The following report cites all references to the Community and Technical College in the current edition of the Constitution, Bylaws and Handbook; there is one reference in the Faculty Development guidelines which needs only the elimination of the word Provost, so I have not included that. The relevant portions have the beginning page number at the top, followed by all relevant text; note that some pages have no citations, and are included only for continuity and reference purposes. All citations are in bold with strikethrough. I have excluded Policy Bulletins which include references to the CTC, as any presumed changes to their wording is outside the purview of the Faculty Senate.

 The Senate needs to consider how the relevant text should be amended. In many instances, removal of the text is all that is necessary; in fact, for all references other than those contained between pages 56 – 66 of the Handbook, this may suffice, although all candidate citations need to be reviewed. Citations that relate to committee structure (the aforementioned pp. 56 – 66) are more problematic, as the Senate needs to determine if CTC representation is to be simply eliminated, or if their positions should be apportioned to University faculty.

 If you find any CTC references I may have missed, let me know. Any questions can be directed to me at ext. 3329, or by e-mail.

J. Spencer

Chair, Constitution, Bylaws and Handbook Committee

**FACULTY HANDBOOK CONTENTS**

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**HISTORY OF THE UNIVERSITY**

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West Virginia State University had its origins with federal legislation known as the Second Morrill Act passed by the U.S. Congress in 1890. The Act provided that no land grant institution of higher education could enjoy the benefits of federal funds provided by the Act unless adequate provision were made for the education of black youth as well as white youth. The institution had been in existence for the benefit of white students for more than two decades. To assure federal funds for the college, the West Virginia Legisla­ture enacted legislation to create a new land grant institution in Kanawha County for black students. Governor Fleming signed the legislation on March 17, 1891. March 17 is celebrated annually on the campus as Founder's Day.

The new institution was known initially as West Virginia Colored Institute. Land was purchased by the State. The first building erected of red brick and stone was a three-story structure cost­ing $9,456. During its first year, the main purpose of the Institute was to teach agriculture, horticulture, mechanical arts, and domestic science. Teacher training was added the second year and has remained an important emphasis throughout the school's history. In the early years, students came by train or by packet boats on the Kanawha River and were primarily residential students.

In 1915, the name was changed to West Virginia Collegiate Insti­tute. While training was offered in subjects such as agricul­ture, blacksmithing, bricklaying and plastering, dressmaking, and millinery, there was an increase in emphasis on subjects such as music, military instruction, mathematics, literary subjects, and science. The first college degrees were awarded in 1919. The institution was first accredited by the North Central Association of Colleges and Secondary Schools in 1927 and has remained continuously accredited since that date.

In 1929, the legislature changed the name of the institution to West Virginia State College. Throughout the decades, the insti­tution has grown under the dynamic leadership of talented admin­istrators and faculty. During the 1930's and 1940's, it came to be recognized nationally as one of the premier institutions in the education of black students.

In 1954, when the U.S. Supreme Court in BROWN v. BOARD OF EDUCA­TION ruled that segregated schools were unconstitutional, West Virginia State College had an enrollment of 837 students. Within the next few years, the enrollment increased dramatical­ly, and West Virginia State College was transformed to a racial­ly integrated institution. It gained nationwide recognition as a "living laboratory of human relations."

The college achieved a significant milestone in 2003 when it received approval from the Higher Learning Commission of the North Central Association of Colleges and Secondary Schools to offer graduate programs for the first time. Two masters-level programs (in Biotechnology and Media Studies) were implemented in August 2003. On April 7, 2004, West Virginia Governor Bob Wise signed Senate Bill # 448, which officially changed West Virginia State College's name to West Virginia State University.

Today, with an enrollment of about 3,500 students, the University maintains its reputation of academic excellence. It continues to be known as a model for human relations with a student body that averages about 88 percent white, 11.5 percent black and .5 percent Asian, Hispanic and other. To a wide range of bachelor degree programs, **~~the past decade has seen the addition of an independently accredited and administratively-linked Community and Technical College that administers a variety of associate degrees~~.** Emphasis is also placed upon non-credit programs through the University’s Extended Learning programs. Students are able to couple classroom institution with actual work experience in their major through a Cooperative Education program. Priori­ty is given to planning and cooperating with business, industri­al, governmental, educational, and professional leaders as West Virginia State University moves into its second century. The institution's current administration is confident in the knowledge that it will continue to meet, with distinction, the challenges which will come with the decades ahead.

West Virginia State University alumni can be found in positions of leadership and public trust throughout West Virginia, in most other states, and in some foreign countries. Future graduates will join alumni well grounded in the liberal arts, skilled in their chosen occupations or professions, and sensitive to and appreciative of people of other races and ethnic backgrounds.

**MISSION STATEMENT**

Founded in 1891, West Virginia State University is a public, land-grant, historically black college, which has evolved into a fully accessible, racially integrated, and multigenerational institution. The University, "a living laboratory of human relations," is a community of students, staff, and faculty committed to academic growth, service, and preservation of the racial and cultural diversity of the institution. Our mission is to meet higher education and economic development needs of the state and region through innovative teaching and applied research.

The University, through the administratively linked West Virginia State Community and Technical College, offers training and retraining for workforce development, basic and literacy education, occupational and associate degree programs, developmental and continuing education, and transfer preparation. The undergraduate schools of the University offer comprehensive and distinguished baccalaureate degree programs in business, liberal arts, professional studies, sciences, and social sciences. In addition, the University provides increasing opportunities for graduate education.

West Virginia State University offers encouragement and education through flexible course offerings in traditional classrooms, in non-traditional educational settings, and through distance learning technologies. With the goal of improving the quality of our students' lives, as well as the quality of life for West Virginia's citizens, the University forges mutually beneficial relationships with other educational institutions, businesses, cultural organizations, governmental agencies, and agricultural and extension partners.

The following values guide our decisions and behavior:

* academic excellence;
* academic freedom;
* advancement of knowledge through teaching, research, scholarship, creative endeavor, and community service;

**(p. 5)**

recommendations concerning future needs and plans. Specific responsibilities of deans are outlined in Appendix E in this Handbook.

1. Department Chairs (revised, 8/02)

It is the responsibility of department chairs to provide leader­ship, vision, and coherency in relation to department faculty, department programs, and students who major or otherwise take courses in the department. The chair assumes general responsi­bility for the health, welfare, and morale of the department. The chair is both the administrative officer of the department and the focus of leadership within the department. They evaluate the work of the faculty of their departments (both tenured and non-tenured; full-time, part-time, and temporary) and give written reports regarding retention, promotion and tenure to their deans, the Vice President of Academic Affairs and appropriate standing committees. They prepare an annual report on departmental progress for the year and make recommendations concerning future needs and plans of their departments. Specific responsibilities of department chairs are outlined in Appendix E in this Handbook. Department chairs are evaluated by deans; the evaluation form is included in Appendix F.

In most cases, departments recommend a department chair to the Vice President for Academic Affairs through a voting process overseen by the Faculty Senate. (This process is outlined in Appendix G, Institutional Policy # 3 in this handbook.) The President appoints department chairs after the Vice President for Acade­mic Affairs makes a recommendation. Departmental recommendations are made every three years, unless a vacancy occurs during a chairperson's term. While chair's appointments may be renewable, the President may, from time to time, appoint new persons to that position.

1. **~~West Virginia State Community and Technical College~~**

**~~West Virginia State Community and Technical College is an independently accredited institution administratively linked to West Virginia State University. Administratively shared services currently include the library, the Office of the Registrar, the Admissions Office, etc. In addition to these linkages, some university faculty members serve as Program Directors for programs in the West Virginia State Community and Technical College. Policies relating to the WV State Community and Technical College can be found in the WVSCTC Faculty Handbook.~~**

  **(pp. 52 - 53)**

7. Institutional/Organizational Chart (See following page) (revised, 8/03)

The chart on the following page is the most recent organizational chart available and may not reflect the most recent changes in administrative structure.

Faculty should familiarize themselves with the existing documents describing precautions necessary to make the workplace a safer environment.

An important part of the West Virginia State University commitment to a safe workplace is the WVSU Emergency Response Plan. Please find a summary of this plan below.

The Fire Marshall's codes for colleges and universities can be found in the Institutional Policies and Procedures Manual located in each dean's office, the Office of Academic Affairs and the Office of Administrative Affairs.

The West Virginia State University Hazard Communication Program Booklet entitled "Chemical Safety in the Workplace and Classroom" outlines the applicable provisions of environmental laws and regulations relative to the use and disposal of hazardous materials. A copy of this document may be found in the Office of Administrative Affairs and the Office of the School of Natural Sciences and Mathematics, H-101.

Faculty in the School of National Sciences and Mathematics are required to adhere to the laboratory safety policies, procedures, and tips found in the booklet entitled "Safety Program for Science Department." Other faculty may find this document helpful. This pamphlet may be obtained from the Office of the School of Natural Sciences and Mathematics, H-101.

7. Emergency Response Plan (revised, 8/08)

There is a comprehensive Emergency Response Plan for the University. The plan may be activated in the event of environmental situations that potentially affect the safety of the campus citizenry. In almost all instances, grouping of persons in designated shelter areas is the most safe and proper response. This point cannot be emphasized enough. There is considerable safety associated with staying inside buildings with windows closed and air circulating systems shut down to protect against outside air.

For the most extreme cases, the plan does allow for the evacuation of campus occupants to a safer location as a precautionary measure.

When the siren sounds for a continuous three minutes, faculty, staff, and students are to “shelter in place” in designated areas referenced in the WVSU Emergency Response Plan. (One exception: the siren is usually tested at noon on the last Wednesday of every month.)

Unannounced and announced drills are held throughout the year to familiarize faculty, staff, and students with the Emergency Response Plan. Every faculty member should read the Plan (published in a booklet and available from the WVSU Public Safety Department) and thoroughly understand it in order to be ready to react to an emergency situation. More Emergency Services information can be found on the WVSU **~~and WVSCTC~~** web page~~s~~ by clicking on [www.wvstateu.edu](http://www.wvstateu.edu/) and looking for Emergency Services or WVSU Links or Public Safety.”

  **(pp. 56 – 66)**

# ARTICLE IV: ORGANIZATION AND MEMBERSHIP

A. Ex-Officio Members: The following *ex-officio* members shall be non-voting members of the Senate: the Vice President of Academic Affairs, the President of the Student Body, the President of the University, **~~the Provost of the Community and Technical College (amended 1/2000), the Assistant Provost of the Community and Technical College~~** and Dean of Academic Affairs (amended 3/2003), the chair of the Council of Classified Staff. (amended 11/2001)

B. Elected Members

1. All elected members of the Senate shall be full-time faculty members, including deans and department chairpersons, other members of the faculty who would normally qualify except for special temporary assignments, and full-time librarians and counselors. Members shall be eligible for reelection.

2. For the purposes of division/college representation, the librarians and counselors shall be considered as a division. Each division/college shall elect its Senators. Every division/college shall be represented by at least two Senators. Each division/college shall elect an additional Senator for each 15 members above the number of 14; so that a division/college with 16 to 30 members will elect a third Senator, a division/college with 31-45 members will elect a fourth Senator, and so on. (amended 9/2003)

3. One Senate alternate shall be elected from each division/college. Senate alternates may be called upon to serve during the summer school term and at any time when a quorum of regular senators cannot be assembled. Senate alternates may serve on Faculty Standing Committees.

4. The Faculty Representatives to the Advisory Council of Faculty, and to the Institutional Board of Governors of West Virginia State University, **~~and the Faculty Representative to the Institutional Board of Advisors for the West Virginia State Community and Technical College~~** shall be, by virtue of election to these positions, voting members of the Faculty Senate. (amended 5/2002)

**ARTICLE V: ELECTORATE** (amended 3/2003)

The electorate is comprised of full-time members of the faculty, including department chairs, deans, and other members of the faculty who would normally qualify except for special temporary assignments, and full-time librarians and counselors.

# ARTICLE VI: ELECTION

Elections shall be conducted by the faculty according to procedures set forth in the Bylaws to this Constitution.

# ARTICLE VII: OFFICERS OF THE SENATE

A. The Chairperson of the Senate shall be an elected Senator and shall be the Faculty Chairperson; this Chairperson shall be elected annually by the majority of the elected Senators and shall preside at all meetings of the Senate.

B. The Vice Chairperson of the Senate shall be an elected Senator, elected annually by the majority of the Senate. The Vice Chairperson of the Senate shall function as the Chairperson of the Senate in the event that the Chairperson shall be absent or for any reason is unable to fulfill his/her duties.

C. The Secretary of the Senate shall be an elected Senator, elected annually by the majority of the Senate. The Secretary shall notify all Senators of all duly called Senate meetings. The Secretary shall cause to be transmitted to the President, the Vice President for Academic Affairs, **~~the Provost of the Community and Technical College, the Assistant Provost of the Community & Technical College~~** and Dean of Academic Affairs (amended 3/2003), the Chair of the Council of Classified Staff (amended 11/2001), and to the faculty, a digest of all Senate meetings. The Secretary shall keep roll (amended 1/2002). The Secretary of the Senate shall forward all approved changes in the Constitution, Bylaws, and Handbook to the person responsible for editing and publishing the Handbook by June 15 of each year.” (proposed change by Faculty Senate 10/05/07)

D. The Parliamentarian shall be appointed annually by the Executive Committee. The Parliamentarian shall advise the presiding officer on parliamentary procedure. The Historian shall be an elected Senator, elected annually by the majority of the Senate. The Historian will keep and maintain all Senate records and will update and record changes in the Constitution, Bylaws, and Handbook. The Historian shall be responsible for insuring the security and continuity of all Senate records.

# ARTICLE VIII: AMENDMENTS

Amendments to this Constitution shall be proposed by a majority vote of the Senate, or by a written request signed by 10% of its electorate. Proposed amendments shall be submitted to the general faculty in writing. The Senate shall direct the Senate Executive Committee to conduct a written, mailed ballot vote of the faculty on all proposed amendments. An amendment is adopted by affirmative vote of a majority of those voting.

3. Elections shall be by plurality vote of the faculty members present and voting at the regular meeting of the faculty. **~~Faculty of the Community and Technical College may nominate representatives for and vote only on those committees in which they retain participation~~.** (amended 9/2003)

4. Voting shall be by secret ballot.

5. All committee meetings shall be open to the public, with the exception of the Executive Session of the Faculty Personnel Committee, Retention Committee and Promotion and Tenure Committee. Such executive sessions are considered closed because matters relating to individual faculty members are under consideration.

6. Chairpersons of all committees shall use the following report structure (amended 11/1999):

a. Name of Chair and members of the committee

b. Times met and attendance of members

c. Actions taken by the committee

d. Recommendations of the committee

e. Unfinished tasks

7. Calendar for standing committee reports. (amended 02/2003)

|  |  |
| --- | --- |
| February | Program Review, Library, Cultural Activities |
| March | Research and Development, Academic Appeals |
| April | Teacher Education, Constitution & Bylaws, and Personnel |
| May | Educational Policies, Promotion & Tenure and Retention |
| September | Faculty Scholarship Committee and General Education |

# ARTICLE III: COMMITTEE MEMBERSHIP AND ORGANIZATION

A. Membership and length of term:

1. Faculty members, excluding members of the Senate, shall not serve on more than three standing committees except where membership is automatic by virtue of a faculty member's rank or position. Members of the Senate shall not serve on any Faculty Committee other than the Executive except that a Senate member may hold membership on a particular committee as designated elsewhere in the Bylaws e.g., the Cultural Activities and Educational Assemblies Committee. (amended 12/2002)

2. The Faculty Senate shall establish the terms of office for the first election to ensure proper rotation and continuity.

3. The term of office for all members of the faculty elected to standing committees shall begin on September 1st. The Vice Chairperson of the Senate shall designate a member to call the first meeting to elect a chair. The name of the chair shall be sent to the Vice Chairperson of the Faculty Senate by the Monday after Labor Day. (amended 9/1999)

4. Student members of faculty committees shall be appointed to one-year terms, beginning September 1st.

5. The term of service for elected faculty members on the Educational Policies Committee, the Faculty Personnel Committee, the Retention Committee, the Promotion and Tenure Committee, the Faculty Scholarship Committee, the Program Review Committee and the Academic Appeals Committee shall be three (3) years. All other committee members shall be elected for two (2) year terms

6. The term of service for an *ex-officio* member of any committee shall expire when that person ceases to hold the office by which he/she automatically serves on a standing committee.

7. No faculty member shall serve more than two consecutive terms on any one standing committee.

# ARTICLE IV: PARLIAMENTARY AUTHORITY

Roberts Rules of Order, current edition, and this Constitution shall be the authority on all questions of Parliamentary law and proceedings. The Parliamentarian shall interpret the rules and Constitution at the request of any member, and the rulings of the Parliamentarian shall be binding unless over-ruled by majority vote of those present and voting.

# ARTICLE V: COMMITTEES

A. FACULTY STANDING COMMITTEES:

1. The Standing Committees of the West Virginia State University Faculty shall be as follows:

a. EDUCATIONAL POLICIES COMMITTEE: (amended 10/2006)

It shall be the function of this committee to periodically review the curriculum of the University regarding program and course change requests and to validate that submitted proposals are consistent with the University’s academic policies and procedures. The Committee’s recommendations shall be submitted to the Faculty Senate for its approval at its next monthly meeting. This committee shall elect four members from its body, for one-year terms, to a group that shall be called “the subcommittee.” This subcommittee is to recommend approval or disapproval of routine changes in the curriculum and the catalog. All recommendations of the subcommittee shall be presented, discussed, and voted on by members of the Educational Policies Committee at each monthly meeting. This subcommittee will consist of four (4) members elected for one-year terms. The Educational Policies Committee shall set forth procedures for conducting subcommittee elections. All actions of the subcommittee are subject to review by the Educational Policies Committee. The Educational Policies Committee shall consist of one (1) faculty member from each College, elected by that College, and **~~one (1) faculty member from the West Virginia State Community and Technical College~~**, one (1) ex officio member from the library faculty, six (6) faculty elected at large, and two (2) students to be appointed under procedures specified by the Student Government Association. The Vice President for Academic Affairs, **~~the Assistant Provost and Dean of Academic Affairs of the Community and Technical College~~,** the Registrar, and the Chair of the General Education Committee shall serve as nonvoting, *ex-officio* members of this committee. (amended 10/05/07) Elections and appointments to the committee shall be completed before the end of the spring semester.

b. PROGRAM REVIEW COMMITTEE: (amended 9/2006)

It shall be the function of this committee to establish program review criteria for the university, to review and evaluate the University's academic programs on a regular basis and to make recommendations regarding these programs to the Vice President for Academic Affairs, via the Senate. This committee shall implement those reviews mandated by the Institutional Board of Governors. This committee shall consist of four (4) members elected at large**, ~~excluding the Community and Technical College~~**, plus two (2) faculty appointed by the Senate after consultation with the Vice President for Academic Affairs, plus one student. The Vice President for Academic Affairs, the Director of Planning and Advancement, and the Director of the Student Assessment Center shall serve as non-voting, *ex-officio* members of this committee. Elections and appointments to the committee shall be by the end of the spring semester.

c. FACULTY PERSONNEL COMMITTEE: (amended 10/2006)

It shall be the function of this committee to monitor the faculty evaluation process, oversee the procedural actions of the Retention and the Promotion and Tenure Committees, and periodically review the procedures and instruments for faculty evaluation. This committee shall consist of five (5) faculty elected at large, excluding Librarians and Counselors **~~and the Community and Technical College~~**, none of whom may serve on the Retention or the Promotion and Tenure Committee. The committee shall set the calendar for the following year before the end of the spring semester.

d. RETENTION COMMITTEE (amended 5/2005)

The Retention Committee makes recommendations on all full-time probationary faculty. The department chairs gather self-reports, any available student evaluations, information from other faculty in the department and their own classroom observation reports and evaluations for each probationary faculty. These documents are then forwarded to the College deans who add their evaluations and in turn, forward the documents to the Retention Committee. The Committee is guided in its recommendations by the WVSU Policy on Retention and the timetable for notification of retention prescribed by HEPC Title 133, Procedural Rule Series 9. The Committee may also request more information, observe the faculty members' teaching, and interview the faculty members in question, as well as others. All tenure-track faculty reviewed by the Committee receive in writing a report of the Committee's recommendation. The Committee then forwards all documents pertaining to the faculty, including its recommendation, to the Vice President for Academic Affairs, who will inform the President. Appeals of retention decisions are heard as mandated in Sections 15 and 16 of HEPC Title 133, Procedural Rule Series 9. The Retention Committee is composed of nine tenured faculty, two from each College and one at large member, (amended 10/05/07) **~~excluding the Community and Technical College~~**, all elected in the fall Senate committee elections and for staggered three year terms. Department Chairs and College Deans are ineligible for election to the Retention Committee (amended 9/3/04).

By September 15 of each year, faculty in the third year of a tenure track appointment are notified and asked to assemble for submission materials for the third year Pre-Tenure Review as specified for such submission by the current Faculty Personnel Committee calendar. A Departmental or College Review Committee shall be appointed by the College Dean and will follow the process under the Third Year Pre-Tenure Review under Section C of the West Virginia State University Faculty Handbook. All materials are then submitted to the Retention Committee, which will follow the standard procedure for forwarding documents.

e. PROMOTION AND TENURE COMMITTEE (amended 10/2005)

The Promotion and Tenure Committee makes recommendations on all applications from faculty members for promotion and tenure. The faculty member begins the process by notifying in writing his or her department chair; a copy of the letter of application is also filed with the Dean of the faculty member’s college, the Vice President for Academic Affairs, the Chair of the Faculty Personnel Committee, and the Chair of the Promotion and Tenure Committee. (amended 10/05/07) The faculty member provides his or her chair with a documented self-report and all evidence of the criteria for promotion and tenure set forth in HEPC Title 133, Procedural Rule Series 9 and WVSU policies. The department chair reviews these materials, includes an evaluation and classroom observation report, information from other faculty in the department and makes a recommendation. The chair notifies the faculty member of this recommendation. All documents are forwarded to the College dean, who includes an evaluation and makes a recommendation. The College dean notifies the faculty member of this recommendation. All documents are forwarded to the Promotion and Tenure Committee. The Committee is guided in its recommendations by HEPC Title 133, Procedural Rule Series 9 and the WVSU criteria set forth in its policies. The Committee may also request more information, observe the faculty member's teaching, interview the candidate and interview other faculty members. The Committee notifies the faculty member of its recommendation. The Committee then forwards all documents pertaining to the faculty, including its recommendation, to the Vice President for Academic Affairs, who will inform the President. Appeals of promotion and tenure decisions are heard as mandated by HEPC Title 133, Procedural Rule Series 9 Sections 15 and 16. The Promotion and Tenure Committee is composed of six (6) tenured faculty, one from each academic College and two at-large members, **~~excluding the Community and Technical College~~**, all elected in the fall Senate elections and for staggered three year terms. Department Chairs and College Deans are ineligible for election to the Promotion and Tenure Committee (amended 9/3/04). All tenure-track and temporary faculty as well as those faculty requesting promotion and tenure complete self-reports each academic year to be filed with the department chair.

Members of the committee who are applying for promotion shall step down from the Committee during the academic year in which they make their application. The Executive Committee of the Faculty Senate will ask the senior Senator from the member’s College to conduct a special election to elect a tenured faculty member to serve as an interim Committee member for that year. When the academic year concludes the original members will return to the Committee to serve the remainder of their terms of office (amended 10/2006).

f. EXECUTIVE COMMITTEE: (amended 9/2006)

It shall be the function of this committee to consider such matters as fall within the jurisdiction of the Senate. The committee shall serve as an expediting group by referring items to the appropriate group or person for recommendations and/or action and thus shall include a specific deadline for receipt of a report on the subject. It shall provide the Secretary with the agenda to be distributed to the Senate, and instruct the Secretary to request the presence of such non-Senate personnel as may be needed to facilitate the business of the Senate. The Executive Committee shall consist of the Chairperson, Vice Chairperson, Secretary, and Historian of the Senate, the faculty representative to the Advisory Council of Faculty and to the Board of Governors of West Virginia State University, **~~the faculty representative to the Institutional Board of Advisors for the West Virginia State Community and Technical College~~**, and two (2) additional members-at-large to be elected by the faculty, **~~excluding the Community and Technical College faculty~~**. Members-at-large members of the Executive Committee shall be elected for a two-year term with no member-at- large serving more than two (2) consecutive terms, excluding unexpired terms. At-large members of the Executive Committee attend Faculty Senate meetings in a non-voting capacity. They are not eligible to serve on other standing committees of the Faculty Senate. Senators may not be elected at large to the Executive Committee.

g. RESEARCH AND FACULTY DEVELOPMENT COMMITTEE: (amended 4/2004)

It shall be the function of this committee to explore opportunities for research funds; to stimulate educational research plans and proposals from the faculty; to screen research proposals; and to make awards from its annual funds for research. It shall also be its function to encourage faculty growth and development by acquainting faculty with educational opportunities, screening requests for sabbaticals, and recommending faculty for sabbatical leave to the Vice President for Academic Affairs. This committee shall consist of four (4) faculty members elected at large, and one (1) non-voting advisory member from the Douglas Institute (formerly ACEOP) who shall be appointed by the Vice President for Planning and Advancement and shall serve for one year. The Vice President for Planning and Advancement shall serve as an *ex-officio*, non-voting member.

h. LIBRARY COMMITTEE: (amended 5/2005)

It shall be the function of this committee to assist the Library in making library resources available to the University and shall make recommendations to the Director of Library Resources and the Senate on the best possible functioning of the Library. This committee shall consist of the Director of the Library as an *ex-officio* member, six (6) faculty members, one elected from the Librarian and Counselor division, one from each College, and **~~one (1) designated from WVSCTC~~**, plus one (1) student, and an appointed, non-voting advisory member from the Douglas Institute (formerly ACEOP) who shall be appointed by the Vice President for Planning and Advancement and shall serve for one year.

i. CULTURAL ACTIVITIES AND EDUCATIONAL ASSEMBLIES COMMITTEE: (amended 5/2005)

It shall be the function of this committee to plan, organize and develop programs for the university educational assemblies and to be responsible for the presentation each year of the Artists Series programs and other programs for the University. This committee shall consist of the Chairpersons of the Departments of Art, Communications, and Music, six (6) elected faculty members elected at large, **~~including one (1) from the Community and Technical College (amended 10/1/04),~~**and four (4) students, and a nonvoting advisory member from the Douglas Institute (formerly ACEOP) who shall be appointed by the Vice President for Planning and Advancement and shall serve for one year.

grievant who shall then strike four members and return the list to the President within fifteen days. The President shall then notify the selected members of the committee in writing who will be responsible to elect a chairperson from among their number, hold a hearing in accordance with proper procedures, and forward their decision to the President and the faculty member within fifteen days.

n. FACULTY SCHOLARSHIP COMMITTEE (amended 5/2005)

It shall be the function of this committee to oversee the administration and awarding of scholarships from the Faculty Scholarship Fund, in accordance with the policy adopted by the Faculty Senate. The committee shall consist of five (5) members elected to three-year terms. The terms shall be set so that two of the members’ terms will end each year. The membership shall consist of one (1) faculty member elected by the faculty of each of the Colleges of the University **~~and one (1) elected by the faculty of the Community and Technical College~~**.

o. GRADUATE EDUCATION COMMITTEE (amended 10/2002)

 Committee abolished. (amended 11/2003)

p. GENERAL EDUCATION COMMITTEE (amended 5/2005)

The responsibility of the General Education Committee is to oversee the general education core curriculum, presenting proposals for revising it, and evaluating proposals from other faculty or departments/Colleges, with reference to the common learning objectives and the component learning objectives. Second, the Committee will assist the chair (who is appointed by the Vice President for Academic Affairs) in administering the program of assessment of student learning in the general education core curriculum. Third, each academic year the Committee shall select a “book of the year” to foster interdisciplinary dialogue within the academic intellectual community. Fourth, the Committee shall work with the Coordinator of International Studies and relevant faculty to support the interdisciplinary minors in (a) African and African-American Studies, (b) Women’s Studies, and (c) International Studies. Fifth, **~~the committee shall coordinate with the general education program of the Community and Technical College~~**. In addition to the standing chair, who shall be the Coordinator of General Education, the Committee’s membership will consist of two representatives elected from each College of the University, **~~four elected representatives from the Community and Technical College division~~**, and one representative from the division of Librarians/Counselors. Two at-large representatives will be elected at the general faculty meeting in August and a student will be elected by the Student Government Association to serve on the Committee. The Director of Student Assessment will serve *ex officio* on the Committee.

2. All Standing Committees of the West Virginia State University Faculty shall elect a chair by their final meeting of the spring semester. If a chair cannot be elected or if no one will accept the position, the Faculty Senate shall appoint a convener from the current members of the committee no later than August 31st (amended 10/2006).

3. The Senate will appoint a Senator to each of its standing committees who will serve as a non-voting member of that committee. This Senator will act as a liaison between the committee

*Note: The preceding text refers to pages 56 – 66 in the Handbook, but is fewer than 11 pages in this handout.*

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**GUIDELINES FOR SEARCH/HIRING FACULTY**

**AT WEST VIRGINIA STATE UNIVERSITY**

**(revised, 8/02)**

The following guidelines have been established to assist departments and programs in hiring faculty members. It is understood that only the President of the University and the Vice President for Academic Affairs/Provost can make offers of employment to faculty through the form of a written contract or a letter of appointment. Search committees (as well as department chairs and deans) recommend candidates for appointment but do not hire faculty.

As soon as a position becomes available or a vacancy is antici­pated, the department chair, in consultation with the appropriate dean and the Vice President for Academic Affairs**~~or Provost of the Community Technical College~~**, will determine if a search will be ini­tiated. If a positive decision is made, a search committee should be established from within the department with at least one member from outside the department. The department chair, in consultation with the appropriate college dean, will select the commit­tee, with notification to the Vice President for Academic Af­fairs/**~~Provost~~**. The department chair is responsible for the day-to-day adminis­tration of the search.

Ideally, all searches should begin the fall semester prior to the time that the anticipated vacancy will occur. Every effort should be made to complete the hiring process before the end of the spring semester.

A position announcement should be drafted by the department chair in consultation with the search committee and the college dean and approved by the Vice President for Academic Affairs/Provost. At this time, approximate appointment rank and salary range will be determined by the Vice President for Academic Affairs **~~or Community and Technical College Provost~~**. The establishment of faculty rank should be directed by the criteria for promotion to various ranks, outlined in this Handbook in Section 8. The position announcement should be published with all deliberate speed in nationally recognized job bulletins or journals of the discipline, *The Chronicle of Higher Education*, as well as local­ly. To ensure a significant presence of minority faculty, position announcements should be placed in national and regional publications targeted to minority readers (such as NAFEO publications and Black Issues in Higher Education) and sent to historically black colleges and universities. Additional advertisements should be consistent with the University's policy on affirmative action and equal opportunity employment. Letters announcing the vacancy may be sent to universities known to produce strong candidates, to department chairs at other institutions, and to agencies which screen candidates within the discipline. Whenever possible, prospective candi­dates are interviewed at regional or national meetings.

After the closing deadline, the search committee should submit a list of five to ten names to the department chair, who then may conduct telephone interviews. After consultation with the dean, candidates should be brought to campus. Any prospec­tive candidate who is to be considered for a campus interview should have a complete portfolio including written letters of recommendation and transcripts on file with the search committee. The on-campus interview should consist of a presentation by the candidate, interviews with the faculty, department chair, dean, students (if possible), and with the Vice President for Academic Affairs~~/~~**~~Provost~~**.

**FACULTY POLICY ON ACADEMIC INTEGRITY**

 **(pp. 168 – 169)**

# **Academic Integrity Policy**

We of the academic community respect the right to pursue knowledge and are committed to the highest standards of academic integrity. In a dynamic academic environment, ideas and findings are discussed, evaluated and disseminated. Although controversy has arisen concerning authorship and ownership of ideas and information available on the Internet and from other electronic sources, we believe that trust and honesty are essential in the use of all borrowed material. We expect all participants in our academic community to uphold standards of academic integrity.

## Definition of Academic Dishonesty\*

1. Cheating means giving to or receiving from any unauthorized source any kind of unauthorized material or assistance that will affect one’s academic standing, or any attempts to do so.
2. Plagiarism means using the language, ideas, structure, laboratory findings, data, computer programs, information from electronic sources, or examination answers produced by someone else and presenting it as one’s own, or any attempts to do so.
3. Falsification means making or attempting to make untrue or misleading statements, oral or written, in regard to one’s academic work. Examples include forging of official documents and signatures, altering official documents, altering classroom documents, or gaining unauthorized access to electronically or conventionally stored information.

\* Faculty syllabi may contain further descriptions and stipulations regarding academic dishonesty.

### Procedures and Penalties for Cases of Academic Dishonesty

1. An instructor may meet informally with a student who the instructor believes is guilty of a minor case of academic dishonesty such as copying someone else’s homework. The case may be resolved by warning the student of potential penalties if another infraction occurs.
2. In cases of more serious or repeated acts of academic dishonesty, the instructor must confront the student with the charge and evidence in writing within six weeks after the instructor becomes aware of the incident. At the same time the department chair will also be notified in writing. In the case of a student believed to have cheated or attempted to cheat on a test, the student must be confronted before leaving the classroom vicinity if possible. The incident must be written up within a six weeks of the incident’s occurrence.
3. If the student admits guilt, penalties will be decided upon by the instructor in consultation with the department chair. Penalties ranging from redoing the assignment, to a failure for the assignment/test, to a failure for the course are possible. The dean will be informed of the decision and penalties.
4. When penalties are assigned, the incident will go on file in the Office of Academic Affairs until such time as the student graduates or leaves the school. Three items in a student’s file could mean dismissal from the University, a decision to be made by the Vice President for Academic Affairs and the Deans’ Council. A department may exercise its discretion to have the student removed as a major in that department.
5. If the student appeals the charge, the student must respond in writing to it within a two weeks time after receiving the charge in writing. The response must be sent to the faculty member involved, department chair, and dean. Within two weeks’ time of receiving the student’s response, the department chair will meet with the student, faculty member, and dean to resolve the issue.
6. If the case cannot be resolved by this meeting, it will be forwarded within two weeks’ time in writing by the dean to the Vice President for Academic Affairs, who may resolve it or determine that it be forwarded within a week’s time (seven days) to the Academic Appeals Committee.
7. Procedure for Academic Appeals Committee
8. Within 48 hours of receiving the case, the Academic Appeals Committee shall present to the faculty member and student a written statement containing the following:
9. A notification that a hearing will be held
10. Time, date and place of the hearing, no later than a week (seven days) after the case has been received
11. The names of the persons on the Academic Appeals Committee who will hear the case
12. A declaration of the charges and the range of possible penalties.
13. The student and the faculty member will have the right to remove one person each from the Academic Appeals Committee.
14. During the time the hearing is in process, the student is permitted to remain in the classroom pending the outcome of the hearing.
15. The outcome of the hearing will be communicated in writing to the student, faculty member, dean, and Vice-President for Academic Affairs within 48 hours after it has been decided.
16. If the student is not satisfied with the decision, he or she may appeal to the President of the University, whose decision is final.

**~~Note: If the course is offered by the Community and Technical College, the initial appeal by the student should be to the faculty member, program director and dean of the Community and Technical College. The penalties and procedures to be followed are determined by the Community and Technical College.~~**

Approved by Faculty Senate, May 19, 2005

*Note: The preceding text refers to pages 168 – 169 in the Handbook, but is three pages long in this handout.*

**POLICY FOR EMERITUS STATUS FOR RETIRED FACULTY AND ADMINISTRATORS**

 (pp. 193 – 194)

Established in accordance with Higher Education Policy Commission Procedural Rule 9 Section 6, this policy regarding emeritus status is filed with the West Virginia State University Board of Governors and the Higher Education Policy Commission.

Emeritus status for retired faculty is an honorary designation given to those individuals whose contributions to West Virginia State University were meritorious and exceeded the requirements of job description and employment. Because of their significant contributions, faculty emeriti are entitled to privileges reserved primarily for those who earn this honored designation.

Eligibility for membership in the emeritus program of West Virginia State University is determined by the following criteria and guidelines:

1. The retiring faculty member must be tenured and have held academic rank at West Virginia State University for at least fifteen years. A retiring community University faculty member must have been employed full-time and held academic rank at West Virginia State University for fifteen years.
2. The faculty member must retire from active service according to the provisions of a retirement system approved by the Higher Education Policy Commission.
3. The faculty member must have made a significant contribution—beyond that generally associated with faculty duties—to the academic program and the University as a whole to be considered for emeritus status. Exemplary service may be demonstrated by such activities as scholarly achievements, excellence in teaching, research, and community service.
4. Faculty members who do not meet criteria 1 and 2 may receive the emeritus status if their contributions to West Virginia State University and the higher education community are so significant that they bring national or international recognition to themselves and the University.
5. Administrators (retired or retiring) who do not hold academic rank may be designated emeritus if such status is conferred upon them by the president of the University.

 Nominations of retired or retiring baccalaureate faculty for the award of emeritus status may be made as follows:

* a currently employed baccalaureate faculty member may make the nomination to the appropriate department chair
* the department chair must forward the nomination package along with a recommendation to the college dean
* the college dean must forward the nomination package along with a recommendation to the Vice President for Academic Affairs.
* The Vice President for Academic Affairs will review the nominations and make recommendations not later than November 15 and April 15 of each year to the President, who may confer emeritus status.

**~~Nominations of retired or retiring Community & Technical College faculty for the award of emeritus status may be made as follows:~~**

* **~~a currently employed CTC faculty member may make the nomination to the appropriate program director~~**
* **~~the program director must forward the nomination package along with a recommendation to the program chair~~**
* **~~the program chair must forward the nomination package along with a recommendation to the Assistant Provost and Dean of Academic Affairs of the Community & Technical College~~**
* **~~the Assistant Provost and Dean of Academic Affairs of the Community & Technical College must forward the nomination package along with a recommendation to the Provost of the Community & Technical College~~**
* **~~The Provost of the Community & Technical College will review the nominations and make recommendations not later than November 15 and April 15 of each year to the President, who may confer emeritus status.~~**

A retired faculty member or administrator approved by the president for the honor of Emeritus status will retain his or her title at the time of retirement followed by *Emeritus*, examples of which are *Professor Emeritus, Associate Professor Emeritus, Assistant Professor Emeritus, Vice President Emeritus*. In addition, the honored faculty member is entitled to the following rights and privileges:

1. To have faculty library, bookstore, student center, cultural, athletic, and recreational facilities privileges;
2. To receive a parking permit for one vehicle free of charge;
3. To receive a University identification card;
4. To attend as a nonvoting member meetings of the faculty and the Faculty Senate;
5. To attend home athletic contests free of charge;
6. To be on the University mailing list for regular faculty and alumni publications;
7. To participate in academic processions at commencement;
8. To receive a suitable citation;
9. To be listed in University publications, such as the University catalog; and
10. To receive all additional privileges which may accrue to those receiving this honor.

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