

**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 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 Service (1890 Extension), West Virginia State University Agricultural and Environmental Research Station (1890 Research), and The Center for the Advancement of Science, Technology, Engineering, and Mathematics (CASTEM). There are also three supporting units within the Institute: Support Services, Communications, and Human Resources and Civil Rights Compliance.

**II. Organizational Structure**

**A. The President**

The Higher Education Policy Commission delegates to the West Virginia State University Board of Governors and the ***President of West Virginia State University*** the authority to administer the University's educational and business activities in accordance with HEPC policies and the laws of the State of West Virginia.

**B. The Executive Assistant to the President**

The ***Executive Assistant to the President*** is responsible for supervising all activities associated with University Alumni Affairs, Communications and publications, community and university relations and outreach and engagement. The Executive Assistant to the President also supports the Office of the president and oversees all land-grant activities for the Douglass Land-Grant Institute. The Executive Assistant to the President Enhance the Public's Image of the University

**C. The Dean of Gus R. Douglass Institute**

The ***Dean of the Gus R. Land-Grant Institute*** is responsible for the overall leadership and general direction of the Douglass Institute research, extension and outreach programs and its endeavors. The Dean also is the Director of Research and Director of Extension. The Dean reports to the Executive Assistant to the President.

**C. The Associate Dean**

The ***Associate Dean*** assists the Dean in the overall administration of the Douglass Institute. The Associate Dean acts on behalf of the Dean in his or her absence, The Associate Dean reports directly to the Dean.

The Associate Dean will also serve as the Director of Business and Finance for the Douglass Institute is responsible for developing and overseeing policies and procedures that are in compliance with the funding agencies, foundations and other fiscal support entities, with the purpose of supervising and monitoring the fiscal activities of ACEOP.

**D. The Associate Director of Research**

The ***Associate Director of Research*** is responsible for assisting Dean and Director of Research in the administration, reporting, review, and dissemination of WVSU Agricultural and Environmental Research Station research projects. The Associate Director of Research supervises the day-to-research activities of research faculty, technicians and other research staff. The Assistant Director is also responsible for the administrative oversight of the operation and maintenance of the facilities and experimental equipment associated with the WVSU experiment station. The Associate Director reports directly to the Dean.

The ***Assistant Director*** assists the Associate Director Implementation and sustainability of the Douglass institute research program. The Assistant director works with the University facilities and maintenance staff to coordinate maintenance and repair of research facilities and grounds. The Assistant Director reports to the Associate Director.

**E. The Associate Director of Extension**

The ***Associate Director of Extension*** ***Service*** is responsible for supervising the development, delivery and maintenance of extension activities in the areas of 4-H youth development, community and economic development, family and consumer science, and agriculture and natural resources, establishing partnerships with other institutions, community organizations, industry, and state and federal agencies and assisting the institution in securing funds to promote and maintain outreach activities The Associate Director reports directly to the Dean.

The ***Assistant Director of Extension*** ***Service*** serves a primary role in evaluation and impact demonstration reporting for the program as well as serves as primary contact for the operations of the county offices securing and managing county appropriations, and maintaining communications with county constituents, stakeholders and partners. The Assistant Director reports to the Associate Director of Extension.

The ***Program Leaders*** are responsible for the implementation of a variety of state, regional and national initiatives.  Working in collaboration with the WVSU Land-Grant Administration, the Program Leader will provide visionary and contemporary leadership for the development of high-impact educational programs and publications in their respective curricular areas.  The Program Leader will also be expected to assist WVSU Extension Service personnel to identify the most efficient means to deliver timely, research-based information and programs to our diverse clientele and stakeholders. Program Leaders report to the Associate Director of Extension

The ***Extension Specialists*** are responsible for providing statewide leadership for extension educational programs, products and applied research. The significant area of responsibility will be to identify opportunities and needs of the intended audience by developing, implementing, and evaluating non-formal educational programs. Extension Specialists report to Program Leaders

The ***Extension Agents & Program Coordinators*** are responsible for contributing to the extension program areas by developing, implementing and assessing educational programs and products for diverse audiences. Working in collaboration with other WVSU Extension Service personnel, extension agents will contribute to high-impact educational programs and publications. Extension agents are also be expected to deliver timely, research-based information and programs to our diverse clientele and stakeholders. Extension Agents report to Program Leaders.

The ***Extension Associates (non-faculty)*** are responsible for providing basic instruction in a number of extension programming areas. Extension associates report to Extension Agents.

**F. Director of Communications**

The ***Director of Communications*** is responsible for providing oversight for the production and dissemination of research, outreach, and extension information pertaining to the Institute by way of written, video-graphic, online, and spoken means. Responsible for the supervision and coordination of marketing and promotion of research, extension, and outreach initiatives, media events and announcements, advertising development and design, web page development and maintenance, photography, television production of organizational videos and commercials, coordination and production of organizational newsletters and written communication, assist staff members with programmatic marketing and audience reach, and maintain catalog of published materials. The Director of Communications reports to the Dean.

The ***Communications Specialist*** is responsible for the production and dissemination of extension and outreach information via written, video-graphic, online, and spoken means. Responsible for marketing and promotion of extension initiatives, co-coordination of media events and announcements relevant to WVSU Extension Service, advertising, photography, coordination and production of extension and outreach organizational newsletters and written communication, assist extension staff members with programmatic marketing, and maintain catalog of published extension materials. The Communications Specialist reports directly to the Director of Communications for the Gus R. Douglass Land-Grant Institute.

The ***Marketing Specialist*** is responsible for developing news releases, press conferences, newsletters, etc., to promote Douglass Institute. The individual in this position will initiate contacts and networks with targeted media; develop and maintain key relationships with local, regional, and state business leaders; and will be responsible for developing, writing and selling to the media, articles of interest concerning Douglass Institute’s programs. The marketing also organizes, coordinates, and participates in cooperative efforts with local businesses and civic officials in developing media articles of interest. Using word processing and desktop publishing software relating to production and graphic design, the marketing specialist is responsible for creating original, unique designs, graphics and concepts for advertising and promotional materials such as print advertising, web materials, direct mail, brochures, and publications. The Communications Specialist reports directly to the Director of Communications for the Gus R. Douglass Land-Grant Institute.

**G. The Director of CASTEM**

The ***Director of CASTEM*** is responsible for developing, implementing and sustaining K-12 and collegiate programs that promote increasing competencies in the areas of science, technology, engineering and mathematics. The Director of CASTEM will also work with teachers to provide them support and resources for providing STEM-based curricula in a classroom setting. The Director of CASTEM will work with local, state and federal agencies (e.g., NASA, NSF, and USDA) to garner fiscal resources to support STEM related programming. The Director will work closely with the Associate Director of Extension and Associate Director of Research. The Director of CASTEM reports to the Dean.

The ***Assistant Director*** of CASTEM provides leadership in the day-to-day operations of the CASTEM main office and satellite sites. The Assistant Director works in concert with the Extension, Research and various University academic departments to promote programs with emphasis on Science, Technology, Engineering and Mathematics. The Assistant Director of CASTEM reports to the Director of CASTEM

**H. Director of Business and Finance**

The ***Director for Business and Finance*** is responsible for assisting the dean in the management and oversight of all fiscal activities associated with the Gus. R. Douglass Land-Grant Institute. The Director is also responsible for developing and overseeing policies and procedures to ensure that the University is in compliance with various funding agencies, foundations and other fiscal support entities related with the Douglass Institute. The director of business and Finance reports dean and director of the Dean and Director of the Gus R. Douglass Institute.

The ***Assistant Director of Business and Finance*** is responsible for assisting with all aspects of the Business and Finance including grants and appointments, accounting tracking and receipt/processing of all outstanding payments both to and from the institution. The Assistant Director of Business and Finance will assist with accounting functions, financial reporting, and fiscal data analysis and forecasting for office. Monitor financial reports for all accounts, reconcile quarterly. Function as a fiscal resource and support. Assist with administering appointments and grants. Coordinate closing procedures of all assigned state, federal and private funding sources.

**III. Douglass Institute Faculty Council and Committees**

1. **Douglass Institute Faculty Council**

The Douglass Institute Faculty Senate is the governing body of the West Virginia State University Gus. R. Douglass faculty. It serves in an advisory role, reporting directly to the Dean of the Douglass Institute.

1. **Douglass Institute Faculty Committees**
2. Program Review Committee -- reviews and evaluates the research and extension programs on a regular basis.
3. Faculty Personnel Committee -- Monitors and reviews faculty evaluation policies and procedures, oversees Committees on Retention and Promotion and Term.
4. Retention Committee -- Makes recommendations to the Dean on retention on all full-time term -track and temporary faculty.
5. Promotion and Term Committee -- Makes recommendations to the Dean of the Douglass Institute on all applications from faculty members applying for promotion and/or continuous term.
6. Research and Faculty Development Committee -- Evaluates faculty research proposals and makes recommendations regarding funding, screens research sabbaticals applications and makes recommendations to the Dean.

**IV. 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 appointments (the majority of which are non-state funds), its faculty-eligible employees shall not 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 on the basis of 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 appointment system described in the following passages delineates the employment status and security for employees of the Douglass Institute.

**V. Rank and Faculty Appointments**

**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.

Institute faculty rank 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 **Researcher**, in their particular field of specialization.

Furthermore, qualifying land-grant research faculty will be able to participate in graduate and undergraduate instruction and student advisement. 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 Service

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 of Extension Professor, Extension Associate Professor, Extension Assistant Professor, or Extension Instructor. To the extent possible, rank requirements will mirror the rank requirements of classroom educators with a greater emphasis placed on teaching and outreach achievements.

**The Associate Director of Extension Service and the Extension Program Leaders**, in their leadership capacities for extension programming,will be automatically granted the position equivalent to associate professor when supported by the appropriate vitae and other professional requirements and documentation. If qualifying, they can be initially or in the future accorded the title of Professor upon approval by the Dean of the Douglass Institute and the President.

**B. Douglass Institute Faculty Appointments**

Douglass Institute employees shall have appointment in one or a combination of the three mission areas of research, teaching (instruction) or extension (outreach). They will be evaluated against their job assignments, as documented by the department head.  This evaluation will be relative to the percentage of time assigned to each of the three missions (teaching, research, and service), and the particular job responsibilities assigned (specific courses, research areas, extension responsibilities, etc.). 

Split appointments refer to time split between two of the three areas of research, teaching and service.  When evaluating candidates for promotion, term or continuous term appointment, candidates should be evaluated in their appointment mission area by the appropriate extension, research, or teaching administrator. An example of a split appointment for a Douglass faculty member could be 75% Teaching: 25% Research.

1. **Academic Departmental Faculty Status**

Qualified (credentials and experience) 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 will be recognized by that department. However, professional rank will 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 faculty appointment and University policies.

**D. 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.

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. No single appointment to an academic areas (extension, research, or teaching) will be fewer than 25% however to insure the individual’s ability to meaningfully contribute to the development of the area.

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 nature of appointment, that is whether the teaching, research, and/or extension duties. Application materials must include evidence that the Dean and Director of WVSU Douglass Institute and the appropriate Associate Director approves 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 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 corresponding Associate Director. 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.

1. The President may terminate the co-appointment at any time. Faculty member may appeal to a group of individuals selected by the VPAA and 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.

Co-appointed status will carry a number of rights and responsibilities. Co-appointed Faculty members 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.

Co-appointed Faculty members are encouraged to attend departmental meetings and will have the right to vote in departmental matters, which affect the academic programs in which they participate. Such may include but are not limited to course and curriculum changes and matters affecting the graduate students.

Co-appointed faculty members will have the right to use University equipment and facilities. Co-appointed Faculty members have the right to participate in teaching in the graduate and/or undergraduate programs provided they have the appropriate approval from the Dean and Director of WVSU Douglass Institute and the WVSU Douglass Institute Associate Director of Research (or Extension).

Co-appointed Faculty members will agree to abide by all University policies and procedures affecting adjunct faculty, which may include but are not limited to class observations and student evaluations.

**VI. Term and Continuous Term Appointments**

Douglass Institute employees will be awarded a term or continuous term appointments within the Institute. ***Continuous term appointments will be equivalent academic tenure status. The purpose of using continuous term 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 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 appointments will typically range from an annual appointment to a five-year (maximum for non-continuous) appointment with some appointments being open-ended and based on availability of funding. Eligible employees with Douglass Institute faculty status (associate professor or full professor or equivalent) who have successfully completed a five-year term would be eligible to apply for continuous term appointment status. Those individuals specifically are Associate Research Professor, Research Professor, Program Leaders, and Extension Specialist III.

A continuous term appointment is designed to ensure land-grant professional freedom and to provide 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 appointment system. A Continuous term appointment should never be permitted to mask irresponsibility, mediocrity, or deliberate refusal to meet academic requirements or professional responsibilities. Continuous term 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 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 extension (outreach) term appointment status track capacity for 5 years at the University, and it is recommended for Continuous term appointment status by appropriate bodies. The recommendations are made to the Dean of the Douglass Institute by research and

Faculty members wishing to apply for continuous term 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 appointment shall contain demonstrated evidence that a continuous term 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.

***Note, those individuals obtaining continuous term appointment status would receive annual appointments as long as funding sources are available to sustain the position by the proposed Institute.***

**VII. Eligibility for Rank, Term Appointments and Continuous Term 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 President of WVSU has the ultimate authority for promotion, term appointments, continuous term 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.

Support and Technical Staff

Support staff and technical staff are eligible for rank only if the staff member possess skills, assets, experience, and/or credentials that can significantly contribute to the advancement of research, extension, or teaching (per the approval of the academic department) missions of the University. However, support staff and technical staff will be eligible for a term appointment from 1 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 joint or affiliate 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 appointments, continuous term 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.

**VIII. Annual Evaluations and Retention**

**Evaluations**

Human Resources 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.

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 30th of April. 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.

West Virginia State University Extension Service

Annual evaluations of faculty and professional staff within West Virginia State University Extension will take place by the 30th of April. 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. .

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 30th of April 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.

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 30th of April 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.

Communications

Annual evaluations of faculty and staff in The Douglass Land-Grant Institute’s Department of Communications will take place by the 30th of April 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.

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 30th of April 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.

Administration

Annual evaluations of administrative staff of The Douglass Land-Grant Institute will take place by the 20th of April 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 Service, 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.

**Retention**

All evaluations are sent to the Human Resources Office. Retention is based on a combination of the evaluation process (different from faculty vs. non-faculty) and the availability of funding. The associate directors and directors in the Douglass Institute will make a recommendation to the Dean regarding those support staff, technical staff and other non Douglass Institute faculty seeking retention. These staff members do not have to send any of their information to the Douglass Institute Retention Committee. The Dean will take the recommendation into consideration and forward the decision to the University President who will then send a written notification of the decision, and such notification must be postmarked and mailed no later than May 30th. Notice of non-retention shall be mailed “Certified Mail-Return Receipt Requested.”

Douglass Institute research and extension faculty members requesting retention must file self evaluation and supporting portfolios with their Associate Directors each year. (A calendar indicating dates and deadlines are distributed to all Douglass Institute faculty in the fall semester by the Faculty Personnel Committee). The portfolio should include summary sheets of examples of scholarship, extension and research, publications, conferences attended, instructional materials, and other activities that contribute to the land-grant mission of the University. The Associate Director reviews these materials, the evaluation (already given) and submits the portfolio along with a written evaluation and recommendation to the Committee on Retention.

The Committee may also request more information, interview the candidate and interview other faculty members during its evaluation process. The Committee evaluates the faculty member and notifies the faculty member of its recommendation (with a copy to both the department chair and dean). This recommendation includes the committee's evaluation of the faculty member's strengths and weaknesses and suggestions for improvement. Progress towards continuous term is also addressed in the Committee's recommendation. All documents are then forwarded to the Dean who then makes a retention recommendation to the President for final action.

After the decision regarding retention or non-retention for the ensuing year has been made, the tenure-track faculty member shall be sent written notification of the decision by the University President; such notification must be postmarked and mailed no later than May 15th. Notice of non-retention shall be mailed “Certified Mail-Return Receipt Requested.”

**IX. 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 an increment check for each year served.

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.

**X. 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 I, 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 SUPORT 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 though 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. Gus R. Douglass Institute Organizational Structure**

**PRESIDENT**

**WVSU**

**Communications**

Director

**WVSU Research**

**Executive Assistant**

**to the President**

**WVSU Extension**

**C A S T E M**

**Dean & Director**

**Gus R. Douglass**

**Land-Grant Institute**

**Civil Rights and Equity Compliance**

Administrator

**Associate Dean**

**WVSU Agricultural & Experimental Research Station**

Associate Director

**Center for Advancement of Science, Technology, Education & Mathematics ( C A S T E M )**

Director

**WVSU Extension**

Associate Director

**Institute Support**

**Services**

Director

**Grants & Appointments**

Program Assistant

Assistant Director

**BIOPLEX**

**Business & Finance**

**NASA Programs**

**Agriculture & Natural Resources**

**External Relations & International Programs**

**Community Resource & Economic Development**

**Science, Technology, Education & Mathematics** (STEM Programs)

**Center for Agriculture & Natural Resources**

**Technology Transfer & Intellectual Property Management**

**Center for Bioprocessing & Alternative Fuels**

**Family and Consumer Science**

**Experimental Programs to Stimulate Competitive Research**

(EPSCoR Programs)

**Facilities Management**

**4-H Youth Development**

**Program Assessment & Accountability**

**Educational Network** (EDNET)

Last Updated 05/14/2009

**Center for Biotechnology & Genomics**

**Center for Nanotechnology and Applied Chemistry**

**Center for Socio-Economic Research**

Assistant Director

**Center for Microbiology & Environmental Remediation**

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