Dear Colleagues,

I write today to welcome all new faculty members to Fairmont State University and to offer my warmest wishes for a rewarding first year here. Hopefully, you will find career satisfaction and a good fit with our students and the institution.

I offer returning faculty admiration and respect for previous accomplishments and support for continuing advancement in your work.

Although the state of West Virginia and higher education in particular have recently faced economic challenge and uncertainty, Fairmont State University remains financially solvent, an affordable college option, and a collegial atmosphere in which to work. I am proud of how we have managed the past several years of change.

Our students and faculty achieved major successes in 2015-16:

The College of Liberal Arts Criminal Justice and Political Science students once again took first second and third place in a variety of national competitions; the Kestrel Literary Journal celebrated its largest attendance in history, and the Boram award winner for excellence in teaching came from Language and Literature, Dr. Elizabeth Savage.

The College of Science and Technology led the regional First Lego League competition, sponsored a NASA exhibition, hosted the regional Math Field Day, held a summer robotics camp, and recently won a grant to install solar energy panels near the library, demonstrating their leadership in helping WV find alternative energy sources. They, too, had an award winner, Dr. Mark Flood, Professor of Biology, for excellence in academic advising.

The School of Business’s Joe Kremer was elected the new Faculty Senate president and Dr. Kremer spoke to and impressed our Board of Governors in February as he described his love of and dedication to his profession. Accounting Professor Leisa Muto received the ACBSP Region 2, Teaching Excellence Award.

The School of Education was recognized by state board of education president Michael Green as WV’s leader in Professional Development Schools; faculty member Amanda Metcalf received the Young Professionals Award from the WV Organization for Health Physical
Education, Recreation and Dance, and Dr. Gwen Jones was featured on the website of Edthena, a videography product she uses in coaching our student teachers.

The School of Fine Arts has successfully launched its Raise the Curtain campaign in order to assure the safety and longevity of the Wallman Hall stage’s fly system, had Art student Hannah Lenhart named by the Tamarack Foundation for the Arts as an Emerging Artist Fellow, and Professor Daniel Eichenbaum received grant funding to continue his innovative New Music Festival.

Our School of Nursing was recognized in the top 1/3 of 100 Schools of Nursing in the eastern United States, received approval from the State Board of Nursing to offer a part-time ASN program for working professionals, and most recently, Julie Furrow, Veronica Gallo, Debra Hoag and Fran Young earned their doctoral credentials.

By working together toward common and clearly articulated goals, we can continue to improve the working environment of our faculty and staff and the learning environment of our students, as well as demonstrate to the Higher Learning Commission that we meet its accreditation standards.

Together, we made 2015-2016 a year of progress and success. I believe we are poised to continue on that path this year.

Sincerely,

(Christina Lavorata)  

Christina Lavorata, Ed.D.  
Provost and VP Academic Affairs
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FOREWORD

The Fairmont State University (FSU) Faculty Handbook contains information about the University, its organizations, governance, policies, rights, responsibilities, and services which are of specific concern to the faculty. The FSU Faculty Handbook is edited by the Office of the Associate Provost and Director of Graduate Studies.

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

The FSU Catalog provides academic and general information, and every effort has been made to avoid duplication in the Faculty Handbook. The FSU Graduate and Undergraduate 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 AWARENESS PROGRAM

In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, Fairmont State University has a Drug-Free Awareness Program designed to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Further inquiries rising from employment issues or concerns may be directed to the Assistant Vice President of Human Resources; student issues or concerns may be directed to the Vice President for Student Services.
FAIRMONT STATE UNIVERSITY

INTRODUCTION

Fairmont State University, a comprehensive, multi-site, selective institution offers a quality education in a diverse and supportive learning environment that fosters individual growth, professional and career development, lifelong learning, global understanding, and a commitment to excellence in academic and community pursuits. Serving the citizenry of north-central West Virginia and beyond, Fairmont State University is a student-centered institution of first choice among students who desire a flexible and relevant learning experience. The University provides a well-rounded education, enabling students to gain the knowledge and skills needed for self-fulfilling, responsible citizenship and employability in a rapidly changing global environment.

The University concentrates its energies and resources on its students, many of whom are the first generation of their families to attend college, adults returning to college or enrolling in higher education for the first time, and transfer students from community and technical colleges. The University, therefore, offers its diverse student body a wide range of programs, flexible scheduling, and support services, all designed to foster success in the modern world. To strengthen intellectual development, all students pursuing a degree at Fairmont State University are engaged in a general studies program, a body of coursework designed to expand their knowledge of civilization, society, scientific inquiry, and artistic expression while preparing them to think critically and communicate clearly. Through these studies, students also explore the interrelationships among disciplines and prepare for a lifetime of learning.

The University is committed to student learning and focuses its resources on programs that prepare students for careers and advanced education in West Virginia and beyond. Along with its significant history of teacher education, Fairmont State University provides a broad spectrum of degree options in business, fine and liberal arts, and social and natural sciences and offers programs with specialized accreditation in engineering technology and health careers. Fairmont State University provides seamless transitions from public schools or certificate programs or associate degrees to baccalaureate degrees. In keeping with its tradition of academic excellence, the institution also provides graduate programs in selected areas as defined by the needs of the region and ability of the institution.

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.

VISION STATEMENT

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

MISSION OF FAIRMONT STATE UNIVERSITY

The Fairmont State University family educates, enriches, and engages students to achieve personal and professional success.
ADMINISTRATIVE STRUCTURE

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.

Administrative Officers

The President is responsible to the Fairmont State University Board of Governors. As chief administrative officer and under the direction of the Chancellor, the President has general authority and responsibility for the institution within the policies and regulations of the Board and of other state and federal authorities.

The President’s Cabinet meets weekly to discuss all strategic and operational issues affecting the institution. Members include: the Provost and Vice President for Academic Affairs, the Vice President for Administrative and Fiscal Affairs, the Vice President for Student Services, the Vice President and Chief Information Officer, and the Associate Vice President—University Communications.

The following personnel report to the President:

The Assistant Vice-President for Human Resources and Campus / Community Relations is responsible for the operation of the human resources program, providing oversight and leadership in the HR functional areas of recruitment and employment, employee development and training; employee performance evaluation; employee engagement and satisfaction; compensation, benefits, rewards and recognition; relevant employment law, relevant regulations and institutional policy; workers compensation administration; employee relations; oversight of relevant HRIS development, utilization and maintenance; EEO/Affirmative Action; Title IX coordination; and oversight of the Employee Assistance Program (EAP).

The Director of Emergency Planning and Chief of Police oversees all emergency operations planning, training, and management, including developing/maintaining written emergency operating plan, policy, and procedures which will include a comprehensive approach to preventing, preparing for, responding to, and recovering from emergency situations; coordinates ongoing training for faculty, staff, and students to promote a safe campus environment; ensures customer service-oriented campus security services while actively enforcing state laws and university regulations (including parking regulations), responding to emergencies, and preventing crime.

The Assistant Vice-President for Facilities and Capital 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.

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. Works closely with Student Activities and Student Retention coordinators.
The Athletic Director reports to the President and is responsible for the overall coordination of all aspects of the institution’s athletic program.

The Provost and Vice President for Academic Affairs is the chief academic and administrative officer of Fairmont State University and is directly responsible to the President. The Provost plans, develops, and coordinates the University’s academic policies and programs.

The Associate Provost & Director of Graduate Studies is directly responsible to the Provost and Vice President for Academic Affairs and assists in the conduct of the academic functions of the University. When necessary, the Associate Provost assumes responsibility for academic matters in the absence of the Provost and Vice President for Academic Affairs. Additionally, in conjunction with the Graduate Studies Council, the Director of Graduate Studies oversees the policies governing graduate education, monitors the quality of graduate programs, and sets goals for enhancing graduate education at Fairmont State University.

The Assistant Vice President for Academic Services reports to the Provost and Vice President for Academic Affairs and is responsible for managing course schedules and the operation of the Gaston Caperton Center in Clarksburg.

College/School Deans, Associate Deans, and Department Chairs are responsible to the Provost and Vice President for Academic Affairs and are charged with implementing academic policies. They have authority to supervise the academic functions of faculty members within their academic units.

The Director for Educational Support Programs reports to the Provost and Vice President for Academic Affairs and coordinates the Office of Exploratory Advising, Office of Retention and the Regents Bachelor of Arts (RBA) Degree Program.

The Office of Exploratory Advising has advisors that partner with students to develop meaningful educational plans that are compatible with their life goals. Exploratory 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.

Placement Testing is also administered through the Office of Exploratory Advising.

The Office of Retention coordinates strategic programs, initiatives and outreach efforts, all designed to support student transition, persistences and success. The work of the staff concentrates in three areas:

- The First-Year Experience
- Parent and Family Programs
- Student Progress and Success Initiatives
The Regents Bachelor of Arts (RBA) Degree Program offers non-traditional 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).

The Vice President for Administrative and Fiscal Affairs reports to the President. The Office of the Vice President for Administrative and Fiscal Affairs has responsibility for the business functions of the campus. The business functions are comprised of Budget, Accounting, Procurement, the Copy Center, the Physical Plant, Food Service Contract, Bookstore Contract, Housing, Student Activities Center, Parking and Campus Safety enterprises. This responsibility includes the development and monitoring of all campus budgets.

The following personnel report to the Vice President for Administrative and Fiscal Affairs:

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

- **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.

- **Director of Procurement** is responsible for all procurement and payment activity assuring policy is being followed. Oversees the Purchase Card Procurement Program for the institution. Is the Chief Procurement Officer.

- **Dining Services** - This is a contract service that reports directly to the Vice President of Administrative & Fiscal Affairs. Net revenues from this enterprise support the operation of the Falcon Center.

- **Bookstore Services** - This is acontract service that reports directly to the Vice President of Administrative & Fiscal Affairs and is overseen by a Bookstore Advisory Committee, and a Textbook Affordability Committee. Net revenues from this enterprise support the operation of the Falcon Center.

The Vice President for Student Services reports to the President and has oversight of Admissions, Financial Aid, and the Office of the Registrar. This position also has oversight of student services, career services, and residence life.

The following personnel report to the Vice President for Student Services:

- **The Director of Admissions and Recruitment**

- **The Director of Career Services**
The Director of Financial Aid and Scholarships

The Registrar

The Director of Residence Life

The Student Affairs Counselor

The Coordinator of Student Disability Issues and Psychological Services

The Office of Assessment and Planning

The Vice President and Chief Information Officer reports to the President and is responsible for the Information Technology Services. The following personnel report to the CIO:

The Director of Application Services

The Director of Library Services

The Director of Networks, Security, and Servers

The Director of the Project Management Office (PMO)

The Director of the Teaching and Learning Commons

The Assistant Vice President—University Communications reports to the President and 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 report to the Assistant Vice President—University Communications:

**Director of Marketing and Branding** guides and coordinates the overall marketing plans and strategies for the University, focusing on the enhancement of the University brand.

**Director of Publications** is responsible for directing the university’s publications programs and serving as the editor and production supervisor of the university magazine. This position works closely with the Office of Admissions and Recruitment in the creation and execution of the Recruitment Communication Plan.

**Director of Creative Services** leads and provides the overall creative vision and direction for print publications in support of applying and maintaining strong, consistent brand identity for Fairmont State University.

**Photographic Services Manager** is responsible for the photographic needs of the University. The photographer is responsible for high-quality, professionally still
photography. The manager works with others in Creative Services, Marketing, Communications, Admissions, Retention, Schools, and Colleges to provide images for printed materials and electronic media showcasing the best Fairmont State University has to offer. In addition, photographic services’ covers the people, performances, and events associated with the campus that are newsworthy and provide excellent examples representing the quality of life and academics on campus. Purchasing and maintaining photographic equipment to provide both studio and event photography, and management of photographic archives are included in the duties required for this position.

The Director of Alumni Relations coordinates opportunities for Fairmont State Alumni. The Director also serves as the Executive Director of the Fairmont State Alumni Association, a private 501 (c)3 that’s led by a board of Fairmont State graduates.

Executive Director of Corporate and Foundation Relations works with the administration and faculty to identify, cultivate and solicit private grants in support of funding opportunities to ensure a coordinated approach to securing grants from private foundations and corporations. This position works in conjunction with the Fairmont State Foundation, Inc., an independent 501 (c)3 organization established to raise funds in support of Fairmont State University.

Faculty

Individual faculty members are responsible directly to the Department Chairs and Deans for standards of excellence and performance. They have authority to influence academic policies through them and representatives in the Faculty Senate. 

Faculty Communication Channels

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

Faculty Senate and Faculty Senate Committees

The Faculty Senate represents the FSU faculty and has the authority and responsibilities described in the Faculty Senate Constitution and By-Laws.

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 State Advisory Council of Faculty. This Council provides the HEPC with advisory assistance by representing the respective campus views of the faculties on matters of statewide concern, continuing communication, and coordinating the competencies of the various institutions for the advancement of higher education in West Virginia.
UNIVERSITY GOVERNANCE

INSTITUTIONAL BOARD OF GOVERNORS

Fairmont State University has an institutional Board of Governors consisting of twelve (12) persons as set forth in West Virginia Code 18b-2A-1. The Board of Governor’s membership, meeting schedule and past meeting agendas and minutes, policies and procedures, et cetera can be found on the Fairmont State website by following this link: Board of Governors

THE ACADEMIC AFFAIRS COUNCIL

Fairmont State University’s Academic Affairs Council meets twice monthly 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. The council consists of the Provost, Associate Provost and Director of Graduate Studies, the Academic Deans, Associate Deans, and Department Chairs, the Director of the Gaston Caperton Center, and the Director of the Honors program. As needed, representatives from other departments and services attend the bi-weekly 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.

EDUCATIONAL PERSONNEL PREPARATION ADVISORY COMMITTEE (FSU/EPPAC)

The West Virginia State Board of Education’s Policy Bulletin Number 5100 as approved by that body on April 2, 1982, requires that all institutions of higher education which operate approved teacher preparation programs establish an Educational Personnel Preparation Advisory Committee. Consequently, the FSC/EPPAC was initiated in 1983 to meet that requirement.

The FSU/EPPAC serves as the primary advisory body to the Dean of Education, Health, and Human Performance in developing and reviewing all programs and policies related to the approved teacher preparation programs operated by Fairmont State University. It functions as a complementary structure to the institutional curriculum development process and its related committees and administrative units.
THE CONSTITUTION OF THE FACULTY
OF FAIRMONT STATE UNIVERSITY

PREAMBLE

Acknowledging the principle of shared governance, and recognizing the participatory and advisory role of the faculty and its responsibility for the educational outcomes and corresponding internal affairs of this institution, we, the Faculty of Fairmont State University, do adopt this Constitution to establish procedures whereby this responsibility can be discharged.

We accept that the Board of Governors is charged with the responsibility of establishing policy with respect to the operation of the institution. Further, we recognize that the Board of Governors has placed upon the President of the University full authority and responsibility for its operation. It is within these limits that the Faculty accepts its role in the planning and governance of the institution and of advisement to the President on matters of institutional policy.

ARTICLE I. Name, Purpose, Jurisdiction and Definition

Section 1. The name of this organization shall be the Faculty of Fairmont State University, hereafter referred to as the Faculty.

Section 2. The purpose of this constitution is to provide for the participation of the Faculty in the formulation, implementation, and review of institutional policy and to provide the means for the Faculty to initiate action on matters with which it is directly concerned. These areas of Faculty concern shall include, but shall not necessarily be limited to, the following:
   a. Standards for admission, selection, and retention of students.
   b. Requirements for the granting of degrees.
   c. Curricular requirements for general education.
   d. Additions and deletions of courses.
   e. Development of programs of research, experimentation, and instruction.
   f. Development of library, laboratories and other instructional aids.
   g. Such other academic affairs which are not directly administrative in nature.

ARTICLE II. Membership

The Faculty shall be composed of all full-time teaching or administrative personnel of Fairmont State University who hold academic rank.

ARTICLE III. Organization

Section 1. The principal officer of the Faculty shall be the President of the University who is directly responsible to the Fairmont State University System Board of Governors.

Section 2. In the performance of his/her duties as chief administrator of this University, the President shall cooperate and work with the Faculty in accord with the administrative principles established by the Fairmont State University Board of Governors.
**Section 3.** The principal agent of the Faculty in the exercise of its policy-determining function shall be known as the Faculty Senate. The Faculty hereby delegates to the Faculty Senate the power to act as its representative body in carrying out the purposes expressed in Article 1, Section 2.

**Section 4.** The Faculty may review any action of the Faculty Senate. Such review may be initiated by written petition to the President of the University by any twenty or more Faculty members who are not members of the Faculty Senate. The total Faculty may by a majority vote reverse any action of the Faculty Senate.

**Section 5.** Committees may be organized by the President to assist in the fulfillment of his/her role as chief administrator of the University.

**ARTICLE IV. Meetings**

**Section 1.** The Faculty shall meet when called into session by the President upon his/her own initiative, upon request by the Faculty Senate, or upon written request of twenty or more Faculty members.

**Section 2.** Written notice of the time and place of all Faculty meetings shall be forwarded by the most reasonable and convenient channels to each Faculty member at least forty-eight hours in advance of such meeting.

**Section 3.** The President of the University or his/her designated representative shall preside over Faculty meetings.

**Section 4.** Policy determination shall be by majority vote of members present, and policies shall be effective after passage by the Faculty and approval by the President.

**ARTICLE V. Amendments**

Amendments to this constitution may be made by a two-thirds (2/3) vote of the Faculty. Proposals for amendments must be circulated in writing to the total membership of the Faculty at least thirty (30) days before Faculty vote is taken.

**Addenda**

1. In the event that any provision of this constitution shall conflict with the Rules and Regulations of the Fairmont State Board of Governors, such Rules and Regulations shall govern.

2. Unless otherwise provided in this constitution, all proceedings shall be governed by Robert’s Rules of Order.

**Faculty Senate and Faculty Senate Committees**

The Faculty Senate represents the FSU faculty and has the authority and responsibilities described in the Faculty Senate Constitution and By-Laws. The Faculty Senate members, committee assignments, meeting schedules, et cetera can be found on the Fairmont State website by following this link: Faculty Senate
FACULTY EMPLOYMENT
The following statements apply to all faculty hired prior to July 1, 1999.

Appointments
Faculty appointments are made by the Higher Education Policy Commission upon recommendations of the President for each academic year. The academic year begins in mid-August and extends to mid-May.

Notices of employment, which indicate 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 President within ten days.

Fairmont State University is an equal opportunity and affirmative action employer. It makes no distinctions based on race, sex, color, religion, or national origin.

Credentials
At the time of employment each faculty member must submit to the Provost’s Office an official transcript(s) of all undergraduate and graduate credits. Credits subsequently earned should 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 reasonable period of time. Faculty members are urged to continue their graduate work 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 and Vice President for Academic Affairs.

Criteria and Guidelines for Promotion in Rank
The following guidelines apply to all persons seeking promotion after July 1, 1990.

---

1 Amended by Personnel Committee, March 6, 1980
2 Amended by Personnel Committee, March 6, 1980
In accordance with Series 9 of the Higher Education Policy Commission, promotion in rank is granted to faculty by the President of the University. Faculty who are assigned administrative or staff duties and who hold rank may also qualify for promotion. Applications for promotion must be prepared and submitted according to established procedures. All education requirements for promotion must be completed prior to consideration of the application.

The Faculty Personnel Committee evaluates applications and supporting documentation and then submits its recommendations for promotion to the President (through the Provost and Vice President for Academic Affairs). Evaluation for promotion is 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.

**Standards for Academic Rank and Promotion**

It is the responsibility of the applicant to have complete transcripts on file in the President'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.

**PROFESSOR/SENIOR LEVEL**

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

1) **eighteen** years of combined college teaching and/or equivalent professional experience;

   **AND**

2) **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 Professor rank described in the *Fairmont State University Faculty Handbook.*

**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**

---

3 Amended by Faculty Senate, October 11, 1988
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, 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.

In addition, 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 the Fairmont State University Faculty 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.

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, 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;\textsuperscript{4}

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, 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:

1) six years of college teaching experience or equivalent professional experience;

OR
2) four years of college teaching experience or equivalent professional experience after attainment of the doctorate.

In addition, three years of teaching experience at the assistant professor rank must be acquired at Fairmont State University prior to promotion.

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\textsuperscript{5} 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

\textsuperscript{4}Approved by the Faculty Senate, May 11, 1993
\textsuperscript{5}Amended by Faculty Senate, October 11, 1988
experience will be identified at the College/School level and subject to approval by the Faculty Senate;\(^6\)

**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, 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.\(^7\)

**INSTRUCTOR:**

A Master's degree is required for the rank of instructor.

Criteria and Guidelines for Tenure

Tenure exists for the experienced faculty member to assure academic freedom, to provide professional stability, and to protect against capricious dismissal. Faculty members who qualify for tenure demonstrate a wide range of criteria relating to teaching, scholarly activity, possession of terminal degrees, service to the college community, and potential for professional growth (see HEPC, Series 9, Section 9). Tenure results from action by the President after consultation with the appropriate academic unit.

A faculty member is employed in one of three classifications: tenured, probationary, or temporary. Probationary faculty are full-time employees in a tenure-track position; at the end of six years any non-tenured faculty member will be given written notice of tenure, or offered a one-year written terminal contract of employment. Tenure may, however, be granted to a faculty member at any time during the probationary period. Generally, probationary faculty are not granted tenure appointment by the President before fulfilling six years of service at this University.

**Early Tenure**

\(^6\) Approved by the Faculty Senate, May 11, 1993

\(^7\) Amended by Faculty Senate, October 11, 1988
In accordance with HEPC, 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 substantially enables the University to fulfill its mission.
FACULTY
(For Faculty Whose Initial Appointment Occurred on or after July 1, 1999)

FACULTY EMPLOYMENT

Appointments

Faculty appointments are made by the Higher Education Policy Commission upon recommendations of the President for each academic year. The academic year begins in mid-August and extends to mid-May.

Notices of employment, which indicate 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 President within ten days.

Fairmont State University is an equal opportunity and affirmative action employer. It makes no distinctions based on race, sex, color, religion, or national origin.

Credentials

At the time of employment each faculty member must submit to the Provost’s Office an official transcript(s) of all undergraduate and graduate credits. Credits subsequently earned should be verified to the Provost by official transcript(s). To be acceptable, all credits, degrees and licenses must be earned at institutions accredited by nationally or internationally recognized regional or professional agencies.

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 reasonable period of time. Faculty members are urged to continue their graduate work 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 and Vice President for Academic Affairs.

Criteria and Guidelines for Promotion In Rank

The following guidelines apply only to persons whose initial appointment to the University occurred on or after July 1, 1999.

In accordance with Series 9 of the Higher Education Policy Commission, promotion in rank is granted to faculty by the President of the University. Faculty who are assigned administrative or staff duties and who hold rank may also qualify for promotion.

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8 Approved by Faculty Senate, March 18, 1999
9 Amended by Personnel Committee, October 11, 1988
10 Amended by Personnel Committee, March 6, 1980
Applications for promotion must be prepared and submitted according to established procedures. All education requirements for promotion must be completed prior to consideration of the application.

The Faculty Personnel Committee evaluates applications and supporting documentation and then submits its recommendations for promotion to the President (through the Provost and Vice President for Academic Affairs). Evaluation for promotion is 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.

Five years from July 1, 1999, the Faculty Senate will appoint a committee of all academic ranks to monitor promotion and tenure guidelines that will document the strengths and weaknesses of the guidelines. The report will be ready seven years from the implementation of the guidelines. There shall be no practice of granting promotion routinely nor of denying promotion capriciously.

**Standards for Academic Rank and Promotion**

It is the responsibility of the applicant to have complete transcripts on file in the President's office prior to applying for promotion. All degrees and credits must be earned at institutions accredited by nationally or internationally recognized regional and professional agencies and must be verified by official transcripts. Employment in part-time, summer term, graduate assistant positions, or temporary positions at other institutions is not credited toward experience in rank. However, 'If the status of a faculty member changes from temporary to tenure-track, the time spent at the institution may, at the discretion of the President, be counted as part of the tenure-track period.' (See Section 4.4 of Title 133, *Procedural Rules, HEPC*, Series 9). Deficiencies in academic preparation, professional experience, and/or application procedures render one ineligible for consideration for promotion.

**PROFESSOR/SENIOR LEVEL**

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

1) **eighteen** years of combined college teaching and/or equivalent professional experience;

   **AND**

2) **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 Professor rank described in the *Fairmont State University Faculty Handbook*.

**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;  

AND  

2) have achieved professional and scholarly eminence. Scholarship will be broadly defined to include not only the scholarship of discovery (e.g., publications in nationally or internationally recognized professional journals, professional awards or honors, professional papers delivered at national or international conferences, service as consultant to nationally or internationally recognized groups or agencies), but also the scholarship of teaching (with recognition for the inclusion of educational technology into instruction), integration, and application; the development of new courses and/or laboratories; and creative exhibits, performances, and/or presentations. 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  

2) have equivalent professional experience.

An application for promotion to Full Professor will be successful only after the candidate has completed six years in the rank of Associate Professor, a minimum three years of which must have been completed at Fairmont State University. Promotion to Professor is granted on the basis of performance, not length of service. Earning promotion may take longer than six years.

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.

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.

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 the Fairmont State University Faculty Handbook.
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 terminal degree appropriate to the teaching field (See Appendix A for additional certifications acceptable in lieu of a terminal degree);

OR

2) hold current 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

3) have achieved professional and scholarly distinction. Scholarship will be broadly defined to include not only the scholarship of discovery (e.g., publications in nationally or internationally recognized professional journals, professional awards or honors, professional papers delivered at national or international conferences, service as consultant to nationally or internationally recognized groups or agencies), but also the scholarship of teaching (with recognition for the inclusion of educational technology into instruction), integration, and application; the development of new courses and/or laboratories; and creative exhibits, performances, and/or presentations. Primary consideration will be given to that professional and scholarly distinction accrued since the attainment of the current rank.

EXPERIENCE:

1) six years of college teaching experience or equivalent professional experience

OR

2) four years of college teaching experience or equivalent professional experience after attainment of the doctorate.

An application for promotion to Associate Professor will be successful only after the candidate has completed six years in the rank of Assistant Professor, a minimum three years of which must have been completed at Fairmont State University. Promotion to Associate Professor is granted on the basis of performance, not length of service. Earning promotion may take longer than six years.

ASSISTANT PROFESSOR:

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

11 Approved by the Faculty Senate, May 11, 1993
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) hold an advanced degree, current 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 will be subject to approval by the Faculty Senate);12 AND

3) demonstrate professional and scholarly excellence. Scholarship will be broadly defined to include not only the scholarship of discovery (e.g., publications in nationally or internationally recognized professional journals, professional awards or honors, professional papers delivered at national or international conferences, service as consultant to nationally or internationally recognized groups or agencies), but also the scholarship of teaching (with particular recognition for the inclusion of educational technology into instruction), integration, and application; the development of new courses and/or laboratories; and creative exhibits, performances, and/or presentations.

Primary consideration will be given to that professional and scholarly achievement accrued since the attainment of the current rank.

EXPERIENCE:

The experience requirement may be waived for persons with an earned doctorate or terminal degree 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.13

INSTRUCTOR:

A Master’s degree is required for the rank of Instructor.

Criteria and Guidelines for Tenure

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12 Approved by the Faculty Senate, May 11, 1993
13 Amended by Faculty Senate, October 11, 1988
The following guidelines apply only to persons whose initial appointment to the University occurred on or after July 1, 1999. Tenure exists for the experienced faculty member to assure academic freedom, to provide professional stability, and to protect against capricious dismissal. 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 Community, and potential for professional growth as are required for appointment to the appropriate academic rank (see HEPC Series 9, Sec. 9). Tenure results from action by the President at the conclusion of application process. Tenure is not automatic: faculty members apply for tenure at the beginning of the sixth year in a tenure-track appointment.

A faculty member is employed in one of three classifications: tenured, tenure-track, and temporary. Tenure-track faculty are full-time employees in a position designated by the University as potentially leading to a tenured appointment; at the end of six years any non-tenured tenure-track faculty member will be given written notice of tenure, or offered a one-year written terminal contract of employment. In rare instances (see criteria below), tenure may be granted to a faculty member before the end of the sixth year. Generally, tenure-track faculty are not granted tenure appointment by the President before fulfilling six years of service at this University.

Early Tenure
In accordance with Section 10.3 of Series 9, 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,
2. Outstanding teaching performance in a field for which there is both national demand and projected long-term demand,
3. Service which uniquely enables the University to fulfill its mission.

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 rendered since the attainment of the current rank.

Evaluative Criteria
These criteria are qualitative in nature. The 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 through the use of 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 School,

(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) Merit Evaluations 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. This committee will be comprised of University faculty who have attained the Senior Level designation; this committee will review senior level applications for both the University. This committee structure will be
reviewed after two years. 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.

**Deadline and Notes**

Applications, including letters from the Deans, must be in the Provost’s office by the **first working day in December**.

*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.*

**Promotion to Other Ranks or Tenure**

A faculty member seeking promotion in rank or tenure initiates the procedure by submitting the required Promotion or Tenure Application packet, vita, and portfolio containing relevant documents to his/her Dean early enough so that the Dean can complete the evaluation and submit it, along with the Application and Portfolio, to the Provost and Vice President for Academic Affairs by **December 1**.  

Evaluations of the candidate by two peers within the College/School are required, one peer to be chosen by the candidate and one by the Dean. If the candidate is a school chairperson, one peer evaluator will be selected by the Provost and Vice President for Academic Affairs. Each peer must submit his/her evaluation directly to the Provost and Vice President for Academic Affairs by **December 1**. These evaluations are part of the application packet.

The Provost verifies that official transcripts confirm the candidate’s qualifications. The Provost then forwards the Application and Portfolio to the Faculty Personnel Committee for its consideration and recommendation. After deliberation, the Committee sends its report to the Provost and Vice President for Academic Affairs who forwards the Application and Portfolio to the President along with the Provost’s recommendation.

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

**APPLICATION MATERIALS AND GUIDELINES**

Submit materials to your Dean in time for review and submission to the Provost by **December 1**. Note differences in the guidelines depending on the year you were hired: before July 1, 1999 or after July 1, 1999. If you are applying for both promotion and tenure, you need to prepare only one portfolio. Be sure to include application materials for both.

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

15 An applicant whose teaching duties are divided equally between two schools is required to have evaluations submitted by two peers in each school, following the peer selection process described above. If the applicant teaches more courses in one school than in another, evaluations must be submitted by peers in the school where the greater number of courses is taught.

Revised by Faculty Senate November 21, 2003
• Portfolios must be no larger than a four inch binder.
• The outside of your portfolio should have, at a minimum, your name and the action(s) [promotion, tenure, or promotion and tenure] you seek.
• Create a Table of Contents.
• Use tabs to separate sections.
• Because so many people must handle your portfolio, consider using sleeves for each page for protection and durability.

1. Application Packet: The packet should be organized in this format:
   • Application coversheet(s)
   • Evaluation from 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 Peers: An evaluation of the faculty member’s performance by a colleague designated by the 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 Peers: An evaluation of the faculty member’s performance by a colleague designated by the applicant, 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.
   • If you are applying for promotion only, you will have two observations and evaluations from peers and one evaluation from your dean. Note that all evaluations are to include classroom observation, with specific information about the class observed to be included.
   • If you are applying for tenure only, you will have two observations and evaluations from peers and one evaluation from your dean. Note that all evaluations are to include classroom observation, with specific information about the class observed to be included.
   • If you are applying for promotion and tenure, you will have four evaluations and observations from peers (two for promotion and two for tenure). If a candidate is not being recommended for tenure, the dean would not recommend that candidate for promotion. If, however, the dean recommends for tenure, he/she may or may not recommend for promotion as well.
   • If you wish to use out-of-field observers, please discuss this with your dean.

   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.)

- If actively engaged in a doctoral program, 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.) Include 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. Include a letter from dissertation committee chair verifying satisfactory progress and expected completion date.

- If applicable, include a list of completed graduate courses not included in a doctoral degree program. Indicate institution, course title, graduate credits earned, and year completed.

- If applicable, include a list of other academic study completed for professional improvement. Indicate 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. (Do not include graduate assistantships, fellowships, or internships.) Indicate employer, position/duties, and time spent in the position.

- If applicable, report professional part-time employment. Indicate employer, position/duties, and time spent in the position.

- If applicable, report other professional experience. Include 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 may 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 your courses, your teaching methods, and your professional abilities since your last promotion.

- Description of advising responsibilities. Indicate 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. Indicate meetings attended, offices held or papers presented. Documentary evidence may be included in Portfolio.
• Public service activity. Identify state or local committees, public speaking opportunities, seminars or workshops conducted, awards, etc. Documentary evidence may be included in Portfolio.

• University Committee service. Indicate committee, responsibility, and years served.

• College/School Committee service. Indicate committee, 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;

• Copies of merit evaluations;

• 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 additional 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 additional 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 on the basis of ability alone. Equal opportunity will be accorded to all faculty, regardless of their race, religion, sex, age, or ethnic origin.

(3) In cases when more than one person has the necessary expertise to perform a particular 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 obligated to make assignments to those faculty who have demonstrated their unwillingness or inability to perform such duties.

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 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) **Supervision of Student Teaching.** University Faculty observe and mentor student teachers through the Professional Development School Faculty Liaison model. All PDS 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 non-university activities.
Faculty Absences

If a faculty member is absent from a class, one of the following is to be done with the approval of the Dean or Chair:

(1) Reschedule the class in advance of the absence.
(2) Have a colleague teach the class.
(3) Schedule other instructional activities at the time the class is to meet, to be supervised by other official University personnel.

Refer to HEPC Series 38, Section 5, “Employee Leave, Sick and Emergency Leave” for the procedure to be followed. In the case of a faculty member who is absent from teaching duties for reasons other than illness or other personal or family emergency, salary will not be paid unless classes have been arranged as outlined above.

Refer also to Fairmont State University Board of Governors Policy No. 38, “Faculty Sick Leave” for additional guidance and procedures to follow regarding faculty sick leave.

Absence due to Witness and Jury Leave

Refer to HEPC Series 38, Section 12, Witness and Jury Leave by following this link: HEPC Series 38 - Employee Leave.

Faculty Employed Beyond Normal Nine-Months

Faculty members employed for more than a nine-month period, but less than twelve months, follow the same schedule as regular faculty members when school is in session. When school is closed or during periods when they are not teaching classes, they follow the same schedule as that maintained by the administrative offices throughout the period of their official appointment.

Faculty members employed for twelve months follow the same work schedule at all times as that maintained by the administrative offices.

For some such faculty, the nature of the work requirements precludes the possibility of performing the necessary responsibilities within prescribed clock hours. For such persons a description of the deviation should be filed with the office of the chairperson, or another individual to whom directly responsible, and approved by that person and the Provost and Vice President for Academic Affairs.

Off-Campus Instruction

Off-campus classes should be developed as an integral part of institutional programming following the academic standards set for campus instructions. Supervision of off-campus classes will be by full-time personnel.

(1) As often as possible, full-time staff should be assigned to off-campus classes as part of the regular teaching load.

16 Approved by the West Virginia Board of Regents, effective January 23, 1978
Academic qualifications of part-time faculty should be commensurate with those of full-time faculty.

When staffing from (1) and (2) above cannot be provided, a full-time staff member may be assigned one course on an overload basis excluding independent study projects.

Office Hours

Student advising is an important part of the faculty member’s responsibility. Faculty members are responsible for academic advisory service to an assigned number of majors. In addition, faculty members make themselves available for advice and assistance to those students under their instruction. Accordingly, it is important that faculty regularly schedule a number of office hours appropriate to fulfill advising responsibilities and post them on their office doors, including at least one hour each day, Monday through Friday that classes are in session. No classes or office hours should be scheduled on Tuesday and Thursday from 12:30 to 1:30 p.m. No standard prescription is provided for the amount of time that faculty members need to spend on campus, whether in their office or in some other setting. Determination of the appropriate number of total weekly office hours or hours spent on other professional activity on the campus is made within each academic unit and approved by the Dean or Chair.

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. The review will take place during a meeting with each appointee.

The reviewer will 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.

Faculty Workload

The workload of full-time faculty members may include any or all of the following: instruction and evaluation, student advising, committee assignments and faculty meetings, consultation, in-service programs, preparation for teaching, professional and scholarly development, and research. Classroom instruction and related obligations represent the greatest expenditure of effort for most full-time faculty members. The minimum teaching load is 12 credit hours, or equivalent, each semester. As enrollments fluctuate, the teaching load may exceed the minimum.
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.

**Teaching Loads of Chairs**

Chairs occupy a special position. They are considered full-time faculty, 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. Accordingly, their teaching loads are established at a minimum of six (6) hours per semester, which may include classroom or lab instruction. Financial assistance will be given, whenever possible, to attend professional meetings.

**Teaching Loads of Deans**

Deans occupy a special position. They are considered full-time faculty, 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. Financial assistance will be given, whenever possible, to attend professional meetings.
FACULTY RESPONSIBILITIES

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

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

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

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

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

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

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

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

________________________________________________________________________________________________________________________________________

2

for purpose of ______________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

3

_____________________________________________________________
(Date)      (Signature)

___________________________________________________________
(Student Identification Number)

NOTE: If an FSU student so requests, FSU shall provide him or her with a copy of the records disclosed.
1  Name of FSU student.
2  Identification of party or class of parties to whom the disclosure may be made.
3  Purpose of disclosure.
Academic Advising - General Procedures

(1) Deans and Chairs assign faculty to serve as advisors.
(2) Students are assigned an advisor on the basis of the best information available concerning their academic objectives. Students who are not sure who their advisor is should check online via the student web product.
(3) Faculty members are assigned advisees according to student’s specific academic objectives.
(4) When a student withdraws or graduates, the advisor must retain any advising records for five years (2 years for nursing). At the end of five years, the records should be destroyed in a manner that will preserve student anonymity.

Advising Students with Disabilities

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

The provision of reasonable accommodations under the ADA requires collaboration between student, faculty, and the office of disability services. In particular, faculty are expected to assist students with providing copies of lecture notes in a discreet and respectful manner if this is an approved accommodation.

Advisor Pre-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 meet with their advisor in order to obtain their PIN number 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 the student’s file the disregard of the advice.

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. Caps and gowns may be rented in the Bookstore.

**Faculty Meetings**

Faculty meetings are held at least four times during the year and special meetings may be held at any time at the call of the President. Faculty members are required to attend these meetings.

The following meeting times have been reserved for certain faculty groups; consequently, no classes or office hours should be scheduled on Tuesdays or Thursdays from 12:30 to 1:30 p.m.

<table>
<thead>
<tr>
<th>Committee</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs Council</td>
<td>Alternate Wednesdays</td>
</tr>
<tr>
<td>Admissions and Credits Committee</td>
<td>Third Tuesday</td>
</tr>
<tr>
<td>Athletics Committee</td>
<td>Tuesday or Thursday (1x each spring)</td>
</tr>
<tr>
<td>Curriculum Committee</td>
<td>Fourth Tuesday</td>
</tr>
<tr>
<td>Faculty Development Committee</td>
<td>Third Thursday</td>
</tr>
<tr>
<td>Faculty Senate</td>
<td>Second Tuesday</td>
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<tr>
<td>Faculty Senate Executive Committee</td>
<td>First Tuesday</td>
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<tr>
<td>Faculty Welfare Committee</td>
<td>Fourth Thursday</td>
</tr>
<tr>
<td>General Studies Committee</td>
<td>Third Thursday</td>
</tr>
<tr>
<td>International Education Committee</td>
<td>Second Thursday</td>
</tr>
<tr>
<td>Library Committee</td>
<td>Thursday (1x per term)</td>
</tr>
<tr>
<td>President's Cabinet</td>
<td>Tuesdays</td>
</tr>
<tr>
<td>School Meetings</td>
<td>First Thursday</td>
</tr>
</tbody>
</table>

**Off-Campus Activities**

It is the policy of the University to encourage the faculty to participate individually and collectively in the religious, cultural, and welfare activities of the community. Faculty are qualified to assume positions of leadership and to provide technical assistance to community organizations. The importance of this relationship to the University and community can hardly be overestimated. The University will profit as greatly as the community. Naturally, community activities should not be undertaken to the extent of impairing effectiveness as a member of the faculty. Neither should faculty members force themselves to participate in activities without having an intrinsic interest in them. If, however, a place in the community can be found where faculty members can make a positive contribution to any of its many important activities, they will at the same time be improving university-community relations.
FACULTY BENEFITS

BASIC RETIREMENT
The State of WV requires participation in a tax-sheltered retirement program for full time faculty. The benefit eligible definition of full-time faculty is one who is employed for a full academic year (at least a nine-month contract basis) for at least (6) semester credit hours teaching per semester and/or administrative responsibilities. Employees are required by WV state law to contribute six percent of their gross pay into the basic retirement plan 401(a), and a six percent match is contributed by Fairmont State University. The funds are fully vested. The Higher Education Policy Commission (HEPC) makes decisions regarding the offered programs.

Two vendors are available for enrollment in the Basic, Deferred Compensation 457(b), and Supplemental 403(b) retirement plans:

Great-West Retirement Services 1-800-537-2033 www.gwrs.com and
TIAA-CREF 1-800-842-2252 www.tiaa-cref.org

SUPPLEMENTAL RETIREMENT
Employees can contribute to both a 403(b) plan and a 457(b) plan. Employees may contribute the maximum IRS allowable amounts to either or both of the following optional retirement plans with no employer match.

Supplemental Retirement 403(b)
A supplemental savings and investment program which enables employees to save additional retirement money through tax deferral. Participation is voluntary, and contributions are not matched. Maximum contribution amounts are limited by law.

Upon separation from service or at age 59½, participants may begin annuity income or make cash withdrawals from supplemental monies. Loans are also available.

ROTH 403(b) is an after-tax plan with qualified earnings distributed as tax-free for individuals 59½ or older or disabled, if withdrawal of funds is made five years after your first Roth contribution. Employees with both the SRA and the Roth will coordinate the maximum contribution amount.

Deferred Compensation Plan 457(b)
A nonqualified, tax-deferred compensation plan, that offers tax advantages to employees. Higher wage earners will benefit by having both plans. The 457(b) public plan has no triggering events; upon termination of employment, monies are available despite age with no penalties.

New Faculty Enrollment Period for PEIA Health and Life Insurances and Mountaineer Flexible Benefit Plans
New hires have the month of hire and the two following months to enroll in health, basic, optional and dependent life, and Mountaineer Flexible Benefit plans. Documentation for
dependents is required for health coverage to be approved (marriage license/spouse; birth certificate/children).

**Effective Date of Coverage:**
Coverage is effective the first of the month following the month of enrollment in the plan. Example: if you are hired in August and enroll, coverage is effective September 1.

**HEALTH INSURANCE**
The WV Public Employees Insurance Agency (PEIA) offers a choice of plans of a preferred provider benefit plan (PPB) and managed care plans (HMO) for employees and their dependents. Employee premiums are based on annual base salary, coverage type (single or family), and the plan selected (see discounts below). New hires have the month of hire and the following two months to select coverage. Coverage is effective the first of the month following the month of enrollment. Premiums are taken on a pre-tax basis. PEIA requires a copy of the marriage certificate to add a spouse, and a copy of the birth certificate for each dependent child from birth up to age 26.

In April, PEIA mails to each employee a “Shopper’s Guide”, which outlines the benefits for the plans offered, and premiums for both health and optional life insurances for the plan year. In addition, refer to the Summary Plan Description booklet for more information. Both booklets are available on the PEIA web site: www.wvpeia.com

**PEIA PPB PLANS A, B, D**
Preferred Provider Benefit Plan premiums for this plan are based on employee and dependent Tobacco Status. Premiums, annual deductibles, and co-insurance amounts are based on the employee’s annual salary. Plan D is for WV residents who receive all care in WV, except emergencies and approved procedures not available in WV.

There are restrictions on traveling outside West Virginia to get medical care. Prescription drugs have a separate plan deductible and out-of-pocket maximum.

**PEIA PPB PLAN C**
A High Deductible Health Plan, which can be paired with a Health Savings Account or a Health Reimbursement Arrangement. Deductibles may be adjusted yearly at the beginning of the plan year. Premiums are based on tobacco status, but not on salary.

Premium Discounts for PEIA PPB Plans A, B, C & D: Tobacco free
Advance Directive/Living Will
Improve Your Score (health screen)

**PEIA MANAGED CARE PLANS**
**HEALTH MAINTENANCE ORGANIZATION (HMO) AND PREFERRED PROVIDER ORGANIZATION (PPO)**
HMO's manage health care for their members by coordinating the use of health care services through Primary Care Physicians. Using assigned providers usually keeps costs lower. A PPO offers a network of providers as well, but you are not required to use a
primary physician and can refer yourself to a provider outside of the network. This can result in higher costs.

PEIA offers HMO and PPO plans with “The Health Plan”. Under the HMO option, members must be referred by the PCP for specialty care within the network. For these plans, family members must live in the plan enrollment area. Premiums are based on salary and tobacco status, and are set by the managed care plan. www.healthplan.org 1-800-624-6961

PEIA LIFE INSURANCE

PEIA Basic Health Plan includes $10,000 term life insurance paid by the institution. Employees not needing health coverage may elect life insurance only. Coverage reduces to $6,500 at age 65.

Optional term life insurance is available to new employees from $5,000 to $500,000. Premiums are based upon employee Tobacco Status, age, and the principal amount selected. Statement of health is required for amounts of $150,000 and over for new hires. Current employees need a statement of health to increase all amounts.

Basic and optional life insurance is decreasing term (premium increases by age, and the amount decreases beginning at age 65).

Dependent life insurance is available to cover the employee's spouse and children.

Active employees with basic, optional, and dependent life insurance are covered for accidental death and dismemberment insurance.

PRE-TAX PREMIUMS

(IRS Section 125 Cafeteria Plan)

Federal Tax, WV State Tax, and Social Security tax are not withheld on premiums for PEIA Basic Health, PEIA Optional Life Insurance up to $50,000, and Mountaineer Flexible Benefit Plans (except the Legal Plan). Changes to pre-tax plans are permitted during the annual Open Enrollment period held each April, or within 60 days of an IRS approved qualifying event (documentation required), such as: Change in legal marital status, dependent status, or employment status; Unpaid leave of absence by the employee or spouse; Open enrollment under your spouse’s employer; etc. See the Summary Plan Description Booklet for a complete list. Mountaineer Flexible Benefit Plans are sponsored by the Public Employees Insurance Agency, and administered by Fringe Benefits Management Company (FBMC). Mountaineer Flexible Benefits Web site: www.myFBMC.com

A Mountaineer Flexible Benefit booklet is also available on the PEIA web site: www.wvpeia.com

Flexible Spending Accounts (FSA)
An IRS approved tax-free account that saves you taxes on eligible medical and dependent care expenses. You authorize per-pay-period deposits to your FSA from before tax salary. As eligible expenses are incurred, you request tax-free withdrawals from your account to reimburse yourself (saving federal, state and social security taxes).

**Medical Expense FSA**

Allows reimbursement for eligible uninsured medical expenses incurred for you, your spouse and dependents. Eligible expenses include dental and vision expenses, medical and prescription plan deductibles and co-pays.

**Health Savings Account (PPB Plan C participants only)**

A tax free account used to pay health care expenses for enrollees in a High Deductible Health Plan (PPB Plan C). Account is owned by the employee, and can be setup thru FBMC or a local bank.

**Limited Use Medical Expense FSA** (use with an HSA account for PPB Plan C participants only)

Funds set aside pre-tax can only be used for dental, vision, and preventive care expenses not covered by the PPB Plan C.

**Dependent Care FSA**

Set aside funds to pay eligible expenses for child or elder care costs tax free. Plan permits reimbursement for eligible expenses for child and elder care costs that allow you and your spouse to work.

**Dental Care**

Delta Dental offers various plans which may change each plan year. Contact the Benefits Office for a Mountaineer Flexible Benefits booklet that outlines each plan.

**Vision Care**

The Vision Service Plan (VSP) offers two plans to help pay for eye care needs. Employees may select either the Full Service Plan or the Exam Plus Vision Plan.

**Hearing Healthcare Plan**

The plan provides discounts on hearing exams, hearing aid devices, batteries, etc.

**Group Legal Plan**

A post tax plan that provides assistance for employees with legal needs (will, power of attorney, deed preparation, sale or purchase of your home, etc.)

**Other Plans:**
Personal Accident Insurance

Life Insurance of North America (INA). This post-tax plan is available in amounts from $10,000 to $100,000 (single or family coverage).

The plan protects against losses due to accidents and pays benefits for paralysis, dismemberment, loss of eyesight, speech or hearing resulting from an accident.

Assurant Short Term Disability

The short term disability plan provides a nontaxable income benefit after 7 consecutive days of illness or the end of sick leave and annual leave, and up to 26 weeks of disability. Faculty in a less than 12 month contract are paid for 14 consecutive days of illness before removal from payroll with or without the STD Plan. The benefit is 60% of basic salary (calculated on a 52 week work year for all employees) up to a maximum benefit of $1,000 per week. Less than 12 month employees can file claims during the summer months. New employees must enroll within the first month of hire; thereafter a statement of health is required. Premiums are based on salary. Faculty must be under care of a physician to file a claim, and should notify the Benefits Office for claim filing information and forms.

The Standard Long Term Disability

The long term disability plan provides a nontaxable monthly income benefit to age 65 or the end of total disability. New employees must enroll within the first month of hire; thereafter a statement of health is required. The benefit begins after six full months of continuous disability (if annual and sick leave have been exhausted for 12 month employees), The benefit begins after six full months of continuous disability or the end of sick leave (12 month employees). The basic monthly income benefit replaces 60% of your monthly wage base up to a maximum of $10,000 per month before offsets (Social Security, Workers Compensation, sick leave, etc). Rates are based upon age and salary. In addition, Standard pays a monthly annuity benefit to a TIAA-CREF or Great-West retirement account, which equals 12% of your monthly wage base.

Faculty must be under care of a physician to file a claim, and should notify the Benefits Office for claim filing information and forms.

Vision Benefit Plan Discounts

Discounts are offered to full time faculty for eye exams, glasses, sunglasses and contact lenses by a group of Board Certified optometrists and ophthalmologists at Regional Eye Associates in Fairmont, Morgantown, and Bridgeport.

REACH Employee Assistance Program, provided by the institution, offers a confidential and professional counseling service to help you and your family resolve job-related, personal and family problems. The program is available 24 hours a day, 7 days a week.

They also have a website with many helpful resources: https://www.reach-eap.com/. Click on “For Employees” at the top and “Employee Login.” Our ID is reach-fsu and our password is reacheap.

Call Reach at 1-800-950-3434 for confidential counseling.
SMART 529 Plan is a tax-advantaged college savings program sponsored by the State of West Virginia Treasurer’s Office. Assets can accumulate tax deferred. Withdrawals for “qualified higher education expenses” are free from federal income taxes. To enroll, call 1-866-574-3542 or visit the web site www.wvtreasury.com

NOTE: All benefit contracts are subject to change.

RETIREE BENEFITS

Health Continuation for Retired Faculty

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

If you 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, you 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 is on this site. You can find your upcoming and old pay check stubs there, change your address and tax-withholding information, download your own W-2’s and use the self-service options available there.

https://www.wvsao.gov/ and click on “myApps” to create and/or sign in to 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
Fairmont State University 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

Workers’ Compensation
FS 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 you turn age 65, whether you are retired or still working. As long as you are a full time active employee with health coverage under your name and social security number, you need to enroll for Medicare Part A only. When you prepare to retire, you must enroll for Medicare Part B. For current information contact Social Security at 1-800-772-1213 or www.ssa.gov

LEAVES OF ABSENCE:
Medical Leave of Absence (FMLA guidelines are followed)
Faculty and staff who miss work due to illness for more than five (5) consecutive days are required under HEPC Policy 38 (even if using sick leave) to submit written medical documentation from the treating physician/provider to Human Resources/Benefits. The medical document must include: individual’s medical condition, diagnosis, prognosis, functional limitations, including duration and treatment plan, if any.
The IRS FMLA (Family Medical Leave Act) requires that the employer track the employee's time off during the leave of absence. Eligible employees are allowed 12 weeks in a twelve month period of job protected leave for serious illness for their own serious illness or for certain eligible family members.

Health insurance and other optional plan coverage shall continue while an employee is on an approved medical leave of absence provided a doctor's statement is provided sufficient medical is submitted to Human Resources/Benefits. The faculty member is required to pay his portion of the health premium, and FSU will continue to pay the employer portion. Faculty members will pay the full premiums for optional plans (life insurance, disability, etc.) on the same basis as an active employee by remitting payment to the Benefits Office.

Faculty Sick Leave Policy #38 states that less than 12 month Faculty will be removed from payroll after 14 consecutive days of illness. Faculty enrolled in short term disability should contact the Benefits Office for claim applications immediately.

Military Leave under FMLA is allowed for a 12 week “qualifying exigency” leave due to a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves. Covered leave must address certain qualifying exigencies such as arranging for childcare, legal or financial arrangements, etc.

Military Caregiver under FMLA entitles a “family member” for up to 26 weeks in a single twelve month period to care for a covered service member (active member of the Armed Forces, National Guard or Reserves) who suffers from a serious injury or illness while on active duty.

Military Leave

An employee who is a member of the National Guard or any reserve component of the armed forces of the US shall be entitled to and shall receive a leave of absence without loss of pay. Status, or efficiency rating, for all days in which active 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 employee 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

The 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 employee 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

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.

**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 your 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. Your employee 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.

Leave of Absence
The Higher Education Policy Commission, upon the recommendation of the President, will grant leaves of absence, without pay, to employees for:

1. Study of advanced degrees
2. Experience designed to improve teaching ability to include:
   a. Travel
   b. Teaching and/or consulting in another institution
   c. Government service
   d. Other experience designed to benefit the institution
3. Illness
4. 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 included in this Handbook.

Sabbatical Leave
The following Sabbatical Leave Policy applies to Fairmont State University personnel. This policy was adopted by the Faculty Senate Personnel Committee during the spring, 1980. The complete Sabbatical Leave Policy of the West Virginia Higher Education Policy Commission and that of the Fairmont State University Board of Governors can be found in the “Policies” section at the back of this Handbook.

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.

   (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.\footnote{Employee's obligation changed to one year by legislation and revised Policy Bulletin No. 10 dated May 7, 1985}

Confidentiality Forms

All faculty are required to sign a confidentiality/protection of sensitive information form. The forms are available on the HR website and in the HR Office, and completed forms are to be returned to the HR Office.

TUITION WAIVER PROGRAMS

FAIRMONT STATE UNIVERSITY
TUITION AND FEE WAIVERS (FACULTY, STAFF, SPOUSE, & DEPENDENTS)
JULY 1, 2011 – JUNE 30, 2012

Procedures:  (Effective Fall 2012)

- Effective for the academic year of fall through the following summer, or August through the following July.
- Eligible full-time employees/dependents must receive written approval (signature) from their immediate supervisors (if class is during working hours) no fewer than 30 calendar days prior to the beginning of the semester in which the classes will be taken. Books and other fees will not be covered.
- Tuition and fee waiver authorization forms are available in the Office of Financial Aid. Completed forms should be submitted each semester/term to the Director of Financial Aid by the required deadline.
- Admission to the institution and registration for classes will be by regular enrollment procedures.
- Tuition and fee waivers will be applied first to charges. Any federal, state, and/or private aid will be applied after that. Please note that if any employee, spouse, or dependent is receiving any other tuition and fee funding such as the WV Promise Scholarship, your fee waiver will be reduced to insure you are not receiving funding in excess of your tuition and fee charges, which is prohibited by State regulations.
- Spouses and dependents will be required to file a federal Free Application for Federal Student Aid (FAFSA) by the noted deadline. (Go to www.fafsa.ed.gov for more information.)
- A dependent shall be eligible for tuition waivers as a full- or part-time student provided that the dependent does not exceed twenty-six (26) years of age and meets eligibility guidelines for dependent status as established by the IRS.
- Tuition waiver recipients must maintain a minimum GPA of 2.0 as well as maintain Satisfactory Academic Progress as required by federal financial aid regulations and in accordance with institutional policy. Employees, spouses, and/or dependents on academic or social probation will not be eligible to receive tuition waivers.
• An eligible employee, spouse, or dependent may receive tuition waivers for no more than one hundred and thirty (130) total undergraduate hours, thirty-six (36) total graduate hours or degree completion (bachelor’s or master’s).

• Tuition Waivers will be $750.00 per term, with a maximum of $1,500.00 per year, including any summer sessions. Waivers are limited in number and will be granted on a first-come, first-served basis. Tuition waivers will not be guaranteed from one semester to the next.

• Each President may issue discretionary tuition waivers in support of institutional goals, as well as to assist with the recruitment/retention of personnel.

• The program is not guaranteed from one year to the next.

**Emergency/Security Issues**

All employees and work sites have been provided with an updated Emergency Guide, which is to be kept in a location where it can be quickly accessed. New employees are provided a copy during their orientation in Human Resources.

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

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

**EMERGENCY MEDICAL PROCEDURES FOR STUDENTS/VISITORS AND FACULTY/STAFF**

Follow the Medical Emergency protocol in the Emergency Guide and call 911 immediately for any serious/life threatening medical emergency. Call the Department of Public Safety (4357) immediately after notifying 911.

If a student develops a medical problem or is injured but is able to ambulate, refer him/her to Student Health Services. The Student Health Center is not an emergency facility. Student Health (4155) is located on the 3rd floor of the Falcon Center. Office hours are Monday through Friday 8AM to 4PM.

If a medical emergency occurs after 4:00 p.m. on weekdays or on the weekend, 911 should be called and the Department of Public Safety notified.

**Faculty/Staff – Injury/Illness/Incident Reporting**

Faculty/Staff and student workers are covered by the institution’s Worker’s Compensation. The injured faculty/staff member should report the injury to the Safety Manager and Human Resources within 24 hours of the event, or as soon as possible. The Worker’s Compensation paperwork should begin at the emergency room or first treatment facility. A Fairmont State University / Pierpont Community & Technical College Occupational Illness / Injury / Incident Report Form must be completed. All work related injuries must be
reported to the Safety Manager (4290) and Human Resources (4383 or 4386) as soon as possible. Please be as specific as possible when describing the Illness/Injury/Incident. Please do not delay the reporting of the Illness/Injury/Incident; submit the Faculty/Staff Occupational Illness/Injury/Incident Form even if all the information is not yet available. Either the Employee or Supervisor can complete the form.

If medical attention is needed but the situation is not life-threatening, the employee should go or be taken to Med Express, which is designated as the institution’s primary accident/injury medical care provider. An employee with a life-threatening/serious injury should be taken to the ER.

Student/Visitor – Injury/Illness/Incident Reporting
All Student/Visitor Illness/Injury/Incidents must be reported to the Safety Manager within 24 hours. A Fairmont State University/Pierpont Community & Technical College Student/Visitor Injury & Illness Form must be completed. The Student, Visitor, or Supervising Adult can complete the form. Please be as specific as possible when describing the Illness/Injury/Incident. Please do not delay the reporting of the Illness/Injury/Incident; submit the Student/Visitor Injury & Illness Form even if all the information is not yet available. Please complete the form for any injury or property damage that involves a Student/Visitor including on Student trips directly related to the institution.

When even a minor Student/Visitor accident occurs in a shop, laboratory, gym, etc., it must be reported promptly to the Safety Manager (4290). The injured student may be treated in Student Health Center on the 3rd Floor of the Falcon Center if First Aid is needed. The administrative officer or Dean or Chair is responsible for reporting the accident. The faculty or staff member responsible for supervising the work must report the accident to the administrative officer or Dean or Chair. Attention to this detail is important both for treatment and liability.

Property Damage Only

Please report any property damage as soon as possible to the Safety Manager (4290).

**SUPPORT SERVICES**

**Advertising**

Fairmont State University contracts with a marketing agency for media buying and billing. In consultation with the Office of University Communications, the agency places all advertisements, with the exception of employment advertisements, and processes the invoices. Employment advertisements should be placed through the Human Resources Office or the Office of the Associate Provost.

The Public Relations Office **must review** and approve all copy and artwork for paid external advertisements. Only the Director of Marketing and Branding and the marketing agency on contract have the authority to purchase ads on behalf of Fairmont State University.

Contact Amy Pellegrin (304) 367-4135 or Ann Booth (304) 367-4047.
Bookstore
Tammy Eddy, Manager
2nd Floor – Falcon Center
Phone: 304.333.5871

The Bookstore sells textbooks (including textbooks in digital format) and school supplies that 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 merchandise such as study aids, general reading books, text prep books, residence hall supplies, clothing gifts, gift cards, computer supplies, and imprinted Fairmont State University and Pierpont Community & Technical College items. The Bookstore sells official college rings, diploma frames, and graduation announcements. We conduct textbook buyback every day. We offer on-line textbook ordering through our web-site: www.efollett.com. The Bookstore hours are as follows:

FALL/SPRING  Monday – Thursday  8:00 a.m. – 5:00 p.m.  Friday 8:00 a.m. – 4:00 p.m.
SUMMER  Monday – Friday  8:00 a.m. – 4:00 p.m.

* The store is also open on a few select Saturdays (please check our web-site for more information on Saturday openings and special event hours: fairmont-pierpont.bkstr.com.

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

Grant Writing
External grants and contracts are sought to augment and enhance the educational programs of Fairmont State University. The purposes of the external support must be compatible with the overall mission and goals of the university and must not obligate the university beyond its capacity to conform to their terms.

The Office of Sponsored Grants Accounting is responsible for the overall coordination of grants and contracts for the institution. The Office of Sponsored Grants Accounting in coordination with Vice President of Administrative and Fiscal Affairs also disseminates general grant information, may oversee major grant administration, approves and processes grant request forms, provides feedback regarding grant proposals, assists with budget construction and review, and submits invoices/reports as required by the granting agencies.

Faculty and administrative staff developing grant proposals shall consult with the Office of Sponsored Grants Accounting and the Vice President of Administrative and Fiscal Affairs regarding the advisability of the project and the correct preparation of a grant budget for the proposal. The Executive Director of Corporate and Foundation Relations is also available to assist faculty in acquiring funding from private sources, including grants from foundations and corporations. The staff in the Office of Institutional Advancement can help
faculty identify prospective funding sources and assist in the development of a targeted proposal. In addition to the review process of the Office of Sponsored Grants Accounting, all funding requests to private sources—including foundations, corporations, non-governmental organizations and individuals—must be coordinated through the Office of Communications in order to maintain a coordinated fundraising effort for the benefit of the institution.

Final grant proposals and budgets must be completed at least two weeks before the deadline for submission. Institutional approval from the Office of Sponsored Grants Accounting and the Vice President of Administrative and Fiscal Affairs is required before the grant can be submitted. The most recent version of the required approval forms (Grant Pre-Certification Form and Final Grant Proposal Certification/Submission Form) and the Internal Approval Process guidelines are available from the web site:

http://www.fairmontstate.edu/adminfiscalaffairs/accounting-including-sponsored-grants-accounting

Information Technology:
http://www.fairmontstate.edu/it

Information Technology services are available to all University personnel for instructional, research, and administrative use. Instructional computing clusters are located across campus and remote facilities. In addition, Information Technology maintains and supports centralized servers, software, networking equipment, video distribution, and phone services. These resources are available to all faculty, staff, and currently enrolled students.

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

Information Technology is organized into five functional areas as follows:

1. Application Services, supervised by the Director of Application Services. This area and staff are located on the first floor of Colebank Hall.

2. Networks, Security, and Servers, supervised by the Director of Networks, Security and Servers. This area and staff are located on the first floor of Colebank Hall.

3. Tech Commons, supervised by the Manager of the Tech Commons. This area and staff are located in the Ruth Ann Musick Library.

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

5. Web and Media Technology supervised by the Director of Web and Media Technology. This area and staff are located on the first floor of Colebank Hall.

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

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

**The Libraries of Fairmont State University**

The Ruth Ann Musick Library is located on the main campus and may be used by all faculty, students and staff. The Teaching & Learning Commons at the Caperton Center provides a number of services for faculty and students, including support for Blackboard, help with a variety of technology problems and issues, and assistance with on/off campus library requests and services. 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 that enhance the learning experience. The library’s print and electronic resources are designed to support the curricular needs of the academic program of study offered at FSU and to encourage intellectual and personal growth.

The libraries provide easy access to over 750,000 items including books, E-books, government documents, CDs, DVDs, videos 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 video recorders, and iPad iOgrapher video sets. Our subscriptions to over 50,000 journals, magazines and newspapers, in print or online full text, provide timely information across all academic disciplines.

**Information and Reference 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. Three electronic classrooms in the Musick Library are available for librarians to provide instruction and for professors to use with classes. Librarians are also available to go to classrooms, regardless of location, and to residence halls to provide instruction in the use of the library’s resources. Librarians are available to work with faculty at all off-campus sites and to provide instruction and other reference services. Call the Reference Librarians at 304-367-4121 to arrange for instructional sessions at all locations. Advance notice will be appreciated.

The library on the main campus is open over 100 hours per week during fall and spring semesters, with at least one professional librarian available or on call most hours that the library is open. The librarians provide individualized assistance with projects, research questions, and papers. Further, the librarians appreciate knowing of faculty members’ research interests and specific library-related assignments in order to notify faculty of informational resources which might be of interest.
Over 175 electronic online databases may be accessed via the Internet, through remote authentication from any location in the world where Internet access is available. The authentication process requires the student or faculty member use the FSU Unified College Account (UCA) assigned by the institution. Library staff members are available to assist faculty, staff, and students with setting up and using the UCA.

**CampusGuides and LibGuides**

Musick Library has been transitioning from primarily print and face-to-face instruction to electronically delivered assistance beginning with LibGuides. LibGuides are librarian- and faculty-created guides for both course and topic-related information, allowing for the inclusion of content-rich multimedia and Web 2.0 resources, which promotes self-discovery of information, critical thinking and evaluation skills, and access to current and relevant supplemental course materials. In addition, guides can easily integrate into and complement social networking sites, including Facebook and Twitter. The library’s use of CampusGuides increases the flexibility and reach of library resources by shifting many of its traditional services—electronic reserves, chat/text-based reference help, and guides—to electronic, easily accessible formats.

**Interlibrary Loan**

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

**Online Services**

Musick Library maintains a library web page, at http://library.fairmontstate.edu, which is constantly kept up to date with links to information resources available to faculty and students online via the Internet. Resources include electronic books, downloadable audiobooks, music, e-books, and streaming videos, journal indexes, a wide range of full-text journals online, encyclopedias, style manuals, newspapers, government documents, and bibliographic indexes in all areas of the sciences, social sciences, humanities, and technology. Specialized help in locating resources is available and faculty and students are invited to email questions to the librarians at askalibrarian@fairmontstate.edu. Faculty and students may chat with the librarians using LibChat most hours that the library is open. Librarians are also accessible 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 holdings of all libraries. 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 both faculty and students. The main library currently utilizes both the Dewey Decimal Classification (DDC) and the Library of Congress Classification (LC) systems. Staff members are working to convert all materials to LC classification.
Reserves
Faculty members wishing to place materials on reserve for student use may provide a list of the materials, may email a list, may gather materials and provide them to Circulation staff, or may contact the Circulation Desk at 304-367-4733 and have materials placed on reserve. Materials may be placed on reserve at the Caperton Center or NAEC as well. At least eight (8) hour advance notice will be appreciated. Materials may be placed on three-hour, overnight, three-day reserve, or one-week reserve. Faculty are urged to provide desk copies of textbooks for students to use. Many students are unable to purchase all of the books, and the library provides in-house use of these materials.

Electronic Reserves
Electronic reserves are currently available at http://guides.library.fairmontstate.edu/er.php.

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 in print (books), electronic, or in a multimedia 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 thelma.hutchins@fairmontstate.edu, or by submitting brochures from publishers. Faculty should indicate priority: essential, important addition, or nice to have.

Several thousand videos and hundreds of CDs are located in the main library and are available to faculty and students. The library also provides access to a number of video databases, Films on Demand, Academic Video Online, IndieFlix, and Swank Digital Campus – which contain thousands of educational and entertainment videos. The Circulation staff members will be happy to deliver any materials to faculty in their offices on the main campus. The West Virginia Deli (WVDeli) provides downloadable e-audiobooks, e-books, videos and music. A shared collection from local public libraries and Fairmont State University enhance the offerings and provide a wide range of materials downloadable to over numerous personal electronic devices, including laptops, tablets, and smartphones.

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

- Sunday: 2:00 p.m.—2:00 a.m.
- Monday-Thursday: 7:00 a.m.—2:00 a.m.
- Friday: 7:00 a.m.—10:00 p.m.
- Saturday: 10:00 a.m. – 5:00 p.m.
Exceptions to this schedule will be posted online and at each location. Summer hours are adjusted to the sessions and to faculty/student needs and will be posted before summer school begins.

**Circulation of Materials**

Faculty members and students need to have a current and valid ID card in order to check materials out of the libraries. Print materials for faculty may be checked out for one semester, but are subject to recall if needed by another faculty member or student. Reference materials may circulate for seven (7) days. Videos and CDs circulate for seven (7) days. Materials available from the electronic databases and resources are available 24/7 with internet access.

**PHYSICAL PLANT SERVICES**

**Facilities:**

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.

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 Vice President for Facilities to individual tradesman. All Facilities Department employees work together to achieve unity of effort and consistency in policies and procedures.

**Contact:**

Mr. Tom Tucker  
Assistant VP for Facilities & Capital Projects  
304-367-4139  
E-Mail: Raymond.Tucker@fairmontstate.edu

**Facilities:**

Responsible for maintaining the daily functions of Fairmont State University's institution, facilities department and assist various campus activities and events throughout the year. The building services area maintains all buildings, performs small projects in-house, maintains HVAC schedules for on and off campus buildings, coordinates custodial services for Fairmont State University buildings, provides lock maintenance and campus signage.
Contact:
Mr. Donnie Strand
Assistant Director of Facilities
304-367-4811
E-Mail: Donald.Strand@fairmontstate.edu

Purchasing:
Responsible purchasing officer for the Physical Plant operations. Responsible for coordination of purchasing and installation of small projects. Oversees the facilities and construction bidding opportunities, including contracts. Other responsibilities include contract administration, payments, audit reports and records.

Contact:
Ms. Lenora Montgomery
304-367-4657
E-Mail: Lenora.Montgomery@fairmontstate.edu
Website: http://www.fairmontstate.edu/adminfiscalaffairs/procurement/bidding-opportunities

Supply & Receiving:
The Supply operation provides services and materials to support the Facilities Management mission. Services provided include the purchase and delivery of custodial and maintenance materials to all campus buildings and residence halls. Supply is responsible for coordinating the delivery of all incoming and outgoing campus mail; shipping/receiving of all freight and deliveries of packages.

Contacts:
Mail Service:
Ms. Juddy McMasters
304-367-4243
E-Mail: Juddy.McMasters@fairmontstate.edu

Stock Room & Receiving:
Ms. Brenda Johnson
304-367-4278
E-Mail: bjohnson2@fairmontstate.edu

Grounds and Labor Services:
Grounds and Labor Services embrace the maintenance of the campus grounds (main campus and off-campus sites), maintenance of landscaping, and the preservation of roadways, parking lots and sidewalks on University property. Other services include: designing, planning, scheduling, organizing, and implementing various beautification efforts, and improvements of all campus grounds, athletic and recreation facilities, and other related areas. In addition to cutting grass, trimming hedges, pruning trees and weeding gardens, the Grounds & Labor Services provide snow removal from walks, steps,
and roadways; coordination of contracted services as related to landscaping; complete setup/teardown for all major campus events; pest control; moving of equipment to surplus department as required; moving of equipment and furniture related to construction and space change requests.

Contact:
Mr. James Colanero
Director of Roads and Grounds & Special Events Coordinator
304-367-4165
E-Mail: James.Colanero@fairmontstate.edu

**Construction Management:**

Responsible for planning, coordinating, documenting, and inspecting construction work from project inception to completion. The Construction Project Manager assists the campus community with new construction, renovations, and capital improvements. Other responsibilities include monitoring, analyze estimated costs and schedules, time and cost control, assist with planning and design, shop and coordination drawings, project reports and records, change orders, and close-out procedures.

Contact:
Ms. Stephanie Slaubaugh
Construction Project Manager
304-367-4401
E-Mail: sslaubaugh1@fairmontstate.edu
Website: [http://www.fairmontstate.edu/adminfiscalaffairs/physical-plant/construction-projects](http://www.fairmontstate.edu/adminfiscalaffairs/physical-plant/construction-projects)

**Safety Management:**

The mission is to promote a safe and healthy work environment for all employees and the campus community. The Safety Coordinator works to ensure the safety of the campus community and promotes safety and raises safety awareness. Oversees annual inspections, coordinates with BRIM, inventories fire extinguishers, and provides safety training to the facilities department. The Safety Coordinator works closely with the State Fire Marshal.

Contact:
Craig Crimm
Safety Manager
(304) 367-4290
ccrimm@fairmontstate.edu

**MS4 (Municipal Separate Storm Sewer Systems) Phase II Program:**

Storm Water Management Program (SWMP) designed to reduce the discharge of pollutants to the “maximum extent practicable” (MEP); to protect water quality; and satisfy the appropriate water quality requirements of the Clean Water Act. This requires the development and implementation of Best Management Practices (BMP’s) and the
achievement of measurable goals to satisfy each of the six minimum control measures. The six MS4 program elements, termed “minimum control measures”, are:

- Public Education & Outreach
- Public Participation/Involvement
- Illicit Discharge Detection & Elimination
- Construction Site Runoff Control
- Post-Construction Runoff Control
- Pollution Prevention/Good Housekeeping

For more information and to see what you can do to help please see the Stormwater Program website:

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

**Service Requests: Work Orders & Key Requests:**

All requests for Facilities Department services should be submitted through the electronic Work Order/Key Request System under myCampus. The system allows you to fill out the form.

**Printing and Duplicating:**

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

Contact:
Ms. Joni Bokanovich
Ms. Georgeann Cain
Copy Center Managers
304-367-4185
E-Mail: gcain1@fairmontstate.edu

**Clerical Support Services**

Secretaries, administrative assistants and/or other support staff are available to assist faculty with basic institution-related clerical tasks, such as photocopying or general word processing. Because the support staff generally serves numerous individuals within the unit, faculty members should plan well ahead in order to allow ample time for the completion of their request(s), providing a minimum of two days’ notice whenever possible.

**Media Relations**

The Office of University Communications prepares and distributes news releases regarding Fairmont State University to appropriate media outlets and coordinates other promotional efforts.

All news stories concerning FSU and official activities of FSU personnel must be released through the Office of University Communications. All media contact on behalf of FSU must be coordinated through the Office of Public Relations. This is primarily to avoid the duplication of effort and to preserve smooth working relationships with media outlets.
Media are asked to coordinate their contacts with faculty and staff members through the Office of University Communications. Faculty and staff members who are directly contacted by a reporter should determine whether the reporter has checked in with the Office of University Communications before granting an interview.

Faculty and staff members are asked to assist the Director of Marketing and Branding by reporting newsworthy items and story ideas concerning FSU activities and achievements to the Office of University Communications. **Information should be submitted at least two weeks in advance of the desired release date.** If a photo is needed for the release, the faculty or staff member should contact the Photographic Services Manager to arrange for the photo to be taken or for an existing photo to be copied. The Photographic Services Manager will provide the Director of Marketing and Branding with photos to be distributed to media.

All paid advertising (with the exception of employment ads) must be placed through the Office of University Communications.

Contact Amy Pellegrin (304) 367-4135 or Ann Booth (304) 367-4047.

**Scheduling of Facilities**

For help with facility reservation, please call 304-333-3777. You will be prompted to make a selection based on the room you are reserving, and the system will forward you to the appropriate person.

The following information is required:

Name of requestor  
Location  
Date/time  
Name of function

Please note that Faculty and Staff may also make use of the reservation system online at [www.fairmontstate.edu/reservations](http://www.fairmontstate.edu/reservations).

You will be able to view the events already reserved in various areas as well as reserve rooms as needed. Please note that any reservations made through the online portal will still need to be confirmed with the appropriate personnel, and should not be considered final until confirmation is received.

If the facility has a cost associated with the reservation (currently the Falcon Center, Feaster Center, Duvall-Rosier Field, and the Colebank Gym), please have the four digit “p-card code” for the reservation.

If you are interested in learning how to promote your activities and/or events on the big screen TV in the Nickel area of the Falcon Center, please view the Falcon Center website (Announcements Inside Falcon Center) for complete details.
Library facilities, excluding MMA & MMB, (Training Lab, Student Lounge, Lobby, e-classrooms) may be reserved at no cost through electronic request by submitting the completed form located here: http://library.fairmontstate.edu/services/room-request, or by contacting Charley Hively at 4617, the Reference Desk at 4121, or Circulation at 4733.

**Telephone Service**

The University provides telephone service with an operator on duty from 8:00 a.m. to 4:00 p.m. daily except Saturdays, Sundays, and holidays.

Long distance telephone charges are expensive and the University’s budget for current expense is moderate in amount. Faculty members are requested to use the mail for regular communication and to resort to long distance calling only under conditions which are not appropriate for either e-mail or written correspondence.

Requests for telephone installation, removal, relocation or modification should be submitted to the Tech Commons by calling 304-367-4810 or emailing help@fairmontstate.edu. The Tech Commons can also assist with updating the phone directory, the Felix directory, and with ensuring you are a member of the appropriate distribution groups.

**MOODLE AND BLACKBOARD LEARN AT FAIRMONT STATE UNIVERSITY**

Fairmont State University uses both Moodle and Blackboard Learn as our Online Course Management systems, with the goal of moving most courses to Moodle by Fall of 2017. While both allow faculty to develop and deliver classes using Internet technologies and to enhance face-to-face classes, it is recommended that new faculty use Moodle in order to avoid the extra work of course conversions later. The campus goal is to have all course syllabi and grade books in either Moodle or Blackboard Learn.

**Important Things to Know**

The Tech Commons is located in the library and provides a variety of assistance and support to faculty.

**Moodle and Blackboard Accounts**: Fairmont State University faculty and students have a Unified College Account (UCA). Your UCA is essentially your username. This account is used to access all electronic services including Moodle and Blackboard Learn. If you have not activated your UCA account, visit the myFairmontState portal at my.fairmontstate.edu to activate your account. Please note that your account will not be available for use for approximately 10-15 minutes after completing activation.

**Passwords in Moodle and Blackboard Learn**: One cannot change a password in Moodle, Learn, or any other individual application. All password changes must be made to the UCA via the myFairmontState portal, available at my.fairmontstate.edu. Users that are already logged in should click the “Change UCA Password” link at the left, and users that are not logged in can click the “Reset Password” link on the myFairmontState login screen. Again, please note that the change will not be available for approximately 5-10 minutes.
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 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.

Collaborative Support: The Tech Commons supports faculty and student collaboration. There are several locations in the library set up for this purpose. On the middle floor there is a digital design lab outfitted with Macs, two flat panel displays, and Adobe Creative Cloud software. Also on the second floor are collaborative areas that include projector, laptop connections, directional sound, and comfortable seating. Comfortable seating, computers, and small collaborative areas are also available on the first floor.

Collaboratory: There is a workspace available on the middle floor of the library for all full-time and adjunct faculty. This can be used as a workspace or as a place to meet and collaborate with other faculty. The area is equipped with a TV with laptop hookup, a whiteboard, computers, and comfortable seating. The Tech Commons’ two instructional support staff members have offices next door, so assistance is readily available if needed.

Support: Moodle and Blackboard Learn 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.

Documentation: A link to Moodle documentation can be found at http://guides.library.fairmontstate.edu/c.php?g=454887 A link to the Blackboard Learn Designer and Instructor Reference Manual can be found on our website, at www.fairmontstate.edu/it/tlc. You will need your UCA and password to access this documentation. Here you'll also find online tutorials related to Blackboard.

Faculty can also find information on our Getting Started page at http://www.fairmontstate.edu/it/tech-commons/information-technology-getting-started-guide-faculty or in one of our LibGuides at http://guides.library.fairmontstate.edu/tlcOther Support: The Tech Commons also serves as the university help desk. Most computer, hardware, account, access, or software problems should be directed to the Tech Commons for assistance. Please call 304-367-4810 or email help@fairmontstate.edu.

For additional information regarding the Tech Commons, visit our website at www.fairmontstate.edu/it/tlc
OR contact a member of the staff at 304-367-4810. Alternatively, you can open a ticket via email by emailing help@fairmontstate.edu.

Class Attendance

In the administration of its attendance policy, the University distinguishes two kinds of excused absences: (1) the institutional absence, resulting from participation in an activity in which the student officially represents the University; (2) the unavoidable absence, resulting from illness, death in the family, or other causes clearly beyond the student’s control. Other types of student absences may be regarded as either excused or unexcused at the discretion of the student’s instructor. The University relies chiefly on its faculty to encourage a reasonable pattern of class attendance and on the maturity of its student body to establish such a pattern. Each instructor shall announce clearly at the beginning of each term the attendance requirements and the penalties imposed for nonattendance.

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

Curriculum

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.

(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 [through the Associate Provost], who will be responsible for initial evaluation and recommendation.

(3) After evaluating and consulting with the proposal’s sponsors and other interested parties, the Provost and Vice President for Academic Affairs 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 and Vice President’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 before January 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 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.

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 Higher Education Policy Commission requires the President of the University to
inform the Board as soon as the institution begins to plan for the addition or deletion
of an academic degree program.

Each institution must submit to the Board formal proposals for new academic programs in
conformity with the currently approved Procedures and Format for the Submission of New
Academic Program Proposals.

Arranged Classes and Independent Study

Provision is made for students to take classes through independent study and arranged
classes. No student should be allowed to register for an arranged class unless the needs are
real. Classes should not be taught on an arranged basis if the nature of the course dictates a
more conventional 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.
Final Examinations

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 Changes

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

Grade Reports

Deadlines for turning in final grade reports are announced by the Registrar's Office. All members of the faculty must make the necessary effort to meet the deadlines specified for submitting grade reports. All grades are submitted via the Enrollment Center, Secure Area Log-in on the Fairmont State University webpage.

Incompletes

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

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

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

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18 Approved by Faculty Senate, 1978
19 Approved by Faculty Senate, March 19, 1996
Posting Student Grades

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

Repeating a Course

(Effective: August 2007)
Fairmont State University enforces Series 22 of the West Virginia Higher Education Policy Commission as follows:

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

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

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

Retaining Student Grade Records

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

Scheduling of Classes (Regular Term)

The scheduling of classes each semester is the responsibility of each academic unit and is coordinated by the Registrar and the Provost and Vice President for Academic Affairs. The Provost will make final decisions about the courses to be offered, the number of sections, and the time and place of meeting. No instructor may change the place or time of the class meeting from that on the official schedule unless authorized by the Provost.

Summer Session

The Deans and Chairs are responsible for planning the summer session schedule of courses with sufficient care to meet the interest and needs of students. They assign faculty for
summer teaching assignments. Faculty on standard nine-month contracts are assigned summer session teaching duties on separate appointments; these additional appointments are not guaranteed, nor should it be assumed that they will be made automatically to any faculty member. In assigning summer schedules and teaching assignments primary consideration will be given to the probability of sufficient student enrollment to justify course offerings. Other factors which may be considered are faculty qualifications, equity among faculty members, and availability of funds.

Scheduling of Summer Classes

The proposed schedule of classes for the Summer Session will be prepared by the Deans and Chairs. It is Fairmont State University’s goal to establish a workable summer schedule that makes most effective use of institutional personnel and physical facilities of the University while at the same time provides students with access to courses needed to continue to make progress toward the realization of their academic goals.

Summer Session Salary

Salaries for non-contractual summer teaching assignments will be calculated using a scale similar to that used for Adjunct faculty. The compensation model allows for Faculty salary to be adjusted based on enrollment. Faculty will have the ability to earn additional compensation as their course enrollments grow. Compensation will be reduced for courses with enrollments fewer than 15 students, allowing courses that have been canceled in the past to be offered.

Base pay will be set using course enrollment data on the first day of the class and will not be reduced even if student enrollments decline. The Per Student Bonus amounts for enrollments above 15 students will be set on the last day to withdraw with refund and will be paid in full with the last payroll check for contract.

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, etc.)”. Institutional policy mandates that a student be given 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 or Moodle) 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 following statements are to be used on all syllabi.

Contact Information

(preferred) EMAIL, Phone, Office Hours

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

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

Assessments, Surveys, and Course Evaluations

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

Attendance

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

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

Copyright Notice

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

Disability Services

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

Expectations of Students:

Students are expected to be
Present and attentive in class; aware of official university communication via email;
Prepared for university life; prepared for class
Participating in class and in extra- and co-curricular activities; Polite and respectful to everyone in our academic community.

**Fairmont State University’s Core Values:**
- Scholarship
- Opportunity
- Achievement
- Responsibility

**SOAR with Fairmont State University**

**ADDITIONAL RESOURCES TO AID STUDENT SUCCESS**

**Counseling Service**

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

**Writing Center**

The Fairmont State University Writing Center offers one-on-one peer tutoring to help with writing assignments. This service is free for all full-time and part-time students. Tutors are trained to help with any kind of writing, including essays, research papers, technical documents, and writing in any discipline. Additional assistance is available for students with documented disabilities and those for whom English is not their first language. The Fairmont State University Writing Center is located in Jaynes Hall 308. For hours of availability, check the Tutoring Services college website or call the Center at 304-333-3699. The center accepts walk-ins or appointments.

**Tutoring Program**

An accredited tutoring program, which has been certified by the College Reading & Learning Association (CRLA) International Tutor Certification program, is available for student use. Tutoring is provided for most basic skills courses and a variety of other courses each semester. All students are entitled to free tutoring each semester. Students registered with documented academic accommodations through Disability Services can receive additional services as needed and available. Peer and professional tutors are available through Tutorial Services at 2nd Level Library on a drop-in basis. The office houses study carrels and support materials for one-on-one or small group tutoring sessions. For further information, contact the Director of Tutorial Services at 2nd Level Library or at 367-4081.
Math/Writing Center

The Math/Writing Center located in the Library, 2nd Level offers free drop-in tutoring for all students by professional math and writing tutors. Math help is available for all math courses and math related topics. Help is available with course content, study procedures, problem solving strategies, and overcoming math anxiety.

The Writing Center offers walk-in consultation for all writing assignments including essays, research papers, technical documents, and literary analysis. Professional tutors offer help with all stages of the writing process.

Hours for the center are available on the “Tutorial Services” website. For additional information concerning the center and tutoring at off-campus sites, contact the Director of Tutorial Services at 367-4081.
POLICIES

The following links provide direct access to the policies of the West Virginia Higher Education Policy Commission and the Fairmont State University Board of Governors:

West Virginia Higher Education Policy Commission - Rules and Policies
Fairmont State University Board of Governors' Policies
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 for each 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
   b. Demonstrate professional and scholarly excellence
   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
   b. Demonstrate professional and scholarly stature
   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
   b. Have a minimum of 3 years clinical experience as a registered nurse
   c. Hold an unencumbered West Virginia RN license;
   d. For continued employment, the instructor must be enrolled in a MSN program within one year of being hired and the MSN must be completed within three years from the beginning of the MSN program.