglass Institute and/or the WVSU Douglass Institute Associate Director of Research or Extension, and/or the VPAA.
- 4) The co-appointed Faculty member may appeal to –a group composed of the WVSU Faculty Senate Grievance Committee and an equal number of individuals appointed by - the Dean of the Douglass Institute. Said committee makes its recommendation to the VP for Academic Affairs and the Dean of the Douglass Institute, who in turn make a recommendation to the President of the University regarding co-appointment status.

Upon termination of the co-appointment, it will be the responsibility of the Dean of the Douglass Institute, and the Associate Director of Research (or Extension) to reassign duties to the employee.

Note that the President reserves the right to terminate the co-appointment at any time.

B. Term and Continuous Term Notice of Appointments

Douglass Institute employees will be awarded a term or continuous term Notice of Appointments within the Institute. ***Continuous term Notice of Appointments will be equivalent academic tenure status. The purpose of using continuous term Notice of Appointments is due to the fact that land-grant employees are under a federal five-year plan of work and funding cycle.*** Term and continuous term Notice of Appointments will be issued by the Dean and Director of the Douglass Institute and the Executive Director of the WVSU Research and Development Corporation. Term Notice of Appointments will typically range from an annual Notice of Appointment to a five-year Notice of Appointment with some Notice of Appointments being open-ended and based on availability of funding. Eligible employees with Douglass Institute faculty status (associate professor or full professor) who have successfully completed a five-year term would be eligible to apply for continuous term Notice of Appointment status.

Those individuals obtaining continuous term Notice of Appointment status would receive annual Notice of Appointments as long as funding sources are available to sustain the position by the proposed Institute. Eligibility for Continuous Term Notice of Appointment status would be determined by a favorable recommendation from the appropriate Associate Director to the Dean (who reserves the right to reject recommendation), and then from the Dean to the promotion and term committee. The promotion and term committee will make their recommendation (acceptance or denial) to the Dean. The recommendation from the promotion and term committee will then be forwarded to the Dean, and then to the President by the Dean for final approval. The GRDI term policy is designed to mirror that of the academic faculty tenure policy of the University (Appendix

C). Once continuous term status has been attained, there will be a post-continuous term status review every five years.

Note that the President reserves the right to bestow a Continuous Term Notice of Appointment to qualified Douglass Institute faculty at his/her discretion.

IV. Eligibility for Rank, Term Notice of Appointments and Continuous Term Notice of Appointment Status

Research and Extension Faculty

To be eligible for advancement in faculty rank within the Institute, extension and research faculty must hold an appointment position funded through the Douglass Institute. The Chairman of the Research and Development Corporation (also the President of WVSU) has the ultimate authority for promotion, term Notice of Appointments, continuous term Notice of Appointment and salaries for Institute employees. Policies and procedures will be administered through the Executive Director of the Research and Development Corporation and the Dean and Director of the Douglass Institute. The fiscal management of the Douglass Institute will remain within the WVSU Research and Development Corporation.

Prior to application for advancement related to an Institute continuous Notice of Appointment, the faculty member must have worked a minimum of five consecutive years in WVSU Extension or WVSU Agricultural and Environmental Research Station and must have a minimum of a Master's degree in Extension and a minimum of a Doctorate degree or terminal degree in Research, in their respective professional field. While a term Notice of Appointment ranges from an annual to a five-year Notice of Appointment, a continuous Notice of Appointment reoccurring is a Notice of Appointment that remains in place as long as land-grant funds are available to sustain said position. Continuous Notice of Appointment status can be affected by an unfavorable post-continuous term Notice of Appointment review or the lack of adequate resources. The President reserves the right to bestow continuous Notice of Appointments to qualified Douglass Institute faculty.

Support and Technical Staff

Support staff and technical staff are eligible for rank only if the staff member possess skills or assets that can significantly contribute to the advancement of research, extension, or teaching (per the approval of the academic department) missions of the University. However, staff and technical staff will be eligible for a term Notice of Appointment up to five years.

Administration

All administrative personnel eligible for faculty rank and status, will have attained Institute rank and status within either WVSU-AERS (research) or WVSU Extension

(extension). CASTEM staff eligible for faculty status can also seek faculty status in research or extension.

University Faculty Status

As aforementioned, extension and research faculty status resides within the Gus R. Douglass Institute. Academic colleges and departments may accord land-grant personnel - – co-appointed status in accordance with West Virginia State University academic policies and procedures.

Institute staff may be permitted to teach in order to support the University's academic programs. The experiences would be evaluated within the framework of their duties for the Institute. The Chairman of Research and Development Corporation (is also the President of the University) will have the ultimate authority for promotion, term Notice of Appointments, continuous term Notice of Appointment and salaries for Institute employees. Policies and procedures will be administered through the Executive Director of the Research and Development Corporation and the Dean and Director of the Douglass Institute. The fiscal management of the Douglass institute will remain within the WVSU Research and Development Corporation.

V. Annual Evaluations

The Human Resources Administrator will be responsible for the coordination of the Performance Evaluation Program and will ensure the fairness and efficiency of its execution; distribute proper evaluation forms, monitor that the evaluations are completed and returned in a timely manner, and ensure that there are safeguards in place to properly secure the evaluation so that the process remains confidential. Co-appointed faculty should be evaluated for their teaching and/or other departmental service in the same manner as other WVSU faculty. The evaluation shall be forwarded to the Dean and Director of the Gus R. Douglas Land-Grant Institute.

West Virginia State University Agricultural and Environmental Research Station

Annual evaluations of faculty and staff in the West Virginia State University Agricultural and Environmental Research Station will take place by the end of June. The evaluation will be performed by the Associate Research Director of WVSU-AERS. The individuals to be evaluated include research scientists, support staff and all other employees who report to the Associate Director of WVSU-AERS. The executed evaluations will be forwarded to the Dean and Director of the Gus. R. Douglass Land-Grant Institute. The Dean and Director will further assess the evaluations, and forward the evaluations and any other recommended actions (e.g., reaffirming retention, promotion and/or termination) to the President.

West Virginia State University Extension

Annual evaluations of faculty and professional staff within West Virginia State University Extension will take place by the end of June. The individuals to be evaluated include extension faculty and staff, support staff and all other employees who report to the Associate Director of WVSU-Extension. The evaluations of Program Leaders will be performed by the Associate Director of WVSU Extension. The Program leaders will then, in turn, evaluate Extension Specialists and Agents assigned to their program area. Extension staff members who supervise Extension Associates and support staff will perform their respective evaluations. The completed evaluations will be validated by the Associate Director and forwarded to the Dean and Director of the Gus. R. Douglass Land-Grant Institute. The Dean and Director will further assess the evaluations, and forward the evaluations and any other recommended actions (e.g., reaffirming retention, promotion and/or termination) to the President.

CASTEM

Annual evaluations of faculty and staff in West Virginia State University Center for the Advancement of Science, Technology, Education, and Mathematics (WVSU-CASTEM) will take place by the end of June each year. The evaluations will be performed by the Director of WVSU-CASTEM. The individuals to be evaluated include administrative staff, support staff and all other employees who report to the Director of WVSU-CASTEM. The completed evaluations will be forwarded to the Dean and Director of the Gus. R. Douglass Land-Grant Institute. The Dean and Director will further assess the evaluations, and forward the evaluations and any other recommended actions (e.g., reaffirming retention, promotion and/or termination) to the President.

Institute Support Services/Business and Finance

Annual evaluations of faculty and staff in The Douglass Land-Grant Institute's Department of Institute Services will take place by the end of June each year. The evaluations will be performed by the Associate Dean and Director of Institute Services. The individuals to be evaluated include administrative staff, support staff and all other employees who report to the Associate Dean and Director of WVSU Institute Services. The completed evaluations will be forwarded to the Dean and Director of the Gus. R. Douglass Land-Grant Institute. The Dean and Director will further assess the evaluations, and forward the evaluations and any other recommended actions (e.g., reaffirming retention, promotion and/or termination) to the President.

Communications

Annual evaluations of faculty and staff in The Douglass Land-Grant Institute's Department of Communications will take place by the end of June each year. The evaluations will be conducted by the Institute's Director of Communications. The individuals to be evaluated include administrative staff, support staff and all other employees who report to the Director of Communications. The results of the evaluations will be forwarded to the Dean and Director of the Gus. R. Douglass Land-

Grant Institute. The Dean and Director will further assess the evaluations, and forward the evaluations and any other recommended actions (e.g. reaffirming retention, promotion and/or termination) to the President.

Human Resources and Civil Rights Compliance

Annual evaluations of faculty and staff in The Douglass Land-Grant Institute's Office of Human Resources and Civil Rights Compliance will take place by the end of May each year. The Human Resources Administrator will perform the evaluations. The individuals to be evaluated include administrative staff, support staff and all other employees who report to the Human Resources Administrator. The Human Resources Administrator will forward the completed evaluations to the Dean and Director. The Dean and Director will further assess the evaluations, and forward the evaluations and any other recommended actions (e.g. reaffirming retention, promotion and/or termination) to the President.

Administration

Annual evaluations of administrative staff of The Douglass Land-Grant Institute will take place by the end of June each year. The evaluations will be performed by the Dean and Director of the Gus. R. Douglass Land-Grant Institute. The individuals to be evaluated include the Associate Dean and Director of Institute Support Services, Associate Director of WVSU-AERS, Associate Director of WVSU Extension, Director of CASTEM, Director of Communications, Human Resources Administrator, support staff and all other employees who report to the Dean and Director of The Douglass Land-Grant Institute. The Dean and Director will assess the evaluations, and forward the evaluations and any other recommended actions (e.g. retention, promotion and/or termination) to the President.

VI. Salary

Employee initial salaries shall be based on the established state extension and agricultural research system's rates for that particular position. Employee salaries increases and adjustments shall be based on recommendations from supervisor to the next immediate supervisor through the Dean, and then to the President for final approval. Salary increases are contingent on the availability of funds.

The University, as well as the Corporation, in addition to mandated salary increases, has a rewarding policy based on their employee's years of service, which yields an increment check. To receive increment compensation, an employee must work at least three uninterrupted years at the University or the Corporation. Thereafter, employees will receive a \$50 increment check for each year served. For example, if you have been employed for 6 years, you will receive a \$300 check, less tax and other fringe fees. The years of service funds or increment check is at the discretion of the Executive Director of the R&D Corporation, and also it is also contingent on the availability of funds.

In accordance with the State's Comprehensive Plan Agreement signed May 6, 2005, with West Virginia University, as mandated by the U.S. Department of Agriculture, salary ranges are to move toward uniformity for the same work performed by employees at peer institutions. However, the movement towards salary parity will depend upon availability of funds.

VII. Appendices

A. History of Land-Grant Status at West Virginia State University

West Virginia State University (WVSU) was designated by the United State Congress and the State of West Virginia as an 1890 Land-Grant Institution under the Second Morrill Act. These school were created to provide *"instruction in agriculture, the mechanical arts, English language and the various branches of mathematical, physical, natural, and economic science: to the black citizens of the state where these students had no access to other higher education institutions."* WVSU faithfully and successfully met its duties to the citizens of West Virginia as a land-grant university in an outstanding manner. However, on October 23, 1956, the West Virginia State Board of Education voted to surrender the land-grant status of WVSU (effective July 1, 1957) and transfer all personnel and expense funds to West Virginia University, the state's 1862 Land-Grant Institution.

For decades, alumni of the University interested in regaining the Institution's land-grant status looked for the right time, place, and person(s) to reverse the decision made in 1957. In 1988, President Hazo W. Carter, Jr. undertook this endeavor. During the fall of 1988, President Carter and several members of his staff traveled to Washington to meet with the staffs of West Virginia's Congressional delegates and representatives of the Secretary of the United States Department of Agriculture (USDA) to explore the feasibility of regaining land-grant status for the College. The Congressional delegation was supportive but pointed out the first step was to have the state legislature redesignate WVSU as an 1890 Land-Grant Institution.

In 1991, House Bill 2124 was passed unanimously by both the House and Senate after being amended twice, to redesignate WVSU as an 1890 Land-Grant Institution. On February 12, 1991, Governor Gaston Caperton signed the bill on the campus of WVSU. On August 4, 1999, Senator Robert C. Byrd amended the House of Representatives Bill 1906 to once again establish WVSU as land-grant institution, eligible for research and extension funding as established under the Second Morrill Act of 1890. After approval by Congress, on October 22, 1999, President Bill Clinton signed the FY2000 Agricultural Appropriations Bill.

Although WVSU received land-grant research and extension funding in FY2000, the USDA Office of General Council of the USDA stated that more explicit amending language was necessary for full inclusion of WVSU as an 1890 Land-Grant Institution. Senator Byrd introduced such an amendment, and on November 28, 2001, with the

passage and subsequent signing of the FY2002 Agricultural Appropriations Bill, the University regained its birthright and once again became an official and fully recognized 1890 Land-Grant Institution, eligible for 1890 research and extension formula funds, 1890 Facilities and Capacity Building funds, as well as many other tangible and intangible entitlements. Consequently, on March 17, 2000, President Hazo W. Carter, Jr. established the Department of Douglass Institute as the University's lead land-grant administrative area responsible for the administration of all land-grant activities.

The Division Agricultural, Consumer, Environmental, and Outreach Programs (ACEOP) has undergone tremendous change during the academic year of 2004-2005. New grants, additional personnel, renovated facilities, new office space, and both legislative and U.S. Department of Agriculture (USDA) mandates warrant a new look at the existing organizational structure. Due to these changes and others, the Division of ACEOP was reorganized on September 21, 2005.

On March 15, 2006, the Division of ACEOP was officially renamed The Gus R. Douglass Land-Grant Institute for Agricultural, Consumer, Environmental, and Outreach Programs. The Douglass Institute, named in honor of Dr. Gus R. Douglass, West Virginia Commissioner of Agriculture, is comprised of three programmatic divisions: West Virginia State University Extension (1890 Extension), West Virginia State University Agricultural and Environmental Research Station (1890 Research), and The Center for the Advancement of Science, Technology, Education and Mathematics (CASTEM). There are also three support departments: Institute Support Services, Communications, and Human Resources and Civil Rights Compliance. On July 1, 2006, the Douglass Institute was transferred to the Office of the President.

B. Douglass Institute Mission, Goals, and Objectives

"The mission of The Gus. R. Douglass Land-Grant Institute is to aid in the academic, technological, economic, and social advancement of the State of West Virginia by identifying resources and programs pertinent to the progression and dissemination of knowledge and services by way of research, teaching and extension."

Goal

THE GUS R. DOUGLASS LAND-GRANT INSTITUTE WILL SUPPORT THE UNIVERSITY'S LAND-GRANT MISSION OF EDUCATION, RESEARCH, AND OUTREACH BY DESIGNING, IMPLEMENTING, AND MAINTAINING PROGRAMS THAT INCREASE THE PROMOTION OF ACADEMIC, ECONOMIC, TECHNOLOGICAL, AND SOCIAL ADVANCEMENT OF THE STATE AND ITS CITIZENS.

Objective 1 (Teaching)

To infuse the knowledge generated through research programs and public service activities into the classroom and communities in order to empower our students and clientele with educational tools that can be applicable and useful in addressing the state and nation's critical socio-economic and educational needs.

Objective 2 (Research)

To promote and implement quality, applied research programs that are responsive to the needs of the citizenry and communities served by the University.

Objective 3 (Extension)

To manage and facilitate the development and implementation of engaged university extension and outreach programs that address critical societal issues as conveyed by the citizens of West Virginia.

Objective 4 (Education and Technology)

To promote educational and technology outreach by engaging and increasing student and public enthusiasm for science, mathematics, and technology in order to improve problem-solving skills, creativity and critical thinking.

Objective 5 (Fiscal)

To continue developing and monitoring administrative and fiscal management controls including policies and procedures for congruency and responsiveness to federal, state, and local regulatory agencies with the purpose of effectively and efficiently manage and monitor the Institute's financial resources at all levels and phases of their cycle.

Objective 6 (Communications)

To produce and disseminate information relevant to the Institute via written, verbal, video–Graphic, and online means and to create and produce positive public awareness and support through advertising, marketing and public relations channels.

Objective 7 (Human Resources)

To deliver quality human resource and employee services with the highest standards of integrity, leadership, innovation, knowledge, efficiency, honesty and respect; and to work strategically with a diverse community in

providing leadership in the development, implementation, and administration of sound human resource policies, procedures, and programs that support the Institute's employment, educational, extension, and research missions.

C. Douglass Institute Continuous Term Notice of Appointment Policy

A continuous term Notice of Appointment is designed to ensure land-grant academic freedom and to provide professional stability for the experienced faculty member. It is a means of protection against the capricious dismissal of an individual who has served faithfully and well in the academic community. Continuous self-evaluation, as well as regular evaluation by peer and administrative personnel, is essential to the viability of the continuous term Notice of Appointment system. A Continuous term Notice of Appointment should never be permitted to mask irresponsibility, mediocrity, or deliberate refusal to meet academic requirements or professional responsibilities. In making continuous term Notice of Appointment decisions, careful consideration is given to the continuous term Notice of Appointment profile of the University, projected enrollment patterns, staffing needs of the institution, current and projected mission of each department/college, specific academic competence of the faculty member, and preservation of opportunities for infusion of new talent. West Virginia State University, while not maintaining "Continuous term Notice of Appointment Quotas," is mindful of the dangers of losing internal flexibility and institutional accountability as a result of an overly continuous term Notice of Appointment land-grant faculty. Continuous term Notice of Appointment status is not granted automatically, or for years of service, but as a result from action of the President of the University following consultation with appropriate extension and research administrator(s).

Continuous term Notice of Appointment status may be achieved in two ways: (1) it may be granted by the President at any time; or (2) it may be achieved after a faculty member has been in a teaching, research, and/or research continuous term Notice of Appointment status track capacity for 1 – 6 at the University, and it is recommended for Continuous term Notice of Appointment status by appropriate bodies. The recommendations are made to the Dean of the Douglass Institute by research and extension administrators, the Dean in turn, makes recommendations to the President. Early continuous term Notice of Appointment recommendations (before the sixth year of continuous term Notice of Appointment track service) are rare and made only in extraordinary circumstances. A consideration of early continuous term Notice of Appointment status is stipulated in writing at the time of the initial appointment to the faculty.

Faculty members wishing to apply for continuous term Notice of Appointment status initiate the process by filing their applications and supporting portfolios with the department chair. A copy of the cover letter is sent to the Associate Director of Research or the Associate Director of Extension, the Chair of the GRDI Faculty Personnel Committee and the Dean and Director of the Douglass Institute.

A strong portfolio for a continuous term Notice of Appointment shall contain demonstrated evidence that a continuous term Notice of Appointment is based upon teaching, research, and/or public service excellence; adherence to professional standards of conduct; experience in higher education and at the institution; possession of the earned doctorate or the highest earned degree appropriate to the teaching field (granted by a regionally accredited institution) or special competence that is deemed to be equivalent to such academic credentials; and continuing achievement in scholarly activities and service to the university and community. The portfolio should include evidence of the required number of years of service and should not be limited to the self-report.

The Associate Director reviews these materials, and submits the portfolio along with a written recommendation to the Dean and Director. The faculty member is to receive a copy of the Associate Director's recommendation at the same time the portfolio is forwarded to the dean. The Dean also reviews the portfolio and forwards it to the Committee on Promotion and Term Status. The Committee may also request more information, observe the faculty member's teaching, interview the candidate and interview other faculty members during its evaluation process. The Committee notifies the faculty member of its recommendation (with a copy to both the department chair and dean) and forwards all documents to the Dean and Director who then transmits his/her recommendation to the President for final action.