

The background features a stylized tree with a spiral on its left side and a hand-like shape at the bottom. The text is centered over this graphic.

PART-TIME FACULTY HANDBOOK

2010-2011



FAIRMONT[™]
STATE UNIVERSITY

PIERPONT[™]
COMMUNITY & TECHNICAL COLLEGE

FAIRMONT STATE UNIVERSITY

AND

**PIERPONT COMMUNITY AND
TECHNICAL COLLEGE**

**PART-TIME
FACULTY HANDBOOK**

2010-2011

**Fairmont, West Virginia
<http://www.fairmontstate.edu>
<http://www.pierpont.edu>**



Office of the Provost and Vice President
for Academic Affairs
1201 Locust Avenue
Fairmont, West Virginia 26554-2470
Phone: (304) 367-4192
Fax: (304) 367-4902
mrose@fairmontstate.edu

A MESSAGE FROM THE PROVOST OF FAIRMONT STATE UNIVERSITY

Dear Colleagues:

Welcome to all faculty members of Fairmont State University. We are pleased to have you share your expertise, skills, and energy with the students, faculty, and staff of Fairmont State, as well as with the larger Fairmont and service region communities. Faculty members perform an essential role to the education of our students and add scope and depth to the educational and other learning opportunities offered through the University. Your time, efforts, commitment, and dedication to teaching make you a valuable member of the college community. Our faculty members are committed to providing quality instruction in a dynamic educational institution while, at the same time, recognizing each student as an individual with different goals and abilities.

In preparation for the Higher Learning Commission accreditation visit scheduled for fall 2012-13, Fairmont State has been focusing on teaching and learning. Faculty have been working hard to identify what we want our students to know and how we have them demonstrate that learning. Please communicate expectations of students as clearly as possible through your syllabi, and use Blackboard to provide valuable information to students. We also ask that all instructors make themselves accessible to their students by holding regularly scheduled office hours and providing a reliable means for being contacted outside of class. Fairmont State wants students to be successful.

This handbook provides information regarding policies, procedures and responsibilities for faculty, as well as available University resources and services. Faculty members are expected to read and follow all policies and procedures as outlined in this handbook or any updates. If you need assistance, please contact my office or the Center for Teaching Excellence. We are happy to clarify any information and answer other questions as they may arise.

We value your contribution to Fairmont State University.

Sincerely,

A handwritten signature in cursive script that reads "Maria C. Rose".

Maria Rose, Ed.D.
Provost and Vice President for Academic Affairs

**A MESSAGE FROM THE
PRESIDENT OF
PIERPONT COMMUNITY & TECHNICAL COLLEGE**

Welcome to Pierpont Community & Technical College. We are pleased that you have joined us in providing quality, accessible, affordable higher education opportunities to the citizens of West Virginia. Some of you will be teaching on the main campus and will feel more connected to the institution. Many of you will be teaching in remote areas of our service region. Be assured we know you are out there representing Pierpont Community & Technical College and we feel a connection to you. Regardless of where you are teaching we want to assure you that you are a part of the Pierpont Community & Technical College family and we are ready and willing to provide assistance whenever and wherever we can to support your efforts.

Pierpont Community & Technical College expects its students to become critical thinkers and productive citizens who understand the world of today. This is accomplished through the efforts of our faculty, both full and part-time, and the staff. This handbook is a guide for you regarding the policies and procedures we follow at Pierpont Community & Technical College and Fairmont State University. The College Catalog is another valuable source of information with which you need to become familiar. You will have questions and when you do, let us know. We want you to be comfortable in your teaching and know that we are here to support you.

**Doreen Larson
President of
Pierpont Community & Technical College**

CONTENTS

FOREWORD.....	IV
INTRODUCTION	V
VISION STATEMENT	V
MISSION STATEMENTS	V
Employment Information	1
Family Educational Rights and Privacy Act (FERPA).....	3
EMERGENCY/SECURITY ISSUES.....	5
Student Health Service Center.....	5
SUPPORT SERVICES	6
Bookstore	6
Information Technology.....	6
Libraries.....	7
Secretarial	10
INSTRUCTIONAL PRACTICES.....	10
POLICIES	16
DIRECTORIES.....	27
INDEX.....	30

FOREWORD

The **Fairmont State University and Pierpont Community & Technical College Part-time Faculty Handbook** contains information about the institutions, their organizations, governance, policies, rights, responsibilities, and services which are of specific concern to the faculty. The **Handbook** is edited by the Office of the Associate Provost for Academic Affairs.

Institutional policies contained in this publication are subject to ongoing reappraisal and change; therefore, they are subject to revision upon reasonable notification of the parties affected.

The **FSU/PC&TC Catalog** provides academic and general information, and every effort has been made to avoid duplication in this **Handbook**. The **Catalog, Part-time Faculty Handbook, Student Handbook**, and **Board of Governors web sites** provide a complete source of current information and institutional policies.

POLICY ON EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

Fairmont State University and Pierpont Community & Technical College is an Equal Opportunity-Affirmative Action institution. In compliance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the other applicable laws and regulations, the institution provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, national origin, disability, or sexual orientation as identified and defined by law. Fairmont State University and Pierpont Community & Technical College neither affiliates knowingly with nor grants recognition to any individual, group or organization having policies that discriminate on the basis of race, color, age, religion, sex, national origin, disability, or sexual orientation as defined by applicable laws and regulations. Further inquiries may be directed to the Director of Affirmative Action, who is the Section 504, Title IX Coordinator, located at Room 324 Hardway Hall, (304) 367- 4386, or the Americans with Disabilities Act Coordinator, located at Room 309 Colebank Hall, (304) 367-4215.

DRUG-FREE AWARENESS PROGRAM

In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, Fairmont State University and Pierpont Community & Technical College has a Drug-Free Awareness Program designed to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Further inquiries may be directed to the Assistant Vice President of Human Resources or the Vice President for Student Affairs.

FAIRMONT/PIERPONT

INTRODUCTION

Fairmont State University and Pierpont Community & Technical College share a 120-acre main campus in Fairmont, West Virginia. With a population of about 19,000, Fairmont, located approximately 90 miles south of Pittsburgh, Pennsylvania, is the seat of government for Marion County. Partnership allows us to better serve our 7,300 students and provides students with the opportunity to find their future from more than 145 skill sets, one-year certificates, associate degrees, bachelor's degrees and graduate programs. Visit us online at www.fairmontstate.edu and www.pierpont.edu.

In their overarching desire to help transform lives, FSU and Pierpont value scholarship, opportunity, achievement, and responsibility. The mission of FSU is to provide opportunities for individuals to achieve their professional and personal goals and discover roles for responsible citizenship that promote the common good. The mission of Pierpont is to provide opportunities for learning, training, and further education that enrich the lives of individuals and promote the economic growth of our service region and state. FSU and Pierpont are part of the state's growing high technology corridor with a metro area of about 50,000 residents. With an enrollment of 4,570, FSU offers more than 90 baccalaureate degrees and graduate programs in business, criminal justice, education, and human services. With an enrollment of more than 2,730, Pierpont offers more than 50 associate degree programs, skill sets and one-year certificates, as well as a variety of courses at more than 15 sites in North Central West Virginia, including the Braxton County Center in Flatwoods and the Lewis County Center in Weston. Through its Center for Workforce Education in downtown Fairmont, Pierpont provides workforce training and community education for its 13-county region. Pierpont operates the Robert C. Byrd National Aerospace Education Center in Bridgeport, which offers programs in flight and aviation maintenance. The shared main campus is home to the Frank and Jane Gabor West Virginia Folklife Center. FSU and Pierpont also offer classes at a branch campus in Clarksburg called the Gaston Caperton Center.

VISION STATEMENT

Fairmont State University aspires to be nationally recognized as a model for accessible learner-centered institutions that promote student success by providing comprehensive education and excellent teaching, flexible learning environments, and superior services. Graduates will have the knowledge, skills, and habits of mind necessary for intellectual growth, full and participatory citizenship, employability, and entrepreneurship in a changing environment.

MISSION OF FAIRMONT STATE UNIVERSITY

The Mission of Fairmont State University is to provide opportunities for individuals to achieve their professional and personal goals and discover roles for responsible citizenship that promote the welfare of all.

MISSION STATEMENT OF PIERPONT COMMUNITY & TECHNICAL COLLEGE

The Mission of Pierpont Community & Technical College is to provide opportunities for learning, training, and further education that enrich the lives of individuals and promote the economic growth of our service region and state. Pierpont Community & Technical College strives to enhance the quality of life for people of North Central West Virginia through accessible, affordable, comprehensive, responsive, workforce-related training, and quality higher education opportunities.

EMPLOYMENT INFORMATION

Terms of Appointment

Part-time faculty are contracted only for the current semester in which they are teaching and may teach no more than 18 credit hours during an academic year. Although an individual may be employed to teach more than one semester, under no circumstances does the appropriate Dean or Chair incur a commitment to rehire part-time faculty after a stipulated contract period is completed. Contracts will be issued by appropriate Deans or Chairs to part-time faculty.

In all instances, the appointment of part-time faculty members will be approved by the Deans or Chairs of the Colleges/Schools in which they will be teaching. Faculty should familiarize themselves with their unit's teaching policies and practices, as well as with institutional policies. Individual departments will provide course syllabi for part-time faculty and will be responsible for placing textbook orders.

It is recommended that part-time faculty work closely with the Dean or Chair, full-time teaching faculty, and the Director of The Center for Teaching Excellence when information is needed. In some Colleges/Schools, a full-time faculty member will be designated as a resource person for part-time faculty. Whenever information or assistance is needed, contact the resource person, Dean or Chair, the Director of the Center for Teaching Excellence, or the Office of the Provost and Vice President for Academic Affairs.

Orientation

Each Dean or Chair is responsible for providing information for new part-time faculty concerning policies and procedures to be followed at this institution, as well as the College's/School's teaching policies and practices. This orientation is to take place at the discretion of the chairperson. In addition, the Director of the Center for Teaching Excellence will offer orientation programs at the beginning of each semester and online in Blackboard Vista.

Pay Period

The first pay for all part time faculty for the Fall semester will be September 15th. The last pay for arrears employees will be 12/31/10 which is a total of 8 pays. The last pay for current employees will be 12/16/10 which is a total of 7 pays.

The first pay for all part time faculty for the Spring semester will be February 14th. The last pay for arrears employees will be 5/31/11 which is a total of 8 pays. The last pay for current employees will be 5/16/10 which is a total of 7 pays.

Forms for Payroll Office

New employees must submit the following to the payroll office in order for contracts to be processed:

- Completed and signed I-9 Employment Eligibility Verification Form with two forms of ID
- Copy of Social Security card
- Completed and signed W-4 Federal Withholding Form
- Completed and signed WV/IT-104 West Virginia State Withholding Form
- Completed and signed Direct Deposit Authorization Form with voided check attached

Information for Academic Departments

The following information must be filed in the office of the academic department in which part-time faculty teach.

- a. Official college/university transcript
- b. Current resume or vita
- c. Full name
- d. Date of birth
- e. Home and business phone numbers
- f. Most recent academic degree
- g. College/University where last degree was earned
- h. Ethnic background
- i. Years of experience (at this university/college and other colleges/universities)
- j. Physical disability (if any)
- k. Present employer

Optional Retirement Plan

Any employee receiving a pay check from FS is eligible to participate in a tax deferred 403(b) or 457(b) retirement plan through payroll deduction. Salary reduction forms are available in Fairmont State's Benefits Office, 324 Hardway, or call Colleen Roberts, 304-367-4113. The minimum contribution is \$10/pay. Employees will select either TIAA-CREF or Great-West Retirement Services as the vendor.

The Family Educational Rights and Privacy Act/FERPA (The Buckley Amendment)

Faculty may not share student information without a signed waiver from the student. An explanation of FERPA and a waiver form are provided below.

The Family Educational Rights and Privacy Act of 1974, also known as FERPA or the Buckley Amendment, was adopted by Congress to ensure access to and the privacy of educational records. Although FERPA applies to all educational records including those kept concerning elementary and secondary education, this summary will focus on the application of FERPA to higher education.

FERPA gives certain rights to the parents regarding their children's education records. *These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level.* Students and former students to whom the rights have transferred are called "eligible students." The Act ensures that students must be given the opportunity to inspect and review their own educational records. The institution must provide an opportunity for a hearing if a student wishes to challenge information which is "inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student." With specified exceptions relating to education needs, "personally identifiable" information cannot be released to third parties without the prior written consent of the student or without a judicial order or subpoena. The law allows schools to disclose education records, without consent, to the following parties:

- School employees who have a need to know;
- Other schools to which a student is transferring;
- Certain government officials in order to carry out lawful functions;
- Appropriate parties in connection with financial aid to a student;
- Organizations doing certain studies for the school;
- Accrediting organizations;
- Individuals who have obtained court orders or subpoena;
- Persons who need to know in cases of health and safety emergencies.

Schools may also disclose, without prior consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the school must tell students of the information that is designated as directory information and provide a reasonable amount of time to allow the eligible student to request the school not disclose that information about them. Finally, schools must adopt a written policy about complying with FERPA and must give the eligible student a copy of the policy, on request.

AUTHORITY TO RELEASE PERSONALLY IDENTIFIABLE INFORMATION FROM EDUCATION RECORDS

Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended,

I, _____, ¹ give my consent to authorized representatives of Fairmont State University for the release of my educational records and any and all personally identifiable information contained therein, including educational information, employment information, and information contained in the records of FSU's Student Affairs Office to

_____ ²

for purpose of _____

_____ ³

(Date)

(Signature)

(Student Identification Number)

NOTE: If an FSU student so requests, FSU shall provide him or her with a copy of the records disclosed.

- ¹ Name of FSU student.
- ² Identification of party or class of parties to whom the disclosure may be made.
- ³ Purpose of disclosure.

Emergency/Security Issues

On January 1, 2010, all employees received an updated Emergency Guide, which is to be kept in a location where it can be quickly accessed.

The guide is viewable on the web, and print copies are available from the Department of Public Safety, located on the 3rd floor of the Falcon Center.

Police/Fire/Rescue	911
Campus Police	(304) 367-4357 (HELP)

EMERGENCY MEDICAL PROCEDURES FOR STUDENTS AND FACULTY/STAFF

If a student or faculty/staff member develops a medical problem or is injured, a call may be made to Student Health Services (4155) if the nature of the problem appears minor. If the nature of the problem appears to be serious, the Marion County Rescue Squad should be called immediately (8-911) bypassing Student Health. Faculty/staff are not covered under care by the Student Health Service with the exception of an emergency situation.

There will be no charge for the medical attention provided on campus. If the problem occurs after 4:00 p.m. on weekdays or on the weekend, the Rescue Squad should be called and the person transported to the hospital. Faculty members are covered by the institution's Worker's Compensation. The injured faculty member should report the injury to the Dept. of Public Safety within 24 hours of the event. The Worker's Compensation paperwork should begin at the emergency room or first treatment facility. A first report of injury form (Fairmont State Form) must be completed and the form will be sent to Worker's Compensation along with information from the medical provider. All work related injuries must be reported to the Department of Public Safety.

When even a minor student accident occurs in a shop, laboratory, etc., it must be reported promptly to the School Nurse and the Department of Public Safety. The administrative officer or Dean or Chair is responsible for reporting the accident. The faculty or staff member responsible for supervising the work must report the accident to the administrative officer or Dean or Chair. Attention to this detail is important both for treatment and liability.

The Student Health Service Center is located on the 3rd floor of the Falcon Center, and has regular hours during the academic year. The Center is staffed by two full-time nurses and a full time nurse practitioner. Only Fairmont State University students may avail themselves of the medical services at the Center. Students may visit the office and expect to receive services such as they may receive at their own health care provider's office. The office number is 367-4155 and office hours are as follows: **Monday through Friday - 8:00 a.m. to 4:00 p.m.**

SUPPORT SERVICES

Bookstore

The Campus Bookstore, located on the 2nd floor of the Falcon Center, carries new, used, electronic and rental textbooks along with other supplies for students' academic and personal use.

Role of the Academic Dean. The primary responsibility for observing textbook policies rests with the Academic Dean, and all book orders should be made with their approval. Academic Deans are urged to acquaint themselves with costs, publishers' return policies, etc., so that both the student and the institution can be well-served.

Bookstore Hours:

Monday through Friday	8:00 a.m. – 4:00 p.m.
Saturday	Open selected Saturdays only
Sunday	Closed

Falcon Cards

Your Falcon Card is your official ID card. Faculty can obtain Falcon Cards at the ID Card Office, which is located on the first floor of the Falcon Center and at The Gaston Caperton Center. For further information, please contact the Falcon Center ID Card Office at (304) 368-7227 or e-mail at idcardoffice@fairmontstate.edu.

Information Technology:

http://www.fairmontstate.edu/it/it_hp.html

Information Technology services are available to all part-time personnel for instructional, research, and administrative use. Instructional computing clusters are located across campus and the remote centers in Clarksburg, Bridgeport, and the Workforce Education Center facility. In addition, Information Technology maintains and supports centralized servers, software, networking equipment, video distribution, and phone services. These resources are available to all faculty, staff, and currently enrolled students.

Information Technology is the responsibility of the Vice President and Chief Information Officer, who is directly responsible to the President.

Information Technology is organized into five functional areas as follows:

- (1) Applications Services, supervised by the Director of Application Services. (This area and staff are located on the first floor of Colebank Hall.)
- (2) Networks, Security, and Servers, supervised by the Director of Networks, Security and Servers. (This area and staff are located on the first floor of Colebank Hall.)
- (3) Technology and Learning Commons, supervised by the Manager of the Teaching and Commons. (This area and staff are located in the Ruth Ann Musick Library.)

(4) Library Services, supervised by the Director of Library Services. (This area and staff are located in the Ruth Ann Musick Library.)

(5) Project Management Office (PMO), supervised by the Director of the Project Management Office. (This area and staff are located on the first floor of Colebank Hall.)

The Teaching and Learning Commons has the responsibility for coordinating all hardware and software support, instructional lab management and scheduling, end-user training and documentation, direct support for faculty using technology in their programs and curricula, and other related support functions. All questions regarding the availability and use of computing resources across the University initially should be directed to the Manager of the Teaching and Learning Center or the Help Desk (phone # 4810).

The Libraries

Fairmont State University has three libraries that may be used by all faculty, students, and staff. The Ruth Ann Musick Library is located on the main campus. The other FSU libraries are at the Caperton Center in Clarksburg and the National Aerospace Education Center (NAEC) at Bridgeport. These libraries function at the heart of the University's academic program. Library personnel work closely with faculty and students to develop research skills and to provide a wide range of support services that enhance the learning experience. The library's print and electronic resources are designed to support the curricular needs of the academic program of study offered at FSU and to encourage intellectual and personal growth.

The libraries provide easy access to over 400,000 items including books, electronic books, periodicals, government documents, compact discs, videos and other multimedia, and to electronic databases. Subscriptions to over 50,000 journals and newspapers, available either in print or online full text, provide the latest information in all disciplines.

Information and Reference Services

The librarians are available to provide instructional programs and training sessions, including orientation to the library, so that faculty and students learn how to find and use all of the library's resources, understand methods of dealing critically with available information, and are exposed to the variety of ways in which information may be accessed, including both the traditional means and through newer electronic media. Two electronic classrooms in Musick Library are available for librarians to provide instruction and for professors to use with classes. Librarians are also available to go to classrooms and to other parts of the campus, including the residence halls to provide instruction in the use of resources. Librarians are available to work with faculty at all off-campus sites and to provide instruction and other reference services. Call the Reference Librarians at 304-367-4121 to arrange for instructional sessions at all locations. Advance notice will be appreciated.

The library on the main campus is open over 100 hours a week, with at least one professional librarian available or on call most hours that the library is open. The librarians provide individualized assistance with projects, research questions, and papers. Further, the librarians will appreciate knowing of faculty members' research interests and specific

library-related assignments in order to notify faculty of informational resources that might be of interest.

Over 175 electronic online databases may be accessed via the Internet, through remote authentication from any location in the world where Internet access is available. The authentication process requires that the student and faculty member use the FSU Unified College Account (UCA) assigned by the institution. Library staff members are available to assist faculty, staff, and students with setting up and using the UCA.

Interlibrary Loan

Faculty and students may request materials that are not available in the libraries through the Interlibrary Loan Services. Requests may be made by going online and using ILLIAD, (an interlibrary loan software) that has been implemented for borrowing. It will allow faculty to input data from databases without rekeying information. ILLIAD allows anyone requesting an interlibrary loan to track his/her request. Documents (articles, etc.) may be posted online to a secure site so that faculty may retrieve ILLs easily. Using a major online bibliographic database (OCLC), library staff process requests quickly and efficiently. Fax equipment and ARIEL (Internet transfer of documents) are both used to improve response time. The lending library sets the amount of time the borrower may use material, with the exception of photocopied articles that become the property of the borrower.

Online Services

Musick Library maintains a library web page, at <http://library.fairmontstate.edu>, which is constantly kept up to date with links to information resources available to faculty and students online via the Internet. Resources include electronic books, downloadable eaudiobooks, music, e-books, and videos, journal indexes, a wide range of full-text journals online, encyclopedias, style manuals, newspapers, government documents, and bibliographic indexes in all areas of the sciences, social sciences, humanities, and technology. Specialized help in locating resources is available and faculty and students are invited to email questions to the librarians at askalibrarian@fairmontstate.edu. Faculty and students may chat with the librarians using AIM, Google Talk, MSN, Yahoo, and Meebo most hours that the library is open.

The online catalog is accessible from anywhere in the world through a web browser and the catalog contains all holdings of all libraries. A new library system was implemented in 2006. The catalog, at <http://marlo.fairmontstate.edu>, is a shared catalog showing the holdings of Fairmont State University, Glenville State, and all of the public libraries and public school libraries of Marion County. Training in the use of the online system is available for both faculty and students. The main library is currently using both the Dewey Decimal Classification and the Library of Congress Classification (LC). Staff members are working to convert all materials to the LC classification. The Caperton Center and NAEC libraries use LC.

Reserves

Faculty members wishing to place materials on reserve for student use may provide a list of the materials, may email a list, may gather materials and provide them to Circulation staff, or may contact the Circulation Desk at 304-367-4733 and have materials placed on reserve. Materials may be placed on reserve at the Caperton Center or NAEC. At least eight (8) hour

advance notice will be appreciated. Materials may be placed on two-hour, overnight, three-day reserve, or one-week reserve. Faculty are urged to provide desk copies of textbooks for students to use. Many students are unable to purchase all of the books, and the library provides in house use of these materials.

Electronic Reserves

Electronic reserves are available at <http://reserves.fairmonstate.edu>. The faculty member should contact the Circulation Desk on the main campus for assistance. Materials on electronic reserves have a password on each course and documents are available 24 hours a day from any location with Internet access. Documents may be faxed in to the server where they are immediately converted to pdf format. Other formats, such as powerpoint presentations, etc., may also be loaded into E-Reserves. As a service to faculty, librarians will place items on electronic reserve and email the URL of the document to the faculty member, for use within Blackboard.

Acquisition of Materials

It is extremely important for each faculty member to contribute to the building of the collections of the Fairmont State University Libraries. Since the primary mission of the libraries is to support the curriculum, students come to the library expecting to find materials relating to the courses that they are taking. Faculty are encouraged to make recommendations for additions to the collections, whether the material is in print (books), electronic, or in a multimedia format, such as videos. Recommendations may be made through the chair or directly to the Library Director. Requests may be made by email to thelma.hutchins@fairmontstate.edu, or by submitting brochures from publishers. Faculty should indicate priority: essential, important addition, or nice to have.

Several thousand videos and hundreds of CDs are located in the main library and are available to faculty and students. The Circulation staff members will be happy to deliver any materials to faculty in their offices on the main campus. The West Virginia Deli (WVDELI) provides downloadable e-audiobooks, e-books, videos and music. A shared collection from local public libraries and Fairmont State University enhance the offerings and provide a wide range of materials downloadable to over sixty devices, including the iPod.

Library Hours

Library hours vary, depending upon the library location and whether classes are in session. They are always posted on the library's web pages and the doors of each of the libraries. For the main campus, library hours during fall and spring semesters will be:

Sunday	2 p.m.—2 a.m.
Monday-Thursday	7 a.m.—2 a.m.
Friday	7 a.m.—Midnight
Saturday	9 a.m.—6 p.m.

Exceptions to this schedule will be posted. Summer hours are adjusted to the sessions and to faculty/student needs and will be posted before summer school begins.

Circulation of Materials

Faculty members need to have a current and valid ID card in order to check materials out of the libraries. Print materials may be used for one semester, but are subject to recall if needed by another faculty member or student. Reference materials may circulate for seven (7) days. Videos and CDs circulate for seven (7) days.

UCA Accounts

Library staff members will assist faculty, staff, and students who are having problems with UCA accounts, including training and activating the UCAs.

Printing and Duplicating:

Fairmont State Copy Center provides printing, copying, and finishing services for Fairmont State University and Pierpont Community & Technical College, as well as personal copying for students, faculty, staff, and off-campus customers. Copyrighted materials may only be reprinted or duplicated in accordance with the Copyright Law of the United States.

Contact:

Ms. Joni Bokanovich

Ms. Georgeann Cain

Copy Center Managers

304-367-4185

E-Mail: gca1n1@fairmontstate.edu

Secretarial Service

Secretaries are assigned to assist faculty by word processing examinations and letters, etc., and performing other clerical tasks. The secretaries are expected to do University-related work but must not be asked to do personal work for faculty members, e.g., personal correspondence. Because the secretaries serve a number of persons, faculty members should allow ample time for the completion of their work and should not expect immediate service. At least two days should be allowed for the typing and duplication of tests.

INSTRUCTIONAL PRACTICES

THE FAIRMONT STATE FOUNDATION CENTER FOR TEACHING EXCELLENCE

Established in 2002, the Fairmont State Foundation Center for Teaching Excellence serves full-time and adjunct faculty associated with Fairmont State University and Pierpont Community and Technical College at the various campuses. The primary purpose of the Center is to support faculty in their endeavors to provide quality learning opportunities to students. The Center seeks, also, to foster a collegial environment in which faculty can comfortably engage in professional dialogue that will contribute to the achievement of their full potentials as teachers and scholars. Through various programming efforts, the Center provides support to new faculty, serves as the academic point-of-contact for adjunct faculty, sponsors professional development and mentoring opportunities, houses a resource center, and offers private, personalized assistance with solving problems related to classroom

instruction. For more information about the Center for Teaching Excellence or to contact the Director, please visit <http://www.fairmontstate.edu/facstaffresources/cte/default.asp>.

BLACKBOARD VISTA AT FAIRMONT STATE UNIVERSITY

Fairmont State University has adopted Blackboard Vista as our Online Course Management system. Blackboard Vista is courseware with which faculty may develop and deliver classes using Internet technologies. In addition to creating online classes Blackboard Vista may be used to enhance face-to-face classes. The campus goal is to have all course syllabi and grade books in Blackboard Vista.

Important Things to Know

Blackboard Vista Accounts: Fairmont State University faculty and students now have a Unified College Account (UCA). This account is used to access all electronic services including Blackboard Vista. If you have not activated your UCA account, go to the Faculty and Staff Resources page, <http://www.fairmontstate.edu/facstaffresources/default.asp>, to activate your account. Please note that your account will not be available for use in Blackboard Vista for approximately 5-10 minutes after completing activation.

Passwords in Blackboard Vista: You cannot change your password in Vista. All password changes must be made to the UCA through the Faculty and Staff Resources page, <http://www.fairmontstate.edu/facstaffresources/default.asp>. Again, please note that the change will not be available in Vista for approximately 5-10 minutes.

Training: Blackboard Vista training is offered throughout the academic year by the Teaching and Learning Commons. Our staff is also available for one-on-one consulting and training. Check our web site at www.fairmontstate.edu/it/tlc **OR** www.pierpont.edu/it/tlc for training offerings or contact a staff member for more information.

Documentation: A link to the Blackboard Vista 8 Designer and Instructor Reference Manual can be found on our web site, at www.fairmontstate.edu/it/tlc **OR** www.pierpont.edu/it/tlc. You will need your UCA and password to access the documentation.

Tutorials/FAQ: There is a series of online tutorials for using the various tools in Blackboard Vista. They may be accessed from our web site, www.fairmontstate.edu/it/tlc **OR** www.pierpont.edu/it/tlc.

For additional information on Blackboard Vista and the Teaching and Learning Commons, visit our web site at www.fairmontstate.edu/it/tlc or www.pierpont.edu/it/tlc **OR** contact a member of the staff at 304-367-4810.

Class Attendance

In the administration of its attendance policy, the University distinguishes two kinds of excused absences: (1) the institutional absence, resulting from participation in an activity in which the student officially represents the University; (2) the unavoidable absence, resulting from illness, death in the family, or other causes clearly beyond the student's control. Other types of student absences may be regarded as either excused or unexcused at

the discretion of the student's instructor. The University relies chiefly on its faculty to encourage a reasonable pattern of class attendance and on the maturity of its student body to establish such a pattern. Each instructor shall announce clearly at the beginning of each term the attendance requirements and the penalties imposed for nonattendance.

If an instructor establishes a policy penalizing absent students by lowering their grades, the instructor **MUST** distribute a written statement of this policy to the students during the first class period of the term. The statement should contain precise information relating to percentage of grades cut per unexcused absence and the instructor's definition of an excused or unexcused absence. Responsibility for establishing that an absence is "excused" subsequently rests with the student, who must explain the absence to the instructor at the first class meeting following the absence. The instructor is not permitted to require a doctor's excuse; however, the student should be prepared to give a plausible account of the absence.

Final Examinations¹

The last week of each semester is scheduled in two-hour periods instead of the usual time periods to provide instructors an opportunity to make a final evaluation of their classes. The evaluation may take the form of the traditional final examination or it may take another form which is more appropriate to the discipline, but whatever the form of the evaluation, teachers and students will meet at the specified times and places for class activities. Any necessary changes in the scheduled periods or activities shall be made only at the discretion of the Dean or Chair after consultation with the instructor. They will then notify the Provost and Vice President for Academic Affairs of any such changes before the last week of the semester. Where programmatic requirements permit, faculty should refrain from giving a major examination during the last week of classes, the week preceding final exam week.²

Grade Changes

No grade except "I" given by an instructor may be changed following the report of the grade to the Office of the Registrar unless a mistake has been made in computing or recording the grades. In addition, no grades may be changed 60 days after the end of a term. Grade changes submitted 60 days after the end of a term must be accompanied by a written explanation of the reasons for the change. All grade changes must be submitted to the Registrar's Office on a Grade Modification Form and must be signed by the instructor and the chair of the department.

Grade Reports

Deadlines for turning in final grade reports are announced by the Registrar's Office. All members of the faculty must make the necessary effort to meet the deadlines specified for submitting grade reports. All grades are submitted via the Enrollment Center, Secure Area Log-in on the Fairmont State University webpage, not Blackboard Vista.

¹Approved by Faculty Senate, 1978

²Approved by Faculty Senate, March 19, 1996

Incompletes

The letter grade of "I" will be omitted from the calculation of the grade point average for a period of one-year following the issuance of the "I."

Along with any grade report containing the grade "I," and for each letter "I," the instructor must submit a brief description of the "part of the course" not completed by the student. This statement, to be reviewed by the appropriate Dean or Chair and filed in that office, is to be written on a three-part form. At the end of the one-year period, the instructor **must** submit a final grade for the student using the Registrar's Office Grade Modification Form. If no grade is received, the grade is automatically changed to "F".

A grade of "Incomplete" should be given only in those circumstances where it can be removed by some process such as taking an examination or submitting overdue papers. A grade of "Incomplete" may be given only if students fail to complete a portion of work due to **circumstances beyond their control**. A grade of "Incomplete" should not be given if students are required to repeat all or a substantial part of a course in order to remove it.

Posting Student Grades

In accordance with current policy pertaining to the privacy of student academic records, faculty members must not display lists of student grades. Grades should be posted only in the instructor's course space in Blackboard Vista.

Repeating a Course

(Effective: August 2007)

Fairmont State University enforces Series 22 of the West Virginia Higher Education Policy Commission as follows:

If a student earns a grade of "D" or "F" (including failures due to regular and/or irregular withdrawal) on any course taken no later than the semester or summer term during which the student attempts the sixtieth semester hour, and if that student repeats this course prior to the receipt of a baccalaureate degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining his/her grade point average. The original grade shall not be deleted from the student's record. Courses passed with a grade of 'C' or better may not be legally repeated.

Courses completed at Fairmont State University with a grade of "D" or "F" may be repeated at any West Virginia public institutions, provided the course at the other institution is deemed an equivalent course by Fairmont State University and the above stipulations are met. Regularly enrolled students who complete work at another accredited institution must secure written permission from the registrar before attempting such course work. The transfer grade policy will apply to these grades.

Courses taken at other West Virginia public institutions that are legally repeated at Fairmont State University will be a part of the repeat process, provided the course at the other institution is deemed an equivalent course by Fairmont State University and the above stipulations are met.

Retaining Student Grade Records

Since students may employ prescribed procedures to appeal a grade after issuance within a stipulated period of time, all evaluations, tests, etc., should be retained for record purposes unless returned to the student. Faculty members whose employment at the University is ended or who will be away from campus for an extended period following any semester or summer term should leave their grade-books, evaluations, etc., with their Dean or Chair.

SYLLABUS REQUIREMENTS

Board of Governors Policy 18 (Section 3.1.3) mandates that a student be given a written copy of the academic requirements, a syllabus, for the course during the first scheduled class meeting. The syllabus should include attendance expectations and any penalty imposed for absences, evaluation criteria, special requirements, etc. If the syllabus is available only electronically, it must still be discussed with students on the first day of class.

The following statements are to be used on all syllabi.

Academic Integrity

Fairmont State University values highly the integrity of its student scholars. All students and faculty members are urged to share in the responsibility for removing every situation which might permit or encourage academic dishonesty. Cheating in any form, including plagiarism, must be considered a matter of the gravest concern. Cheating is defined here as the obtaining of information during an examination; the unauthorized use of books, notes, or other sources of information prior to or during an examination; the removal of faculty examination materials; the alteration of documents or records; or actions identifiable as occurring with the intent to defraud or use under false pretense.

Plagiarism is defined here as the submission of the ideas, words (written or oral), or artistic productions of another, falsely represented as one's original effort or without giving due credit. Students and faculty should examine proper citation forms to avoid inadvertent plagiarism.

Assessments, Surveys, and Course Evaluations

Fairmont State University and Pierpont Community and Technical College value students' opinions. Your participation in special assessments, surveys and course evaluations assists us in improving the services of the institution and the effectiveness of classroom instruction. These are to be viewed as course requirements and completed to the best of your ability and with full attention.

Attendance

Students are expected to attend regularly the class and laboratory session of courses in which they are registered. Regular attendance is necessary to the successful completion of a course of study and is an integral part of a student's educational experience.

Each instructor shall make available on the first day of class what the attendance requirements are and what penalties shall be imposed for nonattendance.

Copyright Notice

Material presented in this course may be protected by copyright law.

Disability Services

Services are available to any student, full or part-time, who has a need because of a [documented] disability. It is the student's responsibility to register for services with the coordinator of students with disabilities and to provide any necessary documentation to verify a disability or the need for accommodations. Instructors are not required to allow any academic accommodations unless the student provides the instructor with a letter from the office of disability services outlining the necessary accommodations. It is the student's responsibility to discuss the logistics of each accommodation with each instructor to arrange for the most feasible service provision. The Coordinator of Disability Services, Andrea Pammer, is located in Colebank Hall 307. The office phone is (304) 367-4686. TTY 304-367-4906.

ADDITIONAL RESOURCES TO AID STUDENT SUCCESS**Counseling Service**

The counselors in Student Affairs offer professional assistance with personal problems, problems of social relationships and the understanding of oneself and others. Its staff consists of professionals trained in clinical practice and counseling who are experienced in dealing with issues common to college students. These services are available to all students in the belief that they often find significant benefit in counseling as a means of increasing self-awareness, maximizing potential and making the college experience more productive and meaningful. Contacts with the Counseling Services are held in strict confidence. Appointments may be made by calling 367-4792 or in person at 306 Colebank Hall.

Tutoring Program

Fairmont State University and Pierpont Community & Technical College provide an accredited tutoring program, which has been certified by the College Reading & Learning Association's International Tutor Certification program. Tutoring is provided for most basic skills courses and a variety of other courses each semester. All students are entitled to free tutoring each semester. Students registered with documented academic accommodations through Disability Services can receive additional services as needed and available. Peer tutors are available through Tutorial Services at 207 Jaynes Hall on a drop-in basis and by appointment. The office houses study carrels and support materials for one-on-one or small group tutoring sessions. For further information, contact the Director of Tutorial Services in 207 Jaynes Hall or at 367-4294.

POLICIES

The following Board of Governors' Policies pertain to students and adjunct faculty:

- #9 Sexual Harassment
- #17 Student Rights and Responsibilities
- #18 Student Academic Rights
- #21 Part-time Employees and Adjunct Faculty
- #36 Adjunct Faculty
- #37 Adjunct Faculty Workloads

A complete listing and full text of these policies can be found at:

<http://www.fairmontstate.edu> >About Us>Board of Governors (FSU)
<http://www.pierpont.edu> >About Us>Board of Governors (Pierpont)

Policy Statements may be used in conjunction with the formal Board of Governors Policies.

SMOKING POLICY

Effective October 15, 2002

POLICY STATEMENT

Research demonstrates that smoking and use of other tobacco products are a clear and present danger to health. The Surgeon General of the United States has determined that cigarette smoking causes over 350,000 preventable deaths each year. Current research also emphasizes the extreme danger to non-smokers from secondary smoke.

Therefore, Fairmont State recognizes its duty to provide a safe and healthy environment. In order to achieve the goal of a smoke-free environment all persons will observe the following guidelines:

Smoking and the use of tobacco in any form are prohibited in all buildings and facilities owned by Fairmont State e. Regulations for campus housing will be developed by the Director of Campus Life in consultation with the President. Smoking is also prohibited in any motor vehicle owned, leased or otherwise operated by Fairmont State. Visitors are expected to comply with this policy. Tobacco products will not be sold on campus.

Exceptions: Privately owned motor vehicles used for university business are exempted from this policy.

Smoking is permitted outdoors but is prohibited within twenty (20) feet of all entrances and exits to buildings. Smoking or carrying lighted tobacco products is also prohibited in outside areas where people will be standing in line or waiting in crowds.

GUIDELINES

The administrator or supervisor of a particular building/facility/area will be responsible for:

1. Assuring that all NO SMOKING signs are appropriately placed. (Signs will be provided and placed by the Physical Plant Department.)
2. Assuring that this policy is communicated to everyone within his/her area of responsibility.
3. Assuring adherence to this policy for office, administrative, academic, and all general work areas in facilities within his/her area of responsibility.

The success of this policy will require the understanding and cooperation of all smokers and non-smokers and their acceptance of the responsibility to observe this smoking policy.

The Director of Human Resources, in cooperation with the Student Health Service Staff and the Staff Training and Development Committee, will schedule smoking cessation classes for employees and students who wish to avail themselves of the classes.

Anyone detecting a violation of this policy should immediately notify the violator. If this procedure is not effective or not feasible, the incident should be referred to the supervisor of the facility and if not resolved at that level disciplinary procedures will be followed.

Day to day concerns and questions about this policy should be communicated to the Assistant to the President.

HARASSMENT POLICY

In an effort to develop a racial harassment policy and in revising the existing sexual harassment policy, a committee including students, faculty, and staff developed this general harassment policy addressing all forms of harassment. Because the most common forms of harassment have historically been racial and sexual, clarifying statements accompany this general harassment policy to further define these two forms of harassment and outline Fairmont State's educational approaches to these areas.

For more information or to file a complaint call:

304-367-4386

Director of Affirmative Action

Room 324, Hardway Building

Fairmont State

Fairmont, WV 26554

I. Introduction

Fairmont State is dedicated not only to learning but also to enhancing and enriching the quality of life for all of its students and campus personnel. Fairmont State seeks to educate and support an environment which prepares individuals for participation in an increasingly diverse world, one in which academic freedom prevails cohesively with respect for the acceptance of differences of race, national origin, color, ethnicity, age, veteran status, disability, religion, sexual orientation, gender, and association with persons different from oneself.

Fairmont State embraces the principles of free speech guaranteed by the First Amendment to the United States Constitution. It also abhors the deliberate abuse of this freedom by those who would provoke hatred and violence. Even though principles of academic freedom and freedom of speech require tolerance of some ideas and opinions which may be offensive, harassment cannot and will not be tolerated at Fairmont State. Those categories of speech which are protected under First Amendment freedom of speech protections, but which have negative connotations, are however considered inappropriate and offensive behaviors at Fairmont State and will be addressed through educational measures.

Fairmont State is aware of the potential "chilling effect" which a harassment policy might have on the free exchange of ideas, the right of free speech and the tradition of academic freedom. It is not the intent of this policy to legislate a "hate speech code" or to impact in any way on verbal discourse in any campus activity at Fairmont State where ideas are exchanged, differences expressed, opinions shared, etc., even when these verbalizations may be repugnant or repulsive to certain parties or individuals who are involved or privy to the discourse in question.

It is only when these expressions breach the context of the exchange of ideas and enter the domain of harassment, as defined by the Fairmont State Harassment Policy, that the institution could be compelled to respond in a way that demonstrates its abhorrence of such expressions, and renders either a prescriptive sanction, educational response, or supervisory action defined as appropriate with reference to the guidelines of the Harassment Policy and which is in compliance with the right of free speech in accordance with Supreme Court interpretations of the First Amendment.

The responsibility for understanding and respecting diversity is campus-wide, not the sole responsibility of any one office or person. Emphasis is given to supporting an environment which values students, faculty and staff of diverse backgrounds and encourages the fulfillment of educational objectives and potentials free from harassment.

Every incident of harassment undermines the mission and goals of this institution. Conduct which tends to degrade or demean the self-worth, dignity or character of any individual or group is an offense against the whole campus community.

Fairmont State's harassment policy unequivocally deplores any and all forms of intolerance. The policy prohibits acts of written and/or physical abuse and harassment, which deny, prohibit, or violate the human rights or civil rights of any member of Fairmont State's community of employees and students.

The policy also prohibits verbal harassment that would tend to incite an immediate breach of the peace or provoke violent reaction, and is directed at the hearer.

Fairmont State prohibits conduct intentionally directed toward any individual or group of individuals with the intent to harass, intimidate, or demean an individual or group of individuals, and/or have the effect of creating a hostile working, living, educational, academic, or social environment.

Administrators, faculty, and staff shall respect the rights of others. Employees of Fairmont State shall avoid extraneous considerations in the evaluation of peers or students, or in the assignment of duties and responsibilities. Campus personnel shall promote the ideals of a learning environment which foster individual rights and encourage the acceptance and affirmation of differences.

In some cases, the "harasser" may not realize that his or her actions are offensive. Employees and students who believe they have been subjected to harassment are encouraged to make it clear to the harasser that such behavior is offensive to them.

II. Definition of Harassment

For the purposes of this policy, the term harassment is defined as any verbal, written, or physical conduct directed toward an individual or group of individuals which a person knows or has reasonable grounds to know would intimidate, demean, or degrade the individual's or group's character, self-worth or dignity.

Harassment is further defined as that conduct which has the effect of limiting or denying equal opportunity or treatment and is conducted in disregard for that individual's or group's human or civil rights and which may result in their mental, emotional, or physical discomfort, ridicule or harm. Offensive language or behavior which interferes with a person's employment, educational status or performance or otherwise creates a hostile environment shall fall within the meaning of harassment.

Threats of other forms of intimidation or retaliation against complaining witnesses, other witnesses, any reviewing officer, or any review panel shall constitute a separate violation of this policy which may be subject to direct administrative action or judicial action.

III. Examples of Harassment

Examples of harassment which are subject to sanctions under the Harassment Policy include but are not limited to the following:

- a. Physical or verbal attack upon or interference which prevents a person from conducting his/her customary or usual Fairmont State-related affairs; additionally, conduct which is intended to, or by inference can be construed as intended to, interfere with a person in the conduct of his/her customary or usual affairs, i.e., threatening letter, use of threatening language, vandalism of a person's room or property by graffiti, etc.
- b. Conduct or expressive behavior that puts the person in fear for his/her safety and/or causes the person to suffer actual physical or mental injury or harm,
- c. Intentionally or inadvertently creating an intimidating, hostile or demeaning environment for education, Fairmont State-related work, or other Fairmont State-authorized activity,
- d. Utilizing an actual or implied position of authority or power to exclude or deny an individual or group equal access or equal opportunity to compete in or avail themselves of Fairmont State facilities or resources,

- e. Utilizing an actual or implied position of authority or power to intimidate, or otherwise subject or cause to be subjected to acts of harassment, or otherwise cause an individual or group to be subjected to adverse causes of action which are directed on the basis of the individual's or group's race, national origin, color, ethnicity, age, veteran status, disability, religion, sexual orientation, gender, or association with persons different from oneself,
- f. Physical aggression directed by one individual toward another, related to the individual's dating relationship or association with a person or persons different from oneself,
- g. The issue of a verbal threat of possible physical violence or designed to restrict access to any program, facility, activity, or Fairmont State official on the basis of any of the characteristics listed in (e) above, or
- h. Foreclosure of promotions or other career opportunities to certain individuals because of any of the characteristics listed in (e) above.

IV. Educational Efforts Related to Harassment

The Harassment Policy and the two clarifying statements alone will not accomplish elimination of harassment. Policy efforts must be coupled with proactive educational efforts throughout the Fairmont State community. Such educational efforts are a shared community responsibility. See the clarifying statements on sexual harassment and racial harassment for specifics regarding institutional responsibility for development of educational efforts related to teaching tolerance for and valuing of differences.

V. Complaint Procedures

Confidential consultation mechanisms are provided to enable accusers to assess their options and decide upon alternative action mechanisms prior to following through on an accusation. Both informal resolution mechanisms as well as formal judicial procedures are available to enforce the harassment policy. These informal and formal mechanisms protect the rights of and afford due process to all parties involved, including the accuser and the accused.

Any member of the Fairmont State community (student, faculty, staff, or administrator) may initiate contact with one of the designated persons for the purpose of clarifying or interpreting a matter about which he/she is concerned, to seek resolution of a harassment matter through informal means, or to seek resolution through the formal complaint procedure. All members of the Fairmont State community are expected to address observed incidents of harassment and bring them to the attention of the appropriate individuals.

Persons wishing to register a complaint about an off-campus incident over which Fairmont State may not have jurisdiction may approach those listed below for advice and referral to the appropriate municipal authorities, including local law enforcement agencies and the West Virginia Human Rights Commission.

A. Consultation

Consultation is available for the purpose of providing information about this policy and related procedures.

The persons designated as available to provide consultation or to assist in informal resolution are the following:

1. If the person charged is a student: The Vice President for Student Affairs, the Director of Affirmative Action, the Judicial Administrator, the Director of Multicultural Affairs, the Director of International Student Advising, or a campus minister.
2. If the person charged is a faculty member: The Provost and Vice President for Academic Affairs, the President of the Community and Technical College, the Director of Affirmative Action, the supervisor of the accused, the Director of Multicultural Affairs, the Director of International Student Advising, or a campus minister.
3. If the person charged is a classified staff member or administrator: The Vice President, or President to whom the accused reports, the Director of Affirmative Action, the accused's immediate supervisor, the highest level supervisor in the accused's unit, the Human Resources Administrator, the Director of Multicultural Affairs, the Director of International Student Advising, or a campus minister.

B. Informal Resolution Mechanisms

Any member of the Fairmont State community may seek an informal resolution of a harassment incident, or may discuss the possibility of filing a formal (written) complaint with any of the above persons. Neither a consultation nor seeking an informal resolution shall be a prerequisite to making a formal complaint.

Mediation or conflict resolution approaches may be utilized. If possible or appropriate, the accuser should be assisted in trying to resolve the issue with the individual whose action is being questioned.

C. Formal Resolution Mechanisms

Formal charges are initiated by consulting with the Director of Affirmative Action and filing a formal (written) complaint with the Director of Affirmative Action. The complaint should specify the behavior which violates the harassment policy, and related details, and name the person(s) charged. A form for filing a complaint is available in the Office of the Director of Affirmative Action, Room 324, Hardway Hall.

Response to harassment complaints is to be speedy and confidential. However, Fairmont State recognizes the right of the accused to face the accuser. The steps in the procedure for processing harassment complaints are as follows.

Any person accused by formal complaint of conduct in violation of Fairmont State's harassment policy shall be notified by the Director of Affirmative Action that a complaint has been lodged against him/her.

A prompt initial investigation of the complaint by the Director of Affirmative Action will be conducted within ten days of receipt of the formal complaint. As a component of this investigation, the Director of Affirmative Action shall explore reconciliation possibilities with the parties involved. If reconciliation efforts are not successful, the Director of Affirmative Action shall then refer the case as outlined below to the appropriate judicial body for a hearing.

Written notice of a formal hearing must be provided to the parties involved. Procedures for formal hearings will be as outlined in the respective governing documents.

1. For Students: When the accused is a student, the formal complaint shall be referred by the Director of Affirmative Action to the Vice President for Student Affairs or his/her designee, who will initiate student disciplinary procedures.

2. For Faculty: When a formal complaint is against a faculty member, the complaint should be referred by the Director of Affirmative Action to the faculty member's immediate supervisor and the appropriate President. Following an initial investigation by the supervisor, the Vice President for Academic Affairs, or President of the Community & Technical College, as appropriate, shall convene a conciliation meeting with the supervisor, faculty member, and the complainant. If conciliation results, the matter shall terminate. If conciliation does not result, the matter shall be forwarded for a formal hearing before the Faculty Harassment Complaint Committee, as outlined in the Faculty Senate By-Laws or Faculty Assembly By-Laws, as appropriate. Following the formal hearing, if the claim of harassment is considered to have been verified, the President will impose appropriate sanctions.

Faculty grievance procedures set forth in the Faculty Handbook may be used by faculty to appeal imposed sanctions.

If the complaint relates to an academic evaluation which the affected student believes to be the result of discrimination, the complainant may appeal the final grade in accordance with grade appeal procedures which are set forth in Faculty Handbooks and the Student Handbook.

3. For Classified Staff and Administrators: When a formal complaint is against a classified staff member, supervisor, or administrator, the complaint should be referred by the Director of Affirmative Action to the staff member's immediate supervisor, who will immediately notify his/her respective vice president that a complaint has been lodged. Following an initial investigation by the supervisor of the accused, the Human Resources Administrator shall convene a conciliation meeting with the supervisor(s) and the employee(s). The procedures to be used in such cases are outlined in the Conduct Discipline and Grievance section (pp 24-27) and the Employee Conduct section (pp. S12-S13) of the Classified Employees' Handbook. If the charges are placed by a classified staff person against a classified staff person, the grievance procedure provided through West Virginia Code, Chapter 18, Article 29 would be used.

4. For Visitors or Guests: Complaints against visitors or guests should be directed to the Campus Security or local police.

VI. Sanctions

Violations of this policy may result in disciplinary action taken by the appropriate authority. Sanctions may include but are not limited to oral or written reprimands, written reprimands maintained in the person's file requiring explicit reference to the nature of the reprimand in any letter of reference provided, educational requirements, suspension, expulsion, or termination. Sanctions assigned shall be in accordance with the terms and guidelines of the applicable Fairmont State procedures.

VII. Appeals

Following the outcome, any accused party who is the subject of an adverse determination may file a written appeal, stating the grounds for such an appeal. The appeal must be filed in accordance with the applicable procedures outlined in the appropriate document for students, faculty and staff. Once the appeal process is completed, any applicable sanctions will be applied and the accuser will be formally notified of the outcome.

VIII. Confidentiality

The right of confidentiality for any party involved in a harassment allegation will be respected insofar as it does not interfere with the obligation to investigate allegations of harassment misconduct and/or with the requirement to take corrective action where appropriate. Once the charges have been filed formally, it is expected that all involved parties will keep the process confidential and within channels. If the harassment charge has been withdrawn or has not been proved following these proceedings and any subsequent appeal or grievance procedure, no part of these proceedings will be recorded in the employee's personnel file or in the student's records. Provided, however, that an agreed decision resulting from settlement and/or conciliation efforts may be included in an employee's file as a matter of settlement; for students, any written agreed on conditions for reconciliation that do not involve an admission of guilt will be maintained in the judicial system files, but will not be included in the individual student's file.

STATEMENT ON RACIAL HARASSMENT

I. Introduction

This statement should be used in conjunction with the Fairmont State Harassment Policy, which describes in detail Fairmont State's philosophical approach to embracing diversity and multiculturalism, and outlines the approach to addressing incidents of harassment.

This Statement on Racial Harassment provides clarifying language regarding one form of harassment, racial harassment.

For more information or to file a complaint call:

304-367-4386

Director of Affirmative Action

Room 324, Hardway Hall

Fairmont State

Fairmont, WV 26554

II. Definition of Racial Harassment

For the purposes of Fairmont State policy, the term racial harassment is defined as any verbal, written, or physical conduct directed toward an individual or group of individuals on the basis of race, national origin, color, ethnicity, or association with persons of a different race, which a person knows or reasonably should have known would intimidate, demean, or degrade the individual's or group's character, self-worth or dignity.

Racial harassment is further defined as that conduct which, when based upon race, national origin, color, ethnicity, or association with persons of a different race, has the effect of limiting or denying equal opportunity or treatment and is conducted in disregard for that individual's or group's human or civil rights and which may result in their mental, emotional, or physical discomfort, ridicule or harm. Offensive language or behavior which interferes with a person's employment, educational status or performance or otherwise creates a hostile environment shall fall within the meaning of racial harassment.

Threats or other forms of intimidation or retaliation against complaining witnesses, other witnesses, any reviewing officer, or any review panel shall constitute a separate violation of this policy, which may be subject to direct administrative or judicial action.

III. Educational Efforts Related to Racial Harassment

The Harassment Policy and the Statement on Racial Harassment will not by themselves accomplish elimination of racial harassment. Policy efforts must be coupled with proactive educational efforts throughout the Fairmont State community. The Office of Multicultural Affairs works to achieve racial and multicultural harmony through the development of educational programs, policies and procedures designed to encourage independence, maturity and an appreciation for racial and cultural diversity.

Other campus entities which are also expected to provide such educational efforts include the Faculty Development Committee, the Staff Development Committee, Student Government, and each supervisor of staff, faculty, or student workers.

IV. Complaint Procedures, Available Sanctions, & Appeals

Complaint procedures, which include options for consultation, informal resolution mechanisms, and formal resolution mechanisms for students, faculty, classified staff, and administrators, are outlined in the Harassment Policy, as are examples of harassment situations. The Harassment Policy also describes available sanctions, the appeal process, confidentiality measures, and mechanisms for providing statistical summaries of reported incidents. See also Fairmont State Harassment Policy, Sections V-VIII.

STATEMENT ON SEXUAL HARASSMENT

I. Introduction

This statement should be used in conjunction with the Fairmont State Harassment Policy, which describes in detail Fairmont State's commitment to prevent harassment of any form and outlines the approach to addressing incidents of harassment.

Fairmont State, as an employer and an educational institution, has responsibility for establishing an environment free from sexual harassment. As an employer, Fairmont State must meet the obligations of the EEOC guidelines that define sexual harassment and recognize it as a violation of Title VII of the Civil Rights Act of 1964. As an educational institution, Fairmont State must provide protection from and access to redress for sexual harassment against students, as suggested in language in Title IX of the 1972 Educational Amendments. Sexual harassment in any manner or form is expressly prohibited.

For more information or to file a complaint call:304-367-4386

Director of Affirmative Action
Room 324 Hardway Hall
Fairmont State
Fairmont, WV 26554

II. Definition of Sexual Harassment

Sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education,
2. submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual,
3. such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment, educational, social, or living environment.

Examples of harassment may include but are not limited to

- verbal harassment or abuse, including sexually offensive jokes;
- subtle pressure for sexual activity;
- sexist remarks about an individual's clothing, body, or sexual activities;
- unnecessary touching, patting, or pinching;
- demanding sexual favors accompanied by implied or overt threats concerning one's job, grades, or letter of recommendations, etc.;
- physical sexual assault.

III. Educational Efforts Related to Sexual Harassment

The Harassment Policy and this statement on Sexual Harassment will not by themselves accomplish elimination of sexual harassment. Policy efforts must be coupled with proactive educational efforts throughout the Fairmont State community. It is the responsibility of Fairmont State to provide educational opportunities to create this free environment and to take immediate and appropriate corrective action when sexual harassment is reported or becomes known. Supervisors at every level are of primary importance in the implementation and enforcement of this policy. The Faculty Development Committee, Staff Development Committee, Student Government, and each supervisor of staff, faculty, or student workers are expected to provide educational efforts to reduce and eliminate any form of sexual harassment.

IV. Complaint Procedures, Available Sanctions, and Appeals

Complaint procedures, which include options for consultation, informal resolution mechanisms, and formal resolution mechanisms for students, faculty, classified staff and administrators, are outlined in the Harassment Policy, as are examples of harassment situations. The Harassment Policy also describes available sanctions, the appeal process, confidentiality measures, and mechanisms for providing statistical summaries of reported incidents. See Fairmont State Harassment Policy, Sections, V-VIII.

V. Statement on Consensual Romantic or Sexual Relationships

In its commitment to foster an educational and work environment free from all forms of harassment and discriminatory behavior, Fairmont State strongly discourages any romantic or sexual relationships between faculty and student, supervisor and subordinate employee, and any other relationship where a power differential exists between the parties.

Even if consensual, these relationships are always a cause for concern because:

- a) they may involve one person's exerting power over another;
- b) conflict of interest issues may arise in evaluating a student or employee;

- c) there is a strong potential for retaliation when the relationship ends;
- d) a third party may allege favoritism;
- e) they undermine the professional interaction upon which faculty-student/supervisor-subordinate relationships should be based.

When a consensual relationship ends, there is the potential for a professor or supervisor in the relationship to threaten the student with a bad grade or the employee with a poor evaluation (sexual harassment); and/or for a student or employee to allege such action.

SOCIAL JUSTICE POLICY

Consistent with its comprehensive mission, and recognizing that the development of human potential is a fundamental goal in a democratic society, the Fairmont State Board of Governors promotes an educational system that values cultural and ethnic diversity and understanding; that provides for the preparation of students for full and meaningful participation in a changing world; and that promotes equitable and fair treatment in every aspect of campus life and employment for all persons, regardless of race, color, national origin, sex, sexual preference, sexual orientation, age, religion, veteran status, or disability.

CAMPUS POLICY ON WEAPONS

Any person who, without being authorized, or invited, enters or remains on any part of the property owned, leased, or otherwise used by Fairmont State University, or any structure or conveyance thereon, while armed with a firearm or other dangerous weapon, refuses to temporarily relinquish possession of such firearm or weapon when requested to do so, or to leave said premises while in possession of firearm or weapon, shall be guilty of a misdemeanor, and, upon conviction thereof, shall be confined in the county jail for a term not to exceed six months, or fined not more than one thousand dollars (\$1,000.00) or both such fine and imprisonment. WV §61-7-14

Directories

Higher Education Policy Commission

The Higher Education Policy Commission was established by Senate Bill 653 enacted on March 19, 2000. The commission is responsible for developing, gaining consensus around and overseeing the implementation of a public policy agenda and for developing a master plan for higher education for the state. The commission is comprised of nine members, seven of whom are appointed by the Governor with the advice and consent of the Senate.

Brian Noland, Chancellor - Charleston
 David K. Hendrickson, Chair - Charleston
 Bruce Berry, Vice Chair - Morgantown
 Kathy Eddy, Secretary - Parkersburg
 John Estep, - Richwood
 Cindy Largent-Hill - Berkeley Springs
 John Leon - Fairmont
 David Richard Tyson - Huntington
 Bob Brown, Ex-Officio - Charleston
 Kay H. Goodwin, Ex-officio - Charleston
 Steven L. Paine, Ex-officio - Charleston

West Virginia Council for Community and Technical College Education

Robert "Bob" Brown, Chair - Charleston
 Clarence B. Pennington, Vice-Chair - Martinsburg
 Gregory Smith, Secretary - Parkersburg
 James Cava, Jr. - Ridgeley
 Ralph Kelly - Summersville
 John Panza - Fairmont
 Ronald Radcliff - Charleston
 Nelson B. Robinson - Charleston
 David Tyson - Huntington
 Gregory Wooten - Logan
 Stanley Hopkins, Ex-officio - Charleston

Fairmont State University Institutional Board of Governors

The institutional Board of Governors for Fairmont State University consists of nine members appointed by the Governor with the advice and consent of the Senate and a representative from the faculty, classified staff, and student body chosen by their respective groups.

Rocco Muriale, Chair - Fairmont
 Shirley Stanton, Secretary - Fairmont
 Robert E. Mild, Jr. - Faculty Representative
 Matthew Jacques - Classified Staff Representative
 Zach Hammett - Student Representative
 Janet Crescenzi - Barrackville
 James R. Kettering - Fairmont
 Mark Pallotta - Fairmont
 H. Skip Tarasuk, Jr. - Fairmont
 Bryan Towns - Fairmont
 Ron Tucker - Fairmont
 Jack "Bob" White, - Fairmont

Pierpont Community & Technical College Institutional Board of Governors

The institutional Board of Governors for Pierpont Community & Technical College consists of twelve members and a representative from the faculty, classified staff, and student body chosen by their respective groups.

James Griffin - Chair
 Dixie Copley - Vice-Chair
 Beverly Jones - Secretary - Classified Staff Representative
 Leslie Lovett - Faculty Representative
 Ryan Houser - Student Representative
 Linda Aman - Jane Lew
 Kyle Hamilton - Fairmont
 Earl W. McConnell - Fairmont
 Rick Pruitte - Fairmont
 Sharon Shaffer - Fairmont
 Jeff Tucker - Bridgeport
 L. Eugene Weaver - Fairmont

ADMINISTRATION

President - Fairmont State University	Dr. Thomas L. Krepel
President - Pierpont Community & Technical College	Dr. Doreen M. Larson
Provost and Vice President for Academic Affairs - FSU	Dr. Maria Rose
Vice President for Administrative and Fiscal Affairs	Mr. Enrico Porto
Vice President and Chief Information Officer	Mr. David Tamm
Interim Vice President for Enrollment Management	Ms. Sharon Handelsman
Interim Vice President for Institutional Advancement	Ms. Devanna Corley
Vice President for Student Affairs	Mr. Michael Belmear
Associate Provost - Fairmont State University	Dr. Christina Lavorata
Interim Assistant to the President and Director of Communications - FSU	Ms. Mary Jo Thomas
Assistant Vice President for Administration, PC&TC	Ms. Jennifer Weist
Vice President for Finance & Continuing Education, PC&TC	Mr. Dale Bradley
Associate Vice President for Off-Campus Programs, PC&TC	Ms. Jeani Hawkins
Associate Vice President for Workforce & Economic Development	Mr. Paul Schreffler
Assistant Vice President for Facilities & Capital Projects	Mr. James Decker
Assistant Vice President - Human Resources	Mr. Stephen Leach
Director of Admissions and Recruitment	Mr. Steve Leadman
Director of Athletics	Mr. James Rusty Elliott
Director of the Caperton Center	Dr. Nancy McClure
Director of Financial Aid and Scholarships	Ms. Cynthia Hudok
Director of Institutional Research	Mr. William Finley
Director of Library Services	Ms. Thelma Hutchins
Director of Public and Community Relations PC&TC	Ms. Sarah Hensley
Director of Retention	Dr. Maria Rose
Director of Robert C. Byrd National Aerospace Education Center	Mr. Thomas Stose
Coordinator of Academic Advising	Ms. Pamela Stephens
Registrar	Ms. Evie Brantmayer

INDEX

- Absence Policy
 - Student, 11
- Academic Integrity, 14
- Appointment, Terms of, 1
- Blackboard/Vista, 11
- Bookstore
 - Hours, 6
- Center for Teaching Excellence, 10
- Compensation, 1
- Contracts, Terms of, 1
- Copyright Notice, 15
- Directory
 - Administration, 29
 - Fairmont State Board of Governors, 28
 - Higher Education Policy Commission, 27
 - Pierpont Community & Technical College Institutional Board of Governors, 28
 - West Virginia Council for Community and Technical College Education, 27
- Disability Services, 15
- Duplicating Services, 10
- Emergency/Security Issues, 5
- Examinations (Final), 12
- Faculty Employment
 - Orientation, 1
 - Pay Period, 1
- Falcon Card, 6
- Family Educational Rights and Privacy Act/FERPA, 3
- Grade Reports, 12
- Grades
 - Changes, 12
 - Incompletes, 13
 - Posting, 13
 - Retaining Student Grade Records, 14
- Harassment Policy, 17
- Health Services, 5
- ID Cards, 6
- Incompletes (Grades), 13
- Information Technology, 6
- Introduction, v
- IT Solution Center, 7
- Libraries, 7
- Library
 - Acquisition of Materials, 9
 - Electronic Reserves, 9
 - Hours, 9
 - Interlibrary Loan, 8
 - Online Services, 8
- Library Reserves, 8
- Library Services, 7
- Mission Statement
 - Fairmont State University, v
 - Pierpont community and technical college, v
- Orientation of Part-Time Faculty, 1
- Pay Periods, 1
- Posting of Grades, 13
- Printing Services, 10
- Repeating a Course, 13
- Retaining Student Grade Records, 14
- Salary, 1
- Smoking Policy, 16
- Student Attendance, 14
- Student Health Services, 5
- Support Services
 - Information Technology, 6
 - Printing and Duplicating, 10
 - Secretarial Service, 10
- Syllabus Requirements, 14
- Vision Statement, v