

4-28-1989

Faculty Personnel 3-31-89 (received 4-11-89)

Marshall University

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Faculty Personnel Committee
March 31, 1989 (received 4-11-89)

Recommendation #1

Dr. Hensley moved that we endorse the concept of additional compensation for chairs but ask the Faculty Senate to request that the Provost's Office work with the Council of Chairs and the Dean's Council to formulate a more uniform and specific policy for determining compensation and release time for chairs.

Senate President:

⊛ Approved Rainey Duke Date 4/28/89

Disapproved _____ Date _____

University President:

Approved Dale Fitzgerald Date 5/7/89

Disapproved _____ Date _____

Recommendation #2

Dr. Radig moved that the Part-Time Faculty Manual be accepted as amended. (SEE ATTACHED)

Faculty Senate President:

Approved Rainey Duke Date 4/28/89

Disapproved _____ Date _____

University President:

Approved Dale Fitzgerald Date 5/7/89

Disapproved _____ Date _____

⊛ Slightly different than B & A

PART - TIME FACULTY MANUAL

**Passed through Faculty Personnel Committee
March 31, 1989**

**Passed through Faculty Senate
April 28, 1989**

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PART-TIME FACULTY MANUAL

Definition of Part-time Faculty (excluding School of Medicine)

Part-time faculty are those instructors employed to teach one or more courses, not to exceed a total of six (6) undergraduate hours or three to four (3-4) graduate hours for a designated semester with no commitment on the part of the university for subsequent employment.

II. Qualifications of Part-time Faculty

Competence in the particular course areas to be taught shall be the prime consideration. In addition, the degree qualifications of part-time faculty should approximate those for full-time faculty, i.e., terminal degrees, master degrees or approximate experience. The candidate is required to present evidence of such background. In the teaching of a graduate class all requirements of the graduate school will be met.

III. Employment Process and Written Agreement

When the need arises to employ part-time instructors due to enrollment shifts, sudden personnel changes, etc., it is the responsibility of the department chairperson/division chairperson, with faculty input, to recommend to the dean of the college qualified candidates for employment as part-time instructors. The dean will take the necessary employment steps and subsequently forward this information to the Vice President for Academic Affairs. Recommendations by the department chairperson/division chairperson for part-time instructors of graduate courses must be made to the Dean of the Graduate School for consideration for graduate faculty status.

A written employment agreement between the part-time instructor and the university will indicate:

- assigned responsibility for course/courses to be taught,
- other conditions of employment,
- period of employment,
- compensation, and
- contingency factors.

IV. Conditions of Employment

A. Final implementation of the agreement is subject to the enrollment of a sufficient number of students, based on standards currently employed by the

university with the Board of Regents' approval. Thus, two or more class sessions may meet before a final determination can be made.

B. Part-time faculty's availability to students beyond class hours will be determined by the department chairperson/division chairperson in consultation with the instructor and may vary with the nature and location of the course.

C. The performance of each part-time instructor will be evaluated by the department chairperson/division chairperson or delegated representative and/or dean at the conclusion of each course taught. The evaluation must include a student evaluation of the instructor.

V. Other Duties and Limitations of Part-time

A. The department chairperson/division chairperson will provide a copy of the course requirements to the part-time instructor. This guide should be carefully followed so the student and the instructor will be fully aware of the content of the course in accordance with university policy.

Course Syllabi Policy

During the first two weeks of semester classes (three days of a summer term), the instructor must provide each student a copy of the course requirements which includes the following items: 1) attendance policy, 2) grading policy, 3) approximate due dates for major projects and exams, and 4) a description of general course content.

This policy may not apply to the following types of courses: thesis, seminar, special topics, problem report, independent study, field work, internships and medical clerkships.

- adopted by University Council, March 12, 1980; amended by Academic Planning and Standards Committee, April 10, 1980; approved by the President, May 5, 1980.

B. Part-time instructors in off-campus locations may be called upon to represent the university in distributing and collecting admission and enrollment forms, as well as in procuring and distributing textbooks and other materials. At no times is the instructor to accept currency. It is the intent of the university to keep these peripheral duties to a minimum and provide alternative procedures whenever possible.

C. While off campus part-time instructors will sometimes be looked to as the source of all information about the university, they should direct students to

the appropriate source to provide that information. Instructors are cautioned not to represent themselves as giving final academic advice, as this should more properly and more correctly be given by the students' regular advisor.

D. The Department will provide the Part-Time Faculty member space for student conferences and general academic support services, e.g. typing, telephone, duplicating access, etc.

VI. Orientation Sessions

The department and/or college will provide individual or group orientation sessions for part-time instructors to review their respective roles and to provide an opportunity for new part-time instructors' questions to be answered.

VII. Compensation

The university has a uniform compensation plan. For current rates, check with the academic dean of the appropriate college.

Pay periods will be at _____ intervals during the semester, unless stated otherwise in the written agreement.

Faculty will be compensated for class sessions taught prior to course cancellation.

Appendix A Academic Information

Grades and Quality Points

The following system of grades and quality points is used within the institution:

- A. For superior performance. Four quality points are earned for each semester hour with a grade of A.
- B. For performance distinctly above the average in quality. Three quality points are earned for each semester hour with a grade of B.
- C. For performance that is average quality. Two quality points are earned for each semester hour with a grade of C.
- D. For performance of below-average quality. One quality point is earned for each semester hour with a grade of D.
- F. Failure, given for unsatisfactory work. Zero quality points.
- W. Withdrawn on or before the eighth Friday after the first class day of the regular semester or the third Friday after the first class day in the summer session.
- WP. Withdrawn passing after the "W" period.
- WF. Withdrawn failing after the "W" period. A WF is equivalent to an F. Zero quality points.
- I. An I grade (Incomplete) is given to students who do not complete course requirements because of illness or for some other valid reason. The I grade is not considered in determining the quality point average. The student has the responsibility of completing the work within the period defined by the instructor, not to exceed twelve calendar months from date of receipt of the incomplete. If the work is completed satisfactorily, one of the four passing marks will be awarded. If the work is unsatisfactory or the student fails to complete the work within the twelve-month period, an F or failure grade will be recorded. If the student originally enrolled in the course under the Credit/No Credit Option, the removal will be under the same option. An incomplete grade may also be removed by repeating the course within the twelve-month period. All grades remain on the student's permanent record as originally submitted by the course instructor. Any grade change is added to the permanent record.
- IW. Irregular Withdrawal. A student who has registered for a class and has never attended it shall receive a grade of "IW" (Irregular Withdrawal). The "IW" grade is not considered in determining the student's quality point average.
- CR/NC. Recorded as CR (for satisfactory performance) or NC (for unsatisfactory performance) for courses elected by the student for the credit/non-credit option (see p. 60) or for courses designated by the department chairperson for credit/no-credit grading. CR and NC are not considered in determining the quality point average.

**MARSHALL UNIVERSITY
INCOMPLETE DOCUMENTATION FORM**

Name _____
Last First Middle Student Number

Course: _____
Dept. No. Section Credit Hours Course Title

Semester or Term of Issuance: _____

Last Date of Student's Attendance: _____

Deadline Date for Removal (may not exceed one calendar year): _____

Reason for Issuance: _____

Requirements for Removal (list all conditions): _____

Instructor's Name: _____ College _____
Last First

Instructor's Signature: _____ Today's Date _____

This form must be completed for each INCOMPLETE GRADE given by instructor and attached intact to the Instructor's Grade Sheet when presented to the Registrar's Office.

Suggested 3-Part Form Distribution: Original - Academic Dean; 1st Copy - Department Chairman; 2nd Copy - Student.

Attendance Policy

It is the responsibility of each individual instructor to evaluate the importance of student class attendance. Accordingly, each instructor prepares at the beginning of each semester, a written statement setting forth his policy for consideration of unexcused absences, make-up examinations, and related matter, which will be in force for the semester. The statement is filed with the chairman of the department and a statement of policy on attendance appropriate to each class is distributed at the first class meeting.

In those cases where marked violations of class attendance policy occur, the instructor may notify the dean so that every effort can be made to find and counsel the student whose academic prospects are being jeopardized by non-attendance.

Absences such as those resulting from illness, death in the family, or institutional activities (those approved by the academic deans, such as debate, artistic performances and athletics) are to be excused when a student reports and verifies them to the instructor. For such excused absences, the student should not be penalized.

Examinations

Students are required to take all regular examinations. If a student attends a course throughout the semester and is absent from the final examination without permission, the instructor counts the examination as zero and reports the final grade of F. If the absence is the result of illness or some other valid reason beyond the control of the student the grade of I is reported, and the student may, upon application, take the examination at a later date. (See "Incomplete" under Grades and Quality Points.)

Audit Courses

Audit students are those who enroll only for purposes of refreshing or acquainting themselves with the material offered in the course. Audit students receive no academic credit. Auditing is allowed only when there is space available in the class and the academic dean having jurisdiction over the course authorizes audit status. Enrollment for audit is limited to the regular registration period for the semester or term. Students who want to audit a class must enroll and pay fees in the same manner and at the same tuition rate as students enrolling for credit. Faculty members wanting to audit courses must secure approval of their dean and the instructor of the course or courses desired and must enroll in the regular manner for such courses.

Attendance and other requirements for auditors shall be determined by the instructor of the course being audited. It is the prerogative of the instructor to notify the respective dean and the Registrar's Office to withdraw the auditor from the class if attendance or other requirements are not met. It is the responsibility of the instructor to discuss the requirements of the course with the auditor.

It is not possible to change a registration from credit to audit or audit to credit after the close of the schedule adjustment period at the beginning of a semester or summer term.

Drop and Withdrawal Policy

1. Dropping of Courses

Dropping a course after the schedule adjustment period requires that a drop form bearing appropriate signature be submitted to the Registrar's office. Appropriate signatures vary with the academic calendar and are as follows.

- A. Dropping a course before the published "W" date requires the signature of the faculty member.
- B. Dropping a course after the published "W" date requires the signature of both the faculty member and the student's academic dean.

Off-campus or night courses may be dropped by mailing a request to drop to the Registrar's office. The postmark on such a request will be the official date of withdrawal.

2. Withdrawal from the University

Withdrawal from the university is defined as dropping all classes for which a student is registered.

Withdrawal requires that a withdrawal form be submitted to the Registrar's office or that a request for withdrawal be mailed to the Registrar's office. It is not possible to withdraw by telephone.

The effective date of withdrawal is the date that the withdrawal form is submitted to the Registrar's office. The postmark on mail requests will be the official date of withdrawal.

Cheating

Marshall University considers academic dishonesty to be a serious breach of academic discipline and absolutely condemns it, on or off campus. Major responsibility for punishment of cheating offenders lies with the individual instructor. A student charged with a cheating offense may appeal to a Review Committee. Further clarification is given in the catalog, pages 68-76.

Grade Appeal Procedure

In those cases in which a student has received an instructor-imposed sanction pursuant to Sec. IV., A, herein, the student shall follow the procedures outlined below:

1. Undergraduate and graduate students:
 - a. The student should first attempt a resolution with the course instructor. This initial step must be taken within ten (10) days from the imposition of the sanction or, in the case of an appeal of a final grade in the course, within thirty (30) days of the mailing of grades from the Registrar's Office.
 - b. If the procedure in Step 1 does not have a mutually satisfactory result, either the student or instructor may appeal in writing to the department chairman within ten (10) days after the action taken in Step 1, who will attempt to resolve the issue at the departmental level.
 - c. Should the issue not be resolved at the departmental level, either the student or instructor may appeal in writing to the dean of the College in which the course is offered within ten (10) days of the action taken in Step 2. The dean will attempt to achieve a mutually satisfactory resolution.
 - d. Should the issue not be resolved by the dean, either the student or instructor may appeal in writing within ten (10) days of the action taken in Step 3 to the Chairperson of the Academic Planning and Standards Committee who shall refer the matter to the University Academic Appeals Board for resolution.
 - e. Should the student or the instructor be dissatisfied with the determination of the Academic Appeals Board then either party may file an appeal with the Vice President of Academic Affairs within thirty (30) days from receipt of the decision of the Board. The decision of the Vice President of Academic Affairs shall be final.
2. Medical School Students:

Medical School students who desire to appeal an instructor-imposed sanction should consult the appropriate Medical School publications for the proper procedures to be followed.

Posting of Grades

To comply with the regulations of the "Privacy Act of 1974" (Public Law 93-579 of the U.S. Congress), faculty members are required not to post grades of students. The act prohibits disclosure of any records "from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual." A new ruling allows final grades to be posted by arbitrarily assigning numbers.

Appendix B Services Available

Library

Part-time faculty are entitled to the same privileges and services accorded full-time faculty. Literature searches to support courses offered, reserve service for special handling of materials that are heavily used for assigned class reading, and sending a footlocker of books with a faculty member to support an off-campus course offering are among the services that can be given to a part-time faculty. The encouragement of library use in connection with classes is the policy of the university.

Memorial Student Center

The M.S.C. houses dining facilities, the university bookstore, recreational facilities including a bowling alley, billiards/game room, a coffee house, campus information center, lounges.

Bookstore

The MU Bookstore is located on the main floor and basement of the Memorial Student Center. College textbooks, sundry items, paperback books, cards, Marshall gift items and other merchandise are available for purchase by MU students, faculty and staff. A 10 percent discount will be given any part-time instructor who shows proof of temporary employment, e.g., letter from department chairperson/division chairperson.

Dining Facilities

Dining facilities are available in the cafeteria of the Memorial Student Center. Short order items or complete dinners may be purchased. The snack bar is open from 7 a.m. to 3 p.m. daily.

Soft drink, snack food and other vending machine items are available in various buildings on campus.

The coffee house opens at 3 p.m. M-F daily. (Hours of operation differ for weekend service.)

The University is located within minutes of several off-campus restaurants for those who wish to dine off campus.

Parking

Parking permits for evenings are available to part-time instructors in the Public Safety Building, 1819 5th Ave. If your class meets one night a week, the cost is \$3; two nights, \$6.

Those interested in obtaining parking permits for day-time use must apply to the Coordinator of Traffic and Parking. Rates vary during the day.

Building and Grounds

Should you ever experience difficulty entering the building, classroom or using your classroom, please call Buildings and Grounds at:

Corbly Hall - 3165; Old Main - 2416; Harris Hall - 2363; Northcott (no phone); Smith Hall - 3199; Science Building (no phone); Gullickson Hall - 3118.

Telephone Numbers

Ambulance Service	696-4357
Bookstore	696-3622
Counseling Center	696-3111
Library	696-2320
Security Office	696-4357 (696-HELP)
Student Center	696-2365

If you try to telephone any of the above by using an office telephone on campus, you need only to dial the last four digits. To place a call off-campus from an office telephone, you will need to dial "9" first in order to obtain an outside line.

Other Services

If part-time faculty need assistance in other areas, contact should be made with the department chairperson/division chairperson. These might include secretarial services and audio-visual equipment.

Appendix C Policy Statements

I. Closing of University on Campus

Extreme weather conditions or energy outages have resulted in disruption of normal operations at Marshall University on several occasions during past winters. Similar situations may occur in the future. With that possibility in mind, Marshall University has developed the following policy

1. Although it may be necessary to suspend classes because of inclement weather or other problems on some occasions, offices will not be closed and all employees will be expected to report for work.

Individual employees, for whom it is appropriate, may, in their best judgment, determine the risk of travel to be too great and elect to remain at home. Those who do so should contact their respective supervisors and indicate they are: (1) taking annual leave that day, or (2) taking a day off without pay, or (3) taking compensatory time, in the event compensatory time is owed them.

2. In the event that a building, or a section of a building, is closed (because of heat loss, power outage, etc.), employees working in the affected area will be permitted to take their work to another area or building on campus. Or, in consultation with the supervisor, the employee may elect to take annual leave that day, take the day off without pay, or take compensatory time off.

3. In the event of an extreme situation (tornado, flood, ice storm, campus disturbance, etc.) and the employees' presence is not desired on campus, this information will be disseminated to the news media. A decision as to whether the missed time will be chargeable to annual leave, compensatory time, or a non-pay situation will be determined by the president and communicated through supervisors on the first day normal campus operation is resumed.

4. Supervisors must take steps to ensure offices and/or work stations are open to employees at all times when those employees are expected to be at work, including inclement weather situations and other disruptive situations.

5. The president will notify the media by 7 a.m. of suspended classes for that day. A separate announcement will be made later in the day in regard to classes scheduled to begin at 4 p.m. or later.

Off-Campus

Classes will not be held if the building being used has been closed by action of appropriate authorities.

II. Crisis Intervention Procedures

The following procedures pertain only to Psychological/Behavioral emergencies for which consultation by a staff counselor of the University Counseling Center is required. Accidents and physical illness will not be addressed under this policy.

A. General procedures - Regular Working Hours (DAY)

- (1) During regular working hours (8 a.m. - 4:30 p.m. Monday-Friday) all interventions related to Psychological/Behavioral emergencies should be initiated through the University Counseling Center. The Counseling Center is located on the first floor, south end of Prichard Hall. Emergencies can be reported in person or by phoning 696-3111.
- (2) Once notified a staff counselor will take appropriate action, and if needed, will alert the Department of Public Safety for Emergency Medical Personnel and ambulance or other transportation.
- (3) The Department of Public Safety will provide and coordinate all emergency medical service personnel and transportation. Should the Department of Public Safety medical personnel and vehicles not be available the department will then contact a community-based ambulance service.
- (4) The Staff Counselor responding to the emergency will insure that the following persons are notified of the emergency: The Director of the Counseling Center, the Associate Dean responsible for the Student Development Center, and the Vice President for Student Affairs. With consideration given to the student's right of privacy and the nature of the situation the student's academic dean and other appropriate faculty or staff may be notified.

B. General Procedures - Evenings and Weekends (NIGHT & WEEKEND)

- (1) All responses to Psychological/Behavioral emergencies during evenings and weekends begin by contacting the Department of Public Safety at 696-HELP. The department dispatcher or other appropriate public safety employee will note the nature of the emergency and ask for a phone number from the referring party. The dispatcher will then contact the on-call Counselor, briefly describe the emergency, and give the Counselor the phone number of the referring party. The Counselor will contact the referring party, take appropriate action, and keep involved parties informed to the extent that each party has a need to know.
- (2) For after hour emergencies of a psychological/behavioral nature that involve campus residents the students' Resident Advisor or Head Resident will contact the Department of Public Safety.
- (3) The Department of Public Safety will provide and coordinate all emergency medical service personnel and transportation. Should the Department of Public Safety medical personnel and vehicles not be available the department will then contact a community-based ambulance service.
- (4) After appropriate action and reasonable stabilization of the emergency has occurred the on-call Counselor will insure that the director of the Counseling Center, Associate Dean responsible for the Student Development Center, and the vice President for Student Affairs is notified. Depending on the nature and scope of the emergency and with respect to the student rights of privacy; other university personnel may need to be notified.

- C. Specific Responsibilities of the On-Call Counselor when responding to Psychological/Behavioral Emergencies.
- (1) Once involved the Staff Counselor will assume primary responsibility for case management including the following:
 - A. Represent the University when communicating with the student(s), hospital staff, city police, other involved parties, and the student's family.
 - B. Maintain communication, until crisis is resolved, with appropriate university personnel and community service providers.
 - (2) Should a psychological/behavioral emergency become public knowledge the counselor will coordinate the dissemination of information through the university relations office.
 - (3) In case of either a potential or attempted suicide the student's parents will be contacted unless there is a clear and paramount reason to prevent this action.
 - (4) After resolution of the crisis the counselor will prepare a summary report that is to be submitted to the Assistant Dean of Student Affairs/Director of Counseling Service.