

# Confidentiality Agreement

1. What does “not limited to” mean as used throughout the document? Can the document be more specific about what is and is not allowed?
2. If this agreement concerns FERPA-related matters, why does it reference the Health Insurance Portability and Accountability Act (HIPAA)?
3. What is meant by “grievance information?” There are several categories of grievance information not covered by FERPA regulations or HIPAA.
4. What does Family Medical Leave Act (FMLA) and Americans with Disabilities Act (ADA) have to do with the FERPA-related purpose of the “confidentiality agreement?”
5. “Information housed in institutional systems or databases?” What does this statement cover? Library databases? Lab databases?
6. What specifically constitutes “general employment records that are not typically public information?”
7. Who specifically defines “need to know? Is there legal authority to define “need to know”? Is there any way to let employees know the meaning before they sign the confidentiality agreement?
8. What constitutes “job search information,” especially the “including but not limited to” clause?
9. What constitutes “proprietary information,” especially concerning research for internal decision-making purposes, or even “proprietary research information or correspondence?” This prohibition could put the University’s labs out of business, depending on the University administration’s definition of what is “proprietary.”
10. What specifically constitutes “Non-Directory information?” (This may be answered in the FERPA training, unless the reference is broader than that.)
11. How is the category of “legal advice” defined under the FERPA-related stipulations of the email message of 10 November? Does this mean all legal advice of any nature?
12. What is urgency to have faculty, staff and student employees sign this “confidentiality agreement?”
13. How many faculty, staff and student employees have signed confidentiality agreements in the past?
14. Under which state or federal legal authority or statute does the university have the right to compel confidentiality agreements among its employees?
15. Is the “confidentiality agreement” legally binding? If so, how so?

16. Where faculty can see the confidentiality agreements they've signed in the past that this agreement updates?
17. What will happen if we do not sign the Agreement?
18. What happens for/to the faculty who responded quickly and chose "do not agree"?
19. Why can't the language of the Agreement be explicit?
20. How can faculty agree to be bound by language like "Information housed in institutional systems or databases" when that language is vague to the extent that it a) can include information of any kind, however innocuous; and b) can be interpreted to include faculty research or work product?
21. Is HR aware that information sought by a body like Faculty Senate is not the property of the Institution but of Faculty Senate, and, therefore, the Confidentiality Agreement as written does not legally include the work product of Faculty Senate?
22. Several new hires have reported not being asked to sign a CA as part of their hire; why is HR claiming that all new hires are required to sign a CA?
23. So, how does this agreement affect what we write in a letter of recommendation? What are we allowed and not allowed to include. This may affect how I write and what I write. This is really vague as what we need to do and not do.
24. Some faculty are especially wondering what the last bullet refers to:

*Legal advice provided the institution by Fairmont State University General Counsel, the HEPC General Counsel, the West Virginia Attorney General's Office or contracted legal counsel under the auspices of confidentiality.*

Might this include information passed on to us from the Administration and we are not allowed to share?

# COVID-19 Proposal

## **COVID-19 Response Committee**

### **Faculty Senate Proposal 1-1 – Alterations to University’s COVID-19 Dashboard**

1 December 2020

The COVID-19 Response Committee recommends the Faculty Senate adopt a resolution that the Fairmont State COVID-19 Dashboard be altered:

1. To separate cases among students and faculty/staff; identify number of quarantine cases; distinguish positive cases from direct and indirect exposures; identify and update on or off-campus status of all cases, active and resolved.
2. To provide detail similar to that of other institutions, for example :
  - a. West Virginia University (<https://www.wvu.edu/return-to-campus/daily-test-results/morgantown>)
  - b. Marshall University (<https://www.marshall.edu/coronavirus/dashboard/>)
  - c. Shepherd University (<https://www.shepherd.edu/covid-19-dashboard/>)
  - d. West Virginia State University (<https://www.wvstateu.edu/about/focus-on-wvsu/covid-19-campus-testing-results.aspx>)

Rationale: Faculty feel it is important to provide additional data in a manner presented by other West Virginia higher-education institutions. Faculty, staff and students need to be able to make decisions based on the data being provided by the University, and rely on data presented in a more detailed format. As we head into greater uncertainty regarding the spread of the pandemic this winter, students and their families, faculty/staff and the wider community would benefit from greater granularity in COVID reporting.

Recommendations  
from Handbook  
Committee

In the spirit of collegiality, we offer the following recommendations. These recommendations grow out of our research and collaborative discussions as we revised, reorganized, and updated the Faculty Handbook over the last year and a half.

1. We recommend that the Senate change the name of Constitution of the Faculty of Fairmont State College to Constitution of the Faculty of Fairmont State University. (Section 2. General Information)
2. We recommend that the President of the University and the Faculty Senate confer to establish the minimum number of general faculty meetings each year. At one point, the faculty had the practice of meeting at the beginning of each term to be briefed by the President. Several Presidents back, these meetings were enlarged to include staff. Clearly, this was an effort, made with goodwill, to be inclusive. In our estimation, it would be good for the faculty to convene as a group several times a year. (Section 2. General Information)
3. We recommend that the Senate in concert with the President submit the Academic Integrity Policy proposed by Faculty Welfare Committee and passed by the Senate to the Board of Governors. Moreover, we suggest that the Senate and President work to develop a process whereby such policies move from the Senate to the Board of Governors. (Section 5. Faculty Rights and Responsibilities)
4. We recommend that each College and School develop a handbook of their own to explain particular applications such as scholarship. (Section 5. Faculty Rights and Responsibilities)
5. We recommend that the Board of Governors update BOG Policy 55 Copyright Policy, 2007. The policy has been outdated by seventeen updates to federal copyright law since 2007; because much of the policy rightly reflects federal legislation, the policy needs to be updated. The policy also needs to clarify the section on copyright ownership; to update the section on Fair Use, which is a critical aspect of our teaching; and to revise the outdated section on computer software. The revision of Policy 55 needs to take into account the University's obligations under the Digital Millennium Copyright Act (DMCA), which among other things requires that the University post information about the obvious contact point, copyright compliance officer, etc. on its website.
6. We recommend that the Board of Governors update BOG Policy 18, Section 1.3.3 to accept the posting of a syllabus in Blackboard as "a written description of the contents and requirements for any course in which they are enrolled (e.g., attendance expectations, special requirements, laboratory requirements including time, fieldtrips and costs, grading standards and procedures, professional standards, etc.)." (Section 5. Faculty Rights and Responsibilities)
7. We recommend that the Provost in concert with the Deans draft and publish a policy for determining classroom equivalencies. That policy should be included in the Faculty Handbook. (Section 5. Faculty Rights and Responsibilities)
8. We recommend that the Provost work to consolidate all information about travel in a central location and that various offices in the University work in concert to establish forms and procedures for faculty to obtain permission for travel with or without students. The section of the Faculty Handbook dealing with travel should then be updated. (Section 5. Faculty Rights and Responsibilities)

9. We recommend that the privileges accorded to emeriti faculty be expanded to include retention of their UCA and University e-mail. (Section 3. Faculty Classification and Evaluation)



# Draft Faculty Handbook Chapters

## FOREWORD

The Fairmont State University Faculty Handbook contains information about the University, its organization, governance, policies, rights, responsibilities, and services which are of specific concern to the faculty. The Faculty Handbook has been edited by an *ad hoc* committee of faculty in consultation with the Provost and other administrative offices; it has been accepted by the Faculty Senate.

Because institutional policies and organizational structure contained in this publication are subject to ongoing reappraisal and change, the Faculty Handbook will require regular revision upon reasonable notification of the parties affected. The Fairmont State Undergraduate and Graduate Catalogs provide academic and general information, and every effort has been made to avoid duplication of that information in the Faculty Handbook. The Catalogs, Faculty Handbook, Student Handbook, Staff Handbook, and Board of Governors web site provide a complete source of current information and institutional policies.

### **POLICY ON EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION**

Fairmont State University 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, the 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, all as amended, 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, color, gender, national origin, age, height, weight, religion, creed, genetic information, disability, veteran's status, sexual orientation, gender identity, and gender expression/association as identified and defined by law in employment, admissions, and educational programs, and activities. Fairmont State University neither affiliates knowingly with nor grants recognition to an individual, group or organization having policies that discriminate on the basis of race, color, gender, national origin, age, height, weight, religion, creed, genetic information, disability, veteran's status, sexual orientation, gender identity, and gender expression/association as identified and defined by law in employment, admissions, educational programs, and activities. Further inquiries may be directed to the Director of Affirmative Action, who is the Section 504 and Title IX Coordinator, located in Room 324 Hardway Hall, telephone (304) 367-4386, or the Americans with Disabilities Act Coordinator, located in the Turley Student Services Center, (304) 367-4686.

### **DRUG-FREE WORKPLACE**

BOG Policy No. 39 mandates a drug-free campus. Fairmont State University prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on campus. [https://www.fairmontstate.edu/aboutfsu/sites/default/files/bog-policies/fsu\\_policy\\_39.pdf](https://www.fairmontstate.edu/aboutfsu/sites/default/files/bog-policies/fsu_policy_39.pdf)

### **TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 (20 U.S.C. § 1681)**

Title IX is an all-encompassing federal law that prohibits discrimination based on the gender of students and employees of educational institutions which receive federal financial

assistance. Moreover, litigation in the 40+ years since Title IX became law has served to expand the concept of “sex” to include sexual orientation as well as gender identity and affiliation.

Title IX has been most recognized for creating more opportunities for women in sports over the past 40 years, but its impact and scope are actually far greater, reaching into every corner and program of academics. (Note that the word “sports” appears nowhere in those 37 words above.) But the intent and outcomes of Title IX are also more than just a good idea or suggestion; those educational institutions that receive federal funds of any kind are charged to comply with Title IX or face serious consequences, including lawsuits into the millions of dollars. It is thus very important that all of us who are enrolled at or who are employed by or who act of behalf of our institutions be aware of the requirements and implications of Title IX compliance in regard to students and employees—not only for the betterment of our students and programs and our workforce, but also to ensure the protection of our institutions.

<https://www.fairmontstate.edu/adminfiscalaffairs/human-resources/title-ix-information-report-sexual-discrimination-assault-or-misconduct>

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT of 1974 (FERPA)**

FERPA provides students with the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels are unacceptable. Students who want to review their educational records must contact the Vice President for Student Services who oversees the areas where many of the educational records are maintained. Students may not inspect records to which they have waived their rights of inspection and review. FERPA applies to currently enrolled or formerly enrolled students (regardless of age or parental dependency status).

<https://www.fairmontstate.edu/student-services/consumer-information/family-educational-rights-and-privacy-act-1974ferpa>

### **THE CLERY ACT**

The Clery Act requires institutions of higher learning to prepare, publish, and distribute a report concerning campus crime statistics and security policies on an annual basis. This report complies with the provisions as codified in 1.) United States Code, Title 20, Section 1092 (f) and amended in 1992 and 1998 as part of the Higher Education Act of 1965. Copies of the report may be obtained, in person, from the Department of Public Safety.

<https://www.fairmontstate.edu/campuspolice/jeanne-clery-act>

## INTRODUCTION

Fairmont State University began in 1865 as a private normal school to train teachers. Two years later, it was purchased by the State of West Virginia and became Fairmont State Normal School. In 1923, it began offering a four-year bachelor's degree in education and became Fairmont State Teacher's College. Twenty years later, it became Fairmont State College, and in 2004, it became Fairmont State University.

Its deep roots in preparing teachers account for many of the values that Fairmont State manifests today. The University provides an affordable access to higher education that many students might not otherwise have; in this, it contributes to the work of the Republic by creating an educated citizenry. Just as the early faculty readied and equipped teachers to transform the lives of their students, the University's faculty continues to engage students in a transformative experience and to challenge them to lifelong learning in service to humanity. Like our predecessors whose work was marked by uprightness, reliability, and principle, faculty today are committed to integrity, responsibility, and the highest ethical standards as we work together toward our shared vision, mission, and goals.

In our evolution from private normal school to state university, our standards and principles have also evolved. We are committed to free inquiry and expression in our teaching and scholarship. Recognizing that our peers and students come from diverse backgrounds and experiences, we cultivate an inclusive and safe community marked by civility and respect, and are willing to stand in solidarity against actions that would exclude, discriminate against, or silence members of our community. We want our academic community to be economically sound, environmentally responsible, and socially just.

Though our fields differ and our methods diverge, as a faculty, we profess a common goal of helping our students develop intellectually, a shared commitment to facilitating their success as they prepare for the lives ahead of themselves, and a mutual pledge of excellence in our work.

### **Intellectual development**

In supporting students' intellectual growth, we challenge them to think more analytically and more creatively. We encourage their curiosity and point them toward self-directed learning as we challenge them to take intellectual risks. We assist them to see that errors and failures are occasions for learning about our fields and themselves rather than judgments on them as individuals. We insist that ability, theirs and ours, is fixed neither by birth nor by past experiences, but that all of us can deepen our understanding of world and of ourselves.

We do this partly by modeling these behaviors in our work as professors. Just as important, we do it by providing them with the best materials based on up-to-date research in our fields, thoughtful assignments aligned with course objectives, through frank discussions, in collaboration, and with fair and impartial feedback. We also do it by providing students with

direction to campus services and supports that can help them to master the materials in our courses.

### **Preparation**

In preparing our students for the lives they will lead after college, we articulate for them a larger context than a particular unit, examination, or assignment. Instead, we set those discrete and immediate pieces of teaching in a perspective that emphasizes the roles for which they are preparing whether as scientists, nurses, doctors, engineers, teachers, writers, performers, communicators, parents, or citizens. We seek to instill in them an understanding of the importance of the common good because those things that are shared and beneficial for all or most of us are the ground on which good and decent individual lives can be built. We promote humility as a virtue needed to construct a life that is meaningful and worthwhile inasmuch as no one person can know all that there is to know or do all that there is to do; instead, a thoughtful recognition of one's limitations can help every person to see his or her interdependence on others.

### **Excellence**

Our pursuit of excellence in our profession is based on respect—respect for our students, for each other, and for our fields. As part of our respect for our students, we acknowledge that there is a power differential between them and ourselves that must never be manipulated, exploited, or violated. We recognize that our students come to us from various backgrounds with differing expectations and styles of learning. While we take students where they are when they arrive, we also call them to be more than they know they can be. We call ourselves to that same high ideal of growing in our understanding of ourselves and our world.

Fairmont State University is closely identified with its community. Partnerships with business and industry, public schools, government agencies and other organizations contribute to the economic, cultural, and social development of the region. Through these community relationships and educational programs, the University fosters enlightened and productive citizenship in its immediate locale, the region, and the world. citizenship, employability, and entrepreneurship in a changing environment.

### **MISSION OF FAIRMONT STATE UNIVERSITY**

Fairmont State University is a comprehensive, regional university committed to educating global citizen leaders in an environment distinguished by a commitment to excellence, student success, and transformational impact.

### **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.

Draft

# FACULTY SUPPORT SERVICES

## University Relations and Marketing

The Office of University Relations and Marketing, located in 223-225 Turley Center, exists to promote, document, and market the University's various department and events. From high-quality design for print and electronic publications to videography showcasing new programs and campus culture, URM aims to reflect project goals and the image and mission of Fairmont State University.

## UNIVERSITY MARKETING

Driving consideration starts with a strategy that focuses on both short- and long-term objectives and achieving goals that put Fairmont State front and center. URM produces enrollment-focused in-house integrated marketing to reach multiple audiences.

**Digital Marketing:** Social Media Advertising, Display Marketing **Traditional Marketing:** Print Advertising, Radio Advertising, Environmental Marketing, Organic Content Marketing **Direct Marketing:** Email Marketing, Direct Mail Campaigns

## BRAND AND TRADEMARK LICENSING

Fairmont State University has teamed with Learfield Licensing to license and oversee the use of its logos and trademarks in an effort to protect the integrity and usage of the marks.

## BRAND MANAGEMENT

The university's identity marks (things like logos, the seal, and the falcon) distinguish Fairmont State from other institutions of higher education.

- Approvals

Any item that is intended for an outside audience or uses university logos should be reviewed by University Relations and Marketing. A guide with tips and tricks to make approvals smoother has been created to help you in this process. Please submit all self-created items that will represent the University to [approvals@fairmontstate.edu](mailto:approvals@fairmontstate.edu). You will receive a response within 72 hrs.

## COMMUNICATIONS

URM manages the University's internal and external communications such as: Campus Alerts and Notifications, Campus E-Newsletter Falcon Flyer for employees and students, News Bureau, Events, and Social Media.

- **Events Calendar**

URM maintains the campus events calendar. The Campus Event Form should be used to inform University Relations and Marketing (URM) of any event happening on campus including unique classroom activities. Events are reviewed, edited, and added to the campus calendar at the discretion of the calendar editor and administrators. Classroom activities will be noted within URM only and will not appear on the public campus calendar.

All events listed on the Events Calendar must be associated with the University. Examples include programs hosted by schools or colleges, events associated with recognized student groups, or large public events at university venues.

Events will be posted to the Events Calendar site within 48 hours of submission. If you need to change information associated with a submitted event (updates, cancellations, sell-outs) please email [urm@fairmontstate.edu](mailto:urm@fairmontstate.edu) with your requested updates.

[https://www.fairmontstate.edu/forms/campus-event-form?utm\\_source=web&utm\\_medium=multiple&utm\\_campaign=forms](https://www.fairmontstate.edu/forms/campus-event-form?utm_source=web&utm_medium=multiple&utm_campaign=forms).

- **Photo, Social Media, or Press Coverage**

The campus photographer, news bureau and social media manager are located in URM.

Photography/Video Services: Official faculty and staff portraits, Student events, marketing, and group photos, Departmental brochure and web photos, Sporting events, Guest speaker, and Marketing Videography.



News: To view current coverage of Fairmont State University visit, [www.fairmontstate.edu/news](http://www.fairmontstate.edu/news).

Social Media: Fairmont State is active on Facebook, Twitter, Instagram and Youtube. For assistance with social media pages please email [urm@fairmontstate.edu](mailto:urm@fairmontstate.edu).

Faculty and staff must complete a URM Request Form to request news, press, or social media coverage. <https://www.fairmontstate.edu/forms/university-relations-request-form>

- **Media Requests**

If you are contacted by a member of the media, please direct that request to Jessie Sharps, Director of Communications at (304) 367-4232 or [urm@fairmontstate.edu](mailto:urm@fairmontstate.edu). No employee should speak with a member of the media without approval from URM.

## **EMERGENCY COMMUNICATIONS**

Fairmont State is committed to keeping the campus community informed during emergencies and situations that might disrupt normal operations. To update your emergency contact information please visit [my.fairmontstate.edu](http://my.fairmontstate.edu) and click on “emergency notification”.

## **WEBSITE**

The Fairmont State University website is the face of the University. It is essential that web pages within the website provide accurate and well-organized information. The University Webmaster resides in URM. Services include: CMS Training, Website Troubleshooting, Website Design & Content Editing, Analytics and SEO. For assistance with your website email [help@fairmontstate.edu](mailto:help@fairmontstate.edu).

## CREATIVE

- **Design Services**

Design Services: Enrollment Marketing, Communication Plans, Academic Marketing, Create publications (brochures, viewbooks, etc.), Create posters and postcards, Create email/digital marketing campaigns, Create imprinted products (nametags, banners, pens, etc.)

Faculty and staff must complete a Design Services Request before any URM-created project can begin to ensure that projects are created in the order in which they're placed, to better allocate resources, and to help URM understand and share expectations for the project.

<https://www.fairmontstate.edu/forms/design-services-request-form>

- **Editorial Services**
- Editorial Services: Website content rewriting, Academic marketing copywriting, Publications copywriting, Social Media copywriting, Advertising Campaigns.

### **Bookstore**

The Bound for Success Bookstore is located on the third floor of the Falcon Center. Textbook sales and rentals, including textbooks in digital format, are available as well as school supplies students are required to purchase for their course of study as submitted by their instructors. In addition to textbooks the Bookstore carries a variety of other merchandise—study guides, clothing and gifts, residence hall supplies, gift cards, test prep materials, and imprinted Fairmont State University items in its merchandising outlet at the rear of Starbucks. The Bookstore also sells official college rings, diploma frames, and graduation announcements. Textbook buyback is available every day. Online textbook ordering can be done through [adoptions.efollett.com](http://adoptions.efollett.com) . For information regarding course textbook ordering, please contact the Bookstore at 304-333-3636.

Faculty may rent or buy academic regalia at the Bookstore.

\*The Bookstore is also open on select Saturdays. Please check website for more information on Saturday, summer, and special event hours: [www.shopboundforsuccessbookstore.com](http://www.shopboundforsuccessbookstore.com) .

## **Business Cards**

Printing Services produces business cards for faculty.

## **Grant Writing, Proposal Submission, and Award Administration**

Fairmont State University encourages the pursuit of grants and sponsored funding to augment and enhance academic programs, community engagement, and undergraduate research endeavors. The objectives of proposed support must be compatible with the overall mission and goals of the University and not obligate the University beyond its capacity to comply with terms and conditions of an award or contract.

The Office of Grants and Sponsored Programs (OGSP) is responsible for administrative oversight of grants and contracts for the institution and facilitates processing of proposals and awards to ensure effective grant seeking and award compliance. Any application, proposal, or communication requesting funding must be reviewed and approved by the OGSP prior to submission to a funding agency. Only the designated authorized official of the institution can sign proposal and award documents. No other employee may obligate the institution in any manner.

Faculty and staff interested in pursuing a funding opportunity should begin by reviewing the information and guidelines on the OGSP webpage: <https://www.fairmontstate.edu/grants-and-sponsored-programs>, and contact the OGSP early in the process to discuss your initiatives. The OGSP welcomes the opportunity to assist in seeking and securing sponsored funding.

## **ID Cards**

Faculty are issued a Fairmont State University ID Card, which is their official form of university identification, as well as their Library card. Faculty can obtain ID Cards at the Reception Desk on the first floor of the Falcon Center or at the Turley Center ID Station. For further information, please contact the ID Card Office at 304-367-7227, by visiting [www.fairmontstate.edu/idservices](http://www.fairmontstate.edu/idservices), or by emailing [idcardoffice@fairmontstate.edu](mailto:idcardoffice@fairmontstate.edu). See also, Card Services under Information Technology.

## Information Technology

Information Technology services are available to all Fairmont State University faculty for instruction, research, and administrative use.

Information Technology is led by the Vice President for Information Technology & Enrollment Management and by the Deputy Chief Information Officer, and is supported by an Administrative Assistant.

Information Technology is organized into the following service areas:

- **Application Services** is responsible for managing, upgrading, and maintaining the technical and integration aspects of administrative applications. In addition, Application Services creates and implements custom application solutions to improve processes. Administrative applications include Banner, Argos, Felix, and DegreeWorks. Application Services is located in Colebank, Suite 149.
- **Audio and Visual Services (AV)** provides media production equipment, training, and technical support for the campus community. AV Services also maintains the multimedia classrooms on campus and works with faculty to identify and implement emerging media technology. AV Services is located in the Library, Suite 126.
- **Campus Card Services** is responsible for managing, maintaining, and upgrading Fairmont State's ID card systems (transaction, identity, and door access). Card Services offers support and assistance for any campus ID card issue or question. ID cards are used in the library, recreation center (membership purchase required), printing/photocopying, door access, to attend campus events, and for retail and food locations (purchase of Falcon Dollars required). Campus Card Services is located in Colebank, Suite 129D.
- **Networks, Security, and Servers (NSS)** is responsible for the complex wired and wireless network and server infrastructure housed in Fairmont State's secure Data Center. This includes network design, installation and upgrades, storage, voice, surveillance, routing, firewalling, switching, and cloud based security protections. The connection between devices to the internet point of access is covered by the NSS team, which is located in Colebank, Suite 129.
- **Tech Commons (Help Desk) and Desktop Support** is the primary contact for IT-related questions or issues. Tech Commons offers a wide variety of services to end users to identify, research, and resolve any IT technical issues. Telephone, email, walk-in, and live chat support are available. Help Desk technicians will create a ticket and route it to the appropriate staff member. Tech Commons is located in the Library, Suite 139.

To request services or support call 304-367-4810 or visit [help@fairmontstate.edu](mailto:help@fairmontstate.edu).

Faculty are encouraged to visit our Getting Started Guide for an overview of services offered:  
<https://www.fairmontstate.edu/it/tech-commons/information-technology-getting-started-guide-faculty>

More detailed information can be found at the following webpages:  
<https://www.fairmontstate.edu/it/>

<https://www.fairmontstate.edu/falconcenter/campus-card-services>

## **Libraries of Fairmont State University**

Library Homepage: <https://library.fairmontstate.edu>

The Ruth Ann Musick Library is located on the main campus and may be used by all faculty, students, staff, and members of the general public. A library is also available at the National Aerospace Education Center (NAEC) at Bridgeport. These facilities 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 to enhance the learning experience. The Library's print and electronic resources are designed to support the curricular needs of the academic programs of study offered at Fairmont State University and to encourage intellectual and personal growth.

The libraries provide easy access to a wealth of information resources including books, E-books, government documents, DVDs, and electronic databases. In addition to traditional library resources, students and faculty have access to numerous types of technology: various types of E-readers, tablets and laptops, Go-Pro action cameras, and iPad iOgrapher video sets. Our subscriptions to over 50,000 journals, magazines and newspapers, in print or online full text, provide timely and relevant information across all academic disciplines.

## **Reference and Instructional Services**

Professional Librarians are available to provide instructional programs and training sessions, including orientation to the Library, so that faculty and students learn to discover and use all of the Library's resources, understand methods for dealing critically with available information, and are exposed to the variety of ways in which information may be accessed, including both traditional means and through newer electronic media. Library instruction sessions also include use of various bibliographic documentation styles.

**LibGuides/CourseGuides/CampusGuides/LibWizard/LibCal**

The Library subscribes to a suite of applications from SpringShare. These include LibGuides (electronic guides to help students understand basic library concepts), CourseGuides (electronic guides for individual courses constructed by the professor in conjunction with a librarian incorporating Library resources and Web 2.0 content), CampusGuides (guides devoted to the history of the University and its campus), LibWizard (a survey and assessment tool), and LibCal, the campus room reservation and calendaring system. Faculty wishing access to any of these may request access by sending an email to [askalibrarian@fairmontstate.edu](mailto:askalibrarian@fairmontstate.edu).

## **Interlibrary Loan**

Fairmont State University faculty, staff, and students may request materials not available in the Library's collections through Interlibrary Loan Services. Requests may be made by going online and using ILLiad (interlibrary loan software used by the Library) implemented for borrowing. ILLiad allows faculty, staff, and students to input data from databases without re-keying information. ILLiad allows anyone requesting an interlibrary loan to track his/her request. Requested articles are transmitted electronically; books may be retrieved at the Library's Circulation Desk. Using a major online bibliographic database (WorldCat), library staff process requests quickly and efficiently. The lending library sets the amount of time the borrower may use loaned materials and determines availability of renewal. All costs associated with the interlibrary loan process are absorbed by the Library. No costs are transferred to the requestor. Lost materials and replacement costs, however, are the responsibility of the requestor.

## **Online Services**

The Library maintains a web page, <https://library.fairmontstate.edu>, which is continuously updated with links to information resources available to faculty, staff, and students online via the Internet. Resources include electronic books, downloadable audiobooks, music, E-books, streaming video, journal indexes, a wide range of full-text online journals, encyclopedias, style manuals, newspapers, government documents, and bibliographic indexes in all areas of the sciences, social sciences, humanities, technology, and nursing. A brief introductory video overview of the Library's homepage is available here:

<https://www.youtube.com/watch?v=IH7zRyzm9nQ&feature=youtu.be>

Specialized help in locating resources is available, and faculty, staff, and students are invited to email questions to the professional librarians at [askalibrarian@fairmontstate.edu](mailto:askalibrarian@fairmontstate.edu). Faculty, staff, and students may also chat with the librarian on duty at the Reference Desk using the AskUs button on the Library's homepage. Librarians are also available via SMS (texting) at 304-908-4289.

The Library's online catalog is accessible from anywhere in the world through a web browser and contains all online holdings of the Library. The catalog can be accessed at the following address: <https://fairmont.on.worldcat.org>. Training in the use of the online system is available for faculty, staff, and students. Brief, introductory video overviews of the Library's homepage and basic searching are available under the "Tutorials" tab on the Library homepage. The Library utilizes the Library of Congress (LC) Classification system.

## **Electronic & Textbook Reserves**

Faculty wishing to place copies of course textbooks on reserve at the Circulation Desk may either bring desk or instructor copies to the Library. For materials in the Library's collection, simply email [askalibrarian@fairmontstate.edu](mailto:askalibrarian@fairmontstate.edu) with the author, title, and course prefix and number (i.e., ENGL 1101, or PSYC 3300). Items in the Textbook Reserve collection may be designated to circulate in several ways: 3-hour in-house use only; overnight; 3-day; or 1-week circulation periods. Please bear in mind the enormous cost of textbooks, and that items on Textbook Reserve circulate on a first-come, first-serve basis.

Electronic Reserves, or E-Reserves, are available through the SpringShare electronic applications platform. They are a terrific way to place course readings—journal articles, links to E-books, website links, etc.—all in one safe, password-protected place. To place materials on E-Reserve for your classes, contact the Library.

## **Acquisition of Materials**

It is 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 expect to find materials relating to the courses they are taking. Faculty are encouraged to make recommendations for additions to the collections, whether the material is print (books and journals), electronic (databases and streaming content), or a mixed-media format. Recommendations may be made through the Library Committee representative of each school or directly to the Library Director. Requests may be made by email to [askalibrarian@fairmontstate.edu](mailto:askalibrarian@fairmontstate.edu), with author(s), title, and ISBN number, or by submitting publisher brochures. Faculty should also indicate the material's priority: essential, important addition, or nice to have.

The main library holds several thousand DVDs, available to faculty, staff, and students. The Library also provides access to several streaming video databases—Films on Demand, Academic Video Online, and Swank Digital Campus—which contain thousands of educational and popular entertainment titles. The West Virginia Digital Entertainment Library Initiative (WV DELI) provides access to nearly \$4 million dollars' worth of downloadable electronic content: E-books,

audiobooks, and video. This database is a shared collection between the Ruth Ann Musick Library and select public libraries across the state. Participation in the consortia and access to the collection enhances the Library's main collection and offers a wide range of materials to download over any device: desktop computer, laptop, tablet, or smartphone. You may access the DELI here: <https://wvdeli.overdrive.com/>.

### **Library Hours (subject to change)**

Library hours vary, depending upon location and whether classes are in session. They are always posted on the Library's website and the doors of each library. For the main campus, the Library will maintain the following operational hours during the fall/spring semesters:

Sunday	12:00pm-8:00pm
Monday-Thursday	8:00am-8:00pm
Friday	8:00am-4:00pm
Saturday	CLOSED

Exceptions to this schedule will be posted online and at each location. Holiday, intersession, and summer hours are adjusted according to course offerings and will be posted before summer school begins.

### **Circulation of Materials**

Faculty, staff, and students need a current and valid Fairmont State University ID card in order to check out an unlimited number of materials from the Library. Print materials for faculty may be loaned for an entire semester but are subject to recall if necessary. The loan period for books is 28 days; the loan period for DVDs is 7 days. All electronic resources are available 24/7 with Internet access. Community members may apply for a free "public borrower" card, which permits circulation of a combination of any 3 physical items from the Library's collection.

### **Archives**

Fairmont State University's official institutional archives contain a range of university-related historical artifacts, University publications and documents, rare books, and other ephemera. The Archives also houses two special collections: The JoAnn Lough Theatre History Collection and the William Prunty Music Collection. The Archives is available by appointment only, Monday through Friday 8:0am-4:00pm. Two major publications, University Catalogs and *The*



Mound, have been digitized and are available on the Library's homepage under "Legacy Collection."

## **Tutoring & Testing Center**

The Fairmont State Tutoring & Testing Center offers drop-in tutoring in a variety of subjects, as well as appointments for writing and math up through trigonometry. Tutors are trained to address content questions and to assist in developing academic skill sets. The Tutoring & Testing Center is located on the 2nd floor of the Ruth Ann Musick Library. Both professional and peer tutors are available to work with students. Hours of operation can be accessed by visiting <https://www.fairmontstate.edu/academics/tutoring-services>.

In addition to tutorial services, the Center provides math and writing placement tests, as well as proctoring services.

For further information, email [tutoring@fairmontstate.edu](mailto:tutoring@fairmontstate.edu) or call the director at 304-367-4722.

**NOTE: THIS SECTION SUBJECT TO CHANGE BEFORE SUBMISSION BECAUSE OF CHANGE IN LEADERSHIP.**

## **Physical Plant Services**

**FACILITIES DEPARTMENT SERVICES:** The Facilities Department strives to maintain and improve facilities, grounds, and immediate environment. The department works toward this goal by supplying the appropriate services to the community in the most efficient and economical manner. The Facilities Department promotes a safe, clean, aesthetically pleasing campus environment.

The Facilities Department's mission and functions relate to service support for the entire institution. Because of its diverse responsibilities, the Facilities Department establishes and maintains working relationships and communication with virtually all departments. The Facilities Department sets the facility standards for the campus. This includes, but is not limited to, painting, electrical, plumbing, fixtures, furniture, finishes, and landscaping, etc.

Its organization is unique within the institution, because it operates outside of the institution's teaching, research, and public service roles. Decision-making authority exists at each level of the department, from the **Assistant Director of Facilities** to individual tradesman. All Facilities Department employees work together to achieve unity of effort and consistency in policies and procedures.

Main Office Contact: Ms. Tricia Masters, Program Assistant II (304) 367-4110

Email: [facilities@fairmontstate.edu](mailto:facilities@fairmontstate.edu)

**Facilities Maintenance** is responsible for maintaining the daily campus functions and facilities by managing maintenance and repair operations including electrical, plumbing, carpentry, mechanical, campus signage, and other services. In addition to assisting with facilitating various campus activities and events throughout the year, Facilities Maintenance also manages various contract services including HVAC, locksmith, custodial, elevator service, pest management, and fire protection services.

Contact: Mr. Donnie Strand, Assistant Director of Facilities (304) 367-4811 Email: [Donald.Strand@fairmontstate.edu](mailto:Donald.Strand@fairmontstate.edu)

**Service Requests: Work Orders & Key Requests:** All requests for Facilities Department services should be submitted through Asset Essentials at the website listed below. Instructions and information is listed on the Forms Repository.

<https://asetessentials.dudesolutions.com/fairmontstateuniversity/Account/Login>

Contact: 304-367-4110  
Email: [facilities@fairmontstate.edu](mailto:facilities@fairmontstate.edu)

**Facilities Procurement** is responsible for managing various services including mailroom, central stores and warehouse, surplus property management, purchasing and warranty management, fleet management, contract administration, utility tracking, and other campus functions. Facilities Procurement is also responsible for coordination of the procurement process of small projects and capital projects. It oversees the facilities and construction bidding opportunities. It is also responsible for overseeing the Facilities Department's office management and budgets. It assists with the Facilities Department Work Request system.

Contact: Ms. Lenora Montgomery, Facilities Business Officer (304) 367-4657  
Email: [Lenora.Montgomery@fairmontstate.edu](mailto:Lenora.Montgomery@fairmontstate.edu)

**Mailroom and Receiving:** The Mailroom and Receiving Services oversees all incoming and outgoing mail and/or packages. All incoming packages are scanned when received and tracked for delivery to the correct department on campus. All outgoing mail must be identified with the department's organization number. Personal mail/packages should not be delivered to the University.

Contact: Ms. Brenda Johnson, Shipping/Receiving Asst Lead (304) 367-4278  
Email: [bjohnson2@fairmontstate.edu](mailto:bjohnson2@fairmontstate.edu)

**Central Stores:** All office supplies, including copier supplies, must be ordered through the Central Stores located at the Physical Plant. The Central Stores order form is located on the Forms Repository. If a department has a special request for item(s) not stocked in the Central Stores, a Special Request form must be completed, which is located on the Forms Repository.

Contact: Ms. Patricia Murray-Fidura, Operations Coordinator (304)367-4797  
Email: [centralstores@fairmontstate.edu](mailto:centralstores@fairmontstate.edu)

**Surplus:** All property (supplies and equipment) belonging to the institution must be surplus according to policy and procedures established by WV State Code and Higher Education. A request in the Asset Essentials Work Order System must be completed to move any items to Surplus. If the item is a fixed asset, a property movement form (found on the Forms Repository) must be completed and submitted. Supplies and equipment belonging to the Institution may not be given away and/or taken home.

Contact: Ms. Lenora Montgomery, Facilities Business Officer (304) 367-4657  
Email: [Lenora.Montgomery@fairmontstate.edu](mailto:Lenora.Montgomery@fairmontstate.edu)

**Roads & Grounds Services:** Roads & Grounds Services embrace the maintenance of the campus grounds, maintenance of landscaping, and the preservation of roadways and parking lots on University property. Other services include implementing various beautification efforts, and improvements of campus grounds, athletic fields, and other related areas. In addition to cutting grass, trimming hedges, pruning trees, and weeding gardens, the Roads & Grounds Services provide snow removal from pedestrian walkways and roadways; it is responsible for trash collection, recycling pick up, and litter control; and it assists with setup/teardown for campus events including athletic events and office moves.

Contact: Mr. James Colanero, Roads & Grounds Manager (304) 367-4165 Email:  
[James.Colanero@fairmontstate.edu](mailto:James.Colanero@fairmontstate.edu)

**Construction Management (CM):** CM is the foundation for every major project on campus and the key to its success completing projects on time and in budget. The Construction Project Manager oversees all new construction, renovations, and capital improvements for Fairmont State University. It is a demanding process from early planning/conception, programming, documenting, and inspecting construction work through to project completion and closeout. The functions of CM typically include project objectives and plans, delineation of scope, budgeting, scheduling, setting performance requirements, and coordinating all project participants. Other responsibilities include relevant studies and data collection for proposed projects such as building analysis and assessment, including utilization, and parking studies. The

Construction Project Manager also provides services for small projects including office buildouts, interior upgrades, furniture layouts, and graphical representations.

Contact: Ms. Stephanie DeGroot, Construction Project Manager (304) 367-4401 Email: [sslaubaugh1@fairmontstate.edu](mailto:sslaubaugh1@fairmontstate.edu)

Website: <http://www.fairmontstate.edu/adminfiscalaffairs/physicalplant/construction-projects>

**Environmental Health & Safety (EHS):** EHS at Fairmont State University promotes and advances a culture of commitment to promote healthy and safe operations on campus for the protection of people, property, and the environment through innovation, leadership, and customer service. EHS accomplishes this mission by the continual promotion of campus safety awareness through various outreach programs and EHS training opportunities; performing routine safety inspections of all campus facilities; conducting accident and injury investigations; performing follow-up activities on property damage claims; coordinating and overseeing hazardous waste disposals; serving as the primary liaison with the WV State Fire Marshal's Office, WV BRIM (Board of Risk and Insurance Management) and other entities; coordinating with Facilities Department to ensure compliance of all fire protection equipment and life safety systems; developing, implementing, and overseeing all EHS programs; coordinating and conducting various required tests of EHS equipment on campus; assisting with planning for events and emergency drills on campus; coordinating and overseeing the Institutional Safety Committee; and assisting with special projects and events as directed.

Contact: Craig Crimm, Safety Manager (304) 367-4290

Email: [ccrimm@fairmontstate.edu](mailto:ccrimm@fairmontstate.edu)

General Email: [EHS@fairmontstate.edu](mailto:EHS@fairmontstate.edu)

Website: <https://www.fairmontstate.edu/adminfiscalaffairs/physical-plant/environmental-health-safety-ehs>

**MS4 (Municipal Separate Storm Sewer Systems) Phase II Program:** The Storm Water Management Program (SWMP) is mandated by the WVDEP and EPA. It is designed to reduce the discharge of pollutants to the maximum extent practicable; to protect water quality; and to satisfy the appropriate water quality requirements of the Clean Water Act. This includes Best Management Practices (BMPs) to ensure Fairmont State University is in compliance with the NPDES (National Pollution Discharge Elimination System) Water Pollution Control Permit. To report an illicit discharge please see contact information below. You can also submit anonymously at the website below. An illicit discharge is anything other than stormwater entering the stormwater piped system. All stormwater from campus discharges directly into Coal Run Stream, so it is important to identify and correct illicit discharges.

Contact: Ms. Stephanie DeGroot, MS4 Coordinator (304) 367-4401 Email: [sslaubaugh1@fairmontstate.edu](mailto:sslaubaugh1@fairmontstate.edu)

Website: <http://www.fairmontstate.edu/adminfiscalaffairs/physical-plant/stormwater-program>

## **Scheduling of Facilities (Room Reservation System & Calendar of Events)**

### **Room Reservations**

To reserve a room for an event (committee meeting, organizational meeting, event), faculty should visit the campus Calendar Events page: <https://fairmontstate.libcal.com> and click the “Room Reservations” button on the right.

This opens a drop-down menu where for selecting the building and then the room desired. Once a faculty member has made these choices, the screen will show the “booking grid” (available times are green, unavailable times are red). To make a reservation, click the green box corresponding to the beginning time of the event. A window will open just below the booking grid to choose the ending time. (Note: Most, but not all rooms have a maximum booking time of four (4) hours.) Once the ending time has been selected, click the Submit button. This will generate a pop-up form for the faculty member to complete with his or her contact information and other related information.

Submission of the request generates an email which says the request has been successfully submitted. This IS NOT an approval. Each building on campus is mediated by a person responsible for approving and denying all requests for spaces in that location. If the request is approved, the faculty member will receive an email acknowledging the approval, and providing links to other campus external services: IT, A/V, Security, Accessibility Services, URM, Dining Hall, etc. If assistance from any of these campus entities is needed, it is the faculty member’s responsibility to use the links in the approval email to contact the campus entity responsible for those services. If the request is denied, the faculty member will receive an email acknowledging the denial and providing a reason for the denial.

### **Calendar of Events**

The University’s Calendar of Events is at <https://fairmontstate.libcal.com/>. This calendar view combines all of the individual calendars that are also listed there. To view any individual calendar, simply click on the desired calendar. Clicking on an event in any calendar opens a pop-up window which will contain a description, location, and other details of the event.

To place an event on the University calendar, contact University Relations and Marketing (URM) at [urm@fairmontstate.edu](mailto:urm@fairmontstate.edu).

## TECHNOLOGIES AVAILABLE TO FACULTY

The technologies available to faculty often change quickly. Faculty should consult for the most up-to-date information.

### BLACKBOARD AT FAIRMONT STATE UNIVERSITY

Fairmont State University uses Blackboard as our Learning Management system. This platform allows faculty to develop and deliver classes using Internet technologies and to enhance face-to-face classes. Faculty and students access their Blackboard accounts using their Unified College Accounts (UCA).

- **BIG BLUE BUTTON**

BigBlueButton is a web conferencing system designed for online learning. It provides real-time sharing of audio, video, slides, chat, and screen. Students are engaged through the sharing of emoji icons, polling, and breakout rooms. BigBlueButton is accessed within a Blackboard course under Tools.

- **Training Session Link**
- **[MEDIAL Video in Blackboard](#)**

MEDIAL is an easy solution to integrate Video with Blackboard. Access MEDIAL within a Blackboard course content area using the MashUps icon.

- [MEDIAL Guide](#)
- [SafeAssign by Blackboard](#)

The Safe Assign plagiarism tool makes it easy to identify students who submit unoriginal work and also acts as a powerful deterrent to stop plagiarism before it starts.

- [SafeAssign in Your Course](#)
- [Online SafeAssign help for Instructors](#)
- [Online SafeAssign help for Students](#)

- **Support**

Blackboard training and support is offered throughout the academic year by the Technology Commons. Our staff is also available for one-on-one consulting on other supported hardware

and software. Please contact a staff member directly to discuss your classroom needs and learn what options we have available to you.

A link to the Blackboard Designer and Instructor Reference Manual can be found on our web site, at [www.fairmontstate.edu/it/tlc](http://www.fairmontstate.edu/it/tlc). You will need your UCA and password to access this documentation. Here you will also find online tutorials related to Blackboard. Blackboard and Supported Technologies tutorial videos and documentation as well as training webinars schedules can be found at <https://guides.library.fairmontstate.edu/c.php?g=706671>.

- [Faculty Guide to Blackboard](#)
- [Bb Online Help](#)
- [Export & Import Course Package Instructions](#)
- [Blackboard Orientation for Students](#) - This orientation module, created with SoftChalk, is a link that any instructor can add to their courses to help students who might be new to using Blackboard.

For additional help, contact the Tech Commons through the webs site at [www.fairmontstate.edu/it/tlc](http://www.fairmontstate.edu/it/tlc), by telephone at 304-367-4810, or by e-mail at [help@fairmontstate.edu](mailto:help@fairmontstate.edu).

## Classroom Technology

The Tech Commons supports the use of classroom technology and can provide faculty training in the use of technology in the classroom. Most classrooms include a projector and instructor station at a minimum, and many include Smart boards, lecture capture, sound systems, etc.

Video and Editing: We provide all faculty access to our Ensemble service, which can be used to make videos, record lectures, edit video, and distribute video to students.

Office 365: As part of your employee Office account, you will have access to download MS Office onto your personal computer. We also encourage and support the use of Skype to facilitate collaboration.

## Microsoft One Drive

OneDrive lets faculty to access and edit their files from their devices anywhere. OneDrive also allows faculty to share files from Windows devices. Faculty may click [here](#) to be taken directly to their OneDrive. They will need to sign in using their Fairmont State email account. All Fairmont State faculty, staff, and students have access to OneDrive, with 2TB of space available.

- [Online Training Videos from Microsoft](#)
- **PowerPoint Training Materials**
- **One Drive Training Video**

## REMIND

Remind is a communication platform that faculty can use to text individual students or an entire class. Messages are sent in real time. With Remind, faculty can also schedule announcement ahead of time and upload photos and other files. Remind can provide [delivery receipts](#) so faculty can see who is reading their messages.

- [Getting Started Video](#)
- [Training Presentation PDF](#)

## Respondus

- Respondus is a powerful tool for creating and managing exams that can be printed to paper or exported for use in Blackboard. With Respondus, an instructor can create exams and assessments offline using a Windows interface. The application supports up to 15 question types, including calculated and algorithmic formats, and allows for the import of questions from MS Word. NOTE: Respondus is a Windows-only application.

- [Download Respondus \(.exe file 8mb\)](#)
- [Respondus Patch \(Step 2 of install\)](#)
- [Download Installation Instructions](#)
- [Introduction to Respondus Webinar - July 2020](#)
- [Importing Exams to Blackboard](#)
- [Instructor Quick Start Guide](#)
- [Test Bank Network Instructions](#)
- [Online Respondus Training Videos](#)

- **Respondus LockDown Browser**

Respondus LockDown Browser secures the testing environment within the Blackboard. Students cannot print, copy, visit another website, or use other programs when they are using the secure browser. Once the test starts, students cannot leave until they submit it for a grade. If students try to take a test without the secure browser, they are blocked.

- [Download Respondus LockDown Browser](#)
- [Instructor Quick Start Guide](#)
- [Student Quick Start Guide](#)
- [Using Passwords with LockDown Browser](#)
- [Online Training Video \(Choose Blackboard Learn Original\)](#)

- **Respondus Monitor**

Respondus Monitor works with the LockDown Browser. It uses a student's webcam to record the assessment session. Respondus Monitor enables online exams to be taken in non-proctored



environments and deters students from accessing other resources during an exam (such as a phone, a second computer, etc.). It also ensures the right student is taking the exam, and that the student isn't getting help from others.

- [Online Training Video \(If prompted choose Blackboard Learn Original\)](#)

## TEAMS

In Office 365's Teams faculty can set up a meeting to communicate remotely. With a webcam and speakers on a remote computer or phone, they can both see and hear other attendees, upload documents to share, etc.

- [Online Teams Support and Training Videos](#)
- **PowerPoint Training Materials**
- [Teams Introduction for Educators and Staff](#) (Microsoft Training Video)
- [Teams Advanced for Educators and Staff](#) (Microsoft Training Video)

## TELEPHONE

Each faculty member has a Cisco Desk phone. Faculty can customize their telephones by using these tools: Manage your Phone Settings, Customize Your Voicemail, and Customize Your Phone Presence.

- [Cisco IP Phone Instructions](#)

**Unified College Account (UCA).** Each faculty member is assigned a UCA, composed of his or her first initial, surname, and sometimes a number. This account is used to access all electronic services including e-mail, Blackboard, FELiX, Blackboard, Microsoft 365, and copiers and printers. UCAs are activated through the myFairmontState portal at my.fairmontstate.edu. Please note that your account will not be available for use for approximately 10-15 minutes after completing activation. All password changes must be made to the UCA via the myFairmontState portal, available at my.fairmontstate.edu. Users who are already logged in should click the "Change UCA Password" link at the left, and users who are not logged in can click the "Reset Password" link on the myFairmontState login screen. Password changes take 5-10 minutes to be effective.

## VPN AND REMOTE DESKTOP CONNECTION

Faculty may access the University's virtual private network (VPN). The VPN is a gateway into the network on campus from any location; using it provides access to systems like Banner and Argos, and allows faculty to connect to their department's shared drive. The VPN also connects faculty's campus desktop computers with their home computers or laptops. IT grants permission to access the VPN.

## [VPN Access](#)

### Levels of Accessibility

Microsoft OneDrive	Virtual (Cloud) Computer	VPN (Virtual Private Network)	Remote Desktop Connection
private files	network/shared drives	network/shared drives	access to your office computer
shared documents	licensed software in labs	Banner and Argos	direct server access, TOAD

## WebEx

Fairmont State provides WebEx accounts to all faculty, students and staff for video conferencing, online meetings, screen share, and webinars. WebEx enables faculty to connect with anyone, anywhere, in real-time. WebEx combines desktop sharing through a web browser with phone conferencing and video, so everyone sees the same thing while you talk.

- [Webex Basics Guide](#)
- [Webex Meetings Overview](#) (webex help video)
- [Online Webex Help Center](#)
- [Online Help Center Breakout Sessions](#)

## Grievance Policy for Fairmont State University Faculty Handbook (DRAFT)

*The following summary is meant to provide basic information about the statutory grievance process available to faculty members. It is not a statement of law and does not substitute for any statute, procedural rule, form, or other information provided by the Public Employees Grievance Board. In the event of differences between descriptions of the process provided herein and the statute and/or procedural rule, the statute and/or procedural rule will prevail.*

A faculty member may seek resolution of an employment-related dispute through the Public Employees Grievance Procedure set out in State Code §6C-2. This statute is the only authorized grievance process for Fairmont State faculty. The West Virginia Public Employees Grievance Board administers statutory grievances. The grievance board homepage is <http://www.pegb.wv.gov/Pages/default.aspx>. This website contains links to the relevant state code chapter as well as the procedural rule governing operations of the grievance board. Material in quotes in this policy are from West Virginia State Code §6C-2. The full text can be found at <http://www.wvlegislature.gov/WVCODE/Code.cfm?chap=06c&art=2#02>.

State Code Section 6C-2 defines *grievance* as “a violation, misapplication, or a misinterpretation of the statutes, policies, rules or written agreements applicable to the employee regarding classification, compensation, terms and conditions of employment, employment status, discrimination, harassment, favoritism, or any action, policy or practice constituting a substantial detriment to or interference with the effective job performance of the employee, or the health and safety of the employee” (§6C-2-2i). Faculty members may not bring grievances regarding pension, retirement, or West Virginia Public Employees Insurance (PEIA) matters, which are outside the university’s purview.

A grievance must be brought “within 15 working days following the occurrence of the event upon which the grievance is based; within 15 working days of the date upon which the event became known to the employee; or within 15 working days of the most recent occurrence of a continuing practice giving rise to a grievance” (§6C-2-4a1). Faculty are advised that efforts to resolve grievances prior to the statutory grievance process will not extend the aforementioned timeframe.

Every step in the statutory grievance process is governed by a timeline. It is important for the parties to operate within stated timelines in the administration of the grievance. Section 6C-2-4 of the West Virginia Code specifies the timelines for the steps in the grievance process. A faculty member wishing to file a grievance must complete the standard form available on the Public Employees Grievance Board website: <https://pegb.wv.gov/forms/Pages/default.aspx> and must submit a copy of the completed to both the President of Fairmont State University and the Public Employees Grievance Board at the following addresses:

Office of the President  
Fairmont State University  
1201 Locust Avenue  
Fairmont, WV 26554

West Virginia Public Employees Grievance Board  
1701 5th Avenue, Suite 2  
Charleston, WV 25387

An individual may designate an individual to represent them in the grievance process, or they may file a grievance without designating a representative. Note: If/once an employee secures legal representation, Human Resources is enjoined from dealing directly with the employee from that point forward and works through/with the employee's attorney only.

The Fairmont State University Human Resources Department supports the statutory grievance process. Human Resources can provide copies of the statute and the grievance form. While the department can answer questions about the grievance process, it cannot provide advice about whether to file a statutory grievance or state what it believes to be the prospects for success for the grievant. *Human Resources seeks to resolve any issue, including those that might result in a grievance, in a fair and rapid manner at the most informal level possible.* If a potential grievant seeks assistance from Human Resources to resolve his or her issue prior to the submission of a statutory grievance, Human Resources will seek to facilitate an acceptable resolution of the issue; however, once a statutory grievance is actually filed, informal efforts by Human Resources must cease, and the grievance process must be provided in a manner exactly consistent with the provisions of the statute. Human Resources can be reached at 304-367-4111 or [hr@fairmontstate.edu](mailto:hr@fairmontstate.edu).

The grievance process covers three levels as necessary: Level One, Level Two and Level Three. Level One occurs at Fairmont State University. Level Two and Level Three, if necessary, are governed by the Public Employees Grievance Board in Charleston. These levels are sequential in order, beginning with Level One and concluding with Level Three, though procedural exceptions may apply as described in §6C-2-4, "Grievance Procedural Levels."

### **Level One**

At Level One, the grievant may select either (1) a conference or (2) a hearing. See the Level One block in the lower left-hand corner of the grievance form. The conference or hearing is provided by a designee of the University President.

1. The conference is an informal proceeding in which the grievant confers with the designated facilitator and a representative from the academic unit from which the grievant seeks relief. Fairmont State University is officially the respondent at Level One, but the academic unit representative may also be referred to as the respondent. The facilitator seeks to find a solution to the grievance which will be acceptable to the grievant and to the respondent. The facilitator issues a written recommendation on the matter to the University President within the timeline provided in the statute. The President may or may not adopt the recommendation. A letter announcing the decision at Level One is sent by the President's office via email and/or certified mail, return receipt requested, to the grievant and the appropriate academic unit.

2. A hearing at Level One is a more formal proceeding. The President's designee serves as a hearing examiner. The parties are sworn. Materials introduced as exhibits are numbered. The hearing is recorded. If the grievance is appealed to Level Two, a transcript of the hearing is produced and copies sent to the Public Employees Grievance Board, the grievant, and the representative of the appropriate academic unit.

### **Level Two**

If a grievant is not satisfied with the decision at Level One, they may appeal to Level Two within ten working days of receiving the decision at Level One. Level Two is provided at the Public Employees Grievance Board in Charleston and consists of one of three facilitative processes: mediation, private mediation, or private arbitration (as defined in §6C-2-4b). The parties must agree to one type of process at Level Two. Costs are shared by the parties for private mediation or private arbitration. Mediation and private mediation potentially end in an agreement that is acceptable to both the grievant and the respondent. Private arbitration ends in an arbitration decision. Agreements and arbitration decisions are binding on the parties. Section 6C-2-5 specifies time limits for Level Two of the grievance process.

### **Level Three**

If the grievant is not satisfied with the results from Level Two, they may appeal the grievance to Level Three within ten working days of receiving the decision at Level Two. Level Three is a hearing conducted by an administrative law judge employed by the Public Employees Grievance Board. Level Three hearings are held at the board's offices in Charleston. As with the Level One hearing, witnesses are sworn, materials introduced as exhibits are marked, and the hearing is recorded. There are time limits for each step of the statutory grievance process, including appeals to Level Two or Level Three. There are also time limits for the facilitator/arbitrator and/or administrative law judge to report their recommendations or decisions. Section 6C-2-5 specifies time limits for Level Three of the grievance process.

# UNIVERSITY GOVERNANCE

## INSTITUTIONAL BOARD OF GOVERNORS

Fairmont State University (Fairmont State) has an institutional Board of Governors (BOG) consisting of twelve (12) persons as set forth in **West Virginia Code 18B-2A-1**. The BOG is a state agency, with nine (9) of its members selected by the governor of West Virginia (WV). Membership also includes a student selected from the student body, a staff member selected by the staff, and a full-time member of the faculty with the rank of instructor or above duly elected by the faculty.

The powers and duties of the BOG of particular importance to the faculty include, (see **WV Code 18B-2A-4**):

- (a) Determine, control, supervise, and manage the financial, business, and education policies and affairs of Fairmont State.
- (b) Develop a master plan for Fairmont State.
- (c) Review, at least every five years, all academic programs offered at Fairmont State; ensure that programs and courses meet state goals and priorities.
- (d) Appoint a president for Fairmont State; conduct written performance evaluations of the president.
- (e) Employ all faculty and staff at Fairmont State. Employees operate under the supervision of the president, but are state employees under the authority of the BOG as an agency of WV.
- (f) Administer a system for the management of personnel matters, including, but not limited to, discipline for Fairmont State employees.
- (g) Involve all or representative faculty, classified employees, and students outside of the BOG in institution-level planning and decision making when those groups are affected. The faculty, staff, and student BOG members provide input to the BOG from the perspective and voice of their constituents, but do not represent or stand as voice for those constituent bodies.
- (h) Various other responsibilities outlined in **WV Code 18B-2A-4**.

Seven of the twelve voting members of the BOG constitutes a quorum. A majority vote of the quorum shall be necessary to pass upon matters before the BOG. The BOG membership, by-laws, policies and procedures, policy-making notifications and public requests for comments, the full-board and committee meeting schedules for future and past meetings along with agendas, minutes and other documentation can be found on the **Board of Governor's** website at this link: <https://www.fairmontstate.edu/aboutfsu/board-governors>.

The BOG holds at least six meetings in every fiscal year as directed by **WV Code 18B-2A-2**. As a public agency, meetings and decision-making of the BOG and its committees are subject to the open-meeting laws of **WV Code 6-9A**. As a state agency the BOG will notify the university constituents, the public, and media of the date, time, place, and purpose of each full-board and committee meeting by file such notification with the WV Secretary of State, for publication in the state register at least five (5) business days prior to the date of the meeting. notices at this

link: **WVSoS meeting notices** <https://apps.sos.wv.gov/adlaw/meetingnotices/>. The agenda of each full-board and committee meeting are posted at least three (3) working days prior to each non-emergency meeting. Meeting agendas may also be found in the President's office. **Minutes of each meeting of the BOG and its committees and other governing bodies are posted on the BOG's website within a reasonable time after each meeting.**

The BOG usually sets aside time at the beginning of each full-board meeting for administrators, faculty, students, classified staff, and the general public to present concerns and issues affecting these constituent groups. Those wishing to speak need to sign up 10 minutes before the meeting starts. **The public is permitted to observe all discussions, deliberations and other decision-making of all issues before the BOG. Information regarding issues which may be exempt from public observation as set forth in WV Code 6-9A-4 and shared in executive session, but no decision-making or deliberations toward a decision may occur in private.**

The BOG is subject to the oversight of the **WV Higher Education Policy Commission (HEPC)** under **WV Code 18B-2A-3**. The Chancellor for Higher Education, under the supervision of the HEPC Board, is responsible for the coordination and monitoring of actions, decisions, policies, purposes and rules of the BOG and the operations and success of Fairmont State. As **the governing board of** a state agency, the BOG policy-making is subject to **WV Code 29A** (particularly **29A-3**. Rule Making and **29A-3A**. Higher Education Rule Making), **WV Code 29B** Freedom of Information Act, **WV Code 18B-1-6**, Higher Education Rulemaking, and other relevant statutes. The BOG has hired legal counsel to serve on the staff and guide it in its policy and decision-making procedures to ensure that it and Fairmont State constituents, including the administration and faculty, comply with all legal statutes and requirements. When needed, the BOG **may rely on** the WV Office of the Attorney General or may hire an outside firm for legal representation in the WV legal system.

Fairmont State is accredited by **The Higher Learning Commission (HLC)** (For more information follow this link: <https://www.hlcommission.org/Student-Resources/how-institutions-are-accredited.html>). HLC is an independent corporation that was founded in 1895 as one of six regional institutional accreditation agencies in the United States recognized by the US Department of Education. HLC accredits degree-granting post-secondary educational institutions in the North Central region, which includes WV and 18 other states. The HLC accreditation assures quality by verifying that an institution (1) meets threshold standards and (2) is engaged in continuous improvement. In addition, all institutions are required to complete an annual filing of the Institutional Update, undergo annual monitoring of financial and non-financial indicators, and adhere to Commission policies and practices on institutional change.

The Board of Trustees (BOT) of the HLC is made up of at least 15 and no more than 21 trustees. Member institutions elect trustees in the spring to four-year terms. One of every seven trustees is a representative of the public. Peer reviewers trained in the Commission's standards evaluate institutions' demonstration of whether they meet the Criteria for Accreditation and make recommendations to the Commission's decision-making body, called the Institutional Actions Council (IAC). The IAC is composed of approximately 140 members representing HLC member institutions and the public appointed by the BOT. The IAC is authorized to conduct

reviews and take actions on the majority of accreditation recommendations. Detailed information on the IAC evaluation processes is found in the **Commission's policies on decision-making.**

## **ADMINISTRATIVE OFFICERS**

The following section contains brief descriptions of the duties and responsibilities of various University officers and administrative structures. It also contains descriptions of the channels of communication available to administrative personnel and to the faculty.

**1. The President** is responsible to the BOG. As chief administrative officer the President has general authority and responsibility for all aspects of the institution within the policies and regulations of the BOG and of other state and federal authorities.

**1A. The Executive Leadership Team** members (**See 2 – 10 Below**) report to the President and meet weekly with the President to discuss all strategic and operational issues affecting the institution. The Executive Leadership Team membership includes

**2. The Provost and Vice President for Academic Affairs** is the chief academic and Administrative officer of Fairmont State University. The Provost plans, develops, and coordinates the University's academic programs and policies.

**THE ACADEMIC AFFAIRS COUNCIL** (see 1A-E), which includes all administrators who report to the **Provost and Vice President for Academic Affairs** meets twice monthly with the Provost to discuss issues of importance to student learning and to collaborate with other units on campus whose policies and procedures may affect student academic success. As needed, representatives from other departments and services attend the meetings in order to assist in the formulation of programming, policies, and procedures that are efficient, cost-effective, and in the best interest of students, faculty, and staff. The **Academic Affairs Council** membership includes the following:

**2A. College/School Deans, Associate Deans, and Department Chairs** are charged with implementing academic policies. They have authority to supervise the academic functions of faculty members within their academic units. The following are members of the Academic Affairs Council:

**Dean of the School of Business and Aviation**

**Associate Dean of the School of Education, Health and Human Performance**

**Associate Dean of the School of Nursing**

**Dean of the College of Liberal Arts**

**Dean of the College of Science and Technology**



**2B. Executive Director of Academic Programs and Support Services** assists in the conduct of the academic functions of the University. When necessary, the Executive Director assumes responsibility for academic matters in the absence of the Provost.

**2C.1. Director of Graduate Studies**, in conjunction with the Graduate Studies Council, oversees the policies governing graduate education, monitors the quality of graduate programs, and sets goals for enhancing graduate education at Fairmont State.

**2C. Director of the Honors Program** is responsible for matters pertaining to recruiting, retention, and curriculum of the Program. The Director also works with Residence Life to coordinate the Honors Residential Community. The Director is responsible for extra-curricular activities sponsored by the Program and serves as advisor to the Honors Association, a student group charged with supporting and promoting the Program.

**2D. Director of Library Services** is responsible for leading, coordinating and efficiently managing all aspects of library resources and services in support of academic programs. The Director also sees that information literacy instruction is available to students, faculty, and staff in formats suitable to course, department, or individual needs.

**2E. Dean of Continuing Education and Community Engagement** implements academic policies and supervises the academic functions of the continuing education programs and other programs in which faculty members and staff are engaged with community organizations.

**2E.1. Director of the Regents Bachelor of Arts (RBA) Degree Program and Charles Pointe Center** is responsible for managing course schedules. and the operation of the Charles Point campus in Bridgeport as well as the RBA Degree Program which offers nontraditional students a flexible, interdisciplinary degree option for completing a college degree. Students enrolled in the RBA program are eligible to enroll in online courses offered through the West Virginia Remote Online Collaborative Knowledge System (WVROCKS).

**3. The Vice-President for Administration and Fiscal Affairs/CFO** has responsibility for the business functions of the campus, including the development and monitoring of all campus budgets. The business functions included Budget, Accounting, Procurement, the Copy Center, the Physical Plant, Food Service Contract, Bookstore Contract, Housing, Student Activities Center, Parking and Campus Safety enterprises. The following personnel and services report to the **Vice President for Administrative and Fiscal Affairs**:

**3A. Budget Director** is responsible for the preparation and oversight of all institutional operating and labor budgets.

**3B. Director of Accounting** is responsible for processing of revenues to the financial ledgers, reconciliations of all bank accounts, financial reports, and audits performed by external firms and agencies.

**3C. Director of Procurement** is the Chief Procurement officer, is responsible for all procurement and payment activity assuring policy is being followed, and oversees the Purchase Card Procurement Program for the institution.

**3D. Manager of Payroll** is responsible for overseeing payroll matters.

**3E. Director of Falcon Center** is responsible for the oversight of the Student Center, which includes intramural programs, weight and fitness area, indoor track, pool, gyms, conference center, and copy center. The Director of the Falcon Center works closely with Student Activities and Student Retention coordinators.

**3F. Asst. Vice President and Director of Facilities/Capitol Projects** oversees the maintenance and repair of all physical property assets on and off campus via trades, skills, craft, maintenance, landscaping, and custodial personnel; manages capital project planning, development, and implementation for all institutional buildings, including oversight of related contracts and liaison with contract personnel.

**3G. Contractual Service:**

**Dining Services** are currently managed by an outside contract service; net revenues from this enterprise support the operation of the Falcon Center.

**Bookstore Services** are also handled by an outside contract service; it is overseen by a Bookstore Advisory Committee, and a Textbook Affordability Committee; net revenues from this enterprise support the operation of the Falcon Center.

**3H. Director of Grants and Planning** facilitates the acquisition and management of all sponsored awards.

**3I. Senior Administrator of Sponsored Programs** provides administrative oversight of sponsored awards, facilitates review and processing of awards, assists with award negotiation, provides guidance on award management, maintains award document files, ensures program reports are submitted timely, assists with policy/procedure development, and, when needed, serves as liaison between Principal Investigators and other administrative support units (i.e., human resources, payroll, procurement, accounting, etc.). In collaboration with Principal Investigators and other administrative support units, ensures compliance with state and federal regulations.

**4. The Vice-President for Human Resources** is responsible for the general oversight of Human Resources and Benefits including recruitment/applicant system, affirmative action/EEO and preparation of annual AA plans, employment and labor law compliance, employee relations, classification and compensation, employee training and development, performance

management, grievances and employment lawsuits, organizational structure and development, succession planning, employee on-board/off-board and exit interviews. The following personnel and services report to **The Vice-President for Human Resources**:

**4A. The Supervisor of HR** is responsible for personnel file security and access, records retention, salary raise processes and issues, global announcements and job postings, questions regarding hiring proposals, on-line hiring and Guest user accounts, liaison activities, and troubleshooting

**4B. The Human Representative** is responsible for initiating background checks, advising regarding the VetCentral website, employee verification and orientation, SafeColleges and PeopleAdmin administration, creating and maintaining personnel files

**4C. The HR Benefits Manger** is responsible for benefits enrollment, changes, and maintenance FMLA enrollment and tracking, leaves of absence, employee wellness, short- and long-term disability, ADA assistance

**4D. The HR Representative Sr.** is responsible for catastrophic leave requests, performance evaluations, workers and unemployment compensation, position description requests, system email notifications, changes to supervision and Banner, and salary negotiations

**5. The Vice-President for University Relations and Marketing** is responsible for all strategic marketing, public relations, creative services, University brand and identity, strategic internal and external communications, and emergency/crisis communications. The following personnel and offices report to the **Vice-President for University Relations and Marketing**:

**5A. Manager of Printing Services**

**5B. Editor and Chief of Marketing** guides and coordinates the overall marketing plans and strategies for the University, focusing on the enhancement of the University brand, maintaining strong, consistent brand identity for Fairmont State University.

**5C. Manager of Visual Media Design**

**5D. Director of Communications**

**5D.1. Asst. Director of Communications**

**5D.2. Communications and Marketing Coordinator**

**5D.3. Digital Content Specialist**

**5D.4. Webmaster / Web Content Specialist**

**5D.5. Social Media and Digital Content Specialist**

**5D.6. Photographic Services Manager**

**6. The Vice-President for Student Success** has oversight of student services including Enrollment Management, Student Success, Housing and Campus Life, and Student Services. The following personnel and offices report to the **Vice President for Student Success**:

**6A. Enrollment Management**

- 6A.1. Recruitment
- 6A.2. Admissions

**6B. Student Success**

**6B.1. Manager of Student Success** oversees recruitment and the **Student Success Ambassadors**.

**6C. Executive Director of Housing and Campus Life**

- 6C.1. Asst. Director of Student Life
- 6C.2. Asst. Director of Student Housing and Residence Life
- 6C.3. Budget Manager
- 6C.4. Housing Operations Manager
- 6C.5. Director of Intramurals and Recreation
- 6C.6. Maintenance Specialist

**6D. Student Services**

**6D. 1. Executive Director of Student Support Services**

- 6D. 1. a. Financial Aid Manager
- 6D. 2. b. **Veteran Services**

**6D. 2. Director of Counseling Services**  
6D.2.a. Mental Health Counselor

**6E. Director of Health, Wellness and Accessibility**

Office of Health, Wellness & Accessibility  
The Student Affairs Counselor  
The Coordinator of Student Disability Issues and Psychological Services

**7. The General Counsel** provides advice and counsel to the President, the University's administrators, faculty, staff, and the University's Board of Governors. She also oversees the work performed by law firms on behalf of the University.

**7A. Director of Compliance and Prevention**

- 7A.1. Title IX Coordinator/ADA Coordinator
- 7A.2. Student Conduct / Investigation
- 7A.3. Chief of Police
- 7A.4. Director of Emergency Management

**7A.5. Deputy Director of Emergency Management and Safety Manager**

**7B. Assistant General Counsel**

**7C. Program Specialist – Accessibility Services**

**8. The Vice-President for Information Technology/CIO** is responsible for the Information Technology Services. The following personnel report to the **Vice-President for Information Technology/CIO**:

**8A. Director of Institutional Data Services**

**8B. Director of Strategic Operations**

**8C. Deputy CIO**

**8C.1. Campus Card Manager / Systems Administrator**

**8C.2. Manager of AV Technology**

**8C.3. Manager of Systems and Infrastructure**

**8C.4. Manager of Network Services and Security**

**8C.5. Manager of Tech Commons**

**8C.6. Administrative Applications**

**9. The Vice-President for Institutional Effectiveness and Strategic Planning** serves as the Accreditation Liaison Officer (ALO) to the Higher Learning Commission (HLC) for the institution; all programmatic accreditation and strategic planning is coordinated through this office. The personnel directly reporting to IESO are:

**9A. The Registrar** is responsible for the maintenance and oversight of the student operating system as it pertains to the class schedule, creation of new courses, room assignments for courses and final exam schedule. The Registrar is responsible for all academic records which includes but not limited to academic history, academic standing, awarding of degrees, etc. The Registrar ensures that all registration controls are set up and operational, all calendars are created, all refund dates are set, and all related processes are completed prior to the start of registration.

**9B. The Director of Institutional Research & Effectiveness**

**9C. The Director of Educational Pathways for International Centers and Students (EPICS)** oversees international services, recruitment, and support for students and visiting scholars from abroad. The Director of EPICS is also responsible for internationalization of the campus community (via engagement activities and interdisciplinary collaboration) as well as the curriculum; the EPICS office also provides cultural sensitivity and awareness workshops to faculty and staff as needed. The Director ensures the university and its students are fully compliant with SEVIS; additionally, the Director establishes and maintains partnerships with global partners, allowing for student and faculty exchanges for study abroad, experience abroad, education abroad, and global collaborative research opportunities.

**9D. The Executive Director of Academic and Career Success** oversees the Advising Center, the Tutoring & Testing Center, and Career Services.

**9D.1. Director of the Advising Center** coordinates the Advising Center. The Advising Center has advisors who partner with students to develop meaningful educational plans that are compatible with their life goals. Advisors use a combination of prescriptive, developmental, proactive, and appreciative advising techniques when working with exploratory students, defined as bachelor's undeclared students and nursing intended students to help student make informed decisions, provide accurate information regarding degree programs, connect students to services and support systems on campus, and empower students to overcome obstacles to their academic goals.

**9D.2. Director of Tutoring & Testing Center** is responsible for managing all staff and operations of the Tutoring & Testing center. The Director works closely with other offices, such as Accessibility Services and the Advising Center, as well as academic departments to assess campus tutorial and testing needs and to incorporate appropriate services accordingly. Tutoring services and placement tests are provided free of charge to Fairmont State students. Proctoring services are also available for faculty.

**9D.3. Director of Career Services, Economic Development and Outreach** is responsible for providing engaging learning experiences; expanding partnerships; promoting, creating, and developing internships with industry, the region, the state and the nation in response to industry's future educational employment needs to drive the economic vitality of Fairmont State University and West Virginia. In addition, the director collaborates with university and outside constituents to develop relevant career and college pathways that support workforce and economic development and inspire a culture of lifelong learning.

**10. Director of Athletics** is responsible for the overall coordination of all aspects of the institution's athletic program, overseeing a 17-sport NCAA Division II athletic program that

competes in the Mountain East Conference. The Director develops policies to ensure effective and efficient department operations of the Department of Intercollegiate Athletics and to actively support the University's mission of teaching, research, and service by providing an atmosphere in which student-athletes can succeed at championship levels within the spirit of fair play, sportsmanship, and integrity.

#### **10A. Deputy Director of Athletics**

##### **10A.1. Head Strength Coach**

#### **10B. Head Coaches & Assistant Coaches**

#### **10C. Associate Athletics Director, Senior Women Administrator**

#### **10D. Senior Associate Athletics Director for Sports Medicine and Game Day Management**

#### **10E. Senior Associate Director of Athletics**

#### **10F. Director of NCAA Compliance**

#### **10G. Sports Information Director**

### **SHARED GOVERNANCE AND THE FACULTY ROLE IN GOVERNANCE**

While the Faculty members of Fairmont State (Faculty) are responsible for our teaching, professional development, and university service duties, we also share in the governance of Fairmont State. The university shared-governance model is reliant on the input, oversight, and service of faculty members which includes much of the heavy lifting through committee work, in partnership with the administration. Faculty members have authority and responsibility, both individually and as a General Faculty body, to participate in the institutional planning, policy development, and decision-making through (1) academic communication channels as members of academic units, (2) administration-directed committees, projects, and activities that rely on faculty participation, (3) representation of the Faculty Senate, and (4) oversight and input from the **General** Faculty.

**1. Individually** - The needs of the University require faculty to accept department and college/school assignments and to serve on department and college/school committees. This includes improvements in technologies, facilities, and services provided to faculty and students in both classroom and private office settings.

**2. Administrative Committees**, both permanent and *ad hoc*, under the authority of the various administrative offices require the participation of individual faculty members to

establish and oversee institutional policies and activities. A list of currently active administrative committees can be found at the following link: **Administrative Committees.**

The BOG and administration are required by **WV Code 18B-2A-1** to “[i]nvolve faculty, students and classified employees in institution-level planning and decision-making when those groups are affected.” Thus, the BOG and administration meet with, request comments or surveys from, or work with the Faculty as committees when necessary to obtain their input in institutional planning and in the formulation, implementation, and review of institutional policies and decisions in areas of faculty concern.

After policies have been crafted with required faculty input, policies involving the entire university community must be discussed by the BOG in open meeting and posted for public consideration and comments for at least 30 days prior to being approved by the BOG in open meeting. Faculty members are encouraged to provide personal input regarding any issues during this “Public Comment” period required by policy-making law. The BOG is required to explain why any comment or suggestion is not incorporated into the final version of the policy, as well as to explain all significant amendments which change any of the meaning of the originally posted version. Public comment is an additional means of faculty participation in policymaking. It must never be considered a sufficient or singularly necessary step needed for faculty participation in policymaking.

**3. The Faculty Senate (Senate)** represents and is voice for the faculty to the BOG according to the authority, responsibilities and procedures described in the Senate’s **Constitution and By-Laws**. The Senate and its committees initiate discussion, policymaking activities, and decisions in coordination with the administration in areas of faculty concern. Faculty members provide their input directly to the Senate or the Senate committees as members, (representatives), to their faculty representatives who serve on the Senate or the committees, or to the Senate directly in the open forum portion of regular Senate meetings. Go to this link, **Senate Committees**, for descriptions of the various committees.

<https://www.fairmontstate.edu/files/institutionalforms/formrepo/THE%20CONSTITUTION%20OF%20THE%20FACULTY%20SENATE%2010-05-14.pdf>

**4. The General Faculty** meet together and may discuss issues and form a united voice for the faculty when called together by the President. The President shall convene a meeting of the General Faculty when

- i. The President decides to call a meeting of all faculty;
- ii. The Faculty Senate requests the President to call a meeting of all faculty. One reason for this may be to have a faculty vote on changes/amendments to the Faculty Senate Constitution or By-laws or Faculty Constitution;
- iii. Twenty (20) faculty members, who are not members of the Senate, petition the President to call a faculty meeting as authorized by the **Faculty Constitution**. One reason for this may be that the faculty do not agree with a Senate decision and can vote to



overturn that decision and it becomes binding on the Senate and becomes a request to the BOG and President;

iv. Regular meetings each year?

Decisions by majority vote of the General Faculty are binding on the Senate and constitute a voice of the Faculty to the President and the BOG. The Senate does not call a General Faculty meeting.

THE CONSTITUTION OF THE FACULTY OF FAIRMONTSTATE COLLEGE

<https://www.fairmontstate.edu/files/institutionalforms/formrepo/THE%20CONSTITUTION%20OF%20THE%20FACULTY%20SENATE%2010-05-14.pdf>

**5. Advisory Council of Faculty** - The Faculty elects one of its members to serve a two-year term as a liaison between the Faculty and the WV State Advisory Council of Faculty (ACF). The ACF provides the HEPC with advisory assistance by representing the respective campus views of the faculties on matters of statewide faculty concern, continuing communication, and coordinating the competencies and activities of the various institutions for the advancement of higher education in West Virginia.

## Faculty Benefits

Fairmont State University offers faculty retirement, insurance, and other plans. Details of these plans change from time to time. The most up-to-date information is provided by the Benefits Office at <https://www.fairmontstate.edu/adminfiscalaffairs/benefits-office>.

- **Basic Retirement 401(a)** through TIAA/CREF. (A small percentage of faculty are enrolled in the WV State Teachers Retirement plan.) Faculty may also choose supplemental retirement plans: tax-deferred plans include a 403(b) or a 457(b) plan. TIAA/CREF also offers a Roth 403(b) after-tax plan option.
- **Disability insurance.** Faculty are eligible for short-term disability insurance, long-term disability insurance, and a long-term disability annuity benefit.
- **Health Insurance.** Public Employees Insurance Agency (PEIA) offers a choice of health plans for employees and their dependents to age 26. The plan covers medical, hospital and prescription benefits. PEIA offers the PEIA Preferred Provider Plans A, B, C, D; and The Health Plan has Managed Care Plans A, B, C (HMO). The PEIA Shopper's Guide details each of these plans at [www.wvpeia.com](http://www.wvpeia.com). Details about the Health Plan Managed Care plans are at [www.healthplan.org](http://www.healthplan.org).
- **Life Insurance.** PEIA Life Insurance provides basic term life insurance \$10,000 to age 65, which is paid by Fairmont State. (The amount decreases to \$6,500 at age 65). Optional life insurance, dependent life insurance, and accident life insurance are also available.
- **Mountaineer Flexible Benefits**, provided by PEIA and administered by **Fringe Benefits Management Company**, are available during the yearly Open Enrollment period (April) or with a qualifying family event:
  - Dental Care.
  - Vision Care
  - EPIC Hearing Service Plan
  - Medical Expense Flexible Spending Account (FSA)
  - Dependent Care Flexible Spending Account (FSA)
  - Hyatt Group Legal Plan
  - Health Savings Account for PPB Plan "C" enrollees only
  - Limited Use Medical Expense FSA (w/HSA) – also for PPB Plan "C" enrollees only

The University also provides additional benefits:

- **Employee Assistance Program (REACH)** is a confidential and professional counseling service available 24 hours a day, 7 days a week by calling (800) 950-3434.

- **Vision Benefit Discount Plan** gives discounts to full-time employees, their spouses, and children for eye exams, glasses, frames, and contacts by a group of WV Board Certified optometrists and ophthalmologists at Regional Eye Associates.
- **SMART529**, College Savings Plan, is a qualified tuition program sponsored by the state of WV.
- **Wellness Program** is available for employees and students to make healthy lifestyle choices.
- **Tuition and Fee Waivers** for eligible full-time faculty, staff, their spouses, and dependents under age 26 may be available. Contact Financial Aid (304)367-4213 for forms and eligibility requirements.

Under certain circumstances, faculty are eligible for leaves of absence. Please consult the Benefits Office's web pages for current guidelines:

<https://www.fairmontstate.edu/adminfiscalaffairs/benefits-office/leave-absence-guidelines>.

- **The Family Medical Leave Act (FMLA)** entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.
- **Military Leave** is granted to any faculty member who is a member of the National Guard or any reserve component of the armed forces of the United States. This leave is granted without loss of pay, status, or efficiency rating, for all days in faculty members are engaged in drills or parades ordered by proper authority, or for field training or active service for a maximum period of thirty (30) working days ordered or authorized under provisions of state law in any one (1) calendar year. The faculty member is required to submit an order or statement in writing from the appropriate military officer in support of the request for such military leave. Benefits of this section shall accrue to individuals ordered or called to active duty by the President of the US for thirty (30) working days after they report for active service.
- **Personal Leave of Absence.** A faculty member may be granted a continuous leave of absence without pay for a period of time not to exceed twelve (12) consecutive months provided any accrued annual leave has been exhausted. The faculty member is required to pay the full cost (employee and employer share) of the health insurance and basic life insurance premium during the leave, as well as any other optional benefit plan premiums.
- **Sabbatical leave.** Please see section of this Handbook for further details. Benefit plans will continue the same as during active service during an approved "paid" sabbatical. Unpaid sabbaticals require the employee to pay the full amount of health (employee and employer) premium costs, as well as other optional benefit premiums to the Benefits Office on a monthly basis. Board of Governor's Policy 3 details information about

sabbaticals ([https://www.fairmontstate.edu/aboutfsu/sites/default/files/bog-policies/fsu\\_policy\\_03.pdf](https://www.fairmontstate.edu/aboutfsu/sites/default/files/bog-policies/fsu_policy_03.pdf)).

- **Other leaves of absence.** The Higher Education Policy Commission, upon the recommendation of the President, will grant leaves of absence, without pay, to employees for study of advanced degrees; experience designed to improve teaching ability to include travel, teaching and/or consulting in another institution, government service, or other experience designed to benefit the institution; illness; and involuntary service in the Armed Forces of the United States. During the period of such leave, tenure will remain in effect. If the employee is without tenure, such leave of absence shall not preclude the extension of the leave for an additional year when special conditions warrant such an extension. January 15 is the deadline for applying for a leave of absence. Faculty on leave of absence are to notify the institution regarding return from a leave by January 15. This policy is in compliance with Series 38 of the West Virginia Higher Education Policy Commission (<http://www.wvhepc.edu/wp-content/uploads/2020/02/133-38.pdf>).

**Termination of Benefits at the end of Employment.** Employee and dependent benefits coverage shall terminate at the end of the month in which the employee ceases employment or goes off payroll. Nine-month employees whose contract ends in May will only have benefit coverage through May 31 (any escrow paid will be refunded). In addition, if pay is spread, it will be paid in a lump sum at the end of the appointment.

- **COBRA.** Employees and their enrolled dependents may be eligible to continue current health coverage for a limited time under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA). An election to continue coverage under COBRA must be made within 60 days of the end of coverage.

**Change of Name, Address, Beneficiaries, or Exemptions.** A new social security card is required to change a faculty member's name on payroll and benefit plans. A change in address should be reported in writing to the Benefits and Payroll Office. It is important that this information be kept current in order to ensure that W-2 Wage and Tax Statements and other important mail reach the faculty member.

- To change benefit plan beneficiaries, contact the Benefits Office for the necessary online benefit websites.
- Tax changes can be made in the Payroll Office.

**Cultural and Recreational Activities.** Faculty are invited to attend any or all of the frequent art exhibits in the James D. Brooks Memorial Gallery of Wallman Hall, free of charge. Likewise, programs and concerts presented by the Department of Music are generally available without admission charge. During the fall and spring semesters, faculty members are entitled to purchase discounted tickets for University dramatic productions (Masquers). (Reservations should be made in advance by calling the Box Office). Student-directed one-act plays and student recitals are also open to the public. In cases of exceptions to these policies, publicity prior to the event will carry ticket information.

Faculty, staff and their families may purchase a membership to the student Falcon Center for a reasonable cost. The Faculty identification card is activated for admittance into the recreation/fitness areas. Daily guest passes are also available for using the facility. Call 368-7222 for further information or visit the Fairmont State University web site under the Student Life, Falcon Center links.

**Gifts to Faculty and Personnel.** Except in the case of retirement of faculty and staff members, no special solicitation of funds should be made from the faculty as a whole for the purpose of giving gifts or parties honoring certain members for various personal reasons. In the interest of fairness, classes and individuals should be discouraged from giving gifts and extending favors to instructors while enrolled in their courses.

**Retiree Benefits.**

Faculty who retire under the WV State Teachers Plan, TIAA-CREF, or Great-West Retirement Services must meet the minimum State Retirement System eligibility requirements to continue the PEIA health and PEIA life insurance as a retiree.

**State Teachers Guidelines:**

Age 60 and 5 or more years of WV state service, or Age 55 and 30 or more years of WV state service, or Any age and 35 years of WV state service  
Totally disabled for further service and with 10 years WV State service

**TIAA-CREF and Great-West Guidelines:**

Age 60 with 5 or more years of service, any age with 30 years of service or totally disabled with 10 years of WV State Service.

**Continuation of Health and life Insurance Coverage at Retirement for 9-, 10-, and 11-Month Faculty Appointments except faculty hired July 1, 2009 or after are not eligible for the credit (Senate Bill 492).**

Service converts to premium credit as follows with no partial credit:  
3 1/3 years of teaching service = 1 year of single coverage  
5 years of teaching service = 1 year of family coverage

**Continuation of Health and Life Insurance Coverage at Retirement for Twelve (12) Month Faculty Appointments:**

Faculty who retire and meet the eligibility guidelines may use their sick and or annual leave to pay for all or a portion of the health and basic life premiums depending on the effective date of coverage in the PEIA eligibility system. Employees in the State Retirement System can use their accrued leave to increase retirement benefits, rather than for insurance credit.

**Faculty Hired Before July 1, 1988**

Faculty members who have been covered by health or life insurance plans offered through PEIA continuously, and before July 1, 1988, 100% of the premium in the Shopper's Guide chart will be paid for you.

Your days convert as follows with no partial credit:

2 days of accrued leave = 100% of the premium for one month of single coverage

3 days of accrued leave = 100% of the premium for one month of family coverage

### **Faculty Hired After July 1, 1988 and before July 1, 2001**

If you came into a PEIA health or life plan after July 1, 1988, or if you have had a lapse of coverage since then, only 50% of the premium in the Shopper's Guide chart will be paid for you, and you will be responsible for paying the balance each month.

Your days convert as follows with no partial credit:

2 days of accrued leave = 50% of the premium for one month of single coverage

3 days of accrued leave = 50% of the premium for one month of family coverage

### **Twelve-month Faculty Hired July 1, 2001 and thereafter, are not eligible to use leave accrued for a premium credit benefit.**

Employees hired on or after July 1, 2010 will pay the full PEIA health premium at retirement with no subsidy from active employers or employees. Two classes of employees are exempt. See the Shoppers Guide or call Benefits Office for more information.

### **Expiration of PEIA Credit:**

Retirees will be billed for the health insurance premium based on years of service after their credit expires. See the PEIA Shopper's Guide for retiree health, dependent and optional life premiums.

### **Surviving Dependent Rights**

If the policyholder dies, the accrued sick leave benefit terminates. The surviving dependent may continue health coverage but will pay the full premium.

**All plan rules and regulations are subject to change. Please visit the Human Resources Benefits web site for links to various vendors.**

### **Additional Information:**

**Arrears Pay.** All employees are paid two weeks in arrears on a biweekly basis, every other Friday. Pay periods start on a Saturday and end on Friday two weeks after. For example, if a bi-weekly pay period ends on the 5th of the month, faculty will receive the pay for this pay period on the 19th of the month. Pay calendars can be found on the Human Resources webpages.

**Employee Self-Service.** Pay for all employees is issued through the West Virginia State Auditor's Office. Every employee's payroll and employment information are on this site. Faculty can find their upcoming and previous paycheck stubs there; they can also change their address and tax-withholding information, download W-2's and use the self-service options available there. <https://www.wvsao.gov/> and click on "myApps" to create and/or sign into your account. Once logged in, click the "ESS" tab for self-service.

**Direct Deposit** of your FSU pay is required for new employees. Deposits to checking, savings, and credit union accounts are available.

**Pre-Tax Parking Deduction** saves taxes on FICA, Federal and WV state tax.

**Picture Identification Cards** are issued to employees for access to the Library, parking garage, sporting, and other events.

**Childcare.** Pierpont Community and Technical College offers a part time Laboratory Preschool for three- and four-year-old children of students, faculty and staff. The preschool is located in the Education Building. For more information call (304) 367-4846.

**Social Security.** All employees must contribute to Social Security. Fairmont State University matches employee contributions. Social Security questions should be directed to the Social Security Office 1-800-772-1213 or [www.ssa.gov](http://www.ssa.gov).

**Workers' Compensation.** Fairmont State employees are covered against job-related injuries by the WV Workers Compensation Fund. If an employee is injured on the job, he/she must report the injury to his/her supervisor within 24 hours. All accidents/injuries must also be reported to Human Resources (4383 or 4386) and the institutional Safety Manager (4290) within 24 hours.

**Medicare.** Medicare Part A enrollment is required at the beginning of the month faculty turn age 65, whether they are retired or still working. As long as faculty are a full-time active employee with health coverage under their name and social security number, they need to enroll for Medicare Part A only. When they prepare to retire, they must enroll for Medicare Part B. For current information contact Social Security at 1-800-772-1213 or [www.ssa.gov](http://www.ssa.gov)

## **Academic Advising**

Academic advising is an important responsibility of faculty. As a matter of general procedure:

- (1) Deans and Chairs assign faculty to serve as advisors.
- (2) Faculty members are assigned advisees according to students' specific academic objectives.
- (3) Faculty who advise students should endeavor to meet with them not only during the pre-registration period, but also at other times during the semester to review progress toward their degree, offer suggestions for available resources, discuss potential plans after graduation, or other related academic affairs.
- (4) During pre-registration, faculty should schedule individual meetings with students to discuss relevant academic information and give them their registration PIN. Faculty should distribute registration PIN numbers only after consultation with the student.
- (5) Faculty should be knowledgeable of the most current academic information available for their program area (e.g. Model Schedules, course sequence, pre-requisites, required assessments, etc.)
- (6) When faculty are not available, advisees should be directed to contact the Professional Advisor or Department Chair.

## **Appreciative Advising**

Appreciative advising helps students align their academic careers with their future professional careers, overcome periods of academic difficulty, and build positive advisor-student rapport. It involves the use of strength-based questions to assist students in uncovering and building on their assets to achieve academic and personal success. (Hutson, B., Amundsen, S., He, Y., *Appreciative Advising: Introduction, Implementations, and Implications*, NACADA)

<https://nacada.ksu.edu/DesktopModules/DnnSharp/SearchBoost/FileDownload.ashx?file=13835&sb-bhvr=19>

## **Advising Students with Disabilities**

Students with an accessibility need should register in the Office of Accessibility Services. If a student chooses to have information regarding a need disseminated, the student is responsible for notifying advisors and instructors of any special accommodations. It is requested that advisors schedule pre-registration advisee meetings with students with disabilities whenever the class schedule is published. If room changes are necessary, the Registrar's Office should be notified in order that timely changes in room assignments are made.

The provision of reasonable accommodations under the Americans with Disabilities Act requires collaboration between student, faculty, and the Office of Accessibility Services. Faculty are expected to assist students by providing information or accommodations in a discreet and respectful manner.

## **Advising Veterans**

Veterans and qualified dependents have priority registration which allows them to register early. To avoid registration issues, veterans/dependents should receive PIN numbers as soon as



possible; otherwise, late registration may result in financial issues. Veterans and dependents can only register for classes within their degree plan and cannot take elective classes. They need at least 12 hours weekly for the entire semester to receive their full benefits. To receive full benefits, veterans/dependents must take at least one full-term class on campus if they are taking the remaining hours online. For additional information and individual guidance, contact the Veterans Certifying Official.

### **Advisor Registration Procedures**

- (1) Advisors should allot adequate time for individual appointments in order to provide academic counseling for students during each pre-registration period. In addition, advisees should be encouraged to consult with advisors as the need arises, whether during office hours or by special appointment.
- (2) Advisors may access the names of their advisees online. Relevant academic information can be accessed online in the student database and an academic folder may be developed as the advisor determines appropriate.
- (3) Students must make an appointment and consult with their advisor in order to obtain their registration PIN which is needed to schedule classes for the next term.
- (4) It is strongly recommended that individual appointments be scheduled with each advisee in order to review the student's progress in a program. Advisors may stress the advisability of particular choices, or additional courses in preparation for graduate school, but they may not enforce requirements beyond those stated in the University Catalog. If a student insists on scheduling courses other than those suggested, the advisor should note in DegreeWorks the disregard of the advice.
- (5) Priority registration – priority registration is offered to students who are athletes, receiving disability services, participating in the Honors Program, peer mentors, pending graduates, veterans, or residence assistants.

### **Academic Due Process**

As with the legal definition of due process, academic due process provides faculty with the right to be treated equally and fairly; be given notice of expectations, requirements, procedures and/or proceedings; and be given an opportunity to be heard to ensure fair decision making in higher education.

### **Academic Freedom and Academic Responsibility**

Academic freedom is the indispensable requisite for unfettered teaching and research in institutions of higher education. As the academic community's core policy document states, "institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends

upon the free search for truth and its free exposition" ([1940 Statement of Principles on Academic Freedom and Tenure](#), AAUP, 2019).

Academic freedom at public institutions of higher education in West Virginia, under the jurisdiction of the Higher Education Policy Commission, is necessary to enable the institutions to perform their societal obligation as established by the Legislature. The Commission recognizes that the vigilant protection of constitutional freedoms is nowhere more vital than in the institutions under its jurisdiction. Faculty members and students must always remain free to inquire, study, and evaluate.

Through the exercise of academic freedom, members of the academic community freely study, discuss, investigate, teach, conduct research, and publish, depending upon their particular role at the institution. To all those members of the academic community who enjoy academic freedom, there are, commensurate with such freedom, certain responsibilities. All faculty members shall be entitled to full freedom in research and in the publication of the results of such research, subject to the adequate performance of their other academic duties, which may include designated instruction, research, extension service, and other professional duties. Activity for pecuniary return that interferes with one's obligations to the institution should be based upon an understanding, reached before the work is performed, with the authorities of the institution. Further, each faculty member is entitled to freedom in the classroom in discussing the subject taught. In addition, when faculty members speak or write as citizens outside the institution, they shall be free from institutional censorship or discipline. (West Virginia Higher Education Policy Commission (HEPC) Title 133, Series 9, Section 2 Academic Freedom and Professional Responsibility).

The faculty member at a public institution of higher education in West Virginia is a citizen, a member of a learned profession, and a representative of an educational institution. As such, a faculty member, together with all other members of the academic community, has the responsibility for protecting, defending, and promoting individual academic freedom for all members of the community. The faculty member has the responsibility of contributing to institutional and departmental missions in teaching, research, and service as defined by the institution. The faculty member is responsible also as a teacher for striving to speak with accuracy and with respect for the similar rights and responsibilities of others. In speaking only as an individual or for a limited group, the faculty member should not imply or claim to be a spokesperson for the institution in which he or she holds an appointment.

In addition to meeting the primary responsibilities of addressing institutional missions in teaching, research, and service as defined by the institution, all faculty have an obligation to foster the quality, viability, and necessity of their programs. The financial stability of a program and recruitment of an adequate number of students depend in part on the faculty. The common goal of quality must be nurtured and responsibility for it shared by all. Integrity, objectivity, and service to the purposes and missions of the institution are expected. Some examples of faculty responsibilities may include participation in curricular change, program review and resulting changes, or meeting with prospective students in group and individual settings, etc.

Faculty interests and skills change, disciplines evolve, and new professions or fields of study emerge. All faculty members are responsible for remaining current in their disciplines. All are encouraged to explore opportunities for further developing a versatile range of knowledge and skills that are important to the institution. Through individual initiative and faculty development programs, faculty members are encouraged to grow in competency in their own disciplines and strengthen their interests in related fields.

As members of an academic community, faculty members also are expected to participate in decisions concerning programs and in program-review processes. (WVHEPC, Title 133, Series 9, Section 2).

### **Academic Integrity Policy (Plagiarism)**

Both the Faculty and Student Handbooks outline the academic integrity policy stated below. (A proposed policy is currently under review).

Fairmont State 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.

### **Accessibility** (see also Advising Students with Disabilities).

The following statement should be included on each course syllabus and read aloud during the first week of each term:

Through collaboration with institutional allies, networks, and community partners, Accessibility Services leadership contributes to the development of equitable higher education experiences for all students who have disabilities. Accessibility 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 disability services and to provide any necessary documentation to verify a disability

or the need for accommodations. Students must provide their professors with a copy of their academic accommodation letter each semester in order to receive accommodations. Faculty, students, and the Office of Accessibility Services must cooperate to ensure the most effective provision of accommodations for each class.

The Office of Accessibility Services is located in 316 Turley Center. For additional information, please call (304) 333-3661.

As noted above, it is the student's responsibility to inform faculty each semester via letter from the Office of Accessibility Services of any necessary accommodations needed in order to receive accommodations throughout the semester. Faculty are under no obligation to provide academic accommodations until they receive and discuss the accommodation letter with the student requesting accommodations. When a student has asked for disability related accommodations without an accommodation letter, a referral is appropriate and necessary. Faculty or students who encounter problems regarding accommodations are asked to notify the Office of Accessibility Services immediately. For further information, refer to the website <https://www.fairmontstate.edu/student-services/disability-services/disability-services-faculty-resources-0>.

### **Accreditation and Program Review Responsibilities**

Faculty responsibilities for accreditation and program review may vary depending on the discipline; however, faculty shall contribute as determined by their Dean or Chair.

W. Va. Code 18B-1B-4 and 18B-2A-4 delineate responsibilities for the review of academic programs. Each institutional governing board has the responsibility to review at least every five years all programs offered at the institution(s) of higher education under its jurisdiction and in the review to address the viability, adequacy, necessity, and consistency with mission of the programs to the institutional master plan, the institutional compact, and the education and workforce needs of the responsibility district. Additionally, each governing board as part of the review is to require the institution(s) under its jurisdiction to conduct periodic studies of graduates and their employers to determine placement practices and the effectiveness of the education experience. The Higher Education Policy Commission has the responsibility for review of academic degree programs, including the use of institutional missions as a template to assure the appropriateness of existing programs and the authority to implement needed changes. (WVHEPC, Title 133, Series 10 Policy Regarding Program Review, Section 2). Details of the program review process and procedures can be found at WVHEPC, Title 133, Series 10 Policy Regarding Program Review.

### **Athletics and Student Athletes**

Our student-athletes are engaged in the work of two nearly full-time roles in our classrooms and on the playing fields. In addition to professors' standards and the University's

policies, these students must also meet NCAA regulations. Because of team schedules and practice times, these students have constraints on their schedules, but generally they are expected to be available for classes between 8 a.m. and 3 p.m.

The Student Athletes' Handbook stresses the importance of attending classes to ensure these students' success and reminds them that it is their responsibility to be aware of the attendance policies of each of their professors. That Handbook goes on to note that "no class time shall be missed for practice activities, unless that practice activity takes place during an away-from-home competition and that practice is in conjunction with the competition" (16) ([https://fightingfalcons.com/documents/2019/8/21/2019\\_2020\\_FSU\\_Athlete\\_Handbook.pdf](https://fightingfalcons.com/documents/2019/8/21/2019_2020_FSU_Athlete_Handbook.pdf)).

These students, like others participating in University events, are excused from class for athletic competitions. These students are expected to inform their professors before the institutional absence occurs; they are not penalized for missing class while participating in an institutional event. Students must be given the opportunity to make-up the work missed during their absence in a timely fashion (normally within a week). This institutional rule supersedes any absence or attendance policy contained in the course syllabus. (See also Institutional Absence Policy).

From time to time, some students playing on our athletic teams may ask faculty to complete a form for their coaches about their attendance and performance in class. This release of information is covered by an NCAA requirement that student-athletes sign a Buckley Amendment waiver that grants permission for the University's staff members to have access to their records for eligibility purposes. Specifically, our student-athletes are required to sign the 19-3b NCAA Division II Student-Athlete Statement, Part II of which speaks to FERPA:

"By signing this part of the form, you certify that you agree to disclose your education records. . . . These records are protected by the **Family Educational Rights and Privacy Act of 1974** and they may not be disclosed without your consent. . . . You give your consent to disclose only to authorized representatives of this institution, its athletics conference (if any) and the NCAA, the following documents."

### **Clery Act Responsibilities**

As noted in the Introduction, the Clery Act requires timely reporting of any crime or offense such as criminal homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, arson, domestic violence, dating violence, stalking, or hate crimes (larceny, simple assault, intimidation, or destruction/damage/vandalism of property). Faculty with knowledge of a crime on-campus anywhere including student housing, public property within and immediately adjacent to campus, and non-campus buildings and property owned or controlled by the institution that are used for educational purposes and frequently used by students but not part of the core campus, or those owned or controlled by a student organization officially recognized by the institution, must report the crime immediately to Campus Security.

Faculty must complete a yearly training on prevention and awareness programs.

(Clery Center, 2019) <https://clerycenter.org/policy-resources/the-clery-act/>

### **Commencement**

All full-time faculty and administrators are required to participate in the commencement ceremony or to attend in other capacities as designated by the Commencement Committee, the Deans, or other appropriate officials. Academic regalia may be rented in the Bookstore.

### **Communication Policy**

Fairmont State will utilize institutionally issued email accounts to convey university-related, critical, and/or time sensitive information to faculty, staff, and students. Automated communications from our student information system will also be sent exclusively to the campus email address. For the complete policy see BOG Policy No. 60 Email Established as the Official Form of Communication for the University.

<https://www.fairmontstate.edu/aboutfsu/sites/default/files/bog-policies/fsu-policy-60.pdf>

### **Faculty Communication Channels**

Requests from faculty members should be made in the following order: Chairs, Deans, then, if necessary, to the appropriate administrative officer, and finally, if needed, to the President.

### **Conflict of Interest**

The Constitution of the State of West Virginia states:

No person connected with the free school system of the State, or with any educational institution of any name or grade under state control, shall be interested in the sale, proceeds or profits of any book or other thing used, or to be used therein, under such penalties as may be prescribed by law: Provided, that nothing herein shall be construed to apply to any work written or thing invented, by such person.

All employees of Fairmont State University shall abide by the Constitution of the State of West Virginia and shall avoid a conflict of interest between university obligations and non-university activities.

### **Copyright and Works Created by Faculty**

BOG Policy 55 Copyright Policy, 2007 – Please refer to the policy for definitions, protections, ownership, usage, royalties, permissions and other related information.

[https://www.fairmontstate.edu/aboutfsu/sites/default/files/bog-policies/fsu\\_policy\\_55.pdf](https://www.fairmontstate.edu/aboutfsu/sites/default/files/bog-policies/fsu_policy_55.pdf)

### **Curriculum**

The Curriculum Committee reviews initial decisions concerning undergraduate curriculum changes (course creation, course revisions, new majors/minors) reported by the Executive

Director of Academic Programs and Support Services and hears any appeals from Deans, Chairpersons, or other members of the Faculty concerning disposition of curriculum proposals. Proposals approved by the Committee result in recommendations reported to the Faculty Senate for action. The Executive Director of Academic Programs and Support Services serves as an *ex-officio* member of the Curriculum Committee.

All curriculum changes must be approved by the Curriculum Committee. Changes in curricula produce reactions that may be far-reaching in their effects. It is, therefore, important that all proposed changes be studied carefully before they are made. Proposals that impact programs in more than one unit should be forwarded to and signed by the Dean of all impacted units. This completed form is included in the proposal submission. The forms outlining the curriculum approval process and directions for submitting curriculum proposals are available in the Forms Repository at <https://www.fairmontstate.edu/institutional-forms>.

#### **Curriculum Proposal Process**

- (1) An academic unit that wishes to propose a change in its curriculum should begin by communicating the nature of the change to all the faculty of the unit. The opinions of the unit's faculty should be reflected in the report of the proposed change, and proposals for curriculum changes should be forwarded only when they enjoy the support of the faculty of the unit.
- (2) Proposals for change originating in academic units should next be forwarded to the Provost and Vice President for Academic Affairs who in turn sends them to the Executive Director of Academic Programs or her designee, who will be responsible for initial evaluation and recommendation.
- (3) After evaluating and consulting with the proposal's sponsors and other interested parties, the Executive Director of Academic Programs will recommend that the proposal be accepted, rejected, or modified; the proposal and recommendation are then submitted to the Curriculum Committee.
- (4) The Provost and Vice President may initiate proposals for curriculum change. The Provost's proposals may be of two types: (a) those affecting existing instructional programs and academic units and (b) those bearing on the creation of new programs. Proposals of the first type should be submitted to the affected unit for its approval. Proposals of the second type should be submitted to the Academic Affairs Council for its approval. The position of the body is then included in the report forwarded to the Curriculum Committee.
- (5) The Curriculum Committee then reviews the decisions of the Provost and Vice President for Academic Affairs, especially those of major importance to the University and those receiving negative recommendations. The Curriculum Committee also must hear appeals from any member of the faculty or any School of the University.
- (6) All actions taken by the Curriculum Committee are to be reported at regular intervals to the Faculty Senate, where final decisions concerning all curriculum matters will be made. In the case

of rejected proposals, reversals of the Provost and Vice President's recommendations, or decisions that have been appealed, the Curriculum Committee must supply the Senate with detailed information.

The following deadlines are to be used when determining the "Implementation Date Requested" entry on curriculum proposals.

Any curriculum change that is to become effective at the beginning of a school year must be approved by April 1 of the preceding academic year. Any change that is to become effective at the beginning of a spring semester must be approved before the end of the preceding academic year. It should be noted that "approved" in this instance means final approval by the Faculty Senate or, if appropriate, by the Higher Education Policy Commission.

Proposals to add a new degree program require state approval and must be submitted to the Curriculum Committee by its October meeting. Proposals to add a new major within a degree program require Board of Governors' approval and must be submitted to the Curriculum Committee by its January meeting and approved by BOG during its May meeting for inclusion in the next year's catalog.

All institutional grant proposals, regardless of the source of funding, which propose the creation of new academic programs, must be approved by the Board of Governors prior to submission to the funding agency.

The President of the University must inform the Higher Education Policy Commission (HEPC) as soon as the institution begins to plan for the addition or deletion of an academic degree program. Each institution must submit formal proposals for new academic programs in conformity with the currently approved Procedures and Format for the Submission of New Academic Program

Proposals to the Higher Education Policy Commission - New program proposals are governed by HEPC requirements. These proposals are vetted internally through Curriculum Committee, the Faculty Senate, and then the Board of Governors before they are submitted to HEPC and the Higher Learning Commission. The West Virginia Department of Education approves proposals for new Teacher Education programs).

Please see

<https://www.fairmontstate.edu/files/institutionalforms/formrepo/Curriculum%20Proposal%20Process%208.12.20.pdf> for additional information.

### **Arranged Classes and Independent Study**

Provision is made for students to take an independent study and arranged classes when the need is real and cannot be met through a conventional course. Classes should not be taught on an



arranged basis if the nature of the course dictates a more traditional approach or if an equivalent course already on the schedule can be substituted. A student should not be scheduled for an arranged class unless the instructor has at least an hour a week to devote to working with the student.

### **Faculty Absences**

In the event of any planned or unplanned class absence, a faculty member will notify the Dean, Chair, or their designee, as well as students, in a timely manner. If a faculty member is absent from a class, one of the following should occur with the approval of the Dean or Chair:

- (1) Have a faculty colleague meet with the class.
- (2) Provide an online, collaborative, or out-of-class assignment.
- (3) Schedule other instructional activities at the time the class is to meet, supervised by official University personnel (e.g. library tour, résumé writing, mock job interviews, counseling center services, etc.)

Absences beyond five (5) teaching days must be reported to Human Resources. Faculty are encouraged to purchase long-term disability and short-term disability insurance to cover unforeseen extended illness or disability. Please consult the Benefits website for details: <https://www.fairmontstate.edu/adminfiscalaffairs/benefits-office/disability>.

### **Faculty Appointments, Classification, Evaluation, Promotion & Tenure and Separation**

See Faculty Section – [in-text link to be added](#)

### **Final Exams Policy**

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.

### **Grade Reports, Incomplete and Grade Change Policies**

#### **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 Login on the Fairmont State University webpage. 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 Learning Management System or Assessment Management System (Blackboard or TaskStream).

### **Grade of Incomplete**

Incomplete, a temporary grade given only when students have completed more than 70% of a graded class but are unable to conclude it because of unavoidable circumstance. 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. 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 written statement is reviewed by the appropriate Dean or Chair and filed in that office. At the end of the one-year period, the instructor must submit a final grade for the student using the Registrar's Grade Modification Form. If no grade is received, the grade is automatically changed to "F."

### **Grade Change Policy**

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.

### **International Student Responsibilities**

Faculty play an integral role in the success of international students. Their primary responsibilities are (a) reporting attendance concerns, (b) allowing additional testing time if/when language is a barrier, and (c) proactively reaching out to support services (i.e., the Office of International Student Services which will then reach out to the student and respective offices/services). Any attention or support given to the international students should mirror what is employed with domestic students who are struggling or who require additional support.

International students are required to attend class on a regular basis per their student visa (and the United States Citizenship and Immigration Services [USCIS] and Student and Exchange Visitor Information System [SEVIS]), and they are to be actively engaged and physically present in their classes, especially as dictated by the attendance policy of the respective class. International students who do not attend class or communicate with faculty about their absences are in violation of their student visas. Students who are non-compliant with their visa requirements are

at risk of being reported through the SEVIS portal, and in severe cases, could also face deportation. More specifically, since the university admits international students and provides them with entrance into the university via USCIS services, the international students are present in the United States under the supervision and guidance of the university.

Even though faculty may be reluctant to report students for not attending class, it is imperative to communicate with the Office of International Student Services about such issues so as not to be negligent. As such, if an international student has been absent for three consecutive classes, faculty should email the student and copy the Director of Educational Pathways for International Centers and Students (EPICS) to inquire about the reason for the absence. The Director will follow up with the student and faculty member.

### **Institutional Absence Policy**

All notices of approved institutional absences (e.g. student trips, band, choir, athletics) must be issued by a Dean or Associate Dean or the Athletic Director.

Students with an approved institutional absence, may not be marked as absent or considered missing class while on institutional duty. This institutional rule supersedes any absence policy contained in the syllabus of a particular course.

Students with an approved institutional absence must be given the opportunity to make-up any work missed during their absence in a timely manner (e.g. may submit work or take a quiz or test prior to the absence, or may take a make-up test or quiz upon return but before the next class meeting). Postponing all makeup work until finals week is not a recommended practice, nor is it condoned by the University.

### **Liability and Personal Property Insurance**

According to the WV Board of Risk & Insurance Management (BRIM), “any faculty member, employee, volunteer worker or student teacher of the ‘Named Insured’ (Fairmont State) while acting within the scope of their duties as such” is covered by the State liability policy. Contact the Safety Manager at the Physical Plant for additional information about non-work-related damage such as a branch falling on a faculty member’s car at Fairmont State. Contact Human Resources for personal injury or accident on the job.

Personal property insurance is not provided by the University or the state. Faculty may wish to add property kept at the University to their personal homeowners’ or renters’ insurance policies.

### **Office Hours/Faculty Availability/Student Hours**

Faculty members shall regularly make themselves available for advice and assistance to students, either in person and/or online. Accordingly, it is important that faculty regularly schedule a number of office hours during the week appropriate to fulfill advising and service responsibilities and post them in syllabi and on or near their office doors. No classes or office hours should be

scheduled on Tuesday and Thursday from 12:30 to 1:30 p.m. Faculty should discuss their office hours with their Dean or Chair and inform their students. Faculty have the discretion to provide study sessions, online help, and other forms of support in addition to office hours.

### **Review of Outside Services**

Faculty members are expected to render full-time service to the University, as required by Section 4.3.1 of Series 9. This policy also states that "outside activities shall not be restricted unless such activities or employment interfere with the adequate performance of academic duties. The administrators of each institution shall establish a program of periodic review of outside service of appointees to guide faculty members." There shall also be a periodic review of outside services of administrators at this University. Prior to February 1 of each year, the President of the University, the Vice Presidents, and the Deans and Chairs will review the outside services of all faculty and administrators, who then submit a memorandum to the President indicating those personnel who have and those who do not have outside activities or employment that interfere with the adequate performance of academic duties. The President or designated representative will then meet with faculty or administrators who, in the opinion of the reviewer, have such activities or employment and provide appropriate guidance.

### **Sabbatical Leave**

The following Sabbatical Leave Policy applies to Fairmont State University personnel. Sabbatical Leave is in West Virginia Code and that of the Fairmont State University Board of Governors can be found at [https://www.fairmontstate.edu/aboutfsu/sites/default/files/bog-policies/fsu\\_policy\\_03.pdf](https://www.fairmontstate.edu/aboutfsu/sites/default/files/bog-policies/fsu_policy_03.pdf)

**Eligibility.** Anyone holding faculty rank is eligible for sabbatical leave after the completion of at least six years of full-time employment at Fairmont State University. The award of sabbatical leave is not automatic but depends on the merits of the request and on conditions prevailing at the University at the time. After completing a sabbatical leave, the individual will not again be eligible until the seventh subsequent year.

**Purpose.** Sabbatical leave may be granted for the purpose of research, writing, study, or other activity designed to improve teaching and usefulness to the University.

**Procedures and Criteria.** Applicants for sabbatical leave will initiate the procedure by obtaining application forms from their Deans. Applications will include 1) personal professional data; 2) a typewritten proposal detailing the activity to be pursued; and 3) relevant supporting documents. Completed application forms will be submitted by applicants to their Deans on or before December 1 for a sabbatical leave to begin the fall or spring semester of the following academic year.

The Deans, in recommending the applicant for sabbatical will verify that

- (1) The applicant's professional performance merits this award; the benefits to be derived from the sabbatical are of value to the academic unit and/or to the University; and the applicant meets the eligibility requirements.

(2) The teaching load of the applicant will be provided by the following:

appointment of part-time personnel, temporary suspension of one or more classes, and/or coverage by colleagues.

(3) It is possible to replace the applicant without additional cost to Fairmont State University and without modifications of scheduling that would adversely affect students' normal progress toward degrees.

Sabbatical leave applications, recommendations and supporting documents will be presented by the administrative Dean or Chair(s) to the Provost and Vice President for Academic Affairs on or before December 1 for a sabbatical leave to begin the fall or spring semester of the following academic year. The Provost and Vice President for Academic Affairs will forward the sabbatical leave file to the Faculty Personnel Committee. After thorough review, the Committee will make its recommendations through the Provost and Vice President for Academic Affairs to the University President for final approval.

**Duration and Compensation.** Sabbatical leaves at Fairmont State University may be granted for a period of one semester or two consecutive semesters. A person on sabbatical leave will receive full salary for one semester (4 1/2 months) or half salary for two semesters (9 months).

#### **Obligations of Recipient**

(1) The recipient of a sabbatical will sign a statement agreeing to all conditions of the leave, including the repayment provision described in (4).

(2) While on sabbatical leave, the recipient will not accept remunerative employment without the written consent of the President of Fairmont State University. (Fellowships, assistantships, and similar institutional stipends will not be considered remunerative employment).

(3) After completing a sabbatical leave, the recipient will file with the President of the University a written report of activities while on leave.

(4) The recipient will return to full-time employment at Fairmont State University for one year immediately after the sabbatical or repay the compensation received during the leave. If the period of employment after the sabbatical leave is less than one year, repayment will be prorated accordingly.

**Shared Governance/University Governance** (insert link to University Governance section)

**Student Attendance Policy** - As published in the Student Handbook, "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. Although a student may jeopardize his/her grade by nonattendance, the final grade should reflect performance, not attendance only."

Faculty are required to monitor and report student attendance as Present or Not Present at the two-week point in the semester. Faculty also need to report last date of attendance for any student who stops attending class when submitting 4-week grades, midterm and final grades.

The Student Handbook describes the types of absences and the policy for including absences in course grades.

“In the administration of its attendance policy, Fairmont State recognizes two kinds of excused absences: (1) the institutional absence, resulting from participation in an activity in which the student officially represents Fairmont State; and (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. Fairmont State 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 make available on the first day of class the attendance policy for the course and penalties for nonattendance.

If an instructor establishes a policy penalizing absent students by lowering their grades, the instructor **MUST** distribute or publish in Blackboard a written statement of this policy to the student during the first class period of the term. The statement should contain precise information relating to a 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.

### **Syllabus Requirements**

Board of Governors Policy 18 (Section 3.1.3) states that “Students have the right to receive from the instructor written descriptions of content and requirements for any course in which they are enrolled (e.g., attendance expectations, special requirements, laboratory requirements including time, field trips and costs, grading standards and procedures, professional standards, learning outcomes, etc.)” Institutional policy mandates that instructors publish in Blackboard a written copy of the academic requirements, a syllabus, for the course during the first scheduled class meeting of a face-to-face class or must be available through the selected online course LMS (Blackboard) for an online course. 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 University's standard syllabus statements that all faculty are expected to include in syllabi are available at <https://www.fairmontstate.edu/academicaffairs/syllabus-statements>.

### **Teaching, Scholarship, and Service (also Research with Human Subjects)**

Teaching, scholarship and service are the cornerstones of faculty responsibilities. Using Ernest Boyer's model of scholarship, the term is broadly defined to include the scholarship of discovery (research), the scholarship of integration (interdisciplinary connections), the scholarship of application (service), the scholarship of teaching and learning, and **digital scholarship (scholarly communication)**. Boyer's model serves as the basis for teaching, scholarship, and service at Fairmont State.

### **Research with Human Subjects**

The Fairmont State University Institutional Review Board (IRB) functions under the mandate of the president of Fairmont State University and is responsible for reviewing all research involving human participants. "Research" is defined in the Code of Federal Regulations (45 CFR 46) as "a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge." Human participants are defined by the regulations as "living individual(s) about whom an investigator (whether professional or student) conducting research obtains (1) information or biospecimens through intervention or interaction with the individual, or (2) obtains, uses, studies, analyzes, or generates identifiable private information or identifiable biospecimen." If you have any doubt as to whether an activity constitutes research, please consult with the current IRB chair.

### **Classroom Equivalencies**

The 12-hour per week minimum for classroom instruction is based on the lecture-hour standard, not on credit or contact hours. Therefore, activities which may be classified as a form of instruction, but which differ in amount of time required for their accomplishment, are equated as follows:

- (1) Laboratory. Credit for laboratory time is given on a ratio of two hours to one lecture hour.
  - A two (2) clock hour lab counts as 1 lecture (load) hour
  - A three (3) clock hour lab would equate to 1.5 lecture (load) hours.
- (2) Directing and Coaching University or Department Allied Activities. Where University credit is not given, the ratio is two hours to one lecture hour. In practice, persons engaged in such activities have customarily devoted considerably more time than this formula suggests.
- (3) Administration. Time is allowed on a ratio of two clock hours to one lecture hour.
- (4) Non-Credit Courses. These are recognized on the same basis as credit courses with respect to time requirement.
- (5) Private Music Lessons. Lessons are treated as laboratory hours, i.e., two hours devoted to private lessons equal one lecture hour.
- (6) Nursing - In the traditional ASN program 1 credit hour is equivalent to 3 contact hours with students in the clinical environment. Students in the clinical environment are

providing direct patient care. which is supervised and evaluated by a nursing faculty member. For example, a 1 credit clinical lab is equivalent to 48 hours of student contact and 2 credits is 96 hours.

In the LPN to ASN program 1 credit hour is equivalent to 2 contact hours with students in the clinical environment. Students in the clinical environment at providing direct patient care which is supervised and evaluated by a nursing faculty member. For example, a 1 credit clinical lab is equivalent to 32 hours of student contact and 2 credits is 64 hours.

In the RN to BSN program, a 1 credit is equivalent to 2 contact hours with students in the clinical environment. Students in the clinical environment are providing direct patient care which is supervised and evaluated by a nursing faculty member. For example, a 1 credit clinical lab is equivalent to 32 hours of student contact and 2 credits is 64 hours.

Among nursing programs these are generally universally accepted standards. These standards have been reported to and approved by our accrediting bodies, both ACEN and CCNE.

### **Service**

Service includes any of the following: service to the institution, the profession or the community. Boyer defines service as the scholarship of application, whereby faculty apply their expertise beyond the campus. Committee work is one expectation of faculty service for all faculty, except during the first year of teaching. First-year faculty members are generally excused from committee work so they can devote their time and energy to acclimating to our University and to developing their classes.

### **Title IX Responsibilities**

Title IX of the Education Amendments of 1972 is a federal law that states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Fairmont State University is committed to providing an environment free from discrimination on the basis of sex and gender. Fairmont State University provides many resources to students, faculty, and staff to address concerns relating to discrimination on the basis of sex or gender in all aspects of the educational process, including in the areas of recruitment, admissions, and counseling; financial assistance; sex-based harassment and misconduct; the needs of pregnant and parenting community members; discipline; and employment.

Under Title IX, Faculty are mandatory reporters and must complete annual trainings.

Questions regarding Title IX may be referred to the Fairmont State University's Title IX and ADA Coordinator and Compliance Specialist, Jessica Kropog Furgason, at (304) 367-4689 or [Jessica.Kropog@fairmontstate.edu](mailto:Jessica.Kropog@fairmontstate.edu).



## **Travel**

**This section is currently under review.**

## **Use of Digital Tools (Blackboard, Degree Works, TaskStream, etc.)**

With the increased need for digital media, the University requires faculty to use several digital tools and recommends use of optional instructional applications. Online help is available through the Information Technology Commons website (<https://www.fairmontstate.edu/it/tech-commons>), as well as Supported Software and Remote Work Tools.

### **Required Digital Tools**

Email is the official form of communication between faculty, staff, and students for the University as established in Board of Governors Policy No. 60.

<https://www.fairmontstate.edu/aboutfsu/sites/default/files/bog-policies/fsu-policy-60.pdf>

Faculty are expected to use the Learning Management System Blackboard for course management and online course delivery. At a minimum, each instructor must post the syllabus and all grades for each of his or her courses in Blackboard.

Digital Measures is a tool for faculty to keep track of and report on teaching, research and service activities. Annually, each faculty member completes the Annual Faculty Report in Digital Measures. The date for the AFR is determined by the Provost and the Vice President of Strategic Operations & Institutional Effect Effectiveness & Institutional Research. Faculty preparing for promotion and tenure will also utilize Digital Measures with their application.

Evaluation Kit is the assessment management system used to collect, distribute and analyze course evaluation and institutional survey data for the University. Evaluation Kit also supports accreditation planning.

Faculty advisors are expected to use Degree Works for advising support and student academic planning.

### **Optional Digital Tools**

Soft Chalk is available to faculty who want to create interactive and engaging e-learning content in their lessons and seamlessly connect them with the Learning Management System.

Remote work tools such as Microsoft Teams and WebEx video conferencing software, Remind instant messaging system, as well as other helpful resources are available at

<https://www.fairmontstate.edu/it/services/remote-work-tools>

## **Veterans**

Veterans and their dependents have unique requirements based on guidelines from the Veterans Administration. As with all students, faculty are encouraged to establish rapport with veterans in

their courses to make their transition to college successful. For any questions, problems, or for additional information, contact the Veteran Certifying Official.

Deployments: When a veteran is being deployed (for any reason – state or federal), faculty should consult with the veteran and Enrollment Services to determine which option was selected (see Fairmont State University 2019-20 Catalog Procedure for Military Deployment) and determine whether the veteran will receive a W, Incomplete, or a final grade for the course based on the percentage of work completed.

Non-Attendance:

If a veteran/dependent develops a pattern of not attending class or is reluctant to participate in class, please notify the Veteran Certifying Official.

Disabilities:

Many veterans have disabilities such as Post Traumatic Stress Disorder, hearing loss, leg, shoulder, and back injuries and Traumatic Brain Injury. Some are reluctant to register with Accessibility Services. Faculty should take this into consideration, particularly if a veteran abruptly leaves class, struggles, or has difficulty adjusting to classes and coursework, or needs to stand or change seating. Please notify the Veteran Certifying Official who can serve as a liaison.

### **Workload – Faculty, Deans and Chairs**

**Faculty Workload** - The workload of full-time faculty members may include any or all of the following: instruction, assessment and evaluation, student advising, committee assignments and faculty meetings, consultation, in-service programs, preparation for teaching, accreditation work, professional and scholarly development, and research. Classroom instruction and related obligations represent the greatest expenditure of effort for most full-time faculty members. The **typical** teaching load is 12 credit hours, or equivalent, each semester. On occasion, faculty members may be given special assignments or may be engaged in special projects which warrant consideration for a reduction in teaching load. Requests for such adjustment will be considered when recommended by the appropriate administrator to the Provost and Vice President for Academic Affairs. Approval of such request is based on the need for the activity or the project, the time necessary, and the academic impact on the institution.

**Chair Workload** - Chairs occupy a special position. They retain faculty status but with their time devoted to a combination of teaching and administrative work in a specific department of their academic unit. The magnitude of their administrative duties varies with the extent of programming, number of faculty under their supervision, and other special projects or responsibilities *teaching load may vary*. Accordingly, their teaching loads are established at nine (9) hours per semester, which may include classroom or lab instruction, with the remaining assigned hours devoted to administrative duties. Financial assistance will be given, whenever possible, to attend professional meetings.

**Commented [SS1]:** Gina will reword – consider something like: Circumstantial exigencies with faculty agreement may affect the number of hours in a given semester.

**Dean Workload** - Deans also occupy a special position. They retain faculty status but with their time devoted to a combination of teaching and administrative work in a specific academic unit of the University. The magnitude of their administrative duties varies with the extent of programming, number of faculty under their supervision, and other special projects or responsibilities. Accordingly, their teaching loads are established at a minimum of three (3) hours per semester, which may include classroom or lab instruction, with the remaining assigned hours devoted to administrative duties. Financial assistance will be given, whenever possible, to attend professional meetings.

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## **Faculty Development and Awards**

### **Definitions of Teaching, Service, and Scholarship**

#### **Teaching**

Teaching can be defined as the dissemination of knowledge, the stimulation of critical thinking, and the development of artistic expression. All faculty members are expected to achieve excellence in this role. Teaching includes not only traditional classroom, laboratory, and studio instruction, but evolving forms of technology-enhanced instruction such as hybrid and distance learning courses, clinical and practicum instruction, and the supervision of student teachers. Mentoring is an important component of teaching and includes activities such as the supervision of student research and advisement regarding career options. Additionally, faculty members are expected to engage in academic advisement of students. Finally, all faculty members are expected to engage regularly in activities designed to enhance the effectiveness of their own teaching.

Faculty members' teaching assignments ideally grow out of the convergence of their competence and interests on the one hand, and the instructional and other needs of the program, school, or college on the other. Assignments will normally be reviewed with the faculty member by their dean. Effective teaching depends on the professional effort and competence of the faculty. To ensure that standards will be maintained and that both faculty and students will be protected, the Faculty Senate and administration have established a number of instructional policies and practices that are to be followed. Faculty members design their own courses in keeping with the course descriptions in the University catalogs. They are expected to file their own course syllabi with their chairperson or dean.

#### **Service**

Service activities can be defined as the application of the benefits and products of teaching and research to address the needs of the university, society, and the profession. These activities include but not limited to

- active participation in administrative and faculty projects, such as committee assignments, curriculum revisions, etc.;
- acceptance and fulfillment of educational responsibilities outside the classroom, such as identification with organizations of genuine educational/professional character or those activities by which the University and the faculty member come to greater prestige and usefulness in the community, state, and nation;
- participation in forums, conferences, in-service work, addresses, etc., all of which play a part in public relations.

Fairmont State University is committed to the performance and recognition of service activities on the part of its faculty as an essential component of its mission. The definition of the nature and extent of acceptable service for purposes of promotion and tenure can be identified further in the policies and procedures for faculty evaluation, promotion, and tenure.

#### **Scholarship**

The University broadly supports research and scholarship based on Boyer's Model (2016). The model recognizes that faculty scholarship is not just traditional research but occurs across four domains: discovery, application, integration, and teaching and learning. Boyer's

Model fits our faculty as they should be well-rounded scholars, making contributions in a variety of ways to their disciplines and fields. Scholarship can occur in an academic or practitioner role. And, this model adapts for faculty scholarship expectations to fit the goals of a college, school, and program. Within this framework all forms of scholarship should be recognized and rewarded, and this will lead to more personalized and flexible criteria for gaining tenure. From Ernest Boyer's Scholarship Reconsidered (adapted from Northeastern University, "Defining Scholarship" by Dr. Joseph McNabb, and Dr. Nancy Pawlyshyn, Faculty Professional Development):

- *The Scholarship of Discovery* involves the search for new knowledge, traditional definition of scholarship (publications and presentations), discovery of new information and new models, and sharing discoveries through scholarly publication
  - Examples of *Scholarship of Discovery*: • Internally or externally funded research projects • Research projects • Working papers • Peer-reviewed journal articles • Book chapters and /or books • Creative activity: Compositions, presentations, performances, exhibits, and projects
- *The Scholarship of Teaching* involves the search for innovative approaches and best practices to develop skills and disseminate knowledge, informal/formal teaching, advising, and mentoring.
  - Examples of *Scholarship of Teaching*: • Development of new or substantially revised courses, curricula • Innovative teaching materials/strategies • Educational research projects resulting in findings disseminated at professional conferences and/or in peer-reviewed publications • Projects funded by external or internal grants to support instructional activities • Production of videos for instruction • Technical, procedural or practical innovations made clinically or professionally • Publication of textbooks or teaching materials
- *The Scholarship of Integration* involves integration of knowledge from different sources, presents overview of findings in a resource topic, bringing findings together from different disciplines to discover convergence and identify trends and see knowledge in new ways.
  - Examples of *Scholarship of Integration*: • Professional development workshops • Literature reviews • Presentations of research at conferences • Non-academic publications that address discipline-related concerns • Meta-analysis (contrasting or combining results from different studies)
- *The Scholarship of Application* involves discovering of ways that new knowledge can be used to solve real-world problems. The scholarship of application occurs at the intersection of academics and practitioners, who collaboratively seek ways to put knowledge to work improving society. *Scholarship of application is sometimes referred to as the scholarship of practice, engagement, or service.*
  - Examples of *Scholarship of Application*: Consulting activities in field or industry that directly relate to the intellectual work of the faculty member • Support or development of community activities in the field or industry that link with academic discipline • Formal development and /or oversight of internships or partnerships on behalf of the University that connect students with the field/industry • The application of theory in the field to real world

- problems. • Development of centers for study or service • Media contributions (newspaper, magazine, etc.)
- *Digital Scholarship* involves the use of digital evidence, methods of inquiry, research, publication and preservation to achieve scholarly and research goals.
  - Examples of *Digital Scholarship*: • Blogs / commentaries as communication in virtual spaces • Open Education Resources • Data visualization and manipulation • Metadata generation • Digital publishing

## **University Faculty Awards**

### **Faculty Development Committee**

Comprised of faculty representing each college and school of Fairmont State University, the Faculty Development Committee oversees the distribution of faculty grants and awards. The committee's charge is to publicize and solicit nominations for Faculty Development grants and awards and to select the recipients for final approval by the President of the institution.

### **William A. Boram Award**

The William A. Boram Award is named for Professor William A. Boram, a faculty member who served as Vice President of Academic Affairs in the 1970s and who was a fine teacher recognized by his colleagues as an energetic and cheerful supporter of faculty in their work of teaching, scholarship, and service. The award is intended to recognize and honor outstanding achievements, unusual dedication, or accomplishments in teaching by full-time faculty at Fairmont State University. The Boram Award carries a monetary honorarium. It is the University's most prestigious award for teaching. The nomination process, eligibility, selection criteria, etc. is available [here](#)

### **Harold & Roselyn Williamson Straight Award**

The Harold & Roselyn Williamson Straight Award is intended to honor or encourage outstanding, innovative, or otherwise distinctive teaching or scholarship by faculty at Fairmont State University. The Straight Award was endowed at the Fairmont State Foundation, Inc., through the generosity of David and Carol Straight to honor David's parents who were alumni of Fairmont State College. Born in 1909, Harold Straight entered Fairmont Normal School on September 13, 1927 and graduated June 8, 1931 with an A.B. in Education, A, Latin, and Social studies. Roselyn William Straight matriculated at Fairmont Normal on September 13, 1927 and graduated on August 26, 1959 with an A.B. in Education, B degree. The nomination process, eligibility, selection criteria, etc. is available [here](#)

### **Outstanding Adjunct Award**

This award is geared to honor excellence in adjunct teaching faculty and to encourage adjunct faculty's continuing efforts to excel. Because the Faculty Development Committee does not believe that there is only one excellent teacher, effort has been made to eliminate as many of the "competitive" aspects of the award as possible. Recipients of the award will be adjunct faculty members who have demonstrated a sustained, energetic, and successful commitment to teaching. This commitment can be shown in various ways, depending on the particular discipline and teaching responsibilities. Since teaching is the most important

responsibility of the faculty, the award is designed to recognize accomplishments in teaching, and not accomplishments in the other admittedly important areas of service or scholarship. The nomination process, eligibility, selection criteria, etc. is available [here](#)

### **Faculty Recognition Award**

The Faculty Recognition Award was established by the Faculty Senate to recognize faculty for their achievements as faculty and their outstanding contributions to students, colleagues, the institution, and the community, including creative endeavors, and other notable achievements. Originally, the Award was given to two faculty members. Recipients are encouraged to display material connected to their work and accomplishments in a display case in the Library. The nomination process, eligibility, selection criteria, etc. is available [here](#)

### **Award for Excellence in Academic Advising**

The Award for Excellence in Academic Advising was established in the early 1990s when Dr. Robert Dillman, then President of Fairmont State College, began to centralize advising under Dr. Ann V. Shaver. This award is intended to honor excellence in academic advising. Nominees are selected by the Advising Council.

The nomination process, eligibility, selection criteria, etc. is available [here](#)

## **Grants**

### **Foundation Fellow Award**

Applicants are encouraged to design activities, projects, or programs which will contribute to their own professional development, benefit their students, and align with the mission of Fairmont State University.

### **Foundation Grants Program**

Each year the Foundation has funds available for faculty development grant activities. All full-time faculty members are invited to submit proposals for appropriate scholarly projects or activities to the Faculty Development Committee. After consideration, the committee will recommend worthy proposals for final selection. Please visit [here](#) for more detailed information about grants

### **Great Teachers Seminar (GTS)**

The focus of the Great Teachers Seminar is on the art of teaching, and the workshop places an emphasis on great teachers and their special nature. The GTS maintains that collective wisdom, experience and creativity can supersede the efforts of one individual. The structure of the seminar revolves around workshops and the GTS welcomes both experienced and inexperienced college educators. Each workshop hopes to cultivate the “great teacher”. The purpose of GTS is to

1. celebrate good teaching,
2. challenge attendees to move beyond their comfort zones and specialties and discover transferable ideas and universals,
3. promote introspection and self-appraisal in a relaxing environment and straightforward process,

4. develop realistic and creative approaches to problems,
5. Cultivate a state-wide network of teachers in higher education.

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## **FACULTY CLASSIFICATION AND EVALUATION**

### **Definition of Faculty and Designation of Recognized Ranks**

For purposes of this Handbook, faculty are defined as those employees of the institution so designated by the president of the institution and whose primary responsibility and function at the university is teaching and research. This definition includes those persons with faculty rank who have research or administrative responsibilities. (WV Code § 18B-8-1)

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The terms “Academic rank,” “rank,” or “faculty rank” mean the position held by a faculty member as determined by the president of the university consistent with rules promulgated and adopted by the governing board of the institution, and includes the positions of senior professor, professor, senior associate professor, associate professor, assistant professor and instructor. In addition to the above ranks, Librarians may hold faculty status, but are considered non tenure-track.

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FEAPS, even though they may be assigned teaching duties, are not included in the definition of faculty because their primary responsibilities are not research or teaching at the University.

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### **Faculty Classifications**

A faculty member is employed in one of four classifications: tenured, tenure-track, sometimes referred to as probationary, term, or librarian-track.

Tenured faculty members are those full-time faculty who have been granted the status of tenure either through the tenure application process or by contractual agreement with the President of the University. Tenure-track faculty are full-time faculty members in a tenure-track position and are eligible to apply for tenure status subject to the application process set forth in this Handbook.

Term faculty are full time faculty members hired for a specified period with no guarantee of continued employment at the end of the specified period. At the end of the initial term of employment a faculty member may be continued in employment for another specified term, his or her employment classification may be converted to tenure track, or the employee may be terminated. If the faculty member is converted to tenure track, credit may be given for the time employed in the term classification toward promotion or tenure. Continued employment as a term faculty member, conversion to tenure track, or granting of credit toward promotion or tenure is not automatic at the end of the initial term but is subject to negotiation between the faculty member and the President of the University. Such negotiation may occur at any time during the faculty member’s employment with the institution.

Librarian-track faculty members are those members of the faculty who have been appointed and designated as such. Librarian-track faculty members may be either full-time or part-time as determined by agreement with the institution.

### **Appointments**

Faculty appointments are made for each academic year by the Fairmont State University Board of Governors upon the recommendation of the President of the University and under the supervision of the President of the University. The academic year begins in mid-August and extends to mid-May.

Notices of employment, which show the terms of employment, are issued to each faculty member. A form is attached for the individual's signature if the appointment is accepted. This form must be returned to the office or official of the University as directed within the letter and within the time frame directed therein.

### **Credentials**

At the time of employment each faculty member must submit to the office of the Provost and Vice President for Academic Affairs (hereafter, Provost) an official transcript(s) of all undergraduate and graduate credits. Credits subsequently earned shall be verified to the Provost by official transcript(s). To be acceptable, all credits, degrees, and professional licenses must be earned at institutions accredited by nationally recognized regional or professional agencies. These credits should also be on file in the Provost's Office.

### **Completion of Terminal Degrees**

Unless there is a definite understanding to the contrary, newly employed faculty members who have not completed doctoral or other terminal degrees, or the equivalent, are expected to do so within a period of time specified in the initial employment contract. Any exceptions to this requirement shall be in writing and expectations for attainment of a terminal degree shall be clearly and definitively set forth in the initial letter of appointment of the faculty member. An extension of the time may be granted by the President of the University as deemed appropriate by the President.

Faculty members are urged to continue graduate work or other post degree education as the basis for advancement in rank and salary. To be acceptable, all degrees and credits must be earned at institutions accredited by nationally recognized regional or professional agencies.

Full-time faculty members who are also engaged in part-time graduate study should be certain that such activity does not interfere with teaching effectiveness. Ordinarily six graduate credits should be the maximum load for those with full-time teaching contracts. Exceptions may be granted by the Provost.

### **Criteria and Guidelines for Promotion in Rank**

The following guidelines apply to all persons seeking promotion in rank.

In accordance with [Series 9 of the Higher Education Policy Commission](http://www.wvhepc.edu/resources/rules-and-policies/), (<http://www.wvhepc.edu/resources/rules-and-policies/>) Promotion in rank is granted to faculty by the President of the University. Faculty who are assigned administrative duties or research activities and who hold faculty rank may also qualify for promotion.

Applications for promotion must be prepared and submitted according to established procedures set forth herein. All education requirements for promotion must be completed prior to consideration of the application.

The Faculty Personnel Committee shall evaluate applications and supporting documentation and then submit its recommendations for promotion to the Provost who shall forward the recommendations of the Committee to the President of the University along with his or her comments and recommendations. Evaluation for promotion shall be based on requisite academic preparation and experience and on appropriate levels of excellence in professional performance and service for each rank. In no case is

promotion to a higher rank automatic when a faculty member fulfills the minimum requirements. There shall be no practice of granting promotion routinely nor of denying promotion capriciously. Within these parameters decisions regarding promotion rest exclusively with the President of the University taking into consideration the recommendations of the Faculty Personnel Committee and the Provost.

It is the responsibility of the applicant to have complete transcripts on file in the Provost's Office prior to applying for promotion. All degrees and credits must be earned at institutions accredited by nationally recognized regional and professional agencies and must be verified by official transcripts. Employment in part-time, summer term, or graduate assistant positions is not credited toward experience. Deficiencies in academic preparation, professional experience, and/or application procedures render one ineligible for consideration for promotion.

### **Standards for Academic Rank and Promotion**

#### **INSTRUCTOR:**

A Master's degree is required for the rank of instructor in four-year programs.

#### **ASSISTANT PROFESSOR:**

To be eligible to apply for the rank of assistant professor, a faculty member must meet the following minimum requirements:

#### **EDUCATION:**

1) Hold an earned doctorate or terminal degree appropriate to the teaching field (See **Appendix A** for additional certifications acceptable in lieu of a terminal degree).

#### **OR**

2) Have been officially admitted to a doctoral program and have earned fifty semester hours of graduate study directed toward the completion of the doctorate.

#### **OR**

3) Hold an advanced degree, a national certification, and three years of non-teaching industrial/professional experience. The appropriate national certification and experience will be identified at the College/School level and subject to approval by the Faculty Senate, the Provost and VP for Academic Affairs and the President.

#### **OR**

4) Have achieved professional and scholarly stature (e.g., published extensively in nationally recognized professional journals, received national professional awards or honors, delivered professional papers at national conferences, and/or served as consultant to nationally recognized groups or agencies). Primary consideration will be given to that professional and scholarly achievement since the attainment of the current rank.

#### **EXPERIENCE:**

The experience requirement may be waived for persons with an earned doctorate appropriate to the teaching field.

1) three years college teaching experience or equivalent professional experience. Two years of teaching experience must be acquired at Fairmont State University prior to promotion.

#### **OR**

2) Instructors with Bachelor's degrees who are teaching exclusively in two-year terminal degree programs may be promoted to the rank of assistant professor after six years of teaching experience are acquired at Fairmont State University prior to promotion.

**ASSOCIATE PROFESSOR:**

To be eligible to apply for the rank of associate professor, a faculty member must meet the following minimum requirements:

**EDUCATION:**

1) Hold an earned doctorate or the terminal degree appropriate to the teaching field (See **Appendix A** for additional certifications acceptable in lieu of a terminal degree).

**OR**

2) Have formally completed all requirements for the doctorate except the dissertation.

**OR**

3) Hold an advanced degree or a national certification and have three years of non-teaching Industrial/professional experience after certification. The appropriate national certification and experience will be identified at the College/School level and will be subject to approval by the Faculty Senate and the Provost and the President of the University.

**OR**

4) Have achieved professional and scholarly distinction (e.g., published extensively in nationally recognized professional journals, received national professional awards or honors, delivered professional papers at national conferences, and/or served as consultant to nationally recognized groups or agencies). Primary consideration will be given to professional and scholarly achievement since the attainment of the current rank.

**EXPERIENCE:**

1) With a terminal degree, six years of college teaching experience or equivalent professional experience.

**OR**

2) If one attains a terminal degree after achieving the rank of Assistant Professor, four additional years of college teaching experience (with at least six overall years of college teaching experience at the current rank) or equivalent professional experience after attainment of the terminal degree. In addition, three years of teaching experience at the assistant professor rank must be acquired at Fairmont State University prior to promotion.

**PROFESSOR**

To be eligible to apply for promotion to the rank of professor, a faculty member must meet the following minimum requirements:

**EDUCATION:**

1) Hold an earned doctorate or terminal degree appropriate to the teaching field.

**OR**

2) Have achieved professional and scholarly eminence (e.g., published extensively in nationally recognized professional journals, received national professional awards or honors, delivered professional papers at national conferences, and/or served as consultant to nationally recognized groups or agencies). Primary consideration will be given to that professional and scholarly eminence accrued since the attainment of the current rank.

**EXPERIENCE**

1) ten years of college teaching experience or equivalent professional experience.

**OR**

2) eight years of college teaching experience or equivalent professional experience after attainment of the doctorate or terminal degree appropriate to the teaching field.

**AND**

Three years of teaching experience at the associate professor rank must be acquired at Fairmont State University prior to promotion.

**ASSOCIATE PROFESSOR/SENIOR LEVEL**

To apply for promotion to the rank of Associate Professor/Senior Level, a faculty member must meet the following minimum requirements:

1) fourteen years of combined college teaching and/or equivalent professional experience if on the Technical Track.

**AND**

2) eight years of teaching experience as an Associate Professor at Fairmont State University.

For the Associate Professor/Senior Level, the Education requirements, and the Criteria for Evaluation are identical to those currently in effect for the Associate Professor rank described in this Handbook. Moreover, since no faculty member can ever be promoted to both Senior Levels, Associate Professors who are or will be eligible for promotion to Professor may **NOT** apply for the Associate Professor/Senior Level.

**PROFESSOR/SENIOR LEVEL**

To apply for the rank of Professor/Senior Level, a faculty member must meet the following minimum requirements:

1) Hold an earned doctorate or terminal degree appropriate to the teaching field

**AND**

1) Have eighteen years of combined college teaching and/or equivalent professional experience.

**AND**

2) Have eight years of teaching experience as a Professor at Fairmont State University.

For the Professor/Senior Level, the Education requirements, and the Criteria for Evaluation are identical to those currently in effect for the rank of professor at Fairmont State University.

**TENURE**

**Criteria and Guidelines for Tenure**

Tenure is a status granted to experienced faculty members to assure academic freedom, to provide professional and economic stability, and to protect against capricious dismissal. Tenure may be granted only to faculty members who hold the rank of Assistant Professor or above. Since tenure is awarded at an academic rank, faculty members, in qualifying for tenure, must demonstrate performance to the same criteria relating to teaching, scholarly activity, possession of terminal degrees, service to the University, and potential for professional growth as required for appointment to the appropriate academic rank. Tenure results from action by the President after consultation with the appropriate academic unit and upon recommendation of the Faculty Senate Personnel Committee at the conclusion of application process. Tenure is not automatic. Except for the granting of early tenure, all faculty members must apply for tenure at the beginning of the sixth year in a tenure-track appointment. At the culmination of the application process, any non-tenured tenure-track faculty member will be given written notice of tenure or offered a one-year written terminal contract of employment.

### **Early Tenure**

In rare instances (see criteria below), tenure may be granted to a faculty member before the end of the sixth year. However, early tenure is an exception. Generally, tenure-track faculty are not granted tenure before fulfilling six years of service at the University. In accordance with HEPC (Higher Education Policy Commission), Series 9, Section 10.3, the following criteria are used to determine qualifications for tenure prior to the end of the sixth year:

- (1) Exceptional achievement on a national level (tenure in this situation is evidence of the institution's interest and faith in the career of a faculty member),
- (2) Outstanding teaching performance in a field for which there is both national demand and projected long-term demand,
- (3) Service which enables the University to fulfill its mission.

### **Collegiality**

The granting of tenure is the culmination of a request to establish a long-term and protected relationship with the institution and colleagues. The ability to avoid acrimony in the workplace and to maintain professional interaction with colleagues and others in the workplace is essential to the establishment of that relationship. Faculty applying for tenure must be able to demonstrate at a minimum adherence to professional standards of conduct in all aspects of employment at the institution. Faculty should not discriminate against or harass colleagues and should not let personal likes or dislikes interfere with professional relationships. More than anything else, faculty members at Fairmont State must show and demonstrate respect for all persons and the opinions of others. While differences of opinion and discussions regarding issues is the essence of academic life, such discussions and debates should be carried out in a professional and respectful manner, both on and off the campus and in all forums, including social media. While these attributes are subjective in nature, they must be considered in the decision to grant or deny tenure and the successful candidate for tenure will demonstrate a sustained effort to achieve such goals.

### **APPLICATION PROCEDURES: PROMOTION, TENURE, OR BOTH**

An applicant who successfully meets academic preparation and experience requirements will be evaluated for promotion, tenure, or both, on the quality of professional performance and service appropriate for each rank. Primary consideration for promotion will be given to the amount and degree of professional activity and service given since the attainment of the current rank. Primary consideration for tenure will be given to the amount and degree of professional activity and service provided to the institution since the attainment of employment at the institution. In either case, in addition to fulfilling teaching and other responsibilities faculty members should participate in and contribute to the activities of the institution through committee service at the department and institutional level, service to the community and support for the institution.

### **Evaluative Criteria**

These criteria are qualitative in nature. The Personnel Committee's expectations of the caliber and extent of professional activity and service will vary depending on the level of the promotion requested: the higher the rank the more substantive the performance and service. The Faculty Personnel Committee will carefully evaluate all aspects of the application and using objective and professional judgment, will determine the merits of each applicant using the following criteria:

- (1) Excellence in teaching (classroom performance; development or revision of courses or curriculum; development of new or modified forms of instruction appropriate to course content and students),
- (2) Accessibility to students, including advising,

- (3) Professional and scholarly activity and recognition,
- (4) Significant contribution and service to the University
- (5) Significant contribution and service to one's academic unit,
- (6) Evidence of continual professional growth,
- (7) Publications and research,
- (8) Service to the people of the state of West Virginia

#### **Senior Level Positions**

These levels are designed to honor and reward veteran faculty members who have long held the highest rank open to them -- Associate or Full Professor -- and have continued and enhanced the exceptional teaching, scholarship, and service that they demonstrated in earning their earlier promotions. Once earned, the new level is permanent and a 10% raise will accompany it.

#### **SENIOR LEVEL APPLICATION PROCEDURES**

The procedures to apply for these positions are as follows:

- (1) Eligible applicants must submit to the Provost of Fairmont State University a detailed letter of application citing their achievements since their last promotion. They must demonstrate sustained excellence in teaching, service, and research/creativity. Teaching, research, and creativity include publication and traditional research, and may also include classroom research, undergraduate research projects, innovative teaching strategies, new course development, and assessment. Applicants may submit whatever proof of excellence they wish (results of student evaluations would be useful); portfolios are required; however, these portfolios may be smaller than those generated for promotion to other ranks. Nevertheless, applicants should be aware that they must submit all evidence that helps them make their case; proof submitted should concentrate on accomplishments since the last rank was attained. The goal is to demonstrate sustained excellence in teaching, research, and service.
- (2) Annual Faculty Reports for a minimum of five years since the last rank was attained should be included.
- (3) The applicant's Dean must also submit a letter supporting the application and attesting to the applicant's eligibility for the Senior Level and his/her achievements.
- (4) Additional letters of support **may** be included from graduates, professional organizations, peers, advisory boards, or others.
- (5) The Provost of Fairmont State University will send the applications to the Senior Level Faculty Personnel Committee, or in the event this does not exist, the Faculty Personnel Committee. This committee will be comprised of University faculty who have attained the Senior Level designation. In the event that there are not enough Senior Level Professors to form a committee, the applications will be evaluated by the Faculty Personnel Committee. The committee will send its recommendations to the Provost and the President for final approval.

Please note: The number of applicants who are approved for the new levels in any given year will be determined both by the quality of the applications and by budgetary Restrictions.

*Note: Professor/Senior Level and Associate Professor/Senior Level were approved by FSU Faculty Senate on 11/09/04, the Board of Governors on 11/29/04 and the HEPC on 1/27/05.*

#### **Deadline and Notes**

The deadline for applications, including letters from the Deans, shall be determined by the Provost. Such deadlines shall be communicated to faculty at least one calendar year in advance.

#### **Promotion in Rank or Application for Tenure**

A faculty member seeking promotion in rank or tenure starts the procedure by submitting the required Promotion or Tenure Application packet, vita, and portfolio having relevant documents to his/her Dean or Chair early enough so that they can complete the evaluation and submit it, along with the Application and Portfolio, to the Provost by the deadline determined and communicated to the faculty by the Provost.

Evaluations of the candidate by two peers within the academic unit are required, one peer to be chosen by the candidate and one by the Dean or Chair. If the candidate is a department Chair or Dean, one peer evaluator will be selected by the Provost.

Each peer must submit his/her evaluation directly to the Provost by the deadline determined and communicated to the faculty by the Provost. These evaluations are part of the application packet.

The Provost shall verify that official transcripts confirm the candidate's qualifications. The Provost will then forward the Application and Portfolio to the Faculty Personnel Committee for its consideration and recommendation. After deliberation, the Committee will send its report, with comments and recommendations, to the Provost who will forward the Application and Portfolio to the President along with the Personnel Committee's recommendations and the Provost's recommendations.

The President of the University will make the final decision about promotion. The President will then inform the candidate of the decision regarding the promotion.

#### **APPLICATION MATERIALS AND GUIDELINES**

Applicants must submit materials to their Chair sufficiently in advance of the deadline for the Chair to review and submit to the Dean in time for review and submission to the Provost.

Applicants applying for both promotion and tenure need to prepare only one portfolio but should include application materials for both.

An applicant who performs academic duties in more than one administrative unit or academic unit must be evaluated separately by each Chair and Dean.

Under procedures approved by the Faculty Senate on November 21, 2003, an applicant whose teaching duties are divided equally between two academic units must have evaluations submitted by two peers in each unit, following the peer selection process described above. If the applicant teaches more courses in one academic unit than in another, evaluations must be submitted by peers in the school where the greater number of courses is taught.

The following criteria apply to the application packet:

- Portfolios may be submitted in a binder that is no larger four inches or electronically using a format designated by the Provost.
- The outside of the portfolio should include, at a minimum, the name of the applicant and the action(s) [promotion, tenure, or promotion and tenure] sought.
- A Table of Contents must be included.
- Tabs must be used to separate sections.
- Because so many people must handle the portfolio, applicants should consider using sleeves for each page for protection and durability.

**1. Application Packet:** The packet should be organized in this format:

- Application coversheet(s)

**Commented [SC1]:** We should include guidelines for the electronic format. Last year the Personnel Committee received an electronic submission that was 900+ pages.



- Evaluation from the Chair and/or Dean, which must include in-class observation. In-class observations must document the date and time of the observation, the course name, meeting place, and number of students in attendance.
- Evaluations from two peers, one chosen by the applicant and one chosen by the Dean. All evaluations must include in-class observation. In-class observations must document the date and time of the observation, the course name, meeting place, and number of students in attendance.
- Applicants for promotion and/or only, will have two observations and evaluations from peers and one evaluation from the Dean or Chair. Note that all evaluations are to include classroom observation, with specific information about the class observed to be included.
- Applicants who wish to use out-of-field observers must discuss this with the head of his or her academic unit.

*Materials for the packet are available in the Forms Repository online. The evaluations are sent directly to the Provost. The Personnel Committee will insert them into your portfolio.*

**2. Vita:** The vita should be organized in the following format:

- **EDUCATION PROFILE**
  - A list of degrees attained beginning with the highest degree. Indicate institution, field of study, degrees attained and date. (Official transcripts of all education credentials must be in the Office of the Provost before the Faculty Personnel Committee will consider an application.)
  - Applicants actively engaged in a doctoral program, should identify institution, field of study, date of expected completion and status of progress toward attainment of doctorate. (Official verification of admission to a doctoral program must be on file in the Office of the Provost.)
  - A list of graduate courses completed, and credit hours earned beyond the Master's degree that apply to the doctorate. Indicate institution, course title, graduate credits earned, and year completed.
  - A letter from dissertation committee chair verifying satisfactory progress and expected completion date.
  - If applicable, a list of completed graduate courses not included in a doctoral degree program that indicates the institution, course title, graduate credits earned, and year completed.
  - If applicable, a list of other academic study completed for professional improvement that indicates institution or organization, area of study, credits (if any), certifications, and dates/duration.
- **EMPLOYMENT PROFILE**
  - A list of full-time employment beginning with present position that indicates employer, position/duties, and time spent in the position. (Graduate assistantships, fellowships, or internships should not be included.)
  - If applicable, a list of professional part-time employment that indicates employer, position/duties, and time spent in the position.
  - If applicable, a list of other professional experience, including consulting and grant experience, assistantships, fellowships, internships, etc. Indicate employer, position/duties, and duration of experience.
- **PROFESSIONAL ACTIVITY**
  - Courses taught regularly. A representative sample of course syllabi shall be included in the Portfolio.
  - Courses taught occasionally.
  - Other assignments included in faculty workload.

- Description of any special efforts made to design new programs and courses, to improve the applicant's courses, teaching methods, and professional abilities since the applicant's last promotion.
- Description of advising responsibilities, noting approximate number of advisees per year in each program area.
- Description of research and/or publication activity. Distinguish completed and/or published research and ongoing research activity. Documentary evidence may be included in Portfolio.
- Memberships in professional associations with notation of meetings attended, offices held or papers presented. Documentary evidence may be included in Portfolio.
- Public service activity, including state or local committees, public speaking opportunities, seminars, or workshops conducted, awards, etc. Documentary evidence may be included in Portfolio.
- University committee service, including committee name, responsibility, and years served.
- Academic unit committee service, including committee name, responsibility, and years served. Include committee service in support of assessment or preparation for accreditation.
- Other extracurricular activities such as sponsoring or advising student organizations.

**3. Documentary Evidence:** Documentation should align with your professional activity and be organized according to Teaching, Scholarship, and Service. Sample evidence may include:

- Evaluations of teaching completed by students.
- A representative sample of course syllabi for courses taught.
- Specialized course materials, particularly those that incorporate instructional technology (computer-based courseware, tutorials, laboratory exercises, etc.).
- Evidence of involvement in curriculum development and/or accreditation activities.
- Evidence of excellence in clinical, technical, or professional practice.
- Reprints of published articles, copies of conference programs listing papers presented or abstracts of papers presented.
- Evidence of professional recognition (teaching, research, professional service awards).
- Record of instructional and research grants awarded.
- Any added material the faculty member may wish to submit.

#### **ADDITIONAL EMPLOYMENT INFORMATION**

##### **Assignment of Additional Academic Duties**

Because the performance of duties beyond the regular classroom assignment plays a direct role in the faculty's opportunity for promotion, salary increases, and professional esteem, it is important that such assignments be made fairly and equitably. To achieve this end, the following standards should be observed:

(1) When the need for performance of added duties arises, the Deans or Chairs will announce the exact nature of the assignment, identify qualifications necessary for its accomplishment, and solicit expressions of interest from the faculty of the academic Unit.

(2) In making selections, the Deans or Chairs will do so based on ability alone. Equal opportunity will be given to all faculty, regardless of their race, religion, sex, age, or ethnic origin, sexual orientation, gender identification or disability.

(3) In cases when more than one person has the necessary expertise to perform an assignment, the Dean or Chair will attempt to distribute extra duties equitably among members of the academic unit.

(4) The Dean or Chair is not compelled to make assignments to those faculty who have demonstrated their unwillingness or inability to perform such duties.

#### **EMERITUS STATUS FOR RETIRED PROFESSIONALS**

This policy concerning Emeritus Status has been established in accordance with Series 9, Section 6, and filed in the office of the Higher Education Policy Commission.

The names of retired professionals who are eligible for membership in the Emeritus Program of Fairmont State University shall be forwarded to the Faculty Personnel Committee by the Provost and Vice President for Academic Affairs for review and recommendation to the President of this university. The Faculty Personnel Committee may recommend Professor Emeritus, Faculty Emeritus, or Emeritus status, as appropriate. Upon receipt of a recommendation from the Faculty Personnel Committee, the President may confer Emeritus status.

Eligibility for membership in the Emeritus Program of this university is determined by the following criteria and guidelines:

- (1) The retired faculty member must have held academic rank at Fairmont State University for at least five years.
- (2) The faculty member must have retired from active service according to the provisions of a retirement system approved by the Higher Education Policy Commission.
- (3) A faculty member holding the academic rank of professor on retirement shall be confirmed as Professor Emeritus.
- (4) A faculty member with at least 10 years of full-time equivalent teaching service at Fairmont State University holding the rank of associate professor on retirement shall be confirmed as Professor Emeritus.
- (5) Other faculty members shall receive the designation of Faculty Emeritus, providing they have at least five years of full-time equivalent teaching at Fairmont State University at the time of retirement.
- (6) The Faculty Personnel Committee may recommend waiving the criteria relating to academic rank or years of service for any retiring faculty member who, in the Committee's collective judgment, warrants special consideration.
- (7) Members of the professional staff who do not hold academic rank may be designated Emeritus if such status is conferred by the President of the University.

A retired faculty member or other professional approved by the President for the title of Professor Emeritus, Faculty Emeritus, or Emeritus is entitled to the rights and privileges of full-time faculty members with regard to campus activities. Retired faculty members are reminded to obtain a faculty ID in order to have access to campus activities. A retired faculty member may attend meetings of the faculty and the Faculty Senate as a nonvoting member; be on the University mailing list for usual faculty and alumni bulletins; participate in academic processions; receive a suitable citation; and be listed in University publications as Professor Emeritus, Faculty Emeritus or Emeritus.

#### **Classroom Equivalencies**

The 12-hour per week minimum for classroom instruction is based on the lecture-hour standard, not on credit or contact hours. Therefore, activities which may be classified as a form of instruction, but which differ in amount of time required for their accomplishment, are equated as follows:

- (1) **Laboratory.** Credit for laboratory time is given on a ratio of two hours to one lecture hour.
- (2) **Directing and Coaching University or Department Allied Activities.** Where University credit is not given the ratio is two hours to one lecture hour. In practice, persons engaged in such activities have customarily devoted more time than this formula suggests.
- (3) **Administration.** Time is allowed on a ratio of two clock hours to one lecture hour.
- (4) **Non-Credit Courses.** These are recognized on the same basis as credit courses with respect to time requirement.
- (5) **Private Music Lessons.** Lessons are treated as laboratory hours, i.e., two hours devoted to private lessons equal one lecture hour.
- (6) **Supervision of Student Teaching.** University Faculty observe and mentor student teachers through the Professional Development School Faculty Liaison model. All PDS (Professional Development School) public school partner sites work with a Faculty Liaison as the primary University contact for Teacher Education, professional development, and partnership initiatives.

#### **Conflict of Interest**

The Constitution of the State of West Virginia states: No person connected with the free school system of the State, or with any educational institution of any name or grade under state control, shall be interested in the sale, proceeds or profits of any book or other thing used, or to be used therein, under such penalties as may be prescribed by law:

Provided, that nothing herein shall be construed to apply to any work written or thing invented, by such person.

All employees of Fairmont State University shall abide by the Constitution of the State of West Virginia and shall avoid a conflict of interest between University obligations and no university activities.

## FAIRMONT STATE UNIVERSITY FACULTY HANDBOOK

### APPENDIX A

#### ADDITIONAL CERTIFICATION APPROVALS

**DATE: April 23, 1981**

The MFA is approved as the highest academic degree for faculty members whose primary responsibility is in **Studio Art**.

DATE: December 10, 2002

The MFA is approved as the highest academic degree for faculty members whose primary responsibility is in **Theatre Performance**.

DATE: August 27, 1993

The Commerce Division submits the professional certification of **Certified Public Accountant (CPA)** to be recognized as the "national certification" of accounting faculty for the purpose of meeting, in part, the promotion criteria for assistant professor and associate professor.

This certification is granted by the State Board of Accountancy as authorized by the State Legislature. It is attained by the meeting of certain statutory requirements and the successful completion of the national Uniform Certified Public Accountant Exam which is prepared and graded by the American Institute of Certified Public Accountants. The Uniform Exam consists of four sections--Auditing, Tax, Accounting Theory and Accounting Practice--and comprehensively tests accounting knowledge over a 2 1/2 day period.

The Commerce Division further submits that the experience requirement be fulfilled by working in any of the following capacities:

- A. Licensed, practicing Certified Public Accountant
- B. Appropriate professional accounting employment

DATE: March 18, 2008

SCHOOL OF BUSINESS:

(Adapted from the ASSOCIATION OF COLLEGIATE BUSINESS SCHOOLS AND PROGRAMS [ACBSP] Standards and criteria)

- 1. Professionally Qualified:** To be considered professionally qualified a faculty member may:
  - a. be A.B.D., (i.e., has completed all course work required for a Ph.D. in business or D.B.A., passed the general exams, but has not completed a dissertation) with a major, minor or concentration in the area of assigned teaching responsibilities; **or**
  - b. hold a Master's degree in a business-related field and professional certification (e.g., C.P.A., C.D.P., C.F.M., C.M.A., P.H.R., etc.) appropriate to his or her assigned teaching responsibilities; **or**
  - c. hold a Master's degree in a business-related field **and**
    1. have extensive and substantial documented successful teaching experience in the area of assigned teaching responsibilities, and demonstrate involvement in meaningful research and/or programs for the enhancement of pedagogical skills **or**
    2. have five or more years of professional and management experience in work directly related to his or her assigned teaching responsibilities.
- 2. Doctorally Qualified:** To be considered doctorally qualified a faculty member may:
  - a. Hold a doctorate in business with

- 1.a graduate level major, minor, or concentration in the area of teaching responsibility; **or**
  - 2.professional certification in the area of teaching responsibility; **or**
  - 3.Five or more years of professional and management experience directly related to the area of teaching responsibility.
- b. Hold a Juris Doctor (JD) and
- 1.teach business law, legal environment of business or other area with predominantly legal content; **or**
  - 2.hold a business-related master's degree with a specialization in the area of teaching responsibility; **or**
  - 3.hold professional certification and teach in the area of the certification; **or**
  - 4.have five or more years of professional and management experience directly related to the area of teaching responsibility.
- c. Hold an out of field doctorate and meet 1) and 2), and 3) or 4).
1. Demonstrate content area knowledge by evidence of
    - a. 15 hours of graduate course work in the field; **or**
    - b. a master's degree in business with a major, concentration or specialization in the field; **or**
    - c. possess professional certification in the area; **and**
  2. Demonstrate teaching effectiveness in the teaching area including evidence of successful student outcomes; **and**
  - 3.Demonstrate scholarly productivity evidenced by publications in the discipline considered as expert work by external colleagues (refereed journals) or papers in the teaching discipline presented at a national meeting; **or**
  - 4.Demonstrate successful professional practice evidenced by
    - a. substantial professional or management level practice; **or**
    - b. significant involvement in professional organizations related to the teaching field; **or**
    - c. significant consulting activity.

DATE: September 9, 1993

The Division of Technology submits the following national certification and experience requirements pertaining to the new promotion criteria for the following four professional areas.

**ARCHITECTURE FACULTY:**

1. Appropriate National Certification -- Successful completion of the **Architectural Registration Examination (A.R.E.)**

This is a four-day, thirty-two hour examination that is both given nationally and is recognized nationally as the standard for the profession of architecture. Topics covered by this examination include site planning, design, structures, mechanical/electrical/plumbing systems, professional practices, and pre-design.

2. Experience Requirement – The experience requirement may be fulfilled by working in any capacity as a licensed architect.

#### AVIATION FACULTY:

1. Appropriate National Certification -- Successful completion of the examination for the **Federal Aviation Administration's Aircraft Maintenance License with the Airframe and Power plant (A&P) ratings.**

This five-part examination consists of written, oral, and practical skills in each of forty- two technical areas. Topics covered include engineering fundamentals, aviation science/technology, quality assurance, and safety.

2. Experience Requirement -- The experience requirement may be fulfilled by working as an FAA licensed Aviation Maintenance Technician.

#### ENGINEERING TECHNOLOGY FACULTY (Except Safety Engineering Technology):

1. Appropriate National Certification -- Successful completion of the **Professional Engineering certification (P.E.)**

Prior to taking the P.E. examination, a passing grade must be achieved on an eight-hour Engineering Fundamentals examination which covers topics generic to a variety of engineering related disciplines. An eight-hour Principles and Practices of Engineering (P.E.) examination must be passed for professional certification. This examination focuses on specialized engineering disciplines such as Civil, Electrical, Manufacturing, Mechanical, etc.

2. Experience Requirement -- The experience requirement may be fulfilled by working as a licensed Professional Engineer (P.E.).

#### SAFETY ENGINEERING TECHNOLOGY FACULTY:

1. Appropriate National Certifications -- Successful completion of the **Certified Safety Professional (C.S.P.) or Certified Industrial Hygienist (C.I.H.)** examinations.

Prior to taking either the C.S.P or C.I.H. examination, a passing grade must be achieved on an eight- hour Core Examination foreach specialization. Faculty working toward the Certified Safety Professional Exam would take the Associate Safety Professional (A.S.P.) Core Examination and faculty working toward the Certified Industrial Hygienist Examination would take the Industrial Hygienist in Training (I.H.I.T.) Core Examination.

An eight-hour Certified Safety Professional (C.S.P.) or Certified Industrial Hygienist (C.I.H.) examination must be passed for professional certification. These examinations focus on comprehensive practices and management principles within these two specialized fields of study.

2. Experience Requirement -- The experience requirement may be fulfilled by working as a Certified Safety Professional (C.S.P.) or a Certified Industrial Hygienist (C.I.H.).

DATE: March 18, 2008

The School of Nursing and Allied Health Administration submits the following new promotion and tenure criteria in nursing.

1. Professor/Senior Level and Professor: To be eligible to apply for promotion to the rank of professor/ senior and professor, a faculty member must meet the minimum University requirements as outlined under Standards for Academic Rank and Promotion.
2. Associate Professor/ Senior: To be eligible to apply for promotion to the rank of associate professor/ senior, a faculty member must meet the following criteria:
  - a. Meet the time requirements as outlined by the University for promotion in rank AND
  - b. Meet criteria currently in effect for the rank of Associate Professor in Nursing.
3. Associate Professor: To be eligible to apply for promotion and/or tenure to the rank of associate professor, a faculty member must meet the following criteria:
  - a. Hold current national certification by one of the following organizations: National Association of Pediatric Nurse Associates and Practitioners (NAPNAP); Association of Women's Health, Obstetric, and Neonatal Nurses (AWHONN); NLN Certified Nurse Educator (CNE); American Nurses Credentialing Center (ANCC) or certification accepted by the West Virginia Board of Examiners for Registered Professional Nurses for Advanced Nursing Practice AND
  - b. Demonstrate professional and scholarly excellence AND
  - c. Meet the time requirements as outlined by the University for promotion in rank AND
  - d. Meet criteria currently in effect for the rank of Assistant Professor in Nursing.
4. Assistant Professor: To be eligible to apply for promotion and/or tenure to the rank of assistant professor, a faculty member must meet the following criteria:
  - a. Hold a master's degree in nursing AND
  - b. Demonstrate professional and scholarly stature AND
  - c. Meet the time requirements as outlined by the University for promotion in rank AND
  - d. Meet criteria currently in effect for the rank of Instructor in Nursing.
5. Instructor: To be eligible to apply for the rank of instructor, a faculty member must meet the following criteria:
  - a. Hold a bachelor's degree in nursing AND
  - b. Have a minimum of 3 years clinical experience as a registered nurse AND
  - c. Hold an unencumbered West Virginia RN license;
  - d. For continued employment, the instructor must be enrolled in an MSN program within one year of being hired and the MSN must be completed within three years from the beginning of the MSN program.



**DATE: November 11, 2019**

**Approved by Faculty Senate: December 10, 2019**

The National Security and Intelligence (NSI) Program submits the following promotion and tenure criteria.

1. **Professionally Qualified:** To be considered professionally qualified a faculty member may possess a Master's degree in a NSI-related field appropriate to his or her assigned teaching responsibilities; **and** professional certification (e.g., National Defense University, Naval War College, National Intelligence University, etc.) appropriate to his or her assigned teaching responsibilities; **and** have extensive and substantial documented successful teaching experience in the area of assigned teaching responsibilities, **and** demonstrate involvement in meaningful research and/or programs for the enhancement of pedagogical skills; **and** have five or more years of professional experience in work directly related to his or her assigned teaching responsibilities.

2. **Doctorally Qualified:** To be considered doctorally qualified a faculty member may:

a. Hold a doctorate in National Security, Intelligence, Political Science, International Relations or a related NSI field **with:**

1) a graduate level major, minor, or concentration in the area of teaching responsibility.

**or**

2) five or more years of professional experience directly related to the area of teaching responsibility.

b. Hold a Juris Doctor (JD) **and**

1) teach national security law, intelligence law, international law, or other area with predominantly legal content.

**or**

2) hold a NSI related master's degree with a specialization in the area of teaching responsibility.

**or**

3) have five or more years of professional experience directly related to the area of teaching responsibility.